



MISSION VISTA ACADEMY

43517 Ridge Park Drive #100, Temecula, California 92590

Phone (951) 395-8940 * Fax (951) 395-8941

**Regular Scheduled Board Meeting
Mission Vista Academy
February 27, 2020 – 5:30 pm
350 W. Brookside
Beaumont, CA 92223**

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. Principal's Report
 - a. WASC Visit
 - b. LCAP
 - c. Test Prep Parties
 - d. Leasing an Administrative Office
5. Discussion and Potential Action on the January Board Meeting Minutes
6. Discussion and Potential Action on the Second Interim Report
7. Discussion and Potential Action on the Auditor Selection
8. Discussion and Potential Action on the MOU with other Schools
9. Discussion and Potential Action on the Homeless Education Policy
10. Discussion and Potential Action on the Work Sample Policy
11. Discussion and Potential Action on the Educational Materials Restitution Policy
12. Discussion and Potential Action on the Comprehensive School Safety Plan
13. Discussion and Potential Action on the Acceptance of Resignation
14. Discussion and Potential Action on the Nomination and Appointment of Board Members
15. Announcement of Next Regular Scheduled Board Meeting
16. Adjournment

Public comment rules: Members of the public may address the Board on agenda or non-agenda items. Please fill out a yellow card available at the entrance. Speakers may be called in the order that requests are received, or grouped by subject area. 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: Mission Vista Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at 818-207-3837 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Mission Vista Academy

Board Meeting: February 27, 2020



WASC

- Mission Vista is having their initial visit on March 9th
- Jamie will meet with WASC on Sunday the 8th
- Please read through the report we sent to you



LCAP (Local Control & Accountability Plan)

- Will be holding LCAP meetings for the stakeholders in February and March
- Surveys are going out to families in February/ March





Leasing an Administrative Office in Beaumont



We appreciate you!

MEMORANDUM OF UNDERSTANDING FOR PERSONNEL SERVICES

This Memorandum of Understanding for Personnel Services (“**MOU**”) is entered into as of July 1, 2019 (“**Effective Date**”) by and between the following California nonprofit public benefit corporations, which may each be referred to herein as a “**Party**” or collectively as the “**Parties**” to this MOU: **Blue Ridge Academy, Mission Vista Academy, Granite Mountain Charter School, Triumph Academy, Heartland Charter School, Clarksville Charter School, Feather River Charter School, Cabrillo Point Charter School, The Cottonwood School, Lake View Charter School, Winship Community School, Pacific Coast Academy, Yosemite Valley Charter School and Monarch River Academy.**

WHEREAS, Triumph Academy operates Triumph Academy, Heartland Charter School operates Heartland Charter School, Clarksville Charter School operates Clarksville Charter School, Feather River Charter School operates Feather River Charter School, Cabrillo Point Charter School operates Cabrillo Point Charter School, The Cottonwood School operates The Cottonwood School, Lake View Charter School operates Lake View Charter School, Winship Community School operates Winship Community School, Yosemite Valley Charter School operates Yosemite Valley Charter School, Granite Mountain Charter School operates Granite Mountain Charter School, Blue Ridge Academy operates Blue Ridge Academy, Pacific Coast Academy operates Pacific Coast Academy, Mission Vista Academy operates Mission Vista Academy, Monarch River Academy operates Monarch River Academy, and Granite Mountain Charter School operates Granite Mountain Charter School (each a “School**” or collectively the “**Schools**”);**

WHEREAS, Schools are nonclassroom-based public charter schools using the same educational model dedicated to providing students with a flexible personalized learning experience that empowers families to tailor a program designed around the specific needs of each student.

WHEREAS, each School employs certificated teachers designated as having the responsibility for the general supervision of their students’ independent study pursuant to Education Code § 51747.5(a).

WHEREAS, Education Code § 51749.5(a)(3) authorizes nonclassroom-based charter schools, like the Schools, to enter into a memorandum of understanding for personnel services with other charter schools, school districts, or county offices of education whereby one charter school can lease its certificated teachers to provide instructional services to another charter school.

WHEREAS, the Schools’ respective education programs are geared towards sharing instructional staff because they have similar curricula and allow staff to instruct and supervise students from remote locations.

WHEREAS, the Schools desire to use the flexibility afforded under Education Code § 51749.5(a)(3) to share instructional personnel because this will further the Schools’ shared goal to successfully implement their education programs in an efficient and cost effective manner.

WHEREAS, it is the intent of the Parties to lease personnel amongst each other according to the terms and conditions set forth in this MOU.

NOW, THEREFORE, in consideration of their mutual promises set forth in this MOU, the Parties desire to, and hereby agree as follows:

1. Leased Employees. During the term of this MOU, the Parties may lease credentialed general education teachers and other instructional support staff, such as special education staff, to perform

the Services (“Services”) set forth in Attachments A and B. The term “**Leased Employee**” shall refer to any employee leased between the Parties pursuant to this MOU.

2. Lessor and Lessee Schools. The Parties acknowledge each School may both (i) employ an individual who will provide educational services to another School; and (ii) receive educational services from an individual employed by another School. The term “**Lessor School**” refers to a School leasing its employee(s) to another School pursuant to the terms of the MOU. The term “**Lessee School**” refers to a School receiving instructional services from another School’s employee(s) pursuant to the terms of the MOU. Each Party may serve as a Lessor School and Lessee School under this MOU, and shall meet the obligations set forth in this MOU dependent on their role as a Lessor School and/or Lessee School.

a. **Assignment of Leased Employees.** Lessee School and Lessor School shall collaborate on determining which Leased Employees will be assigned to Lessee School. As Lessor School is the employer of its Leased Employees, Lessor School retains sole discretion in the assignment of Leased Employees. Lessee School is responsible for assigning its students to Leased Employees. Lessor School and Lessee School shall work together to appropriately memorialize Leased Employees under this MOU, including dates of service and numbers of students served.

3. Fees. The fees to be paid by Lessee School to Lessor School for the services provided by Leased Employees are calculated based on the specific services provided the staff:

a. **Attachment A: Personnel Leasing Calculated by Number of Students Served.** Lessor School shall lease credentialed teachers performing the functions described in Attachment A for a Lessee School. Lessee Schools shall be charged based on the number of students served by each Leased Employee. The amount charged per student is **\$291**.

b. **Attachment B: Personnel Leasing at a Flat Rate.** Instructional support staff performing the functions described in Attachment B shall be charged at a hourly rate. The costs for leasing these employees do not fluctuate based on the numbers of students served. The cost-per-personnel is equal to: **Attachment B**.

4. Monthly Invoices. Lessor School will provide an invoice to a Lessee School for the fees set forth in Section 3 of this MOU on a monthly basis. Lessee School shall pay invoices within thirty (30) days of receipt. Lessee School shall be provided access to reasonable backup documentation for such costs upon request.

5. Lessor School Responsibilities:

- a. Comply with all applicable federal and state statutes, laws and regulations.
- b. Lessor School shall ensure Leased Employees who serve as supervising teachers retain the credentials necessary to comply with Education Code §§ 47605(l) and 51747.5(a) and the Lessee School’s charter petition (“Charter Petition”). Lessor School shall also ensure Leased Employees have undergone a tuberculosis risk assessment and/or testing prior to commencing services to Lessee School to the extent required by the Charter Petition and applicable law.
- c. Lessor School shall ensure that all Leased Employees providing Services to the Lessee School under this MOU receive required training, including, but not limited to initial and annual training on mandated child abuse or neglect reporting.

d. Lessor School shall ensure that (i) all Leased Employees providing Services under this MOU have been cleared for employment through the Department of Justice in compliance with the Charter Petition and applicable law; and (ii) no Leased Employee has been convicted of a serious or violent felony (as defined by Penal Code § 667.5 and § 1192.7)

e. Lessor School agrees that it is the sole and exclusive employer of Leased Employees performing Services at a Lessee School under this MOU. Lessor School shall supervise and make all employment decisions with respect to its employees in its sole discretion, including all hiring, evaluation, termination, compensation and benefits decisions. Lessor School will be responsible for the supervision of its employees, subject to input from the Lessee School.

f. Lessor School may terminate the assignment of a Leased Employee from a Lessee School in its sole discretion. Lessor School shall endeavor to provide as much notice as practicable to the Lessee School before terminating the assignment of a Leased Employee.

6. Lessee School Responsibilities:

a. Comply with all applicable federal and state statutes, laws and regulations, including laws applicable to charter schools offering independent study.

b. Lessee School is responsible for ensuring the education program and curriculum complies with the Charter Petition. Lessee School shall provide technical assistance and other support to Leased Employees to help ensure the Services align with the Charter Petition.

c. Lessee School shall have the right to supervise Leased Employees' activities while they are on assignment to Lessee School to ensure they are meeting their performance obligations. In addition to any obligations set forth by Lessor School as their employer, while performing Services to support Lessee School, Leased Employees shall abide by and be subject to applicable policies and procedures adopted by Lessee School.

d. With Lessor School's permission, Lessee School may participate with Lessor School in the hiring, evaluation, compensation, and discipline decisions concerning Leased Employees. Lessee School may unilaterally, upon providing written notice to Lessor School, remove a Leased Employee assigned to Lessee School. Upon providing such notice, Lessee School may collaborate with Lessor School (or another School) to assign a different Leased Employee to support the Lessee School as necessary.

e. Lessee School shall make available to Lessor School, in a timely manner, all data, files, documentation, or other information necessary or appropriate for the performance of the Services. Lessee School will be responsible for, and Lessor School shall be entitled to rely upon, the content, accuracy, completeness, and consistency of all such data, materials, and information.

f. Provide to Lessor School, in writing, copies of any school-specific rules and or regulations applicable to Lessor School while providing services to Lessee School.

g. Lessee School shall provide a safe working area for Leased Employees when necessary for Leased Employees to be on a Lessee School location.

h. Provide feedback to Lessor School regarding Leased Employees' performance.

7. Relationship Between Lessor and Lessee Schools.

a. Leased Employees are, and shall remain, the employees of the Lessor School, and shall be subject to the ultimate direction and control of Lessor School and its governing board, officers, and other representatives. The termination of this MOU shall not terminate the employment relationship of any Leased Employee with Lessor School. Nothing in this MOU shall confer upon any Party any rights or remedies, including any right to employment, as an employee of any other Party.

b. Lessor School shall have full and sole legal control over and responsibility for payment of all compensation and benefits to Leased Employees, including retirement benefit system contributions (e.g., STRS, as applicable), as well as the full and sole responsibility for ensuring compliance with any and all applicable state and federal income tax withholding, state and federal unemployment and disability insurance withholding and contributions, wage and hour obligations, social security tax withholding and contributions, and other applicable employment law requirements. Assuming Lessor School participates in CalSTRS, the Parties acknowledge Leased Employees are employees of the Lessor School for CalSTRS purposes.

c. Lessor School shall each be responsible for its compliance with workers' compensation coverage obligations, wage and hour obligations, and any other applicable federal or state employment laws. Pursuant to Labor Code section 3602, Lessor School agrees to retain workers' compensation coverage for all Leased Employees for the duration of their support to as Lessee School. Lessor School shall ensure the Leased Employees have proper and necessary insurance coverage when working for Lessee School and shall provide evidence of such coverage to the Lessee School upon request.

8. Term and Termination. The term of this MOU commences on July 1, 2019 and continues through June 30, 2020, and shall then automatically renew for consecutive one (1) year terms, unless and until earlier terminated as set forth in subsection (a) herein and subject to any amendments pursuant to Section 9 herein.

a. ***Termination Without Cause.*** Any Party may terminate its participation in this MOU for any reason upon sixty (60) days' written notice to all Parties. Termination of participation by any Party(ies) shall not terminate the MOU as to any other Party, nor relieve the terminating Party(ies) of any obligations incurred prior to the effective date of such termination. Following termination of a Party's participation in the MOU, (i) the terminating Party shall pay Lessor School(s) any unpaid portion of fees owed through the effective date of termination; and (ii) the other Party(ies) shall pay the terminating Party (if it served as a Lessor School) for Services provided before the effective termination.

9. Amendments. This MOU may be amended as follows:

a. ***Changes in the Law.*** In the event that any new enactment, repeal, or change of any federal, state, or local law, regulation, interpretation of law or regulation by an authorizer or regulator, or court or administrative decision or order materially affects the performance of any of the Parties in conformity with this MOU, the Parties shall promptly commence negotiations in good faith regarding a mutually agreeable approach (including without limitation, an amendment to the MOU) to address the changes. If, despite such good faith negotiations, the Parties are unable to agree upon an acceptable approach, the MOU shall terminate for all Parties without further obligation or liability among the Parties, upon any Party's sixty (60) days' written notice to the other Parties, or in such lesser time as is reasonable under the circumstances. If termination occurs for reasons set forth in this subsection, Parties are responsible for paying fees as set forth in Section 8(a).

a. ***Mutual Agreement.*** The Parties may amend this MOU with mutual written consent of all Parties.

10. Work Product; Intellectual Property. Any work product that is created by Lessor School, including by any Leased Employee, in the context of providing Services shall be the property of that Lessor School. Any intellectual property owned by a Lessee School and used by a Lessor School related to the Services shall remain the property of that Lessee School. Similarly, any intellectual property owned or created by a Lessor School, including by any of the Leased Employees, that is utilized as part of providing the Services shall remain the property of Lessor School. No Party shall have the right to grant a license, sublicense, or any other use or rights to the property of another Party. Upon termination or expiration of this MOU, the property of each Party in the possession of any other Party shall be returned and/or destroyed.

11. Confidentiality. Each Party acknowledges that during the term of this MOU, it may have access to certain Confidential Information of the other Party(ies), as defined below. Each Party shall maintain and enforce reasonable administrative, technical, and physical safeguards to reasonably protect the confidentiality of the other Parties' 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, student education records, 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; (iv) is or later becomes publicly available without violation of this MOU 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 a 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 applicable Party(ies) with prior prompt written notice thereof to the extent practicable, and if practicable under the circumstances, shall allow the applicable Party(ies) to seek a restraining order or other appropriate relief.

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

12. Student Information. Each Party is responsible for its compliance with the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) ("**FERPA**") and other applicable state and federal laws pertaining to student information and privacy.

a. To the extent necessary, the Lessor School shall be designated as having a legitimate educational interest in accessing a Lessee School's student education records, as that term is defined by and for purposes of FERPA, thereby allowing Lessor School to access personally identifiable information from student education records from the Lessee School as part of its performance of the Services. For purposes of this MOU, 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. Lessor School shall not use or disclose pupil records, including PII, received from or on behalf of another School except as necessary with respect to the performance of the Services, as

required by law, or as otherwise authorized in writing by the applicable Lessee School. Lessor School shall protect the student education records it receives from or on behalf of another School no less rigorously than it protects its own student education records. In the event of an unauthorized disclosure of PII, Lessor School shall notify the affected Lessee School(s) as soon as practicable, and shall, upon the affected Lessee School(s)'s request, notify affected parents, legal guardians and eligible pupils using reasonably available technological means such as electronic mail.

13. Insurance. Each Party shall maintain customary and reasonable insurance coverage necessary for performance of the Services, including professional liability for errors or omissions and/or directors and officers coverages, comprehensive general liability coverage, and automobile liability coverage. Each Party shall be responsible for obtaining and maintaining workers' compensation coverage and unemployment insurance for its employees.

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

15. Indemnification. Each Party shall defend, indemnify, and hold the other Parties, and 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 its obligations under this MOU, except for such loss or damage caused solely by the negligence or willful misconduct of another Party. Each Leased Employee shall be under the immediate supervision and control of the Lessee School when providing Services for that Lessee School. Therefore, the Lessee School shall defend, indemnify, and hold the other Parties, and 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 a Leased Employee providing Services to a Lessee School, except for such loss or damage caused solely by the negligence or willful misconduct of another Party.

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

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

18. Notice. All notices, requests, demands, or other communications (collectively "**Notice**") given to or by the Parties under this MOU 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(ies) 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(ies) to whom Notice is to be given, at the applicable address set forth below:

See Attachment C

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

20. Entire Agreement. This MOU 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 MOU.

21. No Waiver. No waiver of any provision of this MOU 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.

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

23. Governing Law. This MOU shall be governed by and interpreted under California law.

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

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

IN WITNESS WHEREOF, the Parties execute this MOU as of the Effective Date above.

Blue Ridge Academy, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: March ____, 2019

Lake View Charter School, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: March ____, 2019

Winship Community School, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: March ____, 2019

Pacific Coast Academy, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: March ____, 2019

[INSERT]
benefit cor

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

Monarch River Academy, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: March ____, 2019

Mission Vista Academy, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: February ____, 2019

Heartland Charter School, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: February ____, 2019

Clarksville Charter School, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: March ____, 2019

Cabrillo Point Academy (South), a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: March ____, 2019

Granite Mountain Charter School, a California nonprofit public benefit corporation

By: _____
Name: _____
By: _____
Date: March ____, 2019

Its: _____
Date: March ____, 2019
Triumph Academy, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: March ____, 2019

Yosemite Valley Charter School (Central) a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: March ____, 2019

Feather River Charter School (North), a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: March ____, 2019

The Cottonwood School, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: March ____, 2019

ATTACHMENT A
DESCRIPTION OF LEASED EMPLOYEE SERVICES

Position	Teacher
Description of Services	<p>Teachers plan and provide appropriate learning experiences for students at the Lessee School. Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> • Maintaining appropriate teaching credentials. • Providing direct and indirect instruction to Lessee School students. • Ensure that prior to commencing instruction to Lessee School students, such students have an independent study agreement that is complete as to all of its terms, signed by necessary parties and dated. • Long and short-term planning addressing individual needs of students. • Evaluating students' progress. • Support in accessing and obtaining necessary educational items and services. • Teaching an individualized approach per the Charter Petition. • Providing an inviting, exciting, and innovative learning environment to Students. • Preparing written reports (e.g., work product review) accurately and submitting reports in a timely manner. • Serving as advisors to students.

	Salary	Payroll Taxes	STRS	403B	Worker's Comp	Medical	Total	Student Count	Cost per Student	Monthly Student Cost
Teachers	\$ 60,000	\$ 7,050	\$ 6,197	\$ 1,200	\$ 900	\$ 6,000	\$ 81,347	28	\$ 2,905.24	\$ 290.52

ATTACHMENT B

LIST OF LEASED EMPLOYEE SERVICES

	Salary	Payroll Taxes	STRS	403B	Worker's Comp	Medical	Total	Hourly Rate Charged
504 Coordinators	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Student Support Coordinator SST	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Intervention Coordinator/Math	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Intervention Coordinator/Reading	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Online Intervention Coordinator	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Speech Team	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Program Specialists	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Support School Nurse	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Program Specialist	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Mental Health Psychologist	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
MH/Assessment Team School Psych	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
School Psychologist	\$ 85,000	\$ 9,988	\$ 8,779	\$ 1,700	\$ 1,275	\$ 8,500	\$ 115,241	\$ 93.69
Speech-Language Pathologist	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Occupational Therapist	\$ 78,000	\$ 9,165	\$ 8,056	\$ 1,560	\$ 1,170	\$ 7,800	\$ 105,751	\$ 85.98
School Nurse	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Senior Director of Special Education	\$ 195,000	\$ 22,913	\$ 20,140	\$ 3,900	\$ 2,925	\$ 19,500	\$ 264,377	\$ 127.10
Regional Director of Special Education	\$ 135,000	\$ 15,863	\$ 13,943	\$ 2,700	\$ 2,025	\$ 13,500	\$ 183,030	\$ 88.00
Director of Special Education Assessment, Account	\$ 140,000	\$ 16,450	\$ 14,459	\$ 2,800	\$ 2,100	\$ 14,000	\$ 189,809	\$ 91.25
Assistant Director of Special Education	\$ 110,000	\$ 12,925	\$ 11,361	\$ 2,200	\$ 1,650	\$ 11,000	\$ 149,136	\$ 71.70
Education Specialist/Case Manager	\$ 64,800	\$ 7,614	\$ 6,693	\$ 1,296	\$ 972	\$ 6,480	\$ 87,855	\$ 71.43
Speech Pathologist	\$ 82,000	\$ 9,635	\$ 8,469	\$ 1,640	\$ 1,230	\$ 8,200	\$ 111,174	\$ 90.39
Paraprofessional	\$ 42,400	\$ 4,982	\$ 4,379	\$ 848	\$ 636	\$ 4,240	\$ 57,485	\$ 33.16
Assistive Technology Coordinator	\$ 47,000	\$ 5,523	\$ 4,854	\$ 940	\$ 705	\$ 4,700	\$ 63,722	\$ 36.76
Regional Student Records Coordinator	\$ 35,000	\$ 4,113	\$ 3,615	\$ 700	\$ 525	\$ 3,500	\$ 47,452	\$ 22.81
Lead SpEd Student Records Coordinator	\$ 56,000	\$ 6,580	\$ 5,784	\$ 1,120	\$ 840	\$ 5,600	\$ 75,924	\$ 36.50
Lead Services Coordinator	\$ 47,000	\$ 5,523	\$ 4,854	\$ 940	\$ 705	\$ 4,700	\$ 63,722	\$ 30.64
Regional SEIS Coordinator	\$ 50,000	\$ 5,875	\$ 5,164	\$ 1,000	\$ 750	\$ 5,000	\$ 67,789	\$ 32.59
Regional Services Coordinator	\$ 36,500	\$ 4,289	\$ 3,770	\$ 730	\$ 548	\$ 3,650	\$ 49,486	\$ 23.79
Administrative Support Specialist	\$ 36,500	\$ 4,289	\$ 3,770	\$ 730	\$ 548	\$ 3,650	\$ 49,486	\$ 23.79
Lead Assessment Coordinator	\$ 63,250	\$ 7,432	\$ 6,532	\$ 1,265	\$ 949	\$ 6,325	\$ 85,753	\$ 41.23
Assessment Team Coordinator	\$ 59,750	\$ 7,021	\$ 6,171	\$ 1,195	\$ 896	\$ 5,975	\$ 81,008	\$ 38.95
Regional Assessment Team Coordinator	\$ 40,600	\$ 4,771	\$ 4,193	\$ 812	\$ 609	\$ 4,060	\$ 55,045	\$ 26.46
Transition Job Coach	\$ 38,500	\$ 4,524	\$ 3,976	\$ 770	\$ 578	\$ 3,850	\$ 52,198	\$ 30.11
HQT's	\$ 60,000	\$ 7,050	\$ 6,197	\$ 1,200	\$ 900	\$ 6,000	\$ 81,347	\$ 46.93
EL Support Coordinators	\$ 67,975	\$ 7,987	\$ 7,020	\$ 1,360	\$ 1,020	\$ 6,798	\$ 92,159	\$ 74.93
High School Content Specialists	\$ 75,000	\$ 8,813	\$ 7,746	\$ 1,500	\$ 1,125	\$ 7,500	\$ 101,684	\$ 82.67
Director of Student Achievement	\$ 205,000	\$ 24,088	\$ 21,172	\$ 4,100	\$ 3,075	\$ 20,500	\$ 277,935	\$ 133.62
Director of Secondary Services	\$ 175,000	\$ 20,563	\$ 18,074	\$ 3,500	\$ 2,625	\$ 17,500	\$ 237,262	\$ 114.07
Director of Curriculum	\$ 165,000	\$ 19,388	\$ 17,041	\$ 3,300	\$ 2,475	\$ 16,500	\$ 223,704	\$ 107.55
Senior Director of Student Support	\$ 145,000	\$ 17,038	\$ 14,976	\$ 2,900	\$ 2,175	\$ 14,500	\$ 196,588	\$ 94.51
Director of Intervention	\$ 110,000	\$ 12,925	\$ 11,361	\$ 2,200	\$ 1,650	\$ 11,000	\$ 149,136	\$ 71.70
Assistant Director of SPED Transition	\$ 110,000	\$ 12,925	\$ 11,361	\$ 2,200	\$ 1,650	\$ 11,000	\$ 149,136	\$ 71.70
High School Counselors	\$ 64,362	\$ 7,562	\$ 6,647	\$ 1,287	\$ 965	\$ 6,436	\$ 87,260	\$ 70.94
Assessment Intake Specialist	\$ 40,300	\$ 4,735	\$ 4,162	\$ 806	\$ 605	\$ 4,030	\$ 54,638	\$ 26.27

**ATTACHMENT C
ADDRESSES OF NOTICE**

Party #1	Blue Ridge Academy (Kern) 955 Stanislaus St., Maricopa, CA 93252-9779
Party #2	Granite Mountain Charter School 8560 Aliento Rd., Lucerne Valley, CA 92356-8133
Party #3	Triumph Academy 8560 Aliento Rd., Lucerne Valley, CA 92356-8133
Party #4	Heartland Charter School 955 Stanislaus St., Maricopa, CA 93252-9779
Party #5	Clarksville Charter School 5049 Robert J. Mathews Pkwy, El Dorado Hills, CA 95762-5752
Party #6	Feather River Charter School (North) 4305 South Meridian Rd., Meridian, CA 95957-9647
Party #7	Cabrillo Point Academy (South) 4612 Dehesa Rd., El Cajon, CA 92019-2922
Party #8	The Cottonwood School 7006 Rossmore Lane, El Dorado Hills, CA 95762
Party #9	Lake View Charter School 4672 County Road North, Orland, CA 95963-8103
Party #10	Winship Community School 4305 South Meridian Rd., Meridian, CA 95957-9647
Party #11	Pacific Coast Academy 4612 Dehesa Rd., El Cajon, CA 92019-2922
Party #12	Yosemite Valley Charter School (Central) 1781 East Fir Ave., Ste. #101, Fresno, CA 93720-3840
Party #13	Monarch River Academy 2293 East Crabtree Ave., Porterville, CA 93257-5225
Party #14	Mission Vista Academy 1440 Beaumont Avenue, Suite A2 #412, Beaumont, CA 92223



MISSION VISTA ACADEMY

43517 Ridge Park Drive #100, Temecula, California 92590

Phone (951) 395-8940 * Fax (951) 395-8941

Regular Scheduled Board Meeting - Mission Vista Academy

January 22, 2020 – 5:30 pm

350 W. Brookside, Beaumont, CA 92223

Attendance: Eric Eckstrom, Henry Cairus, Joshua Cobb, Lauren Clark

Absent: Jamie Huang

Also Present: Amy Davis, Erika Vanderspek, Carmen Ordonez

Call to Order:

Henry Cairus called the meeting to order at 5:42 pm.

Approval of the Agenda:

Henry Cairus motioned to approve the agenda. Lauren Clark seconded.

-Unanimous.

Public Comments:

None.

Brown Act Training:

Brown Act training was provided to the Board of Directors.

Closed Session – Potential Litigation:

Eric Eckstrom motioned to enter into closed session at 6:27 pm. Lauren Clark seconded.

-Unanimous.

Eric Eckstrom motioned to exit closed session at 7:52 pm. Lauren Clark seconded.

-Unanimous.

No action was taken.

The Board of Directors took a break from 7:52 pm – 8:00 pm.

Principal's Report

The Principal updated the board members on the following:

- LCAP Update
- January PD Meeting
- Directors and Officers Insurance Deductible
- Form 700s
- SB 126.

Discussion and Potential Action on the November Board Meeting Minutes:

Lauren Clark motioned to approve the November Board Meeting Minutes. Joshua Cobb seconded.

-Unanimous.

Discussion and Potential Action on November – December Financials:

Eric Eckstrom motioned to table action on November – December Financials. Joshua Cobb seconded.

-Unanimous.

Review of Credit Card Purchases by the Principal:

The Credit Card Purchases by the Principal were reviewed.

Discussion and Potential Action on the Conflict of Interest Code:

Henry Cairus motioned to approve the Conflict of Interest Code. Lauren Clark seconded.

-Unanimous.

Discussion and Potential Action on the Anti-Harassment / Discrimination / Intimidation / Bullying / Retaliation Policy:

Joshua Cobb motioned to approve the Anti-Harassment / Discrimination / Intimidation / Bullying / Retaliation Policy. Lauren Clark seconded.

-Unanimous.

Discussion and Potential Action on the Residency Policy:

Joshua Cobb motioned to approve the Residency Policy. Eric Eckstrom seconded.

-Unanimous.

Discussion and Potential Action on the Kindergarten and Transitional Kindergarten Policy:

Henry Cairus motioned to approve the Kindergarten and Transitional Kindergarten Policy.

Joshua Cobb seconded.

-Unanimous.

Discussion and Potential Action on the Foster Youth Policy:

Lauren Clark motioned to approve the Foster Youth Policy. Joshua Cobb seconded.

-Unanimous.

Discussion and Potential Action on the Transgender and Gender Nonconforming Students Policy:

Joshua Cobb motioned to approve the Transgender and Gender Nonconforming Students Policy. Lauren Clark seconded.

-Unanimous.

Discussion and Potential Action on the Induction Policy:

Eric Eckstrom motioned to approve the Induction Policy. Joshua Cobb seconded.
-Unanimous.

Discussion and Potential Action on the School Closure Policy:

Joshua Cobb motioned to approve the School Closure Policy. Henry Cairus seconded.
-Unanimous.

Discussion and Potential Action on the Educational Materials and Restitution Policy:

The Educational Materials and Restitution Policy was tabled to a future meeting.

Discussion and Potential Action on the Healthy Youth Act Curriculum:

Joshua Cobb motioned to approve the Healthy Youth Act Curriculum. Henry Cairus seconded.
-Unanimous.

Discussion and Potential Action on the Master Agreement:

Eric Eckstrom motioned to approve the Master Agreement. Henry Cairus seconded.
-Unanimous.

Discussion and Potential Action on the Board Meeting Calendar:

Eric Eckstrom motioned to approve the Board Meeting Calendar with the changes of cancelling the February 19th and March 25th meetings and reschedule for February 27th. Joshua Cobb seconded.
-Unanimous.

Announcement of Next Regular Scheduled Board Meeting:

The next regular scheduled board meeting is February 27, 2020.

Adjournment:

Henry Cairus motioned to adjourn the meeting at 9:15 pm. Eric Eckstrom seconded.
-Unanimous.

Prepared by:
Bryanna Brossman

Noted by:

Board Secretary



MISSION VISTA ACADEMY

43517 Ridge Park Drive #100, Temecula, California 92590

Phone (951) 395-8940 * Fax (951) 395-8941

Special Board Meeting - Mission Vista Academy

January 31, 2020 – 1:00 pm

350 W. Brookside, Beaumont, CA 92223

Attendance: Eric Eckstrom, Joshua Cobb, Jamie Huang, Lauren Clark - Teleconference

Absent: None

Also Present: Amy Davis

Call to Order:

Eric Eckstrom called the meeting to order at 1:07 pm.

Approval of the Agenda:

Joshua Cobb motioned to approve the agenda. Lauren Clark seconded.

-Unanimous.

Public Comments:

None.

Closed Session: Conference with Legal Counsel – Anticipated Litigation:

Eric Eckstrom motioned to enter into closed session at 1:12 pm. Joshua Cobb seconded.

-Unanimous.

Eric Eckstrom motioned to exit closed session at 1:51 pm. Joshua Cobb seconded.

-Unanimous.

During closed session Eric Eckstrom motioned to get a 3rd party audit. Joshua Cobb seconded.

-Unanimous.

Discussion and Potential Action on the School Accountability Report Card (SARC):

Joshua Cobb motioned to approve the School Accountability Report Card (SARC). Jamie

Huang seconded.

-Unanimous.

Adjournment:

Eric Eckstrom motioned to adjourn the meeting at 2:01 pm. Jamie Huang seconded.

-Unanimous.

Prepared by:
Bryanna Brossman

Noted by:

Board Secretary

Mission Vista Academy

Monthly Financial Presentation – January 2020

2nd Interim Report

MISSION VISTA ACADEMY - Highlights

- **2nd Interim Report due March 15th.**
- No material change in projected revenues or expenses.
- Year-end surplus projected at \$1.6M
- SB740 requirements:
 - 40/80 Expense ratio- Compliant
 - Max (25:1) Pupil:Teacher ratio – Compliant

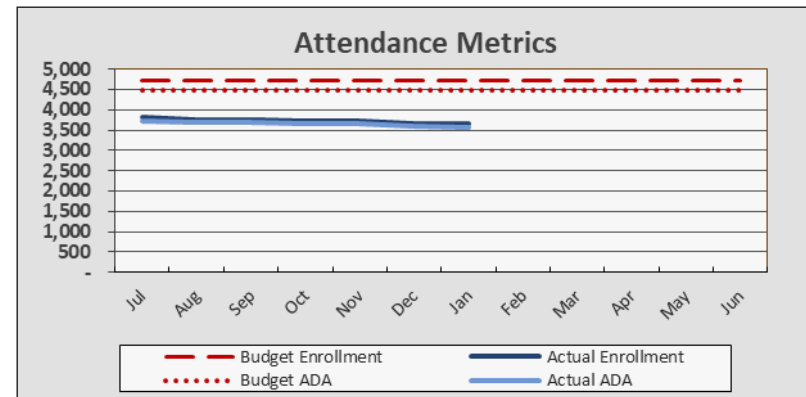
Cert.	Instr.
48.1%	85.5%
4,213,362	1,917,434

Pupil:Teacher Ratio
20.29 : 1

MISSION VISTA ACADEMY - Enrollment

- Enrollment declined by 10 students.

<i>Enrollment & Per Pupil Data</i>			
	<i><u>Actual</u></i>	<i><u>Forecast</u></i>	<i><u>Budget</u></i>
<i>Average Enrollment</i>	3,734	3685	4731
<i>ADA</i>	3,659	3611	4494
<i>Attendance Rate</i>	98.0%	98.0%	95.0%
<i>Unduplicated %</i>	38.3%	38.3%	25.0%
<i>Revenue per ADA</i>		\$9,719	\$11,534
<i>Expenses per ADA</i>		\$9,265	\$11,278



MISSION VISTA ACADEMY - Revenue

- Main YTD variance due to timing of first LCFF revenue payment (expected check in February).
- Annual variance due to lower than budgeted ADA.

Revenue

<i>Year-to-Date</i>		
Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 2,647,157	\$ 22,233,296
Federal Revenue	-	271,105
Other State Revenue	-	1,233,007
Other Local Revenue	77,393	-
Total Revenue	\$ 2,724,550	\$ 23,737,408

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 32,187,691	\$ 39,646,834	\$ (7,459,143)
375,554	467,423	(91,869)
2,455,547	3,042,743	(587,196)
77,393	-	77,393
\$ 35,096,185	\$ 43,156,999	\$ (8,060,814)

MISSION VISTA ACADEMY - Expenses

- Overall expenses remain favorable to budget.
- Salary forecast based on payroll through 1/31.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	\$ 7,726,260	\$ 8,115,333	\$ 389,074	\$ 13,467,555	\$ 13,912,000	\$ 444,445
Classified Salaries	136,997	-	(136,997)	235,759	-	(235,759)
Benefits	2,116,798	2,566,537	449,739	3,865,862	4,405,686	539,824
Books and Supplies	1,900,550	3,034,725	1,134,176	4,173,914	6,137,096	1,963,183
Subagreement Services	5,332,035	6,369,016	1,036,981	7,226,648	12,370,096	5,143,447
Operations	13,571	161,898	148,326	86,831	330,252	243,421
Facilities	602	96,455	95,853	602	165,351	164,749
Professional Services	2,019,274	2,383,385	364,111	3,301,303	4,465,852	1,164,549
Interest	898,940	70,000	(828,940)	1,097,478	411,600	(685,878)
Total Expenses	\$ 20,145,026	\$ 22,797,349	\$ 2,652,323	\$ 33,455,953	\$ 42,197,933	\$ 8,741,980

MISSION VISTA ACADEMY - Fund Balance

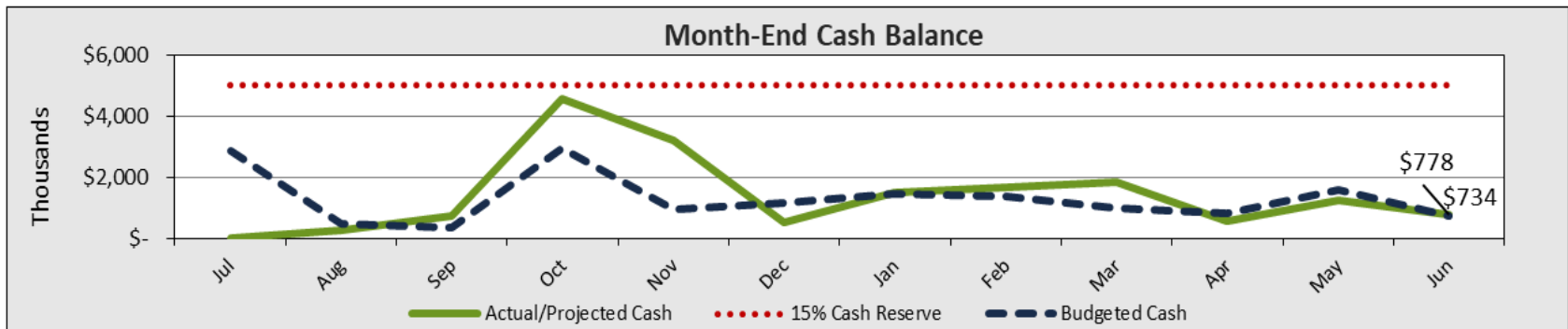
- YTD (Deficit) due to timing of revenue payments.
- Reserve for economic uncertainty exceeds target.

	Year-to-Date		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (17,420,476)	\$ 940,059	\$ (18,360,535)
Beginning Fund Balance	-	-	
Ending Fund Balance	<u>\$ (17,420,476)</u>	<u>\$ 940,059</u>	
As a % of Annual Expenses	-52.1%	2.2%	

	Annual/Full Year		
	Forecast	Budget	Fav/(Unf)
	\$ 1,640,232	\$ 959,066	\$ 681,166
	-	-	
	<u>\$ 1,640,232</u>	<u>\$ 959,066</u>	
	4.9%	2.3%	

MISSION VISTA ACADEMY - Cash Balance

- Cash flow projections align to budget.
- Positive cash projected through receivable sales.



MISSION VISTA ACADEMY – 2nd interim Reporting

- Projections show multi-year surplus, positive cash flow and growing reserves.
- **Assumptions include:**
 - Steady enrollment with modest increase in FY23
 - LCFF COLA.
 - 2% COLA in general expenses.

