

EXCEL ACADEMY CHARTER SCHOOLS

Regular Meeting of the Board of Directors

Agenda

Thursday, July 9, 2020
Regular Meeting Begins at 2:30 p.m.



1185 Calle Dulce, Chula Vista, CA 91910
39251 Camino Las Hoyas, Indio, CA 92203
16222 Quail Rock Road, Ramona, CA 92065
1160 Cuyamaca Avenue, Chula Vista, CA 91911

Excel Academy Charter Schools
1 Technology Drive, Bldg. I, Suite 811, Irvine, CA 92618

Zoom Meeting Information

Dial In: 1-669-900-9128

Meeting ID: 922 7994 5057

Join URL: <https://zoom.us/j/92279945057>

MISSION STATEMENT

Excel Academy Charter Schools will harness the power of a flexible learning environment and modern educational technology to serve learners with diverse backgrounds and goals who seek an education alternative that stimulates and supports independent learning. Through the power and flexibility of its standards-based online curriculum, combined with superior individualized support, Excel Academy Charter Schools will provide an inspirational learning environment with enriched, rigorous academics and high standards to empower students to become self-motivated and competent lifelong learners who will make a positive impact in their communities.

Our mission is to create a diverse and individualized learning environment that supports every student and strengthens relations between families, programs, authorizers and the community. With a strong foundation of award-winning educator experience, we provide organizational and professional support to charter programs so that they can focus on creating customizable learning for any student.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Excel Academy Charter Schools at 760-494-9646.

1. CALL TO ORDER AND ROLL CALL

Time _____ p.m.

1.1. Roll Call

William Hall	President
Michael Humphrey	Vice President
Susan Houle	Clerk
Steve Fraire	Member

2. APPROVE/ADOPT AGENDA

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board Meeting of July 9, 2020.

Roll Call Vote:

William Hall
Michael Humphrey
Susan Houle
Steve Fraire

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

3. PUBLIC COMMENT - CLOSED SESSION

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under section 8.0 Public Comments at Board Meetings.

4. ADJOURN TO CLOSED SESSION

Time: _____

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 5.0.

5. CLOSED SESSION

Conference with Legal Counsel regarding Potential Litigation:

There is significant exposure to litigation against the Agency pursuant to Government Code Section 54956.9(d)(2)

a. 1 Matter

6. RECONVENE REGULAR MEETING

Time: _____

7. PLEDGE OF ALLEGIANCE

Led by: _____

8. PUBLIC COMMENTS/RECOGNITION/REPORTS

Please submit a Request to Speak to the Board of Directors using the chat feature on the right hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written statement and an administrator will provide answers at a later date.

9. CORRESPONDENCE/PROPOSALS/REPORTS

9.1. Implications of AB77 and SB98 on School Budget

9.2. DMS Business Services Annual Evaluation Tool

10. CONSENT CALENDAR

Items listed under Consent Calendar are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Calendar upon the request of any member of the Board, discussed, and acted upon separately.

Consent Calendar - Board Meeting Minutes

10.1. Minutes of the Regular Board Meeting that was held on June 11, 2020

10.2. Minutes of the Regular Board Meeting that was held on June 18, 2020

Consent Calendar - Business/Financial Services

10.3. Check Register - June 2020

Consent Calendar - Education/Student Services

10.4. Approval of 2020-2021 English Learner Master Plan - Excel Academy Charter Schools (Helendale) #2073 and (Warner) #2053

Consent Calendar - Personnel Services

10.5. Approval of Certificated Personnel Report

Roll Call Vote:

William Hall

Michael Humphrey

Susan Houle

Steve Fraire

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

11. BUSINESS/FINANCIAL SERVICES

11.1a.(Action) Approval of Resolution Accepting Membership in The Collaborative Charter Services Organization (CSO)

It is recommended the Board approve the resolution accepting membership in The Collaborative Charter Services Organization (CSO), July 1, 2020 through June 30, 2021.

11.1b. The Collaborative CSO Administrative Support Services Agreement with Member Charter Schools.

11.1c. Attachment A: List of Services

11.1d. Attachment B: Service Fee Structure

Fiscal Impact: Excel Academy Charter School (Warner #2053) \$606,252.50;
Excel Academy Charter School (Helendale #2073) \$259,822.50

Roll Call Vote:

William Hall

Michael Humphrey

Susan Houle

Steve Fraire

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

12. PERSONNEL SERVICES

12.1. (Action) Approval of Lease Agreement for Kurt Madden, Chief Executive Officer, and Lori Hath, Executive Assistant

It is recommended that the Board approve the Lease Agreement effective July 1, 2020 through June 30, 2022.

Fiscal Impact: Excel Academy Charter School (Warner #2053) \$64,749.43;
Excel Academy Charter School (Helendale #2073) \$27,749.75

Roll Call Vote:

William Hall

Michael Humphrey

Susan Houle

Steve Fraire

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

13. POLICY DEVELOPMENT

13.1. (Action) Approval of Board Policies

It is recommended the Board approve the proposed policies. These policies will replace the current policies and will allow the Board to address any related complaints or issues that may be raised in the school/work environment.

Community Relations

1020-EA School-Sponsored Field Trip Policy (*Revised*)

Student Services

5010-EA Educational Records and Student Information Policy (*Revised*)

5015-EA Title IX, harassment, Intimidation, Discrimination, and Bullying Policy

5020-EA Comprehensive Self-Harm/Suicide Prevention Policy (*Revised*)

5030-EA Immunization Policy

5035-EA Student Freedom of Speech and Expression Policy

5045-EA Acceptable Use Policy

5110-EA Cell Phones, Smartphones, Pagers & Other Electronic Signaling
Devices Policy (*New*)

Instruction

6010-EA Independent Study Policy

6015-EA Comprehensive Sexual Health Education Policy

6020-EA Education for Homeless Children and Youth Policy

6025-EA Section 504 Policy

6030-EA Education for Foster and Mobile Youth Policy (*Revised*)

6035-EA Mathematics Placement Policy

6060-EA Special Education Assessment Request Policy (*New*)

6065-EA Special Education Pin Process for Missed Services Policy

6070-EA Independent Education Evaluation Policy

6075-EA Special Education Certificate of Completion Policy

Roll Call Vote:

William Hall

Michael Humphrey

Susan Houle

Steve Fraire

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

14. CALENDAR

The next scheduled meeting will be held virtually on August 13, 2020.

15. BOARD COMMENTS

16. CEO COMMENTS

17. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at _____ p.m.

Roll Call Vote:

William Hall

Michael Humphrey

Susan Houle

Steve Fraire

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

FOR MORE INFORMATION

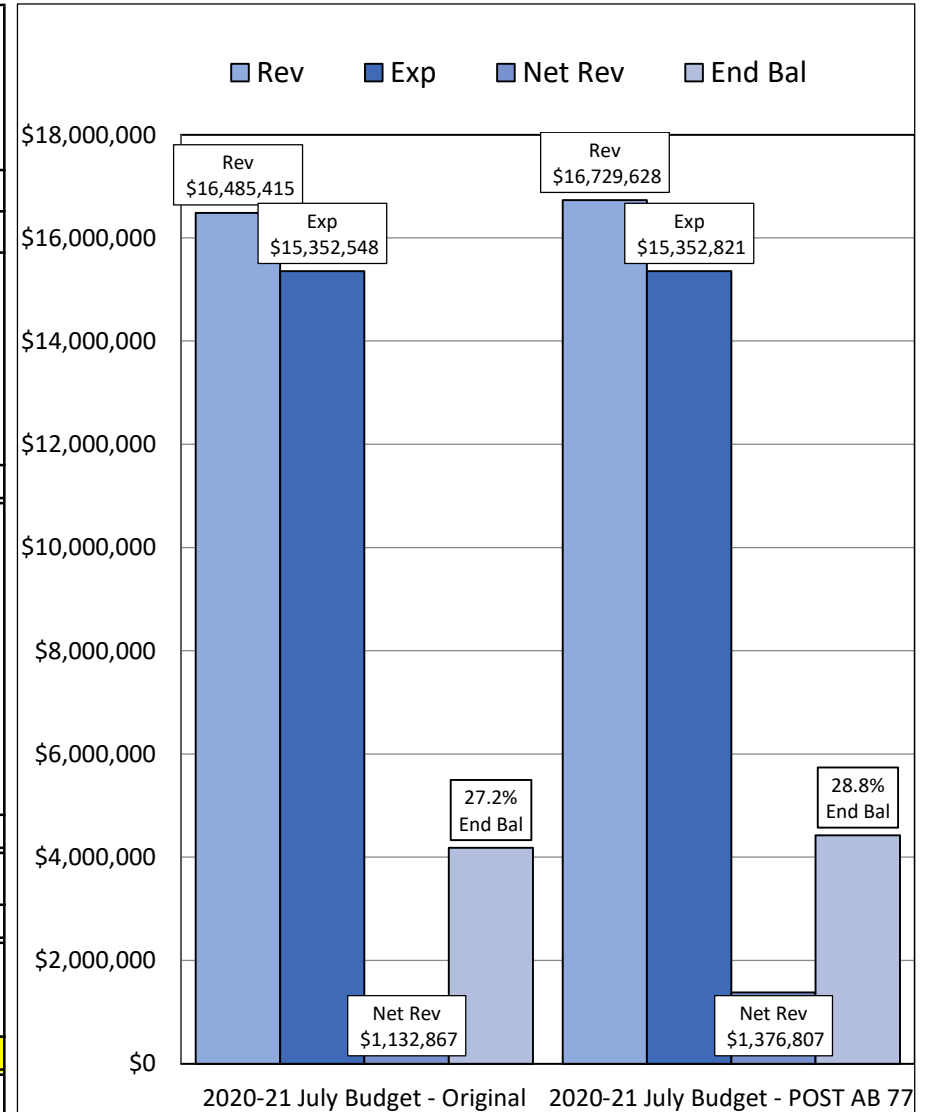
For more information concerning this agenda, please contact

Excel Academy Charter Schools

Telephone, 760-494-9646

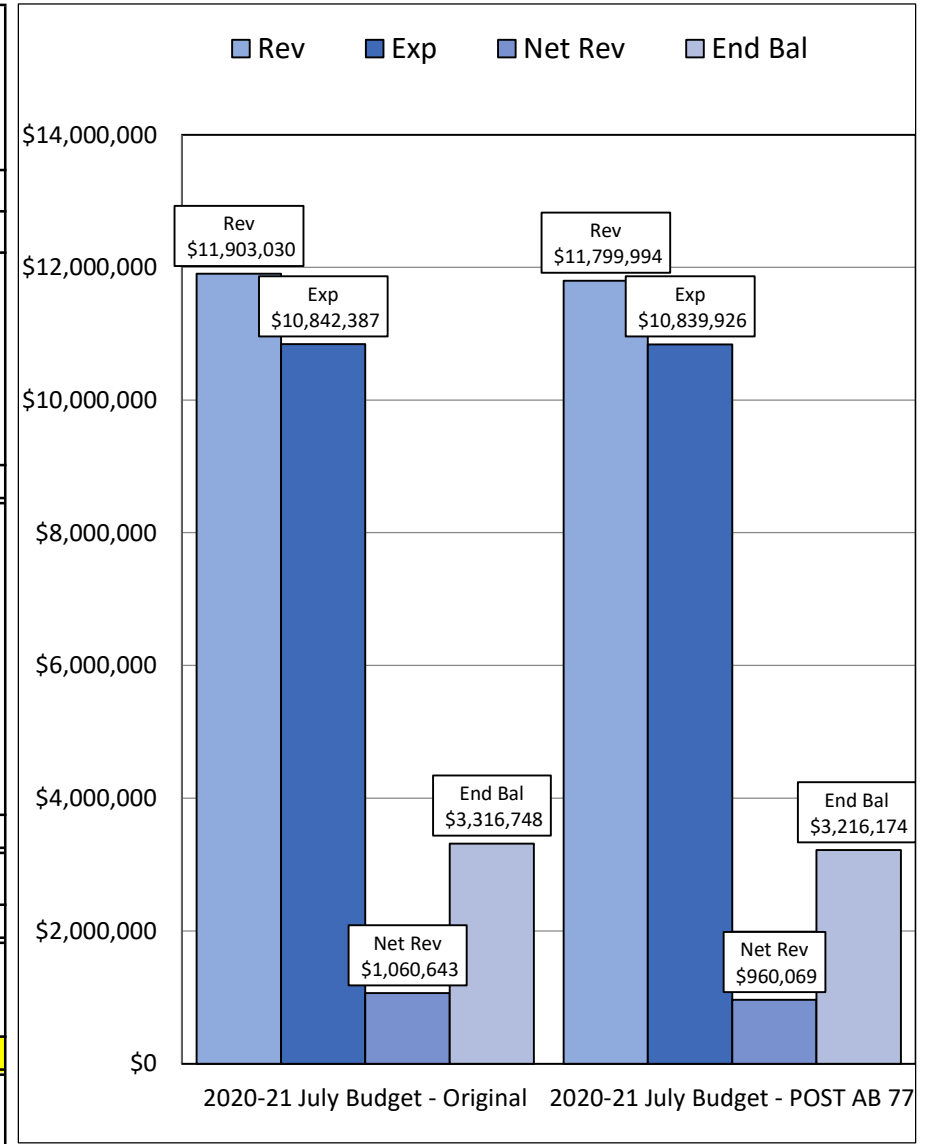
Excel Academy Charter Schools
2020-21 July Budget
BUDGET SUMMARY (SHOWING AB 77 IMPACT)

	2020-21 July Budget - Original	2020-21 July Budget - POST AB 77	Change
Projected Enrollment:	1,715	1,715	-
Projected P-2 ADA:	1,629.00	1,504.95	(124.05)
Revenues:			
General Purpose Entitlement	\$ 13,462,533	\$ 13,504,135	\$ 41,602
Federal Revenue	1,549,351	1,751,962	202,611
Other State Revenue	1,468,531	1,468,531	-
Other Local Revenue	5,000	5,000	-
TTL Revenues	\$ 16,485,415	\$ 16,729,628	\$ 244,213
Expenditures:			
Certificated Salaries	\$ 6,776,869	\$ 6,776,869	\$ -
Non-Certificated Salaries	684,805	684,805	-
Benefits	2,370,290	2,370,290	-
Books/Supplies/Materials	1,144,556	1,144,556	-
Services/Operations	4,376,027	4,376,301	273
Capital Outlay	-	-	-
Other Outgo	-	-	-
TTL Expenditures	\$ 15,352,548	\$ 15,352,821	\$ 273
Net Revenues	\$ 1,132,867	\$ 1,376,807	\$ 243,940
Beginning Balance July 1	\$ 3,044,977	\$ 3,044,977	
Ending Balance June 30	\$ 4,177,844	\$ 4,421,784	243,940
Ending Balance as % of Exp.:	27.2%	28.8%	



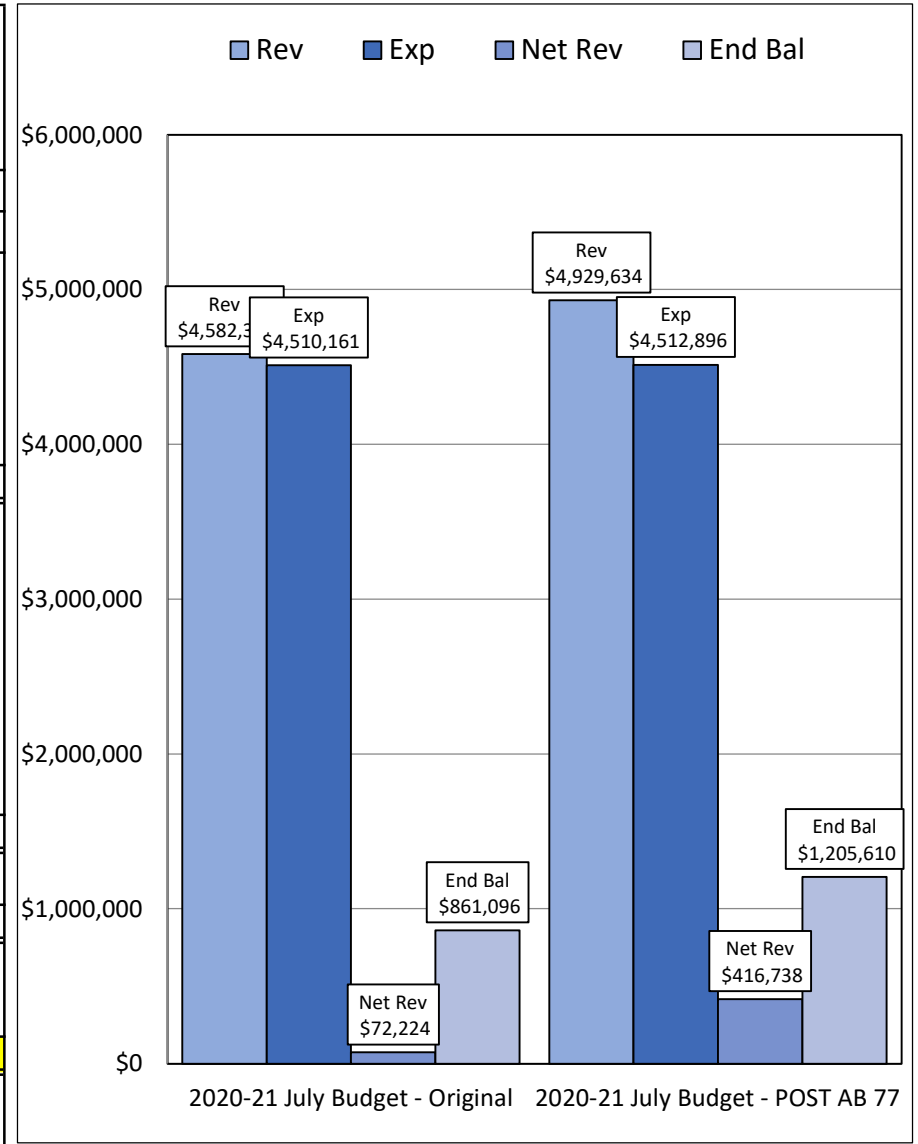
Excel Academy - Warner
2020-21 July Budget
BUDGET SUMMARY (SHOWING AB 77 IMPACT)

	2020-21 July Budget - Original	2020-21 July Budget - POST AB 77	Change
Projected Enrollment:	1,250	1,250	-
Projected P-2 ADA:	1,187.26	1,066.28	(120.98)
Revenues:			
General Purpose Entitlement	\$ 9,744,695	\$ 9,498,534	\$ (246,161)
Federal Revenue	1,094,431	1,237,556	143,125
Other State Revenue	1,058,905	1,058,905	-
Other Local Revenue	5,000	5,000	-
TTL Revenues	\$ 11,903,030	\$ 11,799,994	\$ (103,036)
Expenditures:			
Certificated Salaries	\$ 4,835,069	\$ 4,835,069	\$ -
Non-Certificated Salaries	485,863	485,863	-
Benefits	1,685,477	1,685,477	-
Books/Supplies/Materials	711,294	711,294	-
Services/Operations	3,124,684	3,122,223	(2,462)
Capital Outlay	-	-	-
Other Outgo	-	-	-
TTL Expenditures	\$ 10,842,387	\$ 10,839,926	\$ (2,462)
Net Revenues	\$ 1,060,643	\$ 960,069	\$ (100,574)
Beginning Balance July 1	\$ 2,256,105	\$ 2,256,105	
Ending Balance June 30	\$ 3,316,748	\$ 3,216,174	(100,574)
Ending Balance as % of Exp.:	30.6%	29.7%	



Excel Academy - Helendale
2020-21 July Budget
BUDGET SUMMARY (SHOWING AB 77 IMPACT)

	2020-21 July Budget - Original	2020-21 July Budget - POST AB 77	Change
Projected Enrollment:	465	465	-
Projected P-2 ADA:	441.74	438.67	(3.07)
Revenues:			
General Purpose Entitlement	\$ 3,717,838	\$ 4,005,601	\$ 287,763
Federal Revenue	454,921	514,407	59,486
Other State Revenue	409,626	409,626	-
Other Local Revenue	-	-	-
TTL Revenues	\$ 4,582,385	\$ 4,929,634	\$ 347,249
Expenditures:			
Certificated Salaries	\$ 1,941,800	\$ 1,941,800	\$ -
Non-Certificated Salaries	198,942	198,942	-
Benefits	684,813	684,813	-
Books/Supplies/Materials	433,263	433,263	-
Services/Operations	1,251,343	1,254,078	2,735
Capital Outlay	-	-	-
Other Outgo	-	-	-
TTL Expenditures	\$ 4,510,161	\$ 4,512,896	\$ 2,735
Net Revenues	\$ 72,224	\$ 416,738	\$ 344,514
Beginning Balance July 1	\$ 788,872	\$ 788,872	
Ending Balance June 30	\$ 861,096	\$ 1,205,610	344,514
Ending Balance as % of Exp.:	19.1%	26.7%	





Charter School

DMS Business
Services

Annual Evaluation

YEAR ENDING:

JUNE 30, 2020

Overview

This Annual Evaluation is designed to summarize information provided by the charter school team and DMS team. Each team will complete the evaluation separately. Information gathered will then be compiled for analysis noting areas of success and areas in need of improvement. The summary will lead to action plans to improve upon areas of need through open collaboration between the teams.

This Evaluation is divided into five sections, each addressing a particular area of DMS services:

1. **Finance:** Maintaining the accounting records of the organization
2. **Accounts Payable:** Processing of vendor payments
3. **Retirement Reporting:** Filing and processing of STRS/PERS
4. **Compliance & Reporting:** Fiscal reporting to authorizers & others
5. **Special Projects:** How DMS has assisted in other areas

1. Finance

A core function of DMS is maintaining the accounting records (i.e. “the books”) of the organization. This involves:

- (a) accurate internal maintenance of the accounting records at DMS;
- (b) successfully communicating critical financial information and projections to school management and the board so they can make informed decisions; and
- (c) providing all necessary financial information to auditors and other reviewers to allow for a smooth and problem-free audit process.

Area	Description	SCORE*	Notes
Transparency	Is the School’s financial information presented in a clear and understandable way so that stakeholders can make informed decisions (budgets, etc.)?		
Accuracy / Controls	Is available financial information accurate and reasonably free of errors? Is a strong control process in place to minimize errors, and if errors are found, establishes additional controls to avoid such errors in future?		
Completeness	Is all financial information fully maintained and up to date within the DMS accounting system, or if gaps remain, these are known and a plan is in place to remedy this?		
Timeliness	Is financial information provided in a timely manner and allowing sufficient time for School to review and analyze?		
Audit Process	Is all information provided to auditors in a complete, accurate and timely manner to allow for clean audits?		
OVERALL FINANCE SCORE:			

Score 1 to 5, where: 5=exceeds expectations, 3=meets expectations, 1=does not yet meet expectations, or “N/A” if not applicable

2. Accounts Payable

A core function of DMS is maintaining the accounting records (i.e. “the books”) of the organization. This involves:

- (a) accurate internal maintenance of the Vendor payment records at DMS;
- (b) successfully communicating critical vendor payments to school management and the board so they can make informed decisions; and
- (c) providing all necessary financial information to auditors and other reviewers to allow for a smooth and problem-free audit process.

Area	Description	SCORE*	Notes
Transparency	Is the School’s Accounts Payable work presented in a clear and understandable way so that office personnel can make informed decisions?		
Accuracy / Controls	Are weekly AP batches accurate and reasonably free of errors? Is a strong control process in place to minimize errors, and if errors are found, establishes additional controls to avoid such errors in future		
Completeness	Are all DMS payment (AP checks) information fully maintained and up to date within the DMS accounting system, or if gaps remain, these are known and a plan in place to remedy this?		
Timeliness	Are all AP batches paid in a timely manner and allowing sufficient time for School to review and analyze?		
Audit Process	Is all information provided to auditors in a complete, accurate and timely manner to allow for clean audits?		
OVERALL FINANCE SCORE:			

Score 1 to 5, where: 5=exceeds expectations, 3=meets expectations, 1=does not yet meet expectations, or “N/A” if not applicable

3. Retirement Reporting

A core function of DMS is to prepare reports required for CalSTRS and CalPERS contribution calculations and payments. This involves:

- (a) successfully compile payroll data and backup documentation as needed into the appropriate monthly county report(s);
- (b) coordinate payment for each report through the central office;
- (c) submit retirement reports and backup documentation per county guidelines to allow for a smooth and problem-free monthly report.

Area	Description	SCORE*	Notes
Transparency	Is the School's final monthly retirement information available and presented in a clear and understandable way?		
Accuracy / Controls	Are monthly retirement reports and information accurate and reasonably free of errors? Is a strong control process in place to minimize errors, and if errors are found, establishes additional controls to avoid such errors in future?		
Completeness	Are reports complete and not requiring additional information to be added?		
Timeliness	Are retirement reports and information provided in a timely manner and allowing sufficient time for School to review and analyze?		
Audit Process	Is all information provided to auditors in a complete, accurate and timely manner to allow for clean audits?		
OVERALL RETIREMENT SCORE:			

Score 1 to 5, where: 5=exceeds expectations, 3=meets expectations, 1=does not yet meet expectations, or "N/A" if not applicable

4. Compliance and Reporting

A core function of DMS is maintaining financial compliance and reporting as required by the CDE and local authorizers. This involves:

- (a) up to date knowledge of current charter and CDE requirements;
- (b) successfully communicating critical deadlines and requirements to school management and the board so they can maintain compliance; and
- (c) providing all necessary financial information to the appropriate agencies for compliance.

Area	Description	SCORE*	Notes
Transparency	Are reports presented in a clear, professional manner for stakeholders to approve?		
Accuracy / Controls	Are the reports accurate and reasonably free of errors? Are controls in place to maintain the mission of the school through the various compliance reports?		
Completeness	Are all compliance reports being submitted as needed by the CDE or Authorizers?		
Timeliness	Are the compliance reports provided in a timely manner allowing sufficient time for School to review and analyze?		
Audit Process	Is all information provided to auditors in a complete, accurate and timely manner to allow for clean audits?		
OVERALL FINANCE SCORE:			

Score 1 to 5, where: 5=exceeds expectations, 3=meets expectations, 1=does not yet meet expectations, or “N/A” if not applicable

5. Special Projects

A core function of DMS is assisting with financially driven special projects unique to the school's needs. This involves:

- (a) clear communication and collaboration with the school;
- (b) Successfully understanding the needs of the school through the special project; and
- (c) providing all necessary financial information, reporting, etc. appropriate.

Area	Description	SCORE*	Notes
Transparency	Are the special projects completed through the appropriate collaboration? Are they presented in a clear, professional manner for stakeholders to approve?		
Accuracy / Controls	Are the projects accurate and reasonably free of errors? Are controls followed to ensure accuracy in the data needed to complete the special projects?		
Completeness	Are the special projects thoroughly completed to the expectations of the school?		
Timeliness	Are the special projects completed in the agreed upon time frame?		
Audit Process	If applicable, is all information provided to auditors in a complete, accurate and timely manner to allow for clean audits?		
OVERALL FINANCE SCORE:			

Score 1 to 5, where: 5=exceeds expectations, 3=meets expectations, 1=does not yet meet expectations, or "N/A" if not applicable

Community Collaborative Charter School Regular Meeting of the Board of Directors

Minutes

Thursday, June 11, 2020
Regular Meeting Begins at 9:30 a.m.



1185 Calle Dulce, Chula Vista, CA 91910 619-417-7730
39251 Camino Las Hoyas, Indio, CA 92203 619-733-8615
16222 Quail Rock Road, Ramona, CA 92065 760-300-5966
1160 Cuyamaca Avenue, Chula Vista, CA 91911 619-933-6176

Excel Academy Charter School
1 Technology Drive, Bldg. I, Suite 811, Irvine, CA 92618

Acton-Agua Dulce Unified School District
32248 Crown Valley Road, Acton, CA 93510

Zoom Meeting Information

Dial In: 1-669-900-9128

Meeting ID: 990 6178 8166

Join URL: <https://zoom.us/j/99061788166>

1. CALL TO ORDER AND ROLL CALL

Time 9:46 a.m.

1.1. Roll Call

William Hall	President - Present
Michael Humphrey	Vice President- Present
Susan Houle	Clerk - Present
Steve Fraire	Member - Present

2. APPROVE/ADOPT AGENDA

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board Meeting of June 11, 2020.

Moved by SHoule

Seconded by MHumphrey

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

3. PUBLIC COMMENT - CLOSED SESSION

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under section 8.0 Public Comments at Board Meetings.

4. ADJOURN TO CLOSED SESSION

Time: 9:47 a.m.

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 5.0.

Moved by MHumphrey

Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

5. CLOSED SESSION

Conference with Legal Counsel regarding Potential Litigation: 3 matters

There is significant exposure to litigation against the Agency pursuant to Government Code Section 54956.9(d)(2)

6. RECONVENE REGULAR MEETING

Time: 9:51 a.m.

William Hall, President reported out "no action was taken during closed session."

7. PLEDGE OF ALLEGIANCE

Led by: William Hall

8. PUBLIC COMMENTS/RECOGNITION/REPORTS

Please submit a Request to Speak to the Board of Directors card located on the exhibit table for any agendized or non-agendized items to the Executive Director, prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have

questions for the Board, please provide the Board President with a written copy and an administrator will provide answers at a later date.

9. CORRESPONDENCE/PROPOSALS/REPORTS

9.1 School Highlights

10. CONSENT CALENDAR

Items listed under Consent Calendar are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Calendar upon the request of any member of the Board, discussed, and acted upon separately.

Approval of Consent Calendar

10.1. Minutes of the Regular Board Meeting that was held on May 14, 2020

10.2. 2020-2021 Board Meeting Calendar

Consent Calendar - Business/Financial Services

10.3. Check Register - Community Collaborative Charter School

Consent Calendar - Education/Student Services

10.4. Approval of Student Field Trip Permission Slip - Excel Academy Charter Schools (Helendale) #2073 and (Warner) #2053

10.5. Approval of 2019-2020 School Plan for Student Achievement (SPSA) Template - Excel Academy Charter School (Helendale) #2073

10.6. Approval of 2019-2020 School Plan for Student Achievement (SPSA) Template - Excel Academy Charter School (Warner) #2053

10.7. Approval of Special Admit Letter Full-time Student to Saddleback City College - Excel Academy Charter School (Warner) #2053

10.8. Approval of Hold Harmless Grading Policy - Community Collaborative Charter School (Acton-Agua Dulce) #1751

Consent Calendar - Personnel Services

10.9. Approval of Revised 2020-2021 Certificated Employee Work Year Calendars (185-Day and 220-Day) Excel Academy Charter Schools (Helendale) #2073 and (Warner) #2053

10.10. Approval of Mileage Reimbursement Rate

10.11. Approval of Job Descriptions

Moved by SHoule

Seconded by SFraire

Roll Call Vote:

William Hall

Ayes

X

Nays

Abstained

Absent

Michael Humphrey	X
Susan Houle	X
Steve Fraire	X

Motion carried unanimously, 4-0.

11. BUSINESS/FINANCIAL SERVICES

11.1. Approval of 2020-2021 Renewal of Property and Casualty Insurance Policies by Rancho Mesa Insurance Services

It is recommended the Board approve the renewal rates for all Property and Casualty policies for the 2020-2021 school year by Rancho Mesa Insurance Services including: Liability, Directors and Officers, Workers' Compensation, Cyber Security, and Student Accident.

Fiscal Impact:

Excel Academy (Warner) #2053	\$109,952.70
Excel Academy (Helendale) #2073	\$47,122.59

Moved by SFraire

Seconded by MHumphrey

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

12. PERSONNEL SERVICES

12.1. Approval of Joint Employment Agreement for Kurt Madden, Chief Executive Officer, July 1, 2020 through June 30, 2022

It is recommended the Board approve the Joint Employment Agreement for Kurt Madden, Chief Executive Officer as presented for a two-year term beginning July 1, 2020 through June 30, 2022.

Fiscal Impact:

Excel Academy Charter School (Warner) #2053	\$57,400.25
Excel Academy Charter School (Helendale) #2073	\$24,600.11

Moved by SHoule

Seconded by MHumphrey

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

12.2. Approval of Agreement for Highly Qualified Teacher Student Oversight - Excel Academy Charter Schools (Helendale) #2073 and (Warner) #2053

It is recommended the Board approve the Highly Qualified Teachers (HQT) Student oversight.

Fiscal Impact: \$28,800

Moved by SHoule

Seconded by SFraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

13. POLICY DEVELOPMENT

13.1. Approval of Corporation Name Change

It is recommended the Board approve the corporation formation documents to amend the corporation name.

- Resolution
- Restated Articles of Incorporation
- Corporate Bylaws
- Conflict of Interest Code

Moved by MHumphrey

Seconded by SFraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

14. PUBLIC HEARING

14.1. Proposed Budget 2020-2021

It is recommended the Board enter into a public hearing regarding the Proposed Budget for the 2020-2021 school year. During the hearing there will be a presentation on the Proposed Budget for the 2020-2021 school year.

(Phillip Long, DMS, presented the budget to the Board of Directors)

Hearing Open: 10:16 a.m. Hearing Closed: 10:33 a.m.

15. CALENDAR

The next scheduled meeting will be held virtually on June 18, 2020.

16. BOARD COMMENTS

The Board thanked everyone and Heidi for their hard work. The presentations were outstanding, and congratulations to Kurt on the two-year contract. It's really great to hear our schools are fiscally stable, Karl is on it! They expressed concern by saying, "due to the virus, we could lose 10-30% students by students declining from the brick and mortar schools. The state is really going to be on this and hopefully we can help students out, especially the homeless kids. This can be an increase or our ADA." It is great to be a part of this organization. Thank you.

17. CEO COMMENTS

The CEO thanked the Board Members and said he echo's everything they said and thanked them for the vote of confidence in his leadership for the next two years. He said, "we are in a really good position due to your commitments to our schools." He also wanted to mention that DMS will be coming up with an evaluation template to collaborate about. Thank you everyone!

18. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at 10:40 a.m.

Moved by SHoule

Seconded by SFraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

Signed:

Signed:

Kurt Madden
Secretary, Governing Board

Susan Houle
Clerk, Governing Board

In compliance with Government Code section 54957.5, open session materials distributed to Board Members for review prior to a meeting may be viewed at the School at 100 East San Marcos Blvd., Suite 350, San Marcos, California, or at the scheduled meeting. Board Agenda back-up materials may also be requested by calling the School at 760-494-9646. In addition, if you would like a copy of any record related to an item on the agenda, please contact the office.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the public meeting of the District's governing board, please contact the School at 760-494-9646. Notification 72 hours prior to the meeting will enable the School to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the School shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

Community Collaborative Charter School Regular Meeting of the Board of Directors

Minutes

**Thursday, June 18, 2020
Regular Meeting Begins at 8:30 a.m.**



1185 Calle Dulce, Chula Vista, CA 91910 619-417-7730
39251 Camino Las Hoyas, Indio, CA 92203 619-733-8615
16222 Quail Rock Road, Ramona, CA 92065 760-300-5966
1160 Cuyamaca Avenue, Chula Vista, CA 91911 619-933-6176

Excel Academy Charter School
1 Technology Drive, Bldg. I, Suite 811, Irvine, CA 92618

Acton-Agua Dulce Unified School District
32248 Crown Valley Road, Acton, CA 93510

Zoom Meeting Information

Dial In: 1-669-900-9128

Meeting ID: 971 4681 1847

Join URL: <https://zoom.us/j/97146811847>

1. CALL TO ORDER AND ROLL CALL

Time 8:33 a.m.

1.1. Roll Call

William Hall	President - Present
Michael Humphrey	Vice President - Present
Susan Houle	Clerk - Present
Steve Fraire	Member - Present

2. APPROVE/ADOPT AGENDA

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board Meeting of June 18, 2020.

Moved by SFraire

Seconded by MHumphrey

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

3. PUBLIC COMMENT - CLOSED SESSION

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under section 8.0 Public Comments at Board Meetings.

4. ADJOURN TO CLOSED SESSION

Time: 8:34 a.m.

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 5.0.

Moved by MHumphrey

Seconded by SFraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

5. CLOSED SESSION

Conference with Legal Counsel regarding Potential Litigation: 1 matter

There is significant exposure to litigation against the Agency pursuant to Government Code Section 54956.9(d)(2)

6. RECONVENE REGULAR MEETING

Time: 9:09 a.m.

Mike Humphrey, Vice President reported out "no action was taken during closed session."

Mike took over the meeting due to technical issues for William Hall, President.

7. PLEDGE OF ALLEGIANCE

Led by: Mike Humphrey

8. PUBLIC COMMENTS/RECOGNITION/REPORTS

Please submit a Request to Speak to the Board of Directors using the chat feature on the right hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same

subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written statement and an administrator will provide answers at a later date.

9. CORRESPONDENCE/PROPOSALS/REPORTS

- 9.1** Presentation of Safe Reopen Plan for the Office
(Presented by: Megan, Excel Academy)

William Hall returned and took over the meeting @ 9:15 a.m.

10. CONSENT CALENDAR

Items listed under Consent Calendar are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Calendar upon the request of any member of the Board, discussed, and acted upon separately.

Consent Calendar - Business/Financial Services

- 10.1.** Approval of Special Education Master Contract for Vendor Services 2020-2021
10.2. Approval of Sonoma County Charter SELPA 2020-2021 Local Plan Section B: Governance and Administration
10.3 Presence Learning Agreement - Excel Academy Charter Schools (Helendale) #2073 and (Warner) #2053
10.4. Approval of Content and Community Provider (CCP) Application Packet Excel Academy Charter Schools (Helendale) #2073 and (Warner) #2053

Consent Calendar - Personnel Services

- 10.5.** Approval of Job Description

Moved by MHumphrey

Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

11. BUSINESS/FINANCIAL SERVICES

11.1. Budget Adoption 2020-2021

It is recommended the Board adopt the budget for Community Collaborative Charter School for the 2020-2021 school year.

Moved by SFraire Seconded by MHumphrey

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

11.2. Approval of Resolution Entitled “Governing Board Resolution Approving Correction and Adjustment to Allocation of Certain Payables and Receivables” Community Collaborative Charter School

It is recommended the Board approve the Resolution approving correction and adjustment to allocation of certain payables and receivables.

Moved by SFraire Seconded by MHumphrey

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

11.3. Approval of Resolution Entitled “The Board of Directors of Excel Academy Charter Schools Approving the Transfer of Operation of Community Collaborative Charter School #1751”

It is recommended the Board approve the Resolution of the Board of Directors of Excel Charter Schools approving the transfer of operation of Community Collaborative Charter School.

Moved by MHumphrey Seconded by SFraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

11.4. Ratification of Document Tracking Services (DTS) Licensing Agreement - Community Collaborative Charter School

It is recommended the Board ratify the Document Tracking Services (DTS) Licensing Agreement effective February 1, 2020.

Moved by MHumphrey

Seconded by SFraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

12. EDUCATION/STUDENT SERVICES

12.1. Approval of COVID-19 Operations Written Report - Community Collaborative Charter School (Acton-Agua Dulce) #1751

It is recommended the Board approve the COVID-19 Operations Written Report.

Moved by SFraire

Seconded by MHumphrey

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

12.2. Approval of COVID-19 Operations Written Reports - Excel Academy Charter School

It is recommended the Board approve the COVID-19 Operations Written Reports.

- Excel Academy Charter School (Helendale) #2073
- Excel Academy Charter School (Warner) #2053

Moved by MHumphrey

Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			

Susan Houle	X
Steve Fraire	X

Motion carried unanimously, 4-0.

13. POLICY DEVELOPMENT

13.1. Approval of Board Policies

It is recommended the Board approve the proposed policies. These policies will replace the current policies and will allow the Board to address any related complaints or issues that may be raised in the school/work environment.

Business/Non-Instructional

3100-EA Content and Community Provider (CCP) Code of Conduct

3115-EA General Terms and Conditions of the Purchase Order

Moved by SFraire

Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

14. CALENDAR

The next scheduled meeting will be held virtually on July 9, 2020.

15. BOARD COMMENTS

The Board said they are happy to be involved with CCCS and said they rather be where we are than in a brick and mortar. They complimented Moana and Megan on their concise and meaningful work, saying they did a great job on their presentation reports. Karl is on it too! Board Member Mike Humphrey said he attended the graduation virtually and wanted to comment on what a great keepsake this was for these students. Everyone is doing a wonderful job and they thanked Kurt for the leadership and communication.

16. CEO COMMENTS

The CEO said he echo's everything the Board said and wanted to give a shout out to everyone, and especially to all of the behind scenes work. To DMS, we are looking forward to the evaluation tool and will be presenting this to you at the July 9th meeting. He also wanted to mention that David Franklin did his very first CSO meeting and he continues to make us proud. Have a safe 4th of July and thank you!

17. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at 10:03 a.m.

Moved by MHumphrey

Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

Signed:

Signed:

Kurt Madden
Secretary, Governing Board

Susan Houle
Clerk, Governing Board

Community Collaborative Charter School Regular Meeting of the Board of Directors

Minutes

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Meeting ID: 971 4681 1847

Join URL: <https://zoom.us/j/97146811847>

1. CALL TO ORDER AND ROLL CALL

Time 8:33 a.m.

1.1. Roll Call

William Hall	President - Present
Michael Humphrey	Vice President - Present
Susan Houle	Clerk - Present
Steve Fraire	Member - Present

2. APPROVE/ADOPT AGENDA

It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board Meeting of June 18, 2020.

Moved by SFraire

Seconded by MHumphrey

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

3. PUBLIC COMMENT - CLOSED SESSION

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under section 8.0 Public Comments at Board Meetings.

4. ADJOURN TO CLOSED SESSION

Time: 8:34 a.m.

The Board will consider and may act on any of the Closed Session matters listed in Agenda Item 5.0.

Moved by MHumphrey

Seconded by SFraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

5. CLOSED SESSION

Conference with Legal Counsel regarding Potential Litigation: 1 matter

There is significant exposure to litigation against the Agency pursuant to Government Code Section 54956.9(d)(2)

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Time: 9:09 a.m.

Mike Humphrey, Vice President reported out "no action was taken during closed session."

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Led by: Mike Humphrey

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(Presented by: Megan, Excel Academy)

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Consent Calendar - Personnel Services

- 10.5.** Approval of Job Description

Moved by MHumphrey

Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

11. BUSINESS/FINANCIAL SERVICES

11.1. Budget Adoption 2020-2021

It is recommended the Board adopt the budget for Community Collaborative Charter School for the 2020-2021 school year.

Moved by SFraire Seconded by MHumphrey

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

11.2. Approval of Resolution Entitled “Governing Board Resolution Approving Correction and Adjustment to Allocation of Certain Payables and Receivables” Community Collaborative Charter School

It is recommended the Board approve the Resolution approving correction and adjustment to allocation of certain payables and receivables.

Moved by SFraire Seconded by MHumphrey

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

11.3. Approval of Resolution Entitled “The Board of Directors of Excel Academy Charter Schools Approving the Transfer of Operation of Community Collaborative Charter School #1751”

It is recommended the Board approve the Resolution of the Board of Directors of Excel Charter Schools approving the transfer of operation of Community Collaborative Charter School.

Moved by MHumphrey Seconded by SFraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

11.4. Ratification of Document Tracking Services (DTS) Licensing Agreement - Community Collaborative Charter School

It is recommended the Board ratify the Document Tracking Services (DTS) Licensing Agreement effective February 1, 2020.

Moved by MHumphrey

Seconded by SFraire

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

12. EDUCATION/STUDENT SERVICES

12.1. Approval of COVID-19 Operations Written Report - Community Collaborative Charter School (Acton-Agua Dulce) #1751

It is recommended the Board approve the COVID-19 Operations Written Report.

Moved by SFraire

Seconded by MHumphrey

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

12.2. Approval of COVID-19 Operations Written Reports - Excel Academy Charter School

It is recommended the Board approve the COVID-19 Operations Written Reports.

- Excel Academy Charter School (Helendale) #2073
- Excel Academy Charter School (Warner) #2053

Moved by MHumphrey

Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			

Susan Houle	X
Steve Fraire	X

Motion carried unanimously, 4-0.

13. **POLICY DEVELOPMENT**

13.1. **Approval of Board Policies**

It is recommended the Board approve the proposed policies. These policies will replace the current policies and will allow the Board to address any related complaints or issues that may be raised in the school/work environment.

Business/Non-Instructional

3100-EA Content and Community Provider (CCP) Code of Conduct
3115-EA General Terms and Conditions of the Purchase Order

Moved by SFraire Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

14. **CALENDAR**

The next scheduled meeting will be held virtually on July 9, 2020.

15. **BOARD COMMENTS**

The Board said they are happy to be involved with CCCS and said they rather be where we are than in a brick and mortar. They complimented Moana and Megan on their concise and meaningful work, saying they did a great job on their presentation reports. Karl is on it too! Board Member Mike Humphrey said he attended the graduation virtually and wanted to comment on what a great keepsake this was for these students. Everyone is doing a wonderful job and they thanked Kurt for the leadership and communication.

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The CEO said he echo's everything the Board said and wanted to give a shout out to everyone, and especially to all of the behind scenes work. To DMS, we are looking forward to the evaluation tool and will be presenting this to you at the July 9th meeting. He also wanted to mention that David Franklin did his very first CSO meeting and he continues to make us proud. Have a safe 4th of July and thank you!

17. ADJOURNMENT

The Regular meeting of the Board of Directors adjourned at 10:03 a.m.

Moved by MHumphrey

Seconded by SHoule

<u>Roll Call Vote:</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>	<u>Absent</u>
William Hall	X			
Michael Humphrey	X			
Susan Houle	X			
Steve Fraire	X			

Motion carried unanimously, 4-0.

Signed:

Signed:

Kurt Madden
Secretary, Governing Board

Susan Houle
Clerk, Governing Board

Check Number	Check Date	Vendor Name	Invoice Number	Fund Code	Check Amount	Transaction Description	Session ID	Payee Address	Check Address Code
16353	6/1/2020	Staples	3445398382	66	\$32.07	PO#263629989	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445398383	66	\$24.22	PO#263629989	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445398397.	66	\$66.13	PO#263642882	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445398398	77	\$9.68	PO#263643159	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445398400.	66	\$30.15	PO#263644936	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445398402	66	\$102.37	PO#263646827	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445398403	66	\$68.43	PO#263646831	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445398408	66	\$24.77	PO#263647730	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445398409	77	\$35.03	PO#263647860	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445398413	77	\$7.96	PO#263649330	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753104	66	\$9.02	PO#263580678	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753106	66	\$10.26	PO#263580678	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753107	66	\$38.05	PO#263580678	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753109	77	\$10.21	PO#263633305	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753114	77	\$8.61	PO#263642146	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753115	77	\$31.78	PO#263642306	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753122	66	\$84.92	PO#263646307	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753123	66	\$9.69	PO#263646827	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753126	66	\$22.33	PO#263647730	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753127	66	\$34.15	PO#263647730	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753128	66	\$14.74	PO#263647730	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753137	77	\$288.58	PO#263648762	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753139	77	\$22.62	PO#263649330	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753140	77	\$10.55	PO#263649330	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753143	66	\$420.02	PO#263650258	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753145	66	\$9.19	PO#263650258	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753146	66	\$62.61	PO#263650274	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753150	66	\$8.89	PO#263650648	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753153	66	\$215.35	PO#263651553	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753154	66	\$11.80	PO#263651714	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753155	66	\$6.30	PO#263651719	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753158	66	\$71.94	PO#263652902	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3445753160	66	\$54.71	PO#263654463	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434378	77	\$154.81	PO#Office Supplies INV#3446434378	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434379	66	\$52.52	PO#263580678	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434380	66	\$18.04	PO#263580678	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434384	66	\$24.63	PO#263650274	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434385	66	\$12.14	PO#263650274	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434386	66	\$50.79	PO#263650274	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434387	66	\$11.27	PO#263650274	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434388	66	\$41.36	PO#263650274	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434389	66	\$24.30	PO#263650648	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434390	66	\$17.84	PO#263650648	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434391	66	\$8.42	PO#263650648	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434406	66	\$12.58	PO#263652902	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434407	66	\$295.35	PO#263654463	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434408	66	\$103.35	PO#263655345	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3446434410	66	\$100.79	PO#263658487	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/1/2020	Staples	3447133835	77	\$36.16	PO#Office Supplies INV#3447133835	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
16354	6/1/2020	Staples	3447133836	77	\$21.54	PO#Office Supplies	20APC0529DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020	Rainbow Resource Center	2914360	66	\$110.36	PO#263651802	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914447	77	\$231.59	PO#263650832	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914457	66	\$158.91	PO#263649957	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914468	66	\$21.41	PO#263650774	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914471	77	\$225.24	PO#263650822	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914486	77	\$33.56	PO#263650454	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main

6/3/2020 Rainbow Resource Center	2914495	66	\$31.91 PO#263651250	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914517	77	\$49.31 PO#263650457	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914526	66	\$110.41 PO#263651524	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914548	77	\$170.80 PO#263652733	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914556	77	\$118.99 PO#263651416	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914567	66	\$464.15 PO#263651266	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914578	66	\$25.24 PO#263651679	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914626	66	\$282.86 PO#263650797	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914640	77	\$136.47 PO#263650450	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914675	66	\$162.28 PO#263650767	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914689	77	\$455.54 PO#263650401	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914692	77	\$83.41 PO#263651824	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914699	66	\$54.10 PO#263649982	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914728	66	\$140.93 PO#263651764	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914734	66	\$84.60 PO#263650749	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914736	66	\$12.43 PO#263650778	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914740	66	\$83.22 PO#263652868	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914744	66	\$262.00 PO#263651483	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914748	66	\$213.66 PO#263651412	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914752	77	\$73.65 PO#263651887	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914756	66	\$240.44 PO#263650318	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914779	66	\$87.15 PO#263651561	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914796	77	\$175.34 PO#263650887	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2914804	66	\$219.58 PO#263651304	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2917012	77	\$210.65 PO#263651044	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2917021	77	\$84.02 PO#263651052	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2918253	66	\$346.68 PO#263654649	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2918923	66	\$893.97 PO#263651533	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2919012	77	\$133.35 PO#263651246	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2919014	77	\$154.46 PO#263651579	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2919026	77	\$243.36 PO#263653730	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
6/3/2020 Rainbow Resource Center	2925195	66	\$111.02 PO#263649306	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main

16355	6/3/2020	Rainbow Resource Center	2925196	77	\$176.57 PO#263658420	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2925200	77	\$123.07 PO#263651608	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2925203	77	\$85.02 PO#263649744	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2925205	77	\$175.37 PO#263649717	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2931598	77	\$293.02 PO#263637730	20APC0528DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2897686	77	\$61.23 PO#263642899	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2897713	77	\$54.48 PO#263643287	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2904545	66	\$104.21 PO#263645981	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2904825	77	\$279.84 PO#263646718	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2904856	66	\$150.85 PO#263647397	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2904869	77	\$243.99 PO#263646693	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2904899	77	\$282.62 PO#263647265	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2905215	66	\$157.37 PO#263646850	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2907653	77	\$263.93 PO#263648610	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2907792	66	\$913.13 PO#263648594	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2907801	77	\$104.76 PO#263647589	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2907804	77	\$39.57 PO#263647811	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2908191	77	\$169.27 PO#263648918	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2909951	77	\$26.30 PO#263649464	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2910258	77	\$528.01 PO#263650867	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2913862	66	\$276.87 PO#263650741	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2913953	77	\$77.33 PO#263649104	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914092	66	\$96.97 PO#263650069	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914094	66	\$171.07 PO#263650017	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914159	77	\$38.75 PO#263649853	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914162	77	\$60.30 PO#263649852	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914164	77	\$58.30 PO#263650132	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914166	77	\$219.02 PO#263649676	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914167	77	\$193.69 PO#263649621	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914174	66	\$101.70 PO#263650148	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914197	77	\$50.84 PO#263652931	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020	Rainbow Resource Center	2914218	66	\$170.15 PO#263650462	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main

	6/3/2020 Rainbow Resource Center	2914222	77	\$247.25 PO#263651286	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020 Rainbow Resource Center	2914231	66	\$71.08 PO#263651269	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020 Rainbow Resource Center	2914237	66	\$68.04 PO#263651293	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020 Rainbow Resource Center	2914259	77	\$41.87 PO#263649996	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020 Rainbow Resource Center	2914277	77	\$171.51 PO#263650539	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020 Rainbow Resource Center	2914290	66	\$38.69 PO#263650882	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020 Rainbow Resource Center	2914300	77	\$266.57 PO#263650536	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020 Rainbow Resource Center	2914311	77	\$345.26 PO#263649340	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020 Rainbow Resource Center	2914323	77	\$217.12 PO#263652759	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020 Rainbow Resource Center	2914331	66	\$55.41 PO#263650763	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020 Rainbow Resource Center	2914342	66	\$33.90 PO#263650387	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/3/2020 Rainbow Resource Center	2914353	77	\$72.16 PO#263652153	20APC0528JB2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
16356	6/3/2020 Lakeshore Learning Materials	4289060520	77	\$186.90 PO#263653339	20APC0604DY	2695 E. Dominguez Street, Carson, CA 90895	Check
16357	6/3/2020 Staples	3446766211	77	\$21.73 PO#263652526	20APC0604DY	PO Box 660409, Dallas, TX 75266-0409, USA	Check
16358	6/3/2020 Staples	3446766191	77	\$9.44 PO#Office Supplies INV#3446766191	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766192	77	\$23.82 PO#Office Supplies INV#3446766192	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766193	77	\$35.55 PO#Office Supplies INV#3446766193	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766194	66	\$326.24 PO#263647211	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766195	77	\$18.69 PO#263649383	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766199	77	\$12.53 PO#263649383	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766200	77	\$44.63 PO#263649745	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766201	77	\$99.56 PO#263649745	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766202	66	-\$48.39 PO#263650274	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766204	77	\$203.35 PO#263651080	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766205	77	\$25.82 PO#263651080	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766206	77	\$44.41 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766207	77	\$48.49 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766208	77	\$85.69 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766209	77	\$18.18 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766212	77	\$4.79 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766213	77	\$21.63 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766214	77	\$38.04 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766215	77	\$21.52 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766216	77	\$25.28 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766217	77	\$49.32 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766219	77	\$62.39 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766220	77	\$37.82 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766221	77	\$31.55 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766222	77	\$38.04 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766223	77	\$19.11 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766224	77	\$15.46 PO#263652526	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766225	77	\$86.99 PO#263652536	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766227	77	\$42.18 PO#263652536	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766228	77	\$36.05 PO#263652571	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766229	77	\$10.02 PO#263652571	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766230	77	\$41.38 PO#263652571	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766231	77	\$11.63 PO#263652571	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766232	77	\$22.67 PO#263652571	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check

