



**HEARTLAND CHARTER SCHOOL**  
 955 Stanislaus St. Maricopa, CA 93252  
 Phone (661) 525-1178 \* Fax (661) 465-4544

**Regular Board Meeting  
 Heartland Charter School  
 May 21, 2020 – 5:15 pm  
 5060 California Avenue #420  
 Bakersfield, CA 93309  
 Through Teleconference**

**Public Comment via Zoom:** <https://zoom.us/j/92558087708>

**AGENDA**

<b>Item</b>	<b>Description</b>	<b>Action</b>
1.	Call to Order	
2.	Approval of the Agenda	
3.	Public Comments	Information
4.	Executive Director's Report a. 2020-2021 Enrollment Updates	Information
5.	Discussion and Potential Action on the April Meeting Minutes	
6.	Discussion and Potential Action on the Suicide Prevention Policy	
7.	Discussion and Potential Action on the Suspension and Expulsion Policy	
8.	Discussion and Potential Action on the Educational Vendor Policies and Procedures	
9.	Discussion and Potential Action on the Vendor Agreement	
10.	Discussion and Potential Action on Supplemental Retirement Plans	
11.	Discussion and Potential Action on the Fiscal Policies and Procedures – Chapter 4	
12.	Discussion and Potential Action on the COVID-19 Plans (Executive Order N-56-20 Operations Written Report)	
13.	Discussion and Potential Action on the April Financials	
14.	Discussion and Potential Action on the 2020-2021 Stipends	
15.	Discussion and Potential Action on the 2020-2021 Budget Draft	Information
16.	Discussion and Potential Action on the Invoices over \$100,000	
17.	Discussion and Potential Action on the Inspire Charter Services Service Agreement	
18.	Discussion and Potential Action on the School Pathways Proposal	
19.	Discussion and Potential Action on the Grapevine MSP Technology Services Proposal	
20.	Discussion and Potential Action on the Procurify Proposal	
21.	Discussion and Potential Action on the Beehively Proposal	
22.	Discussion and Potential Action on the SELPA Representative	
23.	Discussion and Potential Action on Executive Director Title and Evaluation Timeline	
24.	Board of Directors' Requests and Comments	
25.	Announcement of Next Regular Scheduled Board Meeting	
26.	Adjournment	

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

Access to Board Materials: A copy of the written materials which will be submitted to the Heartland school board may be reviewed by any interested persons on Heartland's website along with this agenda. The posting of the agenda will occur at least 72 hours in advance of this meeting.

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.

Note: Heartland Charter 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 559-313-3112 at least 24 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)).





# **HEARTLAND CHARTER SCHOOL**

955 Stanislaus St. Maricopa, CA 93252

Phone (661) 525-1178 \* Fax (661) 465-4544

Regular Scheduled Board Meeting – Board Meeting Minutes

April 23, 2020 – 5:15 pm

Meeting via Teleconference

Attendance:

Tony Miranda, Nicole Panero, Kim Jones, Nikki Sanchez, Jennifer Woodward

Absent: None

Also Present: Courtney McCorkle, Kate Rowe, Steven J. Nelson, Robert Noriega, Tyler Myers, Dr. Scott Meier

ITEM	ITEM DESCRIPTION
1. CALL TO ORDER	Board president, Tony Miranda, called the meeting to order. <b>Time: 5:25 pm</b>
2. APPROVAL OF THE AGENDA	This item was provided as an opportunity for members, through consensus, to approve, re-sequence or table agenda topics. <b>Action: To approve the agenda.</b> <b>Ms. Panero Moved, Ms. Woodward Second, No Abstention, Unanimous</b>
3. PUBLIC COMMENTS	Those in the audience desiring to address the Board regarding items not on the agenda may do so at this time. Each speaker will have three (3) minutes to address the Board, make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the school system. Please understand that the Board does not take action on non-agendized items. <b>No Public Comments</b>
4. PRINCIPAL'S REPORT	Ms. McCorkle provided an update on school activities: <ul style="list-style-type: none"> <li>• Reopening</li> <li>• LCAP Template</li> </ul>
5. DISCUSSION AND POTENTIAL ACTION ON THE MARCH BOARD MEETING MINUTES	<b>Action: Approval of the board meeting minutes for the regular meeting on March 26, 2020 and the special meeting on March 26, 2020.</b> <b>Ms. Sanchez Moved to approve with the correction to the dates at the top of the minutes for both meetings to state March 26, 2020 instead of March 23, 2020. Ms. Jones Second, No Abstention, Unanimous</b>
6. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION § 54956.9	<b>Action: To adjourn to closed session at 5:40pm to conference with legal counsel pertaining to anticipated litigation.</b> <b>Ms. Woodward Moved, Ms. Panero Second. No Abstention. Unanimous.</b>  <b>Action: To end closed session at 7:30pm</b> <b>Ms. Sanchez Moved,. Ms. Jones Second. No Abstention. Unanimous</b>  <b>No actions to report</b>

7. DISCUSSION AND POTENTIAL ACTION ON THE RETENTION OF LEGAL COUNSEL	<p><b>Action: Approve the retention of legal counsel: Steven J. Nelson, Esq.</b></p> <p><b>Ms. Sanchez Moved, Ms. Woodward Second, No Abstention, Unanimous</b></p>
8. DISCUSSION AND POTENTIAL ACTION ON THE MOU WITH OTHER SCHOOLS	<p>The board discussed the need for more information.</p> <p><b>Action: Approval of the MOU Agreement with Other Schools.</b></p> <p><b>Ms. Panero Moved to table this item for the next regular board meeting on 5/21/2020, Ms. Sanchez Second, No Abstention, Unanimous</b></p>
9. DISCUSSION AND POTENTIAL ACTION ON THE MARCH FINANCIALS	<p>Tyler Myers from Charter Impact reviewed the March Financials packet with the board.</p> <p><b>Action: Approval of the March Financials</b></p> <p><b>Ms. Woodward Moved, Ms. Sanchez Second, No Abstention, Unanimous</b></p>
10. DISCUSSION AND POTENTIAL ACTION ON THE EXECUTIVE DIRECTOR'S DIVVY TRANSACTIONS	<p>The board reviewed transactions since December 2019. The board will view new transactions at future meetings.</p> <p><b>No Action Required, Information Only</b></p>
11. DISCUSSION AND POTENTIAL ACTION ON THE BOARD RESOLUTIONS - BANKING	<p>The board discussed the need to cancel the approval of opening accounts at Wells Fargo and to move forward with the approval of opening accounts with Mission Bank and affirming board positions for Mission Bank.</p> <p><b>Action: Approve the Board Resolutions Related to Banking 2020-4, 2020-5, 2020-6.</b></p> <p><b>Ms. Jones Moved to approval all three resoltions, Ms. Woodward Second, No Abstention, Unanimous</b></p>
12. DISCUSSION AND POTENTIAL ACTION ON THE ICS INVOICES	<p><b>Action: Approve invoices from ICS.</b></p> <p><b>Ms. Woodward Moved to approve the medical benefits invoices: #1059, #1083, #1085, #1101, #1103, and #1314 and to Table the following invoices until May meeting: INSPH-110, INSPH-111, Ms. Panero Second, No Abstention, Unanimous</b></p>
13. DISCUSSION AND POTENTIAL ACTION ON THE BUDGET (AD HOC COMMITTEE PRESENTS)	<p>The ad hoc committee brought the board up to date on the current budget plan including the job descriptions and salary charts in the board packet.</p> <p><b>No Action Required, Information Only</b></p>
14. DISCUSSION AND POTENTIAL ACTION ON THE 2020-2021 BUDGET DRAFT	<p>Tyler Myers from Charter Impact gave a brief presentation on the current budget plan for 2020-2021 and the timeline for approval.</p> <p><b>No Action Required, Information Only</b></p>
15. DISCUSSION AND POTENTIAL ACTION ON THE 2020-2021 CERTIFICATED SALARY SCHEDULES	<p>The board was presented with the following salary schedules: SPED assessment team, HST/HQT, regional coordinator, counselor, and SPED teachers (with the removal of SLPs from this schedule). The board was also informed that HQTs would be placed on the same schedule as HSTs.</p> <p><b>Action: Approve the certificated salary schedules for 2020-2021.</b></p> <p><b>Ms. Panero Moved, Ms. Woodward Second, No Abstention, Unanimous</b></p>
16. DISCUSSION AND POTENTIAL ACTION ON THE CERTIFICATED JOB DESCRIPTIONS.	<p>The board was presented with updated job descriptions for Executive Director, Regional Coordinator, CTE Pathways Coordinator, High School Regional Coordinator.</p> <p><b>Action: Approve the certificated job descriptions.</b></p> <p><b>Ms. Panero Moved, Ms. Sanchez Second, No Abstention, Unanimous</b></p>

17. DISCUSSION AND POTENTIAL ACTION ON THE WITHDRAWAL POLICY	<p><b>Action: Approve the revised Withdrawal Policy.</b></p> <p><b>Ms. Woodward Moved, Ms. Sanchez Second, No Abstention, Unanimous</b></p>
18. DISCUSSION AND POTENTIAL ACTION ON THE INVESTIGATION OF INACCURATE, SUSPICIOUS, OR FALSE ADDRESSES FOR STUDENT RESIDENCY	<p><b>Action: Approve the revised Investigation of Inaccurate, Suspicious, or False Address for Student Residency.</b></p> <p><b>Ms. Panero Moved, Ms. Jones Second, 0 Abstention, Unanimous</b></p>
19. DISCUSSION AND POTENTIAL ACTION ON THE INSTRUCTIONAL FUNDS POLICY	<p>The board was informed that this policy is in the revision process.</p> <p><b>Action: Approve the revised Instructional Funds Policy.</b></p> <p><b>Ms. Sanchez Moved to table this item for the meeting on 5/21, Ms. Panero Second, 0 Abstention, Unanimous</b></p>
20. DISCUSSION AND POTENTIAL ACTION ON THE FIELD TRIP POLICY	<p>The board was informed that this policy is in the revision process.</p> <p><b>Action: Approve the Field Trip Policy.</b></p> <p><b>Ms. Sanchez Moved to table this item for the meeting on 5/21, Ms. Panero Second, 0 Abstention, Unanimous</b></p>
21. DISCUSSION AND POTENTIAL ACTION ON THE SCHOOL CLUB AND EXTRA CURRICULAR ACTIVITY APPROVAL POLICY	<p><b>Action: Approve the School Club and Extra-Curricular Activity Approval Policy.</b></p> <p><b>Ms. Woodward Moved, Ms. Sanchez Second, 0 Abstention, Unanimous</b></p>
22. DISCUSSION AND POTENTIAL ACTION ON THE TEACHER CERTIFICATION POLICY	<p><b>Action: Approve the Teacher Certification Policy.</b></p> <p><b>Ms. Jones Moved, Ms. Woodward Second, 0 Abstention, Unanimous</b></p>
23. DISCUSSION AND POTENTIAL ACTION ON THE SPRING 2020 SEMESTER GRADING PLAN	<p>Due to the temporary school closure and loss of some instruction days, the board reviewed a semester grading scale that considers the time of closure and potential disruption for students this semester due to COVID-19.</p> <p><b>Action: Approve the Spring 2020 Semester Grading Plan, including allowing the parent/guardian to determine the letter grade scale or pass/fail scale for high school classes, in consideration of the best interest of the student.</b></p> <p><b>Ms. Sanchez Moved, Ms. Panero Second, 0 Abstention, Unanimous</b></p>
24. DISCUSSION AND POTENTIAL ACTION ON THE BOARD RESOLUTION – GRADUATION REQUIREMENTS – 2020	<p>Due to the potential disruptions to the course of study for high school seniors caused by COVID-19, the board considered a resolution to allow for flexibility in approving the graduation of current Heartland seniors who meet California's minimum graduation requirements.</p> <p><b>Action: Approve the Board Resolution on Graduation Requirements for 2020.</b></p> <p><b>Ms. Woodward Moved to approve of this policy being in place only for the 19/20 school year, Ms. Sanchez Second, 0 Abstention, Unanimous</b></p>
25. DISCUSSION AND POTENTIAL ACTION ON THE BOARD MEETING STIPEND	<p>Due the California governor's order to shelter in place, the board considered the need to discontinue the travel stipend for board members.</p> <p><b>Action: Approve the Discontinuation of the Travel Stipend for Board Members for the Duration of the Shelter in Place order in the State of California.</b></p> <p><b>Ms. Sanchez Moved, Ms. Woodward Second, 0 Abstention, Unanimous</b></p>

<b>26. DISCUSSION AND POTENTIAL ACTION ON THE FISCAL POLICIES AND PROCEDURES – CHAPTER 4</b>	<b>Action: Approve the Revision of Chapter 4 regarding travel reimbursement.</b> <b>Ms. Panero Moved to table this item for the meeting on 5/21, Ms. Sanchez Second, 0 Abstention, Unanimous</b>
<b>27. BOARD OF DIRECTORS' REQUESTS AND COMMENTS</b>	<b>None</b>
<b>28. ANNOUNCEMENT OF NEXT REGULAR SCHEDULED BOARD MEETING</b>	The board's next regularly scheduled meeting will be held on May 21, 2020 at 5:15 pm.
<b>29. ADJOURNMENT</b>	<b>Adjournment Time: 9:15pm General Consent</b>

Prepared by  
Kate Rowe

Jennifer Woodward  
Board Secretary



# **HEARTLAND CHARTER SCHOOL**

955 Stanislaus St. Maricopa, CA 93252

Phone (661) 525-1178 \* Fax (661) 465-4544

Special Board Meeting – Board Meeting Minutes

April 30, 2020 – 6:30 pm

Meeting via Teleconference

Attendance:

Tony Miranda, Nicole Panero, Kim Jones, Nikki Sanchez, Jennifer Woodward

Absent: None

Also Present: Courtney McCorkle, Kate Rowe, Jennifer McQuarrie

ITEM	ITEM DESCRIPTION
1. CALL TO ORDER	Board president, Tony Miranda, called the meeting to order. <b>Time: 6:31 pm</b>
2. APPROVAL OF THE AGENDA	This item was provided as an opportunity for members, through consensus, to approve, re-sequence or table agenda topics. <b>Action: To approve the agenda.</b> <b>Ms. Jones Moved, Ms. Woodward Second, No Abstention, Unanimous</b>
3. PUBLIC COMMENTS	Those in the audience desiring to address the Board regarding items not on the agenda may do so at this time. Each speaker will have three (3) minutes to address the Board, make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the school system. Please understand that the Board does not take action on non-agendized items. <b>No Public Comments</b>
4. CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION § 54956.9	<b>Action: To adjourn to closed session at 6:38pm to conference with legal counsel pertaining to anticipated litigation.</b> <b>Ms. Sanchez Moved, Ms. Panero Second. No Abstention. Unanimous.</b>  <b>Action: To end closed session at 7:02pm</b> <b>Ms. Sanchez Moved,. Ms. Woodward Second. No Abstention. Unanimous</b> <b>No actions to report</b>
5. BOARD OF DIRECTORS' REQUESTS AND COMMENTS	No new comments or requests
6. ANNOUNCEMENT OF NEXT REGULAR SCHEDULED BOARD MEETING	The board's next regularly scheduled meeting will be held on May 21, 2020 at 5:15 pm.
7. ADJOURNMENT	<b>Adjournment Time: 7:07pm General Consent</b>

Prepared by  
Kate Rowe

Jennifer Woodward  
Board Secretary



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## Suicide Prevention Policy

Heartland Charter School is committed protecting the health and well-being of all Heartland Charter School 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 Heartland Charter School 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:** Heartland Charter School 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) the has 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, Heartland Charter School 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, Heartland Charter School 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:** Heartland Charter School 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).

Heartland Charter School 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<sup>[1]</sup> 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:* <sup>[1]</sup><sub>SEP</sub> 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 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 (s) 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.
- Heartland Charter School will designate a suicide prevention coordinator 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: *my 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 Heartland Charter School 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](http://www.mentalhealthamerica.net) 1-800-969-6642
- **Mental Health Services Locator:** [www.mentalhealth.samhsa.gov/databases](http://www.mentalhealth.samhsa.gov/databases)
- **American Foundation for Suicide Prevention** [www.afsp.org](http://www.afsp.org)
- **American Association for Suicide Prevention** [www.suicidology.org](http://www.suicidology.org)
- **Center for Disease Control & Prevention** [www.cdc.gov/ViolencePrevention/suicide](http://www.cdc.gov/ViolencePrevention/suicide)
- **Healthy Place -** [www.healthyplace.com](http://www.healthyplace.com)
- **Jed Foundation -** [www.jedfoundation.org](http://www.jedfoundation.org)

- **National Federation of Families for Children's Mental Health** [www.ffcmh.org](http://www.ffcmh.org)
- **National Alliance on Mental Illness (NAMI)** [www.nami.org](http://www.nami.org) 1-800-950-NAMI (6264)
- **The Trevor Lifeline** - [www.thetrevorproject.org](http://www.thetrevorproject.org) 1-866-488-7386
- **National Institute of Mental Health (NIMH)** - [www.nimh.nih.gov](http://www.nimh.nih.gov)
- **Strength of US-** [www.strengthofus.org](http://www.strengthofus.org)
- **Substance Abuse and Mental Health Services Administration (SAMHSA)** [www.samhsa.gov/prevention/suicide.aspx](http://www.samhsa.gov/prevention/suicide.aspx)
- **Suicide Awareness Voices of Education (SAVE)** [www.save.org](http://www.save.org)
- **Suicide Prevention Action Network USA** - [www.spanusa.org](http://www.spanusa.org)
- **Suicide Prevention Resource Center (SPRC)** - [www.sprc.org](http://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.
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- 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*
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## Suspension and Expulsion Policy

Heartland Charter School 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 Heartland Charter School 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

Heartland Charter School (“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. Heartland Charter School is committed to giving students the same opportunities that are offered at non-charter district schools. District schools often provide opportunities for music, art, sports, field trips, and other ways to extend the learning experience.

**The Heartland Charter School Educational Vendor Policies and Procedures address the following:**

1. Establish Assurances & Procedural Safeguards
2. Requests for Educational Items and Services
3. Required Core Subject Curriculum
4. Examples of Prohibited Requests
5. Vendor Application Requirements
6. Student and Family Responsibilities
7. Field Trip Guidelines

- 1. Establish Assurances & Procedural Safeguards:** The Governing Board of Charter School has reviewed and adopted this policy to ensure Charter School funds are budgeted and expended on Charter School-approved educational items and services.

Key requirements detailed in this policy include:

- The Principal or his/her designee (“Principal”) must approve all vendors before they can provide educational items or services to students.
- The Homeschool Teacher (credentialed teacher assigned to supervise student’s independent study) and Principal must approve all requests for educational items or services to ensure they are aligned with the charter petition and student’s personalized learning plan.
- 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.

- 2. Requests for Educational Items and Services:** 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. Students make requests for educational services and items through the Enrichment Ordering System. 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 principal or designee (Principal). The Principal 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 Principal 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 Homeschool Teacher and Principal 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 Principal 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.

Enrichment Certificates: After the Homeschool Teacher and Principal approve a request through the Enrichment Ordering System, an "Enrichment Certificate" is generated. Charter School requests educational services and items from approved vendors through Enrichment Certificates and purchase orders. If necessary, Charter School may use an approved vendor's purchase order 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 of 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 the Charter School.

Planning Amount: The Charter School establishes an annual planning amount each year for students' educational items and services. This planning amount for educational items and services is based, in part, on a student's attendance.

Parents and students are not guaranteed to receive any educational items and services up to and equal to the planning amount, as a Homeschool Teacher and the Principal must approve all requests. The planning amount is also not a mandatory cap limiting the Charter School's ability to 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.

### 3. Required Core Subject Curriculum:

The Homeschool Teacher and Principal must ensure students have access to 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. All use of funds must be approved by the student’s credentialed teacher consistent with Heartland Charter School’s policies and procedures. Heartland Charter School retains sole discretion to determine whether a student has sufficient access to core subject curriculum.

### 4. Examples of Prohibited Requests: Charter School students can only request education services and items available in the Enrichment Ordering System. 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.
- Excessive quantities of any item or service (e.g., beyond student’s course of study).
- Live animals or animal supplies small insects/amphibians/worms as a part of a science class.
- Top of the line musical instruments or other items (where more reasonably-priced options are available)
- Educational items and services must be nonsectarian
- Taxis/Uber/Lyft rides and other transportation costs

### 5. Vendor Application Requirements: Charter School must approve all vendors that provide educational items and services to students. Educational service vendors must submit an application to Charter School detailing critical information such as qualifications and services. Charter School shall carefully review the Vendor’s application, website, available references, social media, and other pertinent information.

The Principal approve all educational vendors and enter into an agreement with approved vendors before a vendor can provide any educational services to students. The Principal may reject a vendor applicant or terminate vendor services for any reason. The Principal 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 for specific educational products from a particular vendor (e.g., pencils from an online store). The Charter School’s approval of the educational product request serves as vendor approval.

Vendor Guidelines: The Principal 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 Principal based on vendor representations and vetting by the Charter School.

Vendor Agreement: Once the Principal 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. 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.

## **6. Student and Family Responsibilities:**

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 Principal or Homeschool Teacher. As a benefit to all Charter School families, educational items returned to the Charter School shall be stored to allow for future use by Charter School students.

- a. Certain items are "consumable", meaning they are not functional after use (e.g., workbooks). These items can be discarded by families after use. Other items that can be used after an initial use must be returned (e.g., textbooks, science equipment, musical equipment, and educational technology).
- b. More information about the policies and procedures related to the return of Charter School property can be found in the Educational Materials and Restitution Policy.

Damaged or Lost Educational Items: Parents are responsible for replacing lost, stolen, damaged, 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.

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. Field Trip Guidelines:**

The Governing Board recognizes field trips can supplement and enrich the homeschooling and classroom learning experience. In addition, field trips can encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world.

Overview: All field trips are voluntary, and no student is required to attend any given field trip. Students may request field trips through the Field Trip and Events (“FTE”) platform and Enrichment Ordering System. “FTE Field Trips” are school-sponsored field trips involving staff member participation and supervision. “EOS Field Trips” are educational activities and field trips students can request through the EOS offered by vendors that are not sponsored by the Charter School.

The Homeschool Teacher must approve a student’s field trip plan, including FTE and EOS Field Trips, for the year as a part of developing the student’s education plan. The Principal 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. Families are prohibited from requesting trips to non-educational venues.

The Homeschool Teacher may reject any field trip request for academic reasons. No family shall pay any fees out-of-pocket to participate in field trips. Enrichment funds from the planning amount are used to address costs for FTE and EOS Field Trips.

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.

Field Trip Supervision: In light of the Charter School providing an independent study program, it is anticipated that a parent/guardian will need to serve as chaperone and transport their children for approved educational FTE Field Trips. Charter School Board finds funding the actual, reasonable, and necessary costs 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.

Given the need for adequate supervision of the students attending FTE Field Trips and given the nature of the educational program offered by Charter School, if applicable, Charter School will



pay for the costs of admission for one chaperone for each four (4) children in a family and enrolled in Charter School. If applicable, Charter School will pay for the costs of admission for an additional chaperone for additional children in a family and enrolled in Charter School 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 enrichment funds from the planning amount.

Families are limited to one optional FTE Field Trip per year with admission paid for chaperone(s) using enrichment funds. Charter School will not provide the cost of admission for any chaperones for EOS Field Trips.

It is the responsibility of parents/guardians to ensure proper supervision over their children enrolled in Charter School at all times during a FTE Field Trip. With the Principal's approval, chaperones may take their own non-enrolled children as guests on appropriate FTE Field Trip, provided they assume full responsibility for their behavior. Chaperones are responsible for all costs for children who are not enrolled in the Charter School.

For FTE Field Trips, 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.

Accommodation: 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 an accommodation from the Principal.

Student and Family Responsibilities: Before a student can participate in a FTE Field trip, the organizing teacher shall obtain parent/guardian permission for the trip.

All adults, parents and guardians taking any field trip or excursion shall sign a statement waiving all claims against the Charter School for injury, accident, illness or death occurring during or by reason of the field trip or excursion in accordance with Education Code section 33530.

All students on a FTE Field Trip are under the jurisdiction of Charter School and shall be subject to the Charter School's disciplinary rules and regulations.

Transportation: Parent(s)/guardian(s) are solely responsible for transporting their children to the location where the field trip starts. For FTE Field Trips, 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. When transporting students, the owner of the car must, upon request, provide proof of insurance coverage at the minimum required by California law.

**Questions:** If Charter School families have any questions about this policy or how to make requests for educational items and services, please contact Principal, Courtney McCorkle at [courney@heartlandcharterschool.org](mailto:courney@heartlandcharterschool.org).

**Heartland Charter School's Personalized Learning Creed:** *“Personalized Learning truly puts every student first by honoring and exploring your student’s unique and special gifts, talents, and aspirations.”*

# VENDOR AGREEMENT

This Vendor Agreement ("Agreement") is made between **Heartland Charter School** ("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 & advertising 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.

**HEARTLAND CHARTER SCHOOL**

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



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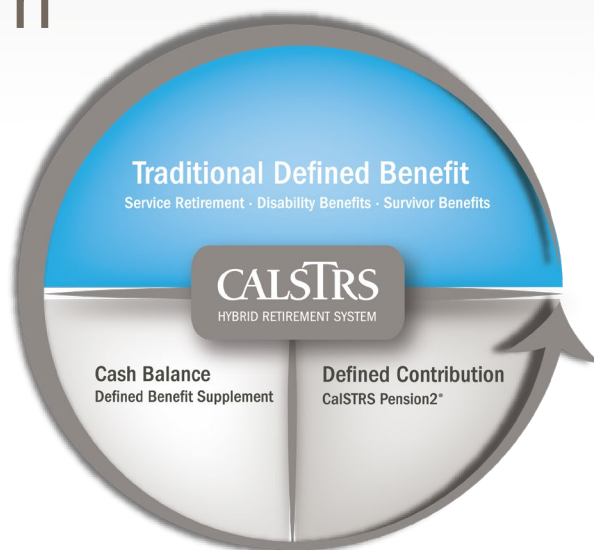
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®

It's your future. Choose **Pension2™**.

# What is Pension2?

- CalSTRS' voluntary supplemental savings program
  - 403(b) and/or 457(b)
- Part of the CalSTRS hybrid retirement system



*... for a more comfortable and secure retirement.*



# Why are supplemental savings plans important?

- CalSTRS/CalPERS defined benefit pension—your “first pension”—typically replaces about 50% of a member’s salary.
- Experts say a 80% - 90% replacement is required to live comfortably.
- Members will need to fill in any gap between their current income and retirement benefit with additional savings.

# Who's eligible to participate in Pension2?

- Certificated employees (CalSTRS members)
- Classified staff (Non-CalSTRS members)

Simply, every employee is eligible to participate, despite Pension2 being a CalSTRS administered program

# Plans Available Within Pension2

	403(b)	Roth 403(b)	457(b)	Roth 457(b)
Paycheck Contributions	Pre-tax	Post-tax	Pre-tax	Post-tax
Earnings	Tax-deferred	Non-taxable	Tax-deferred	Non-taxable
Distributions	Penalty-free: <ul style="list-style-type: none"> <li>• Age 59 ½</li> <li>• Upon separation of service after age 55</li> </ul> 10% IRS tax penalty: <ul style="list-style-type: none"> <li>• Upon separation of service before age 55</li> </ul>		Penalty-free: <ul style="list-style-type: none"> <li>• Age 72 (or 59 ½, if allowed by plan document)</li> <li>• Upon separation of service at any age</li> </ul>	

# 2020 Contribution Limits

Plans	Maximum Contribution	Age 50+ Catch-Up Contribution
403(b) Roth 403(b)	\$19,500	\$6,500
457(b) Roth 457(b)	\$19,500	\$6,500
<b>Total</b>	<b>\$39,000</b>	<b>\$13,000</b>

# CalSTRS Pension2 403(b) 457(b) Offers

## Plan Features

- Plan Customization
- No Compliance Fees
- Online SRA
- Employer Contributions; Higher amounts for 403(b)

# Total Participant Costs

## No cost to the employer

- Revenue-neutral administrative cost (we only charge what is costs to run the program)
- No commissioned sales representatives
- No surrender charges

# Low Cost of Participation

- Annual administrative fee: 0.25%
  - *Pro-rated and deducted from the employees account quarterly (0.0625%)*
- Fund expense ratio
  - *Varies by investment option*
  - *Range (net costs): 0.02% to 0.83%*
- Many competitors have:
  - Higher expense ratios (many >1%)
  - Annual fees
  - Load fees

# Investment Options



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# Core Investment Options

## Foreign Stock

- Artisan International
- Dodge & Cox International
- DFA International Small Company
- Vanguard Developed Markets Index
- Vanguard Emerging Markets Index

## Specialty

- Vanguard REIT Index
- PIMCO All Asset

## U.S. Large Cap Stock

- American Growth Fund of America
- Dodge & Cox Stock
- Vanguard Institutional Index
- Vanguard Total Stock Market Index
- TIAA Social Choice Equity
- Northern Global Sustainability Index Fund

## Stability of Principal

- Voya Fixed Plus III
- Federated U.S. Treasury Cash

## Bond

- Vanguard Total Bond Market
- Vanguard Short-Term Bond Index

## Inflation Protection

- Vanguard Inflation-Protected Securities

## Global Stock

- GMO Global Equity Asset Allocation

## U.S. Small/Mid Cap Stock

- Vanguard Mid Cap Index
- Vanguard Small Cap Index

\* Vanguard restriction applies. Unlimited transfers out of the Fund permitted, however, once you move out of the fund, you are not permitted to move back into the fund for at least 60 calendar days following the last transfer or reallocation out.