	2019-20	2020-21	2021-22	2022-23	2023-24
Total Revenue	\$ 35,096,185	\$ 35,888,596	\$ 36,779,539	\$ 39,614,944	\$ 41,601,478
Total Expenses	<u>33,455,953</u>	<u>33,570,285</u>	<u>34,612,646</u>	<u>37,181,379</u>	<u>39,756,874</u>
Annual Surplus	<u>1,640,232</u>	<u>2,318,312</u>	<u>2,166,893</u>	<u>2,433,564</u>	<u>1,844,604</u>
Beginning Fund Balance	-	1,640,232	3,958,544	6,125,437	8,559,001
Ending Fund Balance	<u>\$ 1,640,232</u>	<u>\$ 3,958,544</u>	<u>\$ 6,125,437</u>	<u>\$ 8,559,001</u>	<u>\$ 10,403,605</u>
<i>As a % of Annual Expenses</i>	4.9%	11.8%	17.7%	23.0%	26.2%
Ending Cash Balance	<u>\$ 777,857</u>	<u>\$ 1,898,309</u>	<u>\$ 3,985,464</u>	<u>\$ 5,715,819</u>	<u>\$ 7,366,450</u>

MISSION VISTA ACADEMY - Compliance Reporting

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required
FINANCE	Feb-20	Certification of the First Principal Apportionment - The Principal Apportionment includes funding for the Local Control Funding Formula, the primary source of an LEA's general purpose funding; Special Education (AB 602); and funding for several other programs. The First Principal Apportionment (P-1), certified by February 20, is based on the first period data that LEAs report to CDE in November through January. P-1 supersedes the Advance Apportionment calculations and establishes each LEA's monthly state aid payment for February through May.	Charter Impact	No	Yes
FINANCE	Feb-28	CSFA Charter School Revolving Loan Application - The CA School Finance Authority's Charter School Revolving Loan Fund provides low-interest loans of up to \$250,000 to new charter schools in their first charter term to assist them with meeting the purposes of the school's approved charter. The program is available to any charter school that is not a conversion of an existing public school, and that has not yet completed the full term of its initial charter. Applications are due February 22, 2020.	Mission Vista with Charter Impact support	Yes	Yes
FINANCE	Mar-15	2nd Interim Financial Report - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second is due March 15 for the period ending January 31	Charter Impact	Yes	Yes
DATA TEAM	Mar-20	CALPADS - Fall 2 amendment deadline - Please be mindful that Level-2 certification within CALPADS means that these data have been reviewed and approved by your superintendent or IRC administrator. Failure to properly review and amend these data in CALPADS within the allotted amendment window will result in the improper certification of official Fall 2 data within CALPADS, which can impact a number of things, including LCFF funding, student course enrollments, staff assignments and English learner education services.	Mission Vista	No	No
FINANCE	Mar-20	EI Dorado SELPA Pre-Test for Year-End Maintenance of Effort (Special Education) - Report due to Charter school's SELPA. Maintenance of Effort (MOE) is a requirement that you spend each year at least what you spent last year in the area of special education (with some exceptions). If you reduce your special education budget (or expenditures) in a given year, you need to be careful to ensure that you have met the MOE requirement. This does not mean you can't reduce costs, but you must do so within the guidelines of federal MOE.	Charter Impact	No	No

MISSION VISTA ACADEMY - Appendix

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

Mission Vista Academy

Monthly Cash Flow/Forecast FY19-20

Revised 02/10/20

ADA = 3611.10



Revenues

State Aid - Revenue Limit

8011	LCFF State Aid	-	-	-	-	-	-	-	13,535,685	2,212,438	2,212,438	2,212,438	2,212,438	2,794,627	25,180,065	31,192,009	(6,011,944)
8012	Education Protection Account	-	-	-	-	-	-	-	-	-	547,734	-	-	174,486	722,220	898,890	(176,670)
8096	In Lieu of Property Taxes	-	-	-	1,134,496	378,165	756,331	378,165	378,165	378,165	378,165	378,165	378,165	1,747,423	6,285,406	7,555,935	(1,270,529)
		-	-	-	1,134,496	378,165	756,331	378,165	13,913,850	2,590,604	3,138,338	2,590,604	2,590,604	4,716,535	32,187,691	39,646,834	(7,459,143)

Federal Revenue

8181	Special Education - Entitlement	-	-	-	-	-	-	-	75,111	75,111	75,111	75,111	75,111	-	375,554	467,423	(91,869)
		-	-	-	-	-	-	-	75,111	75,111	75,111	75,111	75,111	-	375,554	467,423	(91,869)

Other State Revenue

8311	State Special Education	-	-	-	-	-	-	-	341,610	341,610	341,610	341,610	341,610	(0)	1,708,050	2,125,875	(417,825)
		-	-	-	-	-	-	-	341,610	341,610	341,610	341,610	341,610	747,497	2,455,547	3,042,743	(587,196)

Other Local Revenue

8660	Interest Revenue	-	-	-	-	-	-	77,393	-	-	-	-	-	-	77,393	-	77,393
		-	-	-	-	-	-	77,393	-	-	-	-	-	-	77,393	-	77,393

Total Revenue

Expenses

Certificated Salaries

1100	Teachers' Salaries	668,056	732,754	783,457	784,972	831,463	1,191,486	862,184	861,513	861,513	861,513	861,513	861,513	-	10,161,937	11,820,000	1,658,063
1175	Teachers' Extra Duty/Stipends	19,016	67,689	125,682	131,446	162,972	151,987	142,636	129,227	129,227	129,227	129,227	129,227	-	1,447,563	1,182,000	(265,563)
1200	Pupil Support Salaries	10,611	21,940	31,213	38,141	44,171	176,238	9,696	63,746	63,746	63,746	63,746	63,746	-	650,742	245,000	(405,742)
1300	Administrators' Salaries	69,792	84,442	94,929	85,155	37,442	220,643	94,607	87,004	87,004	87,004	87,004	87,004	-	1,122,031	665,000	(457,031)
1900	Other Certificated Salaries	-	-	-	-	-	44,669	6,769	6,769	6,769	6,769	6,769	6,769	-	85,283	-	(85,283)
		767,475	906,825	1,035,282	1,039,715	1,076,048	1,785,023	1,115,893	1,148,259	1,148,259	1,148,259	1,148,259	1,148,259	-	13,467,555	13,912,000	444,445

Classified Salaries

2100	Instructional Salaries	4,264	8,735	12,191	14,413	17,644	45,396	22,185	19,752	19,752	19,752	19,752	19,752	-	223,591	-	(223,591)
2900	Other Classified Salaries			-	-	-	12,168	-	-	-	-	-	-	-	12,168	-	(12,168)
		4,264	8,735	12,191	14,413	17,644	57,564	22,185	19,752	19,752	19,752	19,752	19,752	-	235,759	-	(235,759)

Benefits

3101	STRS	129,417	146,879	178,415	174,414	183,400	298,510	187,177	200,895	200,895	200,895	200,895	200,895	-	2,302,687	2,323,304	20,617
3301	OASDI	258	529	737	871	1,070	3,693	1,351	1,231	1,231	1,231	1,231	1,231	-	14,666	-	(14,666)
3311	Medicare	11,012	13,085	14,829	14,914	15,577	25,892	16,098	17,323	17,323	17,323	17,323	17,323	-	198,020	201,724	3,704
3401	Health and Welfare	86,968	85,558	25,043	100,025	69,931	103,592	88,766	105,083	105,083	105,083	105,083	105,083	-	1,085,301	1,582,500	497,199
3501	State Unemployment	25,191	12,082	4,309	3,110	(1,597)	5,093	36,852	19,012	9,506	4,753	4,753	4,753	-	127,815	103,390	(24,425)
3601	Workers' Compensation	13,000	13,000	(3,033)	7,656	7,656	7,656	7,813	16,725	16,725	16,725	16,725	16,725	-	137,373	194,768	57,395
		265,846	271,134	220,300	300,989	276,037	444,435	338,057	360,269	350,763	346,010	346,010	346,010	-	3,865,862	4,405,686	539,824

Books and Supplies

4302	School Supplies	171,691	291,880	387,892	227,739	233,057	183,661	233,252	326,171	326,171	326,171	326,171	326,171	-	3,360,028	4,209,633	849,605
4305	Software	16,482	43,346	24,991	14,270	25,380	6,675	17,336	26,331	26,331	26,331	26,331	26,331	-	280,134	1,226,985	946,851
4310	Office Expense	425	11,829	92	3,131	1,934	923	1,931	6,018	6,018	6,018	6,018	6,018	-	50,356	94,383	44,028
4311	Business Meals	-	-	-	-	1,812	-	-	316	316	316	316	316	-	3,392	4,719	1,327
4400	Noncapitalized Equipment	-	247	364	-	120	36	56	95,836	95,836	95,836	95,836	95,836	-	480,004	601,376	121,372
		188,598	347,302	413,338	245,139	262,303	191,295	252,575	454,673	454,673	454,673	454,673	454,673	-	4,173,914	6,137,096	1,963,183

Subagreement Services

5102	Special Education	2,940	22,278	21,865	79,861	111,894	96,696	251,001	60,185	60,185	60,185	60,185	60,185	-	887,461	1,393,280	505,818
5106	Other Educational Consultants	46,257	113,066	215,262	742,650	275,566	456,538	595,897	38,473	38,473	38,473	38,473	38,473	-	2,637,603	6,013,761	3,376,158
5107	Instructional Services	-	-	1,009,490	336,497	336,497	336,497	281,282	280,265	280,265	280,265	280,265	280,265	-	3,701,584	4,963,055	1,261,470
		49,197	135,344	1,246,617	1,159,008	723,957	889,731	1,128,181	378,923	378,923	378,923	378,923	378,923	-	7,226,648	12,370,096	5,143,447

Operations and Housekeeping

5201	Auto and Travel	512	97	27	547	-	264	4	1,505	1,505	1,505	1,505	1,505	-	8,975	75,687	66,712
5300	Dues & Memberships	-	128	-	-	-	-	-	1,204	1,204	1,204	1,204	1,204	-	6,146	28,405	22,258
5400	Insurance	8,500	8,500	(13,111)	1,296	1,296	1,296	3,770	8,236	8,236	8,236	8,236	8,236	-	52,729	123,013	70,284
5900	Communications	-	281	-	-	-	-	-	1,902	1,902	1,902	1,902	1,902	-	9,791	28,405	18,614
5901	Postage and Shipping	-	-	33	18	79	13	20	1,806	1,806	1,806	1,806	1,806	-	9,191	66,248	57,058
		9,012	9,006	(13,052)	1,862	1,375	1,573	3,795	14,652	14,652	14,652	14,652	14,652	-	86,831	330,252	243,421

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	Annual Budget	Favorable / (Unfav.)
-	-	-	200	-	-	402	-	-	-	-	-	-	602	-	(602)
-	-	-	200	-	-	402	-	-	-	-	-	-	602	165,351	164,749
-	-	-	663	-	-	-	-	-	-	-	-	-	663	-	(663)
17,701	972	360	2,560	739	1,078	2,277	3,009	3,009	3,009	3,009	3,009	-	40,733	94,608	53,875
-	-	-	(285)	-	-	-	1,806	1,806	1,806	1,806	1,806	-	8,743	95,552	86,809
750	500	-	500	2,300	750	-	1,806	1,806	1,806	1,806	1,806	-	13,828	67,417	53,589
50,953	87,803	98,727	22,480	26,128	12,544	12,427	129,789	129,789	129,789	129,789	129,789	-	960,008	1,202,752	242,744
-	-	479	331	2	-	635	303	303	303	303	303	-	2,963	3,775	812
-	-	-	94	4	20	5	455	455	455	455	455	-	2,397	5,663	3,266
160	-	-	-	9,220	88	-	722	722	722	722	722	-	13,080	22,472	9,393
-	-	307,236	102,412	102,412	102,412	85,608	85,298	85,298	85,298	85,298	85,298	-	1,126,569	1,510,495	383,926
-	-	-	-	966,230	-	-	-	-	-	-	-	(599)	965,631	1,189,405	223,774
69,564	89,275	406,802	128,754	1,107,034	116,892	100,952	256,526	256,526	256,526	256,526	256,526	(599)	3,301,303	4,465,852	1,164,549
-	-	-	586,949	211,334	-	100,657	-	69,692	-	88,031	40,816	-	1,097,478	411,600	(685,878)
-	-	-	586,949	211,334	-	100,657	-	69,692	-	88,031	40,816	-	1,097,478	411,600	(685,878)
1,353,955	1,767,622	3,321,478	3,477,030	3,675,732	3,486,513	3,062,696	2,633,054	2,693,240	2,618,795	2,706,826	2,659,611	(599)	33,455,953	42,197,933	8,741,980
(1,353,955)	(1,767,622)	(3,321,478)	(2,342,534)	(3,297,566)	(2,730,183)	(2,607,138)	11,697,517	314,084	936,263	300,499	347,714	5,464,632	1,640,232	959,066	681,166
(1,353,955)	(1,767,622)	(3,321,478)	(2,342,534)	(3,297,566)	(2,730,183)	(2,607,138)	11,697,517	314,084	936,263	300,499	347,714	5,464,632	1,640,232	5%	
-	(3,076)	-	-	-	-	(9,761)	4,576	-	-	-	-	(5,464,032)	(5,472,293)	Cert.	Instr.
757,951	1,493,042	3,965,852	(6,013,111)	(2,925,606)	595,382	1,035,487	1,091,003	-	-	-	-	-	0	48.1%	85.5%
-	-	(17,904)	(61,453)	54,028	-	(17,613)	-	-	-	-	-	-	(42,941)	4,213,362	1,917,434
-	-	-	-	-	-	(1,200)	-	-	-	-	-	-	(1,200)	Pupil:Teacher Ratio	
-	116,127	32,557	70,031	592,143	(429,294)	157,482	-	-	-	-	-	(599)	538,445	20.29 : 1	
601,005	442,622	(217,091)	(456,644)	1,401	(87,217)	150,211	-	-	-	-	-	-	434,288		
-	-	-	12,645,900	4,190,000	-	2,265,600	-	1,991,195	-	2,515,164	1,166,162	-	24,774,021		
-	-	-	-	-	-	-	(12,645,900)	(2,095,000)	(2,251,300)	(2,109,300)	(1,991,195)	-	(21,092,695)		
5,000	281,094	441,936	3,842,189	(1,385,601)	(2,651,313)	973,069	147,196	210,279	(1,315,037)	706,363	(477,319)				
-	5,000	286,094	728,031	4,570,220	3,184,619	533,307	1,506,375	1,653,571	1,863,850	548,813	1,255,176				
5,000	286,094	728,031	4,570,220	3,184,619	533,307	1,506,375	1,653,571	1,863,850	548,813	1,255,176	777,857				

Mission Vista Academy

Budget vs Actual

For the period ended January 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ -	\$ 5,695,007	\$(5,695,007)	\$ -	\$ 17,401,409	\$ (17,401,409)	\$31,192,009
Education Protection Account	-	-	-	-	449,445	(449,445)	898,890
In Lieu of Property Taxes	378,165	604,475	(226,310)	2,647,157	4,382,442	(1,735,285)	7,555,935
Total State Aid - Revenue Limit	378,165	6,299,481	(5,921,316)	2,647,157	22,233,296	(19,586,139)	39,646,834
Federal Revenue							
Special Education - Entitlement	-	37,394	(37,394)	-	271,105	(271,105)	467,423
Total Federal Revenue	-	37,394	(37,394)	-	271,105	(271,105)	467,423
Other State Revenue							
State Special Education	-	170,070	(170,070)	-	1,233,007	(1,233,007)	2,125,875
State Lottery	-	-	-	-	-	-	916,868
Total Other State Revenue	-	170,070	(170,070)	-	1,233,007	(1,233,007)	3,042,743
Other Local Revenue							
Interest Revenue	77,393	-	77,393	77,393	-	77,393	-
Total Other Local Revenue	77,393	-	77,393	77,393	-	77,393	-
Total Revenues	\$ 455,558	\$ 6,506,945	\$(6,051,387)	\$ 2,724,550	\$ 23,737,408	\$ (21,012,858)	\$43,156,999
Expenses							
Certificated Salaries							
Teachers' Salaries	\$ 862,184	\$ 985,000	\$ 122,816	\$ 5,854,373	\$ 6,895,000	\$ 1,040,627	\$11,820,000
Teachers' Extra Duty/Stipends	142,636	98,500	(44,136)	801,428	689,500	(111,928)	1,182,000
Pupil Support Salaries	9,696	20,417	10,720	332,010	142,917	(189,094)	245,000
Administrators' Salaries	94,607	55,417	(39,191)	687,010	387,917	(299,093)	665,000
Other Certificated Salaries	6,769	-	(6,769)	51,438	-	(51,438)	-
Total Certificated Salaries	1,115,893	1,159,333	43,440	7,726,260	8,115,333	389,074	13,912,000
Classified Salaries							
Instructional Salaries	22,185	-	(22,185)	124,829	-	(124,829)	-
Other Classified Salaries	-	-	-	12,168	-	(12,168)	-
Total Classified Salaries	22,185	-	(22,185)	136,997	-	(136,997)	-
Benefits							
State Teachers' Retirement System, certificated pos	187,177	193,609	6,432	1,298,213	1,355,261	57,047	2,323,304
OASDI/Medicare/Alternative, certificated positions	1,351	-	(1,351)	8,510	-	(8,510)	-
Medicare/Alternative, certificated positions	16,098	16,810	713	111,406	117,672	6,266	201,724
Health and Welfare Benefits, certificated positions	88,766	131,875	43,109	559,884	923,125	363,241	1,582,500
State Unemployment Insurance, certificated positio	36,852	25,848	(11,004)	85,038	56,865	(28,174)	103,390
Workers' Compensation Insurance, certificated posi	7,813	16,231	8,418	53,746	113,615	59,869	194,768
Total Benefits	338,057	384,372	46,315	2,116,798	2,566,537	449,739	4,405,686
Books & Supplies							
School Supplies	233,252	420,963	187,711	1,729,173	1,978,527	249,355	4,209,633
Software	17,336	102,249	84,913	148,479	715,741	567,262	1,226,985
Office Expense	1,931	7,865	5,934	20,263	55,057	34,794	94,383
Business Meals	-	393	393	1,812	2,753	941	4,719
Noncapitalized Equipment	56	60,138	60,082	822	282,647	281,824	601,376
Total Books & Supplies	252,575	591,608	339,033	1,900,550	3,034,725	1,134,176	6,137,096

Mission Vista Academy

Budget vs Actual

For the period ended January 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Subagreement Services							
Special Education	251,001	116,107	(134,895)	586,536	812,746	226,210	1,393,280
Other Educational Consultants	595,897	601,376	5,479	2,445,237	2,826,468	381,231	6,013,761
Instructional Services	281,282	748,299	467,017	2,300,262	2,729,802	429,540	4,963,055
Total Subagreement Services	1,128,181	1,465,781	337,601	5,332,035	6,369,016	1,036,981	12,370,096
Operations & Housekeeping							
Auto and Travel	4	18,922	18,918	1,452	18,922	17,470	75,687
Dues & Memberships	-	2,367	2,367	128	16,570	16,442	28,405
Insurance	3,770	10,251	6,481	11,548	71,758	60,210	123,013
Utilities	-	551	551	-	3,854	3,854	6,607
Janitorial Services	-	157	157	-	1,101	1,101	1,888
Communications	-	2,367	2,367	281	16,570	16,288	28,405
Postage and Shipping	20	6,625	6,604	163	33,124	32,961	66,248
Total Operations & Housekeeping	3,795	41,240	37,445	13,571	161,898	148,326	330,252
Facilities, Repairs & Other Leases							
Rent	-	11,828	11,828	-	82,795	82,795	141,935
Additional Rent	-	375	375	-	2,622	2,622	4,494
Other Leases	402	-	(402)	602	-	(602)	-
Repairs and Maintenance	-	1,577	1,577	-	11,038	11,038	18,922
Total Facilities, Repairs & Other Leases	402	13,779	13,377	602	96,455	95,853	165,351
Professional/Consulting Services							
IT	-	-	-	663	-	(663)	-
Audit & Taxes	-	-	-	-	28,405	28,405	28,405
Legal	2,277	7,884	5,607	25,687	55,188	29,501	94,608
Professional Development	-	9,555	9,555	(285)	47,776	48,061	95,552
General Consulting	-	6,742	6,742	4,800	33,708	28,908	67,417
Special Activities/Field Trips	12,427	120,275	107,849	311,062	565,294	254,231	1,202,752
Bank Charges	635	378	(258)	1,447	1,888	441	3,775
Printing	5	566	561	122	2,832	2,709	5,663
Other Taxes and Fees	-	2,247	2,247	9,468	11,236	1,768	22,472
Management Fee	85,608	227,743	142,135	700,080	830,809	130,729	1,510,495
District Oversight Fee	-	188,984	188,984	966,230	666,999	(299,231)	1,189,405
SPED Encroachment	-	16,597	16,597	-	120,329	120,329	207,464
Public Relations/Recruitment	-	3,784	3,784	-	18,922	18,922	37,843
Total Professional/Consulting Services	100,952	584,756	483,804	2,019,274	2,383,385	364,111	4,465,852
Interest							
Interest Expense	100,657	-	(100,657)	898,940	70,000	(828,940)	411,600
Total Interest	100,657	-	(100,657)	898,940	70,000	(828,940)	411,600
Total Expenses	\$ 3,062,696	\$ 4,240,870	\$ 1,178,174	\$ 20,145,026	\$ 22,797,349	\$ 2,652,323	\$42,197,933
Change in Net Assets	(2,607,138)	2,266,075	(4,873,213)	(17,420,476)	940,059	(18,360,535)	959,066
Net Assets, Beginning of Period	(14,813,338)			-			
Net Assets, End of Period	\$ (17,420,476)			\$ (17,420,476)			

Mission Vista Academy

Statement of Financial Position

For the period ended January 31, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 1,506,375	\$ -	\$ 1,506,375	0%
Grants & Contributions Receivable	12,837	-	12,837	0%
Factored Receivable	(19,101,500)	-	(19,101,500)	0%
Due To/From Related Parties	1,091,003	-	1,091,003	0%
Prepaid Expenses	42,941	-	42,941	0%
Total Current Assets	(16,448,344)	-	(16,448,344)	0%
Long-Term Assets				
Deposits	1,200	-	1,200	0%
Total Long Term Assets	1,200	-	1,200	0%
Total Assets	\$ (16,447,144)	\$ -	\$ (16,447,144)	0%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 539,045	\$ -	\$ 539,045	0%
Accrued Liabilities	434,288	-	434,288	0%
Total Current Liabilities	973,332	-	973,332	0%
Total Liabilities	973,332	-	973,332	0%
Total Net Assets	(17,420,476)	-	(17,420,476)	0%
Total Liabilities and Net Assets	\$ (16,447,144)	\$ -	\$ (16,447,144)	0%

Mission Vista Academy

Statement of Cash Flows

For the period ended January 31, 2020

	Month Ended 01/31/20	YTD Ended 01/31/20
Cash Flows from Operating Activities		
Changes in Net Assets	\$ (2,607,138)	\$ (17,420,476)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Grants, Contributions & Pledges Receivable	2,255,839	19,088,663
Due from Related Parties	1,035,487	(1,091,003)
Prepaid Expenses	(17,613)	(42,941)
Other Assets	(1,200)	(1,200)
Accounts Payable	157,482	539,045
Accrued Expenses	150,211	434,288
Total Cash Flows from Operating Activities	973,069	1,506,375
Change in Cash & Cash Equivalents	973,069	1,506,375
Cash & Cash Equivalents, Beginning of Period	533,307	-
Cash and Cash Equivalents, End of Period	\$ 1,506,375	\$ 1,506,375

Mission Vista Academy**Check Register**

For the period ended January 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12407	Bethany Plumb	1/6/2020	\$ 525.00
12408	CalSTRS	1/6/2020	280,203.38
12409	Drama Kids Intl. Temecula Valley	1/7/2020	782.50
12410	Kimberly Nash	1/7/2020	320.00
12411	Law Office of Jennifer McQuarrie	1/7/2020	748.00
12412	A Brighter Child, Inc	1/7/2020	91.78
12413	Activities for Learning Inc.	1/7/2020	242.21
12414	And All That Jazz! PAC	1/7/2020	1,658.00
12415	Beaumont Unified School District	1/7/2020	80,519.15
12416	Beautiful Feet Books, Inc.	1/7/2020	152.74
12417	Bigfoot Graphics	1/7/2020	730.00
12418	BookShark	1/7/2020	792.78
12419	Brittany Greer	1/7/2020	140.00
12420	BST Fitness/CrossFit Temecula	1/7/2020	750.00
12421	California Music Studios	1/7/2020	VOID
12422	Carlson Gracie Wine Country	1/7/2020	702.00
12423	City of Menifee	1/7/2020	115.00
12424	Club Champion Gymnastics	1/7/2020	190.00
12425	Coachella Valley Music Therapy	1/7/2020	60.00
12426	Cruz Language Academy	1/7/2020	250.00
12427	Diana Marauri	1/7/2020	100.00
12428	Dorothy Morden	1/7/2020	600.00
12429	Drawn2Art	1/7/2020	191.00
12430	Eden Learning Academy, Inc	1/7/2020	336.00
12431	El Camino Ranch, LLC	1/7/2020	325.00
12432	EMH Sports USA, Inc.	1/7/2020	2,581.00
12433	Fight Syndicate Mixed Martial Arts	1/7/2020	450.00
12434	Gracie Humaita Hemet	1/7/2020	1,330.00
12435	Gymnastics Pacifica	1/7/2020	720.00
12436	Home Science Tools	1/7/2020	143.30
12437	IceTown	1/7/2020	460.00
12438	Institute for Excellence in Writing	1/7/2020	22.16
12439	Intensity Athletics	1/7/2020	VOID
12440	LEGO Education	1/7/2020	266.27
12441	Math-U-See Inc.	1/7/2020	151.00
12442	MEL Science Ltd	1/7/2020	1,073.30
12443	Michelle Clymer	1/7/2020	VOID
12444	Moving Beyond the Page	1/7/2020	4,249.80
12445	MoxieBox Art, Inc	1/7/2020	150.58
12446	Nicole Thomas	1/7/2020	128.00
12447	Off the Grid Movement	1/7/2020	190.00
12448	On Pointe Dance Studio	1/7/2020	810.00
12449	Optimum Stages of Learning Homeschool Services	1/7/2020	2,017.19
12450	PandaTree, Inc.	1/7/2020	240.00
12451	Paula Barber	1/7/2020	978.50
12452	Peace Hill Press, Inc. dba Well Trained Mind Press	1/7/2020	125.92
12453	Rainbow Resource Center	1/7/2020	2,496.75
12454	Reading with TLC	1/7/2020	251.13
12455	Redlands Art Association	1/7/2020	85.00
12456	Redlands Gymnastics Club	1/7/2020	195.00
12457	Redline Athletics	1/7/2020	200.00
12458	Rock Fitness Gym	1/7/2020	3,035.00
12459	Rockstars of Tomorrow Riverside	1/7/2020	1,005.00
12460	Sally Piano Music	1/7/2020	507.00
12461	School Pathways, LLC	1/7/2020	3,442.05

Mission Vista Academy**Check Register**

For the period ended January 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12462	Singapore Math, Inc.	1/7/2020	736.10
12463	Stephanie Reyes	1/7/2020	325.00
12464	Studies Weekly	1/7/2020	389.04
12465	Sue Poole	1/7/2020	105.33
12466	Swim to Shore	1/7/2020	768.00
12467	Teacher Synergy, LLC	1/7/2020	145.18
12468	Teaching Textbooks	1/7/2020	813.03
12469	Temecula Music Academy	1/7/2020	140.00
12470	The Gymnastics Academy	1/7/2020	75.00
12471	Timberdoodle.com	1/7/2020	1,310.51
12472	Tina Escobar	1/7/2020	570.00
12473	Total Education Solutions	1/7/2020	332.50
12474	Touch-it Productions	1/7/2020	200.00
12475	West Coast Krav Maga Murrieta	1/7/2020	537.00
12476	West Coast Krav Maga Temecula	1/7/2020	147.00
12477	World Black Belt Center	1/7/2020	370.00
12478	Mark Ranck	1/7/2020	375.00
12479	Fight Syndicate Mixed Martial Arts	1/8/2020	420.00
12480	Sarah Lindsey	1/9/2020	1,120.00
12481	E-Therapy, LLC	1/10/2020	2,831.25
12482	Family YMCA of the Desert	1/10/2020	15.00
12483	Coachella Valley Music Therapy	1/10/2020	120.00
12484	Lorie Susan Suntree	1/10/2020	365.00
12485	Riverside Art Museum	1/10/2020	3,500.00
12486	Discount School Supply	1/13/2020	47.25
12487	City of Menifee	1/14/2020	336.00
12488	Mountain Pottery	1/14/2020	2,640.00
12489	Amanda Gifford	1/14/2020	400.00
12490	Canyon Crest CC	1/14/2020	325.00
12491	Nicole Thomas	1/15/2020	256.00
12492	Touch-it Productions	1/15/2020	180.00
12493	Bethany Plumb	1/16/2020	1,200.00
12494	Educational Development Corporation	1/16/2020	135.32
12495	Francoise Van Der Linde	1/16/2020	960.00
12496	Jordan Reid	1/16/2020	270.00
12497	Nancy Sanchez	1/16/2020	250.00
12498	Nichols Speech, Inc.	1/16/2020	6,607.50
12499	Reid Educational Services	1/16/2020	270.00
12500	Association of California School Administrators	1/17/2020	60.82
12501	Franchise Tax Board	1/17/2020	428.24
12502	Academic Warriors	1/17/2020	180.00
12503	Mathnasium of Corona	1/17/2020	112.00
12504	Old Town Artisan Studios	1/17/2020	690.00
12505	California Music Studios	1/20/2020	1,320.00
12506	My Learning Studio	1/20/2020	4,391.77
12507	LEGO Education	1/21/2020	103.20
12508	April Bernal	1/22/2020	24.00
12509	Cassandra Jones	1/22/2020	270.00
12510	Lisa Schron	1/22/2020	560.00
12511	Modern Music Studio	1/22/2020	675.00
12512	Swim to Shore	1/22/2020	1,354.00
12513	Guitar Center, Inc.	1/22/2020	1,558.99
12514	City of Murrieta	1/23/2020	330.00
12515	Dance with Miss Lindsay	1/23/2020	1,069.00
12516	Diana Marauri	1/23/2020	126.00
12517	Felicia Beck-Fox	1/23/2020	200.00

Mission Vista Academy**Check Register**

For the period ended January 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12518	Karol Rivera	1/23/2020	514.00
12519	Kiddo MusicArt Academy	1/23/2020	589.00
12520	Let's Communicate, Inc	1/23/2020	1,505.00
12521	Lucid Speech and Language	1/23/2020	4,250.00
12522	Noelle Catiller Voice Studio	1/23/2020	452.50
12523	Nuestra Escuelita Spanish Academy	1/23/2020	4,913.70
12524	TSVS	1/23/2020	210.00
12525	Brain Builders STEM Education	1/24/2020	350.00
12526	Lizette Winter	1/24/2020	3,435.00
12527	Intensity Athletics	1/28/2020	215.00
12528	Michelle Clymer	1/28/2020	810.00
12529	The Lab Creative Arts Studio	1/28/2020	600.00
12530	Barbara Ernst Ankele	1/27/2020	420.49
12531	Direct Recruiting Services, Inc	1/27/2020	2,928.00
12532	Direct Recruiting Services, Inc	1/27/2020	VOID
12533	Dunamix Dance Project	1/27/2020	5,109.99
12534	Fierce Athletics	1/27/2020	990.00
12535	Guitar Center, Inc.	1/27/2020	99.00
12536	Kari Gillette	1/27/2020	750.00
12537	Keith Wood	1/27/2020	130.00
12538	My Focus TKD - Yucaipa	1/27/2020	926.58
12539	The Lab Creative Arts Studio	1/27/2020	1,200.00
12540	Wilson Gabriel Fajardo Molina	1/27/2020	1,600.00
12541	Wilson Gabriel Fajardo Molina	1/27/2020	1,300.00
12542	Wilson Gabriel Fajardo Molina	1/27/2020	875.00
12543	Direct Recruiting Services, Inc	1/28/2020	1,964.00
12544	Arbor Learning Community	1/29/2020	4,680.00
12545	Desert Recreation District	1/29/2020	2,459.50
12546	EA Athletics	1/29/2020	1,200.00
12547	Grace Presbyterian Church of Temecula	1/29/2020	200.00
12548	Joyce Farson	1/29/2020	2,070.00
12549	Guitar Center, Inc.	1/30/2020	724.00
12550	100 Mile Club	1/30/2020	228.01
12551	42 Development LLC	1/30/2020	398.00
12552	A New Song	1/30/2020	290.00
12553	A Tree of Knowledge Educational Services, Inc	1/30/2020	1,935.00
12554	ABC Wonder Years	1/30/2020	1,200.00
12555	Academics in a Box Inc	1/30/2020	86.85
12556	ACE Taekwondo Academy	1/30/2020	556.00
12557	Achieve Inc.	1/30/2020	940.00
12558	Activities for Learning Inc.	1/30/2020	200.48
12559	Alkawthar Learning Center	1/30/2020	305.00
12560	All About Learning Press, Inc.	1/30/2020	2,102.73
12561	AMAA	1/30/2020	179.00
12562	Amanda Neira	1/30/2020	1,260.00
12563	Amber Barney	1/30/2020	280.00
12564	Amelia Calderon	1/30/2020	185.00
12565	American Acrobats Performing Arts	1/30/2020	260.00
12566	Amy Villeda Piano Lessons	1/30/2020	1,360.00
12567	Anais Pauley	1/30/2020	97.15
12568	And All That Jazz! PAC	1/30/2020	270.00
12569	ArcheryChamps	1/30/2020	988.12
12570	Art & Design Studio of Janna Geary	1/30/2020	175.00
12571	Art and Wilderness Institute	1/30/2020	562.00
12572	Art Studio Pillar	1/30/2020	590.00
12573	Artistic Dance Academy	1/30/2020	300.00

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Check Number	Vendor Name	Check Date	Check Amount
12574	ATC Martial Arts	1/30/2020	568.00
12575	Aurora Monroe School of Dance	1/30/2020	2,295.00
12576	AYSO	1/30/2020	300.00
12577	Barnabas Robotics	1/30/2020	135.00
12578	Beautiful Feet Books, Inc.	1/30/2020	412.78
12579	Bigfoot Graphics	1/30/2020	1,005.00
12580	BioBox Labs LLC	1/30/2020	637.62
12581	Bird Watching Academy	1/30/2020	321.30
12582	Bitsbox	1/30/2020	542.25
12583	Blossom Hill Ranch	1/30/2020	2,947.49
12584	Blue Buoy Swim School Inc	1/30/2020	1,680.00
12585	BookShark	1/30/2020	6,992.91
12586	Brain Builders STEM Education	1/30/2020	350.00
12587	Brave Writer LLC	1/30/2020	983.49
12588	Singapore Math Live	1/30/2020	40.00
12589	Brittany Greer	1/30/2020	6,353.00
12590	Brooklyn Dance Academy	1/30/2020	625.50
12591	BST Fitness/CrossFit Temecula	1/30/2020	1,080.00
12592	BYU Independent Study	1/30/2020	123.00
12593	Caitlyn Park	1/30/2020	2,520.00
12594	California Oaks Vision Center of Optometry	1/30/2020	1,443.00
12595	Calvo Learning Centers LLC	1/30/2020	99.00
12596	Canyon Crest CC	1/30/2020	235.00
12597	Cara Leach	1/30/2020	630.00
12598	Carlene Strathmann	1/30/2020	525.00
12599	Carlson Gracie Jiu Jitsu Menifee	1/30/2020	1,945.00
12600	Carlson Gracie Wine Country	1/30/2020	336.00
12601	Carly Suer	1/30/2020	540.00
12602	Caustics Digital Academy	1/30/2020	65.00
12603	Celebration Education	1/30/2020	1,299.76
12604	Cerritos Yamaha Music School	1/30/2020	511.60
12605	Champion Victory Taekwondo LLC	1/30/2020	369.00
12606	Charlot Gymnastics	1/30/2020	8,403.62
12607	Chianese, Inc	1/30/2020	450.00
12608	Christian Arts and Theatre	1/30/2020	705.00
12609	Christopher Herlong	1/30/2020	240.00
12610	Cindy Irvine	1/30/2020	195.00
12611	Circle City Aquatics	1/30/2020	103.50
12612	Circle City Enrichment Center	1/30/2020	3,868.33
12613	City of Menifee	1/30/2020	34.00
12614	City of Temecula	1/30/2020	72.00
12615	Claremont Community School of Music	1/30/2020	76.00
12616	Clarissa Lee	1/30/2020	650.00
12617	Club Z In-Home Tutoring	1/30/2020	430.00
12618	CM School Supply #2	1/30/2020	21.08
12619	Coachella Valley Lighthouse	1/30/2020	400.00
12620	Comprehensive Therapy Associates, Inc.	1/30/2020	412.50
12621	Cornerstone Therapies	1/30/2020	400.00
12622	Corona Inline	1/30/2020	5,335.00
12623	Corona Music Center	1/30/2020	139.00
12624	Corona Youth Tennis League	1/30/2020	72.00
12625	Courtney Contreras	1/30/2020	140.00
12626	Creating A Masterpiece, LLC	1/30/2020	229.00
12627	CrossFit 951	1/30/2020	768.00
12628	Cruz Language Academy	1/30/2020	3,100.00
12629	Cynthia Peel	1/30/2020	300.00

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For the period ended January 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12630	CYT - Christian Youth Theater Riverside County, Inc	1/30/2020	2,595.00
12631	D.D. & S Learning Systems dba Sylvan Learning	1/30/2020	2,808.00
12632	Dance Spectrum	1/30/2020	458.37
12633	De Angelo's Music	1/30/2020	975.00
12634	Debra Hardman	1/30/2020	1,965.00
12635	Define Dance Space	1/30/2020	2,291.00
12636	Dena Reeves	1/30/2020	217.50
12637	Denise Rooney	1/30/2020	40.00
12638	Desert Rocks Climbing Gym	1/30/2020	303.00
12639	Desert Sports Center	1/30/2020	825.00
12640	Discover Talking Pen	1/30/2020	227.94
12641	Discovery of Learning, LLC	1/30/2020	15,265.00
12642	Donald A Jensen	1/30/2020	90.00
12643	Donna Mallon	1/30/2020	1,000.00
12644	Dorothy Morden	1/30/2020	1,950.00
12645	Dover Publications	1/30/2020	80.87
12646	Dr. Batista Music Studio	1/30/2020	1,980.00
12647	Drawn2Art Rancho	1/30/2020	296.00
12648	E-Therapy, LLC	1/30/2020	9,492.00
12649	Easy Speech Pathology, Inc	1/30/2020	1,750.00
12650	Eden Learning Academy, Inc	1/30/2020	8,296.00
12651	Education.com Holdings, Inc.	1/30/2020	160.00
12652	Educational Development Corporation	1/30/2020	454.23
12653	Elaine Talamaivao	1/30/2020	50.00
12654	eLuma LLC	1/30/2020	40,809.99
12655	EMH Sports USA, Inc.	1/30/2020	2,601.00
12656	Endeavor Gymnastics	1/30/2020	828.00
12657	Engineering for Kids	1/30/2020	900.00
12658	Enjoy the Journey Piano	1/30/2020	100.00
12659	Erina Kindreich, Hope for Reading	1/30/2020	460.00
12660	Evan-Moor	1/30/2020	478.86
12661	Explorer Field Trips	1/30/2020	1,976.00
12662	F.A.M.E., Fine Arts Music and Education	1/30/2020	350.00
12663	Family YMCA of the Desert	1/30/2020	535.00
12664	Fashion Camp LLC	1/30/2020	258.00
12665	Fearless Dance, Co.	1/30/2020	80.00
12666	Fight Syndicate Mixed Martial Arts	1/30/2020	450.00
12667	Final Strike Martial Arts	1/30/2020	3,187.86
12668	Firestorm Freerunning and Acrobatics - Galaxy	1/30/2020	245.00
12669	Freedom in Motion	1/30/2020	6,770.30
12670	Friends of Willow Tree	1/30/2020	4,485.67
12671	Futurelink Inc	1/30/2020	990.00
12672	Gears 2 Robots	1/30/2020	5,010.20
12673	Giordano's ATA Martial Arts	1/30/2020	359.00
12674	Global Teletherapy	1/30/2020	17,867.45
12675	Grace Presbyterian Church of Temecula	1/30/2020	1,600.00
12676	Gracie Humaita Hemet	1/30/2020	504.00
12677	Gracie Jiu-Jitsu Palm Desert	1/30/2020	400.00
12678	Gracie Temecula	1/30/2020	777.00
12679	Green Acres Ranch, Inc	1/30/2020	4,305.00
12680	Griffinwood Tutor Center	1/30/2020	700.00
12681	Gryphon Fitness Studio, LLC	1/30/2020	1,218.00
12682	Guitar Center, Inc.	1/30/2020	214.00
12683	Gwendolynn Clement	1/30/2020	520.00
12684	Gymninny Kids	1/30/2020	107.10
12685	Gymnastics Pacifica	1/30/2020	602.00