16359	6/3/2020 Staples	3446766233	77	\$12.06	PO#263655802	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/3/2020 Staples	3446766235	66	\$350.05	PO#263661559	20APC0604DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/4/2020 Great American Insurance Group	051920 #2847	55	\$31.00	Acct#814372847 Policy#2619880 & 2619881	20APC63LT	PO Nox 89400, Cleveland, OH 44101	Main
16360	6/5/2020 Build-A-Project	1	66	\$38.50	PO#263612878	20APC0604DY4	4735 Blue Mountain Dr. , Yorba Linda, CA 92887, ,	Main
16361	6/5/2020 Institute for Excellence in Writing	655401	66	\$237.20	PO#263627607	20APC0604DY4	8799 N. 387 Rd., Locust Grove, OK 74352, USA	Check
16362	6/5/2020 MobyMax	192040	66	\$1,153.00	PO#263667685	20APC0604DY4	P.O. Box 392385, Pittsburgh, PA 15251, USA	Check
	6/5/2020 MobyMax	192040	77	\$2,342.00	PO#263667685	20APC0604DY4	P.O. Box 392385, Pittsburgh, PA 15251, USA	Check
16363	6/5/2020 Outschool, Inc	19167	77	\$15.00	PO#263647762	20APC0604DY4	PO Box 77107, San Francisco, CA 94107	Main
	6/5/2020 Outschool, Inc	19168	66	\$35.00	PO#263651513	20APC0604DY4	PO Box 77107, San Francisco, CA 94107	Main
16364	6/5/2020 Promo Shop, Inc.	199078	66	\$165.00	INV#199078	20APC0604DY4	5420 McConnell Avenue, Los Angeles, ca 90066	Main
	6/5/2020 Promo Shop, Inc.	199078	77	\$336.55	INV#199078	20APC0604DY4	5420 McConnell Avenue, Los Angeles, ca 90066	Main
16365	6/5/2020 Rainbow Resource Center	2832934	77	\$15.04	PO#263495295	20APC0604DY4	655 Township Road 500 E, Toulon, Il 61483, USA	Main
	6/5/2020 Rainbow Resource Center	2875201	77	\$115.62	PO#263623805	20APC0604DY4	655 Township Road 500 E, Toulon, Il 61483, USA	Main
	6/5/2020 Rainbow Resource Center	2880236	77	\$253.49	PO#263628226	20APC0604DY4	655 Township Road 500 E, Toulon, Il 61483, USA	Main
	6/5/2020 Rainbow Resource Center	2886645	77	\$955.23	PO#263635983	20APC0604DY4	655 Township Road 500 E, Toulon, Il 61483, USA	Main
	6/5/2020 Rainbow Resource Center	2892838	77	\$168.85	PO#263637924	20APC0604DY4	655 Township Road 500 E, Toulon, Il 61483, USA	Main
	6/5/2020 Rainbow Resource Center	2892877	77	\$22.59	PO#263639985	20APC0604DY4	655 Township Road 500 E, Toulon, Il 61483, USA	Main
	6/5/2020 Rainbow Resource Center	2897796	77	\$459.97	PO#263641200	20APC0604DY4	655 Township Road 500 E, Toulon, Il 61483, USA	Main
	6/5/2020 Cox Business	7901-05242020	77	\$703.64	Acct#001 7601 061737901	20APC0604DY5	PO Box 53280, Phoenix, AZ 85072-3280	Main
16367	6/5/2020 Logicopy	INV30738	66	\$66.00	INV# INV30738 Acct# PA01 Contract# C10246-01	20APC0604DY5	3146 Tiger Run Court Suite 110, Carlsbad, ca 92010	Main
	6/5/2020 Logicopy	INV30738	77	\$133.40	INV# INV30738 Acct# PA01 Contract# C10246-01	20APC0604DY5	3146 Tiger Run Court Suite 110, Carlsbad, ca 92010	Main
16368	6/5/2020 Lakeshore Learning Materials	4024020520	77	\$39.30	PO#263641043	20APC0604DY2	2695 E. Dominguez Street, Carson, CA 90895	Check
16369	6/5/2020 Rainbow Resource Center	2905343	77	\$785.29	PO#263642805	20APC0604DY2	655 Township Road 500 E, Toulon, Il 61483, USA	Main
	6/5/2020 Rainbow Resource Center	2907647	77	\$50.70	PO#263648528	20APC0604DY2	655 Township Road 500 E, Toulon, Il 61483, USA	Main
	6/5/2020 Rainbow Resource Center	2907652	77	\$62.24	PO#263641389	20APC0604DY2	655 Township Road 500 E, Toulon, Il 61483, USA	Main
	6/5/2020 Rainbow Resource Center	2907746	77	\$104.27	PO#263641045	20APC0604DY2	655 Township Road 500 E, Toulon, Il 61483, USA	Main
	6/5/2020 Rainbow Resource Center	2908166	77	\$181.16	PO#263648626	20APC0604DY2	655 Township Road 500 E, Toulon, Il 61483, USA	Main
16370	6/5/2020 Ann C. Shultz	263665886	77	\$84.00	BP#263665886	20APC0604DY3	32941 Danaspruce, Dana Point, CA 92629	Check
16371	6/5/2020 A Tree of Knowledge	263665119	77	\$720.00	BP#263665119	20APC0604DY3	10600 Sepulveda Blvd., #107, Mission Hills, CA 91345	Check
16372	6/5/2020 Beach Cities Krav Maga Inc	263665124	77	\$645.00	BP#263665124	20APC0604DY3	3210 E Chinden Blvd #128, Eagle, ID 83616, USA	Check
16373	6/5/2020 Caroline C. Niebla	263665130	77	\$668.00	BP#263665130	20APC0604DY3	17600 Collier Ave., Ste A105, Lake Elsinore, CA 92530	Check
16374	6/5/2020 Cheryl Sue Maurer	263665161	77	\$70.00	BP#263665161	20APC0604DY3	23390 Lawless Road, Moreno Valley, CA 92557	Check
16375	6/5/2020 Dancing Keys Music Studio LLC	263665887	77	\$76.29	BP#263665887	20APC0604DY3	4672 Barranca Parkway, Irvine, CA 92604	Check
16376	6/5/2020 Elite Academics	263665129	77	\$700.00	BP#263665129	20APC0604DY3	41690 Ivy Street, Suite B, Murrieta, CA 92562	Main
16377	6/5/2020 Fashion Camp - Create. Design. Sew. LLC	263665888	77	\$828.25	BP#263665888	20APC0604DY3	2477 Park Avenue, Tustin, CA 92782	Check

16378	6/5/2020 Firestorm Freerunning & Acrobatics	263665889	77	\$455.00 BP#263665889	20APC0604DY3	2533 S. Main St Unit A, Santa Ana, CA 92707	Check
16379	6/5/2020 Sue Yeon Lee	263665891	77	\$220.00 BP#263665891	20APC0604DY3	407 Virginia Ave., Santa Ana, CA 92706, USA	Main
16380	6/5/2020 Gracie Barra Corona	263665893	77	\$750.00 BP#c	20APC0604DY3	16459 Village Meadow Drive, Riverside, CA 92503	Check
16381	6/5/2020 Holly Dodson	263665895	77	\$390.00 BP#263665895	20APC0604DY3	31820 Calle Vimianzo, Temecula, CA 92592	Check
16382	6/5/2020 John Karl Guldalian	263665896	77	\$258.75 BP#263665896	20APC0604DY3	19 San Patricio, Rancho Santa Margarita, CA 92688	Check
16383	6/5/2020 Kathleen Susan Barth	263665123	77	\$85.00 BP#263665123	20APC0604DY3	6529 Dante Circle, Riverside, CA 92506	Check
16384	6/5/2020 KidsArt Claremont Inc.	263665128	66	\$186.00 BP#263665128	20APC0604DY3	6331 Haven Ave., Suite 10, Rancho Cucamonga, CA 91737	Check
16385	6/5/2020 Kyu Hyun Seol	263665148	77	\$479.00 BP#263665148	20APC0604DY3	26012 Marguerite Pkwy, Suite 6, Mission Viejo, CA 92692	Check
16386	6/5/2020 Melinda J. Beebe	263665142	77	\$200.00 BP#263665142	20APC0604DY3	6 Eton Place, Ladera Ranch, CA 92694	Check
16387	6/5/2020 MORE Academies	263665147	66	\$531.25 BP#263665147	20APC0604DY3	15111-46 Freeman Ave, Lawndale, CA 90260	Main
16388	6/5/2020 Orange County Riding Academy	263665897	77	\$2,400.00 BP#263665897	20APC0604DY3	20372 South Randall St., Orange, CA 92869	Check
16389	6/5/2020 Pacific Conservatory	263665899	77	\$360.00 BP#263665899	20APC0604DY3	1311 East Katella Avenue, Orange, CA 92867	Check
16390	6/5/2020 Play-based Learning Academy, LLC	263665900	66	\$2,009.40 BP#263665900	20APC0604DY3	13506 Mockingbird Way, Chino Hills, CA 91709	Check
16391	6/5/2020 Reshma J. Solbach	263665122	77	\$56.00 BP#263665122	20APC0604DY3	43645 Corte Cabral, Temecula, CA 92592	Check
16392	6/5/2020 Rockreation, Inc.	263665157	77	\$1,150.00 BP#263665157	20APC0604DY3	11866 La Grange Ave, Los Angeles, CA 90025	Check
16393	6/5/2020 Rockside Music Inc	263665158	77	\$840.00 BP#263665158	20APC0604DY3	11498 Pierce Street, #E, Riverside, CA 92505	Check
16394	6/5/2020 Taryn Sains	263665167	77	\$1,507.00 BP#263665167	20APC0604DY3	7901 Harhay Ave, Midway City, CA 92655	Main
16395	6/5/2020 Torrance-South Bay YMCA [S]	263665911	66	\$490.50 BP#263665911	20APC0604DY3	2900 West Sepulveda Blvd., Torrance, CA 90505, USA	Check
16396	6/5/2020 University of Redlands Community School of Music	263665172	66	\$312.00 BP#263665172	20APC0604DY3	1200 E. Colton Ave., Redlands, CA 92373	Check
16397	6/5/2020 Urban Workshop	263665173	77	\$401.93 BP#263665173	20APC0604DY3	365 Clinton Street, Suite A, Costa Mesa, CA 92626, USA	Main
16398	6/5/2020 Valley Edge Skating School	263665175	66	\$67.50 BP#263665175	20APC0604DY3	85 Kanan Road, Oak Park, CA 91377	Check
16399	6/5/2020 Alpha Vision, Inc.	13528	55	\$1,020.00 4/28-5/22 Admin training with tech support/set-up	20APC0528NW	101 N. Vulcan Ave., Encinitas, ca 92024	Main
	6/5/2020 Alpha Vision, Inc.	13528	66	\$459.00 4/28-5/22 Admin training with tech support/set-up	20APC0528NW	101 N. Vulcan Ave., Encinitas, ca 92024	Main
	6/5/2020 Alpha Vision, Inc.	13528	77	\$1,071.00 4/28-5/22 Admin training with tech support/set-up	20APC0528NW	101 N. Vulcan Ave., Encinitas, ca 92024	Main
16400	6/5/2020 Paul, Plevin, Sullivan & Connaughton LLP	47511	55	\$168.00 April '20 Legal services - Central Admin	20APC0528NW	101 West Broadway, Ninth Floor, San Diego, CA 92101	Main
	6/5/2020 Paul, Plevin, Sullivan & Connaughton LLP	47512	55	\$210.00 April '20 Legal Services - Central Admin	20APC0528NW	101 West Broadway, Ninth Floor, San Diego, CA 92101	Main
	6/5/2020 Paul, Plevin, Sullivan & Connaughton LLP	47513	55	\$14,084.58 File# 342007-009, April '20 Legal Services	20APC0528NW	101 West Broadway, Ninth Floor, San Diego, CA 92101	Main
	6/5/2020 Paul, Plevin, Sullivan & Connaughton LLP	47513	66	\$1,408.46 File# 342007-009, April '20 Legal Services	20APC0528NW	101 West Broadway, Ninth Floor, San Diego, CA 92101	Main
	6/5/2020 Paul, Plevin, Sullivan & Connaughton LLP	47513	77	\$1,408.46 File# 342007-009, April '20 Legal Services	20APC0528NW	101 West Broadway, Ninth Floor, San Diego, CA 92101	Main
16401	6/5/2020 Procopio, Cory, Hargreaves & Savitch LLP	714637	55	\$17,471.36 April '20 Legal Services	20APC0528NW	PO Box 515137, Los Angeles, CA 90051-5137	Main
	6/5/2020 Procopio, Cory, Hargreaves & Savitch LLP	714637	66	\$1,711.82 April '20 Legal Services	20APC0528NW	PO Box 515137, Los Angeles, CA 90051-5137	Main
	6/5/2020 Procopio, Cory, Hargreaves & Savitch LLP	714637	77	\$1,711.82 April '20 Legal Services	20APC0528NW	PO Box 515137, Los Angeles, CA 90051-5137	Main
16402	6/5/2020 Staples	3436990984	55	\$44.09 7229161711-000-001, Office supplies - Central Admin	20APC0528NW	PO Box 660409, Dallas, TX 75266-0409, USA	Main
	6/5/2020 Staples	3436990985	55	\$10.76 Order# 7229161711-000-002, Office supplies Central Admin	20APC0528NW	PO Box 660409, Dallas, TX 75266-0409, USA	Main

	6/5/2020 Staples	3438437750	55	\$64.95	Order# 7229480447-000-001, Office supplies - Central Admin	20APC0528NW	PO Box 660409, Dallas, TX 75266-0409, USA	Main
	6/5/2020 Staples	3438486463	55	\$5.38	Order# 7229273299-000-002, Office supplies - Central Admin	20APC0528NW	PO Box 660409, Dallas, TX 75266-0409, USA	Main
16403	6/5/2020 Tomislav Peraic, Esq	47	55	\$6,562.50	Legal services 3/10-5/12/20	20APC0528NW	980-9th St, 16th Floor, Sacramento, CA 95814	Main
16404	6/5/2020 Paul, Plevin, Sullivan & Connaughton LLP	47514	66	\$105.00	File# 342007-011, April '20 Legal Services - Excel East	20APC0528NWa	101 West Broadway, Ninth Floor, San Diego, CA 92101	Main
	6/5/2020 Paul, Plevin, Sullivan & Connaughton LLP	47516	77	\$140.00	File# 342007-013, April '20 Legal Services Excel	20APC0528NWa	101 West Broadway, Ninth Floor, San Diego, CA 92101	Main
16405	6/10/2020 Laura Torres	20AP610-Payroll	66	\$934.82	Employee Payroll Check - Pay Period 6/04/20-06/19/20	20APC610-Payroll	1216 Begovich St, Fullerton, CA 92833	Main
16406	6/12/2020 BioBox Labs LLC	1231	77	\$211.68	PO#263643195 4100	20APC604Tea77	857 Volante Dr, Arcadia, CA 91007	Main
16407	6/12/2020 GovConnection, Inc. dba Connection	57701098	66	\$476.97	PO#263650731 4400	20APC604Tea77	PO Box 536477, Pittsburgh, PA 15253-5906, USA	Main
	6/12/2020 GovConnection, Inc. dba Connection	57701100	77	\$466.25	PO#263652307	20APC604Tea77	PO Box 536477, Pittsburgh, PA 15253-5906, USA	Main
	6/12/2020 GovConnection, Inc. dba Connection	57701101	77	\$470.54	PO#263648497 4400	20APC604Tea77	PO Box 536477, Pittsburgh, PA 15253-5906, USA	Main
16408	6/12/2020 GovConnection, Inc. dba Connection	57701099	77	\$466.25	PO#263649953 4400	20APC604Tea77	Box 536477, Pittsburgh, PA 15253, USA	Check
16409	6/12/2020 Homeschool Spanish Academy	2010	77	\$309.00	PO#263644917 4100	20APC604Tea77	P.O. Box #2234, Spring, TX 77383	Check
16410	6/12/2020 Money Munchkids	1117	66	\$92.60	PO#263579581 4100	20APC604Tea77	7320 Reseda Blvd, #371932, Reseda, CA 91337	Check
16411	6/12/2020 Noriko Laudenslager	263666960	77	\$484.77	BP#263666960	20APC69JB	28 Laconia, Irvine, CA 92614	Main
16412	6/12/2020 Holly Dodson	263666994	77	\$830.00	BP#263666994	20APC69JB	31820 Calle Vimianzo, Temecula, CA 92592	Check
16413	6/12/2020 iMath LLC	263667006	77	\$3,847.10	BP#263667006	20APC69JB	25182 Campina, Mission Viejo, CA 92691	Check
16414	6/12/2020 Jinhee Song	263666948	77	\$469.00	BP#263666948	20APC69JB	595 Lambert Road, #103, Brea, CA 92821	Check
	6/12/2020 Jinhee Song	263666949	66	\$540.00	BP#263666949	20APC69JB	595 Lambert Road, #103, Brea, CA 92821	Check
16415	6/12/2020 Joobilo LLC	263667001	66	\$355.50	BP#263667001	20APC69JB	15527 Bluefield Ave, La Mirada, CA 90638	Main
	6/12/2020 Joobilo LLC	263667002	77	\$70.00	BP#263667002	20APC69JB	15527 Bluefield Ave, La Mirada, CA 90638	Main
16416	6/12/2020 K2 Studios, LLC	263667004	77	\$300.00	BP#263667004	20APC69JB	4225 Jameson Circle, Corona, CA 92881	Main
16417	6/12/2020 Ling Chou	263667011	77	\$456.60	BP#263667011	20APC69JB	24836 Seacrest Dr., Dana Point, CA 92629	Check
16418	6/12/2020 Liv'Art Dance Studio	263667008	66	\$120.00	BP#263667008	20APC69JB	11044 Weddington Street, North Hollywood, CA 91601	Check
16419	6/12/2020 Lorie Susan Suntree	263667009	77	\$390.50	BP#263667009	20APC69JB	413 Ford Rd B, Costa Mesa, CA 92627	Check
16420	6/12/2020 M'aidez, LLC	263667023	66	\$480.00	BP#263667023	20APC69JB	39528 Montebello Way, Murrieta, CA 92563	Check
16421	6/12/2020 Mandie Schenkenberger	263667012	77	\$44.00	BP#263667012	20APC69JB	26211 Paseo Manana, San Juan Capistrano, CA 92675	Check
16422	6/12/2020 Mariko Piano Studio	263667013	66	\$375.00	BP#263667013	20APC69JB	6604 Gaviota Ave, Lake Balboa, CA 91406	Check
16423	6/12/2020 Math to the Max, Inc. (DBA Mathnasium Rancho Santa Margarita)	263667017	77	\$987.00	BP#263667017	20APC69JB	22431 Antonio Parkway B140, Rancho Santa Margarita, CA 92688	Main
16424	6/12/2020 Merrill Miller	263666945	77	\$640.00	BP#263666945	20APC69JB	7411 White Haven Ln., Riverside, CA 92506	Check
16425	6/12/2020 Michelle Diniakos	263667020	66	\$80.00	BP#263667020	20APC69JB	3103 Hacket Ave, Long Beach, CA 90808	Check
	6/12/2020 Michelle Diniakos	263667021	77	\$150.00	BP#263667021	20APC69JB	3103 Hacket Ave, Long Beach, CA 90808	Check
16426	6/12/2020 Nancy Sanchez	263667024	66	\$45.00	BP#263667024	20APC69JB	2500 West Clark, Unit C, Burbank, CA 91505	Main
16427	6/12/2020 Optimus Learning School	263667028	77	\$540.00	BP#263667028	20APC69JB	451 W. Lambert Rd., Ste. 206, Brea, CA 92821	Check
16428	6/12/2020 Pamela Mark-Savage	263667029	77	\$40.00	BP#263667029	20APC69JB	808 Caminito Del Mar, Carlsbad, CA 92011	Check
16429	6/12/2020 Piano by Hong Liang Chinese by Hong Liang	263667032	77	\$204.50	BP#263667032	20APC69JB	26171 Tono, Mission Viejo, CA 92692	Main
16430	6/12/2020 Grace E. Hickok	263667033	77	\$440.00	BP#263667033	20APC69JB	28570 Marguerite Pkwy, Suite 210, Mission Viejo, CA 92692	Check
16431	6/12/2020 Precision Gymnastics	263667034	66	\$133.50	BP#263667034	20APC69JB	9518 9th St Ste B, Rancho Cucamonga, CA 91730	Check
16432	6/12/2020 Riverside Aquatics Association	263667036	77	\$414.75	BP#263667036	20APC69JB	Po Box 1193, Riverside, CA 92502	Check

16433	6/12/2020 Robinson Tutoring and Consulting, LLC.	263667037	77	\$2,405.00 BP#263667037	20APC69JB	35 Partisan, Irvine, CA 92602	Check
	6/12/2020 Robinson Tutoring and Consulting, LLC.	263667038	66	\$87.50 BP#263667038	20APC69JB	35 Partisan, Irvine, CA 92602	Check
16434	6/12/2020 Samantha McKeon	263667059	77	\$280.00 BP#263667059	20APC69JB	3 Arado, Rancho Santa Margarita, CA 92688	Main
16435	6/12/2020 Sarah Hill	263667057	77	\$120.00 BP#263667057	20APC69JB	30300 Garbani Road, Menifee, Ca 92584	Check
16436	6/12/2020 Sewing Lab Los Alamitos	263667041	77	\$1,460.00 BP#263667041	20APC69JB	4215 Katella Ave, Los Alamitos, CA 90720	Check
16437	6/12/2020 Shawna Christensen	263667030	66	\$225.00 BP#263667030	20APC69JB	28649 Crestridge Road, Rancho Palos Verdes, CA 90275	Check
16438	6/12/2020 Sound Investment Group LLC	263667040	77	\$215.00 BP#263667040	20APC69JB	3392 Tyler Street, Riverside, CA 92503	Main
16439	6/12/2020 Southern California Childrens Choral Association	263667047	77	\$214.22 BP#263667047	20APC69JB	17620 Fitch Ave #280, Irvine, CA 92614	Check
16440	6/12/2020 Taryn Sains	263667051	77	\$1,507.00 BP#263667051	20APC69JB	7901 Harhay Ave, Midway City, CA 92655	Main
16441	6/12/2020 Terra Arts Foundation	263667052	77	\$1,585.00 BP#263667052	20APC69JB	7671 Alhambra Dr, Huntington Beach, CA 92647	Check
	6/12/2020 Terra Arts Foundation	263667053	66	\$1,142.50 BP#263667053	20APC69JB	7671 Alhambra Dr, Huntington Beach, CA 92647	Check
16442	6/12/2020 Thomas Murphy	263667058	77	\$600.00 BP#263667058	20APC69JB	23 High Bluff, Laguna Niguel, CA 92677	Check
16443	6/12/2020 TLP Education LLC	263667061	77	\$1,053.75 BP#263667061	20APC69JB	26895 Aliso Creek Rd., Ste B589, Aliso Viejo, CA 92656	Check
16444	6/12/2020 To the Point Dance Productions	263667062	66	\$260.00 BP#263667062	20APC69JB	14058 Euclid Ave., Bldg A, Chino, CA 91710	Check
16445	6/12/2020 Urban Workshop	263667068	77	\$5,262.18 BP#263667068	20APC69JB	365 Clinton Street, Suite A, Costa Mesa, CA 92626, USA	Main
16446	6/12/2020 Yu Mao	263667014	77	\$217.00 BP#263667014	20APC69JB	13394 Limonite Ave., Suite B130, Eastvale, CA 92880	Check
16447	6/12/2020 Apple Inc	AC02620720	77	\$1,101.80 PO#263642119	20APC0609DY	PO Box 846095, Dallas, TX 75284-6095	Check
	6/12/2020 Apple Inc	AC03310306	77	\$1,101.80 PO#263648269	20APC0609DY	PO Box 846095, Dallas, TX 75284-6095	Check
	6/12/2020 Apple Inc	AC05501329	77	\$183.00 PO#263648680	20APC0609DY	PO Box 846095, Dallas, TX 75284-6095	Check
	6/12/2020 Apple Inc	AC06508165	66	\$183.00 PO#263650399	20APC0609DY	PO Box 846095, Dallas, TX 75284-6095	Check
	6/12/2020 Apple Inc	AC12598319	77	\$927.29 PO#263648680	20APC0609DY	PO Box 846095, Dallas, TX 75284-6095	Check
	6/12/2020 Apple Inc	AC13436321	66	\$918.80 PO#263650399	20APC0609DY	PO Box 846095, Dallas, TX 75284-6095	Check
16448	6/12/2020 Art Supplies Wholesale	1822618	66	\$136.68 PO#263650618	20APC0609DY	4 Enon Street (Rear), Beverly, MA 01915	Check
	6/12/2020 Art Supplies Wholesale	1823024	77	\$25.52 PO#263649997	20APC0609DY	4 Enon Street (Rear), Beverly, MA 01915	Check
16449	6/12/2020 Athena's Advanced Academy	2020S-CSEA-1	66	\$249.00 PO#263514197	20APC0609DY	2312 Quail Run Circle, Modesto, CA 95355, USA	Check
16450	6/12/2020 Barnes & Noble, Inc.	3984745	77	\$52.31 PO#263623156	20APC0609DY	PO Box 930455, Atlanta, GA 31193-0455, USA	Main
	6/12/2020 Barnes & Noble, Inc.	3989343	66	\$119.65 PO#263647011	20APC0609DY	PO Box 930455, Atlanta, GA 31193-0455, USA	Main
16451	6/12/2020 Beautiful Feet Books, Inc.	11925	77	\$197.19 PO#263650570	20APC0609DY	3970 Short St #100, San Luis Obispo, CA 93401	Check
16452	6/12/2020 Brave Writer	263617050	66	\$11.95 PO#263617050	20APC0609DY	7723 Tylers Place Blvd, Ste. 165, West Chester, OH 45069, USA	Check
	6/12/2020 Brave Writer	263647159	77	\$59.95 PO#263647159	20APC0609DY	7723 Tylers Place Blvd, Ste. 165, West Chester, OH 45069, USA	Check
16453	6/12/2020 The Classical Historian	912	77	\$91.05 PO#263657188	20APC0609DY	1019 Domador, San Clemente, CA 92673, ,	Main
16454	6/12/2020 CM School Supply, Inc.	003386436-0	66	\$192.61 PO#263653592	20APC0609DY	4155 Van Buren Blvd, Riverside, CA 92503	Check
16455	6/12/2020 Discount School Supply	D67033500101	66	\$128.47 PO#263653777	20APC0609DY	PO Box 734309, Chicago, IL 60673-4309	Main
16456	6/12/2020 Easy Grammar Systems	050420-181	66	\$61.90 PO#263650787	20APC0609DY	P.O. Box 25970, Scottsdale, AZ 85255, USA	Check
16457	6/12/2020 Freedom Scientific BLV Group, LLC (dba Vispero)	STDINV499276	66	\$1,047.00 PO#263664280	20APC0609DY	17757 US Highway 19 N, Suite 560, Clearwater, FL 33764-6570	Check
	6/12/2020 Freedom Scientific BLV Group, LLC (dba Vispero)	STDINV499276	77	\$2,126.24 PO#263664280	20APC0609DY	17757 US Highway 19 N, Suite 560, Clearwater, FL 33764-6570	Check
16458	6/12/2020 History Unboxed LLC (Attn: Elizabeth Hauris)	wc-7107HU	66	\$892.05 PO#263634375	20APC0609DY	6682 Tapps Ford Rd., Amissville, VA 20106, USA	Check
	6/12/2020 History Unboxed LLC (Attn: Elizabeth Hauris)	wc-7140HU	66	\$236.39 PO#263640775	20APC0609DY	6682 Tapps Ford Rd., Amissville, VA 20106, USA	Check
	6/12/2020 History Unboxed LLC (Attn: Elizabeth Hauris)	wc-7193HU	77	\$179.06 PO#263645714	20APC0609DY	6682 Tapps Ford Rd., Amissville, VA 20106, USA	Check
	6/12/2020 History Unboxed LLC (Attn: Elizabeth Hauris)	wc-7194HU	77	\$179.06 PO#263645726	20APC0609DY	6682 Tapps Ford Rd., Amissville, VA 20106, USA	Check

	6/12/2020 History Unboxed LLC (Attn: Elizabeth Hauris)	wc-7195HU	77	\$179.06 PO#263645732	20APC0609DY	6682 Tapps Ford Rd., Amissville, VA 20106, USA	Check
	6/12/2020 History Unboxed LLC (Attn: Elizabeth Hauris)	wc-7282HU	66	\$123.56 PO#263648094	20APC0609DY	6682 Tapps Ford Rd., Amissville, VA 20106, USA	Check
	6/12/2020 History Unboxed LLC (Attn: Elizabeth Hauris)	wc-7298HU	77	\$167.70 PO#263651939	20APC0609DY	6682 Tapps Ford Rd., Amissville, VA 20106, USA	Check
	6/12/2020 History Unboxed LLC (Attn: Elizabeth Hauris)	wc-7299HU	66	\$66.10 PO#263651253	20APC0609DY	6682 Tapps Ford Rd., Amissville, VA 20106, USA	Check
	6/12/2020 History Unboxed LLC (Attn: Elizabeth Hauris)	wc-7300HU	66	\$66.10 PO#263651298	20APC0609DY	6682 Tapps Ford Rd., Amissville, VA 20106, USA	Check
16459	6/12/2020 Home Science Tools	1005713	77	\$238.44 PO#263648531	20APC0609DY	665 Carbon St., Billings, MT 59102	Check
	6/12/2020 Home Science Tools	1005714	77	\$35.43 PO#263647044	20APC0609DY	665 Carbon St., Billings, MT 59102	Check
	6/12/2020 Home Science Tools	1006404	66	\$68.55 PO#263650573	20APC0609DY	665 Carbon St., Billings, MT 59102	Check
	6/12/2020 Home Science Tools	1006405	77	\$135.77 PO#263649789	20APC0609DY	665 Carbon St., Billings, MT 59102	Check
	6/12/2020 Home Science Tools	1006406	77	\$97.82 PO#263650268	20APC0609DY	665 Carbon St., Billings, MT 59102	Check
	6/12/2020 Home Science Tools	1006437	77	\$24.90 PO#263650892	20APC0609DY	665 Carbon St., Billings, MT 59102	Check
	6/12/2020 Home Science Tools	1006438	77	\$278.26 PO#263651531	20APC0609DY	665 Carbon St., Billings, MT 59102	Check
	6/12/2020 Home Science Tools	1006439	77	\$155.65 PO#263651563	20APC0609DY	665 Carbon St., Billings, MT 59102	Check
	6/12/2020 Home Science Tools	1012623	77	\$112.49 PO#263664564	20APC0609DY	665 Carbon St., Billings, MT 59102	Check
16460	6/12/2020 Ivy Kids LLC	2069	66	\$50.85 PO#263648829	20APC0609DY	152 79th Street, Brooklyn, NY 11209	Check
16461	6/12/2020 Kitchen Kid, LLC	439798	77	\$78.84 PO#263647765	20APC0609DY	2305 W. 190th St, Redondo Beach, CA 90278	Check
16462	6/12/2020 Lakeshore Learning Materials	4740830520	66	\$188.03 PO#263659453	20APC0609DY	2695 E. Dominguez Street, Carson, CA 90895	Check
16463	6/12/2020 Morey's Music Store, Inc.	052720	77	\$129.30 PO#263627808	20APC0609DY	4834 Woodruff Ave, Lakewood, CA 90713	Check
	6/12/2020 Morey's Music Store, Inc.	052720-1	77	\$82.97 PO#263627821	20APC0609DY	4834 Woodruff Ave, Lakewood, CA 90713	Check
	6/12/2020 Morey's Music Store, Inc.	052720-2	77	\$64.65 PO#263627845	20APC0609DY	4834 Woodruff Ave, Lakewood, CA 90713	Check
	6/12/2020 Morey's Music Store, Inc.	060120	77	\$32.33 PO#263627808	20APC0609DY	4834 Woodruff Ave, Lakewood, CA 90713	Check
	6/12/2020 Morey's Music Store, Inc.	060120-1	77	\$16.16 PO#263627845	20APC0609DY	4834 Woodruff Ave, Lakewood, CA 90713	Check
16464	6/12/2020 Oak Meadow Inc	100645	77	\$1,274.50 PO#263654835	20APC0609DY	PO Box 615, Putney, VT 05346	Check
16465	6/12/2020 Outschool, Inc	19425	77	\$15.00 PO#263643403	20APC0609DY	PO Box 77107, San Francisco, CA 94107	Main
	6/12/2020 Outschool, Inc	19426	66	\$70.00 PO#263645574	20APC0609DY	PO Box 77107, San Francisco, CA 94107	Main
	6/12/2020 Outschool, Inc	19427	77	\$13.00 PO#263647762	20APC0609DY	PO Box 77107, San Francisco, CA 94107	Main
	6/12/2020 Outschool, Inc	19428	77	\$218.00 PO#263652336	20APC0609DY	PO Box 77107, San Francisco, CA 94107	Main
	6/12/2020 Outschool, Inc	19429	77	\$218.00 PO#263652345	20APC0609DY	PO Box 77107, San Francisco, CA 94107	Main
	6/12/2020 Outschool, Inc	19430	77	\$218.00 PO#263652350	20APC0609DY	PO Box 77107, San Francisco, CA 94107	Main
	6/12/2020 Outschool, Inc	19591	77	\$14.00 PO#263643403	20APC0609DY	PO Box 77107, San Francisco, CA 94107	Main
	6/12/2020 Outschool, Inc	19592	77	\$24.00 PO#263644022	20APC0609DY	PO Box 77107, San Francisco, CA 94107	Main
16466	6/12/2020 School Pathways, LLC	64981	77	\$389.63 INV#64981 Acct#cccs2015	20APC0609DY	181 Commercial Street, Portola, CA 96122	Main
	6/12/2020 School Pathways, LLC	64982	77	\$4,389.58 INV#64982 Acct#EACS2019	20APC0609DY	181 Commercial Street, Portola, CA 96122	Main
	6/12/2020 School Pathways, LLC	64983	77	\$2,124.55 INV#64983 Acct#EACSE2019	20APC0609DY	181 Commercial Street, Portola, CA 96122	Main
16467	6/12/2020 Staples	3447490203	77	\$174.81 PO#Office Supplies Inv#3447490203	20APC0609DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/12/2020 Staples	3447490204	77	\$136.79 PO#Office Supplies INV#3447490204	20APC0609DY	PO Box 105748, Atlanta, GA 30348-5748	Check
16468	6/12/2020 Studies Weekly	324802	66	\$132.08 PO#263645980	20APC0609DY	1140 N 1430 W, Orem, UT 84057, USA	Check
	6/12/2020 Studies Weekly	333224	66	\$65.59 PO#263661534	20APC0609DY	1140 N 1430 W, Orem, UT 84057, USA	Check
	6/12/2020 Studies Weekly	333225	77	\$65.14 PO#263661537	20APC0609DY	1140 N 1430 W, Orem, UT 84057, USA	Check
16469	6/12/2020 Teacher Synergy, LLC	116972352	77	\$41.98 PO#263650478	20APC0609DY	75 Remittance Drive , Department 6759, Chicago, IL 60675, USA	Main
	6/12/2020 Teacher Synergy, LLC	117943425	77	\$94.49 PO#263652919	20APC0609DY	75 Remittance Drive , Department 6759, Chicago, IL 60675, USA	Main
16470	6/12/2020 Acting Academy for Kids	263666932	77	\$369.00 BP#263666932	20APC0609DY2	221 Primrose, Foothill Ranch, CA 92610	Check
16471	6/12/2020 Adriana Lassiter	263666933	77	\$265.00 BP#263666933	20APC0609DY2	2 Francheshi Place, Aliso Viejo, CA 92656	Check
16472	6/12/2020 Agility Kids, LLC	263666961	77	\$380.49 BP#263666961	20APC0609DY2	26201 Ynes Road, #104, Temecula, CA 92591	Main

16473	6/12/2020 Alison Devaty	263666937	66	\$90.00 BP#263666937	20APC0609DY2	PO Box 1045, Twin Peaks, CA 92391	Main
16474	6/12/2020 American Printing House For the Blind, Inc.	A056405	77	\$437.00 INV#A056405	20APC0609DY2	1839 Frankfort Avenue, Louisville, KY 40206-0085	Check
16475	6/12/2020 Ann C. Shultz	263666942	77	\$217.00 BP#263666942	20APC0609DY2	32941 Danaspruce, Dana Point, CA 92629	Check
	6/12/2020 Ann C. Shultz	263666943	66	\$42.00 BP#263666943	20APC0609DY2	32941 Danaspruce, Dana Point, CA 92629	Check
16476	6/12/2020 Annette Brower	263666944	77	\$276.00 BP#263666944	20APC0609DY2	1831 E. 19th St., Santa Ana, CA 92705	Check
16477	6/12/2020 Ava Gamez	263667042	66	\$65.00 BP#263667042	20APC0609DY2	14065 Livingston Meadows, Garden Grove, CA 92844	Check
	6/12/2020 Ava Gamez	263667042	77	\$187.50 BP#263667042	20APC0609DY2	14065 Livingston Meadows, Garden Grove, CA 92844	Check
16478	6/12/2020 Barbara Infranca	263666952	77	\$38.48 BP#263666952	20APC0609DY2	2758 Drake Avenue, Costa Mesa, CA 92626	Check
16479	6/12/2020 Breakthrough Sports LLC	263666953	66	\$99.00 BP#263666953	20APC0609DY2	31 Nantucket Ln, Aliso Viejo, CA 92656	Main
	6/12/2020 Breakthrough Sports LLC	263666954	77	\$117.50 BP#263666954	20APC0609DY2	31 Nantucket Ln, Aliso Viejo, CA 92656	Main
16480	6/12/2020 Brittany Doan	263666958	77	\$576.25 BP#263666958	20APC0609DY2	32258 Camino Capistrano #110, San Juan Capistrano, CA 92675	Check
16481	6/12/2020 Business Empowerment Inc.	263666975	77	\$300.00 BP#263666975	20APC0609DY2	1805 E. Dyer Road, Suite 109, Santa Ana, CA 92705	Check
16482	6/12/2020 California Gymnastics, LLC	263666959	77	\$831.00 BP#263666959	20APC0609DY2	444 West Katella Ave, Orange, CA 92867	Check
16483	6/12/2020 California Homeschool Network	128	77	\$75.00 INV#128	20APC0609DY2	C/O Rhonda Hamilton, 1090A N. Jaye St., Porterville, CA 93257	Main
16484	6/12/2020 Caustics Digital Academy	263666962	77	\$1,018.02 BP#263666962	20APC0609DY2	1442 Irvine Blvd. #221, Tustin, CA 92780	Check
16485	6/12/2020 Celeste Haueter	263666963	77	\$738.75 BP#263666963	20APC0609DY2	PO Box 8051, Newport Beach, CA 92658	Check
	6/12/2020 Celeste Haueter	263666964	66	\$48.00 BP#263666964	20APC0609DY2	PO Box 8051, Newport Beach, CA 92658	Check
16486	6/12/2020 Charles Lee Jones	263666965	77	\$242.50 BP#263666965	20APC0609DY2	316 Avenida Palizada, San Clemente, CA 92672	Main
16487	6/12/2020 Christine Benedict	263666966	77	\$161.25 BP#263666966	20APC0609DY2	31 Blackbird Lane, Aliso Viejo, CA 92696	Check
	6/12/2020 Christine Benedict	263666968	66	\$61.25 BP#263666968	20APC0609DY2	31 Blackbird Lane, Aliso Viejo, CA 92696	Check
16488	6/12/2020 Christina N. O'Herin	263666969	77	\$309.52 BP#263666969	20APC0609DY2	3466 Garnet St #153, Torrance, CA 90503	Main
16489	6/12/2020 Clarissa Lee	263666971	77	\$130.00 BP#263666971	20APC0609DY2	27468 Lock Haven Ct., Temecula, CA 92591	Main
16490	6/12/2020 Coast Live Oak School Inc.	263666972	77	\$600.00 BP#263666972	20APC0609DY2	316 Edgewood Rd, Santa Ana, CA 92706	Check
16491	6/12/2020 CrossFit Reverb	263666974	66	\$149.00 BP#263666974	20APC0609DY2	1120 Dewey Way Suite D, Upland, CA 91786	Check
16492	6/12/2020 DanThanh Duong	263666980	77	\$195.00 BP#263666980	20APC0609DY2	23972 Juaneno Drive, Mission Viejo, CA 92691	Check
16493	6/12/2020 David E. Christensen	263667044	66	\$190.00 BP#263667044	20APC0609DY2	1337 N. Sparks Street, Burbank, CA 91506	Main
	6/12/2020 David E. Christensen	263667045	77	\$75.00 BP#263667045	20APC0609DY2	1337 N. Sparks Street, Burbank, CA 91506	Main
16494	6/12/2020 Debra K. Hardman	263667071	77	\$720.00 BP#263667071	20APC0609DY2	17200 High Country Circle, Perris, CA 92570	Check
16495	6/12/2020 Denise L. Buskirk	263666976	77	\$1,458.37 BP#263666976	20APC0609DY2	51 St. Kitts, Dana Point, CA 92629	Check
16496	6/12/2020 DK1 Temecula Valley LLC	263666979	77	\$149.50 BP#263666979	20APC0609DY2	43980 Mahlon Vail Rd, #3304, Temecula, CA 92592	Main
16497	6/12/2020 Dorothy McCandliss	263666981	66	\$75.00 BP#263666981	20APC0609DY2	528 Mountain View St, Altadena, CA 91001	Check
16498	6/12/2020 Drawn2Art Northridge	263666984	66	\$133.00 BP#263666984	20APC0609DY2	9420 Reseda Blvd., Unit #10, Northridge, CA 91324	Check
16499	6/12/2020 Elida Vazquez	263666986	77	\$320.00 BP#263666986	20APC0609DY2	921 S. Claudina Street, Anaheim, CA 92805	Check
16500	6/12/2020 Erin Yeomans	263666987	66	\$950.00 BP#263666987	20APC0609DY2	150 West Cypress Ave, Ste E, Burbank, CA 91502	Check
16501	6/12/2020 German School Campus, Inc.	263666989	77	\$258.75 BP#263666989	20APC0609DY2	26895 Aliso Creek Road, B-858, Aliso Viejo, CA 92656	Check
16502	6/12/2020 ParentSquare Inc.	3775	66	\$2,643.00 INV#3775	20APC0609DY2	3905 State Street, Suite 7-502, Santa Barbara, CA 93105	Check
	6/12/2020 ParentSquare Inc.	3775	77	\$5,367.00 INV#3775	20APC0609DY2	3905 State Street, Suite 7-502, Santa Barbara, CA 93105	Check
16503	6/12/2020 Pitney Bowes Global Financial Services LLC	3103967736	66	\$57.00 INV#3103967736 Acct#0018280634	20APC0609DY2	PO Box 371887, Pittsburgh, PA 15250-7887, USA	Main

	6/12/2020 Pitney Bowes Global Financial Services LLC	3103967736	77	\$116.56 INV#3103967736 Acct#0018280634	20APC0609DY2	PO Box 371887, Pittsburgh, PA 15250-7887, USA	Main
16504	6/12/2020 Raindrop Agency, Inc.	4012	66	\$532.00 INV#4012	20APC0609DY2	1501 India Street, Suite 103-113, San Diego, CA 92101	Check
	6/12/2020 Raindrop Agency, Inc.	4012	77	\$1,081.00 INV#4012	20APC0609DY2	1501 India Street, Suite 103-113, San Diego, CA 92101	Check
16505	6/12/2020 Art History Kids	C5A84E2-0004	77	\$24.00 PO#263651231	20APC0612DY	600 Lincoln Ave, PO BOX 94951, Pasadena, CA 91109, USA	Check
16506	6/12/2020 Art Supplies Wholesale	1820901	77	\$103.21 PO#263625017	20APC0612DY	4 Enon Street (Rear), Beverly, MA 01915	Check
	6/12/2020 Art Supplies Wholesale	1821492	77	\$120.84 PO#263636507	20APC0612DY	4 Enon Street (Rear), Beverly, MA 01915	Check
	6/12/2020 Art Supplies Wholesale	1822267	66	\$81.78 PO#263647495	20APC0612DY	4 Enon Street (Rear), Beverly, MA 01915	Check
	6/12/2020 Art Supplies Wholesale	1822359	77	\$192.95 PO#263647911	20APC0612DY	4 Enon Street (Rear), Beverly, MA 01915	Check
	6/12/2020 Art Supplies Wholesale	1825585	77	\$20.56 PO#263647495 Reship	20APC0612DY	4 Enon Street (Rear), Beverly, MA 01915	Check
16507	6/12/2020 Blick Art Material	3376505	77	\$81.45 PO#263634821	20APC0612DY	6910 Eagle Way, Chicago, IL 60678	Main
16508	6/12/2020 BookShark	30996149	66	\$17.31 PO#263628508	20APC0612DY	8022 South Grant Way, Littleton, CO 80122	Check
16509	6/12/2020 Genius Box, Inc.	245	77	\$162.00 PO#263541738	20APC0612DY	7 Quail Ct, Shelton, CT 06484	Main
	6/12/2020 Genius Box, Inc.	248	77	\$58.00 PO#263643651	20APC0612DY	7 Quail Ct, Shelton, CT 06484	Main
16510	6/12/2020 Ivy Kids LLC	2067	77	\$79.90 PO#263639739	20APC0612DY	152 79th Street, Brooklyn, NY 11209	Check
	6/12/2020 Ivy Kids LLC	2071	66	\$50.85 PO#263651297	20APC0612DY	152 79th Street, Brooklyn, NY 11209	Check
	6/12/2020 Ivy Kids LLC	2207	66	\$79.90 PO#263601097	20APC0612DY	152 79th Street, Brooklyn, NY 11209	Check
	6/12/2020 Ivy Kids LLC	2208	77	\$83.90 PO#263621800	20APC0612DY	152 79th Street, Brooklyn, NY 11209	Check
16511	6/12/2020 Lakeshore Learning Materials	4784180520	77	\$82.77 PO#263661086	20APC0612DY	2695 E. Dominguez Street, Carson, CA 90895	Check
	6/12/2020 Lakeshore Learning Materials	4936900520	77	\$401.31 PO#263651489	20APC0612DY	2695 E. Dominguez Street, Carson, CA 90895	Check
16512	6/12/2020 Morey's Music Store, Inc.	06022020	77	\$21.55 PO#263630736	20APC0612DY	4834 Woodruff Ave, Lakewood, CA 90713	Check
16513	6/12/2020 Scholastic, Inc.	22371741	66	\$72.36 PO#263649003	20APC0612DY	PO Box 3720, Jefferson City, MO 65102-3720, USA	Check
16514	6/12/2020 Wisdom Supply Co.	D507	66	\$45.29 PO#263646003	20APC0612DY	1922 Funston Ave., San Francisco, CA 94116, USA	Check
16515	6/12/2020 Academy 831, LLC	263668411	77	\$60.00 BP#263668411	20APC0612DY2	1259 W. Central Ave., Brea, CA 92821	Check
16516	6/12/2020 Adam Brody	263668409	77	\$2,348.00 BP#263668409	20APC0612DY2	PO Box 3918, Mission Viejo, CA 92690	Check
16517	6/12/2020 Allison Maitlen	263668413	77	\$2,055.38 BP#263668413	20APC0612DY2	12762 Bartlett Street, Garden Grove, CA 92845, USA	Check
16518	6/12/2020 B+B Wenneberg Inc.	263668417	77	\$802.00 BP#263668417	20APC0612DY2	1027 N. Harbor Blvd., Fullerton, CA 92832	Check
16519	6/12/2020 Amy Catherine Tiffin	263668420	77	\$195.51 BP#263668420	20APC0612DY2	788 W. Lambert Road, Unit 45, La Habra, CA 90631, USA	Main
16520	6/12/2020 Angela Box	263668421	77	\$87.50 BP#263668421	20APC0612DY2	127436 Sereno, Mission Viejo, CA 92691, USA	Check
16521	6/12/2020 Anita G. O'Neill	263668422	77	\$75.00 BP#263668422	20APC0612DY2	21001 Morningside Drive, Trabuco Canyon, CA 92679	Check
16522	6/12/2020 Art Steps, Inc. Costa Mesa	263668438	77	\$298.00 BP#263668438	20APC0612DY2	18212 Imperial Hwy, Yorba Linda, CA 92886	Main
16523	6/12/2020 Art Steps, Inc Yorba Linda	263668433	77	\$822.00 BP#263668433	20APC0612DY2	18212 Imperial Hwy., Yorba Linda, CA 92886	Main
16524	6/12/2020 Art Steps, Inc. Laguna Hills	263668439	77	\$867.00 BP#263668439	20APC0612DY2	18212 Imperial Hwy, Yorba Linda, CA 92886	Main
16525	6/12/2020 Bowman Academics	263668485	77	\$760.50 BP#263668485	20APC0612DY2	30001 Golden Lantern #142, Laguna Niguel, CA 92677	Check
16526	6/12/2020 Brain Builders STEM Education	263668489	77	\$1,388.65 BP#263668489	20APC0612DY2	PO Box 442, Tustin, CA 92781	Check
16527	6/12/2020 C3 Classes, LLC	263668525	77	\$604.55 BP#263668525	20APC0612DY2	3006 Anabella, San Clemente, CA 92673	Check
16528	6/12/2020 Candi Chavez	263668532	77	\$270.00 BP#263668532	20APC0612DY2	1602 E. Briardale Ave., Orange, CA 92865	Check
16529	6/12/2020 Carlsbad Performing Arts Academy	263668573	77	\$413.00 BP#263668573	20APC0612DY2	6106 Avenida Encinas Ste F, Carlsbad, CA 92011	Check
16530	6/12/2020 Chelsea Leah Smith	263668580	77	\$2,400.00 BP#263668580	20APC0612DY2	22940 Nan Street, Wildomar, CA 92595	Main
16531	6/12/2020 Christina A. Barber	263668584	77	\$138.12 BP#263668584	20APC0612DY2	2802 Jacaranda Ave., Carlsbad, CA 92009	Check
16532	6/12/2020 Chungsol Academy Education Inc.	263668604	77	\$180.00 BP#263668604	20APC0612DY2	1021 W. Bastanchury Road, #171, Fullerton, CA 92833	Check
16533	6/12/2020 Connie K. Avery	263668690	77	\$402.50 BP#263668690	20APC0612DY2	22075 Pheasant Street, Lake Forest, CA 92630	Main

16534	6/12/2020	Cristina E. O'Connell	263668692	77	\$120.00 BP#263668692	20APC0612DY2	3591 Hamner Ave, Ste A, Norco, CA 92680	Main
16535	6/12/2020	Crystal Nicole Bouchard	263668594	77	\$2,216.00 BP#263668594	20APC0612DY2	74 Via Prado, Rancho Santa Margarita, CA 92688	Check
16536	6/12/2020	D. D. & S Learning Systems Inc	263668745	77	\$416.00 BP#263668745	20APC0612DY2	7365 Carnelian St. Suite 133, Rancho Cucamonga, CA 91730	Main
16537	6/12/2020	Deborah Delfs	263668598	77	\$640.00 BP#263668598	20APC0612DY2	6920 E Driscoll Street, Long Beach, CA 90815	Check
16538	6/12/2020	Dexter Creative	263668599	77	\$550.00 BP#263668599	20APC0612DY2	120 Newport Center Drive, Newport Beach, CA 92660	Check
16539	6/12/2020	Dinu Fedur	263668600	77	\$180.00 BP#263668600	20APC0612DY2	3855 Skofstad Street Apt 26, Riverside, CA 92505	Check
16540	6/12/2020	Esther Brill	263668443	77	\$175.00 BP#263668443	20APC0612DY2	916 N West St., Anaheim, CA 92801	Check
16541	6/12/2020	Evan Sachs	263668606	77	\$1,155.00 BP#263668606	20APC0612DY2	PO Box 141, San Clemente, CA 92674	Check
16542	6/12/2020	Art + Soul Collective	263668429	77	\$902.00 BP#263668429	20APC0612DY2	3111 Villa Way, Newport Beach, CA 92663	Check
16543	6/12/2020	Christy and Robyns Singers LLC	263668716	77	\$48.00 BP#263668716	20APC0612DY2	1 Ardennes Dr., Ladera Ranch, CA 92694	Main
16544	6/12/2020	Anchor Counseling & Education Solutions, LLC	20C	66	\$1,224.17 PO-309 SPED Services - 3/30-4/30/20	20APC0601SpEd	601 S. Figueroa St, Suite #4050, Los Angeles, ca 90017, USA	Main
16545	6/12/2020	Effectual Educational Consulting Services - Mission Viejo	3791	66	\$1,430.00 PO-312 SPED Services - April '20	20APC0601SpEd	22756 Sweet Meadow, Mission Viejo, ca 92692, USA	Main
	6/12/2020	Effectual Educational Consulting Services - Mission Viejo	3791	77	\$4,087.50 PO-312 SPED Services - April '20	20APC0601SpEd	22756 Sweet Meadow, Mission Viejo, ca 92692, USA	Main
16546	6/12/2020	Partners in Special Education	CINV-00020972	66	\$2,216.25 PO-310 SPED Services - March '20	20APC0601SpEd	320 N. Halstead St., Suite 110, Pasadena, CA 91107	Check
	6/12/2020	Partners in Special Education	CINV-00020972	77	\$997.36 PO-310 SPED Services - March '20	20APC0601SpEd	320 N. Halstead St., Suite 110, Pasadena, CA 91107	Check
	6/12/2020	Partners in Special Education	CINV-000220971	66	\$1,757.50 PO-311 SPED Services - Feb '20	20APC0601SpEd	320 N. Halstead St., Suite 110, Pasadena, CA 91107	Check
	6/12/2020	Partners in Special Education	CINV-000220971	77	\$334.21 PO-311 SPED Services - Feb '20	20APC0601SpEd	320 N. Halstead St., Suite 110, Pasadena, CA 91107	Check
16547	6/12/2020	Therapy in Action	EX2020-04	66	\$560.00 PO-308 SPED Services - April '20	20APC0601SpEd	18522 Oxnard St., Tarzana, CA 91356, USA	Main
16548	6/15/2020	Rainbow Resource Center	2875240	66	\$290.76 PO#263624314	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2875242	66	\$137.06 PO#263624847	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2875273	77	\$71.28 PO#263623020	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2875280	77	\$279.27 PO#263624975	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2886486	77	\$154.96 PO#263633647	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2892852	66	\$129.64 PO#263640085	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2894584	77	\$157.47 PO#263634938	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2897702	77	\$176.51 PO#263643622	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2897705	77	\$230.96 PO#263644152	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2897711	66	\$437.52 PO#263641607	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2901639	66	\$35.73 PO#263644660	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2907750	77	\$278.71 PO#263649631	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2907755	66	\$266.37 PO#263647212	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2907759	77	\$515.14 PO#263648835	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2909953	66	\$285.13 PO#263650419	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main
	6/15/2020	Rainbow Resource Center	2910243	77	\$51.14 PO#263650831	20APC611JB	655 Township Road 500 E, Toulon, II 61483, USA	Main

	6/15/2020 Rainbow Resource Center	2910251	77	\$18.76 PO#263650820	20APC611JB	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/15/2020 Rainbow Resource Center	2910256	77	\$80.41 PO#263650817	20APC611JB	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/15/2020 Rainbow Resource Center	2913713	77	\$17.20 PO#263651508	20APC611JB	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/15/2020 Rainbow Resource Center	2914125	77	\$339.69 PO#263646969	20APC611JB	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/15/2020 Rainbow Resource Center	2914208	77	\$133.65 PO#263653203	20APC611JB	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/15/2020 Rainbow Resource Center	2914254	66	\$315.31 PO#263650067	20APC611JB	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/15/2020 Rainbow Resource Center	2914388	77	\$284.47 PO#263651057	20APC611JB	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/15/2020 Rainbow Resource Center	2914432	66	\$298.41 PO#263651838	20APC611JB	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/15/2020 Rainbow Resource Center	2914570	77	\$90.59 PO#263651690	20APC611JB	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/15/2020 Rainbow Resource Center	2914845	66	\$401.18 PO#263650683	20APC611JB	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/15/2020 Rainbow Resource Center	2940110	77	\$51.00 PO#263664607	20APC611JB	655 Township Road 500 E, Toulon, IL 61483, USA	Main
16549	6/16/2020 Blind Children's Learning Center	53721	77	\$552.99 PO-325 SPED Services - May '20	20APC0612SpEd	18542-B Vanderlip Avenue, Santa Ana, CA 92705, USA	Main
16550	6/16/2020 Jump and Schout Therapy, Inc.	19273	66	\$700.00 PO-313: SPED Services - April '20	20APC0612SpEd	500 W Central Ave Ste B, Brea, CA 92821	Main
16551	6/16/2020 Kids Institute for Development & Advancement	26724	77	\$500.00 PO-321 SPED Services - May '20	20APC0612SpEd	17861 Von Karman Ave, Irvine, CA 92614	Main
	6/16/2020 Kids Institute for Development & Advancement	26725	77	\$375.00 PO-322 SPED Services - May '20	20APC0612SpEd	17861 Von Karman Ave, Irvine, CA 92614	Main
16552	6/16/2020 Little Ears Therapy Center	126	66	\$30.00 PO-320 SPED Services - May '20	20APC0612SpEd	16410 Whittier Blvd, Whittier, CA 90603	Main
	6/16/2020 Little Ears Therapy Center	126	77	\$240.00 PO-320 SPED Services - May '20	20APC0612SpEd	16410 Whittier Blvd, Whittier, CA 90603	Main
16553	6/16/2020 Ohana Virtual Therapy	#14	77	\$490.00 PO-324 SPED Services - May '20	20APC0612SpEd	PO BOX 8216, Lancaster, CA 93539	Main
16554	6/16/2020 Partners in Special Education	CINV-00020974	66	\$2,376.25 PO-317 SPED Documents - April '20	20APC0612SpEd	320 N. Halstead St., Suite 110, Pasadena, CA 91107	Check
	6/16/2020 Partners in Special Education	CINV-00020974	77	\$1,113.75 PO-317 SPED Documents - April '20	20APC0612SpEd	320 N. Halstead St., Suite 110, Pasadena, CA 91107	Check
16555	6/16/2020 Pediatric Therapy Associates	331	77	\$14,535.00 PO-326 SPED Services - May '20	20APC0612SpEd	14772 Pipeline Ave Suite A, Chino Hills, CA 91709	Main
16556	6/16/2020 Pediatric Therapy Network	043020	66	\$216.00 PO-314 SPED Services - March '20	20APC0612SpEd	1815 W 213th Street, Suite 100, Torrance, CA 90501, USA	check
16557	6/16/2020 SenseAbilities	CCS0520EX	77	\$990.00 PO-315 SPED Services - May '20	20APC0612SpEd	6848 Magnolia Ave, Suite 200, Riverside, CA 92506, USA	Main
16558	6/16/2020 Universal Language Service, Inc.	INV-200605-38329	77	\$64.35 PO-318 SPED Services - May '20	20APC0612SpEd	929 108th Ave, NE, Suite 710, Bellevue, WA 98004	Main
16559	6/17/2020 Anne Cesario	CES05112020	77	\$56.45 Mileage Reimbursement & postage 061120	20APC616LT	1000 South Coast Drive S-201, Costa Mesa, CA 92626	Main
16560	6/17/2020 Caliber Signs & Imaging	9086	66	\$151.00 Hand sanitizer stand	20APC616LT	17981 Sky Park Circle, Suite M, Irvine, CA 92614	Check
	6/17/2020 Caliber Signs & Imaging	9086	77	\$306.94 Hand sanitizer stand	20APC616LT	17981 Sky Park Circle, Suite M, Irvine, CA 92614	Check
16561	6/17/2020 Great American Insurance Group	052620 #2847	55	\$25.00 Acct#814372847 Policy#2619880	20APC616LT	PO Nox 89400, Cleveland, OH 44101	Main
16562	6/18/2020 Little Passports	111308019	66	\$163.92 PO#263466437	20AP618LT	27 Maiden Lane, Suite 400, San Francisco, CA 94108	Check
	6/18/2020 Little Passports	111308021	66	\$163.92 PO#263516317	20AP618LT	27 Maiden Lane, Suite 400, San Francisco, CA 94108	Check
	6/18/2020 Little Passports	111308027	66	\$131.07 PO#263458588	20AP618LT	27 Maiden Lane, Suite 400, San Francisco, CA 94108	Check
	6/18/2020 Little Passports	111314255	66	\$131.07 PO#263544881	20AP618LT	27 Maiden Lane, Suite 400, San Francisco, CA 94108	Check