# Core Investment Options

## Category: **Stability of Principal**

- Voya Fixed Plus III Account
  - *Guaranteed Net Minimum Rate\** :  
10/31/22: 2.75%

*\* Actual rate may be higher depending on rate environment.*

# Easy Choice Portfolios

## Category: Target Date Funds

- Comprised of core investment options
- Custom strategy based on your expected retirement date and tolerance for investment risk

Aggressive 2050+ Portfolio

Aggressive 2040 Portfolio

Aggressive 2030 Portfolio

Aggressive 2020 Portfolio

Aggressive Retired Portfolio

Moderate 2050+ Portfolio

Moderate 2040 Portfolio

Moderate 2030 Portfolio

Moderate 2020 Portfolio

Moderate Retired Portfolio

Conservative 2050+ Portfolio

Conservative 2040 Portfolio

Conservative 2030 Portfolio

Conservative 2020 Portfolio

Conservative Retired Portfolio

# Easy Choice Portfolio

Retired

2020

Conservative

+

**Moderate**

=

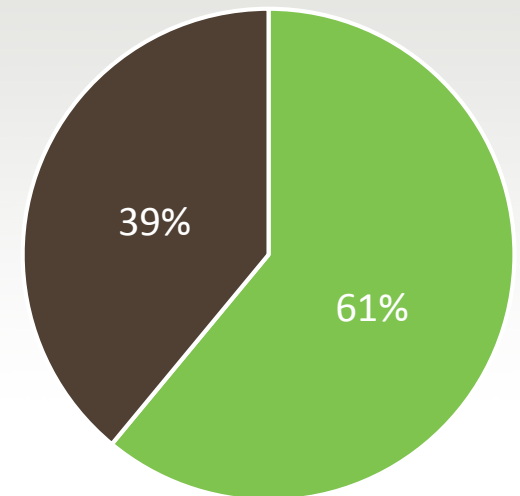
2030

Aggressive

**2040**

2050

**Moderate 2040**



■ Equities ■ Fixed Income

# Self-Directed Brokerage Account

- Access to more than 800 no-transaction-fee mutual funds
- Thousands of transaction-fee funds and certificates of deposit
- Annual fee: \$50
- Annual administrative fee: 0.25%

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# Investment Planning and Education

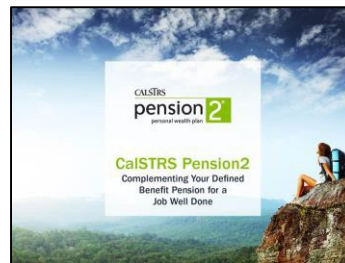


It's your future. Choose **Pension2<sup>™</sup>**.

# Program Education

- Electronic Media
- Informational Videos
- Print Communications
- Targeted Outreach
- Webinars

## Webinars



## Videos



## Email Blasts



## Print

## Outreach Event



# Pension2 Statement Comparison

- Bring IRA, 403(b), 457(b) quarterly statements
- See how much Pension2 can save you



# Information & Enrollment Assistance

## Enrollment Assistance

- Pension2.com
- 888-394-2060
  - *Pension2 Service Representatives*
    - Monday-Friday, 8 a.m. – 5 p.m. Pacific Time

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# Why Choose Pension2?



It's your future. Choose **Pension2™**.

# Why choose Pension2?

**Enhanced Benefit:** District-sponsored low cost 403(b) and/or 457(b) plan

**Eligibility:** Both Certificated and Classified employees can participate

**Innovative Investment Options:**

- Easy Choice Portfolio
- Build Your Own Portfolio
- Self Directed Brokerage Window

**Program Education:**

- Webinars/Brainsharks
- Newsletters
- Pension2.com
- Workshops/Presentations

# Why choose Pension2?

## My Retirement Workshops

### My Retirement System

- Understand the CalSTRS hybrid retirement system, contributions, creditable services and other resources CalSTRS offers based on career stage

### My Retirement Benefits

- Understand your benefits and the importance of supplemental savings

### My Retirement Decisions

- Understand your retirement options and timelines

# Why choose Pension2?

## Save for Your Future

- Budgeting basics, savings and investing, credit and debt

## Plan for Your Future

- Retirement lifestyle, expenses, income and obstacles

## Protect Your Future

- Retirement distributions, maximizing and protecting your income

# Financial Awareness Workshops

# Why choose Pension2?



**Your Future Starts Now With CalSTRS Pension2**

You're already off to a great start to your secure future with your CalSTRS retirement benefit. Next, you'll likely need personal savings and investments. According to financial professionals, you may need 80 to 90 percent of your final salary to retire comfortably.

Pension2®, the CalSTRS voluntary supplemental savings plan, offers 403(b), 457(b), Roth 403(b) and Roth 457(b) plans with low costs and flexible investment options. It's designed to fill the gap between your CalSTRS retirement benefit and the income you'd like to have in retirement.

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CalSTRS administers a hybrid retirement system consisting of traditional defined benefit (the Defined Benefit Program), cash balance (the Defined Benefit Supplement and Cash Balance Benefit programs) and voluntary defined contribution (Pension2) plans.

**Your CalSTRS Retirement Benefit**

Your retirement benefit is a defined benefit pension calculated using a formula set by law that provides a fixed percentage of your final compensation based on your age at retirement and your years of service:

**service credit x age factor x final compensation = your retirement benefit**

**Your Age Factor**

Your age factor is the percentage of your final compensation you'll receive for each year of service credit. It's based on your age at the time you retire.

If you're a **CalSTRS member under the 2% at 60 benefit structure**, your age factor is set at 2 percent at age 60. It decreases if you retire before age 60 and increases to a maximum of 2.4 percent at age 63.

If you're a **CalSTRS 2% at 62 member**, the age factor is set at 2 percent at age 62. It decreases if you retire before age 62, and increases to a maximum of 2.4 percent at age 65.

**Age Factor Tables**

CalSTRS 2% at 60   Retirement Age					CalSTRS 2% at 62   Retirement Age						
55	56	57	58	59	60	55	56	57	58	59	60
1.40%	1.50%	1.64%	1.76%	1.84%	2.00%	1.00%	1.24%	1.44%	1.60%	1.84%	2.00%
61	62	63	64	65+	61	62	63	64	65+		
2.34%	2.27%	2.40%	2.40%	2.40%	1.84%	2.00%	2.12%	2.27%	2.40%		

**CalSTRS, Social Security and You**

Consider investing the 6.2 percent of your salary that would have gone to Social Security into a Pension2 (403(b) or 457(b)) account. Do the calculation below to see how much this would be a month:

**monthly salary x .062 = \$55 that would have gone to Social Security**

Line 1: \$5,050 x .062 = \$313.10 a month

Then:  x .062 =  a month\*

\*How does this amount compare to Line 18—the amount you would need to contribute each month to reach your retirement income goal.

**Your Retirement Income Gap Worksheet**

According to financial professionals, you may need 80 to 90 percent of your final salary to retire comfortably. In the example below, Line 1, a fourth grade teacher, has a goal of receiving 85 percent of her final compensation. Using this same table, estimate how much you would need to invest in CalSTRS Pension2 to reach a replacement goal of 80 percent and 90 percent.

	Example 85% Replacement Goal	Your 80% Replacement Goal	Your 90% Replacement Goal
1. What is your current age?	30		
2. At what age did you become a CalSTRS member?	27		
3. What benefit structure are you under? CalSTRS 2% at 60? If you became a CalSTRS member before January 1, 2003, select "60." If on or after January 1, 2003, select "62."	62		
4. At what age do you think you'll retire?	62		
5. Using Line 3, locate your CalSTRS benefit structure in the Age Factor Tables on page 2 and continue to Line 6.			
6. Using Line 4, what would be your age factor if you retired at that age?	2.00%		
7. About how much CalSTRS service credit did you have when you retired? (Line 4 minus Line 6)	35		
8. How many years of contributions can you make before you retire? (Line 4 minus Line 6)	32		
9. What is your estimated annual final compensation at your Line 4 age?	\$50,000		
10. What is your estimated monthly final compensation at your Line 4 age? (Circle Line 9 by 12)	\$5,000		
11. What is your estimated monthly retirement benefit? (Multiply Line 6 times 1's percentage, then decimal point two spots to the left: 2% = .02 x Line 9 = \$100.00)	\$1,000		
12. How much of your final income would you like to replace?	80%	80%	90%
13. How much monthly income would you need to reach your replacement goal? (Multiply Line 12 by Line 10 percentage, it's a percentage, so move decimal point two spots to the left)	\$4,000.00		
14. What is the difference between your estimated monthly retirement benefit and your replacement goal? (Line 13 minus Line 11)	\$3,000.00		
15. How many years do you expect to live after retiring? Life expectancy has been revised annually, so consult a conservative actuarial table, especially if you're female, and your family history.	30		
16. What is the estimated total you'll need to save to replace your replacement goal? (Multiply Line 14 by Line 15)	\$90,000		
17. How much do you have saved in other retirement accounts, not including your CalSTRS account?	\$15,000		
18. How much do you need to save in Pension2 to reach your replacement goal? (Line 16 minus Line 17)	\$75,000		
19. How much monthly contribution would most likely result in Line 18? (Divide Line 18 by 12 months) "Your 90% replacement goal has the top up to where it made Line 19. Years of Contributions: This is an extraordinary calculation and is not intended to serve as a projection of the results of any investment."	Approximately \$250		

**Ready to Open Your Pension2 Account?**

Take these three steps:

- 1. Complete the CalSTRS Pension2 403(b) or 457(b) Enrollment Form and return it to CalSTRS, enroll online at [Pension2.com](http://Pension2.com) or call 888-334-2060.**
- 2. Determine how much you want to invest.** Consider investing the 6.2% of your monthly salary that would have gone to Social Security.
- 3. Complete your district salary Reduction Agreement form, available at your payroll office or online at [403bCompare.com](http://403bCompare.com) (select "Find Employer").**

Investing involves risk, including loss of principal.

**How to find your Salary Reduction Agreement at 403bCompare.com:**

- Go to [403bCompare.com](http://403bCompare.com) and select My Next Steps
- Click Find Employer
- Type in the full name of your employer, with no abbreviations, in the Search Employer by Name box, then select the link
- Under Initiate or Change Contributions, select Salary Reduction Agreement.

**Have other retirement savings accounts? Compare Pension2**

Do you already have a supplemental savings account elsewhere? We can review and compare it to CalSTRS Pension2 to determine if it might benefit you to transfer your current account into Pension2. If interested, give us a call at 888-334-2060, option 2. We will get you in contact with one of our financial advisors in your area to consult the comparison. We'll need your current account statement. And because our advisors do not work on commission or for a fee, the advice and guidance you'll receive will be in your best interests.

**Financial Awareness Workshops**

Learn how to make smart financial decisions today about your future. Attend our three financial awareness workshops:

- Save for Your Future**—Learn how to create a spending plan, understand your credit score and credit report, build and keep good credit, and manage debt.
- Plan for Your Future**—Create an action plan for your retirement, estimate your income and expenses, and more.
- Protect Your Future**—Learn how to maximize and protect your income and reduce the risk of underestimating your expenses, and how to choose a financial professional.

Register now at [CalSTRS.com/financial-awareness](http://CalSTRS.com/financial-awareness).



## Start Saving Now w/ Pension2 Workshop

- Educate employees on importance of saving
- How Pension2 helps fill in the retirement gap
- Worksheet for estimating how to meet savings goals

# Why Choose Pension2?

## **Customized Marketing Plan:**

- Stakeholders Website
- CalSTRS Design Team
- Social Media

## **Implementation/Setup:**

- Payroll Support Team
- Dedicated CalSTRS staff

## **Overall Objectives:**

- Provide a low cost, high quality 403(b) 457(b) option made available to all employees
- Educate employees about the importance of saving for retirement
- Safeguards School for IRS Compliance

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# Implementing Pension2



It's your future. Choose **Pension2™**.



# Next Steps

## Plan Documents

- 403(b) 457(b) Plan Document
  - *Predesigned Template*
- Adoption Agreement
  - *Personalized plans for your district that includes loans, catchup provisions, and matching.*
  - *Predesigned Template*
- Board Resolution Document

# Next Steps

## Payroll Team

- Dedicated staff for your payroll questions
- Predesigned program forms, SRA, Enrollment, Distribution

# Next Steps

- Schedule Education Conference/ Webinars
  - *Pension2 Introductory Workshop*
  - *CalSTRS Defined Benefit Workshops*
  - *Financial Awareness Series Workshops*

# Thank you!



It's your future. Choose **Pension2™**.

# Prepare now for the retirement you desire tomorrow

## *Multi-Fund*® Group variable annuity

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The *Multi-Fund* Group variable annuity may help you achieve income security throughout your retirement. An annuity is one of the few investment products that can convert to a stream of guaranteed lifetime income. Discover the features of this option, available to you through your employer-sponsored retirement plan.

A variable annuity is a long-term investment product that offers you a combination of investments and insurance. The annuity's worth fluctuates, depending on the market value of its underlying investments. In addition, all assets accumulate on a tax-deferred basis.

When deciding if an annuity is right for you, keep in mind that it has mortality and expense charges and administrative and advisory fees.



## Features of *Multi-Fund* Group Variable Annuity

- A variety of investment options
- No initial sales charges on your contributions
- A fixed account with a guaranteed interest rate\*
- A guaranteed minimum death benefit\*
- Ability to transfer assets among subaccounts without tax consequences†
- Contract loans may be available

\* Contractual obligations are subject to the claims-paying ability of The Lincoln National Life Insurance Company.

† An additional charge may apply for more than 12 transfers per contract year.

## A range of options puts you in control

The *Multi-Fund*® Group variable annuity lets you choose investment options from among several fund managers. Each manager has a distinctive approach and the experience of having weathered financial markets of every type. The array of choices offers diversification opportunities across a broad range of investment categories.

### Variable investment managers



### Fixed Account

Along with the selection of variable investment options available through the *Multi-Fund* Group variable annuity, Lincoln also offers you the option of a Fixed Account. The Fixed Account returns a guaranteed minimum interest rate that will never go down while you maintain your account. There are no asset-based fees, such as mortality and expense risk charges, associated with the Fixed Account, although fees may apply to variable funds within the account.

In any 12-month period, you may transfer up to 20% of the Fixed Account value from the fixed portion of the contract to any of the subaccounts.

## Guaranteed minimum death benefit

If you pass away before the start of annuity payments, this benefit guarantees that the greater of the following amounts will be paid to your designated beneficiary:

- The net amount deposited to the contract (the purchase payment) — in other words, the amount you've paid into the contract, minus all withdrawals, including any applicable charges and fees
- The value of the contract minus any outstanding loan balance

## Charges and fees

### Asset charges

The total annual asset charges range from 0.98% to 1.99%, depending on your investment options, and are reflected in the daily unit values. The charges cover investment management, mortality expense guarantees, administrative costs, and fund distribution expenses, such as 12b-1 fees. The asset charges don't apply to balances held in the Fixed Account.

### Surrender fees

You may withdraw up to 20% of your account value each year without incurring surrender fees. Withdrawals in excess of 20% in a contract year are subject to surrender charges. Surrender charges will be applied to gross withdrawal amounts during participation years, as follows:

- Years 1 – 4 – 6%    ▪ Years 7 – 3%    ▪ Thereafter – 0%
- Years 5 – 5%    ▪ Years 8 – 2%
- Years 6 – 4%    ▪ Years 9 – 1%

### You won't pay surrender charges on:

- Your first partial withdrawal (up to 20% of your contract value) during a contract year
- Annuity payments
- Total and permanent disability, as defined in the contract, prior to age 65
- The death of the annuitant
- Withdrawals for financial hardship, retirement, or termination of employment
- A Qualified Domestic Relations Order

### Administrative maintenance fee

The administrative fee is \$25 a year, payable at the end of the contract year or when you withdraw the full value of the account.

## Convenient access to your account

You have secure and confidential access to your account 24 hours a day, online or by phone.



### Manage online

#### How to register:

1. Go to **LincolnFinancial.com/Retirement**
2. Select **Register** from the Log in/Register drop-down menu
3. Under Individuals, select **Retirement Account**

#### Once you've registered, you can:

- Check your account value
- View transaction history
- Perform transfers among investment options
- Change future allocations
- Review quarterly statements, confirmation statements, and current tax statements
- See investment option performance
- View the literature/prospectus library and forms
- Request an address change
- Change your password
- Examine unit value information and historical unit values
- Observe interest rate information
- Register for eDelivery



### Manage by phone

Dial 800-341-0441 to use the Lincoln interactive voice response (IVR) system or to speak with a customer service representative.



Your retirement plan representative can provide one-on-one education at every step of the retirement planning process. For more information, visit [LincolnFinancial.com/Retirement](https://LincolnFinancial.com/Retirement).

Not a deposit
Not FDIC-insured
Not insured by any federal government agency
Not guaranteed by any bank or savings association
May go down in value

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[LincolnFinancial.com/Retirement](https://LincolnFinancial.com/Retirement)

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LCN-2455937-031119

POD 5/20 **Z16**

**Order code: MFE-G3-FST027**

Product: *Multi-Fund*® Group 3 & 4



Lincoln Financial Group® affiliates, their distributors, and their respective employees, representatives, and/or insurance agents do not provide tax, accounting, or legal advice. Please consult your own independent advisor as to any tax, accounting, or legal statements made herein.

Variable annuities are long-term investment products designed for retirement purposes and are subject to market fluctuation, investment risk, and possible loss of principal. Variable annuities contain both investment and insurance components and have fees and charges, including mortality and expense, administrative, and advisory fees. Optional features are available for an additional charge. The annuity's value fluctuates with the market value of the underlying investment options, and all assets accumulate tax-deferred. Withdrawals of earnings are taxable as ordinary income and, if taken prior to age 59½, may be subject to a 10% federal tax penalty. Withdrawals will reduce the death benefit and cash surrender value.

**Investors are advised to consider carefully the investment objectives, risks, and charges and expenses of the variable annuity and its underlying investment options before investing. The applicable variable annuity prospectus contains this and other important information about the variable annuity and its underlying investment options. Please call 800-341-0441 for a prospectus. Carefully read it before investing or sending money. Products and features are subject to state availability.**

*Multi-Fund*® variable annuities (contract numbers 18829, 18831, 25982, 28645, 28883, 30070-B, and state variations) are issued by The Lincoln National Life Insurance Company, Fort Wayne, IN, and distributed by Lincoln Financial Distributors, Inc., a broker-dealer. **The Lincoln National Life Insurance Company does not solicit business in the state of New York, nor is it authorized to do so. Contractual obligations are subject to the claims-paying ability of The Lincoln National Life Insurance Company.**

Some investment options may not be available in all states, and your employer may restrict the availability of some investment options. The investment return and principal value of an investment will fluctuate so that, when withdrawn from the contract, it may be worth more or less than the original cost.

There is no additional tax-deferral benefit for an annuity contract purchased in an IRA or other tax-qualified plan. Not available in New York.

This material is provided by The Lincoln National Life Insurance Company, Fort Wayne, IN, and, in New York, Lincoln Life & Annuity Company of New York, Syracuse, NY, and their applicable affiliates (collectively referred to as "Lincoln"). This material is intended for general use with the public. Lincoln does not provide investment advice, and this material is not intended to provide investment advice. Lincoln has financial interests that are served by the sale of Lincoln programs, products, and services.



## 403(b) Fee schedule

Service description		Fee	Non ERISA plan	ERISA plan
Plan document services	<b>Initial plan document set-up (Must elect, if electing plan document services)</b> This fee includes plan document design and compliance assistance and preparation of the adoption agreement, Summary Plan Description (SPD), and loan policy.	\$900.00	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Maintenance: Amendment (Must elect, if electing plan document services)</b> Plan Sponsor requested changes or non-legislative required restatement to the existing Lincoln document <ul style="list-style-type: none"> <li>Amendment/restatement requests must be received 30 days prior to the proposed effective date of such amendment/restatement. Amendment/restatement requests received with a proposed effective date less than 30 days from the date of receipt will be processed subject to Lincoln's work schedule and will be billed an additional fee of \$100. The Plan Sponsor will be notified in advance of this additional fee and may choose not to incur it, in which case Lincoln will not prepare such amendment/restatement</li> </ul>	\$250.00	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Maintenance: Legislative requirement restatement (Must elect, if electing plan document services)</b> ^ Pricing will be communicated at such time as the IRS mandates such a restatement.	^	<input type="checkbox"/>	<input type="checkbox"/>
Plan compliance services	<b>Nondiscrimination testing: Standard services*</b> Nondiscrimination testing services include a review of eligibility and annual contribution allocations, annual 410(b) coverage testing, 401(m) ACP testing, 415 limitation testing, 402(g) limitation testing, 401(a)(4) general nondiscrimination testing, 401(a)(17) compensation testing and 414(s) compensation testing. Testing under section 402(g) does not include providing calculations under Section 402(g)(7).	\$500.00	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Calculation of ACP Testing Corrective Distributions</b>	\$50.00/ppt	<input type="checkbox"/>	<input type="checkbox"/>
5500 services	<b>Form 5500 and Summary Annual Report services*</b>			
	<b>1) Form 5500 Short Form <sup>1</sup></b> The Form 5500 and corresponding schedules will be provided for plans that have fewer than 100 participants.** Lincoln will provide a consolidated Form 5500 package to the Plan Sponsor based on all assets held by the plan. A Summary Annual Report will also be provided.	\$400.00	N/A	<input type="checkbox"/>
	<b>2) Form 5500 with Schedule H for large plans <sup>1</sup></b> Includes all of #1 with the addition of Service Organization Control Report (SOC1), and if necessary, an auditor's package will be provided for plans that have at least 100 participants.**	\$750.00		
	<b>3) Form 5500 Short Form or Form 5500 with Schedule H <sup>2***</sup></b> Includes all of #1 with the addition of SOC1 (Lincoln investment vehicles only), and if necessary, an auditor's package will be provided for plans that have at least 100 participants.**	\$750.00/ vendor		
* Plan must also select Plan Document Services. ** Participant counts between 80 and 120 may be eligible for a special transition rule. *** Each vendor that does not remit data in Lincoln's required format will prompt a minimum charge to the Plan Sponsor of \$1,500 <sup>1</sup> <b>Exclusive</b> (Only Lincoln investments are required to be reported on the Form 5500) <sup>2</sup> <b>Multiple vendor</b> (Both Lincoln and non-Lincoln investment vehicles are required to be reported on the Form 5500) If, in addition to assets held in a Lincoln investment vehicle(s), the Plan also holds assets in a non-Lincoln investment vehicle, then Lincoln will provide a consolidated Form 5500 package to the Plan Sponsor. The Plan Sponsor or its representative shall provide Lincoln with the necessary information to complete the Form 5500. Such information shall be provided in a manner and/or format that Lincoln, in its sole and exclusive discretion, deems acceptable. If information on non-Lincoln investments is not made available, then Lincoln will prepare the Form 5500, or such equivalent, based solely on assets held within the Lincoln investment vehicle(s).				

## Miscellaneous

- Other requested 403(b) plan document and plan compliance services will be considered on a case-by-case basis. Fees for such agreed-upon services will be negotiated in advance of rendering the service.
- The above-described fees are subject to change by Lincoln with 60 days, advance notice to the Plan Sponsor.
- Payment for the above plan service fees shall be billed to the Plan Sponsor.
- This Agreement, including the 403(b) Fee schedule, assumes that all information provided will be complete and accurate and that such information will be provided in a manner and/or format that Lincoln, in its sole and exclusive discretion, deems acceptable.
- Additional work required due to incomplete data or inaccurate data, and requests that exceed usual and customary support, as determined by Lincoln in its sole and exclusive discretion, will be billed at an hourly rate of \$150 per hour. The Plan Sponsor will be notified in advance of any such additional charges and may refuse to incur such charge, thereby releasing Lincoln from the obligation to fulfill such requests or complete such additional work.

# CHAPTER 4

## Purchasing and Bank Policy

### Purchasing and Procurement

The School adheres to the following objectives in purchasing:

All proposed non-payroll expenditures/invoices are reviewed by the Business Office to determine whether they are consistent with the Board-adopted budget and approved contract, if applicable. In the absence of a vendor invoice, the School will develop and maintain a check request form or other form to document the approval of payment for goods or services. All transactions will be posted in an electronic general ledger maintained by the Business Office. To ensure segregation of recording and approvals, the Business Office may not sign purchase orders or check requests.

Some transactions do not require purchase orders:

1. Re-occurring expenditures, such as:
  - a. Professional fees to back office service providers, and legal services
  - b. Outsourced services (e.g. special education services, security, etc.)
  - c. Payment of health and welfare benefits
  - d. Risk management costs (e.g. insurance)
  - e. Utilities
  - f. Communications (e.g. Internet, wireless, etc.)
  - g. Payroll taxes
  - h. Facility costs pursuant to a Board-approved lease or other agreement
2. Budgeted costs, such as:
  - a. Existing and replacement positions (i.e. payroll)
  - b. Expenditures listed in awarded grants
  - c. Software subscriptions (e.g. productivity tools, licenses, etc.)
  - d. Student materials and supplies, unless for a vendor contract over \$50,000, except for vendors that offer student packaged programs like:
    - i. American Kids
    - ii. D'Arezzo Creative Education
    - iii. Engineering for Kids
    - iv. Mix-it-Up Kids Club
    - v. Outsiders Adventures Co.
    - vi. Project Learn
    - vii. SLO Makerspace
    - ix. Yasmin Nason Tutoring

For these, the Principal or Principal's Designee has a limit of \$100,000

3. Mandatory costs, such as:
  - a. Expenditures required in an IEP (i.e. individualized education program).
  - b. Expenditures from duly approved legal settlements.

## Use of School Credit Cards

### PURPOSE:

The Board of Directors of the School recognizes the efficiency and convenience afforded the day-to-day operation of the School, for payments and recordkeeping for certain expenses, through the use of School credit cards. However, the Board recognizes the need to establish control measures for the use of these cards. The Board agrees that it has a responsibility to ensure that credit card expenses incurred by the School must clearly be linked to the business of the School. This policy addresses and establishes the proper use and assignment of School credit cards.

School credit and debit cards should be issued only to School personnel who travel on School business or who have a legitimate need to purchase goods and services, either in person or online, when a purchase cannot be approved in time or when a vendor will not accept a purchase order. Credit and debit cards should not be used to bypass established purchasing procedures, including advanced approval processes.

### DEFINITIONS:

Cardholder/User: The person for which the School credit card has been issued.

School credit card: The physical or virtual card and number associated with the card issued to the cardholder.

Administrator: The Business Office staff member assigned to establish or terminate Cardholder rights, reassign card limits, or change budget access.

### SCHOOL CREDIT CARD USERS:

A list of those individuals issued a School credit card will be maintained by the Principal and the Business Office and reported to the Board of Directors annually.

A Cardholder/User employee who is no longer employed by the School shall return his or her School credit card upon termination or resignation to the Business Office Chief Financial Officer (CFO) or CFO's designee.

Credit cards will be disabled immediately upon the termination or resignation of a Cardholder/User by the card Administrator. Accounting for credit cards and settlement of credit card billings shall be part of the employee separation checklists.

## USER RESPONSIBILITIES:

Credit Cardholders/Users must take proper care of their School credit card(s) and take all reasonable precautions against damage, loss or theft by adherence to the following provisions:

1. All Cardholders/Users must keep secure and confidential all School credit card numbers and information.
2. Cardholders/Users shall not store sensitive School credit card data, including full account number, type, expiration and track data, in any method on computers or networks; for example, many sites, like Amazon or Apple will allow you to store credit card information online as a convenience for future purchases. This is not allowed because it does make it easier for those who have access to your computer or mobile device to utilize your card fraudulently or for personal purchases to be made using the stored card information.
3. Cardholders/Users shall not transmit in an insecure manner, such as by email, unsecured fax or via mail, School credit card information.
4. Cardholders/Users shall restrict access to credit card data and processing to the Administrator or other authorized individuals.
5. Cardholders/Users shall maintain card information in a secure environment accessed only by the issued Cardholder/User.
6. Cardholders/Users shall not be allowed to authorize payment of their own travel expenses. Travel expenses for any Cardholder/ User other than the Principal must be pre-approved by the Principal, and the Principal's travel expenses shall be approved by a board member.
7. Cardholders/Users are responsible for retaining detailed receipts and/or supplier documentation for all purchases made with their School credit card, without which the Cardholder/User is responsible for the purchase.
8. Cardholders/Users shall submit detailed documentation, such as itemized detailed receipts and/or supplier documentation for services, supporting all purchases made on their School credit card, including travel and/or other actual and necessary expenses which have been incurred in connection with School-related business for which the School credit card has been used.
9. Failure to take proper care of School credit card(s) or failure to report damage, loss or theft may subject the Cardholder/User to financial liability and discipline.
10. If the Business Office identifies any inadvertent personal charges or unauthorized uses of the card, the card statement and all backup documentation will be forwarded to the CFO and Principal for review, or if such charges or uses are those of the Principal, to the Board Chairperson.

11. Purchases made using a credit or debit card are subject to the same approval thresholds and other procurement requirements as all other purchases.

#### PURCHASING GUIDELINES:

School credit cards may only be used for legitimate School business expenses and in accordance with Board policies, as defined below.

1. Credit cards shall only be used for transactions for which payment of check disbursement is not accepted or is not practicable, such as if the transaction would cause undue hardship to the School or the Cardholder/User.
2. School credit card usage is limited to the following types of expenses. Any deviations from this usage policy must have prior written approval from the Board of Directors.
  - a. School services, including catering or advertising.
  - b. School supplies, including office supplies, educational supplies, operation and maintenance supplies.
  - c. Travel, including transportation services, airfare, car rental expenses, or payments to a travel agency.
  - d. Payments to educational and charitable organizations, including Schools, colleges, vocational Schools and membership organizations.
  - e. Educational conferences and seminars.
  - f. Other expenses necessary for the education of students or for the continuous operations of the school.