Mission Vista Academy**Check Register**

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Check Number	Vendor Name	Check Date	Check Amount
12686	H and H Educational Solutions	1/30/2020	1,300.00
12687	H Gray Sports	1/30/2020	347.00
12688	Hangar 18 Climbing Gyms	1/30/2020	324.00
12689	Harvard Street Music Exchange	1/30/2020	1,270.00
12690	Hear Now	1/30/2020	775.00
12691	Heart & Pride Muay Thai	1/30/2020	1,584.00
12692	Heather Smith-Valley Coast Running & Fitness	1/30/2020	230.00
12693	Heavens Ranch Rescue	1/30/2020	495.00
12694	Heidi Steiner - Tutor	1/30/2020	695.00
12695	Hemet Valley Dolphins	1/30/2020	274.82
12696	Herencia Mariachi Academy	1/30/2020	455.00
12697	Hilltop Education Connections	1/30/2020	125.00
12698	History Unboxed LLC	1/30/2020	335.40
12699	Home School Concierge	1/30/2020	1,786.13
12700	Home Science Tools	1/30/2020	309.55
12701	Homeschool Buyers Co-op	1/30/2020	248.80
12702	Homeschool Concierge	1/30/2020	2,383.81
12703	Homeschool Spanish Academy	1/30/2020	399.00
12704	Honest History Co	1/30/2020	72.70
12705	Hooked on Phonics	1/30/2020	323.37
12706	Hooray for Hollywood Acting Academy	1/30/2020	1,700.00
12707	Houghton Mifflin Harcourt Publishing Co.	1/30/2020	316.47
12708	i9 Sports	1/30/2020	393.00
12709	ICC	1/30/2020	100.00
12710	ICE Management LLC	1/30/2020	1,375.00
12711	Icetown	1/30/2020	3,225.00
12712	Infant Aquatics Temecula	1/30/2020	1,380.00
12713	Inland Empire Musical Arts	1/30/2020	3,399.00
12714	Inland Pacific Ballet Academy	1/30/2020	1,500.00
12715	Innovation Academy	1/30/2020	300.00
12716	Institute for Excellence in Writing	1/30/2020	252.18
12717	Intensity Athletics	1/30/2020	600.00
12718	Intro 2 Skateboarding	1/30/2020	120.00
12719	Isela Gonzalez	1/30/2020	99.54
12720	Ishary Corp	1/30/2020	1,940.00
12721	ISHARY CORP (dba Kumon of Murrieta-Central)	1/30/2020	560.00
12722	Ivan Shallal	1/30/2020	540.00
12723	Jamie Azpeitia-Sachs	1/30/2020	165.00
12724	Jamie Munoz	1/30/2020	240.00
12725	Jan Martin	1/30/2020	40.00
12726	Janet E Kohtz, O.D. F.C.O.V.D.	1/30/2020	1,870.00
12727	JDI Dance Company	1/30/2020	7,091.00
12728	Jenny Crivello	1/30/2020	300.00
12729	Jessica Pelle	1/30/2020	230.00
12730	JKEAA Music Services	1/30/2020	109.00
12731	Jo Lynn Fitzgerald	1/30/2020	315.00
12732	Joshua Monzon	1/30/2020	3,080.00
12733	Julia Gilbert	1/30/2020	1,215.00
12734	Julie Gatlin	1/30/2020	300.00
12735	Jump and Schout Therapy, Inc	1/30/2020	1,230.00
12736	JYS Taekwondo	1/30/2020	1,112.00
12737	K2 Studios	1/30/2020	425.00
12738	Karen Fox	1/30/2020	240.00
12739	Karthik Gurumurthy	1/30/2020	540.00
12740	Kathleen Elliott	1/30/2020	1,035.00
12741	Kathrine Bartling Tutoring	1/30/2020	240.00

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For the period ended January 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12742	Kathryn Prestia-Schaub	1/30/2020	224.00
12743	Kevin Lee	1/30/2020	120.00
12744	Kiddo MusicArt Academy	1/30/2020	406.00
12745	Kimberly Stachowsky	1/30/2020	1,200.00
12746	Kims Hapkido Yucaipa	1/30/2020	260.00
12747	Kirsten A Lewis	1/30/2020	875.00
12748	Kitchen Kid, LLC	1/30/2020	2,463.76
12749	Kitchen Stewardship LLC	1/30/2020	149.95
12750	KiwiCo, Inc	1/30/2020	Void
12751	KiwiCo, Inc	1/30/2020	Void
12752	KiwiCo, Inc	1/30/2020	Void
12753	KiwiCo, Inc	1/30/2020	11,085.46
12754	Kumon	1/30/2020	600.00
12755	Kumon Math & Reading Center - Chino	1/30/2020	280.00
12756	Kumon of Ontario	1/30/2020	480.00
12757	Lacedfacts Training	1/30/2020	750.00
12758	Lakeshore	1/30/2020	4,038.21
12759	Laura Edwards	1/30/2020	810.00
12760	Lauren Grant	1/30/2020	72.00
12761	Law Office of Jennifer McQuarrie	1/30/2020	308.00
12762	Leading Edge Learning Center LLC	1/30/2020	480.00
12763	Leaps & Bounds Pediatric Therapy	1/30/2020	500.00
12764	Learn Grow Sparkle Prosper	1/30/2020	265.00
12765	Learning With Apples	1/30/2020	369.00
12766	Learning Without Tears	1/30/2020	224.60
12767	Learningherbs.com, LLC	1/30/2020	147.00
12768	Lighthouse Therapy LLC	1/30/2020	9,717.70
12769	Little Global Citizens, LLC	1/30/2020	259.75
12770	Little Passports	1/30/2020	1,013.80
12771	Locomotion Softball	1/30/2020	120.00
12772	Logic of English	1/30/2020	185.71
12773	Luis Montes	1/30/2020	480.00
12774	Mad Dog Math	1/30/2020	89.99
12775	Major League Training LLC	1/30/2020	2,039.00
12776	Maricela Lemos	1/30/2020	1,108.00
12777	Mark Ranck	1/30/2020	75.00
12778	Marnie Young	1/30/2020	665.00
12779	Martha Zittel	1/30/2020	530.00
12780	Mary L. Avery	1/30/2020	360.00
12781	Masterminds Circle Inc.	1/30/2020	145.00
12782	Math-U-See Inc.	1/30/2020	2,606.00
12783	Mathnasium of Eastvale	1/30/2020	2,137.00
12784	Mathnasium of Temecula	1/30/2020	1,094.00
12785	McColgan & Associates Inc	1/30/2020	6,782.25
12786	McCoy Rigby Arts, Inc	1/30/2020	116.00
12787	Megan Spencer	1/30/2020	480.00
12788	Melissa Burke	1/30/2020	26.00
12789	Michelle Terry	1/30/2020	2,454.00
12790	Middletown Art Center	1/30/2020	265.00
12791	Miss Kylee's Piano Studio	1/30/2020	1,687.50
12792	Monica Tamayo	1/30/2020	114.84
12793	Mountain Pottery	1/30/2020	2,200.00
12794	Moving Beyond the Page	1/30/2020	573.80
12795	Mr. D Math	1/30/2020	391.00
12796	MTA Taekwondo World, Inc	1/30/2020	557.00
12797	Multi-Health Systems, Inc.	1/30/2020	1,779.72

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Check Number	Vendor Name	Check Date	Check Amount
12798	Murrieta Academy of Music	1/30/2020	5,369.00
12799	Murrieta Dance Project	1/30/2020	435.00
12800	Murrieta Friday Night Lights	1/30/2020	645.00
12801	Murrieta Tennis Club	1/30/2020	1,096.00
12802	Musical Kids	1/30/2020	120.00
12803	Muzikfun Educatoin, Inc	1/30/2020	399.00
12804	My Gym Temecula	1/30/2020	237.00
12805	My Music School	1/30/2020	120.00
12806	My Private French Class (M'aidez, LLC)	1/30/2020	200.00
12807	Nataly Jewel	1/30/2020	475.00
12808	Nessy Learning LLC	1/30/2020	215.00
12809	Nicole Thomas	1/30/2020	49.00
12810	Noonan Family Swim School, Inc.	1/30/2020	3,829.60
12811	Norris Performing Arts Center	1/30/2020	475.00
12812	Oak Meadow Inc.	1/30/2020	67.00
12813	Off the Grid Movement	1/30/2020	400.00
12814	Office Depot	1/30/2020	4.87
12815	Old Town Artisan Studios	1/30/2020	115.00
12816	On Pointe Dance Studio	1/30/2020	1,357.50
12817	On Pointe Productions, LLC	1/30/2020	75.00
12818	One on One Music - Ryan Crampton	1/30/2020	2,520.00
12819	OnlineG3.com, Inc.	1/30/2020	1,046.00
12820	Optimum Stages of Learning Homeschool Services	1/30/2020	3,840.00
12821	Outschool, Inc.	1/30/2020	354.00
12822	Outside the Box Creation	1/30/2020	126.85
12823	Owlcrate Enterprises Inc	1/30/2020	827.52
12824	Oxford Consulting Services, Inc.	1/30/2020	19,080.83
12825	Oxford Tutoring Center	1/30/2020	270.00
12826	Palm Desert Swim Club	1/30/2020	1,505.00
12827	PandaTree, Inc.	1/30/2020	480.00
12828	Patney LLC	1/30/2020	312.00
12829	Paul Ciolek	1/30/2020	720.00
12830	Peace Hill Press, Inc. dba Well Trained Mind Press	1/30/2020	299.76
12831	Pediatric Therapy Associates	1/30/2020	2,018.40
12832	Playful Beginnings, Inc	1/30/2020	800.00
12833	Pony Hayvin Ranch	1/30/2020	4,588.00
12834	PowerKids Center	1/30/2020	2,610.00
12835	Precision Gymnastics, Inc.	1/30/2020	409.50
12836	PresenceLearning, Inc.	1/30/2020	9,397.30
12837	Procopio, Cory, Hargreaves & Savitch LLP	1/30/2020	1,221.02
12838	Rachel N Ingram	1/30/2020	780.00
12839	Rainbow Resource Center	1/30/2020	Void
12840	Rainbow Resource Center	1/30/2020	Void
12841	Rainbow Resource Center	1/30/2020	Void
12842	Rainbow Resource Center	1/30/2020	10,387.16
12843	Redlands Gymnastics Club	1/30/2020	185.00
12844	Redline Athletics	1/30/2020	1,584.00
12845	Reshma Solbach	1/30/2020	1,671.86
12846	RIFFS Music	1/30/2020	3,055.00
12847	Rise Jiu Jitsu	1/30/2020	725.00
12848	Riverside Art Museum	1/30/2020	750.00
12849	Robin Dapper	1/30/2020	1,175.00
12850	Robin Noriega	1/30/2020	480.00
12851	Rock Fitness Gym	1/30/2020	1,480.00
12852	Rockstars of Tomorrow Riverside	1/30/2020	260.00
12853	Rockstars of Tomorrow, Rancho Cucamonga	1/30/2020	290.00

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Check Number	Vendor Name	Check Date	Check Amount
12854	Rosemary Sorola	1/30/2020	230.00
12855	Sally Piano Music	1/30/2020	295.00
12856	Samantha Bradshaw	1/30/2020	244.41
12857	San Diego Fencing Center	1/30/2020	780.00
12858	San Diego Junior Theater	1/30/2020	364.00
12859	Sandiwa del Rosario	1/30/2020	315.00
12860	Sarvenaz Asiedu	1/30/2020	600.00
12861	SCEGA Gymnastics	1/30/2020	6,929.80
12862	School of Rock Temecula	1/30/2020	1,828.00
12863	School Pathways, LLC	1/30/2020	13,691.85
12864	SenseAbilities	1/30/2020	6,450.00
12865	Sharalee Boyer	1/30/2020	320.00
12866	Sharon Frazier-Verpooten	1/30/2020	360.00
12867	Shinyoung K Beucler	1/30/2020	1,870.00
12868	Singapore Math, Inc.	1/30/2020	703.32
12869	Slays Skate Academy	1/30/2020	570.00
12870	SoCal Homeschool Adventures	1/30/2020	680.10
12871	SoCal Judo	1/30/2020	795.00
12872	SoCal STEM LLC	1/30/2020	990.00
12873	Sofia Dinan	1/30/2020	150.00
12874	Specialized Therapy Services, Inc	1/30/2020	58,361.51
12875	Starlight Dance Center	1/30/2020	3,305.00
12876	Starr Sports LLC	1/30/2020	99.00
12877	STEAM Academy LLC	1/30/2020	1,034.00
12878	Steffanie Swenson	1/30/2020	525.00
12879	Storybook Bindles	1/30/2020	475.47
12880	Stowell Learning Centers, Inc	1/30/2020	685.00
12881	Studies Weekly	1/30/2020	812.26
12882	Study.com LLC	1/30/2020	597.00
12883	Sue Poole	1/30/2020	259.96
12884	Sundae Music Group	1/30/2020	700.00
12885	Supercharged Science	1/30/2020	111.00
12886	Susie Q Ranch	1/30/2020	450.00
12887	Swim to Shore	1/30/2020	1,065.50
12888	Synapse Advanced Audiology, Inc	1/30/2020	1,320.00
12889	T.H.E. Center INC	1/30/2020	523.00
12890	TalkBox.Mom	1/30/2020	360.25
12891	Tanja Baker	1/30/2020	630.00
12892	Taylor Karate	1/30/2020	109.00
12893	Teacher Synergy, LLC	1/30/2020	706.98
12894	Teaching Textbooks	1/30/2020	186.70
12895	Temecula Chess Club	1/30/2020	130.00
12896	Temecula Clay	1/30/2020	1,710.00
12897	Temecula Homeschool Enrichment Camp	1/30/2020	920.00
12898	Temecula Music Teacher, LLC	1/30/2020	16,522.00
12899	Temecula Strings	1/30/2020	988.00
12900	Temecula Valley Therapy Services	1/30/2020	5,550.00
12901	Terry Tsang Optometry	1/30/2020	250.00
12902	The City of Corona	1/30/2020	213.68
12903	The Collective Movements	1/30/2020	880.00
12904	The Critical Thinking Co.	1/30/2020	966.87
12905	The Dance Program	1/30/2020	916.00
12906	The Gymnastics Academy	1/30/2020	1,885.00
12907	The Little Red Barn Indoor Playground	1/30/2020	180.00
12908	The Music School	1/30/2020	634.50
12909	The Regents of the University of California	1/30/2020	375.00

Mission Vista Academy**Check Register**

For the period ended January 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12910	Think Outside, LLC	1/30/2020	552.20
12911	Timberdoodle.com	1/30/2020	8,766.60
12912	Time4Writing.com	1/30/2020	357.00
12913	Tina Escobar	1/30/2020	435.00
12914	Top Notch Training Facility, LLC	1/30/2020	480.00
12915	Touch-it Productions	1/30/2020	310.00
12916	Tracy Flint	1/30/2020	3,011.31
12917	Trinity Martial Arts Skills Academy	1/30/2020	313.00
12918	Trinity Therapeutic Riding Center	1/30/2020	210.00
12919	TSW Therapy, Inc	1/30/2020	446.25
12920	United States Karate Organization, Inc	1/30/2020	2,631.00
12921	United Studios Billing	1/30/2020	1,800.00
12922	University of Redlands	1/30/2020	216.00
12923	Valley-Wide Elite Gymnastics	1/30/2020	1,487.00
12924	Valverde School of Performing Arts	1/30/2020	316.00
12925	Vanessa Atchley	1/30/2020	2,100.00
12926	Veronica Gutierrez	1/30/2020	150.00
12927	Vickey Boone	1/30/2020	240.00
12928	Victoria Gramm	1/30/2020	430.00
12929	Victoria's Simply Dancing	1/30/2020	110.00
12930	Vista Soccer Club	1/30/2020	140.00
12931	West Coast Krav Maga	1/30/2020	1,658.40
12932	West Coast Krav Maga - Murrieta	1/30/2020	1,383.00
12933	West Coast Krav Maga - Wildomar	1/30/2020	358.00
12934	West Coast Krav Maga Murrieta	1/30/2020	1,287.90
12935	West Coast Krav Maga Temecula	1/30/2020	2,337.60
12936	White Dragon	1/30/2020	402.00
12937	Wilson Gabriel Fajardo Molina	1/30/2020	2,850.00
12938	Winner Circle Athletics	1/30/2020	900.00
12939	Winner's Gymnastics	1/30/2020	480.00
12940	WM Music Lessons	1/30/2020	5,670.00
12941	Wonder Crate	1/30/2020	152.81
12942	Write On Webb	1/30/2020	544.25
12943	WriteAtHome, Inc.	1/30/2020	1,287.00
12944	Yiyi Ku	1/30/2020	1,848.75
12945	YMCA of the East Valley	1/30/2020	280.00
12946	Frank Velasquez	1/31/2020	2,010.00
12947	Kitchen Kid, LLC	1/31/2020	32.85
12948	MEL Science Ltd	1/31/2020	199.20
12949	On Stage Production Company	1/31/2020	96.00
12950	Singapore Math, Inc.	1/31/2020	<u>119.61</u>

Total Disbursements Issued in January \$1,120,209.56

Mission Vista Academy

Accounts Payable Aging

For the period ended January 31, 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
100 Mile Club	100000677	.0/29/2019	.0/29/2019	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ 15
100 Mile Club	100000681	.0/30/2019	.0/30/2019	21	-	-	-	-	21
100 Mile Club	100000682	.0/30/2019	.0/30/2019	10	-	-	-	-	10
100 Mile Club	100000683	.0/30/2019	.0/30/2019	10	-	-	-	-	10
100 Mile Club	100000684	.0/30/2019	.0/30/2019	10	-	-	-	-	10
100 Mile Club	100000686	.0/30/2019	.0/30/2019	20	-	-	-	-	20
100 Mile Club	100000741	11/6/2019	11/6/2019	18	-	-	-	-	18
100 Mile Club	100000744	11/6/2019	11/6/2019	18	-	-	-	-	18
100 Mile Club	100000745	11/6/2019	11/6/2019	13	-	-	-	-	13
100 Mile Club	100000955	.2/16/2019	.2/16/2019	18	-	-	-	-	18
100 Mile Club	100000971	.2/20/2019	.2/20/2019	15	-	-	-	-	15
100 Mile Club	100001018	1/13/2020	1/13/2020	25	-	-	-	-	25
100 Mile Club	100001046	1/21/2020	1/21/2020	18	-	-	-	-	18
100 Mile Club	100001056	1/23/2020	1/23/2020	30	-	-	-	-	30
Activities for Learning Inc.	379412	1/15/2020	2/14/2020	27	-	-	-	-	27
Activities for Learning Inc.	379447	1/20/2020	2/19/2020	54	-	-	-	-	54
Activities for Learning Inc.	379471	1/22/2020	2/21/2020	108	-	-	-	-	108
Alina R. Shepard	1	.0/16/2019	.1/15/2019	680	-	-	-	-	680
All About Learning Press, Inc.	901583	.2/16/2019	2/14/2020	179	-	-	-	-	179
All About Learning Press, Inc.	901600	.2/18/2019	2/16/2020	238	-	-	-	-	238
All About Learning Press, Inc.	901619	.2/18/2019	2/16/2020	81	-	-	-	-	81
All About Learning Press, Inc.	901671	1/9/2020	3/9/2020	206	-	-	-	-	206
All About Learning Press, Inc.	901675	1/9/2020	3/9/2020	88	-	-	-	-	88
All About Learning Press, Inc.	901676	1/9/2020	3/9/2020	88	-	-	-	-	88
All About Learning Press, Inc.	901690	1/13/2020	3/13/2020	180	-	-	-	-	180
All About Learning Press, Inc.	901695	1/15/2020	3/15/2020	206	-	-	-	-	206
All About Learning Press, Inc.	901697	1/15/2020	3/15/2020	188	-	-	-	-	188
All About Learning Press, Inc.	901699	1/15/2020	3/15/2020	163	-	-	-	-	163
All About Learning Press, Inc.	901701	1/15/2020	3/15/2020	177	-	-	-	-	177
All About Learning Press, Inc.	901734	1/16/2020	3/28/2020	206	-	-	-	-	206
All About Learning Press, Inc.	901735	1/16/2020	3/16/2020	300	-	-	-	-	300
All About Learning Press, Inc.	901759	1/20/2020	3/20/2020	459	-	-	-	-	459
All About Learning Press, Inc.	901771	1/22/2020	3/22/2020	175	-	-	-	-	175

Mission Vista Academy

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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
Allison Bitter	December 2019	1/17/2020	2/16/2020	200	-	-	-	-	200
Allison Bitter	JANUARY 2020	1/17/2020	2/16/2020	700	-	-	-	-	700
Allison L Schain	2020001	1/23/2020	2/22/2020	135	-	-	-	-	135
Allison L Schain	2020002	1/23/2020	2/22/2020	90	-	-	-	-	90
Amanda Gifford	28	1/11/2020	2/10/2020	400	-	-	-	-	400
American Acrobats Performing Arts	DEC2019BMVA	1/16/2020	2/15/2020	160	-	-	-	-	160
American Acrobats Performing Arts	NOV2019BMVA	1/16/2020	2/15/2020	160	-	-	-	-	160
American Acrobats Performing Arts	OCT2019BMVA	1/16/2020	2/15/2020	160	-	-	-	-	160
Ana V. Paleo	11	1/6/2020	2/5/2020	4,800	-	-	-	-	4,800
Anaheim Hills Speech and Language C	48329	1/30/2019	2/30/2019	130	-	-	-	-	130
Anaheim Hills Speech and Language C	48330	1/30/2019	2/30/2019	65	-	-	-	-	65
Antoinette Murray	2	1/23/2020	2/22/2020	985	-	-	-	-	985
Artistic Dance Academy	1069	1/23/2020	2/22/2020	37	-	-	-	-	37
Artistic Dance Academy	1070	1/23/2020	2/22/2020	248	-	-	-	-	248
Aurora Monroe School of Dance	9811	1/13/2020	2/12/2020	750	-	-	-	-	750
AYSO	REGZDM03003	1/21/2020	2/20/2020	200	-	-	-	-	200
Beaumont Unified School District	2020 / 25	9/25/2019	0/25/2019	241,557	-	-	-	-	241,557
Beautiful Feet Books, Inc.	10926	8/29/2019	0/28/2019	357	-	-	-	-	357
Beautiful Feet Books, Inc.	11408	12/5/2019	2/3/2020	221	-	-	-	-	221
Beautiful Feet Books, Inc.	11409	12/5/2019	2/3/2020	214	-	-	-	-	214
Beautiful Feet Books, Inc.	11444	2/20/2019	3/10/2020	153	-	-	-	-	153
Beautiful Feet Books, Inc.	11489	1/17/2020	2/16/2020	35	-	-	-	-	35
Beautiful Feet Books, Inc.	11490	1/17/2020	2/16/2020	53	-	-	-	-	53
Belinda Costa	COST010320	1/3/2020	1/3/2020	434	-	-	-	-	434
Belinda Costa	COST103119	0/31/2019	0/31/2019	419	-	-	-	-	419
Bethany Plumb	20	1/14/2020	2/13/2020	750	-	-	-	-	750
Bitsbox	2427	2/12/2019	2/10/2020	300	-	-	-	-	300
Bitsbox	2430	2/18/2019	2/16/2020	168	-	-	-	-	168
Bitsbox	2432	2/18/2019	2/16/2020	57	-	-	-	-	57
Bitsbox	2468	1/14/2020	3/14/2020	129	-	-	-	-	129
Bitsbox	2482	1/16/2020	3/16/2020	57	-	-	-	-	57
Bitsbox	2492	1/22/2020	3/22/2020	129	-	-	-	-	129
BookShark	30982525	1/9/2020	2/8/2020	803	-	-	-	-	803
BookShark	30982971	1/16/2020	2/15/2020	99	-	-	-	-	99

Mission Vista Academy

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For the period ended January 31, 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
BookShark	30982986	1/16/2020	2/15/2020	520	-	-	-	-	520
Brain Zone Reading & Tutoring Center	305836	2/19/2019	2/29/2019	160	-	-	-	-	160
Brave Writer LLC	47328870	11/1/2019	12/1/2019	99	-	-	-	-	99
Breakthrough Sports	11620h	1/16/2020	2/15/2020	235	-	-	-	-	235
Breakthrough Sports	11620i	1/16/2020	2/15/2020	235	-	-	-	-	235
Breakthrough Sports	11620j	1/16/2020	2/15/2020	260	-	-	-	-	260
Breakthrough Sports	11620k	1/16/2020	2/15/2020	235	-	-	-	-	235
Breakthrough Sports	12320d	1/23/2020	2/22/2020	235	-	-	-	-	235
Breakthrough Sports	12320f	1/23/2020	2/22/2020	235	-	-	-	-	235
Breakthrough Sports	12320g	1/23/2020	2/22/2020	260	-	-	-	-	260
Bredgetta Peters	5	2/20/2019	1/19/2020	871	-	-	-	-	871
Brittany Greer	1046	1/15/2020	2/14/2020	885	-	-	-	-	885
Brittany Greer	1047	1/16/2020	2/15/2020	1,665	-	-	-	-	1,665
Brooklyn Dance Academy	AvaDecember2019	1/20/2020	2/19/2020	145	-	-	-	-	145
Brooklyn Dance Academy	Walters JanFeb	1/1/2020	1/31/2020	182	-	-	-	-	182
Cassandra Jones	MVA-01162020	1/16/2020	2/15/2020	400	-	-	-	-	400
CharterSafe	29149	11/1/2019	11/1/2019	2,062	-	-	-	-	2,062
CharterSafe	29167	12/1/2019	12/1/2019	1,237	-	-	-	-	1,237
CharterSafe	29348	1/1/2020	1/1/2020	1,237	-	-	-	-	1,237
CharterSafe	29597	2/1/2020	2/1/2020	1,237	-	-	-	-	1,237
Christopher Herlong	004	1/6/2020	2/5/2020	140	-	-	-	-	140
Cindy Irvine	11420	1/14/2020	2/13/2020	195	-	-	-	-	195
Cindy Irvine	12320	1/23/2020	2/22/2020	310	-	-	-	-	310
City of Menifee	01142020	1/14/2020	2/13/2020	65	-	-	-	-	65
City of Menifee	0115202	1/15/2020	2/14/2020	88	-	-	-	-	88
City of Menifee	012320201	1/23/2020	2/22/2020	90	-	-	-	-	90
Clarissa Lee	01132020	1/13/2020	2/12/2020	780	-	-	-	-	780
Club Champion Gymnastics	227	1/16/2020	2/15/2020	372	-	-	-	-	372
Club Z In-Home Tutoring	4103	1/13/2020	2/12/2020	260	-	-	-	-	260
Coachella Valley Music Therapy	591	1/17/2020	2/16/2020	105	-	-	-	-	105
Cogito Debate	17060036	1/16/2020	2/15/2020	1,260	-	-	-	-	1,260
Cogito Debate	17060037	1/23/2020	2/22/2020	530	-	-	-	-	530
Comprehensive Therapy Associates, Ir	2642	2/31/2019	2/31/2019	700	-	-	-	-	700
Corona Dance Academy	011320	1/13/2020	2/12/2020	136	-	-	-	-	136

Mission Vista Academy

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For the period ended January 31, 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
Corona Inline	2770	1/21/2020	2/20/2020	870	-	-	-	-	870
Cruz Language Academy	78	1/14/2020	2/13/2020	250	-	-	-	-	250
Cruz Language Academy	79	1/14/2020	2/13/2020	250	-	-	-	-	250
Cruz Language Academy	80	1/23/2020	2/22/2020	750	-	-	-	-	750
Crystal Lam	005	1/14/2020	2/13/2020	150	-	-	-	-	150
Crystal Lam	006	1/14/2020	2/13/2020	150	-	-	-	-	150
CYT - Christian Youth Theater Riversid	87	1/18/2020	2/17/2020	325	-	-	-	-	325
Define Dance Space	1017MVA	1/20/2020	2/19/2020	1,553	-	-	-	-	1,553
Dejitaru Karate Dojo	Carrillo - 12	12/1/2019	2/31/2019	95	-	-	-	-	95
Dejitaru Karate Dojo	Combs - 12	12/1/2019	2/31/2019	100	-	-	-	-	100
Dejitaru Karate Dojo	Crane - 12	12/1/2019	2/31/2019	250	-	-	-	-	250
Dejitaru Karate Dojo	Engelhard - 12	12/1/2019	2/31/2019	95	-	-	-	-	95
Dejitaru Karate Dojo	Miramontes - 12	12/1/2019	2/31/2019	95	-	-	-	-	95
Dejitaru Karate Dojo	Moran - 12	12/1/2019	2/31/2019	200	-	-	-	-	200
Dejitaru Karate Dojo	Ofstedahl - 12	12/1/2019	2/31/2019	105	-	-	-	-	105
Dejitaru Karate Dojo	Piron - 12	12/1/2019	2/31/2019	140	-	-	-	-	140
Dejitaru Karate Dojo	Ramos - 12	12/1/2019	2/31/2019	95	-	-	-	-	95
Dejitaru Karate Dojo	Rauscher - 12	12/1/2019	2/31/2019	205	-	-	-	-	205
Dejitaru Karate Dojo	Tobin - 12	12/1/2019	2/31/2019	260	-	-	-	-	260
Desert Rocks Climbing Gym	Aleksah Graves1	1/13/2020	2/12/2020	55	-	-	-	-	55
Diana's Dance Company	8	1/7/2020	2/6/2020	606	-	-	-	-	606
Diana's Dance Company	9	1/16/2020	2/15/2020	300	-	-	-	-	300
Drama Kids Intl. Temecula Valley	1027	1/13/2020	2/12/2020	2,108	-	-	-	-	2,108
Dunamix Dance Project	1219MVA	1/10/2020	2/9/2020	3,654	-	-	-	-	3,654
Eden Learning Academy, Inc	1234B	9/3/2019	10/3/2019	1,350	-	-	-	-	1,350
Eden Learning Academy, Inc	1235B	10/1/2019	0/31/2019	15	-	-	-	-	15
Eden Learning Academy, Inc	1236B	11/1/2019	12/1/2019	15	-	-	-	-	15
Eden Learning Academy, Inc	1237B	12/1/2019	2/31/2019	59	-	-	-	-	59
Eden Learning Academy, Inc	1261B	9/1/2019	10/1/2019	74	-	-	-	-	74
Eden Learning Academy, Inc	1266C	9/3/2019	10/3/2019	3,218	-	-	-	-	3,218
Educational Development Corporator	DIR5415583	1/16/2020	2/15/2020	287	-	-	-	-	287
Educational Development Corporator	DIR5425405	1/20/2020	2/19/2020	67	-	-	-	-	67
Educational Development Corporator	DIR5425406	1/20/2020	2/19/2020	34	-	-	-	-	34
Educational Development Corporator	DIR5425407	1/20/2020	2/19/2020	41	-	-	-	-	41

Mission Vista Academy

Accounts Payable Aging

For the period ended January 31, 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
Educational Development Corporatio	DIR5439678	1/23/2020	2/22/2020	71	-	-	-	-	71
Elemental Science	IN-2028	1/22/2020	2/21/2020	133	-	-	-	-	133
Elizabeth Small	EASICS 1009	1/12/2020	2/11/2020	140	-	-	-	-	140
Erina Kindreich, Hope for Reading	1340	1/14/2020	2/13/2020	300	-	-	-	-	300
Erina Kindreich, Hope for Reading	1341	1/14/2020	2/13/2020	200	-	-	-	-	200
Erina Kindreich, Hope for Reading	1342	1/14/2020	2/13/2020	210	-	-	-	-	210
Evan-Moor	INV264925	1/15/2020	2/14/2020	100	-	-	-	-	100
Evan-Moor	INV265369	1/22/2020	2/21/2020	100	-	-	-	-	100
Explorer Field Trips	MVA011620	1/16/2020	2/15/2020	48	-	-	-	-	48
Family Tae Kwon Do Center	Ramsdell 001	1/20/2020	2/19/2020	750	-	-	-	-	750
Family YMCA of the Desert	31845	1/20/2020	2/19/2020	30	-	-	-	-	30
Felicia Beck-Fox	007	1/10/2020	2/9/2020	2,700	-	-	-	-	2,700
Fender Museum of the Arts Foundatio	012162019	1/10/2020	2/9/2020	770	-	-	-	-	770
Fender Museum of the Arts Foundatio	012162019-2	1/10/2020	2/9/2020	240	-	-	-	-	240
Fight Syndicate Mixed Martial Arts	188266	1/20/2020	2/19/2020	280	-	-	-	-	280
Fight Syndicate Mixed Martial Arts	257367	1/20/2020	2/19/2020	450	-	-	-	-	450
Fight Syndicate Mixed Martial Arts	257374	1/20/2020	2/19/2020	375	-	-	-	-	375
Fight Syndicate Mixed Martial Arts	257380	1/20/2020	2/19/2020	450	-	-	-	-	450
Fight Syndicate Mixed Martial Arts	286967	1/20/2020	2/19/2020	50	-	-	-	-	50
Fight Syndicate Mixed Martial Arts	491521	1/20/2020	2/19/2020	400	-	-	-	-	400
Final Strike Martial Arts	LL2005	1/23/2020	2/22/2020	510	-	-	-	-	510
FMASCHOOL	JAN2020_ARROYO	1/22/2020	2/21/2020	600	-	-	-	-	600
Foundations Academy	18	1/24/2020	2/23/2020	3,890	-	-	-	-	3,890
Gabriella Berry	202001-HJZ-R	1/15/2020	2/14/2020	270	-	-	-	-	270
Gabriella Berry	202002-KR	1/21/2020	2/20/2020	330	-	-	-	-	330
Giordano's ATA Martial Arts	76-IA	1/20/2020	2/19/2020	99	-	-	-	-	99
Giordano's ATA Martial Arts	77-TA	1/20/2020	2/19/2020	69	-	-	-	-	69
Gracie Humaita Hemet	116	1/10/2020	2/9/2020	297	-	-	-	-	297
Gracie Humaita Hemet	117	1/10/2020	2/9/2020	105	-	-	-	-	105
Gracie Humaita Hemet	118	1/22/2020	2/21/2020	105	-	-	-	-	105
Gracie Humaita Hemet	119	1/22/2020	2/21/2020	267	-	-	-	-	267
Green Acres Ranch, Inc	20205	1/13/2020	2/12/2020	450	-	-	-	-	450
Growing Minds, LLC	32783-USD	0/10/2019	0/10/2019	59	-	-	-	-	59
Guitar Center, Inc.	1340179151	10/9/2019	11/8/2019	107	-	-	-	-	107

Mission Vista Academy

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For the period ended January 31, 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
Guitar Center, Inc.	1340179154	10/9/2019	11/8/2019	107	-	-	-	-	107
Guitar Center, Inc.	1340179158	10/9/2019	11/8/2019	107	-	-	-	-	107
Guitar Center, Inc.	1340179606	0/12/2019	1/11/2019	107	-	-	-	-	107
Guitar Center, Inc.	1340179610	0/12/2019	1/11/2019	107	-	-	-	-	107
Gwendolynn Clement	6	1/23/2020	2/22/2020	80	-	-	-	-	80
Gymnastics Pacifica	AL012020	12/4/2019	1/3/2020	190	-	-	-	-	190
Gymnastics Pacifica	BA012020	1/23/2020	2/22/2020	72	-	-	-	-	72
Gymnastics Pacifica	GC022020	1/31/2020	3/1/2020	295	-	-	-	-	295
Gymnastics Pacifica	MA012020	1/23/2020	2/22/2020	67	-	-	-	-	67
Gymnastics Pacifica	MA122019	1/23/2020	2/22/2020	67	-	-	-	-	67
Gymnastics Pacifica	TA122019	1/23/2020	2/22/2020	62	-	-	-	-	62
H Gray Sports	5	1/10/2020	2/9/2020	457	-	-	-	-	457
HCR Performance Horses	1143	1/10/2020	2/9/2020	180	-	-	-	-	180
Heather Dixon	02	1/14/2020	2/13/2020	5,400	-	-	-	-	5,400
Helen Young	MVA-02	1/13/2020	2/12/2020	570	-	-	-	-	570
Hiddleston Listening, Language, and Sp	113019AC	1/30/2019	2/30/2019	1,013	-	-	-	-	1,013
History Unboxed LLC	wc-6354HU	1/15/2020	2/14/2020	562	-	-	-	-	562
History Unboxed LLC	wc-6355HU	1/23/2020	2/22/2020	396	-	-	-	-	396
Home School Concierge	591-34	1/22/2020	2/21/2020	92	-	-	-	-	92
Home Science Tools	968318A	2/12/2019	2/10/2020	145	-	-	-	-	145
Home Science Tools	970191A	2/11/2019	2/9/2020	65	-	-	-	-	65
Home Science Tools	970249	2/11/2019	2/9/2020	57	-	-	-	-	57
Home Science Tools	977912A	1/5/2020	3/5/2020	53	-	-	-	-	53
Home Science Tools	977913A	1/15/2020	3/15/2020	53	-	-	-	-	53
Home Science Tools	979707A	1/22/2020	3/22/2020	109	-	-	-	-	109
Homeschool Concierge	591-20-A	1/6/2020	2/5/2020	54	-	-	-	-	54
Homeschool Concierge	591-30	1/14/2020	2/13/2020	46	-	-	-	-	46
Homeschool Concierge	591-32	1/14/2020	2/13/2020	42	-	-	-	-	42
Homeschool Planet	1060	1/14/2020	2/13/2020	75	-	-	-	-	75
Infant Aquatics Temecula	2027	2/18/2019	1/17/2020	413	-	-	-	-	413
Infant Aquatics Temecula	2028	1/23/2020	2/22/2020	3,105	-	-	-	-	3,105
Inland Pacific Ballet Academy	80172-C002-MVA	1/15/2020	2/14/2020	390	-	-	-	-	390
Institute for Excellence in Writing	646113	1/21/2020	2/21/2020	37	-	-	-	-	37
Institute for Excellence in Writing	646160	1/21/2020	2/21/2020	37	-	-	-	-	37