	6/18/2020 Little Passports	111314296	77	\$109.58 PO#263555659	20AP618LT	27 Maiden Lane, Suite 400, San Francisco, CA 94108	Check
16563	6/18/2020 Raindrop Agency, Inc.	3493	66	\$337.50 Inv#3493	20AP618LTB	1501 India Street, Suite 103-113, San Diego, CA 92101	Main
	6/18/2020 Raindrop Agency, Inc.	3493	77	\$787.50 Inv#3493	20AP618LTB	1501 India Street, Suite 103-113, San Diego, CA 92101	Main
16564	6/18/2020 Partners in Special Education	CINV-00020974.	55	\$57.50 Balance due on invoice - SpEd services April '20	20APC0617SpEd	320 N. Halstead St., Suite 110, Pasadena, CA 91107	Check
	6/18/2020 Partners in Special Education	CINV-00020974.	55	-\$57.50 Balance due on invoice - SpEd services April '20	VD20-0112		
16565	6/19/2020 Apple Inc	AC05501330	66	\$183.00 PO#263649964 4400	20APC616Tea77	PO Box 846095, Dallas, TX 75284-6095	Check
	6/19/2020 Apple Inc	AC05725651	66	\$183.00 PO#2982555517 Excel CS 4400	20APC616Tea77	PO Box 846095, Dallas, TX 75284-6095	Check
	6/19/2020 Apple Inc	AC05828429	66	\$183.00 PO#2982707009 Excel CS 4400	20APC616Tea77	PO Box 846095, Dallas, TX 75284-6095	Check
	6/19/2020 Apple Inc	AC05828430	77	\$183.00 PO#2982770548 Excel CS 4400	20APC616Tea77	PO Box 846095, Dallas, TX 75284-6095	Check
	6/19/2020 Apple Inc	AC12599828	66	\$918.80 PO#2982188584 4400	20APC616Tea77	PO Box 846095, Dallas, TX 75284-6095	Check
	6/19/2020 Apple Inc	AC16103915	77	\$918.80 PO#263649823 4400	20APC616Tea77	PO Box 846095, Dallas, TX 75284-6095	Check
	6/19/2020 Apple Inc	AC16103917	66	\$918.80 PO#263651438 4400	20APC616Tea77	PO Box 846095, Dallas, TX 75284-6095	Check
	6/19/2020 Apple Inc	AC16104517	66	\$918.80 PO#263641697 4400	20APC616Tea77	PO Box 846095, Dallas, TX 75284-6095	Check
16566	6/19/2020 Noriko Laudenslager	263668530	77	\$120.00 BP#263668530	20APC0612DY3	28 Laconia, Irvine, CA 92614	Main
16567	6/19/2020 Fashion Camp - Create. Design. Sew. LLC	263668607	77	\$1,721.25 BP#263668607	20APC0612DY3	2477 Park Avenue, Tustin, CA 92782	Check
16568	6/19/2020 Firestorm Freerunning & Acrobatics	263668611	77	\$400.00 BP#263668611	20APC0612DY3	2533 S. Main St Unit A, Santa Ana, CA 92707	Check
16569	6/19/2020 First Baptist Church of Corona	263668586	77	\$1,480.00 BP#263668586	20APC0612DY3	155 W. 8th Street, Corona, CA 92882	Check
16570	6/19/2020 G1 Education, Inc	263668618	77	\$250.00 BP#263668618	20APC0612DY3	8580 Candlewood Street, Chino, CA 91708	Main
16571	6/19/2020 Gracie Barra Corona	263668622	77	\$926.00 BP#263668622	20APC0612DY3	16459 Village Meadow Drive, Riverside, CA 92503	Check
16572	6/19/2020 Hannah Joungyoun Park	263668626	77	\$468.00 BP#263668626	20APC0612DY3	837 Pendio, Irvine, CA 92620	Check
16573	6/19/2020 Hector Y. Martinez	263668634	77	\$611.30 BP#263668634	20APC0612DY3	1241 Quail Ridge, Irvine, CA 92603	Check
16574	6/19/2020 Heidi Lee Steiner	263668637	77	\$762.50 BP#263668637	20APC0612DY3	13 Deer Creek, Irvine, CA 92604	Main
16575	6/19/2020 Hyun Seung Chung	263668448	77	\$5,410.00 BP#263668448	20APC0612DY3	1901 E. Lambert Road, Suite 105, La Habra, CA 90631	Main
16576	6/19/2020 iMath LLC	263668661	77	\$360.10 BP#263668661	20APC0612DY3	25182 Campina, Mission Viejo, CA 92691	Check
16577	6/19/2020 Kicks Taekwondo Riverside Inc.	263668660	77	\$150.00 BP#263668660	20APC0612DY3	17100 Van Buren Blvd, Riverside, CA 92504	Check
16578	6/19/2020 Murphy Language Arts LLC	263668686	77	\$1,342.25 BP#263668686	20APC0612DY3	2665 Paradise Rd., Carlsbad, CA 92009	Check
16579	6/19/2020 Jennifer D. Woolfenden	263668676	77	\$640.00 BP#263668676	20APC0612DY3	68 Jarano Street, Rancho Mission Viejo, CA 92694	Main
16580	6/19/2020 Joanne N. Ayotte	263668700	77	\$330.00 BP#263668700	20APC0612DY3	9129 Owari Lane, Riverside, CA 92508	Check
16581	6/19/2020 Jonathan Buck	263668650	77	\$260.00 BP#263668650	20APC0612DY3	24961 Via Denise, Laguna Niguel, CA 92677	Main
16582	6/19/2020 Karen J Smith	263668653	77	\$540.00 BP#263668653	20APC0612DY3	10 Ashwood, Irvine, CA 92604	Check
16583	6/19/2020 Karen Lake	263668621	77	\$329.00 BP#263668621	20APC0612DY3	28532 Chimney Rock Circle, Trabuco Canyon, CA 92679, USA	Check
16584	6/19/2020 Karis Academy	263668654	77	\$10,212.50 BP#263668654	20APC0612DY3	17192 Murphy Ave #15572, Irvine, CA 92623	Check
16585	6/19/2020 Kathleen Susan Barth	263668468	77	\$100.00 BP#263668468	20APC0612DY3	6529 Dante Circle, Riverside, CA 92506	Check
16586	6/19/2020 Kelly Gardner	263668737	77	\$4,304.09 BP#263668737	20APC0612DY3	2372 Morse Ave., Suite 481, Irvine, CA 92614	Check
16587	6/19/2020 Kick It Up	263668659	77	\$125.00 BP#263668659	20APC0612DY3	8129 E Wardlow Rd., Long Beach, CA 90808	Check
16588	6/19/2020 Kimberly Lynn Aguirre	263668484	77	\$360.00 BP#263668484	20APC0612DY3	887 Summit View Court, Corona, CA 92882	Check
16589	6/19/2020 Mad Dog Math	263668672	77	\$1,427.00 BP#263668672	20APC0612DY3	4562 Ocana Ave, Lakewood, CA 90713	Check
16590	6/19/2020 Margo Arts	263668595	77	\$81.25 BP#263668595	20APC0612DY3	66 Maxwell, Irvine, CA 92618	Check
16591	6/19/2020 Michaela Shea Ackermann	263668679	77	\$1,950.00 BP#263668679	20APC0612DY3	33646 Halyard Dr, Dana Point, CA 92629, USA	Check
16592	6/19/2020 Michelle Diniakos	263668681	77	\$37.50 BP#263668681	20APC0612DY3	3103 Hacket Ave, Long Beach, CA 90808	Check
16593	6/19/2020 Modern Music Studio	263668684	77	\$500.00 BP#263668684	20APC0612DY3	623 Beaumont Ave, Beaumont, CA 92223	Main
16594	6/19/2020 OC Learning Lab	263668674	77	\$146.41 BP#263668674	20APC0612DY3	23891 Via Fabricante Ste 619, Mission Viejo, CA 92691	Check
16595	6/19/2020 Orange County Ki Society	263668694	77	\$155.00 BP#263668694	20APC0612DY3	26941 Cabot Road #136, Laguna Beach, CA 92651	Check
16596	6/19/2020 Pacific Ballet Conservatory	263668695	77	\$333.80 BP#263668695	20APC0612DY3	66 Argonaut, Suite 100, Aliso Viejo, CA 92656	Check

16597	6/19/2020 Pastiche Ventures, LLC dba Storymakery	263668742	77	\$60.00 BP#263668742	20APC0612DY3	23 Corte Vizcaya, San Clemente, CA 92673	Check
16598	6/19/2020 Phoenix Feather Inc.	263668697	77	\$289.50 BP#263668697	20APC0612DY3	25432 Trabuco Ste 204, Lake Forest, CA 92630	Check
16599	6/19/2020 Portal Languages Fullerton LLC	263668703	77	\$800.00 BP#263668703	20APC0612DY3	110 E. Wilshire Ave. Suite 500, Fullerton, CA 92832, USA	Check
16600	6/19/2020 Employment Development Department	36704-8	77	\$130.55 EDD Garnishment 263613704 BP#263668691	20APC0612DY4	PO BOX 989061, West Sacramento, CA 95798-9061	Main
16601	6/19/2020 Steam Educational Foundation	263668741	77	\$200.00 BP#263668741	20APC0612DY4	29582 Aventura, Rancho Santa Margarita, CA 92688	Main
16602	6/19/2020 Reynaldo & Maria Laura D'Angelo DBA Portal Languages	263668701	77	\$614.00 BP#263668701	20APC0612DY4	1500 Adams Avenue, Suite 206, Costa Mesa, CA 92626	Check
16603	6/19/2020 Rebecca Meta Scott	263668705	77	\$405.50 BP#263668705	20APC0612DY4	3388 S. Centinela Ave, #22, Los Angeles, CA 90066	Check
16604	6/19/2020 Rebecca Adams-Erkelen	263668704	77	\$416.25 BP#263668704	20APC0612DY4	2747 E. Roberta Drive, Orange, CA 92869	Main
16605	6/19/2020 Reshma J. Solbach	263668446	77	\$56.00 BP#263668446	20APC0612DY4	43645 Corte Cabral, Temecula, CA 92592	Check
16606	6/19/2020 Riffs Music	263668710	77	\$910.00 BP#263668710	20APC0612DY4	40972 California Oaks Rd, Murrieta, CA 92562, USA	Check
16607	6/19/2020 Rockside Music Inc	263668712	77	\$660.64 BP#263668712	20APC0612DY4	11498 Pierce Street, #E, Riverside, CA 92505	Check
16608	6/19/2020 Samara Rice Music	263668717	77	\$372.00 BP#263668717	20APC0612DY4	PO Box 4663, Huntington Beach, CA 92605	Check
16609	6/19/2020 Science-2-U	263668718	77	\$3,702.75 BP#263668718	20APC0612DY4	5228 Obispo Ave, Lakewood, CA 90712	Check
16610	6/19/2020 Seth Kaser	263668655	77	\$296.25 BP#263668655	20APC0612DY4	12611 Chase Street, Garden Grove, CA 92845	Check
16611	6/19/2020 SoCal STEM	263668720	77	\$1,555.50 BP#263668720	20APC0612DY4	320 N. Poe St. Unit B, Lake Elsinore, CA 92530	Check
16612	6/19/2020 Sophi Albert	263668698	77	\$160.00 BP#263668698	20APC0612DY4	6 Minori, Laguna Niguel, CA 92677	Check
16613	6/19/2020 Soteric LLC	263668721	77	\$212.50 BP#263668721	20APC0612DY4	102 Baker Street, Costa Mesa, CA 92626	Check
16614	6/19/2020 South Coast Repertory, Inc.	263668726	77	\$185.00 BP#263668726	20APC0612DY4	PO BOX 2197, Costa Mesa, CA 92628	Check
16615	6/19/2020 South County Dance Inc.	263668727	77	\$500.00 BP#263668727	20APC0612DY4	23132 Arroyo Vista, Rancho Santa Margarita, CA 92679	Check
16616	6/19/2020 South OC Hybrid Homeschool	263668729	77	\$1,636.83 BP#263668729	20APC0612DY4	23016 Lake Forst A166, Laguna Hills, CA 92653	Main
16617	6/19/2020 Stephen Scott Beseda	263668613	77	\$608.00 BP#263668613	20APC0612DY4	2004 McGaw Avenue, Irvine, CA 92614	Main
16618	6/19/2020 Strategic Kids LLC	263668743	77	\$476.80 BP#263668743	20APC0612DY4	558 E Castle Place Pkwy Suite B4-178, Castle Pines, CO 80108	Check
16619	6/19/2020 Thanitra Pichedvanichok	263668747	77	\$2,677.62 BP#263668747	20APC0612DY4	PO Box 62412, Irvine, CA 92602	Check
16620	6/19/2020 The Center Stage Studio	263668750	77	\$988.00 BP#263668750	20APC0612DY4	27101 Aliso Creek Rd Suite 136, Aliso Viejo, CA 92656	Check
16621	6/19/2020 The Colburn School	263668589	77	\$397.89 BP#263668589	20APC0612DY4	200 S. Grand Ave., Los Angeles, CA 90012	Check
16622	6/19/2020 Timothy Felker	263668609	77	\$1,034.00 BP#263668609	20APC0612DY4	6351 Mar Vista, Huntington Beach, CA 92647	Main
16623	6/19/2020 Top Billing Entertainment Performance Academy	263668756	77	\$50.00 BP#263668756	20APC0612DY4	165 N. Glendora Ave., Glendora, CA 91741	Check
16624	6/19/2020 Veronica Anne Richards	263668760	77	\$536.00 BP#263668760	20APC0612DY4	21731 Montbury, Lake Forest, CA 92630, USA	Check
16625	6/19/2020 West Coast Krav Maga Wildomar Inc.	263668764	77	\$159.00 BP#263668764	20APC0612DY4	PO Box 891956, Temecula, CA 92589	Check
16626	6/19/2020 Wildcats Hockey LLC	263668651	77	\$1,503.00 BP#263668651	20APC0612DY4	PO Box 18854, Anaheim, CA 92817	Check
16627	6/19/2020 Yang Jiang	263668477	77	\$390.00 BP#263668477	20APC0612DY4	7743 Alderwood Ave, Eastvale, CA 92880	Main
16628	6/19/2020 Abby Zabby LLC	263668641	66	\$3,413.27 BP#263668641	20APC0612DY5	1220 Highland Avenue, Suite # 1593, Duarte, CA 91009	Check
16629	6/19/2020 Academy 831, LLC	263668410	66	\$54.00 BP#263668410	20APC0612DY5	1259 W. Central Ave., Brea, CA 92821	Check
16630	6/19/2020 Alison Maitten	263668414	66	\$210.00 BP#263668414	20APC0612DY5	12762 Bartlett Street, Garden Grove, CA 92845, USA	Check
16631	6/19/2020 B+B Wenneberg Inc.	263668418	66	\$229.00 BP#263668418	20APC0612DY5	1027 N. Harbor Blvd., Fullerton, CA 92832	Check
16632	6/19/2020 Applause Foundation for the Performing Arts	263668424	66	\$200.00 BP#263668424	20APC0612DY5	6200 Carbon Cyn Rd, Brea, CA 92823	Check
16633	6/19/2020 Arness Ikner	263668665	66	\$522.00 BP#263668665	20APC0612DY5	373 E. Howard Street, Pasadena, CA 91104	Main

16634	6/19/2020 Art Steps, Inc Yorba Linda	263668435	66	\$268.00 BP#263668435	20APC0612DY5	18212 Imperial Hwy., Yorba Linda, CA 92886	Main
16635	6/19/2020 Sara Meeker	263668445	66	\$115.00 BP#263668445	20APC0612DY5	13126 Philadelphia St, Whittier, CA 90601	Check
16636	6/19/2020 ASTEME Learning Center	263668450	66	\$2,754.74 BP#263668450	20APC0612DY5	11672 Gateway Blvd, Los Angeles, CA 90064	Check
16637	6/19/2020 Cerritos Yamaha Music School	263668578	66	\$750.00 BP#263668578	20APC0612DY5	17150 Norwalk Blvd. #106, Cerritos, CA 90703	Check
16638	6/19/2020 Christian Classical Conservatory LLC	263668575	66	\$300.00 BP#263668575	20APC0612DY5	159 N. Madison Ave, Monrovia, CA 91016	Check
16639	6/19/2020 Chungsol Academy Education Inc.	263668603	66	\$100.00 BP#263668603	20APC0612DY5	1021 W. Bastanchury Road, #171, Fullerton, CA 92833	Check
16640	6/19/2020 Dark Horse Archery School	263668597	66	\$160.00 BP#263668597	20APC0612DY5	PO Box 1332, Crestine, CA 92325-1132	Check
16641	6/19/2020 G1 Education, Inc	263668617	66	\$5,356.00 BP#263668617	20APC0612DY5	8580 Candlewood Street, Chino, CA 91708	Main
16642	6/19/2020 Hollywood Arts Academy	263668639	66	\$120.00 BP#263668639	20APC0612DY5	2844 E. Foothill Blvd, Pasadena, CA 91107	Check
16643	6/19/2020 Hollywood Guitar Lessons	263668640	66	\$220.00 BP#263668640	20APC0612DY5	3308 W. Burbank Blvd., Burbank, CA 91505	Check
16644	6/19/2020 Inland Empire Tae Kwon Do Academy	263668642	66	\$298.00 BP#263668642	20APC0612DY5	29078 Garden Crescent Circle, Highland, CA 92346	Check
16645	6/19/2020 Murphy Language Arts LLC	263668687	66	\$47.00 BP#263668687	20APC0612DY5	2665 Paradise Rd., Carlsbad, CA 92009	Check
16646	6/19/2020 Joe Ferrante Music Academy	263668649	66	\$545.00 BP#263668649	20APC0612DY5	P O BOX 1053, Monrovia, CA 91017	Check
16647	6/19/2020 Kick It Up	263668657	66	\$518.34 BP#263668657	20APC0612DY5	8129 E Wardlow Rd., Long Beach, CA 90808	Check
16648	6/19/2020 Learn Beyond the Book	263668662	66	\$655.00 BP#263668662	20APC0612DY5	16843 La Veda Ave., Canyon Country, CA 91387	Check
16649	6/19/2020 Mad Dog Math	263668673	66	\$160.00 BP#263668673	20APC0612DY5	4562 Ocana Ave, Lakewood, CA 90713	Check
16650	6/19/2020 M'aidez, LLC	263668688	66	\$120.00 BP#263668688	20APC0612DY5	39528 Montebello Way, Murrieta, CA 92563	Check
16651	6/19/2020 Math Learning Rendondo Beach	263668678	66	\$1,746.00 BP#263668678	20APC0612DY5	15435 Jeffrey Rd #A-124, Irvine, CA 92618	Check
16652	6/19/2020 Monica D Basurto	263668685	66	\$40.00 BP#263668685	20APC0612DY5	330 Latchwood Lane, La Habra, CA 90631	Check
16653	6/19/2020 Rebecca Meta Scott	263668707	66	\$327.00 BP#263668707	20APC0612DY5	3388 S. Centinela Ave, #22, Los Angeles, CA 90066	Check
16654	6/19/2020 Science-2-U	263668719	66	\$2,216.50 BP#263668719	20APC0612DY5	5228 Obispo Ave, Lakewood, CA 90712	Check
16655	6/19/2020 Seth Kaser	263668656	66	\$90.00 BP#263668656	20APC0612DY5	12611 Chase Street, Garden Grove, CA 92845	Check
16656	6/19/2020 Linda Susan Graves	263668624	66	\$305.00 BP#263668624	20APC0612DY5	30413 E. Sunset Dr. South, Redlands, CA 92373	Check
16657	6/19/2020 Thrive Academics	263668754	66	\$600.00 BP#263668754	20APC0612DY5	16436 Monocacy Blvd., Huntersville, NC 28078	Check
16658	6/19/2020 Top Billing Entertainment Performance Academy	263668755	66	\$1,433.00 BP#263668755	20APC0612DY5	165 N. Glendora Ave., Glendora, CA 91741	Check
16659	6/19/2020 Valerie G. Marich	263668759	66	\$60.00 BP#263668759	20APC0612DY5	1910 Canyon Close Rd, Pasadena, CA 91107	Check
16660	6/19/2020 We Spark Learning	263668763	66	\$481.25 BP#263668763	20APC0612DY5	612 Parkrose Ave, Monrovia, CA 91016, USA	Check
16661	6/19/2020 Wildcats Hockey LLC	263668652	66	\$1,548.00 BP#263668652	20APC0612DY5	PO Box 18854, Anaheim, CA 92817	Check
16662	6/19/2020 Workshops Investing in Socializing Homeschoolers	263668766	66	\$808.00 BP#263668766	20APC0612DY5	12817 Moorpark Street, #6, Studio City, CA 91604	Check
16663	6/19/2020 Apple Inc	AC05501420	66	\$183.00 BP#263649941	20APC0618DY2	PO Box 846095, Dallas, TX 75284-6095	Check
	6/19/2020 Apple Inc	AC05834496	77	\$183.00 PO#263650652	20APC0618DY2	PO Box 846095, Dallas, TX 75284-6095	Check
	6/19/2020 Apple Inc	AC07328490	77	\$183.00 PO#263650197	20APC0618DY2	PO Box 846095, Dallas, TX 75284-6095	Check
	6/19/2020 Apple Inc	AC12598239	66	\$933.66 BP#263649941	20APC0618DY2	PO Box 846095, Dallas, TX 75284-6095	Check
	6/19/2020 Apple Inc	AC16101170	77	\$918.80 PO#263650652	20APC0618DY2	PO Box 846095, Dallas, TX 75284-6095	Check
	6/19/2020 Apple Inc	AC16103916	77	\$918.80 PO#263650197	20APC0618DY2	PO Box 846095, Dallas, TX 75284-6095	Check
16664	6/19/2020 Classical Learning Resource Center	2498	77	\$720.00 PO#263446566	20APC0618DY2	671 Stoney Trail Rd, Naples, ID 83847, USA	Check
	6/19/2020 Classical Learning Resource Center	2499	77	\$330.00 PO#263446656	20APC0618DY2	671 Stoney Trail Rd, Naples, ID 83847, USA	Check
	6/19/2020 Classical Learning Resource Center	2500	77	\$180.00 PO#263458909	20APC0618DY2	671 Stoney Trail Rd, Naples, ID 83847, USA	Check

	6/19/2020	Classical Learning Resource Center	2501	77	\$300.00 PO#263650310	20APC0618DY2	671 Stoney Trail Rd, Naples, ID 83847, USA	Check
16665	6/19/2020	Discount School Supply	D50754520101	77	\$397.52 PO#263639047	20APC0618DY2	PO Box 734309, Chicago, IL 60673-4309	Main
16666	6/19/2020	Institute for Excellence in Writing	661953	77	\$194.10 PO#263654214	20APC0618DY2	8799 N. 387 Rd., Locust Grove, OK 74352, USA	Check
16667	6/19/2020	KiwiCo., Inc.	ST-IOMF70EQ	77	\$161.57 PO#263654324	20APC0618DY2	140 E. Dana Street, Mountain View, CA 94041	Check
16668	6/19/2020	Rainbow Resource Center	2861801	66	\$106.39 PO#263601778	20APC0618DY2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020	Rainbow Resource Center	2869028	77	\$1,180.28 PO#263618658	20APC0618DY2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020	Rainbow Resource Center	2875236	66	\$710.28 PO#263624259	20APC0618DY2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020	Rainbow Resource Center	2886520	77	\$287.12 PO#263631951	20APC0618DY2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020	Rainbow Resource Center	2904561	66	\$29.62 PO#263646359	20APC0618DY2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020	Rainbow Resource Center	2907760	77	\$66.93 PO#263645660	20APC0618DY2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020	Rainbow Resource Center	2907808	66	\$765.21 PO#263647644	20APC0618DY2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020	Rainbow Resource Center	2914155	66	\$447.97 PO#263650070	20APC0618DY2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020	Rainbow Resource Center	2914709	77	\$200.66 PO#263651807	20APC0618DY2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020	Rainbow Resource Center	2914765	66	\$71.32 PO#263650629	20APC0618DY2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020	Rainbow Resource Center	2925193	77	\$35.18 PO#263651657	20APC0618DY2	655 Township Road 500 E, Toulon, IL 61483, USA	Main
16669	6/19/2020	Staples	3445061953	77	\$8.60 PO#263635752	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445061954	77	\$14.32 PO#263635752	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445061956	77	\$99.65 PO#263637925	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445061957	77	\$201.01 PO#263638812	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445061958	77	\$76.86 PO#263638829	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445061960	66	\$252.09 PO#263639311	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445061961	66	\$16.01 PO#263639311	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445061962	77	\$175.11 PO#263639445	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445061969	77	\$94.14 PO#263642146	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445061970	77	\$21.54 PO#263642146	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445061971	77	\$185.58 PO#263642306	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445061972	66	\$95.88 PO#263642882	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445061973	66	\$32.83 PO#263642882	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445061974	66	\$209.15 PO#263644286	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445398384	77	\$135.15 PO#263633305	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445398385	77	\$10.31 PO#263633305	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3445398401	77	\$64.03 PO#263646658	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3447988379	66	\$164.24 PO#263659404	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3448587843	66	\$45.03 PO#263646831	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020	Staples	3448587844	66	\$44.01 PO#263646831	20APC0618DY2	PO Box 105748, Atlanta, GA 30348-5748	Check
16670	6/19/2020	Abby Zabby LLC	263669197	66	\$527.00 BP#263669197	20APC0618DY3	1220 Highland Avenue, Suite # 1593, Duarte, CA 91009	Check
16671	6/19/2020	Al-Burooj Academy	263669152	77	\$700.00 BP#263669152	20APC0618DY3	5631 Lincoln Avenue, Cypress, CA 90630	Main
	6/19/2020	Al-Burooj Academy	263669153	66	\$250.00 BP#263669153	20APC0618DY3	5631 Lincoln Avenue, Cypress, CA 90630	Main
16672	6/19/2020	B+B Wenneberg Inc.	263669154	77	\$128.50 BP#263669154	20APC0618DY3	1027 N. Harbor Blvd., Fullerton, CA 92832	Check
	6/19/2020	B+B Wenneberg Inc.	263669155	66	\$57.25 PO#263669155	20APC0618DY3	1027 N. Harbor Blvd., Fullerton, CA 92832	Check
16673	6/19/2020	Amie Hanrahan	263669256	66	\$1,255.50 PO#263669256	20APC0618DY3	641 W. Orange Grove Ave., Sierra Madre, CA 91024	Main
16674	6/19/2020	Aquatic Explorations and Safety Training	263669157	77	\$267.00 BP#263669157	20APC0618DY3	10891 Portal Dr, Los Alamitos, CA 90720, USA	Check
16675	6/19/2020	Armenta Learning Academy	263669158	77	\$800.00 BP#263669158	20APC0618DY3	28062 Forbes Road, Suite B, Laguna Niguel, CA 92677	Check
16676	6/19/2020	ARTIme, LLC.	263669162	77	\$700.00 BP#263669162	20APC0618DY3	27001 La Paz Road, Suite 390, Mission Viejo, CA 92691	Check

16677	6/19/2020 Art Steps, Inc Yorba Linda	263669160	77	\$268.00 BP#263669160	20APC0618DY3	18212 Imperial Hwy., Yorba Linda, CA 92886	Main
16678	6/19/2020 Art Steps, Inc. Laguna Hills	263669161	77	\$111.75 BP#263669161	20APC0618DY3	18212 Imperial Hwy, Yorba Linda, CA 92886	Main
16679	6/19/2020 A Tree of Knowledge	263669149	77	\$45.00 BP#263669149	20APC0618DY3	10600 Sepulveda Blvd., #107, Mission Hills, CA 91345	Check
16680	6/19/2020 Axiom Education Services	263669166	77	\$658.00 BP#263669166	20APC0618DY3	3400 Ave of the Arts, C419, Costa Mesa, CA 92626	Check
	6/19/2020 Axiom Education Services	263669169	66	\$150.00 BP#263669169	20APC0618DY3	3400 Ave of the Arts, C419, Costa Mesa, CA 92626	Check
16681	6/19/2020 Blackbelt Collective Krav Maga LLC	263669174	77	\$615.00 BP#263669174	20APC0618DY3	21571 Surveyor Circle Unit B, Huntington Beach, CA 92646	Check
16682	6/19/2020 Brain Builders STEM Education	263669177	77	\$552.00 BP#263669177	20APC0618DY3	PO Box 442, Tustin, CA 92781	Check
16683	6/19/2020 Cadenza Music Academy	263669181	77	\$300.00 BP#263669181	20APC0618DY3	161 Fashion Lane, Suite 101, Tustin, CA 92780	Check
16684	6/19/2020 Conversa, Inc.	263669184	77	\$132.57 BP#263669184	20APC0618DY3	33 Flintridge, Ladera Ranch, CA 92694	Main
16685	6/19/2020 Cindy Abts	263669183	77	\$600.00 BP#263669183	20APC0618DY3	3422 Churchill Ln, Perris, CA 92571	Check
16686	6/19/2020 Dance Unlimited, Inc	263669260	77	\$1,121.00 BP#263669260	20APC0618DY3	27652 Camino Capistrano, Laguna Niguel, CA 92677	Check
16687	6/19/2020 A+ In Home Tutors, Inc.	263669150	77	\$2,990.00 BP#263669150	20APC0618DY3	1700 W Cerritos Ave Suite 352, Anaheim, CA 92804	Main
	6/19/2020 A+ In Home Tutors, Inc.	263669151	66	\$260.00 BP#263669151	20APC0618DY3	1700 W Cerritos Ave Suite 352, Anaheim, CA 92804	Main
16688	6/19/2020 Education Francais Los Angeles	263669187	66	\$81.60 BP#263669187	20APC0618DY3	336 Park Avenue, Long Beach, CA 90814	Main
16689	6/19/2020 Eric Abrahamson	263669214	77	\$240.00 BP#263669214	20APC0618DY3	2255 Canonita Dr., La Habra Heights, CA 96301	Check
16690	6/19/2020 Focus Dance Center	263669189	77	\$270.00 BP#263669189	20APC0618DY3	4746 Barranca Parkway, Irvine, CA 92604	Check
16691	6/19/2020 Hollywood Guitar Lessons	263669194	66	\$80.00 BP#263669194	20APC0618DY3	3308 W. Burbank Blvd., Burbank, CA 91505	Check
16692	6/19/2020 Joe Ferrante Music Academy	263669204	66	\$33.75 BP#263669204	20APC0618DY3	P O BOX 1053, Monrovia, CA 91017	Check
16693	6/19/2020 Karen Lake	263669190	77	\$150.00 BP#263669190	20APC0618DY3	28532 Chimney Rock Circle, Trabuco Canyon, CA 92679, USA	Check
16694	6/19/2020 Kick It Up	263669209	66	\$147.50 BP#263669209	20APC0618DY3	8129 E Wardlow Rd., Long Beach, CA 90808	Check
	6/19/2020 Kick It Up	263669211	77	\$32.20 BP#263669211	20APC0618DY3	8129 E Wardlow Rd., Long Beach, CA 90808	Check
16695	6/19/2020 Kitchen Stewardship, LLC	209	77	\$149.95 PO#263575316	20APC0618DY3	338 N. Third Street, Rogers City, MI 49315	Check
16696	6/19/2020 Beaumont Music Centre	263669170	66	\$61.56 BP#263669170	20APC0618DY3	725 Beaumont Ave., Beaumont, CA 92223	Check
16697	6/19/2020 Grace E. Hickok	263669245	77	\$40.00 BP#263669245	20APC0618DY3	28570 Marguerite Pkwy, Suite 210, Mission Viejo, CA 92692	Check
16698	6/19/2020 Matthew Landin (Around the World Stories)	1080	77	\$135.00 PO#263651193	20APC0618DY4	740 S. Burton Pl., Arlington Heights, IL 60005, USA	Check
16699	6/19/2020 Barnes & Noble, Inc.	3973369	77	\$22.69 PO#263591012	20APC0618DY4	PO Box 930455, Atlanta, GA 31193-0455, USA	Main
	6/19/2020 Barnes & Noble, Inc.	3984756	77	\$283.67 PO#263620925	20APC0618DY4	PO Box 930455, Atlanta, GA 31193-0455, USA	Main
	6/19/2020 Barnes & Noble, Inc.	4003012	77	-\$6.98 PO#263591012	20APC0618DY4	PO Box 930455, Atlanta, GA 31193-0455, USA	Main
	6/19/2020 Barnes & Noble, Inc.	4003503	77	-\$7.85 PO#263620925	20APC0618DY4	PO Box 930455, Atlanta, GA 31193-0455, USA	Main
16700	6/19/2020 Better Chinese LLC	INV1122291	66	\$170.93 PO#263621596	20APC0618DY4	PO Box 695, Palo Alto, CA 94302	Check
16701	6/19/2020 Blick Art Material	3238924	66	\$27.09 PO#263622287	20APC0618DY4	6910 Eagle Way, Chicago, IL 60678	Main
	6/19/2020 Blick Art Material	3714429	77	\$53.63 PO#263634521	20APC0618DY4	6910 Eagle Way, Chicago, IL 60678	Main
16702	6/19/2020 The Critical Thinking Co.	136729A	77	\$47.48 PO#263552480	20APC0618DY4	1991 Sherman Ave., Ste 200, North Bend, OR 97459, USA	Check
16703	6/19/2020 Drawn2Art Northridge	263485527	77	\$133.00 PO#263485527	20APC0618DY4	9420 Reseda Blvd., Unit #10, Northridge, CA 91324	Check
16704	6/19/2020 Fashion Camp - Create. Design. Sew. LLC	30420	77	\$86.20 INV#30420	20APC0618DY4	2477 Park Avenue, Tustin, CA 92782	Check
16705	6/19/2020 JackKris Publishing, LLC	263537589	66	\$39.09 PO#263537589	20APC0618DY4	2655 Ulmerton Rd. #179, Clearwater, FL 33762	Main
16706	6/19/2020 Lakeshore Learning Materials	438272	77	\$588.40 PO#263648101	20APC0618DY4	2695 E. Dominguez Street, Carson, CA 90895	Check

16707	6/19/2020 Rainbow Resource Center	2819992	77	\$122.26 PO#263438798	20APC0618DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2897782	77	\$234.68 PO#263643256	20APC0618DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2907744	77	\$72.01 PO#263648197	20APC0618DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2907754	77	\$75.09 PO#263648170	20APC0618DY4	655 Township Road 500 E, Toulon, IL 61483, USA	Main
16708	6/19/2020 Scholastic Teacher Store	21392717	77	\$143.65 PO#263621260	20APC0618DY4	PO Box 7502, Jefferson City, MO 65102, USA	Check
	6/19/2020 Scholastic Teacher Store	21439423	77	\$109.31 PO#263620527	20APC0618DY4	PO Box 7502, Jefferson City, MO 65102, USA	Check
	6/19/2020 Scholastic Teacher Store	21928431	77	\$120.99 PO#263651498	20APC0618DY4	PO Box 7502, Jefferson City, MO 65102, USA	Check
16709	6/19/2020 Staples	3448986486	77	\$64.64 PO#Office Supplies	20APC0618DY4	PO Box 105748, Atlanta, GA 30348-5748	Check
16710	6/19/2020 CareerTech Media, LLC	158	77	\$50.00 PO#263666848	20APC0618DY	P.O. Box 8233, Northfield, IL 60093	Check
16711	6/19/2020 David Baker Producitons LLC	20200506	66	\$346.00 INV#20200506	20APC0618DY	24544 Calle San Vicente, Murrieta, CA 92562	Main
	6/19/2020 David Baker Producitons LLC	20200506	77	\$704.00 INV#20200506	20APC0618DY	24544 Calle San Vicente, Murrieta, CA 92562	Main
16712	6/19/2020 eDynamic Learning	20-2079	66	\$544.00 INV#20-2079	20APC0618DY	1256 Main Street, Suite 256, Southlake, TX 76092, USA	Check
	6/19/2020 eDynamic Learning	20-2079	77	\$1,106.00 INV#20-2079	20APC0618DY	1256 Main Street, Suite 256, Southlake, TX 76092, USA	Check
16713	6/19/2020 Ivy Kids LLC	2296	77	\$215.70 PO#263483338	20APC0618DY	152 79th Street, Brooklyn, NY 11209	Check
	6/19/2020 Ivy Kids LLC	2297	66	\$113.85 PO#263619822	20APC0618DY	152 79th Street, Brooklyn, NY 11209	Check
	6/19/2020 Ivy Kids LLC	2298	77	\$113.85 PO#263621301	20APC0618DY	152 79th Street, Brooklyn, NY 11209	Check
16714	6/19/2020 KiwiCo., Inc.	ST-IFCK2FNI	77	\$517.04 PO#263622743	20APC0618DY	140 E. Dana Street, Mountain View, CA 94041	Check
16715	6/19/2020 LIVE Online Math	CCCS2	66	\$1,527.00 INV#CCCS2 Multiple POs	20APC0618DY	P.O. Box 10621, Spokane, WA 99209, USA	Check
	6/19/2020 LIVE Online Math	CCCS2	77	\$2,260.00 INV#CCCS2 Multiple POs	20APC0618DY	P.O. Box 10621, Spokane, WA 99209, USA	Check
16716	6/19/2020 Outschoool, Inc	19751	77	\$14.00 PO#263643403	20APC0618DY	PO Box 77107, San Francisco, CA 94107	Main
	6/19/2020 Outschoool, Inc	19752	77	\$14.00 PO#263643403	20APC0618DY	PO Box 77107, San Francisco, CA 94107	Main
	6/19/2020 Outschoool, Inc	19753	66	\$64.00 PO#263651513	20APC0618DY	PO Box 77107, San Francisco, CA 94107	Main
	6/19/2020 Outschoool, Inc	19754	66	\$64.00 PO#263651530	20APC0618DY	PO Box 77107, San Francisco, CA 94107	Main
16717	6/19/2020 Quill LLC	7220882	77	\$151.28 PO#263646631	20APC0618DY	P.O. Box 37600, Philadelphia, PA 19101-0600, USA	Main
	6/19/2020 Quill LLC	7221061	77	\$39.37 PO#263649022	20APC0618DY	P.O. Box 37600, Philadelphia, PA 19101-0600, USA	Main
16718	6/19/2020 Rainbow Resource Center	2821987	77	\$503.47 PO#263443109	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2858912	77	\$60.04 PO#263589889	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2861667	66	\$347.91 PO#263596811	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2869050	66	\$201.18 PO#263619553	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2870532	77	\$478.48 PO#263612268	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2875673	77	\$108.20 PO#263626752	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2877043	77	\$285.41 PO#263627805	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2881106	66	\$403.27 PO#263629813	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2908353	77	\$259.84 PO#263648401	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2909930	77	\$255.89 PO#263649989	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2909950	77	\$203.34 PO#263649991	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2911793	66	\$251.98 PO#263651333	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main

	6/19/2020 Rainbow Resource Center	2914244	66	\$179.09 PO#263650876	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2914623	77	\$243.32 PO#263651305	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2919021	77	\$864.16 PO#263650807	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/19/2020 Rainbow Resource Center	2935083	77	\$264.79 PO#263661389	20APC0618DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
16719	6/19/2020 Rockwell Printing Inc.	36153	77	\$34.74 PO#263668047	20APC0618DY	4850A Carpinteria Avenue, Carpinteria, CA 93013	Check
16720	6/19/2020 School Pathways, LLC	65185	77	\$112.50 INV#65185	20APC0618DY	181 Commercial Street, Portola, CA 96122	Main
	6/19/2020 School Pathways, LLC	65186	77	\$112.50 INV#65186	20APC0618DY	181 Commercial Street, Portola, CA 96122	Main
16721	6/19/2020 Staples	3445061966	66	\$105.02 PO#263641102	20APC0618DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020 Staples	3445061967	66	\$81.02 PO#263641102	20APC0618DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020 Staples	3445061968	77	\$26.27 PO#263641102	20APC0618DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020 Staples	3447988376	77	\$6.89 PO#Office Supplies INV#3447988376	20APC0618DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020 Staples	3447988377	77	\$28.87 PO#Office Supplies INV#3447988377	20APC0618DY	PO Box 105748, Atlanta, GA 30348-5748	Check
16722	6/19/2020 Staples	3447988378	66	-\$26.27 PO#263641102	20APC0618DY	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020 Verizon Wireless	9855568132	77	\$590.32 INV#9855568132 Acct#642298617-00001	20APC0618DY	P.O. Box 660108, Dallas, TX 75266	Main
16723	6/19/2020 Tawny McWilliams Henderson	263669269	77	\$110.00 BP#263669269	20APC618JB2	33404 Gypsum Street, Menifee, CA 92584	Check
16724	6/19/2020 Thanitra Pichedvanichok	263669270	77	\$40.00 BP#263669270	20APC618JB2	PO Box 62412, Irvine, CA 92602	Check
16725	6/19/2020 The Talent Factory	263669274	77	\$195.00 BP#263669274	20APC618JB2	13613 12th Street, Chino, CA 91710	Check
16726	6/19/2020 Thomas Thai	263669223	77	\$700.00 BP#263669223	20APC618JB2	9396 Mira Mesa Blvd., Ste. B, San Diego, CA 92126	Check
16727	6/19/2020 Todd Nash	263669182	77	\$1,712.75 BP#263669182	20APC618JB2	725 Karena Court, Vista, CA 92083	Check
16728	6/19/2020 Top Billing Entertainment Performance Academy	263669275	66	\$85.00 BP#263669275	20APC618JB2	165 N. Glendora Ave., Glendora, CA 91741	Check
16729	6/19/2020 True Note Music LLC	263669179	66	\$70.00 BP#263669179	20APC618JB2	4107 West Burbank Blvd, Burbank, CA 91505	Check
16730	6/19/2020 United States Karate Organization Inc.	263669281	77	\$1,431.00 BP#263669281	20APC618JB2	6794 Brockton Ave, Riverside, CA 92506, USA	Check
16731	6/19/2020 University of Redlands Community School of Music	263669279	66	\$260.00 BP#263669279	20APC618JB2	1200 E. Colton Ave., Redlands, CA 92373	Check
16732	6/19/2020 US Blackbelt Academy	263669280	77	\$1,293.50 BP#263669280	20APC618JB2	30251-E520 Golden Lantern, Laguna Niguel, CA 92677	Check
16733	6/19/2020 Valerie G. Marich	263669282	66	\$420.00 BP#263669282	20APC618JB2	1910 Canyon Close Rd, Pasadena, CA 91107	Check
16734	6/19/2020 Veronica Anne Richards	263669283	77	\$45.00 BP#263669283	20APC618JB2	21731 Montbury, Lake Forest, CA 92630, USA	Check
16735	6/19/2020 Waterworks Aquatics HB	263669285	77	\$282.50 BP#263669285	20APC618JB2	25 Waterworks Way, Irvine, CA 92618	Check
16736	6/19/2020 Workshops Investing in Socializing Homeschoolers	263669287	66	\$68.00 BP#263669287	20APC618JB2	12817 Moorpark Street, #6, Studio City, CA 91604	Check
16737	6/19/2020 Murphy Language Arts LLC	263669226	77	\$336.00 BP#263669226	20APC618JB	2665 Paradise Rd., Carlsbad, CA 92009	Check
16738	6/19/2020 Kimberly Lynn Aguirre	263669175	77	\$60.00 BP#263669175	20APC618JB	887 Summit View Court, Corona, CA 92882	Check
16739	6/19/2020 Lauren Leslie	263669213	77	\$1,000.00 BP#263669213	20APC618JB	34002 La Serena Drive Apt 3, Dana Point, CA 92629	Check
16740	6/19/2020 Little Surf Co.	263669215	77	\$790.00 BP#263669215	20APC618JB	69 Via Pausa, Rancho Santa Margarita, CA 92688	Check
16741	6/19/2020 Lori Kim	263669220	77	\$769.00 BP#263669220	20APC618JB	33 Hathaway, Irvine, CA 92620	Main
16742	6/19/2020 Mad Dog Math	263669216	77	\$15.00 BP#263669216	20APC618JB	4562 Ocana Ave, Lakewood, CA 90713	Check
16743	6/19/2020 Marcos Moscat	263669148	66	\$300.00 BP#263669148	20APC618JB	31368 Via Colinas, Suite 102, Westlake Village, CA 91362	Check
16744	6/19/2020 Matthew Alexander Savina	263669221	77	\$435.00 BP#263669221	20APC618JB	253 Eliason Court, Oceanside, CA 92058	Main
16745	6/19/2020 Merrill Miller	263669156	77	\$160.00 BP#263669156	20APC618JB	7411 White Haven Ln., Riverside, CA 92506	Check
16746	6/19/2020 Multiriver Studios LLC	263669286	77	\$120.00 BP#263669286	20APC618JB	14441 Beach Blvd, #100, Westminster, CA 92683	Check
16747	6/19/2020 Newport Sea Base	263669228	77	\$675.00 BP#263669228	20APC618JB	1931 West Pacific Coast Hwy, Newport Beach, CA 92663	Check

16748	6/19/2020 Ninenine Jiu Jitsu	263669229	77	\$250.00 BP#263669229	20APC618JB	32326 Clinton Keith Road, Ste. 102, Wildomar, CA 92595	Check
16749	6/19/2020 OC Learning Lab	263669217	77	\$49.75 BP#263669217	20APC618JB	23891 Via Fabricante Ste 619, Mission Viejo, CA 92691	Check
16750	6/19/2020 Olympia Training Center	263669230	77	\$674.25 BP#263669230	20APC618JB	2600 Walnut Ave., Ste. G, Tustin, CA 92780	Check
16751	6/19/2020 Optimus Learning School	263669232	77	\$270.00 BP#263669232	20APC618JB	451 W. Lambert Rd., Ste. 206, Brea, CA 92821	Check
16752	6/19/2020 Orange County Ki Society	263669233	77	\$30.00 BP#263669233	20APC618JB	26941 Cabot Road #136, Laguna Beach, CA 92651	Check
16753	6/19/2020 Orange County Riding Academy	263669234	77	\$775.00 BP#263669234	20APC618JB	20372 South Randall St., Orange, CA 92869	Check
16754	6/19/2020 Orange County Song and Dance Co., Inc.	263669235	77	\$640.00 BP#263669235	20APC618JB	5301 Oceanus Dr, Huntington Beach, CA 92649	Check
16755	6/19/2020 Peace Hill Classical Co-op LLC	263669239	77	\$225.00 BP#263669239	20APC618JB	428 N. Lee Ave, Fullerton, CA 92833	Check
16756	6/19/2020 Performing Arts Empire	263669240	77	\$662.50 BP#263669240	20APC618JB	3108 S Taylor Ave., Corona, CA 92882	Check
16757	6/19/2020 Phoenix Feather Inc.	263669241	77	\$23.00 BP#263669241	20APC618JB	25432 Trabuco Ste 204, Lake Forest, CA 92630	Check
16758	6/19/2020 Play-Well TEKnologies	263669243	77	\$3,011.51 BP#263669243	20APC618JB	224 S. Greenfield Ave, Ste B, San Anselmo, CA 94960	Main
	6/19/2020 Play-Well TEKnologies	263669244	66	\$600.00 BP#263669244	20APC618JB	224 S. Greenfield Ave, Ste B, San Anselmo, CA 94960	Main
16759	6/19/2020 Riffs Music	263669247	77	\$32.50 BP#263669247	20APC618JB	40972 California Oaks Rd, Murrieta, CA 92562, USA	Check
16760	6/19/2020 Riverside Aquatics Association	263669248	77	\$414.75 BP#263669248	20APC618JB	Po Box 1193, Riverside, CA 92502	Check
16761	6/19/2020 Rock Stars of Tomorrow	263669252	77	\$880.00 BP#263669252	20APC618JB	1900 Lampton Lane, Norco, CA 92860	Main
16762	6/19/2020 Rock Stars of Tomorrow	263669251	66	\$145.00 BP#263669251	20APC618JB	4200 Chino Hills Pkwy, Ste. 670, Chino Hills, CA 91709	Check
16763	6/19/2020 Second City Los Angeles	263669273	66	\$800.00 BP#263669273	20APC618JB	6560 Hollywood Blvd, Los Angeles, CA 90028	Check
16764	6/19/2020 Sewing Lab Los Alamitos	263669255	77	\$540.00 BP#263669255	20APC618JB	4215 Katella Ave, Los Alamitos, CA 90720	Check
16765	6/19/2020 Shawna Christensen	263669238	66	\$225.00 BP#263669238	20APC618JB	28649 Crestridge Road, Rancho Palos Verdes, CA 90275	Check
16766	6/19/2020 SoCal STEM	263669259	77	\$120.00 BP#263669259	20APC618JB	320 N. Poe St. Unit B, Lake Elsinore, CA 92530	Check
16767	6/19/2020 South County Dance Inc.	263669261	77	\$125.00 BP#263669261	20APC618JB	23132 Arroyo Vista, Rancho Santa Margarita, CA 92679	Check
16768	6/19/2020 Starwin Corp.	263669267	66	\$988.00 BP#263669267	20APC618JB	3424 N. Los Coyotes Diagonal, Long Beach, CA 91730	Check
16769	6/19/2020 Oxford Consulting Services, Inc.	137863	55	\$975.00 PO-336 SPED Services - May '20	20APC0616SpEd	300 Corporate Center Drive, Manalapan, NJ 07726	Main
16770	6/19/2020 Specialized Therapy Services, Inc.	CCCS01-0420	55	\$601.25 PO-332 SPED Services - April '20	20APC0616SpEd	4204A Adams Avenue, San Diego, CA 92116	Main
16771	6/19/2020 ASTA-USA Translation Services, INC	158060920BB	77	\$871.35 PO-330: SpEd Translation Services	20APC0616SpEd-2	PO Box 22259, Cheyenne, WY 82003, USA	check
16772	6/19/2020 TSW Therapy, Inc.	728	77	\$17,255.12 PO-331: SPED Services - May '20	20APC0616SpEd-2	22891 Cedarspring, Lake Forest, ca 92630	Main
16773	6/19/2020 Partners in Special Education	CINV-00020974.	55	\$57.50 Balance due on invoice - SpEd services April '20	20APC0617SpEd-2	320 N. Halstead St., Suite 110, Pasadena, CA 91107	Check
16774	6/19/2020 Alpha Vision, Inc.	13547	55	\$1,306.00 CCCS DAtto Monthly backupify G-Suite Cloud	20APC0618NW	101 N. Vulcan Ave., Encinitas, ca 92024	Main
16775	6/19/2020 Corodata Records Management, Inc.	RS4597629	55	\$42.58 Storage record carrton - May '20	20APC0618NW	PO Box 842638, Los Angeles, CA 90084-2638	Main
16776	6/19/2020 Department of Justice	454079	55	\$96.00 Fingerprinting - May 2020	20APC0618NW	Accounting Office, Cashiering Unit, PO Box 944255, Sacramento, CA 94244-2550	Main
16777	6/19/2020 LogiCopy	INV31115	55	\$242.31 Contract# C10941-01, Copier 6/05-7/04/20	20APC0618NW	3146 Tiger Run Court, Suite 110, Carlsbad, CA 92010	Main
16778	6/19/2020 San Diego Gas & Electric	06-02-20 8693	55	\$227.91 Electric 4/28-5/31/20	20APC0618NW	PO Box 25111, Santa Ana, ca 92799-5111, USA	Main
16779	6/19/2020 Logicopy	INV29149	66	\$133.39 Contract# C10246-01, Copier 1/14-2/13/20	20APC0618NW-2	3146 Tiger Run Court Suite 110, Carlsbad, ca 92010	Main
	6/19/2020 Logicopy	INV29149	77	\$66.00 Contract# C10246-01, Copier 1/14-2/13/20	20APC0618NW-2	3146 Tiger Run Court Suite 110, Carlsbad, ca 92010	Main

16780	6/19/2020 A Tree of Knowledge	263668407	55	\$720.00	263668407	20APC0616B	10600 Sepulveda Blvd., #107, Mission Hills, CA 91345	Check
16781	6/19/2020 Amazon Capital Services, Inc.	1X43-J47N-L4KP	55	\$43.76	Acct#A3FREIVF4YZHXH - Student Materials	20APC0616B	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1XGH-TDLN-3431	55	\$38.40	Acct#A3FREIVF4YZHX - Office Supplies	20APC0616B	PO Box 035184, Seattle, WA 98124-5184, USA	Main
16782	6/19/2020 Axiom Education Services	263669167	55	\$165.00	263669167	20APC0616B	3400 Ave of the Arts, C419, Costa Mesa, CA 92626	Check
16783	6/19/2020 Bowman Academics	263668488	55	\$73.75	263668488	20APC0616B	30001 Golden Lantern #142, Laguna Niguel, CA 92677	Check
16784	6/19/2020 Chantell Butler	butlerc061220	55	\$73.08	Employee Expense Reimbursement - C. Butler	20APC0616B	3010 Muir Mountain Way, San Bernardino, CA 92407	Main
16785	6/19/2020 College Board	EP96598279	55	\$675.00	AP Examinations	20APC0616B	P.O. Box 30171, New York, NY 10087-0171, USA	Check
16786	6/19/2020 Eiman Moossavian	263669219	55	\$129.50	263669219	20APC0616B	22912 Pacific Park Drive Suite 202, Aliso Viejo, CA 92656	Check
16787	6/19/2020 Gabrielle Sweeney	263668663	55	\$200.00	263668663	20APC0616B	178 Rubio Ave, Camarillo, CA 93010	Check
16788	6/19/2020 LIVE Online Math	CCCS2-052020	55	\$280.00	Statement# CCCS2 - Multiple PO's	20APC0616B	P.O. Box 10621, Spokane, WA 99209, USA	Check
	6/19/2020 LIVE Online Math	CCCS2-052020	66	\$1,527.00	Statement# CCCS2 - Multiple PO's	20APC0616B	P.O. Box 10621, Spokane, WA 99209, USA	Check
	6/19/2020 LIVE Online Math	CCCS2-052020	77	\$1,980.00	Statement# CCCS2 - Multiple PO's	20APC0616B	P.O. Box 10621, Spokane, WA 99209, USA	Check
16789	6/19/2020 Mobile Tutors, Inc.	263669225	55	\$625.00	263669225	20APC0616B	26400 La Alameda, Mission Viejo, CA 92691	Check
16790	6/19/2020 Staples	3445061963	55	\$37.92	263639528	20APC0616B	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020 Staples	3445061964	55	\$104.44	263639528	20APC0616B	PO Box 105748, Atlanta, GA 30348-5748	Check
	6/19/2020 Staples	3445061975	55	\$93.45	263645494	20APC0616B	PO Box 105748, Atlanta, GA 30348-5748	Check
16791	6/19/2020 Tutorific, LLC	263669277	55	\$340.00	263669277	20APC0616B	484 Mobil Avenue, Suite 12, Camarillo, CA 93010	Check
16792	6/23/2020 The Irvine Co/One Technology	070120	77	\$5,997.31	July 2020 Rent Payment ID#S2019589	20APC622LT	663589-811-S21314, P.O. Box 846576, Los Angeles, CA 90084-6576	Main
16793	6/24/2020 California Newspapers Partnership	5254454-0720	66	\$2,310.00	Acct#5254454 Statement #52544540720 7/1/20-7/30/20	20APC624LT	PO BOX 8012, Willoughby, OH 44096	Main
	6/24/2020 California Newspapers Partnership	5254454-0720	77	\$4,690.00	Acct#5254454 Statement #52544540720 7/1/20-7/30/20	20APC624LT	PO BOX 8012, Willoughby, OH 44096	Main
16794	6/25/2020 Easy Grammar Systems	040220-115	77	\$23.86	PO#263637620	20APC625LT	7717 E. Greenway Road, Scottsdale, AZ 85260	Main
	6/25/2020 Easy Grammar Systems	040220-120	77	\$41.37	PO#263635715	20APC625LT	7717 E. Greenway Road, Scottsdale, AZ 85260	Main
16795	6/26/2020 Approved 4 Kicks Soccer Academy	263669949	66	\$630.00	BP#263669949	20APC623JB	1338 Palomares Street, La Verne, CA 91750	Check
16796	6/26/2020 A Tree of Knowledge	263669944	77	\$303.75	BP#263669944	20APC623JB	10600 Sepulveda Blvd., #107, Mission Hills, CA 91345	Check
16797	6/26/2020 Belami A. Dufrene	263669950	77	\$240.00	BP#263669950	20APC623JB	6704 E. Joshua Tree Ave, Orange, CA 92867	Check
16798	6/26/2020 Charter Oak Gymnastics, Inc.	263669951	66	\$241.00	BP#263669951	20APC623JB	841 N. Dodsworth Ave., Covina, CA 91724	Check
	6/26/2020 Charter Oak Gymnastics, Inc.	263669952	77	\$171.00	BP#263669952	20APC623JB	841 N. Dodsworth Ave., Covina, CA 91724	Check
16799	6/26/2020 Cheryl A. Scheer	263669954	66	\$500.00	BP#263669954	20APC623JB	20122 Gault Street, Winnetka, CA 91306	Check
16800	6/26/2020 My Gym/ Children in Motion	263669974	66	\$160.00	BP#263669974	20APC623JB	3100 W Clark Ave, Burbank, CA 91505	Check
16801	6/26/2020 Dinu Fedur	263669958	77	\$60.00	BP#263669958	20APC623JB	3855 Skofstad Street Apt 26, Riverside, CA 92505	Check
16802	6/26/2020 Elite Academics	263669960	77	\$300.00	BP#263669960	20APC623JB	41690 Ivy Street, Suite B, Murrieta, CA 92562	Main
16803	6/26/2020 Gamerunner	263669961	66	\$149.50	BP#263669961	20APC623JB	3239 Ladoga Ave, Long Beach, CA 90808	Check
16804	6/26/2020 Janelle Caldwell	263669984	77	\$70.00	BP#263669984	20APC623JB	27001 La Paz, Suite 442, Mission Viejo, CA 92691	Check
16805	6/26/2020 Karen J Smith	263669968	77	\$90.00	BP#263669968	20APC623JB	10 Ashwood, Irvine, CA 92604	Check
16806	6/26/2020 Kelly Gardner	263669981	77	\$55.00	BP#263669981	20APC623JB	2372 Morse Ave., Suite 481, Irvine, CA 92614	Check
16807	6/26/2020 KMG Learning LLC	263669969	66	\$280.00	BP#263669969	20APC623JB	25818 W. Hemingway Ave, Stevenson Ranch, CA 91381	Main

