



Monarch River Academy

3610 E. Ashlan Avenue, Fresno, CA 93726

Ph (559) 754-1442 | Fax (559) 335-4089

Monarch River Mission Statement

The mission of Monarch River Academy is to develop the individual gifts of students in Tulare County and adjacent counties to become proficient in Common Core State Standards and become critical thinkers, responsible citizens and innovative leaders prepared for academic and real-life achievement in the 21st Century. The mission will be accomplished in a personalized environment that fosters successful achievement through quality, personalized, standards-based education, which could include online coursework, offline textbook work, and unique hands-on and experiential learning experiences facilitated in partnership with students, parents, staff, and community.

Regular Scheduled Board Meeting

Monarch River Academy

August 25, 2020 – 5:00 pm

Through Teleconference

Join Zoom Meeting

<https://zoom.us/j/9854259770>

Meeting ID: 985 425 9770

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 985 425 9770

Find your local number: <https://zoom.us/u/ai4RhhtNf>

1. Call to Order
2. Flag Salute
3. Approval of the Agenda
4. Public Comments
5. Executive Director's Report
 - a. Student Achievement
 - b. ADA Report



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c. High School Presentation

6. Discussion and Potential Action on the July Board Meeting Minutes
7. Discussion and Potential Action on the July Financials
8. Discussion and Potential Action on the Education Protection Account (EPA) Budget
9. Discussion and Potential Action on the 2019-2020 Shared Employee MOU and Intercompany Borrowing
10. Discussion and Potential Action on the Shared Employee MOU 2020-2021
11. Discussion and Potential Action on the Immunizations and Oral Assessment Policy
12. Discussion and Potential Action on the Employee Handbook
13. Discussion and Potential Action on the STRS Sick Leave Roll-Over Policy
14. Discussion and Potential Action on the Covid-19 Sick Leave Policy
15. Discussion and Potential Action on the Board Training Calendar
16. Discussion and Potential Action on the Conflict of Interest Policy
17. Discussion and Potential Action on the College and Career Partnership (CCAP) Agreement Regarding Instructional Services for Dual Enrollment
18. Discussion and Potential Action on the Policy for Inspection of Public Records
19. Discussion and Potential Action on the Independent Study Policy
20. Discussion and Potential Action on the Intervention Specialists Position and Compensation
21. Board of Directors Requests
22. Announcement of Next Regular Scheduled Board Meeting
23. Adjournment



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

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



Monarch River Academy

2293 East Crabtree Avenue, Porterville, CA 93257
Ph (559) 754-1442 | Fax (559) 335-4089

Regular Scheduled Board Meeting - Monarch River Academy
July 28, 2020 – 5:00 pm
337 N Plaza Drive, Visalia CA, 93291

Attendance: Craig Wheaton, Ashley Wiens, Monique Ouwinga, Sarah Sanchez, Sam Nofziger
entered the room at 5:09 pm – Teleconference

Absent: None

Also Present: Mariah Jordan, Kimmi Buzzard, Steven James, Rob Hudson, Yolanda Vazquez –
Teleconference

1. Call to Order	Craig Wheaton called the meeting to order at 5:09 pm.
2. Flag Salute	The Flag Salute was conducted.
3. Approval of the Agenda	Motioned to Approve - Sarah Sanchez Seconded - Monique Ouwinga - Unanimous
4. Public Comments	None
5. Executive Director's Report <ul style="list-style-type: none">a. SB 98 / Enrollment Updateb. 2020 – 2021 Budget Updatesc. Achievement Plans for the Coming School Yeard. In-Person Services with Vendorse. Fresno Office Space	Dr. Laurie Goodman conducted the Executive Director's Report.
6. Discussion and Potential Action on the June and July Board Meeting Minutes	Motioned to Approve - Monique Ouwinga Seconded - Ashley Wiens - Unanimous
7. Discussion and Potential Action on the Revised 2020 – 2021 Budget	Motioned to Approve - Craig Wheaton Seconded - Sarah Sanchez - Unanimous
8. Discussion and Potential Action on the Fiscal Policies and Procedures	Motioned to Approve - Sarah Sanchez Seconded - Craig Wheaton - Unanimous



Monarch River Academy

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9. Discussion and Potential Action on the 403b Program	The Board directed staff to bring back to the next board meeting for action.
10. Discussion and Potential Action on the Board Training Calendar	The board would like sample plan(s) brought back to the board before or at the next board meeting before making a decision.
11. Discussion and Potential Action on Parent Student Handbook	Motioned to Approve - Sarah Sanchez Seconded - Ashley Wiens - Unanimous
12. Discussion and Potential Action the Employee Handbook	Motioned to Approve - Craig Wheaton with the request for clarification on the sick leave policy in regard to STRS. Seconded - Sarah Sanchez - Unanimous Craig Wheaton requested that research be done on sick leave regarding accrued leave for retirement/CALSTRS.
13. Discussion and Potential Action on the High School Specialist Positions	Motioned to Approve - Sarah Sanchez Seconded - Ashley Wiens - Unanimous
14. Discussion on the Shared Employees MOU	The Board requested that staff bring back to the next board meeting for action.
15. Board of Director's Requests	Sam Nofziger requested to have the Mission Statement on page 4 of the parent-student handbook posted on the top of every board agenda..
16. Announcement of Next Regular Scheduled Board Meeting	August 25th at 5:00 pm.
17. Adjournment	Motioned to Adjourn - Sarah Sanchez Seconded - Craig Wheaton Meeting adjourned at 6:22 pm.



Monarch River Academy

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Prepared by:
Bryanna Brossman

Noted by:

Board Secretary

Monarch River Academy

Monthly Financial Presentation – July 2020

MONARCH RIVER - Highlights

- No LCFF revenues are budgeted for July.
- Year-end surplus projected at \$333k..
- SB-740 requirements- In Compliance
 - 40/80 Expense Ratio
 - 25:1 Pupil Teacher Ratio

MONARCH RIVER - Revenue

- No YTD projected LCFF revenues
- July LCFF entitlement to be received in August.

Revenue

<i>Year-to-Date</i>		
Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ -	\$ -
Federal Revenue	-	-
Other State Revenue	-	-
Other Local Revenue	-	-
Total Revenue	\$ -	\$ -

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 8,051,425	\$ 8,051,425	\$ -
111,408	111,408	-
735,130	735,130	-
-	-	-
\$ 8,897,962	\$ 8,897,962	\$ -

MONARCH RIVER - Expenses

- Expense projections increased by \$19k.
 - No material variances.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	\$ 250,746	\$ 247,823	\$ (2,922)	\$ 3,250,468	\$ 3,247,546	\$ (2,922)
Classified Salaries	-	-	-	-	-	-
Benefits	77,042	81,939	4,897	1,045,163	1,050,634	5,470
Books and Supplies	32,378	62,470	30,092	832,812	824,090	(8,721)
Subagreement Services	41,508	165,816	124,308	2,136,348	2,137,906	1,558
Operations	6,771	5,450	(1,321)	62,413	65,400	2,987
Facilities	-	-	-	-	-	-
Professional Services	61,720	61,742	22	1,052,232	1,044,219	(8,013)
Depreciation	-	-	-	-	-	-
Interest	18,804	61,484	42,680	184,805	175,115	(9,690)
Total Expenses	\$ 488,968	\$ 686,723	\$ 197,755	\$ 8,564,241	\$ 8,544,910	\$ (19,331)

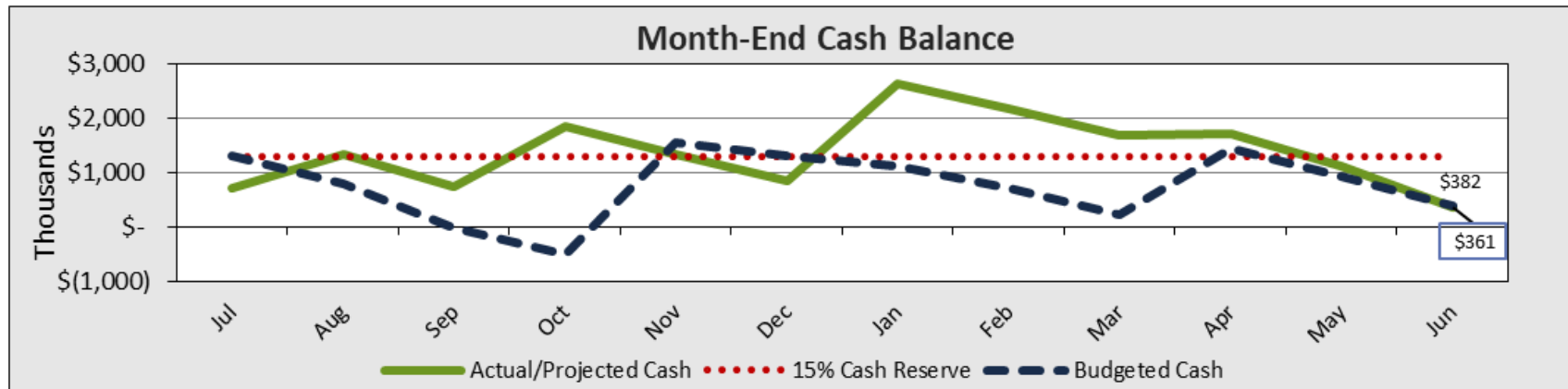
MONARCH RIVER - Fund Balance

- Annual forecasted surplus at \$333k.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (488,968)	\$ (686,723)	\$ 197,755	\$ 333,721	\$ 353,052	\$ (19,331)
Beginning Fund Balance	<u>1,061,150</u>	<u>1,061,150</u>		<u>1,061,150</u>	<u>1,061,150</u>	
Ending Fund Balance	<u>\$ 572,182</u>	<u>\$ 374,427</u>		<u>\$ 1,394,871</u>	<u>\$ 1,414,202</u>	
<i>As a % of Annual Expenses</i>	6.7%	4.4%		16.3%	16.6%	

MONARCH RIVER - Cash Balance

- Positive Cash balance projected until year-end through sales of receivables.



MONARCH RIVER - Compliance Reporting

Due Date	Description	Completed By
Aug-01	Administer English Language Proficiency Assessment for California (ELPAC) Initial Assessment - Based on the results of the home language survey, every pupil in California whose native language is not English is required to be tested within 30 days of the start of school. Be sure to note your school's 30th day of instruction and test all ELPAC students before that date. This reporting is used for students' academic performance and state and federal accountability reporting requirements.	Monarch Rivers
Aug-28	4-year Adjusted Cohort Graduation Rate (ACGR) - High School graduation data is extracted from CALPADS on 8/28/2020 to calculate an ACGR value. Graduation data must be submitted into CALPADS before this deadline to ensure data is available to the state for accurate calculations.	Monarch Rivers
Aug-28	CALPADS EOY 1, 2, 3 and 4 Amendment Window Deadline - Course completion data for grades 7-12, CTE participants, concentrators, completers, program eligibility/participation, homeless student counts, student discipline, cumulative enrollment and student absence data must be submitted to CDE by 8/28/2020.	Monarch Rivers
Set by Authorizer	Unaudited Actual Reports - Annual unaudited financial statements for the preceding year are due by date set by the charter authorizer (no later than September 15th).	Charter Impact
Sep-04	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
Sep-30	2020-21 Learning Continuity and Attendance Plan -- The LEA governing board/body shall adopt the Learning Continuity Plan by September 30, 2020 in a public meeting. This meeting shall be held after, but not on the same day, as the public hearing. The Plan replaces the annual LCAP for 2020-21, to outline the LEA's compliance with the Budget Act's provisions including student participation and attendance reporting, continuity of learning, in-person instructional offerings and plans for distance learning (with public stakeholder engagement). Should describe how LEAs are increasing or improving service in proportion to unduplicated students.	Monarch Rivers

MOARCH RIVER - Appendix

- Monthly Cash Flow / Forecast 20-21
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Due (To)/From Inspire Charter Schools
- Check Register
- AP Aging

Monarch River Academy
Monthly Cash Flow/Forecast FY20-21

Revised 8/17/2020

ADA = 891.26



Revenues

State Aid - Revenue Limit

8011	LCFF State Aid	-	379,529	379,529	683,153	683,153	683,153	683,153	341,576	204,946	204,946	204,946	2,459,350
8012	Education Protection Account	-	-	-	44,563	-	-	44,563	-	-	44,563	-	44,563
8019	State Aid - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-
8096	In Lieu of Property Taxes	-	16,907	33,815	22,543	22,543	22,543	22,543	39,716	19,858	19,858	19,858	19,858

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals
-	379,529	379,529	683,153	683,153	683,153	683,153	683,153	341,576	204,946	204,946	204,946	2,459,350
-	-	-	44,563	-	-	44,563	-	-	44,563	-	-	44,563
-	-	-	-	-	-	-	-	-	-	-	-	-
-	16,907	33,815	22,543	22,543	22,543	22,543	22,543	39,716	19,858	19,858	19,858	19,858
-	396,436	413,344	750,259	705,696	705,696	750,259	705,696	381,292	269,367	224,804	224,804	2,523,771

Annual Forecast	Original Budget Total	Favorable / (Unfav.)
7,590,586	7,590,586	-
178,252	178,252	-
-	-	-
282,587	282,587	-
8,051,425	8,051,425	-

Federal Revenue

8181	Special Education - Entitlement	-	5,555	5,555	9,998	9,998	9,998	9,998	10,061	10,061	10,061	10,061
-	-	-	5,555	5,555	9,998	9,998	9,998	10,061	10,061	10,061	10,061	10,061

111,408	111,408	-
111,408	111,408	-

Other State Revenue

8311	State Special Education	-	26,940	26,940	48,492	48,492	48,492	48,797	48,797	48,797	48,797	48,797
8520	Child Nutrition	-	-	-	-	-	-	-	-	-	-	-
8545	School Facilities (SB740)	-	-	-	-	-	-	-	-	-	-	-
8550	Mandated Cost	-	-	-	-	17,443	-	-	-	-	-	-
8560	State Lottery	-	-	-	-	-	44,215	-	44,215	-	-	88,930
8598	Prior Year Revenue	-	-	-	-	-	-	-	-	-	-	-
8599	Other State Revenue	-	-	-	-	-	-	-	-	-	-	-

-	26,940	26,940	48,492	48,492	48,492	48,492	48,797	48,797	48,797	48,797	48,797	48,797
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	17,443	-	-	-	-	-	-	-
-	-	-	-	-	-	44,215	-	-	44,215	-	-	88,930
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	26,940	26,940	48,492	48,492	65,935	92,708	48,492	48,797	93,012	48,797	48,797	137,727

540,326	540,326	-
-	-	-
-	-	-
17,443	17,443	-
177,361	177,361	-
-	-	-
-	-	-
735,130	735,130	-

Total Revenue

-	428,931	445,839	808,750	764,187	781,630	852,965	764,187	440,150	372,440	283,662	283,662	2,671,559
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8,897,962	8,897,962	-
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Expenses

Certificated Salaries

1100	Teachers' Salaries	193,133	207,324	207,324	207,324	207,324	207,324	207,324	207,324	207,324	207,324	207,324
1170	Teachers' Substitute Hours	-	-	-	-	-	-	-	-	-	-	-
1175	Teachers' Extra Duty/Stipends	7,976	-	27,367	27,367	27,367	27,367	27,367	27,367	27,367	27,367	27,367
1200	Pupil Support Salaries	-	19,464	19,464	19,464	19,464	19,464	19,464	19,464	19,464	19,464	19,464
1300	Administrators' Salaries	39,792	21,036	21,036	21,036	21,036	21,036	21,036	21,036	21,036	21,036	21,036
1900	Other Certificated Salaries	9,845	-	-	-	-	-	-	-	-	-	-

250,746	247,823	275,190	275,190	275,190	275,190	275,190	275,190	275,190	275,190	275,190	275,190	-
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2,473,696	2,487,887	14,191
-	-	-
281,644	273,668	(7,976)
214,100	233,563	19,464
271,184	252,428	(18,756)
9,845	-	(9,845)
3,250,468	3,247,546	(2,922)

Benefits

3101	STRS	39,684	45,558	50,589	50,589	50,589	50,589	50,589	50,589	50,589	50,589	50,589
3202	PERS	-	-	-	-	-	-	-	-	-	-	-
3301	OASDI	-	-	-	-	-	-	-	-	-	-	-
3311	Medicare	3,578	3,590	3,987	3,987	3,987	3,987	3,987	3,987	3,987	3,987	3,987
3401	Health and Welfare	23,755	28,125	28,125	28,125	28,125	28,125	28,125	28,125	28,125	28,125	28,125
3501	State Unemployment	6,555	1,152	1,152	1,152	1,152	5,758	4,606	2,303	1,152	1,152	1,152
3601	Workers' Compensation	3,470	3,466	3,849	3,849	3,849	3,849	3,849	3,849	3,849	3,849	3,849
3901	Other Benefits	-	-	-	-	-	-	-	-	-	-	-

77,042	81,892	87,702	87,702	87,702	87,702	92,308	91,156	88,853	87,702	87,702	87,702	-
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591,137	597,548	6,412
-	-	-
-	-	-
47,035	47,089	55
333,130	337,500	4,370
28,433	23,030	(5,403)
45,428	45,466	37
-	-	-
1,045,163	1,050,634	5,470

Books and Supplies

4100	Textbooks and Core Materials	-	-	-	-	-	-	-	-	-	-	-
4200	Books and Reference Materials	-	-	-	-	-	-	-	-	-	-	-
4302	School Supplies	31,864	47,154	61,428	59,595	45,397	41,222	50,129	33,210	39,979	47,423	48,995
4305	Software	17,539	10,233	10,233	10,233	10,233	10,233	10,233	10,233	10,233	10,233	10,233
4310	Office Expense	541	925	925	925	925	925	925	925	925	925	925
4311	Business Meals	-	-	-	-	-	-	-	-	-	-	-
4312	School Fundraising Expense	-	-	-	-	-	-	-	-	-	-	-
4400	Noncapitalized Equipment	(17,566)	8,554	11,144	10,812	8,236	7,478	9,094	6,025	7,253	8,603	8,889
4700	Food Services	-	-	-	-	-	-	-	-	-	-	-

32,378	66,866	83,730	81,565	64,791	59,859	70,381	50,393	58,390	67,184	69,042	128,232	-
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-	-	-
-	-	-
605,491	605,491	-
130,106	123,700	(6,406)
10,716	7,700	(3,016)
-	700	700
-	-	-
86,499	86,499	-
-	-	-
832,812	824,090	(8,721)

Subagreement Services

5101	Nursing	-	-	-	-	-	-	-	-	-	-	-
5102	Special Education	408	26,567	26,567	26,567	26,567	26,567	26,567	26,567	26,567	26,567	26,567
5103	Substitute Teacher	-	-	-	-	-	-	-	-	-	-	-
5104	Transportation	-	-	-	-	-	-	-	-	-	-	-
5105	Security	-	-	-	-	-	-	-	-	-	-	-
5106	Other Educational Consultants	1,973	112,995	147,199	142,809	108,786	98,781	120,125	79,580	95,802	113,640	117,408
5107	Instructional Services	39,126	38,911	38,911	38,911	38,911	38,911	38,911	38,911	38,911	38,911	38,911

41,508	178,472	212,677	208,287	174,263	164,258	185,602	145,058	161,279	179,117	182,886	302,942	-
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-	-	-
292,642	294,200	1,558
-	-	-
-	-	-
-	-	-
1,376,563	1,376,563	-
467,143	467,143	-
2,136,348	2,137,906	1,558

Monarch River Academy
Monthly Cash Flow/Forecast FY20-21

Revised 8/17/2020

ADA = 891.26



Operations and Housekeeping

5201	Auto and Travel
5300	Dues & Memberships
5400	Insurance
5501	Utilities
5502	Janitorial Services
5516	Miscellaneous Expense
5531	ASB Fundraising Expense
5900	Communications
5901	Postage and Shipping

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals
-	400	400	400	400	400	400	400	400	400	400	400	-
-	17	17	17	17	17	17	17	17	17	17	17	-
3,258	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
3,878	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	-
-	-	-	-	-	-	-	-	-	-	-	-	-
(365)	50	50	50	50	50	50	50	50	50	50	50	-
-	25	25	25	25	25	25	25	25	25	25	25	-
6,771	5,058	5,058	5,058	5,058	5,058	5,058	5,058	5,058	5,058	5,058	5,058	-

4,400
183
35,158
-
-
-
22,211
-
-
185
275
62,413

Original Budget Total	Favorable / (Unfav.)
6,100	1,700
200	17
39,100	3,942
-	-
-	-
-	-
20,000	(2,211)
-	-
-	(185)
-	(275)
65,400	2,987

Facilities, Repairs and Other Leases

5601	Rent
5602	Additional Rent
5603	Equipment Leases
5604	Other Leases
5605	Real/Personal Property Taxes
5610	Repairs and Maintenance

-	-	-	-	-	-	-	-	-	-	-	-	-
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Professional/Consulting Services

5801	IT
5802	Audit & Taxes
5803	Legal
5804	Professional Development
5805	General Consulting
5806	Special Activities/Field Trips
5807	Bank Charges
5808	Printing
5809	Other taxes and fees
5810	Payroll Service Fee
5811	Management Fee
5812	District Oversight Fee
5813	County Fees
5814	SPED Encroachment
5815	Public Relations/Recruitment

-	58	58	58	58	58	58	58	58	58	58	58	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	1,675	1,675	1,675	1,675	1,675	1,675	1,675	1,675	1,675	1,675	1,675	-
5,100	267	267	267	267	267	267	267	267	267	267	267	-
-	775	775	775	775	775	775	775	775	775	775	775	-
-	7,110	9,263	8,987	6,846	6,216	7,559	5,008	6,029	7,151	7,388	14,943	-
628	125	125	150	150	150	150	150	150	150	150	150	-
-	17	17	20	20	20	20	20	20	20	20	20	-
2,239	117	117	140	140	140	140	140	140	140	140	140	-
249	504	504	504	504	504	504	504	504	504	504	504	-
53,504	51,905	51,905	51,905	51,905	51,905	51,905	51,905	51,905	51,905	51,905	51,905	-
-	11,893	12,400	22,508	21,171	21,171	22,508	21,171	11,439	8,081	6,744	6,744	75,713
-	-	-	-	-	-	-	-	-	-	-	-	-
-	2,600	2,600	4,679	4,679	4,679	4,679	4,679	4,709	4,709	4,709	4,709	4,709
-	-	-	-	-	-	-	-	-	-	-	-	-
61,720	77,046	79,705	91,668	88,190	87,560	90,240	86,352	77,670	75,435	74,335	81,890	80,422

642
-
18,425
8,033
8,525
86,499
2,228
213
3,733
5,796
624,457
241,543
-
52,139
-
1,052,232

700	58
-	-
16,800	(1,625)
3,200	(4,833)
11,900	3,375
86,499	-
2,070	(158)
230	17
230	(3,503)
6,051	256
622,857	(1,599)
241,543	-
-	-
52,139	-
-	-
1,044,219	(8,013)

Depreciation

6900	Depreciation Expense
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-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-

-
-

Interest

7438	Interest Expense
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18,804	34,836	-	49,187	-	-	81,978	-	-	-	-	-	-
18,804	34,836	-	49,187	-	-	81,978	-	-	-	-	-	-

184,805
184,805

175,115	(9,690)
175,115	(9,690)

Total Expenses

488,968	691,993	744,062	798,657	695,194	679,627	800,758	653,207	666,441	689,686	694,213	881,014	80,422
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8,564,241

8,544,910	(19,331)
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Monthly Surplus (Deficit)

(488,968)	(263,062)	(298,223)	10,093	68,993	102,003	52,207	110,980	(226,291)	(317,246)	(410,551)	(597,352)	2,591,137
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333,722

353,053	(19,331)
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Cash Flow Adjustments

Monthly Surplus (Deficit)
Cash flows from operating activities
Public Funding Receivables
Grants and Contributions Rec.
Due To/From Related Parties
Prepaid Expenses
Other Assets
Accounts Payable
Accrued Expenses
Other Liabilities
Cash flows from investing activities
Purchases of Prop. And Equip.
Notes Receivable
Cash flows from financing activities
Proceeds from Factoring
Payments on Factoring
Proceeds from Debt
Payments on Debt

(488,968)	(263,062)	(298,223)	10,093	68,993	102,003	52,207	110,980	(226,291)	(317,246)	(410,551)	(597,352)	2,591,137
476,881	-	-	-	-	-	(476,881)	-	-	-	-	-	(2,671,559)
583,158	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	500,000	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
19,253	-	-	-	-	-	-	-	-	-	-	-	80,422
(186,684)	-	-	-	-	-	-	-	-	-	-	-	-
(581,400)	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
544,300	1,161,200	1,639,567	2,732,611	-	-	-	-	-	-	-	-	-
(29,500)	(290,700)	(544,300)	(580,600)	(580,600)	(546,522)	(546,522)	(273,261)	(163,957)	(163,957)	(163,957)	(163,957)	-
311	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-

4%
333,722
(2,671,559)
583,158
500,000
-
-
99,675
(186,684)
(581,400)
-
-
-
6,077,678
(4,174,576)
311
-

Cert.	Instr.
47.9%	82.5%

Pupil:Teacher Ratio
20.26 :1

Total Change in Cash

337,351	607,438	(588,923)	1,105,360	(511,607)	(478,597)	1,761,415	(435,542)	(499,552)	18,798	(574,508)	(761,309)
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Cash, Beginning of Month

380,929	718,280	1,325,718	736,795	1,842,155	1,330,548	851,951	2,613,366	2,177,824	1,678,272	1,697,070	1,122,562
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Cash, End of Month

718,280	1,325,718	736,795	1,842,155	1,330,548	851,951	2,613,366	2,177,824	1,678,272	1,697,070	1,122,562	361,254
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Monarch River Academy

Budget vs Actual

For the period ended July 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,590,586
Education Protection Account	-	-	-	-	-	-	178,252
In Lieu of Property Taxes	-	-	-	-	-	-	282,587
Total State Aid - Revenue Limit	-	-	-	-	-	-	8,051,425
Federal Revenue							
Special Education - Entitlement	-	-	-	-	-	-	111,408
Total Federal Revenue	-	-	-	-	-	-	111,408
Other State Revenue							
State Special Education	-	-	-	-	-	-	540,326
Mandated Cost	-	-	-	-	-	-	17,443
State Lottery	-	-	-	-	-	-	177,361
Total Other State Revenue	-	-	-	-	-	-	735,130
Total Revenues	-	-	-	-	-	-	8,897,962
Expenses							
Certificated Salaries							
Teachers' Salaries	193,133	207,324	14,191	193,133	207,324	14,191	2,487,887
Teachers' Extra Duty/Stipends	7,976	-	(7,976)	7,976	-	(7,976)	273,668
Pupil Support Salaries	-	19,464	19,464	-	19,464	19,464	233,563
Administrators' Salaries	39,792	21,036	(18,756)	39,792	21,036	(18,756)	252,428
Other Certificated Salaries	9,845	-	(9,845)	9,845	-	(9,845)	-
Total Certificated Salaries	250,746	247,823	(2,922)	250,746	247,823	(2,922)	3,247,546
Benefits							
State Teachers' Retirement System, certificated positions	39,684	45,599	5,916	39,684	45,599	5,916	597,548
Medicare/Alternative, certificated positions	3,578	3,593	15	3,578	3,593	15	47,089
Health and Welfare Benefits, certificated positions	23,755	28,125	4,370	23,755	28,125	4,370	337,500
State Unemployment Insurance, certificated positions	6,555	1,152	(5,403)	6,555	1,152	(5,403)	23,030
Workers' Compensation Insurance, certificated positions	3,470	3,470	(0)	3,470	3,470	(0)	45,466
Total Benefits	77,042	81,939	4,897	77,042	81,939	4,897	1,050,633
Books & Supplies							
School Supplies	31,864	45,029	13,164	31,864	45,029	13,164	605,491
Software	17,539	10,308	(7,231)	17,539	10,308	(7,231)	123,700
Office Expense	541	642	101	541	642	101	7,700
Business Meals	-	58	58	-	58	58	700
Noncapitalized Equipment	(17,566)	6,433	23,999	(17,566)	6,433	23,999	86,499
Total Books & Supplies	32,378	62,470	30,092	32,378	62,470	30,092	824,090