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Institute for Excellence in Writing	646620	1/23/2020	2/23/2020	302	-	-	-	-	302
Institute for Excellence in Writing	646624	1/23/2020	2/23/2020	205	-	-	-	-	205
Institute for Excellence in Writing	646651	1/23/2020	2/23/2020	38	-	-	-	-	38
Institute for Excellence in Writing	646762	1/23/2020	2/23/2020	59	-	-	-	-	59
Institute for Excellence in Writing	646792	1/23/2020	2/23/2020	38	-	-	-	-	38
Institute for Excellence in Writing	646851	1/23/2020	2/23/2020	38	-	-	-	-	38
Jackie M. Carter Jr.	7	1/15/2020	2/14/2020	360	-	-	-	-	360
Jackie M. Carter Jr.	8	1/15/2020	2/14/2020	360	-	-	-	-	360
JackKris Publishing, LLC	849	1/23/2020	2/22/2020	39	-	-	-	-	39
JackKris Publishing, LLC	850	1/23/2020	2/22/2020	39	-	-	-	-	39
Jan Martin	11120	1/11/2020	2/10/2020	240	-	-	-	-	240
Jan Martin	12420	1/24/2020	2/23/2020	350	-	-	-	-	350
JDI Dance Company	260	1/10/2020	2/9/2020	1,180	-	-	-	-	1,180
JDI Dance Company	261	1/15/2020	2/14/2020	150	-	-	-	-	150
JDI Dance Company	262	1/15/2020	2/14/2020	510	-	-	-	-	510
JDI Dance Company	263	1/15/2020	2/14/2020	300	-	-	-	-	300
JDI Dance Company	264	1/15/2020	2/14/2020	275	-	-	-	-	275
JDI Dance Company	265	1/22/2020	2/21/2020	101	-	-	-	-	101
JDI Dance Company	266	1/23/2020	2/22/2020	1,413	-	-	-	-	1,413
JDI Dance Company	267	1/23/2020	2/22/2020	385	-	-	-	-	385
JDI Dance Company	268	1/23/2020	2/22/2020	600	-	-	-	-	600
JDI Dance Company	269	1/23/2020	2/22/2020	550	-	-	-	-	550
JDI Dance Company	270	1/23/2020	2/22/2020	919	-	-	-	-	919
JDS Creative Academy	414	2/19/2019	1/18/2020	125	-	-	-	-	125
Jesse Gandt	64	1/14/2020	2/13/2020	540	-	-	-	-	540
Jesse Gandt	66	1/21/2020	2/20/2020	320	-	-	-	-	320
John Gibbs	0077	1/13/2020	2/12/2020	400	-	-	-	-	400
Jordan Reid	19930020	1/22/2020	2/21/2020	180	-	-	-	-	180
Joyce Farson	19-10	11/5/2019	12/5/2019	230	-	-	-	-	230
Julia Bietz	2020-023046	1/23/2020	2/22/2020	1,400	-	-	-	-	1,400
Julia Gilbert	0037	1/13/2020	2/12/2020	210	-	-	-	-	210
Julia Gilbert	0038	1/13/2020	2/12/2020	210	-	-	-	-	210
Julie Gatlin	87	1/25/2019	2/24/2019	-	-	-	-	100	100
Julie Gatlin	88	1/25/2019	2/24/2019	-	-	-	-	400	400

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Jump and Schout Therapy, Inc	17379	.2/31/2019	1/30/2020	30	-	-	-	-	30
Justine Sherman & Associates, Inc	1019909423	1/10/2020	2/9/2020	910	-	-	-	-	910
Justine Sherman & Associates, Inc	1219909423	1/31/2020	3/1/2020	260	-	-	-	-	260
K2 Studios	MVA013	1/21/2020	2/20/2020	200	-	-	-	-	200
Karina's Piano Studio	20-0200	1/17/2020	2/16/2020	75	-	-	-	-	75
Karina's Piano Studio	20-0300	1/17/2020	2/16/2020	160	-	-	-	-	160
Karina's Piano Studio	20-0400	1/17/2020	2/16/2020	350	-	-	-	-	350
Karina's Piano Studio	20-0500	1/17/2020	2/16/2020	710	-	-	-	-	710
Kathleen Crady	1507	1/23/2020	2/22/2020	250	-	-	-	-	250
KICKS Taekwondo Riverside, Inc.	0022032	1/20/2020	2/19/2020	900	-	-	-	-	900
KICKS Taekwondo Riverside, Inc.	0022033	1/22/2020	2/21/2020	450	-	-	-	-	450
Kitchen Kid, LLC	438521584	1/23/2020	2/22/2020	145	-	-	-	-	145
Kitchen Kid, LLC	438521628	1/23/2020	2/22/2020	145	-	-	-	-	145
KiwiCo, Inc	ST-IA4HIC6I	1/6/2020	2/20/2020	237	-	-	-	-	237
KiwiCo, Inc	ST-IAZOH4QY	1/6/2020	2/20/2020	237	-	-	-	-	237
KiwiCo, Inc	ST-IBBZIPZI	1/6/2020	2/20/2020	183	-	-	-	-	183
KiwiCo, Inc	ST-IH6WCHCQ	.2/15/2019	1/29/2020	129	-	-	-	-	129
KiwiCo, Inc	ST-IK2YV3LY	.2/26/2019	2/9/2020	65	-	-	-	-	65
KiwiCo, Inc	ST-IN4QCLEA	1/2/2020	2/16/2020	119	-	-	-	-	119
KiwiCo, Inc	ST-IN7JCRRQ	1/2/2020	2/16/2020	353	-	-	-	-	353
KiwiCo, Inc	ST-INZFIQHA	1/2/2020	2/16/2020	221	-	-	-	-	221
Krishna Schroeder	10	1/23/2020	2/22/2020	990	-	-	-	-	990
Kristen Lee	19006	1/23/2020	2/22/2020	2,159	-	-	-	-	2,159
Krysta Tankersley	TANK010620	1/6/2020	1/6/2020	261	-	-	-	-	261
LA Acting Studios	152	1/10/2020	2/9/2020	220	-	-	-	-	220
Learn Grow Sparkle Prosper	0172	1/17/2020	2/16/2020	70	-	-	-	-	70
Learn Grow Sparkle Prosper	0174	1/23/2020	1/23/2020	100	-	-	-	-	100
Learn Grow Sparkle Prosper	0175	1/23/2020	1/23/2020	125	-	-	-	-	125
Learning With Apples	LWA2001151805	1/15/2020	2/14/2020	126	-	-	-	-	126
Learning With Apples	LWA2001231434	1/23/2020	2/22/2020	75	-	-	-	-	75
Learning Without Tears	INV53547	.2/20/2019	1/19/2020	29	-	-	-	-	29
Learning Without Tears	INV54082	1/16/2020	2/15/2020	12	-	-	-	-	12
LEGO Education	1190413437	.2/16/2019	2/14/2020	321	-	-	-	-	321
LEGO Education	1190414011	.2/12/2019	2/10/2020	289	-	-	-	-	289

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Leslie Eccles	12345	1/10/2020	2/9/2020	635	-	-	-	-	635
Lessonface.com, Inc	172020MVA	1/22/2020	2/21/2020	1,672	-	-	-	-	1,672
Let's Communicate, Inc	25712	2/12/2019	1/11/2020	230	-	-	-	-	230
Let's Communicate, Inc	25714	2/12/2019	1/11/2020	460	-	-	-	-	460
Let's Communicate, Inc	25715	2/12/2019	1/11/2020	230	-	-	-	-	230
Let's Communicate, Inc	25716	2/12/2019	1/11/2020	460	-	-	-	-	460
Let's Communicate, Inc	25717	2/12/2019	1/11/2020	390	-	-	-	-	390
Let's Communicate, Inc	25718	2/12/2019	1/11/2020	390	-	-	-	-	390
Let's Communicate, Inc	25719	2/12/2019	1/11/2020	160	-	-	-	-	160
Lisa Schron	1022	1/24/2020	2/23/2020	210	-	-	-	-	210
Loving Learning	001JAN2020	1/19/2020	2/18/2020	1,420	-	-	-	-	1,420
Lucid Speech and Language	Dec2019Mission	1/9/2020	2/8/2020	2,125	-	-	-	-	2,125
Mad Dog Math	4149	1/23/2020	2/22/2020	143	-	-	-	-	143
Maricela Lemos	2	1/16/2020	2/15/2020	910	-	-	-	-	910
Mary A Edmundson	4	1/10/2020	2/9/2020	176	-	-	-	-	176
Mary-Ellen Vandenberg	004	1/31/2020	3/1/2020	960	-	-	-	-	960
Math-U-See Inc.	0589686-IN	2/12/2019	2/10/2020	96	-	-	-	-	96
Math-U-See Inc.	0589870-IN	2/12/2019	2/10/2020	116	-	-	-	-	116
Math-U-See Inc.	0589871-IN	2/12/2019	2/10/2020	96	-	-	-	-	96
Math-U-See Inc.	0589875-IN	2/12/2019	2/10/2020	116	-	-	-	-	116
Math-U-See Inc.	0589880-IN	2/12/2019	2/10/2020	193	-	-	-	-	193
Math-U-See Inc.	0589884-IN	2/12/2019	2/10/2020	166	-	-	-	-	166
Math-U-See Inc.	0589929-IN	2/12/2019	2/10/2020	61	-	-	-	-	61
Math-U-See Inc.	0590251-IN	2/17/2019	2/15/2020	116	-	-	-	-	116
Math-U-See Inc.	0590338-IN	2/19/2019	2/17/2020	149	-	-	-	-	149
Math-U-See Inc.	0590396-IN	2/19/2019	2/17/2020	68	-	-	-	-	68
Math-U-See Inc.	0590397-IN	2/19/2019	2/17/2020	97	-	-	-	-	97
Math-U-See Inc.	0590398-IN	2/19/2019	2/17/2020	55	-	-	-	-	55
Math-U-See Inc.	0590400-IN	2/19/2019	2/17/2020	218	-	-	-	-	218
Math-U-See Inc.	0591932-IN	1/9/2020	3/9/2020	129	-	-	-	-	129
Math-U-See Inc.	0591935-IN	1/9/2020	3/9/2020	56	-	-	-	-	56
Math-U-See Inc.	0591937-IN	1/9/2020	3/9/2020	122	-	-	-	-	122
Math-U-See Inc.	0591938-IN	1/9/2020	3/9/2020	68	-	-	-	-	68
Math-U-See Inc.	0592305-IN	1/13/2020	3/13/2020	68	-	-	-	-	68

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Math-U-See Inc.	0592914-IN	1/15/2020	3/15/2020	166	-	-	-	-	166
Math-U-See Inc.	0592917-IN	1/15/2020	3/15/2020	47	-	-	-	-	47
Math-U-See Inc.	0592976-IN	1/16/2020	3/16/2020	47	-	-	-	-	47
Math-U-See Inc.	0592978-IN	1/16/2020	3/16/2020	116	-	-	-	-	116
Math-U-See Inc.	0593153-IN	1/17/2020	3/17/2020	56	-	-	-	-	56
Math-U-See Inc.	0593309-IN	1/20/2020	3/20/2020	56	-	-	-	-	56
Math-U-See Inc.	0593738-IN	1/22/2020	3/22/2020	116	-	-	-	-	116
Math-U-See Inc.	0594529-IN	1/28/2020	3/28/2020	47	-	-	-	-	47
Mathnasium of Corona	MVA-13	1/16/2020	2/15/2020	150	-	-	-	-	150
Mathnasium of Corona	MVA-14	1/16/2020	2/15/2020	113	-	-	-	-	113
Mathnasium of Corona	MVA-15	1/16/2020	2/15/2020	113	-	-	-	-	113
Mathnasium of Eastvale	20200104	1/16/2020	2/15/2020	345	-	-	-	-	345
Mathnasium of Murrieta	68	1/12/2020	2/11/2020	3,504	-	-	-	-	3,504
Mathnasium of Murrieta	73	1/22/2020	2/21/2020	1,094	-	-	-	-	1,094
McCoy Rigby Arts, Inc	AWilkins1-17	1/17/2020	2/16/2020	58	-	-	-	-	58
Medieval Times Dinner & Tournament	SINV0040047	8/17/2019	9/16/2019	294	-	-	-	-	294
Medieval Times Dinner & Tournament	SINV0041814-A	0/18/2019	1/17/2019	202	-	-	-	-	202
Medieval Times USA, Inc.	SINV0042541	11/9/2019	12/9/2019	73	-	-	-	-	73
Megan Spencer	026	1/21/2020	2/20/2020	160	-	-	-	-	160
MEL Science Ltd	AY201901149	1/14/2020	2/13/2020	298	-	-	-	-	298
MEL Science Ltd	CK202001155	1/15/2020	2/14/2020	298	-	-	-	-	298
MEL Science Ltd	CV2020011414	1/14/2020	2/13/2020	298	-	-	-	-	298
MEL Science Ltd	NA202001156	1/15/2020	2/14/2020	100	-	-	-	-	100
MEL Science Ltd	SJ202001162	1/16/2020	2/15/2020	298	-	-	-	-	298
Melissa Burke	120	2/10/2019	1/9/2020	466	-	-	-	-	466
Michelle Terry	35	1/17/2020	2/16/2020	1,365	-	-	-	-	1,365
Miss Candice's Dance Center	2	1/18/2020	2/17/2020	190	-	-	-	-	190
Miss Kylee's Piano Studio	112	1/11/2020	2/10/2020	1,050	-	-	-	-	1,050
Miss Kylee's Piano Studio	113	1/11/2020	2/10/2020	250	-	-	-	-	250
Miss Kylee's Piano Studio	114	1/11/2020	2/10/2020	275	-	-	-	-	275
Miss Kylee's Piano Studio	115	1/22/2020	2/21/2020	900	-	-	-	-	900
Miss Kylee's Piano Studio	116	1/22/2020	2/21/2020	500	-	-	-	-	500
Miss Kylee's Piano Studio	117	1/22/2020	2/21/2020	1,350	-	-	-	-	1,350
Miss Sue's Dance Company	227	1/22/2020	2/21/2020	884	-	-	-	-	884

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Miss Sue's Dance Company	228	1/23/2020	2/22/2020	1,320	-	-	-	-	1,320
MNLL	41988	1/10/2020	2/9/2020	135	-	-	-	-	135
MNLL	41989	1/10/2020	2/9/2020	195	-	-	-	-	195
Modern Music Studio	0240	1/17/2020	1/17/2020	120	-	-	-	-	120
Modern Music Studio	0241	1/17/2020	1/17/2020	120	-	-	-	-	120
Mountain Pottery	000027	1/22/2020	1/22/2020	1,790	-	-	-	-	1,790
Moving Beyond the Page	209570	1/10/2020	2/9/2020	18	-	-	-	-	18
Moving Beyond the Page	209582	1/10/2020	2/9/2020	18	-	-	-	-	18
Moving Beyond the Page	209604	1/13/2020	2/12/2020	61	-	-	-	-	61
Moving Beyond the Page	209671	1/15/2020	2/14/2020	9	-	-	-	-	9
Moving Beyond the Page	209688	1/15/2020	2/14/2020	9	-	-	-	-	9
Moving Beyond the Page	209693	1/15/2020	2/14/2020	9	-	-	-	-	9
Moving Beyond the Page	209727	1/16/2020	2/15/2020	226	-	-	-	-	226
Moving Beyond the Page	209759	1/17/2020	2/16/2020	192	-	-	-	-	192
Moving Beyond the Page	209823	1/21/2020	2/20/2020	334	-	-	-	-	334
Moving Beyond the Page	209840	1/22/2020	2/21/2020	13	-	-	-	-	13
Moving Beyond the Page	209857	1/22/2020	2/21/2020	68	-	-	-	-	68
Moving Beyond the Page	209866	1/23/2020	2/22/2020	73	-	-	-	-	73
Moving Beyond the Page	209868	1/23/2020	2/22/2020	35	-	-	-	-	35
Moving Beyond the Page	209882	1/23/2020	2/22/2020	7	-	-	-	-	7
Moving Beyond the Page	209884	1/23/2020	2/22/2020	7	-	-	-	-	7
Moving Beyond the Page	209894	1/23/2020	2/22/2020	7	-	-	-	-	7
Moving Beyond the Page	209923	1/23/2020	2/22/2020	7	-	-	-	-	7
Moving Beyond the Page	209946	1/24/2020	2/23/2020	192	-	-	-	-	192
Moving Beyond the Page	209961	1/24/2020	2/23/2020	544	-	-	-	-	544
Moving Beyond the Page	209964	1/24/2020	2/23/2020	572	-	-	-	-	572
Moving Beyond the Page	209972	1/24/2020	2/23/2020	25	-	-	-	-	25
MoxieBox Art, Inc	5489	1/20/2020	2/19/2020	151	-	-	-	-	151
MTA Taekwondo World, Inc	3	1/24/2020	2/23/2020	1,564	-	-	-	-	1,564
Murrieta Dance Project	133	1/22/2020	2/21/2020	195	-	-	-	-	195
Murrieta Dance Project	134	1/22/2020	2/21/2020	145	-	-	-	-	145
Murrieta Dance Project	135	1/22/2020	2/21/2020	145	-	-	-	-	145
Murrieta Dance Project	138	1/22/2020	2/21/2020	65	-	-	-	-	65
Murrieta Dance Project	139	1/22/2020	2/21/2020	315	-	-	-	-	315

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Murrieta Dance Project	140	1/22/2020	2/21/2020	210	-	-	-	-	210
Murrieta Dance Project	142	1/22/2020	2/21/2020	165	-	-	-	-	165
Murrieta Dance Project	143	1/22/2020	2/21/2020	25	-	-	-	-	25
Murrieta Dance Project	144	1/22/2020	2/21/2020	1,095	-	-	-	-	1,095
Murrieta Dance Project	145	1/22/2020	2/21/2020	105	-	-	-	-	105
Murrieta Friday Night Lights	12	1/15/2020	2/14/2020	210	-	-	-	-	210
Murrieta Friday Night Lights	14	1/18/2020	2/17/2020	215	-	-	-	-	215
My Learning Studio	IMVA1914	1/21/2020	2/20/2020	2,269	-	-	-	-	2,269
My Sewing Room	1-20-01	1/18/2020	2/17/2020	86	-	-	-	-	86
My Sewing Room	1-20-02	1/22/2020	2/21/2020	84	-	-	-	-	84
My Sewing Room	1-20-03	1/22/2020	2/21/2020	104	-	-	-	-	104
Nancy Cromey	1219-MVA	1/24/2020	2/23/2020	340	-	-	-	-	340
Nichols Speech, Inc.	13772	1/11/2020	2/10/2020	4,935	-	-	-	-	4,935
NJA Therapy Services, Inc	201911-3	1/20/2020	2/19/2020	2,916	-	-	-	-	2,916
NJA Therapy Services, Inc	201912-3	1/15/2020	2/14/2020	2,052	-	-	-	-	2,052
NJA Therapy Services, Inc	201912-MVAEv	1/15/2020	2/14/2020	2,003	-	-	-	-	2,003
NJA Therapy Services, Inc	201912_MVAEv	1/10/2020	2/9/2020	2,003	-	-	-	-	2,003
Nobel Learning Academy, Inc	2020-IVP-001	1/15/2020	2/14/2020	1,800	-	-	-	-	1,800
Noelle Catiller Voice Studio	10-MVA	1/23/2020	2/22/2020	69	-	-	-	-	69
Noelle Catiller Voice Studio	8-MVA	1/21/2020	2/20/2020	1,209	-	-	-	-	1,209
Noelle Catiller Voice Studio	9-MVA	1/22/2020	2/21/2020	824	-	-	-	-	824
Noonan Family Swim School, Inc.	0122	1/17/2020	2/16/2020	691	-	-	-	-	691
Noonan Family Swim School, Inc.	0123	1/17/2020	2/16/2020	170	-	-	-	-	170
Noonan Family Swim School, Inc.	0124	1/17/2020	2/16/2020	520	-	-	-	-	520
Noonan Family Swim School, Inc.	0125	1/17/2020	2/16/2020	159	-	-	-	-	159
Noonan Family Swim School, Inc.	0126	1/17/2020	2/16/2020	501	-	-	-	-	501
Noonan Family Swim School, Inc.	0127	1/17/2020	2/16/2020	501	-	-	-	-	501
Noonan Family Swim School, Inc.	0128	1/17/2020	2/16/2020	438	-	-	-	-	438
Noonan Family Swim School, Inc.	0129	1/17/2020	2/16/2020	62	-	-	-	-	62
Noonan Family Swim School, Inc.	0130	1/17/2020	2/16/2020	164	-	-	-	-	164
Noonan Family Swim School, Inc.	0131	1/17/2020	2/16/2020	423	-	-	-	-	423
Noonan Family Swim School, Inc.	0132	1/17/2020	2/16/2020	423	-	-	-	-	423
Oak Meadow Inc.	98894	1/24/2020	2/23/2020	761	-	-	-	-	761
On Pointe Dance Studio	200	1/14/2020	2/13/2020	60	-	-	-	-	60

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On Pointe Dance Studio	201	1/16/2020	2/15/2020	177	-	-	-	-	177
On Pointe Dance Studio	202	1/16/2020	2/15/2020	50	-	-	-	-	50
On Pointe Dance Studio	204	1/21/2020	2/20/2020	300	-	-	-	-	300
On Pointe Dance Studio	205	1/21/2020	2/20/2020	300	-	-	-	-	300
On Pointe Dance Studio	206	1/21/2020	2/20/2020	270	-	-	-	-	270
On Pointe Dance Studio	207	1/21/2020	2/20/2020	270	-	-	-	-	270
On Pointe Dance Studio	208	1/23/2020	2/22/2020	60	-	-	-	-	60
On Stage Production Company	427	8/7/2019	9/6/2019	275	-	-	-	-	275
On Stage Production Company	455	1/23/2020	2/22/2020	275	-	-	-	-	275
On Stage Production Company	538	1/10/2020	2/9/2020	550	-	-	-	-	550
On Stage Production Company	539	1/10/2020	2/9/2020	495	-	-	-	-	495
On Stage Production Company	540	1/10/2020	2/9/2020	550	-	-	-	-	550
On Stage Production Company	541	1/10/2020	2/9/2020	550	-	-	-	-	550
On Stage Production Company	545	1/10/2020	2/9/2020	245	-	-	-	-	245
On Stage Production Company	559	1/17/2020	2/16/2020	500	-	-	-	-	500
On Stage Production Company	560	1/17/2020	1/23/2020	500	-	-	-	-	500
On Stage Production Company	561	1/17/2020	2/16/2020	550	-	-	-	-	550
On Stage Production Company	563	1/24/2020	2/23/2020	575	-	-	-	-	575
On Stage Production Company	564	1/21/2020	2/20/2020	550	-	-	-	-	550
On Stage Production Company	569	1/20/2020	2/19/2020	500	-	-	-	-	500
On Stage Production Company	571	1/23/2020	2/22/2020	575	-	-	-	-	575
Outschool, Inc.	11067	1/13/2020	2/12/2020	72	-	-	-	-	72
Outschool, Inc.	11068	1/13/2020	2/12/2020	59	-	-	-	-	59
Outschool, Inc.	11069	1/13/2020	2/12/2020	240	-	-	-	-	240
Outschool, Inc.	11070	1/13/2020	2/12/2020	48	-	-	-	-	48
Outschool, Inc.	11290	1/20/2020	2/19/2020	60	-	-	-	-	60
Outschool, Inc.	11291	1/20/2020	2/19/2020	160	-	-	-	-	160
Outschool, Inc.	11292	1/20/2020	2/19/2020	170	-	-	-	-	170
Outschool, Inc.	11293	1/20/2020	2/19/2020	75	-	-	-	-	75
Outschool, Inc.	11294	1/20/2020	2/19/2020	97	-	-	-	-	97
Outschool, Inc.	11295	1/20/2020	2/19/2020	170	-	-	-	-	170
Outschool, Inc.	11296	1/20/2020	2/19/2020	650	-	-	-	-	650
Outschool, Inc.	11297	1/20/2020	2/19/2020	39	-	-	-	-	39
Outschool, Inc.	11298	1/20/2020	2/19/2020	90	-	-	-	-	90

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Outschool, Inc.	11299	1/20/2020	2/19/2020	60	-	-	-	-	60
Outschool, Inc.	11300	1/20/2020	2/19/2020	75	-	-	-	-	75
Outschool, Inc.	11301	1/20/2020	2/19/2020	50	-	-	-	-	50
Outschool, Inc.	11302	1/20/2020	2/19/2020	70	-	-	-	-	70
Outschool, Inc.	11304	1/20/2020	2/19/2020	90	-	-	-	-	90
Outschool, Inc.	11305	1/20/2020	2/19/2020	48	-	-	-	-	48
Outschool, Inc.	11306	1/20/2020	2/19/2020	68	-	-	-	-	68
Outschool, Inc.	11308	1/20/2020	2/19/2020	210	-	-	-	-	210
Outschool, Inc.	11309	1/20/2020	2/19/2020	195	-	-	-	-	195
Outschool, Inc.	11310	1/20/2020	2/19/2020	115	-	-	-	-	115
Oxford Consulting Services, Inc.	136691	2/31/2019	2/31/2019	6,083	-	-	-	-	6,083
Oxford Tutoring Center	20MVA	1/24/2020	2/23/2020	2,880	-	-	-	-	2,880
Painted Earth	1227	1/15/2020	2/14/2020	439	-	-	-	-	439
Patney LLC	36	1/13/2020	2/12/2020	156	-	-	-	-	156
Patney LLC	38	1/24/2020	2/23/2020	246	-	-	-	-	246
Paz Christine Cecilio	003	1/10/2020	2/9/2020	405	-	-	-	-	405
PCM Cheer & Tumble	101-REVISION	1/14/2020	2/13/2020	830	-	-	-	-	830
Peace Hill Press, Inc. dba Well Trained	51745	1/15/2020	2/14/2020	124	-	-	-	-	124
Performing Arts Empire	20201	9/1/2019	10/1/2019	55	-	-	-	-	55
Performing Arts Empire	2020100	9/1/2019	10/1/2019	163	-	-	-	-	163
Performing Arts Empire	2020101	10/1/2019	0/31/2019	163	-	-	-	-	163
Performing Arts Empire	2020102	11/1/2019	12/1/2019	163	-	-	-	-	163
Performing Arts Empire	2020103	12/1/2019	2/31/2019	163	-	-	-	-	163
Performing Arts Empire	2020104	1/1/2020	1/31/2020	194	-	-	-	-	194
Performing Arts Empire	202011	9/1/2019	10/1/2019	55	-	-	-	-	55
Performing Arts Empire	202012	10/1/2019	0/31/2019	55	-	-	-	-	55
Performing Arts Empire	202013	11/1/2019	12/1/2019	55	-	-	-	-	55
Performing Arts Empire	202014	12/1/2019	2/31/2019	83	-	-	-	-	83
Performing Arts Empire	202015	1/1/2020	1/31/2020	83	-	-	-	-	83
Performing Arts Empire	20202	10/1/2019	0/31/2019	55	-	-	-	-	55
Performing Arts Empire	2020200	8/1/2019	8/31/2019	150	-	-	-	-	150
Performing Arts Empire	2020201	9/1/2019	10/1/2019	190	-	-	-	-	190
Performing Arts Empire	2020202	10/1/2019	0/31/2019	190	-	-	-	-	190
Performing Arts Empire	2020203	11/1/2019	12/1/2019	190	-	-	-	-	190

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Performing Arts Empire	2020204	12/1/2019	2/31/2019	190	-	-	-	-	190
Performing Arts Empire	2020205	1/1/2020	1/31/2020	190	-	-	-	-	190
Performing Arts Empire	202021	10/1/2019	0/31/2019	107	-	-	-	-	107
Performing Arts Empire	202023	12/1/2019	2/31/2019	300	-	-	-	-	300
Performing Arts Empire	202024	1/1/2019	1/31/2019	-	-	-	-	300	300
Performing Arts Empire	20203	11/1/2019	12/1/2019	55	-	-	-	-	55
Performing Arts Empire	202030	9/1/2019	10/1/2019	96	-	-	-	-	96
Performing Arts Empire	2020300	10/1/2019	0/31/2019	220	-	-	-	-	220
Performing Arts Empire	2020301	11/1/2019	12/1/2019	220	-	-	-	-	220
Performing Arts Empire	2020302	12/1/2019	2/31/2019	220	-	-	-	-	220
Performing Arts Empire	2020303	1/1/2020	1/31/2020	220	-	-	-	-	220
Performing Arts Empire	202031	10/1/2019	0/31/2019	96	-	-	-	-	96
Performing Arts Empire	2020310	9/1/2019	10/1/2019	275	-	-	-	-	275
Performing Arts Empire	2020310.2	9/1/2019	10/1/2019	67	-	-	-	-	67
Performing Arts Empire	2020310.3	9/1/2019	10/1/2019	55	-	-	-	-	55
Performing Arts Empire	2020310.4	9/1/2019	10/1/2019	69	-	-	-	-	69
Performing Arts Empire	2020310.5	9/1/2019	10/1/2019	55	-	-	-	-	55
Performing Arts Empire	2020311	10/1/2019	0/31/2019	67	-	-	-	-	67
Performing Arts Empire	2020311.2	10/1/2019	0/31/2019	67	-	-	-	-	67
Performing Arts Empire	2020311.3	10/1/2019	0/31/2019	55	-	-	-	-	55
Performing Arts Empire	2020311.4	10/1/2019	0/31/2019	55	-	-	-	-	55
Performing Arts Empire	2020312	11/1/2019	12/1/2019	55	-	-	-	-	55
Performing Arts Empire	2020312.2	11/1/2019	12/1/2019	69	-	-	-	-	69
Performing Arts Empire	2020312.3	11/1/2019	12/1/2019	69	-	-	-	-	69
Performing Arts Empire	2020312.4	11/1/2019	12/1/2019	55	-	-	-	-	55
Performing Arts Empire	2020313	12/1/2019	2/31/2019	300	-	-	-	-	300
Performing Arts Empire	2020314	1/1/2020	1/31/2020	300	-	-	-	-	300
Performing Arts Empire	202032	11/1/2019	12/1/2019	96	-	-	-	-	96
Performing Arts Empire	202033	12/1/2019	2/31/2019	96	-	-	-	-	96
Performing Arts Empire	202034	1/1/2019	1/31/2019	-	-	-	-	55	55
Performing Arts Empire	202040	9/1/2019	10/1/2019	83	-	-	-	-	83
Performing Arts Empire	202040.2	9/1/2019	10/1/2019	163	-	-	-	-	163
Performing Arts Empire	2020400	9/1/2019	10/1/2019	55	-	-	-	-	55
Performing Arts Empire	2020401	10/1/2019	0/31/2019	55	-	-	-	-	55

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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
Performing Arts Empire	2020402	11/1/2019	12/1/2019	55	-	-	-	-	55
Performing Arts Empire	202041	10/1/2019	0/31/2019	83	-	-	-	-	83
Performing Arts Empire	202041.2	10/1/2019	0/31/2019	163	-	-	-	-	163
Performing Arts Empire	202042	11/1/2019	12/1/2019	83	-	-	-	-	83
Performing Arts Empire	202042.2	11/1/2019	12/1/2019	163	-	-	-	-	163
Performing Arts Empire	202043	12/1/2019	2/31/2019	177	-	-	-	-	177
Performing Arts Empire	202044	1/1/2020	1/31/2020	177	-	-	-	-	177
Performing Arts Empire	202044.2	1/1/2020	1/31/2020	150	-	-	-	-	150
Performing Arts Empire	202050	10/1/2019	0/31/2019	55	-	-	-	-	55
Performing Arts Empire	2020500	11/1/2019	12/1/2019	48	-	-	-	-	48
Performing Arts Empire	2020501	12/1/2019	2/31/2019	48	-	-	-	-	48
Performing Arts Empire	2020502	1/1/2020	1/31/2020	48	-	-	-	-	48
Performing Arts Empire	202051	11/1/2019	12/1/2019	55	-	-	-	-	55
Performing Arts Empire	202052	12/1/2019	2/31/2019	55	-	-	-	-	55
Performing Arts Empire	202053	1/1/2020	1/31/2020	55	-	-	-	-	55
Performing Arts Empire	202060	12/1/2019	2/31/2019	43	-	-	-	-	43
Performing Arts Empire	2020600	11/1/2019	12/1/2019	48	-	-	-	-	48
Performing Arts Empire	2020601	12/1/2019	2/31/2019	48	-	-	-	-	48
Performing Arts Empire	2020602	1/1/2020	1/31/2020	48	-	-	-	-	48
Performing Arts Empire	202061	1/1/2020	1/31/2020	43	-	-	-	-	43
Performing Arts Empire	202070	11/1/2019	12/1/2019	96	-	-	-	-	96
Performing Arts Empire	202071	12/1/2019	2/31/2019	96	-	-	-	-	96
Performing Arts Empire	202072	1/1/2020	1/31/2020	96	-	-	-	-	96
Performing Arts Empire	202080	9/1/2019	10/1/2019	96	-	-	-	-	96
Performing Arts Empire	202081	10/1/2019	0/31/2019	96	-	-	-	-	96
Performing Arts Empire	202082	11/1/2019	12/1/2019	96	-	-	-	-	96
Performing Arts Empire	202083	12/1/2019	2/31/2019	55	-	-	-	-	55
Performing Arts Empire	202084	1/1/2020	1/31/2020	55	-	-	-	-	55
Performing Arts Empire	202090	9/1/2019	10/1/2019	45	-	-	-	-	45
Performing Arts Empire	202091	10/1/2019	0/31/2019	45	-	-	-	-	45
Performing Arts Empire	202092	11/1/2019	12/1/2019	45	-	-	-	-	45
Performing Arts Empire	202093	12/1/2019	2/31/2019	45	-	-	-	-	45
Performing Arts Empire	202094	1/1/2020	1/31/2020	36	-	-	-	-	36
Philip Baisch	50016	1/14/2020	2/13/2020	245	-	-	-	-	245

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PowerKids Center	8Lagpacan	1/18/2020	2/17/2020	134	-	-	-	-	134
PowerKids Center	McAna13	1/13/2020	2/12/2020	280	-	-	-	-	280
PowerKids Center	Wollen06	1/10/2020	2/9/2020	300	-	-	-	-	300
PowerKids Center	Wood5	1/10/2020	2/9/2020	244	-	-	-	-	244
Precision Gymnastics, Inc.	012020MVA	1/20/2020	2/19/2020	580	-	-	-	-	580
Press Hill Press dba Well Trained Mind	51792	1/24/2020	2/23/2020	44	-	-	-	-	44
Rainbow Resource Center	2748413	8/30/2019	3/10/2020	17	-	-	-	-	17
Rainbow Resource Center	2791108-A	1/7/2020	3/7/2020	13	-	-	-	-	13
Rainbow Resource Center	2814916	12/9/2019	2/10/2020	74	-	-	-	-	74
Rainbow Resource Center	2814918	12/9/2019	2/10/2020	75	-	-	-	-	75
Rainbow Resource Center	2814925	12/9/2019	2/10/2020	187	-	-	-	-	187
Rainbow Resource Center	2814931	12/9/2019	2/10/2020	126	-	-	-	-	126
Rainbow Resource Center	2814935	12/9/2019	2/10/2020	24	-	-	-	-	24
Rainbow Resource Center	2814939	12/9/2019	2/10/2020	30	-	-	-	-	30
Rainbow Resource Center	2814940	12/9/2019	2/10/2020	153	-	-	-	-	153
Rainbow Resource Center	2814942	12/9/2019	2/10/2020	27	-	-	-	-	27
Rainbow Resource Center	2819471	2/11/2019	2/9/2020	176	-	-	-	-	176
Rainbow Resource Center	2819977	2/11/2019	2/9/2020	138	-	-	-	-	138
Rainbow Resource Center	2819989	2/11/2019	2/9/2020	135	-	-	-	-	135
Rainbow Resource Center	2819994	2/11/2019	2/9/2020	115	-	-	-	-	115
Rainbow Resource Center	2820009	2/11/2019	2/9/2020	87	-	-	-	-	87
Rainbow Resource Center	2820015	2/11/2019	2/9/2020	109	-	-	-	-	109
Rainbow Resource Center	2820024	2/11/2019	2/9/2020	58	-	-	-	-	58
Rainbow Resource Center	2820110	2/11/2019	2/9/2020	108	-	-	-	-	108
Rainbow Resource Center	2820113	1/10/2020	3/10/2020	109	-	-	-	-	109
Rainbow Resource Center	2820145	2/11/2019	2/9/2020	132	-	-	-	-	132
Rainbow Resource Center	2820160	2/11/2019	2/9/2020	21	-	-	-	-	21
Rainbow Resource Center	2820187	2/11/2019	2/9/2020	65	-	-	-	-	65
Rainbow Resource Center	2820551	2/12/2019	2/10/2020	39	-	-	-	-	39
Rainbow Resource Center	2820554	2/12/2019	2/10/2020	41	-	-	-	-	41
Rainbow Resource Center	2820556	2/12/2019	2/10/2020	111	-	-	-	-	111
Rainbow Resource Center	2820560	2/12/2019	2/10/2020	221	-	-	-	-	221
Rainbow Resource Center	2820562	2/13/2019	2/11/2020	293	-	-	-	-	293
Rainbow Resource Center	2820570	2/12/2019	2/10/2020	204	-	-	-	-	204

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Rainbow Resource Center	2820596	.2/12/2019	2/10/2020	36	-	-	-	-	36
Rainbow Resource Center	2820597	.2/12/2019	2/10/2020	144	-	-	-	-	144
Rainbow Resource Center	2821008	.2/12/2019	2/10/2020	186	-	-	-	-	186
Rainbow Resource Center	2821605	.2/13/2019	2/11/2020	152	-	-	-	-	152
Rainbow Resource Center	2821616	.2/13/2019	2/11/2020	16	-	-	-	-	16
Rainbow Resource Center	2821621	.2/13/2019	2/11/2020	32	-	-	-	-	32
Rainbow Resource Center	2821627	.2/13/2019	2/11/2020	221	-	-	-	-	221
Rainbow Resource Center	2821630	.2/13/2019	2/11/2020	22	-	-	-	-	22
Rainbow Resource Center	2821633	.2/13/2019	2/11/2020	22	-	-	-	-	22
Rainbow Resource Center	2821638	.2/13/2019	2/11/2020	36	-	-	-	-	36
Rainbow Resource Center	2821662	.2/13/2019	2/11/2020	88	-	-	-	-	88
Rainbow Resource Center	2822770	.2/16/2019	2/14/2020	31	-	-	-	-	31
Rainbow Resource Center	2822778	.2/16/2019	2/14/2020	135	-	-	-	-	135
Rainbow Resource Center	2824312	.2/17/2019	2/15/2020	62	-	-	-	-	62
Rainbow Resource Center	2824313	.2/17/2019	2/15/2020	288	-	-	-	-	288
Rainbow Resource Center	2825546	.2/18/2019	2/16/2020	161	-	-	-	-	161
Rainbow Resource Center	2825547	.2/18/2019	2/16/2020	260	-	-	-	-	260
Rainbow Resource Center	2825548	.2/18/2019	2/16/2020	190	-	-	-	-	190
Rainbow Resource Center	2826052	.2/18/2019	2/16/2020	19	-	-	-	-	19
Rainbow Resource Center	2826269	.2/19/2019	2/17/2020	53	-	-	-	-	53
Rainbow Resource Center	2826516	.2/19/2019	2/17/2020	71	-	-	-	-	71
Rainbow Resource Center	2826517	.2/19/2019	2/17/2020	14	-	-	-	-	14
Rainbow Resource Center	2826518	.2/19/2019	2/17/2020	41	-	-	-	-	41
Rainbow Resource Center	2826730	.2/19/2019	2/17/2020	98	-	-	-	-	98
Rainbow Resource Center	2829845	1/2/2020	3/2/2020	52	-	-	-	-	52
Rainbow Resource Center	2830009	1/2/2020	3/2/2020	20	-	-	-	-	20
Rainbow Resource Center	2830012	1/2/2020	3/2/2020	159	-	-	-	-	159
Rainbow Resource Center	2830013	1/2/2020	3/2/2020	141	-	-	-	-	141
Rainbow Resource Center	2830014	1/2/2020	3/2/2020	158	-	-	-	-	158
Rainbow Resource Center	2830018	1/2/2020	3/2/2020	190	-	-	-	-	190
Rainbow Resource Center	2830099	1/2/2020	3/2/2020	159	-	-	-	-	159
Rainbow Resource Center	2830101	1/2/2020	3/2/2020	65	-	-	-	-	65
Rainbow Resource Center	2830102	1/2/2020	3/2/2020	32	-	-	-	-	32
Rainbow Resource Center	2831014	1/6/2020	3/6/2020	188	-	-	-	-	188