16808	6/26/2020 Math Learning Rendondo Beach	263669971	66	\$175.00 BP#263669971	20APC623JB	15435 Jeffrey Rd #A-124, Irvine, CA 92618	Check
16809	6/26/2020 Monte Mansfield	263669973	77	\$367.72 BP#263669973	20APC623JB	235 San Dimas Ave., Oceanside, CA 92057	Check
16810	6/26/2020 New England Academy	263669975	77	\$476.86 BP#263669975	20APC623JB	55 Peters Canyon Road, Irvine, CA 92606	Check
16811	6/26/2020 Play-based Learning Academy, LLC	263669976	66	\$915.80 BP#263669976	20APC623JB	13506 Mockingbird Way, Chino Hills, CA 91709	Check
16812	6/26/2020 Linda Susan Graves	263669963	66	\$105.00 BP#263669963	20APC623JB	30413 E. Sunset Dr. South, Redlands, CA 92373	Check
16813	6/26/2020 The Colburn School	263669956	77	\$92.00 BP#263669956	20APC623JB	200 S. Grand Ave., Los Angeles, CA 90012	Check
16814	6/26/2020 Valerie G. Marich	263669982	66	\$90.00 BP#263669982	20APC623JB	1910 Canyon Close Rd, Pasadena, CA 91107	Check
16815	6/26/2020 We Break Hip Hop Dance Company	263669983	77	\$157.50 BP#263669983	20APC623JB	2044 N. Beverly Plaza #284, Long Beach, CA 90815	Check
16816	6/26/2020 Wildcats Hockey LLC	263669966	66	\$1,538.00 BP#263669966	20APC623JB	Po Box 18854, Anaheim, CA 92817	Check
	6/26/2020 Wildcats Hockey LLC	263669967	77	\$735.00 BP#263669967	20APC623JB	Po Box 18854, Anaheim, CA 92817	Check
16817	6/26/2020 Zak Barnett Studios	263669985	77	\$700.00 BP#263669985	20APC623JB	332 South La Brea Ave., Suite 201, Los Angeles, CA 91423	Check
	6/26/2020 Zak Barnett Studios	263669986	66	\$1,193.75 BP#263669986	20APC623JB	332 South La Brea Ave., Suite 201, Los Angeles, CA 91423	Check
16818	6/26/2020 Barnes & Noble, Inc.	3976580	77	\$136.25 PO#263599069	20APC0623DY	PO Box 930455, Atlanta, GA 31193-0455, USA	Main
	6/26/2020 Barnes & Noble, Inc.	3982849	77	-\$23.60 PO#263599069	20APC0623DY	PO Box 930455, Atlanta, GA 31193-0455, USA	Main
16819	6/26/2020 Beautiful Feet Books, Inc.	11857	66	\$152.74 PO#263649150	20APC0623DY	3970 Short St #100, San Luis Obispo, CA 93401	Check
16820	6/26/2020 Booklandia	2094	66	\$34.43 PO#263573498	20APC0623DY	3006 Seminary Avenue, Oakland, CA 94605	Check
	6/26/2020 Booklandia	2095	77	\$48.38 PO#263626396	20APC0623DY	3006 Seminary Avenue, Oakland, CA 94605	Check
16821	6/26/2020 GovConnection, Inc. dba Connection	57658108	66	\$466.25 PO#263644289	20APC0623DY	PO Box 536477, Pittsburgh, PA 15253-5906, USA	Main
16822	6/26/2020 DriversEd.com (eDriving)	INVISI273	77	\$55.95 PO#263649622	20APC0623DY	1101 Marina Village Pkwy, Suite 201, Alameda, CA 94501	Check
16823	6/26/2020 History Unboxed LLC (Attn: Elizabeth Hauris)	wc-7329HU	66	\$235.74 PO#263643041	20APC0623DY	6682 Tapps Ford Rd., Amissville, VA 20106, USA	Check
16824	6/26/2020 Horizon Group USA	HGU003612978	77	\$119.94 PO#263586175	20APC0623DY	PO BOX 5467, Carol Stream, IL 60197	Main
	6/26/2020 Horizon Group USA	HGU1479850	77	\$299.91 PO#263646936	20APC0623DY	PO BOX 5467, Carol Stream, IL 60197	Main
	6/26/2020 Horizon Group USA	HGU1491615	66	\$79.98 PO#263612858	20APC0623DY	PO BOX 5467, Carol Stream, IL 60197	Main
16825	6/26/2020 Little Passports	112307933	77	\$109.58 PO#263651209	20APC0623DY	27 Maiden Lane, Suite 400, San Francisco, CA 94108	Check
16826	6/26/2020 LogiCopy	INV31092	66	\$150.00 INV#INV31092	20APC0623DY	3146 Tiger Run Court, Suite 110, Carlsbad, CA 92010	Main
	6/26/2020 LogiCopy	INV31092	77	\$306.59 INV#INV31092	20APC0623DY	3146 Tiger Run Court, Suite 110, Carlsbad, CA 92010	Main
16827	6/26/2020 Money Munchkids	1130	77	\$283.24 PO#263641861	20APC0623DY	7320 Reseda Blvd, #371932, Reseda, CA 91337	Check
16828	6/26/2020 Nest Family, LLC	53349	77	\$128.40 PO#263574082	20APC0623DY	PO Box 863715, Plano, TX 75086	Check
16829	6/26/2020 Outschool, Inc	19882	77	\$30.00 PO#263650065	20APC0623DY	PO Box 77107, San Francisco, CA 94107	Main
	6/26/2020 Outschool, Inc	19883	77	\$36.00 PO#263650080	20APC0623DY	PO Box 77107, San Francisco, CA 94107	Main
16830	6/26/2020 Quill LLC	7673424	66	\$64.70 PO#263650289	20APC0623DY	P.O. Box 37600, Philadelphia, PA 19101-0600, USA	Main
	6/26/2020 Quill LLC	7673428	66	\$67.00 PO#263648420	20APC0623DY	P.O. Box 37600, Philadelphia, PA 19101-0600, USA	Main
	6/26/2020 Quill LLC	7676817	66	\$19.22 PO#263651637	20APC0623DY	P.O. Box 37600, Philadelphia, PA 19101-0600, USA	Main
	6/26/2020 Quill LLC	7712101	66	\$67.75 PO#263651637	20APC0623DY	P.O. Box 37600, Philadelphia, PA 19101-0600, USA	Main
16831	6/26/2020 Rainbow Resource Center	2894476	66	\$241.48 PO#263641995	20APC0623DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/26/2020 Rainbow Resource Center	2904977	77	\$646.62 PO#263645939	20APC0623DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main

16832	6/26/2020 Raindrop Agency, Inc.	4034	66	\$198.00 INV#4034	20APC0623DY	1501 India Street, Suite 103-113, San Diego, CA 92101	Check
	6/26/2020 Raindrop Agency, Inc.	4034	77	\$402.00 INV#4034	20APC0623DY	1501 India Street, Suite 103-113, San Diego, CA 92101	Check
16833	6/26/2020 Scholastic, Inc.	21803531	77	\$61.05 PO#263644119	20APC0623DY	PO Box 3720, Jefferson City, MO 65102-3720, USA	Check
16834	6/26/2020 Time4Learning.com	T4L11179	66	\$50.00 INV#T4L11179 Multiple POs	20APC0623DY	6300 NE 1st Ave, Suite 203, Ft Lauderdale, FL 33334	Check
	6/26/2020 Time4Learning.com	T4L11179	77	\$400.00 INV#T4L11179 Multiple POs	20APC0623DY	6300 NE 1st Ave, Suite 203, Ft Lauderdale, FL 33334	Check
	6/26/2020 Time4Learning.com	T4L11293	66	\$75.00 INV#T4L11293 Multiple POs	20APC0623DY	6300 NE 1st Ave, Suite 203, Ft Lauderdale, FL 33334	Check
	6/26/2020 Time4Learning.com	T4L11293	77	\$465.00 INV#T4L11293 Multiple POs	20APC0623DY	6300 NE 1st Ave, Suite 203, Ft Lauderdale, FL 33334	Check
16835	6/26/2020 Time4Writing.com	T4W11351	77	\$119.00 PO#263608509	20APC0623DY	6300 NE 1st Ave., Ste 203, Ft. Lauderdale, FL 33334	Check
16836	6/26/2020 Trigger Memory Co., LLC	2335	77	\$29.85 PO#263413333	20APC0623DY	P.O. Box 361, Pendleton, OR 97801, USA	Check
16837	6/26/2020 Art Supplies Wholesale	1822486	77	\$194.06 PO#263646408	20APC0625DY	4 Enon Street (Rear), Beverly, MA 01915	Check
16838	6/26/2020 Quill LLC	7673342	77	\$430.18 PO#263648016	20APC0625DY	P.O. Box 37600, Philadelphia, PA 19101-0600, USA	Main
	6/26/2020 Quill LLC	7712920	77	\$27.81 PO#263648016	20APC0625DY	P.O. Box 37600, Philadelphia, PA 19101-0600, USA	Main
16839	6/26/2020 Rainbow Resource Center	2863503	77	\$104.13 PO#263604932	20APC0625DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/26/2020 Rainbow Resource Center	2905133	77	\$358.94 PO#263639048	20APC0625DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/26/2020 Rainbow Resource Center	2906018	66	\$216.50 PO#263646828	20APC0625DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/26/2020 Rainbow Resource Center	2907651	77	\$400.84 PO#263646824	20APC0625DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/26/2020 Rainbow Resource Center	2907762	77	\$122.12 PO#263645648	20APC0625DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/26/2020 Rainbow Resource Center	2908292	77	\$291.89 PO#263649034	20APC0625DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
	6/26/2020 Rainbow Resource Center	2914089	66	\$136.21 PO#263650525	20APC0625DY	655 Township Road 500 E, Toulon, IL 61483, USA	Main
16840	6/26/2020 School Innovations & Achievements	0138462-IN	66	\$1,100.00 INV#0138462-IN	20APC0625DY	Accounts Receivable, 5200 Golden Foothill Parkway, El Dorado Hills, CA 95762	Main
	6/26/2020 School Innovations & Achievements	0138463-IN	77	\$1,100.00 INV#0138463-IN	20APC0625DY	Accounts Receivable, 5200 Golden Foothill Parkway, El Dorado Hills, CA 95762	Main
16841	6/26/2020 Teaching Textbooks	26636	66	\$67.08 PO#263556937	20APC0625DY	PO Box 16310, Oklahoma City, OK 73113-2310, USA	Main
16842	6/26/2020 Specialized Therapy Services, Inc.	CCCS01-0520	55	\$65.00 PO-337: SPED Services - May '20	20APC0624SpEd	4204A Adams Avenue, San Diego, CA 92116	Main
16843	6/26/2020 Anchor Counseling & Education Solutions, LLC	20C addendum	77	\$2,167.50 PO-372: SPED Services - April '20	20APC0624aSpEd	601 S. Figueroa St, Suite #4050, Los Angeles, ca 90017, USA	Main
	6/26/2020 Anchor Counseling & Education Solutions, LLC	21C	66	\$1,226.25 PO-375: SPED Services - May '20	20APC0624aSpEd	601 S. Figueroa St, Suite #4050, Los Angeles, ca 90017, USA	Main
	6/26/2020 Anchor Counseling & Education Solutions, LLC	21C	77	\$2,677.50 PO-375: SPED Services - May '20	20APC0624aSpEd	601 S. Figueroa St, Suite #4050, Los Angeles, ca 90017, USA	Main
16844	6/26/2020 Jump and Schout Therapy, Inc.	19674	66	\$800.00 PO-371: SPED Services - May '20	20APC0624aSpEd	500 W Central Ave Ste B, Brea, CA 92821	Main
	6/26/2020 Jump and Schout Therapy, Inc.	19678	77	\$500.00 PO-370: SPED Services - May '20	20APC0624aSpEd	500 W Central Ave Ste B, Brea, CA 92821	Main
	6/26/2020 Jump and Schout Therapy, Inc.	19680	77	\$900.00 PO-369: SPED Services - May '20	20APC0624aSpEd	500 W Central Ave Ste B, Brea, CA 92821	Main
16845	6/26/2020 Little Ears Therapy Center	127	77	\$80.00 PO-367 SPED Services - June '20	20APC0624aSpEd	16410 Whittier Blvd, Whittier, ca 90603	Main
16846	6/26/2020 Natalie Neal	1631	77	\$312.50 PO-354: SPED Services - April '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
	6/26/2020 Natalie Neal	1662	77	\$1,125.00 PO-353: SPED Services - May '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check

	6/26/2020	Natalie Neal	1678	77	\$218.75	PO-352: SPED Services - April '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
	6/26/2020	Natalie Neal	1683	77	\$437.50	PO-351: SPED Services - April '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
	6/26/2020	Natalie Neal	1735	77	\$187.50	PO-350: SPED Services - May '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
	6/26/2020	Natalie Neal	1736	77	\$875.00	PO-349: SPED Services - April '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
	6/26/2020	Natalie Neal	1737	77	\$1,000.00	PO-348: SPED Services - May '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
	6/26/2020	Natalie Neal	1738	77	\$250.00	PO-347: SPED Services - June '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
	6/26/2020	Natalie Neal	1739	77	\$250.00	PO-346 SPED Services - June '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
	6/26/2020	Natalie Neal	1740	77	\$437.50	PO-345 SPED Services - May '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
	6/26/2020	Natalie Neal	1764	77	\$187.50	PO-344 SPED Services - June '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
	6/26/2020	Natalie Neal	1779	77	\$170.00	PO-343 SPED Services - May '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
	6/26/2020	Natalie Neal	1780	77	\$125.00	PO-342: SPED Services - April '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
	6/26/2020	Natalie Neal	1781	77	\$127.50	PO-341: SPED Services - May '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
	6/26/2020	Natalie Neal	1782	77	\$85.00	PO-340: SPED Services - June '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
	6/26/2020	Natalie Neal	1784	77	\$125.00	PO-339: SPED Services - June '20	20APC0624aSpEd	20162 SW Birch Street, Suite 350, Newport Beach, CA 92660	Check
16847	6/26/2020	Oxford Consulting Services, Inc.	137870	66	\$956.25	PO-356 SPED Services - May '20	20APC0624aSpEd	300 Corporate Center Drive, Manalapan, NJ 07726	Main
	6/26/2020	Oxford Consulting Services, Inc.	137870	77	\$4,262.50	PO-356 SPED Services - May '20	20APC0624aSpEd	300 Corporate Center Drive, Manalapan, NJ 07726	Main
	6/26/2020	Oxford Consulting Services, Inc.	137871	66	\$925.00	PO-360: SPED Services - May '20	20APC0624aSpEd	300 Corporate Center Drive, Manalapan, NJ 07726	Main
16848	6/26/2020	Specialized Therapy Services, Inc.	CCCS02-0520	66	\$330.00	PO-359: SPED Services - May '20	20APC0624aSpEd	4204A Adams Avenue, San Diego, CA 92116	Main
	6/26/2020	Specialized Therapy Services, Inc.	CCCS13-0420	66	\$312.50	PO-365: SPED Services - April '20	20APC0624aSpEd	4204A Adams Avenue, San Diego, CA 92116	Main
	6/26/2020	Specialized Therapy Services, Inc.	CCCS13-0420	77	\$340.00	PO-365: SPED Services - April '20	20APC0624aSpEd	4204A Adams Avenue, San Diego, CA 92116	Main
	6/26/2020	Specialized Therapy Services, Inc.	CCCS13-0520	66	\$227.50	PO-357: SPED Services - May '20	20APC0624aSpEd	4204A Adams Avenue, San Diego, CA 92116	Main
	6/26/2020	Specialized Therapy Services, Inc.	CCCS13-0520	77	\$650.00	PO-357: SPED Services - May '20	20APC0624aSpEd	4204A Adams Avenue, San Diego, CA 92116	Main
	6/26/2020	Specialized Therapy Services, Inc.	CCCS15-0420	66	\$1,582.10	PO-363: SPED Services - April '20	20APC0624aSpEd	4204A Adams Avenue, San Diego, CA 92116	Main
	6/26/2020	Specialized Therapy Services, Inc.	CCCS15-0520	66	\$1,345.00	PO-358: SPED Services - May '20	20APC0624aSpEd	4204A Adams Avenue, San Diego, CA 92116	Main
16849	6/26/2020	SpeechCom, Inc.	EA043020RyBis	66	\$281.25	PO-374: SPED Services - April '20	20APC0624aSpEd	2850 Artesia Blvd., Suite 107, Redondo Beach, ca 90278, USA	Main
	6/26/2020	SpeechCom, Inc.	EA053120RyBis	66	\$375.00	PO-373: SPED Services - May '20	20APC0624aSpEd	2850 Artesia Blvd., Suite 107, Redondo Beach, ca 90278, USA	Main
ACH00302	6/5/2020	Amazon Capital Services, Inc.	11X1-FCFC-G1GT	66	\$27.36	PO#263662620	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020	Amazon Capital Services, Inc.	11X1-FCFC-L6MV	66	\$19.29	PO#263651087	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020	Amazon Capital Services, Inc.	13J1-WL9W-WGHH	66	\$222.08	PO#263644370	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020	Amazon Capital Services, Inc.	13VN-PGJR-1CQK	77	\$440.76	PO#263645588	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020	Amazon Capital Services, Inc.	13YM-T4H6-96YC	66	\$31.61	PO#263619958	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020	Amazon Capital Services, Inc.	176F-M36G-636V	77	\$58.16	PO#263648855	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main

	6/5/2020 Amazon Capital Services, Inc.	17FY-FRWR-4N3G	77	\$14.08	PO#263650782	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	191J-Q6HR-317R	77	\$25.12	PO#Graduation Supplies INV#191J-Q6HR-317R	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	19G6-NHCD-L4NX	66	\$22.48	PO#263662662	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	19G6-NHCD-RPM1	66	\$8.61	PO#263648120	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1CFG-C7LR-1KLL	77	\$44.29	PO#263661700	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1DK6-6XLL-J4D6	77	\$80.79	PO#Supplies Suite 175/210 INV#1DK6-6XLL-J4D6	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1DWQ-FMQV-1CRW	77	\$52.79	PO#Supplies Suite 175/210 INV#1DWQ-FMQV-1CRW	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1FD3-7PYD-1KHJ	77	\$16.15	PO#263652756	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1FK3-LWW1-W4FC	77	\$10.76	PO#263651730	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1G6T-TX33-CQC9	77	\$15.07	PO#263651730	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1G6T-TX33-HRWL	77	\$16.63	PO#263658503	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1G6T-TX33-RG11	77	\$1,324.17	PO#263664284	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1JQ9-6K7J-DTG9	66	\$12.05	PO#263620427	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1JQ9-6K7J-M91X	77	\$6.11	PO#263646045	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1JYH-GHD9-3NJM	77	\$35.80	PO#263651040	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1K64-K1F9-RX3Q	77	\$95.99	PO#263646573	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1LRH-CCRW-YQD4	77	\$96.96	PO#263654078	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1MGV-6T7R-7MXX	77	\$110.03	PO#263650588	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1MT1-19JR-CDWF	77	\$7.73	PO#263649782	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1N3J-NVYF-HCM6	77	\$387.32	PO#263643366	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1NG1-FQHP-FTYF	77	\$264.51	PO#263648872	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1QFY-JYMH-6Q19	77	\$14.78	PO#263643186	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1RQ7-6L1C-J41M	77	\$9.93	PO#263649950	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1RQ7-6L1C-NWVQ	77	\$32.28	PO#Graduation Supplies INV#1RQ7-6L1C-NWVQ	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1VNG-FT6M-1TFR	77	\$9.87	PO#263662284	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1XPJ-H6JG-44KQ	66	\$68.92	PO#263649453	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1XQL-MF7J-L1HT	77	\$18.43	PO#263649746	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1XRQ-C1TY-D1Y9	66	\$31.20	PO#263662660	20APC0604DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
ACH00303	6/5/2020 Amazon Capital Services, Inc.	1 NVJ-NJRM-LCFD	77	\$96.94	PO# 263648337 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1 NVJ-NJRM-RGKG	77	\$165.14	PO#263651730 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1 NVJ-NJRM-RKYF	77	\$156.48	PO#263651673 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	13PY-33HD-Q3F9	77	\$341.98	PO#263599286 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main

6/5/2020 Amazon Capital Services, Inc.	14DT-HNMJ-VV7L	77	\$17.33 PO#263650326 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	14DT-HNMJ-XTR9	77	\$30.65 PO#263652244 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	14DT-HNMJ-Y1Q1	77	\$76.35 PO#263655429 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	16VT-TJW9-F6G3	77	\$49.16 PO#263655839 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	19HG-P4TY-CWFK	77	\$47.36 PO#263655429 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	19M3-9MGK-46TG	77	\$63.05 PO#263651488 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	19M3-9MGK-CWPL	66	\$45.76 PO# 263650877 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	19M3-9MGK-JMW1	77	\$84.87 PO#263651041 4400	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	19M3-9MGK-LL6G	66	\$172.39 PO#263651627 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	19NY-7Q7Y-7FHQ	77	\$229.19 PO#263656734 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	19NY-7Q7Y-CXNK	77	\$198.15 PO#263646045 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1DGP-YHKR-9LTL	77	\$101.89 PO#263658733 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1DGP-YHKR-LHYN	77	\$113.07 PO#263647616 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1DM6-KQLD-7RY7	77	\$95.59 PO#263651028 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1G6T-TX33-KVLX	77	\$171.44 PO#263650782 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1GH7-3KX3-1YL3	77	\$99.38 PO#263645015 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1GH7-3KX3-3CD9	77	\$33.28 PO#263652463 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1GH7-3KX3-FMMP	77	\$209.21 PO#263655851 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1H11-HMTQ-LVV7	77	\$95.73 PO#263662284 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1HJJ-DWQV-63JC	77	\$95.13 PO#263643229 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1HJJ-DWQV-9CHY	77	\$115.15 PO# 263648843 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1HJJ-DWQV-9M69	77	\$102.19 PO#263655934 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1HPN-CYG7-1RMC	66	\$80.05 PO#263647051 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1HPN-W7P1-LVPX	77	\$237.11 PO#263643186 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1JQ9-6K7J-LY37	66	-\$21.53 PO#263641225 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1JTY-6VJX-13J4	77	\$149.15 PO#263655839 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1JTY-6VJX-LF4H	77	\$34.35 PO#263650615 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1MW1-XGGY-WDC4	77	\$50.32 PO#263650710 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1NVJ-NJRM-6CJX	77	\$42.26 PO#263655934 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1NVJ-NJRM-JHY3	77	\$86.17 PO#263654544 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1NVJ-NJRM-QC4J	77	\$159.10 PO#263656369 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/5/2020 Amazon Capital Services, Inc.	1PRW-MRDM-W64Q	77	\$118.34 PO#263651488 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA

ACH00304	6/5/2020 Amazon Capital Services, Inc.	1Q6K-M47F-CMTW	66	\$53.75	PO# 263653579 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1TVX-WMVH-JG9G	66	\$243.47	PO# 263653579 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1TVX-WMVH-NJPY	66	\$78.71	PO#263658510 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1V6G-NNQV-FHPW	77	\$132.24	PO#263651040 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1V6G-NNQV-J4HK	77	\$133.48	PO#263658733 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1VKP-FTGH-19LK1	77	\$91.27	PO#263651642 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1WL 1-R3PH-73WJ	77	\$95.30	PO#263651651 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1WL1-R3PH-CRM7	77	\$48.71	PO#263655289 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1WXV-LDHD-HKVV	77	\$181.09	PO#263655289 4310	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1WXV-LDHD-KHN6	77	\$163.25	PO# 263650768 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1WXV-LDHD-VXDP	66	\$104.23	PO#263651685 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1WXV-LDHD-W1GF	77	\$116.35	PO#263650659 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1X7K-YVFX-FPC3	77	\$82.09	PO#263649950 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1X7K-YVFX-LLXF	77	\$86.74	PO#263658503 4100	20APC0603Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1CF3-G663-3NXD	77	\$59.76	PO#263649568	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1CF3-G663-73KJ	66	\$202.66	PO#263644370	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1DG9-KCPQ-XRV3	77	\$568.01	PO#263634064	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1DYQ-JQTL-7NHJ	77	\$78.00	PO#263651169	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1FXG-611D-13KT	66	\$133.83	PO#263651685	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1FXG-611D-1PNX	66	\$66.15	PO#263639802	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1FXG-611D-3RRK	66	\$131.99	PO#263637858	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1FXG-611D-4H9W	77	\$131.09	PO#263651041	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1FXG-611D-6QX3	77	\$64.61	PO#263648843	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1FXG-611D-79L9	77	\$35.94	PO#263650860	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1FXG-611D-CTLJ	66	\$60.05	PO#263643189	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1FXG-611D-D9DK	77	\$130.29	PO#263651353	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1FXG-611D-F7FG	77	\$115.78	PO#263649583	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1FXG-611D-FCH6	66	\$167.64	PO#263649830	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1HHP-RPPK-9WJT	66	\$16.49	PO#263639802	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1HX9-X9M4-3G7F	77	\$58.53	PO#263651353	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1HX9-X9M4-3PDT	77	\$237.27	PO#263651114	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1HX9-X9M4-6KQX	66	\$140.29	PO#263651268	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main

ACH00305	6/5/2020 Amazon Capital Services, Inc.	1HX9-X9M4-C44G	66	\$281.75	PO#263652074	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1HX9-X9M4-D6QY	77	\$130.12	PO#263642695	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1HX9-X9M4-DJGF	77	\$219.45	PO#263643229	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1HX9-X9M4-FXYM	66	\$227.89	PO#263650255	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1JKC-QFPQ-1CXC	77	\$91.52	PO#263650768	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1JKC-QFPQ-1KV7	77	\$34.56	PO#263646573	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1JKC-QFPQ-1L3R	77	\$78.59	PO#263649500	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1JKC-QFPQ-3JF7	77	\$117.19	PO#263645945	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1JKC-QFPQ-3JKT	77	\$240.49	PO#263648910	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1JKC-QFPQ-7FNH	77	\$176.46	PO#263650676	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1JKC-QFPQ-9TWG	77	\$123.37	PO#263650659	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1JKC-QFPQ-C16N	77	\$138.35	PO#263652244	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1JKC-QFPQ-FWPJ	77	\$57.06	PO#263645945	20APC0604DY5	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	11DM-VQ9F-GYPM	77	\$70.39	PO#263621726	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	11P4-T96P-9R6G	77	\$788.28	PO#263651105	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	11P4-T96P-HW6V	77	\$276.67	PO#263650615	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	11P4-T96P-JQ9R	66	\$92.88	PO#263653579	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	11WY-YR7G-3WCG	66	\$103.46	PO#263650126	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	13PL-Q1CL-7VTR	77	\$89.93	PO#263652240	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	13VN-PGJR-7WDH	77	\$222.26	PO#263642032	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	144N-NMT3-1RXY	77	\$47.81	PO#263648080	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	14C9-H7CT-7V7H	77	\$116.15	PO#263646973	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	14C9-H7CT-CWP7	66	\$242.77	PO#263649453	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	14DT-HNMJ-FJRR	77	\$80.28	PO#263655401	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	17NY-GRW3-CVRG	77	\$80.42	PO#263654356	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	17TN-X643-676Q	77	\$550.29	PO#263644060	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1913-GPM7-NFFP	77	\$331.59	PO#263649657	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1913-GPM7-Q946	77	\$103.22	PO#263649500	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1913-GPM7-R9CQ	77	\$53.60	PO#263649649	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1913-GPM7-WVKD	77	\$180.88	PO#263650498	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1913-GPM7-XLNC	77	\$165.84	PO#263650710	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1913-GPM7-XNDW	77	\$124.72	PO#263650744	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main

	6/5/2020 Amazon Capital Services, Inc.	1913-GPM7-Y9D9	66	\$274.69 PO#263650663	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	191J-Q6HR-RPKX	77	\$386.45 PO#263647764	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	19G6-NHCD-WCP1	66	-\$42.99 PO#263650794	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1PRW-MRDM-1M43	77	\$115.05 PO#263642695	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1PRW-MRDM-711J	77	\$35.33 PO#263650588	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1PRW-MRDM-JQGH	66	\$96.02 PO#263648975	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1PRW-MRDM-VK3K	77	\$146.13 PO#263651642	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1Q49-YD9H-7474	77	\$686.88 PO#263648855	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1Q49-YD9H-LC69	77	\$259.04 PO#263648855	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1Q49-YD9H-QFJ6	77	\$115.90 PO#263649129	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1Q49-YD9H-WJ4H	66	\$55.25 PO#263648975	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1QQ1-F3QM-4D4J	77	\$107.52 PO#263654816	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1QRY-9M3J-P9HV	66	\$153.48 PO#263649830	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1THX-M9HQ-FDR1	66	\$183.71 PO#263650877	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1V6G-NNQV-WFHG	77	\$98.60 PO#263662167	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1V99-JWKY-CHDC	77	\$423.35 PO#263641225	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1VQD-XTX6-6JLX	77	-\$107.70 PO#263644060	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1VVV-676R-9D94	77	\$81.07 PO#263650733	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1VYC-K371-3664	77	\$193.62 PO#263651169	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1VYT-7HT4-6NVG	77	\$38.09 PO#263651105	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1W7L-M1V7-3K3K	77	\$34.66 PO#263650615	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1WF9-V49H-73GK	66	\$182.88 PO#263651677 4310	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1XPJ-H6JG-HKGX	66	\$243.72 PO#263649501	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1XPJ-H6JG-JNRX	66	\$214.37 PO#263650126	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1XPJ-H6JG-NQFF	77	\$73.86 PO#263643366	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1XPJ-H6JG-P9YJ	66	\$108.29 PO#263637858	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1XPJ-H6JG-YDCC	66	\$247.81 PO#263650809	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1YHL-VVDP-KTK1	66	\$68.38 PO#263650794	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1YHL-VVDP-X7RD	77	\$54.16 PO#263649568	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1YHL-VVDP-Y1FC	77	\$150.78 PO#263650133	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1YHL-VVDP-YDQ7	77	\$197.59 PO#263650326 4100	20APC0604DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
ACH00306	6/5/2020 American Tiger Martial Arts & Fitness	263665884	77	\$338.00 BP#263665884	20APC0604DY3	5849 Westminster Blvd. Ste A, Westminster, CA 92683	Check

ACH00307	6/5/2020 Youth Archery Academy	263665916	77	\$640.06 BP#263665916	20APC0604DY3	1926 S Bonita Ave, Ontario, CA 91762, USA	Check
ACH00308	6/5/2020 Harmony Studios	263665894	77	\$1,200.00 BP#263665894	20APC0604DY3	1058 Tustin Ave., Anaheim, CA 92807	Check
ACH00309	6/5/2020 Irma D. Salcido	263665137	66	\$44.00 BP#263665137	20APC0604DY3	6190 Birdie Dr., La Verne, CA 91750	Check
ACH00310	6/5/2020 Michael D. Wong	263665143	77	\$600.00 BP#263665143	20APC0604DY3	1365 Camelot Dr, Corona, CA 92882	Check
ACH00311	6/5/2020 Miss Crady the Math Lady	263665145	66	\$50.00 BP#263665145	20APC0604DY3	4923 Via Alameda, Yorba Linda, CA 92886	Check
ACH00312	6/5/2020 Rebecca Linn Starbeck	263665903	77	\$3,001.50 BP#263665903	20APC0604DY3	14382 Morning Gory Road, Tustin, CA 92780	Check
	6/5/2020 Rebecca Linn Starbeck	263665904	66	\$1,412.00 BP#263665904	20APC0604DY3	14382 Morning Gory Road, Tustin, CA 92780	Check
ACH00313	6/5/2020 Studio Claremont	263665910	66	\$140.00 BP#263665910	20APC0604DY3	522 W First St, Claremont, CA 91711	Check
ACH00314	6/5/2020 Victory Taekwondo USA	263665913	66	\$1,060.00 BP#263665913	20APC0604DY3	PO BOX 1634, Lake Arrowhead, CA 92352, USA	Check
ACH00315	6/5/2020 Vinita's Sewing School	263665914	77	\$20.00 BP#263665914	20APC0604DY3	19209 Sheryl Ave, Cerritos, CA 90703	Check
	6/5/2020 Vinita's Sewing School	263665915	66	\$160.00 BP#263665915	20APC0604DY3	19209 Sheryl Ave, Cerritos, CA 90703	Check
ACH00316	6/5/2020 Amazon Capital Services, Inc.	1 HJJ-DWQV-RDPC	66	\$6.45 PO# 263650886 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	14DT-HNMJ-W4TX	77	\$18.18 PO#263655929 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	14DT-HNMJ-WCYH	66	\$7.53 PO#263651268 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	14DT-HNMJ-YM9J	77	\$90.45 PO#263649495 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	19M3-9MGK-3NLJ	77	\$40.86 PO#263654881 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	19M3-9MGK-CPMX	66	\$144.74 PO#263650630 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	19M3-9MGK-DN4X	77	\$13.93 PO#263645326 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	19M3-9MGK-DNY6	77	\$15.62 PO#263649831 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	19M3-9MGK-HWYN	77	\$22.62 PO#263651408 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	19M3-9MGK-KPQ6	66	\$77.73 PO#263647936 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	19M3-9MGK-LDG6	77	\$43.05 PO#263648795 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1GH7-3KX3-DFWH	77	\$16.14 PO#263649125 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1GH7-3KX3-G3N3	77	\$57.40 PO#263651100 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1GH7-3KX3-HRHQ	77	\$20.52 PO#263647160 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1GH7-3KX3-KJKM	77	\$64.64 PO#263657163 4400	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1GH7-3KX3-LYH9	77	\$166.36 PO#263655879 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1GRD-MPYR-69KQ	77	\$10.76 PO# Graduation Supplies 4320	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1H1P-66DK-6LC7	77	\$42.04 PO#263643694 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1H7V-9GVM-1QJQ	66	\$106.27 PO#263650255 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1H7V-9GVM-1X91	66	\$14.92 PO#263644567 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1H7V-9GVM-3YGL	66	\$420.19 PO#263661322 4400	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1HJJ-DWQV-C6YW	77	\$16.00 PO#263650498 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1HJJ-DWQV-CJMD	77	\$16.58 PO#263650659 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/5/2020 Amazon Capital Services, Inc.	1HJJ-DWQV-CRWH	77	\$11.90 PO#263644077 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main

	6/5/2020 Amazon Capital Services, Inc.	1HJJ-DWQV-GJHH	77	\$98.41 PO#263647452 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1HJJ-DWQV-TQHD	66	\$43.09 PO#263650068 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1JTY-6VJX-H4FJ	77	\$13.40 PO#263654816 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1JTY-6VJX-VJV7	77	\$117.32 PO#263648978 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1JWP-Q9T6-CXL6	66	\$52.79 PO#263647679 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1JWP-Q9T6-DCMN	77	\$56.01 PO#263659698 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1JWP-Q9T6-F6X1	77	\$26.94 PO#263651536 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1JWP-Q9T6-G7WY	77	\$28.23 PO#263652463 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1JWP-Q9T6-NRJQ	66	\$16.48 PO# 263637765 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1L6C-4N9P-3QHJ	66	\$27.41 PO#263651677 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1LWD-79QR-4KKX	77	\$64.59 PO#263655480 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1MW1-XGGY-VW4X	77	\$46.12 PO#263649115 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1NLG-9HK3-3R33	77	\$49.63 PO#263643208 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1NLG-9HK3-4TRJ	77	\$37.63 PO#263645023 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1NVJ-NJRM-14M3	77	\$295.72 PO#263646981 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1NVJ-NJRM-1LNK	77	\$71.72 PO#263649524 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1NVJ-NJRM-47H7	77	\$4.34 PO# 263628337 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1NVJ-NJRM-7DMK	77	\$12.86 PO# 263652244 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1NVJ-NJRM-GY7D	66	\$34.97 PO#263652054 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1NVJ-NJRM-HXJP	77	\$37.70 PO#263650326 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1NVJ-NJRM-MGD7	66	\$253.97 PO#263651151 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1NVJ-NJRM-NHJQ	77	\$5.38 PO#263649294 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1NVJ-NJRM-NX33	77	\$10.86 PO#263646981 4100	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1NVJ-NJRM-P61V	77	\$21.54 PO# 263651616 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1NVJ-NJRM-Q7XV	66	\$134.57 PO#263647614 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/5/2020 Amazon Capital Services, Inc.	1PRW-MRDM-YRPQ	77	\$26.08 PO#263651599 4310	20APC601Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
ACH00317	6/11/2020 Steve Fraire	SF-June 2020	55	\$166.67 Monthly board stipend	20APC0611Brd	39251 Camino Las Hoyas, Indio, CA 92203, Check USA
	6/11/2020 Steve Fraire	SF-June 2020	66	\$166.66 Monthly board stipend	20APC0611Brd	39251 Camino Las Hoyas, Indio, CA 92203, Check USA
	6/11/2020 Steve Fraire	SF-June 2020	77	\$166.67 Monthly board stipend	20APC0611Brd	39251 Camino Las Hoyas, Indio, CA 92203, Check USA
ACH00318	6/12/2020 Amazon Capital Services, Inc.	14WH-CR9Y-CFDP	77	-\$26.93 PO#263599286	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	19XX-M3GW-D3C1	66	-\$101.33 PO#263643286	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1HX7-YTG7-J74N	77	\$251.48 PO#263661622	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, Main USA

	6/12/2020 Amazon Capital Services, Inc.	1JKC-QFPQ-G74D	77	\$260.88 PO#263650733	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1JRC-YXMD-9GP9	77	\$451.64 PO#263649623	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1JYH-GHD9-MDR7	66	\$461.58 PO#263662661	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1K7L-61HJ-649F	66	\$40.29 PO#263643189	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1K7Q-QJV6-4L9M	66	\$281.60 PO#263652080	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1K7Q-QJV6-7CFJ	77	\$694.38 PO#263652463	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1K7Q-QJV6-9KG3	77	\$93.17 PO#263652756	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1K7Q-QJV6-H19J	77	\$25.17 PO#263650860	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1K7Q-QJV6-HRXC	66	\$310.29 PO#263648963	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1L9M-KC47-7CK9	77	\$243.32 PO#263642744	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1LRV-NNH6-1MLK	77	\$39.97 PO#263649623	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1MGV-6T7R-W36N	77	\$135.63 PO#263649132	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1MW1-XGGY-LNV9	77	\$29.15 PO#263650498	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1MX7-PCCQ-CVFL	66	\$59.49 PO#263651678	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1MX7-PCCQ-GY7K	77	\$49.49 PO#263651114	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1MX7-PCCQ-V71P	77	\$80.98 PO#263651599	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1N7D-4R3J-FX9D	66	\$96.52 PO#263650663	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1NG1-FQHP-FYQP	66	\$513.22 PO#263643286	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1NHM-NVPG-KV36	77	\$85.12 PO#263660878	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1RQ7-6L1C-MNF4	77	\$139.80 PO#263661700	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1VWP-6PTL-1RX1	77	\$43.39 PO#263662167	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1W4X-WTNP-4GW7	66	\$302.63 PO#263662662	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1WK7-169Y-7DYV	77	-\$14.00 PO#263642032	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1WK7-169Y-7F6K	77	-\$3.99 PO#263642032	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1WK7-169Y-J673	77	-\$81.20 PO#263642744	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1XQL-MF7J-DWFN	77	-\$49.54 PO#263648855	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	AP-6253	77	\$114.05 PO#263647764	20APC0604JB	PO Box 035184, Seattle, WA 98124-5184, USA	Main
ACH00319	6/12/2020 Amazon Capital Services, Inc.	1 DK6-6XLL-3496	77	\$23.88 PO#263646749 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1 LRL-39RH-43YY	77	-\$42.94 PO#263644756 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	11DM-VQ9F-LHY7	66	\$139.55 PO#263631607 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	11P4-T96P-FJNG	77	\$208.30 PO#263653465 4100	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	11T4-7VRV-L93F	66	\$504.51 PO#263647008 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main

6/12/2020 Amazon Capital Services, Inc.	13VQ-6P4V-7L9F	77	\$14.32 PO#263650303 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	13VQ-6P4V-7VXM	77	\$14.67 PO# 263643186 4100	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1436-WVPN-NVQL	77	\$187.71 PO#263624515 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1734-CC7H-NJJK	77	\$26.91 PO# SPed Supplies 4320	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	191J-Q6HR-MRTM	66	\$36.10 PO#263661461 4400	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1D34-Y6KJ-FQ4H	77	\$37.84 PO#263661622 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1DGP-YHKR-FQWY	77	\$48.28 PO#263641044 4100	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1F1P-3QVJ-G419	77	\$172.69 PO#263649746 4100	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1F9Y-99LV-M771	77	\$163.76 PO# 263666062 4400	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1G7K-HWN-DKF3	77	\$8.61 PO#263652756 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1G7K-HWN-RRDX	77	\$16.30 PO#263651651 4100	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1GTP-JMN3-MLQD	77	\$1,529.70 PO#263663507 4400	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1H11-HMTQ-F6MV	77	\$474.81 PO#263650303 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1HRD-VXDC-GJWD	66	\$38.54 PO#263662661 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1HRP-HHY6-9Y3M	66	\$43.10 PO#263651087 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1HX7-YTG7-L3HW	77	\$169.51 PO#263646749 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1HX7-YTG7-LG3D	66	\$20.45 PO#263661461 4400	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1JTY-6VJX-7MCN	77	-\$22.74 PO#263644756 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1JYH-GHD9-7TK3	66	\$84.56 PO#263650255 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1M6R-7DDC-C4P1	66	\$16.89 PO#263660751 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1NG1-FQHP-63Q1	66	\$62.82 PO#263647010 4100	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1PF6-D4TG-V7Y3	77	\$26.91 PO# 263647616 4400	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1PRW-MRDM-MCPY	77	\$32.30 PO#263659818 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1Q1R-VXPP-FF7L	77	\$449.66 PO#263641188 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1Q4M-X97W-3RDV	77	\$26.97 PO#263655821 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1QRY-9M3J-CNCN	77	\$175.46 PO#263644756 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1RLR-TQDW-G9KM	77	\$46.32 PO# Office Supplies/Equipment 4320	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1T1Q-XD7T-CHM4	66	\$81.55 PO#263637858 4100	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1THX-M9HQ-DVNT	66	\$128.96 PO#263651337 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1TJJ-6CRN-1XK9	66	\$549.82 PO#263641384 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1TVX-WMVH-JN3J	66	\$12.03 PO#263647008 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
6/12/2020 Amazon Capital Services, Inc.	1V1J-XCP7-RP1V	77	\$57.43 PO#263650744 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA

ACH00320	6/12/2020 Amazon Capital Services, Inc.	1VWP-6PTL-HXH3	66	\$156.11 PO#263663191 4400	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1W6P-NNJV-7MMH	77	-\$40.14 PO#263624515 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1W6P-NNJV-PFW3	77	\$12.61 PO# 263651730 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1WK7-169Y-Q41W	77	\$55.21 PO# 263649746 4100	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1XRQ-C1TY-KMCN	77	\$130.67 PO#263651039 4100	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1YHL-WDP-7MDG	77	\$59.74 PO#263643369 4310	20APC609Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	11T4-7VRV-3RDF	77	\$106.94 PO#263659525 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	11T4-7VRV-63KH	66	\$17.63 PO#263648862 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	11T4-7VRV-6KNQ	66	\$70.04 PO# 263650877 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1466-CDVM-13LD	77	\$113.55 PO#263645650 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1466-CDVM-CY7P	77	\$92.52 PO#263651540 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	16Q6-PCVM-FRTF	77	\$39.84 PO# 263646621 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	16RQ-PNHX-6T9H	77	\$89.16 PO#263649716 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	16RQ-PNHX-CLRD	77	\$55.44 PO# 263651172 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	16VT-7JW9-GTK1	77	\$68.83 PO#263661095 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	16VT-7JW9-LKFD	77	\$22.25 PO#263648096 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	16VT-7JW9-LW1M	66	\$29.29 PO#263658510 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	19HG-P4TY-7DRG	77	\$53.86 PO#263656369 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	19HG-P4TY-M7XD	66	\$26.44 PO#263647352 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	19M3-9MGK-V379	77	\$12.60 PO#263644197 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	19M3-9MGK-VCVN	77	\$50.42 PO#263657170 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	19NY-7Q7Y-3VWK	66	\$22.62 PO#263661759 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	19NY-7Q7Y-D7VR	77	\$37.02 PO#263661910 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	19NY-7Q7Y-J1GL	66	\$54.74 PO#263648963 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1DGP-YHKR-3YJ7	66	\$17.64 PO#263651677 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1DGP-YHKR-4GGV	77	\$11.01 PO# Graduation Supplies 4320	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1DGP-YHKR-6CJQ	66	\$331.09 PO#263659570 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1DGP-YHKR-7KWK	77	\$19.04 PO#263650710 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1DM6-KQLD-9DMD	77	\$40.23 PO#263662169 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1GTP-JMN3-37CR	77	\$15.09 PO#263655401 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1GTP-JMN3-LJPL	66	\$19.17 PO#263662603 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA
	6/12/2020 Amazon Capital Services, Inc.	1H11-HMTQ-RFLV	66	\$336.97 PO#263662660 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, Main USA

	6/12/2020	Amazon Capital Services, Inc.	1HPN-W7P1-HRWW	77	-\$34.79	PO#263639808 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1LWD-79QR-94J9	77	\$95.23	PO#263660509 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1LWD-79QR-CHV1	77	\$7.91	PO#263661443 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1M6R-7DDC-DM1T	77	\$75.40	PO#263650744 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1M6R-7DDC-GC1Y	77	\$10.65	PO#263656020 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1M6R-7DDC-K3LR	66	\$179.35	PO#263656246 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1M6R-7DDC-MWRF	77	\$13.13	PO#263648028 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1NHM-NVPG-6HN6	77	\$14.00	PO#263651673 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1NHM-NVPG-KYGF	77	\$36.95	PO#263646527 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1PLL-RY73-3H9W	77	\$105.84	PO#263644392 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1QXL-GDY3-61TY	77	\$63.63	PO#263642090 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1TKR-H7QN-3HF7	77	\$135.93	PO#263641345 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1V36-RQP1-4HR9	77	\$145.15	PO#263656020 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1VCV-JQLR-34HF	66	\$6.43	PO#263651268 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1VKP-FTGH-9YMC	66	\$18.60	PO# 263651685 4100	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1VKP-FTGH-CMXW	77	\$10.76	PO# Graduation Supplies 4320	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020	Amazon Capital Services, Inc.	1YYW-R7VC-4C6W	77	\$18.26	PO#263655851 4310	20APC604Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
ACH00321	6/12/2020	Greenwave Surf	263666990	77	\$375.00	BP#263666990	20APC69JB	25778 Via Del Rey, San Juan Capistrano, CA 92675	Check
ACH00322	6/12/2020	Kids in the Run, Inc.	263666991	77	\$861.00	BP#263666991	20APC69JB	6 Santa Maria, Rancho Santa Margarita, CA 92688	Main
	6/12/2020	Kids in the Run, Inc.	263666993	66	\$88.00	BP#263666993	20APC69JB	6 Santa Maria, Rancho Santa Margarita, CA 92688	Main
ACH00323	6/12/2020	Martha G. Desmond	263666995	77	\$122.00	BP#263666995	20APC69JB	5822 Roxbury Ct., Cypress, CA 90630	Check
	6/12/2020	Martha G. Desmond	263666996	66	\$111.77	BP#263666996	20APC69JB	5822 Roxbury Ct., Cypress, CA 90630	Check
ACH00324	6/12/2020	Jamie Butterworth	263666997	66	\$107.00	BP#263666997	20APC69JB	1058 N. Lamer St, Burbank, CA 91506	Main
ACH00325	6/12/2020	Jenny Del Greco	263666998	77	\$140.00	BP#263666998	20APC69JB	142 Via Murcia, San Clemente, CA 92672	Check
ACH00326	6/12/2020	Jenny Jee - El Park	263666999	77	\$1,235.00	BP#263666999	20APC69JB	4751 St. Andrews Ave, Buena Park, CA 90261	Check
ACH00327	6/12/2020	Jenny Jee - El Park	263667000	66	\$400.00	BP#263667000	20APC69JB	4751 St. Andrews Ave, Buena Park, CA 90261	Check
ACH00328	6/12/2020	Joyful Music and Arts	263667003	66	\$655.00	BP#263667003	20APC69JB	640 Silver Spur Rd., Rolling Hills Estates, CA 90274-3602	Check
ACH00329	6/12/2020	KCINOC Partners LLC	263666982	77	\$155.00	BP#263666982	20APC69JB	3008 Dorn Ct, Laguna Beach, CA 92679	Main
ACH00330	6/12/2020	Lessons By Design	263667007	66	\$720.00	BP#263667007	20APC69JB	2535 Dalbo Street, Duarte, CA 91010	Check
ACH00331	6/12/2020	Lisa Siebelink	263667039	77	\$1,368.00	BP#263667039	20APC69JB	2530 Heritage Dr., Corona, CA 92882	Check
ACH00332	6/12/2020	Loving Learning	263667010	66	\$105.00	BP#263667010	20APC69JB	PO Box 532, Claremont, CA 91711	Check
ACH00333	6/12/2020	Meredith Barr	263667018	77	\$1,332.75	BP#263667018	20APC69JB	28 Songbird, Trabuco Canyon, CA 92679	Check
ACH00334	6/12/2020	My Learning Studio	263667022	77	\$608.00	BP#263667022	20APC69JB	17086 Van Buren Blvd., Riverside, CA 92504	Check
ACH00335	6/12/2020	Nataly Jewel	263667025	77	\$610.25	BP#263667025	20APC69JB	29165 Overboard Drive, Menifee, CA 92585	Main
ACH00336	6/12/2020	Open Lid Piano Studio	263667027	66	\$492.50	BP#263667027	20APC69JB	10556 Edison Way, North Hollywood, CA 91606	Check
ACH00337	6/12/2020	Susan B Paterson	263667048	66	\$140.00	BP#263667048	20APC69JB	2750 Vine Ave., Norco, CA 92860	Check
ACH00338	6/12/2020	Tracy Flint	263667063	77	\$75.00	BP#263667063	20APC69JB	813 Bridgewood Street, Corona, CA 92881	Check

ACH00339	6/12/2020 Tracy Flint	263667064	66	\$65.00 BP#263667064	20APC69JB	813 Bridgewood Street, Corona, CA 92881	Main
ACH00340	6/12/2020 Universal Martial Arts Center	263667067	66	\$970.00 BP#263667067	20APC69JB	14610 Pipeline Ave., Chino, CA 91710	Check
ACH00341	6/12/2020 Vicki Frazier	263667070	77	\$1,197.50 BP#263667070	20APC69JB	26 Cameray Heights, Laguna Niguel, CA 92677	Check
ACH00342	6/12/2020 Winner's Academy of Gymnastics	263667072	66	\$690.00 BP#263667072	20APC69JB	13540 Monte Vista Ave, Chino, CA 91710	Check
ACH00343	6/12/2020 Winner's Academy of Gymnastics	263667073	77	\$170.00 BP#263667073	20APC69JB	13540 Monte Vista Ave, Chino, CA 91710	Check
	6/12/2020 Aim High Tutors, LLC	263666935	77	\$687.50 BP#263666935	20APC0609DY2	34145 Pacific Coast Hwy, #233, Dana Point, CA 92629	Check
ACH00344	6/12/2020 American Academy of Strategic Education	263666938	77	\$224.45 BP#263666938	20APC0609DY2	16 B Journey Suite #110, Aliso Viejo, CA 92656	Check
	6/12/2020 American Academy of Strategic Education	263666940	77	\$676.90 263666940	20APC0609DY2	16 B Journey Suite #110, Aliso Viejo, CA 92656	Check
ACH00345	6/12/2020 April Lipsky	263666946	77	\$87.89 BP#263666946	20APC0609DY2	13625 Midland Road, Poway, CA 92064	Main
ACH00346	6/12/2020 Arden Reading Academy	263666947	77	\$440.00 BP#263666947	20APC0609DY2	152 Sea Country Ln, Rancho Santa Margarita, CA 92688	Check
ACH00347	6/12/2020 A Thinking Place	263666930	77	\$1,703.48 BP#263666930	20APC0609DY2	4831 Lago Dr. #107, Huntington Beach, CA 92649	Check
	6/12/2020 A Thinking Place	263666931	66	\$67.00 BP#263666931	20APC0609DY2	4831 Lago Dr. #107, Huntington Beach, CA 92649	Check
ACH00348	6/12/2020 Brenda Harp	263666955	77	\$1,035.75 BP#263666955	20APC0609DY2	PO Box 3653, Dana Point, CA 92629	Check
ACH00349	6/12/2020 Brian Rios [S]	263666956	77	\$725.00 BP#263666956	20APC0609DY2	1132 Apple Blossom Lane, Corona, CA 92881	Check
ACH00350	6/12/2020 Catherine J. Doretti	263667065	77	\$695.00 BP#263667065	20APC0609DY2	22486 Melida, Mission Viejo, CA 92691	Main
ACH00351	6/12/2020 Cindi Washam - Keys to Music	263667005	66	\$990.00 BP#263667005	20APC0609DY2	4923 Camino De Madera, Jurupa Valley, CA 91752	Check
ACH00352	6/12/2020 Claremont Community School of Music	263666970	66	\$1,214.00 BP#263666970	20APC0609DY2	951 West Foothill Blvd, Claremont, CA 91711	Check
ACH00353	6/12/2020 Cogito International, Inc	263666973	77	\$52.00 BP#263666973	20APC0609DY2	3 Peters Canyon Rd, #100, Irvine, CA 92606	Check
ACH00354	6/12/2020 Edward V. West	263666985	77	\$552.50 BP#263666985	20APC0609DY2	18171 Lisa Lane, Huntington, CA 92646	Check
ACH00355	6/12/2020 Fun On the Farm Inc, DBA Fun With Horses	263666988	77	\$150.00 BP#263666988	20APC0609DY2	187 East Wilson Street, Costa Mesa, CA 92627	Check
ACH00356	6/12/2020 Amazon Capital Services, Inc.	16JG-4JGC-7FPX	66	-\$9.33 PO#263646593	20APC0612DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1C6V-KGLL-1JMX	77	\$43.09 PO#263666600	20APC0612DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1JYC-113L-9CQM	77	-\$88.40 PO#263645504	20APC0612DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1K64-K1F9-NMDT	66	\$184.53 PO#263646593	20APC0612DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1LNH-Y464-F19D	77	\$169.20 PO#263645504	20APC0612DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1MV6-VYMX-37HQ	66	-\$16.08 PO#263653579	20APC0612DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1MX7-PCCQ-WRLW	66	\$251.33 PO#263653579	20APC0612DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1NG1-FQHP-91CV	77	\$722.26 PO#263648337	20APC0612DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1NLT-TGRV-3FJR	77	-\$9.64 PO#263649782	20APC0612DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/12/2020 Amazon Capital Services, Inc.	1WXV-LDHD-VMGV	77	\$250.93 PO#263649782	20APC0612DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
ACH00357	6/12/2020 27 Turtles, LLC (Coroa Inline)	263668590	77	\$202.50 BP#263668590	20APC0612DY2	4325 Prado Road, #102, Corona, CA 92880	Check
ACH00358	6/12/2020 Aliso Viejo Girls Softball	263668412	77	\$385.00 BP#263668412	20APC0612DY2	26895 Aliso Creek Rd Suite B446, Aliso Viejo, CA 92656	Check
ACH00359	6/12/2020 Amanda Leigh Holiday	263668415	77	\$616.00 BP#263668415	20APC0612DY2	3128 Pierce Ave, Costa Mesa, CA 92626	Check
ACH00360	6/12/2020 American Academy of Strategic Education	263668416	77	\$339.40 BP#263668416	20APC0612DY2	16 B Journey Suite #110, Aliso Viejo, CA 92656	Check
ACH00361	6/12/2020 American Tiger Martial Arts & Fitness	263668419	77	\$357.00 BP#263668419	20APC0612DY2	5849 Westminster Blvd. Ste A, Westminster, CA 92683	Check
ACH00362	6/12/2020 Arbor Learning Community	263668426	77	\$5,323.00 BP#263668426	20APC0612DY2	PO Box 702, Atwood, CA 92811	Check
ACH00363	6/12/2020 AVPA at La Sierra University	263668452	77	\$220.00 BP#263668452	20APC0612DY2	4500 Riverwalk Pky, Riverside, CA 92515	Check