#### PURCHASE AUTHORIZATION

The Principal needs to approve any purchases on the school credit cards for all staff members who have been issued cards, unless the staff member has received previous approval authority under the Delegation of Expense Authority policy or has been assigned approval authority under the same policy.

Any purchase above \$50,000 must have board approval.

#### PURCHASE LIMITATIONS

1. A Cardholder/User must obtain documented pre-approval from the Principal or Principal designee before using their card.
2. ~~The Principal, or designee, is allowed to approve all purchases, up to \$10,000, for each Cardholder within a calendar month.~~
3. Any purchase by the Principal that exceeds \$50,000 must be approved by a board member.

## APPROVAL PROCEDURES

1. A Cardholder/User will review the card statement to ensure it includes only their own approved charges.
2. The Business Office will verify that documents have been provided for all charges on the card statement.
3. Any charges not made by the Cardholder/User will be identified and discussed with the Principal and forwarded to the CFO.
4. The Principal or Principal's designee will review charges and supporting documentation for each Cardholder/User's monthly statement before approving any payment.
5. For the Principal, the Chairperson or Treasurer of the Board will review charges and supporting documentation for the Principal's monthly statement.
6. All cardholders should report the loss or theft of their School credit or debit card immediately to the credit card company and the CFO, even if the loss or theft occurs on a weekend or holiday. The CFO will discuss any loss or theft with the Principal.

## EXCLUSIONS:

School credit cards shall not be used for alcohol, cash advances, ATM, gifts, gifts certificates, money orders, gift cards, jewelry or clothing, medical expenses, or payment of fines, auto tickets or penalties, bereavement or congratulatory related items like cards or flowers, unless prior written approval is received from the Principal, or in the case of the Principal, the Board Chairperson or Board of Directors, as appropriate. In no event shall a School credit card be used for a Cardholder/User's personal expenses.

## Employees' Personal Credit Cards

An employee may use their personal credit or debit card for legitimate School business-related purchases and submit a request for reimbursement, but only in alignment with the School's procurement policies and policies for expenditures and employee reimbursements.

## Expenditures and Employee Reimbursements

The Employee Handbook calls for the reimbursement of "certain reasonably necessary business expenses incurred in the furtherance of School business. In order to be eligible for reimbursement, employees must follow the protocol set forth in the School's policy regarding expenditures." This constitutes said School policy.

## PROCEDURES FOR REIMBURSEMENT

The School will reimburse employees for certain reasonably necessary business expenses incurred in the furtherance of School business. In order to be eligible for reimbursement employees must follow the protocols noted below:

1. Utilize the official "School Reimbursement Form" **for specific reimbursement types outlined below and in accordance with the reimbursement policy in the Handbook.**

2. Fill out form, print, and sign. The Principal should also sign the form signifying their approval.
3. Make a copy of both the form and backup documentation for your files.
4. Attach backup documentation (e.g. itemized receipts, map/s for mileage) to the form.
5. Email your signed and completed form and backup documentation to the Business Office [at-accountspayable@inspireschools.org](mailto:at-accountspayable@inspireschools.org)
6. Complete requests for reimbursement should be submitted within 60 days of the expenditure.
7. Your request for reimbursement will be processed by the Business Office.

#### Guidelines for Specific Reimbursement Types:

1. Reimbursement for Purchases – Must receive immediate supervisor approval or higher prior to any purchase of food, supplies, and/or equipment
2. Hotel Stay – Room rates must be reasonable for the area visited for the reimbursement of Principal, Principal designee or Board Pre-Approved hotel stays .
3. Mileage Reimbursement – attach documented approval or have their Supervisor sign the reimbursement form. Reimbursement for personal car mileage is the prevailing rate allowed by the IRS while on School business.

Gratuity Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary. Any incremental excess is the responsibility of the employee.

### Governing Board Expenses

1. Board members are not compensated for their services as Board members. However, the Board or fiscal committee may approve the reimbursement of a Board member's actual and necessary expenses incurred when conducting the School's business.
2. The Board member incurring authorized expenses while carrying out the duties of the School will complete and sign a reimbursement report.
3. The full Board or fiscal committee will review the reimbursement report, and if they approve the report, it will be submitted to the Business Office for payment.

### Contracts

1. The Governing Board must also approve the following contracts:
  - Contracts of \$50,000 or more for construction, equipment, materials, supplies, non-professional services and repairs.

2. Consideration will be made of in-house capabilities before contracting for outside services. Below are considerations:
  - a. Whether the services needed are for a limited amount of time.
  - b. Whether the contract service provider has expertise not otherwise available to the Charter School.
  - c. Whether the current staff has capacity to do the work.
  - d. Whether the contract service provider's core competency would lead to long-term savings.
  - e. Whether the utilization of the contract service provider would cost less than a comparable employee with benefits.

## Bank Account Reconciliation

The opening and closing of bank accounts on behalf of the School must be approved by the Board.

Bank reconciliations are a major internal control mechanism and will be prepared and reviewed accurately each month by the Business Office. Reconciliations will be performed for all of the School's bank account transactions.

### PREPARING BANK STATEMENT RECONCILIATIONS

The Business Office completes the bank reconciliation monthly after receiving the bank statement(s). The CFO or the CFO's designee reviews every completed bank reconciliation. To ensure proper segregation of duties, the individual who prepares the bank reconciliation is not involved with any purchase transactions. Any interest, bank charges or other fees or charges should be posted to the account before reconciling. The Principal of the School has final review responsibilities to assure all procedures have been followed.



# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Heartland Charter School	Courtney McCorkle, Principal	<a href="mailto:courtney@heartlandcharterschool.org">courtney@heartlandcharterschool.org</a> (661) 487-1693	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. As we have done before our extended closure, we discuss with each family the curriculum delivery options available during the COVID19 shelter in place restrictions. Below are the three distance learning options offered to families during our extended COVID19 closure:

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

Approximately 37% of our students live in low-income households, and approximately 0.6% of Heartland students 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. 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 closure learning plan to families of our English learners (approximately 1%) in a language they understand to ensure meaningfully and equally 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 our extended closure. We incorporate integrated ELD in subject matter courses and provide online designated ELD classes administered by an appropriately credentialed and trained teacher.

Approximately 7.6% 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 telephone calls and/or virtual 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, 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 assistances. 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 and office hours via telephone or internet to gauge the current social-emotional state of students.

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.

Beginning on 3/23/2020, we stopped recording regular attendance on approved COVID-19 school closure days for apportionment purposes, until reopening on 4/14/2020. However, we began proactively reaching out to families and students to support and track participation and engagement in distance learning. Staff communicates with the parents and students via email, social media, phone, online meeting platforms, and texting. We used translation applications such as Google Translate to translate texts as needed. As mentioned, we initiated a technology needs survey to ascertain which students were 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 are or are homeless or in foster care.



# **Heartland Charter School**

Monthly Financial Presentation – April 2020

# HEARTLAND – Highlights

- Annual Projected Revenue: Increased by \$212.00
- Annual Project Expenses: Decreased by \$354k
- Annual Projected Surplus: \$2.04 MM

- SB740 Requirements:

*In Compliance ✓*

Cert.	Instr.
47.3%	86.9%

*Must exceed  
40% / 80%*

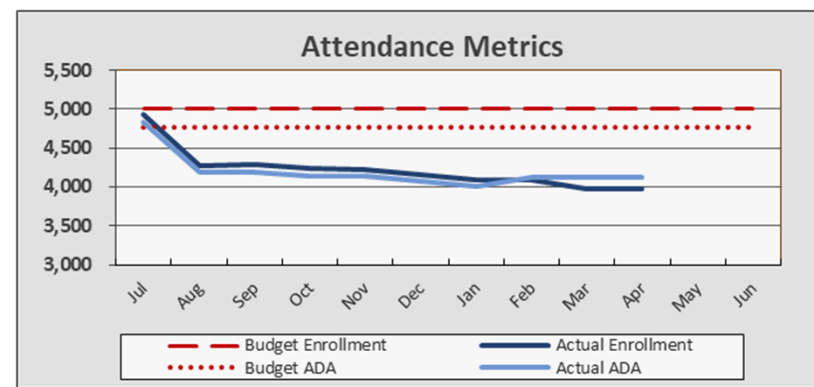
*In Compliance ✓*

Pupil:Teacher Ratio
20.94 :1

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

# HEARTLAND – Attendance

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	4223	4144	5015
ADA	4197	<b>4126</b>	4764
Attendance Rate	99.4%	99.6%	95.0%
Unduplicated %	37.6%	37.6%	37.8%
Revenue per ADA		\$9,982	\$9,833
Expenses per ADA		\$9,487	\$9,594



- Forecasted Annual Daily Attendance (ADA) – P2
- Unduplicated Pupil % - Unchanged

# HEARTLAND – Revenue

- Annual (-) variance due to lower forecasted ADA vs budget.

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Revenue</b>						
State Aid-Rev Limit	\$ 23,917,918	\$ 26,449,465	\$ (2,531,547)	\$ 37,368,662	\$ 43,059,576	\$ (5,690,914)
Federal Revenue	-	365,170	(365,170)	429,108	495,482	(66,374)
Other State Revenue	2,029,623	2,025,378	4,245	3,387,498	3,287,338	100,159
Other Local Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 25,947,541</b>	<b>\$ 28,840,013</b>	<b>\$ (2,892,472)</b>	<b>\$ 41,185,267</b>	<b>\$ 46,842,396</b>	<b>\$ (5,657,129)</b>

# HEARTLAND – Expenses

- Overall expenses are favorable year-to-date.
- Salary forecast based on payroll through 4/30
- SPED MOU Adjustment pending
  - 740k unfavorable (pending board approval – amount still being determined)

## Expenses

	Year-to-Date				Annual/Full Year		
	Actual	Budget	Fav/(Unf)		Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 11,940,035	\$ 13,788,450	\$ 1,848,415		\$ 14,531,362	\$ 16,546,140	\$ 2,014,778
Classified Salaries	127,790	34,167	(93,623)		154,395	41,000	(113,395)
Benefits	3,327,153	3,805,821	478,669		4,112,059	4,558,793	446,734
Books and Supplies	2,502,803	3,279,535	776,732		3,817,437	4,272,073	454,637
Subagreement Services	9,861,949	9,435,349	(426,600)		12,917,634	13,605,808	688,174
Operations	48,001	137,892	89,891		71,686	165,470	93,784
Facilities	5,996	20,040	14,044		5,996	24,048	18,052
Professional Services	1,518,853	3,755,224	2,236,371		2,979,289	5,544,473	2,565,184
Interest	470,085	831,250	361,165		554,509	949,900	395,391
<b>Total Expenses</b>	<b>\$ 29,802,664</b>	<b>\$ 35,087,726</b>	<b>\$ 5,285,063</b>		<b>\$ 39,144,366</b>	<b>\$ 45,707,704</b>	<b>\$ 6,563,338</b>



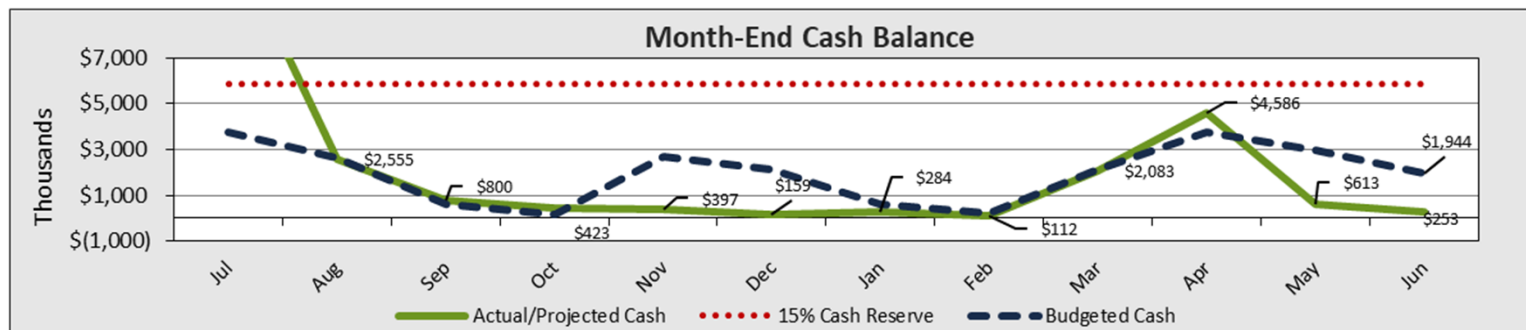
# HEARTLAND – Fund Balance

- Ending forecasted fund balance exceeds State requirements.
- Forecasted surplus is 5% of total expense

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (3,855,123)	\$ (6,247,713)	\$ 2,392,591	\$ 2,040,901	\$ 1,134,692	\$ 906,209
Beginning Fund Balance	914,344	914,344		914,344	914,344	
Ending Fund Balance	<u>\$ (2,940,779)</u>	<u>\$ (5,333,369)</u>		<u>\$ 2,955,246</u>	<u>\$ 2,049,036</u>	
As a % of Annual Expenses	-7.5%	-11.7%		7.5%	4.5%	

# HEARTLAND – Cash Balance

- Cash balance remains positive at year end
- Cash declines near year end as RAN repayments are made in May, June and July 2020.
- Payback from schools and District Office included in projections



# HEARTLAND – Interschool Balances

*[Month to Month Change]*

Due (To)/ From Inspire Accounts	Last Year End				1st Interim			2nd Interim		Current Month	
	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
Inspire LA	\$ 251,092	\$ 250,667	\$ 251,677	\$ 251,349	\$ 236,376	\$ (14,973)	\$ (14,973)	\$ (14,973)	\$ (14,973)	\$ (14,973)	\$ (14,973)
Cabrillo Point Academy	(1,284,721)	(1,270,546)	(670,076)	(320,234)	(335,468)	(17,706)	(515,233)	(515,233)	(515,233)	(515,233)	(515,233)
Feather River Charter School	(1,779,408)	(1,765,868)	(1,764,688)	(1,764,699)	(1,074,267)	(132)	(79,553)	(241)	(241)	(241)	(241)
Blue Ridge Academy	206,182	(662,366)	435,544	3,025,709	3,012,767	1,581,328	1,526,261	1,525,315	1,525,315	1,525,315	1,525,315
Winship Community School	50,188	50,188	50,188	50,188	(413)	(413)	(413)	(413)	(413)	(413)	(413)
Yosemite Valley Charter School	38,749	(111,092)	(272,033)	(425,388)	(27,396)	406,970	406,970	409,838	409,838	409,838	409,838
Inspire Clarksville Charter School	81,564	86,817	158,866	158,866	(2,960)	(2,960)	(2,960)	(2,960)	(2,960)	(2,960)	(2,960)
Pacific Coast Academy	(1,757)	10,799	11,302	10,602	(11,050)	(22,997)	38,895	39,245	39,245	39,245	39,245
Inspire Charter Services	2,456,734	2,656,173	6,201,063	5,352,991	5,215,218	4,374,202	4,168,537	4,789,107	5,318,956	5,424,293	4,412,694
Inspire Foundation	625,200	625,200	625,200	625,200	625,200	625,200	625,200	625,200	-	-	-
Jitterbug	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	-	-	-	-	-	-
University	(70,000)	(70,000)	(70,000)	(70,000)	-	-	-	-	-	-	-
Granite Mountain	-	27,080	1,177,080	327,080	-	-	-	-	-	-	-
Mission Vista Academy	-	23,212	1,208,212	(0)	-	40,586	14,165	14,165	14,165	14,165	14,165
Monarch River	-	5,803	335,748	335,160	-	(21,817)	-	-	-	-	-
Cottonwood	-	7,737	557,737	557,837	-	-	-	-	-	314	314
<b>Total Due (To)/From Balance</b>	<b>\$ 523,824</b>	<b>\$ (186,197)</b>	<b>\$ 8,185,819</b>	<b>\$ 8,064,661</b>	<b>\$ 7,588,006</b>	<b>\$ 6,947,289</b>	<b>\$ 6,166,895</b>	<b>\$ 6,869,048</b>	<b>\$ 6,773,698</b>	<b>\$ 6,879,348</b>	<b>\$ 5,867,749</b>

# HEARTLAND – Interschool Balances

*[Current Month Change – Inspire Charter Services Account]*

Description	Amount
<b>Opening Balance (4/1/20)</b>	<b>\$ 5,424,293</b>
Charter Safe	156,000
Charter Safe	10,500
Charter Safe	2,750
Loan Repayment	(1,000,000)
Charter Safe	(156,000)
Gym Membership	(45)
Charter Safe	(24,804)
<b>Closing Balance (4/30/20)</b>	<b>\$ 4,412,694</b>

# HEARTLAND – Interschool Balances

*[Remaining Fiscal Year Forecasted Payments]*

Due (To)/ From Inspire Accounts	Account Balance 4/30/20	May	June	Account Balance 6/30/20
Inspire LA	\$ (14,973)	-	-	\$ (14,973)
Cabrillo Point Academy	(515,233)	-	-	(515,233)
Feather River Charter School	(241)	-	-	(241)
Blue Ridge Academy	1,525,315	-	1,275,315	250,000
Winship Community School	(413)	-	-	(413)
Yosemite Valley Charter School	409,838	-	-	409,838
Inspire Clarksville Charter School	(2,960)	-	-	(2,960)
Pacific Coast Academy	39,245	-	-	39,245
Inspire Charter Services	4,412,694	-	2,000,000	2,412,694
Inspire Foundation	-	-	-	-
Mission Vista Academy	14,165	-	-	14,165
The Cottonwood School	314	-	-	314
<i>Total Change per period</i>		-	3,275,315.30	
<b>Total Due (To)/From Balance</b>	<b>\$ 5,867,749</b>	<b>\$ 5,867,749</b>	<b>\$ 2,592,434</b>	<b>\$ 2,592,434</b>

# HEARTLAND – Interschool Balances

*[Current Proposed Annual Forecasted Payback Schedule]  
(BASED ON FEB FINANCIALS)*

Due (To)/ From Inspire Accounts	Account Balance 2/29/20	Account Balance 6/30/20	Account Balance 6/30/21	Account Balance 6/30/22
Inspire LA	\$ (14,973)	\$ (14,973)	\$ -	\$ -
Cabrillo Point Academy	(515,233)	(515,233)	-	-
Feather River Charter School	(241)	(241)	-	-
Blue Ridge Academy	1,525,315	250,000	-	-
Winship Community School	(413)	(413)	-	-
Yosemite Valley Charter School	409,838	-	-	-
Inspire Clarksville Charter School	(2,960)	(2,960)	-	-
Pacific Coast Academy	39,245	-	-	-
Inspire Charter Services	5,318,956	2,318,956	818,956	-
Inspire Foundation		-	-	-
Mission Vista Academy	14,165	14,165	-	-
<b>Total Due (To)/From Balance</b>	<b>\$ 6,773,698</b>	<b>\$ 2,049,300</b>	<b>\$ 818,956</b>	<b>\$ -</b>

# HEARTLAND – Compliance Reporting

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required
FINANCE	May 15th extended to July 15th	<b>Extended Due Date - Form 990</b> - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The form should be reviewed and accepted by the Board prior to filing. <b>During 2020 - due date has been automatically extended to July 15, 2020.</b>	Heartland/Audit firm	Yes	No
FINANCE	April 1st extended to June 1st	<b>File a Form 700 - Statement of Economic Interests (SEI)</b> : The requirement is part of the Political Reform Act enacted in 1974, which was passed by California voters to promote integrity in state and local government by helping agency decision makers avoid conflicts between their personal interests and official duties. Depending on your local authorizer's conflict of interest policies, certain charter school officers and employees may be required to file Statements of Economic Interest with a filing officer by the April 1 deadline.  <b>Due to the current COVID-19 pandemic, the Fair Political Practices Commission is allowing a 60-day extension until June 1, 2020 for those required to file a 2019 annual Statement of Economic Interests (Form 700).</b> <a href="http://www.fppc.ca.gov/media/press-releases/2020-news-releases/press-release-extend-form700.html">http://www.fppc.ca.gov/media/press-releases/2020-news-releases/press-release-extend-form700.html</a>	Heartland with Charter Impact support	Yes	Yes
FINANCE	Jun-15	<b>Submit Charter Schools Annual Information Survey</b> - The Charter Schools Annual Information Survey has 5 sections: location and school contact information, authorizing agency, site, curriculum and governance information, facilities, retirement and services information, and funding. The funding selection impacts how your school receives revenue payments. All charter schools must be either directly or locally funded. For example: LCFF apportionment funds for a locally funded charter school flow through its local chartering authority whereas funds for a direct funded charter school may flow directly to the county treasurer and then to the charter school. However, the funding type decision may impact the amount of other state and federal funds that a charter school receives, outside the LCFF. This decision may be reconsidered on an annual basis.	Charter Impact	No	Yes
FINANCE	Jun-25	<b>Certification of the 2019-20 Second Principal Apportionment</b> - The Principal Apportionment includes funding for the Local Control Funding Formula, which is the primary source of an LEA's general purpose funding; Special Education (AB 602); and funding for several other programs. The Second Principal Apportionment (P-2), certified by June 25, is based on the second period data that LEAs report to CDE in April and May. P-2 supersedes the P-1 Apportionment calculations and is the final state aid payment for the fiscal year ending in June.	Charter Impact	No	No
FINANCE	Jun-30	<b>Local Control and Accountability Plan and COVID-19 Operations Written Report 2020–21 LCAP Changes in Response to COVID-19</b> - Executive Order N-56-20 extended the deadline for adoption of the 2020–21 LCAP from July 1, 2020, to December 15, 2020.  Executive Order N-56-20 requires that all LEAs complete a written report to explain the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency, the major impacts of such closures on students and families, and a description of how the LEA is meeting the needs of its unduplicated students. The California Department of Education (CDE) is currently developing a COVID-19 Written Report form that may be used for this purpose.  The COVID-19 Operations Written Report must be adopted with the LEA's budget which is due on or before July 1, 2020.	Heartland with Charter Impact support	Yes	No
FINANCE	Jun-30	<b>Submit Preliminary Budget Plan to Authorizer</b> - Charter Schools are required to submit their annual budgets to their authorizer by the authorizer-imposed deadline. Authorizers then use the budget to determine if the Charter School has reasonable financial health to sustain operations.  The budget must be presented at the same public meeting as the COVID-19 Operations Report, following the budget hearing. COVID-19 Operations Report and budget adoption must be at least 1 day after the public hearing.	Charter Impact	Yes	No
OPERATIONS	Jun-30	<b>Approve school calendar and instructional minutes</b> - 180/175 days charter schools and are allowed to shorten instructional year by 5 days without fiscal penalty. Kindergarten ~ 600 hours; Grades 1-3 ~ 840 hours; Grades 4-8 ~ 900 hours; Grades 9-12 ~ 1080 hours	Heartland with Charter Impact support	Yes	No
GOVERNANCE	Jun-30	<b>Review your Parental Involvement Policy</b> - Every local educational agency (LEA) in California must have a parental involvement policy: Federal requirement (LEAs accepting Title I funds). State requirement (California Education Code [EC] for non-Title I schools. Parents must be involved in how the funds reserved for parental involvement will be allocated for parental involvement activities. Keep minutes and sign-in sheets documenting these discussions. The California Department of Education (CDE) reviews the Consolidated Application and Reporting System (CARS) to see if the required reservation has been made.	Heartland	Yes	No
GOVERNANCE	Jun-30	<b>Review your Homeless Education Policy</b> - A Homeless Education Policy is used to ensure that your school is compliant with key provisions of the Education for Homeless Children and Youths Act. It is also used to collect the contact information for your required designated homeless liaisons at your school. All schools are required to establish a board approved Homeless Education Policy.	Heartland	No	No

# HEARTLAND – Appendix

- Monthly Cash Flow / Forecast 19-20
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Due (To)/From All Inspire School Locations
- AP Aging



# Heartland Charter School

## Monthly Cash Flow/Forecast FY19-20

Revised 05/19/20

ADA = 4126.04



	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
<b>Revenues</b>																
<b>State Aid - Revenue Limit</b>															ADA = 4764.25	
8011 LCFF State Aid	-	1,273,496	1,273,496	2,292,292	2,292,292	2,292,292	2,292,292	2,292,292	4,405,822	4,405,822	4,405,822	4,405,822	4,347,997	35,979,737	40,919,713	(4,939,976)
8012 Education Protection Account	-	-	148,341	-	-	-	148,341	-	322,572	-	-	-	205,954	825,208	952,850	(127,642)
8019 State Aid - Prior Year	-	-	-	-	-	-	-	-	53	53	53	53	53	265	-	265
8096 In Lieu of Property Taxes	-	45,046	90,089	60,060	60,060	60,060	60,060	60,060	43,027	-	43,022	21,511	20,458	563,452	1,187,013	(623,561)
	-	1,318,542	1,511,926	2,352,352	2,352,352	2,352,352	2,500,693	2,352,352	4,771,474	4,405,875	4,448,897	4,427,386	4,574,462	37,368,662	43,059,576	(5,690,914)
<b>Federal Revenue</b>																
8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	429,108	429,108	495,482	(66,374)
	-	-	-	-	-	-	-	-	-	-	-	-	429,108	429,108	495,482	(66,374)
<b>Other State Revenue</b>																
8311 State Special Education	1	72,049	72,049	129,689	129,689	129,689	129,689	129,689	261,260	261,260	292,787	292,787	226,153	2,126,791	2,253,490	(126,699)
8550 Mandated Cost	-	-	-	-	-	61,941	-	-	-	-	-	-	-	61,941	61,941	(0)
8560 State Lottery	-	-	-	-	-	-	156,479	-	-	151,465	-	-	546,147	854,090	971,907	(117,817)
8598 Prior Year Revenue	-	-	187,470	-	-	-	60,596	-	-	-	-	-	-	248,066	-	248,066
8599 Other State Revenue	-	-	-	96,609	-	-	-	-	-	-	-	-	-	96,609	-	96,609
	1	72,049	259,519	226,298	129,689	191,630	346,763	129,689	261,260	412,725	292,787	292,787	772,300	3,387,498	3,287,338	100,159
<b>Total Revenue</b>	<b>1</b>	<b>1,390,591</b>	<b>1,771,445</b>	<b>2,578,650</b>	<b>2,482,041</b>	<b>2,543,982</b>	<b>2,847,456</b>	<b>2,482,041</b>	<b>5,032,734</b>	<b>4,818,600</b>	<b>4,741,684</b>	<b>4,720,173</b>	<b>5,775,870</b>	<b>41,185,267</b>	<b>46,842,396</b>	<b>(5,657,129)</b>
<b>Expenses</b>																
<b>Certificated Salaries</b>																
1100 Teachers' Salaries	813,731	913,927	910,297	918,098	1,177,958	975,930	986,128	976,783	919,231	922,054	975,018	975,018	-	11,464,174	13,198,500	1,734,326
1175 Teachers' Extra Duty/Stipends	42,250	73,339	129,269	148,590	137,209	129,840	130,218	117,464	286,277	118,760	136,503	271,503	-	1,721,222	3,167,640	1,446,418
1200 Pupil Support Salaries	22,339	62,377	63,663	71,770	69,034	69,034	70,034	70,034	74,352	70,784	70,034	70,034	-	783,489	-	(783,489)
1300 Administrators' Salaries	29,167	42,708	44,308	47,233	77,976	19,580	46,608	59,325	55,646	46,708	46,608	46,608	-	562,477	180,000	(382,477)
	907,487	1,092,352	1,147,537	1,185,692	1,462,177	1,194,384	1,232,989	1,223,606	1,335,506	1,158,306	1,228,163	1,363,163	-	14,531,362	16,546,140	2,014,778
<b>Classified Salaries</b>																
2100 Instructional Salaries	3,649	7,491	8,597	9,217	7,900	34,961	13,303	11,836	12,253	12,036	13,303	13,303	-	147,847	41,000	(106,847)
2900 Other Classified Salaries	-	-	-	-	-	-	-	-	-	6,548	-	-	-	6,548	-	(6,548)
	3,649	7,491	8,597	9,217	7,900	34,961	13,303	11,836	12,253	18,584	13,303	13,303	-	154,395	41,000	(113,395)
<b>Benefits</b>																
3101 STRS	150,942	182,034	191,263	129,746	240,471	201,452	204,999	202,838	203,948	190,701	213,002	236,415	-	2,347,811	2,763,205	415,394
3301 OASDI	212	419	488	480	367	2,047	723	632	658	1,050	853	853	-	8,781	2,542	(6,239)
3311 Medicare	12,825	15,561	16,284	16,817	20,433	17,524	17,538	17,365	19,065	16,534	18,261	20,247	-	208,454	240,514	32,060
3401 Health and Welfare	(27,431)	156,429	125,201	135,256	91,374	171,956	123,331	116,325	85,079	81,004	118,417	118,417	-	1,295,356	1,144,000	(151,356)
3501 State Unemployment	14,304	10,087	2,946	1,983	3,616	(32)	39,470	9,609	962	2,068	5,072	5,072	-	95,155	102,410	7,255
3601 Workers' Compensation	-	20,929	10,464	10,464	10,464	10,464	10,680	10,464	10,500	13,772	17,631	19,548	-	145,381	232,220	86,839
3901 Other Benefits	-	(0)	-	(0)	-	(0)	-	-	-	(0)	5,560	5,560	-	11,120	73,902	62,782
	150,852	385,458	346,646	294,746	366,726	403,411	396,741	357,233	320,212	305,128	378,795	406,111	-	4,112,059	4,558,793	446,734
<b>Books and Supplies</b>																
4302 School Supplies	181,609	272,906	283,728	345,667	252,447	174,957	207,625	185,774	197,721	200,650	273,606	191,022	205,541	2,973,253	2,690,521	(282,731)
4305 Software	2,412	7,827	20,424	1,037	14,320	1,090	16,368	28,037	25,910	14,996	7,902	7,902	-	148,225	1,008,862	860,638
4310 Office Expense	228	2,383	238	3,226	2,418	772	973	2,144	3,138	2,115	2,393	2,393	-	22,422	35,275	12,852
4311 Business Meals	-	53	-	130	-	87	-	-	-	-	32	32	-	334	1,377	1,044
4400 Noncapitalized Equipment	-	-	-	-	-	141	-	30	88	49,134	254,680	177,808	191,323	673,204	413,948	(259,255)
	184,249	283,169	304,390	350,061	269,185	177,047	224,966	215,985	226,857	266,894	538,613	379,157	396,864	3,817,437	4,272,073	454,637
<b>Subagreement Services</b>																
5102 Special Education	14,466	34,372	65,748	72,059	302,319	76,929	184,591	121,491	300,664	122,553	127,275	127,275	-	1,549,743	682,922	(866,821)
5106 Other Educational Consultants	176,445	169,632	509,528	725,689	538,600	702,267	696,228	645,380	497,789	393,430	822,860	574,491	618,156	7,070,495	7,536,010	465,515
5107 Instructional Services	-	159,918	1,005,513	388,477	388,477	388,477	149,581	319,056	352,077	360,193	392,814	392,814	-	4,297,396	5,386,876	1,089,479
	190,911	363,922	1,580,789	1,186,225	1,229,396	1,167,673	1,030,400	1,085,927	1,150,531	876,176	1,342,949	1,094,580	618,156	12,917,634	13,605,808	688,174
<b>Operations and Housekeeping</b>																
5201 Auto and Travel	2,659	1,823	2,839	2,101	1,090	3,574	1,115	454	31	217	1,899	1,899	-	19,701	24,774	5,073
5300 Dues & Memberships	3,688	2,618	-	-	-	-	-	-	(60)	-	321	321	-	6,886	20,438	13,552
5400 Insurance	87	5,583	2,835	2,835	2,835	2,835	2,835	2,835	5,230	(2,218)	8,162	8,162	-	42,017	105,446	63,429
5502 Janitorial Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,526	1,526
5901 Postage and Shipping	-	-	138	-	-	6	-	-	16	-	1,461	1,461	-	3,082	13,287	10,205
	6,434	10,024	5,812	4,936	3,925	6,416	3,950	3,289	5,217	(2,001)	11,843	11,843	-	71,686	165,470	93,784