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Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Rainbow Resource Center	2831015	1/6/2020	3/6/2020	48	-	-	-	-	48
Rainbow Resource Center	2831022	1/6/2020	3/6/2020	32	-	-	-	-	32
Rainbow Resource Center	2831024	1/6/2020	3/6/2020	26	-	-	-	-	26
Rainbow Resource Center	2831025	1/6/2020	3/6/2020	26	-	-	-	-	26
Rainbow Resource Center	2831543	1/6/2020	3/6/2020	13	-	-	-	-	13
Rainbow Resource Center	2831544	1/6/2020	3/6/2020	65	-	-	-	-	65
Rainbow Resource Center	2831545	1/6/2020	3/6/2020	25	-	-	-	-	25
Rainbow Resource Center	2831546	1/6/2020	3/6/2020	53	-	-	-	-	53
Rainbow Resource Center	2831547	1/6/2020	3/6/2020	13	-	-	-	-	13
Rainbow Resource Center	2831548	1/6/2020	3/6/2020	22	-	-	-	-	22
Rainbow Resource Center	2831549	1/6/2020	3/6/2020	12	-	-	-	-	12
Rainbow Resource Center	2831550	1/6/2020	3/6/2020	24	-	-	-	-	24
Rainbow Resource Center	2831792	1/7/2020	3/7/2020	45	-	-	-	-	45
Rainbow Resource Center	2832883	1/8/2020	3/8/2020	18	-	-	-	-	18
Rainbow Resource Center	2833125	1/8/2020	3/8/2020	47	-	-	-	-	47
Rainbow Resource Center	2833755	1/9/2020	3/9/2020	16	-	-	-	-	16
Rainbow Resource Center	2833756	1/9/2020	3/9/2020	13	-	-	-	-	13
Rainbow Resource Center	2833838	1/9/2020	3/9/2020	19	-	-	-	-	19
Rainbow Resource Center	2834306	1/10/2020	3/10/2020	254	-	-	-	-	254
Rainbow Resource Center	2834307	1/10/2020	3/10/2020	184	-	-	-	-	184
Rainbow Resource Center	2834421	1/10/2020	3/10/2020	285	-	-	-	-	285
Rainbow Resource Center	2834426	1/10/2020	3/10/2020	33	-	-	-	-	33
Rainbow Resource Center	2834872	1/13/2020	3/13/2020	83	-	-	-	-	83
Rainbow Resource Center	2834877	1/13/2020	3/13/2020	86	-	-	-	-	86
Rainbow Resource Center	2835427	1/13/2020	3/13/2020	35	-	-	-	-	35
Rainbow Resource Center	2835429	1/13/2020	3/13/2020	184	-	-	-	-	184
Rainbow Resource Center	2835747	1/14/2020	3/14/2020	13	-	-	-	-	13
Rainbow Resource Center	2835857	1/14/2020	3/14/2020	14	-	-	-	-	14
Rainbow Resource Center	2835858	1/14/2020	3/14/2020	23	-	-	-	-	23
Rainbow Resource Center	2835909	1/14/2020	3/14/2020	160	-	-	-	-	160
Rainbow Resource Center	2836018	1/14/2020	3/14/2020	299	-	-	-	-	299
Rainbow Resource Center	2836328	1/14/2020	3/14/2020	39	-	-	-	-	39
Rainbow Resource Center	2837276	1/15/2020	3/15/2020	107	-	-	-	-	107
Rainbow Resource Center	2837280	1/15/2020	3/15/2020	20	-	-	-	-	20

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Rainbow Resource Center	2837282	1/15/2020	3/15/2020	144	-	-	-	-	144
Rainbow Resource Center	2837284	1/15/2020	3/15/2020	112	-	-	-	-	112
Rainbow Resource Center	2837285	1/15/2020	3/15/2020	124	-	-	-	-	124
Rainbow Resource Center	2837286	1/15/2020	3/15/2020	74	-	-	-	-	74
Rainbow Resource Center	2837288	1/15/2020	3/15/2020	43	-	-	-	-	43
Rainbow Resource Center	2837290	1/15/2020	3/15/2020	29	-	-	-	-	29
Rainbow Resource Center	2837293	1/15/2020	3/15/2020	25	-	-	-	-	25
Rainbow Resource Center	2837300	1/15/2020	3/15/2020	35	-	-	-	-	35
Rainbow Resource Center	2837670	1/16/2020	3/16/2020	208	-	-	-	-	208
Rainbow Resource Center	2837672	1/16/2020	3/16/2020	29	-	-	-	-	29
Rainbow Resource Center	2837718	1/16/2020	3/16/2020	20	-	-	-	-	20
Rainbow Resource Center	2837719	1/16/2020	3/16/2020	28	-	-	-	-	28
Rainbow Resource Center	2837859	1/16/2020	3/16/2020	86	-	-	-	-	86
Rainbow Resource Center	2838022	1/16/2020	3/16/2020	65	-	-	-	-	65
Rainbow Resource Center	2838115	1/16/2020	3/16/2020	113	-	-	-	-	113
Rainbow Resource Center	2838118	1/16/2020	3/16/2020	124	-	-	-	-	124
Rainbow Resource Center	2838119	1/16/2020	3/16/2020	46	-	-	-	-	46
Rainbow Resource Center	2838120	1/16/2020	3/16/2020	55	-	-	-	-	55
Rainbow Resource Center	2838121	1/16/2020	3/16/2020	186	-	-	-	-	186
Rainbow Resource Center	2838123	1/16/2020	3/16/2020	37	-	-	-	-	37
Rainbow Resource Center	2838127	1/16/2020	3/16/2020	61	-	-	-	-	61
Rainbow Resource Center	2838131	1/16/2020	3/16/2020	34	-	-	-	-	34
Rainbow Resource Center	2838273	1/17/2020	3/17/2020	51	-	-	-	-	51
Rainbow Resource Center	2838332	1/17/2020	3/17/2020	124	-	-	-	-	124
Rainbow Resource Center	2838334	1/17/2020	3/17/2020	74	-	-	-	-	74
Rainbow Resource Center	2838435	1/17/2020	3/17/2020	107	-	-	-	-	107
Rainbow Resource Center	2838597	1/17/2020	3/17/2020	55	-	-	-	-	55
Rainbow Resource Center	2838599	1/17/2020	3/17/2020	40	-	-	-	-	40
Rainbow Resource Center	2838750	1/17/2020	3/17/2020	41	-	-	-	-	41
Rainbow Resource Center	2838751	1/17/2020	3/17/2020	160	-	-	-	-	160
Rainbow Resource Center	2838752	1/17/2020	3/17/2020	89	-	-	-	-	89
Rainbow Resource Center	2838831	1/17/2020	3/17/2020	234	-	-	-	-	234
Rainbow Resource Center	2838832	1/17/2020	3/17/2020	24	-	-	-	-	24
Rainbow Resource Center	2839230	1/20/2020	3/20/2020	263	-	-	-	-	263

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Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Rainbow Resource Center	2839231	1/20/2020	3/20/2020	91	-	-	-	-	91
Rainbow Resource Center	2839233	1/20/2020	3/20/2020	58	-	-	-	-	58
Rainbow Resource Center	2839901	1/21/2020	3/21/2020	118	-	-	-	-	118
Rainbow Resource Center	2839916	1/21/2020	3/21/2020	301	-	-	-	-	301
Rainbow Resource Center	2840724	1/22/2020	3/22/2020	15	-	-	-	-	15
Rainbow Resource Center	2840844	1/22/2020	3/22/2020	61	-	-	-	-	61
Rainbow Resource Center	2841085	1/22/2020	3/22/2020	35	-	-	-	-	35
Rainbow Resource Center	2841292	1/23/2020	3/23/2020	25	-	-	-	-	25
Rainbow Resource Center	2841547	1/23/2020	3/23/2020	14	-	-	-	-	14
Rainbow Resource Center	2841549	1/23/2020	3/23/2020	36	-	-	-	-	36
Rainbow Resource Center	2841550	1/23/2020	3/23/2020	21	-	-	-	-	21
Rainbow Resource Center	2841555	1/23/2020	3/23/2020	53	-	-	-	-	53
Rainbow Resource Center	2841590	1/23/2020	3/23/2020	117	-	-	-	-	117
Rainbow Resource Center	2841665	1/23/2020	3/23/2020	130	-	-	-	-	130
Rainbow Resource Center	2841689	1/23/2020	3/23/2020	214	-	-	-	-	214
Rainbow Resource Center	2841726	1/23/2020	3/23/2020	21	-	-	-	-	21
Rainbow Resource Center	2842031	1/24/2020	3/24/2020	85	-	-	-	-	85
Rainbow Resource Center	2842323	1/24/2020	3/24/2020	43	-	-	-	-	43
Rainbow Resource Center	2842324	1/24/2020	3/24/2020	15	-	-	-	-	15
Rainbow Resource Center	2842389	1/24/2020	3/24/2020	56	-	-	-	-	56
Rainbow Resource Center	2842392	1/24/2020	3/24/2020	42	-	-	-	-	42
Rainbow Resource Center	2842394	1/24/2020	3/24/2020	171	-	-	-	-	171
Realis Gymnastics Academy, Co.	1	1/14/2020	2/15/2020	210	-	-	-	-	210
Redline Athletics	1904	1/15/2020	2/14/2020	198	-	-	-	-	198
Redline Athletics	1905	1/17/2020	2/16/2020	297	-	-	-	-	297
Redline Athletics	1906	1/17/2020	2/16/2020	297	-	-	-	-	297
Redline Athletics	1907	1/17/2020	2/16/2020	297	-	-	-	-	297
Redline Athletics	1908	1/21/2020	2/20/2020	447	-	-	-	-	447
Redline Athletics	1910	1/22/2020	2/21/2020	99	-	-	-	-	99
Redline Athletics	1911	1/22/2020	2/21/2020	297	-	-	-	-	297
Redline Athletics	1912	1/22/2020	2/21/2020	90	-	-	-	-	90
Redline Athletics	1913	1/22/2020	2/21/2020	297	-	-	-	-	297
Redline Athletics	1914	1/24/2020	2/23/2020	100	-	-	-	-	100
Redline Athletics	1915	1/24/2020	2/23/2020	297	-	-	-	-	297

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Redline Athletics	1916	1/24/2020	2/23/2020	297	-	-	-	-	297
Redline Athletics	1917	1/24/2020	2/23/2020	89	-	-	-	-	89
Redline Athletics	1918	1/24/2020	2/23/2020	267	-	-	-	-	267
Riverside Art Museum	4732	1/10/2020	2/9/2020	150	-	-	-	-	150
Riverside Art Museum	RIVE020120	1/20/2020	2/19/2020	2,500	-	-	-	-	2,500
Riverside Art Museum	RIVE030120	1/20/2020	2/19/2020	7,500	-	-	-	-	7,500
Robert Chapman	NOV. 2019	12/2/2019	1/1/2020	360	-	-	-	-	360
Rockstars of Tomorrow Riverside	2001	1/15/2020	2/14/2020	244	-	-	-	-	244
Rockstars of Tomorrow Riverside	2021	1/15/2020	2/15/2020	135	-	-	-	-	135
Rockstars of Tomorrow Riverside	2109	1/15/2020	2/14/2020	145	-	-	-	-	145
Roxana Segna	Simpson-3	1/14/2020	2/13/2020	420	-	-	-	-	420
Rubke-Foxworth Music Studio	121919	1/10/2020	2/9/2020	190	-	-	-	-	190
SC Krav Maga, Inc.	1890	1/18/2020	2/17/2020	139	-	-	-	-	139
SC Krav Maga, Inc.	1891	1/18/2020	2/17/2020	139	-	-	-	-	139
SC Krav Maga, Inc.	1892	1/18/2020	2/17/2020	189	-	-	-	-	189
SC Krav Maga, Inc.	1893	1/18/2020	2/17/2020	139	-	-	-	-	139
SC Krav Maga, Inc.	1894	1/18/2020	2/17/2020	189	-	-	-	-	189
SC Krav Maga, Inc.	1895	1/18/2020	2/17/2020	139	-	-	-	-	139
SC Krav Maga, Inc.	1898	1/18/2020	2/17/2020	89	-	-	-	-	89
SC Krav Maga, Inc.	1899	1/18/2020	2/17/2020	89	-	-	-	-	89
SC Krav Maga, Inc.	1906	1/19/2020	2/18/2020	25	-	-	-	-	25
SC Krav Maga, Inc.	1907	1/19/2020	2/18/2020	25	-	-	-	-	25
SC Krav Maga, Inc.	1908	1/19/2020	2/18/2020	25	-	-	-	-	25
SC Krav Maga, Inc.	1909	1/19/2020	2/18/2020	225	-	-	-	-	225
SC Krav Maga, Inc.	1910	1/19/2020	2/18/2020	225	-	-	-	-	225
SC Krav Maga, Inc.	1911	1/19/2020	2/18/2020	225	-	-	-	-	225
SC Krav Maga, Inc.	1912	1/19/2020	2/18/2020	487	-	-	-	-	487
SC Krav Maga, Inc.	1913	1/19/2020	2/18/2020	437	-	-	-	-	437
SC Krav Maga, Inc.	1914	1/19/2020	2/18/2020	200	-	-	-	-	200
SC Krav Maga, Inc.	1915	1/19/2020	2/18/2020	248	-	-	-	-	248
SC Krav Maga, Inc.	1916	1/19/2020	2/18/2020	125	-	-	-	-	125
SC Krav Maga, Inc.	1917	1/19/2020	2/17/2020	375	-	-	-	-	375
SCEGA Gymnastics	1129	1/14/2020	2/13/2020	2,980	-	-	-	-	2,980
SCEGA Gymnastics	1130b	1/14/2020	2/13/2020	2,048	-	-	-	-	2,048

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SCEGA Gymnastics	1131	1/16/2020	2/15/2020	781	-	-	-	-	781
SCEGA Gymnastics	1132	1/22/2020	2/21/2020	858	-	-	-	-	858
School of Rock Temecula	69521_SOR_Dec	12/6/2019	1/5/2020	179	-	-	-	-	179
School of Rock Temecula	72190_SOR_Dec	12/6/2019	1/5/2020	179	-	-	-	-	179
School of Rock Temecula	79397SpringHerl	1/10/2020	2/9/2020	435	-	-	-	-	435
School of Rock Temecula	79416SpringHerl	1/10/2020	2/9/2020	435	-	-	-	-	435
Sektor Corona LLC	2	1/18/2020	2/17/2020	2,000	-	-	-	-	2,000
Simply Coding	433	1/14/2020	1/14/2020	325	-	-	-	-	325
Singapore Math, Inc.	351053	1/9/2020	2/8/2020	61	-	-	-	-	61
SoCal Homeschool Adventures	876	1/13/2020	2/12/2020	2,118	-	-	-	-	2,118
SoCal Judo	009	1/24/2020	2/23/2020	135	-	-	-	-	135
SoCal Judo	010	1/24/2020	2/23/2020	135	-	-	-	-	135
Source Studio	013	1/20/2020	1/20/2020	222	-	-	-	-	222
Starfall Education Foundation	3480-9185-2048	1/23/2020	2/22/2020	35	-	-	-	-	35
Starfall Education Foundation	4964-8391-5920	1/15/2020	2/14/2020	10	-	-	-	-	10
Starfall Education Foundation	6955-8776-4723	1/22/2020	2/21/2020	35	-	-	-	-	35
Starfall Education Foundation	8723-1720-8245	1/20/2020	2/19/2020	35	-	-	-	-	35
Starfall Education Foundation	9451-7187-1302	1/22/2020	2/21/2020	35	-	-	-	-	35
Studies Weekly	289190	1/13/2020	2/12/2020	32	-	-	-	-	32
Studies Weekly	289444	1/22/2020	2/21/2020	65	-	-	-	-	65
Studies Weekly	289750	1/13/2020	2/12/2020	65	-	-	-	-	65
Studies Weekly	290197	1/13/2020	2/12/2020	65	-	-	-	-	65
Studies Weekly	292260	2/18/2019	1/17/2020	129	-	-	-	-	129
Study.com LLC	7242	1/13/2020	2/12/2020	480	-	-	-	-	480
Susie Q Ranch	Jan_10_2020	1/10/2020	2/9/2020	635	-	-	-	-	635
Tahquitz Equestrian Facility	001	1/3/2020	2/2/2020	65	-	-	-	-	65
Tahquitz Equestrian Facility	002	1/9/2020	2/8/2020	195	-	-	-	-	195
Tanja Baker	10039	1/10/2020	2/9/2020	600	-	-	-	-	600
Tanya Small	TS100MVA	1/13/2020	2/12/2020	3,035	-	-	-	-	3,035
Taylor Karate	2020-McLane-1	0/25/2020	1/24/2019	225	-	-	-	-	225
Taylor Karate	MAyres2020-1	1/17/2020	2/16/2020	109	-	-	-	-	109
Teacher Synergy, LLC	108878519	1/17/2020	2/7/2020	89	-	-	-	-	89
Teacher Synergy, LLC	108885753	1/17/2020	2/7/2020	15	-	-	-	-	15
Teacher Synergy, LLC	109142665	1/21/2020	2/11/2020	67	-	-	-	-	67

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Teacher Synergy, LLC	109239352	1/22/2020	2/12/2020	30	-	-	-	-	30
Teacher Synergy, LLC	109276874	1/22/2020	2/12/2020	5	-	-	-	-	5
Teacher Synergy, LLC	109276972	1/22/2020	2/12/2020	31	-	-	-	-	31
Teacher Synergy, LLC	109279448	1/22/2020	2/12/2020	21	-	-	-	-	21
Teacher Synergy, LLC	109280119	1/22/2020	2/12/2020	132	-	-	-	-	132
Teacher Synergy, LLC	109280743	1/22/2020	2/12/2020	28	-	-	-	-	28
Teacher Synergy, LLC	109343625	1/23/2020	2/13/2020	41	-	-	-	-	41
Teacher Synergy, LLC	109353035	1/23/2020	2/13/2020	18	-	-	-	-	18
Teacher Synergy, LLC	109378685	1/23/2020	2/13/2020	9	-	-	-	-	9
Teacher Synergy, LLC	109394574	1/23/2020	2/13/2020	30	-	-	-	-	30
Teacher Synergy, LLC	109398748	1/23/2020	2/13/2020	27	-	-	-	-	27
Teacher Synergy, LLC	109458517	1/24/2020	2/14/2020	27	-	-	-	-	27
Teacher Synergy, LLC	109472523	1/24/2020	2/14/2020	24	-	-	-	-	24
Teacher Synergy, LLC	109472727	1/24/2020	2/14/2020	24	-	-	-	-	24
Teacher Synergy, LLC	109472868	1/24/2020	2/14/2020	49	-	-	-	-	49
Temecula Homeschool Enrichment Ca	32020	1/13/2020	2/12/2020	795	-	-	-	-	795
Temecula Homeschool Enrichment Ca	42020	1/21/2020	2/20/2020	480	-	-	-	-	480
Temecula Music Academy	27286	1/10/2020	2/9/2020	420	-	-	-	-	420
Temecula Music Academy	27287	1/10/2020	2/9/2020	420	-	-	-	-	420
Temecula Music Academy	27312	1/23/2020	2/22/2020	140	-	-	-	-	140
Temecula Music Academy	27313	1/23/2020	2/22/2020	175	-	-	-	-	175
Temecula Music Academy	27314	1/23/2020	2/22/2020	420	-	-	-	-	420
Temecula Strings	1395	1/22/2020	2/21/2020	225	-	-	-	-	225
Temecula Strings	1396	1/22/2020	2/21/2020	285	-	-	-	-	285
Temecula Strings	1397	1/22/2020	2/21/2020	285	-	-	-	-	285
Temecula Strings	1398	1/22/2020	2/21/2020	807	-	-	-	-	807
Temecula Strings	1399	1/22/2020	2/21/2020	627	-	-	-	-	627
Temecula Strings	1400	1/22/2020	2/21/2020	807	-	-	-	-	807
Temecula Strings	1401	1/22/2020	2/21/2020	269	-	-	-	-	269
Temecula Strings	1402	1/22/2020	2/21/2020	269	-	-	-	-	269
Temecula Strings	1404	1/23/2020	2/22/2020	807	-	-	-	-	807
Temecula Valley In-Line Hockey Assoc	ICS-FINALF2019	1/13/2020	2/12/2020	200	-	-	-	-	200
Temecula Valley Music for Young Chil	3 - MVA	1/11/2020	2/10/2020	1,056	-	-	-	-	1,056
Terra Arts	3024	0/13/2019	1/12/2019	2,475	-	-	-	-	2,475

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Terry Tsang Optometry	2030	1/8/2020	2/7/2020	125	-	-	-	-	125
Terry Tsang Optometry	2031	1/15/2020	2/14/2020	125	-	-	-	-	125
Terry Tsang Optometry	2514	1/8/2020	2/7/2020	125	-	-	-	-	125
Terry Tsang Optometry	2515	1/15/2020	2/14/2020	125	-	-	-	-	125
Terry Tsang Optometry	2516	1/22/2020	2/21/2020	125	-	-	-	-	125
The Critical Thinking Co.	136143A	1/13/2020	2/12/2020	25	-	-	-	-	25
The Critical Thinking Co.	136201A	1/14/2020	2/13/2020	56	-	-	-	-	56
The Critical Thinking Co.	136437A	1/21/2020	2/20/2020	204	-	-	-	-	204
The Etiquette Factory With Mrs. Misa	2	1/30/2020	2/29/2020	213	-	-	-	-	213
The Etiquette Factory With Mrs. Misa	24	1/30/2020	2/29/2020	240	-	-	-	-	240
The Etiquette Factory With Mrs. Misa	25	11/4/2019	12/4/2019	240	-	-	-	-	240
The Etiquette Factory With Mrs. Misa	26	1/30/2020	2/29/2020	240	-	-	-	-	240
The Etiquette Factory With Mrs. Misa	27	1/30/2020	2/29/2020	240	-	-	-	-	240
The Etiquette Factory With Mrs. Misa	28	1/30/2020	2/29/2020	240	-	-	-	-	240
The Etiquette Factory With Mrs. Misa	29	1/30/2020	2/29/2020	638	-	-	-	-	638
The Etiquette Factory With Mrs. Misa	30	1/30/2020	2/29/2020	240	-	-	-	-	240
The Etiquette Factory With Mrs. Misa	31	1/30/2020	2/29/2020	213	-	-	-	-	213
The Gymnastics Academy	00039	1/14/2020	2/13/2020	60	-	-	-	-	60
The Gymnastics Academy	00040	1/14/2020	2/13/2020	375	-	-	-	-	375
The Gymnastics Academy	00041	1/21/2020	2/20/2020	900	-	-	-	-	900
The Gymnastics Academy	00042	1/23/2020	2/22/2020	225	-	-	-	-	225
The Little Gym of Riverside	11320	1/13/2020	2/12/2020	494	-	-	-	-	494
The Little Red Barn Indoor Playground	10	1/15/2020	2/14/2020	50	-	-	-	-	50
The Little Red Barn Indoor Playground	9	1/15/2020	2/14/2020	70	-	-	-	-	70
The Music School	9291	1/16/2020	1/16/2020	348	-	-	-	-	348
Tiffany Freuler	011	1/23/2020	2/22/2020	480	-	-	-	-	480
Timberdoodle.com	310666	2/11/2019	2/9/2020	383	-	-	-	-	383
Timberdoodle.com	310744	2/13/2019	2/11/2020	41	-	-	-	-	41
Timberdoodle.com	310745	2/13/2019	2/11/2020	116	-	-	-	-	116
Timberdoodle.com	310746	2/13/2019	2/11/2020	116	-	-	-	-	116
Timberdoodle.com	310765	2/13/2019	2/11/2020	952	-	-	-	-	952
Timberdoodle.com	310879	2/17/2019	2/15/2020	843	-	-	-	-	843
Timberdoodle.com	310884	2/17/2019	2/15/2020	959	-	-	-	-	959
Timberdoodle.com	311295	1/8/2020	3/8/2020	203	-	-	-	-	203

Mission Vista Academy

Accounts Payable Aging

For the period ended January 31, 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
Time4Learning.com	T4LMVA2019	1/7/2020	3/7/2020	1,297	-	-	-	-	1,297
Tomoko Yoda-Compilati	1219K	1/20/2020	2/19/2020	26	-	-	-	-	26
Tomoko Yoda-Compilati	1219P	1/20/2020	2/19/2020	26	-	-	-	-	26
Total Impact Martial Arts	00473	1/14/2020	2/13/2020	447	-	-	-	-	447
Total Impact Martial Arts	00474	1/14/2020	2/13/2020	1,080	-	-	-	-	1,080
Touch-it Productions	1017	1/17/2020	2/16/2020	210	-	-	-	-	210
Touch-it Productions	1018	1/23/2020	2/22/2020	100	-	-	-	-	100
Valley-Wide Elite Gymnastics	101	1/16/2019	2/15/2019	-	-	-	-	111	111
Valley-Wide Elite Gymnastics	4001	1/25/2020	2/24/2020	351	-	-	-	-	351
Vickey Boone	2019-401194	1/15/2020	2/14/2020	120	-	-	-	-	120
Well Trained Mind Academy	273	12/9/2019	7/31/2020	324	-	-	-	-	324
Well Trained Mind Academy	351	1/14/2020	2/13/2020	299	-	-	-	-	299
West Coast Krav Maga - Wildomar	4804	1/15/2020	2/14/2020	525	-	-	-	-	525
West Coast Krav Maga - Wildomar	4805	1/15/2020	2/14/2020	537	-	-	-	-	537
West Coast Krav Maga Murrieta	4792	1/13/2020	2/12/2020	49	-	-	-	-	49
West Coast Krav Maga Murrieta	4794	1/13/2020	2/12/2020	49	-	-	-	-	49
West Coast Krav Maga Murrieta	4795	1/13/2020	2/12/2020	49	-	-	-	-	49
West Coast Krav Maga Murrieta	4797	1/13/2020	2/12/2020	179	-	-	-	-	179
West Coast Krav Maga Temecula	4789	1/13/2020	2/12/2020	537	-	-	-	-	537
West Coast Krav Maga Temecula	4791	1/13/2020	2/12/2020	120	-	-	-	-	120
West Coast Krav Maga Temecula	4791-A	1/13/2020	2/12/2020	322	-	-	-	-	322
West Coast Krav Maga Temecula	4798	1/13/2020	2/12/2020	483	-	-	-	-	483
West Coast Krav Maga Temecula	4799	1/13/2020	2/12/2020	159	-	-	-	-	159
West Coast Krav Maga Temecula	4800	1/13/2020	2/12/2020	477	-	-	-	-	477
West Coast Krav Maga Temecula	4801	1/13/2020	2/12/2020	429	-	-	-	-	429
West Coast Krav Maga Temecula	4802	1/13/2020	2/12/2020	477	-	-	-	-	477
West Coast Krav Maga Temecula	4803	1/15/2020	2/14/2020	77	-	-	-	-	77
Whitney Dickinson	09101120	1/14/2020	2/13/2020	828	-	-	-	-	828
Wilson Gabriel Fajardo Molina	2061	1/15/2020	2/14/2020	400	-	-	-	-	400
Wilson Gabriel Fajardo Molina	2062	1/17/2020	2/16/2020	25	-	-	-	-	25
Wilson Gabriel Fajardo Molina	2064	1/24/2020	2/23/2020	500	-	-	-	-	500
WM Music Lessons	008MVA	1/20/2020	2/19/2020	1,672	-	-	-	-	1,672
Wonder Crate	I044 MVA	1/15/2020	2/14/2020	153	-	-	-	-	153
Wonder Crate	I045	1/15/2020	2/14/2020	81	-	-	-	-	81

Mission Vista Academy

Accounts Payable Aging

For the period ended January 31, 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
Write On Webb	1316	1/13/2020	2/12/2020	425	-	-	-	-	425
Write On Webb	1317	1/13/2020	2/12/2020	240	-	-	-	-	240
Write On Webb	1318	1/13/2020	2/12/2020	750	-	-	-	-	750
Write On Webb	1319	1/13/2020	2/12/2020	119	-	-	-	-	119
Write On Webb	1320	1/13/2020	2/12/2020	700	-	-	-	-	700
Write On Webb	1321	1/13/2020	2/12/2020	425	-	-	-	-	425
Write On Webb	1322	1/13/2020	2/12/2020	425	-	-	-	-	425
Write On Webb	1323	1/13/2020	2/12/2020	59	-	-	-	-	59
Write On Webb	1324	1/13/2020	2/12/2020	750	-	-	-	-	750
Write On Webb	1325	1/13/2020	2/12/2020	238	-	-	-	-	238
Write On Webb	1326	1/13/2020	2/12/2020	319	-	-	-	-	319
Write On Webb	1327	1/13/2020	2/12/2020	188	-	-	-	-	188
Write On Webb	1328	1/13/2020	2/12/2020	250	-	-	-	-	250
Write On Webb	1329	1/13/2020	2/12/2020	250	-	-	-	-	250
Write On Webb	1330	1/13/2020	2/12/2020	250	-	-	-	-	250
Yiyi Ku	20199	1/17/2020	2/16/2020	2,730	-	-	-	-	2,730
Young Music, LLC	382874	1/17/2020	2/16/2020	197	-	-	-	-	197
Yvette Mojarro	23	1/22/2020	2/21/2020	640	-	-	-	-	640
Zach Bell	33	1/14/2020	2/13/2020	200	-	-	-	-	200
Total Outstanding Invoices				<u>\$538,079</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 966</u>	<u>\$539,045</u>

Mission Vista Academy

Due (To)/From All Inspire Charter School Locations

For the period ended January 31, 2020

	Account Balance
Due (to)/from Cabrillo Point Academy	\$ (669,215)
Due (to)/from Feather River Charter School	(130,210)
Due (to)/from Blue Ridge Academy	29,606
Due (to)/from Yosemite Valley Charter School	1,128,108
Due (to)/from Clarksville Charter School	(63,209)
Due (to)/from Pacific Coast Academy	(54,190)
Due (to)/from Inspire Charter Services	866,502
Due (to)/from Heartland Charter School	(14,165)
Due (to)/from Granite Mountain Charter School	(2,224)
Total Due (to)/from Balance	<u>\$ 1,091,003</u>



Homeless Education Policy

Mission Vista Academy is committed to ensuring that homeless students are provided equal access to the same free, appropriate public education provided to other children and youth. Homeless students will be given access to the education and other services that such students need to ensure that they have an opportunity to meet the same challenging State student academic achievement standards to which all students are held. Homeless students will not be stigmatized or segregated in a separate school or program based on the student's status as homeless.

The purpose of the Mission Vista Academy Governing Board approving this Homeless Education Policy is to accomplish the following:

1. Define Homeless Children and Youth
2. Identify the Homeless Liaison's Responsibilities
3. Explain the Requirements for Enrollment of Homeless Children and Youth
4. Identify Enrollment Disputes and the Dispute Resolution Process
5. Outline Transportation Options
6. Define Comparable Education Services for Homeless Children and Youth
7. Describe Coursework and Graduation Requirements

1. Definitions:

- ***Homeless children and youths*** means individuals who lack a fixed, regular and adequate nighttime residence and includes children and youths:
 - Who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks (not including mobile home parks), or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
 - Who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;
 - Who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
 - Who are migratory children who qualify as homeless for purposes of this part because the children are living in circumstances described above.

- *Unaccompanied youth* includes a youth not in the physical custody of a parent or guardian.
- *The Charter School is the school of origin* when the student attended the Charter School when permanently housed or was last ~~admitted~~ ~~enrolled~~ when the student became homeless. The Charter School will not be considered the school of origin when it is contrary to the wishes of a student's parent(s) or guardian(s), or is not in the best interest of the student.

In determining the best interest of the child or youth, the School shall:

- Presume that keeping the child or youth in the school of origin is in the best interest of the child or youth, less it is contrary to the request of the child's or youth's parent or guardian, or unaccompanied youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or unaccompanied youth;
- If, after conducting the best interest determination based on consideration of the presumption identified above and the student-centered factors identified above, the School determines that it is not in the child's or youth's best interest to attend the School, the School shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal; and
- In the case of an unaccompanied youth, ensure that the School liaison assists in placement or ~~enrollment~~ ~~admission~~ decisions, gives priority to the views of such unaccompanied youth and provides notice to such youth of the right to appeal.

A child or youth or unaccompanied youth shall be considered homeless for as long as he/she is in a living situation described above.

2. Homeless Liaison Responsibilities: The Charter School's homeless liaison is required to do all of the following:

- Ensure that homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
- Ensure that homeless children and youth ~~enroll~~ ~~are~~ ~~admitted~~ in, and have a full and equal opportunity to succeed in the School;
- Ensure that homeless children and youths have access to and receive educational services for which such families, children, and youth are eligible, including referrals to health care services, dental services, mental health and substance abuse services, housing services and other appropriate services;

- Ensure that the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- Ensure that **enrollment admission** disputes are mediated in accordance with the dispute resolution process outlined below;
- Ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians, including schools, shelters, public libraries and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;
- Ensure that school personnel providing services participate in professional development and other technical support as determined appropriate by the State Coordinator;
- Ensure that unaccompanied youths 1) are **enrolled admitted to in** school; 2) have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth, including implementation of procedures to identify and remove barriers that prevent youths from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school; and 3) are informed of their status as independent students and that the youths may obtain assistance from the liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid.

3. Enrollment Admission: All homeless students are required to follow the school's process for **enrolling admitting** students, including filling out and submitting the school's enrollment packet on time. As with all students, **enrollment admission** depends upon availability. In the event of an oversubscription in a grade, homeless students will participate in the lottery as with any other student. **As used in this policy, admission means attending classes and participating fully in school activities.**

If the homeless student seeking **admission to-enroll** is unable to produce records normally required for admission **enrollment**, such as previous academic records, medical records, proof of residency or other documentation, this will not serve as a basis for non-**enrollment** admission. Provided that the **enrollment** admission process has been followed in all other respects, a homeless student will be **enrolled** admitted in the School despite the missing paperwork. Upon **enrollment** admission, the School will contact the school last attended by the students to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the School will immediately refer the parent or guardian of the student, or the unaccompanied youth, to the Homeless Liaison, who shall assist in obtaining necessary immunizations, or immunization or medical records.

A homeless student shall be allowed to continue his or her education in the school of origin through the duration of homelessness. If the homeless student's status changes before the end of the academic year so that the student is no longer homeless, either of the following apply: 1) If the homeless student is in high school, the School (if it the school of origin) shall allow

the formerly homeless student to continue that student's education in the School through graduation; 2) If the homeless student is in kindergarten or any of grades 1 to 8, inclusive the School (if it is the school of origin) shall allow the formerly homeless student to continue that student's education in the School through the duration of the academic school year.

4. **Enrollment Admission Disputes and the Dispute Resolution Process:** If a dispute arises over **enrollment** admission in the Charter School of a homeless student, the student will be immediately enrolled to the Charter School in which **enrollment** admission is sought, pending resolution of the dispute. ~~“Enrolled” means attending classes and participating fully in school activities.~~

The Charter School will refer the student and/or his/her parents or guardians to the Homeless Liaison, who will carry out the dispute resolution in accordance with the process set forth below, as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied youth, the Homeless Liaison will ensure that the youth is immediately **enrolled admitted** in school pending resolution of the dispute.

Parents, guardians and unaccompanied youth may provide written or oral documentation to support their positions about **enrollment admission** and may seek assistance of social services, advocates, and/or service providers in the dispute process.

The Charter School will provide the parent or guardian of the student with a written explanation of the Charter School's decision regarding **enrollment admission**, including the rights of the parent, guardian or unaccompanied youth's appeal the decision. The written explanation will be complete, as brief as possible, simply stated and provided in a language that the parent, guardian or unaccompanied youth can understand.

If the dispute remains unresolved at the Charter School level or is appealed, then the Charter School Homeless Liaison will forward all written documentation and related paperwork to the homeless liaison at the county office of education (COE). The COE's homeless liaison will review these materials and determine the school selection or **enrollment admission** decision within five (5) working days of receipt of the materials. The COE homeless liaison will notify the Charter School and parent/guardian/unaccompanied youth of the decision.

If the dispute remains unresolved at the COE level or is appealed to the State, then the COE homeless liaison will forward all written documentation and related paperwork to the State Homeless Coordinator. Upon review, the CDE will notify the parent/guardian/unaccompanied youth of the decision relating **enrollment admission** in the Charter School within ten working days of receipt of the materials.

5. **Transportation:** The Charter School will provide or arrange for transportation of a homeless student, at the request of the parent, guardian or Homeless Liaison, to the Charter School when the Charter School is the school of origin. If the student begins living in an area served by another local educational agency while continuing his/her education at the Charter School, the Charter School will contact that local educational agency to agree upon a method to apportion the responsibility and costs for providing the student with transportation to and from the Charter School.

6. Comparable Education Services: Each homeless student will be provided access to services comparable to services offered to other students in the Charter School, including but not limited to the following:

- Educational services for which the homeless student meets federal, state and local program eligibility criteria
- Programs in career and technical education

7. Coursework and Graduation Requirements: The School shall accept coursework satisfactorily completed by a homeless student while attending another public school, a juvenile courts school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school even if the pupil did not complete the entire course and shall issue that homeless student full or partial credit for the coursework completed.

The credits accepted shall be applied to the same or equivalent course, if applicable, as the coursework completed in the prior school.

The School shall not require a homeless student to retake a course if the student has satisfactorily completed the entire course in a prior school. If the student did not complete the entire course, the School shall not require the pupil to retake the portion of the course the student completed unless the School, in consultation with the holder of educational rights for the student, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the homeless student shall be admitted in the same or equivalent course, if applicable, so the student may continue and complete the entire course.

A homeless student shall not be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or the University of California.

A homeless student who transfers between schools any time after the completion of the pupil's second year of high school and is in the student's third or fourth year of high school, the School shall exempt from all coursework and other requirements adopted by the School that are in addition to the statewide coursework requirements specified in Education Code section 51225.3, unless the School makes a finding that the student is reasonably able to complete the School's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

If the School determines that the homeless student is reasonably able to complete the School's graduation requirements within the student's fifth year of high school, the School shall do all of the following: 1) Inform the student of the student's option to remain in school for a fifth year to complete the School's graduation requirements; 2) Inform the student, and the student's educational rights holder, about how remaining in the School for a fifth year to complete the School's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution; 3) Provide information to the student about transfer opportunities available through the California Community Colleges; 4) Permit the student to stay in school for a fifth year to complete the School's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or if under 18 years of age, with the person holding the right to make educational decisions for the student.

To determine whether a homeless student is in the third or fourth year of high school, either the number of credits the pupil has earned to the date of transfer or the length of the student's school admission may be used, whichever will qualify the student for the exemption.

Within 30 calendar days of the date that a homeless student may qualify for the exemption from local graduation requirements transfers into a school, the School shall notify the student, the educational rights holder, and the School's liaison for homeless children and youth of the availability of the exemption and whether the student qualifies for an exemption. If the School fails to provide timely notice, the student shall be eligible for the exemption from local graduation requirements once notified, even if that notification occurs after the student is no longer homeless, if the student otherwise qualifies for the exemption.

A homeless student that has been exempted from local graduation requirements in accordance with Education Code section 51225.1 and completes the statewide coursework requirements specified in Education Code section 51225.3 before the end of the student's fourth year of high school and that student would otherwise be entitled to remain in attendance at the school, the School shall not require or request that the pupil graduate before the end of the student's fourth year of high school.

If a homeless student is exempted from local graduation requirements pursuant to Education Code section 51225.1, the School shall notify the student and the person holding the right to make educational decisions for the student how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges.

If a homeless student who is eligible for the exemption from local graduation requirements and would otherwise be entitled to remain in attendance at the School shall not be required to accept the exemption or be denied admission in, or the ability to complete, courses for which the student is otherwise eligible, including courses necessary to attend an institution of high education, regardless of whether those courses are required for statewide graduation requirements.