ACH00364	6/12/2020 Barbara Ann Scott	263668455	77	\$600.00 BP#263668455	20APC0612DY2	17421 Ojai Ln, Huntington Beach, CA 92647	Check
ACH00365	6/12/2020 Bart R. Robley	263668464	77	\$105.00 BP#263668464	20APC0612DY2	425 Elizabeth Way, Fullerton, CA 92833	Check
ACH00366	6/12/2020 Bethany Cowan	263668475	77	\$300.00 BP#263668475	20APC0612DY2	3482 Elmwood Drive, Riverside, CA 92506	Check
ACH00367	6/12/2020 Bionerds	263668483	77	\$820.20 BP#263668483	20APC0612DY2	PO Box 81004, Rancho Santa Margarita, CA 92688	Check
ACH00368	6/12/2020 Breanna Rausch	263668492	77	\$835.00 BP#263668492	20APC0612DY2	33802 Orilla Road, #A, Dana Point, CA 92629	Check
ACH00369	6/12/2020 Brenda Harp	263668494	77	\$40.00 BP#263668494	20APC0612DY2	PO Box 3653, Dana Point, CA 92629	Check
ACH00370	6/12/2020 Bridges Equestrian, Inc	263668497	77	\$437.50 BP#263668497	20APC0612DY2	29343 Edgewood Road, San Juan Capistrano, CA 92675	Check
ACH00371	6/12/2020 Calvin Pickering	263668531	77	\$725.00 BP#263668531	20APC0612DY2	6170 Academy Ave., Riverside, CA 92506	Check
ACH00372	6/12/2020 Christine Charley	263668585	77	\$255.00 BP#263668585	20APC0612DY2	13945 Lemon Valley Avenue, Eastvale, CA 92880	Check
ACH00373	6/12/2020 Christian Arts and Theatre of Corona	263668582	77	\$483.32 BP#263668582	20APC0612DY2	815 W. Sixth Street, Ste 110, Corona, CA 92882	Main
ACH00374	6/12/2020 Code Gauchos, Inc.	263668587	77	\$137.49 BP#263668587	20APC0612DY2	22600 Lambert St, 906C, Lake Forest, CA 92630	Check
ACH00375	6/12/2020 Connie Herrick	263668612	77	\$225.00 BP#263668612	20APC0612DY2	1931 Kilmer Drive, Placentia, CA 92870	Check
ACH00376	6/12/2020 Creative Creatures & Co.	263668591	77	\$3,412.96 BP#263668591	20APC0612DY2	33141 Paseo Pinto, San Juan Capistrano, CA 92675	Check
ACH00377	6/12/2020 Daniel Alarco, Jr.	263668644	77	\$250.00 BP#263668644	20APC0612DY2	5772 Garden Grove Blvd., #629, Westminster, CA 92683	Check
ACH00378	6/12/2020 Darice A. Terry (The Humble Homemaker)	263668596	77	\$315.00 BP#263668596	20APC0612DY2	24092 Paseo Corona, Dana Point, CA 92629	Check
ACH00379	6/16/2020 Inspire Communication, Inc.	EX2020531	66	\$332.00 PO-323 SPED Services - May '20	20APC0612SpEd	15545 Devonshire St., Suite 105, Mission Hills, CA 91345	Main
ACH00380	6/16/2020 McColgan and Associates Inc	3668	66	\$3,317.42 PO-316 SPED Services - May '20	20APC0612SpEd	1121 Cedar Dr., Hollister, CA 95023	Main
ACH00381	6/16/2020 McColgan and Associates Inc	3669	77	\$10,635.21 PO-327 SPED Services - May '20	20APC0612SpEd	1121 Cedar Dr., Hollister, CA 95023	Main
ACH00382	6/16/2020 Professional Child Development Associates	102373	66	\$1,527.50 PO-328 SPED Services - May '20	20APC0612SpEd	620 N Lake Ave, Pasadena, ca 91101	Main
ACH00383	6/16/2020 The Silly Room	MK_98	66	\$595.00 PO-319 SPED Services - 5/06-6/03/20	20APC0612SpEd	PO Box 1712, blue jay, ca 92317, USA	Main
ACH00384	6/19/2020 Amazon Capital Services, Inc.	11LG-QPQF-GMQT	77	\$101.94 PO#263648843 4310	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	14RT-F3TQ-3YN9	77	\$12.03 PO#263647296 4100	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1913-GPM7-YGC6	77	\$206.55 PO#263650632 4310	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1DG4-G37X-7MFC	66	\$5.67 PO#263661429 4310	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1F1P-3QVJ-Y7KW	77	\$124.09 PO#263651028 4310	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1FGL-1KYM-4134	77	\$369.73 PO#263666451 4100	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1FHX-WX7-KX9Y	77	\$14.00 PO# 263666839 4320	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1H11-HMTQ-QK3T	66	\$369.07 PO#263662620 4310	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1HX7-YTG7-LXNL	66	\$452.74 O#263651463 4100	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1JKC-QFPQ-6F3Q	77	\$113.79 PO# 263649930 4100	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1JQ9-6K7J-YR1N	66	\$45.97 PO#263647533 4310	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1JTY-6VJX-DHNV	77	\$115.14 PO#263643789 4100	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1JTY-6VJX-VVXN	77	\$38.95 PO#263649782 4100	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1MT1-19JR-7QPK	77	-\$14.00 PO#263649782 4100	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main

	6/19/2020 Amazon Capital Services, Inc.	1QG1-FXGM-44VP	77	\$21.74 PO#263646890 4310	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1QRK-4W37-FQVW	77	\$109.75 PO#263645966 4310	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1YP1-JYG4-LPRN	77	\$9.64 PO # 263649782 4100	20APC616Tea77	PO Box 035184, Seattle, WA 98124-5184, USA	Main
ACH00385	6/19/2020 Frank Velasquez	263668513	77	\$1,968.00 BP#263668513	20APC0612DY3	4608 Luther St, Riverside, CA 92503	Check
ACH00386	6/19/2020 Georganne Gould	263668619	77	\$1,020.00 BP#263668619	20APC0612DY3	19241 Brynn Ct, Huntington Beach, CA 92648	Check
ACH00387	6/19/2020 Holley Preston Magalhaes	263668638	77	\$1,200.00 BP#263668638	20APC0612DY3	990 Central Avenue, Apt. 118, Riverside, CA 92507	Check
ACH00388	6/19/2020 Intro 2 Skateboarding	263668645	77	\$1,100.00 BP#263668645	20APC0612DY3	621 W Wilson St. F4, Costa Mesa, CA 92627	Check
ACH00389	6/19/2020 Harrison Music	263668632	77	\$328.00 BP#263668632	20APC0612DY3	21666 Calle Alcazar, Yorba Linda, CA 92887	Check
ACH00390	6/19/2020 Jenna Harline	263668647	77	\$340.00 BP#263668647	20APC0612DY3	139 La Mirage Circle, Aliso Viejo, CA 92656	Check
ACH00391	6/19/2020 Jennifer Andrus-Nelson	263668751	77	\$384.25 BP#263668751	20APC0612DY3	11 Fuente, Rancho Santa Margarita, CA 92688	Check
ACH00392	6/19/2020 Jenny Jee - El Park	263668648	77	\$170.00 BP#263668648	20APC0612DY3	4751 St. Andrews Ave, Buena Park, CA 90261	Check
ACH00393	6/19/2020 Lilli Witczak	263668667	77	\$34.00 BP#263668667	20APC0612DY3	679 W. Sierra Madre Blvd, Sierra Madre, CA 91024	Check
ACH00394	6/19/2020 M&M Surfing School	263668670	77	\$410.00 BP#263668670	20APC0612DY3	5228 Obispo Avenue, Lakewood, CA 90712	Check
ACH00395	6/19/2020 Margie Enyeart	263668677	77	\$110.00 BP#263668677	20APC0612DY3	4577 Jeremiah Ct., Riverside, CA 92503	Check
ACH00396	6/19/2020 Michele Liem	263668680	77	\$95.00 BP#263668680	20APC0612DY3	5375 Via Asturias, Yorba Linda, CA 92887	Check
ACH00397	6/19/2020 Miss Crady the Math Lady	263668682	77	\$1,127.50 BP#263668682	20APC0612DY3	4923 Via Alameda, Yorba Linda, CA 92886	Check
ACH00398	6/19/2020 Nadira Harrell	263668689	77	\$225.00 BP#263668689	20APC0612DY3	4152 Old Mill Street, Irvine, CA 92604	Check
ACH00399	6/19/2020 OnlineG3.com	263668693	77	\$249.00 BP#263668693	20APC0612DY3	207 E. 5th Ave. #240, Eugene, OR 97401	Main
ACH00400	6/19/2020 Play Your Part, Inc.	263668699	77	\$593.50 BP#263668699	20APC0612DY3	26672 Cortina Dr., Mission Viejo, CA 92691	Check
ACH00401	6/19/2020 Youth Archery Academy	263668773	77	\$703.81 BP#263668773	20APC0612DY4	1926 S Bonita Ave, Ontario, CA 91762, USA	Check
ACH00402	6/19/2020 Tre Dubs, LLC	263668601	77	\$115.00 BP#263668601	20APC0612DY4	1198 Pacific Coast Highway, Suite D-372, Seal Beach, CA 90740	Main
ACH00403	6/19/2020 WM Music Lessons	263668770	77	\$835.00 BP#263668770	20APC0612DY4	1719 Wright Street, Pomona, CA 91766	Main
ACH00404	6/19/2020 Oku Education	263668691	77	\$391.67 BP#263668691	20APC0612DY4	18269 Trower Ct., Fountain Valley, CA 92708	Check
ACH00405	6/19/2020 Richter Academy of Classical Dance	263668709	77	\$1,582.00 BP#263668709	20APC0612DY4	22661 Lambert St., Ste 204, Lake Forest, CA 92630	Check
ACH00406	6/19/2020 Robin Nesom Young	263668711	77	\$1,163.14 BP#263668711	20APC0612DY4	30082 Corsair, Laguna Niguel, CA 92766	Check
ACH00407	6/19/2020 Roos Music	263668713	77	\$1,395.00 BP#263668713	20APC0612DY4	PO Box 74625, San Clemente, CA 92673	Check
ACH00408	6/19/2020 Spanish Advantage	263668731	77	\$1,784.50 BP#263668731	20APC0612DY4	16027 Brookhurst St. Suite I-633, Fountain Valley, CA 92708	Check
ACH00409	6/19/2020 Stable Tutoring	263668739	77	\$175.00 BP#263668739	20APC0612DY4	7051 Natal Dr Apt 13, Westminster, CA 92683	Check
ACH00410	6/19/2020 The Music Abode	263668753	77	\$185.00 BP#263668753	20APC0612DY4	442 E. 18th St., Costa Mesa, CA 92627	Check
ACH00411	6/19/2020 Underground Dance Company	263668758	77	\$57.00 BP#263668758	20APC0612DY4	23034 Lake Forest Dr. Ste C, Laguna Hills, CA 92653, USA	Check
ACH00412	6/19/2020 Veronica Gutierrez	263668749	77	\$60.00 BP#263668749	20APC0612DY4	20753 Burlington Circle, Riverside, CA 92508	Check
ACH00413	6/19/2020 Victoria Kranser	263668761	77	\$455.75 BP#263668761	20APC0612DY4	2006 Lemnos Dr, Costa Mesa, CA 92626	Check
ACH00414	6/19/2020 Writtenburg Door	263668771	77	\$6,638.25 BP#263668771	20APC0612DY4	12611 Chase St., Garden Grove, CA 92845, USA	Check
ACH00415	6/19/2020 The Animation Course, LLC	263668748	66	\$300.00 BP#263668748	20APC0612DY5	21008 N. Panarama Road, Colbert, WA 99005	Main
ACH00416	6/19/2020 Arbor Learning Community	263668427	66	\$130.00 BP#263668427	20APC0612DY5	PO Box 702, Atwood, CA 92811	Check
ACH00417	6/19/2020 Art With Aunt Jes	263668441	66	\$232.00 BP#263668441	20APC0612DY5	2151 E. Linfield St., Glendora, CA 91740	Check
ACH00418	6/19/2020 Aubrey Torres	263668757	66	\$475.00 BP#263668757	20APC0612DY5	433 W. Renwick Road, Glendora, CA 91740	Check
ACH00419	6/19/2020 Barnabas Robotics, Inc.	263668457	66	\$451.50 BP#263668457	20APC0612DY5	2028 E. Villa St., Pasadena, CA 91107	Main

ACH00420	6/19/2020 True Note Music LLC	263668500	66	\$315.00 BP#263668500	20APC0612DY5	4107 West Burbank Blvd., Burbank, CA 91505	Main
ACH00421	6/19/2020 Caique Jiu-Jitsu Walnut Academy	263668527	66	\$165.00 BP#263668527	20APC0612DY5	24831 Narbonne Ave, Lomita, CA 90717	Check
ACH00422	6/19/2020 Canvas & Clay	263668535	66	\$145.00 BP#263668535	20APC0612DY5	1802 S Pacific Coast Hwy, Redondo Beach, CA 90277	Check
ACH00423	6/19/2020 Code Gauchos, Inc.	263668588	66	\$50.00 BP#263668588	20APC0612DY5	22600 Lambert St, 906C, Lake Forest, CA 92630	Check
ACH00424	6/19/2020 Creative Creatures & Co.	263668592	66	\$132.50 BP#263668592	20APC0612DY5	33141 Paseo Pinto, San Juan Capistrano, CA 92675	Check
ACH00425	6/19/2020 Creative Learning Place Inc	263668593	66	\$286.00 BP#263668593	20APC0612DY5	1165 S. Sierra Bonita Ave, Los Angeles, CA 90019	Check
ACH00426	6/19/2020 Erin Chianese	263668602	66	\$125.00 BP#263668602	20APC0612DY5	10018 Helen Ave, Shadow Hills, CA 91040	Check
ACH00427	6/19/2020 WM Music Lessons	263668767	66	\$1,280.00 BP#263668767	20APC0612DY5	1719 Wright Street, Pomona, CA 91766	Main
ACH00428	6/19/2020 Inspyr Arts	263668643	66	\$40.00 BP#263668643	20APC0612DY5	2535 E. Broadway, Long Beach, CA 90803	Check
ACH00429	6/19/2020 James Wigglesworth	263668646	66	\$55.00 BP#263668646	20APC0612DY5	1164 W. Duarte Road, Apt. 5, Arcadia, CA 91007	Check
ACH00430	6/19/2020 Jennifer Andrus-Nelson	263668752	66	\$96.00 BP#263668752	20APC0612DY5	11 Fuente, Rancho Santa Margarita, CA 92688	Check
ACH00431	6/19/2020 Jing Ma	263668696	66	\$754.00 BP#263668696	20APC0612DY5	838 Fairview Ave Unit I, Arcadia, CA 91007	Check
ACH00432	6/19/2020 Lilli Witzcak	263668666	66	\$45.00 BP#263668666	20APC0612DY5	679 W. Sierra Madre Blvd, Sierra Madre, CA 91024	Check
ACH00433	6/19/2020 M3 Creative Academy	263668671	66	\$680.00 BP#263668671	20APC0612DY5	13318 De Alcala Dr., La Mirada, CA 90638	Check
ACH00434	6/19/2020 Miss Crady the Math Lady	263668683	66	\$50.00 BP#263668683	20APC0612DY5	4923 Via Alameda, Yorba Linda, CA 92886	Check
ACH00435	6/19/2020 Redlands Gymnastics Club	263668708	66	\$210.00 BP#263668708	20APC0612DY5	1915 W. Redlands Blvd, #103, Redlands, CA 92373	Main
ACH00436	6/19/2020 Southern California Dance Academy	263668734	66	\$120.00 BP#263668734	20APC0612DY5	4410 E. Greenmeadow Road, Long Beach, CA 90808	Main
ACH00437	6/19/2020 Spanish Advantage	263668736	66	\$612.50 BP#263668736	20APC0612DY5	16027 Brookhurst St. Suite I-633, Fountain Valley, CA 92708	Check
ACH00438	6/19/2020 Writtenburg Door	263668772	66	\$1,151.75 BP#263668772	20APC0612DY5	12611 Chase St., Garden Grove, CA 92845, USA	Check
ACH00439	6/19/2020 Amanda Leigh Holiday	1JYL-FPJD-4T1L	77	\$46.32 PO#Office Supplies/Equipment	20APC0618DY2	3128 Pierce Ave, Costa Mesa, CA 92626	Check
ACH00440	6/19/2020 Amazon Capital Services, Inc.	11TQ-W7HX-NQ3W	77	\$102.33 PO#263665573	20APC0618DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	179G-7M9Q-G3M1	77	\$14.01 PO#263651730	20APC0618DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	19LQ-XKCT-3713	77	\$71.07 PO#263648337	20APC0618DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1GGT-TJDY-4K7J	77	\$17.13 PO#Graduation Supplies	20APC0618DY2	PO Box 035184, Seattle, WA 98124-5184, USA	Main
ACH00441	6/19/2020 Andrew Zacharias	263669271	77	\$216.00 BP#263669271	20APC0618DY3	3371 Cerritos Ave, Signal Hill, CA 90755	Check
ACH00442	6/19/2020 Art Experience Studio	263669159	66	\$110.00 BP#263669159	20APC0618DY3	5203 Scott St., Torrance, CA 90503	Check
ACH00443	6/19/2020 Arts & Learning Conservatory	263669163	77	\$510.98 BP#263669163	20APC0618DY3	151 Kalmus Drive, Suite G-3, Costa Mesa, CA 92626, USA	Check
ACH00444	6/19/2020 Aubrey Torres	263669276	66	\$35.00 BP#263669276	20APC0618DY3	433 W. Renwick Road, Glendora, CA 91740	Check
ACH00445	6/19/2020 Averyboo Arts	263669164	66	\$70.00 BP#263669164	20APC0618DY3	1024 E. 46th Street, Long Beach, CA 90807	Check
ACH00446	6/19/2020 AVPA at La Sierra University	263669165	77	\$50.00 BP#263669165	20APC0618DY3	4500 Riverwalk Pky, Riverside, CA 92515	Check
ACH00447	6/19/2020 Bethany Cowan	263669172	77	\$150.00 PO#263669172	20APC0618DY3	3482 Elmwood Drive, Riverside, CA 92506	Check
ACH00448	6/19/2020 Cindi Washam - Keys to Music	263669205	66	\$150.00 BP#263669205	20APC0618DY3	4923 Camino De Madera, Jurupa Valley, CA 91752	Check
ACH00449	6/19/2020 Dunamix Dance Project, Inc	263669186	77	\$1,345.43 BP#263669186	20APC0618DY3	32372 Harwood Lane, Wildomar, CA 92595	Check
ACH00450	6/19/2020 Eiman Moossavian	263669218	77	\$3,809.60 BP#263669218	20APC0618DY3	22912 Pacific Park Drive Suite 202, Aliso Viejo, CA 92656	Check
ACH00451	6/19/2020 Farida HSU	263669188	77	\$2,252.00 BP#263669188	20APC0618DY3	15642 Sand Canyon Ave. #50506, Irvine, CA 92619	Check
ACH00452	6/19/2020 Frank Velasquez	263669180	77	\$120.00 BP#263669180	20APC0618DY3	4608 Luther St, Riverside, CA 92503	Check

ACH00453	6/19/2020 Greenwave Surf	263669192	77	\$500.00 BP#263669192	20APC0618DY3	25778 Via Del Rey, San Juan Capistrano, CA 92675	Check
ACH00454	6/19/2020 Gryphon Fitness Studio	263669193	77	\$255.00 BP#263669193	20APC0618DY3	912 Magnolia Ave, Placentia, CA 92870	Check
ACH00455	6/19/2020 Jeff Speakman's Kenpo 5.0 Pasadena	263669200	66	\$597.00 BP#263669200	20APC0618DY3	1614 E. Washington Blvd., Pasadena, CA 91104	Check
ACH00456	6/19/2020 Jennifer Walton	263669203	66	\$1,045.00 BP#263669203	20APC0618DY3	3553 Atlantic Ave., #308, Long Beach, CA 90807	Check
ACH00457	6/19/2020 Jing Ma	263669237	66	\$484.00 BP#263669237	20APC0618DY3	838 Fairview Ave Unit I, Arcadia, CA 91007	Check
ACH00458	6/19/2020 Denise Lewis	263669236	77	\$130.00 BP#263669236	20APC0618DY3	18568 Alderbrook Drive, Riverside, CA 92508	Check
ACH00459	6/19/2020 Amazon Capital Services, Inc.	11FJ-KCLW-FG6D	77	\$10.76 PO#Kristy Michelle Spurgin	20APC0618DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	11P4-T96P-3CMC	66	\$23.61 PO#263655503	20APC0618DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1GM1-PXQJ-7Q6X	77	\$28.80 PO#Office Supplies/Equipment	20APC0618DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/19/2020 Amazon Capital Services, Inc.	1YVC-GQJX-Y903	77	\$484.60 PO#263666600	20APC0618DY4	PO Box 035184, Seattle, WA 98124-5184, USA	Main
ACH00460	6/19/2020 Tre Dubs, LLC	263669185	77	\$28.75 BP#263669185	20APC618JB2	1198 Pacific Coast Highway, Suite D-372, Seal Beach, CA 90740	Main
ACH00461	6/19/2020 WM Music Lessons	263669288	77	\$60.00 BP#263669288	20APC618JB2	1719 Wright Street, Pomona, CA 91766	Main
	6/19/2020 WM Music Lessons	263669289	66	\$25.00 BP#263669289	20APC618JB2	1719 Wright Street, Pomona, CA 91766	Main
ACH00462	6/19/2020 The Music Abode	263669272	77	\$25.00 BP#263669272	20APC618JB2	442 E. 18th St., Costa Mesa, CA 92627	Check
ACH00463	6/19/2020 Underground Dance Company	263669278	77	\$14.25 BP#263669278	20APC618JB2	23034 Lake Forest Dr. Ste C, Laguna Hills, CA 92653, USA	Check
ACH00464	6/19/2020 Vicki Frazier	263669284	77	\$54.00 BP#263669284	20APC618JB2	26 Cameray Heights, Laguna Niguel, CA 92677	Check
ACH00465	6/19/2020 Laurie Ellen Meinhold	263669242	77	\$1,646.25 BP#263669242	20APC618JB	48 Sandcastle, Aliso Viejo, CA 92656, USA	Check
ACH00466	6/19/2020 MaryLouise Newkirk	263669254	77	\$360.00 BP#263669254	20APC618JB	29080 Dracaea Ave, Moreno Valley, CA 92555	Check
ACH00467	6/19/2020 Michael D. Wong	263669222	77	\$300.00 BP#263669222	20APC618JB	1365 Camelot Dr, Corona, CA 92882	Check
ACH00468	6/19/2020 Mobile Tutors, Inc.	263669224	77	\$1,213.83 BP#263669224	20APC618JB	26400 La Alameda, Mission Viejo, CA 92691	Check
ACH00469	6/19/2020 My Learning Studio	263669227	77	\$117.00 BP#263669227	20APC618JB	17086 Van Buren Blvd., Riverside, CA 92504	Check
ACH00470	6/19/2020 OnlineG3.com	263669231	77	\$249.00 BP#263669231	20APC618JB	207 E. 5th Ave. #240, Eugene, OR 97401	Main
	6/19/2020 Protege Education	263669246	66	\$200.00 BP#263669246	20APC618JB	80 W. Sierra Madre Blvd, Suite 114, Sierra Madre, CA 91024	Check
ACH00472	6/19/2020 Robin Nesom Young	263669249	77	\$153.46 BP#263669249	20APC618JB	30082 Corsair, Laguna Niguel, CA 92766	Check
ACH00473	6/19/2020 Rock Creek Education Center	263669250	77	\$504.83 BP#263669250	20APC618JB	2263 Warmlands Ave., Vista, CA 92084	Check
ACH00474	6/19/2020 Roos Music	263669253	77	\$270.00 BP#263669253	20APC618JB	PO Box 74625, San Clemente, CA 92673	Check
ACH00475	6/19/2020 So Cal Speech and Debate	263669258	77	\$400.00 BP#263669258	20APC618JB	2206 Rockefeller Lane #3, Redondo Beach, CA 90278	Check
ACH00476	6/19/2020 Spotlight School of Music	263669262	77	\$177.60 BP#263669262	20APC618JB	25411 Trabuco Road, Suite 221, Lake Forest, CA 92630	Check
ACH00477	6/19/2020 Stacy Agosto	263669268	77	\$19.20 BP#263669268	20APC618JB	319 Via Promesa, San Clemente, CA 92673	Main
ACH00478	6/19/2020 STEM Center USA	263669263	66	\$260.00 BP#263669263	20APC618JB	9375 Old Post Drive, Rancho Cucamonga, CA 91730	Check
ACH00479	6/19/2020 STEM World Pasadena LLC	263669264	66	\$279.00 BP#263669264	20APC618JB	2245 E. Colorado Blvd., Suite 101, Pasadena, CA 91107	Check
ACH00480	6/19/2020 Studio Claremont	263669265	66	\$140.00 BP#263669265	20APC618JB	522 W. First St, Claremont, CA 91711	Check
ACH00481	6/19/2020 Susan B Paterson	263669266	77	\$140.00 BP#263669266	20APC618JB	2750 Vine Ave., Norco, CA 92860	Check
ACH00482	6/19/2020 Effectual Educational Consulting Services - Mission Viejo	3879	55	\$2,908.75 PO-329: SPED Services - May '20	20APC0616SpEd	22756 Sweet Meadow, Mission Viejo, ca 92692, USA	Main
ACH00483	6/19/2020 McColgan and Associates Inc	3699	55	\$93.00 PO-334: SPED Services - June '20	20APC0616SpEd	1121 Cedar Drive, Hollister, CA 95023	check
ACH00484	6/19/2020 Megan Lopez	Expense 060920 MLo	55	\$7.49 Expense Reimb: 5/31 Adobe PDF editor for student docs	20APC0616SpEd	1141 Viewport St, Upland, ca 91784	Main
	6/19/2020 Megan Lopez	Expense 060920 MLo	66	\$3.75 Expense Reimb: 5/31 Adobe PDF editor for student docs	20APC0616SpEd	1141 Viewport St, Upland, ca 91784	Main
	6/19/2020 Megan Lopez	Expense 060920 MLo	77	\$3.75 Expense Reimb: 5/31 Adobe PDF editor for student docs	20APC0616SpEd	1141 Viewport St, Upland, ca 91784	Main

ACH00485	6/19/2020 The Speech & Language Group	33-5-2020	55	\$540.00 PO-335: SPED Services - May '20	20APC0616SpEd	8564 E. Gary St., Meza, AZ 85207, USA	Main
ACH00486	6/26/2020 Aliso Viejo Ice Rink, Inc.	263669947	77	\$73.10 BP#263669947	20APC623JB	9 Journey, Aliso Viejo, CA 92656	Check
ACH00487	6/26/2020 Alternative Choices in Education	263669945	66	\$1,100.00 BP#263669945	20APC623JB	11036 Odell Avenue, Sundland, CA 91040	Check
ACH00488	6/26/2020 Amber Barney	263669970	77	\$275.00 BP#263669970	20APC623JB	4136 Watkins Drive, Riverside, CA 92507	Check
ACH00489	6/26/2020 A Thinking Place	263669943	77	\$76.60 BP#263669943	20APC623JB	4831 Lago Dr. #107, Huntington Beach, CA 92649	Check
ACH00490	6/26/2020 Harmony Studios	263669964	77	\$1,614.00 BP#263669964	20APC623JB	1058 Tustin Ave., Anaheim, CA 92807	Check
ACH00491	6/26/2020 Barbee Andrina	263669948	77	\$1,725.00 BP#263669948	20APC623JB	5606 E San Juan Drive, Orange, CA 92869	Check
ACH00492	6/26/2020 Chef Tech Cooking School	263669953	66	\$210.00 BP#263669953	20APC623JB	3842 Atlantic Avenue, Long Beach, CA 90807	Check
ACH00493	6/26/2020 Claremont Community School of Music	263669955	66	\$284.50 BP#263669955	20APC623JB	951 West Foothill Blvd, Claremont, CA 91711	Check
ACH00494	6/26/2020 Dance Move Live	263669957	66	\$120.00 BP#263669957	20APC623JB	7199 Boulder Ave., Ste. 1, Highland, CA 92346	Check
ACH00495	6/26/2020 Tre Dubs, LLC	263669959	77	\$28.75 BP#263669959	20APC623JB	1198 Pacific Coast Highway, Suite D-372, Seal Beach, CA 90740	Main
ACH00496	6/26/2020 Intro 2 Skateboarding	263669965	77	\$140.00 BP#263669965	20APC623JB	621 W Wilson St. F4, Costa Mesa, CA 92627	Check
ACH00497	6/26/2020 Michele Liem	263669972	77	\$23.75 BP#263669972	20APC623JB	5375 Via Asturias, Yorba Linda, CA 92887	Check
ACH00498	6/26/2020 Rebecca Linn Starbeck	263669978	77	\$928.50 BP#263669978	20APC623JB	14382 Morning Gory Road, Tustin, CA 92780	Check
	6/26/2020 Rebecca Linn Starbeck	263669980	66	\$353.00 BP#263669980	20APC623JB	14382 Morning Gory Road, Tustin, CA 92780	Check
ACH00499	6/26/2020 Teri Botfield	263669977	66	\$260.00 BP#263669977	20APC623JB	1044 N. Naomi St, Burbank, CA 91505	Check
ACH00500	6/26/2020 Amazon Capital Services, Inc.	1C7D-PNJC-H9G7	66	\$461.00 INV#1C7D-PNJC-H9G7 Business Prime Membership Fees	20APC0623DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/26/2020 Amazon Capital Services, Inc.	1C7D-PNJC-H9G7	77	\$938.67 INV#1C7D-PNJC-H9G7 Business Prime Membership Fees	20APC0623DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/26/2020 Amazon Capital Services, Inc.	1GTH-DH4F-14FF	77	\$140.04 PO#C19 Office Supplies	20APC0623DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/26/2020 Amazon Capital Services, Inc.	1K74-6XNM-PQ4T	77	\$268.17 PO#263621190	20APC0623DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
ACH00501	6/26/2020 Amazon Capital Services, Inc.	14QG-Q697-XFJT	77	\$218.01 PO#263666643	20APC0625DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/26/2020 Amazon Capital Services, Inc.	19QV-X79R-DQNO	77	\$104.45 PO#263626572	20APC0625DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
	6/26/2020 Amazon Capital Services, Inc.	1Q1R-VXPP-D9GF	77	\$171.35 PO#263642257	20APC0625DY	PO Box 035184, Seattle, WA 98124-5184, USA	Main
ACH00502	6/26/2020 The Speech & Language Group	33-6-2020	55	\$135.00 PO-338: SPED Services - June '20	20APC0624SpEd	8564 E. Gary St., Meza, AZ 85207, USA	Main
ACH00503	6/26/2020 Effectual Educational Consulting Services - Mission Viejo	3881	66	\$1,443.75 PO-368: SPED Services - 5/06-6/05/20	20APC0624aSpEd	22756 Sweet Meadow, Mission Viejo, ca 92692, USA	Main
	6/26/2020 Effectual Educational Consulting Services - Mission Viejo	3881	77	\$2,726.25 PO-368: SPED Services - 5/06-6/05/20	20APC0624aSpEd	22756 Sweet Meadow, Mission Viejo, ca 92692, USA	Main
ACH00504	6/26/2020 McColgan and Associates Inc	3696	66	\$5,352.46 PO-364: SPED Services - June '20	20APC0624aSpEd	1121 Cedar Drive, Hollister, CA 95023	check
ACH00505	6/26/2020 McColgan and Associates Inc	3697	77	\$5,383.67 PO-362: SPED Services - June '20	20APC0624aSpEd	1121 Cedar Drive, Hollister, CA 95023	check
ACH00506	6/26/2020 The Speech & Language Group	31-5-2020	66	\$1,215.00 PO-361 SPED Services - May '20	20APC0624aSpEd	8564 E. Gary St., Meza, AZ 85207, USA	Main
	6/26/2020 The Speech & Language Group	31-6-2020	66	\$270.00 PO-355: SPED Services - June '20	20APC0624aSpEd	8564 E. Gary St., Meza, AZ 85207, USA	Main
	6/26/2020 The Speech & Language Group	5-4-2020	66	<u>\$1,012.50</u> PO-366: SPED Services - April '20	20APC0624aSpEd	8564 E. Gary St., Meza, AZ 85207, USA	Main

Report Total

\$664,118.93

MASTER PLAN
for
ENGLISH LEARNERS
Excel Academy Charter Schools

Approved by the Excel Academy Charter Schools Board of Trustees (July 9, 2020)

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Mission and Vision

Excel Academy Charter Schools will harness the power of a flexible learning environment and modern educational technology to serve learners with diverse backgrounds and goals who seek an education alternative that stimulates and supports independent learning. Through the power and flexibility of its standards-based online and home study curriculum, combined with superior individualized support, Excel Academy Charter Schools will provide an inspirational learning environment with enriched and rigorous academics and high standards to empower students to become self-motivated and competent lifelong learners who will make a positive impact in their communities.

Goals and Vision for English Learner Master Plan

The ultimate goal of the Excel Academy Charter Schools' English Learner Program is to develop English language literacy in each English Learner as effectively and rapidly as possible so that students experience academic success comparable to native English speakers.

The Master Plan for English Learners serves as a standard for consistent program implementation and evaluation of services for English Learners. With a common staff understanding of the goals and procedures, English Learners will receive consistent high-quality services designed to meet their academic and linguistic needs by:

- Providing all students with the opportunity to participate in high quality curricular activities that address academic standards
- Offer programs based on student need and sound educational pedagogy
- Provide for and honor parent choice
- Provide staff and parent training
- Embrace parent involvement in the educational process
- Provide a process for monitoring the effectiveness of the program
- Valuing bi-literacy as a gift that will assist the student in life

Federal case law (*Castañeda vs. Pickard*, 648F.2d 989, 1981) requires that the main goals of the English Learner Program (ELP) are to develop the English language fluency of each English Learner as effectively and as efficiently as possible, and to develop mastery of the core curriculum comparable to native English speakers.

The court set forth the following standards for effective programs for English Learners:

1. The program is based on educational theory that is research-based, has proven methodology, and is recognized by experts in the field.
2. The programs or practices used are calculated to effectively implement the adopted theory, and
3. The program successfully produces results that indicate that language barriers are being overcome.

Home Language Survey

For all students in K–12, upon first enrollment in a California public school, the Local Education Agency (LEA) uses a standardized procedure to determine a student's primary language. This procedure begins with a home language survey (HLS), which is completed once by the parent or guardian at the time the student is initially enrolled in a California public school. The HLS should not be readministered every year nor readministered if a student enrolls in a new LEA. If the HLS is completed in error, the parent or

guardian may make a request to change it prior to the assessment. However, once a student is identified as an EL on the basis of the results of the Initial ELPAC, and the student has been administered the Summative ELPAC, changing the HLS will not change the student's identification. While cumulative student records are in transit for a student transferring from another California School District, CALPADS shall be used to determine whether a student has a history of being an English Language Learner.

If a student has a history of being an English Learner s/he will be given an annual Summative ELPAC assessment during the February 1st through May 31st test window. If a student is new to the California Public School System and answers any of the first three questions of the Home Language Survey (HLS) with a language other than English, further research will be done to determine if s/he will be given an Initial ELPAC assessment within 30 days of enrollment.

ELPAC Testing

State law (California Education Code [EC] sections 313 and 60810) and federal law (Titles I and III of the Every Student Succeeds Act [ESSA], the reauthorization of the Elementary and Secondary Education Act [ESEA]) require that LEAs administer a state test of English language proficiency (ELP) and develop an English Learner Progress Indicator (ELPI) for (1) newly enrolled students whose primary language is not English, as an initial assessment; and (2) students who are English Learners (ELs), as a summative assessment. For California's public school students, this test is the ELPAC.

The Initial ELPAC has one purpose:

- To identify students who are ELs or are initial fluent English proficient (IFEP)

The Summative ELPAC has two purposes:

- To determine the level of ELP of EL students
- To assess the progress of EL students in acquiring the skills of listening, speaking, reading, and writing in English

All students in kindergarten through grade twelve (K–12), ages three through twenty-one, whose primary language is a language other than English must take the Initial ELPAC to determine whether they are ELs. This must be done within 30 calendar days after they are first enrolled in a California public school or 60 calendar days prior to instruction, but not before July 1, per ELPAC regulations. The Summative ELPAC must be given annually to students identified as ELs until they are reclassified to Fluent English Proficient (RFEP).

Using Initial and Summative Assessment Results

Once tests are scored by the testing agency, individual student score reports (SSRs) are loaded directly to both the parent and student portals of the school's student information system. Once received, parents will also be informed of test results within 30 calendar days electronically via email or through US mail. Parents/guardians are notified of results in writing in a language they can understand (or orally, if they are unable to understand written communication). Parents will also be notified in any language of which 15% or more of the student population speaks in common. Additionally, each student's test results are uploaded to the charter's student information system and recorded on the English Language File (ELF) data card. When a student withdraws from Excel Academy Charter School, a list of the student's test results will be printed from the student information system and included in the student's requested cumulative file.

ELPAC results are not used to measure academic achievement. The Initial ELPAC results are used to identify ELs who need to develop their skills in listening, speaking, reading, and writing in English. This information, used with other local assessments, assists LEAs and schools when making placement decisions for new students who are identified as ELs. The Initial ELPAC results also are used to identify students who are IFEP and are able to participate in the regular (core) academic program. The Summative ELPAC results are used to see how well ELs are progressing annually toward ELP. This information is used to assist LEAs and schools in the ongoing process of program monitoring and evaluation. The Summative ELPAC results also form one of four criteria used to determine whether ELs are ready to be classified as RFEP on the basis of the reclassification process developed by the LEA, in accordance with state law.

Initial ELPAC Student Score Reports

The official score for the Initial ELPAC is produced once the LEA has entered and locked in the student's raw scores into the state assessment system. Individual student Initial ELPAC results include an overall scale score, which will indicate which of the three performance levels the student achieved: IFEP, Intermediate EL, and Novice EL.

There will be two composite performance levels produced: Oral Language (Speaking and Listening) and Written Language (Reading and Writing). The three performance levels are well developed, somewhat to moderately developed, and minimally developed.

The Initial ELPAC report includes the following information:

- An Overall performance level and scale score
- A performance level for each composite tested (Oral and Written Language)

Initial ELPAC Performance Level Descriptors are:

- Initial Fluent English Proficient (IFEP): Students at this level have well developed oral (listening and speaking) and written (reading and writing) skills. They can use English to learn and communicate in meaningful ways that are appropriate to different tasks, purposes, and audiences in a variety of social and academic contexts. They may need occasional linguistic support to engage in familiar social and academic contexts; they may need light support to communicate on less familiar tasks and topics. This test performance level corresponds to the upper range of the "Bridging" proficiency level as described in the 2012 California English Language Development Standards, Kindergarten Through Grade 12 (2012 ELD Standards).
- Intermediate English Learner: Students at this level have somewhat developed to moderately developed oral (listening and speaking) and written (reading and writing) skills. This level captures a broad range of English learners, from those who can use English only to meet immediate communication needs to those who can, at times, use English to learn and communicate in meaningful ways in a range of topics and content areas. They may need some degree of linguistic support to engage in familiar social and academic contexts (depending on the student, the level of support needed may be moderate, light, or minimal); they may need substantial to-moderate support to communicate on less familiar tasks and topics. This test performance level corresponds to the entire "Expanding" proficiency level and to the lower range of the "Bridging" proficiency level as described in the 2012 ELD Standards.
- Novice English Learner: Students at this level have minimally developed oral (listening and speaking) and written (reading and writing) English skills. They tend to rely on learned words and phrases to communicate meaning at a basic level. They need substantial-to-moderate linguistic support to communicate in familiar social and academic contexts; they need substantial linguistic

support to communicate on less familiar tasks and topics. This test performance level corresponds to the “Emerging” proficiency level as described in the 2012 ELD Standards.

Summative ELPAC Student Score Reports

The official score for the Summative ELPAC is produced by the test contractor. Individual student Summative ELPAC results include an overall scale score and two composite scale scores which will indicate which of the four performance levels the student achieved. The four performance levels are: well developed (4), moderately developed (3), somewhat developed (2), and minimally developed (1).

Domain level performance will be reported as beginning, intermediate, and well developed on the ELPAC Student Score Reports. The Summative ELPAC report includes the following information:

- An Overall performance level and scale score
- A performance level and scale score for each composite tested (Oral and Written Language)
- A performance level for each domain tested (Listening, Speaking, Reading, and Writing)

Scale score ranges for each of the four performance levels are identified for Overall, Oral Language, and Written Language for all grades tested. These ranges incorporate the performance level cut scores approved by the SBE.

The Summative ELPAC Performance Level Descriptors are:

- Level 4: English Learners at this level have well developed oral (listening and speaking) and written (reading and writing) skills. They can use English to learn and communicate in meaningful ways that are appropriate to different tasks, purposes, and audiences in a variety of social and academic contexts. They may need occasional linguistic support to engage in familiar social and academic contexts; they may need light support to communicate on less familiar tasks and topics. This test performance level corresponds to the upper range of the “Bridging” proficiency level as described in the 2012 California English Language Development Standards, Kindergarten Through Grade 12 (CA ELD Standards).
- Level 3: English Learners at this level have moderately developed oral (listening and speaking) and written (reading and writing) skills. They can sometimes use English to learn and communicate in meaningful ways in a range of topics and content areas. They need light-to-minimal linguistic support to engage in familiar social and academic contexts; they need moderate support to communicate on less familiar tasks and topics. This test performance level corresponds to the upper range of the “Expanding” proficiency level through the lower range of the “Bridging” proficiency level as described in the CA ELD Standards.
- Level 2: English Learners at this level have somewhat developed oral (listening and speaking) and written (reading and writing) skills. They can use English to meet immediate communication needs but often are not able to use English to learn and communicate on topics and content areas. They need moderate-to-light linguistic support to engage in familiar social and academic contexts; they need substantial-to-moderate support to communicate on less familiar tasks and topics. This test performance level corresponds to the low- to mid-range of the “Expanding” proficiency level as described in the CA ELD Standards.
- Level 1: English Learners at this level have minimally developed oral (listening and speaking) and written (reading and writing) English skills. They tend to rely on learned words and phrases to communicate meaning at a basic level. They need substantial-to-moderate linguistic support to communicate in familiar social and academic contexts; they need substantial linguistic support to

communicate on less familiar tasks and topics. This test performance level corresponds to the “Emerging” proficiency level as described in the CA ELD Standards.

English Language Development (ELD) Standards

The state-adopted ELD Standards establish a framework for teachers to follow as they facilitate students’ development of the skills necessary to meet grade-level standards in English language arts and the content areas. The standards describe what students should know and be able to do at each of the five levels of English proficiency. Each ELD standard is tied to one or more of the grade level English Language Arts Standards and serves as a measure for determining a student’s progress toward meeting the English Language Arts Standards. When students attain the early advanced proficiency level, they are expected to be reclassified and meet the same rigorous grade-level standards as native English speakers are expected to master.

Charter schools enrolling English Learners have a dual obligation, as do all LEAs, to provide a program for EL students designed to overcome language barriers and provide access to the core curriculum (Castañeda v. Pickard 648 F.2d 989, [5th Cir. 1981]). The CDE recognizes that both services, including classified ELD, must be an integral part of a comprehensive program for every English Learner. The CDE has informed administrators that charter schools are required to provide English learner instructional services that meet this dual obligation, and other services determined necessary by the charter school, immediately.

Link to ELD Standards: <http://www.cde.ca.gov/sp/el/er/documents/eldstndpublication14.pdf>

English Language Mainstream Program

English Learners in Excel Academy Charter Schools will be placed in an English Language Mainstream Program. This instructional program is designed to promote the acquisition of high levels of English language proficiency, as well as access to the core curriculum. In the mainstream English program, English is the language of instruction for all subjects with no primary language support. Students in an English Language Mainstream Program will be supported by their primary instructor through the use of SDAIE strategies. Students may also be concurrently enrolled in an ELD support class. English Learners in the English Language Mainstream Program will receive ELD instruction until they are reclassified as English proficient. In the English Language Mainstream Program of Excel Academy Charter Schools:

- Core instruction in language arts, math, science and social science is taught in English using charter approved curriculum and SDAIE methodology
- English Language Learners receive ELD instruction which addresses the ELD standards in listening, speaking, reading and writing.
- Teachers working with EL students will be appropriately authorized, i.e. CLAD or equivalent.

SDAIE (Specially Designed Academic Instruction in English)

SDAIE is instruction in a subject area, delivered in English, that is specially designed to meet the needs of limited-English-proficient pupils. Academic instruction through English is modified to meet the student’s level of language proficiency. Teachers use specialized strategies that enable students to understand, participate in and access the core curriculum. SDAIE is an instructional methodology, not a program. (EC 44253.2[b]).

SDAIE Strategies:

- Speak slowly and use repetition
- Lots of visuals and realia
- Manipulatives available
- Activate prior knowledge
- Focus on the meaning
- Graphic organizer/Charts
- Preview-Review
- Gestures and facial expressions
- Self-selected reading
- Scaffolding (visual content, graphic organizers)
- Consistent and Immediate Feedback
- Summarizing and Re-Teaching
- Reciprocal Teaching

English Language Development (ELD) Instruction

English Learners in Excel Academy Charter Schools participate in an instructional program that supports their acquisition of informal English and teaches them the patterns of formal academic English. The instruction is designed to provide for student experiences with English that are understandable and meaningful and enable the students to communicate with peers and adults and thereby participate fully in the academic program. Excel Academy Charter Schools will create a personalized pathway of ELD instruction to build skills in English Language Arts (ELA). Students will take a diagnostic assessment at the beginning of the course to identify skill gaps. These students will have a targeted approach to building the specific skills that they need. Additionally, students will receive tutoring support services.

Instructional Materials to Support the CA CCSS (Common Core State Standards) for ELA/Literacy and CA ELD Standards

The State Board of Education adopts instructional materials for use by students in kindergarten through grade eight. LEAs- school districts, charter schools, and county offices of education- ARE NOT required to purchase state-adopted instructional materials according to EC Section 60210(a). If an LEA chooses to use non-adopted materials it has the responsibility to adopt materials that best meet the needs of its students and to conduct its own evaluation of instructional materials. The review must include a majority of classroom teachers from that content area or grade-level ED Section 60210(c). EC Section 60002 requires the LEA to promote the involvement of parents and other members of the community in the selection of instructional materials, in addition to teacher involvement.

ELA/literacy and ELD curricula should be well designed, comprehensive, and integrated.

The ability to read, write, and communicate with competence and confidence in English across a range of personal and academic contexts expands students' opportunities for career and college success, full and wise participation in a democratic society and global economy, and achievement of their personal aspirations. Moreover, skill in literacy and language provides individuals with access to extraordinary and powerful literature that widens perspectives, illuminates the human experience, and deepens understandings of self and others.

The CA ELD Standards are aligned to the CA CCSS for ELA/Literacy as they amplify (magnify and make clear) areas of English language development that are crucial for academic learning. The standards emphasize language learning as a social process and language itself as a complex and dynamic meaning-making resource. They promote the notion of supporting English Learners to develop awareness that different languages and variations of English exist and that their home languages and cultures are valuable resources in their own right and useful for building proficiency in English.

Key Themes of ELA/Literacy and ELD Instruction

Instruction focuses on...

Meaning Making

Meaning making is at the heart of ELA/literacy and ELD instruction. It is the central purpose for interacting with text, producing text, engaging in research, participating in discussion, and giving presentations. It is the reason for learning the foundational skills and for expanding language. Meaning making includes literal understanding but is not confined to it at any grade or with any student. Inference making and critical reading, writing, and listening are given substantial and explicit attention in every discipline. Among the contributors to meaning making are language, knowledge, motivation, and in the case of reading and writing, the ability to recognize printed words and use the alphabetic code to express ideas.

Language Development

Language is the cornerstone of literacy and learning. It is with and through language that students learn, think, and express information, ideas, perspectives, and questions. The strands of the CA CCSS for ELA/ Literacy—Reading, Writing, Speaking and Listening, and Language—all have language at the core, as do the parts of the CA ELD Standards—Interacting in Meaningful Ways, Learning About How English Works, and Using Foundational Literacy Skills. Students enrich their language as they read, write, speak, and listen and as they interact with one another and learn about language. The foundational skills provide access to written language.

Effective Expression

Each strand of the CA CCSS for ELA/Literacy and each part of the CA ELD Standards includes attention to effective expression. Students learn to examine the author's craft as they read, analyzing how authors use language, text structure, and images to convey information, influence their readers, and evoke responses. Students learn to effectively express themselves as writers, discussion partners, and presenters, and they use digital media and visual displays to enhance their expression. They gain command over the conventions of written and spoken English, and they learn to communicate in ways appropriate for the context and task.

Content Knowledge

Content knowledge is a powerful contributor to comprehension of text. It also undergirds the ability to write effective opinions/arguments, narratives, and explanatory/informational text; engage in meaningful discussions; and present ideas and information to others. It contributes significantly to language development, and it is fundamental to learning about how English works. Both sets of standards ensure that students can learn from informational texts and can share their knowledge as writers and speakers. An organized independent reading program contributes to knowledge. Content knowledge has a powerful reciprocal relationship with the development of literacy and language.

Foundational Skills

Acquisition of the foundational skills enables students to independently read and use written language to learn about the world and themselves; experience extraordinary and diverse works of literary fiction and nonfiction; and share their knowledge, ideas, stories, and perspectives with others. Students who know how to decode and develop automaticity with an increasing number of words are best positioned to make significant strides in meaning making, language development, effective expression, and content knowledge. At the same time, attention to those themes provides the very reason for learning about the alphabetic code and propels progress in the foundational skills.

(See the Resource Guide to the Foundational Skills at www.cde.ca.gov/ci/rl/cf/documents/foundskillswitepaper.pdf.)

Parent Notification of Programs

All parents of English Learners, regardless of proficiency, must be notified at initial enrollment and annually, in writing, of program placement of their children and must also be provided with a description of our program, including educational materials used in this program and their entitlement to request a waiver. The information must be provided in a language the parents understand within 30 days of enrollment.

Monitoring of Long Term English Learners

Long-term English Learners (LTEL) are defined as students who are in grades 6 to 12, have been enrolled in U.S. schools for more than six years, have remained at the same level of English for two or more years as measured by the state's annual proficiency exam, and have scored "standard not met" or "standard nearly met" on the CAASPP ELA assessment.

ELs with little or no English proficiency need more time than native-English speakers to meet grade-level benchmarks in English and state mandated testing targets. Schools must monitor student progress to assure that additional and appropriate learning opportunities are provided in English language development and in reading, writing and other academic content areas in order to close the achievement gap.

Benchmark assessments, course grades, and the CAASPP assessments, along with the number of years a student has been classified as an EL student are used to determine if a student is making the appropriate movement toward becoming RFEP.

If it is determined that a student is not making "adequate progress", further evaluation and intervention will be planned by the teacher and parent to support students who are not meeting interim benchmarks. Interventions will be noted and filed on the student's ELF data card located in their cumulative folder and/or in a collaborative Google document. Additionally, parents will be notified annually if their student is at risk for becoming a LTEL or has been classified as a LTEL.

Meeting the Needs of Long Term English Learners

The National Education Association's Publication: Meeting the Unique Needs of Long Term English Language Learners, A Guide for Educators provides valuable research-based information and best

practices to guide schools and LEAs in supporting students at risk for becoming Long Term English Learners (LTEL).

https://www.rcoe.us/educational-services/files/2012/08/NEA_Meeting_the_Unique_Needs_of_LTEs.pdf

Elementary School Strategies and Programs that Prevent the Creation of Long Term English Language Learners:

The trajectory of a Long Term English Language Learner begins in elementary school. Taking the necessary steps early enough can help prevent an entire new generation of long term ELL students. Successful elementary school programs offer high-quality language development programs and strategies that are consistent across grade levels.

- English Language Development/English as a Second Language. Dedicated, daily, and standards-based ELD/ESL programs address the specific needs of students at each fluency level and support instruction with quality materials that focus on all four language domains—with a major emphasis on building a strong oral language foundation; using language for interaction and meaning-making; and developing complex, precise, and academic language.
- Home language development. Programs that develop students' home language (oral and literacy) to threshold levels are a strong foundation for developing English literacy and academic success (at least through third grade, more powerfully through fifth grade, and optimally, ongoing throughout a students' education). Teaching students to read in their first language promotes higher levels of reading achievement in English and provides students the benefits of bilingualism.
- Use curriculum, instruction, and strategies. Use resources that promote transfer between English and the home language.
- Enriched oral language development. Emphasize oral language throughout the curriculum.
- Modified instructional strategies and supplemental materials provide access to academic content.
- Program coherence and consistency. Provide coherence and consistency of program across grades, including, wherever possible, articulation and alignment with preschool.
- High-quality literature: Provide students/LTEs with exposure to high-quality literature and complex and expressive language.

Seven Basic Principles for Meeting the Needs of Middle and High School Long Term English Language Learners

Seven basic principles lie at the heart of successfully educating middle and high school Long Term English Language Learners:

- Urgency: Focus urgently on accelerating LTEL progress towards attaining English proficiency and closing academic gaps.
- Distinct needs: Recognize that the needs of LTEs are distinct and cannot adequately be addressed within a "struggling reader" paradigm or a generic "English Language Learner" approach, but require an explicit LTEL approach.
- Language, literacy, and academics: Provide LTEs with language development, literacy development, and a program that addresses the academic gaps they have accrued.
- Home language: Affirm the crucial role of home language in a student's life and learning, and provide home language development whenever possible.
- Three R's: rigor, relevance, and relationships: Provide LTEs with rigorous and relevant curriculum and relationships with supportive adults (along with the supports to succeed).

- Integration: End the ESL ghetto, cease the sink-or-swim approach, and provide maximum integration without sacrificing access to LTEL supports.
- Active engagement: Invite, support, and insist that LTELs become active participants in their own education.

Catch-Up Plan

The Charter is committed to closing the achievement gap for all students, including English Learners. The Instructional Support System for English Learners is a part of the standards based system of instruction, assessment, monitoring and evaluation provided for all students.

The Instructional Support System for English Learners is designed to provide the mechanisms for recording EL achievement, detecting academic deficits and monitoring the effectiveness of interventions.

To ensure all students will catch up to their grade-level peers, we have the following essential elements:

1. All English Learners are held to the same Charter-adopted curriculum and performance standards in the core curricular areas as all other students.
2. All English Learners participate in a program of curriculum and instruction that is aligned to state content standards, and designed to reduce all language barriers.
 - The English Learner program is designed to assure that participating EL students acquire English and learn grade-level academic content simultaneously and to the greatest extent possible.
 - Components of this program include: ELD, grade-level core curriculum and assessment.
3. The Instructional Support System for English Learners includes an assessment and reporting process of student academic achievement for all students, including English Learners. The use of multiple measures, the disaggregating of student achievement data, and the regular reporting of student achievement data are integral components of the Charter assessment and reporting process and recorded on the ELF data card.
4. The performance of EL and RFEP students are monitored:
 - Students identified in need of interventions are provided the appropriate intervention aimed at filling in gaps in content knowledge so that ELs can gain full access to grade-level core content instruction in a reasonable period of time.
 - Any areas of deficiency are noted and appropriate modifications in instructional programs or student support systems are identified.

Instructional Support System

The Instructional Support System described here for ELs is based on five (5) essential elements that include: Adopted curriculum standards; curriculum and instruction aligned with adopted standards; assessment and reporting; charter and site level monitoring and intervention; and program evaluation.

1. Charter Adopted Curriculum Standards

In the Excel Academy Charter Schools each English Learner is held to the same charter-adopted curriculum standards in the core curricular areas of English Language Arts, math, history-social

science and science as every other charter student. In addition, each EL student is expected to demonstrate mastery of the adopted ELD standards.