# Heartland Charter School

## Monthly Cash Flow/Forecast FY19-20

Revised 05/19/20

ADA = 4126.04



	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
<b>Facilities, Repairs and Other Leases</b>																
5601 Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,964	22,964
5604 Other Leases	-	-	-	1,050	897	4,441	977	-	822	(2,190)	-	-	-	5,996	-	(5,996)
	-	-	-	1,050	897	4,441	977	-	822	(2,190)	-	-	-	5,996	24,048	18,052
<b>Professional/Consulting Services</b>																
5801 IT	-	-	-	-	-	-	-	-	116	132	-	-	-	249	32,022	31,773
5802 Audit & Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,533	3,533
5803 Legal	54,931	1,440	2,608	-	-	418	22	-	6,436	24,738	6,267	6,267	-	103,128	94,869	(8,259)
5804 Professional Development	1,175	-	-	7,326	(7,326)	-	-	-	-	883	4,265	4,265	-	10,587	39,557	28,970
5805 General Consulting	166,122	(4,731)	-	777	3,145	1,665	2,620	2,976	2,712	-	2,807	2,807	-	180,900	74,329	(106,572)
5806 Special Activities/Field Trips	35,237	47,924	54,954	42,015	28,437	6,128	3,772	5,361	(2,671)	(237)	10,706	7,475	8,043	247,144	2,112,462	1,865,318
5807 Bank Charges	-	-	-	183	170	463	327	-	8	-	431	431	-	2,014	3,882	1,869
5808 Printing	-	-	-	-	-	-	-	-	74	82	676	676	-	1,509	6,085	4,576
5809 Other taxes and fees	-	90	(90)	3,499	-	-	-	-	-	-	648	648	-	4,795	21,989	17,194
5811 Management Fee	-	48,671	306,026	118,232	118,232	118,232	45,524	80,920	89,295	99,808	141,482	141,482	-	1,307,903	1,639,484	331,581
5812 District Oversight Fee	-	-	-	-	-	-	-	-	-	-	-	-	1,121,060	1,121,060	1,291,787	170,727
5814 SPED Encroachment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	219,918	219,918
5815 Public Relations/Recruitment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,556	4,556
	257,465	93,394	363,498	172,033	142,658	126,906	52,265	89,257	95,970	125,407	167,283	164,051	1,129,103	2,979,289	5,544,473	2,565,184
<b>Interest</b>																
7438 Interest Expense	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	42,212	42,212	-	554,509	949,900	395,391
	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	42,212	42,212	-	554,509	949,900	395,391
<b>Total Expenses</b>	<b>1,748,054</b>	<b>2,282,817</b>	<b>3,804,278</b>	<b>3,250,968</b>	<b>3,529,872</b>	<b>3,162,247</b>	<b>3,002,599</b>	<b>3,034,141</b>	<b>3,194,375</b>	<b>2,793,313</b>	<b>3,723,160</b>	<b>3,474,420</b>	<b>2,144,122</b>	<b>39,144,366</b>	<b>45,707,704</b>	<b>6,563,338</b>
<b>Monthly Surplus (Deficit)</b>	<b>(1,748,054)</b>	<b>(892,226)</b>	<b>(2,032,833)</b>	<b>(672,318)</b>	<b>(1,047,831)</b>	<b>(618,265)</b>	<b>(155,143)</b>	<b>(552,100)</b>	<b>1,838,359</b>	<b>2,025,287</b>	<b>1,018,524</b>	<b>1,245,753</b>	<b>3,631,747</b>	<b>2,040,901</b>	<b>1,134,692</b>	<b>906,209</b>
<b>Cash Flow Adjustments</b>														5%		
Monthly Surplus (Deficit)	(1,748,054)	(892,226)	(2,032,833)	(672,318)	(1,047,831)	(618,265)	(155,143)	(552,100)	1,838,359	2,025,287	1,018,524	1,245,753	3,631,747	2,040,901		
Cash flows from operating activities																
Public Funding Receivables	934,472	-	-	-	-	-	681,301	140,757	-	(7,326)	-	-	(5,775,870)	(4,026,666)		
Grants and Contributions Rec.	45	-	-	-	-	-	-	(40)	-	-	104,537	-	-	104,542		
Due To/From Related Parties	710,021	(8,372,016)	121,158	476,655	640,717	780,394	(702,153)	95,351	(105,650)	1,011,599	-	3,275,315	-	(2,068,610)		
Prepaid Expenses	9,558	(23,720)	87	(73,456)	76,774	87	(101,413)	58,597	11,286	2,340	-	-	-	(39,860)		
Accounts Payable	(496,559)	78,198	192,485	(115,154)	223,535	(351,430)	216,588	195,593	(266,358)	(112,199)	(215,486)	-	2,144,122	1,493,336		
Accrued Expenses	(28,799)	(760,790)	(82,611)	(39,508)	34,177	(95,942)	138,953	(157,792)	446,756	(463,805)	(188,034)	(188,034)	-	(1,385,428)		
Cash flows from financing activities																
Proceeds from Debt	12,713,465	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	47,008	-	13,230,556		
Payments on Debt	-	-	-	-	-	-	-	-	-	-	(4,739,724)	(4,739,724)	-	(9,479,448)		
<b>Total Change in Cash</b>	<b>12,094,149</b>	<b>(9,923,547)</b>	<b>(1,754,706)</b>	<b>(376,773)</b>	<b>(25,619)</b>	<b>(238,147)</b>	<b>125,142</b>	<b>(172,626)</b>	<b>1,971,402</b>	<b>2,502,905</b>	<b>(3,973,175)</b>	<b>(359,681)</b>				
<b>Cash, Beginning of Month</b>	<b>383,903</b>	<b>12,478,052</b>	<b>2,554,505</b>	<b>799,799</b>	<b>423,026</b>	<b>397,407</b>	<b>159,260</b>	<b>284,402</b>	<b>111,776</b>	<b>2,083,178</b>	<b>4,586,083</b>	<b>612,908</b>				
<b>Cash, End of Month</b>	<b>12,478,052</b>	<b>2,554,505</b>	<b>799,799</b>	<b>423,026</b>	<b>397,407</b>	<b>159,260</b>	<b>284,402</b>	<b>111,776</b>	<b>2,083,178</b>	<b>4,586,083</b>	<b>612,908</b>	<b>253,226</b>				

Cert.	Instr.
47.3%	86.9%

Pupil:Teacher Ratio
20.94 :1

# Heartland Charter School

## Budget vs Actual

For the period ended April 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Revenues</b>							
State Aid - Revenue Limit							
LCFF State Aid	\$ 4,405,822	\$ 5,373,045	\$ (967,223)	\$ 22,820,096	\$ 24,800,577	\$ (1,980,481)	\$ 40,919,713
Education Protection Account	-	-	-	619,254	714,638	(95,384)	952,850
State Aid - Prior Year	53	-	53	106	-	106	-
In Lieu of Property Taxes	-	126,381	(126,381)	478,462	934,251	(455,789)	1,187,013
Total State Aid - Revenue Limit	4,405,875	5,499,427	(1,093,552)	23,917,918	26,449,465	(2,531,547)	43,059,576
Federal Revenue							
Special Education - Entitlement	-	65,156	(65,156)	-	365,170	(365,170)	495,482
Total Federal Revenue	-	65,156	(65,156)	-	365,170	(365,170)	495,482
Other State Revenue							
State Special Education	261,260	296,334	(35,074)	1,315,064	1,660,821	(345,758)	2,253,490
Mandated Cost	-	-	-	61,941	61,941	(0)	61,941
State Lottery	151,465	151,308	157	307,944	302,616	5,328	971,907
Prior Year Revenue	-	-	-	248,066	-	248,066	-
Other State Revenue	-	-	-	96,609	-	96,609	-
Total Other State Revenue	412,725	447,642	(34,917)	2,029,623	2,025,378	4,245	3,287,338
<b>Total Revenues</b>	<b>\$ 4,818,600</b>	<b>\$ 6,012,225</b>	<b>\$ (1,193,625)</b>	<b>\$ 25,947,541</b>	<b>\$ 28,840,013</b>	<b>\$ (2,892,472)</b>	<b>\$ 46,842,396</b>
<b>Expenses</b>							
Certificated Salaries							
Teachers' Salaries	922,054	1,099,875	177,821	9,514,137	10,998,750	1,484,613	13,198,500
Teachers' Extra Duty/Stipends	118,760	263,970	145,210	1,313,217	2,639,700	1,326,483	3,167,640
Pupil Support Salaries	70,784	-	(70,784)	643,421	-	(643,421)	-
Administrators' Salaries	46,708	15,000	(31,708)	469,260	150,000	(319,260)	180,000
Total Certificated Salaries	1,158,306	1,378,845	220,539	11,940,035	13,788,450	1,848,415	16,546,140
Classified Salaries							
Instructional Salaries	12,036	3,417	(8,620)	121,242	34,167	(87,075)	41,000
Other Classified Salaries	6,548	-	(6,548)	6,548	-	(6,548)	-
Total Classified Salaries	18,584	3,417	(15,168)	127,790	34,167	(93,623)	41,000
Benefits							
State Teachers' Retirement System, certificated positions	190,701	230,267	39,566	1,898,394	2,302,671	404,277	2,763,205
OASDI/Medicare/Alternative, certificated positions	1,050	212	(838)	7,076	2,118	(4,957)	2,542
Medicare/Alternative, certificated positions	16,534	20,043	3,509	169,946	200,428	30,482	240,513
Health and Welfare Benefits, certificated positions	81,004	95,333	14,330	1,058,523	953,333	(105,189)	1,144,000
State Unemployment Insurance, certificated positions	2,068	5,121	3,053	85,012	92,169	7,157	102,410
Workers' Compensation Insurance, certificated positions	13,772	19,352	5,580	108,202	193,517	85,315	232,220
Other Benefits, certificated positions	(0)	6,158	6,158	(0)	61,585	61,585	73,902
Total Benefits	305,128	376,486	71,357	3,327,153	3,805,821	478,668	4,558,793
Books & Supplies							
Books and Reference Materials	-	-	-	-	122,089	122,089	122,089
School Supplies	200,650	277,217	76,568	2,303,083	1,981,346	(321,738)	2,690,522
Software	14,996	84,072	69,076	132,420	840,719	708,298	1,008,862
Office Expense	2,115	2,940	825	17,636	29,395	11,759	35,274
Business Meals	-	115	115	270	1,148	878	1,377
Noncapitalized Equipment	49,134	42,651	(6,483)	49,394	304,839	255,445	413,948
Total Books & Supplies	266,894	406,995	140,101	2,502,803	3,279,535	776,732	4,272,073
Subagreement Services							
Special Education	122,553	56,910	(65,643)	1,295,192	569,102	(726,091)	682,922
Other Educational Consultants	393,430	776,471	383,041	5,054,988	5,549,646	494,657	7,536,010
Instructional Services	360,193	691,406	331,213	3,511,768	3,316,602	(195,167)	5,386,876
Total Subagreement Services	876,176	1,524,787	648,612	9,861,949	9,435,349	(426,600)	13,605,808
Operations & Housekeeping							
Auto and Travel	217	2,064	1,848	15,903	20,645	4,741	24,774
Dues & Memberships	-	1,703	1,703	6,245	17,032	10,787	20,438
Insurance	(2,218)	8,787	11,005	25,692	87,871	62,179	105,446
Janitorial Services	-	127	127	-	1,271	1,271	1,526
Postage and Shipping	-	1,107	1,107	160	11,072	10,912	13,287
Total Operations & Housekeeping	(2,001)	13,789	15,790	48,001	137,892	89,891	165,470

# Heartland Charter School

## Budget vs Actual

For the period ended April 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Facilities, Repairs & Other Leases							
Rent	-	1,914	1,914	-	19,136	19,136	22,964
Other Leases	(2,190)	-	2,190	5,996	-	(5,996)	-
Repairs and Maintenance	-	90	90	-	903	903	1,084
Total Facilities, Repairs & Other Leases	(2,190)	2,004	4,194	5,996	20,040	14,044	24,048
Professional/Consulting Services							
IT	132	2,668	2,536	249	26,685	26,436	32,022
Audit & Taxes	-	-	-	-	3,533	3,533	3,533
Legal	24,738	7,906	(16,833)	90,594	79,057	(11,536)	94,869
Professional Development	883	3,296	2,414	2,058	32,964	30,907	39,557
General Consulting	-	6,194	6,194	175,286	61,941	(113,345)	74,329
Special Activities/Field Trips	(237)	217,657	217,894	220,921	1,555,653	1,334,732	2,112,462
Bank Charges	-	324	324	1,151	3,235	2,084	3,882
Printing	82	507	425	157	5,071	4,914	6,085
Other Taxes and Fees	-	1,832	1,832	3,499	18,324	14,825	21,989
Management Fee	99,808	210,428	110,620	1,024,940	1,009,400	(15,539)	1,639,484
District Oversight Fee	-	164,983	164,983	-	793,484	793,484	1,291,787
SPED Encroachment	-	28,919	28,919	-	162,079	162,079	219,918
Public Relations/Recruitment	-	380	380	-	3,797	3,797	4,556
Total Professional/Consulting Services	125,407	645,094	519,687	1,518,853	3,755,224	2,236,371	5,544,473
Interest							
Interest Expense	47,008	59,325	12,317	470,085	831,250	361,165	949,900
Total Interest	47,008	59,325	12,317	470,085	831,250	361,165	949,900
<b>Total Expenses</b>	<b>\$ 2,793,313</b>	<b>\$ 4,410,742</b>	<b>\$ 1,617,429</b>	<b>\$ 29,802,664</b>	<b>\$ 35,087,726</b>	<b>\$ 5,285,063</b>	<b>\$ 45,707,704</b>
<b>Change in Net Assets</b>	<b>2,025,287</b>	<b>1,601,483</b>	<b>423,804</b>	<b>(3,855,123)</b>	<b>(6,247,713)</b>	<b>2,392,590</b>	<b>1,134,692</b>
Net Assets, Beginning of Period	(4,966,066)			914,344			
<b>Net Assets, End of Period</b>	<b>\$ (2,940,778)</b>			<b>\$ (2,940,778)</b>			

## Heartland Charter School

### Statement of Financial Position

April 30, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	\$ 4,586,084	\$ 383,903	\$ 4,202,181	1095%
Accounts Receivable	7,366	45	7,321	16269%
Public Funding Receivable	104,537	1,861,066	(1,756,529)	-94%
Due To/From Related Parties	5,867,749	523,824	5,343,925	1020%
Prepaid Expenses	154,867	115,007	39,860	35%
<b>Total Current Assets</b>	<b>10,720,603</b>	<b>2,883,844</b>	<b>7,836,758</b>	<b>272%</b>
<b>Total Assets</b>	<b>\$ 10,720,603</b>	<b>\$ 2,883,844</b>	<b>\$ 7,836,758</b>	<b>272%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 103,288	\$ 538,588	\$ (435,300)	-81%
Accrued Liabilities	421,552	1,430,912	(1,009,360)	-71%
Notes Payable, Current Portion	13,136,541	-	13,136,541	0%
<b>Total Current Liabilities</b>	<b>13,661,381</b>	<b>1,969,500</b>	<b>11,691,881</b>	<b>594%</b>
<b>Total Liabilities</b>	<b>13,661,381</b>	<b>1,969,500</b>	<b>11,691,881</b>	<b>594%</b>
<b>Total Net Assets</b>	<b>(2,940,778)</b>	<b>914,344</b>	<b>(3,855,123)</b>	<b>-422%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 10,720,603</b>	<b>\$ 2,883,844</b>	<b>\$ 7,836,758</b>	<b>272%</b>

# Heartland Charter School

## Statement of Cash Flows

For the period ended April 30, 2020

	Month Ended 04/30/20	YTD Ended 04/30/20
<b>Cash Flows from Operating Activities</b>		
Change in Net Assets	\$ 2,025,287	\$ (3,855,123)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	-	1,756,529
Grants, Contributions & Pledges Receivable	(7,326)	(7,321)
Due from Related Parties	1,011,599	(5,343,925)
Prepaid Expenses	2,340	(39,860)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(112,199)	(435,300)
Accrued Expenses	(463,805)	(1,009,360)
<b>Total Cash Flows from Operating Activities</b>	<b>2,455,897</b>	<b>(8,934,360)</b>
 <b>Cash Flows from Financing Activities</b>		
Proceeds from (payments on) Long-Term Debt	47,008	13,136,541
<b>Total Cash Flows from Financing Activities</b>	<b>47,008</b>	<b>13,136,541</b>
 Change in Cash & Cash Equivalents	2,502,905	4,202,181
Cash & Cash Equivalents, Beginning of Period	2,083,179	383,903
 <b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 4,586,084</b>	<b>\$ 4,586,084</b>

## Heartland Charter School

### *Due (To)/From All Inspire Charter School Locations*

For the period ended April 30, 2020

	Account Balance
Due (to)/from Inspire LA	\$ (14,973)
Due (to)/from Cabrillo Point Academy	(515,233)
Due (to)/from Feather River Charter School	(241)
Due (to)/from Blue Ridge Academy	1,525,315
Due (to)/from Winship Community School	(413)
Due (to)/from Yosemite Valley Charter School	409,838
Due (to)/from Inspire Clarksville Charter School	(2,960)
Due (to)/from Pacific Coast Academy	39,245
Due (to)/from Inspire Charter Services	4,412,694
Due (to)/from Mission Vista Academy	14,165
Due (to)/from The Cottonwood School	<u>314</u>
<b>Total Due (to)/from Balance</b>	<b><u>\$ 5,867,749</u></b>

## Heartland Charter School

### Accounts Payable Aging

April 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
All About Learning Press, Inc.	902490	4/17/2020	5/17/2020	\$ 51	\$ -	\$ -	\$ -	\$ -	\$ 51
Anam Cre' Pottery Studio	246	4/10/2020	5/10/2020	310	-	-	-	-	310
AYSO	REG DM03044	3/31/2020	3/31/2020	420	-	-	-	-	420
Beakerz LLC	1918	4/24/2020	5/24/2020	240	-	-	-	-	240
Beautiful Feet Books, Inc.	11815	4/13/2020	5/13/2020	461	-	-	-	-	461
Blue Learning	SINV1424	4/19/2020	5/19/2020	200	-	-	-	-	200
Brave Writer, LLC	70359467	2/28/2020	2/28/2020	-	133	-	-	-	133
Brave Writer, LLC	70761825	2/29/2020	2/29/2020	79	-	-	-	-	79
Brave Writer, LLC	70861823	2/29/2020	2/29/2020	12	-	-	-	-	12
Brave Writer, LLC	72832873	3/18/2020	3/18/2020	24	-	-	-	-	24
Brave Writer, LLC	74137275	3/23/2020	3/23/2020	175	-	-	-	-	175
Brave Writer, LLC	74378429	3/24/2020	3/24/2020	209	-	-	-	-	209
Christine Fogh Music	210	4/17/2020	5/17/2020	225	-	-	-	-	225
Christine Fogh Music	211	4/21/2020	5/21/2020	225	-	-	-	-	225
Comprehensive Therapy Associates, In	2854	3/31/2020	3/31/2020	63	-	-	-	-	63
Crafty School Crates	17742	4/22/2020	5/22/2020	137	-	-	-	-	137
Crafty School Crates	17746	4/24/2020	5/24/2020	132	-	-	-	-	132
CrossFit Feral Grit Fitness Bako	10	4/1/2020	4/1/2020	65	-	-	-	-	65
CrossFit Feral Grit Fitness Bako	11	4/1/2020	4/1/2020	65	-	-	-	-	65
CrossFit Feral Grit Fitness Bako	4	3/1/2020	3/1/2020	65	-	-	-	-	65
CrossFit Feral Grit Fitness Bako	5	4/1/2020	4/1/2020	65	-	-	-	-	65
CrossFit Feral Grit Fitness Bako	7	3/1/2020	3/1/2020	65	-	-	-	-	65
CrossFit Feral Grit Fitness Bako	9	3/1/2020	3/1/2020	65	-	-	-	-	65
Curtis Studio of Dance	2029	4/23/2020	5/23/2020	477	-	-	-	-	477
Donald E. Charles	72	4/13/2020	5/13/2020	65	-	-	-	-	65
Educational Development Corporation	DIR5794999	4/17/2020	5/17/2020	20	-	-	-	-	20
Educational Development Corporation	DIR5795000	4/17/2020	5/17/2020	33	-	-	-	-	33
Educational Development Corporation	DIR5795001	4/17/2020	5/17/2020	214	-	-	-	-	214
Educational Professionals of Central Ca	105	3/30/2020	4/29/2020	1,500	-	-	-	-	1,500
Evan-Moor	INV274065	4/24/2020	5/24/2020	47	-	-	-	-	47
Global Therapy Consultants, LLC	1198	4/1/2020	5/1/2020	345	-	-	-	-	345
Global Therapy Consultants, LLC	1199	4/1/2020	5/1/2020	288	-	-	-	-	288
Global Therapy Consultants, LLC	1200	4/1/2020	5/1/2020	403	-	-	-	-	403
Immanuel Manu Richard	7	4/24/2020	5/24/2020	300	-	-	-	-	300
Inspire District Office	1005	2/7/2020	3/8/2020	718	-	-	-	-	718



## Heartland Charter School

### Accounts Payable Aging

April 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Inspire District Office	1011	2/7/2020	3/8/2020	8,910	-	-	-	-	8,910
Inspire District Office	1014	2/7/2020	3/8/2020	5,097	-	-	-	-	5,097
Inspire District Office	1423	4/1/2020	5/1/2020	3,324	-	-	-	-	3,324
Inspire District Office	1425	4/1/2020	5/1/2020	9,265	-	-	-	-	9,265
Inspire District Office	1428	4/1/2020	5/1/2020	7,869	-	-	-	-	7,869
Inspire District Office	1430	4/1/2020	5/1/2020	11,880	-	-	-	-	11,880
Inspire District Office	1434	4/1/2020	5/1/2020	2,072	-	-	-	-	2,072
Jana Lamontagne	10	4/2/2020	5/2/2020	390	-	-	-	-	390
Jana Lamontagne	5	4/23/2020	5/23/2020	275	-	-	-	-	275
Jana Lamontagne	6	4/2/2020	5/2/2020	25	-	-	-	-	25
Jana Lamontagne	7	4/23/2020	5/23/2020	25	-	-	-	-	25
Jana Lamontagne	8	4/23/2020	5/23/2020	50	-	-	-	-	50
Jana Lamontagne	9	4/23/2020	5/23/2020	50	-	-	-	-	50
Jill von Ilten	1246	4/20/2020	5/20/2020	330	-	-	-	-	330
Joel T. Swartz	021	4/20/2020	5/20/2020	960	-	-	-	-	960
Julie Everett	57	4/20/2020	5/20/2020	1,500	-	-	-	-	1,500
Katherine Marton	34B	4/18/2020	5/18/2020	500	-	-	-	-	500
Katherine Marton	47	3/1/2020	3/31/2020	480	-	-	-	-	480
Katherine Marton	53	4/8/2020	5/8/2020	200	-	-	-	-	200
Key Learning	194	4/20/2020	5/4/2020	320	-	-	-	-	320
Kitchen Kid, LLC	439231504	4/2/2020	5/2/2020	145	-	-	-	-	145
Kitchen Kid, LLC	439231519	4/2/2020	5/2/2020	145	-	-	-	-	145
Kitchen Kid, LLC	439231552	4/2/2020	5/2/2020	145	-	-	-	-	145
Kitchen Kid, LLC	439231619	4/2/2020	5/2/2020	145	-	-	-	-	145
Kitchen Kid, LLC	439231621	4/2/2020	5/2/2020	145	-	-	-	-	145
Kitchen Kid, LLC	4394413	4/23/2020	5/23/2020	79	-	-	-	-	79
Kitchen Kid, LLC	439441537	4/23/2020	5/23/2020	145	-	-	-	-	145
Kitchen Kid, LLC	439442	4/23/2020	5/23/2020	79	-	-	-	-	79
Kitchen Kid, LLC	4394424	4/23/2020	5/23/2020	79	-	-	-	-	79
Kitchen Kid, LLC	4394433	4/23/2020	5/23/2020	79	-	-	-	-	79
Kitchen Kid, LLC	4394434	4/23/2020	5/23/2020	79	-	-	-	-	79
Kitchen Kid, LLC	4394435	4/23/2020	5/23/2020	79	-	-	-	-	79
Kitchen Kid, LLC	4394446	4/23/2020	5/23/2020	79	-	-	-	-	79
Kitchen Kid, LLC	43944565	4/23/2020	5/23/2020	66	-	-	-	-	66
Kitchen Kid, LLC	4394460	4/23/2020	5/23/2020	79	-	-	-	-	79
Kitchen Kid, LLC	4394465	4/23/2020	5/23/2020	79	-	-	-	-	79
Kitchen Kid, LLC	4394477	4/23/2020	5/23/2020	79	-	-	-	-	79
Kitchen Kid, LLC	4394487	4/23/2020	5/23/2020	79	-	-	-	-	79

## Heartland Charter School

### Accounts Payable Aging

April 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Kiwi Co., Inc	ST-IASRJ3AI	4/17/2020	5/17/2020	64	-	-	-	-	64
Kiwi Co., Inc	ST-IBVA7RBI	4/17/2020	5/17/2020	64	-	-	-	-	64
Kiwi Co., Inc	ST-IDAGUMTA	4/17/2020	5/17/2020	65	-	-	-	-	65
Kiwi Co., Inc	ST-IDPZCKFA	4/17/2020	5/17/2020	65	-	-	-	-	65
Kiwi Co., Inc	ST-IEBSWZVA	4/17/2020	5/17/2020	97	-	-	-	-	97
Kiwi Co., Inc	ST-IEZQJYUI	4/13/2020	5/13/2020	119	-	-	-	-	119
Kiwi Co., Inc	ST-IFGJXPYY	4/13/2020	5/13/2020	119	-	-	-	-	119
Kiwi Co., Inc	ST-IFLJ6IEI	4/13/2020	5/13/2020	119	-	-	-	-	119
Kiwi Co., Inc	ST-IFTDFG5I	4/13/2020	5/13/2020	65	-	-	-	-	65
Kiwi Co., Inc	ST-IFWWFYNA	4/14/2020	5/14/2020	64	-	-	-	-	64
Kiwi Co., Inc	ST-IGO2PLOY	4/14/2020	5/14/2020	113	-	-	-	-	113
Kiwi Co., Inc	ST-II4KGKQI	4/17/2020	5/17/2020	64	-	-	-	-	64
Kiwi Co., Inc	ST-IJOVUOPY	4/17/2020	5/17/2020	96	-	-	-	-	96
Kiwi Co., Inc	ST-IL673M7Y	4/19/2020	5/19/2020	64	-	-	-	-	64
Kumon of Santa Barbara	Burney 1	3/27/2020	4/26/2020	(300)	-	-	-	-	(300)
Learning Without Tears	INV70740	4/23/2020	5/23/2020	26	-	-	-	-	26
Learning Without Tears	INV70745	4/23/2020	5/23/2020	28	-	-	-	-	28
LEGO Education	1190424498	4/23/2020	6/22/2020	456	-	-	-	-	456
Lisa Hale	2020-164424	4/16/2020	5/16/2020	38	-	-	-	-	38
Little Passports	111975321	4/15/2020	5/15/2020	142	-	-	-	-	142
Little Passports	111975382	4/15/2020	5/15/2020	128	-	-	-	-	128
Little Passports	111975390	4/15/2020	5/15/2020	142	-	-	-	-	142
Little Passports	111975392	4/15/2020	5/15/2020	129	-	-	-	-	129
Little Passports	111975415	4/15/2020	5/15/2020	128	-	-	-	-	128
Little Passports	111984306	4/15/2020	5/15/2020	233	-	-	-	-	233
Little Passports	112131582	4/15/2020	5/15/2020	109	-	-	-	-	109
Little Passports	112131584	4/15/2020	5/15/2020	128	-	-	-	-	128
Little Passports	112131586	4/15/2020	5/15/2020	161	-	-	-	-	161
Little Passports	112131594	4/15/2020	5/15/2020	130	-	-	-	-	130
Logic of English	INV8891	4/23/2020	5/23/2020	24	-	-	-	-	24
Marissa Meyers	29	3/31/2020	4/30/2020	2,549	-	-	-	-	2,549
Marissa Meyers	30	3/31/2020	4/30/2020	1,926	-	-	-	-	1,926
Math-U-See Inc.	0608118-IN	4/20/2020	6/19/2020	193	-	-	-	-	193
Math-U-See Inc.	0608121-IN	4/20/2020	6/19/2020	116	-	-	-	-	116
Math-U-See Inc.	0608142-IN	4/20/2020	6/19/2020	53	-	-	-	-	53
Math-U-See Inc.	0608924-IN	4/22/2020	6/21/2020	120	-	-	-	-	120
Math-U-See Inc.	0608925-IN	4/22/2020	6/21/2020	56	-	-	-	-	56
Math-U-See Inc.	0609223-IN	4/23/2020	6/22/2020	136	-	-	-	-	136