Monarch River Academy

Budget vs Actual

For the period ended July 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	408	24,517	24,108	408	24,517	24,108	294,200
Other Educational Consultants	1,973	102,371	100,397	1,973	102,371	100,397	1,376,563
Instructional Services	39,126	38,929	(198)	39,126	38,929	(198)	467,143
Total Subagreement Services	41,508	165,816	124,308	41,508	165,816	124,308	2,137,906
Operations & Housekeeping							
Auto and Travel	-	508	508	-	508	508	6,100
Dues & Memberships	-	17	17	-	17	17	200
Insurance	3,258	3,258	0	3,258	3,258	0	39,100
Miscellaneous Expense	3,878	1,667	(2,211)	3,878	1,667	(2,211)	20,000
Communications	(365)	-	365	(365)	-	365	-
Total Operations & Housekeeping	6,771	5,450	(1,321)	6,771	5,450	(1,321)	65,400
Professional/Consulting Services							
IT	-	58	58	-	58	58	700
Legal	-	1,400	1,400	-	1,400	1,400	16,800
Professional Development	5,100	267	(4,833)	5,100	267	(4,833)	3,200
General Consulting	-	992	992	-	992	992	11,900
Special Activities/Field Trips	-	6,433	6,433	-	6,433	6,433	86,499
Bank Charges	628	150	(478)	628	150	(478)	2,070
Printing	-	17	17	-	17	17	230
Other Taxes and Fees	2,239	17	(2,223)	2,239	17	(2,223)	230
Payroll Service Fee	249	504	256	249	504	256	6,051
Management Fee	53,504	51,905	(1,599)	53,504	51,905	(1,599)	622,857
District Oversight Fee	-	-	-	-	-	-	241,543
SPED Encroachment	-	-	-	-	-	-	52,139
Total Professional/Consulting Services	61,720	61,742	22	61,720	61,742	22	1,044,219
Interest							
Interest Expense	18,804	61,484	42,680	18,804	61,484	42,680	175,115
Total Interest	18,804	61,484	42,680	18,804	61,484	42,680	175,115
Total Expenses	488,968	686,723	197,755	488,968	686,723	197,755	8,544,910
Change in Net Assets	(488,968)	(686,723)	197,755	(488,968)	(686,723)	197,755	353,053
Net Assets, Beginning of Period	1,061,150			1,061,150			
Net Assets, End of Period	\$ 572,182			\$ 572,182			

Monarch River Academy

Statement of Financial Position

July 31, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 718,280	\$ -	\$ 718,280	0%
Public Funding Receivables	220,840	-	220,840	0%
Grants & Contributions Receivable	55	-	55	0%
Factored Receivable	(1,125,700)	-	(1,125,700)	0%
Due To/From Related Parties	1,822,951	-	1,822,951	0%
Prepaid Expenses	57,264	-	57,264	0%
Total Current Assets	1,693,689	-	1,693,689	0%
Total Assets	\$ 1,693,689	\$ -	\$ 1,693,689	0%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 149,218	\$ -	\$ 149,218	0%
Accrued Liabilities	396,505	-	396,505	0%
Notes Payable, Current Portion	144,412	-	144,412	0%
Total Current Liabilities	690,135	-	690,135	0%
Long-Term Liabilities				
Notes Payable, Net of Current Portion	431,372	-	431,372	0%
Total Long-Term Liabilities	431,372	-	431,372	0%
Total Liabilities	1,121,507	-	1,121,507	0%
Total Net Assets	572,182	-	572,182	0%
Total Liabilities and Net Assets	\$ 1,693,689	\$ -	\$ 1,693,689	0%

Monarch River Academy

Statement of Cash Flows

For the period ended July 31, 2020

	Month Ended 07/31/20	YTD Ended 07/31/20
Cash Flows from Operating Activities		
Changes in Net Assets	\$ (488,968)	\$ 572,182
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	476,881	(220,840)
Grants, Contributions & Pledges Receivable	1,097,958	1,125,645
Due from Related Parties	-	(1,822,951)
Prepaid Expenses	-	(57,264)
Accounts Payable	19,253	149,218
Accrued Expenses	(186,683.68)	396,505
Deferred Revenue	(581,400)	-
Total Cash Flows from Operating Activities	337,040	142,496
Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	311	575,784
Total Cash Flows from Financing Activities	311	575,784
Change in Cash & Cash Equivalents	337,351	718,280
Cash & Cash Equivalents, Beginning of Period	380,929	-
Cash and Cash Equivalents, End of Period	\$ 718,280	\$ 718,280

Monarch River Academy

Due (To)/From All Inspire Charter School Locations

For the period ended July 31, 2020

	Account Balance
Due (to)/from Inspire LA	\$ (250)
Due (to)/from Feather River Charter School	69
Due (to)/from Blue Ridge Academy	501,239
Due (to)/from Yosemite Valley Charter School	1,372,759
Due (to)/from Inspire Charter Services	<u>(50,866)</u>
Total Due (to)/from Balance	<u>\$ 1,822,951</u>

Monarch River Academy**Check Register**

For the period ended July 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
10245	Brave Writer LLC	7/1/2020	49.95
10246	BYU Independent Study	7/1/2020	1,107.00
10247	Central California Gymnastics Institute - CCGI	7/1/2020	2,772.50
10248	Exeter City Dance	7/1/2020	890.00
10249	Fresno Music Academy & Arts	7/1/2020	164.00
10250	Grace Note Music Studio	7/1/2020	2,760.00
10251	Paul Grether	7/1/2020	150.00
10252	Homeschool Spanish Academy	7/1/2020	982.00
10253	Innoved Inc.	7/1/2020	313.50
10254	Provenance	7/1/2020	22,715.41
10255	Lakeshore	7/1/2020	179.04
10256	Nicole Medeiros	7/1/2020	585.33
10257	Robert Melendez	7/1/2020	109.00
10258	OnlineG3.com, Inc	7/1/2020	747.00
10259	Outschool, Inc.	7/1/2020	30.00
10260	Slice of Life Enrichment School, LLC	7/1/2020	110.00
10261	Specialized Therapy Services, Inc	7/1/2020	3,270.00
10262	Nicole Thomas	7/1/2020	79.00
10263	Write on Webb	7/1/2020	79.00
10264	Frieda Yang	7/1/2020	344.00
10265	Tulare Office of Education	7/1/2020	14.91
10266	Tulare Office of Education	7/1/2020	66,719.62
10267	America's Kids Inc.	7/9/2020	284.00
10268	Beautiful Feet Books, Inc.	7/9/2020	511.50
10269	Brave Writer LLC	7/9/2020	49.95
10270	Brooke Bell	7/9/2020	8.80
10271	Lakeshore	7/9/2020	44.20
10272	MEL Science U.S. LLC	7/9/2020	Void
10273	Mystery Science Inc.	7/9/2020	69.00
10274	Provenance	7/9/2020	9,121.59
10275	Rainbow Resource Center	7/9/2020	1,383.82
10276	Richard Koogler	7/9/2020	9.15
10277	Singapore Math, Inc.	7/9/2020	131.74
10278	Beautiful Feet Books, Inc.	7/16/2020	266.17
10279	BookShark	7/16/2020	473.52
10280	Brave Writer LLC	7/16/2020	129.00
10281	Cellar Door Books	7/16/2020	59.61
10282	Jennifer Vernon	7/16/2020	55.24
10283	KiwiCo, Inc	7/16/2020	544.71
10284	Lakeshore	7/16/2020	96.95
10285	Peace Hill Press, Inc. dba Well Trained Mind Press	7/16/2020	61.50
10286	Provenance	7/16/2020	5,731.06
10287	Rainbow Resource Center	7/16/2020	2,746.21
10288	ShillerLearning	7/16/2020	369.60
10289	Singapore Math, Inc.	7/16/2020	79.20
10290	Teacher Synergy, LLC	7/16/2020	106.23
10291	Teaching Textbooks	7/16/2020	177.24
10292	Timberdoodle.com	7/16/2020	209.76
10293	Williamsburg Learning	7/16/2020	750.00
10294	Zaner-Bloser	7/16/2020	81.37
10295	Big Little Ones, LLC	7/23/2020	103.85
10296	Discount School Supply	7/23/2020	610.43
10297	Melissa Bogle	7/23/2020	900.00
10298	Provenance	7/23/2020	12,381.97
10299	Susan Hancock	7/23/2020	75.00

Monarch River Academy

Check Register

For the period ended July 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
10300	Frieda Yang	7/23/2020	344.00
10301	Alta Vista Elementary School District	7/29/2020	240,881.79
10302	Charter Impact, Inc.	7/29/2020	14,707.73
10303	Provenance	7/29/2020	7,046.14
10304	Hoffman Professionals, LLC	7/30/2020	600.00
10305	Rebecca St. Marie	7/30/2020	320.00
10306	MEL Science U.S. LLC	7/30/2020	727.80
EFT072320-02	Provenance	7/23/2020	<u>78,252.33</u>

Total Disbursements in July \$ 484,673.42

Monarch River Academy

Accounts Payable Aging

For the period ended July 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
Academy of Creative Education	150-MRA	6/5/2020	7/1/2020	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 300
Activities for Learning Inc.	380336	6/4/2020	7/4/2020	100	-	-	-	-	100
Activities for Learning Inc.	380367	6/10/2020	7/10/2020	132	-	-	-	-	132
Alison Weidenheimer	6	6/10/2020	7/10/2020	160	-	-	-	-	160
All About Learning Press, Inc.	902720	5/28/2020	6/27/2020	156	-	-	-	-	156
All About Learning Press, Inc.	902721	5/28/2020	6/27/2020	266	-	-	-	-	266
All About Learning Press, Inc.	902819	6/23/2020	7/23/2020	179	-	-	-	-	179
All About Learning Press, Inc.	902967	7/20/2020	8/19/2020	96	-	-	-	-	96
Allard's Art Inc.	193800	6/25/2020	7/25/2020	30	-	-	-	-	30
Allard's Art Inc.	193801	6/25/2020	7/25/2020	30	-	-	-	-	30
Amazon Capital Services	114Q-K3XC-Y6KT	6/5/2020	7/5/2020	15	-	-	-	-	15
Amazon Capital Services	1177-CDGP-Q1NL	5/31/2020	6/30/2020	37	-	-	-	-	37
Amazon Capital Services	1177-CDGP-Q33Q	5/31/2020	6/30/2020	47	-	-	-	-	47
Amazon Capital Services	1177-CDGP-T1JR	5/31/2020	6/30/2020	42	-	-	-	-	42
Amazon Capital Services	1177-CDGP-VQRF	5/31/2020	6/30/2020	17	-	-	-	-	17
Amazon Capital Services	1177-CDGP-W13H	5/31/2020	6/30/2020	60	-	-	-	-	60
Amazon Capital Services	1177-CDGP-WXJP	5/31/2020	6/30/2020	21	-	-	-	-	21
Amazon Capital Services	1177-CDGP-YM6K	5/31/2020	6/30/2020	59	-	-	-	-	59
Amazon Capital Services	11FJ-KCLW-3D36	6/13/2020	7/13/2020	17	-	-	-	-	17
Amazon Capital Services	11FJ-KCLW-6XJK	6/13/2020	7/13/2020	18	-	-	-	-	18
Amazon Capital Services	11FJ-KCLW-7VVQ	6/13/2020	7/13/2020	17	-	-	-	-	17
Amazon Capital Services	11FJ-KCLW-7VXL	6/13/2020	7/13/2020	5	-	-	-	-	5
Amazon Capital Services	11FJ-KCLW-99DG	6/13/2020	7/13/2020	72	-	-	-	-	72
Amazon Capital Services	11FJ-KCLW-9VPY	6/13/2020	7/13/2020	178	-	-	-	-	178
Amazon Capital Services	11FJ-KCLW-DP3C	6/13/2020	7/13/2020	64	-	-	-	-	64
Amazon Capital Services	11FJ-KCLW-DYCL	6/13/2020	7/13/2020	15	-	-	-	-	15
Amazon Capital Services	11FJ-KCLW-HM17	6/14/2020	7/14/2020	73	-	-	-	-	73
Amazon Capital Services	11FJ-KCLW-KYWT	6/14/2020	7/14/2020	59	-	-	-	-	59
Amazon Capital Services	11FJ-KCLW-LWWT	6/14/2020	7/14/2020	18	-	-	-	-	18
Amazon Capital Services	11FJ-KCLW-NVDW	6/14/2020	7/14/2020	70	-	-	-	-	70
Amazon Capital Services	11FJ-KCLW-V93M	6/14/2020	7/14/2020	15	-	-	-	-	15
Amazon Capital Services	11LD-NHGX-4R46	6/15/2020	7/15/2020	25	-	-	-	-	25
Amazon Capital Services	11LD-NHGX-694M	6/15/2020	7/15/2020	27	-	-	-	-	27

Monarch River Academy**Accounts Payable Aging**

For the period ended July 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
Amazon Capital Services	11LD-NHGX-6GHR	6/15/2020	7/15/2020	5	-	-	-	-	5
Amazon Capital Services	11LD-NHGX-7F4G	6/15/2020	7/15/2020	5	-	-	-	-	5
Amazon Capital Services	11LD-NHGX-7PGJ	6/15/2020	7/15/2020	11	-	-	-	-	11
Amazon Capital Services	11LD-NHGX-7XQK	6/15/2020	7/15/2020	8	-	-	-	-	8
Amazon Capital Services	11LD-NHGX-9FHN	6/15/2020	7/15/2020	62	-	-	-	-	62
Amazon Capital Services	11LD-NHGX-CXJW	6/16/2020	7/16/2020	25	-	-	-	-	25
Amazon Capital Services	11LD-NHGX-DKFJ	6/16/2020	7/16/2020	17	-	-	-	-	17
Amazon Capital Services	11LD-NHGX-GJVD	6/16/2020	7/16/2020	87	-	-	-	-	87
Amazon Capital Services	11LD-NHGX-NM9X	6/16/2020	7/16/2020	56	-	-	-	-	56
Amazon Capital Services	11LD-NHGX-W6YF	6/16/2020	7/16/2020	87	-	-	-	-	87
Amazon Capital Services	11MK-PNXM-149F	6/14/2020	7/14/2020	15	-	-	-	-	15
Amazon Capital Services	11PX-V1LN-6DR7	6/17/2020	7/17/2020	70	-	-	-	-	70
Amazon Capital Services	11PX-V1LN-6WPR	6/17/2020	7/17/2020	22	-	-	-	-	22
Amazon Capital Services	11PX-V1LN-7THD	6/17/2020	7/17/2020	65	-	-	-	-	65
Amazon Capital Services	11QF-3YMX-1WK6	6/16/2020	7/16/2020	10	-	-	-	-	10
Amazon Capital Services	11QF-3YMX-3LXL	6/16/2020	7/16/2020	19	-	-	-	-	19
Amazon Capital Services	11QF-3YMX-3NYG	6/16/2020	7/16/2020	17	-	-	-	-	17
Amazon Capital Services	11QF-3YMX-4HFT	6/17/2020	7/17/2020	20	-	-	-	-	20
Amazon Capital Services	11QF-3YMX-4JQY	6/17/2020	7/17/2020	43	-	-	-	-	43
Amazon Capital Services	11QF-3YMX-6JTQ	6/17/2020	7/17/2020	52	-	-	-	-	52
Amazon Capital Services	134D-DGNT-1XHQ	6/10/2020	7/10/2020	35	-	-	-	-	35
Amazon Capital Services	134D-DGNT-6WYG	6/11/2020	7/11/2020	27	-	-	-	-	27
Amazon Capital Services	134D-DGNT-99XY	6/11/2020	7/11/2020	90	-	-	-	-	90
Amazon Capital Services	134D-DGNT-CWPQ	6/11/2020	7/11/2020	133	-	-	-	-	133
Amazon Capital Services	134D-DGNT-FW6P	6/11/2020	7/11/2020	32	-	-	-	-	32
Amazon Capital Services	134V-DFHV-J4YH	7/8/2020	8/7/2020	(30)	-	-	-	-	(30)
Amazon Capital Services	13CP-MDY4-4FLN	6/20/2020	7/20/2020	435	-	-	-	-	435
Amazon Capital Services	13CP-MDY4-CK37	6/20/2020	7/20/2020	21	-	-	-	-	21
Amazon Capital Services	13CP-MDY4-PKTR	6/21/2020	7/21/2020	35	-	-	-	-	35
Amazon Capital Services	13CP-MDY4-PVDJ	6/21/2020	7/21/2020	12	-	-	-	-	12
Amazon Capital Services	13DX-VVPW-MVNF	5/31/2020	6/30/2020	28	-	-	-	-	28
Amazon Capital Services	13DX-VVPW-VFLK	5/31/2020	6/30/2020	16	-	-	-	-	16
Amazon Capital Services	13DX-VVPW-W3T9	5/31/2020	6/30/2020	69	-	-	-	-	69
Amazon Capital Services	13GW-9KCM-41CP	5/31/2020	6/30/2020	64	-	-	-	-	64

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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
Amazon Capital Services	13GW-9KCM-41XD	5/31/2020	6/30/2020	75	-	-	-	-	75
Amazon Capital Services	13GW-9KCM-9HJM	6/1/2020	7/1/2020	8	-	-	-	-	8
Amazon Capital Services	14HD-VCPV-QC3V	6/21/2020	7/21/2020	118	-	-	-	-	118
Amazon Capital Services	14HD-VCPV-TWY7	6/21/2020	7/21/2020	28	-	-	-	-	28
Amazon Capital Services	14HD-VCPV-X7D1	6/21/2020	7/21/2020	94	-	-	-	-	94
Amazon Capital Services	14PX-NCQF-W1TW	5/31/2020	6/30/2020	66	-	-	-	-	66
Amazon Capital Services	14PX-NCQF-YKH1	5/31/2020	6/30/2020	72	-	-	-	-	72
Amazon Capital Services	14PX-NCQF-YKPJ	5/31/2020	6/30/2020	17	-	-	-	-	17
Amazon Capital Services	14QG-Q697-V4PR	5/31/2020	6/30/2020	36	-	-	-	-	36
Amazon Capital Services	1663-DFWK-4FPK	6/15/2020	7/15/2020	13	-	-	-	-	13
Amazon Capital Services	1663-DFWK-4Q3H	6/15/2020	7/15/2020	4	-	-	-	-	4
Amazon Capital Services	1663-DFWK-4T3F	6/15/2020	7/15/2020	26	-	-	-	-	26
Amazon Capital Services	1663-DFWK-6NTW	6/15/2020	7/15/2020	22	-	-	-	-	22
Amazon Capital Services	1663-DFWK-6XCQ	6/15/2020	7/15/2020	9	-	-	-	-	9
Amazon Capital Services	1663-DFWK-9XPP	6/16/2020	7/16/2020	59	-	-	-	-	59
Amazon Capital Services	1663-DFWK-9Y4V	6/16/2020	7/16/2020	17	-	-	-	-	17
Amazon Capital Services	1663-DFWK-DJRT	6/16/2020	7/16/2020	29	-	-	-	-	29
Amazon Capital Services	1663-DFWK-G37C	6/16/2020	7/16/2020	19	-	-	-	-	19
Amazon Capital Services	1663-DFWK-G7HN	6/16/2020	7/16/2020	16	-	-	-	-	16
Amazon Capital Services	1663-DFWK-HCN1	6/16/2020	7/16/2020	27	-	-	-	-	27
Amazon Capital Services	1663-DFWK-HGDM	6/16/2020	7/16/2020	29	-	-	-	-	29
Amazon Capital Services	1663-DFWK-HHRM	6/16/2020	7/16/2020	75	-	-	-	-	75
Amazon Capital Services	1663-DFWK-MG1T	6/16/2020	7/16/2020	71	-	-	-	-	71
Amazon Capital Services	16WR-F1RL-1D46	6/10/2020	7/10/2020	16	-	-	-	-	16
Amazon Capital Services	16WR-F1RL-3C61	6/10/2020	7/10/2020	47	-	-	-	-	47
Amazon Capital Services	16XG-F194-6NKL	6/13/2020	7/13/2020	65	-	-	-	-	65
Amazon Capital Services	16XG-F194-9GLL	6/13/2020	7/13/2020	18	-	-	-	-	18
Amazon Capital Services	16XG-F194-DQ41	6/13/2020	7/13/2020	10	-	-	-	-	10
Amazon Capital Services	16XG-F194-LRTY	6/14/2020	7/14/2020	7	-	-	-	-	7
Amazon Capital Services	16XG-F194-R4YW	6/14/2020	7/14/2020	11	-	-	-	-	11
Amazon Capital Services	16XG-F194-TX6P	6/14/2020	7/14/2020	28	-	-	-	-	28
Amazon Capital Services	16XG-F194-V3HW	6/14/2020	7/14/2020	7	-	-	-	-	7
Amazon Capital Services	16XG-F194-V3KP	6/14/2020	7/14/2020	10	-	-	-	-	10
Amazon Capital Services	16XG-F194-V76F	6/14/2020	7/14/2020	10	-	-	-	-	10

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Amazon Capital Services	16XG-F194-W9WP	6/15/2020	7/15/2020	18	-	-	-	-	18
Amazon Capital Services	16XG-FT94-4QP9	6/13/2020	7/13/2020	41	-	-	-	-	41
Amazon Capital Services	179G-7M9Q-MCTX	6/6/2020	7/6/2020	20	-	-	-	-	20
Amazon Capital Services	17C9-KWLH-3GM1	6/17/2020	7/17/2020	21	-	-	-	-	21
Amazon Capital Services	17C9-KWLH-63GN	6/17/2020	7/17/2020	5	-	-	-	-	5
Amazon Capital Services	17C9-KWLH-6CHF	6/17/2020	7/17/2020	41	-	-	-	-	41
Amazon Capital Services	17C9-KWLH-9LKP	6/17/2020	7/17/2020	60	-	-	-	-	60
Amazon Capital Services	17C9-KWLH-DLR1	6/17/2020	7/17/2020	19	-	-	-	-	19
Amazon Capital Services	17C9-KWLH-F6RF	6/17/2020	7/17/2020	11	-	-	-	-	11
Amazon Capital Services	17C9-KWLH-MMDD	6/17/2020	7/17/2020	127	-	-	-	-	127
Amazon Capital Services	17D4-W6P4-3TKW	4/16/2020	5/16/2020	34	-	-	-	-	34
Amazon Capital Services	17D4-W6P4-9CJ9	4/16/2020	5/16/2020	6	-	-	-	-	6
Amazon Capital Services	17LM-6YDJ-3FFT	6/15/2020	7/15/2020	21	-	-	-	-	21
Amazon Capital Services	17LM-6YDJ-CLV6	6/16/2020	7/16/2020	48	-	-	-	-	48
Amazon Capital Services	17LM-6YDJ-D1KC	6/16/2020	7/16/2020	17	-	-	-	-	17
Amazon Capital Services	17LM-6YDJ-FKD6	6/16/2020	7/16/2020	9	-	-	-	-	9
Amazon Capital Services	17LM-6YDJ-FYL6	6/16/2020	7/16/2020	349	-	-	-	-	349
Amazon Capital Services	17LM-6YDJ-HPLC	6/16/2020	7/16/2020	45	-	-	-	-	45
Amazon Capital Services	17LM-6YDJ-JPPX	6/16/2020	7/16/2020	163	-	-	-	-	163
Amazon Capital Services	17LM-6YDJ-JWMW	6/16/2020	7/16/2020	22	-	-	-	-	22
Amazon Capital Services	17LM-6YDJ-L6XR	6/16/2020	7/16/2020	46	-	-	-	-	46
Amazon Capital Services	17LM-6YDJ-NLPP	6/16/2020	7/16/2020	25	-	-	-	-	25
Amazon Capital Services	17LM-6YDJ-RCY6	6/16/2020	7/16/2020	24	-	-	-	-	24
Amazon Capital Services	17LM-6YDJ-T343	6/16/2020	7/16/2020	78	-	-	-	-	78
Amazon Capital Services	17LM-6YDJ-VR91	6/16/2020	7/16/2020	31	-	-	-	-	31
Amazon Capital Services	17LM-6YDJ-VWPX	6/16/2020	7/16/2020	382	-	-	-	-	382
Amazon Capital Services	17RV-TMCD-3M1T	6/10/2020	7/10/2020	8	-	-	-	-	8
Amazon Capital Services	197T-T61W-4P19	6/13/2020	7/13/2020	21	-	-	-	-	21
Amazon Capital Services	197T-T61W-7X9G	6/13/2020	7/13/2020	8	-	-	-	-	8
Amazon Capital Services	197T-T61W-9GYD	6/13/2020	7/13/2020	8	-	-	-	-	8
Amazon Capital Services	197T-T61W-CTHX	6/13/2020	7/13/2020	10	-	-	-	-	10
Amazon Capital Services	197T-T61W-FL9H	6/14/2020	7/14/2020	9	-	-	-	-	9
Amazon Capital Services	197T-T61W-GCPP	6/14/2020	7/14/2020	36	-	-	-	-	36
Amazon Capital Services	197T-T61W-KFMJ	6/14/2020	7/14/2020	34	-	-	-	-	34

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Amazon Capital Services	197T-T61W-M6T4	6/14/2020	7/14/2020	21	-	-	-	-	21
Amazon Capital Services	197T-T61W-M9VX	6/14/2020	7/14/2020	20	-	-	-	-	20
Amazon Capital Services	197T-T61W-MP9R	6/14/2020	7/14/2020	33	-	-	-	-	33
Amazon Capital Services	197T-T61W-P19C	6/14/2020	7/14/2020	21	-	-	-	-	21
Amazon Capital Services	19CR-C6X6-V16Y	7/21/2020	8/20/2020	6	-	-	-	-	6
Amazon Capital Services	19R9-FM9F-7F9Y	6/2/2020	7/2/2020	8	-	-	-	-	8
Amazon Capital Services	19R9-FM9F-M7Q9	6/3/2020	7/3/2020	68	-	-	-	-	68
Amazon Capital Services	19YM-716K-1WCT	6/15/2020	7/15/2020	54	-	-	-	-	54
Amazon Capital Services	19YM-716K-377M	6/15/2020	7/15/2020	15	-	-	-	-	15
Amazon Capital Services	19YM-716K-4FXT	6/15/2020	7/15/2020	11	-	-	-	-	11
Amazon Capital Services	19YM-716K-6WMV	6/15/2020	7/15/2020	8	-	-	-	-	8
Amazon Capital Services	19YM-716K-CDJJ	6/15/2020	7/15/2020	11	-	-	-	-	11
Amazon Capital Services	1C34-XRLH-41WJ	7/21/2020	8/20/2020	301	-	-	-	-	301
Amazon Capital Services	1C34-XRLH-4GQH	7/21/2020	8/20/2020	13	-	-	-	-	13
Amazon Capital Services	1C34-XRLH-6QXM	7/21/2020	8/20/2020	26	-	-	-	-	26
Amazon Capital Services	1C34-XRLH-7M94	7/22/2020	8/21/2020	24	-	-	-	-	24
Amazon Capital Services	1C34-XRLH-7MC1	7/22/2020	8/21/2020	16	-	-	-	-	16
Amazon Capital Services	1C34-XRLH-7RN3	7/22/2020	8/21/2020	6	-	-	-	-	6
Amazon Capital Services	1C34-XRLH-7RYG	7/22/2020	8/21/2020	5	-	-	-	-	5
Amazon Capital Services	1C34-XRLH-7VM3	7/22/2020	8/21/2020	36	-	-	-	-	36
Amazon Capital Services	1C34-XRLH-7VPW	7/22/2020	8/21/2020	37	-	-	-	-	37
Amazon Capital Services	1C34-XRLH-7W36	7/22/2020	8/21/2020	46	-	-	-	-	46
Amazon Capital Services	1C7D-PNJC-6RDG	6/15/2020	7/15/2020	16	-	-	-	-	16
Amazon Capital Services	1C7D-PNJC-96RW	6/15/2020	7/15/2020	12	-	-	-	-	12
Amazon Capital Services	1C7D-PNJC-973D	6/15/2020	7/15/2020	17	-	-	-	-	17
Amazon Capital Services	1C7D-PNJC-9FDN	6/16/2020	7/16/2020	79	-	-	-	-	79
Amazon Capital Services	1C7D-PNJC-D4DQ	6/16/2020	7/16/2020	24	-	-	-	-	24
Amazon Capital Services	1C7D-PNJC-FPT1	6/16/2020	7/16/2020	15	-	-	-	-	15
Amazon Capital Services	1C7D-PNJC-FVDW	6/16/2020	7/16/2020	33	-	-	-	-	33
Amazon Capital Services	1C7D-PNJC-JVTM	6/16/2020	7/16/2020	11	-	-	-	-	11
Amazon Capital Services	1C7D-PNJC-KGGT	6/16/2020	7/16/2020	145	-	-	-	-	145
Amazon Capital Services	1C7D-PNJC-KLHL	6/16/2020	7/16/2020	65	-	-	-	-	65
Amazon Capital Services	1C7D-PNJC-PN6Q	6/16/2020	7/16/2020	21	-	-	-	-	21
Amazon Capital Services	1C7D-PNJC-VMVY	6/16/2020	7/16/2020	8	-	-	-	-	8