2. Curriculum and Instruction Aligned with Adopted Standards

Excel Academy Charter Schools support each English Learner in his/her appropriate level of language development in the core courses. Each English Learner participates in an instructional program with state adopted materials that are aligned to charter and state standards. Staff members, through articulation meetings, discuss and interpret data on English Learner students to address the issues surrounding English Learners who may have been in the educational system for some time and seem to be unable to move beyond this level.

3. Assessment and Reporting

Excel Academy Charter Schools administer all state mandated examinations. ELPAC assessments and ongoing multiple measures are used to assess student proficiency. Results are entered onto the student's ELF data card for instructional planning and monitoring. Overall student results are shared with the CEO and governing board.

4. Monitoring and Intervention.

English Learner's assessment results are written on their ELF data card. The results are monitored for student progress in line with the catch-up-plan, reclassification criteria and to evaluate student learning in order to inform instruction and provide interventions as needed. When, according to on-going assessments, students are unable to meet interim expectations in academic content, students shall be referred by teachers and parents to receive academic interventions and support that enable them to overcome any academic deficits before they become irreparable. The intervention itself will directly target the identified academic need. Delivery of the intervention shall be monitored and documented. The effectiveness of the intervention will then be determined based on student work and assessments.

Note: When Special Education students, identified as ELs, are not making adequate progress Special Education teachers must schedule an IEP meeting to discuss further interventions.

Staffing Authorizations

Under the management of the Director of Human Resources, Excel Academy Charter Schools take an active role in the recruitment and staffing of authorized personnel for all English Learner programs and makes it a priority to hire CLAD or equivalent teachers. Teachers providing instruction in a Mainstream English Program shall be authorized to provide appropriate core content and ELD instruction. This is achieved via a CLAD or equivalent authorization.

Teachers who are not currently authorized but who are working with English Learners shall be required to sign a memorandum of understanding stipulating that they will be actively participating in professional development designed to secure an appropriate authorization within two years. The HR Department will then monitor attendance at professional development activities to ensure that such teachers remain on track to complete the necessary training for their authorizations.

Professional Development

Excel Academy Charter Schools provide ongoing professional development opportunities to all teachers and staff working with English Learners. The goal of this training is to help educators acquire specific

skills needed to work with English Learners in the areas of ELD instruction, comprehensible core content instruction, program designs, curriculum expectations, the Catch-up Plan, processes and services for English Learners. Training should also focus on multiculturalism and up-to-date research and pedagogy for English Learners to receive equitable and accessible support and opportunities to achieve and reach their goals.

Staff development opportunities include, but are not limited to the following:

- ELD Standards
- ELPAC assessment and identification levels
- ELD strategies and instruction
- SDAIE strategies and instruction
- Differentiated instruction
- Charter Catch-up plan training, if applicable
- ELF data card and EL Cumulative file training
- Shared Best Practices

To ensure that all staff working with parents of EL students are appropriately trained, training participation and completion is documented.

Reclassification

California Education Code (EC) Section 313 and the California Code of Regulations (5CCR) Section 11308 require that each English Learner who 1) has demonstrated English language proficiency comparable to that of the average native English speaker and 2) who can participate effectively in a curriculum designed for pupils of the same age whose native language is English be Reclassified Fluent English Proficient (RFEP). Excel Academy Charter Schools recognize the importance and irreversibility of this item and have established the following criteria and process to fully address this obligation.

Once a student has demonstrated that he/she is ready to participate fully in all English instruction without special support services, the student is ready for reclassification.

Reclassification Criteria

Excel Academy Charter Schools use the following criteria to reclassify EL students to RFEP status:

- Summative ELPAC Overall Score of 4
- Teacher Evaluation
- Parent Approval
- Smarter Balanced and/or Local Assessments can also be used in determining student readiness for reclassification

Reclassification Process

Reclassification is the culmination of an EL student's participation in the program for English Learners and is conducted each year when ELPAC score reports are received by the charter.

Based on the above reclassification criteria, if a student is deemed to qualify for reclassification, a letter will be drafted by the administration. The letter will include all data pertinent to the reclassification. Once the letter has been signed by the administration and the parents of the student, the reclassification will take place. The language acquisition status of the student will be updated in the student information, on ELF cards and ultimately in the state reporting system (CALPADS). Additionally, all teachers associated with the student will be informed of the reclassification.

Monitoring of Reclassified Students

The No Child Left Behind Act of 2001, Title III requires that reclassified students be monitored for a period of at least 24 months following reclassification. The school's Lead, teachers, parents, and the assessment Lead supervise the process of monitoring reclassified students. School staff will use the Smarter Balanced assessment, local multiple measure scores, and teacher assessments and observations to semi-annually monitor the progress of RFEP students for a period no less than four (4) years after reclassification. Student performance shall be reviewed at each progress reporting period. Those students found to be regressing in their academic performance will be referred to receive an academic intervention in the specific area of need (please see EL Catch-up Plan Interventions). This monitoring of RFEP students is recorded and filed in each student's ELF data card located in their cumulative file or in a shared Google document.

English Learners in Special Education

In accordance with the ED guidance issued in July 2014, the ED requires that all ELs with disabilities participate in the state's ELP assessment. Federal law requires that all ELs with disabilities participate in the state ELP assessment in the following ways, as determined by the IEP team:

- In the regular state ELP assessment without universal tools, designated supports, and accommodations
- In the regular state ELP assessment with universal tools, designated supports, and accommodations determined by the IEP team or Section 504 team
- In an alternate assessment aligned with the state's ELD standards, if the IEP team determines that the student is unable to participate in the regular ELP assessment with or without universal tools, designated supports, and accommodations

Role of the IEP Team

The IEP team is an essential component in establishing the appropriate academic and functional goals, determining the specifically designed instructional program to meet the unique needs of all ELs with disabilities, and making decisions about how students can participate in the state ELP assessment. In accordance with the new ED guidance, the IEP team is responsible for:

- Making decisions about the content of a student's IEP, including whether a student must take a regular state assessment (in this case, the ELP assessment), with or without appropriate universal tools, designated supports and/or accommodations, or an alternate assessment in lieu of the regular ELP assessment (ED, July 2014, FAQ #4).
- Developing an IEP for each student with a disability, including each EL with a disability, at an IEP team meeting, which includes school officials and the child's parents/guardians. The Individuals with Disabilities Education Act (IDEA) regulation in Code of Federal Regulations, Title 34, (34 CFR) Section 300.321(a) specifies the participants to be included on each child's IEP team. It is essential that IEP teams for ELs with disabilities include persons with expertise in English language acquisition and other professionals, such as speech-language pathologists, who

understand how to differentiate between English proficiency development and a disability (ED, July 2014, FAQ #5).

- Ensuring that ELs' parents or guardians understand and are able to meaningfully participate in IEP team meetings at which the child's participation in the annual state ELP assessment is discussed. If a parent whose primary language is other than English is participating in IEP meetings, the IDEA regulations require each public agency to take whatever action necessary to ensure that the parent understands the proceedings of the IEP team meeting, including arranging for an interpreter (34 CFR Section 300.322[e]). When parents themselves are ELs, Title VI of the Civil Rights Act of 1964 also requires that the LEA effectively communicate with parents in a manner and form they can understand, such as by providing free interpretation and/or translation services (ED, July 2014, FAQ #6).
- Ensuring that all ELs, including those with disabilities, participate in the annual state ELP assessment, with or without universal tools, designated supports, and accommodations or take the Alternate ELPAC, if necessary (ESSA Section 1119[b][7] and IDEA Section 612[a][16][A]). An IEP team cannot determine that a particular EL with a disability should not participate in the annual state ELP assessment (ED, July 2014, FAQ #7).

IEP teams will ensure that each English Learner receives appropriate services to develop English proficiency and have equitable access to the full curriculum. Each English Learner's IEP shall include linguistically appropriate goals and objectives based on the student's level of English proficiency and based on the ELD standards. Such goals and objectives will fully address ELD and core content instruction. Each IEP shall also clearly delineate the person(s) and/or programs responsible for providing each instructional service. A parental exception waiver is not required for an English Learner whose IEP indicates that instructional services will be provided through an Alternative Program.

SpEd: Assessment

Students whose initial Home Language Survey indicates that a language other than English is spoken will be assessed on the ELPAC test within the first 30 days of school annually. ELPAC testing is considered to be one of the state's standardized tests; therefore, accommodations/modifications provided in the IEP for any standardized test will apply. SpEd students with an existing EL classification will be assessed annually. If a student is slated to take the ELPAC test, who also would qualify for the CAA, the Special Education Director will be notified so that we can evaluate the need for the Alternate ELPAC.

SpEd: Classification

Students who are classified as English Learners MUST have their ELD needs addressed as part of their Individualized Education Program (IEP). Students who have been reclassified as Fluent English Proficient (RFEP) or who were initially identified as Initially Fluent English Proficient (IFEP) are *not* considered English Learners for the purpose of the IEP. Their progress is still monitored, but ELD does not need to be addressed on the IEP.

Needs of English Learners

The needs of English Learners are addressed in several places on the IEP:

Student Information:

- Is the student an English Learner?
- What is the student's primary language?

- Proficiency Level and Date: Overall ELPAC proficiency level and scaled score from most recent annual assessment (This information can be obtained from the English Learner/Assessment Lead, the SIS, the student's ELF card or from the English Learner folder that is part of the student's cumulative file)
- Is an interpreter required? (*for the parents*) Indicate the language for the interpreter.

Present Levels:

- Most recent ELPAC scores should be listed for each domain area (list performance level as well as scaled score)
- *Academic Skills:* In addition to the academic data usually included, it should be indicated how the student's English language development needs, if any, will be addressed in each academic area. For each area on the ELPAC that falls below level 3, the student's IEP must have a goal written to address that area (i.e. listening, speaking, reading, and/or writing).
- *Communication:* Information on the student's language development should be specified in this section of the IEP, including the student's primary language and how the student's language development (expressive and receptive) relates to his/her ability to communicate with others and its impact on his/her school performance.

Special Factors:

- Testing Accommodations/Modifications: If the student needs the same accommodations or modifications as are being used on the CAASPP tests, the box next to "Other statewide/charter assessments" will be checked and "Same as Above" for the listed accommodation/modification will be written.

Annual Goals:

- Each English Learner's IEP shall include linguistically appropriate goals and objectives based on the student's level of English proficiency and based on the ELD standards. Such goals and objectives will fully address ELD and core content instruction. Each IEP shall also clearly delineate the person(s) and/or programs responsible for providing each instructional service.
- For each area on the ELPAC that falls below level 3, the student's IEP must have a goal written to address that area (i.e. listening, speaking, reading, and/or writing).
- Ensure that goals are linguistically appropriate (see below)

Services:

- If the student requires any supplemental aids or services or any special education services to enable the student to benefit from their ELD services or setting, they will be listed in the IEP. If the IEP team determines that the student's program should be modified from that of other ELD students in order to meet the student's unique educational needs, that modification should be listed in the IEP.

Writing Linguistically Appropriate Goals and Benchmarks-

- Based on the most recent ELPAC results and other information on the Present Levels page, identify the "Areas of Need" that the IEP goals will address in listening, speaking, reading and writing.

- In the *Baseline* section, describe what the student is currently able to do in the skill area of need and indicate the ELPAC proficiency level in parenthesis.
 - For example: Area of Need: Writing, *Baseline*: Student is able to write simple sentences with some errors in grammar and syntax (ELPAC Writing - Level 1)
- Write (or modify from a goal bank selection) an annual goal to ensure that it is linguistically appropriate and includes the words “in English.”
 - For example: By (*date*), following teacher-led prewriting activities, (*student name*) will compose a single paragraph in English including a topic sentence, three supporting sentences and a concluding paragraph with ____% accuracy in ____ of ____ trials as measured by student work samples.

Note: It is best practice to insert the phrase “in English” to emphasize the language component of the goal.

Check the “Linguistically Appropriate” box to indicate the goal is linguistically appropriate to meet the student’s English language development needs.

Special Education EL Reclassification

In some cases, an IEP team may find that it is the disability that interferes with a student’s ability to demonstrate English fluency. In these cases, the IEP team can recommend reclassification of the student to RFEP status.

The Administrative Designee and/or Case Manager should include the rationale for reclassification.

Avoid:

- Focus on family history...Focus on assessment results and the impact of the disability
- Including parents’ wishes for reclassification or opinion as to the validity of ELPAC scores or current English learner status (focus on the needs of the child)
- Basing recommendation for changing EL status on the belief of the parent(s) or team members that the EL status or Home Language Survey was erroneous to begin with and therefore the student should never have been classified as EL. This is a matter outside of the scope of the IEP team and cannot be the basis for the team’s recommendation for reclassification.

If the recommendation for reclassification is taking place as part of the student’s initial IEP or annual review, then all other pages of the IEP are completed to reflect the recommendation that the student is to be reclassified as RFEP (Reclassified Fluent English Proficient). If the recommendation for reclassification is taking place between annual reviews, then in addition to completing the *IEP Team Recommendation for Reclassification of Special Education English Learners* form, an *IEP Amendment* meeting and form must also be completed. All applicable staff should be a part of the reclassification meeting. If the team decides to reclassify the student as RFEP, the Special Education teacher or Case Manager will include a copy of the *IEP Team Recommendation for Reclassification of Special Education English Learners* form in the EL file, will update the ELF card and follow all other reclassification procedures. These procedures include notifying the assessment and accountability department of the reclassification. Because this is an IEP team recommendation, the parents must be part of the decision. If the reclassification is not agreed upon, the IEP team must ensure that the IEP continues to address the needs of the student who remains classified as an English learning student.

Parent Advisory Committees

An English Learner Advisory Committee (ELAC) is a school-level committee composed of parents, staff, and community members designated to advise school officials on English learner programs and services and is required for any California public school with 21 or more English Learners. The ELAC shall be responsible for the following tasks:

- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
- Assisting in the development of the schoolwide needs assessment.
- Ways to make parents aware of the importance of regular school attendance.
- Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC). Districts with 31 or more ELACs may use a system of proportional or regional representation.

Parents or guardians of English learners shall constitute at least the same percentage of the ELAC membership as their children represent the student body and the parents or guardians of English learners shall elect the parent members of ELAC. Parents or guardians of English learners shall be provided the opportunity to vote in the election.

ELAC members shall receive training materials and training which will assist them in carrying out their required advisory responsibilities. Training shall be planned in full consultation with committee members, and funds from appropriate resources may be used to meet the costs of providing the training to include costs associated with the attendance of members at training sessions. ELAC meeting agendas will be posted on the school website.

Legal References

- California Education Code, sections 35147, 52176(b) and (c), 62002.5, and 64001(a)
- California Code of Regulations, Title 5, Section 11308

The goal of the Parent Advisory Committee is to promote positive collaboration between parents and the Excel Academy Charter Schools:

- Includes parents and community members in the decision-making, planning and evaluation of English Learner Master Plan.
- Develop a working partnership between parents and the schools to provide equal access to education for all students.
- Promote open communication with parents and community members

Accountability and Evaluation

California has been working for the past several years to improve education at the state level. The goal is to increase the academic achievement of all students by creating a coordinated system through the use of content and performance standards. In response to statewide accountability reform, Excel Academy Charter Schools provide clearly-defined standards and expectations for student learning and have a primary goal that all students will meet the charter's academic content and performance standards.

Through the Excel Academy Charter Schools' assessment program, the assessment and accountability department carefully considers what students are asked to do, how student performance is evaluated and how evaluation results are used. The assessment program is responsive to the developmental differences, linguistic differences, and special needs of English Learners. Through multiple forms of assessment, Excel Academy Charter Schools are able to determine to what degree English Learners are achieving English proficiency and meeting academic achievement goals.

Excel Academy Charter Schools' assessment practices with respect to English Learners are designed to:

- Assess and monitor language development by time in program
- Assess academic achievement in meeting grade level core standards
- Assess progress of ELs achieving ELD grade level standards
- Ensure learning opportunities in reading and writing are provided
- Monitor that targeted interventions are working

Assessment data is compiled, analyzed and reported by Excel Academy Charter Schools' leads and assessment and accountability Departments. Their reports are then analyzed by the Executive Director and Programs Director to produce a set of suggested program modifications which are then shared with the local Board of Directors, leads, teachers, and EL parents for additional input and approval.

Excel Academy Charter Schools annually determine the number and percentage of EL students who have become RFEP through ongoing uploads of information to CALPADS. CALPADS reports the actual count of EL, FEP, and RFEP students during the calendar year as well as the number of teachers providing and authorized to provide appropriate instruction for English Learners.

EXCEL ACADEMY CHARTER SCHOOLS

Agenda Item: 10.5

Date: July 9, 2020

	Correspondence/Proposals/Reports
X	Consent Agenda
	Business/Financial Services
	Education/Student Services
X	Personnel Services
	Curriculum
	Policy Development

Item Requires Board Action: X

Item is for Information Only: _____

Item: Approval of Certificated Personnel Report

Background: It is recommended the Board approve the following certificated personnel items.

EMPLOYMENT

School	ID #	Name	Position	Fiscal	Effective Date
Excel/Helendale	A0V3	Kylee Cleveland	Teacher of Record	Daily Rate Step 3 - (22) \$49,480.38 (25) \$56,227.70	08/01/2020
Excel/Helendale	A0VH	Lisa Murphy	SpEd Case Manager	\$83,369.72	08/01/2020

POSITIONS

School	Position	Fiscal	Effective Date

CHANGE IN RELATIONSHIP

School	ID #	Name	From	To	Fiscal	Effective Date
Excel/Helendale	A0TU	Sondra Ryan	SpEd Case Manager	Intake Manager	\$86,381.16	07/01/2020

EXCEL ACADEMY CHARTER SCHOOLS

Agenda Item: 11.1

Date: July 9, 2020

	Correspondence/Proposals/Reports
	Consent Agenda
X	Business/Financial Services
	Education/Student Services
	Personnel Services
	Curriculum
	Policy Development

Item Requires Board Action: X

Item is for Information Only: _____

Item: Approval of Resolution Accepting Membership and Services Agreement with The Collaborative Charter Services Organization for July 1, 2020 - June 30, 2021

Background:

The Collaborative Charter Services Organization was established to provide administrative support to California charter schools in the execution of effective and efficient board governance; parent, student, and community engagement; human resources, payroll, and benefits; instruction, admission, assessment, compliance and accountability; LCAP, SARC, and WASC special projects; and special education services.

The specific purpose of this corporation is to provide task-related administrative support services to the public charter schools operated by, and under the supervision and ultimate decision-making authority of, the following nonprofit public benefit corporations that are tax-exempt educational organizations described in Section 501(c)(3) of the Internal Revenue Code: California Pacific Charter Schools, Excel Academy Charter Schools; Motivated Youth Academy, Pathways Academy Adult Education; and Sage Oak Charter Schools, and such other public charter school operators or educational organizations that may become supported organizations in the future by virtue of becoming members of the corporation, or otherwise.

Staff met with the leadership team of The Collaborative to clarify the specific services to be provided. These services are outlined in Attachment A. Additionally, the leadership team worked together to develop a tiered fee structure that incorporates a combination of ADA and charter schools within the nonprofit. The annual fees are then determined based on the level of service provided.

It is recommended the Board approve the Resolution Accepting Membership and Services Agreement with The Collaborative Charter Services Organization for a one year term beginning July 1, 2020.

Fiscal Impact:

Annual fee \$866,075

Excel Academy Charter School (Warner #) \$606,252.50
Excel Academy Charter School (Helendale #) \$259,822.50

**RESOLUTION OF THE BOARD OF DIRECTORS OF
EXCEL ACADEMY CHARTER SCHOOLS TO APPROVE
MEMBERSHIP IN THE COLLABORATIVE CHARTER SERVICES ORGANIZATION**

WHEREAS, **Excel Academy Charter School** ("EACS") is a California nonprofit public benefit corporation that operates public charter schools;

WHEREAS, The Collaborative Charter Services Organization ("Collaborative CSO") is a California nonprofit public benefit corporation that formed to support EACS , as well as other public charter school operators or educational organizations, by providing task-related administrative support services;

WHEREAS, the Board of Directors ("Board") of EACS seeks to approve EACS 's membership in Collaborative CSO, with the rights granted by Section 5056 of the California Nonprofit Corporation Law and the Collaborative CSO bylaws, to pay the 2020-21 annual dues for membership in Collaborative CSO, and to contract with the Collaborative CSO for task-related administrative support services that performed under the supervision of EACS and over which this Board shall retain which are an ultimate decision-making authority;

WHEREAS, the Board has determined that membership in, and contracting for support services from, the Collaborative CSO benefits EACS by allowing EACS to focus its attention on its charter operations and achieve cost savings and other scale benefits by sharing resources with the other charter schools and educational organizations that contract with the Collaborative CSO;

NOW, THEREFORE, the Board of EACS finds and resolves as follows:

1. EACS approves membership in the Collaborative CSO, with the rights and authorities granted in Section 5056 of the California Nonprofit Corporation Law and the Collaborative CSO's bylaws.
2. EACS approves the payment of \$5,000 for each member as its initial membership dues, as set by the Collaborative CSO.
3. EACS approves and ratifies the action of the incorporator of the Collaborative CSO to appoint Dr. Nancy Girvin as the director on the Collaborative CSO board that represents EACS . In addition, EACS separately appoints Ms. Heidi Gasca to serve as its representative to attend meetings of the board of directors of the Collaborative CSO, subject to any limitations imposed by law.
4. EACS approves the Administrative Support Services Agreement with the Collaborative CSO, the form of which is provided as Attachment A.
5. The officers of this Board, the Chief Executive Officer of EACS, or their designee, are individually authorized and directed to take or cause to be taken such other actions as may be required to fulfill the purposes of this resolution, including executing the Administrative Support Services Agreement with the Collaborative CSO.

#

CERTIFICATE OF ADOPTION

I, _____, Secretary of the Board of Directors of Excel Academy Charter Schools, a California nonprofit public benefit corporation, County of San Diego, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a meeting of the Board of Directors of Excel Academy Charter Schools, which was duly held on July 9, 2020, at which meeting a quorum of the members of the Board of Directors was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

WITNESS my hand this ____ day of July, 2020.

Secretary of the Board of Directors of
Excel Academy Charter Schools

Acceptance of Membership:

The Collaborative Charter Services Organization,
a California nonprofit public benefit corporation

Name: _____

Signature:

Title: Secretary of the Board of Directors

Date: July, 2020

ATTACHMENT A

ADMINISTRATIVE SUPPORT SERVICES AGREEMENT

[See Attached]

The Collaborative Charter Services Organization

ADMINISTRATIVE SUPPORT SERVICES AGREEMENT

This Administrative Support Services Agreement ("**Agreement**") is entered into as of July 1, 2020 ("**Effective Date**") by and between The Collaborative Charter Services Organization, a California nonprofit public benefit corporation ("**CSO**") and Excel Academy Charter School, a California nonprofit public benefit corporation ("**School**"), each of which may be referred to herein as a "**Party**" or collectively as the "**Parties**", with respect to the following:

WHEREAS, CSO formed to serve as a supporting organization pursuant to Internal Revenue Code Section 501(c)(3) by providing task-related administrative support services and goods to the public charter schools operated by its members, and under the supervision and ultimate decision-making authority of the governing body of its members.

WHEREAS, School is a member of CSO pursuant to Corporations Code Section 5056 and the Bylaws of CSO. School operates the following two California public charter schools pursuant to the charters described below "**Charters**":

- a. Excel Academy Charter School, authorized by the Helendale School District for a term of five years from September 11, 2019 through June 30, 2024; and
- b. Excel Academy Charter School, authorized by the Warner Unified School District for a term of five years from July 1, 2019 through June 30, 2024.

WHEREAS, School desires to contract with CSO for administrative support services pursuant to the terms and conditions of this Agreement.

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

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

1. Relationship of the Parties; Scope of Authority. CSO will deliver task-related services and goods pursuant to this Agreement that are performed at the direction of the governing body of the School and for which the governing body of the School retains ultimate decision-making authority. The Parties understand and agree as follows:

- a. The governing body of the School shall at all times retain its duty to exercise its statutory, contractual, and fiduciary responsibilities governing the operation of the School. The governing body of the School, and not CSO, has fiduciary responsibility for the School. The governing body of the School is ultimately responsible for ensuring that the School adheres to all applicable law and is accountable to the authorizers pursuant to the Charters.
- b. School shall at all times remain an independent, self-governing public body that shall comply with applicable laws, including but not limited to the California Brown Act, Public Records Act, Political Reform Act, and the provisions of Government Code section 1090, *et seq.*

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

d. While CSO may make recommendations to the governing body of the School regarding any arrangements for legal services for School pursuant to the scope of Services, School and its governing body may hire legal counsel as School may deem appropriate and necessary.

e. CSO will not be required to provide any service set forth in this Agreement to the extent that it is or becomes impracticable, in any material respect, as a result of a cause or causes outside CSO's and/or School's reasonable control, would require CSO or School to violate applicable law, or cause CSO to be considered an "entity managing a charter school" pursuant to the Charter Schools Act.

f. CSO will use, pursuant to the terms and conditions described in this Agreement, best efforts to provide all Services in a manner it believes to be in the best interest of School and with due care, in good faith, and in exchange for reasonable compensation taking into account that CSO is a nonprofit that is exempt from income taxation pursuant to Internal Revenue Code Section 501(c)(3).

g. To the extent there are any conflicts between the terms of the School's Charters and the terms of this Agreement, the terms of the Charters shall control.

2. Independent Service Provider. The Parties acknowledge that School is a member of the CSO pursuant to California Corporations Code Section 5056. The relationship created by this Agreement is that of CSO as a service provider to School, it does not create a partnership, joint venture, or employment relationship. Nothing in this Agreement shall confer upon any CSO or School employee any rights or remedies, including any right to employment, as an employee of the other Party. The Parties agree as follows:

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

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

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

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

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

4. Term. The term of this Agreement shall commence on July 1, 2020 and continue through June 30, 2021, and shall automatically renew for consecutive one (1) year terms, subject to any amendments to the Services or Annual Fee in accordance with Sections 3 and 5. This Agreement may be amended in accordance with Section 22 or terminated in accordance with Section 14.

5. Annual Fee. As compensation for the Services, School shall pay CSO an annual fee based on the mutually agreed upon tier of service and projected enrollment (see Attachment B) for the one year term. The fees for the 2020-2021 school year shall be \$505.00/student for a total of \$866,075.00.

a. The School shall make an initial contribution of 25% of the annual fee to the CSO July 1, 2020. The remaining 75% of the annual fee shall be paid in twelve (12) monthly installments due no later than the tenth (10th) day of each month.

b. At the end of each fiscal year, which should occur no later than June 30, CSO shall reconcile School’s annual fee payments and its student enrollment in said year. In the event that the total payments made by School for the subject year exceeds the total amount due based upon School’s highest day of enrollment, CSO shall refund the total amount of said overpayment to School within thirty (30) days of the end of the fiscal year. Conversely, in the event that the total amount of installment payments made by School for the subject year is less than the total amount due based upon School’s highest day of enrollment, School shall pay the total amount of said underpayment to CSO within thirty (30) days of the end of the fiscal year.

c. The annual fee shall be reviewed and renegotiated by the CSO and its members by March 1 each fiscal year. In addition, any member may propose at any time during the term adjustments to increase or decrease the annual fee, taking into account that CSO is organized as a 501(c)(3) tax-exempt supporting organization and any applicable school budget adjustments as determined by the State apportionment or allocation to the School. The CSO and its members shall negotiate any such adjustments in good faith, and any adjustment of the annual fee shall be documented in writing approved by both Parties’ governing bodies. The CSO budget shall be reviewed in alignment with the School’s budget timeline.

d. The CSO will only maintain a maximum 10% reserve. Excess funds will be reimbursed to the School and other members of the CSO based on their proportionate annual fees paid to the CSO for the applicable year.

6. Costs. In addition to the annual fee, School shall reimburse CSO for direct “pass-through” costs and expenses incurred in performing the Services specifically for School, including, but not limited to: equipment, materials, or supplies purchased from third parties at the request of and pre-approved in writing by the school director; platform subscription fees; travel (including mileage, airfare, lodging, meals, and ground transportation); filing or corporate fees; marketing communication, and development costs (e.g. print materials, postage for mailers, and costs of newspaper, radio, television, billboard or other broadcast advertisements); and fees of other third parties consulted by CSO at the request of or on behalf

of the School. However, no pass through costs will be owed for expenses that are built into CSO's annual fee, including services provided by subcontractors.

a. In the event that CSO purchases equipment, materials, or supplies at the request of or on behalf of the School pursuant to this Agreement, CSO shall be responsible for compliance with the procurement policies and processes approved by the governing body of the School and shall not include any mark-up, added fees or charges with the cost of equipment, materials, and supplies purchased from third parties. Any equipment, materials, or supplies that CSO purchases on behalf of the School shall be and remain the property of the School.

b. Marketing, communication and development costs charged to School shall be limited to those costs specific to the School's program, and shall not include any costs for the marketing of The Collaborative Charter Services Organization brand or development of CSO goods, services or intellectual property.

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

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

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

8. Conflicts of Interest. The Parties recognize that it is important that School be assured that CSO staff acts at all times with integrity. School has adopted a conflict of interest code under the California Political Reform Act. CSO acknowledges that School may require certain CSO staff to file annual financial interest disclosures as consultants under that code and abide by the disclosure and disqualification provisions of that act.

9. Intellectual Property. The intellectual property, including any work product, materials, products, inventions, works, and deliverables ("**Intellectual Property**"), developed or prepared by CSO pursuant to this Agreement is and shall remain the exclusive property of CSO. Similarly, any Intellectual Property owned by School, or another member of CSO, and used by CSO related to this Agreement is and shall remain the property of School, or the other member of CSO. No Party shall have the right to grant a license, sublicense, or any other use or rights to the Intellectual Property of the other Party. Upon expiration or termination of this Agreement, the Intellectual Property of each Party in the possession of the other Party shall be returned and/or destroyed, as applicable.

10. Confidentiality. Each Party acknowledges that during the term of this Agreement, it will have access to certain Confidential Information of the other Party, as defined below. Each Party shall maintain and enforce reasonable administrative, technical, and physical safeguards to reasonably protect the confidentiality of the other Party's Confidential Information.

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

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

c. The Parties understand and acknowledge that School’s financial, educational, and student records are School property and may be subject to the California Public Records Act. CSO shall make all School records physically or electronically available to School, upon School’s request. Neither Party shall restrict access to School’s records by a school district that authorizes one of School’s Charters.

d. The finance and other records of the School maintained by CSO shall be made available to the School’s independent auditor upon request.

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

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

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

b. CSO shall not use or disclose pupil records, including personally identifiable information, received from or on behalf of School except as necessary to provide the Services, as

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

c. CSO shall allow parents, legal guardians and eligible students to access their student records in compliance with applicable federal and state law. If such access is not immediately available through access to the electronic record system, CSO shall provide access to the requested records via a secure means within five (5) business days of the request for such information, or such other time as the parties agree.

d. CSO shall provide a process and contact information to allow parents, legal guardians and eligible students to make written requests to modify erroneous student records as required under federal and state law in accordance with School policies.

e. CSO shall not use PII in pupil records to engage in targeted advertising contrary to California law.

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

12. Insurance.

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

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

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

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

13. Termination.

a. Either Party may terminate this Agreement on or before March 1 each year without cause or a financial penalty upon written notice to the other Party, and such termination

shall be effective as of the end of the then-current school year to minimize disruptions to the School's operations and the other members of CSO.

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

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

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

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

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

iii. School shall cease all use of the Intellectual Property of CSO as soon as reasonably practicable, but in no event later than the current school year.

iv. CSO shall offer to assign any equipment, vehicle or facility leases used solely by or for the benefit of or use by School.

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

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

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

16. Fiduciary Obligations. The governing bodies for both Parties have reviewed the scope of Services and compensation provided in this Agreement in good faith, and in a manner in which they

believe to be in the best interests of their respective organizations, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances, and have determined that the Services contained herein are in the best interests of their respective organizations, and that the compensation to be paid is fair and reasonable.

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

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

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

To CSO: The Collaborative Charter Services Organization
ATTN: David Franklin, Chief Executive Officer
100 E. San Marcos Blvd., Suite 350
San Marcos, CA 92069
Email: dfranklin@collaborativecso.org _____

To School: Excel Academy Charter School
ATTN: Kurt Madden, Chief Executive Officer
100 E. San Marcos Blvd., Suite 350
San Marcos, CA 92069
Email: kmadden@cccs.education
Copy to: Heidi Gasca, Executive Director at hgasca@excelacademy.education

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

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

22. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained herein and supersedes all agreements, representations and understandings of the Parties with respect to such subject matter made or entered into prior to the date of this Agreement. If School seeks to enter into a lease, promissory notes or other negotiable instruments, other agreement, or to enter into a lease-purchase agreement or other financing relationships with CSO, such agreements shall be separate documents and not be incorporated into this Agreement or any

amendments thereto. Such agreements shall be consistent with the School's authority to terminate CSO and continue operation of the School.

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

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

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

26. Governing Law. This Agreement shall be governed by and interpreted under California law.

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

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

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

The Collaborative Charter Services Organization,
a California nonprofit public benefit corporation

Excel Academy Charter Schools,
a California nonprofit public benefit corporation

By: _____
Name: _____
Title: _____
Date: _____, 2020

By: _____
Name: _____
Title: _____
Date: _____, 2020

ATTACHMENT A
DESCRIPTION OF CSO SERVICES

(See attached)

ATTACHMENT B
SERVICE FEE STRUCTURE

(See attached)

Category	Tasks	A- CSO Action Item: C-Consult
STUDENT SERVICES		EXCEL
Accountability/ Data	Support Special Projects Coordinator as the California School dashboard coordinator for all of School's Charters, including reviewing and updating information as needed.	C
Accountability/ Data	Support School's Special Projects Coordinator to prepare School Accountability Report Card (SARC).	C
Accountability/ Data	Support School's collection of NSLP/Income Survey as completed, recorded, and filed according to state outline processes. Ensure that all data is recorded correctly in	S
Accountability/ Data	Perform ERD/CCE anomaly checks/fixes (to fix concurrent enrollment and dropout issues) for the School, which includes resolution of a student or a discrepancy in	S
Accountability/ Data	Maintain student data for all School's Charters to create CAASPP/CAST workbooks.	S
Accountability/ Data	Provide support to School's teachers and administrative staff to implement student assessments and accountability, including support on latest updates to same.	S
Accountability/ Data	Perform Detailed analysis of School Pathways and CALPADS system reports to ensure accurate data for Fall 1, Fall 2 and End of Year certifications. Meet annual deadlines.	S
Accountability/ Data	Perform bi weekly updates to CALPADS system to ensure accurate data: research and correct all errors identified during the process	S
Accountability/ Data	Maintain and regularly update CALPADS database on behalf of School, including monthly upload of Foster Youth, Direct Cert, Language files to SIS, obtain SSIDs for newly	S
Accountability/ Data	Provide training to School staff as needed on CALPADS policies and procedures.	S
Accountability/ Data	Prepare and certify the annual CBEDS submission, including collection and verification of data and reports.	S
Accountability/ Data	Collaborate with School's Program Directors and staff to prepare and submit mandatory reporting, including CBEDS, Immunization, Attendance, CALPADS, Apportionment	S
Accountability/ Data	Prepare School demographic reports as requested by Program Directors or Special Projects Coordinator, including EL, LCFF etc.	S
Accountability/ Data	Support the School to develop and implement immunization policies to individual programs and report immunization data to the state annually.	S
Accountability/ Data	Provide training to School's internal teams to keep staff up to date and working collaboratively in areas such as enrollment, state course codes, staff information, and	S
Accountability/ Data	Provide attendance, enrollment, assessment and demographic data and reports as need by Cabinet, Program Directors or Special Projects Coordinator. Provide training to	S
Accountability/ Data	Audit School Pathways scopes and accounts to ensure efficiency and minimize costs. Facilitate any scope closures with affected Schools	S
Accountability/ Data	Regularly review and maintain California School Directory listings for accuracy. Complete annual information collection.	A
Accountability/ Data	Facilitate collaboration with school teams to ensure timely and accurate staff data uploads to CALPADS to stay in compliance with CTC teacher misassignment monitoring	S
Accountability/ Data	Add staff to SIS as needed, communicate with staff log in information and support new staff with any questions regarding use of the SIS	X
Accountability/ Data	Add and Maintain staff permissions, making changes/additions as needed throughout the year	X
Accountability/ Data	Meet with/Facilitate collaboration with SpEd teams to ensure timely and accurate SpEd data uploads to CALPADS for both Fall 1 and EOY annual certifications	S
Assessment	Testing: Be available as needed at testing sites to facilitate seamless test days	A
Assessment	Training: Provide proctor training annually for all programs and answer all assessment related staff questions	S
Assessment	Data Analysis: Pull Reports from TOMS nightly to confirm attendance at state tests	A
Assessment	Data Analysis: Pull Reports from TOMS to share/inform Collaborative-wide	A
Assessment	Data Analysis: Pull Reports from TOMS. Upload to SIS (student result files, student score reports)	A
Assessment	Ensure all staff are informed of and registered for in person and/or online trainings	A
Assessment	SPED accommodations- run reports from both TOMS and SIS to confirm that required accommodations have been added to TOMS prior to testing	A
Assessment	SPED: maintain a master list of accommodations, merging multiple reports to a master shared document	A
Assessment	Student Results: Download data files and individual student reports when available from TOMS	A
Assessment	Student to test: Pull reports from SIS regularly to maintain a master list of students to be tested: predicted location, registered location, attendance and results	A
Assessment	Student to test: Update and maintain all English Learner correspondence, in both English and Spanish, for the use of all programs	A
Assessment	TOMS: Download all assessment data files as they are released and upload them into the student information system for use by program staff, as well as parents.	A
Assessment	Training: Attend online and inperson training as provided by the CDE	A
Assessment	Parent/Teacher Support: Create and maintain CAASPP organizational documents (CAASPP master list, location master list, proctor and location calendar)	S
Assessment	Parent/Teacher Support: Encourages students to attend in person testing in a positive manner and provide guidance to program staff in answering testing related	C
Assessment	PFT: Collect from programs, organize, format and upload PFT data from all Physical Education instructors and program leads to the state testing website	S
Assessment	PFT: Inform staff on expectations for PFT testing, directions for implementing the PFT, and provide data collection sheets.	C
Assessment	Data Analysis: Analyze individual program and charter level assessment data and work with administration on data disaggregation for improving testing scores; present this	S
Assessment	Data Analysis: Combine Various Reports to track attendance, results, students changes, etc through the testing window so all stakeholders are informed	S
Assessment	Testing: Prepare boxes of materials needed at test sites (fedex or deliver materials as needed)	S
Assessment	Testing: Arrange for the transfer of laptops between test sites and ensure accurate laptop counts at each site.	S
Assessment	TOMS: Maintain lists of which students need to take science test and assign to students, maintain PGE (parent guardian exemptions)	S
Assessment	Test Locations: Map out Testing Calendar and location dates	S
Assessment	Test Locations: Work with The Collaborative business office and individual programs to ensure all meeting spaces are paid for in a timely manner	S
Assessment	Test Locations: Reach out to reserve, confirm and follow up to ensure payment is made and sites are ready	S
Assessment	Test Locations: Prepare and update site location detail sheets (inform proctors)	S
Assessment	Attend Trainings as offered to stay up to date on updates and changes in the area of assessment and accountability	S
Assessment	Complete superintendant designation forms annually for all testing agencies	S
Assessment	Facilitate inter-program test administration sites, as needed, to accommodate all students in all charters	S
Assessment	Oversite: Provide oversite and support to program assessment teams as they reach out to students, parents, teachers and Program Directors about mandatory assessment	S
Assessment	Parent/Teacher Support: Provide programs with information of testing calendar dates and ensure they are aware of testing center information and locations, etc. for both	S
Assessment	SPED: communicate with the SPED department as needed in regards to accommodations	S
Assessment	Staff Support: Work directly with school staff to answer assessment related questions	S
Assessment	Student Results: Communicate with staff on availability of test results so Programs can communicate w/ students, families and TORs as needed in regards to results	S
Assessment	TOMS: Add/Maintain Staff, collect/track security affidavits	S
Assessment	TOMS: Order tests, receive and distribute tests as needed to all proctors in the program, return tests following guidelines from the testing agency	S

Assessment	TOMS: Set up Test administrations for the year	S
Assessment	Work with testing agencies and individual programs to ensure the accuracy and timeliness of all test orders, pre-ID, and score results/reports	S
Assessment	Parent/Teacher Support: Provide parents with information about the CAASPP, access to practice tests, and boot camps for students	X
Assessment	Training: Provide student prep annually for all programs	X
Attendance	Attendance: Maintain calendar of ADA submission due dates for authorizing LEAs, DOE's and CDE	A
Attendance	Calendars: Work with back office provider and Program Directors to create multitrack calendars to meet state requirements and maximize average daily attendance.	S
Attendance	Attendance: Coordinate with Admin office to facilitate CEO or Executive Directors signatures and mailing of hard copies	A
Attendance	Attendance: Email all printed, signed reports to authorizing districts, County Offices of Education, SELPA, School Director, etc	A
Attendance	Attendance: Maintain separate school calendars which show the actual P-1, P-2 and annual calculation dates	A
Attendance	Attendance: Pull reports from SIS to manually calculate P-1, P-2 and annual ADA submission data	A
Attendance	Attendance: Run reports for P1, P2, annual, contact programs with any questions	A
Attendance	Attendance: Run reports to look for attendance anomalies and communicate with schools to clear prior to ADA submission	S
Attendance	Attendance: Submit P1, P2, Annual attendance and certify through the Principal Apportionment Data System	A
Attendance	Audit: Backup review of independent study compliance files and upload to auditor repository	A
Attendance	Audit/CALPADS: Provide reports to Schools, in advance of certifying Fall 1 to ensure that data is checked prior to certifying (NSLP, dropouts)	A
Attendance	Audit: Attend audit on arranged date	S
Attendance	Audit: Collect and Review attendance paperwork for individual students from TORs/internal team	X
Attendance	Audit: Coordinate with all programs and admin team for collection of required documentation	A
Attendance	Audit: Create shared folders for all audit documents for final collection/upload to Auditor repository	A
Attendance	Attendance: Respond to requests from Chartering Districts and County Offices of Education	A
Attendance	Audit: Work with auditor to arrange audit dates and obtain master lists of necessary documents	A
Attendance	Audit: Work with auditor to obtain student sample lists	A
Attendance	Audit: Work with auditor to supply initial reports for student sample selection	A
Attendance	Audit: Works with auditor and programs to provide required reports and records for independent study and financial audit.	A
Attendance	Audit: Work closely with The Collaborative back office, collecting and submitting data as needed to ensure a successful independent study annually	A
Attendance	Attendance: Act as liaison on ADA related issues between The Collaborative and authorizing LEAs, DOE's and CDE. Communicate and work with authorizing agencies on	A
Attendance	Attendance Verification Forms (proof of enrollment)	X
Attendance	Attendance - Issue Codes	X
Attendance	Attendance Compliance	X
Attendance	Calendars: Enter calendars and LPs into SIS at the start of each year	X
Compliance	AWR Compliance	X
Compliance	Learning Log Compliance	X
Compliance	PE Log Compliance	X
Compliance	Work Sample Compliance	X
Course Maintenance	Course Catalog - update as needed	X
Course Maintenance	Course Removals (add link)	X
English Learners	Parent/Teacher Support: Ensure students/parents/staff are aware of testing dates and are aware of testing center information and locations, etc.	X
English Learners	Student Results ELPAC: complete all mail merge letters/annual notices to send to parent/guardians	X
English Learners	EL student support: Reach out to families to support educational plan of EL students	C
English Learners	Classification: Monitor processes for identification and recording of English Learners; Oversee program's initial identification and redesignation of English Learners	C
English Learners	Classification: Train and support program leads and assessment coordinators on the re-identification and redesignation of English Learner status, using the criteria from the	C
English Learners	Coordinate with SPED department to identify and assign accommodations/supports to students for the ELPAC test	S
English Learners	EL Master Plan: Act as Lead of the EL Master Plan on an annual basis	S
English Learners	Notification: Update and maintain all English Learner correspondence, in both English and Spanish, for the use of all programs	S
English Learners	Notification: Work with programs to notify parents annually of their English Language Status (if EL)	S
English Learners	Notification: work with programs to notify parents via written notification of test results and results language status	S
English Learners	EL student support: Work with School Program staff to support educational plan of EL students	S
English Learners	ELF cards: Train and support program staff (as applicable) on creating and managing ELF (English Learner File) cards as needed	S
English Learners	Keep SPED team up to date with ongoing changes concerning identification and assessment of English Learners as well as supports	S
English Learners	Maintain accurate records, student database and correspondence and training and support materials	S
English Learners	Parent/Teacher Support: Provide oversight and support to programs to inform parents of re-designation of English Learner statuses of their students as applicable	S
English Learners	Provide Programs with information about the ELPAC and access to practice tests so they can inform parents and teachers	S
English Learners	Pull reports from SIS regularly to maintain a master list of students to be tested: combine with results and other information as available (crosscheck w/CALPADS)	S
English Learners	Staff Support: Work directly with assessment department (and sometimes teachers) to answer questions as needed	S
English Learners	Student Results ELPAC: determine students who qualify for reclassification: inform program contacts and update SIS and CALPADS	S
English Learners	Classification: Use assessment results and data from the state to determine Long Term English Learners and students at Risk of becoming Long Term English Learners.	S
English Learners	Testing: Act as lead point of contact to the testing agency for the school	S
English Learners	Testing: Place materials orders, receive tests, distribute tests to proctors, collect, review and return tests to testing agency	S
English Learners	Training: Attend state trainings as offered	S
English Learners	Training: Train Internal teams on testing processes/administration as needed	S
English Learners	Testing: Administer tests to students as needed	S

English Learners	Testing: Contact families to arrange for test dates and locations	X
Enrollment	Work close with the SpEd department to ensure that students with IEPs are identified and that all related documents are received and filed in a timely manner	X
Enrollment	Work closely with new enrollment and returning enrollees to navigate the student information system and follow up on necessary enrollment documents	X
Enrollment	Enrollment - Add Student to SP as Pre-enroll	X
Enrollment	Enrollment - Assist parents/students with Reg-Online	X
Enrollment	Enrollment - Process/Complete Registration	X
Enrollment	Enrollment - Respond to inquiries	X
Enrollment	Enrollment - Send Reg-Online Link to Student	X
Enrollment	Enrollment Packet Checking for continuing students (verify and import)	X
Enrollment	Enrollment Packet Checking for new students (verify and import)	X
Enrollment	Enrollment Packet Checking for returning students (verify and import)	X
Enrollment	HDC/NSLP - import and send reminders	X
Enrollment	SSID - identify student as EL Students or other special program	X
Enrollment	SSIDs - request from CALPADs	X
Registration	Transcripts - add to Transcript Screen in SP	X
Enrollment	Enrollment - 30 day exception follow up (active)	X
Enrollment	Enrollment - Pending Student follow up (pre-enroll)	X
Other	Graduation - mail final transcript and diploma	X
Other	Graduation - letter, caps, gowns and tassels	X
Other	Assist with SP questions/issues, permissions, other	X
Other	Create Job Aids as needed	X
Other	Master Agreements for Transfers (attendance was claimed by another TOR during the current school year)	X
Other	Run SP reports as needed	A
Other	SAT Fee Waivers	X
Other	Staff ID's (photo with light background)	X
Other	Work permits	X
Oversite	Act as point of contact with authorizers to help facilitate oversight visits or answer questions	A
Policies- Student Services	Work with lawyers, central office and program leads to create Student Services Policies (and streamline the process), get them board approved and maintain a master list	S
Registration	receive and file student records, report cards, and other student documents	X
Registration	work closely with Program Directors, teachers and other staff to ensure accurate tracking of student information (technology, fines, ect)	X
Registration	Classes - Add to SP to Create MA	X
Registration	Classes - Confirm with Student	X
Registration	CUM files - mail to new school	X
Registration	CUM files - requests from previous school for active students	X
Registration	Immunization follow up and enter into SP	X
Registration	Laptops (new - upload in SP)	X
Registration	Laptops (questions)	X
Registration	Laptops (replacements - see Replacement Procedures)	X
Registration	Left District Notices sent out	X
Registration	Maintain student records and storage	X
Registration	Master Agreements - approve continuing students	X
Registration	Master Agreements - approve Pending to Active	X
Registration	Master Agreements for Continuing	X
Registration	Report Cards filed	X
Registration	Report Cards logged into SP	X
Registration	School ID's (photo with light background)	X
Registration	Send Notice of Withdrawals	X
Registration	Send Official and Unofficial Transcripts	X
Registration	Send Truancy letters	X
Registration	Test scores from previous schools - enter into SP	X
Registration	Transcripts - corrections	X
Registration	Transcripts - enter into SP	X
Registration	Transcripts - Request unofficial and official	X
Registration	Transcripts - Review 4 Year Plan to add classes	X
Admissions and Registration	Maintain accurate shared databases, google docs, etc. Ensure that data is tracked accurately in the student information system	X
Registration	Work in SIS to ensure it is up to date and being used efficiently - making suggestions and modifications for changes to fields and usage/procedures	X
Enrollment	Work in SIS to ensure it is up to date and being used efficiently at all times, prepare for annual rollover, modifying enrollment messages and updating online reg	X
Enrollment	WIOA help students obtain number, as needed	X
Registration	Report Cards (Import to Transcripts)	X
Enrollment	Add/Update 504 Support Staff (for students w/504). Discipline and SPED records	X
Staffing	Act as supervisor for several central office student services staff who in turn support other students	X

Staffing	Attend Program staff meetings or coordination meetings, as needed, to keep the student services department and programs working smoothly	X
Student Maintenance	Change of Information for Student (add link)	X
Student Maintenance	Change of Physical and/or Mailing Address (add link)	X
Student Maintenance	Grade level changes	X
Student Maintenance	Graduation Path Change (Complete Grad Path Change Form)	X
Student Maintenance	No Shows (pending or active student)	X
Student Maintenance	Transfers (add link)	X
Student Maintenance	Transfers Compliance	X
Student Maintenance	Withdrawals (add link)	X
Training	Train new teachers	X
SPECIAL EDUCATION		
Special Education Services	Prepare files for electronic transmission of data for ERMHS reimbursement	A
Special Education Services	Receive, track, audit, and process invoices for vendor payment for direct services; verify services or product received/provided; communicate with vendors to	A
Special Education Services	Track and/or bill for general education students receiving medically necessary services (i.e. services provided through 504 Plans or the SST process).	A
Special Education Services	Analyze data for report submission and report inaccuracies or variances.	A
Special Education Services	Prepare and maintain a variety of budgetary and accounting records and reports related to requisitions, time sheets, correspondence and other related documents for	A
Special Education Services	Communicate with SELPA to clear compliance errors in CALPADS/SEIS errors related to student enrollment and for the purpose of setting up special education	A
Special Education Services	Development and oversight of policies and procedures related to student records, vendor services, and special education processes to maximize the integrity and efficiency	C
Special Education Services	Prepare and run weekly audit reports (e.g. attendance, enrollment, and Master IEP lists); prepare complex spreadsheets for internal data tracking and documentation of	C
Special Education Services	Support Special Education operations in maintaining a program-wide database for the purpose of collecting, organizing, analyzing, tracking, and reporting all special	C
Special Education Services	Coordinate services and generate student rosters throughout the school year. Extended School Year, site Based alternative Track Programs and compensatory education	C
Special Education Services	Assist in the development of procedures to ensure compliance with State and federal laws, rules and regulations including SELPA policies related to special education	C
	Prepares and presents in-service for staff in legal compliance, timelines, documentation and utilization of resources as needed.	C
Special Education Services	Oversee the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; oversee the	C
Special Education Services	Attend and conduct a variety of meetings as assigned: attend Board of Directors meetings; participate on assigned committees; make oral presentations; and attend SELPA	C
Special Education Services	Review IEP documents for completeness (i.e. all pages completed, dates are correct and services are listed); secure parents and IEP team electronic signature on	C
Special Education Services	Ensure special education student data within the SIS and SEIS systems correlate; prepare weekly audit reports.	C
Special Education Services	In coordination with the schools' leadership teams, plan, organize, oversee, and implement The Collaborative special education services.	C
Special Education Services	Provide administrative support to service providers in the review, recording, and maintenance of all IEP documents for the purpose of ensuring student services	C
Special Education Services	Document and report billable Medi-Cal services to the SEIS billing program for reimbursement; run and restore systems error checks; generate Medi-Cal claims for billable	X
Special Education Services	Oversee the Medi-Cal billing process; review billing for accuracy and completeness; train and direct staff as needed.	X
Special Education Services	Evaluate and select cost effective vendor sources for direct services to students; utilizing approved templates, assist in the preparation of contracts and service agreements	S
Special Education Services	Contact vendors regarding discrepancies in: invoices, statements, deliveries, product/service quality, student/vendor appointments; establish and maintain positive	S
Special Education Services	Implement systems for tracking high school graduates and completers who received special education services post secondary for one or more years; prepare and submit	S
Special Education Services	Participate in budget analysis, projections, and preparation of data for special education services	S
Special Education Services	Assist in purchasing of assessment materials and supplies for special education staff providing direct services to be used across The Collaborative	S
Special Education Services	Monitor and verify student attendance in conjunction with vendor services and billing; prepare and ensure accuracy of attendance reports distributed to program	S
Special Education Services	Schedule translations services as requested for a variety of meetings and correspondence	S
Special Education Services	Review IEP documents for services determined for students; confirm available vendor(s) for services; create and maintain the master IEP list	S
Special Education Services	Monitor SEIS for multi-school/multi-year programs for alerts and errors.	S
Special Education Services	Coordinate student assessments with service providers and/or vendors; prepare notices to internal staff for student assessment assignments; confirm vendor availability as	S
Special Education Services	Maintain accurate special education student records both electronic and hard copies; assist in the development of policies and procedures related to records for students	S
Special Education Services	Distribute IEP forms as requested by the school (Historical IEPs, school records request for confidential IEPs;	S
Special Education Services	Assign students to the Education Specialist; enter assignment in SEIS and SIS and set up teacher database account and appropriate user access.	S
Special Education Services	Research databases and student records to assist leadership in resolving complaints or responding to due process records requests	S
Special Education Services	Serve as a resource to others concerning policies and procedures concerning special education services.	S
Special Education Services	Serve as the liaison between The Collaborative, the member school leadership teams, special education support staff, and special education vendors.	S
Special Education Services	Keeps abreast of State and federal reporting compliance; assists in developing internal procedures for data management;	S
Special Education Services	Oversee the selection of special education vendors to provide virtual and in-person services across The Collaborative based on geographic region and student needs;	S
Special Education Services	Notify special education provider of upcoming annual and triennial IEP meetings for: obtain and coordinate with staff to ensure all IEPs are affirmed in SEIS within seven	X
Special Education Services	Serves as a liaison relative to the planning, organization, administration and evaluation of aspects related to student identification, intake, assessment, placement and due	X
Special Education Services	Provide guidance and recommendations to special education teams; interpret and maintain current knowledge of developments in curriculum and instruction and make	X
Special Education Services	Review SEIS reports regularly and generate weekly reports for the appropriate staff in order to track all IEP meetings held; prepare and run weekly audit reports (e.g.	X
Special Education Services	Collect, compile, organize and record a variety of data related to special education services; prepare and maintain a variety of spreadsheets for data tracking, management	X
Special Education Services	Coordinate with charter schools for off-site professional development meetings, schedule conference and travel itineraries for the Special Education staff, as needed.	X
Special Education Services	Track enrollment of special education students at the school; contact school to clarify enrollment and clear discrepancies;	X
Special Education Services	Check CalPADS system to verify student's special education history; contact other schools to complete records requests of confidential special education student records.	X
Special Education Services	Act as a subject matter expert in the support of the school leadership in the design and implementation of special education services; serve on IEP teams as needed to	X
Special Education Services	Provide technical expertise, information and assistance to the Executive Director regarding assigned functions; assist in the formulation and development of policies.	X
Special Education Services	Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information;	X
SPECIAL PROJECTS		