## Heartland Charter School

### Accounts Payable Aging

April 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Math-U-See Inc.	0609229-IN	4/23/2020	6/22/2020	193	-	-	-	-	193
Math-U-See Inc.	0609441-IN	4/23/2020	6/22/2020	68	-	-	-	-	68
Medieval Times USA, Inc.	SINV0041917	10/26/2019	11/25/2019	-	-	-	-	199	199
Medieval Times USA, Inc.	SINV0042634	11/26/2019	12/26/2019	-	-	-	179	-	179
Medieval Times USA, Inc.	SINV0042642	11/28/2019	12/28/2019	-	-	-	167	-	167
MEL Science Ltd	CC202004211	4/21/2020	5/21/2020	100	-	-	-	-	100
Montecito Academy	F-SMART	2/25/2020	3/26/2020	(934)	-	-	-	-	(934)
Moving Beyond the Page	212411	4/21/2020	5/21/2020	14	-	-	-	-	14
Nancy Bagshaw Speech Language Path	14732	3/20/2020	4/19/2020	225	-	-	-	-	225
Nancy Bagshaw Speech Language Path	14755	3/27/2020	4/26/2020	225	-	-	-	-	225
Nancy Bagshaw Speech Language Path	14759	4/3/2020	5/3/2020	750	-	-	-	-	750
Nancy Bagshaw Speech Language Path	14762	4/3/2020	5/3/2020	300	-	-	-	-	300
Nancy Bagshaw Speech Language Path	14772	4/3/2020	5/3/2020	150	-	-	-	-	150
Nancy Bagshaw Speech Language Path	14810	4/17/2020	5/17/2020	225	-	-	-	-	225
Nancy Bagshaw Speech Language Path	14815	4/17/2020	5/17/2020	225	-	-	-	-	225
Nancy Bagshaw Speech Language Path	14829	4/24/2020	5/24/2020	225	-	-	-	-	225
Nancy Bagshaw Speech Language Path	14830	4/24/2020	5/24/2020	225	-	-	-	-	225
Office Depot, Inc.	369072073001	8/27/2019	9/29/2019	-	-	-	-	49	49
Office Depot, Inc.	370637505001	8/27/2019	9/29/2019	-	-	-	-	25	25
Office Depot, Inc.	375040922001	9/9/2019	10/13/2019	-	-	-	-	33	33
Office Depot, Inc.	376210090001	9/10/2019	10/13/2019	-	-	-	-	29	29
Office Depot, Inc.	376211334001	9/10/2019	10/13/2019	-	-	-	-	3	3
Office Depot, Inc.	379566405001	9/17/2019	10/20/2019	-	-	-	-	3	3
Office Depot, Inc.	393274164001	10/20/2019	11/24/2019	-	-	-	-	8	8
Office Depot, Inc.	397917034001	11/4/2019	12/8/2019	-	-	-	20	-	20
Outschool, Inc.	16568	4/20/2020	5/20/2020	12	-	-	-	-	12
Outschool, Inc.	16569	4/20/2020	5/20/2020	98	-	-	-	-	98
Outschool, Inc.	16570	4/20/2020	5/20/2020	178	-	-	-	-	178
Outschool, Inc.	16571	4/20/2020	5/20/2020	72	-	-	-	-	72
Outschool, Inc.	16573	4/20/2020	5/20/2020	75	-	-	-	-	75
Outschool, Inc.	16574	4/20/2020	5/20/2020	55	-	-	-	-	55
Outschool, Inc.	16575	4/20/2020	5/20/2020	60	-	-	-	-	60
Outschool, Inc.	16578	4/20/2020	5/20/2020	70	-	-	-	-	70
Outschool, Inc.	16579	4/20/2020	5/20/2020	50	-	-	-	-	50
Outschool, Inc.	16580	4/20/2020	5/20/2020	150	-	-	-	-	150
Outschool, Inc.	16581	4/20/2020	5/20/2020	12	-	-	-	-	12
Outschool, Inc.	16582	4/20/2020	5/20/2020	14	-	-	-	-	14
Outschool, Inc.	16583	4/20/2020	5/20/2020	75	-	-	-	-	75

## Heartland Charter School

### Accounts Payable Aging

April 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Peace Hill Press, dba Well Trained Min	52119	4/23/2020	5/23/2020	21	-	-	-	-	21
Pearson Education Inc.	6001566093	4/6/2020	5/6/2020	(258)	-	-	-	-	(258)
Pearson Education Inc.	6001566094	4/6/2020	5/6/2020	(150)	-	-	-	-	(150)
Pearson Education Inc.	6001566097	4/6/2020	5/6/2020	(261)	-	-	-	-	(261)
Pearson Education Inc.	6001566102	4/6/2020	5/6/2020	(258)	-	-	-	-	(258)
Procopio, Cory, Hargreaves & Savitch L	692645	10/8/2019	10/8/2019	-	-	-	-	7,466	7,466
Procopio, Cory, Hargreaves & Savitch L	701678	1/7/2020	1/7/2020	-	-	2,817	-	-	2,817
Ravinia Reading Center	727	4/5/2020	4/20/2020	927	-	-	-	-	927
Regina Csibi Tennis	BC2	3/1/2020	3/1/2020	455	-	-	-	-	455
Ruth Brown	12	4/18/2020	5/18/2020	60	-	-	-	-	60
School Pathways, LLC	64401	3/31/2020	4/30/2020	14,586	-	-	-	-	14,586
SH Squared Cares	2884	4/1/2020	5/1/2020	285	-	-	-	-	285
SH Squared Cares	2887	4/1/2020	5/1/2020	475	-	-	-	-	475
Studies Weekly	287844	4/22/2020	5/22/2020	33	-	-	-	-	33
Suzanne Rice	OLIVERA-3	4/22/2020	5/22/2020	400	-	-	-	-	400
Teacher Synergy, LLC	117147567	4/22/2020	5/13/2020	28	-	-	-	-	28
Teacher Synergy, LLC	117223948	4/23/2020	5/14/2020	5	-	-	-	-	5
Teacher Synergy, LLC	117234092	4/23/2020	5/14/2020	126	-	-	-	-	126
Teaching Textbooks	27616	4/24/2020	5/24/2020	43	-	-	-	-	43
Teaching Textbooks	27627	4/24/2020	5/24/2020	55	-	-	-	-	55
The Cottage Academy	26	4/20/2020	5/20/2020	475	-	-	-	-	475
The Dance Craze	77	4/21/2020	5/21/2020	450	-	-	-	-	450
The Dance Network	000533	4/23/2020	5/23/2020	235	-	-	-	-	235
Village Creative	0007	4/20/2020	5/20/2020	180	-	-	-	-	180
Wonder Crate	1105	4/18/2020	5/18/2020	81	-	-	-	-	81
Young Music, LLC	417081	4/24/2020	5/24/2020	v	-	-	-	-	137
Total Outstanding Payables in April				<u>\$ 92,158</u>	<u>\$ 133</u>	<u>\$ 2,817</u>	<u>\$ 365</u>	<u>\$ 7,814</u>	<u>\$ 103,288</u>

### Stipend Chart

[illegible]

# Heartland Charter School

## Monthly Cash Flow/Budget FY20-21

Revised 5/21/20

ADA = 5225.00



### Revenues

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Budget	Original Budget Total	Favorable / (Unfav.)	PY Forecast	Favorable / (Unfav.)
<b>ADA = 5225.00</b>															<b>ADA = 5225.00</b>		<b>ADA = 4126.04</b>	
<b>State Aid - Revenue Limit</b>																		
8011 LCFF State Aid	-	1,671,624	1,671,624	3,008,923	3,008,923	3,008,923	3,008,923	3,008,923	4,789,853	4,789,853	-	2,394,927	11,974,633	42,337,126	42,337,126	-	35,979,737	6,357,389
8012 Education Protection Account	-	-	-	261,250	-	-	261,250	-	-	261,250	-	-	261,250	1,045,000	1,045,000	-	825,208	219,792
8019 State Aid - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	265	(265)
8096 In Lieu of Property Taxes	-	33,807	67,614	45,076	45,076	45,076	45,076	45,076	128,908	64,454	64,454	64,454	64,454	713,526	713,526	-	563,452	150,074
	-	1,705,431	1,739,238	3,315,249	3,053,999	3,053,999	3,315,249	3,053,999	4,918,761	5,115,557	64,454	2,459,380	12,300,337	44,095,652	44,095,652	-	37,368,662	6,726,990
<b>Federal Revenue</b>																		
8181 Special Education - Entitlement	-	21,455	21,455	38,620	38,620	38,620	38,620	38,620	61,478	61,478	61,478	61,478	61,478	543,400	543,400	-	429,108	114,292
	-	21,455	21,455	38,620	38,620	38,620	38,620	38,620	61,478	61,478	61,478	61,478	61,478	543,400	543,400	-	429,108	114,292
<b>Other State Revenue</b>																		
8311 State Special Education	-	106,340	106,340	191,411	191,411	191,411	191,411	191,411	304,704	304,704	304,704	304,704	304,704	2,693,257	2,693,257	-	2,126,791	566,465
8550 Mandated Cost	-	-	-	-	-	89,150	-	-	-	-	-	-	-	89,150	89,150	-	61,941	27,209
8560 State Lottery	-	-	-	-	-	-	213,523	-	-	213,523	-	-	654,530	1,081,575	1,081,575	-	854,090	227,485
8598 Prior Year Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	248,066	(248,066)
8599 Other State Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	96,609	(96,609)
	-	106,340	106,340	191,411	191,411	280,561	404,934	191,411	304,704	518,227	304,704	304,704	959,234	3,863,982	3,863,982	-	3,387,498	476,484
<b>Other Local Revenue</b>																		
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	-	1,833,226	1,867,033	3,545,280	3,284,030	3,373,180	3,758,802	3,284,030	5,284,943	5,695,262	430,636	2,825,563	13,321,049	48,503,034	48,503,034	-	41,185,267	7,317,766
<b>Expenses</b>																		
<b>Certificated Salaries</b>																		
1100 Teachers' Salaries	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	1,049,702	-	12,596,425	12,596,425	-	11,464,174	(1,132,251)
1175 Teachers' Extra Duty/Stipends	92,161	92,161	92,161	92,161	92,161	92,161	92,161	92,161	92,161	92,161	92,161	92,161	-	1,105,934	1,105,934	-	1,721,222	615,288
1200 Pupil Support Salaries	94,416	94,416	94,416	94,416	94,416	94,416	94,416	94,416	94,416	94,416	94,416	94,416	-	1,132,997	1,132,997	-	783,489	(349,508)
1300 Administrators' Salaries	52,819	52,819	52,819	52,819	52,819	52,819	52,819	52,819	52,819	52,819	52,819	52,819	-	633,824	633,824	-	562,477	(71,347)
1900 Other Certificated Salaries	6,904	6,904	6,904	6,904	6,904	6,904	6,904	6,904	6,904	6,904	6,904	6,904	-	82,852	82,852	-	-	(82,852)
	1,296,003	1,296,003	1,296,003	1,296,003	1,296,003	1,296,003	1,296,003	1,296,003	1,296,003	1,296,003	1,296,003	1,296,003	-	15,552,032	15,552,032	-	14,531,362	(1,020,670)
<b>Classified Salaries</b>																		
2100 Instructional Salaries	15,086	15,086	15,086	15,086	15,086	15,086	15,086	15,086	15,086	15,086	15,086	15,086	-	181,034	181,034	-	147,847	(33,187)
2200 Support Salaries	3,502	3,502	3,502	3,502	3,502	3,502	3,502	3,502	3,502	3,502	3,502	3,502	-	42,022	42,022	-	-	(42,022)
	18,588	18,588	18,588	18,588	18,588	18,588	18,588	18,588	18,588	18,588	18,588	18,588	-	223,056	223,056	-	154,395	(68,661)
<b>Benefits</b>																		
3101 STRS	241,680	241,680	241,680	241,680	241,680	241,680	241,680	241,680	241,680	241,680	241,680	241,680	-	2,900,162	2,900,162	-	2,347,811	(552,351)
3202 PERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3301 OASDI	5,725	5,725	5,725	5,725	5,725	5,725	5,725	5,725	5,725	5,725	5,725	5,725	-	68,699	68,699	-	8,781	(59,918)
3311 Medicare	20,384	20,384	20,384	20,384	20,384	20,384	20,384	20,384	20,384	20,384	20,384	20,384	-	244,612	244,612	-	208,454	(36,158)
3401 Health and Welfare	161,875	161,875	161,875	161,875	161,875	161,875	161,875	161,875	161,875	161,875	161,875	161,875	-	1,942,500	1,942,500	-	1,295,356	(647,144)
3501 State Unemployment	6,274	6,274	6,274	6,274	6,274	6,274	31,372	25,098	12,549	6,274	6,274	6,274	-	125,488	125,488	-	95,155	(30,333)
3601 Workers' Compensation	19,681	19,681	19,681	19,681	19,681	19,681	19,681	19,681	19,681	19,681	19,681	19,681	-	236,177	236,177	-	145,381	(90,796)
3901 Other Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,120	11,120
	455,620	455,620	455,620	455,620	455,620	455,620	480,718	474,444	461,895	455,620	455,620	455,620	-	5,517,639	5,517,639	-	4,112,059	(1,405,581)
<b>Books and Supplies</b>																		
4302 School Supplies	267,247	401,596	417,521	508,667	371,488	257,458	305,531	273,376	290,957	295,266	402,626	281,099	302,464	4,375,297	4,375,297	-	2,973,253	(1,402,045)
4305 Software	15,642	15,642	15,642	15,642	15,642	15,642	15,642	15,642	15,642	15,642	15,642	15,642	-	187,700	187,700	-	148,225	(39,475)
4310 Office Expense	2,367	2,367	2,367	2,367	2,367	2,367	2,367	2,367	2,367	2,367	2,367	2,367	-	28,400	28,400	-	22,422	(5,978)
4311 Business Meals	33	33	33	33	33	33	33	33	33	33	33	33	-	400	400	-	334	(66)
4400 Noncapitalized Equipment	60,510	90,929	94,535	115,172	84,112	58,294	69,178	61,898	65,878	66,854	91,163	63,646	68,484	990,655	990,655	-	673,204	(317,451)
	345,798	510,567	530,098	641,881	473,643	333,794	392,751	353,316	374,877	380,162	511,831	362,787	370,948	5,582,452	5,582,452	-	3,817,437	(1,765,015)
<b>Subagreement Services</b>																		
5102 Special Education	163,542	163,542	163,542	163,542	163,542	163,542	163,542	163,542	163,542	163,542	163,542	163,542	-	1,962,500	1,962,500	-	1,549,743	(412,757)
5106 Other Educational Consultants	635,521	955,008	992,879	1,209,628	883,412	612,245	726,564	650,097	691,905	702,153	957,459	668,463	719,270	10,404,605	10,404,605	-	7,070,495	(3,334,110)
5107 Instructional Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,297,396	4,297,396
	799,063	1,118,550	1,156,420	1,373,169	1,046,954	775,786	890,105	813,639	855,447	865,695	1,121,000	832,005	719,270	12,367,105	12,367,105	-	12,917,634	550,529
<b>Operations and Housekeeping</b>																		
5201 Auto and Travel	2,075	2,075	2,075	2,075	2,075	2,075	2,075	2,075	2,075	2,075	2,075	2,075	-	24,900	24,900	-	19,701	(5,199)
5300 Dues & Memberships	725	725	725	725	725	725	725	725	725	725	725	725	-	8,700	8,700	-	6,886	(1,814)
5400 Insurance	5,763	5,763	5,763	5,763	5,763	5,763	5,763	5,763	5,763	5,763	5,763	5,763	-	69,160	69,160	-	42,017	(27,143)
5901 Postage and Shipping	325	325	325	325	325	325	325	325	325	325	325	325	-	3,900	3,900	-	3,082	(818)
	8,888	8,888	8,888	8,888	8,888	8,888	8,888	8,888	8,888	8,888	8,888	8,888	-	106,660	106,660	-	71,686	(34,974)
<b>Facilities, Repairs and Other Leases</b>																		
5601 Rent	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	-	360,000	360,000	-	-	(360,000)
5604 Other Leases	633	633	633	633	633	633	633	633	633	633	633	633	-	7,600	7,600	-	5,996	(1,605)
	30,633	30,633	30,633	30,633	30,633	30,633	30,633	30,633	30,633	30,633	30,633	30,633	-	367,600	367,600	-	5,996	(361,605)

# Heartland Charter School

## Monthly Cash Flow/Budget FY20-21

Revised 5/21/20

ADA = 5225.00



### Professional/Consulting Services

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Budget	Original Budget Total	Favorable / (Unfav.)	PY Forecast	Favorable / (Unfav.)
5801 IT	25	25	25	25	25	25	25	25	25	25	25	25	-	300	300	-	249	(51)
5802 Audit & Taxes	-	-	-	10,000	10,000	10,000	-	-	-	-	-	-	-	30,000	30,000	-	-	(30,000)
5803 Legal	10,883	10,883	10,883	10,883	10,883	10,883	10,883	10,883	10,883	10,883	10,883	10,883	-	130,600	130,600	-	103,128	(27,472)
5804 Professional Development	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	-	50,000	50,000	-	10,587	(39,413)
5805 General Consulting	22,008	22,008	22,008	22,008	22,008	22,008	22,008	22,008	22,008	22,008	22,008	22,008	-	264,100	264,100	-	180,900	(83,200)
5806 Special Activities/Field Trips	22,214	33,382	34,705	42,282	30,879	21,401	25,397	22,724	24,185	24,543	33,467	23,366	25,142	363,686	363,686	-	247,144	(116,542)
5807 Bank Charges	217	217	217	260	260	260	260	260	260	260	260	260	-	2,990	2,990	-	2,014	(976)
5808 Printing	158	158	158	190	190	190	190	190	190	190	190	190	-	2,185	2,185	-	1,509	(676)
5809 Other taxes and fees	508	508	508	610	610	610	610	610	610	610	610	610	-	7,015	7,015	-	4,795	(2,220)
5810 Payroll Service Fee	2,854	2,854	2,854	2,854	2,854	2,854	2,854	2,854	2,854	2,854	2,854	2,854	-	34,248	34,248	-	-	(34,248)
5811 Management Fee	181,886	181,886	181,886	181,886	181,886	181,886	181,886	181,886	181,886	181,886	181,886	181,886	-	2,182,637	2,182,637	-	1,307,903	(874,733)
5812 District Oversight Fee	-	51,163	52,177	99,457	91,620	91,620	99,457	91,620	147,563	153,467	1,934	73,781	369,010	1,322,870	1,322,870	-	1,121,060	(201,810)
	244,921	307,252	309,590	374,623	355,383	345,904	347,738	337,227	394,632	400,894	258,285	320,031	394,152	4,390,629	4,390,629	-	2,979,289	(1,411,340)

### Interest

7438 Interest Expense	121,726	50,719	50,719	50,719	80,739	80,739	-	40,369	201,847	-	-	-	-	677,578	677,578	-	554,509	(123,069)
	121,726	50,719	50,719	50,719	80,739	80,739	-	40,369	201,847	-	-	-	-	677,578	677,578	-	554,509	(123,069)

### Total Expenses

	3,321,241	3,796,820	3,856,560	4,250,126	3,766,451	3,345,956	3,465,425	3,373,107	3,642,809	3,456,484	3,700,848	3,324,555	1,484,371	44,784,752	44,784,752	-	39,144,366	(5,640,386)
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### Monthly Surplus (Deficit)

	(3,321,241)	(1,963,594)	(1,989,527)	(704,846)	(482,421)	27,224	293,378	(89,078)	1,642,134	2,238,778	(3,270,212)	(498,992)	11,836,678	3,718,282	3,718,282	-	2,040,901	1,677,380
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### Cash Flow Adjustments

Monthly Surplus (Deficit)	(3,321,241)	(1,963,594)	(1,989,527)	(704,846)	(482,421)	27,224	293,378	(89,078)	1,642,134	2,238,778	(3,270,212)	(498,992)	11,836,678	3,718,282	8%			
Cash flows from operating activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Public Funding Receivables	4,574,462	-	-	-	-	546,147	655,261	-	-	-	-	-	(13,321,049)	(7,545,179)				
Accounts Payable	(2,144,122)	-	-	-	-	-	-	-	-	-	-	-	1,484,371	(659,752)				
Accrued Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Cash flows from investing activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Cash flows from financing activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Proceeds from Factoring	5,416,061	2,256,692	2,256,692	2,256,692	3,592,390	3,592,390	-	1,796,195	8,980,974	-	-	-	-	30,148,085				
Payments on Factoring	-	-	-	(2,708,030)	(2,708,030)	(2,256,692)	(2,256,692)	(2,256,692)	(3,592,390)	(3,592,390)	-	(1,796,195)	-	(21,167,111)				
Proceeds from Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Payments on Debt	(3,184,168)	-	-	-	-	-	-	-	-	-	-	-	-	(3,184,168)				

Cert.	Instr.
45.6%	81.0%
2,697,424	473,669
Pupil:Teacher Ratio	
23.64	:1

### Total Change in Cash

	1,340,991	293,098	267,165	(1,156,184)	401,939	1,909,068	(1,308,053)	(549,575)	7,030,719	(1,353,612)	(3,270,212)	(2,295,187)	
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### Cash, Beginning of Month

	253,226	1,594,217	1,887,315	2,154,480	998,296	1,400,235	3,309,303	2,001,250	1,451,675	8,482,394	7,128,782	3,858,570	
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### Cash, End of Month

	1,594,217	1,887,315	2,154,480	998,296	1,400,235	3,309,303	2,001,250	1,451,675	8,482,394	7,128,782	3,858,570	1,563,383	
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# Inspire District Office

# INVOICE

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

**DATE:** March 1, 2020  
**INVOICE #** INSPH-109  
**FOR:** *Monthly Operational  
& Instructional Fee*

**Bill To:**

Heartland Charter School  
1740 E. Huntington Drive #205  
Duarte, CA 91010

DESCRIPTION	AMOUNT
Instructional Fee - 03/2020	\$ 352,077.00
Operational Fee - 03/2020	\$ 89,295.00
<b>TOTAL</b>	<b>\$ 441,372.00</b>

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

**THANK YOU FOR YOUR BUSINESS!**



# Inspire District Office

# INVOICE

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

**DATE:** April 1, 2020  
**INVOICE #** INSPH-110  
**FOR:** *Monthly Operational  
& Instructional Fee*

**Bill To:**

Heartland Charter School  
1740 E. Huntington Drive #205  
Duarte, CA 91010

DESCRIPTION	AMOUNT
Instructional Fee - 04/2020	\$ 360,193.00
Operational Fee - 04/2020	\$ 45,468.00
<b>TOTAL</b>	\$ 405,661.00

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

**THANK YOU FOR YOUR BUSINESS!**

# 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 #** INSPH-111  
**FOR:** *Monthly Operational  
& Instructional Fee*

## Bill To:

Heartland Charter School  
1740 E. Huntington Drive #205  
Duarte, CA 91010

DESCRIPTION	AMOUNT
Instructional Fee - 05/2020	\$ 392,802.00
Operational Fee - 05/2020	\$ 71,768.50
<b>TOTAL</b>	<b>\$ 464,570.50</b>

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

**THANK YOU FOR YOUR BUSINESS!**



# INVOICE

**APPROVED**

by Courtney McCorkle

Invoice #: 3356

Invoice Date 4/14/2020

**Amount Due: \$108,025.51**
**Bill To:**

 Heartland Charter School  
 1740 Huntington Dr., Suite 205  
 Duarte, CA 91010

**Pay To:** Global Teletherapy

 1777 Reisterstown Rd  
 Suit 165R  
 Baltimore MD 21208  
 888-511-9395  
 Rachel@globalteletherapy.com

**Scope: HL**  
**5102/6500/9412**  
**5102/6500/9406/3100**  
**5102/6500/9406**  
**5102/6500/3900**

total	9412	3100	9406	3900
108025.51	16893.21	1968	67141.52	22022.78

**No Show**
**Counseling Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/2/2020		Ross, Lisa	CO services provided	No Show	1	\$49.00	\$49.00
3/10/2020		Ross, Lisa	CO services provided	No Show	1	\$49.00	\$49.00
3/30/2020		Ross, Lisa	CO services provided	No Show	1	\$49.00	\$49.00
3/18/2020		Sakelarakis, Christi	CO services provided	No Show	1	\$49.00	\$49.00
3/3/2020		Capra, Tony	CO services provided	No Show	1	\$49.00	\$49.00
3/2/2020		Neeleman, Amand	CO services provided	No Show	1	\$49.00	\$49.00
3/12/2020		Maltzman, Sara	CO services provided	No Show	1	\$49.00	\$49.00
3/16/2020		Ross, Lisa	CO services provided	No Show	1	\$49.00	\$49.00
3/23/2020		Ross, Lisa	CO services provided	No Show	1	\$49.00	\$49.00
3/30/2020		Ross, Lisa	CO services provided	No Show	1	\$49.00	\$49.00
2/19/2020		Maltzman, Sara	CO services provided	No Show	1	\$49.00	\$49.00
2/26/2020		Maltzman, Sara	CO services provided	No Show	1	\$49.00	\$49.00
3/4/2020		Maltzman, Sara	CO services provided	No Show	1	\$49.00	\$49.00
3/11/2020		Maltzman, Sara	CO services provided	No Show	1	\$49.00	\$49.00
3/18/2020		Maltzman, Sara	CO services provided	No Show	1	\$49.00	\$49.00
3/25/2020		Maltzman, Sara	CO services provided	No Show	1	\$49.00	\$49.00
3/5/2020		Providente, Layla	CO services provided	No Show	1	\$49.00	\$49.00
3/25/2020		Neeleman, Amand	CO services provided	No Show	1	\$49.00	\$49.00
3/5/2020		Neeleman, Amand	CO services provided	No Show	1	\$49.00	\$49.00
3/12/2020		Neeleman, Amand	CO services provided	No Show	1	\$49.00	\$49.00
3/19/2020		Neeleman, Amand	CO services provided	No Show	1	\$49.00	\$49.00
3/26/2020		Neeleman, Amand	CO services provided	No Show	1	\$49.00	\$49.00
3/5/2020		Neeleman, Amand	CO services provided	No Show	1	\$49.00	\$49.00
3/12/2020		Neeleman, Amand	CO services provided	No Show	1	\$49.00	\$49.00
3/19/2020		Neeleman, Amand	CO services provided	No Show	1	\$49.00	\$49.00
3/26/2020		Neeleman, Amand	CO services provided	No Show	1	\$49.00	\$49.00
2/25/2020		Morgan, Stacie	CO services provided	No Show	1	\$49.00	\$49.00
3/3/2020		Morgan, Stacie	CO services provided	No Show	1	\$49.00	\$49.00
3/31/2020		Capra, Tony	CO services provided	No Show	1	\$49.00	\$49.00
3/4/2020		Sakelarakis, Christi	CO services provided	No Show	1	\$49.00	\$49.00
3/18/2020		Sakelarakis, Christi	CO services provided	No Show	1	\$49.00	\$49.00
3/13/2020		Lloyd, Nicole	CO services provided	No Show	1	\$49.00	\$49.00

**Counseling Services Total Fees: \$1,568.00**
**Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/23/2020		Cashdollar, Sarah	ST services provided	No Show	1	\$49.00	\$49.00
3/2/2020		Klugmann, Alissa	ST services provided	No Show	1	\$49.00	\$49.00
3/5/2020		Klugmann, Alissa	ST services provided	No Show	1	\$49.00	\$49.00
3/4/2020		Wealcatch, Rachel	ST services provided	No Show	1	\$49.00	\$49.00
3/11/2020		Wealcatch, Rachel	ST services provided	No Show	1	\$49.00	\$49.00