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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
Amazon Capital Services	1C7D-PNJC-X9G6	6/16/2020	7/16/2020	47	-	-	-	-	47
Amazon Capital Services	1CD7D-PNJC-PHGH	6/16/2020	7/16/2020	55	-	-	-	-	55
Amazon Capital Services	1CFK-LGTQ-9DY4	6/3/2020	7/3/2020	19	-	-	-	-	19
Amazon Capital Services	1CGX-XJLF-3YDP	6/15/2020	7/15/2020	20	-	-	-	-	20
Amazon Capital Services	1CGX-XJLF-3YXG	6/15/2020	7/15/2020	28	-	-	-	-	28
Amazon Capital Services	1CGX-XJLF-4FG3	6/15/2020	7/15/2020	56	-	-	-	-	56
Amazon Capital Services	1CGX-XJLF-9KDT	6/15/2020	7/15/2020	11	-	-	-	-	11
Amazon Capital Services	1CGX-XJLF-C7T1	6/15/2020	7/15/2020	46	-	-	-	-	46
Amazon Capital Services	1CGX-XJLF-CQK3	6/16/2020	7/16/2020	155	-	-	-	-	155
Amazon Capital Services	1CGX-XJLF-DC3G	6/16/2020	7/16/2020	178	-	-	-	-	178
Amazon Capital Services	1CGX-XJLF-J3PY	6/16/2020	7/16/2020	28	-	-	-	-	28
Amazon Capital Services	1CGX-XJLF-JKJY	6/16/2020	7/16/2020	132	-	-	-	-	132
Amazon Capital Services	1CGX-XJLF-KPWT	6/16/2020	7/16/2020	21	-	-	-	-	21
Amazon Capital Services	1CGX-XJLF-MLYM	6/16/2020	7/16/2020	34	-	-	-	-	34
Amazon Capital Services	1CGX-XJLF-NWVH	6/16/2020	7/16/2020	24	-	-	-	-	24
Amazon Capital Services	1CGX-XJLF-QJGN	6/16/2020	7/16/2020	6	-	-	-	-	6
Amazon Capital Services	1CGX-XJLF-QPPT	6/16/2020	7/16/2020	24	-	-	-	-	24
Amazon Capital Services	1CGX-XJLF-RJDQ	6/16/2020	7/16/2020	229	-	-	-	-	229
Amazon Capital Services	1CGX-XJLF-RYG3	6/16/2020	7/16/2020	22	-	-	-	-	22
Amazon Capital Services	1CGX-XJLF-T1HV	6/16/2020	7/16/2020	23	-	-	-	-	23
Amazon Capital Services	1CGX-XJLF-T1MJ	6/16/2020	7/16/2020	30	-	-	-	-	30
Amazon Capital Services	1CGX-XJLF-T993	6/16/2020	7/16/2020	33	-	-	-	-	33
Amazon Capital Services	1CGX-XJLF-WNRF	6/16/2020	7/16/2020	34	-	-	-	-	34
Amazon Capital Services	1CLP-TFJF-WLRW	7/21/2020	8/20/2020	34	-	-	-	-	34
Amazon Capital Services	1CMD-XHHJ-33Q4	6/17/2020	7/17/2020	40	-	-	-	-	40
Amazon Capital Services	1CMD-XHHJ-3MQL	6/17/2020	7/17/2020	17	-	-	-	-	17
Amazon Capital Services	1CMD-XHHJ-7FJ4	6/17/2020	7/17/2020	20	-	-	-	-	20
Amazon Capital Services	1CMD-XHHJ-DQM7	6/17/2020	7/17/2020	20	-	-	-	-	20
Amazon Capital Services	1CMD-XHHJ-HHWN	6/17/2020	7/17/2020	20	-	-	-	-	20
Amazon Capital Services	1CMD-XHHJ-HLPX	6/17/2020	7/17/2020	81	-	-	-	-	81
Amazon Capital Services	1CMD-XHHJ-HP17	6/17/2020	7/17/2020	67	-	-	-	-	67
Amazon Capital Services	1CMD-XHHJ-J7P9	6/17/2020	7/17/2020	32	-	-	-	-	32
Amazon Capital Services	1CMD-XHHJ-YKPV	6/18/2020	7/18/2020	57	-	-	-	-	57
Amazon Capital Services	1CMD-XHHJ-YRG9	6/18/2020	7/18/2020	27	-	-	-	-	27

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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
Amazon Capital Services	1CMD-XHHJ-YW1V	6/18/2020	7/18/2020	14	-	-	-	-	14
Amazon Capital Services	1D1K-6T46-3XF9	6/15/2020	7/15/2020	13	-	-	-	-	13
Amazon Capital Services	1D1K-6T46-4DFR	6/15/2020	7/15/2020	24	-	-	-	-	24
Amazon Capital Services	1D1K-6T46-9X4G	6/15/2020	7/15/2020	10	-	-	-	-	10
Amazon Capital Services	1D1X-C1WK-1QTP	5/31/2020	6/30/2020	26	-	-	-	-	26
Amazon Capital Services	1D1X-C1WK-91Q6	5/31/2020	6/30/2020	69	-	-	-	-	69
Amazon Capital Services	1D9D-LNQD-1PPJ	6/17/2020	7/17/2020	15	-	-	-	-	15
Amazon Capital Services	1D9D-LNQD-3XN9	6/17/2020	7/17/2020	66	-	-	-	-	66
Amazon Capital Services	1D9D-LNQD-6W66	6/17/2020	7/17/2020	22	-	-	-	-	22
Amazon Capital Services	1D9D-LNQD-7XWJ	6/17/2020	7/17/2020	49	-	-	-	-	49
Amazon Capital Services	1D9D-LNQD-DXW9	6/17/2020	7/17/2020	164	-	-	-	-	164
Amazon Capital Services	1D9D-LNQD-HDM7	6/17/2020	7/17/2020	50	-	-	-	-	50
Amazon Capital Services	1DYM-4WRW-4G9R	6/17/2020	7/17/2020	13	-	-	-	-	13
Amazon Capital Services	1DYM-4WRW-4LRJ	6/17/2020	7/17/2020	33	-	-	-	-	33
Amazon Capital Services	1DYM-4WRW-4TV3	6/17/2020	7/17/2020	32	-	-	-	-	32
Amazon Capital Services	1FF7-W3J7-14PJ	6/15/2020	7/15/2020	15	-	-	-	-	15
Amazon Capital Services	1FF7-W3J7-7LPP	6/15/2020	7/15/2020	27	-	-	-	-	27
Amazon Capital Services	1FGG-FP9X-HCT7	6/1/2020	7/1/2020	65	-	-	-	-	65
Amazon Capital Services	1FGL-1KYM-9DMH	6/1/2020	7/1/2020	111	-	-	-	-	111
Amazon Capital Services	1FGL-1KYM-DWYX	6/1/2020	7/1/2020	30	-	-	-	-	30
Amazon Capital Services	1FP6-HC6N-7GRY	7/22/2020	8/21/2020	15	-	-	-	-	15
Amazon Capital Services	1FP6-HC6N-7GVT	7/22/2020	8/21/2020	21	-	-	-	-	21
Amazon Capital Services	1FP6-HC6N-7M7Y	7/22/2020	8/21/2020	8	-	-	-	-	8
Amazon Capital Services	1FP6-HC6N-7MYF	7/22/2020	8/21/2020	58	-	-	-	-	58
Amazon Capital Services	1G4C-FFKL-16YL	6/16/2020	7/16/2020	6	-	-	-	-	6
Amazon Capital Services	1G4C-FFKL-4QR9	6/17/2020	7/17/2020	189	-	-	-	-	189
Amazon Capital Services	1G4C-FFKL-6J7M	6/17/2020	7/17/2020	27	-	-	-	-	27

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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
Amazon Capital Services	1G4C-FFKL-7R4G	6/17/2020	7/17/2020	17	-	-	-	-	17
Amazon Capital Services	1G4C-FFKL-9PP7	6/17/2020	7/17/2020	28	-	-	-	-	28
Amazon Capital Services	1G4C-FFKL-9VGN	6/17/2020	7/17/2020	51	-	-	-	-	51
Amazon Capital Services	1GM1-PXQJ-6MLC	6/11/2020	7/11/2020	7	-	-	-	-	7
Amazon Capital Services	1GM1-PXQJ-CWW3	6/11/2020	7/11/2020	43	-	-	-	-	43
Amazon Capital Services	1GM1-PXQJ-JQGV	6/12/2020	7/12/2020	73	-	-	-	-	73
Amazon Capital Services	1GM1-PXQJ-XHQJ	6/13/2020	7/13/2020	41	-	-	-	-	41
Amazon Capital Services	1GN9-9YJ3-14QC	6/10/2020	7/10/2020	11	-	-	-	-	11
Amazon Capital Services	1GN9-9YJ3-61NC	6/11/2020	7/11/2020	14	-	-	-	-	14
Amazon Capital Services	1GN9-9YJ3-71YK	6/11/2020	7/11/2020	41	-	-	-	-	41
Amazon Capital Services	1GTH-DH4F-119P	6/17/2020	7/17/2020	90	-	-	-	-	90
Amazon Capital Services	1GTH-DH4F-3T7W	6/17/2020	7/17/2020	61	-	-	-	-	61
Amazon Capital Services	1GTH-DH4F-HJNK	6/17/2020	7/17/2020	65	-	-	-	-	65
Amazon Capital Services	1GTH-DH4F-MGKJ	6/18/2020	7/18/2020	11	-	-	-	-	11
Amazon Capital Services	1H66-4LVD-6VCX	6/13/2020	7/13/2020	23	-	-	-	-	23
Amazon Capital Services	1H66-4LVD-CF6H	6/13/2020	7/13/2020	63	-	-	-	-	63
Amazon Capital Services	1H66-4LVD-GH9X	6/13/2020	7/13/2020	16	-	-	-	-	16
Amazon Capital Services	1H66-4LVD-HK6X	6/13/2020	7/13/2020	49	-	-	-	-	49
Amazon Capital Services	1H66-4LVD-HQ1Y	6/13/2020	7/13/2020	22	-	-	-	-	22
Amazon Capital Services	1H66-4LVD-HRTD	6/14/2020	7/14/2020	30	-	-	-	-	30
Amazon Capital Services	1H66-4LVD-JCM6	6/14/2020	7/14/2020	24	-	-	-	-	24
Amazon Capital Services	1H66-4LVD-KKPM	6/14/2020	7/14/2020	8	-	-	-	-	8
Amazon Capital Services	1H66-4LVD-KXJN	6/14/2020	7/14/2020	20	-	-	-	-	20
Amazon Capital Services	1H66-4LVD-M1WK	6/14/2020	7/14/2020	36	-	-	-	-	36
Amazon Capital Services	1H66-4LVD-PG6K	6/14/2020	7/14/2020	35	-	-	-	-	35
Amazon Capital Services	1H66-4LVD-PMC3	6/14/2020	7/14/2020	74	-	-	-	-	74
Amazon Capital Services	1H66-4LVD-PMLH	6/14/2020	7/14/2020	24	-	-	-	-	24
Amazon Capital Services	1H66-4LVD-XNW9	6/14/2020	7/14/2020	7	-	-	-	-	7
Amazon Capital Services	1H66-4LVD-XNY3	6/14/2020	7/14/2020	11	-	-	-	-	11
Amazon Capital Services	1H66-4LVD-Y9DR	6/14/2020	7/14/2020	10	-	-	-	-	10
Amazon Capital Services	1HLX-1NH4-6CMD	6/22/2020	7/22/2020	19	-	-	-	-	19
Amazon Capital Services	1J91-CYHT-DGRL	6/9/2020	7/9/2020	37	-	-	-	-	37
Amazon Capital Services	1JCQ-L41D-6JMX	6/18/2020	7/18/2020	39	-	-	-	-	39
Amazon Capital Services	1JLQ-XQQC-CTVH	6/23/2020	7/23/2020	18	-	-	-	-	18

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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
Amazon Capital Services	1JM6-RM3F-CW9W	6/20/2020	7/20/2020	50	-	-	-	-	50
Amazon Capital Services	1JM6-RM3F-GD99	6/20/2020	7/20/2020	6	-	-	-	-	6
Amazon Capital Services	1JM6-RM3F-GGYM	6/20/2020	7/20/2020	15	-	-	-	-	15
Amazon Capital Services	1KDY-D4ML-C66P	6/15/2020	7/15/2020	11	-	-	-	-	11
Amazon Capital Services	1KDY-D4ML-DMKF	6/15/2020	7/15/2020	25	-	-	-	-	25
Amazon Capital Services	1KFH-QYQH-WN7G	6/19/2020	7/19/2020	7	-	-	-	-	7
Amazon Capital Services	1KFH-QYQH-Y7NQ	6/19/2020	7/19/2020	60	-	-	-	-	60
Amazon Capital Services	1KK9-QMWG-DCPV	6/1/2020	7/1/2020	75	-	-	-	-	75
Amazon Capital Services	1KL1-WRJ4-1JYH	6/3/2020	7/3/2020	42	-	-	-	-	42
Amazon Capital Services	1KNK-9QYQ-1X9M	6/15/2020	7/15/2020	16	-	-	-	-	16
Amazon Capital Services	1KVL-KX4Q-4QVV	6/20/2020	7/20/2020	8	-	-	-	-	8
Amazon Capital Services	1KVL-KX4Q-DXDF	6/20/2020	7/20/2020	42	-	-	-	-	42
Amazon Capital Services	1KVL-KX4Q-FTDG	6/20/2020	7/20/2020	52	-	-	-	-	52
Amazon Capital Services	1KVL-KX4Q-KFCL	6/21/2020	7/21/2020	64	-	-	-	-	64
Amazon Capital Services	1LJ3-DT6X-GH6L	6/1/2020	7/1/2020	9	-	-	-	-	9
Amazon Capital Services	1M91-KHH4-1PW7	6/13/2020	7/13/2020	82	-	-	-	-	82
Amazon Capital Services	1M91-KHH4-1TCF	6/13/2020	7/13/2020	44	-	-	-	-	44
Amazon Capital Services	1M91-KHH4-7PQ7	6/13/2020	7/13/2020	22	-	-	-	-	22
Amazon Capital Services	1M91-KHH4-9YK9	6/13/2020	7/13/2020	104	-	-	-	-	104
Amazon Capital Services	1M91-KHH4-CGPG	6/13/2020	7/13/2020	30	-	-	-	-	30
Amazon Capital Services	1M91-KHH4-CT3C	6/13/2020	7/13/2020	127	-	-	-	-	127
Amazon Capital Services	1M91-KHH4-D4J3	6/13/2020	7/13/2020	20	-	-	-	-	20
Amazon Capital Services	1M91-KHH4-DL94	6/13/2020	7/13/2020	139	-	-	-	-	139
Amazon Capital Services	1M91-KHH4-FX6T	6/14/2020	7/14/2020	78	-	-	-	-	78
Amazon Capital Services	1M91-KHH4-LFDM	6/14/2020	7/14/2020	33	-	-	-	-	33
Amazon Capital Services	1M91-KHH4-LKGC	6/14/2020	7/14/2020	35	-	-	-	-	35
Amazon Capital Services	1M91-KHH4-PH9H	6/14/2020	7/14/2020	4	-	-	-	-	4
Amazon Capital Services	1M91-KHH4-VMWL	6/14/2020	7/14/2020	4	-	-	-	-	4
Amazon Capital Services	1M91-KHH4-WPJC	6/15/2020	7/15/2020	59	-	-	-	-	59
Amazon Capital Services	1MHH-P91J-CYC7	6/11/2020	7/11/2020	24	-	-	-	-	24
Amazon Capital Services	1MHH-P91J-FNH1	6/11/2020	7/11/2020	16	-	-	-	-	16
Amazon Capital Services	1MHH-P91J-GDNT	6/12/2020	7/12/2020	105	-	-	-	-	105
Amazon Capital Services	1MHH-P91J-GKPK	6/12/2020	7/12/2020	17	-	-	-	-	17
Amazon Capital Services	1MHH-P91J-GKV7	6/12/2020	7/12/2020	54	-	-	-	-	54

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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
Amazon Capital Services	1MHH-P91J-GKX1	6/12/2020	7/12/2020	67	-	-	-	-	67
Amazon Capital Services	1MHH-P91J-K46R	6/12/2020	7/12/2020	16	-	-	-	-	16
Amazon Capital Services	1MHH-P91J-MKWN	6/12/2020	7/12/2020	14	-	-	-	-	14
Amazon Capital Services	1MHY-FNW4-6WWL	6/11/2020	7/11/2020	26	-	-	-	-	26
Amazon Capital Services	1MJF-MLN9-6KRN	6/11/2020	7/11/2020	14	-	-	-	-	14
Amazon Capital Services	1MJF-MLN9-73LH	6/11/2020	7/11/2020	19	-	-	-	-	19
Amazon Capital Services	1MJF-MLN9-7YQ7	6/11/2020	7/11/2020	18	-	-	-	-	18
Amazon Capital Services	1MJF-MLN9-FF7M	6/11/2020	7/11/2020	44	-	-	-	-	44
Amazon Capital Services	1MXL-K3P3-3KYY	6/15/2020	7/15/2020	16	-	-	-	-	16
Amazon Capital Services	1MYF-37HJ-6FLW	6/10/2020	7/10/2020	56	-	-	-	-	56
Amazon Capital Services	1MYF-37HJ-6FVD	6/10/2020	7/10/2020	15	-	-	-	-	15
Amazon Capital Services	1MYF-37HJ-6NYR	6/11/2020	7/11/2020	15	-	-	-	-	15
Amazon Capital Services	1MYF-37HJ-FG3J	6/11/2020	7/11/2020	13	-	-	-	-	13
Amazon Capital Services	1NQ1-416K-GJ9G	6/8/2020	7/8/2020	17	-	-	-	-	17
Amazon Capital Services	1NQ1-RT4Y-4YJH	6/22/2020	7/22/2020	43	-	-	-	-	43
Amazon Capital Services	1NQ1-RT4Y-FT3X	6/23/2020	7/23/2020	22	-	-	-	-	22
Amazon Capital Services	1NQ1-RT4Y-G19D	6/23/2020	7/23/2020	19	-	-	-	-	19
Amazon Capital Services	1NQ1-RT4Y-HPVC	6/23/2020	7/23/2020	26	-	-	-	-	26
Amazon Capital Services	1NRD-97RM-1NDN	6/11/2020	7/11/2020	29	-	-	-	-	29
Amazon Capital Services	1NRD-97RM-1NPV	6/11/2020	7/11/2020	62	-	-	-	-	62
Amazon Capital Services	1NRD-97RM-D4DM	6/11/2020	7/11/2020	4	-	-	-	-	4
Amazon Capital Services	1NRD-97RM-JHQ3	6/12/2020	7/12/2020	41	-	-	-	-	41
Amazon Capital Services	1NRD-97RM-JYW7	6/12/2020	7/12/2020	28	-	-	-	-	28
Amazon Capital Services	1NRD-97RM-NNNN	6/12/2020	7/12/2020	14	-	-	-	-	14
Amazon Capital Services	1NRD-97RM-NWYQ	6/12/2020	7/12/2020	76	-	-	-	-	76
Amazon Capital Services	1NRD-97RM-Q1VP	6/12/2020	7/12/2020	7	-	-	-	-	7
Amazon Capital Services	1NRD-97RM-R1CT	6/12/2020	7/12/2020	40	-	-	-	-	40
Amazon Capital Services	1P3V-FYC1-194X	6/17/2020	7/17/2020	46	-	-	-	-	46
Amazon Capital Services	1P3V-FYC1-3VM7	6/17/2020	7/17/2020	65	-	-	-	-	65
Amazon Capital Services	1P3V-FYC1-4GNJ	6/17/2020	7/17/2020	139	-	-	-	-	139
Amazon Capital Services	1P3V-FYC1-64FD	6/17/2020	7/17/2020	13	-	-	-	-	13
Amazon Capital Services	1P3V-FYC1-DXLP	6/17/2020	7/17/2020	15	-	-	-	-	15
Amazon Capital Services	1P3V-FYC1-FKY7	6/17/2020	7/17/2020	88	-	-	-	-	88
Amazon Capital Services	1P3V-FYC1-FQX3	6/17/2020	7/17/2020	21	-	-	-	-	21

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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
Amazon Capital Services	1P3V-FYC1-RLXF	6/18/2020	7/18/2020	163	-	-	-	-	163
Amazon Capital Services	1P3V-FYC1-XFNT	6/18/2020	7/18/2020	23	-	-	-	-	23
Amazon Capital Services	1P3Y-9FWL-17DJ	6/15/2020	7/15/2020	22	-	-	-	-	22
Amazon Capital Services	1PFJ-Q9FX-69LG	7/22/2020	8/21/2020	37	-	-	-	-	37
Amazon Capital Services	1PFJ-Q9FX-69MD	7/22/2020	8/21/2020	32	-	-	-	-	32
Amazon Capital Services	1PFJ-Q9FX-6C3G	7/22/2020	8/21/2020	8	-	-	-	-	8
Amazon Capital Services	1PFJ-Q9FX-6Y4M	7/22/2020	8/21/2020	32	-	-	-	-	32
Amazon Capital Services	1PFJ-Q9FX-6YLN	7/22/2020	8/21/2020	146	-	-	-	-	146
Amazon Capital Services	1PFJ-Q9FX-716G	7/22/2020	8/21/2020	46	-	-	-	-	46
Amazon Capital Services	1PFJ-Q9FX-71VX	7/22/2020	8/21/2020	36	-	-	-	-	36
Amazon Capital Services	1PFJ-Q9FX-71WV	7/22/2020	8/21/2020	36	-	-	-	-	36
Amazon Capital Services	1PFL-MTYH-33JQ	6/22/2020	7/22/2020	20	-	-	-	-	20
Amazon Capital Services	1PH1-YTMH-7JRT	6/20/2020	7/20/2020	199	-	-	-	-	199
Amazon Capital Services	1PH1-YTMH-FGLY	6/20/2020	7/20/2020	41	-	-	-	-	41
Amazon Capital Services	1PH1-YTMH-FMLR	6/20/2020	7/20/2020	9	-	-	-	-	9
Amazon Capital Services	1PH1-YTMH-KKC4	6/21/2020	7/21/2020	143	-	-	-	-	143
Amazon Capital Services	1PNG-9W1M-1TGC	6/10/2020	7/10/2020	35	-	-	-	-	35
Amazon Capital Services	1PNG-9W1M-47VR	6/10/2020	7/10/2020	73	-	-	-	-	73
Amazon Capital Services	1PNG-9W1M-4FPX	6/10/2020	7/10/2020	13	-	-	-	-	13
Amazon Capital Services	1PNG-9W1M-74N4	6/11/2020	7/11/2020	90	-	-	-	-	90
Amazon Capital Services	1PNG-9W1M-7YQ3	6/11/2020	7/11/2020	107	-	-	-	-	107
Amazon Capital Services	1PNG-9W1M-913D	6/11/2020	7/11/2020	12	-	-	-	-	12
Amazon Capital Services	1PNG-9W1M-D4QP	6/11/2020	7/11/2020	21	-	-	-	-	21
Amazon Capital Services	1PNV-R7RL-1NG3	6/13/2020	7/13/2020	59	-	-	-	-	59
Amazon Capital Services	1PNV-R7RL-1P3P	6/13/2020	7/13/2020	110	-	-	-	-	110
Amazon Capital Services	1PNV-R7RL-46PR	6/13/2020	7/13/2020	17	-	-	-	-	17
Amazon Capital Services	1PNV-R7RL-CN46	6/13/2020	7/13/2020	37	-	-	-	-	37
Amazon Capital Services	1PNV-R7RL-CN9W	6/13/2020	7/13/2020	142	-	-	-	-	142
Amazon Capital Services	1PNV-R7RL-LJQG	6/14/2020	7/14/2020	65	-	-	-	-	65
Amazon Capital Services	1PNV-R7RL-LPC6	6/14/2020	7/14/2020	10	-	-	-	-	10
Amazon Capital Services	1PNV-R7RL-LTGR	6/14/2020	7/14/2020	59	-	-	-	-	59
Amazon Capital Services	1PNV-R7RL-N3MW	6/14/2020	7/14/2020	51	-	-	-	-	51
Amazon Capital Services	1PNV-R7RL-TC79	6/14/2020	7/14/2020	21	-	-	-	-	21
Amazon Capital Services	1PNV-R7RL-TRFG	6/14/2020	7/14/2020	11	-	-	-	-	11

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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
Amazon Capital Services	1PNV-R7RL-VDFR	6/14/2020	7/14/2020	17	-	-	-	-	17
Amazon Capital Services	1Q6X-FT69-VLFD	5/31/2020	6/30/2020	13	-	-	-	-	13
Amazon Capital Services	1Q6X-FT69-WNT7	5/31/2020	6/30/2020	26	-	-	-	-	26
Amazon Capital Services	1Q96-XVF6-7C3M	6/1/2020	7/1/2020	20	-	-	-	-	20
Amazon Capital Services	1Q96-XVF6-X4M4	6/2/2020	7/2/2020	52	-	-	-	-	52
Amazon Capital Services	1QFL-H34G-HJWM	6/3/2020	7/3/2020	42	-	-	-	-	42
Amazon Capital Services	1QK4-FJC7-TLVK	7/21/2020	8/20/2020	14	-	-	-	-	14
Amazon Capital Services	1R4N-QLQ6-1LQW	6/16/2020	7/16/2020	91	-	-	-	-	91
Amazon Capital Services	1R4N-QLQ6-44YP	6/16/2020	7/16/2020	45	-	-	-	-	45
Amazon Capital Services	1R4N-QLQ6-67LF	6/16/2020	7/16/2020	48	-	-	-	-	48
Amazon Capital Services	1R4N-QLQ6-69TT	6/16/2020	7/16/2020	79	-	-	-	-	79
Amazon Capital Services	1R4N-QLQ6-74TV	6/17/2020	7/17/2020	44	-	-	-	-	44
Amazon Capital Services	1R4N-QLQ6-7YJP	6/17/2020	7/17/2020	29	-	-	-	-	29
Amazon Capital Services	1R4N-QLQ6-91N7	6/17/2020	7/17/2020	17	-	-	-	-	17
Amazon Capital Services	1RJM-LCVW-31V1	6/9/2020	7/9/2020	28	-	-	-	-	28
Amazon Capital Services	1RTP-TCDG-NVY3	6/19/2020	7/19/2020	13	-	-	-	-	13
Amazon Capital Services	1RTP-TCDG-R6FT	6/19/2020	7/19/2020	9	-	-	-	-	9
Amazon Capital Services	1RTP-TCDG-X1JF	6/19/2020	7/19/2020	36	-	-	-	-	36
Amazon Capital Services	1RTP-TCDG-XGNM	6/19/2020	7/19/2020	42	-	-	-	-	42
Amazon Capital Services	1RXQ-6NYF-VJDR	5/31/2020	6/30/2020	13	-	-	-	-	13
Amazon Capital Services	1RXQ-6NYF-X3MG	5/31/2020	6/30/2020	67	-	-	-	-	67
Amazon Capital Services	1T1K-D3R9-L9MT	6/1/2020	7/1/2020	29	-	-	-	-	29
Amazon Capital Services	1TQJ-3GNX-9T1H	6/2/2020	7/2/2020	35	-	-	-	-	35
Amazon Capital Services	1TQJ-3GNX-GQJC	6/3/2020	7/3/2020	6	-	-	-	-	6
Amazon Capital Services	1TT3-3HLM-6HWW	7/21/2020	8/20/2020	238	-	-	-	-	238
Amazon Capital Services	1TT3-3HLM-6JMH	7/21/2020	8/20/2020	77	-	-	-	-	77
Amazon Capital Services	1TT3-3HLM-6JXR	7/21/2020	8/20/2020	61	-	-	-	-	61
Amazon Capital Services	1TT3-3HLM-9W3Y	7/22/2020	8/21/2020	28	-	-	-	-	28
Amazon Capital Services	1V3V-WGV1-3QLJ	7/21/2020	8/20/2020	61	-	-	-	-	61
Amazon Capital Services	1V3V-WGV1-691X	7/22/2020	8/21/2020	9	-	-	-	-	9
Amazon Capital Services	1V3V-WGV1-6XL4	7/22/2020	8/21/2020	6	-	-	-	-	6
Amazon Capital Services	1V3V-WGV1-6XNX	7/22/2020	8/21/2020	12	-	-	-	-	12
Amazon Capital Services	1V3V-WGV1-6XXF	7/22/2020	8/21/2020	80	-	-	-	-	80
Amazon Capital Services	1V3V-WGV1-71TH	7/22/2020	8/21/2020	39	-	-	-	-	39