Special Projects	Support Directors with the writing of the LCAP annual review.	S
Special Projects	Write and update school "story," goals and services. Collaborate with Special Ed and Student Services for data collection. Collaborate with Joann Fountain for LCAP	S
Special Projects	Write required accountability plans to include WASC (collaborate with Program Directors and Sp. Ed. Director)	C
Special Projects	Create stakeholder LCAP input surveys.	C
Special Projects	Input Survey Presentations (needs assesment data)	S
Special Projects	Update LCAPs with Input (modifications or new actions/services)	C
Special Projects	Support directors with the writing and submission of the School Accountabiity Report Card (Title I Report Card)	S
Special Projects	LCAP Final Adoption presentations at board meetings	S
Special Projects	Distribute LCAPs to Authorizers and Kelly for posting to websites	A
Special Projects	Provide guidance and support in Title 1, Part A regulations and evidence requirements	C
Special Projects	Provide guidance and support in English Learner Advisory Committee meetings requirements/evidence	C
Special Projects	Provide guidance and support with School Site Council requirements and procedures	C
Special Projects	Provide support and input for the writing of accountability and master plans	S
Special Projects	Provide guidance and input in the writing of schoolwide action plans	S
Special Projects	Provide guidance and input in the writing of Federal Addendums	A
Special Projects	Provide guidance and input in the writing of Comprehensive Support and Improvement plans	A
HUMAN RESOURCES		
Classification/Compensation	Classification review: Develop job description (external/internal class review) or review/edit existing description (FLSA, MQs, duties, KSAs, work environment)	C
Classification/Compensation	Conduct job analysis; meet with employee and/or supervisor to review the duties list	X
Classification/Compensation	Conduct classification study: research comparable districts or industries for like jobs	C
Classification/Compensation	Conduct compensation study to develop recommendation for appropriate and compoetitive internal/external alignment	C
Classification/Compensation	Prepare final draft description and salary information for director/manager to approve	X
Classification/Compensation	Submit draft description and salary schedule to the Board for approval	S
Classification/Compensation	Provide final copy to employee to sign and upload to personnel file	A
Classification/Compensation	Update job description tracking spreadsheet and shared folders	X
Recruitment	Add to master recruitment spreadsheet-Excel PR/RTH	S
Recruitment	Manage EDJOIN account, invoices, libraries, and user access and training	A
Recruitment	Post jobs on EDJOIN and related recruitment sources	X
Recruitment	Create Personnel Requisition (PR), route for approval, and maintain tracking spreadsheet	S
Recruitment	Add to Personnel Report for board approval	S
Recruitment	Develop recruitment plan: schedule assessment/interview date/time and add to posting	S
Recruitment	Create customized application and job posting on EDJOIN	S
Recruitment	Register for and attend targeted job fairs	S
Recruitment	Monitor applications, determine if deadline extension or additional recruitment sources are necessary	X
Recruitment	Prepare and distribute marketing materials	X
Selection	Screen applications and/or assign screener and set up questions in EDJOIN	C
Selection	Send applicant status communications (DO, invite to interview, selected)	X
Selection	Confirm panel/location/interview/assessment date and times	X
Selection	Develop interview questions/assessment	X
Selection	Interviews: reserve rooms, order refreshments, prepare interview packets (questions, schedule, JD, scoring sheets), facilitate interviews	X
Selection	Brief/debrief interview panel	X
Selection	Check references	X
Selection	Create Request to Hire (RTH) and route for signatures: add to recruitment tracker	C
Selection	Make preliminary job offer, send LOI	S
Onboarding	Send Pavcom Self-OnBoarding and New Hire checklist	A
Onboarding	Create new employee profile in Pavcom	A
Onboarding	Add employment documents to Pavcom to create personnel file	A
Onboarding	Add accruals	A
Onboarding	Add piece rates, additional pay, stipends (mileage, phone/Internet, supplies, edu), assign to correct retirement system	A
Onboarding	Add date field notifications (TB.Credentials, Auto)	A
Onboarding	Credentials: CTC database for credentials, expirations, certificate of clearance, SEID	A
Onboarding	Request email set up and technology support	A
Onboarding	Verify employment eligibility and complete I-9	A
Onboarding	Monitor for Fingerprint clearance (add to spreadhseet and save to Drive)	A
Onboarding	Add to personnel report for board agenda	S
Onboarding	Set up SafeSchools Training and monitor	A
Onboarding	Monitor Pavcom new hire checklist for completion	A
Onboarding	Add to Payroll Worksheet	A
Onboarding	Send Employment Agreement once HR cleared	A
Change in Relationships	Prepare and route PR,RTH to reflect change and add to agreement spreadsheet	S
Change in Relationships	Create and route CIR or Addendum form; upload completed forms to electronic personnel file	A

Change in Relationships	Send updated Agreement and include JD and work year calendar if applicable upload completed forms to Pavcom	A
Change in Relationships	Review Pavcom for any needed updates to piece rate, accruals, stipends, retirement	S
Change in Relationships	Add to personnel report on board agenda(s)	C
Change in Relationships	Update to Payroll Worksheet	S
Change in Relationships	Update the Payroll Corrections-Updates sheet as applicable	S
Payroll	Employer set up in Pavcom	A
Payroll	Develop and distribute payroll processing calendar	A
Payroll	New payroll State withholding tax/UI set up through Pavcom	A
Payroll	Monitor for meal/rest period penalties and enter on payroll corrections worksheet	S
Payroll	Conduct pay period audit-CIL/MED125 and STRS/SSI conflicts	A
Payroll	Update Pavcom from Payroll Corrections Worksheet	A
Payroll	Run missed punches report to determine missing employee/supervisor approvals	A
Payroll	Audit Pavcom against Payroll worksheet (new hires, CIR, separation)	A
Payroll	Respond to employment verification requests	A
Payroll	Calculate pay for late start or early terminations	A
Payroll	Prepare and route employee acknowledgement for deductions/pay corrections	A
Payroll	Clear payroll errors in Pavcom	S
Payroll	Submit payroll	A
Payroll	Receive wire instructions from Pavcom	A
Payroll	Review Pavcom processing fees	A
Payroll	Prepare cash requirements	A
Payroll	Confirm available funds for payroll wire transfers	A
Payroll	Process wire transfers and monitor for completion	A
Payroll	Review data in preparation for W-2 processing	A
Payroll	Distribute W-2s and 1095-C	A
Payroll	Complete annual employee profile updates through batch edits and automated processes	A
Payroll	Interface with Pavcom to ensure best practices, verify procedures, and confirm fees	A
Payroll	Create auto load earning for holiday pay	A
Payroll	Create TimeCard submittal and approval notifications	A
Payroll	Interface with EDD and IRS on employee payroll issues	A
Payroll	Follow up with employees to complete the time card approval process	C
Retirement	Interface with retirement provider to answer questions and transmit information	A
Retirement	Respond to employee inquiries regarding application and/or salary reduction agreement forms	A
Retirement	Confirm employee eligibility for participation in retirement systems	A
Retirement	Monitor SEW for employee status	A
Retirement	Provide employee with STRS application for mandatory/permissive membership	A
Retirement	Enter correct retirement system into employee profile in Pavcom; perform audits periodically	A
Retirement	Confirm accurate percentage or dollar amount to be remitted by employee and employer	A
Retirement	After each pay period generate remittance report for FBC 403-457 plans	A
Retirement	Provide remittance report cash requirements to DMS for confirmation of funds	A
Retirement	Upload 403-457 remittance report to third party administrator website	A
Retirement	Upload STRS files to appropriate County Office of Education	A
Retirement	Enter 403/457 employee contribution amounts in Pavcom based on employee executed salary reduction agreement (SRA)	A
Retirement	Monitor teachers for STRS status and provide enrollment forms to eligible employees	A
Retirement	Prepare monthly STRS reporting	A
Retirement	Upload files through secure systems based on specific county	A
Retirement	Confirm available funds for remittance	A
Benefits	Conduct ongoing review of benefit plans	A
Benefits	Respond to staff questions pertaining to enrollment, changes, and eligibility	S
Benefits	Assist in preparation of benefits guide and open enrollment notice	A
Benefits	Send email communication regarding open enrollment or plan changes	A
Benefits	Field phone calls and emails during open enrollment regarding benefits, CIL stipends, voluntary plans, etc.	S
Benefits	Assist with reminders to staff to complete enrollment within the deadlines	S
Benefits	Monitor new hires and change in relationships for benefit eligibility and update payroll corrections worksheet	A
Benefits	Prepare snapshot review monthly and at designated periods	C
Benefits	Notify broker of new hires or change in eligibility status	A
Benefits	Receive and audit monthly reports from broker	A
Benefits	Receive, audit and process billing for all benefit plans	A
Benefits	Enter payroll deduction for employee benefit selection in Pavcom and payroll worksheet	A
Benefits	Notify employees of benefit termination due to CIR	A
Benefits	Notify broker of employees no longer eligible in order to initiate COBRA notices	A

Benefits	Prepare and monitor staff eligibility status for ACA compliance reporting	A
Benefits	Review and update ACA data throughout the year	A
Benefits	Prepare and submit final ACA report annually for generation of 1095-C	A
Leaves	Respond to phone calls and emails regarding available leave	A
Leaves	Keep abreast of new laws regulating employee leave benefits	A
Leaves	Prepare notice of leave eligibility (using leave kit)	A
Leaves	Provide EDD resources to employee	A
Leaves	Complete and return EDD forms as applicable	A
Leaves	Monitor return dates	A
Leaves	Assist employee with adding leave in Paycom	A
Leaves	Ensure correct leave accruals are set up for each employee	A
Leaves	Add employee stop pay to Payroll corrections worksheet	A
Leaves	Determine employee paid and non-paid status days	S
Workers' Comp	Provide forms to employee within 24 hour notice of injury or illness	A
Workers' Comp	Notify employee of process and next steps	A
Workers' Comp	Email carrier notice of illness/injury	A
Workers' Comp	Assist supervisor with preparation of supervisor's report	A
Workers' Comp	Prepare employer's report	A
Workers' Comp	Submit forms to carrier	A
Workers' Comp	Monitor physician's reports	A
Workers' Comp	Schedule interactive process meetings to review any restrictions	A
Workers' Comp	Review restrictions with supervisor and JD to determine reasonable accommodation	A
Workers' Comp	Offer available modified duty or alternative assignments	A
Workers' Comp	Prepare notice of agreed upon accommodations	A
Workers' Comp	Monitor dates of follow up appointments and request copies of new physician statements	A
Workers' Comp	Schedule ongoing interactive process meetings as needed following any change in restrictions or until permanent and stationary	A
Workers' Comp	Prepare wage statements for the carrier and any requested documents/information	A
Workers' Comp	Facilitate carrier's annual audit of payrolls and submitted claims	A
Workers' Comp	Prepare monthly payroll report	A
Workers' Comp	Submit report through secure online system	A
Workers' Comp	Confirm available funds for remittance	A
Workers' Comp	Notify carrier of employees residing out of California for proper set up	A
Employee Performance	Develop and implement Performance Appraisal system and forms	C
Employee Performance	Advise management regarding employee performance issues	C
Employee Performance	Conduct mediation meetings and prepare written summaries	S
Employee Performance	Conduct investigations and prepare written reports	S
Employee Performance	Consult with legal counsel as needed	C
Terminations	Prepare Separation Packet	A
Terminations	Notify broker to term benefits and initiate COBRA	A
Terminations	Notify IT to suspend Google account	A
Terminations	Notify Director of Student Services to make system user inactive	A
Terminations	Notify payroll separation and request final pay check	A
Terminations	Prepare manual check request: include all final pay (base pay, piece rate, vacation payout, etc)	A
Terminations	Request check from back office or generate cashier's check at the bank	A
Terminations	Update Paycom	A
Terminations	Update Safe Schools	A
Terminations	Remove from DOJ - NLI	A
Terminations	Schedule separation meeting date/time, reserve meeting location, confirm attendees	A
Terminations	Call and email employee invite to meeting	C
Terminations	Collect all issued equipment, keys, materials	C
Terminations	Confirm completion of separation packet	C
Terminations	Solicit any unreimbursed receipts or mileage reimbursement forms	C
Terminations	Review confidentiality and non-compete agreement	C
Terminations	Upload separation packet to Paycom profile	A
Terminations	Respond to Unemployment Claims	A
Terminations	Respond to Attorney communication for discrimination, wrongful termination claims	A
Terminations	Conduct Exit Interview	S
Terminations	Prepare meeting summary for file	S
Policy and Procedures	Annual review of Employee Handbook and distribution	A
Policy and Procedures	Annual review of mandated training	A
Policy and Procedures	Annual review of Injury and Illness Prevention Plans	A

Policy and Procedures	Create and/or edit existing Personnel board policies	A
Policy and Procedures	Order and distribute Labor Law posters and associated mandatory notices	A
Policy and Procedures	Review and distribute annual notices	A
Policy and Procedures	Annual review of school safety plans, submission to the board, and distribution to employees	S
Policy and Procedures	Prepare employee work year calendars	S
Risk Management	Process claims for lost property, pending litigation, etc.	A
Risk Management	Annual renewal of Property and Casualty insurance plans	A
Risk Management	Monitor monthly Site Safety Checks for completion	A
Risk Management	Send and monitor mandatory yearly SafeSchools training	A
Credentialing	Credential monitoring	A
Credentialing	Filing for Temporary County Certificates	A
Credentialing	Assist teachers with filing applications through COEs	A
Credentialing	Monitor credential revocations or suspensions	A
Credentialing	Teacher induction: initiate request to participate with COE, assign mentor teacher, provide data as requested	C
HR	LCAP/SARC/WASC/Petition data support	C
HR	Respond to surveys (Bureau of Labor Statistics, EDD, Civil Rights Data Collection)	A
HR	Respond to subpoenas for records, verification of employment, reference checks	A
HR	Title IX Compliance officer, Uniform Complaint response/mediation/investigation	A
Business Services	Monitor bank account balances, process account transfers, provide account statements	A
Business Services	Signer on bank accounts, account management, user set up	A
Business Services	Review contracts for board approval	A
Business Services	Act as a liaison between schools and back office provider for research and resolution of issues	S
Business Services	Vendor ACH set ups for retirement remittances	A
Business Services	Bank deposits	A
Business Services	Requests for cashier's checks	A
Business Services	Audit and approve invoices for insurance	A
Business Services	In coordination with the CEO and back office provider develop the admin budget; provide data and analyze expenses	A
Business Services	In coordination with the CEO, school director and back office provider prepare data for use in schools' budgets; participate in budget development meetings	A
Business Services	Review staffing needs and assist in preparing staffing plans	S
FACILITY USE		
Facility	Designated space and use of administrative offices, conference rooms, and amenities	X
Facility	Set up of conference room for meetings	X
Facility	Greeting meeting attendees, candidates for interviews, WASC committee members	X
Facility	Mail: postage, envelopes, labels, distribution, and receipt of deliveries	X
Facility	Copier and office equipment	X
Facility	Filing cabinets and storage of student records, including archived records offsite, and student equipment (laptops)	X
Facility	Office supplies	X
Facility	Posting of agendas	A

EXECUTIVE SERVICES

Upholding Mission and Vision

Upholding Mission and Vision

Upholding Mission and Vision

Admin Responsibilities

Admin Responsibilities

Admin Responsibilities

Admin Responsibilities

Admin Responsibilities

Admin Responsibilities

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Admin Responsibilities

Financial Oversight

Financial Oversight

Financial Oversight

Financial Oversight

Financial Oversight

Financial Oversight

Legal Compliance

Legal Compliance

Legal Compliance

Staffing

Staffing

Build shared vision among all stakeholders, focusing on the corporation's mission and identity
Understand and promote the corporation's mission, purposes and objectives to member charter schools
Establish and maintain a healthing and mutually supportive relationship with our stakeholders to advance the
Develop new and revised policies for recommendation to the Board and ensure that all laws, policies,
Make administrative decisions necessary for the proper functioning of the corporation
Secure legal interpretations on all issues pertaining to the operation of the corporation
Keep informed of current educational philosophy, practices and public policies by attending conferences and
Create and oversee systems to handle organizational tasks such as resources, services, purchasing, budget and
Serve as a professional advisor to the Board, keeping them fully informed on all practices and issues of the
Provide leadership in designing, implementing, and evaluating major functions and services to bring about
Provide leadership and support to the Cabinet team and identify needs as the basis for developing short-and-
Maintain good working relationships with the total staff, directing and implementing line of communication
Foster a climate of innovation and collaborative creative problem solving with member schools leadership
Network with LEA Superintendents of Schools throughout the state
Attend District administrative meetings as requested by the member schools
Provide monthly progress reports to member schools
Attend board meetings of authorizing districts as needed
Promote positive public relations of charter schools and schools within the organization via social media
Oversee corporation finances to ensure financial stability; maintain up-to-date financial records
Direct the preparation of the annual budget of the corporation presenting it to the Board along with facts and
With Board direction, follow Board-approved procedures for purchasing materials; provide explanation to the
Direct the maintenance of all records that are required by law and board policies
Provide all necessary financial reports as required by federal and state laws
Oversee reimbursements and expenses
Collaborate with legal counsel on contracts with contractors/providers
Ensure compliance with all applicable state and federal laws
Prepare/coordinate the agenda for all board meetings, all records and correspondence of the Board, and
Maintain staffing of subject matter experts to support member charter schools
Attend program specific training to continually enhance knowledge for legal compliance and best practices

Attachment B - CSO Service Fee Structure							
The benefit of the CSO is access to subject matter experts; direct support in key areas of administration;							
participation in the benefit pool and other shared costs for improved rates; and sharing of best practices.							
Tier A	Direct support full suite of services, staff training, consultation, shared resources, benefit pool						
Tier B	Direct support scaled based on suite of services, staff training, consultation, shared resources, benefit pool						
Tier C	Direct support in limited and select areas of services, consultation, shared resources, benefit pool						
Tier D	Consultation, shared best practices, benefit pool						
	Fee Structure - Projected Student Enrollment						
Tier	0-200	201-500	501-1000	1001-2500	2501+		
A	\$705.00	\$655.00	\$630.00	\$605.00	\$580.00		
B	\$600.00	\$550.00	\$530.00	\$505.00	\$475.00		
C	\$200.00	\$150.00	\$125.00	\$100.00	\$75.00		
D	\$75.00	\$70.00	\$65.00	\$60.00	\$55.00		

EXCEL ACADEMY CHARTER SCHOOLS

Agenda Item: 12.1

Date: July 9, 2020

	Correspondence/Proposals/Reports
	Consent Agenda
	Business/Financial Services
	Education/Student Services
X	Personnel Services
	Curriculum
	Policy Development

Item Requires Board Action: X

Item is for Information Only: _____

Item: Approval of Lease Agreements for the Chief Executive Officer and Executive Assistant, July 1, 2020 - June 30, 2022

Background:

As the joint appointed Chief Executive Officer, Mr. Kurt Madden has served as the CEO for Excel Academy Charter Schools through a shared resources agreement with Motivated Youth Academy (formerly County Collaborative Charter School). The CEO is a critical role in the nonprofit's operations. Ms. Lori Hath serves as the Executive Assistant to the Chief Executive Officer. The employee lease agreements presented confirms the nonprofits ongoing relationship to share the services of these employees for the benefit of both organizations. Mr. Madden and Ms. Hath will continue to be assigned to Motivated Youth Academy for the purposes of payroll processing and expense management. Excel Academy Charter Schools will reimburse Motivated Youth Academy for its portion of salary and benefit compensation of Mr. Madden and Ms. Hath. The total compensation will be distributed across the schools of each nonprofit based on ADA and the number of schools within the nonprofit.

It is recommended the Board approve the Lease Agreements for the Chief Executive Officer and the Executive Assistant as presented for July 1, 2020 through June 30, 2022.

Fiscal Impact:

Initial expense of staff salary and benefits will be borne by Motivated Youth Academy. Motivated Youth Academy will be reimbursed through monthly bill backs based on the FTE split with Excel Academy Charter Schools for the total compensation.

Total Portion of Cost \$92,499.18

Excel Academy Charter School (Warner #2053) \$64,749.43

Excel Academy Charter School (Helendale #2073) \$27,749.75

EXCEL ACADEMY CHARTER SCHOOLS

Agenda Item: 13.1

Date: July 9, 2020

	Correspondence/Proposals/Reports
	Consent Agenda
	Business/Financial Services
	Education/Student Services
	Personnel Services
	Curriculum
X	Policy Development

Item Requires Board Action: X

Item is for Information Only: _____

Item: Approval of new, revised, and existing board policies for the 2020-2021 school year.

Background:

In order to ensure adherence with State and federal laws related to student services and instruction, it is recommended the Board approve the following policies as presented.

NEW

The following policies are submitted for the Board's consideration as new policies.

5000 Series - Student Services

5110 Cell Phones, Pagers, & Other Electronic Signaling Devices Policy

6000 Series - Instruction

6060 Special Education Assessment Request Policy

REVISED

The following are current policies that have been revised to provide clarity or alignment with changes in law or procedures.

1000 Series - Community Relations

1020 Field Trip Policy

5000 Series - Student Services

5010 Educational Records and Student Information Policy

5020 Comprehensive Self-Harm and Suicide Prevention

6000 Series - Instruction

6030 Education for Foster Youth

RE-APPROVAL

The following are current policies that have been reviewed by staff as part of the annual review process. There are no changes proposed.

5000 Series - Student Services Policies

5015 Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy

5030 Immunization Policy

5035 Student Freedom of Speech and Expression Policy

5045 Acceptable Use Policy

6000 Series - Instruction Policies

6010 Independent Study Policy

6015 Comprehensive Sexual Health Education Policy

6020 Education for Homeless Children and Youth Policy

6025 Section 504 Policy, Procedures, and Parent Rights

6035 Mathematics Placement Policy

6065 Special Education PIN Process for Missed Services Policy

6070 Special Education Independent Educational Evaluation Policy

6075 Special Education Certificate of Completion Policy

It is recommended the Board approve new, revised, and existing board policies for the 2020-2021 school year.

Fiscal Impact: None.

SCHOOL-SPONSORED FIELD TRIP POLICY

Purpose

Excel Academy Charter Schools and its programs (“EACS” or “Charter School”) recognize that field trips sponsored by the Charter School are an important component of a student’s personalized learning plan. Besides supplementing and enriching learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their learning to the outside world. Field trips shall be supported fiscally and encouraged as a regular part of the teaching curriculum by the Charter School.

The safety and security of our students is a primary priority when planning or participating in field trips. These activities will be carried out in an appropriate manner to maximize and ensure student safety and to minimize EACS’s legal liability and financial cost.

Definition

A “*field trip*” involves students participating in school sponsored educational opportunities in connection with EACS’s course of study or school related social, educational, cultural, athletic, school band or other extracurricular or co-curricular activities.

Selection of Field Trips

The teaching team will continue to research and provide enriching learning opportunities to share with their students. The Executive Director shall have the authority to approve all in-state day (non-overnight) field trips. Requests for out of state, out of country or overnight travel shall be brought before the Board of Directors for approval. The Executive Director will initially receive all such requests and make a recommendation to the Board of Directors as to whether the request should be approved.

The Executive Director will ensure that the following items will be adhered to for all EACS field trips:

1. The proposed field trip relates to EACS’s educational objectives
2. The correct ratio of adult to students is met for supervision of the activity
3. A means of transportation to and from the activity is provided
4. Adequate restroom facilities, food and water will be available during the activity

The Executive Director shall not approve any activity that he/she considers to be inherently dangerous to students.

SCHOOL-SPONSORED FIELD TRIP POLICY

Responsibilities

1. **Field Trip Coordinator** – Each field trip shall have Charter School staff as chaperones in charge of the trip. The Field Trip Coordinator shall be responsible to complete the following:
 - a. Obtain approval of the field trip from the Executive Director.
 - b. For overnight/out of area field trips, prepare a proposal, including a complete description of the trip, preferred date, educational objective of the trip, costs and funding for the trip, and submit the proposal for Board approval.
 - c. Ensure that all required permission forms are properly completed and collected from the parent/legal guardian of every participating student prior to departure. Each permission slip must indicate with particularity the exact destination and date for the field trip.
 - d. Ensure that certificates of insurance are obtained from or issued to any organizations involved in the field trip, if applicable.
 - e. Establish and communicate the expectations for student behavior and staff responsibility for staff chaperones for all trips outside campus, including required equipment and procedures.
2. As the person responsible for all educational activities, it is the ultimate responsibility of the Field Trip Coordinator to ensure that:
 - a. Out of area and overnight field trip approval requests are sent to the Executive Director prior to booking the overnight trips - overnight trips are only for students - no siblings or parents are allowed to attend.
 - b. Chaperone groups and a communication protocol, in the event of emergency has been established.
 - c. Field trip permission forms are completed and accessible.
 - d. The ratio of adults to students shall be adequate to the activities undertaken, age of the students, and specific requirements of the trip. Recommended ratios of students to adults are 10 to 1.
 - e. Payment information is communicated to Student Services.

Participation

1. Approved participants for the general field trips shall include only students who are currently enrolled (on the date of the trip), siblings of a participating student (only if a parent/guardian also participates), parents/guardians, and Charter School employees.
2. Field trip attendance is a privilege that may be revoked by the Executive Director based on student behavior or whose presence on the trip would pose a safety or disciplinary risk.

SCHOOL-SPONSORED FIELD TRIP POLICY**Permission Slips**

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities.

1. Parents/guardians should be notified at least two (2) weeks in advance of day field trips unless there are special circumstances approved by the Executive Director.
2. Parents/guardians should be notified at least four (4) weeks in advance of overnight field trips. The purpose of this notice is to inform parents/guardians of any special items, i.e., down sleeping bags, etc. they may need to borrow or purchase in order to outfit their student appropriately and to notify parents/guardians of estimated costs to allow time to budget for their financial contribution.

All persons making the field trip shall be deemed to have waived all claims against the Charter School or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip. All adults taking out-of-state field trips and all parents/guardians of students taking out-of-state field trips shall sign a statement waiving such claims. Parents/guardians of any siblings of EACS students also attending any field trips shall sign a statement waiving such claims.

Items that will be included on the permission slip are:

1. An emergency phone number for the student
2. Any medications the student is required to take with the time and dosage required
3. Any medications the student is allergic to
4. Any other medical information necessary to ensure the student's safety
5. Waiver as described above

Charter School staff will have access to completed and signed permission slips housed online.

Defraying Expenses of Field Trips

EACS may charge a fee for field trips pursuant to section 35330 of the Education Code. However, EACS will endeavor to keep the costs of any field trips affordable for all students' families. In no event will a student be prevented from participating in the field trip due to lack of sufficient funds. In accordance with Education Code section 35330(b), EACS will coordinate the efforts of community service groups to supply funds for students in need.

SCHOOL-SPONSORED FIELD TRIP POLICY

Parents/guardians, siblings attending a specified field trip are expected to pay for their own trip. Payments will be accepted via Paypal or other methods as approved by the Charter School. NO CASH WILL BE ACCEPTED.

NO REFUND POLICY: Once field trip sign ups are completed, no refunds shall be provided.

Records

1. The Charter School shall maintain field trip records for each trip. Records may include trip approval, itineraries, and permission slips.

Safety and First Aid

1. The Executive Director shall ensure that the field trip coordinator develops plans, which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other Charter School employees may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.
2. While conducting a trip, the school appointed chaperone(s) shall have the Charter School's first aid kit in their possession or immediately available.

Supervision of Field Trips

The Field Trip Coordinator will manage the Charter School staff chaperone sign up sheet and communicate with school staff regarding roles and responsibilities for each field trip. The Executive Director will be designated as the emergency contact for the group on the field trip. Any injuries or unusual incidents occurring during the field trip will be documented in writing by the coordinating teacher and given to the Charter School's Executive Director.

The Executive Director shall ensure that the field trips have an adequate number of adults attending to safely supervise the student attending the field trip.

A first aid kit shall be in the possession of or immediately available to a teacher, employee, or agent of the school during the student field trip. In addition, employees of the Charter School will have completed a first aid course certified by Safe Schools.

Charter School employees and volunteers shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and supervising students on a field trip.

SCHOOL-SPONSORED FIELD TRIP POLICY**Accident Insurance**

The Charter School provides student accident insurance which covers medical expenses arising from student injuries on campus or while participating in a Charter School-sponsored off campus activity. The family's health insurance is primary, but if there is no health insurance, EACS's Student Accident Insurance becomes primary. Information and applications for student accident insurance are available from the Executive Director. The cost incurred by EACS shall be covered by the pupil or his or her parent or guardian.

Parent or Guardian Participation in Field Trips

As field trips are an integral part of the EACS learning experience, parents/guardians are requested to participate with their students.

Each parent or guardian will be responsible for his/her student at all times during the field trip. Under no circumstances will a parent or guardian consume alcohol or use controlled substances (except for medications taken under a physician's orders) during a field trip. The parent or guardian will notify the coordinating teacher, in advance of the field trip, should he/she be under a physician's orders and using medications.

All parents or guardians of pupils taking out-of-state field trips are required to sign a statement waiving all claims against EACS, its employees, and the State of California for injury, accident, illness or death occurring during or by reason of the field trip.

Transportation

At all times during the field trip, teachers, staff, and parents will use the safest mode of transportation and the safest and most direct routes of travel. If travel is not by bus, the legal occupancy limit of ten (10) occupants (including the driver) must not be exceeded, all speed notices must be strictly adhered to and students are to be seated with individual seat belts at all times.

EACS shall take reasonable precautions to ensure that all employees and volunteers who transport students are responsible and capable operators of the vehicles to be used and ensure compliance with EACS Student Transportation Policy and Driver Requirements as follows:

SCHOOL-SPONSORED FIELD TRIP POLICY

Any person who transports any student other than their own child for a field trip must provide a copy of the following:

1. Proof of liability insurance for their vehicle with a minimum of \$100K/\$300K coverage.
2. A copy of their Driver's License and Vehicle Registration.

Each of these items will be provided to the Field Trip Coordinator prior to driving on a field trip.

Under no circumstances shall students transport other students. Call the Charter School office immediately if there is a problem.

Overnight and Out-of-Area Field Trips

In addition to the responsibilities listed above, the following requirements apply to overnight and out of area field trips:

1. All overnight field trips must be accompanied by at least one certificated staff person.
2. Ratio of adults to students shall be adequate to the activities undertaken, age of the students, and specific requirements of the trip. Recommended ratios of students to adults are at least 10 to 1 for overnight trips.

Family Led Field Trips/Excursions

A family led field trip/excursion is defined as one that is organized and promoted by an outside organization or group other than EACS, whether or not it is of an educational value or is somehow connected to a particular course of study. This includes trips that are organized by an organization or group that may be affiliated with EACS (e.g., parent groups or organizations, cultural groups, etc.). The following guidelines apply to family led field trips and excursions:

1. Students will not receive credit/time value for family led field trips or excursions.
2. Teachers are not responsible for creating school work ahead of time.
3. Students must make up missed academic work.
4. EACS has no responsibility to provide travel.

SCHOOL-SPONSORED FIELD TRIP POLICY

5. Any employee of EACS who attends a non-school-sponsored field trip/excursion does so voluntarily and is not acting as an employee of EACS.
6. If a family led field trip/excursion is promoted on EACS property, email accounts and/or social media sites, all materials must clearly state that this is a family led field trip/excursion..
7. No insurance coverage will be provided by EACS.
8. EACS assumes no legal or financial responsibility for family led field trips and excursions.

EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY

Excel Academy Charter Schools (“EACS” or the “Charter School”) adopts this Educational Records and Student Information Policy to apply to all educational records and student information maintained by the Charter School.

Definitions

1. **Education Record:** An education record is any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche that directly relates to a student and is maintained by the Charter School or by a party acting for the Charter School. Such information includes, but is not limited to: Date and place of birth; parent and/or guardian’s address, mother’s maiden name and where the parties may be contacted for emergency purposes;
 - a. Grades, test scores, courses taken, academic specializations and school activities;
 - b. Special education records;
 - c. Disciplinary records;
 - d. Medical and health records;
 - e. Attendance records and records of past schools attended; and/or
 - f. Personal information such as, but not limited to, a student’s name, the name of a student’s parent/guardian or other family members, student identification numbers, social security numbers, photographs, biometric record, or any other type of information that aids in the identification of a student.
 - g. An education record does not include any of the following:
 - i. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
 - ii. Records maintained by a law enforcement unit of the Charter School that were created by that law enforcement unit for the purpose of law enforcement;
 - iii. In the case of a person who is employed by the Charter School but not in attendance at the Charter School, records made and maintained in the normal course of business, relate exclusively to the individual in that individual’s capacity as an employee and are not available for any other purpose;
 - iv. Records of a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with the treatment of the student; and c) disclosed only to individuals providing the treatment. For the purpose of this definition,

EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY

“treatment” does not include remedial educational activities or activities that are part of the program of instruction at the Charter School;

- v. Records that only contain information about an individual after the individual is no longer a student at the Charter School; or
 - vi. Grades on peer-graded papers before they are collected and recorded by a teacher.
2. **Personally Identifiable Information:** Personally identifiable information (“PII”) is information about a student that is contained in the student’s education records that cannot be disclosed without compliance with the requirements of Family Educational Rights and Privacy Act of 2001 (FERPA). PII includes, but is not limited to: a student’s name; the name of a student’s parent/guardian or other family members; the address of a student or student’s family; a personal identifier, such as the student’s Social Security number, student number or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the Charter School reasonably believes knows the identity of the student to whom the education record relates.
3. **Directory Information:** The Charter School may disclose the PII that it has designated as directory information, consistent with the terms of the annual notice provided by the Charter School pursuant to the FERPA (20 U.S.C. § 1232g). The Charter School has designated the following information as directory information:
- a. Student’s name
 - b. Student’s address
 - c. Parent/guardian’s address
 - d. Telephone listing
 - e. Student’s electronic mail address
 - f. Parent/guardian’s electronic mail address
 - g. Photograph
 - h. Date and place of birth
 - i. Dates of attendance
 - j. Grade level
 - k. Participation in officially recognized activities and sports
 - l. Weight and height of members of athletic teams
 - m. Degrees, honors, and awards received
 - n. The most recent educational agency or institution attended
 - o. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)

EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY

4. **Parent/Guardian:** Parent/guardian means a parent/guardian of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
5. **Eligible Student:** Eligible student means a student who has reached eighteen (18) years of age.
6. **School Official:** A school official is a person employed by the Charter School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board of Directors of the Charter School. A school official also may include a volunteer for the Charter School or an independent contractor of the Charter School or other party who performs an institutional service or function for which the Charter School would otherwise use its own employees and who is under the direct control of the Charter School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing the school official's tasks.
7. **Legitimate Educational Interest:** A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the school official's professional responsibility.

Disclosure of Directory Information

At the beginning of each school year, the Charter School shall provide parents/guardians and eligible students with a notice containing the following information: 1) The type of personally identifiable information it designates as directory information; 2) The parent/guardian's or eligible student's right to require that the Charter School not release "directory information" without obtaining prior written consent from the parent/guardian or eligible student; and 3) The period of time within which a parent/guardian or eligible student must notify the Charter School in writing of the categories of "directory information" that it may not disclose without the parent/guardian's or eligible student's prior written consent. The Charter School will continue to honor a valid request to opt-out of the disclosure of a former student's directory information made while the former student was in attendance unless the student rescinds the opt-out request.

Annual Notification to Parents and Eligible Students

At the beginning of each school year, in addition to the notice required for directory information, the Charter School shall provide eligible students currently in attendance and parents/guardians of students currently in attendance with a notice of their rights under the FERPA. The notice shall inform the parents/guardians and eligible students that they have the right to:

1. Inspect and review the student's education records;

EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY

2. Seek amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of PII contained in the student's education records, except to the extent that disclosure is permitted without prior written consent pursuant to FERPA;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the Charter School to comply with the requirements of FERPA and its promulgated regulations; and
5. Request that the Charter School not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

The notice must also include the following:

1. The procedure for exercising the right to inspect and review educational records;
2. The procedure for requesting amendment of records;
3. A statement that the Charter School forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer; and
4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

Parental and Eligible Student Rights Relating to Education Records

Parents/guardians and eligible students have the right to review the student's education records. In order to do so, parents/guardians and eligible students shall submit a request to review education records in writing to the registrar/admissions office. Within five (5) business days, the Charter School shall comply with the request.

Copies of Education Records

The Charter School will provide copies of requested documents within five (5) business days of a written request for copies. The Charter School may charge reasonable fees for copies it provides to parents/guardians or eligible students. However, no charge shall be made for furnishing (1) up to two transcripts of former students' records or (2) up to two verifications of various records of former students. The charge will not include a fee to search for or to retrieve the education records.

Request for Amendment to Education Records

EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY

Following the inspection and review of a student's education record, a parent/guardian or eligible student may file a written request with the registrar/admissions office to correct or remove any information in the student's education record that is any of the following:

- a. Inaccurate
- b. Misleading
- c. In violation of the privacy rights of the student

The Charter School will respond within thirty (30) days of the receipt of the request to amend. The Charter School's response will be in writing and if the request for amendment is denied, the Charter School will set forth the reason for the denial and inform the parent/guardian or eligible student of their right to a hearing challenging the content of the education record.

If the Director or designee sustains any or all of the allegations, the Director or designee must order the correction or the removal and destruction of the information. The Director or designee must then inform the parent/guardian or eligible student of the amendment in writing.

Hearing to Challenge Education Record

If the Charter School denies a parent/guardian or eligible student's request to amend an education record, the parent/guardian or eligible student may, within thirty (30) days of the denial, request in writing that the parent/guardian or eligible student be given the opportunity for a hearing to challenge the content of the student's education record on the grounds that the information contained in the education record is: inaccurate, misleading, or in violation of the privacy rights of the student.

The Director or designee may convene a hearing panel to assist in making determinations regarding educational record challenges provided that the parent/guardian has given written consent to release information from the student's records to the members of the panel convened. The hearing panel shall consist of the following persons:

- a. The Director or designee of a public school other than the public school at which the record is on file;
- b. A certificated Charter School employee; and
- c. A parent/guardian appointed by the Director or by the Board of Directors, depending upon who convenes the panel.

The hearing to challenge the education record shall be held within thirty (30) days of the date of the request for a hearing. Notice of the date, time and place of the hearing will be sent by the Charter School to the parent/guardian or eligible student no later than twenty (20) days before the hearing.

EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY

The Director or designee of a public school will serve as the chairman and shall not be required to use formal rules of evidence or procedure. The parent/guardian or eligible student will be given a full and fair opportunity to present evidence relevant to the issues relating to the challenge to the education record. The parent/guardian or eligible student may also, at the parent/guardian or eligible student's own expense, be assisted or represented by one or more individuals of the parent/guardian's or eligible student's choice, including an attorney. The decision of the Director or designee will be based solely on the evidence presented at the hearing and is final. Within thirty (30) days after the conclusion of the hearing, the Charter School's decision regarding the challenge will be made in writing and will include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the Charter School decides that the information is inaccurate, misleading, or in violation of the privacy rights of the student, it will amend the record accordingly and inform the parent/guardian or eligible student of the amendment in writing.

If, as a result of the hearing, the Charter School decides that the information in the education record is not inaccurate, misleading, or in violation of the privacy rights of the student, it shall inform the parent/guardian or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why the parent/guardian or eligible student disagrees with the decision of the Charter School, or both. If the Charter School places a statement by the parent/guardian or eligible student in the education records of a student, it will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

Disclosure of Education Records and Directory Information

The Charter School must have a signed and dated written consent from the parent/guardian or eligible student before releasing any non-directory information from a student's education record except as provided below. The written permission must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to written permission, the parent/guardian or eligible student may request a copy of the disclosed records and the Charter School shall provide the parent/guardian or eligible student with a copy of the records disclosed upon request. Signed and dated written consent may include a record and signature in electronic form if it identifies and authenticates a particular person as the source of the electronic consent and indicates such person's approval of the information contained in the electronic consent.

The Charter School will only disclose PII on the condition that the receiving party not disclose the information to any party without the prior written consent of the parent/guardian or eligible student and that the receiving party uses the information for the purposes for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure

EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY

exceptions listed below. The Charter School must maintain the appropriate records related to these disclosure exceptions, as described below. Except for disclosures pursuant to a warrant, judicial order or lawfully issued subpoena, or directory information or to parents/guardians or eligible students, the Charter School will inform a receiving party of the requirement that the party not disclose the information to any other party without the prior written consent of the parent/guardian or eligible student and that the receiving party use it for the purpose for which the disclosure was made. Note specifically that the Charter School will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

The Charter School will disclose education records, without prior written consent of the parent/guardian or eligible student, to the following parties:

1. School officials who have a legitimate educational interest as defined by 34 Code of Federal Regulations (“C.F.R.”) Part 99;
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student’s enrollment or transfer. When a student transfers schools, the Charter School will mail the original or a copy of a student’s cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. The Charter School will make a reasonable attempt to notify the parent/guardian or eligible student of the request for records at the parent/guardian or eligible student’s last known address, unless the disclosure is initiated by the parent/guardian or eligible student. Additionally, the Charter School will give the parent/guardian or eligible student, upon request, a copy of the record that was disclosed and give the parent/guardian or eligible student, upon request, an opportunity for hearing pursuant to Section (IV)(3) above;
3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection with a student’s application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for the Charter School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
6. Accrediting organizations in order to carry out their accrediting functions;
7. Parents/guardians of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
8. Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the parent/guardian or eligible student of the order or subpoena in advance of compliance, so that the parent/guardian or eligible student may seek a protective order;
9. Persons who need to know in cases of health and safety emergencies;

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10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and/or a caregiver (regardless of whether the caregiver has been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or non related extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by the Charter School for student and parents/guardians, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by the Charter School; and/or
12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by the Charter School with respect to that alleged crime or offense. The Charter School may disclose the final results of the disciplinary proceeding, regardless of whether the Charter School concluded a violation was committed.

Record Keeping Requirements

The Charter School will maintain a record of each request for access to and each disclosure of PII from the education records of each student for as long as the records are maintained. For each request, the record must include the following information: the parties who have requested or received the information and the legitimate interests the parties had in requesting or obtaining the information.

For disclosures of PII to institutions that make disclosures of the information on behalf of the Charter School in accordance with 34 C.F.R. § 99.33(b), the record must include the names of the additional parties to which the receiving party may disclose the information on behalf of the Charter School and the legitimate interests that each of the additional parties has in requesting or obtaining the information.

These record keeping requirements do not apply to requests from or disclosure to parents/guardians or eligible students, the Charter School officials with a legitimate purpose of inspecting the records, a party with written consent from the parent/guardian or eligible student, a party seeking directory information, or a party seeking or receiving the records as directed by a court order or subpoena.

The records relating to disclosures of PII may be inspected by parents/guardians and eligible students, the Charter School officials (or their assistants) responsible for the custody of the

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records, and parties authorized by regulations for the purpose of auditing the recordkeeping procedures of the Charter School.

Student cumulative records may not be removed from the premises of the Charter School, unless the individual removing the record has a legitimate educational interest, and is authorized by the Director, or by a majority of a quorum of the Board of Directors at a duly agendized meeting. Employees who remove student cumulative records or other student records from the Charter School premises without a legitimate educational interest and authorization may be subject to discipline. Employees are permitted to take student work-product, or other appropriate student records, off premises without authorization for legitimate academic purposes (e.g. grading work-product, assigning credit, reviewing materials for classroom discussion, etc.)

Complaints

Parents/guardians and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

Record Retention

The Charter School complies with the definition and retention of student records as established in Title 5 of the California Code of Regulations (“CCR”) sections 431 and 438, per the following:

1. Mandatory Permanent Student Records: must be maintained indefinitely or an exact copy thereof for every student who was enrolled in the charter school. These records are defined as:
 - a. Legal name of student
 - b. Date of birth
 - c. Method of verification of birth date
 - d. Sex of student
 - e. Place of birth
 - f. Name and address of parent/guardian of minor student
 - g. Address of minor student if different than above
 - h. An annual verification of the name and address of the parent/guardian and the residence of the student

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- i. Entering and leaving date of each school year and for any summer session or other extra session
- j. Subjects taken during each year, half year, summer session or quarter
- k. If marks or credit are given, the mark or number of credits toward graduation allows for work taken.
- l. Verification of or exemption from required immunizations
- m. Date of high school graduation or equivalent

The mandatory permanent student record or a copy thereof shall be forwarded by the Charter School upon request of a public or private school in which the student has enrolled. If the Charter School forwards the original mandatory permanent student record, a copy must be maintained by the Charter School. If the Charter School forwards a copy, the original must be maintained by the Charter School.

- 2. Mandatory Interim Student Records: must be maintained until judged to be disposable defined as “when the student leaves the charter school or when their usefulness ceases.” These records may be destroyed during the third (3rd) school year following the determination that the records are disposable (i.e. 2019-2020 records may be destroyed after July 1, 2023). These records are defined as:
 - a. A log or record identifying those persons (except authorized school personnel) or organizations requesting or receiving information from the record. The log or record shall be accessible only to the legal parent or guardian or the eligible student, or a dependent adult student, or an adult student, or the custodian of records.
 - b. Health information, including Child Health Developmental Disabilities Prevention Program verification or waiver
 - c. Participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge
 - d. Language training records
 - e. Progress slips and/or notices
 - f. Parental restrictions regarding access to directory information or related stipulations.
 - g. Parental or adult student rejoinders to challenged records and to disciplinary action
 - h. Parental authorizations or prohibitions of student participation in specific programs
 - i. Results of standardized tests administered within the preceding three years

The mandatory interim student record or a copy thereof shall be forwarded by the Charter School upon request of a public school in California in which the student has enrolled. If

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the transfer is to an out of state or to a private school, the mandatory interim student record may be forwarded. If the Charter School forwards the original mandatory interim student record, a copy must be maintained by the Charter School until it is destroyed in accordance with this Policy. If the Charter School forwards a copy, the original must be maintained by the Charter School until destroyed in accordance with this Policy.

3. Permitted Records: must be maintained and may be destroyed when their usefulness ceases or six (6) months following the student's completion or withdrawal from school. These records are defined as:
- a. Objective counselor and/or teacher ratings
 - b. Standardized test results older than three years
 - c. Routine discipline data
 - d. Verified reports of relevant behavioral patterns
 - e. All disciplinary notices
 - f. Attendance records not covered in the 5 CCR § 400

Permitted student records may be forwarded upon a request by a public or private school in which a student has enrolled. If the Charter School forwards the original permitted student record, a copy must be maintained by the Charter School until it is destroyed in accordance with this Policy. If the Charter School forwards a copy, the original must be maintained by the Charter School until destroyed in accordance with this Policy.

**TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING
POLICY**

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn and negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, Excel Academy Charter School and its programs ("EACS" or the "Charter School") prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, immigration and citizenship status, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation. In addition, bullying encompasses any conduct described in the definitions set forth in this policy. Hereafter, such actions are referred to as "misconduct prohibited by this policy."

To the extent possible, EACS will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. EACS school staff that witness acts of misconduct prohibited by this policy will take immediate steps to intervene when safe to do so.

Moreover, EACS will not condone or tolerate misconduct prohibited by this policy by any employee, independent contractor or other person with which EACS does business, or any other individual, student, or volunteer. This policy applies to all employees, students, or volunteer actions and relationships regardless of position or gender. EACS will promptly and thoroughly investigate any complaint of such misconduct prohibited by this policy and take appropriate corrective action, if warranted.

**Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator
("Coordinator"):**

Heidi Gasca
Executive Director
Excel Academy Charter School
1200 Quail St. Suite 175

TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY

Newport Beach, CA 92660
hgasca@excelacademy.education
(949) 412-3122

Prohibited Unlawful Harassment under Title IX

Prohibited Unlawful Harassment is defined as

1. Verbal conduct such as epithets, derogatory jokes or comments, or slurs.
2. Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with school because of sex, race or any other protected basis.
3. Retaliation for reporting or threatening to report harassment.
4. Deferential or preferential treatment based on any of the protected classes above.

Title IX (20 U.S.C. § 1681 *et. seq*; 34 C.F.R. § 106.1 *et. seq*) and California state law prohibit harassment on the basis of sex. In accordance with these existing laws, discrimination on the basis of sex in education institutions is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by EACS.

Sexual Harassment

EACS is committed to providing an educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action.

Sexual harassment consists of sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, education, academic status, or progress;
2. submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational or academic decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or
4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against themselves or against another individual.

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Sexual harassment may include, but is not limited to:

1. Physical assaults of a sexual nature, such as:
 - a. Rape, sexual battery, molestation or attempts to commit these assaults.
 - b. Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
2. Unwanted sexual advances, propositions or other sexual comments, such as:
 - a. Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - b. Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
 - c. Subjecting or threats of subjecting a student to unwelcome sexual attention or conduct or intentionally making the student's academic performance more difficult because of the student's sex.
3. Sexual or discriminatory displays or publications anywhere in the educational environment, such as:
 - a. Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view in the educational environment.
 - b. Reading publicly or otherwise publicizing in the educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
 - c. Displaying signs or other materials purporting to segregate an individual by sex in an area of the educational environment (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy.

Prohibited Bullying

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act.

Bullying includes one or more acts committed by a student or group of students that may constitute as sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

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1. Placing a reasonable pupil* or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.
4. Causing a reasonable pupil to experience a substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by EACS.

* "Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill and judgment in conduct for a person of the same age, or for a person of the same age with the same exceptional needs.

Cyberbullying is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Electronic act means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network internet website including, but not limited to:
 - a. Posting to or creating a burn page. A "burn page" means an internet website created for the purpose of having one or more of the effects as listed in the definition of "bullying," above.
 - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of "bullying," above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
3. An act of "cyber sexual bullying" including, but not limited to:
 - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means

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of an electronic act that has or can be reasonably predicted to have one or more of the effects described in the definition of “bullying,” above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

- b. “Cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- c. Notwithstanding the definitions of “bullying” and “electronic act” above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

Grievance Procedures**Reporting**

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The school requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

Heidi Gasca
Executive Director
Excel Academy Charter School
1200 Quail St. Suite 175
Newport Beach, CA 92660
hgasca@excelacademy.education
(949) 412-3122

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

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Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels targeted by such behavior should immediately contact a teacher, counselor, the Director, Coordinator, a staff person or a family member so that the student can get assistance in resolving the issue in a manner that is consistent with this policy.

EACS acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to carry out the investigation and/or to resolve the issue, as determined by the coordinator or designee on a case-by-case basis.

EACS prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of instances of misconduct prohibited by this policy. Such participation shall not in any way affect the status, grades, or work assignments of the reporter.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

Investigation

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of EACS, the Coordinator or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than seven (7) school days. If the Coordinator, or administrative designee determines that an investigation will take longer than seven (7) school days, the Coordinator or administrative designee will inform the complainant and any other relevant parties and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator or administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Coordinator or administrative designee reveal confidential information related to other students or employees, including the type and extent of discipline issued against such students or employees.

All records related to any investigation of complaints under this Policy are maintained in a secure location.

Consequences

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Students or employees who engage in misconduct prohibited by this Policy will be subject to disciplinary action.

Uniform Complaint Procedures

When harassment or bullying is based upon one of the protected characteristics set forth in this Policy, a complainant may also fill out a Uniform Complaint Procedures (“UCP”) complaint form at any time during the process.

Right of Appeal

Should the Complainant find the Coordinator’s resolution unsatisfactory, the Complainant may, within five (5) school days, file an appeal with the Designated Appeals Committee. In such cases, at least three (3) certificated School employees who are unfamiliar with the case and who have been previously designated and trained for this purpose shall be assembled to conduct a confidential review of the Complainant’s appeal and render a final decision



**TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING
POLICY****TITLE IX, Harassment, Intimidation, Discrimination & Bullying COMPLAINT FORM**

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

_____ I hereby
authorize EACS to disclose the information I have provided as it finds necessary in pursuing
its investigation. I hereby certify that the information I have provided in this complaint is true
and correct and complete to the best of my knowledge and belief. I further understand that
providing false information in this regard could result in disciplinary action up to and
including termination.

Signature of Complainant_____
Date_____
Print Name**To be completed by the Charter School:**

Received by: _____

Date _____

Follow up meeting with complainant held on: _____

COMPREHENSIVE SELF-HARM/SUICIDE PREVENTION POLICY

The purpose of this policy is to protect the health and well-being of all of our students by having procedures in place to prevent, assess the risk of, intervene in, and respond to youth suicidal behavior. Protecting the health and well-being of all students is of utmost importance to our school and is in line with school mandates for all professionals and individuals working with youth. Because it is impossible to predict when a crisis will occur, preparedness is necessary for every school. Youth suicide is preventable, and parents, educators and schools are key to prevention. Preventing suicide depends not only on suicide prevention policies, but also on a holistic approach that promotes healthy lifestyles, families, and communities. Thus, this policy is intended to be paired with other policies and efforts that support the emotional and behavioral well-being of youth.

The school:

- (a) recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes,
- (b) further recognizes that suicide is a leading cause of death among young people,
- (c) has an ethical responsibility to take a proactive approach in preventing deaths by suicide, and
- (d) acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

Parental Involvement:

Parents and guardians play a key role in youth suicide prevention, and it is important for our school to involve them in suicide prevention efforts, especially within the independent study environment. Parents and guardians need to be informed and actively involved in decisions regarding their child's welfare. Parents and guardians who learn the warning signs and risk factors for suicide are better equipped to connect their children with professional help when necessary. Parents and guardians should be advised to take every statement regarding suicide and wish to die seriously and avoid assuming that a child is simply seeking attention.

Definitions:

COMPREHENSIVE SELF-HARM/SUICIDE PREVENTION POLICY

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

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

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

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

5. **Risk Assessment** An evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, or school social worker). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.

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

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

COMPREHENSIVE SELF-HARM/SUICIDE PREVENTION POLICY

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

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

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

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

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

Scope:

This policy covers actions that take place during school within the independent study environment, on school-site property, at school-sponsored functions and activities, on school buses or vehicles, and at school sponsored out-of-school events where school staff are present. This policy applies to the entire school community, including educators, school staff, students, parents/guardians, and volunteers. This policy will also cover appropriate school responses to suicidal or high risk behaviors that take place outside of the school environment.

Prevention:

1. **School Policy Implementation** An administrative level suicide prevention coordinator shall be designated for all schools. The administrative level suicide prevention coordinator will be responsible for planning and coordinating implementation of this policy for the school. Each school principal/program lead/director shall designate a school liaison to act as a point of contact

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in each school for issues relating to suicide prevention and policy implementation. This may be an existing staff person. All school liaisons shall report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator.

2. Staff Professional Development All staff will receive annual professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention. The professional development will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities.

Additional professional development in risk assessment and crisis intervention will be provided to school employed mental health professionals.

3. Youth Suicide Prevention Programming Developmentally-appropriate, student-centered education materials will be provided to all parents/guardians of all K-12 students. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. At the beginning of each school year, an informational pamphlet will be provided to each student's parent or guardian. The content of these age-appropriate materials will include:

- a) the importance of safe and healthy choices and coping strategies,
- b) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, and
- c) help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help.

It is the responsibility of each student's parent or guardian to review this information with him or her. If parents or guardians have any questions about the material, they can contact the school's appointed suicide prevention liaison. In addition, the school may provide supplemental suicide prevention programming for students.

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4. Publication and Distribution This policy will be distributed annually and included in all student and staff handbooks and on the school website.

Assessment and Referral:

When a student is identified by a staff member and school suicide prevention liaison as potentially suicidal, i.e., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the school suicide prevention liaison will contact the suicide prevention coordinator and the student and parent will be contacted by a school employed mental health professional within the same school day to assess risk and facilitate referral. If there is no mental health professional available, a school nurse or administrator will fill this role until a mental health professional can be available.

For youth at risk:

1. School staff and/or parent/guardian will continuously supervise the student to ensure his or her safety.
2. The principal/program lead/director and school suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.
3. In the case a parent or guardian is not present or aware of their child's at-risk status, the school employed mental health professional or principal/program lead/director will contact the student's parent or guardian, as described in the Parental Notification and Involvement section, and will assist the family with urgent referral. When appropriate, this may include calling emergency services or the parent bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.
4. Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

In-School Suicide Attempts:

In the case school staff is notified by parent or guardian of a student's suicide attempt during school-related activities at home or other location, school staff should:

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1. Recommend to the parent or guardian to call the police and/or emergency medical services, such as 911.
2. Recommend to the parent or guardian to supervise the student to ensure their safety.
3. Inform the school suicide prevention coordinator and principal/program lead/director.
4. The school staff member should maintain contact with the parent or guardian (either online, or on the phone). The staff member should then encourage the parent or guardian to maintain verbal engagement with the student until the student has received assistance from police or mental health emergency response personnel.

In the case of a suicide attempt during school-related activities without the parent or guardian present, the health and safety of the student is paramount. In these situations:

1. First aid will be rendered until professional medical treatment and/or transportation can be received, following school emergency medical procedures.
2. School staff will supervise the student to ensure his or her safety.
3. If other students are present, school staff will move all other students out of the immediate area as soon as possible.
4. If appropriate, school staff will immediately request a mental health assessment for the youth.
5. The school employed mental health professional or principal/program lead/director will contact the student's parent or guardian, as described in the Parental Notification and Involvement section.
6. Staff will immediately notify the principal/program lead/director or school suicide prevention coordinator regarding any suicide attempts.
7. The school will engage as necessary the crisis team to assess whether additional steps should be taken to ensure student safety and well-being.

Out-Of-School or At-Home Suicide Attempts without Presence of Parent/Guardian:

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If a school staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location or at-home without the presence of a parent or guardian, the staff member will:

1. Call the police and/or emergency medical services, such as 911.
2. Inform the student's parent or guardian.
3. Inform the school suicide prevention liaison and principal/program lead/director. If the student contacts the school staff member and expresses suicidal ideation, the staff member should maintain contact with the student (either in person, online, or on the phone). The staff member should then enlist the assistance of another person to contact the police while maintaining verbal engagement with the student.

Re-entry Procedures:

For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), a school employed mental health professional, the principal/program lead/director, or designee will meet with the student's parent or guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

1. A school employed mental health professional or other designee will be identified to coordinate with the student, his or her parent or guardian, and any outside mental health care providers.
2. The parent or guardian will provide documentation from an outside mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others.
3. The designated staff person will periodically check in with student to help the student readjust to school and address any ongoing concerns.