## Speech Therapy Services

Date	Student Name	Therapist	Description	Category		Units	Rate	Total
3/18/2020		Wealcatch, Rachel	ST services provided	No Show	3900	1	\$49.00	\$49.00
3/4/2020		McDougall, Kara	ST services provided	No Show		1	\$49.00	\$49.00
3/11/2020		McDougall, Kara	ST services provided	No Show		1	\$49.00	\$49.00
3/18/2020		McDougall, Kara	ST services provided	No Show		1	\$49.00	\$49.00
3/25/2020		McDougall, Kara	ST services provided	No Show		1	\$49.00	\$49.00
3/12/2020		Klugmann, Alissa	ST services provided	No Show		1	\$49.00	\$49.00
3/19/2020		Klugmann, Alissa	ST services provided	No Show		1	\$49.00	\$49.00
3/26/2020		Klugmann, Alissa	ST services provided	No Show		1	\$49.00	\$49.00
3/12/2020		Anderson, Leslie	ST services provided	No Show		1	\$49.00	\$49.00
3/27/2020		Anderson, Leslie	ST services provided	No Show		1	\$49.00	\$49.00
3/6/2020		Cashdollar, Sarah	ST services provided	No Show		1	\$49.00	\$49.00
3/13/2020		Cashdollar, Sarah	ST services provided	No Show		1	\$49.00	\$49.00
2/28/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
2/27/2020		Dunn- Garcia, Jaci	ST services provided	No Show		1	\$49.00	\$49.00
3/16/2020		Dunn- Garcia, Jaci	ST services provided	No Show		1	\$49.00	\$49.00
3/27/2020		Dunn- Garcia, Jaci	ST services provided	No Show		1	\$49.00	\$49.00
3/17/2020		Goldstein, Shulami	ST services provided	No Show		1	\$49.00	\$49.00
3/24/2020		Goldstein, Shulami	ST services provided	No Show		1	\$49.00	\$49.00
3/26/2020		Goldstein, Shulami	ST services provided	No Show		1	\$49.00	\$49.00
3/31/2020		Goldstein, Shulami	ST services provided	No Show		1	\$49.00	\$49.00
3/25/2020		Hutcherson, Michel	ST services provided	No Show		1	\$49.00	\$49.00
3/9/2020		Klugmann, Alissa	ST services provided	No Show		1	\$49.00	\$49.00
3/16/2020		Klugmann, Alissa	ST services provided	No Show		1	\$49.00	\$49.00
3/23/2020		Klugmann, Alissa	ST services provided	No Show		1	\$49.00	\$49.00
3/30/2020		Klugmann, Alissa	ST services provided	No Show		1	\$49.00	\$49.00
3/24/2020		Wealcatch, Rachel	ST services provided	No Show		1	\$49.00	\$49.00
2/6/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
2/10/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
2/13/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
2/20/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
2/24/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
2/27/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
3/2/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
3/5/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
3/9/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
3/12/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
3/16/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
3/19/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
3/23/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
3/26/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
3/30/2020		Mann, Laura	ST services provided	No Show		1	\$49.00	\$49.00
3/9/2020		Couch, Carolyn	ST services provided	No Show		1	\$49.00	\$49.00
3/16/2020		Couch, Carolyn	ST services provided	No Show		1	\$49.00	\$49.00
3/23/2020		Couch, Carolyn	ST services provided	No Show		1	\$49.00	\$49.00
3/30/2020		Cashdollar, Sarah	ST services provided	No Show		1	\$49.00	\$49.00
3/20/2020		Cashdollar, Sarah	ST services provided	No Show		1	\$49.00	\$49.00
3/11/2020		Couch, Carolyn	ST services provided	No Show		1	\$49.00	\$49.00
3/23/2020		Couch, Carolyn	ST services provided	No Show		1	\$49.00	\$49.00
3/25/2020		Couch, Carolyn	ST services provided	No Show		1	\$49.00	\$49.00
3/30/2020		Couch, Carolyn	ST services provided	No Show		1	\$49.00	\$49.00
3/16/2020		Casey, Jamie	ST services provided	No Show		1	\$49.00	\$49.00
3/23/2020		Casey, Jamie	ST services provided	No Show		1	\$49.00	\$49.00
3/27/2020		Casey, Jamie	ST services provided	No Show		1	\$49.00	\$49.00
3/30/2020		Casey, Jamie	ST services provided	No Show		1	\$49.00	\$49.00
3/2/2020		Wealcatch, Rachel	ST services provided	No Show		1	\$49.00	\$49.00
3/2/2020		Couch, Carolyn	ST services provided	No Show		1	\$49.00	\$49.00
3/9/2020		Couch, Carolyn	ST services provided	No Show		1	\$49.00	\$49.00
3/16/2020		Couch, Carolyn	ST services provided	No Show		1	\$49.00	\$49.00



**Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
<b>Speech Therapy Services Total Fees:</b>							<b>\$3,087.00</b>

**Completed Assessment****Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
9412 2/13/2020		Hus, Shula	ST services provided	Completed Assessment	1	\$450.00	\$450.00
9412 3/13/2020		Hus, Shula	ST services provided	Completed Assessment	1	\$450.00	\$450.00
9412 3/12/2020		Hus, Shula	ST services provided	Completed Assessment	1	\$450.00	\$450.00
<b>Speech Therapy Services Total Fees:</b>							<b>\$1,350.00</b>

**Direct Therapy****Counseling Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/16/2020		Ross, Lisa	CO services provided	Direct Therapy	3100 45	\$96.00	\$72.00
3/23/2020		Ross, Lisa	CO services provided	Direct Therapy	45	\$96.00	\$72.00
3/5/2020		Hess, Stephany	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/19/2020		Hess, Stephany	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/4/2020		Payne, Valerie	CO services provided	Direct Therapy	60	\$96.00	\$96.00
3/18/2020		Payne, Valerie	CO services provided	Direct Therapy	60	\$96.00	\$96.00
3/24/2020		Phalen, Meghan	CO services provided	Direct Therapy	60	\$96.00	\$96.00
3/10/2020		Capra, Tony	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/6/2020		Hess, Stephany	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/13/2020		Hess, Stephany	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/20/2020		Hess, Stephany	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/27/2020		Hess, Stephany	CO services provided	Direct Therapy	30	\$96.00	\$48.00
2/20/2020		Maltzman, Sara	CO services provided	Direct Therapy	30	\$96.00	\$48.00
2/27/2020		Maltzman, Sara	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/5/2020		Maltzman, Sara	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/19/2020		Maltzman, Sara	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/26/2020		Maltzman, Sara	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/3/2020		Phalen, Meghan	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/10/2020		Phalen, Meghan	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/17/2020		Phalen, Meghan	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/24/2020		Phalen, Meghan	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/31/2020		Phalen, Meghan	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/2/2020		Ross, Lisa	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/9/2020		Ross, Lisa	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/4/2020		Neeleman, Amand	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/11/2020		Neeleman, Amand	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/18/2020		Neeleman, Amand	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/25/2020		Neeleman, Amand	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/19/2020		Providente, Layla	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/4/2020		Neeleman, Amand	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/11/2020		Neeleman, Amand	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/18/2020		Neeleman, Amand	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/9/2020		Neeleman, Amand	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/29/2020		Neeleman, Amand	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/3/2020		Liao, Victoria	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/9/2020		Neeleman, Amand	CO services provided	Direct Therapy	30	\$96.00	\$48.00
3/23/2020		Neeleman, Amand	CO services provided	Direct Therapy	30	\$96.00	\$48.00
<b>Counseling Services Total Fees:</b>							<b>\$1,968.00</b>

**OT Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/2/2020		Merziotis, Kimberly	OT services provided	Direct Therapy	9406 30	\$96.00	\$48.00
3/11/2020		Kranz, Marisa	OT services provided	Direct Therapy	9406 30	\$96.00	\$48.00
3/16/2020		Kranz, Marisa	OT services provided	Direct Therapy	9406 30	\$96.00	\$48.00

## OT Services

Date	Student Name	Therapist	Description	Category		Units	Rate	Total
3/25/2020		Kranz, Marisa	OT services provided	Direct Therapy	<b>9406</b>	30	\$96.00	\$48.00
3/20/2020		Chhay, Catherine	OT services provided	Direct Therapy	<b>9406</b>	45	\$96.00	\$72.00
3/6/2020		Kranz, Marisa	OT services provided	Direct Therapy	<b>9406</b>	30	\$96.00	\$48.00
3/5/2020		Merziotis, Kimberly	OT services provided	Direct Therapy	<b>9406</b>	30	\$96.00	\$48.00
3/26/2020		Kranz, Marisa	OT services provided	Direct Therapy	<b>9406</b>	30	\$96.00	\$48.00

OT Services Total Fees: **\$408.00**

## Speech Therapy Services

Date	Student Name	Therapist	Description	Category		Units	Rate	Total
3/30/2020		Cashdollar, Sarah	ST services provided	Direct Therapy	<b>9406</b>	30	\$96.00	\$48.00
3/9/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/12/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/16/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/19/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/23/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/26/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/30/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/2/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/5/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/9/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/12/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/16/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/19/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/23/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/25/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/26/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/30/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/5/2020		Klugmann, Alissa	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/19/2020		Anderson, Leslie	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/3/2020		Dunn- Garcia, Jaci	ST services provided	Direct Therapy		40	\$96.00	\$64.00
3/10/2020		Dunn- Garcia, Jaci	ST services provided	Direct Therapy		60	\$96.00	\$96.00
3/17/2020		Dunn- Garcia, Jaci	ST services provided	Direct Therapy		60	\$96.00	\$96.00
3/24/2020		Dunn- Garcia, Jaci	ST services provided	Direct Therapy		60	\$96.00	\$96.00
3/27/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/30/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/27/2020		Mann, Laura	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/10/2020		Dunn- Garcia, Jaci	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/4/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/5/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/9/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/12/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/18/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/19/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/25/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/26/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/5/2020		Seiler, Cassie	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/12/2020		Seiler, Cassie	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/19/2020		Seiler, Cassie	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/26/2020		Seiler, Cassie	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/19/2020		Goldstein, Shulami	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/4/2020		Hutcherson, Michel	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/11/2020		Hutcherson, Michel	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/18/2020		Hutcherson, Michel	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/2/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/4/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/18/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/25/2020		Klugmann, Alissa	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/25/2020		Couch, Carolyn	ST services provided	Direct Therapy		30	\$96.00	\$48.00



Date	Student Name	Therapist	Description	Category		Units	Rate	Total
3/31/2020		Couch, Carolyn	ST services provided	Direct Therapy	9406	30	\$96.00	\$48.00
3/3/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/4/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/10/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/11/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/17/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/25/2020		Wealcatch, Rachel	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/2/2020		Couch, Carolyn	ST services provided	Direct Therapy		40	\$96.00	\$64.00
3/30/2020		Couch, Carolyn	ST services provided	Direct Therapy		40	\$96.00	\$64.00
3/9/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		25	\$96.00	\$40.00
3/16/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		25	\$96.00	\$40.00
3/24/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		25	\$96.00	\$40.00
3/2/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/6/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/9/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/13/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/16/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/23/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/27/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/30/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/24/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		30	\$96.00	\$48.00
3/30/2020		Cashdollar, Sarah	ST services provided	Direct Therapy		30	\$96.00	\$48.00
1/23/2020		Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00
1/27/2020		Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00
2/3/2020		Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00
2/10/2020		Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00
2/13/2020		Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00
2/20/2020		Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00
2/21/2020		Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00
2/24/2020		Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00
2/27/2020		Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00
2/28/2020		Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/2/2020		Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/5/2020		Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/6/2020		Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/9/2020		Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00
3/12/2020	Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00	
3/13/2020	Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00	
3/16/2020	Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00	
3/19/2020	Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00	
3/20/2020	Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00	
3/23/2020	Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00	
3/26/2020	Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00	
3/27/2020	Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00	
3/30/2020	Mann, Laura	ST services provided	Direct Therapy		20	\$96.00	\$32.00	
1/21/2020	Mann, Laura	ST services provided	Direct Therapy		30	\$96.00	\$48.00	
1/23/2020	Mann, Laura	ST services provided	Direct Therapy		30	\$96.00	\$48.00	
1/28/2020	Mann, Laura	ST services provided	Direct Therapy		30	\$96.00	\$48.00	
2/6/2020	Mann, Laura	ST services provided	Direct Therapy		30	\$96.00	\$48.00	
2/11/2020	Mann, Laura	ST services provided	Direct Therapy		30	\$96.00	\$48.00	
2/13/2020	Mann, Laura	ST services provided	Direct Therapy		30	\$96.00	\$48.00	
2/20/2020	Mann, Laura	ST services provided	Direct Therapy		30	\$96.00	\$48.00	
2/25/2020	Mann, Laura	ST services provided	Direct Therapy		30	\$96.00	\$48.00	
2/27/2020	Mann, Laura	ST services provided	Direct Therapy		30	\$96.00	\$48.00	
3/3/2020	Mann, Laura	ST services provided	Direct Therapy		30	\$96.00	\$48.00	
3/5/2020	Mann, Laura	ST services provided	Direct Therapy		30	\$96.00	\$48.00	
3/10/2020	Mann, Laura	ST services provided	Direct Therapy		30	\$96.00	\$48.00	
3/12/2020	Mann, Laura	ST services provided	Direct Therapy		30	\$96.00	\$48.00	

**Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/17/2020		Mann, Laura	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/19/2020		Mann, Laura	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/24/2020		Mann, Laura	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/26/2020		Mann, Laura	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/9/2020		Couch, Carolyn	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/2/2020		Casey, Jamie	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/9/2020		Casey, Jamie	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/13/2020		Casey, Jamie	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/9/2020		Wealcatch, Rachel	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/10/2020		Wealcatch, Rachel	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/16/2020		Wealcatch, Rachel	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/17/2020		Wealcatch, Rachel	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/23/2020		Wealcatch, Rachel	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/24/2020		Wealcatch, Rachel	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/30/2020		Wealcatch, Rachel	ST services provided	Direct Therapy	30	\$96.00	\$48.00
3/4/2020		Medlin, Brooke	ST services provided	Direct Therapy	60	\$96.00	\$96.00
3/11/2020		Medlin, Brooke	ST services provided	Direct Therapy	60	\$96.00	\$96.00
3/18/2020		Medlin, Brooke	ST services provided	Direct Therapy	60	\$96.00	\$96.00
3/27/2020		Medlin, Brooke	ST services provided	Direct Therapy	60	\$96.00	\$96.00
1/23/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
1/28/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
2/6/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
2/11/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
2/13/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
2/20/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
2/21/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
2/25/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
2/27/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
2/28/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
3/3/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
3/5/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
3/6/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
3/10/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
3/12/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
3/13/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
3/17/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
3/19/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
3/20/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
3/24/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
3/26/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00
3/27/2020		Mann, Laura	ST services provided	Direct Therapy	20	\$96.00	\$32.00

**9406****Speech Therapy Services Total Fees: \$6,568.00****Assessment****OT Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/17/2020		Kaminetzky, Esther	OT services provided	Assessment	1	\$0.00	\$0.00
3/30/2020		Goldman, Deborah	OT services provided	Assessment	1	\$0.00	\$0.00
3/9/2020		Gorman, Jessica	OT services provided	Assessment	1	\$0.00	\$0.00
3/4/2020		Kaminetzky, Esther	OT services provided	Assessment	1	\$0.00	\$0.00

**OT Services Total Fees: \$0.00****Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/18/2020		Purvis, Chassidy	ST services provided	Assessment	1	\$0.00	\$0.00
3/31/2020		Paretzky, Devorah	ST services provided	Assessment	1	\$0.00	\$0.00
3/31/2020		Paretzky, Devorah	ST services provided	Assessment	1	\$0.00	\$0.00
3/30/2020		Hollander, Sima	ST services provided	Assessment	1	\$0.00	\$0.00



**Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/3/2020		Willig, Rina	ST services provided	Assessment	1	\$0.00	\$0.00
3/26/2020		Willig, Rina	ST services provided	Assessment	1	\$0.00	\$0.00
3/27/2020		Purvis, Chassidy	ST services provided	Assessment	1	\$0.00	\$0.00
3/23/2020		Houseman, Elisa	ST services provided	Assessment	1	\$0.00	\$0.00
3/19/2020		Purvis, Chassidy	ST services provided	Assessment	1	\$0.00	\$0.00
3/31/2020		Hollander, Sima	ST services provided	Assessment	1	\$0.00	\$0.00
3/31/2020		Purvis, Chassidy	ST services provided	Assessment	1	\$0.00	\$0.00
3/23/2020		Houseman, Elisa	ST services provided	Assessment	1	\$0.00	\$0.00
3/11/2020		Purvis, Chassidy	ST services provided	Assessment	1	\$0.00	\$0.00
2/17/2020		Hollander, Sima	ST services provided	Assessment	1	\$0.00	\$0.00
3/4/2020		Hollander, Sima	ST services provided	Assessment	1	\$0.00	\$0.00
3/2/2020		Willig, Rina	ST services provided	Assessment	1	\$0.00	\$0.00
3/26/2020		Willig, Rina	ST services provided	Assessment	1	\$0.00	\$0.00
3/23/2020		Houseman, Elisa	ST services provided	Assessment	1	\$0.00	\$0.00
3/26/2020		Willig, Rina	ST services provided	Assessment	1	\$0.00	\$0.00

**Speech Therapy Services Total Fees: \$0.00****Cancellation Prior to 24 Hours****Counseling Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/4/2020		Liao, Victoria	CO services provided	Cancellation Prior to 24 Hours	1	\$0.00	\$0.00
3/17/2020		Liao, Victoria	CO services provided	Cancellation Prior to 24 Hours	1	\$0.00	\$0.00

**Counseling Services Total Fees: \$0.00****Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/18/2020		Wealcatch, Rachel	ST services provided	Cancellation Prior to 24 Hours	1	\$0.00	\$0.00
3/20/2020		Casey, Jamie	ST services provided	Cancellation Prior to 24 Hours	1	\$0.00	\$0.00
3/4/2020		Wealcatch, Rachel	ST services provided	Cancellation Prior to 24 Hours	1	\$0.00	\$0.00
3/25/2020		Medlin, Brooke	ST services provided	Cancellation Prior to 24 Hours	1	\$0.00	\$0.00

**Speech Therapy Services Total Fees: \$0.00****Consultation****Counseling Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/24/2020		Phalen, Meghan	CO services provided	Consultation	30	\$96.00	\$48.00
3/3/2020		Phalen, Meghan	CO services provided	Consultation	15	\$96.00	\$24.00
3/10/2020		Phalen, Meghan	CO services provided	Consultation	15	\$96.00	\$24.00
3/17/2020		Phalen, Meghan	CO services provided	Consultation	15	\$96.00	\$24.00
3/24/2020		Phalen, Meghan	CO services provided	Consultation	15	\$96.00	\$24.00
3/31/2020		Phalen, Meghan	CO services provided	Consultation	15	\$96.00	\$24.00
3/4/2020		Neeleman, Amand	CO services provided	Consultation	15	\$96.00	\$24.00
3/11/2020		Neeleman, Amand	CO services provided	Consultation	15	\$96.00	\$24.00
3/18/2020		Neeleman, Amand	CO services provided	Consultation	15	\$96.00	\$24.00
3/25/2020		Neeleman, Amand	CO services provided	Consultation	15	\$96.00	\$24.00
3/19/2020		Neeleman, Amand	CO services provided	Consultation	20	\$96.00	\$32.00

**Counseling Services Total Fees: \$296.00****OT Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/27/2020		Chhay, Catherine	OT services provided	Consultation	30	\$96.00	\$48.00
3/6/2020		Kranz, Marisa	OT services provided	Consultation	20	\$96.00	\$32.00

**OT Services**

Date	Student Name	Therapist	Description	Category		Units	Rate	Total
3/13/2020		Kranz, Marisa	OT services provided	Consultation	9406	20	\$96.00	\$32.00
3/6/2020		Kranz, Marisa	OT services provided	Consultation	9406	15	\$96.00	\$24.00
OT Services						Total Fees:		\$136.00

**Consultation No Show****Counseling Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/18/2020		Ayanaw, Erika	CO services provided	Consultation No Show	1	\$49.00	\$49.00
3/3/2020		Ross, Lisa	CO services provided	Consultation No Show	1	\$49.00	\$49.00
3/5/2020		Neeleman, Amand	CO services provided	Consultation No Show	1	\$49.00	\$49.00
3/12/2020		Neeleman, Amand	CO services provided	Consultation No Show	1	\$49.00	\$49.00
3/26/2020		Neeleman, Amand	CO services provided	Consultation No Show	1	\$49.00	\$49.00
<b>Counseling Services Total Fees:</b>							<b>\$245.00</b>

**OT Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/13/2020		Chhay, Catherine	OT services provided	Consultation No Show	1	\$49.00	\$49.00
<b>OT Services Total Fees:</b>							<b>\$49.00</b>

**IEP Meeting****Counseling Services**

Date	Student Name	Therapist	Description	Category		Units	Rate	Total
3/9/2020		Ayanaw, Erika	CO services provided	IEP Meeting	9406	70	\$96.00	\$112.00
3/9/2020		Phalen, Meghan	CO services provided	IEP Meeting	9406	120	\$96.00	\$192.00
3/13/2020		Neeleman, Amand	CO services provided	IEP Meeting	9406	105	\$96.00	\$168.00
3/10/2020		Neeleman, Amand	CO services provided	IEP Meeting	9406	60	\$96.00	\$96.00
Counseling Services						Total Fees:		\$568.00

**Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total	
3/9/2020		Anderson, Leslie	ST services provided	IEP Meeting	9406	37	\$96.00	\$59.20
Speech Therapy Services Total Fees:							\$59.20	

**Makeup Session****Counseling Services**

Date	Student Name	Therapist	Description	Category		Units	Rate	Total
3/18/2020		Ross, Lisa	CO services provided (makeup for 5/31/2020)	Makeup Session	9406	30	\$96.00	\$48.00
Counseling Services Total Fees:								\$48.00

**Speech Therapy Services**

Date	Student Name	Therapist	Description	Category		Units	Rate	Total
3/13/2020	<div></div>	Anderson, Leslie	ST services provided (makeup for 3/1/2020)	Makeup Session	9406	30	\$96.00	\$48.00
3/3/2020		Dunn- Garcia, Jaci	ST services provided (makeup for 3/3/2020)	Makeup Session		60	\$96.00	\$96.00
3/12/2020		Dunn- Garcia, Jaci	ST services provided (makeup for 1/19/2020)	Makeup Session		60	\$96.00	\$96.00
3/2/2020		Klugmann, Alissa	ST services provided (makeup for 3/2/2020)	Makeup Session		30	\$96.00	\$48.00
3/4/2020		Klugmann, Alissa	ST services provided (makeup for 3/4/2020)	Makeup Session		30	\$96.00	\$48.00

**Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/9/2020		Klugmann, Alissa	ST services provided (makeup for 3/9/2020)	Makeup Session	30	\$96.00	\$48.00
3/16/2020		Klugmann, Alissa	ST services provided (makeup for 3/16/2020)	Makeup Session	30	\$96.00	\$48.00
3/18/2020		Klugmann, Alissa	ST services provided (makeup for 3/18/2020)	Makeup Session	30	\$96.00	\$48.00
3/25/2020		Klugmann, Alissa	ST services provided (makeup for 3/22/2020)	Makeup Session	30	\$96.00	\$48.00
3/9/2020		Cashdollar, Sarah	ST services provided (makeup for 3/9/2020)	Makeup Session	5	\$96.00	\$8.00
3/16/2020		Cashdollar, Sarah	ST services provided (makeup for 3/16/2020)	Makeup Session	5	\$96.00	\$8.00
3/24/2020		Cashdollar, Sarah	ST services provided (makeup for 3/24/2020)	Makeup Session	5	\$96.00	\$8.00
2/26/2020		Mann, Laura	ST services provided (makeup for 2/16/2020)	Makeup Session	20	\$96.00	\$32.00
2/26/2020		Mann, Laura	ST services provided (makeup for 2/9/2020)	Makeup Session	20	\$96.00	\$32.00

**Speech Therapy Services Total Fees: \$616.00****No Show Makeup Session****Counseling Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/25/2020		Sakelarakis, Christi	CO services provided (makeup for 3/25/2020)	No Show Makeup Session	1	\$49.00	\$49.00

**Counseling Services Total Fees: \$49.00****Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/18/2020		Dunn- Garcia, Jaci	ST services provided (makeup for 1/26/2020)	No Show Makeup Session	1	\$49.00	\$49.00
3/23/2020		Klugmann, Alissa	ST services provided (makeup for 3/23/2020)	No Show Makeup Session	1	\$49.00	\$49.00
3/30/2020		Klugmann, Alissa	ST services provided (makeup for 3/30/2020)	No Show Makeup Session	1	\$49.00	\$49.00
3/30/2020		Cashdollar, Sarah	ST services provided (makeup for 3/30/2020)	No Show Makeup Session	1	\$49.00	\$49.00

**Speech Therapy Services Total Fees: \$196.00****Non Billable Service****OT Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/10/2020		Kleinberg, Tamar	OT services provided	Non Billable Service	1	\$0.00	\$0.00
3/25/2020		Hemphill Barnes, K	OT services provided	Non Billable Service	30	\$0.00	\$0.00
3/5/2020		Johnson, Mikkayla	OT services provided	Non Billable Service	1	\$0.00	\$0.00
3/12/2020		Johnson, Mikkayla	OT services provided	Non Billable Service	1	\$0.00	\$0.00
3/23/2020		Liff, Caroline	OT services provided	Non Billable Service	1	\$0.00	\$0.00
3/4/2020		Dubinsky, Daniel	OT services provided	Non Billable Service	1	\$0.00	\$0.00



**OT Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/4/2020		Dubinsky, Daniel	OT services provided	Non Billable Service	1	\$0.00	\$0.00
3/10/2020		Kleinberg, Tamar	OT services provided	Non Billable Service	1	\$0.00	\$0.00
3/20/2020		Hemphill Barnes, K	OT services provided	Non Billable Service	60	\$0.00	\$0.00
<b>OT Services Total Fees:</b>							<b>\$0.00</b>

**Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/10/2020		Granick, Yael	ST services provided	Non Billable Service	1	\$0.00	\$0.00
3/3/2020		Hedman, Kaitlin	ST services provided	Non Billable Service	1	\$0.00	\$0.00
3/5/2020		Hedman, Kaitlin	ST services provided	Non Billable Service	1	\$0.00	\$0.00
3/18/2020		Hedman, Kaitlin	ST services provided	Non Billable Service	1	\$0.00	\$0.00
3/19/2020		Hedman, Kaitlin	ST services provided	Non Billable Service	1	\$0.00	\$0.00
3/9/2020		Granick, Yael	ST services provided	Non Billable Service	1	\$0.00	\$0.00
3/11/2020		Jaerling, Melissa	ST services provided	Non Billable Service	1	\$0.00	\$0.00
3/9/2020		Granick, Yael	ST services provided	Non Billable Service	1	\$0.00	\$0.00
3/11/2020		Jaerling, Melissa	ST services provided	Non Billable Service	1	\$0.00	\$0.00
3/3/2020		Hedman, Kaitlin	ST services provided	Non Billable Service	1	\$0.00	\$0.00
3/11/2020		Jaerling, Melissa	ST services provided	Non Billable Service	1	\$0.00	\$0.00
3/17/2020		Alper, Atara	ST services provided	Non Billable Service	1	\$0.00	\$0.00
<b>Speech Therapy Services Total Fees:</b>							<b>\$0.00</b>

**Per Diem: Consultation****OT Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/19/2020		Defriez, Sally-Ann	OT services provided	Per Diem: Consultation	1	\$0.00	\$0.00
3/25/2020		Harkavy, Nomi	OT services provided	Per Diem: Consultation	1	\$0.00	\$0.00
3/31/2020		Liff, Caroline	OT services provided	Per Diem: Consultation	1	\$0.00	\$0.00
2/27/2020		Defriez, Sally-Ann	OT services provided	Per Diem: Consultation	1	\$0.00	\$0.00
3/4/2020		Johnson, Mikkayla	OT services provided	Per Diem: Consultation	1	\$0.00	\$0.00
3/26/2020		Cohen, Nechama	OT services provided	Per Diem: Consultation	1	\$0.00	\$0.00
3/12/2020		Harkavy, Nomi	OT services provided	Per Diem: Consultation	1	\$0.00	\$0.00
3/26/2020		Cohen, Nechama	OT services provided	Per Diem: Consultation	1	\$0.00	\$0.00
3/18/2020		Hemphill Barnes, K	OT services provided	Per Diem: Consultation	1	\$0.00	\$0.00
2/25/2020		Defriez, Sally-Ann	OT services provided	Per Diem: Consultation	1	\$0.00	\$0.00
3/20/2020		Defriez, Sally-Ann	OT services provided	Per Diem: Consultation	1	\$0.00	\$0.00
<b>OT Services Total Fees:</b>							<b>\$0.00</b>

**Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/27/2020		Jaerling, Melissa	ST services provided	Per Diem: Consultation	1	\$0.00	\$0.00
<b>Speech Therapy Services Total Fees:</b>							<b>\$0.00</b>

**Billable Service****OT Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/3/2020		Kleinberg, Tamar	OT services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Kleinberg, Tamar	OT services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Kleinberg, Tamar	OT services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Kleinberg, Tamar	OT services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Kleinberg, Tamar	OT services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Dubinsky, Daniel	OT services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Dubinsky, Daniel	OT services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Dubinsky, Daniel	OT services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Dubinsky, Daniel	OT services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Cohen, Nechama	OT services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Cohen, Nechama	OT services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Cohen, Nechama	OT services provided	Billable Service	1	\$0.00	\$0.00

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## OT Services

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/11/2020		Kleinberg, Tamar	OT services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Kleinberg, Tamar	OT services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Kleinberg, Tamar	OT services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Kleinberg, Tamar	OT services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Cohen, Nechama	OT services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Cohen, Nechama	OT services provided	Billable Service	1	\$0.00	\$0.00
2/10/2020		Arberman, Holli	OT services provided	Billable Service	1	\$0.00	\$0.00
3/6/2020		Johnson, Mikkayla	OT services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Johnson, Mikkayla	OT services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Harkavy, Nomi	OT services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Harkavy, Nomi	OT services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Harkavy, Nomi	OT services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Harkavy, Nomi	OT services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Goldman, Deborah	OT services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Goldman, Deborah	OT services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Goldman, Deborah	OT services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Goldman, Deborah	OT services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Davidman, Rebecc	OT services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Liff, Caroline	OT services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Liff, Caroline	OT services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Liff, Caroline	OT services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Liff, Caroline	OT services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Davidman, Rebecc	OT services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Davidman, Rebecc	OT services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/6/2020		Dubinsky, Daniel	OT services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Dubinsky, Daniel	OT services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Dubinsky, Daniel	OT services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Dubinsky, Daniel	OT services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Hemphill Barnes, K	OT services provided	Billable Service	1	\$0.00	\$0.00