If a homeless student is not exempted from local graduation requirements or has previously declined the exemption, the School shall exempt the student at any time if an exemption is required by the student and the student qualifies for the exemption.

If a homeless student is exempted from local graduation requirements, the School shall not revoke the exemption.

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the pupil is no longer a homeless student while the student is admitted in the School or if a homeless student who is exempt from local graduation requirements transfers to the School from another school.

The School shall not require or request a homeless student to transfer schools in order to qualify the pupil for an exemption.

A complaint for noncompliance with this section may be filed with the School under the School's Uniform Complaint Procedures.

*This policy was adapted from the Charter School Development Center- Homeless Youth Policy.



Work Sample Policy

Mission Vista Academy offers independent study to meet the needs of pupils enrolled in the charter school; and as such, teachers much collect work samples from students to ensure that all students meet the State student academic achievement standards. This policy ensures that student work samples contain the information necessary to ensure the student's learning success.

The purpose of the Mission Vista Academy Governing Board approving this Work Sample Policy is to accomplish the following:

1. Provide an overview for the Work Sample Policy
 2. Explain the requirements of an Acceptable Work Sample
 3. Identify criteria for Non-Compliant Work Samples
- 1. Overview:** As an independent study program, Mission Vista Academy is required to collect work samples from each of its students as a condition of apportionment. Work samples allow the student's supervising teacher to determine the time value of the completed student work. Work samples are turned in to the student's supervising teacher in accordance with the student's Master Agreement.
- 2. Procedures:** Work samples must contain the following information:
1. Student's First Name and Last Name (nicknames are okay)
 2. Date that the work was completed, including the year. The work sample must be the student's original work. If anything gets changed on the original work sample, the student must initial such changes. All initialed changes mean that the student made the changes, not the parent/guardian/caretaker or teacher.

The supervising teacher must verify the work sample by including the following:

1. Homeschool teacher's name
2. Student's full name
3. Course name (must match the Master Agreement)
4. Date the teacher reviewed the material
5. Date the student completed the sample
6. HST grade

3. Acceptable Work Sample Criteria:

- Original or scanned PDF version
- Demonstrates neat and organized work
- Demonstrates a good reflection of your child's learning and abilities
- Includes student's name and date in the top right-hand corner
- The sample needs to be completed and dated within the collection Learning Period
- Must be non-sectarian (non-religious)
- Photographs must include a summary from the student's perspective
- Samples may be typed or handwritten by the student. Younger students may dictate to the parent to write or type for them

4. Non-Compliant Work Samples Include:

- Scanned documents that are difficult to read or are very light
- A scanned or printed document of a certificate of completion or report from an online learning platform
- Samples completed and dated not within the Learning Period
- A photograph which does not include the student's summary of the project/concept
- Incomplete worksheets or work



Educational Materials and Restitution Policy

This policy supports Mission Vista Academy's ("School") efforts to remain a sound steward of public funds and ensure students continue to have access to educational materials.

The purpose of the Mission Vista Academy Governing Board approving this Educational Materials and Restitution Policy is to accomplish the following:

1. Provide an Overview for the Educational Materials and Restitution Policy
2. Outline the Procedures for the Restitution Process

- 1. Overview:** Students attending School may receive access to certain School property during the course of the school year, including educational technology and textbooks, and they are responsible for ensuring the educational materials are returned (with reasonable wear and tear). California law states that the parent or guardian of a minor can be held liable to a school for all property loaned to and failed to be returned, or willfully damaged by a minor. The liability shall not exceed \$10,000.

The School shall seek restitution when a student, among other things, willfully cuts, defaces, or otherwise damage any property, or loses or fails to return property, borrowed or personal belonging to the School. This includes but is not limited to, installing unauthorized software applications, modifying, adding or deleting software or any alteration to the configuration of any and all IT computing devices - such as laptops and other devices.

The School, after affording the student due process rights, may withhold the grades, diploma, and official transcripts of a student until the student or parent/guardian pays for the lost or damaged school property (e.g., educational technology, textbooks, etc.). The School may also withhold full privileges of participation in school activities.

Withholding Grades, Diploma and Transcripts and Transferring Students

The authority to withhold grades, diploma, or official transcripts applies only to situations where the student, parent or guardian has requested a copy of the student's records. **When a student transfers to another K-12 school, the student's permanent record must be sent to the requesting K-12 school. If the student transfers to a K-12 school, a copy of the student's permanent record must be sent to the requesting district.** The permanent record, or copy, must be sent even though there may be charges or fees owed by the student, parent, or guardian. In

such cases, upon sending the permanent student record to the new (receiving) school, the new school shall be notified of the restitution debt.

2. Procedures:

1. School shall use inventory systems clearly identify the student and type of school property issued to the student.

2. School shall implement a restitution process by which students are afforded the opportunity to return the missing property or pay for the damages. Assuming the student returns the missing property or pays for damages, the debt is discharged and any withheld grades, diploma, or official transcripts of the student shall be released and the full privileges of participation in school activities shall be restored.

3. School shall follow the due process procedure listed below that allows the parent/guardian or student an opportunity to review and respond to the imposition of any fees or charges resulting from this policy.

a. The School shall provide the parent/guardian written notice of alleged loss or damage of school property ("Written Notice").

b. The Written Notice will inform families the School may contact law enforcement and/or refer the debt to a collections agency.

c. If the parent/guardian disagrees with the School's Written Notice, they may appeal the Written Notice in writing to [INSERT SCHOOL OFFICIAL]. The parent/guardian's appeal should explain why a fee or charge should not be imposed in response to the Written Notice.

d. After reviewing any information provided by the parent/ guardian, the Principal (or his/her designee) shall decide whether or not to withhold grades, diploma, or official transcripts and/or impose the fee for damages. The parent/guardian shall be notified in writing of the decision. The written decision of the Principal is final. There is no appeal beyond the school level.

4. Upon receiving notification of the School's decision ("Second Written Notice"), the parent or guardian must pay the outstanding obligation payable to the School or return missing property.

5. If the parent/guardian does not respond to the Written Notice or if a parent/guardian loses their appeal, School may withhold the transcript, diploma, and grades until the debt is resolved. The Second Written Notice shall explain if the School is withholding the transcript, diploma, and grades until the parent/guardian pays or remedies the outstanding debt.

6. Upon receiving payment or the unreturned educational materials in satisfactory condition (e.g., reasonable wear and tear), the School shall ensure the debt is discharged. If the School withheld student's grades, diploma, and/or official transcripts, School shall release grades, diploma, and/or transcripts.

7. The purpose of this policy is to provide families reasonable opportunity to return missing

educational equipment or pay for damaged and missing school property to avoid the School having to seek a legal recourse. If the Second Written Notice is unsuccessful, the School may consider referring the debt to a collections agency as a last resort.

SAMPLE WRITTEN NOTICE FOR OVERDUE MATERIALS

RE: WRITTEN NOTICE OF OVERDUE MATERIALS & UNPAID FINES

Dear Parent or Guardian:

As part of [INSERT STUDENT NAME]'s enrollment with Mission Vista Academy ("School"), your child was given access to school property for [INSERT SCHOOL YEAR]. You were required to return these educational materials at the end of the school year. You have failed to return the following: [INSERT PROPERTY].

California law provides that parents/guardians are responsible for school property loaned to students; therefore, we are requiring that the materials listed above be returned or payment of [INSERT COST OF PROPERTY] by [INSERT DUE DATE].

The School is authorized to withhold the grades, diploma, and official transcripts of the student, or to deny participation in school activities that are deemed until the debt is addressed. If you do not resolve this debt, the School may contact law enforcement for theft or refer this debt to a collections agency.

You have an opportunity to appeal the imposition of any fees or charges. If you wish to appeal this notice, you must provide a written appeal to [INSERT NAME AND CONTACT INFORMATION] by [INSERT DUE DATE – Same one as due date for payment]. This appeal must include the reasons why a fee should not be imposed.

If an appeal is submitted, after reviewing any information provided by the parent/guardian and student, the Principal (or his/her designee) shall determine whether or not to withhold grades, diploma, or official transcripts and/or impose the fee for damages. The parent/guardian and student shall be notified in writing of the decision. The decision is final. There is no appeal beyond the school level.

If you do not file an appeal or if the School confirms you owe the amount described above after the appeal, you are required to make a payment to the School to resolve the debt incurred for not returning School property. The School, in its discretion, may withhold grades, diplomas, and official transcripts until this debt is discharged.

If you have any questions or concerns about this letter, please contact the Principal, Amy Davis, amy@inspireschools.org.

SAMPLE SECOND WRITTEN NOTICE FOR OVERDUE MATERIALS WHERE FAMILY DID NOT RESPOND TO FIRST WRITTEN NOTICE

RE: SECOND NOTICE OF OVERDUE MATERIALS & UNPAID FINES

Dear Parent or Guardian:

As part of [INSERT STUDENT NAME]'s enrollment with Mission Vista Academy ("School"), your child was given access to school property for [INSERT SCHOOL YEAR]. You were required to return these educational materials the end of the school year. You have failed to return the following: [INSERT PROPERTY].

California law provides that parents/guardians are responsible for school property loaned to students; therefore, we are requiring that the materials listed above be returned or payment of [INSERT COST OF PROPERTY] by [INSERT DUE DATE].

You did not respond to the Written Notice provided by the School on [INSERT DATE OF WRITTEN NOTICE]. Therefore, the School will withhold the grades, diploma, and official transcripts of [INSERT STUDENT NAME] as of the date listed above on this letter.

If you do not resolve this debt by [INSERT DUE DATE], the School intends to refer this debt to a collections agency. Please note that the School intends to also provide your contact information to law enforcement because your failure to return school property may constitute theft. Of course, we prefer avoiding these sorts of actions and trust you will return the school property immediately to resolve this matter. Your failure to return the educational materials harms your child and other school children who would otherwise benefit from these educational materials.

If you have any questions or concerns about this letter, please contact the Principal, Amy Davis, amy@inspireschools.org.



Mission Vista Academy
Comprehensive School Safety Plan
SB 187 & SB 334 Compliance Document
2020-2021

This document is to be maintained for public inspection during business hours

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Comprehensive School Safety Plan

Mission Vista Academy
Section A: General Information – School Safety - Includes Employee Fingerprint/Background Check - Ed Code 44237
Part 1: District Commitment to School Safety

Mission Vista Academy is committed to ensuring that all enrolled students and all employees are safe and secure. Mission Vista Academy believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school. Mission Vista Academy intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans as a collaborative process. The plan will be reviewed and updated on an annual basis and proposed changes will be submitted to the Board for approval.

Comprehensive School Safety Plan

Mission Vista Academy
Section A: General Information – School Safety - Includes Employee Fingerprint/Background Check - Ed Code 44237
Part 2: Legislative Requirements

The California Education Code (sections 35294-35294.9) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

This requirement was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 187/SB 334 to contain the following elements:

Plans for Charter Schools must “identify appropriate strategies and programs that provide and maintain a high level of school safety and address the school’s procedures for complying with existing laws related to school safety, *including but not limited to*” the following:

- A. Employee Fingerprint/Background Check – Ed Code 44237
- B. Child Abuse Reporting Procedures - Penal Code 11165.5 & .6
- C. Emergency/Disaster Plans – Ed Code 32287; CCR Title 8, Sec 3220; ADA
- D. Suspension/Expulsion policies and procedures – Ed Code 48915
- E. Procedures to notify teachers of dangerous pupils – Ed Code 49079
- F. Discrimination and Harassment Policy (include hate crime reporting procedures and policies)*
- G. Schoolwide Dress Code (if it exists - including prohibition of gang-related apparel)
- H. Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site (pick-up, drop-off, maps, etc.)
- I. A safe and orderly environment conducive to learning at the school

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

Comprehensive School Safety Plan

Mission Vista Academy
Section A: General Information – School Safety - Includes Employee Fingerprint/Background Check - Ed Code 44237
Part 3: Maintaining a Safe and Orderly Environment

It is a priority of the administration and staff at Mission Vista Academy that every student who attends our school will be provided with an environment in which the students not only feel physically safe, but that there is also a positive school climate in all activities.

Our administration and staff desire to provide an orderly, caring, and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

Our administration encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions among students from diverse backgrounds.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

Our school network promotes nonviolent resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training which implements and supports conflict resolution (California Education Code Sections 32230-32239, 35160, 35160.1, 44806).

Mission Vista Academy remains in compliance with existing laws related to school safety. This plan outlines several elements critical to maintaining a safe school environment.

Comprehensive School Safety Plan

Mission Vista Academy
Section A: General Information – School Safety - Includes Employee Fingerprint/Background Check - Ed Code 44237
Part 4: Criminal Background Check

CRIMINAL BACKGROUND CHECK

Mission Vista Academy recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of harm to students, coworkers or others. Mission Vista Academy will perform applicant background checks and employee investigations as required by Education Code section 47605 [b][f], which requires that “each employee of the school furnish the school with a criminal record summary”.

All employees must have Live Scan fingerprint results on file with ~~Mission Vista Academy~~ Human Resources. Proof of Live Scan fingerprinting is a requirement of employment and the results must be provided to Mission Vista Academy prior to the first day of work. Live Scan fingerprinting will be required of all job applicants, employees, and volunteers as required by California and federal law. Background checks may also be required of employees whose job duties involve care of students, handling of money, valuables or confidential information, or as otherwise deemed prudent by the school. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Any and all information obtained by Mission Vista Academy may be taken into consideration in evaluating one’s suitability for employment, promotion, reassignment, or retention as an Employee.

Mission Vista Academy shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification.

Mission Vista Academy may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of coworkers, students or others. Employee investigations may, where appropriate, include credit reports and investigations of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. In the event that a background check is conducted, Mission Vista Academy will comply with the federal Fair Credit Reporting Act and applicable state laws, including providing the employee with any required notices and forms. Employees subject to an investigation are required to cooperate with Mission Vista Academy’s lawful efforts to obtain relevant information, and may be disciplined up to and including suspension without pay and/or termination for failure to do so.

Employees with adverse background information (such as certain specific criminal conviction) may be ineligible for employment with Mission Vista Academy.

Comprehensive School Safety Plan

Mission Vista Academy
Section B: Child Abuse Reporting Procedures - Penal Code 11165.5 &.6
Part 1: Child Abuse Reporting Procedures

Child abuse reporting law (Penal Code Section 11166) requires that a Mission Vista Academy employee who has reason to believe that a child has been subjected to abuse, report the incident to the proper authorities.

At Mission Vista Academy, protecting children from child abuse is a major priority. Each year the administration sets aside time to meet with staff to discuss child abuse indicators and to remind teachers of the procedures to follow when abuse is suspected.

Employees of Mission Vista Academy are familiar with Penal Code Section 11166 and understand the requirement that certificated and classified personnel report suspected child abuse immediately or as soon as practically possible ~~to the Senior Director or~~ to Children's Protective Services by telephone. They are aware that a call must be followed within at least 36 hours by a written report to the child protective agency.

All staff is aware of the location of a Child Abuse Information Folder that is kept on file and updated regularly. It includes informational literature, guidelines for recognizing abuse and specific directions for reporting it.

The determination as to who should be contacted will depend greatly upon the situation at hand. The local law enforcement agency will dispatch a unit to the school as soon as possible. Children's services may take much longer to respond. School personnel should always take into consideration the severity of the abuse and the extent to which the student's safety is at risk.

Comprehensive School Safety Plan

Mission Vista Academy
Section B: Child Abuse Reporting Procedures - Penal Code 11165.5 &.6
Part 1: Child Abuse Reporting Procedures

The requirements of school personnel and the identification and reporting of known or suspected child abuse to a protective agency is mandated by the State of California Penal Code. In fact, failure to do so on the part of school personnel could lead to penalties which might be imposed on these individuals. Mission Vista Academy board policies are continually updated to reflect appropriate legislation. Excerpts from the California Penal Code and Mission Vista Academy Board Policy are presented below.

From California Penal Code Section 11166

...any child care custodian, health practitioner, or employee of a child protective agency who has knowledge or observes a child in his or her professional capacity within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Mission Vista Academy
– Child Abuse Prevention Programs

Recognizing that our responsibility to students includes the protection of their physical and mental well-being, the Governing Board desires to provide whatever opportunities or resources may be available for the prevention of child abuse.

The Board agrees with the Legislature that:

1. Child abuse and neglect is a severe and increasing problem in California.
2. School districts and preschools are able to provide an environment for training of children, parents, and all school district staff.
3. Primary prevention programs in the school districts are an effective and cost-efficient method of reducing the incidence of child abuse and neglect and for promoting healthy family environments.

Comprehensive School Safety Plan

Mission Vista Academy
Section B: Child Abuse Reporting Procedures - Penal Code 11165.5 &.6
Part 1: Child Abuse Reporting Procedures

Mission Vista Academy

– Child Abuse Prevention Programs (Continued)

The Senior Director shall explore funding and assistance available for the establishment of programs directed toward preventing the occurrence of child abuse, including physical abuse, sexual assault, and child neglect, and reducing the general vulnerability of children, including coordination with and training for parents and school staff.

Parents shall be given notice of, and may refuse to have their children participate in, prevention training program.

Mission Vista Academy

– Child Abuse and Neglect

Duty to Report

Certificated employees and classified employees trained in child abuse identification and reporting shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within thirty-six hours. The reporting duties are individual and cannot be delegated to another individual.

Definitions

1. “Child Abuse,” as defined by law, pursuant to Penal Code 273 and 11165, and for purposes of this regulation includes the following:
 - a. Physical abuse resulting in a non-accidental physical injury.
 - b. Physical neglect, including both severe and general neglect, resulting in negligent treatment or maltreatment of a child.
 - c. Sexual abuse including both sexual assault and sexual exploitation.
 - d. Emotional abuse and emotional deprivation including willful cruelty or unjustifiable punishment.
 - e. Severe corporal punishment.

Comprehensive School Safety Plan

Mission Vista Academy
Section B: Child Abuse Reporting Procedures - Penal Code 11165.5 &.6
Part 1: Child Abuse Reporting Procedures

Mission Vista Academy – Child Abuse and Neglect (Continued)

2. “Mandated Reporters” are those people defined by law as “child care custodian,” “medical practitioners” and non-medical practitioners” and include virtually all school employees. The following school personnel are required to report:

Teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel employees, employees of a child care institution, head start teachers, school psychologists, licensed nurses, counselors, presenters of child abuse prevention programs and those instructional aides or other classified employees trained in child abuse reporting.
3. “Child Protective Agencies” are those law enforcements and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department and child protective services.
4. “Reasonable Suspicion” means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse. (California Penal Code 11166)

Reporting Procedures

1. To report known or suspected child abuse, any employee (as defined above) shall report by telephone to the local child protective agency.

The telephone report must be made immediately, or as soon as practically possible, upon suspicion. The verbal report will include:

- a. The name of the person making the report.
- b. The name of the child.
- c. The present location of the child.
- d. The nature and extent of any injury.
- e. Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

Comprehensive School Safety Plan

Mission Vista Academy
Section B: Child Abuse Reporting Procedures - Penal Code 11165.5 &.6
Part 1: Child Abuse Reporting Procedures

Mission Vista Academy

– Child Abuse and Neglect (Continued)

At the time the verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Within thirty-six (36) hours of making the telephone report, the mandated reporter will complete and mail a written report to the local child protective agency.

The written report shall include completion of the required standard Department of Justice form (DOJ SS 8572).

The mandated reporter may request and receive copies of the appropriate form either from the school district or directly from the local child protective agency.

Detailed instructions for completion of the form are on the back sheet of the form. Reporters may request assistance from the site administrator in completing and mailing the form; however, the mandated reporter is still responsible for ensuring that the written report is correctly filed.

3. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone. The site administration, when notified, shall inform the Superintendent.

Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that the verbal or written reporting procedures are carried out according to state law and district regulations. If requested by the mandated reporter, the Senior Director may assist in the completion and filing of these forms.

Legal Responsibility and Liability

1. Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

Comprehensive School Safety Plan

Mission Vista Academy
Section B: Child Abuse Reporting Procedures - Penal Code 11165.5 &.6
Part 1: Child Abuse Reporting Procedures

Mission Vista Academy

– Child Abuse and Neglect (Continued)

2. A mandated reporter who fails to report an instance of child abuse, which he/she knows to exist or reasonably should know to exist, is guilty of a misdemeanor and is punishable by confinement in jail for a term not to exceed six (6) months or by a fine of not more than one thousand dollars (\$1,000) or both. The mandated reporter may also be held civilly liable for damages for any injury to the child after a failure to report.
3. When two (2) or more persons who are required to report jointly, have knowledge of suspected instance of child abuse, and when there is agreement, and a single report may be made and signed by the person selected. However, if any person who knows or should know that the person designated to report failed to do so, that person then has a duty to make the report.
4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse, the Senior Director shall not notify the parent or guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent or guardian.

It is the responsibility of the peace officer to notify the parent or guardian of the situation. Peace officers will be asked to sign an appropriate release or acceptance of responsibility form (cf. 5145.11 – Questioning and Apprehension).

Comprehensive School Safety Plan

Mission Vista Academy
Section B: Child Abuse Reporting Procedures - Penal Code 11165.5 &.6
Part 1: Child Abuse Reporting Procedures

Mission Vista Academy
– Child Abuse and Neglect (Continued)

When School Employees are Accused of Child Abuse

Regardless of who child abusers may be, the major responsibilities of mandated reporters are to (1) identify incidents of suspected child abuse, and (2) comply with laws requiring reporting of suspected abuse to the proper authorities. Determining whether or not the suspected abuse actually occurred is not the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency.

Parent/guardians or members of the public accusing school employees of child abuse should be made aware of the ramifications of making false reports and should be provided with information regarding child abuse and child abuse reporting.

Pending the outcome of an investigation by a child protective agency and prior to the filing of formal charges, the employee may be subject to reassignment or a paid leave of absence.

Disciplinary action resulting from the filing of formal charges or upon conviction shall be in accordance with district policies, regulations and/or collective bargaining agreements. The Senior Director or designee should consult with legal counsel in implementing either suspension or dismissal.

Comprehensive School Safety Plan

Mission Vista Academy
Section C: Emergency/Disaster Plans - Ed Code 32287; CCR Title 8, Sec 3220 ADA
Part 1: General Information - Disaster

Mission Vista Academy will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following sections of this plan outline basic responsibilities for all staff for specific incidents

The Mission Vista Academy has developed a Standardized Emergency Management System (SEMS) Plan that outlines in more detail, specific responsibilities for Emergency Response Teams at this school.

This Emergency Action Plan is being developed to provide information to the staff at Mission Vista Academy to ensure pertinent information is available in the case of an incident that warrants a response. It is written in accordance with California Code of Regulations, Title 8, Section 3220 which outlines the components required for a plan. There are also components of the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS), including the Incident Command System incorporated in this plan. The purpose for the inclusion is that while Mission Vista Academy may not have students on site, it will serve as an Emergency Operations Center if a multi-site incident occurs and support is needed for school or local community. At that time, the role of Mission Vista Academy would be to serve as a resource and clearinghouse for information.

The plan is developed with a multi-hazard perspective to make it applicable to the widest range of emergencies and disasters, both natural and human caused. However, Administrators retain the flexibility to modify procedures and/or organization structure as necessary to accomplish the emergency response and recovery missions in the context of a particular hazard scenario.

The individual(s) responsible for implementation of this plan or to contact for any clarification is:

Name: _____

Department: _____

Phone: _____

Email: _____

Name: _____

Department: _____

Phone: _____

Email: _____

Plan Approval:

Name of Responsible Party

Title

Signature

Date

RECORD OF DISTRIBUTION

Plan #	Office/Department	Representative	Signature

EMERGENCY TELEPHONE NUMBERS

FACILITY EMERGENCY NUMBERS

- | | | |
|----|--|---------------|
| 1) | Emergency Operations Center
(Managing Director's) | Insert Number |
| 2) | Alternate Location
(Office cell phone #) | Insert Number |

LOCAL AGENCIES/OTHERS

- 1) Local Police
- 2) Local Fire
- 3) American Red Cross
- 4) Electric Utility Company
- 5) Local Gas Company
- 6) Local Water Company

In the event of a major emergency or disaster, the 9-1-1 emergency system may not function because of traffic overload. If you have a situation requiring immediate aid from police, fire or medical personnel you should try to use the 9-1-1 number first for immediate aid.

INTRUSION AND/OR FIRE ALARMS

If an intrusion or fire alarm goes off the company responsible for monitoring the system is (name of company), (phone number).

PLAN IMPLEMENTATION

A key component to this plan is the Incident Command System (ICS). The five basic functions of: Management, Operations, Logistics, Planning/Intelligence and Finance/Administration must remain consistent, but the formation of the teams within those sections can be flexible to meet each school's needs.

To properly complete the EOP, the school needs to: (1) Assign roles for Management staff and Section Chiefs (2) form the site emergency teams, (3) provide the appropriate training for all staff (4) conduct exercises to test the plan, and (5) update the plans as needed.

Employees shall be offered training on the specifics of this plan when it is initially developed and when new employees are hired. Employees should be retrained when the plan changes due to a change in the layout or design of the facility, when new equipment, hazardous materials, or processes are introduced that affect evacuation routes, or when new types of hazards are introduced that require special actions. It would also be helpful to provide annual awareness training as a reminder. General training for employees should address the following:

- Individual roles and responsibilities.
- Threats, hazards, and protective actions.
- Notification, warning, and communications procedures.
- Emergency response procedures.
- Evacuation, shelter, and accountability procedures.
- Location and use of common emergency equipment.
- Emergency shutdown procedures.

Additional training may also need to be provided (i.e. first-aid procedures, portable fire extinguisher use, etc.) depending on the responsibilities allocated employees in the plan.

Once the emergency action plan has been reviewed with employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared. Include outside resources such as fire and police departments when possible. After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.

ABOUT EMERGENCY MANAGEMENT SYSTEMS

Through the years, those agencies responsible for disaster response have come up with several different models for coordinating that response. Although these models differ, they share a common background: The Incident Command System (ICS). As a member of your school's emergency response team, you will need to be familiar with ICS and the emergency management systems used in California.

Incident Command System (ICS) Developed in the 1970's by Southern California Fire Protection Agencies, this system was designed to coordinate multi-jurisdictional response. The beauty of ICS is that it is based upon common terminology and on the division of response activities into five functional units that essentially eliminates the possibility of the duplication of efforts. ICS became the model for the state's system.

Standardized Emergency Management System (SEMS) Developed in response to the lack of agency and multi-jurisdictional coordination during the Oakland Fires of 1991, SEMS became the state-wide standard for coordinated emergency response. All agencies involved in emergency response are legally required to use SEMS. In fact, the STATE reimbursement of local costs incurred for emergency response/recovery is tied to the use of SEMS.

National Incident Management System (NIMS) After the national tragedy on September 11, 2001, it became clear that the country needed an emergency response system to address incidents that affected the entire nation. The national government looked at the system used in California and used it as a model to develop a national response system called NIMS. It is a FEMA approved emergency response system and will become the national model. National compliance was expected by 2006 but is still in progress. FEDERAL funding for emergency response/recovery grants is tied to the use of NIMS.

SCHOOL RESPONSE

In 1994 the State of California legislators passed the Petris Bill. This bill *requires* schools (who are considered to be special districts) to use the SEMS model in planning for, and responding to, school emergencies and disasters. HOMELAND SECURITY PRESIDENTIAL DIRECTIVE HSPD-5, which mandated the development and implementation of NIMS, now requires schools to integrate that system into their plans as well.

WHAT SPECIFIC LAWS* APPLY TO SCHOOLS

THE FIELD ACT

(Garrison Act and Riley Act)

Sets building code standards for construction and remodeling of public schools and assigns the responsibility for assuring building code compliance to the Division of the State Architect.

THE KATZ ACT

Requires schools to establish an earthquake emergency system:

- Develop a disaster plan
- Conduct periodic drop and cover drills, evacuation procedures and emergency response actions—once each quarter in elementary schools and once each semester in secondary schools
- Provide training to students and staff in emergency response procedures
- Be prepared to have your school serve as a possible public shelter
- Take mitigation measures to ensure the safety of students and staff—such as securing equipment and furniture.

PUBLIC EMPLOYEES ARE DISASTER SERVICE WORKERS

California Government Code Section 3100

All school employees are considered disaster service workers when:

- A local emergency has been proclaimed
- A state emergency has been proclaimed
- or,*
- A federal disaster declaration has been made

NOTE: During a declared disaster, school employees are required, by law, to serve as disaster service workers and cannot leave their school site until formally released.

- Certificated employees risk losing their teaching credentials
- Classified employees may be charged with a misdemeanor

*This is not a legal opinion, confirmation is required determine if your organization is exempt from any regulations targeting schools. The assumption is that the laws apply to all public schools.

POST-DISASTER SHELTERS

Schools are required by both federal statute and state regulation to be available for shelters following a disaster.

- The American Red Cross has access to schools to set up shelters
- Local governments have access to schools to set up shelters
- Plan and make arrangements in advance to assure that you are prepared.

THE PETRIS BILL

California Government Code Section 8607

Requires schools to respond to disasters using the Standardized Emergency Management System (SEMS) by December 1996.

- ICS - (Incident Command System) organizing response efforts into five basic functions: Management, Operations, Logistics, Planning/Intelligence and Finance/Administration
- EOC - (Emergency Operations Center) setting up a central area of control using the five basic functions
- Coordinate all efforts with the operational area (county) EOC, city EOC and county office of education EOC
- Incorporation of SEMS into all school plans, training and drills
- Documentation of the use of SEMS during an actual emergency

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE HSPD-5

February 28, 2003

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive 5 (HSPD-5). HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS).

HSPD-5 requires Federal departments and agencies to make the adoption of NIMS by state and local organizations a condition for Federal preparedness assistance (grants, contracts and other activities) by Fiscal Year 2005.

NIMS training requirements: All school employees (as designated Disaster Services Workers) are to complete ICS100, ICS200 and IS700.)

USING SEMS AND NIMS IN YOUR SCHOOL - AN OVERVIEW

Within SEMS and NIMS, an emergency response organization, known as the Incident Command System, consists of five Sections:

Management: responsible for policymaking with respect to disaster planning and preparedness and for the overall coordination of emergency response and recovery activities. This section has four members, the EOC Director/Incident Commander (IC), the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer (LO). In short: they are *the leaders*.

Planning/Intelligence: responsible for creating the action plans and checklists that will be used by all of the sections during crisis response and recovery. The section is comprised of two teams: the Situation Status Team and the Documentation Team. During an emergency, these teams gather, analyze, disseminate, and record information critical to the functioning of the Management Section. Planning/Intelligence are often referred to as *the thinkers*.

Operations: responsible for response preparedness of the Assembly/Shelter, Communications, Crisis Intervention, Light Search and Rescue, First Aid, Student Release/Staff Accounting, and Maintenance/Fire/Site Security Teams. During a disaster, this section directs response activities of all of these teams and coordinates that response with the Management Section. These folks represent *the doers*.

Logistics: prior to a disaster, this section is in charge of creating a transportation plan, and ensuring that there are adequate supplies of food, water, and equipment for crisis response. During an emergency, the section's two teams, the Supplies/Staffing Team and the Transportation Team provide services, personnel, equipment, materials, and facilities, as needed. They are *the getters*.

Finance/Administration: in charge of creating policies and procedures for documenting costs associated with emergency response. This section has one team, called the Recordkeeping Team. During a disaster, they activate contracts with vendors, keep time records, track receipts, and account for expenditures. Their efforts make it possible for schools to reclaim costs associated with response and recovery activities from the state. They also gather all paperwork and documentation at the end of the incident for inclusion in the After Action Report (AAR). They are called *the payers*.

THE EMERGENCY OPERATIONS CENTER

During an emergency, the Management Section gathers together in an area/room to set-up a “command center” also known as the Emergency Operations Center (EOC). In the EOC, the Management Section makes decisions affecting response activities based upon information coming in from the Section Chiefs.

A Word About Unified Command

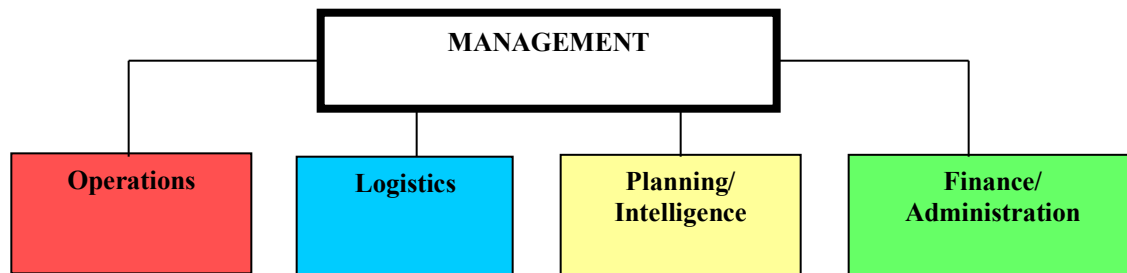
The control of and response to emergencies is the sole responsibility of the site teams *until* first responders arrive. Once they arrive, incident command transitions to **“Unified Command.”** This transition is immediately facilitated by an on-site briefing of first responders by the Management Staff and Section Chiefs. Following the initial briefing, the site’s Incident Commander will begin to work closely with representatives of each response agency to plan and carry out response activities. Other employees may be asked to participate as well, depending upon the incident at hand and the available staffing of emergency responders. All staff should be prepared to participate if necessary.

In the EOC, this means that first responder representatives will essentially be running response activities in consultation with the organization’s Management Staff and Section Chiefs. In the field, Team Leaders and Team Members will work alongside first response teams, *unless* the EOC Director/Incident Commander has deemed it is too dangerous or unsafe for them to do so. *Remember*, first responders are professionals. Work with them and take your cues from them.

The Dual Role of the School Office

- The School must organize to respond to incidents that occur at their location
 - Ensure that the School has a functional Emergency Action Plan
 - Ensure that School staff are trained and well prepared
- The School office must also organize to provide support when the incident happens at school sites within the organization
 - Provide leadership
 - Provide assistance with response and recovery, when needed
 - Ensure that school staff are trained and well prepared
 - Ensure that each school has a functional Emergency Operations Plan

INCIDENT COMMAND SYSTEM AND DIVISION OF LABOR



Divisions of Labor

Each one of the five functions have certain roles and responsibilities during a disaster or school emergency. The Management Section oversees response activities in consultation with the Chiefs of the Operations, Logistics, Planning/Intelligence, and Administration/Finance Sections. Each of these sections in turn, has a team or teams tasked with implementing very specific components of the emergency response plan.

INSERT SITE MAP

(include life and fire safety elements, i.e. fire extinguishers, first aid kits, emergency supplies, etc.)

INSERT STAFF ROSTER

The following Standard Operating Procedures have been developed to address a multitude of incidents that could occur at a school office or student location. This is a living document that should be updated and modified as additional information is acquired. A hazard assessment should be conducted to identify specific areas of concern for your location in order to maximize the number of response situations included in this plan.

EVACUATION PROCEDURES

Earthquakes, fire, bomb threats, hazardous chemical spill, or an incident on or near campus are just a few examples of an emergency incident situation that may require that portions of a building or an entire school building be evacuated.

The building Emergency Preparedness Committee should identify evacuation areas on site and alternative off-sites areas should it be necessary to evacuate.

A safe evacuation route must be able to accommodate moving a large number of people, while not exposing employees to danger. The location and type of emergency necessitates evaluation and possible adjustments to the usual evacuation routes. This evaluation will determine if the building should be evacuated in segments or if stationing a person at certain exits is necessary so that staff can be re-routed away from danger.

The movement of staff out of buildings requires accounting for every employee. In order to account for staff, work area supervisors must have available employee lists so that missing or extra staff can be reported immediately to the Command Posts (school; law enforcement; fire). When evacuating their work area, work site supervisors must bring with them the location roster and emergency supplies.

During an evacuation, the following procedures must be followed:

- ✓ Move staff to the designated Evacuation Area.
- ✓ Take roll by completing Staff Accountability Form
- ✓ Runners collect Staff Accountability Report from classroom or work areas.
- ✓ If employee has an assignment on Emergency Management Team Organizational Chart, report to the Command Post (CP) and sign in.
- ✓ Report to Incident Commander (IC) for briefing and assignment.

LOCKDOWN/REVERSE EVACUATION PROCEDURES

Some emergencies may prevent safe evacuation and require steps to isolate staff from danger by instituting a lockdown. Other emergencies may occur prior to the work day, during break or lunch periods, or after the work day. When staff may be outside the school building or work site, a reverse evacuation should be initiated.

All employees and must be familiar with the specific actions they must take during a lockdown or reverse evacuation. Discussions, training, and practice drills are essential to make these procedures workable.

In the event of a lockdown or reverse evacuation, work area supervisors must utilize the following procedures:

- ✓ If outside, move to the nearest building or room providing it is a safe route and that you are not moving in the direction of danger.
- ✓ If inside, stay inside.
- ✓ Lock door(s) to buildings and or work areas.
- ✓ If possible, quickly close all windows and then move away from the windows.
- ✓ Use caution when allowing late reporting staff to enter into a classroom.
- ✓ Have staff hide, if appropriate.
- ✓ Take roll using Staff Accountability Form.

Report any “extra” staff that sought cover in your work area. Take this form with you if you are directed by the Incident Commander to evacuate your work area at a later time.

- ✓ Await further instructions from the Incident Commander via public address system, phone or an e-mail notification to all staff.
- ✓ **DO NOT** use the telephone to call out as all lines must be keep open, unless there is a dire emergency in your work area.
- ✓ Remain in the room/office until a member of the Emergency Management Team or a law enforcement officer arrives with directions.

PROCEDURES FOR CONDUCTING A “SIZE-UP”

A “**SIZE-UP**” is a nine-step continual data gathering process that determines if it is safe to perform a certain emergency task, whether fire suppression, search and rescue, facilities assessment, etc. A size-up enables first responders to make decisions and respond appropriately in the areas of greatest need. The nine steps in a “**size-up**” are:

1. Gather Facts:

- What has happened?
- How many people are involved?
- What is the current situation?
- Does the time of day or week affect this situation?
- Do weather conditions affect the situation (e.g. forecast, temperature, wind, rain)?
- What type(s) of structures are involved?
- Are buildings occupied? If yes, how many?
- Are there special considerations involved (e.g. children, elderly, disabled)?
- Are hazardous materials involved at or near the situation?
- Are other types of hazards likely to be involved?

2. Assess and Communicate the Damage:

- Take a lap around each building and try to determine what has happened, what is happening now, and what may happen next.
- Are normal communications channels functioning (e.g. ICS, radios, e-mail, phones)?

3. Consider Probabilities:

- What is likely to happen?
- What is the worst-case scenario?

4. Assess Your Own Situation:

- Are you in immediate danger?
- Have you been trained to handle this situation?
- What resources are available which can assist with your current situation?

5. Establish Priorities:

- Are lives at risk? Remember, life safety is the first priority!
- Can you and available resources handle this situation SAFELY without putting others at risk?
- Are there more pressing needs at the moment? If yes, what are they?

6. Make Decisions:

- Base decisions on the answers to Steps 1 through 3 and the priorities that your team has established.
- Where will deployment of resources do the most good while maintaining an adequate margin of safety?

7. Develop an INCIDENT ACTION PLAN:

- Develop a plan that will help you accomplish your priorities.

- Simple plans may be verbal, but more complex plans should always be written.
- Determine how personnel and other resources should be deployed.

8. Take Action:

- Execute your plan, documenting deviations and status changes so that you can accurately report the situation to first responders, the Incident Command Post, the EOC, or other agencies that respond to the scene (e.g. fire, law enforcement, medical, media, coroner, parents).