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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
Amazon Capital Services	1VCX-HDYV-WC4N	6/7/2020	7/7/2020	7	-	-	-	-	7
Amazon Capital Services	1VCX-HDYV-X3W6	6/7/2020	7/7/2020	13	-	-	-	-	13
Amazon Capital Services	1VMX-VL99-1YDN	6/11/2020	7/11/2020	20	-	-	-	-	20
Amazon Capital Services	1VMX-VL99-6V4X	6/11/2020	7/11/2020	9	-	-	-	-	9
Amazon Capital Services	1VMX-VL99-6YFD	6/11/2020	7/11/2020	4	-	-	-	-	4
Amazon Capital Services	1VMX-VL99-DJFJ	6/11/2020	7/11/2020	118	-	-	-	-	118
Amazon Capital Services	1VMX-VL99-FC61	6/11/2020	7/11/2020	22	-	-	-	-	22
Amazon Capital Services	1VMX-VL99-FNJY	6/12/2020	7/12/2020	119	-	-	-	-	119
Amazon Capital Services	1VMX-VL99-GJVC	6/12/2020	7/12/2020	10	-	-	-	-	10
Amazon Capital Services	1VMX-VL99-PY9H	6/12/2020	7/12/2020	16	-	-	-	-	16
Amazon Capital Services	1VMX-VL99-QWMN	6/12/2020	7/12/2020	12	-	-	-	-	12
Amazon Capital Services	1VMX-VL99-YC1Y	6/13/2020	7/13/2020	105	-	-	-	-	105
Amazon Capital Services	1VN9-R73G-6FLT	6/30/2020	7/30/2020	45	-	-	-	-	45
Amazon Capital Services	1VTJ-4G9R-1J9K	6/2/2020	7/2/2020	28	-	-	-	-	28
Amazon Capital Services	1W1K-ML4J-CMTL	6/11/2020	7/11/2020	49	-	-	-	-	49
Amazon Capital Services	1W1K-ML4J-CR11	6/11/2020	7/11/2020	11	-	-	-	-	11
Amazon Capital Services	1W1K-ML4J-DPMT	6/11/2020	7/11/2020	43	-	-	-	-	43
Amazon Capital Services	1W1K-ML4J-FQTC	6/12/2020	7/12/2020	18	-	-	-	-	18
Amazon Capital Services	1W1K-ML4J-MLXN	6/12/2020	7/12/2020	33	-	-	-	-	33
Amazon Capital Services	1W1K-ML4J-PQ6X	6/12/2020	7/12/2020	17	-	-	-	-	17
Amazon Capital Services	1W1K-ML4J-QCGT	6/12/2020	7/12/2020	43	-	-	-	-	43
Amazon Capital Services	1W1K-ML4J-RWW3	6/12/2020	7/12/2020	6	-	-	-	-	6
Amazon Capital Services	1W1K-ML4J-WNMN	6/13/2020	7/13/2020	8	-	-	-	-	8
Amazon Capital Services	1W1K-ML4J-WXLH	6/13/2020	7/13/2020	61	-	-	-	-	61
Amazon Capital Services	1W1K-ML4J-XGQL	6/13/2020	7/13/2020	58	-	-	-	-	58
Amazon Capital Services	1W1K-ML4J-XH3W	6/13/2020	7/13/2020	13	-	-	-	-	13
Amazon Capital Services	1W1K-ML4J-Y3VL	6/13/2020	7/13/2020	115	-	-	-	-	115
Amazon Capital Services	1W1K-ML4J-YTLG	6/13/2020	7/13/2020	24	-	-	-	-	24
Amazon Capital Services	1X13-T1T7-1KHD	6/15/2020	7/15/2020	64	-	-	-	-	64
Amazon Capital Services	1X13-T1T7-1PX4	6/15/2020	7/15/2020	11	-	-	-	-	11
Amazon Capital Services	1X13-T1T7-3L7P	6/15/2020	7/15/2020	11	-	-	-	-	11
Amazon Capital Services	1X13-T1T7-3NRG	6/15/2020	7/15/2020	13	-	-	-	-	13
Amazon Capital Services	1X13-T1T7-3NW6	6/15/2020	7/15/2020	33	-	-	-	-	33
Amazon Capital Services	1X13-T1T7-3XC6	6/15/2020	7/15/2020	58	-	-	-	-	58

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Amazon Capital Services	1XDR-WFDK-VHM9	6/19/2020	7/19/2020	(61)	-	-	-	-	(61)
Amazon Capital Services	1XHV-DXFH-6N3W	6/15/2020	7/15/2020	13	-	-	-	-	13
Amazon Capital Services	1XHV-DXFH-DP97	6/15/2020	7/15/2020	19	-	-	-	-	19
Amazon Capital Services	1XHV-DXFH-DRMD	6/16/2020	7/16/2020	6	-	-	-	-	6
Amazon Capital Services	1XHV-DXFH-GCLQ	6/16/2020	7/16/2020	67	-	-	-	-	67
Amazon Capital Services	1XHV-DXFH-KGYJ	6/16/2020	7/16/2020	9	-	-	-	-	9
Amazon Capital Services	1XHV-DXFH-MN4V	6/16/2020	7/16/2020	12	-	-	-	-	12
Amazon Capital Services	1XHV-DXFH-MRDD	6/16/2020	7/16/2020	22	-	-	-	-	22
Amazon Capital Services	1XHV-DXFH-VXL4	6/16/2020	7/16/2020	86	-	-	-	-	86
Amazon Capital Services	1XHV-DXFH-Y9NG	6/16/2020	7/16/2020	20	-	-	-	-	20
Amazon Capital Services	1XPJ-RJD3-FD4K	6/1/2020	7/1/2020	3	-	-	-	-	3
Amazon Capital Services	1XPJ-RJD3-LTGY	6/2/2020	7/2/2020	95	-	-	-	-	95
Amazon Capital Services	1XPR-PN3G-7M7C	7/2/2020	8/1/2020	154	-	-	-	-	154
Amazon Capital Services	1Y6C-7LRF-1QMW	6/20/2020	7/20/2020	18	-	-	-	-	18
Amazon Capital Services	1Y6C-7LRF-DWFP	6/20/2020	7/20/2020	20	-	-	-	-	20
Amazon Capital Services	1Y6C-7LRF-GH99	6/20/2020	7/20/2020	20	-	-	-	-	20
Amazon Capital Services	1Y6C-7LRF-KW6N	6/21/2020	7/21/2020	20	-	-	-	-	20
Amazon Capital Services	1Y6C-7LRF-PKX3	6/21/2020	7/21/2020	28	-	-	-	-	28
Amazon Capital Services	1Y6C-7LRF-RQR1	6/21/2020	7/21/2020	49	-	-	-	-	49
Amazon Capital Services	1Y6X-XXCN-7DXJ	6/2/2020	7/2/2020	17	-	-	-	-	17
Amazon Capital Services	1Y6X-XXCN-HV63	6/3/2020	7/3/2020	23	-	-	-	-	23
Amazon Capital Services	1Y7V-13PD-63MP	7/21/2020	8/20/2020	216	-	-	-	-	216
Amazon Capital Services	1Y7V-13PD-79NF	7/22/2020	8/21/2020	49	-	-	-	-	49
Amazon Capital Services	1Y7V-13PD-7H3F	7/22/2020	8/21/2020	22	-	-	-	-	22
Amazon Capital Services	1Y7V-13PD-7JFQ	7/22/2020	8/21/2020	56	-	-	-	-	56
Amazon Capital Services	1YGY-NXFG-1QDT	6/11/2020	7/11/2020	59	-	-	-	-	59
Amazon Capital Services	1YGY-NXFG-D4VQ	6/11/2020	7/11/2020	45	-	-	-	-	45
Amazon Capital Services	1YGY-NXFG-DWC6	6/11/2020	7/11/2020	34	-	-	-	-	34
Amazon Capital Services	1YGY-NXFG-GDCL	6/12/2020	7/12/2020	12	-	-	-	-	12
Amazon Capital Services	1YGY-NXFG-HM4K	6/12/2020	7/12/2020	15	-	-	-	-	15
Amazon Capital Services	1YGY-NXFG-TDNW	6/12/2020	7/12/2020	15	-	-	-	-	15
Amazon Capital Services	1YGY-NXFG-XWGM	6/13/2020	7/13/2020	10	-	-	-	-	10
Amazon Capital Services	1YVC-GQJX-FQVQ	6/1/2020	7/1/2020	9	-	-	-	-	9
Amazon Capital Services	1YXL-C16H-D1CG	6/4/2020	7/4/2020	58	-	-	-	-	58

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Amazon Capital Services	1YXL-C16H-FHFQ	6/4/2020	7/4/2020	106	-	-	-	-	106
Amazon Capital Services	1YY3-CL7K-3QM7	6/17/2020	7/17/2020	16	-	-	-	-	16
Amazon Capital Services	1YY3-CL7K-47W3	6/17/2020	7/17/2020	97	-	-	-	-	97
Amazon Capital Services	1YY3-CL7K-4P71	6/17/2020	7/17/2020	13	-	-	-	-	13
Amazon Capital Services	1YY3-CL7K-4XFH	6/17/2020	7/17/2020	93	-	-	-	-	93
Amazon Capital Services	1YY3-CL7K-7999	6/17/2020	7/17/2020	26	-	-	-	-	26
Amazon Capital Services	1YY3-CL7K-99P7	6/17/2020	7/17/2020	8	-	-	-	-	8
Amazon Capital Services	1YY3-CL7K-DVT6	6/17/2020	7/17/2020	95	-	-	-	-	95
Amazon Capital Services	1YY3-CL7K-LWTL	6/17/2020	7/17/2020	8	-	-	-	-	8
Amazon Capital Services	1YY3-CL7K-MH1L	6/17/2020	7/17/2020	31	-	-	-	-	31
Amazon Capital Services	1YY3-CL7K-WJG7	6/18/2020	7/18/2020	26	-	-	-	-	26
Amy Spano	30	7/9/2020	8/8/2020	300	-	-	-	-	300
Amy Spano	31	7/9/2020	8/8/2020	200	-	-	-	-	200
Amy Spano	32	7/9/2020	8/8/2020	200	-	-	-	-	200
Amy Spano	33	7/9/2020	8/8/2020	200	-	-	-	-	200
ASU Preparatory Academy	INV01566	6/9/2020	7/9/2020	350	-	-	-	-	350
ASU Preparatory Academy	INV01568	6/9/2020	7/9/2020	350	-	-	-	-	350
ASU Preparatory Academy	INV01607	6/24/2020	7/24/2020	350	-	-	-	-	350
ASU Preparatory Academy	INV01668	7/7/2020	8/6/2020	350	-	-	-	-	350
Beaumont Music Centre	1758	6/16/2020	7/16/2020	110	-	-	-	-	110
Beautiful Feet Books, Inc.	11840	4/16/2020	5/16/2020	33	-	-	-	-	33
Beautiful Feet Books, Inc.	12002	5/29/2020	6/28/2020	266	-	-	-	-	266
Beautiful Feet Books, Inc.	12031	5/31/2020	6/30/2020	88	-	-	-	-	88
Beautiful Feet Books, Inc.	12057	6/1/2020	7/1/2020	140	-	-	-	-	140
Beautiful Feet Books, Inc.	12081	6/8/2020	7/8/2020	219	-	-	-	-	219
Beautiful Feet Books, Inc.	12085	6/9/2020	7/9/2020	512	-	-	-	-	512
Beautiful Feet Books, Inc.	12094	6/9/2020	7/9/2020	88	-	-	-	-	88
Beautiful Feet Books, Inc.	12101	6/11/2020	7/11/2020	138	-	-	-	-	138
Beautiful Feet Books, Inc.	12204	7/15/2020	8/14/2020	266	-	-	-	-	266
Bonnie Haskell	020-02-2	6/10/2020	7/10/2020	260	-	-	-	-	260
Bonnie Haskell	020-06-1	6/10/2020	7/10/2020	260	-	-	-	-	260
BookShark	31002556	5/28/2020	6/27/2020	246	-	-	-	-	246
BookShark	31002837	5/29/2020	6/28/2020	280	-	-	-	-	280
BookShark	31003140	6/1/2020	7/1/2020	437	-	-	-	-	437

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BookShark	31003194	6/1/2020	7/1/2020	755	-	-	-	-	755
BookShark	31003231	6/1/2020	7/1/2020	880	-	-	-	-	880
BookShark	31003259	6/1/2020	7/1/2020	681	-	-	-	-	681
BookShark	31003328	6/2/2020	7/2/2020	159	-	-	-	-	159
BookShark	31003338	6/2/2020	7/2/2020	710	-	-	-	-	710
BookShark	31003339	6/2/2020	7/2/2020	805	-	-	-	-	805
BookShark	31003466	6/2/2020	7/2/2020	199	-	-	-	-	199
BookShark	31003495	6/2/2020	7/2/2020	55	-	-	-	-	55
BookShark	31003519	6/2/2020	7/2/2020	234	-	-	-	-	234
BookShark	31003531	6/3/2020	7/3/2020	240	-	-	-	-	240
BookShark	31003532	6/3/2020	7/3/2020	18	-	-	-	-	18
BookShark	31003563	6/3/2020	7/3/2020	23	-	-	-	-	23
BookShark	31003565	6/3/2020	7/3/2020	75	-	-	-	-	75
BookShark	31003692	6/3/2020	7/3/2020	924	-	-	-	-	924
BookShark	31003719	6/3/2020	7/3/2020	235	-	-	-	-	235
BookShark	31003881	6/4/2020	7/4/2020	332	-	-	-	-	332
BookShark	31003943	6/4/2020	7/4/2020	78	-	-	-	-	78
BookShark	31004014	6/4/2020	7/4/2020	43	-	-	-	-	43
BookShark	31004024	6/4/2020	7/4/2020	46	-	-	-	-	46
BookShark	31004260	6/5/2020	7/5/2020	1,358	-	-	-	-	1,358
BookShark	31005388	6/11/2020	7/11/2020	336	-	-	-	-	336
BookShark	31005416	6/11/2020	7/11/2020	256	-	-	-	-	256
BookShark	31006800	6/18/2020	7/18/2020	419	-	-	-	-	419
BookShark	31006803	6/18/2020	7/18/2020	845	-	-	-	-	845
BookShark	31006811	6/18/2020	7/18/2020	43	-	-	-	-	43
BookShark	31007562	6/24/2020	7/24/2020	79	-	-	-	-	79
Braille Consultants, Inc.	74	6/11/2020	7/11/2020	300	-	-	-	-	300
Break the Barriers, Inc.	11687	7/7/2020	8/6/2020	294	-	-	-	-	294
Brenda Myers	14	6/11/2020	7/11/2020	120	-	-	-	-	120
BYU Independent Study	DCE-00005532	7/1/2020	7/31/2020	720	-	-	-	-	720
California Arts Academy	1937	6/22/2020	7/22/2020	295	-	-	-	-	295
California Arts Academy	1949	6/25/2020	7/25/2020	252	-	-	-	-	252
California Arts Academy	1950	6/25/2020	7/25/2020	80	-	-	-	-	80
California Arts Academy	1983	7/9/2020	8/8/2020	270	-	-	-	-	270

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California Arts Academy	1984	7/9/2020	8/8/2020	270	-	-	-	-	270
Cengage Learning	70263605	4/20/2020	4/20/2020	(66)	-	-	-	-	(66)
Charter's Choice Educational Services	434	6/17/2020	7/17/2020	175	-	-	-	-	175
Christina Roberts	300	6/30/2020	6/30/2020	28	-	-	-	-	28
Colleen Snyder	7/20-B	7/17/2020	8/16/2020	120	-	-	-	-	120
Crafty School Crates	17794	6/29/2020	7/29/2020	190	-	-	-	-	190
Crafty School Crates	17819	7/23/2020	8/22/2020	254	-	-	-	-	254
Crafty School Crates	17820	7/23/2020	8/22/2020	254	-	-	-	-	254
Crafty School Crates	17821	7/23/2020	8/22/2020	254	-	-	-	-	254
Crafty School Crates	17822	7/23/2020	8/22/2020	254	-	-	-	-	254
Crafty School Crates	17823	7/23/2020	8/22/2020	107	-	-	-	-	107
Dance Arts	EA-46	7/17/2020	8/16/2020	150	-	-	-	-	150
Dance Arts	FH-25	12/6/2019	1/5/2020	225	-	-	-	-	225
Dance Arts	HR-45	7/17/2020	8/16/2020	50	-	-	-	-	50
Discount School Supply	P39492390101	5/22/2020	6/21/2020	16	-	-	-	-	16
Discount School Supply	P39506120101	5/29/2020	6/28/2020	113	-	-	-	-	113
Discover Talking Pen	50780-200619	6/19/2020	7/19/2020	160	-	-	-	-	160
E-Therapy, LLC	13779	7/15/2020	8/14/2020	44	-	-	-	-	44
Educational Development Corporator	DIR6162529	5/28/2020	6/27/2020	93	-	-	-	-	93
Educational Development Corporator	DIR6237682	6/2/2020	7/2/2020	26	-	-	-	-	26
Educational Development Corporator	DIR6237696	6/5/2020	7/5/2020	35	-	-	-	-	35
Educational Development Corporator	DIR6237702	6/5/2020	7/5/2020	38	-	-	-	-	38
Educational Development Corporator	DIR6237721	6/3/2020	7/3/2020	23	-	-	-	-	23
Educational Development Corporator	DIR6237734	6/5/2020	7/5/2020	190	-	-	-	-	190
Educational Development Corporator	DIR6237740	6/5/2020	7/5/2020	28	-	-	-	-	28
Educational Development Corporator	DIR6237760	6/7/2020	7/7/2020	227	-	-	-	-	227
Educational Development Corporator	DIR6346045	6/16/2020	7/16/2020	81	-	-	-	-	81
Educational Development Corporator	DIR6474616	6/30/2020	7/30/2020	184	-	-	-	-	184
Educational Development Corporator	DIR6474618	6/30/2020	7/30/2020	55	-	-	-	-	55
Educational Development Corporator	DIR6702217	7/20/2020	8/19/2020	49	-	-	-	-	49
eDynamic Learning	19-1009 CREDIT	1/23/2020	2/22/2020	(170)	-	-	-	-	(170)
eDynamic Learning	20-2116	7/24/2020	8/23/2020	170	-	-	-	-	170
Elemental Science	IN-2251	6/2/2020	7/2/2020	114	-	-	-	-	114
Evan-Moor	INV279023	6/19/2020	7/19/2020	406	-	-	-	-	406

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Evan-Moor	INV279051	6/22/2020	7/22/2020	82	-	-	-	-	82
Evan-Moor	INV279786	7/1/2020	7/31/2020	82	-	-	-	-	82
Evan-Moor	INV279839	7/2/2020	8/1/2020	100	-	-	-	-	100
Evan-Moor	INV281792	7/20/2020	8/19/2020	25	-	-	-	-	25
Fresno School of Music	708	7/7/2020	8/6/2020	114	-	-	-	-	114
Generation Genius, Inc	GG0033303	7/20/2020	8/19/2020	95	-	-	-	-	95
Global Teletherapy	3663	6/29/2020	7/29/2020	8,874	-	-	-	-	8,874
Goodfellow Occupational Therapy, Inc	1598	7/8/2020	8/2/2020	605	-	-	-	-	605
Growing Healthy Children Therapy Ser	IMRA_2005	5/31/2020	6/30/2020	499	-	-	-	-	499
Guido's Martial Arts Academy	GalMarqJune20	7/6/2020	8/5/2020	513	-	-	-	-	513
Hands 4 Building, LLC	1653	6/10/2020	7/10/2020	138	-	-	-	-	138
Hands 4 Building, LLC	1662	6/18/2020	7/18/2020	138	-	-	-	-	138
History Unboxed LLC	wc-7601HU	7/13/2020	8/12/2020	562	-	-	-	-	562
History Unboxed LLC	wc-7709HU	6/16/2020	7/16/2020	124	-	-	-	-	124
History Unboxed LLC	wc-7711HU	6/16/2020	7/16/2020	66	-	-	-	-	66
History Unboxed LLC	wc-7787HU	7/22/2020	8/21/2020	213	-	-	-	-	213
Home Science Tools	1021649A	6/19/2020	7/19/2020	25	-	-	-	-	25
Homeschool Planet	1073	6/24/2020	7/24/2020	85	-	-	-	-	85
Homeschool Planet	1074	6/24/2020	7/24/2020	24	-	-	-	-	24
Innoved Inc.	1428	6/17/2020	7/17/2020	570	-	-	-	-	570
Inspyr Arts	MonarchRA_0611	6/11/2020	7/11/2020	75	-	-	-	-	75
Institute for Excellence in Writing	666709	6/11/2020	6/26/2020	170	-	-	-	-	170
Institute for Excellence in Writing	668534	6/4/2020	7/4/2020	240	-	-	-	-	240
Institute for Excellence in Writing	668576	6/4/2020	7/4/2020	172	-	-	-	-	172
Institute for Excellence in Writing	668578	6/4/2020	7/4/2020	172	-	-	-	-	172
Institute for Excellence in Writing	670333	6/23/2020	7/11/2020	193	-	-	-	-	193
Jenna Hulsey	128	6/26/2020	7/26/2020	200	-	-	-	-	200
Jenna Hulsey	129	6/26/2020	7/26/2020	100	-	-	-	-	100
Joe Lenigan	2460	7/1/2020	7/31/2020	180	-	-	-	-	180
Jostens	24704365	5/28/2020	7/2/2020	91	-	-	-	-	91
Kevin Freeman	135	6/16/2020	7/16/2020	1,080	-	-	-	-	1,080
Kevin Freeman	138	6/25/2020	7/25/2020	720	-	-	-	-	720
Kitchen Kid, LLC	440071	6/25/2020	7/25/2020	79	-	-	-	-	79
Kitchen Kid, LLC	440071505	6/25/2020	7/25/2020	145	-	-	-	-	145

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Kitchen Kid, LLC	440071509	6/25/2020	7/25/2020	145	-	-	-	-	145
Kitchen Kid, LLC	440071514	6/25/2020	7/25/2020	145	-	-	-	-	145
Kitchen Kid, LLC	440072009	6/25/2020	7/25/2020	49	-	-	-	-	49
Kitchen Kid, LLC	440072509	6/25/2020	7/25/2020	22	-	-	-	-	22
Kitchen Stewardship LLC	241	6/15/2020	7/15/2020	150	-	-	-	-	150
KiwiCo, Inc	ST-IABT4P5I	7/17/2020	8/16/2020	119	-	-	-	-	119
KiwiCo, Inc	ST-IALKE5LQ	6/8/2020	7/8/2020	97	-	-	-	-	97
KiwiCo, Inc	ST-IB6HYVBY	6/5/2020	7/5/2020	274	-	-	-	-	274
KiwiCo, Inc	ST-IBJVD7EI	6/5/2020	7/5/2020	65	-	-	-	-	65
KiwiCo, Inc	ST-IBPY6AOY	6/5/2020	7/5/2020	533	-	-	-	-	533
KiwiCo, Inc	ST-ICLBGMGI	6/5/2020	7/5/2020	97	-	-	-	-	97
KiwiCo, Inc	ST-ICN2GSTY	6/5/2020	7/5/2020	97	-	-	-	-	97
KiwiCo, Inc	ST-IE3PNJAI	6/8/2020	7/8/2020	65	-	-	-	-	65
KiwiCo, Inc	ST-IEBKYGHY	6/8/2020	7/8/2020	65	-	-	-	-	65
KiwiCo, Inc	ST-IF4QVIPQ	6/3/2020	7/3/2020	66	-	-	-	-	66
KiwiCo, Inc	ST-IF742XYA	6/4/2020	7/4/2020	85	-	-	-	-	85
KiwiCo, Inc	ST-IFDIUHZI	6/8/2020	7/8/2020	65	-	-	-	-	65
KiwiCo, Inc	ST-IGANETGQ	6/8/2020	7/8/2020	65	-	-	-	-	65
KiwiCo, Inc	ST-IHI5DJMI	7/17/2020	8/16/2020	65	-	-	-	-	65
KiwiCo, Inc	ST-IHMZWYYY	7/17/2020	8/16/2020	65	-	-	-	-	65
KiwiCo, Inc	ST-IHOPDWHI	7/17/2020	8/16/2020	97	-	-	-	-	97
KiwiCo, Inc	ST-IHRNFAKY	6/2/2020	7/2/2020	96	-	-	-	-	96
KiwiCo, Inc	ST-IHRZ5REI	7/17/2020	8/16/2020	120	-	-	-	-	120
KiwiCo, Inc	ST-IIUL4PFY	6/4/2020	7/4/2020	65	-	-	-	-	65
KiwiCo, Inc	ST-IKDLNH5Y	6/3/2020	7/3/2020	96	-	-	-	-	96
KiwiCo, Inc	ST-IMGP4SEY	6/2/2020	7/2/2020	65	-	-	-	-	65
KiwiCo, Inc	ST-IMZTBZGA	7/17/2020	8/16/2020	221	-	-	-	-	221
KiwiCo, Inc	ST-IO3BVSJQ	6/4/2020	7/4/2020	220	-	-	-	-	220
KiwiCo, Inc	ST-IOHYR5MQ	7/17/2020	8/16/2020	322	-	-	-	-	322
KiwiCo, Inc	ST-IONKSKHQ	7/17/2020	8/16/2020	65	-	-	-	-	65
KiwiCo, Inc	ST-IOQVMFEQ	7/17/2020	8/16/2020	322	-	-	-	-	322
KiwiCo, Inc	ST-IOVVS5QA	7/17/2020	8/16/2020	120	-	-	-	-	120
KiwiCo, Inc	ST-IP6QXGCI	6/8/2020	7/8/2020	97	-	-	-	-	97
KiwiCo, Inc	ST-IPOMPUAY	6/8/2020	7/8/2020	65	-	-	-	-	65

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KiwiCo, Inc	ST-ICBSSZOA	6/3/2020	7/3/2020	64	-	-	-	-	64
KiwiCo, Inc	ST-PHKVSZI	6/3/2020	7/3/2020	125	-	-	-	-	125
Lakeshore	2098140720	7/16/2020	8/15/2020	118	-	-	-	-	118
Lakeshore	5310620620	6/2/2020	7/2/2020	69	-	-	-	-	69
Lakeshore	5326280620	6/2/2020	7/2/2020	29	-	-	-	-	29
Lakeshore	5432340620	6/4/2020	7/4/2020	258	-	-	-	-	258
Lakeshore	5472450620	6/8/2020	7/8/2020	68	-	-	-	-	68
Learning Without Tears	INV75944	6/2/2020	7/2/2020	20	-	-	-	-	20
Learning Without Tears	INV75951	6/2/2020	7/2/2020	20	-	-	-	-	20
Learning Without Tears	INV76840	6/11/2020	7/11/2020	44	-	-	-	-	44
Learning Without Tears	INV76862	6/11/2020	7/11/2020	29	-	-	-	-	29
LEGO Education	1190427869	6/16/2020	8/15/2020	472	-	-	-	-	472
LEGO Education	1190430741	7/22/2020	9/20/2020	312	-	-	-	-	312
Lighthouse Therapy LLC	194	6/3/2020	7/3/2020	3,622	-	-	-	-	3,622
Lighthouse Therapy LLC	208	7/2/2020	8/1/2020	1,336	-	-	-	-	1,336
Little Passports	112651391	6/15/2020	7/15/2020	162	-	-	-	-	162
Little Passports	112651445	6/15/2020	7/15/2020	227	-	-	-	-	227
Little Passports	112784554	6/30/2020	7/30/2020	109	-	-	-	-	109
Logic of English	INV9002	6/2/2020	7/2/2020	185	-	-	-	-	185
Logic of English	INV9029	6/12/2020	7/12/2020	218	-	-	-	-	218
Logic of English	INV9030	6/12/2020	7/12/2020	172	-	-	-	-	172
Logic of English	INV9036	6/18/2020	7/18/2020	104	-	-	-	-	104
Lotus Educational Services, Inc.	1578	6/4/2020	7/19/2020	383	-	-	-	-	383
Lotus Educational Services, Inc.	1592	6/18/2020	8/2/2020	315	-	-	-	-	315
Marnie Young	MR0005	5/31/2020	6/30/2020	784	-	-	-	-	784
Math Crazy	25763	6/1/2020	7/1/2020	288	-	-	-	-	288
Math-U-See Inc.	0622517-IN	5/12/2020	7/11/2020	156	-	-	-	-	156
Math-U-See Inc.	0622536-IN	5/12/2020	7/11/2020	116	-	-	-	-	116
Math-U-See Inc.	0622957-IN	5/14/2020	7/13/2020	124	-	-	-	-	124
Math-U-See Inc.	0622958-IN	5/14/2020	7/13/2020	89	-	-	-	-	89
Math-U-See Inc.	0622959-IN	5/14/2020	7/13/2020	116	-	-	-	-	116
Math-U-See Inc.	0622960-IN	5/14/2020	7/15/2020	116	-	-	-	-	116
Math-U-See Inc.	0623136-IN	5/15/2020	7/14/2020	116	-	-	-	-	116
Math-U-See Inc.	0623997-IN	5/20/2020	7/19/2020	112	-	-	-	-	112

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Math-U-See Inc.	0623998-IN	5/20/2020	7/19/2020	97	-	-	-	-	97
Math-U-See Inc.	0623999-IN	5/20/2020	7/19/2020	97	-	-	-	-	97
Math-U-See Inc.	0624000-IN	5/20/2020	7/19/2020	56	-	-	-	-	56
Math-U-See Inc.	0624130-IN	5/21/2020	7/20/2020	120	-	-	-	-	120
Math-U-See Inc.	0624131-IN	5/21/2020	7/20/2020	116	-	-	-	-	116
Math-U-See Inc.	0624856-IN	5/27/2020	7/26/2020	116	-	-	-	-	116
Math-U-See Inc.	0627540-IN	6/3/2020	8/2/2020	149	-	-	-	-	149
Math-U-See Inc.	0627541-IN	6/3/2020	8/2/2020	115	-	-	-	-	115
Math-U-See Inc.	0628601-IN	6/15/2020	8/14/2020	70	-	-	-	-	70
Math-U-See Inc.	0628602-1N	6/15/2020	8/14/2020	155	-	-	-	-	155
Math-U-See Inc.	0628604-IN	6/15/2020	8/14/2020	119	-	-	-	-	119
Math-U-See Inc.	0628605-1N	6/15/2020	8/14/2020	119	-	-	-	-	119
Math-U-See Inc.	0628606-IN	6/15/2020	8/14/2020	58	-	-	-	-	58
Math-U-See Inc.	0628608-IN	6/15/2020	8/14/2020	55	-	-	-	-	55
Math-U-See Inc.	0630876-IN	6/1/2020	7/31/2020	53	-	-	-	-	53
Math-U-See Inc.	0632271-IN	6/19/2020	8/18/2020	136	-	-	-	-	136
MEL Science U.S. LLC	LF2020062303	6/23/2020	7/23/2020	314	-	-	-	-	314
MEL Science U.S. LLC	PR2020061906	6/19/2020	7/19/2020	100	-	-	-	-	100
Melissa Bogle	INV0161	7/5/2020	7/5/2020	450	-	-	-	-	450
Miaplaza Inc.	3220	6/19/2020	7/19/2020	40	-	-	-	-	40
Minds on Education, Inc.	151881A	6/11/2020	7/11/2020	75	-	-	-	-	75
Moving Beyond the Page	213563	6/1/2020	7/1/2020	229	-	-	-	-	229
Moving Beyond the Page	213849	6/5/2020	7/5/2020	6	-	-	-	-	6
Moving Beyond the Page	213886	6/8/2020	7/8/2020	6	-	-	-	-	6
Moving Beyond the Page	214423	6/19/2020	7/19/2020	646	-	-	-	-	646
Moving Beyond the Page	214523	6/24/2020	7/24/2020	6	-	-	-	-	6
Moving Beyond the Page	214639	6/29/2020	7/29/2020	13	-	-	-	-	13
MoxieBox Art	5845	6/10/2020	7/10/2020	96	-	-	-	-	96
MoxieBox Art	5846	6/10/2020	7/10/2020	96	-	-	-	-	96
MoxieBox Art	5853	6/10/2020	7/10/2020	96	-	-	-	-	96
MoxieBox Art	5854	6/10/2020	7/10/2020	96	-	-	-	-	96
MoxieBox Art	5855	6/10/2020	7/10/2020	96	-	-	-	-	96
Mr. D Math	1255	7/7/2020	8/6/2020	487	-	-	-	-	487
Mystery Science Inc.	84292	7/20/2020	8/19/2020	69	-	-	-	-	69