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## OT Services

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/16/2020		Dubinsky, Daniel	OT services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Dubinsky, Daniel	OT services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Dubinsky, Daniel	OT services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Defriez, Sally-Ann	OT services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Kleinberg, Tamar	OT services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Kleinberg, Tamar	OT services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Kleinberg, Tamar	OT services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Kleinberg, Tamar	OT services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Kleinberg, Tamar	OT services provided	Billable Service	1	\$0.00	\$0.00

OT Services Total Fees: \$0.00

## Speech Therapy Services

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/4/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
2/28/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/13/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/20/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/27/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
2/27/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
2/27/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00



## Speech Therapy Services

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/4/2020		Alper, Atara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Alper, Atara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Alper, Atara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Alper, Atara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/13/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/27/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Rangel, Maria Arac	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Rangel, Maria Arac	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Rangel, Maria Arac	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Rangel, Maria Arac	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00

## Speech Therapy Services

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/19/2020		Silverman, Rebecca	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Silverman, Rebecca	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Silverman, Rebecca	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Preci, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Preci, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Preci, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/6/2020		Rangel, Maria Arac	ST services provided	Billable Service	1	\$0.00	\$0.00
3/13/2020		Rangel, Maria Arac	ST services provided	Billable Service	1	\$0.00	\$0.00
3/20/2020		Rangel, Maria Arac	ST services provided	Billable Service	1	\$0.00	\$0.00
3/27/2020		Rangel, Maria Arac	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Silverman, Rebecca	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Silverman, Rebecca	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Silverman, Rebecca	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Silverman, Rebecca	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Seiler, Cassie	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Seiler, Cassie	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Seiler, Cassie	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Seiler, Cassie	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Seiler, Cassie	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00



## Speech Therapy Services

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
2/25/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
2/27/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/6/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/13/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/20/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/27/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
2/26/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Goldstein, Miri	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Goldstein, Miri	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Goldstein, Miri	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Goldstein, Miri	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Goldstein, Miri	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Goldstein, Miri	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Goldstein, Miri	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Goldstein, Miri	ST services provided	Billable Service	1	\$0.00	\$0.00
2/12/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00

## Speech Therapy Services

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/18/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		McDevitt Kraljic, M	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		McDevitt Kraljic, M	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		McDevitt Kraljic, M	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		McDevitt Kraljic, M	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		McDevitt Kraljic, M	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Goldstein, Miri	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Goldstein, Miri	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Goldstein, Miri	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Goldstein, Miri	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Kamionski, Dina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Kamionski, Dina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Kamionski, Dina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Kamionski, Dina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Kamionski, Dina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/13/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/20/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/27/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		McDevitt Kraljic, M	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		McDevitt Kraljic, M	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		McDevitt Kraljic, M	ST services provided	Billable Service	1	\$0.00	\$0.00



## Speech Therapy Services

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/25/2020		McDevitt Kraljic, M	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/6/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/13/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/20/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/27/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Feifer, Shaina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/6/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/20/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/27/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Couch, Ashley	ST services provided	Billable Service	1	\$0.00	\$0.00
2/26/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00

## Speech Therapy Services

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/4/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Haggerty, Amy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020	a	Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/6/2020	a	Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020	a	Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020	a	Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/20/2020	a	Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020	a	Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/27/2020	a	Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020	a	Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00



[illegible]

## Speech Therapy Services

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/25/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/6/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/13/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/20/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/27/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Granick, Yael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Kamionski, Dina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/6/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/13/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/20/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
3/27/2020		Dykinga, Maureen	ST services provided	Billable Service	1	\$0.00	\$0.00
2/13/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Paretzky, Devorah	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Paretzky, Devorah	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Paretzky, Devorah	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Paretzky, Devorah	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Paretzky, Devorah	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/6/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/13/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/20/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/27/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Kamionski, Dina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
2/14/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/6/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/13/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/20/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/27/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00



## Speech Therapy Services

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/12/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Brown, Morgan	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		McDevitt Kraljic, M	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		McDevitt Kraljic, M	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		McDevitt Kraljic, M	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		McDevitt Kraljic, M	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		McDevitt Kraljic, M	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Hedman, Kaitlin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		McDougall, Kara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Alper, Atara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Alper, Atara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Alper, Atara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Alper, Atara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Alper, Atara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Alper, Atara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Alper, Atara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Alper, Atara	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Rangel, Maria Arac	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Rangel, Maria Arac	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Avery, Lauren	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00

[illegible]



## Speech Therapy Services

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/23/2020	[REDACTED]	Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Warents, Mindy	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/6/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/20/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/27/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Clancy, Elizabeth	ST services provided	Billable Service	1	\$0.00	\$0.00
2/26/2020		Kamionski, Dina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Kamionski, Dina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Kamionski, Dina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Kamionski, Dina	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Kamionski, Dina	ST services provided	Billable Service	1	\$0.00	\$0.00
2/26/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
2/28/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/6/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/13/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/20/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/27/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Silverman, Rebecc	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Sederholt, Kristin	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
2/26/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00

**Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
3/4/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/11/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Maher, Ezrael	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Rangel, Maria Arac	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Rangel, Maria Arac	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Rangel, Maria Arac	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Rangel, Maria Arac	ST services provided	Billable Service	1	\$0.00	\$0.00
3/4/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/18/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/25/2020		Jaerling, Melissa	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/17/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
2/13/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/30/2020		Pacansky, Michele	ST services provided	Billable Service	1	\$0.00	\$0.00
3/3/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/10/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/24/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/31/2020		Williams, Tiffany	ST services provided	Billable Service	1	\$0.00	\$0.00
3/2/2020		Mihalik, Sheryl	ST services provided	Billable Service	1	\$0.00	\$0.00
3/5/2020		Mihalik, Sheryl	ST services provided	Billable Service	1	\$0.00	\$0.00
3/9/2020		Mihalik, Sheryl	ST services provided	Billable Service	1	\$0.00	\$0.00
3/12/2020		Mihalik, Sheryl	ST services provided	Billable Service	1	\$0.00	\$0.00
3/16/2020		Mihalik, Sheryl	ST services provided	Billable Service	1	\$0.00	\$0.00
3/19/2020		Mihalik, Sheryl	ST services provided	Billable Service	1	\$0.00	\$0.00
3/23/2020		Mihalik, Sheryl	ST services provided	Billable Service	1	\$0.00	\$0.00
3/26/2020		Mihalik, Sheryl	ST services provided	Billable Service	1	\$0.00	\$0.00

**Speech Therapy Services Total Fees: \$0.00****Therapist Cancellation****Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
2/13/2020		Wealcatch, Rachel	ST services provided	Therapist Cancellation	1	\$0.00	\$0.00
3/11/2020		Klugmann, Alissa	ST services provided	Therapist Cancellation	1	\$0.00	\$0.00
3/6/2020		Casey, Jamie	ST services provided	Therapist Cancellation	1	\$0.00	\$0.00

**Speech Therapy Services Total Fees: \$0.00****Group Therapy/ 2 Students****Speech Therapy Services**

Date	Student Name	Therapist	Description	Category	Units	Rate	Total
9406 3/2/2020		Cashdollar, Sarah	ST services provided	Group Therapy/ 2 Students	30	\$65.00	\$32.50
9406 1/27/2020		Mann, Laura	ST services provided	Group Therapy/ 2 Students	30	\$65.00	\$32.50
9406 3/23/2020		Mann, Laura	ST services provided	Group Therapy/ 2 Students	30	\$65.00	\$32.50

**Speech Therapy Services**

	Date	Student Name	Therapist	Description	Category	Units	Rate	Total
<b>9406</b>	3/30/2020		Mann, Laura	ST services provided	Group Therapy/ 2 Students	30	\$65.00	\$32.50
<b>9406</b>	2/27/2020		Mann, Laura	ST services provided	Group Therapy/ 2 Students	30	\$65.00	\$32.50

**Speech Therapy Services Total Fees: \$162.50**

**Group Therapy No Show: 2 Students****Speech Therapy Services**

	Date	Student Name	Therapist	Description	Category	Units	Rate	Total
<b>3900</b>	3/25/2020		Mann, Laura	ST services provided	Group Therapy No Show: 2 Students	1	\$49.00	\$49.00

**Speech Therapy Services Total Fees: \$49.00**

**Total Fees: \$17,422.70**

Adjustment Notes: Incorrect Billing Rate

**9406** Adjustment: (\$640.00)**Total Due (Fees): \$16,782.70****EQUIPMENT**

Equipment	Price	Date Sent	Student Name
EQPW	\$40.00	3/27/2020	9406
EQPH	\$35.00	3/30/2020	9406
EQPW	\$40.00	3/10/2020	9406

Total Weekly Charges: \$75,584.60

Total Equipment: \$115.00

**Invoice Total: \$108,025.51****Total: \$115.00**

Notes:

**Rina Willig**

Jenson Hillberg

Samantha Van Sciver

Enrique Barraza

**Shula Hus**

Sebastian Hevle

Kaleb Mathiasen

**Sima Hollander**

Samantha Frowiss

**Elisa Houseman**

Hunter Moore

**Jessica Gorman**

Enrique Barraza

**Esther Kaminetzky**

Kaleb Mathiasen

Soniece Fuller

A'Miya-Rose Lindsey-Shoemake

**Rebecca Davidman**

Andrew Tinajero

**Monthly Service Charges**

Total	Description	
\$75,584.60	Monthly Per Diem Service Charges	<b>9406 = 77.80%</b>
<b>Total:</b>	<b>\$75,584.60</b>	<b>3900 = 22.20%</b>
<b>% No Shows:</b>	<b>22.20%</b>	

**Monthly Assessment Charges**

Quantity	Rate	Total	Description	
14.7700%	\$105,235.00	\$15,543.21	Monthly assessment charges 3/1/2020 - 3/31/2020	<b>9412</b>
<b>Total:</b>		<b>\$15,543.21</b>		



**EDUCATION AND SUPPORT SERVICES AGREEMENT  
BETWEEN Provenance and Heartland Charter School**

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 Heartland Charter School, 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, 2018 through June 30, 2023, pursuant to a petition granted by District dated 5/17/18 (“**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 8<sup>th</sup> 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 14<sup>th</sup> 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 30<sup>th</sup>, 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 15<sup>th</sup> day of the 5<sup>th</sup> 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](mailto: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

Heartland Charter School, 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



181 Commercial Street ~ Portola, California 96122  
Toll Free (866) 200-6936 ~ Fax (530) 831-8800

## School Pathways, LLC Cost Proposal

Date: 05/01/2020  
School(s) Name: Heartland Charter School

Cost Proposal based on an estimated count of 4100 students.

### **PLSIS**

<b>PLSIS One-Time Training Fee</b>	<b>\$2,000.00</b>
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**PLSIS (Personalized Learning Student Information System):** A web-based Student Information System Database tracking student/staff demographics, attendance, and progress in grades K through 12, including CALPADS, ORA-CBEDS, P1,/P2,/P3 , CRDC, etc. As a web-based product, PLSIS is designed to run on any computer utilizing a Microsoft Windows XP or Macintosh OSX 10.3 or newer operating system. Redundant hosting requirements are provided by School Pathways as part of this contract. **\$500 discount applied.**

<b>Estimated PLSIS Annual Fee for 3500-4999 students: (billed in 12 equal monthly installments)</b>	<b>\$9,400.00</b>
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### **PLS**

**PLS:** Specialized Software Tool & Curriculum Mapping Database used primarily for generating monthly and/or weekly assignment sheets, grade books, progress reports, report cards and attendance for Independent Study and Alternative Ed students in grades K through 12. Fully integrated with the PLSIS, which sends data for alternative ed students (including classes, grades, and attendance generated in PLS) to CALPADS. PLS is a web-based product accessible from any browser. PLS produces all necessary & compliant Independent Study documents required by CDE and Auditors including: Master Agreements, Individualized Assignment and Work Records (AWR), Work Summary Reports (WS), Progress Reports and Report Cards. **PLS is only billed on actual usage** during a Learning Period.

Curriculum Mapping Database provides pacing guides from over 7200 curriculum options. Supports the creation of Customized Curricula by user.

**RATE\*** \$3.00 per student / per month.

**PLS Training:** 4 hours training per school per year at no cost. Teachers can call for web-based support/training at any time for no cost. Extra onsite trainings at \$150/hour per trainer plus expenses.

<b>Estimated PLS Annual Fees for 4100 students:</b>	<b>\$147,600.00</b>
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181 Commercial Street ~ Portola, California 96122  
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## School Pathways, LLC Cost Proposal

Date: 05/01/2020  
School(s) Name: Heartland Charter School

Cost Proposal based on an estimated count of 4100 students.

### ***SPArchiving***

**SPArchiving:** A database storage and retrieval product that works with PLSIS to allow users to store student records electronically for later search and retrieval. SPArchiving also permits users to remove student files from active availability after they are no longer needed. \$0.50 per enrolled student per month with at least one archived record.

**Estimated SPArchiving Annual Fee for 4100 students: \$24,600.00**

### ***RegOnline***

**RegOnline:** A software product that works with PLSIS to allow submission of paperless online applications and registrations for students and to allow schools to import such applications and registrations directly into PLSIS. REG-Online also permits schools to monitor registration activity and to communicate with students and their families via email. \$1.25 per imported student per year.

**Estimated RegOnline Annual Fee for 4100 students: \$5,125.00**

### ***Vendor Bridges***

**Renaissance Learning Bridge:** A software tool that provides student demographics to Renaissance Learning on a daily basis.

**Renaissance Learning Bridge Annual Maintenance Fee: \$350.00**

**National Student Clearinghouse Bridge:** A software tool that provides student demographics to Renaissance Learning on a daily basis.

**National Student Clearinghouse Bridge Annual Maintenance Fee: \$350.00**

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**Estimated Total Annual Fees for 2020-2021:  
(includes one-time training fee) \$191,425.00**

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**Estimated Total Annual Fees for 2021-2022: \$189,425.00**





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## School Pathways, LLC Cost Proposal

Date: 05/01/2020  
School(s) Name: Heartland Charter School

Cost Proposal based on an estimated count of 4100 students.

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### ***REST API (Very Optional)***

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**REST API:** An implementation of Representational State Transfer (REST) that operates as a direct interface with the Object Relational Mapping used by School Pathways (STORM) and provides the following capabilities: creates new records from externally derived data; reads operations on a row-by-row basis, including range matches and partial searches; and updates or deletes existing records in the School Pathways databases. Business rules that may be embedded in STORM will apply to REST API. These rules can be customized but are not directly accessible or modifiable. While every effort is made to provide read/write access to a school's data, some tables are "code tables" necessary for operation of the system, and write access may be limited as appropriate. Where possible, the School Pathways databases are normalized to the 5th Normal form (5NF) and use surrogate (non-natural) keys.

**REST API Annual Fee: \$2,000.00**



## School Pathways, LLC—Product and Price Estimate

Date: 5/12/2020

Client: Heartland Charter School

### *CALPADS Back-Office Contract 2020-2021*

Consulting Services will include a dedicated consultant who will:

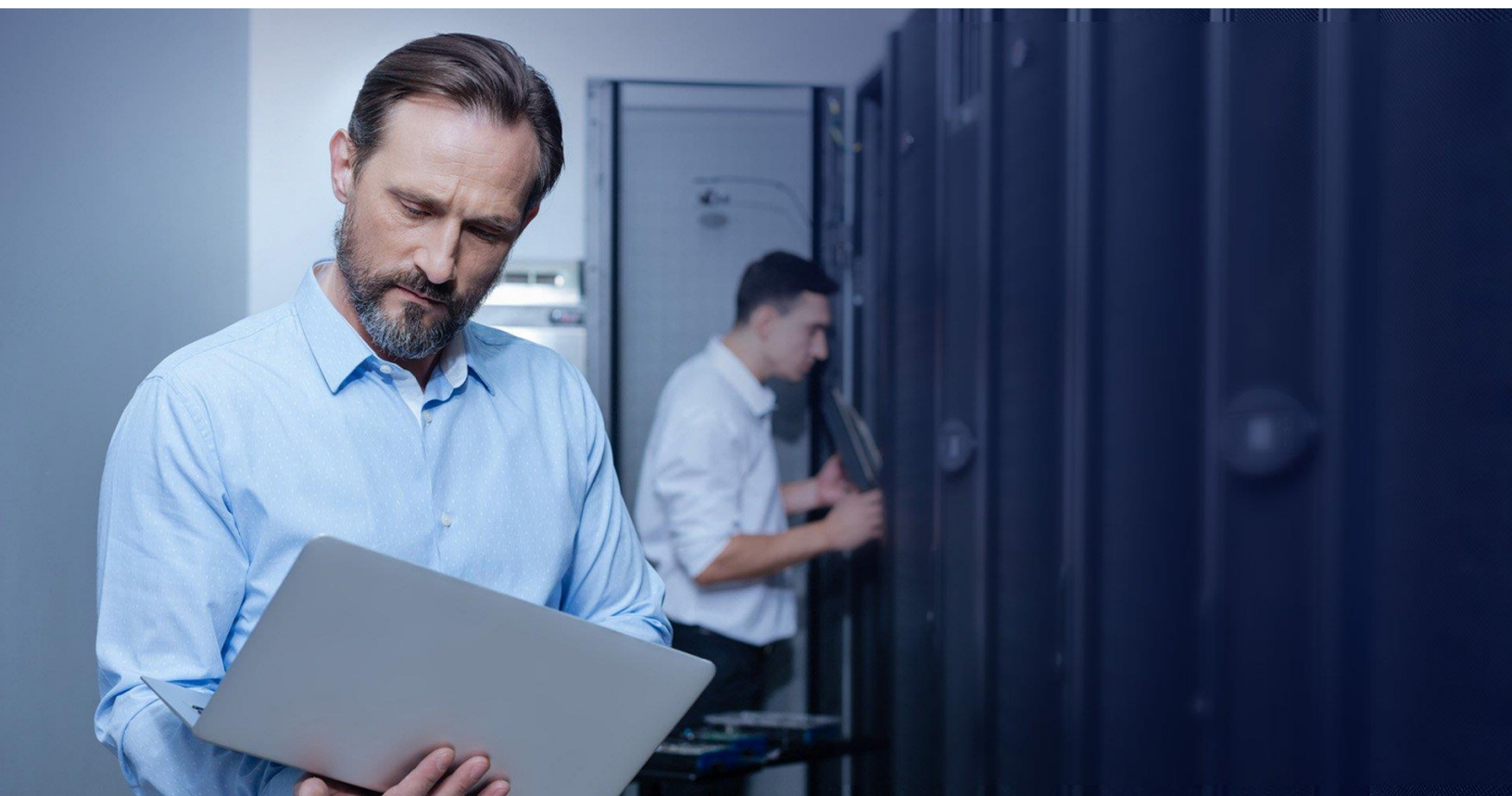
Complete all required CALPADS submissions for the 2020/2021 school year including Fall 1, Fall 2, EOY 1-3, and Ongoing Updates (including the resolution of MID, ERD, and CCE anomalies) for the following schools.

Heartland Charter School

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: \$17,000**



# Heartland Charter School

## Managed Services Proposal

Stanley Samuel | Chief Sales Officer  
Grapevine MSP Technology Services

Letter from the CEO	03.
Who are we?	04.
Areas of Expertise and References	05.
Leadership Team	06.
General Overview	07.
Technical Overview	08.
Technical Overview Continued	09.
Technical Overview Continued	10.
Scope of Work - Onboarding	11.
Scope of Work – Onboarding Continued	12.
Full Managed Services	13.
Support Overview	14.
Pricing	15.
Notes	16.

## Contents

April 16th, 2020

Courtney McCorkle  
5060 California Ave Ste 420  
Bakersfield, CA 93309  
[courtney@heartlandcharterschool.org](mailto:courtney@heartlandcharterschool.org)  
661.477.2200

**RE: Heartland Charter School IT Proposal**

Dear Courtney:

Grapevine MSP Technology Services is pleased to submit this proposal for Managed IT Services for Heartland Charter School.

We believe that our team possesses the requisite level of experience and proper technical expertise to fulfill the needs and requirements of Heartland Charter School.

At Grapevine MSP Technology Services, we take an innovative approach to serving your business technology needs by providing your business with a complete managed solution. Essentially, we take the pain out of your business technology. Our goal is to provide our clients with sound solutions that reduce costs, downtime, and streamline your business operations. We would be pleased to answer any questions you may have related to our submission and would welcome the opportunity to review any aspect of our proposal with you.

We appreciate the opportunity to submit this proposal and look forward to the prospect of working with you and your company.

Respectfully submitted,  
Grapevine MSP Technology Services



Joe Gregory  
Chief Executive Officer

## WHO ARE WE?

Our company takes pride in the hard work and dedication that has been given to serve our clients over the years. The goal at Grapevine MSP Technology Services is to provide clients with reliable IT solutions that reduce costs, downtime, and streamline business operations. At Grapevine MSP Technology Services, we are a locally owned and operated technology service company in Bakersfield, CA. We specialize in providing proactive IT support, infrastructure management, strategic IT consulting services, 24x7 help desk services, NOC services, staff augmentation, and managed cloud services.

In the IT industry, businesses tout the “lowest prices”, the “fastest response times”, the “best customer service”, the “most state-of-the-art showroom”, etc. Facts are what set us apart from our competitors throughout California. Our company has been fortunate to have an amazing team of forty of Kern County’s top men and women in the IT profession along with amazing clients who have helped grow this business over the years. At Grapevine MSP, we have been awarded the 2017, 2018 and 2019 MSP Mentor 501 Award, ranking in the top 501 IT Managed Service companies worldwide and the #1 in the central valley. We have also been recently honored to receive the Inc 5000 award for 2017, 2018 and 2019 as one of the fastest growing companies in the United States. No other IT company in the Central Valley has been honored to receive these awards. We have also recently been voted the Best of Kern for IT companies in Kern County for 2020.

We manage over 200 businesses throughout Kern County, Tulare County, San Luis Obispo and Los Angeles. Working with businesses small to large and not focusing on any particular industry has kept our engineers and technical staff well rounded. The team is familiar with various on premises servers and cloud infrastructures, along with a long list of applications and vendors. When onboarding a new client, the Grapevine MSP project support team immerses in the idea of being the IT liaisons and IT staff of the business. This is a long-term business relationship and the goal is to provide excellent service when challenges do arise. Each account will have a dedicated account executive and this individual will work closely with Heartland Charter School’s management staff to assist in planning for future growth of the IT infrastructure.



## AREAS OF EXPERTISE AND REFERENCES

Grapevine provides support in a wide variety of businesses

- |                         |                |                 |
|-------------------------|----------------|-----------------|
| - Oil and Gas           | - Educational  | - Engineering   |
| - Accounting/ Financial | - Industrial   | - Retail        |
| - Agricultural          | - Construction | - Government    |
| - Legal                 | - Medical      | - Manufacturing |

---

Below are a few references of business that Grapevine MSP partners with

**Abate A Weed Inc.**

Darrell Feil  
darrell@abateaweed.com  
661-589-0615  
9411 Rosedale Hwy  
Bakersfield, California 93312

**Kirschenman Enterprises Inc.**

Albert DeLeon  
adeleon@keiproduce.com  
661-201-3439  
10100 Di Giorgio Rd.  
Lamont, CA 93241

**AC Foods**

Dane Witham  
dane.witham@ac-foods.com  
661-303-9877  
38773 Rd 48  
Dinuba, CA 93618

**Schlumberger Lift Solutions LLC**

Tina Fregeau  
tina@kbaeng.com  
661-323-0487  
2157 Mohawk St  
Bakersfield, CA 93308

**Titan Oilfield Services, Inc.**

Heidi Lucero  
heidil@titancoiltools.com  
661- 589-3055  
21535 Kratzmeyer Road.  
Bakersfield, CA. 93314

**Vignolo Farms / Top Brass Marketing**

Brett Dixon  
BDixon@topbrassproduce.com  
661-393-4096  
33342 Dresser Avenue  
Bakersfield, CA 93308



## LEADERSHIP TEAM



Joe Gregory  
**Chief Executive Officer**

Joe Gregory started Grapevine MSP in 2009. Starting the business by him himself, he has grown the business exponentially in ten years with his hard work and dedication. He has led the company to become the #1 IT Managed Service Company in the Central Valley. Joe is a highly motivated, self-driven, proactive IT professional with proven ability to solve difficult business technology challenges. Joe has an exceptional ability to identify and anticipate client needs and then present solutions that reduce costs and streamline business operations for the client. He has over 18 years of dedicated service in the field of technology consulting and service.

Robert Miles

**Chief Information Officer**

Robert Miles is the Chief Information Officer at Grapevine MSP and has been with the company since July of 2016. Throughout his tenure, Robert has built a reputation for developing designing business infrastructures, leading his team of engineers, and client support programs. Embracing the core values of integrity, innovation, and growth, Robert consistently has risen in the ranks of the various IT companies he has worked for. Robert served in the U.S. Air Force for 8 years as a Computer Systems Operator. He has 19+ combined years of experience in the technology arena and uses that knowledge to better serve our clients.



Stanley Samuel  
**Chief Sales Officer**

Stanley Samuel started as the Senior Account Executive for Grapevine MSP in January of 2017 and is an asset to the team, as well as the clients he serves. Stanley has been recently promoted to CSO for his excellent customer service in the industry for eight years. He has been fortunate enough to get the opportunity to focus in the IT industry, consulting and managing businesses throughout Kern County. With his focus in sales and business consulting, Stanley works with IT vendors to provide new and innovative solutions for clients. As an account manager, he works directly with clients to address day to day needs to provide the best IT customer service experience by creating business strategies for future IT growth.

Jeff McGowen

**Director of Customer Service**

Jeff McGowen is a self-driven management team member with ten years of experience being contributed to the IT Industry. He finds ways to provide outstanding customer service, improve customer satisfaction, perception, and focuses on strengthening working relationships. Jeff has strong communication skills and focuses on keeping both customers and employees informed. He is motivated in bringing glory to God.



## GENERAL OVERVIEW

Grapevine MSP Technology Services was invited to review the network at Heartland Charter School. Heartland Charter School is located at Bakersfield with teachers in Kern County, the central coast and in the Tulare/Fresno Area.

The school has used IT services from the corporate location, however the plan is to separate from the corporate office. Moving forward the plan is to bring on a team large enough to support the existing network. As security and efficiency concerns are on the rise and Heartland Charter School's IT needs are expanding, management is now looking for a higher level of support to take a proactive approach and help grow the school for the upcoming years.

The Grapevine MSP sales had a conference call with the Heartland Charter School management on April 6<sup>th</sup>. The team discussed aspects of the network, current challenges security concerns and what can be done to resolve them using Grapevine MSP's set of tools and services. There are areas of uncertainty as a physical inspection could not be done but the proposal is based on Grapevine MSP's best recommendations. In speaking with the Heartland Charter School management, the team would like to see a proposal to completely overhaul the network and build everything to provide a secure connection for the staff locally and secure the devices for the staff working remote. This proposal presented is intended to provide the school with Grapevine MSP's Full Managed IT Services and Backup and Disaster Recovery services.



# TECHNICAL OVERVIEW

## SERVER IMPLEMENTATION

Servers are the core of the network and in speaking with management it was recommended to setup a new server environment. Currently there is an Azure cloud server in place. The staff have reported that there are at least 3 outages a week using this system. Due to costs, it is recommended to put a small server in place. This will help establish security rights, file storage and help with printers/copiers on the network. This will be primarily in use for the 15 computers at the administrative office.

The Grapevine MSP engineering team worked with the HP Systems engineers to design a simple server enough to support the network based on the current trajectory. The only virtual server will be a domain controller/file server/print server. As most of the applications are cloud based, a small server is all that is needed at this time and is much more feasible compared to spinning up a new Azure server instance and backing it up. The project team will setup the server to ensure industry best practices. The team will also clean up and properly group the Active Directory with Heartland Charter School Management and correct folder permissions as needed. Grapevine MSP will ensure industry best practices are properly implemented. During the onboarding project, the Grapevine MSP project engineering team will load agents, antivirus, check group policies and address any general security openings that can be found.

Moving forward on an ongoing basis, Grapevine MSP will monitor the server health 24/7/365, using a state-of-the-art remote management and monitoring system. This system allows Grapevine MSP to proactively resolve problems immediately when they arise, before they result in costly downtime. For optimum performance, it is recommended to replace the servers every four to five years.

## EMAIL

Currently, in discussions with Heartland Charter School, the emails are hosted through Google which is normal for many schools. No changes will be made at this time to this. Security policies will be reviewed to insure that all necessary precautions have been made. An estimate of 315 users are what will be budgeted for.

At the moment, limited SPAM filtering is being done currently. Over 80% of ransomware and data breach is caused from email attacks. It is recommended to move to Proofpoint spam filtering. Proofpoint Spam Filtering gives Small to Medium Businesses the power to do three critical things:

- Protect people from the advanced attacks that target them via email and social media
- Protect sensitive information people are sending and receiving via email
- Allow organizations to continue business in the event of an email outage.

Proofpoint Email Protection stops malware and non-malware threats, such as impostor email. Deployed as a cloud service or on-premises, it provides granular filtering to control bulk "graymail" and other unwanted email. Any users that need access to email via mobile device or company provided laptops/tablets, will be setup with the new email service as well. It has outperformed Sophos, Symmantec, and Trendnet time and time again in the Gartner ratings for SPAM security.



All users that need access to email whether its mobile device, company provided laptops/tablets, or desktops will be setup with multifactor authentication for security through Google.

Grapevine MSP also strongly recommends moving to our Email and Storage Backup solution. Google normally comes with 20 days of email retention. The Grapevine MSP Email and Storage Backup insure your business against data loss across Google and Google Drive.