9. Evaluate Progress:

- At reasonable intervals, evaluate progress in accomplishing the objectives in the plan of action (Incident Action Plan) to determine what is working and what changes you may have to make to stabilize the situation

BOMB THREAT

TELEPHONE BOMB THREAT

- During the call, complete the bomb threat checklist found on the next page.
- Stay on the line with the caller as long as possible, continuing to try and obtain more information about the threat.
- Have someone else call **911** (first 9 is to obtain outside line) and notify the School office.
- Without using portable radios or cell phones, organize a meeting with the school's Emergency Management Team (EMT). Radio and cell phone usage can resume once you are 300 feet away from school premises as a bomb could be hidden outside.
- If necessary, implement the ICS with only those positions deemed necessary.
- Assign a recorder to document events as they take place.
- Any search of the site should be done under the direction of law enforcement.
- The decision to evacuate the location is the responsibility of the Senior Director or his/her designee.
- If an evacuation is ordered, do not touch anything while leaving the building. Report any suspicious items to the Incident Commander.
- Follow off-site evacuation procedures.
- If the caller identifies a location where the device has been placed, avoid evacuating through the identified area.
- EMT members responsible for off-site evacuation and student accounting should begin making preparations for an orderly transition of the students/staff to the evacuation site.
- If an announcement is made over the school PA to evacuate, remind teachers and site supervisors to bring their class or work area rosters and emergency supplies.
- When the off-site evacuation location is reached, account for all students and staff. Report missing students/staff to the Incident Commander. The Incident Commander will report missing students/staff to the law enforcement agency assisting with the evacuation.
- Re-entry onto the school campus can only take place at the direction of Incident Commander.

E-MAIL BOMB THREAT

- Save the e-mail message.
- Print a copy of the message and give to the Senior Director, law enforcement, and the Technology Department.

- Follow applicable procedures from above.

BOMB THREAT REPORT FORM:

School: _____

This form will help you obtain the necessary information from the caller. Keep this information near the phone.

Date: _____ Time: _____ AM _____ PM _____

Exact words of the person placing call:

QUESTIONS TO ASK:

- 1.) When is the bomb going to explode? _____
- 2.) Where is the bomb right now? _____
- 3.) What kind of bomb is it? _____
- 4.) What does it look like? _____
- 5.) Why did you place the bomb? _____
- 6.) What will prevent you from doing this? _____
- 7.) What is your name? (He/she may inadvertently give it) _____

TRY TO DETERMINE THE FOLLOWING: (Circle all that apply)

Caller Description: Male Female Adult Juvenile Middle Aged Old

Voice: Loud Soft High-pitch Deep Raspy Pleasant Intoxicated

Accent: Local Non-Local Foreign Region Other: _____

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

Language: Excellent Good Fair Poor Foul Other: _____

Manner: Calm Angry Rational Irrational Coherent Incoherent Deliberate Emotional
Righteous Laughing Intoxicated

Background Noises: Office Machines Factory Machines Trains Animals Music Quiet Voices
Airplanes Street Traffic Party Atmosphere Other: _____

NOTIFY THE FOLLOWING PERSON(S): _____

Do not panic and do not discuss the information you have received except with the above-named persons.

Person receiving the Bomb Threat: _____ at telephone
number _____.

Caller ID returned the following number:

_____.

Police contacted by: _____

Time: _____ Date: _____

Search was made for the bomb: Y N

Evacuation was conducted: Y N

FIRE/EXPLOSION

Apart from arson, major causes of fires include improper handling and storage of flammable liquids, overloaded electrical outlets, and excessive accumulation of rubbish.

FIRE DRILL PROCEDURES

- NO advance notice of fire drills should be given to building occupants.
- All drills shall be conducted using the same procedures that would be followed in case of an actual fire.
- Fire drills should be conducted at different hours of the day.
- An appropriate number of staff members should know how to reset the fire alarm.
- Immediately after the alarm has sounded for the drill, call the Fire Department non-emergency number to advise that this is only a drill.
- Keep documentation for each drill and record notable events for future consideration/improvement.

POSTING OF EVACUATION ROUTES

- A map, showing the primary and secondary evacuation routes shall be posted inside each room. The evacuation map shall have the office location highlighted and be placed on the wall so that an arrow indicating the exit route is pointing in the direction of the exit from the room.
- The map shall be labeled “**EVACUATION PLAN**” in bold letters and prominently posted in hallways, offices, bathrooms, cafeterias, lounges.

FIRE/EXPLOSION CHECKLIST

- If fire or smoke is detected, or a burning odor is sensed, pull the closest fire alarm to initiate building evacuation procedures.
- Call **911** to report all known information about the incident.
- Site administration should assign a recorder to begin documentation of the event.
- Before leaving a work area, the work area supervisor or their designee should make sure all windows are closed.
- Procedures for anyone with special-needs should be planned in advance and practiced.
- Administration should initiate the Incident Command System (ICS) and the designee assumes the role of the Incident Commander (IC) and establishes a Command Post staging area.
- Supervisors are to complete the Staff Accountability Report.
- Data collected from the **Staff Accountability Form** will determine if the Incident Commander needs to activate additional portions of the ICS, such as First Aid, Medical, Search and Locate/Rescue, etc.
- Establish contact with fire and law enforcement agencies.
- The fire department will give clearance to site administration when it is OK for staff to re-enter the building or an alternative plan if the building will not be able to be occupied.

EARTHQUAKE

An earthquake's effect on facilities will vary from building to building. Fire alarm or sprinkler systems may be activated by the shaking. Elevators and stairways will need to be inspected for damage before they can be used. Another major threat during an earthquake is from falling objects and debris. Injuries may be sustained during the earthquake while evacuating the building(s) or upon re-entry. Use the following guidelines/procedures to manage the incident:

IF INDOORS

- **DROP, COVER AND HOLD ON** by getting under a desk or table. Protect eyes, head and neck.
- Move away from windows and objects that could fall.
- Stay under desk or table until shaking stops.
- Listen for emergency instructions.
- Evacuate building if necessary and stay away from buildings, utility poles and large objects while transferring to the assembly area.
- Account for all staff using Staff Accountability Report.

IF OUTDOORS

- Move away from buildings, utility poles and large objects.
- Avoid all downed electrical lines.
- Do not touch any wire or any metal objects.
- Sit down in a safe area.
- Move to assembly area and begin accounting for all staff.

IN VEHICLE:

- Stop vehicle in a safe location away from power lines, overpasses or buildings.
- Stay in vehicle and establish radio contact with School office.

GENERAL GUIDELINES (AFTER THE QUAKE):

- Be prepared for aftershocks and ground motion.
- Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, downed electrical lines, wires, etc.).
- Account for all staff.
- Activate necessary portions of the ICS in collaboration with the site emergency team.
- Determine injuries and provide basic first aid via Medical/First Aid Group.
- Call **911** if there is a major emergency that is life threatening. You may not get a response from **911** if a major disaster has occurred affecting a large local area. **As we have been warned, we may be on our own for several hours or days.**
- Establish communication with your Supervisor and Incident Commander
- Assist any law enforcement or fire units that may respond to your site.
- Control internal and external communications, including contact with school sites and city agencies by use of telephones, cell phones, radios, runners, e-mail, text messages, or other means.
- Refer all media inquiries to the PIO.
- In communication with the school sites, assess the overall situation, how long students and staff might be at school, how supplies might be distributed and sheltering of students and staff.

SHOOTING/STABBINGS

No single warning sign can predict that a dangerous act will occur; however, certain warning signs may indicate that someone is close to behaving in a way that is potentially dangerous to self and/or others. Imminent warning signs usually are present as a sequence of overt, serious, or hostile behaviors or threats directed at peers, staff (usually more than one staff member), as well as the person's immediate family.

IMMINENT WARNING SIGNS REQUIRE AN IMMEDIATE RESPONSE AND MAY INCLUDE THE FOLLOWING

- Physically fighting with peers or family members.
- Hostile interactions with law enforcement that involve a number of recorded incidents.
- Hostile interactions with staff and administration.
- Destruction of property (school, home, community).
- Severe rage for seemingly minor reasons.
- Detailed (time, place and method) threats (written and/or oral) to harm or kill others.
- Possession and/or use of firearms and other weapons.
- Self-injurious behaviors or threats of suicide.
- Is carrying a weapon, particularly a firearm, and has threatened to use it.

WHAT TO DO IF A SHOOTING/STABBING OCCURS AT THE SCHOOL OFFICE

- The first indications of a shooting may include: sound of gunfire, loud cracking sounds, banging noises, windows shattering, glass exploding, bullets ricocheting or a report of a stabbing incident on campus.
- Call **911**. Identify your address, and succinctly explain the emergency incident and exact location. Stay on the line until the **911** dispatcher has all the information needed to respond to the situation.
- Activate Incident Command System (ICS) with Emergency Management Team.
- Establish Command Post and appoint Incident Commander and communicate location to law enforcement and fire/rescue units.
- Notify appropriate individuals, i.e. Administrators, Policy Group.
- Provide information, when practicable, about the incident to staff via PA system, e-mail or by phone.
- Account for all staff members by using phone or e-mail or other communication means. Attempt to determine if the shooter/stabber is still on the work site.
- Attempt to determine if the weapon has been found or secured.
- Attempt to determine if the shooter/stabber has been identified.
- Assign a liaison (preferably an administrator) to interface with law enforcement and fire department.
- Liaison can supply law enforcement with radio or phone communication, phone numbers, maps, keys, and other information deemed pertinent to the safe operation of the incident.
- Gather witnesses in secure room for law enforcement questioning. DO NOT allow witnesses to talk to one another (to protect the investigation). Assign staff to stay with witnesses until law enforcement arrives.
- Develop plan to evacuate staff to an off-site or alternate evacuation area should it be necessary to evacuate the building.
- Gather information of staff members involved in the incident.
- Prepare written statements for telephone callers and media in cooperation with law enforcement and the Senior Director. Can a message be placed on the website?
- Provide a liaison representative for family members for any injured staff members.
- Provide Crisis Response Team to provide counseling and to help deal with any psychological factors.

IF STAFF ARE OUTSIDE, THEY SHOULD BE TRAINED AND/OR INSTRUCTED TO

- Move or crawl away from gunfire, trying to put barriers between you and the shooter.

- Understand that many barriers may visually conceal a person from gunfire but may not be bulletproof.
- Try to get behind or inside a building. Stay down and away from windows.
- When reaching a relatively safe area, stay down and do not move. Do not peek or raise head.
- Listen for directions from law enforcement.
- Provide your name to work area supervisor who is accounting for all staff.
- Help others by being calm and quiet.
- Provide law enforcement with as much information as possible, such as:
 - ✓ Is suspect still on site and do you know current location?
 - ✓ Where was the specific location of occurrence?
 - ✓ Are there wounded staff members? How many?
 - ✓ Description of all weapons (hand gun, shotgun, automatic, dangerous objects, explosive devices, other).
 - ✓ Describe sound and number of shots fired.

SCENE OF INCIDENT

- The scene of an incident/crime shall be preserved.
- With the exception of rescue and law enforcement personnel, no one is allowed to enter the immediate area or touch anything.
- Any witnesses, including staff members, should be held near the area of the incident and be made available to law enforcement for questioning.
- Law enforcement responding to the incident will coordinate activities at the scene of the incident and finished, release the area to school officials when finished.

DEATH AND/OR SUICIDE

Death at a workplace is rare; however, you should be prepared in the event of a death whether it be caused by earthquake, explosion, building collapse, fire, choking, heart attack, seizure, or an incident such as a shooting/stabbing, fight, suicide, etc.

Organizations should also be prepared for the sudden, unexpected death of a staff member or a family member that does not occur on the school campus (automobile accident, sudden death, drive by shooting, gang violence, etc.).

Guidelines to utilize in the event of a death are outlined below.

DEATH OCCURS AT SCHOOL

- Call **911**. Identify your address and briefly outline the emergency and location on campus.
- Notify the school administration.
- Activate the Incident Command System if necessary and contact the school Emergency Management Team. Assign staff as needed.
- Notify the Managing Director's office.
- Isolate other staff from scene.
- If there is a death, do not move body. Law enforcement will contact the coroner's office so that the body can be removed, and any personal items of the victim can be returned to family or secured as evidence.
- DO NOT disturb or touch anything if the event is declared a crime scene.
- Secure area with yellow caution tape and assign staff to guard area.
- Gather all witnesses and place them in a secure location. Tell witnesses not to discuss any part of their observations until law enforcement arrives to interview or release them. Assign staff to monitor witnesses.
- Consider impact on staff. Activate the Crisis Response Team as appropriate.
- If the deceased is an employee, the Senior Director must notify Cal-OSHA within the 8-hour time requirement. Law enforcement or fire department may inform you they will contact Cal-OSHA; however, the School still must make certain it calls Cal-OSHA.
- Monitor staff emotional responses. Following a death there may be:
 - ✓ Self-referrals
 - ✓ Parent referrals
 - ✓ Reports and concerns expressed by relatives or good friends
 - ✓ Students who have experienced a recent loss.
- Develop a list of students and staff members that are having emotional symptoms.

HOSTAGE SITUATIONS

In any hostage situation, the primary concern must be the safety of staff.

Individuals who take hostages are frequently disturbed and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication and demeanor with a hostage taker must be handled in a non-threatening, non-joking manner, always remembering that it may take very little to cause an individual to become violent.

IF THE OFFICE IS TAKEN HOSTAGE

- Do not use words such as “hostage,” “captives,” or “negotiate.”
- Stay calm.
- No heroics, challenges or confrontation.
- Obey all commands.
- When safe, call **911**. Identify your work site and give the exact location in the building of the incident. Stay on the phone until law enforcement arrives to assume control of the situation.
- If possible, assign another staff member to notify the Site administrator.
- If possible, initiate a work site lockdown to stabilize areas around the incident and make for an easier evacuation.
- The work site emergency team shall activate the Incident Command System and make needed assignments including staging a Command Post (CP) and appointing an Incident Commander (IC).
- If possible, the emergency team should provide law enforcement with a liaison from the work site. The liaison can assist in providing name of IC, location of CP and obtaining maps, keys, radio and phone numbers, etc.
- Keep all radios, television sets, and computers turned off to minimize any possibility that suspect can hear or see “NEWS REPORTS.”
- Make an effort to establish rapport with suspect. Provide your first name. Find out his/her first name and use first names, including those of other staff members involved in the situation. If you do not know first names, refer to the hostages(s) as men, and women.
- Be calm and patient and wait for help. Keep in mind that the average hostage incident lasts approximately six (6) to eight (8) hours, and the average barricade incident lasts approximately three (3) hours. **TIME IS ON YOUR SIDE.**
- Anticipate a point of law enforcement entry, rescue and how suspects will be apprehended.

WHEN THE HOSTAGE LOCATION IS OTHER THAN AN OFFICE

- Immediately call **911**. Identify your address and the situation, providing the exact location of the incident. **STAY ON THE LINE UNTIL LAW ENFORCEMENT ARRIVES.**
- While on the phone with the **911** dispatcher report the following if known:
 - ✓ Number of suspect(s)
 - ✓ Names(s) of suspect(s) (if known)
 - ✓ Description of suspect(s):
 - Male or Female
 - Race
 - Weight (Light; Lean; Heavy; Obese) stay away from using lbs.
 - Height (short; medium; tall) avoid using feet/inches
 - Hair
 - Eyes

- Approximate age
- Description of clothing
- Anything special or unusual, like:
 - Scars
 - Tattoos
 - Burn marks
 - Birthmarks
 - Pierced body parts
 - Jewelry
- ✓ Exact location of suspect (building, room) and include North, South, East or West in your directions.
- ✓ Approximate number of staff in hostage area.
- ✓ Are weapons or explosive devices involved?
- ✓ Have any shots been fired? If yes, describe sound and number of shots fired.
- ✓ Are there reports of any injuries or emergency medical needs (medication)? Describe exact location and condition of victim(s).
- ✓ Are there any demands the suspect has made?
- ✓ Is there any other background information, past problems with suspect, demeanor, possible motive, or vendettas against staff or particular staff member?

If the hostage situation is on one side of the building, law enforcement will likely want to enter from the other side. Inform law enforcement exactly where the “Hostage Situation” is located and advise law enforcement what you consider to be the best “other side” entrance for law enforcement response.

- If possible, assign another staff member to notify the Site Administrator.

WHILE WAITING FOR LAW ENFORCEMENT

- If you can safely communicate to other offices by phone, implement lockdown procedures. For this situation, **DO NOT** set off any alarms as the bell may cause staff to panic and rush into a dangerous area.
- **DO NOT EVACUATE** until instructed or escorted by law enforcement.
- Complete Staff Accountability Report.

ONCE LAW ENFORCEMENT ARRIVES

- Law enforcement will need assistance in identifying witnesses. Gather witnesses in a secure location but do not let them talk with one another (to protect the investigation).

THE SITE EMERGENCY TEAM SHOULD MAKE PLANS TO

- Establish their Command Posts and assignment of necessary personnel.
- Record all events.
- Account for all staff.
- Prepare for a possible off-site evacuation route and location.
- Establish a media staging area.
- Alert Crisis Response Team for possible counseling of staff.

HOSTILE VISITOR

A hostile visitor could be an irate parent, a staff member, a neighbor, or an acquaintance of a staff member. The situation may begin in the front office; however, the individual may bypass the office and go directly to the target

of his/her hostility. It is the responsibility of staff to protect staff, attempt to defuse the situation, and, if necessary, notify law enforcement.

UNDERSTANDING NONVERBAL MESSAGES

Body language plays a role in communication. Nonverbal cues are especially crucial when dealing with a person who is upset and potentially violent. Pay attention to signs that a person is angry or frightened. These include:

- Trembling
- Sweating
- A red face
- Crossed arms
- Clenched jaw or fists
- Shallow breathing
- Glaring or avoiding eye contact
- Pacing the floor
- Sneering
- Crying
- Ranting

SEND THE RIGHT NONVERBAL MESSAGES

Don't get too close. An angry or upset person feels threatened by someone who stands too close. Give the person two to four feet distance from you.

Avoid doing any of the following:

- Glaring or staring at the visitor
- Threatening mannerisms such as clenched fists and a raised voice.
- Getting angry

Consider doing the following:

- Be courteous and confident
- Do not touch the individual
- Protect yourself at all times
- Find another staff member to join you or keep the meeting in an open area
- Listen to the visitor, giving him/her the opportunity to vent
- Do not disregard the person's opinion or blame the person.

ATTEMPT TO USE PHRASES SUCH AS:

- What can we do to make this better?
- I understand the problem and I am concerned.
- We need to work together on this problem.

WHAT TO DO:

- As soon as possible, call **911** and stay on the line. State your address, and exact location of hostile visitor. Identify building by letter (A, B, C, D, etc.) or number and use directions (North, South, East or West) for law enforcement as they enter the grounds. Give a description of the hostile visitor.
- If possible, assign a staff member to meet law enforcement and direct them to the location.
- The staff member should unlock any gate that makes access to campus easier and faster.
- If possible, notify the Site Administrator.
- If necessary, activate the Incident Command System, using only those parts of ICS as determined by the information at hand. Expand ICS as needed.

- Use staff members to keep staff away from the location of the hostile visitor.

CHEMICAL RELEASE/ HAZARDOUS MATERIAL SPILL

A chemical release or hazardous material spill could affect one classroom, an entire worksite or larger area.

HOW SHOULD THE SCHOOL OFFICE PREPARE?

- The Emergency Management Teams should discuss and review plans to “Shelter in Place” or to “Evacuate the Area” using an alternative evacuation staging area.
- Staff should be trained to know what type of Personal Protective Equipment (PPE) and clothing to wear when handling hazardous material. The type of PPE to be worn, if any, is contained in the Safety Data Sheet (SDS).
- Staff utilizing or handling any hazardous material, should know the symptoms of exposure, emergency first aid and treatment for exposure.
- All hazardous materials should be stored in a manner prescribed on the SDS.

HOW SHOULD THE SCHOOL OR DISTRICT RESPOND?

- If a hazardous spill or chemical release occurs within any area of the School office, immediately notify **911**. Inform the dispatcher of your school/address and a brief summary of the problem including the name of the hazardous material/chemical, location of the spill and a report of any injuries, illnesses, fire, explosion, etc.
- Approach incident from upwind.
- Stay clear of all spills (vapors, fumes, smoke, fire, possibility of explosion, other).
- Notify Site Administrator.
- Activate necessary portions of Incident Command System (ICS) and appoint Incident Commander. Expand ICS as needed and make necessary assignments appropriate to incident.
- Begin documentation of events.
- The situation or advice from law enforcement, fire department or a hazardous materials unit deployed to the scene of the spill will determine whether to “Shelter-In-Place” or to “Evacuate” the building. If evacuation is ordered, instruct staff to always move crosswind and upwind. Never move downwind into a chemical. To check wind direction, look at movement of trees or flag.
- If “Sheltering-In-Place” and, if possible, shut off all air-conditioning and heating units. Close all windows and door openings and try to seal gaps under doorways and windows with wet cloth or towels.
- Close all shades or drapes. Instruct staff to stay away from windows.
- If gas or vapors have entered the building, take shallow breaths through a cloth or towel.
- Keep telephone lines clear for emergency calls.
- If an evacuation is ordered, follow all instructions.
- Upon reaching alternative evacuation area, take head count and report missing or ill staff to Incident Commander and/or law enforcement.

MEDICAL EMERGENCY

Occasionally a medical emergency will occur, and personnel must be prepared to respond quickly, effectively, and efficiently.

SOME EMERGENCY PREVENTION/PREPAREDNESS GUIDELINES

- Insist that all accidents be reported, even if no visible harm or injury occurred.
- Follow established procedures for issuing medication.

WHAT TO DO IF A MEDICAL EMERGENCY OCCURS

- Assess seriousness of injury and/or illness by doing START (Simple Triage and Rapid Treatment, commonly called Thirty-Two-Can Do). If a staff member fails any of the three simple tests (Respirations, Perfusion, and Mental), their medical status is IMMEDIATE (RED). Administer first aid or CPR as needed.
- Call **911** and be prepared to provide:
 - ✓ Your address, building letter (A, B, C, D, etc.), room or floor number
 - ✓ Describe illness or type of injury
 - ✓ How the illness or type of injury occurred
 - ✓ Age of ill or injured staff member
 - ✓ Quickest way for ambulance to enter location on site
- Notify the Senior Director.
- Assign a staff member to meet and direct rescue services to location of injured party.
- Notify staff member's family of situation, including type of injury/illness, medical care being given and location where staff has been transported.
- When appropriate, advise other staff of situation.
- Follow-up with staff member's family.

GAS ODOR/LEAK

Natural gas has an additive that gives off a distinct odor allowing you to detect (smell) a leak. In most cases, handling a gas leak involves:

- Isolating the area and moving staff to safety.
- Eliminating potential ignition sources.
- Securing the leak.

The primary responsibility of the worksite staff is to determine how to safely house or evacuate staff and to protect property. The following agencies should be contacted:

- Fire Department (Call **911**)
- Site Administrator. Have a phone number for a point of contact if a leak is detected after business hours. (see emergency contact list)
- Local Gas Company

GAS ODOR OR LEAK INSIDE A BUILDING

- Evacuate the building(s) and move to a safe assembly area as far away as possible from the targeted building.
- Assign Emergency Management Team members to direct staff evacuating other buildings to stay away from the building with odor/leak.
- If necessary, activate the Incident Command System and establish Command Post.
- Begin completing Staff Accountability Report.
- Report any missing students and staff to Command Post.
- Assign a liaison to interact with Fire Department, Gas Company or law enforcement.

IF GAS ODOR OR LEAK IS DETECTED OUTSIDE THE BUILDING

- It may not be necessary to evacuate the building. Evacuation is called for only if odor seeps into a building.

SHELTER-IN-PLACE PROCEDURES

Why You Might Need to Shelter-In-Place

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities, TV or radio on how to protect staff. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday or instructional time. The important thing is for you to follow instructions of local authorities.

Following Are Actions to Follow at Your Worksite:

- Follow reverse evacuation procedures to bring students and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay. When authorities provide directions to “shelter-in-place”, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Provide for answering telephone inquiries by having at least one telephone available in the room selected to provide shelter for the Office Manager, or the person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where staff are sheltering-in-place.
- Ideally, provide a way to make announcements over the public address system from the room where the site administrator takes shelter.
- Provide directions to close and lock all windows, exterior doors and any other openings to the outside.
- If there is danger of an explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with the building’s mechanical system turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.
- Designate interior rooms(s) above the ground floor with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, meeting rooms, or conference room without exterior windows will also work well.
- Call emergency contacts and have the phone available if you need to report a life-threatening condition.
- Bring everyone into the rooms that have been designated. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the doors and any vents into the room. Consider precutting plastic sheeting to seal windows, doors, and vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall or ceiling/. Label each piece with the location of where it fits.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

GUIDELINES FOR SPEAKING TO THE MEDIA

When speaking to the media about emergencies, it is extremely important to adhere to the following guidelines:

- **READ** all press statements
- **Re-state** the nature of the incident; its cause and time of origin
- **Describe** the size and scope of the incident
- **Report on** the *current* situation
- **Speak about the resources** being utilized in response activities
- **Reassure** the public that everything possible is being done
- **DO NOT release any names**
- **When answering questions** be truthful; but consider the emotional impact the information could have upon listeners
- **Avoid speculation**; do not talk “off the record”
- **Do not use** the phrase “no comment”
- **Set up** press times for updates
- **Control** media location

****SAMPLE PRESS RELEASE****

Event: EARTHQUAKE

Date: MARCH 1, xxx

Release #: 001

Time: 8:00 A.M.

TITLE OF RELEASE: LARGE EARTHQUAKE CAUSES MODERATE DAMAGE TO SCHOOL OFFICES IN
GENERIC COUNTY

FOR IMMEDIATE RELEASE

EXAMPLE.....At 5:25 a.m. on March 1, 2006 an earthquake measuring 7.2 on the Richter Scale caused moderate damage to the NAME OF SCHOOL located at 1234 Anywhere Blvd. in Our Town, CA. There are no reports of injuries available. Search and Rescue crews are searching the building at this time. Roadways leading to the location have been damaged and an overpass on Hwy. 101 leading to the location has been damaged and is closed. The public is asked to remain clear of the area to allow emergency responders to access the site. Parents are asked NOT to go to the location as this will hamper rescue efforts.

School Districts throughout the county are instructed to call in to the County Office of Education at **-(xxx) xxx-xxxx** - to report any damage or injuries to their own buildings or their school sites following established school closure procedures.

Due to the magnitude of the earthquake and the damage throughout the county, the County Operational Area Emergency Operations Center has been activated. Additional information can be obtained by calling the Op Area Public Information Hotline at **xxx-xxxx**.

Further details will be provided when available.

Next Scheduled Release: As needed

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Comprehensive School Safety Plan

Mission Vista Academy
Section C: Disaster Procedures
Part 2: Biological/Chemical Weapons Assault

Biological and chemical weapons are unconventional warfare tactics that can be deployed upon the public with little or no notice. Such weapons typically involve microscopic materials that may be organic or synthetically manufactured in laboratories. Biological or chemical weapons can be in powder form, liquid, or vaporous. Agents used in biological/chemical attacks include, but are not limited to: anthrax, smallpox, other harmful viruses, various forms of nerve gas, tear gas, and other vaporous irritants. Pranks using stink bombs should also be considered a chemical weapons attack.

There are several possible dispersion techniques to deliver biological and chemical agents. The following procedures should be utilized in the event of an assault involving biological or chemical weapons.

Any possible biological/chemical weapons assault should be reported immediately to the Senior Director.

The Senior Director should notify law enforcement authorities immediately.

As necessary alert all site employees of the situation by intercom.

If the agent is delivered via aircraft:

- All staff and students should be moved indoors.
- Keep students inside and take roll.
- Close and secure all doors and windows.
- Ensure that the HVAC is shut down.
- Cover vents with plastic or thick paper using tape to create a seal.
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal.
- Remain in this area until notified to leave by the Senior Director, Senior Director's designee or officers of emergency response agencies.
- Immediately report any injuries or illnesses to the Senior Director, Senior Director's designee or officers of emergency response agencies.

Comprehensive School Safety Plan

Mission Vista Academy
Section 3: Disaster Procedures
Part 2: Biological/Chemical Weapons Assault

If the agent is delivered via dispersion device that is outdoors:

- All staff and students should be moved indoors.
- Keep students inside and take roll.
- Close and secure all doors and windows.
- Ensure that the HVAC is shut down.
- Cover vents with plastic or thick paper using tape to create a seal.
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal.
- Remain in this area until notified to leave by the Senior Director, Senior Director's designee or officers of emergency response agencies.
- Immediately report any injuries or illnesses to the Senior Director, Senior Director's designee or officers of emergency response agencies.

If the agent is delivered via dispersion device that is indoors:

- All staff and students should be evacuated to the school's normal outdoor evacuation assembly area unless that area may be affected by the assault. Role should be taken.
- Remain in this area until notified to leave by the Senior Director, Senior Director's designee or officers of emergency response agencies.
- The HVAC system should be shut down.

If the agent is delivered via the school's HVAC system:

- All staff and students should be evacuated to the school's normal outdoor evacuation assembly area unless that area may be affected by the assault. Role should be taken.
- Remain in this area until notified to leave by the Senior Director, Senior Director's designee or officers of emergency response agencies.
- The HVAC system should be shut down.

In any situation involving biological or chemical weapons the Senior Director and staff must follow all instructions given by officers of emergency response agencies. Mission Vista Academy EOC will develop an action plan to handle telephone inquiries, rumor control, media relations, public information, employee/student crisis counseling, and facility damage assessment/control

Comprehensive School Safety Plan

Mission Vista Academy
Section 3: Disaster Procedures
Part 3: Bomb Threat Procedures

If you observe a suspicious object or potential bomb on property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 911.

1. Receiving the Call

Make every attempt to keep the caller on the phone as long as possible to gain information. Try if possible, to determine the gender and age of caller. Try if possible, to get the caller to tell you the exact location of the bomb and the time of threatened detonation.

2. Notification Procedures

School Location communicate the above information to the following in this order:

- School Senior Director/Administrator
- Assistant Senior Directors or Deans
- Regional Coordinators
- Director of Student Activities

The Senior Director/Administrator will notify local law enforcement and Mission Vista Academy District office.

District Office will communicate the above information to the Executive Director's Office. The Executive Director's office will notify local law enforcement.

Strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response at the facility.

3. Action Plan Procedures

If required to develop an action plan, the Senior Director/administrator may consult with the following: Senior Directors and other administrators utilizing their expertise.

If the location of the bomb is not specifically designated, students will be kept in a secure location.

Comprehensive School Safety Plan

Mission Vista Academy
Section 3: Disaster Procedures
Part 3: Bomb Threat Procedures

The Senior Director will make the decision to evacuate the building. However, if possible, this decision should be made in conjunction with law enforcement authorities after they arrive at the location.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them.

Reoccupation of an evacuated building will be authorized by the Senior Director only after consulting with law enforcement authorities.

Comprehensive School Safety Plan

Mission Vista Academy
Section 3: Disaster Procedures
Part 4: Chemical or Hazardous Material Incident

If a hazardous material incident occurs off site, stay indoors and close all doors and windows (referred to as taking “Shelter in Place”).

Notify **911** of the Chemical or Hazardous Material Incident.

If possible, determine the location of the spill in relation to facility buildings and wind direction.

Do not evacuate buildings until you are sure you will not be evacuating into an area which may be more hazardous.

Follow all instructions given by the Fire Department when they arrive at the facility.

Comprehensive School Safety Plan

Mission Vista Academy
Section 3: Disaster Procedures
Part 5: Earthquake Procedures

Indoors

DUCK, COVER, AND HOLD.

Get under desk or table. Move away from windows and objects that could fall. Stay under desk or table until shaking stops.

Outdoors

Move away from building, utility poles and vehicles. Avoid all down wires or electrical lines. Do not run.

In School Bus

Stop vehicle in safe location away from power lines, overpasses or large buildings. Stay in vehicle and establish radio contact with Transportation and/or District E.O.C.

General

Be prepared for immediate aftershocks and ground motion

Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, broken electrical lines, wires etc.)

Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations.

Call 9-1-1, if you have an immediate emergency such as a fire or serious injury.

Assist injured with First Aid treatment

Do not evacuate buildings or vehicles unless you have a hazard-related reason to do so.

Conduct a headcount to account for all personnel and students

Establish communications with your supervisor, Senior Director or District EOC and follow emergency checklist and procedures.

Assist any police or fire units that respond to your location.

Comprehensive School Safety Plan

Mission Vista Academy
Section 3: Disaster Procedures
Part 6: Explosion, Aircraft Crash or Similar Incident

If possible, Duck and Cover under a desk or table.

Notify **911** of the explosion or crash

Assist any injured requiring first aid treatment

If necessary because of fire, building damage etc., evacuate building

Assist any persons who would have physical problems evacuating the building.

Go to an outdoor evacuation/assembly area which is hazard free and not affected by the explosion or crash.

Keep fire lanes, streets and walkways open for emergency responders.

Stay in assembly area and account for all personnel and students.

Do not return to buildings until authorized by fire department or Senior Director

Information is provided to students at times of state testing, ingress and egress, safety

Comprehensive School Safety Plan

Mission Vista Academy
Section 3: Disaster Procedures
Part 7: Fire Procedures

Call **911** to report a fire, stay one line and give specific information (name, address of school or facility).

Utilize manual pull station to activate building alarm system and evacuate building when you hear an alarm.

In the event of a small fire, notify **911** and then use the nearest fire extinguisher to control the fire if you have been trained in their use.

Do not attempt to fight large fires, call **911** and evacuate building.

Assist students in building evacuation and proceed to outdoor school evacuation area or areas.

When evacuating buildings walk, do not run.

Do not use elevators for building evacuation or in an emergency.

If heavy smoke is present, crawl or stay near floor for breathable air.

Assist any individuals who would have physical problems evacuating the building.

Stay in the designated assembly area and account for all personnel and students.

Do not block fire lanes or areas used by the fire department

Do not re-enter building until authorized by fire department or the Senior Director.

If the fire is off site, wait for instructions from the Senior Director or District SENIOR DIRECTOR'S DESIGNEE.

Comprehensive School Safety Plan

Mission Vista Academy
Section 3: Disaster Procedures
Part 8: Flood Procedures

If a flood warning is received by a District school or location, notify Mission Vista Academy Senior Director immediately.

If a major flood warning is received at Mission Vista Academy Office, Mission Vista Academy EOC should be activated.

Based upon the specific threat, Mission Vista Academy EOC in conjunction with the Operational Area EOC and SEMS system will develop an action plan to protect personnel, students and facilities.

Evacuation of specific schools, facilities or areas will be directed by Mission Vista Academy EOC in coordination with SEMS.

Comprehensive School Safety Plan

Mission Vista Academy
Section 3: Disaster Procedures
Part 9: Lockdown/Civil Unrest Procedures

Any threatening disturbance should be reported immediately to the Senior Director/Administrator.

If the disturbance is affecting normal school or facility operations, the Senior Director/Administrator should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by intercom, Site staff must follow the instructions below:

If you are inside:

- Close and lock all doors and windows immediately upon notification of situation
- Keep all students inside and take roll
- If feasible, move all students to a center point and keep low to the ground. Stay away from all doors and windows.
- Never open the door or window to anyone
- Keep students inside classroom, regardless of lunch or recess until you are told by the Senior Director or Senior Director's designee that the situation has been resolved.

If you are outside:

- Immediately have students and staff seek shelter if it is safe to do so. Drill with students and staff to go to the nearest room to them.
- If shelter is not available, ensure students lie flat on the ground immediately.
- Children in restrooms should be instructed to stay there until directed to exit by the Senior Director or Senior Director's designee.

If situation is violent and may include the use of firearms, the Senior Director or Senior Director's designee should instruct all staff and students to lie face down on the floor and remain immobile.

Senior Director and staff must follow all instructions given by responding law enforcement.

If the event is major, the Senior Director will activate Mission Vista Academy EOC to develop an Action Plan to deal with the situation as well as the following:

- A. Telephone inquiries and rumor control
- B. Media relations and public information
- C. Employee/Student crisis counseling
- D. Facility damage assessment/control

Comprehensive School Safety Plan

Mission Vista Academy
Section 3: Disaster Procedures
Part 10: Severe Windstorm Procedures

If a severe wind warning is received at District location, notify Mission Vista Academy Senior Director immediately.

If a severe wind warning is received at Mission Vista Academy Office, Mission Vista Academy EOC should be activated.

Based upon the specific threat, Mission Vista Academy EOC in conjunction with the Operational Area EOC or City EOC will develop an action plan to protect personnel, students and facilities.

In general, if severe winds are affecting a school or facility, employees and students should be moved to the interior core area of the building (inside wall on the ground floor) away from outside windows and doors.

Close all windows and blinds and avoid auditoriums, gymnasiums and other building locations that have large roof areas or spans.

Avoid all areas that have large concentrations of electrical equipment or power cables.

Evacuation of specific schools, facilities or areas will be directed by Mission Vista Academy EOC in coordination with SEMS.

Comprehensive School Safety Plan

Mission Vista Academy
Section 3: Disaster Procedures
Part 11: Suspicious Mail/Packages

All incoming mail and packages should be handled with caution.

Below are Indicators of suspicious mail and steps to take in the event that suspicious mail is received.

Mail that ...

- ... is unexpected or from an unfamiliar source
- ... has excessive postage
- ... is addressed to someone who no longer works in Mission Vista Academy
- ... is addressed to a current employee but with the wrong title
- ... contains several misspelled words on the envelope
- ... marked with restrictive endorsements such as “Personal” or “Confidential”
- ... has no return address or an address that cannot be verified
- ... mail that is from a foreign country
- ... shows a city or state in the postmark that doesn’t match the return address
- ... is lopsided, oddly shaped, or has an unusual weight, given its size
- ... has protruding wires, strange odors or stains
- ... has powdery substance on the outside
- ... has an unusual amount of tape on it
- ... is ticking or making unusual sounds

Not all mail comes perfectly packaged or with accurate information on it, so it is important that employees handling mail remain sensible in the screening of mail. However, prudent scrutiny conducted in a reasonable manner can greatly reduce the school’s chances of becoming the victim of attack by mail.

Comprehensive School Safety Plan

Mission Vista Academy
Section 3: Disaster Procedures
Part 11: Suspicious Mail/Packages

What to do with suspicious mail (general response):

- Do not try to open the package or envelope.
- Do not sniff, taste or shake the package.
- Isolate the package.
- Evacuate the immediate area; close the door.
- Contact your supervisor and call **911**.

Response to mail suspected of delivering biological/chemical agents in powder form:

- Do not open an envelope or package with powder on the outside.
- If powder is spilled from an envelope or package, do not try to clean up the powder.
- Cover the spilled contents immediately with anything (clothing, paper, trash can).
- Do not remove this cover.
- Leave the room and close the door or otherwise prevent access to the room.
- Wash your hands with soap and hot water.
- Ensure that everyone who had contact with the piece of mail washes his/her hands with soap and hot water.
- Notify your supervisor.
- Supervisor should immediately contact the local police (**911**) or the U.S. Postal Inspection Service (626-405-1200).
- Supervisor should notify Mission Vista Academy's Office.
- Remove heavily contaminated clothing as soon as possible and place inside a plastic bag or some other container that can be sealed. This clothing should be given to the responding emergency response units.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- Make a list of all the people who were in the room or area, especially those who had contact with the envelope or package. Provide this list to the emergency response teams investigating the incident.
- Investigators will remove the envelope or package and conduct a thorough check of the area for contamination.
- If you are prescribed medicine as a result of this exposure, take it until instructed or until it runs out.