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Nessy Learning LLC	NESUS3391	6/23/2020	7/23/2020	40	-	-	-	-	40
Nessy Learning LLC	NESUS3395	6/26/2020	7/26/2020	40	-	-	-	-	40
Oak Meadow Inc.	101981	6/1/2020	7/1/2020	478	-	-	-	-	478
Oak Meadow Inc.	102798	6/23/2020	7/23/2020	630	-	-	-	-	630
Oak Meadow Inc.	103905	7/21/2020	8/20/2020	335	-	-	-	-	335
Outschool, Inc.	19884	6/15/2020	7/15/2020	15	-	-	-	-	15
Outschool, Inc.	19885	6/15/2020	7/15/2020	74	-	-	-	-	74
Outschool, Inc.	19886	6/15/2020	7/15/2020	6	-	-	-	-	6
Outschool, Inc.	19913	6/22/2020	7/22/2020	13	-	-	-	-	13
Outschool, Inc.	19914	6/22/2020	7/22/2020	34	-	-	-	-	34
Outschool, Inc.	19915	6/22/2020	7/22/2020	30	-	-	-	-	30
Outschool, Inc.	19916	6/22/2020	7/22/2020	30	-	-	-	-	30
Outschool, Inc.	19917	6/22/2020	7/22/2020	80	-	-	-	-	80
Outschool, Inc.	20088	7/6/2020	8/5/2020	65	-	-	-	-	65
Peace Hill Press, Inc. dba Well Trained	52258	5/29/2020	6/28/2020	129	-	-	-	-	129
Peace Hill Press, Inc. dba Well Trained	52267	6/2/2020	7/2/2020	210	-	-	-	-	210
Peace Hill Press, Inc. dba Well Trained	52278	6/3/2020	7/3/2020	200	-	-	-	-	200
Peace Hill Press, Inc. dba Well Trained	52326	6/16/2020	7/16/2020	68	-	-	-	-	68
Peace Hill Press, Inc. dba Well Trained	52339	6/18/2020	7/18/2020	91	-	-	-	-	91
Peace Hill Press, Inc. dba Well Trained	52351	6/22/2020	7/22/2020	90	-	-	-	-	90
Provenance	1009A	6/1/2020	7/1/2020	(1)	-	-	-	-	(1)
Provenance	1742A	6/2/2020	7/2/2020	(104)	-	-	-	-	(104)
Provenance	1780A	7/6/2020	8/5/2020	19,498	-	-	-	-	19,498
Provenance	1832A	7/2/2020	8/1/2020	5,679	-	-	-	-	5,679
Provenance	1853A	7/2/2020	8/1/2020	158	-	-	-	-	158
Provenance	1871A	7/2/2020	8/1/2020	76	-	-	-	-	76
Provenance	2858	6/26/2020	6/26/2020	179	-	-	-	-	179
Provenance	2884	6/30/2020	6/30/2020	360	-	-	-	-	360
Provenance	2894	6/30/2020	6/30/2020	495	-	-	-	-	495
Provenance	2906	7/1/2020	7/1/2020	8,150	-	-	-	-	8,150
Provenance	2932	7/1/2020	7/1/2020	99	-	-	-	-	99
Provenance	2940	7/1/2020	7/1/2020	651	-	-	-	-	651
Provenance	2954	7/2/2020	7/2/2020	524	-	-	-	-	524
Provenance	2964	7/7/2020	7/7/2020	594	-	-	-	-	594

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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
Provenance	2973	7/7/2020	7/7/2020	198	-	-	-	-	198
Provenance	2990	7/7/2020	7/7/2020	118	-	-	-	-	118
Provenance	3007	7/8/2020	7/8/2020	158	-	-	-	-	158
Provenance	3014	7/8/2020	7/8/2020	366	-	-	-	-	366
Provenance	3025	7/8/2020	7/8/2020	183	-	-	-	-	183
Provenance	3036	7/8/2020	7/8/2020	236	-	-	-	-	236
Rainbow Resource Center	2694399	6/5/2020	7/5/2020	515	-	-	-	-	515
Rainbow Resource Center	2884222	7/13/2020	8/12/2020	279	-	-	-	-	279
Rainbow Resource Center	2887907	6/16/2020	7/16/2020	76	-	-	-	-	76
Rainbow Resource Center	2899943	6/19/2020	7/19/2020	29	-	-	-	-	29
Rainbow Resource Center	2899948	7/8/2020	8/7/2020	131	-	-	-	-	131
Rainbow Resource Center	2899953	6/19/2020	7/19/2020	29	-	-	-	-	29
Rainbow Resource Center	2928632	6/29/2020	7/29/2020	44	-	-	-	-	44
Rainbow Resource Center	2928952	6/29/2020	7/29/2020	57	-	-	-	-	57
Rainbow Resource Center	2931614	6/29/2020	7/29/2020	90	-	-	-	-	90
Rainbow Resource Center	2956390	5/29/2020	6/28/2020	23	-	-	-	-	23
Rainbow Resource Center	2959723	6/2/2020	7/2/2020	134	-	-	-	-	134
Rainbow Resource Center	2961431	6/3/2020	7/3/2020	50	-	-	-	-	50
Rainbow Resource Center	2961433	6/3/2020	7/3/2020	37	-	-	-	-	37
Rainbow Resource Center	2961434	6/3/2020	7/3/2020	52	-	-	-	-	52
Rainbow Resource Center	2961435	6/3/2020	7/3/2020	27	-	-	-	-	27
Rainbow Resource Center	2961436	6/3/2020	7/3/2020	27	-	-	-	-	27
Rainbow Resource Center	2961437	6/3/2020	7/3/2020	46	-	-	-	-	46
Rainbow Resource Center	2961438	6/3/2020	7/3/2020	21	-	-	-	-	21
Rainbow Resource Center	2961440	6/3/2020	7/3/2020	253	-	-	-	-	253
Rainbow Resource Center	2961442	6/3/2020	7/3/2020	68	-	-	-	-	68
Rainbow Resource Center	2961444	6/3/2020	7/3/2020	112	-	-	-	-	112
Rainbow Resource Center	2961451	6/3/2020	7/3/2020	179	-	-	-	-	179
Rainbow Resource Center	2961454	6/3/2020	7/3/2020	161	-	-	-	-	161
Rainbow Resource Center	2961455	6/3/2020	7/3/2020	64	-	-	-	-	64
Rainbow Resource Center	2961457	6/3/2020	7/3/2020	569	-	-	-	-	569
Rainbow Resource Center	2961634	6/3/2020	7/3/2020	22	-	-	-	-	22
Rainbow Resource Center	2961647	6/3/2020	7/3/2020	388	-	-	-	-	388
Rainbow Resource Center	2961802	6/3/2020	7/3/2020	198	-	-	-	-	198

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Rainbow Resource Center	2961858	6/3/2020	7/3/2020	121	-	-	-	-	121
Rainbow Resource Center	2961869	6/3/2020	7/3/2020	203	-	-	-	-	203
Rainbow Resource Center	2961880	6/3/2020	7/3/2020	169	-	-	-	-	169
Rainbow Resource Center	2961892	6/3/2020	7/3/2020	135	-	-	-	-	135
Rainbow Resource Center	2961914	6/3/2020	7/3/2020	103	-	-	-	-	103
Rainbow Resource Center	2961924	6/3/2020	7/3/2020	101	-	-	-	-	101
Rainbow Resource Center	2961939	6/3/2020	7/3/2020	23	-	-	-	-	23
Rainbow Resource Center	2963268	6/4/2020	7/4/2020	121	-	-	-	-	121
Rainbow Resource Center	2963284	6/4/2020	7/4/2020	238	-	-	-	-	238
Rainbow Resource Center	2963287	6/4/2020	7/4/2020	101	-	-	-	-	101
Rainbow Resource Center	2963288	6/4/2020	7/4/2020	270	-	-	-	-	270
Rainbow Resource Center	2963565	6/4/2020	7/4/2020	109	-	-	-	-	109
Rainbow Resource Center	2964484	6/5/2020	7/5/2020	115	-	-	-	-	115
Rainbow Resource Center	2964500	6/5/2020	7/5/2020	297	-	-	-	-	297
Rainbow Resource Center	2965054	6/8/2020	7/8/2020	127	-	-	-	-	127
Rainbow Resource Center	2965233	6/8/2020	7/8/2020	43	-	-	-	-	43
Rainbow Resource Center	2965234	6/8/2020	7/8/2020	19	-	-	-	-	19
Rainbow Resource Center	2965235	6/8/2020	7/8/2020	31	-	-	-	-	31
Rainbow Resource Center	2965236	6/8/2020	7/8/2020	37	-	-	-	-	37
Rainbow Resource Center	2965238	6/8/2020	7/8/2020	214	-	-	-	-	214
Rainbow Resource Center	2965240	6/8/2020	7/8/2020	294	-	-	-	-	294
Rainbow Resource Center	2965515	6/8/2020	7/8/2020	415	-	-	-	-	415
Rainbow Resource Center	2965519	6/8/2020	7/8/2020	358	-	-	-	-	358
Rainbow Resource Center	2966697	6/9/2020	7/9/2020	239	-	-	-	-	239
Rainbow Resource Center	2968737	6/10/2020	7/10/2020	126	-	-	-	-	126
Rainbow Resource Center	2968755	6/10/2020	7/10/2020	37	-	-	-	-	37
Rainbow Resource Center	2968762	6/10/2020	7/10/2020	147	-	-	-	-	147
Rainbow Resource Center	2968777	6/10/2020	7/10/2020	277	-	-	-	-	277
Rainbow Resource Center	2968799	6/10/2020	7/10/2020	103	-	-	-	-	103
Rainbow Resource Center	2970327	6/11/2020	7/11/2020	25	-	-	-	-	25
Rainbow Resource Center	2970338	6/11/2020	7/11/2020	532	-	-	-	-	532
Rainbow Resource Center	2970359	6/11/2020	7/11/2020	202	-	-	-	-	202
Rainbow Resource Center	2971281	6/12/2020	7/12/2020	137	-	-	-	-	137
Rainbow Resource Center	2971297	6/12/2020	7/12/2020	114	-	-	-	-	114

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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	2971812	6/15/2020	7/15/2020	55	-	-	-	-	55
Rainbow Resource Center	2972232	6/15/2020	7/15/2020	126	-	-	-	-	126
Rainbow Resource Center	2977573	6/22/2020	7/22/2020	177	-	-	-	-	177
Rainbow Resource Center	2981952	6/25/2020	7/25/2020	826	-	-	-	-	826
Rainbow Resource Center	2982560	6/25/2020	7/25/2020	261	-	-	-	-	261
Rainbow Resource Center	2982564	6/25/2020	7/25/2020	108	-	-	-	-	108
Rainbow Resource Center	2982573	6/25/2020	7/25/2020	120	-	-	-	-	120
Rebecca St. Marie	32	7/11/2020	8/10/2020	320	-	-	-	-	320
Reliant Investments, Inc	M020	6/23/2020	7/23/2020	900	-	-	-	-	900
SAM Academy	600003	6/12/2020	7/12/2020	50	-	-	-	-	50
Sandra Torosian	1044	6/18/2020	7/18/2020	105	-	-	-	-	105
School Pathways, LLC	65018	5/31/2020	6/30/2020	3,189	-	-	-	-	3,189
Shane Cammell	200509	6/15/2020	7/15/2020	280	-	-	-	-	280
Shane Cammell	200609	6/30/2020	7/30/2020	280	-	-	-	-	280
ShillerLearning	271785	7/21/2020	8/20/2020	116	-	-	-	-	116
Singapore Math, Inc.	352605	7/1/2020	7/31/2020	62	-	-	-	-	62
Steinway Piano Gallery Of Fresno	73	6/9/2020	7/9/2020	420	-	-	-	-	420
Studies Weekly	332198	5/4/2020	9/1/2020	32	-	-	-	-	32
Studies Weekly	332520	5/6/2020	9/1/2020	32	-	-	-	-	32
Studies Weekly	332797	5/6/2020	9/1/2020	32	-	-	-	-	32
Studies Weekly	336284	6/24/2020	9/1/2020	32	-	-	-	-	32
Studies Weekly	337958	6/19/2020	9/1/2020	32	-	-	-	-	32
Studies Weekly	341553	7/16/2020	9/1/2020	33	-	-	-	-	33
Studies Weekly	341770	7/16/2020	9/1/2020	32	-	-	-	-	32
Studies Weekly	341776	7/16/2020	9/1/2020	32	-	-	-	-	32
Studies Weekly	341780	7/16/2020	9/1/2020	65	-	-	-	-	65
Success Learning Center	BARBER	6/8/2020	7/8/2020	(720)	-	-	-	-	(720)
Teacher Synergy, LLC	119894343	6/8/2020	6/29/2020	10	-	-	-	-	10
Teacher Synergy, LLC	119983571	6/10/2020	7/1/2020	196	-	-	-	-	196
Teacher Synergy, LLC	121200965	7/22/2020	8/12/2020	230	-	-	-	-	230
Teacher Synergy, LLC	121228407	7/23/2020	8/13/2020	72	-	-	-	-	72
Teaching Textbooks	27849	5/28/2020	6/27/2020	65	-	-	-	-	65
Teaching Textbooks	27850	5/28/2020	6/27/2020	65	-	-	-	-	65
Teaching Textbooks	27868	5/28/2020	6/27/2020	43	-	-	-	-	43

Monarch River Academy

Accounts Payable Aging

For the period ended July 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
Teaching Textbooks	27899	6/3/2020	7/3/2020	55	-	-	-	-	55
Teaching Textbooks	27908	6/4/2020	7/4/2020	106	-	-	-	-	106
Teaching Textbooks	27980	6/4/2020	7/4/2020	67	-	-	-	-	67
Teaching Textbooks	27981	6/4/2020	7/4/2020	55	-	-	-	-	55
Teaching Textbooks	28022	6/4/2020	7/4/2020	67	-	-	-	-	67
Teaching Textbooks	28041	6/4/2020	7/4/2020	43	-	-	-	-	43
Teaching Textbooks	28080	6/9/2020	7/9/2020	150	-	-	-	-	150
Teaching Textbooks	28081	6/9/2020	7/9/2020	146	-	-	-	-	146
Teaching Textbooks	28082	6/9/2020	7/9/2020	118	-	-	-	-	118
Teaching Textbooks	28083	6/9/2020	7/9/2020	150	-	-	-	-	150
Teaching Textbooks	28084	6/9/2020	7/9/2020	150	-	-	-	-	150
Teaching Textbooks	28091	6/11/2020	7/11/2020	72	-	-	-	-	72
Teaching Textbooks	28123	6/16/2020	7/16/2020	63	-	-	-	-	63
Teaching Textbooks	28139	6/24/2020	7/24/2020	55	-	-	-	-	55
The Lampo Group, LLC	8036000	6/15/2020	7/15/2020	137	-	-	-	-	137
The Lampo Group, LLC	8601498	7/17/2020	8/17/2020	95	-	-	-	-	95
The Talk Team	67443	4/7/2020	5/7/2020	50	-	-	-	-	50
The Talk Team	67444	4/7/2020	5/7/2020	165	-	-	-	-	165
The Talk Team	67445	4/7/2020	5/7/2020	100	-	-	-	-	100
The Talk Team	67446	4/7/2020	5/7/2020	108	-	-	-	-	108
The Talk Team	69772	5/28/2020	6/27/2020	920	-	-	-	-	920
The Talk Team	69950	6/1/2020	7/1/2020	1,093	-	-	-	-	1,093
The Talk Team	70034	6/2/2020	7/2/2020	805	-	-	-	-	805
The Talk Team	70035	6/2/2020	7/2/2020	675	-	-	-	-	675
The Talk Team	70036	6/2/2020	7/2/2020	345	-	-	-	-	345
The Talk Team	70037	6/2/2020	7/2/2020	345	-	-	-	-	345
The Talk Team	70038	6/2/2020	7/2/2020	661	-	-	-	-	661
The Talk Team	70039	6/2/2020	7/2/2020	230	-	-	-	-	230
The Talk Team	70040	6/2/2020	7/2/2020	190	-	-	-	-	190
The Talk Team	70041	6/2/2020	7/2/2020	259	-	-	-	-	259
The Talk Team	70875	6/22/2020	7/22/2020	345	-	-	-	-	345
The Talk Team	70876	6/22/2020	7/22/2020	430	-	-	-	-	430
The Talk Team	70877	6/22/2020	7/22/2020	230	-	-	-	-	230
The Talk Team	70878	6/22/2020	7/22/2020	230	-	-	-	-	230

Monarch River Academy

Accounts Payable Aging

For the period ended July 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
The Talk Team	70879	6/22/2020	7/22/2020	115	-	-	-	-	115
The Talk Team	70880	6/22/2020	7/22/2020	115	-	-	-	-	115
The Talk Team	70881	6/22/2020	7/22/2020	95	-	-	-	-	95
The Talk Team	70882	6/22/2020	7/22/2020	173	-	-	-	-	173
Timberdoodle.com	319695	6/8/2020	7/8/2020	75	-	-	-	-	75
Timberdoodle.com	319724	6/9/2020	7/9/2020	303	-	-	-	-	303
Timberdoodle.com	319813	6/10/2020	7/10/2020	1,090	-	-	-	-	1,090
Time4Learning	T4L11362	6/26/2020	7/26/2020	60	-	-	-	-	60
Unity Farms, Inc.	5	7/4/2020	8/3/2020	1,440	-	-	-	-	1,440
UPS	0000R76574240	6/13/2020	7/13/2020	28	-	-	-	-	28
UPS	0000R76574250	6/20/2020	7/20/2020	76	-	-	-	-	76
Verizon Wireless	9857189848	6/22/2020	7/22/2020	276	-	-	-	-	276
Wonder Crate	I125	7/22/2020	8/21/2020	150	-	-	-	-	150
WriteShop	20-0631	6/30/2020	7/30/2020	66	-	-	-	-	66
WriteShop	20-0725	7/16/2020	8/15/2020	110	-	-	-	-	110
Zaner-Bloser	10244321	5/29/2020	6/28/2020	50	-	-	-	-	50
Zaner-Bloser	10244373	5/29/2020	6/28/2020	19	-	-	-	-	19
Zaner-Bloser	10244374	5/29/2020	6/28/2020	19	-	-	-	-	19
Zaner-Bloser	10244453	6/1/2020	7/1/2020	19	-	-	-	-	19
Total Outstanding Payables in July				<u>\$149,218</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$149,218</u>

Monarch River Academy

The Education Protection Account

Background

- The EPA funding is a component of an LEA's total LCFF entitlement as calculated in the Principal Apportionment.
- A board approved expenditure plan is required so the expenditures can be appropriately applied.

2019-20 EPA Actuals

Monarch River Academy		
Expenditures through: June 30, 2020		
Resource 1400 Education Protection Account		
Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Local Control Funding Formula Sources	8010-8099	178,242.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
TOTAL AVAILABLE		178,242.00
EXPENDITURES AND OTHER FINANCING USES		
Certificated Salaries	1000-1999	139,184.96
Classified Salaries	2000-2999	0.00
Employee Benefits	3000-3999	39,057.04
Books and Supplies	4000-4999	0.00
Services, Other Operating Expenses	5000-5999	0.00
Capital Outlay	6000-6599	0.00
Other Outgo (excluding Direct Support/Indirect Costs)	7100-7299	
	7400-7499	0.00
Direct Support/Indirect Costs	7300-7399	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		178,242.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

2020-21 EPA Budget

Monarch River Academy		
Expenditures through: June 30, 2021		
Resource 1400 Education Protection Account		
Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Local Control Funding Formula Sources	8010-8099	215,600.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
TOTAL AVAILABLE		215,600.00
EXPENDITURES AND OTHER FINANCING USES		
Certificated Salaries	1000-1999	162,369.38
Classified Salaries	2000-2999	0.00
Employee Benefits	3000-3999	53,230.62
Books and Supplies	4000-4999	0.00
Services, Other Operating Expenses	5000-5999	0.00
Capital Outlay	6000-6599	0.00
Other Outgo (excluding Direct Support/Indirect Costs)	7100-7299	
	7400-7499	0.00
Direct Support/Indirect Costs	7300-7399	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		215,600.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

Invoice

Invoice# HSTMRA01

Date: 06/23/2020

Due on receipt

Monarch River Academy

1781 E. Fir Ave, Ste 101

Fresno, CA 93720

Laurie@inspireschools.org

Bill To:

Samantha Haynes

Blue Ridge Academy

955 Stanislaus Street

Maricopa, CA 93252

samantha@theblueridgeacademy.com

DESCRIPTION	AMOUNT
Shared HST's for fiscal year 2020	\$ 85,122.36
Total	\$ 85,122.36

THANK YOU FOR YOUR BUSINESS!

[illegible]

Invoice

Monarch River Academy
1781 E. Fir Ave, Ste 101
Fresno, CA 93720
laurie@inspireschools.org

Invoice# HSTMRA02
Date: 6/23/2020
Terms: Due on receipt

Bill To:

Jenna Lorge
Cabrillo Point Academy
13915 Danielson Ste#200
Poway, CA 92064
jenna@cabrillopontacademy.org

DESCRIPTION	AMOUNT
Shared HST's for fiscal year 2020	\$ 21,207.96
Total	\$ 21,207.96

THANK YOU FOR YOUR BUSINESS!

[illegible]

Invoice

Monarch River Academy

1781 E. Fir Ave, Ste 101

Fresno, CA 93720

laurie@inspireschools.org

Invoice# HSTMRA03

Date: 06/23/2020

Terms: Due on receipt

Bill To:

Courtney McCorkle

Heartland Charter School

5060 California Ave Ste 420

Bakersfield, CA 93309

Courtney@heartlandcharterschool.com

DESCRIPTION	AMOUNT
Shared HST's for fiscal year 2020	\$ 85,993.92
Total	\$ 85,993.92

THANK YOU FOR YOUR BUSINESS!

[illegible]

Invoice

Monarch River Academy

1781 E. Fir Ave, Ste 101
Fresno, CA 93720
laurie@inspireschools.org

Invoice# HSTMRAo4

Date: 06/23/2020

Terms: Due on Receipt

Bill To:

Amy Davis
Mission Vista Academy
1440 Beaumont Ave, Ste A2 #412
Beaumont, CA 92223
amyd@missionvistaacademy.org

DESCRIPTION	AMOUNT
Shared HST's for fiscal year 2020	\$ 9,877.68
Total	\$ 9,877.68

THANK YOU FOR YOUR BUSINESS!

[illegible]

Invoice

Monarch River Academy

1781 E. Fir Ave, Ste 101

Fresno, CA 93720

laurie@inspireschools.org

Invoice# HSTMRA05

Date: 06/23/2020

Terms: Due on receipt

Bill To:

Krystin Demofonte

Pacific Coast Academy

13915 Danielson Ste #103

Poway, CA 92064

krystin@pacificcoastacademy.org

DESCRIPTION	AMOUNT
Shared HST's for fiscal year 2020	\$ 5,810.40
Total	\$ 5,810.40

THANK YOU FOR YOUR BUSINESS!

Student Location	Teacher	Payroll Location	September	October	November	December	January	February	March	April	May	June	other	Total	MOU
Pacific Coast Academy	Ramos, Anne	Monarch River	2	2	2	2	2	2	2	2	2	2		20	\$ 5,810.40
															\$ 5,810.40

Invoice

Monarch River Academy

1781 E. Fir Ave, Ste 101

Fresno, CA 93720

laurie@inspireschools.org

Invoice# HSTMRA07

Date: 06/23/2020

Terms: Due on receipt

Bill To:

Laurie Goodman

Yosemite Valley Charter School

1781 E. Fir Ave, Ste 101

Fresno, CA 93720

laurie@inspireschools.org

DESCRIPTION	AMOUNT
Shared HST's for fiscal year 2020	\$ 870,107.40
Total	\$ 870,107.40

THANK YOU FOR YOUR BUSINESS!

[illegible]

MEMORANDUM OF UNDERSTANDING FOR SHARED PERSONNEL SERVICES

This Memorandum of Understanding for Shared Personnel Services and Resources (“**MOU**”) is entered into as of July 1, 2020 (“**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: Monarch River Academy and Yosemite Valley Charter School.

WHEREAS, Monarch River Academy operates a public charter school named Monarch River Academy and Yosemite Valley Charter School operates a public charter school named Yosemite Valley 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 a nonclassroom-based charter school to enter into a memorandum of understanding with another charter school whereby the charter school leases certificated teachers to provide instruction to pupils of the nonclassroom-based charter school;

WHEREAS, the Schools desire to use the flexibility afforded under Education Code § 51749.5(a)(3) to share instructional personnel and the Schools’ respective education programs are structured to allow staff to effectively instruct, supervise, and support students from remote locations;

WHEREAS, the Schools have obtained any necessary approvals from their respective charter authorizers to enter into this MOU;

WHEREAS, the sharing of services performed by the Shared Personnel among all of the Parties cooperatively is in the mutual interest of each of the Parties and in furtherance of their shared goal to successfully implement their respective education programs in an efficient and cost effective manner; and

WHEREAS, the Parties intend to coordinate the services provided by the Shared Personnel to the Parties and to allocate costs among the Parties 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. Shared Personnel. During the term of this MOU, the Parties shall coordinate with each other for shared personnel (“**Shared Personnel**”) to perform the educational services described in Attachment A (the “**Services**”) under the terms and conditions set forth herein.

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

officers, and designated representatives, but may also be subject to the supervision and direction of Lessees when performing Services on their behalf. The termination of this MOU shall not terminate the Shared Personnel's employment relationship with Lessor. Lessees are not, and nothing in this MOU shall cause Lessees to become, third party beneficiaries to Lessor's employment agreements with the Shared Personnel. 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. Nothing in this MOU shall create a joint venture between the Parties. Each Party shall remain solely responsible for its own governance, operations and educational program.

3. Allocation. Each Party's right to receive Services and obligation to pay fees under this MOU shall be determined based upon their proportionate share using the formulas set forth in Attachment A (the "**Allocation**"), as it may be adjusted from time to time. The Allocation shall be assessed at the intervals set forth in Attachment A for each year of this MOU and upon termination as set forth in Section 8.

4. Allocation of Services. Each Party will have the right to receive Services from Shared Personnel in an amount reasonably equivalent to that Party's Allocation. The Parties shall work cooperatively with each other and the Shared Personnel to coordinate the performance of such Services. Any Party which asserts that it has not received its Allocation of Services from Shared Personnel, must provide written notice to the Parties, describing in detail the alleged deficiency and allowing thirty (30) days to cure before seeking any other remedy.

5. Allocation of Fees and Expenses. As consideration for the Services provided by Shared Personnel, each Lessee shall pay to Lessor the fees and expenses set forth herein.

a. Fees. Each Lessee shall pay to Lessor a fee that is calculated based on their Allocation of the annual total cost incurred by Lessor in employing the Shared Personnel as set forth in Attachment B (including total gross wages, benefits, workers' compensation costs, retirement benefit system contributions, and employment taxes). The total cost shall be fixed as of July 1 for each year of this MOU and may thereafter be subject to change only with the agreement of all Parties. Any such changes, notating the effective date, shall be memorialized by the Parties in Attachment B, which may be updated as a matter of contract administration without the need for a formal amendment to this MOU.

b. Expenses. Reasonable and necessary expenses incurred by Shared Personnel in the course of performing Services under this MOU shall be divided by relative Allocation between those Parties on whose behalf the expenses were incurred. Expenses in excess of \$1,000.00 must be approved in advance by the affected Parties. To the extent such expenses are not incorporated in the total costs outlined in Attachment B, invoices for expenses shall be sent within thirty (30) days of payment to Shared Personnel and shall include copies of supporting documentation (e.g. receipts).