- Avoid losing data to inefficient native recovery features
- Easily move emails, files or sites from one user to another when employees leave the company
- Quickly restore user data to a moment before a Ransomware attack occurred
- Restore critical emails or files lost due to user error, malicious activity, or SaaS application outages
- Add proactive protection against SPAM, phishing attacks and other forms of malware with AI-based email security for Google.

## WORKSTATIONS

Currently, there is an estimate of 315 workstations for the staff. The 300 are remote and 15 are at the admin office. In speaking to management, the 300 machines are currently provided by the Inspire corporate office. Moving forward the proposal will include the cost to replace all 300 machines. This will require that a tech go out to the users. All 300 workstations are all currently using Azure AD. During the onboarding, Grapevine MSP engineers will need to manually remove each off the Inspire Azure Domain and set each user as a local machine. Users also all currently have Office 365 on each machine with the full Office Suite. Grapevine MSP will work with Heartland Charter School to get special academic pricing through a third party. This pricing is significantly reduced to just a few dollars per user per month verses the

Grapevine MSP will manage the network, the workstations health will be continuously monitored using Grapevine MSP's remote monitoring, reporting, and system management tool. Any critical alerts that may arise are immediately reported to Grapevine MSP engineers for a resolution. Additionally, all workstations will be checked to ensure best practices are in place and all recommended updates and security policies are enforced. Users will be required to save all documents to Google Drive for backup to protect against local workstation failures. The project engineers will configure proper reporting and updates of the antivirus solution and ensure critical security updates are being deployed network wide. All workstations will be named to a proper naming convention and will be labeled. There are also a rough number of 1000 Chromebooks needed each year for testing purposes. A possible rental solution will be looked into in the future. Grapevine MSP has begun the process of working with the Google sales on finding a solution as the laptops are only needed a few months out of the year.

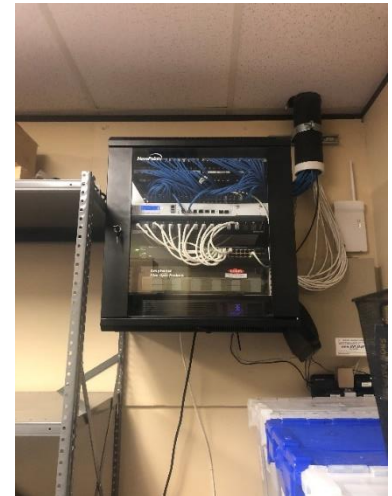
One note was that Heartland Charter Schools would like a simple plugin added to the website where students can use funding to purchase laptops and tablets. In working with the Grapevine Software development team, they will build a simple app to tie into the website. This would report to the Grapevine sales team for purchases.

## NETWORKING

The network infrastructure is in great condition however there is the possibility that the corporate office will take everything back. The plan is to quote the proposal in the event that corporate takes the networking as well. Currently there is a Sophos firewall in place. Grapevine MSP exclusively uses Fortinet for firewall security and wireless. Fortinet is one of the industry leaders in firewall security and has surpassed Sophos, Sonicwall, and PFSense time after time in performance and hacking prevention. It has rated at the top for UTM firewalls with Gartner Inc., the top technology research company, for 9 years running. With viruses and hacking on high alert right now, it is now important more than ever to secure the privacy of the company and staff. There is currently wireless in place. This will be upgraded to Fortinet access points as well. A new switch will be needed in the process as this will be replaced.

During the onboarding project, a new UPS will be installed and tested to protect against power outages.

A basic cleanup of the network will be done during the project. This will make trouble shooting much simpler for the Grapevine MSP team moving forward. As the server is new going in place



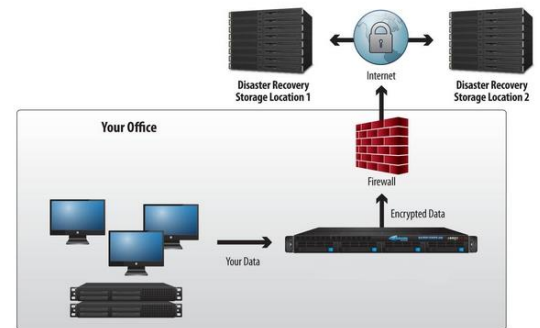
## TELECOMMUNICATIONS

Grapevine MSP can evaluate the telecommunication after the onboarding project. The current provider is Spectrum at the main facility and the bandwidth is adequate. The incoming connections will be reviewed to see if there are better rates/faster speeds available.

Grapevine MSP is a Fortinet, Mitel Communications and 8x8 phone system partner. If a new phone solution is needed in the future, this is something that can be evaluated.

## BACKUP AND DISASTER RECOVERY

Local backups are usually enough to recover systems and data from a server failure, but backups alone are not enough for business continuity. A site-wide disaster could destroy those backups, possibly along with important IT infrastructure, resulting in significant downtime and data loss for a business. Going forward, Grapevine MSP Technology Services will put in a new NAS device that will be configured to take hourly snapshots of the server and store them on the NAS. This will be done during the onboarding. It will send the data offsite into the cloud to two encrypted data centers on the east coast and west coast. Rest assured that data is safe and accessible—data is transmitted and stored in an encrypted format and resides in Tier III certified data centers. In case of theft, fire, water damage, power surge or the server were to crash completely, we can virtualize the data safely and securely. This solution will give up to 2TB of local storage and more storage can be added if there is a need in the future. Quarterly, the team will run tests on the backup images, and be sure the backups will work when a disaster strikes. If data needs to be saved but not off-sited, this can be done very easily. Grapevine MSP monitors all backups and immediately addresses any backup failures that may occur.



## ANTIVIRUS / ANTISPYWARE

The current antivirus is through Absolute. It is a traditional signature-based antivirus. This means that it has great success with finding known issues but is behind in identifying zero-day attacks. Grapevine MSP recommends moving to SentinelOne. SentinelOne is a much more advanced endpoint protection platform designed for enterprises in healthcare, education, finance, and energy industries. It is an IT network security solution which is implementing a specific type of computer network security approach known as endpoint security. The endpoint security protection approach focuses on detecting and eliminating security and cyber threats and attacks across networks that are remotely connected with clients' devices: laptops, tablets, and mobile phones.



- Machine Learning and Artificial Intelligence
- Detect Threats at All Stages
- Anticipate Attacks
- Secure Privacy
- Security Integrations
- Endpoint Protection from Broad Modes of Attacks
- Protect and Secure Brands
- Protect from Ransomware Attacks
- Establishes \$1 Million Cyber Threat Protection Warranty

## SCOPE OF WORK

### EVALUATION

- Perform client onboarding. Gather all information and software licenses from previous IT provider and start a new client documentation binder. Create Project Ticket.
- Meet with Projects team to review scope for the project.
- Inspect Current Server VMs and ensure Microsoft's best practice guidelines.

### SERVER

- Prep new server
- Install new server
- Migrate virtual machines
- Point 15 workstations to the new server
- With management, setup active directory users and computers. Properly group users based on departments and assign proper group policies based on user roles and desired permissions.
- Implement Recommended Group Policies, File Share Security, and correct Active Directory user roles.
- Setup SentinelOne Antivirus Protection on servers
- Install Grapevine MSP Monitoring Agent on Servers and configure reporting and security update policies.

### EXCHANGE

- Push email filter to Google accounts
- Setup users with new mailboxes
- Setup Two Factor Authentication
- Setup Grapevine MSP Email Archiving

### BACKUP AND DISASTER RECOVERY

- Install new NAS device to start backups for cloud storage.
- Configure secure local backups.
- Configure and send off seed drives to get backups offsite.
- Setup backup monitoring software and ensure alerting procedures are working

### SWITCHING AND FIREWALL

- Configure the new firewall
- Install the firewall
- Review security policies on Fortinet firewalls
- Test connectivity in and outbound
- Configure existing firewall security licensing, (Anti-Virus, Anti-Spyware, Intrusion Prevention, & Content Filtering services). Make sure all licensed services are properly activated and are being utilized.
- Install new switch

### BAKERSFIELD WORKSTATIONS

- Total 15 workstations
- Remove from Azure Active directory
- Implement best practice guidelines on all workstations
- Rename workstations to standardized naming convention and label both machines.
- Join to the new domain
- Perform cable cleanup, inspect surge protectors, and Velcro any loose cables.
- Setup SentinelOne Antivirus Protection on workstations.
- Setup Automatic Patch Management for Microsoft's best practices
- Install Grapevine MSP Monitoring Agent on workstations and configure reporting and security update policies.

## REMOTE WORKSTATIONS

- Total 300 workstations
- Build workstation image with software and patching
- Load all 300 workstations with image
- Setup Grapevine RMM agent on each machine
- Setup local user account for teacher
- Setup email (google account) and activate office
- Ensure Webroot Antivirus Pushes
- Remove from Azure Active directory
- Implement best practice guidelines on all workstations
- Rename workstations to standardized naming convention and label both machines.
- Setup SentinelOne Antivirus Protection on workstations.

## BATTERY BACKUP AND ADDITIONAL CABLING

- Install new UPS
- Check that the loads are properly balanced on UPS.
- Test network performance and all critical applications.
- Do simple clean up of cabling in MDF. Organize all equipment and label them.

## PROJECT COMPLETION

- Decommission all old equipment, document and set aside before cutoff date
- Train staff on support procedures, changes of network, and perform quality control.
- Schedule preventative maintenance.
- Document all LOB vendor info, printer vendor info, phone vendor info, Internet provider info. Include all phone numbers, account numbers and any other information needed.
- Project manager to schedule handoff meeting with service manager and account manager.



## FULL MANAGED SERVICES

The Core Components that comprise our Complete Managed Services package include:

24x7x365 Network and Critical Device Monitoring	✓	Unlimited Remote Helpdesk during Business Hours	✓
Patch Management	✓	Hardware Failures (Does not include replacement parts)	✓
Immediate Alerting	✓	Unlimited Onsite Support 24x7x365	✓
Automated Trouble Ticket Generation	✓	Email System Monitoring	✓
Spyware Scan & Removal on Desktops	✓	Procurement Management	✓
Anti-Virus Monitoring	✓	Asset Inventory Management with Hardware Life Cycle Management	✓
OS Security Exploitation	✓	Software Licensing Management	✓
Virus Infection Removal	✓	Image loading and Image Deployment Management	✓
Vendor Management	✓	Warehousing of Spare Inventory	✓
Proof of Concept Lab Testing	✓	Hardware Firmware Management	✓
On-going Proactive Server Maintenance	✓	Service Monitoring with Proactive Notifications	✓
Microsoft Windows Server Patch Management	✓	Event Log Review	✓
Virus Definition Management	✓	Technology Business Reviews and Technology Strategy Planning	✓
Remote Backup Monitoring	✓	Project Management and Solution Design	✓

## SUPPORT OVERVIEW

Grapevine MSP Technology Services Technical Support Center answers service alerts 24 hours a day, 7 days a week. The Grapevine MSP Help Desk is staffed with experienced technicians from 7am to 5pm.

There are three ways to reach out to the Grapevine MSP support team. Users can call in, emailing, or use the Grapevine MSP Portal on each machine. When a client calls in, they will speak to the dispatchers. Both dispatchers are technical and will work with the client to discern the priority of the ticket by asking key troubleshooting questions. Tickets will be escalated to the onsite team, helpdesk support team, networking engineering team or server engineering team based on the need.

Managed Service Agreement clients also benefit from remote support, whereby, technicians utilize remote access tools connecting them to the client's office systems, allowing the ability to diagnose hardware and software failures via dedicated internet connections. Typically, tickets can be addressed remotely, however, the Grapevine MSP team does not hesitate to send technicians onsite if it is needed. All service agreement clients receive priority service.

From 5pm to 7am, clients can call into the answering service and an on-call engineer will return your call and diligently work the problem to a successful resolution.

### RESPONSE AND RESOLUTION TIMES

The following table shows the targets of response and resolution times for each priority level:

Trouble	Priority	Response time (in hours) *	Resolution time (in hours) *
Service not available (all users and functions unavailable).	1	Within 1 hour	ASAP – Best Effort
Significant degradation of service (large number of users or business critical functions affected).	2	Within 4 hours	ASAP – Best Effort
Limited degradation of service (limited number of users or functions affected, business process can continue).	3	Within 24 hours	Best Effort, Usually within 24 hours
Small service degradation (business process can continue, one user affected).	4	Within 48 hours	Best Effort, Usually within 24 hours

### REQUIREMENTS

Grapevine MSP Technology Services will require all schematics, drawings, configuration data and easy access to all facility locations. All work possible will be performed during regular business hours with cutovers happening after hours. We will not disrupt normal production by performing server work during these hours unless required by equipment failure.

### EXCLUSIONS

This proposal does not include replacement of or parts required for repairs, unless this equipment was originally provided under this agreement or a pre-existing agreement. All labor required for installation and/or repair of the above devices will be quoted and billed as a project. Consumables such as printer maintenance kits, toner, ink, batteries, paper, etc. are not included or covered under this service agreement and will be invoiced separately.

## PRICING

### One-Time Project Pricing

<b>Onboarding Project– Quote 7320</b>	\$20,299.10 Or 36mo \$1 buyout lease \$711.00/mo
<b>New Workstations – Quote 7321</b> (Drive Time will be billed separately)	\$241,845.00

### Monthly Pricing

<b>Grapevine MSP Full Managed IT Services</b> <ul style="list-style-type: none"> <li>1 Virtual Servers</li> <li>15 Workstations</li> <li>Unlimited Remote and Onsite Support</li> </ul>	Monthly: \$1,115.00
<b>Grapevine MSP Remote Managed IT Services</b> <ul style="list-style-type: none"> <li>300 Workstations</li> <li>Unlimited Remote and Onsite billed at a discounted rate of \$90.00/hr</li> </ul>	Monthly: \$12,000.00
<b>Backup and Disaster Recovery with Offsite Storage</b> <ul style="list-style-type: none"> <li>Local Encrypted Backups</li> <li>1 Server</li> <li>2TB Off-site Encrypted Backup</li> </ul>	Monthly: \$140.00
<b>Spam Filtering – Proofpoint</b> <ul style="list-style-type: none"> <li>300 Users</li> <li>Business email compromise (BEC)</li> <li>Impostor email threats</li> <li>CEO fraud</li> <li>Phishing</li> <li>Malware</li> <li>Spam</li> </ul>	Monthly: \$1,260.00
<b>Grapevine MSP Google Backup</b> <ul style="list-style-type: none"> <li>300 Users</li> <li>Backups for Gmail and Google Drive</li> </ul>	Monthly: \$1,260.00
<b>SentinelOne Antivirus – Monthly</b> <ul style="list-style-type: none"> <li>315 Workstations, 1 Virtual Server</li> <li>Advanced Threat Protection</li> <li>Real-time Anti-phishing blocks harmful sites</li> <li>Firewall and network connection monitor</li> </ul>	Monthly: \$2,212.00
	<b>Total Monthly: \$17,987.00</b>

**Important Note:** Office 365 licensing will be purchased separately by client through third party for a reduced monthly pricing for education. Monthly fee is subject to increase as more offsite data backup storage, users and/or locations are added to the network. This will be evaluated quarterly to discuss increase based on count of additional workstation count. This proposal is based on the current needs of the current network. This is a BUDGETARY price estimate. It is NOT a firm or final quote. The final pricing and configuration may need to be adjusted to include items such as: additional products, licenses, professional services, shipping or taxes. Drive Time to and from site will be billed additionally. The services for servers and desktop are not divisible, and client acknowledges that in order to perform system security and integrity, provider must maintain both servers and desktops as a term of this contract.

Name

Signature

Date



**Grapevine MSP**  
**Technology Services**

## NOTES



# Quote

Quote Number: 7320

Quote Date: 03/12/2020  
Expiration Date: 04/12/2020

## Quote Prepared For

**Lydia Olds**  
**Heartland Charter School**  
5060 California Ave  
STE 420  
Bakersfield, CA 93309  
United States  
Phone: 661-487-0872  
lydiaolds1@gmail.com

## Quote Prepared By

**Stanley Samuel**  
**Grapevine MSP**  
2251 Orpheus ct  
Bakersfield, CA 93308  
United States  
Phone: (661) 377-2992  
Fax: (661) 885-4675  
[stanley@grapevinemsp.com](mailto:stanley@grapevinemsp.com)

Line Item#	Item	Quantity	Unit Price	Extended Price
<b>One-Time Items</b>				
1)	<b>Firewall:</b> FORTINET FORTIGATE - UTM BUNDLE - SECURITY APPLIANCE - WITH 3 YEARS FORTICARE 24X7 COMPREHENSIVE SUPPORT + 3 YEARS FORTIGUARDUTM Bundle - security appliance - with 3 years FortiCare 24X7 Comprehensive Support + 3 years FortiGuard - 12 ports - GigE - AC 100 - 240 V - desktop	1	\$2,343.00	\$2,343.00
2)	<b>Switch:</b> Central Managed - switch - managed - 24 x 10/100/1000 (PoE+) + 4 x Gigabit SFP - desktop, rack-mountable, wall-mountable - PoE+ (195 W)	1	\$830.00	\$830.00
3)	<b>WAP:</b> Wireless access point - 802.11ac Wave 2 - Wi-Fi - Dual Band	2	\$478.00	\$956.00
4)	<b>Entry Level Server:</b> HPE GEN10 4110 SOLN HP US SVR (1) HP 1TB 6G SATA 7.2K 2.5IN SC MDL HD (4) SMART ARRAY P408I-P SR GEN10 CTRL (1) 96W SMART STOR BATT 260MM CBL (1) GEN 9 SMART STOR BATT HOLDER KIT(1)	1	\$3,961.00	\$3,961.00
5)	<b>Warranty:</b> HPE Foundation Care Next Business Day Service - Extended service agreement	1	\$411.00	\$411.00

IMPORTANT NOTE: This is a BUDGETARY price estimate. It is NOT a firm or final quote. The final pricing and configuration may need to be adjusted to include items such as: additional products, licenses, professional services, shipping or taxes. Drive Time to and from site will be billed additionally.

Line Item#	Item	Quantity	Unit Price	Extended Price
	- parts and labor - 4 years - on-site - 9x5 - response time: NBD			
6)	<b>License:</b> MICROSOFT WINDOWS SERVER 2019 STANDARD EDITION - LICENSE - 16 CORESLicense - 16 cores - OEM - ROK - DVD - BIOS-locked (Hewlett Packard Enterprise), Microsoft Certificate of Authenticity (COA) - English - Worldwide	1	\$998.00	\$998.00
7)	<b>License:</b> MICROSOFT WINDOWS SERVER 2019 - LICENSE - 10 USER CALSLicense - 10 user CALs - Multilingual - Worldwide	2	\$498.00	\$996.00
8)	<b>UPS:</b> APC SMART-UPS 1500 LCD	1	\$668.00	\$668.00
9)	<b>NAS Backup:</b> 2TB NAS Backup	1	\$643.00	\$643.00
10)	<b>Rack:</b> 24U Rack Enclosure Server Cabinet	1	\$1,207.00	\$1,207.00
11)	<b>PDU:</b> Rackmount Network PDU	1	\$82.00	\$82.00
12)	<b>Labor:</b> Installation / Configuration	1	\$6,240.00	\$6,240.00
<b>One-Time Subtotal</b>				<b>\$19,335.00</b>
<b>Total Taxes</b>				<b>\$964.10</b>
<b>One-Time Total</b>				<b>\$20,299.10</b>
Any cabling will be billed separate by Cal State Communication				
<b>Total</b>				<b>\$20,299.10</b>

IMPORTANT NOTE: This is a BUDGETARY price estimate. It is NOT a firm or final quote. The final pricing and configuration may need to be adjusted to include items such as: additional products, licenses, professional services, shipping or taxes. Drive Time to and from site will be billed additionally.

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

IMPORTANT NOTE: This is a BUDGETARY price estimate. It is NOT a firm or final quote. The final pricing and configuration may need to be adjusted to include items such as: additional products, licenses, professional services, shipping or taxes. Drive Time to and from site will be billed additionally.





# Quote

Quote Number: 7321

Quote Date: 04/15/2020  
Expiration Date: 05/15/2020

## Quote Prepared For

**Lydia Olds**  
**Heartland Charter School**  
5060 California Ave  
STE 420  
Bakersfield, CA 93309  
United States  
Phone: 661-487-0872  
lydiaolds1@gmail.com

## Quote Prepared By

**Stanley Samuel**  
**Grapevine MSP**  
2251 Orpheus ct  
Bakersfield, CA 93308  
United States  
Phone: (661) 377-2992  
Fax: (661) 885-4675  
[stanley@grapevinemsp.com](mailto:stanley@grapevinemsp.com)

Line Item#	Item	Quantity	Unit Price	Extended Price
<b>One-Time Items</b>				
1)	<b>Laptop:</b> HP - 15.6" - 2.6 GHz Processor - 8 GB RAM - 256 GB SSD - Win 10 Pro 64-bit - 8 GB RAM - 256 GB SSD TLC - 15.6" 1366 x 768 (HD) - 802.11ac, Bluetooth - dark ash silver - kbd: US	300	\$620.00	\$186,000.00
2)	EWR CA - Recycle Fee	300	\$5.00	\$1,500.00
3)	<b>Labor:</b> Labor (Drive time outside Kern County will be billed separately)	1	\$39,000.00	\$39,000.00
<b>One-Time Subtotal</b>				<b>\$226,500.00</b>
<b>Total Taxes</b>				<b>\$15,345.00</b>
<b>One-Time Total</b>				<b>\$241,845.00</b>
<b>Total</b>				<b>\$241,845.00</b>

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

IMPORTANT NOTE: This is a BUDGETARY price estimate. It is NOT a firm or final quote. The final pricing and configuration may need to be adjusted to include items such as: additional products, licenses, professional services, shipping or taxes. Drive Time to and from site will be billed additionally.



# Procurify Client Proposal for



Client: Heartland Charter School  
Representative: Steve Brown

1-888-463-5254 | [www.procurify.com](http://www.procurify.com)



## Things we will be covering:

1. Proposal Message
2. Features
3. Support
4. Testimonials
5. Investment Breakdown
6. Data-Protection
7. Next Steps



Hello Lydia,

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.

All the best,

**Steve Brown**

Your Procurify Representative

# 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 **PRO**curement



## 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.

## Definitions:



### Procurify User

- Requesters/Receivers - limited to Request/Receive
- Advanced Users - Able to perform any function in the system



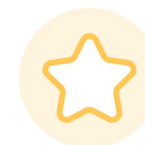
### Platform

- 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



## Investment Breakdown (Enterprise)

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.

This proposal is valid through May 15th, 2020

Baseline Investment	Count	Unit Price	Monthly	Annual Investment
Requesters/Receivers:	Unlimited	\$0	\$0	\$0
Advanced Users:	190	\$75	\$12,350	\$148,200

## Investment Breakdown (Enterprise)

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.

This proposal is valid through May 15, 2020

### Charter Group Special Pricing

<u>Baseline Investment</u>	<u>Count</u>	<u>Annual Investment</u>
Platform		
Client Services		
Implementation		
Requesters/Receivers	5,000+	
Advanced Users	200	<b>\$90,000</b>

- Additional Advanced users are \$450/year each

# 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

## Where do we go from here?



### 1. Contract Sent

Electronically



### 2. Review and Sign

Electronically



### 3. Connect with Pro Services

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



### 4. Go-Live

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

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



### 5. On-Going Benefits

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

## PROCURIFY PROJECT TIMELINE



*You're in good hands when you work with Procurify*

Week	Event	Responsibility	Notes
#1	Kick-off call	Both	Milestone
#1	Account configuration and solution definition	Both	Milestone
#1	Template delivery	Procurify	
#2	Template completion	Client	Milestone
#3	Account initial setup completion	Procurify	
#3	Account testing cases and duration defined	Client	
#3-4	Account testing period	Client	
#5	Account setup finalized	Both	Milestone
#5	User training	Both	
#6	Go-live	Both	Milestone



Thank you



**Beehively**  
129 E Street, Suite D3, Davis, CA 95616  
Phone: 888-851-4879 | Fax: 415-236-6068  
contracts@beehively.com

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**CONTRACT ISSUE DATE: April 14, 2020**

**I. Client:**

Heartland Charter School  
955 Stanislaus Street  
Maricopa, CA 93252

**II. Beehively Web Services**

**1. Web Services**

a) Website Implementation includes

- (1) Custom design
- (2) Domain management
- (3) Implementation
- (4) Support via email and 888 number
- (5) Ongoing maintenance

b) Schoolwide Level Communication - school private pages, online directory, database, email blasting and email tracking

- (1) Training included
- (2) Any future improvements made to Beehively school communication features will be included (without cost)
- (3) White glove uploading of family data included. Up to weekly incremental uploads included.
- (4) Items Excluded
  - (a) Teacher level private pages and communication
  - (b) Text message alerts
  - (c) Beehively SIS Software - gradebook, attendance, reporting, volunteer tracking



*Prepared By:*

Emily Jenkins  
Director of Client Services  
emily@beehively.com



### III. Pricing

Beehively Web Services	Pricing
Ongoing Beehively Web Services Heartland Charter School (Ongoing Monthly)	\$400
Ongoing Beehively Communication Services Heartland Charter School (Ongoing Monthly)	\$700
Beehively One-time Website Fee	<del>\$4,000</del> <b>Waived</b>
Beehively One-Time Communication Fee	<del>\$4,500</del> (10% Bundle Discount) \$4,050
<b>TOTAL</b>	<b><del>\$1,100</del>/Month</b> <b>(10% Bundle Discount)</b> <b>\$990/Month</b> <b>\$4,050 One Time Activation Fee</b>

### IV. Terms & Conditions

- Service Term** – The CONTRACT Service Term will be from **May 1, 2020 to April 30, 2023**. Monthly billing and services are available starting on the first day of the CONTRACT Service Term.
- Renewal Term** – This CONTRACT will renew for additional Service Terms, each of which will continue for 1 year (12 months), starting the day after the last day of the previous CONTRACT Service Term. The automatic renewal occurs 3 months prior to the end of the annual subscription. Upon renewal, the school is agreeing to pay for 12 additional months of service. There is no early termination provision while in the midst of a subscription. A request for termination of the annual automatic renewal must be provided in writing 3 months prior to the end of the contract. All payments must be made prior to termination of the contract.
- Billing Terms**



Prepared By:

Emily Jenkins  
Director of Client Services  
emily@beehively.com

1. The school will be invoiced for this CONTRACT in **quarterly payments** (3 X the monthly payment). Invoice will be sent 30 days prior to the subscription quarter. Due upon Receipt. A late fee of 2% per month will be assessed after 60 days overdue.
2. The initial payment (prorated for the initial quarter) and the one-time "Setup Fee" are due and payable on the day the CONTRACT is initiated.
  - i. **Special terms for deferred first payment: Initial invoice will be billed on July 1, 2020 and due July 30th. Initial invoice will include one time fee of \$4050 plus monthly service charges from May 1, 2020 to Sep 30, 2020**
3. Invoicing by email to:

6. **Terms of Service** - as stated here: <http://beehively.com/tos>

7. **Liability** - CLIENT agrees that Vendor's liability for acts and omissions on the part of the Vendor, which result in damages to CLIENT's property, shall be limited to the replacement of any defective service or, at BEEHIVELY's option, refund of the purchase price.

8. **Offer Period / Expiration** - The terms and services offered by BEEHIVELY in this document will expire 30 days after the "Contract Issue Date" listed at the top of this agreement unless signed by that expiration date. If the offer period lapses and CLIENT has not signed this document, the offer by BEEHIVELY will be deemed withdrawn, and a new contract document will need to be issued by BEEHIVELY.

## V. Acknowledgment of Terms of Agreement

The parties acknowledge having read these terms and conditions of, and they agree to, this CONTRACT.

### Client Agreed and Accepted

**CLIENT Signature:**

**Title:**

**Printed Name:**

**Date:**



*Prepared By:*

Emily Jenkins  
Director of Client Services  
emily@beehively.com

# **HEARTLAND CHARTER SCHOOL**

## **BOARD RESOLUTION – 2020 – 8**

### **I. Adoption of Heartland Charter School Approving the SELPA Representative**

WHEREAS, Heartland Charter School (the “School”) is committed to provide a free appropriate public education to all children with disabilities;

WHEREAS, the School is a member of the Los Angeles County Charter SELPA; and

WHEREAS, this Board of Directors desires to appoint a representative of School with the Los Angeles County Charter SELPA.

NOW THEREFORE BE IT RESOLVED, the School hereby appoints Courtney McCorkle to serve as its representative with the Los Angeles County Charter SELPA.

## SECRETARY'S CERTIFICATE

I, \_\_\_\_\_, Secretary of the Board of Directors of Heartland Charter School a California nonprofit public benefit corporation, County of \_\_\_\_\_, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a meeting of the Board of Directors of Heartland Charter School which was duly and regularly held on \_\_\_\_\_, 2020, at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Secretary of the Board of Directors of  
Heartland Charter School

**Heartland Charter School**  
**DRAFT - PERFORMANCE EVALUATION REPORT: 2019-2020**  
**Principal - COURTNEY MCCORKLE, M.Ed**

As outlined in the principal'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 November 2019. The Board will provide a final evaluation by June 25, 2020. 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 June 1, 2020 to be ready for our June 25, 2020 Board Meeting closed session conference.**

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

<b>AREA EVALUATED</b>	<b>INDICATORS</b>	<b>COMMENTS AND SUGGESTIONS</b>
<b><u>1. Duties Related to Board:</u></b>		
1.1 Advises and makes recommendations to the Board when necessary for new or revised Board policies.	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 Heartland 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	
<b><u>2. Duties Related to Staff:</u></b>		
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
<b><u>3. Duties Related to Students and the Educational Program:</u></b>		
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	
<b><u>4. Duties Related to Non-Instructional Operations:</u></b>		
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	
<b><u>5. Duties Related to the Community:</u></b>		
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	