NOTE: Contacting the U.S. Postal Service is less likely to create a media event than the local police but their response may be slower.

Comprehensive School Safety Plan

Mission Vista Academy
Section D: Suspension/Expulsions Policies and Procedures - Ed Code 48915
Part 1: Definitions/Due Process/Rules and Procedures of School Discipline/Process and Procedures

Mission Vista Academy

– Suspension and Expulsion/Due Process/Rules and Procedures of School Discipline

Note on Education Code: This requirement refers to EC 35291.5. This section reads:

35291.5. (a) On or before December 1, 1987, and at least every four years thereafter, each public school may, at its discretion, adopt rules and procedures on school discipline applicable to the school. For schools that choose to adopt rules pursuant to this article, the school discipline rules and procedures shall be consistent with any applicable policies adopted by the governing board and state statutes governing school discipline. In developing these rules and procedures, each school shall solicit the participation, views, and advice of one representative selected by each of the following groups: (1) Parents. (2) Teachers. (3) School administrators. (4) School security personnel, if any. (5) For junior high schools and high schools, pupils enrolled in the school... (b) The governing board of each school district may prescribe procedures to provide written notice to continuing pupils at the beginning of each school year and to transfer pupils at the time of their enrollment in the school and to their parents or guardians regarding the school discipline rules and procedures adopted pursuant to subdivision (a)...(d) The governing board may review, at an open meeting, the approved school discipline rules and procedures for consistency with governing board policy and state statutes.

Mission Vista Academy includes rules and guidelines in the: Student/Parent Handbook. Given to all families upon enrollment.

Board Policy for Suspensions and Expulsions

Philosophy of Student Discipline

Our focus for all students is to be respectful and supportive of each other.

Comprehensive School Safety Plan

Mission Vista Academy
Section D: Suspension/Expulsions policies and procedures - Ed Code 48915
Part 1: Definitions/Due Process/Rules and Procedures of School Discipline/Process and Procedures

Process and Procedures

Level I - Immediate Redirection and Verbal Reprimand

Minor issues that are resolved by the supervising adult; behavior is seen as a learning opportunity and is expected to be corrected with no additional interventions; office referral is only needed if the student fails to correct behavior (mostly classroom managed behavior)

Level II - Learning Opportunity~Office Referral, Parent contact, Counselor

Common misbehaviors needing redirection; again seen as a learning opportunity to be handled between the student and supervising adult; in some cases office referral and parent notification is required (mostly managed with teacher)

Level III – Immediate Administrative referral; Parent Contact/Written Documentation, suspensions, Law Enforcement

Severe misbehaviors with potentially strong consequences including school suspensions and legal involvement; supervising adult is not expected to engage in any learning, but rather immediately refer student to the office and insure the safety of staff and students (managed by director)

Administrative Referral

In some cases, student behaviors do not get corrected, or are so severe that they do not allow for a safe and purposeful learning environment. By referring a student to an administrator, the teacher is seeking additional resources to assist in the correction of the behavior. At this point, parents and school administration join the teacher in attempts to meet the behavioral needs of the student.

The following process will be used for all office referrals:

- Student is referred to Administration by supervising adult
- Student completes reflection questions related to incident
- Referral form is returned to the teacher for comments
- Parental contact is made by the student or staff member to explain incident and schedule detention
- Referral form is returned to the Senior Director or designee
- Student conference with the Senior Director is scheduled

Comprehensive School Safety Plan

Mission Vista Academy
Section D: Suspension/Expulsions policies and procedures - Ed Code 48915
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- Follow-up phone call from Administration is made when necessary
- Harassment Complaints- Students are occasionally the victim of bullying or harassing behaviors. While common in the school setting, such behaviors are not acceptable and will not be tolerated at any function of our school community.

The following process is designed to assist students who believe they are the victim of such behaviors:

- Student informs teacher or staff person of situation
- Student reports to the office to complete a confidential “Harassment Complaint Form”
- Administrator investigates allegations

Typical consequences for a bully/harasser are as follows:

Warning- conference with Senior Director or designee discussing allegations, perceived intentions and future consequences; student is informed that such behavior, as well as any retaliation, will not be tolerated.

Parental Conference- Sharing the dangers of bully/harassing behaviors for both parties.

Suspension- To insure the safety of staff and students, various forms of suspension may be used in efforts to correct student behavior.

Expulsion- If bullying/harassment continues or if any given incident is so severe that a safe learning environment cannot exist, the Senior Director will recommend the expulsion of the offending student.

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

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

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

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

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.

Comprehensive School Safety Plan

Mission Vista Academy
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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.

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- 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 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.

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- 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.

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- 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.
 - 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 his or her age, or for a person of 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 his or her physical or mental health.
 - iii.Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv.Causing a reasonable student to experience substantial interference with 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.

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- 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.
- 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.

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- 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.

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

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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 his or her age, or for a person of 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 his or her physical or mental health.
 - iii.Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv.Causing a reasonable student to experience substantial interference with 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.

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- 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.
 - 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.

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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 him or her and shall be given the opportunity to present 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.

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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.
- 2. **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.

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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 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.

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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.
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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.

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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.

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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.

Comprehensive School Safety Plan

Mission Vista Academy
Section E: Procedures to Notify Teachers of Dangerous Pupils - Ed Code 49079
Part 1: Notifying Teachers of Dangerous Pupils

When the Senior Director at Mission Vista Academy is aware that a student has caused or tried to cause another person serious bodily injury, or any injury that requires professional medical treatment, a separate and confidential file is created for that child. Information based upon written District records or records received from a law enforcement agency are contained in the file.

When such a student is assigned to a teacher, the Senior Director shall provide the teacher with written notification. The teacher is asked to review the student's separate and confidential file in the office. Teachers are informed that such information is to be kept in strictest confidence and is to disseminate no further.

Excerpts from the California Education Code and the California Penal Code are presented below.

From California Education Code Section 49079

- (a) A school district shall inform the teacher of every student who has caused or who has attempted to cause serious bodily injury to another person, as defined in paragraphs (5) and (6) of subdivision (e) of Section 243 of the Penal Code, to another person. Mission Vista Academy shall provide the information to the teacher based on any written records that Mission Vista Academy maintains or receives from a law enforcement agency regarding a student described in this section.
- (b) No school district shall be liable for failure to comply with this section if, in a particular instance, it is demonstrated that Mission Vista Academy has made a good faith effort to notify the teacher.
- (c) The information provided shall be from the previous three (3) school years.
- (d) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

Comprehensive School Safety Plan

Mission Vista Academy
Section E: Procedures to notify teachers of dangerous pupils - Ed Code 49079
Part 1: Notifying Teachers of Dangerous Pupils

From California Penal Code Section 243(e) – Paragraphs 5 and 6

- (5) ... “Injury” means any physical injury which requires professional medical treatment.
- (6) ... “Custodial Officer” means any person who has the responsibilities and duties and who is employed by a law enforcement agency of the city or county or who performs those duties as a volunteer.

Mission Vista Academy – Employee Security

Notice Regarding Student Crimes and Offenses

The Senior Director or designee shall inform the teacher of every student who has engaged in, or is reasonably suspected to have engaged in, any act during the previous three years which could constitute grounds for suspension or expulsion, with the exception of the possession or use of tobacco products. This information shall be based upon written district records or records received from a law enforcement agency. (California Education Code 49079).

When informed pursuant to Welfare and Institutions Code 828.1 that a student has committed crimes unrelated to school attendance which do not therefore constitute grounds for suspension or expulsion, the Senior Director or designee may so inform any teacher, counselor or administrator whom he/she believes needs this information in order to work with the student appropriately, avoid being needlessly vulnerable, or protect others from needless vulnerability. The Senior Director or designee shall consult with the Senior Director of the school which the student attends in order to identify staff that should be so informed. (California Welfare and Institutions Code 828.1).

Teachers shall receive the above information in confidence and disseminate it no further. (California Education Code 49079, California Welfare and Institutions Code 828.1).

The Senior Director or designee shall maintain the above information in a separate confidential file for each student. When such a student is assigned to a class/program, the Senior Director or designee shall notify the teacher in writing and ask the teacher to initial this notice, return it to the Senior Director or designee, and review the student’s file in the school office. This notification shall not name or otherwise identify the student.

The Senior Director or designee shall notify all certificated personnel who are likely to come into contact with the student, including the student’s teachers, special education teachers, coaches and counselors.

Comprehensive School Safety Plan

Mission Vista Academy
Section E: Procedures to notify teachers of dangerous pupils - Ed Code 49079
Part 1: Notifying Teachers of Dangerous Pupils

From Mission Vista Academy Employee Security (Continued)

The teacher shall initial the student's file when reviewing it in the school office. Once Mission Vista Academy has made a good faith effort to comply with the notification requirement of Education Code 49079, a teacher's failure to review the file may be construed as a waiver of Mission Vista Academy's liability.

Comprehensive School Safety Plan

Mission Vista Academy
Section F: Discrimination and Sexual Harassment Policy
Part 1: General Information

The administration, teachers and staff at Mission Vista Academy actively strive to eliminate acts of discrimination and sexual harassment at the school. All personnel are aware of the mandates from the State of California, the California Department of Education, and the Board of Education of the Mission Vista Academy and support them fully. All personnel have received instruction regarding the recognition, prevention, and reporting of acts of discrimination and sexual harassment. It is important that parents understand the provisions regarding sexual harassment and, in particular, student-to-student harassment.

Mission Vista Academy is committed to ensuring a professional work and learning environment without discrimination, harassment, intimidation, or bullying on the basis of race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or association with a person or group with one or more of the aforementioned characteristics or any other legally protected category.

Comprehensive School Safety Plan

Mission Vista Academy
Section F: Discrimination and Sexual Harassment Policy
Part 2: Sexual Harassment – All Personnel

Mission Vista Academy – Sexual Harassment

The Governing Board prohibits sexual harassment in the working environment of district employees or applicants by any person in any form.

Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

Any employee or applicant for employment who feels that he/she or another individual at Mission Vista Academy is being sexually harassed should immediately contact his/her supervisor, Senior Director, other district administrator, or the Senior Director or designee in order to obtain procedures for reporting a complaint.

Any supervisor who receives a harassment complaint shall notify the Senior Director or designee, who shall ensure that the complaint is appropriately investigated.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Mission Vista Academy - 4119.11, 4219.11, 4319.11 – Sexual Harassment

Sexual harassment is a form of harassment based on sex, including sexual harassment, gender harassment and harassment based on pregnancy, childbirth or related medical conditions. It generally involves unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of violations:

- Unwanted sexual advances
- Offering educational benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: Leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons or posters
- Verbal conduct: Making or using derogatory comments, epithets, slurs and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations

- Physical conduct: Touching, assault, impeding or blocking movements

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting when:

1. Submission to the conduct is made either expressly or by implication in terms or condition of any individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment, or of adversely affecting the student or employee's performance, evaluation, advancement, assigned duties, or any other condition of education, employment or career development.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Other examples of sexual harassment, whether committed by a supervisor or any other employee, are:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking of normal movements.
8. Displaying sexually suggestive objects in the educational or work environment.
9. Any act of retaliation against an individual who reports a violation of Mission Vista Academy's sexual harassment policy or who participates in the investigation of a sexual harassment.

Each Senior Director and supervisor has the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes and/or discussing Mission Vista Academy's sexual harassment policy with his/her students and/or employees and assuring them that they are not

required to endure sexually insulting, degrading, or exploitive treatment or any other form of sexual harassment.

Comprehensive School Safety Plan

Mission Vista Academy
Section F: Discrimination and Sexual Harassment Policy
Part 2: Sexual Harassment – All Personnel

Notifications

A copy of Mission Vista Academy’s policy on Harassment in Employment shall:

1. Be available, accessible, and displayed in a prominent location in the School’s digital manual.
2. Be provided to all staff members at the beginning of the first semester of the school year, or whenever a new employee is hired.
3. Appear in any school or district publication that sets forth the school or district’s comprehensive rules, regulations, procedures, and standards of conduct.

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing or a copy of district information sheets that contain, at a minimum, components on:

1. The illegality of sexual harassment.
2. The definition of sexual harassment under applicable state and federal law.
3. A description of sexual harassment with examples.
4. The district’s complaint process available to the employee.
5. The legal remedies and complaint process available through the Fair Employment and Housing Department and Commission.
6. Direction on how to contact the Fair Employment and Housing Department and Commission.

Comprehensive School Safety Plan

Mission Vista Academy
Section F: Discrimination and Sexual Harassment Policy
Part 3: Sexual Harassment – Students

Mission Vista Academy
– Sexual Harassment:

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from Mission Vista Academy.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from Mission Vista Academy may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The Board expects students or staff to immediately report incidents of sexual harassment to the Senior Director or designee or to another district administrator.

Any student who feels that he/she is being harassed should immediately contact the Senior Director or designee or another district administrator in order to obtain a copy of AR 1312.3 – Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Mission Vista Academy
Sexual Harassment (5145.7)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.

Comprehensive School Safety Plan

Mission Vista Academy
Section F: Discrimination and Sexual Harassment Policy
Part 3: Sexual Harassment – Students

3. The conduct has the purpose or effect of having a negative impact on the individual’s academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in Mission Vista Academy and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual’s body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual’s body or clothes in a sexual way.
8. Purposefully limiting a student’s access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district’s sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Comprehensive School Safety Plan

Mission Vista Academy
Section F: Discrimination and Sexual Harassment Policy
Part 3: Sexual Harassment – Students

Notifications

A copy of Mission Vista Academy’s sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year.
2. Be available, accessible, and displayed in a prominent location in the School’s digital manual.
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session.
4. Appear in any school or district publication that sets forth the school or district’s comprehensive rules, regulations, procedures, and standards of conduct.

Enforcement

The Senior Director or designee shall take appropriate actions to reinforce Mission Vista Academy’s sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff in service and student instruction or counseling.
3. Taking appropriate disciplinary action as needed.

Comprehensive School Safety Plan

Mission Vista Academy
Section G: School Dress Code, if it exists. CA Ed Code: Sections 32280-32289
Part 1: Non-classroom based program does not have a dress code.

Comprehensive School Safety Plan

Mission Vista Academy
Section H: Safe Ingress and Egress
Part 1: General Information

Mission Vista Academy – Safe Ingress and Egress

Mission Vista Academy takes pride in providing a safe environment for all students, parents, and school employees. Our School will take measures to ensure safe ingress and egress to and from school activities and functions for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from our buildings, corridors within buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian and vehicular traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To achieve this goal, the school works closely with local law enforcement agencies and the local city government to ensure that the school's immediate community is safe.

Through the joint efforts of Mission Vista Academy office, site administrators, faculty, Safety Committee, PTSA, and other organizations, including consultants, Mission Vista Academy has developed a plan to ensure the safe arrival and departure of students, staff, and visitors. Mission Vista Academy encourages input from our community and reviews this plan on an annual basis.

Any problems associated with safe ingress and egress will be addressed immediately.

Comprehensive School Safety Plan

Mission Vista Academy
Section H: Safe Ingress and Egress
Part 2: Safe Ingress and Egress

Mission Vista Academy – Safe Ingress and Egress

The following is a template to be completed by each local location.

There are X entrances and X exits at [Enter Information].

	Open	Close	Open	Close
Front of Location	6:30 am			6:00 pm

All adults are to enter from the front of the location. All visitors to the location must wear a badge to identify themselves as visitors.

Whenever a safety issue is pending, all doors are locked immediately. For emergency situations, staff have door keys to lock or unlock doors closest to them.

Comprehensive School Safety Plan

Mission Vista Academy
Section I: Bullying and Intimidation
Part 1: Anti-Intimidation Policy

Mission Vista Academy – Bullying and Intimidation

The Mission Vista Academy’s Board believes that all students have a right to a safe and healthy school environment. To that end, Mission Vista Academy, schools and community have an obligation to promote mutual respect, tolerance, and acceptance. Mission Vista Academy will not tolerate any act of intimidation including direct physical contact, gestures, comments, threats or actions, either written, verbal or physical, which cause, threaten to cause or are likely to cause bodily harm, social isolation, manipulation, or personal degradation on any District campus, at any school activity whether on or off campus, while traveling to and from school or a school sponsored activity, or during the lunch period, whether on or off campus.

The consequences of these actions may include a broad range of disciplinary measures as appropriate; however, every effort will also be taken to provide or locate appropriate assistance for both the victim and the offender.

From Mission Vista Academy Administrative Regulation 5131 - Conduct

Bullying occurs when one or more students threaten, harass, or intimidate another student through words, or actions including continual direct physical contact such as hitting or shoving intentionally.

These incidents will be acted upon when they occur on the school grounds at any time, en route to and from school or a school-sponsored activity, during the lunch period whether on or off campus.

A “school-related” or “school-sponsored” activity is an activity that is approved by the Senior Director or his/her designee and supervised by assigned school personnel.

For the purpose of this administrative regulation, bullying is, but is not limited to, making unsolicited and unwelcome written, verbal, physical and/or threatening visual gestures or contact.

Written – intimidating/threatening letters, notes, or messages

Verbal – intimidating/threatening comments, slurs, innuendos, teasing, jokes, or epithets

Visual – threatening gestures

Physical – hitting, slapping and/or pinching

Comprehensive School Safety Plan

Mission Vista Academy
Section I: Bullying and Intimidation
Part 1: Anti-Intimidation Policy

Mission Vista Academy – Bullying and Intimidation

From Mission Vista Academy - Conduct

Making reprisals, threats or reprisal, engaging in coercive behavior to negatively control, influence or affect the health and well-being of a student.

Initial Response and Reporting Expectations

The District expects all employees, if they observe or become aware of an act of intimidation, to take immediate, appropriate steps to intervene.

If, in the opinion of the employee, the matter has not been resolved, then the situation shall be reported to an administrator for further investigation.

Mission Vista Academy encourages students, parents and other community members who observe or become aware of a serious act of intimidation to report this act to a school administrator for further investigation.

Investigation and Response

Any incident, which may constitute an act of intimidation and is reported to the Senior Director, shall be thoroughly investigated by the site administrator or designee. Consequences shall be commensurate with the results of the investigation. This may include, but is not limited to, counseling, parent conference, detention, involuntary transfer, a formal suspension and/or expulsion of the offender. The parent or guardian shall be contacted and may be asked to attend a conference with school officials.

If the parent or guardian does not attend the conference, the site administrator shall send a letter informing the parent of the actions under consideration and notifying parent of all data pertinent to the action.

Depending on the severity of the incident, the administrator shall take appropriate steps to insure campus safety. This may include any or all of the following: Implement an immediate safety plan; isolate and supervise involved students; provide staff support for involved students as necessary; report incident to law enforcement if appropriate; notify the parents/guardians of both the offender and the victim and develop supervision plan with parents.

If the act of intimidation is deemed to warrant a suspension, expulsion, or involuntary transfer to another school, then the matter will be processed in accordance with the board policies and [Enter Applicable Administrative Regulation] pertaining to the suspension/expulsion due process.

Comprehensive School Safety Plan

Mission Vista Academy
Section I: Bullying and Intimidation
Part 1: Anti-Intimidation Policy

Mission Vista Academy – Bullying and Intimidation

Assessment and Intervention

An administrative contact will be made with the victim and offender prior to resuming regular schedule of classes. If deemed necessary, the administrator or designee may convene a multidisciplinary team to further assess and determine the need for ongoing support for the victim of the offender.

Depending upon the severity of the intimidation, an investigation may include a review of school records, identification of parent/family issues, and interview with students, parents, and school staff. A multidisciplinary team consisting of school staff, counselor/psychologist, parent, student, and other agency personnel as appropriate, shall develop a behavior support plan.

The support plan may include any or all of the following: a case manager (special education staff), counseling services (site, and/or community resources), parenting skills classes, and other additional support services as deemed appropriate. The case manager will maintain a record of the services provided.

Each site will identify community resources to be used before, during and after incidents of intimidation.

School Follow-up

The case manager has a responsibility to follow up and evaluate the behavior support plan. The case manager will compile a report to the site administrator on the process, resources used, and the follow up procedure involving the victim and the offender.

A copy of the behavior plan and follow-up report will then be forwarded to the Coordinator of Pupil Services.

Retaliation Prohibited

Retaliation against a student who reports or witnesses bullying is strictly prohibited and is ground for discipline.

Mandated Notification

At the beginning of the school year, each student shall receive an age-appropriate summary of the board policy prohibiting intimidation.

Comprehensive School Safety Plan

Mission Vista Academy
Section I: Bullying and Intimidation
Part 1: Anti-Intimidation Policy

Mission Vista Academy Mission Vista Academy – Bullying and Intimidation

An age-appropriate summary of the anti-intimidation board policy shall be part of new student orientation programs and included in student handbooks or informational packets.

A summary of the anti-intimidation board policy shall be included as part of Mission Vista Academy’s annual notification of parents.

Each staff member shall be notified of Mission Vista Academy’s anti-intimidation board policy.

The District’s anti-intimidation board policy shall be included in each school’s comprehensive school safety plan.

Comprehensive School Safety Plan

Mission Vista Academy
Section J: Mental Health Guidelines
Part 1: Mental Health Guidelines

Mental Health Guidelines

The Governing Board of recognizes that suicide is a leading cause of death among youth and that an even greater amount of youth consider (17 percent of high school students) and attempt suicide (over 8 percent of high school students) (Centers for Disease Control and Prevention, 2015).

The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. As a result, we are ethically and legally responsible for providing an appropriate and timely response in preventing suicidal ideation, attempts, and deaths. 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 works to create a safe and nurturing culture that minimizes suicidal ideation in students.

Recognizing that it is the duty of to protect the health, safety, and welfare of its students, this policy aims to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. As it is known that the physical, behavioral and emotional health of students greatly impacts school attendance and educational success, this policy shall be paired with other practices that support the emotional and behavioral wellness of students.

In an attempt to reduce suicidal behavior and its impact on students and families, the Senior Director or designee shall develop strategies for suicide prevention, intervention, and post-intervention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies shall include professional development for all school personnel in all job categories who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide, including substitute teachers, volunteers, expanded learning staff and any other individuals in regular contact with students.

The Senior or designee shall develop and implement preventive strategies and intervention procedures that include prevention, staff development, developmentally - appropriate programs, intervention, assessment and referral, and parent/ student notification.

Comprehensive School Safety Plan

Mission Vista Academy
Section J: Mental Health Guidelines
Part 2: Suicide Prevention, Intervention and Postvention Protocol

- Suicide Prevention, Intervention and Postvention Protocol

The Governing Board of recognizes that suicide is a leading cause of death among youth and that an even greater amount of youth consider (17 percent of high school students) and attempt suicide (over 8 percent of high school students) (Centers for Disease Control and Prevention, 2015).

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In an attempt to reduce suicidal behavior and its impact on students and families, the Senior Director or Designee shall develop 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 all school personnel in all job categories who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide, including substitute teachers, volunteers, expanded learning staff and any other individuals in regular contact with students.

The Senior or designee shall develop and implement preventive strategies and intervention procedures that include the following:

Comprehensive School Safety Plan

Mission Vista Academy
Section J: Mental Health Guidelines
Part 2: Suicide Prevention, Intervention and Postvention Protocol

- Policy Implementation

~~A district level suicide prevention coordinator shall be designated by the Executive. This may be an existing staff person. The district suicide prevention coordinator~~ **The Mental Health Team will be responsible for planning and coordinating implementation of these regulations for the school .**

~~The district suicide prevention coordinator shall designate a school program suicide prevention coordinator to act as a point of contact in each school/program for issues relating to suicide prevention and policy implementation. This may be an existing staff person. All staff members shall report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator.~~ **The Mental Health Team will act as a point of contact 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.**

Staff Professional Development:

All staff will receive annual professional development to include, but not limited to: 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. These groups include, but are not limited to the following: those living with mental and/or substance use disorders, those who have suffered traumatic experiences, those who engage in self harm or have attempted suicide, those in out of home settings, those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) 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.~~ **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, LGBTQ students, students bereaved by suicide and those with medical conditions or certain types of disabilities.**

Youth Suicide Prevention Programming:

Developmentally-appropriate, student-centered suicide prevention education may be incorporated into classroom curricula. The content of these age-appropriate materials may include, but is not limited to: the district's suicide prevention, intervention, and referral procedures, the importance of safe and healthy choices

Comprehensive School Safety Plan

Mission Vista Academy
Section J: Mental Health Guidelines
Part 2: Suicide Prevention, Intervention and Postvention Protocol

and coping strategies, how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help. In addition, schools may provide supplemental small group suicide prevention programming for students.

Publication and Distribution:

The administrative regulations will be distributed annually and included in all student and teacher handbooks and on the school website.

Employee Qualifications and Scope of Services

Employees of must act only within the authorization and scope of their credential or license. While it is expected that school professionals are able to identify suicide risk factors and warning signs, and to prevent the immediate risk of a suicidal behavior, treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with suicidal thinking typically requires mental health resources beyond what schools are able to provide.

Specialized Staff Training (Assessment)

Additional professional development in suicide risk assessment and crisis intervention shall be provided to mental health professionals including, but not limited to the following: school counselors, school psychologists, ~~social workers and nurses~~ employed by the school.

Parents, Guardians, and Caregivers Participation and Education

To the extent possible, parents/guardians/caregivers should be included in all suicide prevention efforts. At a minimum, the suicide prevention policy shall be prominently displayed in the parent handbook.

All parents/guardians/caregivers should have access to suicide prevention training that includes, but is not limited to the following: suicide risk factors, warning signs, and protective factors, How to talk with a student about thoughts of suicide, how to respond appropriately to the student who has suicidal thoughts.

Comprehensive School Safety Plan

Mission Vista Academy
Section J: Mental Health Guidelines
Part 2: Suicide Prevention, Intervention and Postvention Protocol

Intervention, Assessment, Referral

Staff

~~When a student is identified by a staff person as potentially suicidal, i.e., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the school suicide prevention coordinator will be notified immediately. The student will be seen by the school suicide prevention coordinator as soon as possible. If the school suicide prevention coordinator is not available, the district suicide prevention coordinator will be contacted. If there is no mental health professional available, a school administrator will fill this role until a mental health professional can be brought in. The student will be seen by a school-employed mental health professional (school counselors, psychologists, social workers, or nurses) within the same school day to assess risk levels and facilitate referral if needed.~~

When a student is identified by a staff person as potentially suicidal, i.e., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the parent, teacher, Student Support Team, and possibly the student will be contacted by a Mental Health Team within the same school day to assess risk and/or facilitate referral.

1. School staff will recommend that the student is continuously supervised to ensure their safety.
2. The Mental Health Team and/or Student Support Team(s) will be informed and alerted of the situation as soon as reasonably possible through one or more of the following:
 - Email the Mental Health Team at: mentalhealthteam@inspireschools.org
 - Complete the Mental Health Team's At-Risk Survey: [Student Mental Health Risk Report](#)
 - Complete the Student Support Team's Crisis Survey: [Student in Crisis](#)
3. The Mental Health Team and Student Support Team will contact the reporting school staff, as well as the student's parent or guardian, and will provide community-based resources and recommendations. When appropriate, this may include calling emergency services or bringing the student to the local hospital emergency department.

Designated members of the Mental Health 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

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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 (i.e. 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.

Risk Level I (Low):

Definition: Does not pose imminent danger to self; insufficient evidence for suicide potential.

Indicators: Passing thoughts of suicide; no plan; no previous attempts; no access to weapons or means; no recent losses; support system is in place; no alcohol/substance abuse; some depressed mood/affect; evidence of thoughts found in notebook, internet postings, drawings; sudden changes in personality/behavior (e.g., distracted, hopeless, academically disengaged)

Risk Level II (Moderate)

Definition: May pose imminent danger to self, but there is insufficient evidence to demonstrate a viable plan of action to do harm.

Indicators: Thoughts of suicide; plan with some specifics; unsure of intent; previous attempts and/or hospitalization; difficulty naming future plans; past history of substance use, with possible current intoxication; self-injurious behavior; recent trauma (e.g., loss, victimization)

Risk Level III (High):

Definition: Poses imminent danger to self with a viable plan to do harm; exhibits extreme and/or persistent inappropriate behaviors; sufficient evidence for violence potential; qualifies for immediate arrest or hospitalization.

Indicators: Current thoughts of suicide; plan with specifics, indicating when, where and how; access to weapons or means in hand; finalizing arrangements (e.g., giving away prized possessions, good bye messages in writing, text, on social networking sites); isolated and withdrawn; current sense of hopelessness; previous attempts; no support system; currently abusing alcohol/substances; mental health history; precipitating events, such as loss of loved one, traumatic event or bullying.

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Risk Level Interventions and Follow-Up

DO NOT LEAVE THE STUDENT UNSUPERVISED

RL I Action (Low):

1. CONSULT WITH A MENTAL HEALTH PROFESSIONAL.
2. Contact parent/guardian/caregiver and give resources when appropriate.
3. Implement Interventions I.E., Student no harm promise and Plan, identify support systems on and off campus.
4. Document student and parent contact and place in confidential file.
5. Contact CPS if suspected abuse.
6. Complete confidential Suicide assessment risk form.
7. Consider whether student may have a disability and/or may need referral for additional services.

RL II Action (Moderate):

1. CONSULT WITH A MENTAL HEALTH PROFESSIONAL.
2. Notify and/or hand off student ONLY to parent/guardian/caregiver who commits to seek an immediate mental health assessment or to law enforcement if parent is unavailable or uncooperative. Consider any suspected child abuse or neglect prior to contacting parent/guardian.
3. If parent transports students to mental health facility have parent sign Parent Notification Form.
4. Document student and parent contact and place in confidential file.
5. Complete follow-up with student and parent when student returns.
6. Contact CPS if suspected abuse.
7. Complete confidential Suicide assessment risk form.
8. Consider whether student may have a disability and/or may need referral for additional services.

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RL III Action (High):

1. CONSULT WITH A MENTAL HEALTH PROFESSIONAL.

2. Notify and/or hand off student ONLY to parent/guardian/caregiver who commits to seek an immediate mental health assessment or to law enforcement if parent is unavailable or uncooperative. Consider any suspected child abuse or neglect prior to contacting parent/guardian.

3. Contact law enforcement. Law enforcement will determine if the parent will transport student to mental health evaluation center or police may arrange for transportation to the mental health evaluation center.

3. Complete mental health evaluator form.

4. If parent transports students to mental health facility have parent sign Parent Notification Form.

5. Complete confidential Suicide assessment risk form.

6. If police arrange for transport, notify site administrator.

7. Document student and parent contact.

8. Consider whether student may have a disability and/or may need referral for additional services.

9. Contact CPS if suspect abuse.

10. Follow procedures for re-entry to School After a Suicide Attempt.

As appropriate, consider an assessment for special education or a 504 Accommodation plan for a student whose behavioral and emotional needs affect their ability to benefit from their educational program.

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Document all actions

The ~~suicide prevention coordinator~~ **Mental Health Team** shall maintain records and documentation of actions taken at the school for each case.

Notes, documents and records related to the incident are considered confidential information and remain privileged to authorized personnel. These documents should be kept in a confidential file separate and apart from the student's cumulative records.

If the student transfers to a school within or outside the sending school may contact the receiving school to share information and concerns, as appropriate, to facilitate a successful supportive transition.

Supporting Students after a Mental Health Crisis

It is crucial that careful steps are taken to help provide the mental health support for the student and to monitor their actions for any signs of suicide. The following steps should be implemented after the crisis:

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.

Explain calmly and get the student to a trained professional, school psychologist, school counselor, or designated staff to further support the student.

Keep close contact with the parents/guardians/caregivers and mental health professionals working with the student.

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Students

Each school site and program within shall identify, disseminate and prominently display a process for students to safely notify a staff member when they are experiencing emotional distress or suicidal ideation, or when they suspect or have knowledge of another student's emotional distress, suicidal ideation, or attempt.

Parental Notification and Involvement

Each school within shall identify a process to ensure continuing care for the student identified to be at risk of suicide. The following steps should be followed to ensure continuity of care:

After a referral is made for a student, school staff shall verify with the Parent/guardian/caregiver that follow-up treatment has been accessed. Parents/guardians/caregivers will be required to provide documentation of care for the student prior to returning to school.

If parents/guardians/caregivers refuse or neglect to access treatment for a student who has been identified to be at-risk for suicide or in emotional distress, the suicide prevention coordinator, administrator or other mental health professional will meet with the parents/guardians/caregivers to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of the importance of care. If follow-up care for the student is still not provided, school staff should consider contacting Child Protective Services (CPS) to report neglect of the youth.

A written authorization to exchange/release information should be completed by the parents/guardians/caregivers and appropriate school staff (e.g., school psychologist, school counselor and/or nurse) should consult with outside mental health or medical treatment team.

Action Plan for In-School Suicide Attempts

Each school site and program within shall follow the following action plan to immediately address in school suicide attempts. If a suicide attempt is made during the school day on campus, it is important to remember that the health and safety of the student and those around him/her is critical. The urgency of the situation will dictate the order and applicability in which the subsequent steps are followed:

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Remain calm, remember the student is overwhelmed, confused, and emotionally distressed.

Move all other students out of the immediate area.

Immediately contact the administrator and suicide prevention coordinator.

Call 911 and give them as much information about the situation as possible.

If needed, provide medical first aid until a medical professional is available.

Parents/guardians/caregivers should be contacted as soon as possible.

Do not send the student away or leave them alone, even if they need to go to the restroom.

Listen and prompt the student to talk.

Review options and resources of people who can help.

Be comfortable with moments of silence as you and the student will need time to process the situation.

Provide comfort to the student.

Promise privacy and help, and be respectful, but do not promise confidentiality.

Student should only be released to parents/guardians/caregivers or to a person who is qualified and trained to provide help.

Follow procedures for re-entry to School After a Suicide Attempt.

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Action Plan for Out-of-School Suicide Attempts

If a suicide attempt by a student is outside of property, it is crucial to protect the privacy of the student and maintain a confidential record of the actions taken to intervene, support, and protect the student. The following steps should be implemented:

Contact the parents/guardians/caregivers and offer support to the family.

Discuss with the family how they would like the school to respond to the attempt while minimizing widespread rumors among teachers, staff, and students.

Obtain permission from the parents/guardians/caregivers to share information to ensure the facts regarding the crisis is correct.

Designate a staff member to handle media requests.

Provide care and determine appropriate support to affected students.

Follow procedures for re-entry to School After a Suicide Attempt.

Re-Entry to School After a Suicide Attempt

A student who threatened or attempted suicide is at a higher risk for suicide in the months following the crisis. Having a streamlined and well planned re-entry process ensures the safety and wellbeing of students who have previously attempted suicide and reduces the risk of another attempt. An appropriate re-entry process is an important component of suicide prevention. Involving students in planning for their return to school provides them with a sense of control, personal responsibility, and empowerment.

A student returning to school following hospitalization, including psychiatric and drug or alcohol inpatient treatment, must have written permission by the health care provider in order to attend school.

A written authorization to exchange/release information should be completed by the parents/guardians/caregivers and appropriate school staff (e.g., school psychologist, school counselor and/or nurse) should consult with the outside mental health or medical treatment team.

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If the student has been out of school for any length of time, including mental health hospitalization, the school site administrator or designee should hold a re-entry meeting with key support staff, parent/guardian/caregiver and student to facilitate a successful transition back into school.

The re-entry meeting should include a review of the authorization for return and documentation provided by the outside mental health or medical treatment team.

The documentation provided should be considered in the development of a student safety plan for re-entry.

The school team should confer with student and parents/guardians/caregivers about any specific requests on how to handle the re-entry.

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 as part of the student safety plan.

Work with parents/guardians/caregivers to involve the student in an aftercare plan.

POSTVENTION

A death by suicide in the school community (whether by a student or staff member) can have devastating consequences on students and staff. Therefore, it is vital to be prepared ahead of time in the event of such a tragedy. The following are general procedures for the school administrator/director in the event of a completed suicide:

Gather pertinent information

Confirm cause of death is the result of suicide, if this information is available.

Identify staff member to be the point of contact with the family of the deceased.

Information about the cause of death should not be disclosed to the school community until the family has been consulted and has consented to disclosure.

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Assemble district crisis response team

District crisis response team to determine initial response procedures and obtain consultation regarding number of personnel needed for initial response. It is helpful to have the following information available for consultation:

- Demographic information
- Siblings (If any within)
- School Profile
- Known friends/groups
- Identification of additional high risk students

Staff notification

Concerns and wishes of family members regarding disclosure of the death and cause of death should always be taken into consideration when providing facts to students, staff and parents. Some actions to consider:

Assess the extent and degree of psychological trauma and impact to the school community

Establish a plan to notify staff of death, once consent is obtained by the family of the deceased.

Notification of staff is recommended as soon as possible (In person if possible).

To dispel rumors, share accurate information and all known facts about the death.

Emphasize that no one event is to blame for suicide. Suicide is complex and cannot be simplified by blaming individuals, drugs, music and/or school.

Allow staff to express their own reactions and grief; identify anyone who may need additional support and provide resources.

Student notification and support

Concerns and wishes of family members regarding disclosure of the death and cause of death should always be taken into consideration when providing facts to students, staff and parents. Some actions to consider:

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Notification of students should be done in small group settings, such as in the classroom. Do not notify students using a public announcement system.

To the extent possible, students should be notified in the same time period to minimize rumors.

When possible, the news should be delivered by staff with whom the students are most familiar and comfortable.

Provide staff with a scripted notification of death for students and

Prepare staff for potential reactions and questions. Review student support plan making sure to clarify procedures and locations for crisis counseling.

Define triage procedures for students and staff who may need additional support in coping with the death.

Identify a lead crisis response staff member to assist with coordination of crisis counseling and support services.

Identify locations on campus to provide crisis counseling to students, staff and parents, as needed.

Identify a mental health professional (School psychologist or school counselor) to check in with students previously identified to be at risk for suicide.

Request substitute teachers, as needed.

Maintain sign-in sheets and documentation on individual's services for follow up, as needed.

Provide students, staff or parents/guardians/caretakers with after-hours resource numbers such as the 24/7 Suicide Prevention Crisis Line.

Refer students or staff who require a higher level of care for additional services such as a community mental health provider, or their health care provider. Indicators of students and staff in need of additional support and/or referral may include the following:

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Persons with close connections to the deceased.

Persons who have experienced a loss over the past six months to a year, a traumatic event, have witnessed acts of violence, or have a history of suicide (Self or family member).

Persons who appear emotionally over-controlled (e.g., a student who was very close to the deceased but who is exhibiting no emotional reaction to the loss) or those who are angry when majority are expressing sadness.

Persons unable to control crying

Persons with multiple traumatic experiences may have strong reactions that require additional assistance.

Document

School administration shall maintain records and documentation of actions taken at the school site.

Monitor and manage

School administration with support from the district crisis team should monitor and manage the situation as it develops to determine follow up actions and continued support plans.

Communicate with the larger school community about the suicide death;

Consider funeral arrangements for family and school community;

Respond to memorial requests in respectful and non-harmful manner; responses should be handed in a thoughtful way and their impact on other students should be considered. Memorials or dedications to a student who has died by suicide should not glamorize or romanticize either the student or the death.

Identify and monitor social media platforms students are using to respond to the suicide. Encourage parents to monitor internet postings regarding the death, including the deceased personal profile pages.

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Section K: Crime Assessment
Part 1: Crime Assessment

In compliance with SB 187 and SB 334, will compile statistics pertaining to school crime committed at our locations and at school-related functions. The school will complete a *California Safe Schools Assessment – School Crime Reporting Form* for each incident that occurs. Copies of these forms shall be inserted in the Appendix this plan. The school will also insert an annual breakdown of incidents, by month. Information obtained will assist the school and in developing programs to reduce the incidence of crime on campus.