6. Lessor Responsibilities: In addition to any other promises and covenants identified herein, Lessor shall have the following responsibilities under this MOU:

a. Comply with all applicable federal, state and local laws and regulations, including laws prohibiting harassment, discrimination and retaliation.

b. Comply with all applicable federal, state and local laws, regulations and orders concerning workplace safety.

c. Timely pay Shared Personnel consistent with applicable law and their employment agreements, if any.

d. Work cooperatively with Lessee to ensure compliance with all applicable wage and hour laws for non-exempt Shared Personnel, including, but not limited to, providing work schedules (including compliant scheduled meal and rest periods) to Shared Personnel and timely paying Shared Personnel for all overtime and meal and rest period premiums, if applicable, and providing accurate wage statements.

e. Ensure that Shared Personnel maintain the qualifications and competency necessary to provide the Services, including but not limited to: (i) complete all required training, including, but not limited to initial and annual training on mandated child abuse and neglect reporting; (ii) are free from active tuberculosis; (iii) have passed a criminal background check through the Department of Justice; (iv) have not been convicted of a serious or violent felony (as defined by Penal Code §§ 667.5 and 1192.7); (v) are eligible to work in the United States; and (vi) maintain in good standing all applicable licenses and credentials.

f. Supervise and evaluate Shared Personnel and make and implement, in its sole discretion all employment related communications and decisions with respect to Shared Personnel, including, but not limited to matters relating to discipline, termination, accommodations, disability claims, complaints, leaves of absence, compensation and benefits.

g. Administer trainings, leaves of absence, disability accommodations and other duties of an employer as required by applicable law.

h. Assuming Lessor participates in CalSTRS, the Parties acknowledge Shared Personnel are employees of the Lessor for CalSTRS purposes.

i. If Lessee reports a Shared Personnel misconduct to Lessor that violates Lessor or Lessee policies or procedures or law, Lessor shall promptly take corrective action which may include, but is not limited to, conducting an investigation, disciplining the individual, or terminating the individual and making good faith efforts to hire a replacement in accordance with Section 6(i).

j. If a Shared Personnel's employment ends with Lessor, Lessor shall make good faith efforts to replace the individual within thirty (30) days of termination, unless the other Parties provide written consent that a replacement for such individual is not necessary.

7. Lessee Responsibilities: In addition to any other promises and covenants identified herein, each Lessee shall have the following responsibilities under this MOU:

a. Comply with all applicable federal, state and local laws and regulations, including laws prohibiting harassment, discrimination and retaliation.

b. Comply with all applicable federal, state and local laws, regulations and orders concerning workplace safety.

c. Provide to Shared Personnel, in writing, copies of any of Lessee's policies and procedures applicable to the Services.

d. Provide a safe working environment for Shared Personnel.

e. Supervise and direct Shared Personnel when providing Services on behalf of the Lessee in order to ensure that Shared Personnel meet their performance obligations and comply with all of Lessee's applicable policies and procedures.

f. Provide feedback to Lessor regarding the performance of Shared Personnel, including, but not limited to, reporting misconduct to Lessor by a Shared Personnel that violates Lessee policies or procedures or law.

g. Work cooperatively with Lessor to ensure compliance with all applicable wage and hour laws for non-exempt Shared Personnel, including, but not limited to, providing compliant meal and rest periods (e.g., ensuring that non-exempt Shared Personnel take meal and rest periods in accordance with their schedule) and ensuring non-exempt Shared Personnel accurately record/track all hours worked for Lessee. Lessee agrees to timely report to Lessor any non-compliant meal or rest periods and any overtime worked by non-exempt Shared Personnel while working on behalf of Lessee.

8. Term and Termination.

a. Term. The MOU is effective as of July 1, 2020 and shall remain in effect until June 30, 2021 (the “**Initial Term**”). This MOU shall automatically renew for consecutive additional one (1) year terms unless a Party provides written notice of non-renewal to the other at least ninety (90) days prior to the expiration of the then-current term (each, a “**Renewal Term**”). The Initial Term and any Renewal Term(s) are referred to as the Term. Termination under this subsection shall not relieve the terminating Party of any of its obligations under this MOU prior to the effective date of such termination. Termination of participation by any Party(ies) shall not terminate the MOU as to any other Party.

b. Termination With Cause. Any Party may terminate its participation in this MOU for cause as defined below. All notices required under this subdivision must be simultaneously provided to all Parties in writing.

- i. Material Breach. Any Party may terminate this MOU in the event of another Party’s material or persistent breach of any one or more of the terms of this MOU, which breach is not remedied within thirty (30) days after written notice. If after thirty (30) days the non-breaching Party determines that the breach has not been remedied or appropriate actions have not commenced to cure the breach, the non-breaching Party may terminate its participation in the MOU effective immediately.
- ii. Charter Revocation/Non-Renewal. Upon the revocation or non-renewal of the charter of a Party, that Party may terminate its participation in the MOU effective upon the winding up of that charter’s business, as set forth in any closure resolution. Notice of any such revocation or non-renewal shall be provided as soon as possible.
- iii. Duty to Pay Severance to Shared Personnel Upon Termination. In the event termination of this MOU results in termination of Shared Personnel’s employment without cause thereby triggering a requirement to pay severance to Shared Personnel under their employment agreement with Lessor, the terminating party shall be responsible for paying for any severance, or in the event of a termination by more than one Party, any such severance shall be paid according their relative Allocation.

9. Monthly Payment and Deposit. Lessor shall provide monthly statements to each Party which shall include the billing period, the fees and any expenses owed and a description of the method by which the fees and expenses were calculated. Each Party shall submit payment to Lessor within 30 days after receipt of the invoice. Any disputes concerning invoices must be directed to Lessor in writing within thirty (30) days after receipt of the invoice. Lessor shall provide access to reasonable backup documentation for such fees upon request and subject to privacy considerations.

10. Intellectual Property; Work Product. Any intellectual property owned by a Party that is used by or on behalf of another Party in the context of providing Services, shall remain the property of the originating Party. No Party shall have the right to grant a license, sublicense, or any other use or rights to the intellectual property of another Party. A Party's use of another Party's intellectual property under this MOU shall not create any ongoing license or other right to continuing use of that intellectual property after the termination of this MOU. Upon termination of this MOU, the intellectual property of each Party in the possession of any other Party shall be returned and/or destroyed. Any work product created by or on behalf of a Party pursuant to this MOU, shall be and remain the property of that Party.

11. Confidentiality. Each Party acknowledges that during the term of this MOU, it may have access to certain Confidential Information of the other Parties as defined below. Each Party shall maintain and enforce reasonable administrative, technical, and physical safeguards, including but not limited to restricting access to Confidential Information, in order to reasonably protect the confidentiality of the other Parties' Confidential Information. The Parties' obligations hereunder with respect to Confidential Information shall survive termination of this MOU.

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, fundraising strategies, 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 Party 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. Section 11 shall survive termination of this MOU.

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 shall be designated as having a legitimate educational interest in accessing a Lessee's student education records, as that term is defined by and for purposes of FERPA, thereby allowing Lessor to access personally identifiable information from student education records from the Lessee 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 shall not use or disclose pupil records, including PII, received from or on behalf of another Party 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. Lessor shall protect the student education records it receives from or on behalf of another Party no less rigorously than it protects its own student education records. In the event of an unauthorized disclosure of PII, Lessor shall notify the affected Lessee(s) as soon as practicable, and shall, upon the affected Lessee's request, notify affected parents, legal guardians and eligible pupils using reasonably available technological means such as electronic mail.

13. Insurance. Lessor shall procure and maintain in full force and effect for the duration of this MOU, the following insurance in connection with Lessor's performance under this MOU and the provision of Services by Shared Personnel:

a. California Workers' Compensation Insurance, insurance as required by the State of California and consistent with Labor Code section 3602(d)(1), with statutory limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease, covering all Shared Personnel provided under this MOU.

b. General Liability Insurance including coverage for personal injury, death, property damage and sexual abuse/molestation (if not included with ELL) with a combined single limit of no less than One Million Dollars (\$1,000,000) per occurrence, and a minimum annual aggregate of Two Million Dollars (\$2,000,000).

c. Employment Practices Liability Insurance with a combined single limit of no less than One Million Dollars (\$1,000,000) per occurrence.

d. Professional Liability Insurance, which may also be called Educator's Legal Liability Insurance (or ELL), with a combined single limit of no less than One Million Dollars (\$1,000,000) per claim, and Two Million Dollars (\$2,000,000) policy aggregate.

e. Lessor will provide additional insured coverage and policy endorsements for Lessees and their officers, directors, employees, volunteers or agents (collectively referred to as the "**Additional Insureds**") under the General Liability and Employment Practices policies. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds. Lessor's insurance shall be primary as respects Additional Insureds, and any insurance, self-insurance or other coverage maintained by Additional Insureds shall be excess to Lessor's insurance and shall not contribute to it.

f. Lessor hereby agrees to waive rights of subrogation which any insurer of Lessor may acquire from Lessor by virtue of the payment of any loss. Lessor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

g. Upon request at any time, Lessor shall furnish any Lessee with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this Section) and a copy of the Declarations and Endorsement Page of the policy listing all policy endorsements. Failure to obtain the required documents prior to the work beginning shall not waive Lessor's obligation to provide them. Lessees reserve the right to require complete, certified copies of all required insurance policies, including endorsements, herein required, at any time.

h. Lessor will provide thirty (30) days prior written notice to Lessee(s) in the event of any material modification or cancellation of insurance required by this MOU. If any of the required coverages expire during the term of this MOU, Lessor shall deliver the renewal certificate(s) including the

additional insured endorsements to Lessees at least ten (10) days prior to the expiration date.

i. Except as indicated above, all policies shall be provided on an occurrence basis. If any of the required policies provide coverage on a claims-made basis: (i) the retroactive date must be shown and must be before the date of the MOU or the beginning of the work; (ii) insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the work; (iii) if coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Lessor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work if possible.

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.

a. General Indemnification: Each Party shall defend, indemnify, and hold harmless the other Parties, and their employees, officers, directors, and agents, from and against any liability, loss, claims, demands, damages, expenses, lawsuits 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 any breach of duties under this MOU and/or negligence or willful misconduct of that Party, including its employees, officers directors and agents excluding Employment Claims as defined in Section 15(b).

b. Shared Costs for Employment Claims by Shared Personnel: The Parties agree to share costs for Employment Claims made by Shared Personnel against a Party based on the Allocation. "Employment Claims" means any and all liability, loss, claims, demands, damages, expenses, lawsuits, and costs arising under and relating to wage and hour laws (including any claims for off the clock time, unpaid working hours, premium pay, penalties, liquidated damages, overtime, doubletime, and any incentive compensation), employment benefits, leaves of absence, accommodations, or other applicable employment laws for which a Party may be liable as a joint or employer of Shared Personnel.

c. No Indemnification for Sole Negligence or Willful Misconduct: Notwithstanding anything contrary herein, in no event shall any Party be required to: (i) defend, indemnify or hold harmless any other Party ("Other Party"); or (ii) contribute to costs as set forth in Section 15(b) for that Other Party's sole negligence or willful misconduct.

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. Fiduciary Obligations. The governing body for each Party has reviewed this MOU in good faith, and in a manner in which it believes to be in its best interests, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances, and has determined that the MOU is in the best interests of its Party and that the cost allocation to be paid is fair and reasonable.

18. Dispute Resolution. If there is any dispute or controversy between the Parties arising out of or relating to this MOU, the Parties agree to confidentially meet in good faith to discuss a mutually amicable resolution to the dispute. If informal efforts at dispute resolution are not successful, the Party with the complaint shall give written notice of the dispute and the desired resolution to the other Party. The

Parties agree that, within thirty (30) days of the date of written notice of the failure to resolve the dispute despite good faith efforts, they will again meet with a mutually agreeable mediator for non-binding mediation in good faith, with a principal of each of the Parties present. If the Parties are still unable to come to a resolution within thirty (30) days of the external mediation, the Parties may agree to arbitrate the dispute in El Dorado County, or another jurisdiction upon mutual agreement by the Parties in dispute, before a retired California state or federal court judge under the Comprehensive Arbitration Rules of JAMS, rather than resorting to litigation.

19. 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:

To: Monarch River Academy
ATTN: Board President
3610 E. Ashlan Ave.
Fresno, CA 93726
sam@theenglishlearnergroup.com

To: Yosemite Valley Charter School
ATTN: Board President
3610 E. Ashlan Ave.
Fresno, CA 93726
ljarocki@hotmail.com

20. 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.

21. Entire Agreement. This MOU and any attachments incorporated by reference constitute 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 and is a final, complete and exclusive statement of the terms of the MOU.

22. Amendments. This MOU may be amended by the mutual written consent of all Parties.

23. 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.

24. Severability. If any provision of this MOU is invalid or contravenes California law, such provision shall be severed and 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.

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

26. 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.

27. 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.

Monarch River Academy, a California nonprofit
public benefit corporation

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

Yosemite Valley Charter School, a California
nonprofit public benefit corporation

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

Alta Vista Elementary, Authorizing District for
Monarch River Academy

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

Westside Elementary School, Authorizing District for
Yosemite Valley Charter School

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

DRAFT

ATTACHMENT A

Effective Date: July 1, 2020

This attachment is governed by and subject to the provisions of the Memorandum of Understanding regarding the provision of personnel Services, the terms of which are incorporated herein, between the Parties listed below. This Attachment A shall amend, replace and supersede any prior Attachment A between the Parties in their entirety.

DESCRIPTION OF SERVICES

Position	Teacher
Description of Services	Duties and responsibilities include, but are not limited, to: <ul style="list-style-type: none">• Providing direct and indirect instruction to Lessee students.• Long and short-term planning addressing individual needs of students.• Evaluating students' progress.• Teaching an individualized approach per the Lessee's Charter Petition.• Providing an inviting, exciting, and innovative learning environment to students.• Serving as advisors to students.

Position	Regional Special Education Director
Description of Services	Duties and responsibilities include, but are not limited, to: <ul style="list-style-type: none">• Supervise and oversee all Special Education Staff.• Plan, administer, and assess the effectiveness of short-term and long-term services for Special Education students.• Manage the special education referral process; arrange for or conduct student assessments; make recommendations regarding placement and program management for individual students.• Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.

Position	Assistant Director of Special Education – Transition Services
Description of Services	Duties and responsibilities include, but are not limited, to: <ul style="list-style-type: none">• Supervise and oversee the Transition Task Force.• Oversee the organization of Transition Services, students' assessment, and ITP.• Monitor Transition Program progress with appropriate multiple assessments.• Collect, interpret, and report/disseminate data on student/program progress with all stakeholders, including data required for expanding and supporting the Transition Program.• Develop a collaborative model with community colleges, adult schools, the

	<p>regional workforce development systems, local businesses, library, and other community organizations to facilitate the students' transitions to college or work.</p> <ul style="list-style-type: none"> • Develop systems for students to have internship and employment opportunities.
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Position	Executive Director
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> • Oversee all daily functions. • Be professional, fair, and a team player in all duties, actions, and communications. • Keep the Board informed of the condition of the school's educational program and assure effective communication between the Board and school staff as needed. • See to the execution of all decisions and requests from the Board. • See that all funds, physical assets, and other property of the school are appropriately safeguarded and administered. • Complete and submit all reports, requests, and other deliverables as required by various governing or authorizing bodies or Board policies. • Ensure that annual budgets and financial reports are prepared and submitted to all pertinent parties. • Promote student academic achievement at all levels. • Advocate for equitable academic and extracurricular programs in all facets of the school.

Position	Co-Director
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> • Actively engage and be available to work with the Executive Director to assist with emails, phone calls, meetings, events, students, parents, Homeschool Teachers, and other regional staff. • Help ensure information, processes, and procedures from different departments is shared with fidelity and in a timely manner. • Help oversee Special Committees and or adjunct duties. • Assist with student transfers and Teacher Assignments for new students. • See that all funds, physical assets, and other property of the school are appropriately safeguarded and administered. • Be professional, fair, and a team player in all duties, actions, and communications. • Assist with hiring, onboarding, and directly supervise and train staff. • Promote student academic achievement at all levels.

Position	Executive Administrative Assistant
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> • Assists the Executive Director and Co-Director in the daily operation of the school as well as the planning, implementing, directing and maintaining of school programs by providing a wide variety of complex and confidential administrative and secretarial support. • Communicating on behalf of the school and the governing board to its staff, other districts, and public agencies. • Collects and prepares data for complex and confidential reports as assigned. • Utilizes methods to improve work flow and simplifies reporting procedures. • Responds to inquiries from state, county and district personnel and the public. • Interprets policies, regulations, and procedures. • Assist with board policies, state and county reports, financials, and all required items for the school, authorizing bodies, and governing board. • Arranges meetings and conferences and makes necessary reservations. • Represents the school as the Board Clerk for all governing board meetings.

Position	Administrative Assistant
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> • Answer and direct phone calls. • Produce and distribute correspondence memos, letters, faxes and forms. • Maintain social media and marketing accounts. • Develop and maintain relationships with vendors, staff, and families.

ALLOCATION OF SERVICES

Each Party's Allocation for the shared personnel providing Services shall be determined by dividing their ADA by the combined ADA of all Parties to this MOU, as set forth below:

Party	ADA	Allocation
Yosemite Valley Charter School	2250	.75 (75%)
Monarch River Academy	750	.25 (25%)

Each School shall pay for the costs of Shared Personnel described in Attachment B by multiplying the Allocation percentage by the total Shared Personnel Costs.

In order to ensure an equitable allocation of fees and expenses, the Schools shall review how much each School is paying staff for each month to ensure invoices account for actual Shared Personnel Costs.

Each Party's Allocation shall be determined and reassessed at the following intervals:

1. First Assessment. The Parties shall determine the Allocation no later than July 1, based upon each Party's second principal apportionment report (P-2) for the prior school year and staffing.

2. Second Assessment. The Parties shall re-assess the Allocation no later than December 15, based upon each Party's ADA as of that date, and any resulting adjustments shall be effective as of January 1.

IN WITNESS WHEREOF, the Parties execute this Attachment A of the Memorandum of Understanding.

Monarch River Academy, a California nonprofit
public benefit corporation

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

Yosemite Valley Charter School, a California
nonprofit public benefit corporation

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

DRAFT

ATTACHMENT B

Total Cost

This attachment is governed by and subject to the provisions of the Memorandum of Understanding regarding the provision of personnel Services, the terms of which are incorporated herein, between Yosemite Valley Charter School and Monarch River Academy.

The following total cost of employing Shared Personnel to provide Services (as defined in Attachment A) is approved and effective as of **July 1, 2020**.

MONARCH RIVER ACADEMY:

Position	Shared Personnel Costs
Nailya Jarocki – Lead ELD Coordinator	\$15,000
Valerie Blackburn – SST Coordinator	\$10,000

YOSEMITE VALLEY CHARTER SCHOOL:

Position	Shared Personnel Costs
Anna Wilkinson - Teacher Trainer	\$10,000
Rachael Jantzen – ELD Coordinator	\$10,000
Rebecca Bennett – ELD Coordinator	\$10,000
Michelle Elrod – High School Specialist	\$10,000
Shirin Schneider - High School Specialist	\$10,000
Amy Friesen - High School Specialist	\$10,000
Vikki Shumaker – 504 Coordinator	\$10,000
Michelene Fitzgerald – Director of Community Engagement	\$15,000
Stacy Munro – Intervention Specialist	\$10,000



Immunization & Oral Health Assessment Policy

The Charter School is committed protecting the health and well-being of all Charter School students.

The purpose of Charter School Governing Board approving this Immunization and Oral Health Assessment Policy is to accomplish the following:

1. Outline Immunization Requirements During Enrollment
2. Establish Medical Exemptions from the
3. Establish the Oral Health Assessments as a Condition of Enrollment
4. Outline the Reporting Requirements to County Office of Education

1. Immunizations: To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board desires to cooperate with state and local health agencies to require immunization of all students against preventable diseases.

Valid immunization records are required during the Registration (REG-Online) process. Failure to submit a valid copy of the student's immunization record within the timeframe set by the school's board-approved Enrollment Policies will result in the forfeiture of the student's placement for the school year. Note, however, that Health & Safety Code section 120335 allows for independent study programs to allow non-immunized students to enroll if there is no classroom-based instruction. In that instance, the REG-Online process must indicate that the student is not immunized. Alternatively, a medical exemption must be submitted during REG-Online.

2. Medical Exemptions: Prior to January 1, 2021, a student will be exempted from the immunization requirements, to the extent indicated in the written statement, if his/her parent or guardian files with the School a written statement by a licensed physician or surgeon to the effect that the physical condition of the student is such, or medical circumstances relating to the student are such, that immunization is not considered safe. The statement should include the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician or surgeon does not recommend immunization.

Beginning January 1, 2020, a child who has a medical exemption issued before January 1, 2020 shall be allowed continued enrollment in the School until the child enrolls in the next grade span.

Beginning January 1, 2021, the form that is compliant with Health & Safety Code section 120372 shall be the only documentation of a medical exemption that the School may accept.

If California's Department of Health Services (the "Department") revokes a student's medical exemption, the student has 30 days to commence the immunization schedule required for attendance at the School. During this 30-day period, the student may continue in attendance at the School. Alternatively, the parent/guardian may appeal the revocation through the Department's appeal process. The student will continue in attendance during the pendency of the appeal and will not be required to otherwise comply with immunization requirements unless and until the revocation is upheld on appeal.

The School will file a written report on the immunization status of new entrants to the School with the Department of Health Services as required by law.

3. Oral Health Examination: By May 31 of each school year, students entering kindergarten or the first grade (who have not attended kindergarten) must present proof to the school of having received an oral health assessment by a licensed dentist, or other licensed or registered dental health professional. The oral health assessment must have been performed no earlier than 12 months prior to the date of initial enrollment.

A student may be excused from this requirement if his/her parent or guardian indicates on the approved form provided by the school one or more of the following reasons apply:

- The oral health assessment poses an undue financial burden on the parent/guardian;
- The parent/guardian lacks access to a licensed dentist or other licensed or registered dental health professional; or
- The parent/guardian does not consent to the assessment.

Upon initial enrollment in kindergarten or first grade, the school will notify parent/guardians of the required oral health assessment on the California Department of Education approved form.

Upon initial enrollment in kindergarten or first grade, the school will notify parent/guardians of the required oral health assessment on the California Department of Education approved form.

4. Report to County Office of Education: By July 1 of each year, the school will submit a report to a system designated by the state dental director for the collection of those reports or the County Office of Education containing the following information:

- the total number of pupils in the school who are subject to the oral health assessment requirements of the statute;
- the total number of pupils who submitted proof of an assessment;
- the total number of pupils who could not complete the assessment due to financial burden;
- the total number of pupils who could not complete the assessment due to lack of access to a dentist;
- the total number of pupils who could not complete the assessment because their parents/guardians did not consent;
- the total number of pupils who are assessed and found to have had caries experience;
- the total number of pupils who are assessed and found to have untreated decay;
- the total number of pupils who did not return either the assessment form or the waiver request to the school



MONARCH RIVER ACADEMY

EMPLOYEE HANDBOOK

~~2019-2020~~ 2020-2021

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SECTION 1 – WELCOME

Welcome to Monarch River Academy!

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

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

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

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

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

SECTION 2 – GENERAL

This handbook has been written to serve as a guide for the employer/employee relationship. This handbook applies to faculty and staff at MRA.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or Human Resources. You are responsible for reading, understanding, and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

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

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

SECTION 3 – PHILOSOPHY

CORE PURPOSE

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

CORE VALUES

The following three core values are what distinguish MRA from other schools:

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

PERMISSION-TO-PLAY VALUES

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

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

STRATEGIC ANCHORS

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

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

School-wide Learning Outcomes

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

1. Technologically proficient and will:

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

2. Critical thinkers who will:

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

3. Effective communicators who will:

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

4. Responsible and self-directed citizens who will:

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

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

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

EQUAL EMPLOYMENT OPPORTUNITY

MRA is an equal opportunity employer. In accordance with applicable law, MRA prohibits discrimination against any employee or applicant for employment on the basis of an individual's protected status, including race/ethnicity (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, age, sexual orientation, marital status, parental status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity/expression, military service, veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), genetic information, protected medical leaves, domestic violence victim status, political affiliation, or any other consideration protected by applicable law. Also in accordance with applicable law, MRA prohibits discrimination against any qualified disabled employee or applicant, against a disabled veteran, or against a veteran of the Vietnam era with a physical or mental disability. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. MRA will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training. Additionally, in accordance with applicable law, MRA prohibits all forms of unlawful harassment of a sexual or other discriminatory nature. Any conduct contrary to this policy is prohibited. This policy applies to all applicants and employees of MRA.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, MRA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to MRA. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation, specifying what accommodation he or she needs to perform the job. MRA will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

HARASSMENT

It is the policy of MRA to ensure equal employment opportunity without discrimination or harassment on the basis of race (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), religious creed (which includes, without limitation, to religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

MRA prohibits any such discrimination or harassment. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees. This policy applies to all applicants and employees (or other listed individuals), whether related to conduct engaged in by fellow employees or someone not directly connected to MRA (e.g. an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the terms “discrimination” and “harassment” includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics:

- Offensive remarks, comments, jokes or slurs pertaining to an individual’s race, religion, sex, sexual orientation, gender or gender identity or gender expression, age, national origin or ancestry, disability, citizenship, veteran status, or any other protected status as defined by law or regulation whether verbally or by electronic means including email, and/or text messages
- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved and whether verbally or by electronic means

- Offensive physical conduct, including, but not limited to, touching, blocking normal movement or interfering with another's work regardless of the gender of the individuals involved, including, but not limited to threats of harm, violence or assault
- Offensive pictures, drawings or photographs or other communications, including email, text messages, or other forms of electronic communication
- Holding work functions in inappropriate venues, such as a strip-club
- Sex or gender based practical jokes, sexual favoritism
- Threatening reprisals due to an employee's refusal to respond to requests for sexual favors or for reporting a violation of this policy
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - Submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting such individual;
 - Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

What is abusive conduct/workplace bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer's legitimate business interests.
 - Use of derogatory remarks, insults and/or epithets.
 - Verbal or physical conduct that sabotages or undermines a person's work performance that is threatening, humiliating or intimidating.
- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our School culture, create false rumors, disrupt school operations and interfere with the privacy of others.

What is Retaliation?

Retaliation against an individual for reporting harassment, discrimination, abusive conduct or for participating in an investigation of a claim of such is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

As used in this policy, "retaliation" means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, opposing a practice or conduct the employee reasonably believes to be unlawful, reporting or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an "adverse employment action" means conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in further protected activity. An adverse employment action may include, but is not limited to, the following: demotion, suspension, reduction in pay, denial of

merit salary increase, failure to hire, refusing to promote, denying employment opportunities, changing work assignments or otherwise treating an employee differently.

Any retaliatory adverse action because of a protected activity will not be tolerated. If an employee believes he/she has been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

Responsibility

All MRA employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

Reporting

MRA encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, the Principal or Human Resources. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint. In addition, MRA encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. MRA recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. MRA is serious about enforcing its policy against harassment; however, MRA cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to MRA's attention so it can take whatever steps are necessary to correct the problems.

Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Human Resources, the Principal or the Chair of the Board of Directors, if appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

Investigation/Complaint Procedure

All complaints of harassment, discrimination, retaliation or abusive conduct will be promptly investigated.

MRA encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

MRA's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

All employees are required to fully cooperate with MRA's investigation. which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, MRA will provide regular progress updates, as appropriate, to those directly involved. MRA will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

MRA may investigate conduct in the absence of a formal complaint if MRA has reason to believe that an individual has engaged in conduct that violates MRA policies or applicable law. Further, MRA may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

Any conduct which MRA believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as MRA believes appropriate under the circumstances. Due to privacy protections, MRA may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

This policy was developed to ensure that all employees could work in an environment free from harassment, discrimination, abusive conduct and retaliation. MRA will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with Human Resources or the Principal. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of MRA prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination, abusive conduct, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

If you believe you have experienced discrimination, harassment, or abusive conduct you may file a Department of Fair Employment and Housing ("DFEH") or Equal Employment Opportunity Commission complaint. For information contact the DFEH or EEOC. You may find their phone numbers in the phone directory.

Training Requirements

MRA requires all employees to abide by California's training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

AT WILL EMPLOYMENT

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

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

OPEN COMMUNICATION POLICY

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

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

LACTATION ACCOMMODATION POLICY

MRA provides a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The School will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private. The lactation location will be shielded from view and free from intrusion while the employee is expressing milk.

The School reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees requesting an accommodation under this policy should comply with the following requirements:

1. The employee should complete an accommodation request form and contact the employee's supervisor or Human Resources to request designation of a location and time to express breast milk under this policy.
2. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes she has been retaliated against it should be reported immediately to her supervisor, Human Resources or Principal. Discrimination against and harassment of lactating employees in any form is unacceptable, a form of prohibited sex/gender discrimination, will not be tolerated at MRA and will be handled in accordance with MRA's policy on discrimination and harassment.

If the School cannot provide break time or a location that complies with this policy, the School will provide a written response to the employee. If the School fails to provide an accommodation for expressing milk in accordance with this policy, the employee has a right to file a complaint with the Labor Commissioner.

PUBLIC RELATIONS

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

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

These are the building blocks for our continued success:

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

WHISTLEBLOWER POLICY

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

An employee who wishes to report a suspected violation of law or MRA Policy may do so by contacting the Principal, Assistant Principal or Human Resources.

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

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

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

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE STATUS AND CLASSIFICATIONS

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

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

Exempt

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

Non-Exempt

This category includes all regular employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and doubletime pay as well as meal and rest breaks, as prescribed by law. Typically, all part-time and temporary employees are non-exempt. Additionally, most Classified staff are typically non-exempt employees.

Certificated Employee

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

Classified Employee

Classified Employees include those employees hired by MRA that do not primarily instruct students, nor require state certification, such maintenance, assistants and other operational employees. Full-time Classified employees are A-Basis (12 Months), B-Basis (11 Months), D-Basis (11 months) or C-Basis (10 Months) employees.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Principal or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short- term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the Principal.

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

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

WORKWEEK AND WORKDAY

MRA’s workweek is from Sunday at 12:00 A.M. through the following Saturday at 11:59 P.M. MRA’s standard workday is 12:00 A.M. to 11:59 P.M. (midnight) each day.

SPECIAL VIRTUAL CLASSROOM EMPLOYMENT CONDITIONS

Position Responsibilities:

1. Teachers may be assigned a “Virtual Class” or “Virtual Classes”
2. Teachers are provided, at MRA’s expense, a computer capable of maintaining a high speed internet connection for their entire virtual class.
3. Teachers must be available each school day from 8:00 a.m. – 5:00 p.m. by internet and/or phone.
4. Teachers **may** be required to conduct a virtual classroom session **up to** two (2) hours per day for grades TK – 8 and **up to** three (3) hours per day for grades 9 – 12.
5. Teachers must have access to a phone for calling/responding to students/parents during the teacher’s scheduled time within two (2) hours by phone or four (4) hours by internet.
6. Teachers will use the tracking and monitoring system integrated into the student’s assigned course. Teachers will provide continual monitoring of the student’s progress and their scheduled benchmarked progress status.
7. Teachers will be responsible for all virtual school required record keeping and reporting.

Training:

Teachers are required to attend training sessions hosted virtually or in-person. Mileage reimbursement will follow standard MRA protocols and procedures.

Worksites:

Most classes will be held virtually. Teachers may work from home.

ATTENDANCE AND PUNCTUALITY

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

More than three instances of tardiness by a non-exempt employee or instructional employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to your supervisor and the absence continues for a period of three business days, the School will determine that you have abandoned your job and voluntarily terminated your employment.

PROFESSIONAL DEVELOPMENT

Employees are expected to attend and participate in all professional development sessions and other school sponsored trainings that may be scheduled. While we understand that scheduling conflicts may arise, consistent tardiness, absenteeism and early departures may result in disciplinary action.

When an employee attends a School sponsored professional development and/or training, the time spent in attendance shall be counted as time worked. All employees are required to sign-in and out for the purpose of record keeping. These records will serve as the official roster of attendance.

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

In the event that an employee must leave early or is unable to attend a scheduled training (i.e. Professional Development sessions), during their normal work hours, an employee **MUST** put in a time-off request according to the time-off policy. Employees may also be required to attend make-up sessions of any missed training.

Failure to comply with this policy may result in disciplinary action.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time work began and ended, the meal periods taken, and your signature. Absences and overtime must be accurately identified on your time record. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. You cannot record time and/or submit a time record for another employee. Each employee must sign and submit his or her own time record. Employees must record all time actually worked.

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

OVERTIME

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime or doubletime. Failure to obtain such approval may subject an employee to discipline, up to and including termination. However, in all cases, the School will compensate its non-exempt employees for all hours worked.

OFF THE CLOCK WORK

MRA prohibits all non-exempt employees from working off the clock at any time. All time worked must be recorded on the employee's timesheet. This includes the use of laptops, computers, PDAs or cell-phones to check work email, voicemail or to send text messages after hours.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken.

Failure to comply with the School's policy regarding meal and/or rest periods can lead to discipline, up to and including termination

Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her meal period no later than 12:00 p.m. (noon). The

employee may waive this meal period if his/her workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from their supervisor and complete a “Meal Period Waiver” form.

If an employee’s day exceeds ten hours of work time, the employee is entitled to an additional 30-minute duty-free meal break. The employee only may waive this second meal period if he/she has taken the required first meal break of at least 30 minutes and his/her workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from their supervisor and complete a “Second Meal Period Waiver” form.

Non-exempt employees must observe assigned working hours, the time allowed for meal periods, and report any missed, late or short meal periods on that days’ time record and to the employee’s supervisor immediately. The meal period must be accurately recorded on the employee’s time sheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday.

Rest Periods

Non-exempt employees are authorized and permitted to take a 10-minute rest period for each four (4) hours of work or major portion thereof. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
3.5 hours to 6 hours	1, 10-minute rest period
Over 6 hours to 10 hours	2, 10-minute rest periods
Over 10 hours to 14 hours	3, 10-minute rest periods

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period immediately as set forth below. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

Reporting Missed, Late or Short/Interrupted Meal and Rest Periods

Any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period – for any reason – must immediately report this issue in writing (via email) to Human Resources on the same workday that he or she experienced the non-compliant meal or rest period. The employee must include a description providing a thorough explanation for the non-compliant meal or rest period.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an “authorized” meal period at the time provided by MRA), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a client call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the non-compliant meal or rest period to Human Resources.

PAYDAYS

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

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

If a wage garnishment order is received by MRA for one of our employees, we are obligated by law to comply with the demand. The effected employee will receive notice from his or her supervisor or Human Resources as soon as possible.

PAYROLL WITHHOLDINGS

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

If an employee believes an error has been made in his or her pay or deductions, MRA will work in good faith to resolve errors as soon as possible. The employee should notify the Payroll Coordinator or his or her designee of any errors in pay or deductions withheld within seven (7) days from the date paid.

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

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

MRA employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms. Former

employees who are rehired must also complete the form if they have not completed an I-9 with MRA within the past three years or if their previous I-9 is no longer retained or valid.

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, official transcripts, and/or test scores prior to your first day of actual work. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your Principal and the School with verification of renewals. Failure to provide these updated documents to the School may result in suspension without pay until such time as the necessary documentation has been provided.

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

TUBERCULOSIS TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment (pursuant to AB1667) within the past 60 days. Employees transferring from other public or private schools within the State of California must either provide proof of an examination or a completed Risk Assessment within the previous 60 days or a certification showing that he or she was examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's statement or Risk Assessment must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the School has a valid certificate on file.

CRIMINAL BACKGROUND CHECK

As required by law, all individuals working or volunteering at the School will be required to submit to fingerprinting and a criminal background investigation.

The School shall, on a case-by-case basis, determine whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

CHILD ABUSE AND NEGLECT REPORTING ACT

Since our employees work directly with children, they are in a position to detect instances of child abuse and neglect. It is MRA's policy that all School employees shall comply with the California State law regarding child abuse reporting procedures. Section 11166 of the California Penal Code mandates the reporting to designated authorities of cases of suspected child abuse as follows:

“Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse 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.”

While each employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. Teachers or staff who become aware of suspected child abuse should report the suspicions as required.

It is extremely important that MRA’s employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity.

Your direct supervisor is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without MRA’s assistance, he or she is required to notify MRA of the report if it is based on incidents he or she observed or became aware of during the course and scope of his or her employment with MRA.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of his or her personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to Human Resources. All requests should be put in writing preferably on the form maintained by MRA. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports, or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYEE INFORMATION

An employee is responsible for notifying Human Resources about changes in the employee’s personal information and changes affecting the employee’s status (ex. name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

SECTION 7 – PERFORMANCE

PERFORMANCE EVALUATIONS

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

Teachers:

At the start of each academic year, each Teacher will meet with their Regional Coordinator to establish Performance Objectives or SMART Goals for that school year. The Teacher will put these objectives in writing in accordance with a template to be provided by the Regional Coordinator.

The Regional Coordinator will generally evaluate the Teacher's performance at least once a year formally and on an ongoing basis informally. The evaluation will be based on factors including the Teacher's job description, accomplishment of the Performance Objectives, the MRA's charter, and standards for teaching performance developed by the Principal, the MRA's Board of Directors, and/or other MRA staff.

In addition to these more formal performance evaluations, MRA encourages you and your supervisor to discuss your job performance on an ongoing basis.

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

Classified Staff:

Formal evaluations are generally held once each year. You will be provided a copy of the evaluation tool and as part of the process you will do a self-evaluation. Your supervisor may schedule your evaluation time in advance so that you are prepared for the process.

In addition to these more formal performance evaluations, MRA encourages you and your supervisor to discuss your job performance on an ongoing basis.

SECTION 8 – LEAVES

FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT¹

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence, and are employed at a worksite where there are 50 or more employees of the School within 75 miles.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as possible. You should use the School's request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

1. The birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;
2. The care of the employee's spouse, child, parent, or registered domestic partner with a "serious health condition";
3. The "serious health condition" of the employee;
4. The care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
5. Any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, or registered domestic partner requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the

¹ Employees may qualify for FMLA/CFRA Leave only if the School has 50 or more employees, the employees work within 75 miles of their respective worksites and meet other eligibility requirements set forth above. Please check with Human Resources to determine whether you are eligible for FMLA/CFRA leave.

health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

Family and medical leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a “rolling twelve months” looking backward over the preceding 12 months to calculate how much family and medical leave time has been taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any available PTO during unpaid family and medical leave. You will also be required to use any available paid sick leave during unpaid family and medical leave that is due to your own or a family member’s serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California’s State Disability Insurance plan or Paid Family Leave program) or workers’ compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or paid sick leave.

Benefit accrual, such as PSL, PTO, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During a family and medical leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If you do not return to work on the first workday following the expiration of an approved family and medical leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law. In certain circumstances, “key” employees may not be eligible for reinstatement following a family and medical leave. The School will provide written notice to any “key” employee who is not eligible for reinstatement.

If you have any questions concerning, or would like to submit a request for a family and medical leave of absence, please contact Human Resources.

PREGNANCY DISABILITY LEAVE

The School provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider’s statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information

should be promptly reported to Human Resources. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

The School will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a health care provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, the School may require the employee to transfer temporarily to an available alternative position. This alternative position will have equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any unused allotted sick time during any unpaid portion of pregnancy disability leave. Employees may also elect to use any available PTO during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or sick leave.

Benefit accrual, such as PTO, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the School with at least one week's advance notice of the date she intends to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

If you have any questions regarding pregnancy disability leave, please contact Human Resources.

MILITARY SPOUSE LEAVE

An eligible employee-spouse of a qualified service member is entitled to take ten (10) days unpaid leave during a period when the spouse is on leave from deployment during a period of military conflict.

An eligible employee must work an average of 20 hours per week; must provide notice of his or her intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The employee may use unused and available PSL or PTO for this leave.

WORKERS' COMPENSATION LEAVE

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

BEREAVEMENT LEAVE

MRA provides regular full-time employees up to three (3) days of paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, domestic partner, dependent, sibling, stepsibling, grandparent or grandchild. If a funeral is more than 500 miles from your home, you may receive paid leave for five (5) days with prior approval from your supervisor.

JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury/witness duty if, in the School's judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any available PTO during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay.

TIME OFF TO VOTE

The School will allow any non-exempt employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time without loss of pay to vote. The request must be made at least two (2) working days in advance. The time must be at the beginning or end of the employee's regular shift, whichever allows the most free time for voting and the least time off from work unless the School and the employee agree otherwise. The employee may be required to prove he or she is a registered voter.

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Available PTO may be used for this time off. The School will not require or request that an employee bring the employee's vote by mail ballot to work or vote the employee's vote by mail ballot at work.

SCHOOL ACTIVITIES LEAVE

The School encourages employees to participate in the school activities of their child(ren). If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed daycare facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or daycare facility, to find, enroll or reenroll your child in a school or with a licensed childcare provider and/or to address a childcare provider or school emergency.

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year;
- Unless it is an emergency, employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If the School employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor;
- Employees must use existing PTO in order to receive compensation for this time off;
- Employees who do not have paid time off available will take the time off without pay.
- Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed child care/day care facility.

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In compliance with California Labor Code section 230.7, no discriminatory action will be taken against an employee for taking time off for this purpose.

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

CRIME VICTIM LEAVE

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

- A victim of such a crime;

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

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

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

This leave is unpaid but the employee may choose to use available sick or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT/STALKING LEAVE

If you are a victim of domestic violence, sexual assault or stalking, you may take unpaid time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). Employees may use available PTO (if applicable) or PSL. Otherwise, the time off is unpaid. All employees can take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling, or safety planning related to domestic violence, sexual assault, or stalking.

You must give the School reasonable notice unless advance notice is not feasible, and provide certification that you are seeking such assistance.

Certification may be sufficiently provided by any of the following:

- A police report indicating that you were a victim of domestic violence or sexual assault;
- A court order protecting or separating you from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that you appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that you are undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

Employees have the right to ask the School for help or changes in their workplace to make sure they are safe at work. The School will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. The School may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation. The School will maintain confidentiality to the extent possible regarding any requests for accommodations under this policy.

The School will also, to the extent allowed by law, maintain the confidentiality to the extent possible of an employee requesting leave under this provision. The School will not discharge, discriminate, or retaliate against an employee who exercises their rights under this law. Domestic violence, sexual assault, and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.

MRA is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of domestic violence, sexual assault, or stalking.
- The employee asked for time off to get help.
- The employee asked MRA for help or changes in the workplace to ensure safety at work.

Employers are prohibited from discharging, discriminating, or retaliating against an employee who is a victim of domestic violence, the victim of sexual assault or stalking for taking time off to seek medical attention, obtain services from a domestic violence shelter or program or rape crisis center, obtain psychological counseling, participate in safety planning, or temporary or permanent relocation.

MILITARY LEAVE

California's military leave laws, found at Military & Veterans Code section 389 et seq. and the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), found at 38 U.S.C. Section 4301 et seq., ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from the School under applicable laws should notify Human Resources regarding the need for military leave.

Please see Human Resources for more information regarding job reinstatement rights upon completion of military service.

ADULT LITERACY LEAVE

Pursuant to California law, the School will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an adult literacy education. However, you may utilize available PTO if you want compensation for this time off. If you do not have any PTO available, you will be permitted to take the time off without pay.

ORGAN DONOR / BONE MARROW DONOR LEAVE

If you donate an organ to another person you may take up to thirty (30) days paid leave per year for this process or up to five (5) days paid leave for the donation of bone marrow.

You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to ten (10) days of any available paid leave (sick and/or PTO) for organ donation and up to five (5) days of available paid leave (sick

and/or PTO) for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

You may take this leave incrementally, as medically necessary, or all at one time. All health benefits shall be maintained during this leave to the extent they exist at the time of the leave. This leave shall not be considered a break in service and the employee shall continue to receive paid time off and other benefits as if they had continued working. The Employee shall be required to pay any portion of their benefits they are currently paying.

An employee will also be given an additional unpaid leave of absence, not exceeding 30 business days in a one-year period, when that employee is an organ donor, for the purpose of donating the employee's organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

An employee shall not have any greater rights during this leave than if he or she had been actively working during this time, but will be reinstated to their same or equivalent job prior to the leave. No employee shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

DRUG & ALCOHOL REHABILITATION LEAVE

MRA will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the School. Reasonable accommodation includes time off without pay and adjusting work hours. You may use allotted and unused sick leave. All reasonable measures to safeguard your privacy will be maintained.

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

VOLUNTEER CIVIL SERVICE LEAVE

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

CIVIL AIR PATROL LEAVE

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

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

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

SECTION 9 – BENEFITS

SCHOOL HOLIDAYS

The School observes 12 paid holidays during the year:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees and teachers are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the School-observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, the School may close on another day. Holiday observance will be announced in advance. The School reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to their supervisor. The employee may use paid time off (PTO) if the employee has unused PTO available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

To qualify for holiday pay, all employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the Supervisor's request/approval
- Due to closure of schools because of inclement weather
- Due to sickness with a doctor's note verifying need for absence
- Prior to or following Jury Duty or Bereavement Leave

- Due to a previously scheduled and approved time off

PAID TIME OFF (PTO) – A-BASIS ONLY

Full-time A-Basis (12 Months) school based employees are entitled to paid time off (PTO) according to this policy. PTO days may be used for vacation, personal time, illness, or time off to care for family or dependents. All other employees, including teachers, temporary employees, part-time employees are not eligible to receive or accumulate PTO.

PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible or otherwise as soon as practicable. Employees using extended PTO time (in excess of three (3) days) must submit a request at least two (2) weeks before the extended PTO or, if used as sick time, the employee may be required to submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice.

Unless used for illness related purposes, PTO may not be taken the last week of the school year, or on scheduled in-service and/or training days, testing administration day, or immediately before or after holidays without supervisor's permission.

All full-time A-Basis (12 Months) employees may be eligible to receive up to ten (10) days (i.e., 80 hours) of PTO each school year (July 1 – June 30). **3.33 hour of PTO are accrued per pay period.** Once an employee's PTO balance reaches **fifteen (15) ~~twenty (20)~~** days (i.e., 120 **160** hours), the employee stops receiving any additional PTO until PTO is used and the employee's balance falls below the **15 ~~20~~**-day cap. PTO days will not accumulate during any unpaid leave of absence.

The following terms also apply to PTO:

- For both non-exempt and exempt employees, vacation time may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday, he or she will be required to use available PTO to make up for the absence.
- In the event an employee has exhausted his or her PTO, any additional time off must be approved by their supervisor and will be taken without pay.
- Any employee who misses three (3) consecutive days of work without notice to their supervisor may be deemed to have abandoned his/her job and voluntarily resigned from employment.
- Upon separation of employment, employees will be paid their earned PTO based on their date of separation and their regular rate of pay.
- To the extent permitted by law, PTO accumulated prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise eradicate this policy at its sole and absolute discretion to the extent allowed by law.

SICK LEAVE

The School enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave (“PSL”) to eligible employees.

Eligible Employees

All employees (including teachers, part-time and temporary employees) who work for the School more than 30 days within a year in California are allotted PSL as set forth in this policy.

Permitted Use

Eligible employees may use their allotted PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee’s family member. For purposes of this policy, “family member” means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee. “Child” means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. “Parent” means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee’s spouse or registered domestic partner. “Spouse” means a legal spouse as defined by California law.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault.

Allotment

PSL days are allotted as set forth below to eligible employees:

- Full-time A-Basis, B-Basis, C-Basis, and D-Basis school based employees:
On July 1 of each year, eligible employees will be allotted ten days (80 hours) of PSL per school year (July 1 – June 30), which unused PSL days will carryover year to year subject to a cap of 18 days (144 hours). 24 hours will be front-loaded at beginning of the school year or hire date with 2.33 hours accrued per pay period. 8 hours equals one full workday. ~~Employees hired after July 1 but before December 31 will receive ten days (80 hours) of PSL on his or her first day of employment. Employees hired after December 31 will receive five days (40 hours) of PSL on his or her first day of employment.~~ Please note that teachers get 10 days of sick leave. Regional Coordinators receive 11 days of sick leave. Directors receive 12 days of sick leave per year according to the number of days in their work contract.
- All other eligible employees:

All other eligible employees will be allotted three days (24 hours) of PSL each school year (July 1 – June 30) on July 1 or on his or her first day of employment, even if hired mid-year. PSL days are “use it or lose it” and, as such, do not carry over from year to year.

New Hires may carry over sick leave from their prior school district if they are certificated teachers in CALSTRS. Yosemite Valley will confirm previous employment and allotted sick leave with the previous district. Once confirmed and approved the carryover time will be added to your service credit with CALSTRS upon signature of the Yosemite Valley Charter School STRS Carry-Over Policy. Carryover sick leave cannot be used while employed with Yosemite Valley Charter School.

Limits on Use

Eligible employees may use PSL beginning on the 90th day of employment.

PSL may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use PSL to make up for the absence.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

Termination

Employees will not receive pay in lieu of unused PSL. Unused PSL will not be paid out upon termination.

No Discrimination or Retaliation

The School prohibits discrimination or retaliation against employees for using their PSL.

Transfer of Sick Leave for STRS

New employees may carry over accrued sick leave from a prior employer, but said accrued sick leave may not be used while employed with MRA. Said accrued sick leave is for purposes of the State Teachers Retirement System only.

PAID SICK LEAVE DONATION POLICY

Personal Hardship

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

Eligibility

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

Requests for Donations

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

Donations of Paid Leave

Employees who have more than 24 hours of PSL and who wish to donate PSL to the School sponsored leave bank on behalf of an eligible employee shall complete a PSL Donation Form indicating the number of PSL hours to be donated and the employee, if any, who the employee requests receive the benefit of the donation. All such donations are voluntary and irrevocable.

1. Donating employees must maintain a minimum of 24 hours of PSL after reducing their leave balance to effect the donation.
2. In any 12-month period, no employee may donate more than 40 hours.
3. Voluntary donations of PSL are final upon submission of a signed PSL Donation Form that satisfies the conditions established by this policy. The donating employee's PSL balance account shall thereupon be reduced by the hours donated.
4. Donated hours not used by the eligible employee during the hardship period shall remain in the eligible employee's PSL account balance.
5. The names of donating employees, hours donated, and the value of such donations shall be kept confidential to the extent possible.

Valuation of Donated PSL

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

INSURANCE BENEFITS

Full-time employees are entitled to insurance benefits offered by MRA. These insurance benefits will include medical, dental, and vision. The School will set a defined contribution towards the employee's insurance premiums that are sponsored by MRA. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

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

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

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under MRA's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at MRA group rates plus an administration fee. MRA or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under MRA's health insurance plan. The notice contains important information about the employee's rights and obligations.

SOCIAL SECURITY/MEDICARE

If you are a full time regular employee contributing to a teacher's retirement system (PERS/STRS), your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your spouse, or former spouse, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

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

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

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

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

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

MRA will require you to take up to two weeks of unused PTO prior to your receipt of benefits under the PFL program.

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

WORKER’S COMPENSATION INSURANCE

Eligible employees are entitled to workers’ compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

In the event of an occupational injury or illness (as defined under Workers’ Compensation Law) an employee may be covered by workers’ compensation insurance instead of group insurance.

If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers’ compensation claim.

SECTION 10 – EMPLOYEE COMMUNICATIONS POLICY

COMMUNICATIONS POLICY

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

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

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

No Expectation of Privacy

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

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

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

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

Professional Use of Communication Systems Required

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

Offensive and Inappropriate Material

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

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

Solicitations

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

Licenses and Fees

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

Games and Entertainment Software

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

Confidential Information

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

Copyrights and Trademarks

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

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

Maintenance and Security of the System

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

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

Files obtained from sources outside MRA including disks brought from home; including files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by customers or vendors, may contain dangerous computer viruses that may damage MRA's computer network. Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non-MRA sources, without first scanning the material with MRA approved virus checking software. If you suspect that a virus has been introduced into MRA network, notify technology personnel immediately.

Violations of this Policy

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

Amendment and Modification of this Policy

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

SOCIAL MEDIA POLICY

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

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

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

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

Personal or Professional Blogs

If you are developing a website or writing a blog that will mention MRA, you must identify that you are an employee of the organization and that the views expressed on the blog or web site are yours alone and do not represent the views of MRA. Unless given permission by your Principal, you are not authorized to speak on behalf of MRA or to represent that you do so. If you are developing a site or writing a blog that will mention MRA, as a courtesy to the organization, please let your Principal know in advance of publication. Your Principal may choose to visit your blog or social networking site from time to time.

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

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

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

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

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

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

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

EQUIPMENT POLICY

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

Laptop Computers

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

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

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

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

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

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

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

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

CELL PHONE POLICY

Personal cell phone use is not permitted while you are working. Cell phones should be turned off and stored with your other personal belongings while you are working.

If you are required to perform business on a cell phone for MRA while driving, you must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text based communications on your cell phone while driving a School vehicle or your own vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages, and email.

If you are assigned a School cell phone to conduct School business, please notify your supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

Telephone Calls and Texting

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

NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, MRA has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed, or controlled by MRA.

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

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

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

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

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

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

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

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

Definitions

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

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

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

Employee Responsibility

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

ANTI -NEPOTISM POLICY

Policy Statement

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

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

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

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

Definitions

“Family Members” include an employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partner, brother, sister, grandparent, grandchild, step-relationships within the preceding categories, brother-in-law, sister-in-law, son-in-law, daughter-in-law and father-in-law.

“Nepotism” describes a work-related situation in which there is the potential for favoritism toward a Family Member (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

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

Procedures

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

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

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

When a relationship that creates a conflict with this policy occurs during employment, MRA will attempt to arrange a transfer or change in position/duties to eliminate the conflict. If a suitable transfer/change in position/duties is not available, one of the employees may be separated from service. Every attempt will be made to effect transfer or separation on the basis of agreement between the employees involved and MRA. If a mutual agreement is unattainable, the Board will determine, in MRA's best interest, which employee is to be transferred or separated.

Responsibilities

The Principal or designee shall coordinate with the current employee's direct supervisor to develop appropriate plans to ensure that a Family Member's employment does not conflict with this policy. If the situation cannot be resolved by a transfer, then the Principal or designee will deny the

application for employment. Special circumstances may be reviewed by the Board in the event that MRA's best interests would be served by the employment of a Family Member.

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

VIOLENCE IN THE WORKPLACE

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

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

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

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

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

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

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges

cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

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

Consult your supervisor if you have any questions regarding appropriate attire.

TEACHER-STUDENT INTERACTIONS

Boundaries Defined

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

Acceptable and Unacceptable Behavior

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

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

Unacceptable Behaviors

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

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

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

Acceptable and Recommended Behaviors

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

- Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career

Reporting

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

Investigating

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

Consequences

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

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the Principal. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Principal.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School.

- Falsification of employment records, employment information, or other School records
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's
- Theft, deliberate or careless damage, or loss of any School property or the property of any employee or customer
- Any conduct that has gained sufficient notoriety so as to impair his/her school relationships
- Any immoral conduct
- Conduct showing the employee is evidently unfit for service
- Provoking a fight or fighting during working hours or on School property
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School
- Violation of the Substance and Alcohol policy
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
- Unreported absence on scheduled workdays unless otherwise excused
- Excessive tardiness or absenteeism unless otherwise excused
- Unauthorized use of School equipment, time, materials, facilities, or the School name
- Sleeping or malingering on the job
- Failure to observe working schedules, including the required rest and meal periods
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work
- Failure of an employee to obtain permission to leave work for any reason during normal working hours

- Abuse of sick leave
- Violation of the Communications Policy
- Failure to provide a physician's certificate when requested or required to do so
- Violating the School's Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours
- Violation of any safety, health, security, or School rule
- Negligence or other conduct leading to the endangerment of harm of a child or children
- Working overtime without authorization or refusing to work assigned overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

CONFIDENTIAL INFORMATION

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

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

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

During your employment with the School, you will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during your former employment. You must not disclose to the School any confidential or proprietary information or material belonging to former employers or others.

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

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social, and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest. For example, romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment, and morale problems. Employees shall not be financially interested in any contract made by them in their official capacity.

Any employee involved in such situations or relationships must immediately and fully disclose the nature of the situation or relationship to the Principal so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

MRA expects employees to devote their best efforts to the interests of our school. MRA recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at MRA or create a conflict of interest with your statutory duty of loyalty to the School. The School prohibits employees from working with another School or external organization that competes with MRA whether as a regular employee or as a consultant.

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

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

Outside Employment

If you are a full time employee we expect that you devote your full professional effort to your position at MRA. If you wish to participate in outside work activities you are required to obtain written approval from the Principal prior to starting those activities. Approval will be granted unless the activity conflicts with MRA's interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at MRA.
- Involve organizations that are doing or seek to do business with MRA including actual or potential vendors.
- Violate provisions of law or MRA policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to MRA must be given priority. Full time employees are hired and continue employment with the understanding that MRA is their primary employer and that other

employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

POLICY REGARDING INCONSISTENT, INCOMPATIBLE OR CONFLICTING EMPLOYMENT, ACTIVITY OR ENTERPRISE BY SCHOOL PERSONNEL

Policy Statement

It is the policy of MRA that its officers and employees may not engage in any outside activity, employment, or enterprise for compensation which is inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of MRA. During working hours or on school premises, officers or employees shall not engage in political or religious activities, or recruit or solicit students or members of the public for political or religious activities.

An officer's or employee's outside activity, employment, or enterprise for compensation shall be determined to be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of MRA if any of the following apply:

1. It involves the use of MRA time, facilities, equipment, supplies, or the officer's or employee's position or influence with MRA, for private gain or advantage.
2. It involves receipt or acceptance by the officer or employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with MRA.
3. It involves the performance of an act as part of the outside activity that involves services performed for MRA.
4. It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raise any ethical or conflict of interest concerns, or create any conditions that impact the officer's or employee's job performance.

Officers and employees may not use MRA's name, logo, supplies, equipment or other property in connection with any outside activities.

Procedure

In the event that an officer or employee believes that an outside activity for compensation may be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of MRA, the officer or employee shall obtain a written determination of the Principal or his or her designee that the outside activity is not in violation of this policy before engaging in such activity.

EXPENSE REIMBURSEMENT POLICY

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

POLICY CONFIRMING RESTRICTION ON THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO STUDENTS, PARENTS OR GUARDIANS

Policy Statement

It is the policy of MRA that MRA shall not provide any funds or thing of value to any student or his or her parent or guardian that a school district could not legally provide to a similarly situated student, or his or her parent or guardian. MRA does not and shall not provide, for example, “sign up bonuses” to parents or guardians or other incentives unrelated to education.

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

Procedures

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

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

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

SECTION 12 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

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

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

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

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

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Human Resources. Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students. Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This policy does not require or

request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

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

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

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

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

Compliance with this Substance and Alcohol Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the School may report such illegal drug activities to an appropriate law enforcement agency.

The School may require a test by intoxilator, blood test, urinalysis, medical examination of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The School shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as e-cigarettes, vaping and/or pipes (both

tobacco and marijuana products). Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground or event location.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on MRA property. Be cautious: keep school property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services and in accordance with the School's Reimbursement policies. Employee must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

MRA cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on MRA's premises, including the parking area, or away from school property while on school business. MRA employees are prohibited from using personal property for work-related purposes unless approved in advance by the Principal.

SAFETY POLICY

MRA is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or Principal immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process, or business practice for which the School is responsible, bring it to the attention of your supervisor or Principal immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Principal regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and Human Resources.

MRA has in place a written Injury and Illness Prevention Program as required by law. Please contact Human Resources for further information.

ERGONOMICS

MRA has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the School will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to your Principal.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact your Principal.

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

MRA will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following: (1) elects to resign from MRA; (2) fails to return from an approved leave of absence on the date specified without notifying the school for the need for continued leave including failure to communicate with the School; or (3) fails to report for work without notice to MRA for three consecutive work days. MRA requests that employees provide at least two weeks written notice of a voluntary termination. All MRA property must be returned immediately upon terminating employment. MRA retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of MRA's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, MRA reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

All employees who leave employment at MRA may be asked to take part in an exit interview with their supervisor to communicate their challenges and growth while employed at MRA. Information shared during an exit interview will be treated as confidential to the extent possible.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to Human Resources. Only Human Resources is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, MRA will disclose only the dates of employment and the title of the last position held. MRA will verify or disclose additional information about the employee only if the employee provides written authorization for MRA to provide the information. However, MRA will provide information about current or former employees as required by law or court order. MRA will not provide any letters of reference for current or former employees. Please refer all questions about this policy to Human Resources.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of Monarch River Academy's ("MRA") Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I understand that the Employee Handbook contains important information regarding MRA's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of MRA's policies.

In particular, I have read and understand MRA's Anti-Nepotism Policy, Policy Regarding Inconsistent, Incompatible or Conflicting Employment, Activity or Enterprise by School Personnel, Policy Confirming Restrictions on the Provision of Funds or Other Things of Value to Students, Parents or Guardians, and restrictions and procedures to avoid Conflicts of Interest.

Just as I am free to terminate the employment relationship with MRA at any time, MRA, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and MRA for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Principal of MRA, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Principal. This is the entire agreement between MRA and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with MRA, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

MRA reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than MRA Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print): _____

Employee Signature: _____

Date: _____



Monarch River Academy
3610 E. Ashlan Avenue, Fresno, CA 93726
Ph (559) 316-0192 | Fax (559) 335-4089

STRS Sick Leave Roll-Over Policy for Monarch River Academy Employees

Eligible Employees

All Certificated employees (including teachers, part-time and temporary employees) who work for the School and participate in CALSTRS.

Permitted Use

New Hires may carry over sick leave from their prior school district if they are certificated teachers in CALSTRS. If you had banked Sick Leave at your previous district Monarch River Academy will honor your allotted time once your previous employment and allotted sick leave have been confirmed with your prior school district.

Allotment

- 8 hours equals one full workday.
- Please note that teachers get 10 days of sick leave. Regional Coordinators receive 11 days of sick leave. Directors receive 12 days of sick leave per year according to the number of days in the work contract.
- Please see the PTO and Sick Leave Policy in the Employee Handbook for more information.
- Carry-Over sick leave may not be used during their employment with Monarch River Academy.

Termination

Employees will not receive pay in lieu of unused PSL. Unused PSL will not be paid out upon termination.

No Discrimination or Retaliation

The School prohibits discrimination or retaliation against employees for using their PSL.

I acknowledge that I have read and understood the policy. I hereby give my authorization for Monarch River Academy to contact my previous employer and request my allotted sick time.

Print Name

Signature

Date



Covid-19 Related Employment Policies

1. Emergency Family and Medical Leave Expansion Act ("E-FMLA")

In addition to other qualifying Family Care and Medical Leave identified in Monarch River Academy (the "School")'s Employee Handbook, the School provides Emergency Family and Medical Leave as described below.

Until no longer required by Federal law, the School will provide an eligible employee with up to 12 weeks of leave to care for their children, who are under the age of 18, because of a COVID-19 related school or child care related closure.

Eligible Employee: Eligible employee means an employee who has been employed by the School for at least 30 calendar days and is unable to work (or telework) due to a need for leave to care for that employee's son or daughter if the child's school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

Rehired Employees: An employee is considered to have been employed by an employer for at least thirty calendar days if: 1) the employer had the employee on its payroll for the thirty calendar days immediately prior to the day that the employee's leave would begin; or 2) the employee was laid off or otherwise terminated by the employer on or after March 1, 2020, and rehired or otherwise reemployed by the employer on or before December 31, 2020, provided that the employee had been on the employer's payroll for thirty or more of the sixty calendar days prior to the date the employee was laid off or otherwise terminated.

An employee who has been employed by an employer for a least thirty calendar days is eligible for E-FMLA regardless of whether the employee would otherwise be eligible for leave under FMLA.

Paid/Unpaid Leave: For the first 10 days for which an employee takes E-FMLA leave, it will be unpaid unless the employee elects to substitute any accrued vacation leave, personal leave, or medical or sick leave for unpaid leave.

After the first 10 days of leave, the leave shall be paid by the School in accordance with the following calculations:

- No less than two-thirds of an employee's regular rate of pay as determined under 29 U.S.C. § 207(e); and
- The number of hours the employee would otherwise be normally scheduled to work.
- If the employee's schedule varies from week to week to such an extent that the employer is unable to determine with certainty the number of hours the employee

would have worked if the employee had not taken leave, the employer shall use the following in place of such number:

- A number equal to the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
- If the employee has not been employed for six months, the average number of hours the employee and the employer agreed at the time of hiring that the employee would work each workday. If there is no such agreement, the scheduled number of hours is equal to the average number of hours per workday that the employee was scheduled to work over the entire period of employment, including hours for which the employee took leave of any time.

If an eligible employee elects or is required to use leave available to the employee under the employer's policies, such as vacation or personal leave or paid time off, concurrently with E-FMLA, the employer must pay the employee a full day's pay for that day. However, the employer is capped at taking \$200 a day or \$10,000 in the aggregate in tax credits for E-FMLA.

An employer shall not be required to pay more than \$200 per day and \$10,000 in the aggregate for each employee for paid E-FMLA leave.

The first two weeks of E-FMLA may be unpaid and the employee may substitute Paid Sick Leave at two-thirds the employee's regular rate of pay or accrued paid leave provided by the employer during the first two weeks.

After the first two weeks of leave, E-FMLA is paid at two-thirds the employee's regular rate of pay, up to \$200 per day per employee. Because this period of E-FMLA is not unpaid, the FMLA provision for substitution of the employee's accrued paid leave is inapplicable, and neither the employee nor the employer may require the substitution of paid leave. However, employers and employees may agree to have paid leave supplement any pay under E-FMLA so that the employee receives the full amount of his or her normal pay. For example, an employee and employer may agree to supplement the E-FMLA by substituting one-third hour of accrued vacation leave for each hour of E-FMLA.

Notice: In any case where the necessity for E-FMLA leave is foreseeable, an employee shall provide the School with such notice of leave as is practicable.

Restoration to Position: An employee who takes E-FMLA leave shall be entitled, on return from such leave, (A) to be restored by the employer to the position of employment held by the employee when the leave commenced; or (B) to be restored to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

Please refer to the Employee Handbook for other details relating to FMLA leave, which are incorporated herein by reference to the extent they do not conflict with this E-FMLA policy.

If an FMLA (not E-FMLA) eligible employee has already taken some FMLA leave for FMLA leave reasons during the twelve-month period, the eligible employee may take up to the remaining portion of the twelve workweek leave for E-FMLA. If an FMLA eligible employee has already

taken the full twelve workweeks of FMLA leave during the twelve-month period, the FMLA eligible employee may not take E-FMLA.

2. Emergency Paid Sick Leave (“E-Sick Leave”)

In addition to the School’s Sick Leave policy identified in the Employee Handbook, the School will provide to each employee employed by the School to the extent that the employee is unable to work (or telework) due to a need for leave because of any of the following:

- The employee is subject to a Federal, State or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis. This means the employee is experiencing any of the following symptoms: Fever, dry cough, shortness of breath, or any other COVID-19 symptoms identified by the U.S. Centers for Disease Control and Prevention. This sick leave is limited to time the employee is unable to work because the employee is taking affirmative steps to obtain a medical diagnosis, such as making, waiting for, or attending an appointment for a test for COVID-19;
- The employee is caring for an individual who is subject to an order as described in the first bullet or has been advised as described in the second bullet. Caring for an individual means an employee’s immediate family member, a person who regularly resides in the employee’s home or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined. “Individual” does not include persons with whom the employee has no personal relationship;
- The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions. In this situation, sick leave is only available if no other suitable person is available to care for the son or daughter during the period of leave;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

All employees, regardless of how long the employee has been employed by the School, are eligible for E-Sick Leave.

For full-time employees, the School will grant the employee 80 hours of paid E-Sick Leave. Full-time employees are those that are normally scheduled to work at least 40 hours each workweek.) For part-time employees, a number of hours granted will be equal to the number of hours that such employee works, on average, over a 2-week period.

If the employee’s schedule varies from week to week to such an extent that the employer is unable to determine with certainty the number of hours the employee would have worked if the employee had not taken E-Sick Leave, the employer shall use the following in place of such number:

- If the part time employee has been employed for at least six months, the employee is entitled to up to the number of hours of paid sick leave equal to fourteen times the average number of hours that the employee was scheduled to work each calendar day over the six-month period ending on the date on which the employee takes paid sick leave, including any hours for which the employee took leave of any type.
- For employees employed fewer than six months, the employee is entitled to up to the number of hours of paid sick leave equal to fourteen times the number of hours the employee and the employer agreed to at the time of hiring that the employee would work, on average, each calendar day. If there is no such agreement, the employee is entitled to up to the number of hours of paid sick leave equal to fourteen times the average number of hours per calendar day that the employee was scheduled to work over the entire period of employment, including hours for which the employee took leave of any type.

Unused paid E-Sick Leave does not carry over from 1 year to the next and is not paid out on termination. Once an employee who received paid E-Sick Leave returns to work, the School will not provide the employee any further paid E-Sick Leave.

The School shall not require, as a condition of providing paid E-Sick Leave, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid E-Sick Leave.

Paid E-Sick Leave is calculated based on the employee's required compensation and the number of hours the employee would otherwise be normally scheduled to work, except that an employer shall not be required to pay more than \$511 per day and \$5,110 in the aggregate when an employee uses E-Sick Leave for that employee's own COVID-19 related needs, and \$200 per day and \$2,000 in the aggregate when an employee uses E-Sick Leave for caring for another person's COVID-19 related needs or the employee is experiencing any other substantially similar condition as specified above.

3. Intermittent Leave under E-FMLA or Paid Sick Leave

Subject to the conditions and applicable limits, an employee may take E-FMLA or Paid Sick Leave intermittently only if the employer and employee agree. The employer and employee may memorialize in writing any agreement under this provision, but a clear and mutual understanding between the parties is sufficient.

The ability of an employee to take either of these leaves intermittently while reporting to an employer's worksite depends upon the reason for the leave. If the employer and employee agree, the employee may take up to the entire portion of the leave intermittently to care for the employee's son or daughter whose school or place of care is closed, or child care provider is unavailable, because of reasons related to COVID-19. Under such circumstances, intermittent leave may be taken in any increment of time agreed to by the employer and employee.

An employee may not take Paid Sick Leave intermittently if the leave is taken for the following reasons: 1) the employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2) the employee has been advised by a health care provider to self quarantine due to concerns related to COVID-19; 3) the employee is experiencing symptoms of COVID-19 and

seeking medical diagnosis from a health care provider; 4) the employee is caring for an individual who is subject to 1-3; or the employee has a substantially similar condition as specified by the Secretary of Health and Human Services. Once the Employee begins taking Paid Sick Leave for one or more reasons, the employee must use the permitted days of leave consecutively until the employee no longer has a qualifying reason to take Paid Sick Leave.

If an employer directs or allows an employee to telework, or the employee normally works from home, the employer and employee may agree that the employee may take Paid Sick Leave for any qualifying reason or E-FMLA intermittently, and in any agreed increment of time (but only when the employee is unavailable to telework because of a COVID-19 related reason).

If an employee takes Paid Sick Leave or E-FMLA intermittently as the employee and employer have agreed, only the amount of leave actually taken may be counted toward the employee's leave entitlements. For example, an employee who normally works forty hours in a workweek only takes three hours of leave each work day has only taken fifteen hours of the employee's Paid Sick Leave or 37.5% of a workweek of the employee's E-FMLA.



Board Training Plan Options

School	Date(s)	In-Person or Virtual	Brown Act (Option 1-4)	Planned Topics in Addition to the Brown Act
Monarch River		In-Person		

TRAINING

I. Required Training

Brown Act

Option 1 - Charter School Development Center (Asynchronous)

A series of short instructional videos that discuss in-depth the Ralph M. Brown Act. This online training opportunity is a self-paced instructional tutorial that can be done individually at home or viewed as part of a collective board training.

Option 2 - California Special Districts Association (Asynchronous)

We Should See You- Brown Act Compliance

On-Demand Webinar

Description: This webinar will provide education for public officials and employees at all levels about the legal requirements and procedures to ensure public business is conducted in full compliance with California's transparency laws. Attendees will learn the Brown Act's requirements concerning agendas, meeting procedures, public participation and permissible closed session exceptions. Attendees will also learn about potential pitfalls that may lead to inadvertent violations as a result of the use of email, text messaging and social media as well as emerging issues and legislative updates.

Cost: \$85

+



Board Training Plan Options

Brown Act Compliance During a Pandemic

[On Demand Webinar](#)

Description: Learn how to conduct an open and public meeting at a time when public health officials are recommending or requiring cancellation of public assemblies and social distancing. Find out how the Governor's Executive Order N-25-20 temporarily suspends certain Brown Act provisions to allow special districts to make meetings accessible electronically. In this webinar, Alexandra Barnhill, an experienced municipal lawyer and General Counsel for several special districts, will walk you through what an agency can and cannot do under the revised laws. She will discuss complex questions about maintaining attorney/client privilege in closed sessions and recommend best practices to achieve transparency in these uncertain times.

Cost: \$85

Option 3 - HANSBERGER & KLEIN School Law (Asynchronous)

[Online Course](#)

This course covers the following topics:

1. Purpose and Scope of the Act
2. Definition of Meetings
3. Notice and Agenda Requirements for Meetings
4. Rights of the Public
5. Permissible Closed Sessions
6. Penalties and Remedies for Violations of the Act

Cost: \$24.99 (must be completed in 30 days)

Option 4 - Private Legal Counsel/Consultant (Live Training)

Hire a legal expert like lawyer, Jennifer McQuarrie, to lead a Brown Act Training Session.

Cost: Hourly Rate



Board Training Plan Options

II. Optional + Recommended

1. Financial Training - Charter Impact
2. Legislative - Authorizer, Legal, Lobbyist, or School Team Member

III. Other Optional Topics

CSDC Asynchronous Trainings

Online, self-paced videos and quizzes that allow charter school board members to learn at their own pace

MODULE 1

On Being a Board Member

This module covers all the basics, from the best practices in board member on-boarding to a basic understanding of the “power” a governing board has in charter school leadership.

MODULE 2

Speaking the Language

The education community speaks its own language and often talks in acronyms. This module provides a basic translation for the most commonly used education vernacular.

MODULE 3

Laws, Lobbying, and the Legislature

Charter schools were created by the California Legislature and are subject to new laws and changes every year. In this module, board members will gain an understanding of the role of the Legislature in governing charter schools and of how charter leaders play a part in impacting the Legislature.

MODULE 4

Governing Board Roles and Responsibilities

A difficult part of governing a charter school can be understanding the difference between governance and management. This module walks board members through traditional divisions of duties and clarifies some best practices.



Board Training Plan Options

MODULE 5

Human Resources

The majority of a charter school's budget is spent on personnel costs – both salary and benefits. Governing board members need to have a basic understanding of issues like PERS, STRS, and labor negotiations in order to make educated decisions. This module provides a framework for those discussions.

MODULE 6

California Charter Basic

Have you ever wondered how California charter schools came to be? This module gives a basic understanding of the past 25 years of charter school history and asks some important questions about the future of chartered schools in California.

California Special Districts Association

What Every Board Member Should Know [On-Demand Webinar](#)

Being a Board member and representing the public is an obligation that most individuals never hold. It is clearly necessary that the multi-faceted responsibilities and expectations of a Board member be well understood. This class outlines the basic responsibilities of a Board member for the candidate, the newly elected, or the experienced sitting Board members.

**REVISED NONPROFIT CONFLICT OF INTEREST POLICY
OF
MONARCH RIVER ACADEMY**

**Article I
Purpose**

Section 1.1. This Conflict of Interest Policy (this "Policy") has been adopted and approved by the Board of Directors of Monarch River Academy (the "Corporation") for the purposes of (1) protecting the Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Interested Person (as defined hereinafter) or might result in a possible excess benefit transaction; and (2) establishing policies and procedures to be adhered to and implemented by the Corporation whenever it is contemplating entering into such transactions or arrangements, and whenever determining appropriate levels of compensation, direct and indirect, including benefits and perquisites for any Interested Person. The Corporation and each director, officer, member of a committee with Board-delegated powers, and key employee intends to comply with this Policy in such a manner so as to avoid any "excess benefit transaction" that would be subject to intermediate sanctions and excise taxes under section 4958 of the Internal Revenue Code of 1986, as amended (the "Code"). This Policy also is intended to supplement, but not replace, any applicable federal or state laws governing conflicts of interest applicable to nonprofit and charitable corporations, and the Corporation shall comply with the requirements of each such federal or state law in addition to the requirements of this Policy.

Section 1.2. The Corporation is a nonprofit corporation duly organized and existing under the laws of the state of California, which has been recognized by the Internal Revenue Service as exempt from income tax under section 501(c)(3) of the Code, and as such is organized and operated exclusively for charitable, educational, and scientific purposes, not for pecuniary profit, and no part of the net earnings of the Corporation shall inure to the benefit of any person or non-exempt entity.

**Article II
Definitions**

Section 2.1. Interested Person

Any director, officer, member of a committee with Board-delegated powers, or key employee, as defined below, who has a direct or indirect financial interest, as defined below, is an interested person ("Interested Person").

Section 2.2. Financial Interest

A person has a "financial interest" if the person has, directly or indirectly, through business, investment or family, any of the following:

- a. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
- b. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
- c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

“Compensation” includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial, benefits, perquisites, reimbursements for personal expenses, or entitlements relating to personal uses of property or service rights of the Corporation.

A financial interest is not necessarily a conflict of interest. Under Section 3.2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 2.3. Key Employee

A person is a “key employee” if he or she meets the three tests set forth for that term in the Glossary to the Instructions to Form 990 Return of Organization Exempt from Income Tax. Those tests generally provide that a key employee is an employee who has (i) reportable compensation from the Corporation and all related organizations, for the calendar year, in excess of \$150,000; (ii) responsibilities similar to officers and directors or manages a discrete segment of the Corporation that represents at least 10% of its activities, assets, income, expenses, or capital budget; and (iii) is one of the 20 employees with the highest reportable compensation from the organization and related organizations for the calendar year.

Article III Conflict Procedures

Section 3.1. Duty to Disclose

In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of his or her financial interest and all material facts to the Board of Directors of the Corporation (the “Board”) or to any special committees with Board-delegated powers (e.g., conflicts or compensation committees) considering the proposed transaction or arrangement.

Section 3.2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the Interested Person, he/she shall excuse himself/herself from the Board or committee meeting while the determination of whether a conflict of interest exists is discussed and voted

upon. The remaining Board or committee members shall determine whether a conflict of interest exists.

Section 3.3. Procedures for Addressing the Conflict of Interest

a. An Interested Person may make a presentation at the Board or committee meeting, but after such presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the possible conflict of interest.

b. The Board or the committee shall undertake, or appoint a disinterested person or committee to undertake, an appropriate due diligence investigation, including an analysis of all material facts related to the possible conflict of interest, collection of data on comparable arrangements or transactions, and the development and investigation of alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the Board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and charitable, educational, and scientific purposes and whether the transaction is fair and reasonable to the Corporation, and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determinations.

e. Compliance with California Corporations Code section 5233 regarding self-dealing transactions in applicable circumstances shall constitute compliance with the requirements of this policy.

Section 3.4. Violations of the Conflict of Interest Policy

a. If the Board or committee has reasonable cause to believe that a director, officer, or key employee has failed to disclose an actual or possible conflict of interest, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.

b. After hearing the response of such person and making such further investigation as may be warranted under the circumstances, if the Board or committee determines that the director, officer, or key employee is an Interested Person and has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action. Prompt corrective action must be required in order to avoid the second-tier penalty tax under section 4958 of the Code and other additional liability and must include full restitution to the Corporation.

Article IV Records of Proceedings

Section 4.1. The minutes of the Board and any special committee with Board-delegated powers shall contain the following:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the decision of the Board or committee as to whether a conflict of interest exists.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Article V Compensation Procedures

Section 5.1. No Interested Person shall vote on any matter relating to his or her compensation, irrespective of whether said compensation is received directly or indirectly from the Corporation. No Interested Person, however, is prohibited from providing information to the Board or a committee regarding compensation, including factual data on comparable compensation for comparable services or the reasonableness of the proposed compensation.

Section 5.2. The Corporation shall endeavor to ensure that all compensation arrangements affecting Interested Persons are objectively reasonable, based on the relevant market for persons of comparable skills, training, education and experience and performing similar duties for comparable organizations under similar conditions and circumstances. The Corporation shall consider and give due weight to studies published by third parties regarding rates of compensation whenever and, to the extent that, such studies are reliable, comparable and available.

Article VI Annual Statements

Section 6.1. Each director, officer, member of a committee with Board-delegated powers, and key employee shall annually sign a statement which affirms that such person:

- a. has received a copy of this Policy of the Corporation,
- b. has read and understands this Policy,
- c. has agreed to comply with this Policy, and

d. understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its stated charitable, educational, and scientific purposes and do not result in private inurement or unreasonable or excessive economic benefit to private individuals or entities.

Article VII

Periodic Reviews

Section 7.1. To ensure that the Corporation operates in a manner consistent with its charitable, educational, and scientific purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, the Corporation shall conduct periodic reviews of its compensation arrangements and any other transactions or arrangements that may provide a financial interest to any Interested Person. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements are reasonable,
- b. Whether transactions of the Corporation result in private inurement or impermissible private benefit,
- c. Whether transactions and arrangements with third parties conform to written policies, including this Policy, are properly recorded, reflect reasonable payments for goods and services, further the Corporation's charitable, educational, and scientific purposes, and do not result in private inurement or impermissible private benefit, and
- d. Whether the Corporation's expense reimbursement procedures are adequate in terms of required documentation, whether persons seeking reimbursement are complying with these procedures, and whether such expenses relate to furthering the Corporation's charitable, educational, and scientific purposes and do not result in private inurement or impermissible private benefit.

Article VIII

Use of Outside Experts

Section 8.1. In determining whether a conflict of interest exists, determining compensation or conducting the periodic reviews required by this Policy, the Corporation may, but need not, use outside advisors and consultants. If outside experts are used, their use shall be documented, but shall not relieve the Board of its responsibility for ensuring that periodic reviews are conducted in accordance with this Policy.

Article IX

California Government Code section 1090

Section 9.1. To the extent required by law, the Corporation shall comply with Article 4 (commencing with section 1090) of Chapter 1 of Division 4 of Title 1 of the California Government Code as applicable and with regard to its charter school operations.

Article X

Section 10.1. This policy shall supersede the prior conflict of interest policy adopted by the Corporation, but shall supplement any Conflict of Interest Code adopted by the Corporation in compliance with the Political Reform Act of 1974 (Title 9 (commencing with section 81000) of the California Government Code).

Adopted by the Board of Directors of Monarch River Academy, on August 24th 2020, effective immediately.

AGREEMENT TO COMPLY
WITH
CONFLICT OF INTEREST POLICY

I, a director, officer, member of a committee with Board-delegated powers, or key employee, hereby state that I have received a copy of the Conflict of Interest Policy of Monarch River Academy, have read it and understand it, and hereby agree to comply with this Policy. I understand that I will engage only in activities to further the charitable, educational, and scientific purposes of this Corporation, which will not result in private inurement, unreasonable private benefit, or acts of self-dealing.

Signature: _____

Print name: _____

Date: _____



Independent Study Policy

Monarch River Academy may offer independent study to meet the educational needs of pupils enrolled in the charter school. Independent study is an alternative education designed to teach knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully.

The purpose of the Monarch River Academy Governing Board approving this Independent Study Policy is to accomplish the following:

1. Establish the Time in Which an Assignment Must Be Completed
2. Establish the Procedure for Placement Determination
3. Outline What Must Be Included in a Current Written Agreement
4. Outline How Average Daily Attendance Will Be Calculated
5. Establish Compliance with the Education Code
6. Establish the Implementation of the Independent Study Policy

- 1. Time in Which an Assignment Must Be Completed:** For pupils in all grade levels offered by the School, the maximum length of time that may elapse between the time an assignment is made the date by which the pupil must complete the assigned work shall be twenty (20) school days.
- 2. Placement Determination:** A pupil may miss two (2) assignments during any period of twenty (20) school days before an evaluation is conducted to determine whether it is in the best interest of the pupil to remain in independent study. Therefore, whether any pupil fails to complete two (2) assignments during any period of twenty (20) school days, the Director of Academic Program or his or her designee shall conduct an evaluation to determine whether it is in the best interest of the pupil to remain in independent study. A writing record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.
- 3. Current Written Agreement:** A current written agreement shall be on file for each independent study pupil, including but not limited to, all of the following:
 - The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.
 - The objectives and methods of study for the pupil's work, and the methods utilized, to evaluate that work.

- The specific resources, including materials and personnel, which will be made available to the pupil.
- A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study.
- The duration of the independent study agreement, including beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
- A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
- The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
- Each written agreement shall be signed prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, if the pupil is under 18 years of age, the certificated employee who has been designated as having responsibility or the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code. **An electronic signature will be acceptable only if using software or another method that allows for authentication of the signature. For instance, the program must require the use of a user's unique user name and password, there must be security precautions regarding transmission of the user's unique user name and password and each electronic signature must be accompanied by an accurate date and time stamp, along with the IP address of the device the person used to sign the document.**

4. Average Daily Attendance: It is the policy of this Board that each student is, at a minimum, expected to accomplish the following in order for the student to be counted as present/attending for Average Daily Attendance (ADA) purposes:

- Students will initial "Monthly Independent Study Log" on the school days where they have completed school work Monday through Fridays that are not school holidays. Parents/guardians will sign the monthly log under the following statement: "By signing this log, I verify that my student completed school work on these days."

5. Compliance with the Education Code: The Charter School shall comply with the Education Code Sections 51745 through 51749.3 and the provision of the Charter School's Act and the State Board of Education regulation adopted there under.

6. Implementation of Independent Study Policy: The Directors shall establish regulations to implement these policies in accordance with the law.



Intervention Specialist

Job Summary:

The Student Support Intervention Specialist serves as a specialist for the school by coordinating and leading specific subject intervention. The Specialist works with the Homeschool Teacher (HST), parents, students and all other academic staff that support students. This may include staff from the Special Education team. The Specialist will hold Intervention (Tier 2 and Tier 3) meetings either in-person or virtually. Additionally, the Specialist will document and follow up with SST and 504 meetings and communicate with parents, teachers, staff regarding progress or further assessments needed. The Specialist may also assist general education teachers with the selection of appropriate curricula and the development and implementation of appropriate strategies. The Specialist will follow the regulations associated with 504's and ensure accommodations are being met. The Intervention Specialist will be compensated with a stipend of \$10,000 with a student roster of 28 and be allowed to carry up to 35 students.

Duties and Responsibilities:

- Collaborate within the Department to create academic and social-emotional/behavioral intervention strategies, tools and curriculum and provide feedback to the team.
- Facilitate, document Intervention communications and follow up with SST/504 Meetings
- Communicate with parents, teachers, staff regarding progress, further assessments needed, etc.
- Establish, facilitate and maintain a system for providing tier 1, 2 and tier 3 virtual instruction
- Collaborate with school staff and parents to coordinate effective learning strategies/accommodations for students.
- Participate in professional growth activities.
- May travel to HST regional team meetings and present intervention and contribute in teacher meetings.
- Other duties as assigned.