Parental Notification and Involvement:

In situations where a parent or guardian is not present and a student is assessed at risk for suicide or has made a suicide attempt, the student's parent or guardian will be informed as soon as practicable by the principal/program lead/director, designee, or mental health professional. If the student has exhibited any kind of suicidal behavior, the parent or guardian should be counseled

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on “means restriction,” limiting the child’s access to mechanisms for carrying out a suicide attempt. School staff will also seek parental permission to communicate with outside mental health care providers regarding their child. Through discussion with the student, the principal/program lead/director or school employed mental health professional will assess whether there is further risk of harm due to parent or guardian notification. If the principal/program lead/director, designee, or mental health professional believes, in their professional capacity, that contacting the parent or guardian would endanger the health or well-being of the student, they may delay such contact as appropriate. If contact is delayed, the reasons for the delay should be documented.

Postvention:

1. Development and Implementation of an Action Plan. The crisis team will develop an action plan to guide school response following a death by suicide. A meeting of the crisis team to implement the action plan should take place immediately following news of the suicide death. The action plan may include the following steps:

a) **Verify the death.** School staff will confirm the death and determine the cause of death through communication with a coroner’s office, local hospital, the student’s parent or guardian, or police department. Even when a case is perceived as being an obvious instance of suicide, it should not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent or guardian will not permit the cause of death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.

b) **Assess the situation.** The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected. The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide. If the death occurred during a school vacation, the need for or scale of postvention activities may be reduced.

c) **Share information.** Before the death is officially classified as a suicide by the coroner’s office, the death can and should be reported to staff with an acknowledgement that its cause is unknown. The school will inform the faculty that a sudden death has occurred, preferably in a staff meeting. Write a statement for staff members to share with students in case a student asks or expresses desire to discuss the situation. The statement should include the basic facts of the death and known funeral arrangements (without

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providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. Public address system announcements and school-wide assemblies will be avoided. The crisis team may prepare a letter (with the input and permission from the student's parent or guardian) to send home to the students that includes facts about the death, information about what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.

d) **Avoid suicide contagion.** It should be explained in the staff meeting described above that one purpose of trying to identify and give services to other high risk students is to prevent another death. The crisis team will work with teachers to identify students who are most likely to be significantly affected by the death. In the staff meeting, the crisis team will review suicide warning signs and procedures for reporting students who generate concern.

e) **Initiate support services.** Students identified as being more likely to be affected by the death will be assessed by a school employed mental health professional to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of individual and small group counseling as needed. In concert with parents or guardians, crisis team members will refer to community mental health care

providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs.

f) **Develop memorial plans.** The school should not create on-site physical memorials (e.g., photos, flowers), funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion. School should not be canceled for the funeral. Any school-based memorials (e.g., small gatherings) will include a focus on how to prevent future suicides and prevention resources available.

2. **External Communication** The school principal/program lead/director or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:

a) Keep the school suicide prevention coordinator and school CEO informed of school actions relating to the death.

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b) Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.

c) Answer all media inquiries. If a suicide is to be reported by news media, the spokesperson should encourage reporters not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, not to describe the method of suicide, and not to use the phrase “suicide epidemic” – as this may elevate the risk of suicide contagion. They should also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. Media should be asked to offer the community information on suicide risk factors, warning signs, and resources available.

Crisis Services and Resources for Students:

National Suicide Prevention Lifeline: The lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis or their friends and loved ones. Call 1-800-273-8255. Callers are routed to the closest possible crisis center in their area.

www.suicidepreventionlifeline.org

The Trevor Lifeline: The only nationwide, around-the-clock crisis intervention and suicide prevention lifeline for lesbian, gay, bisexual, transgender, and questioning young people, 13-24, available at 1-866-488-7386.

TrevorChat: A free, confidential, secure instant messaging service that provides live help to lesbian, gay, bisexual, transgender, and questioning young people, 13-24, through

www.thetrevorproject.org

This policy has been developed and adapted from the “Model School District Policy on Suicide Prevention,” which is a resource that outlines comprehensive model policies and best practices for schools to follow to protect the health and safety of all students. This resource was developed by examining strong local policies, ensuring that they are in line with the latest research in the field of suicide prevention, and identifying best practices for a national framework.

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This policy is meant to be paired with other policies supporting the emotional and behavioral health of students more broadly. Specifically, this policy is meant to be applied in accordance with the school's Child Find obligations.

IMMUNIZATION POLICY

This Policy of the Excel Academy Charter Schools and its programs (“Excel” or the “Charter School”) has been adopted to adhere to all laws related to legally required immunizations for entering students pursuant to Health and Safety Code Sections 120325-120380, and Title 17, California Code of Regulations Sections 6000-6075 with exceptions allowed by Senate Bill No. 227.

All students enrolling in Excel Academy Charter School must present either the immunization record or complete the Non-Immunization Confirmation form if a student has not received any/all of the required doses.

Because Excel Academy Charter School is a non-classroom based school, students are exempt from the SB277 law, which requires students in California to be:

1. up to date on all vaccinations
2. have a doctor's note outlining the plan to be up-to-date
3. have a medical exemption form signed by a doctor

Since, according to law, we are obligated to maintain records of students' immunization status , the parent/guardian must provide current immunization records for all vaccinations received and/or sign a Non-Immunization Confirmation form.

Immunization Information

The following is a Frequently Asked Question guide (“FAQ”) for all parents/guardians of current and prospective students of County Collaborative Charter School regarding the new legal changes surrounding Senate Bill 277 (“SB 277”) and required student immunizations.

FREQUENTLY ASKED QUESTIONS**What is SB 277?**

Governor Jerry Brown signed Senate Bill 277 in 2015, which, among other things, amended *Health and Safety Code* section 120335 to require that all students, upon first admission to a private and public elementary or secondary school, child care center, day nursery, nursery school, family day care home or development center, show proof of immunization against the following diseases:

1. Diphtheria
2. Haemophilus influenzae type b
3. Measles
4. Mumps
5. Pertussis (whooping cough)
6. Poliomyelitis
7. Rubella

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8. Tetanus
9. Hepatitis B
10. Varicella (chickenpox).

Senate Bill 277 allows the Department of Health to identify other diseases requiring proof of immunization based on recommendations from the Advisory Committee on Immunization Practices of the United States Department of Health and Human Services and other appropriate agencies.

Starting July 1, 2016, all students who are admitted for the first time to an educational institution identified in the list above and all students advancing to 7th grade must provide proof of vaccination. (Health and Safety Code section 120335(g)(3).)

Senate Bill 277 provides the following limited exemptions to the vaccination requirement:

1. If a student submitted a personal belief exemption prior to January 1, 2016, that student can remain enrolled in a public school program without submitting proof of vaccination until the student enrolls in their next “grade span.” The law defines grade spans as a) birth to preschool, b) K to 6th grade and c) 7th to 12th grade. In other words, only when a student moves from one of these grade spans to the next must the student provide proof of vaccination. (Health and Safety Code section 120335(g)(1),(2).)
2. A written statement by a licensed physician attesting that the physical condition of a student is such, or medical circumstances relating to the student are such, that immunization is not considered safe, may also exempt the student from showing proof of immunization. The statement must identify the specific nature and probable duration of the medical condition or circumstances that contraindicated immunization. (Health and Safety Code section 120370(a).)
3. Students enrolled in home-based private school and independent study programs are also exempt. (Health and Safety Code section 120335(f).)

Please note that pursuant to Health and Safety Code section 120370(b) and notwithstanding the exemptions noted above, if an educational institution has good cause to believe that a student has been exposed to a disease listed above and his or her documentary proof of immunization status does not show proof of immunization against that disease, that student may be temporarily excluded from the school or institution until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease.

Must I vaccinate my student in order to remain enrolled in their current program at California Pacific Collaborative Charter School as they are independent study programs?

Excel Academy Charter School is an independent study program, and its primary method of instruction is independent study in accordance with Education Code section 551745 *et seq.* As

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such, a student enrolled in County Collaborative Charter School is exempt from the requirements of Senate Bill 277, as enacted, pursuant to Health and Safety Code section 120335(f). If a student were to enroll in another educational program that is not an independent study program, of course, then the requirements of Senate Bill 277 would apply to that student.

As stated above, the law exempts a student who is enrolled in an independent study program and does not receive classroom-based instruction.

What are the current vaccination requirements in order to enroll my student at Excel Academy Charter School?

1. Students entering Excel who are not exempt will need the following immunization requirements:

Immunization	Dosage
Diphtheria, Pertussis, and Tetanus (DTaP)	Five (5) doses
Polio	Four (4) doses
Measles, Mumps, and Rubella (MMR)	Two (2) doses
Hepatitis B (Hep B)	Three (3) doses
Varicella (chickenpox)	Two (2) doses
Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap)	One (1) dose (students entering 7th grade only)

What may happen if I choose not to vaccinate my student and there is an outbreak of measles or another type of communicable disease?

Beyond specific medical procedures, in the event of an outbreak of a communicable disease, if there is good cause to believe that a student has been exposed to a communicable disease and the student does not have the required immunization against that disease, that student may be temporarily excluded from the School until the local health officer (county department of health) is satisfied that the student is no longer at risk of developing or transmitting the disease.

How do I submit my Personal Belief Exemption to Excel Academy Charter School, and what is the deadline?

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Personal Belief Exemptions are no longer accepted as of December 31, 2015. If a student submitted a personal belief exemption prior to January 1, 2016, that student can remain enrolled in a public school program without submitting proof of vaccination until the student enrolls in their next “grade span.” The law defines grade spans as:

1. birth to preschool
2. K to 6th grade
3. 7th to 12th grade.

When a student moves from one of these grade spans to the next must the student provide proof of vaccination. (Health and Safety Code section 120335(g)(1),(2).)

This FAQ is intended to provide general information only. This FAQ is not intended to address all questions about SB 277 or immunizations, is not a substitute for legal advice, and to what extent this information conflicts with any relevant legal authority, such legal authority controls.

For the most recent up-to-date information about SB 277 and the immunization requirements:

1. Visit the California Department of Public Health’s website at www.shotsforschool.org
2. Contact your local health department or county office of education.

STUDENT FREEDOM OF SPEECH AND EXPRESSION POLICY

Excel Academy Charter School and its programs (“EACS” or the “Charter School”) respects students’ rights to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, writing, printed materials, including the right of expression in official publications, and/or the wearing of buttons, badges and other insignia.

A. Student Expression

Student free speech rights include, but are not limited to the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by use of school facilities. Student expression on the Charter School website and online media shall generally be afforded the same protections as print media within the Policy.

Student expression, including but not limited to student expression on internet web sites, is generally constitutionally protected but shall be subject to discipline when such expression poses a threat to the safety of other students or staff, or substantially disrupts the educational program. The Charter School Executive Director or designee shall document the impact the expression had or could be expected to have on the educational program.

Student freedom of expression shall be limited only as allowed by state and federal law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the school community. Unprotected Expression includes the following:

1. **Obscenity:** when the (1) average person applying current community standards finds the work as a whole appeals to the prurient interest, (2) the work is patently offensive, and (3) the work lacks serious literary, artistic, political, or scientific value. Examples include pornography or sexually explicit material.
2. **Defamation:** Libel (written defamation) and Slander (oral defamation), which includes but is not limited to inaccurately attributing a statement to another, either on purpose for public officials (which includes Charter School staff) or by mistake for private officials, that mischaracterizes the statement.
3. **Discriminatory Material:** material that demeans a person or group because of the person/group’s disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation that has the purpose of humiliating, offending, or provoking a person/group.

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4. **Harassment (including sexual harassment), Intimidation and/or Bullying:** severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following: (1) placing a reasonable student or students in fear of harm to that student's or those students' person or property, (2) causing a reasonable student to experience a substantially detrimental effect on the student's physical or mental health, (3) causing a reasonable student to experience a substantial interference with the student's academic performance, (4) causing a reasonable student to experience a substantial interference with the student's ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
5. **Fighting Words:** words likely to cause (1) the average person to fight or (2) the creation of a clear and present danger of violence, unlawful acts in violation of lawful school regulations, or the substantial disruption of school.
6. **Vulgarity and/or Profanity:** the continual use of curse words by a student, even after warning.
7. **Violating Privacy:** publicizing or distributing confidential or private material without permission.

Distribution of Circulars, Un-Official Newspapers, and Other Printed Matter

Free inquiry and exchange of ideas are essential parts of a democratic education. Students shall be allowed to distribute circulars, leaflets, newspapers, and pictorial or other printed matter, and to circulate petitions, subject to the following specific limitations:

1. Leaflets, pictorial and other printed matter to be distributed shall be submitted to the Charter School Executive Director or designee at least one (1) school day prior to distribution. The Charter School Executive Director or designee shall review material submitted in a reasonable amount of time and shall allow the approved material to be distributed according to the time and manner established by this Policy. Any student may appeal the decision of the Charter School Executive Director or designee to the Board who shall render a decision within a reasonable period of time after receipt of the appeal. The appeal by the student must be made within five (5) school days from the time the unsatisfactory decision was rendered.
2. Distribution, free or for a fee, may take place during an educational activity provided there is no substantial disruption in the school programs as determined by the Charter School Executive Director.

STUDENT FREEDOM OF SPEECH AND EXPRESSION POLICY

3. The manner of distribution shall be such that coercion is not used to induce students to accept the printed matter or to sign petitions.
4. The solicitation of signatures must not be substantially disruptive to the educational activity as determined by the Charter School Executive Director or designee.

Official School Publications

Student editors of official school publications shall be responsible for assigning and editing the news, editorial, and feature content of their publications subject to the limitations of this Policy. However, it shall be the responsibility of the staff adviser(s) of student publications to supervise the production of the student staff, to maintain professional standards of English and journalism, and to maintain the provisions of this Policy. The staff adviser(s) shall help the student editors judge the literary value, newsworthiness and propriety of materials submitted for publication.

There shall be no prior restraint of material prepared for official school publications except insofar as it violates this Policy. EACS officials shall have the burden of showing justification without undue delay prior to a limitation of student expression under this Policy. If the staff adviser(s) consider material submitted for publication to violate this Policy, he or she will notify the student without undue delay and give specific reasons why the submitted material may not be published. The student should be given the opportunity to modify the material or appeal the decision of the staff adviser to the Charter School Executive Director.

Buttons, Badges, and Other Insignia of Symbolic Expression

Students shall be permitted to wear buttons, badges, armbands, and other insignia as a form of expression, subject to the prohibitions enumerated in this Policy.

Organized Demonstrations

Students have the right to lawful organized demonstrations, subject to the provisions of this Policy and applicable law. Demonstrations that incite students to create a clear and present danger of the commission of unlawful acts during educational activities or the violation of lawful school regulations, or demonstrations that substantially disrupt the orderly operation of the educational activity are prohibited.

No individual student may demonstrate in the name of the Charter School or as an official school group at any time unless authorized by the Charter School to participate in the activity.

Missing school to attend an organized demonstration is not an excused absence. The Charter School will follow its Attendance Policy when determining consequences for students. The Charter School will follow its Suspension and Expulsion Policy when determining consequences for students if Charter School policy is violated.

STUDENT FREEDOM OF SPEECH AND EXPRESSION POLICY**B. Enforcement**

1. Students who are considering actions in the areas covered by this Policy should be informed of the possible consequences of their action under each specific circumstance. The Charter School Executive Director shall ensure that due process is followed when resolving disputes regarding student freedom of expression.
2. This Policy does not prohibit or prevent the Charter School Governing Board from adopting otherwise valid rules and regulations relating to oral communications by EACS students.
3. No EACS employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in the conduct authorized under this Policy, or refusing to infringe upon conduct that is authorized under this Policy, the First Amendment to the United States Constitution, or Section 2 of Article I of the California Constitution.
4. EACS shall not make or enforce a rule subjecting a high school student to disciplinary sanctions solely on the basis of conduct that is speech or other communication that, when engaged in outside of the campus, is protected from governmental restriction by the First Amendment to the United States Constitution or Section 2 of Article I of the California Constitution.

C. Complaints

A student who feels their freedom of expression was unconstitutionally limited and/or limited on the basis of discrimination may file a complaint with CCCS through following the Charter School's Uniform Complaint Policies and Procedures.

ACCEPTABLE USE POLICY

Excel Academy Charter Schools and its programs (“Excel” or the “Charter School”) provides technology resources to its students solely for educational purposes. Through technology, Excel provides access for students and staff to unlimited resources. Expanding technologies provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of the parent and credentialed teacher. With this access brings the potential exposure to material that may not hold educational value, or may be harmful or disruptive to the student’s learning experience.

The purpose of this policy is to ensure that student internet access on school owned computers will be appropriate and used only for educational purposes, consistent with the acceptable standards of the school.

All computer equipment, programs, supporting materials, and peripherals of any nature which the student receives from the school are loaned to the student for educational purposes only and belong to the school. As a condition of receiving and using any such equipment, the student and student’s parents acknowledge that there is no right of or expectation of privacy whatsoever related to the student’s use of such equipment. The school retains the right to monitor, at all times, Internet/computer activity accessed by this equipment, review any material stored in files on such equipment, edit or remove any material which the school staff, in its sole discretion, believes violates the above standards, and terminate the Internet/Computer Agreement of any persons violating the conditions set forth in this policy.

Information services such as online educational resources provided by the Charter School may occasionally require new registration and account information to continue the service. This will require the School to give out certain portions of student’s personal information to one or more 3rd party vendor(s) required for this requested service, such as logon information, etc. Student and parent’s signatures of this policy and use of said computer equipment or school-provided online resources indicate specific consent to such release of personal information.

Students using the Internet shall be closely supervised by the parent. Students and their parents are ultimately responsible for the materials accessed through the use of student Internet accounts. Parents or guardians will be responsible for the supervision of students using the internet.

ACCEPTABLE USE POLICY

The California Computer Crime Bill (1979) added section 502 to the Penal Code making it a felony to intentionally access any computer or system or network for certain purposes, including:

- 1) Devising or executing any scheme or artifice to defraud or extort or,
- 2) Wrongfully control or obtain money, property, or data.
- 3) Knowingly accesses and without permission adds, alters, damages, deletes, or destroys any data, computer software, or computer programs which reside or exist internal or external to a computer, computer system, or computer network.
- 4) Knowingly and without permission accesses or causes to be accessed any computer, computer system, or computer network
- 5) Knowingly introduces any computer contaminant into any computer, computer system, or computer network.

Anyone committing acts of this kind, or any other actions prohibited by law with school owned computers and/or equipment will face legal action and disciplinary procedures.

It is the intent of this policy to protect students from inappropriate information. However, the staff cannot screen all of the materials available on the Internet. Willful access to inappropriate material in any form by students as well as the importation of any material from “outside sources” on school owned computers and/or equipment is a violation of this policy and may result in disciplinary action including, but not limited to, the revocation of School-provided computer and/or equipment and/or discipline, up to and including, expulsion of the student. Students, staff and parents hold a joint responsibility to insure that inappropriate material is not displayed or available on any computer.

Parents/guardians will teach the student about Internet safety, including how to protect online privacy and how to avoid online predators using resources such as materials available at: <http://www.digitalcitizenship.net>. Excel has also adopted internet safety policies in accordance with applicable law, including the Children’s Internet Protection Act, which will be provided to parents/guardians.

This policy does not attempt to articulate all required or proscribed behavior by users. Misuse may come in many forms; it is commonly viewed as any transmission(s) sent or received that suggest or indicate pornography, unethical or illegal solicitation, racism, sexism and inappropriate language.

The following characterize, but do not exhaustively list all unacceptable behavior:

ACCEPTABLE USE POLICY

- 1) Using the school funded Internet/computer system for illegal, inappropriate, or obscene purposes or in support of such activities
- 2) Utilizing the school funded Internet/computer system for any illegal activity including violation of copyrights or other contracts relating to licensed uses.
- 3) Intentionally disrupting equipment of system performance.
- 4) Downgrading the equipment or system performance.
- 5) Damaging or misusing any hardware or software.
- 6) Utilizing the school's computing resources for commercial/financial gain or fraud.
- 7) Pirating and/or theft of data, equipment, or intellectual property.
- 8) Gaining or seeking to gain unauthorized access to resources or entities.
- 9) Utilizing the system to encourage the use of drugs, alcohol or tobacco or any promotion or attempt to promote any unethical behavior.
- 10) Using harassing, abusive or obscene language.
- 11) Annoying, harassing or intentionally offending another person.
- 12) Introducing computer viruses into the system.
- 13) Forging electronic mail messages or using an access owned by, or used by another.
- 14) Wasting of resources.
- 15) Invading the privacy of others.
- 16) Possessing data in any form (including hard copy or disk) which might be considered a violation of these rules.

Consequences of non-compliance

As with any other violation of school rules and regulations, consequences of violations include, but are not limited to, the following:

- 1) Suspension of school funded Internet access
- 2) Revocation of school funded Internet access
- 3) Limitations of school funded computer access
- 4) Revocation of school funded computer access
- 5) Disciplinary processes up to expulsion or involuntary withdrawal
- 6) Legal action and prosecution
- 7) Financial liability for loss of Internet/computer system

The parent/guardian is responsible to abide by and to ensure the student abides by the provisions and conditions of this policy and that any violations of the above provisions may result in disciplinary action, the revoking of the user account, and appropriate legal action.

ACCEPTABLE USE POLICY

The parent/guardian is also responsible to report any misuse of the information system to school administration. All the rules of conduct described in the publication entitled “Internet/Computer Acceptable Use Regulations” apply when on the Internet or using the school-owned computer.

CELL PHONES, SMARTPHONES, PAGERS & OTHER ELECTRONIC SIGNALING DEVICES POLICY

The Excel Academy Charter Schools (“EACS” or the “Charter School”) Board of Directors recognizes the potential for cell phones, smartphones, pagers, and electronic signaling devices (hereinafter collectively referred to as “private devices”) to disrupt the learning environment of the Charter School, and adopts this Policy to permit students to possess, but not use private devices while at school-sponsored activities, or under the supervision of Charter School employees, except as otherwise provided in this Policy. Students who possess any private devices must always keep them turned off and out of view while at school-sponsored activities and functions. Charter School teachers, administrators, and staff will confiscate any private devices used by a student in violation of this Policy.

All students are required to adhere to the following guidelines regarding private devices:

Private devices may be used:

- a. Before or after any Charter School sponsored activity occurring before or after the regular school day.
- b. In the case of an emergency, or in response to a perceived threat of danger.
- c. When a teacher or administrator of the Charter School grants permission to a student to possess or use a private device, subject to any reasonable limitation imposed by that teacher or administrator.
- d. When a licensed physician and surgeon determines that the possession or use of a private device is necessary for the health or well-being of the student.
- e. When the possession or use of a private device is required in a student’s individualized education program (“IEP”).

Private devices shall be turned off and shall not be used:

- a. During events sponsored by the Charter School held before or after regular school hours.
- b. During participation in assessments.
- c. On field trips or excursions sponsored by the Charter School.

Possession of private devices is a privilege, which may be forfeited by any student who fails to abide by the terms of this Policy. All Charter School employees shall remove any private device from the possession of a student found to be violating this Policy. If a private device is heard ringing, beeping, or buzzing from inside a jacket, purse, backpack, or other similar article, whether within the immediate presence of the student or not, a Charter School employee may remove the private device and confiscate the private device. Parents/guardians will be contacted to pick up any confiscated private devices at the conclusion of a Charter School sponsored activity.

In addition to this Policy, all other applicable Charter School student discipline policies and rules shall apply to any student who fails to comply with the requirements of this Policy.

**CELL PHONES, SMARTPHONES, PAGERS & OTHER ELECTRONIC SIGNALING
DEVICES POLICY**

Students who possess any private device(s) shall assume sole responsibility for the maintenance and care of any such private device(s) in accordance with this Policy. At no time shall the Charter School be responsible for preventing theft, loss or damage to any private devices brought to Charter School sponsored activities.

INDEPENDENT STUDY POLICY

Excel Academy Charter Schools (“EACS” or “Charter School”) offers independent study to meet the educational needs of students enrolled in the Charter School. Independent study is an alternative education program designed to teach the knowledge and skills of the core curriculum. EACS shall provide appropriate existing services and resources to enable students to complete their independent study successfully.

The following written policies have been adopted by the Board of Directors for implementation at the Charter School:

1. For students in all grade levels offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be twenty (20) school days.
2. A student 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 interests of the student to remain in independent study. Therefore, when any student fails to complete three (3) assignments during any period of twenty (20) school days, the Executive Director or designee shall conduct an evaluation to determine whether it is in the best interests of the student to remain in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim student record. This record shall be maintained for a period of three years from the date of the evaluation and if the student transfers to another California public school, the record shall be forwarded to that school.
3. A current written agreement shall be maintained on file for each independent study student, including but not limited to, all of the following:
 - a. The manner, time, frequency, and place for submitting a student's assignments and for reporting the student's progress.
 - b. The objectives and methods of study for the student's work, and the methods utilized to evaluate that work.
 - c. The specific resources, including materials and personnel, which will be made available to the student.
 - d. A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the student should be allowed to continue in independent study.
 - e. The duration of the independent study agreement, including beginning and ending

INDEPENDENT STUDY POLICY

dates for the student's participation in independent study under the agreement.

- i. No independent study agreement shall be valid for any period longer than two semesters, or one year for a school on a year-round calendar.
- f. 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 student upon completion.
- g. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no student may be required to participate.
- h. In the case of a student 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 student through independent study only if the student is offered the alternative of classroom instruction.
- i. Each written agreement shall be signed, prior to the commencement of independent study, by the student, the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.

The Charter School shall comply with the Education Code Sections 51745 through 51749.3 and the provisions of the Charter School's Act and the State Board of Education regulations adopted thereunder.

The Executive Director shall establish regulations to implement these policies in accordance with the law.

COMPREHENSIVE SEXUAL HEALTH EDUCATION POLICY

This Policy of Excel Academy Charter School and its programs (“EACS” or the “Charter School”) has been adopted to meet the Legislative intent of the California Healthy Youth Act (“CHYA”) as follows:

1. to provide students with the knowledge and skills necessary to protect their sexual and reproductive health from human immunodeficiency virus (“HIV”) and other sexually transmitted infections and unintended pregnancy;
2. to provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family;
3. to promote understanding of sexuality as a normal part of human development;
4. to ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end;
5. to provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors.

Definitions

1. **Age appropriate:** topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.
2. **Comprehensive sexual health education:** education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections.
3. **English learner:** a student who is “limited English proficient” as that term is defined in the federal No Child Left Behind Act of 2001 (20 U.S.C. Sec. 7801(25)).
4. **HIV prevention education:** instruction on the nature of human immunodeficiency virus (“HIV”) and acquired immunodeficiency syndrome (“AIDS”), methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS.
5. **Instructors trained in the appropriate courses:** instructors with knowledge of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, and HIV and other sexually transmitted infections.
6. **Medically accurate:** verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field.

COMPREHENSIVE SEXUAL HEALTH EDUCATION POLICY

Instruction to Students

The CHYA requires that comprehensive sexual health education and HIV prevention education be provided to all Charter School students in grades 7 to 12, inclusive, at least once in middle school or junior high school and once in high school.

In compliance with the CHYA, the Charter School will ensure that all students in grades 7 to 12, inclusive, are provided the following instruction:

1. Information on the nature of HIV, as well as other sexually transmitted infections, and their effects on the human body.
2. Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on the relative risk of infection according to specific behaviors, including sexual activities and injection drug use.
3. Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections and abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy. This instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy.
4. Information about the effectiveness and safety of all federal Food and Drug Administration (“FDA”) approved methods that prevent or reduce the risk of contracting HIV and other sexually transmitted infections, including the use of antiretroviral medication, consistent with the federal Centers for Disease Control and Prevention.
5. Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing.
6. Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others.
7. Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV. This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and the only way to know if one is HIV-positive is to get tested.
8. Information about local resources, how to access local resources, and students’ legal rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence.
9. Information about the effectiveness and safety of all FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception.

COMPREHENSIVE SEXUAL HEALTH EDUCATION POLICY

Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to, all of the following:

- a. Parenting, adoption, and abortion.
 - b. Information on the law on surrendering physical custody of a minor child 72 hours of age or younger., pursuant to Section 1255.7 of the Health and Safety Code and Section 271.5 of the Penal Code.
 - c. The importance of prenatal care.
10. Information about sexual harassment, sexual assault, sexual abuse, and human trafficking. Information on human trafficking shall include both of the following:
- a. Information on the prevalence, nature, and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance.
 - b. Information on how social media and mobile device applications are used for human trafficking.
11. Information about adolescent relationship abuse and intimate partner violence, including the early warning signs thereof.
12. Information regarding the potential risks and consequences of creating and sharing sexually suggestive or sexually explicit materials through cellular telephones, social networking Internet Web sites, computer networks, or other digital media.

Further, the Charter School shall ensure that all instruction satisfies the following criteria:

1. Instruction and materials shall be age appropriate.
2. All factual information presented shall be medically accurate and objective.
3. All instruction and materials shall align with and support the purposes of Education Code Section 51930(b)(1)-(5) as stated in this Policy and shall:
 - a. Be appropriate for use with students of all races, genders, sexual orientations, and ethnic and cultural backgrounds, students with disabilities, and English learners.
 - b. Be made available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner student as otherwise provided pursuant to applicable law.
 - c. Be accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials and instruction in alternative formats, and auxiliary aids.
 - d. Not reflect or promote bias against any person on the basis of any category protected by Education Code Section 220.
 - e. Affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships
 - f. Teach students about gender, gender expression, gender identity, and explore the harm of negative gender stereotypes.

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- g. Encourage a student to communicate with their parents/guardians and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so.
- h. Teach the value of and prepare students to have and maintain committed relationships such as marriage.
- i. Provide students with knowledge and skills they need to form healthy relationships that are based on mutual respect and affection, and are free from violence, coercion, and intimidation.
- j. Provide students with knowledge and skills for making and implementing healthy decisions about sexuality, including negotiation and refusal skills to assist students in overcoming peer pressure and using effective decision making skills to avoid high-risk activities.
- k. Not teach or promote religious doctrine.

In-Service Training

- 1. The Charter School shall cooperatively plan and conduct in-service training for all the Charter School personnel that provide HIV prevention education, through regional planning, joint powers agreements, or contract services.
- 2. In developing and providing in-service training, the Charter School shall cooperate and collaborate with the teachers of the Charter School who provide HIV prevention education and with the department.
- 3. In-service training shall be conducted periodically to enable the Charter School personnel to learn new developments in the scientific understanding of HIV. In-service training shall be voluntary for the Charter School personnel who have demonstrated expertise or received in-service training from the department or federal Centers for Disease Control and Prevention.
- 4. The Charter School may expand HIV in-service training to cover the topic of comprehensive sexual health education in order for the Charter School personnel who provide comprehensive sexual health education to learn new developments in the scientific understanding of sexual health.

Guest Speakers

- 1. The Charter School may contract with outside consultants or guest speakers, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, to deliver comprehensive sexual health education and HIV prevention education or to provide training for the Charter School personnel.
- 2. All outside consultants and guest speakers shall have expertise in comprehensive sexual health education and HIV prevention education and have knowledge of the most recent medically accurate research on the relevant topic or topics covered in their instruction.

COMPREHENSIVE SEXUAL HEALTH EDUCATION POLICY

Parental Consent

The Charter School encourages students to communicate with their parents/guardians about human sexuality and HIV and to respect the rights of parents/guardians to supervise their student's education on these subjects. The Charter School intends to create a streamlined process to make it easier for parents/guardians to review materials and evaluation tools related to comprehensive sexual health education and HIV prevention education, and, if they wish, to excuse their student from participation in all or part of that instruction or evaluation. The Charter School recognizes that while parents/guardians overwhelmingly support medically accurate, comprehensive sex education, parents/guardians have the ultimate responsibility for imparting values regarding human sexuality to their student.

A parent/guardian of a student has the right to excuse their student from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. The Charter School shall not require active parental consent ("opt-in") for comprehensive sexual health education and HIV prevention education.

Notwithstanding Education Code Section 51513, anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes concerning or practices relating to sex, may be administered to any student in grades 7 to 12, inclusive. A parent/guardian has the right to excuse their student from the test, questionnaire, or survey through a passive consent ("opt-out") process. The Charter School shall not require active parental consent ("opt-in") for these tests, questionnaires, or surveys in grades 7 to 12, inclusive. Parents/guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their student from the test, questionnaire, or survey, and informed that in order to excuse their student they must state their request in writing to the Charter School.

Annual Notice

At the beginning of each school year, or, for a student who enrolls in a school after the beginning of the school year, at the time of that student's enrollment, the Charter School shall notify the parent/guardian of each student about instruction in comprehensive sexual health education and HIV prevention education and research on student health behaviors and risks planned for the coming year. The notice shall do all of the following:

1. Advise the parent/guardian that written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

COMPREHENSIVE SEXUAL HEALTH EDUCATION POLICY

2. Advise the parent/guardian whether the comprehensive sexual health education or HIV prevention education will be taught by the Charter School personnel or by outside consultants. The Charter School may provide comprehensive sexual health education or HIV prevention education, to be taught by outside consultants, and may hold an assembly to deliver comprehensive sexual health education or HIV prevention education by guest speakers, but if it elects to provide comprehensive sexual health education or HIV prevention education in either of these manners, the notice shall include the date of the instruction, the name of the organization or affiliation of each guest speaker, and information stating the right of the parent/guardian to request a copy of this Policy. If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than fourteen (14) days before the instruction is delivered.
3. Include information explaining the parent's/guardian's right to request a copy of this Policy and/or Education Code sections 51930-51939.
4. Advise the parent/guardian that the parent/guardian has the right to excuse their student from comprehensive sexual health education and HIV prevention education and that in order to excuse their student they must state their request in writing to the The Charter School.

For Pupils Who Opt Out

A student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks, if the Charter School has received a written request from the student's parent/guardian excusing the student from participation.

A student may not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian declines to permit the student to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on student health behaviors and risks.

While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks is being administered, an alternative educational activity shall be made available to students whose parents/guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

EDUCATION FOR HOMELESS CHILDREN AND YOUTH POLICY

Excel Academy Charter School and its programs (“EACS” or the “Charter School”) desires to ensure that homeless children and youth are provided with equal access to its educational program, have an opportunity to meet the same challenging state academic standards, are provided a free and appropriate public education, are not stigmatized or segregated on the basis of their status as homeless, and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Definition of Homeless Children and Youth

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence. It includes children and youth who lack a fixed, regular, and adequate nighttime residence and (42 U.S.C. § 11434a):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
2. Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
3. Are living in emergency or transitional shelters
4. Are abandoned in hospitals
5. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
6. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
7. Are migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

School Liaison

The Executive Director designates the following staff person as the School Liaison for homeless students (42 U.S.C. §§11432(g)(1)(J)(ii) & (e)(3)(C)(i)(IV)):

Melissa O’Dell
Guidance Counselor
modell@excelacademy.education

The School Liaison shall ensure that the following requirements are fulfilled by the School (42 U.S.C. § 11432(g)(6)):

EDUCATION FOR HOMELESS CHILDREN AND YOUTH POLICY

1. Homeless students are identified by school personnel and through outreach and coordination activities with other entities and agencies.
2. Homeless students enroll in and have a full and equal opportunity to succeed at EACS.
3. Homeless students and families receive educational services for which they are eligible including: services through Head Start programs (including Early Head Start programs) under the Head Start Act; early intervention services under part C of the Individuals with Disabilities Education Act ("IDEA"); any other preschool programs administered by EACS, if any; and referrals to health care services, dental services, mental health services, substance abuse services, housing services, and other appropriate services
4. Parents/guardians are informed of the educational and related opportunities available to their students and are provided with meaningful opportunities to participate in the education of their students.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents/guardians of such youth, and unaccompanied youth, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents/guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with the law, EACS charter, and school policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
8. School personnel providing services receive professional development and other support.
9. The School Liaison collaborates with state coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youth.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging state academic standards as the state establishes for other children and youth; and are informed of their status as independent students and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid.

Enrollment

EACS shall immediately admit/enroll the student (subject to EACS' capacity and pursuant to the procedures stated in the EACS charter and school policy), even if the student lacks records normally required for enrollment (such as previous academic records, records of immunizations, other required health records, proof of residency) or has missed application or enrollment deadlines during any period of homelessness. Records will immediately be requested from the previous school. (42 U.S.C. § 11432(g)(3)(C); Education Code Section 48850(a)(3)(A).)

If the student needs to obtain immunizations or does not possess immunization or other medical records, the Executive Director or designee shall refer the parent/guardian to the School Liaison. The School Liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student. (42 U.S.C. § 11432(g)(3)(C).)

EDUCATION FOR HOMELESS CHILDREN AND YOUTH POLICY**Enrollment Disputes**

If a dispute arises over admissions/enrollment, the student shall be immediately admitted (subject to school's capacity) and pursuant to the procedures stated in the school charter and school policy), pending final resolution of the dispute, including all available appeals. (42 U.S.C. § 11432(g)(3)(E).)

The parent/guardian shall be provided with a written explanation of the admission/enrollment decision, including an explanation of the parent/guardian's right to appeal the decision. The parent/guardian shall also be referred to the School Liaison. (42 U.S.C. § 11432(g)(3)(E).)

The School Liaison shall carry out the school-adopted dispute resolution and complaint process as expeditiously as possible after receiving notice of the dispute. (42 U.S.C. § 11432(g)(3)(E).)

Comparable Services

Each homeless child or youth shall promptly be provided services comparable to services offered to other students in EACS such as (42 U.S.C. § 11432(g)(4)):

1. Transportation services
2. Educational services for which the child or youth meets eligibility criteria, such as educational programs for students with disabilities and educational programs for students with limited English proficiency
3. Programs in vocational and technical education
4. Programs for gifted and talented students
5. School nutrition programs

Transportation

In the event that EACS provides transportation services to all EACS students, EACS shall provide comparable transportation services to each homeless child or youth attending EACS, as noted above. (42 U.S.C. § 11432(g)(4).)

If EACS does not otherwise provide transportation services to all EACS students, EACS shall ensure that transportation is provided for homeless students to and from EACS, at the request of the parent or guardian (or School Liaison). (42 U.S.C. § 11432(g)(1)(J).)

Professional Development

All administrators, teachers and employees of EACS will be provided professional development on the identification, services, and sensitivity necessary when dealing with homeless students.

EDUCATION FOR HOMELESS CHILDREN AND YOUTH POLICY

(42 U.S.C. § 11433(d)(3).) All identified or suspected homeless students will be referred to the School Liaison.

Notice

For any homeless student who seeks enrollment at the Charter School, written notice will be provided to the parent/guardian at the time of enrollment and at least twice annually while the student is enrolled at the School in alignment with the law. (42 U.S.C. § 11432(e)(3)(C).)

The notice shall be signed by the parent/guardian (or, in the case of an unaccompanied youth, the youth) and notify them of their rights pursuant to this policy. Specifically, the notice shall state that no homeless child or youth is required to attend a separate school for homeless children or youths; that homeless children and youths shall be provided comparable services as described above, including transportation services, educational services, and meals through school meals programs; and that homeless children and youths should not be stigmatized by School personnel; and provides contact information for the School Liaison and the State Coordinator for Education of Homeless Children and Youths.

SECTION 504 POLICY**SECTION 504 POLICY**

The Board of Directors of Excel Academy Charter School and its programs (“EACS” or the “Charter School”) recognizes the need to identify and evaluate students with disabilities in order to provide them with a free, appropriate public education and its legal responsibility to ensure that “no qualified person with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” This policy and the related administrative regulation has been developed to ensure the implementation of Section 504 of the Rehabilitation Act of 1973 (“Section 504”), and its implementing regulations as amended, which pertains to public schools. The intent is to ensure that all students with disabilities, who are eligible under Section 504, are identified and evaluated and have access to a free, appropriate public education (“FAPE”).

Under Section 504, individuals with physical or mental impairments that substantially limits one or more major life activities, including learning, are entitled to receive regular or special education and/or related aids and services designed to meet their individual needs as adequately as the needs of nondisabled students are met within the school model. Major Life Activities include functions such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working, as well as the operation of a major bodily functions, including functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. Students may be disabled and entitled to services under Section 504 even though they are not eligible for services pursuant to the Individuals with Disabilities Education Act Improvement Act of 2004 (“IDEA ”).

The School’s Executive Director or designee shall ensure that this policy and set of procedures is implemented and followed. Whenever there is reason to believe that, because of a disability, a student needs regular or special education and/or related aids and services (and the student has not been found eligible under IDEA) that student will be evaluated under this policy’s corresponding procedures.

A Section 504 Team will be convened to determine the student’s need for regular or special education and/or related aids and services. The 504 Team will include persons knowledgeable about the Section 504 standards, the student’s individual needs and school history, the meaning

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of evaluation data, and placement options. The student's parent/guardian shall be invited to participate in this 504 Team and shall receive notice of procedural safeguards guaranteed by law.

If EACS does not assess a student after a parent has requested an assessment, the School shall provide notice of the parent's/guardian's procedural safeguards. EACS shall not retaliate in any way against parents/guardians or students who exercise any rights under the procedural safeguards and/or Section 504.

If the student, due to disability, is found to require aids and services under Section 504, the Section 504 Team shall develop a 504 plan. The student shall be educated with nondisabled students to the maximum extent appropriate to the student's individual needs. The student's parent/guardian shall be provided a copy of the 504 plan and shall receive notice of procedural safeguards guaranteed by law. EACS shall periodically review the student's progress and placement.

EACS does not discriminate on the basis of disability or any other characteristic protected under law. EACS will implement this policy through its corresponding procedures.

B. SECTION 504 PROCEDURES**A. Definitions**

1. **Academic Setting** – the regular, educational environment operated by EACS
2. **Individual with a Disability under Section 504** – An individual who:
 - a. has a physical or mental impairment that substantially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
3. **Evaluation** – procedures used to determine whether a student has a disability as defined within these Procedures, and the nature and extent of the accommodations/services that the student needs. The term means procedures used selectively with an individual student and does not include basic tests administered to, or procedures used with all students in a school, grade, or class.
4. **504 Plan** – is a plan developed to identify and document the student's needs for

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regular or special education and related aids and services for participation in educational programs, activities, and school-sponsored events.

5. **Free Appropriate Public Education (“FAPE”)** – the provision of regular or special education and related aids and services that are designed to meet the individual needs of persons with disabilities as adequately as the needs of persons without disabilities are met.
6. **Major Life Activities** - Functions such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions.
7. **Physical or Mental Impairment** –
 - a. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory; including speech organs; cardiovascular; reproductive; digestive; genitor-urinary; hemic and lymphatic; skin; and endocrine; or
 - b. Any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
8. **504 Coordinator** – The Intervention Coordinator shall serve as the EACS’s Section 504 Coordinator. The parents or guardians may request a Section 504 due process hearing from, or direct any questions or concerns to the Section 504 Coordinator at asaade@excelacademy.education.
9. **Has a record of such an impairment** - means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits

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one or more major life activities.

10. Is regarded as having an impairment - means

- a. An individual meets the requirement of 'being regarded as having such an impairment' if the individual establishes that he or she has been subjected to an action prohibited under this Act because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.
- b. Being regarded as having an impairment shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

B. Referral, Assessment and Evaluation Procedures

1. EACS will evaluate any student who, because of disability, needs or is believed to need regular or special education and/or related aids and services.
2. A student may be referred by anyone, including a parent/guardian, teacher, other school employee or community agency, for consideration as to whether the student qualifies as a student with disabilities under Section 504. Requests for evaluation shall be made in writing, and a copy of said request will remain in the student's file regardless of the final determination. This referral should be made to the Section 504 Coordinator who will convene a 504 Team. Any requests made to another School employee will be forwarded to the Section 504 Coordinator.
3. EACS has the responsibility to ensure that students with disabilities are evaluated.
4. The 504 Team convened by the Section 504 Coordinator will be composed of the student's parents/guardians and other persons knowledgeable about the student (such as the student's regular education teachers), the student's school history, the student's individual needs (such as a person knowledgeable about the student's disabling condition), the meaning of evaluation data, the options for accommodations/services, and the legal requirements for least restrictive environment
5. The 504 Team shall promptly consider the referral and determine what assessments are needed in all suspected areas of disability to evaluate whether the student is a student with a disability under Section 504 and what special needs the

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student may have. The decision regarding what assessments shall be undertaken shall be based on a review of the student's school records (including academic, social and behavioral records), any relevant medical records, and the student's needs. Students requiring assessment shall be provided appropriate assessments administered by qualified assessment specialists.

6. The 504 Team will consider the following information in its evaluation of the student:
 - a. Tests and other evaluation materials that have been validated for the specific purpose for which they are used and are administered by trained personnel;
 - b. Tests and other evaluation materials including those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient;
 - c. Tests are selected and administered so as to best ensure that, when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure.)
7. The evaluation of the student must be sufficient for the 504 Team to accurately and completely describe: (a) the nature and extent of the disabilities; (b) the student's special needs; (c) the impact upon the student's education; and (d) what regular or special education and/or related aids and services are appropriate to ensure that the student receives a free appropriate public education. All significant factors relating to the learning process for that student, including adaptive behavior and cultural and language background, must be considered. The evaluation may include, but is not limited to, performance-based testing, academic assessment information, and data offered by the student's teachers and parent/guardian.
8. Mitigating measures cannot be considered when evaluating whether or not a student has a substantially limiting impairment. Mitigating measures could include medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications a student uses to eliminate or reduce the

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effects of an impairment.

9. The parents/guardians shall be given an opportunity in advance of 504 Team meetings to examine assessment results and all other relevant records.
10. If a request for evaluation is denied, the 504 Team shall inform the parents/guardians in writing of this decision and of their procedural rights as described below.

C. 504 Plan

1. When a student is identified as disabled within the meaning of Section 504, the 504 Team shall determine what, if any, services are needed to ensure that the student receives a free, appropriate public education ("FAPE").
2. The 504 Team responsible for making decisions shall include the parents/guardians and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options.
3. For each identified disabled student, the 504 Team will develop a 504 Plan describing the student's disability and the regular or special education and/or related aids and services needed. The Plan will specify how the special education and/or related aids and services will be provided to the disabled student and by whom. The 504 Plan will also identify the person responsible for ensuring that all the components of the Plan are implemented.
4. The student's teacher and any other staff who are to provide services to the student or who are to make modifications in the classroom for the student shall be informed of the services or modifications necessary for the student and, if appropriate, provided a copy of the 504 Plan. A copy of this plan shall be kept in the student's cumulative file in a manner that limits access to those persons involved in the 504 process and/or the provision of services and modifications.
5. The disabled student shall be placed in the regular education environment unless it is demonstrated that the student's needs cannot be met. The disabled student shall be educated with students who are not disabled to the maximum extent appropriate to his/her individual needs.
6. The referral, assessment, evaluation and placement process will be completed

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within a reasonable time.

7. The parents/guardians shall be notified in writing of the final decision concerning the student's identification as a person with disabilities, the educational program and services to be provided, if any, and of the Section 504 procedural safeguards, as described below, including the right to an impartial hearing to challenge the decision.
8. If the 504 Team determines that the student is disabled but that no special services are necessary for the student, the 504 Plan shall reflect this decision.
9. The 504 Plan shall include a schedule for annual review of the student's needs, and indicate that this review may occur more frequently at the request of the parent/guardian or school staff.
10. EACS shall immediately implement a student's prior 504 Plan within the school model, when a student enrolls at the School. Within thirty (30) days of starting school, EACS shall schedule a 504 Team meeting to review the existing 504 Plan. EACS may request a copy of the prior 504 plan from both the prior school and the parent/guardian.

D. Review of the Student's Progress

1. The 504 Team shall monitor the progress of the disabled student and the effectiveness of the student's 504 Plan. According to the review schedule set out in the student's 504 Plan, the 504 Team shall annually determine whether the services and modifications are appropriate.
2. A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement.

E. Procedural Safeguards

1. Parents/guardians shall be notified in writing of all decisions regarding the identification, evaluation or educational placement of students with disabilities or suspected disabilities. Notifications shall include a statement of their rights to:
 - a. Examine relevant records
 - b. Have an impartial hearing with an opportunity for participation by the parents/guardians and their counsel

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- c. Have the right to file a Uniform Complaint pursuant to school policy
 - d. Seek review in federal court if the parents/guardians disagree with the hearing decision.
2. Notifications shall also set forth the procedures for requesting an impartial hearing. Requests shall be made to the following:

April Saade, asaade@excelacademy.education, 949-387-7822

Notifications shall also advise that reimbursement for attorney's fees is available only as authorized by law.

3. The Executive Director or designee shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings. To ensure impartiality, such officers shall not be employed by or under contract with EACS or any district within the Warner Unified School District, San Diego County Office of Education, Helendale School District or the San Bernardino County Office of Education in any capacity other than that of hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.
4. If a parent/guardian disagrees with the identification, evaluation or educational placement of a student with disabilities under Section 504, he/she may request a hearing to initiate due process procedures. The parent/guardian shall set forth in writing his/her request for a hearing. A request for hearing should include:
- a. The specific decision or action with which the parent/guardian disagrees.
 - b. The changes to the 504 Plan the parent/guardian seeks.
 - c. Any other information the parent/guardian believes is pertinent.
5. Within five (5) calendar days of receiving the parent/guardian's request for a hearing, EACS may offer the parent/guardian an optional alternative dispute resolution process. However, the timeline for the hearing shall remain in effect unless it is extended by mutual written agreement of the parent/guardian and EACS. Alternative dispute resolution options include:

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- a. Mediation by a neutral third party.
 - b. Review of the 504 Plan by the Executive Director or designee.
6. Within ten (10) calendar days of receiving the parent/guardian's request, the Executive Director or designee shall select an impartial hearing officer. These 10 days may be extended for good cause or by mutual agreement of the parent/guardian and Executive Director.
7. Within thirty-five (35) calendar days of the selection of the hearing officer, the due process hearing shall be conducted. These thirty-five (35) days may be extended for good cause or by mutual agreement of the parent/guardian and Executive Director.
8. The parent/guardian and EACS shall be afforded the rights to:
 - a. Be accompanied and advised by counsel and by individuals with special knowledge or training related to the individual needs of students who are qualified as disabled under Section 504.
 - b. Present written and oral evidence.
 - c. Question and cross-examine witnesses.
 - d. Receive written findings by the hearing officer.
9. The hearing officer shall issue a written decision within ten (10) calendar days of the hearing.
10. If desired, either party may seek a review of the hearing officer's decision by a federal court. The decision shall be implemented unless the decision is stayed, modified or overturned by a court.
11. EACS shall not retaliate in any way against parents/guardians or students who exercise any rights under the procedural safeguards and/or Section 504.

SECTION 504 POLICY**F. Suspension and Expulsion, Special Procedures for Students with Disabilities**

EACS shall follow the suspension and expulsion policy and procedures as set forth in the charter. A pupil who is qualified for services under Section 504 of the Rehabilitation Act of 1973 is subject to the same grounds for disciplinary action, including suspension and expulsion, and is accorded the same due process procedures applicable to regular education pupils except when federal and state law mandates additional or different procedures. EACS will follow Section 504 and all applicable federal and state laws when imposing any form of discipline on a pupil identified as an individual with disabilities or for whom EACS has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such pupils. The following procedures shall be followed when a student with a disability is considered for suspension or expulsion. These procedures will be updated if there is a change in the law.

1. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's 504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

2. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, EACS, the parent, and relevant members of the 504 Team shall review all relevant information in the student's file, including the child's 504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or

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- b. If the conduct in question was the direct result of the local educational agency's failure to implement the 504 Plan.

If EACS, the parent, and relevant members of the 504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If EACS, the parent, and relevant members of the 504 Team make the determination that the conduct was a manifestation of the child's disability, the 504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that EACS had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the child to the placement from which the child was removed, unless the parent and EACS agree to a change of placement as part of the modification of the behavioral intervention plan.

If EACS, the parent, and relevant members of the 504 team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the 504 Plan, then EACS may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

3. Appeals

The parent of a child with a disability under a 504 Plan who disagrees with any decision regarding placement, or the manifestation determination, or EACS believes that maintaining the current placement of the child is substantially likely

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to result in injury to the child or to others, may request to utilize the appeal process outlined in the Procedural Safeguards section of these Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or EACS, the hearing officer shall determine whether the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and EACS agree otherwise.

4. Special Circumstances

EACS personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Executive Director or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 U.S.C. § 930, to, or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 U.S.C. § 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

5. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's 504 Team.

SECTION 504 POLICY**6. Procedures for Students Not Yet Eligible for Special Education Services**

A student who has not been identified as an individual with disabilities pursuant to the IDEA 2004 and who has violated EACS 's disciplinary procedures may assert the procedural safeguards granted under these Procedures only if EACS had knowledge that the student was disabled before the behavior occurred.

EACS shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to EACS supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent has requested an evaluation of the child.
- c. The child's teacher, or other EACS personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other EACS supervisory personnel.

If EACS knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEA 2004-eligible children with disabilities, including the right to stay-put.

If EACS had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. EACS shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the education placement determined by EACS pending the results of the evaluation.

EACS shall not be deemed to have knowledge of that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

C. PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION,

SECTION 504 POLICY**ACCOMMODATION AND PLACEMENT**

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling condition.
2. Have EACS advise you of your rights under federal law.
3. Receive notice with respect to Section 504 identification, evaluation and/or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have EACS make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Improvement Act (IDEA 2004).
7. Have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of the student, the assessment data, and any placement options. This includes the right to an evaluation before the initial placement of the student and before any subsequent significant change in placement.
8. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by EACS .
9. Examine all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, educational program, and placement.
10. Obtain copies of educational records at a reasonable cost unless the fee would

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effectively deny you access to the records.

11. Obtain a response from EACS to reasonable requests for explanations and interpretations of your child's records.
12. Request an amendment of your child's educational records if there is reasonable cause to believe they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If EACS refuses this request for amendment, EACS shall notify you within a reasonable time and advise you of your right to an impartial hearing.
13. Request mediation or file a grievance in accordance with EACS 's Section 504 mediation grievance and hearing procedures, outlined above.
14. Request an impartial hearing regarding the Section 504 identification, evaluation, or placement of your child. You and the student may take part in the hearing and have an attorney represent you.
15. File a formal complaint pursuant to EACS 's Uniform Complaint Policy and Procedures. Please ask the Executive Director for a copy of the School's Uniform Complaint Policy and Procedures if you need one.
16. File a formal complaint with the U.S. Department of Education.

Office for Civil Rights, U.S. Department of Education

San Francisco Office

50 United Nations Plaza

San Francisco, CA 94102

(415) 486-5555 PHONE

(415) 486-5570 FAX

Email: OCR.SanFrancisco@ed.gov

17. Be free from any retaliation from EACS for exercising any of these rights.

Please contact April Saade, 504 Coordinator, c/o Excel Academy Charter School, 1 Technology Drive, Ste I-811, Irvine CA 92618, 949-387-7822 with any questions regarding the information contained herein.

EDUCATION FOR FOSTER AND MOBILE YOUTH POLICY

Excel Academy Charter Schools (“EACS” or the “Charter School”) recognizes that Foster and Mobile Youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and charter school academic standards, the Charter School shall provide them with full access to the Charter School’s educational program and implement strategies identified as required by law and necessary for the improvement of the academic achievement of foster youth in the Charter School’s local control and accountability plan (“LCAP”).

Definitions

1. **Foster youth:** Foster youth means a child who has been removed from the child’s home pursuant to California Welfare and Institutions Code section 309 and/or is the subject of a petition filed under Welfare and Institutions Code section 300 or 602. This includes children who are the subject of cases in dependency court and juvenile justice court.
2. **Former juvenile court school pupil:** means a pupil who, upon completion of the pupil’s second year of high school, transfers from a juvenile court school to the Charter School.
3. **Child of a military family:** refers to a student who resides in the household of an active duty military member.
4. **Currently Migratory Child:** refers to a child who, within the last 12-months, has moved with a parent, guardian, or other person having custody to the Charter School from another Local Educational Agency (“LEA”), either within California or from another state, so that the child or a member of the child’s immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child’s eligibility for migrant education services. “Currently Migratory Child” includes a child who, without the parent/guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.
5. **Educational Rights Holder (“ERH”):** means a parent, guardian, responsible adult appointed by a court to make educational decisions for a minor pursuant to Welfare and Institutions Code sections 319, 361 or 726, or a person holding the right to make educational decisions for the pupil pursuant to Education Code section 56055.
6. **School of origin:** School of origin means the school that the foster youth attended when permanently housed or the school in which the foster youth was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which the foster youth was last enrolled, or if there is some other school that the foster youth attended within the immediately preceding 15 months, the Charter School liaison for foster youth, in consultation with and with the agreement of the foster youth and the ERH for the foster

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youth, shall determine, in the best interests of the foster youth the school that shall be deemed the school of origin.

7. **Best interest:** Best interest means that, in making educational and school placement decisions for foster youth, consideration is given to, among other factors, the opportunity to be educated in the least restrictive educational program and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all Charter School students.
8. **Pupil participating in a newcomer program:** means a pupil who is participating in a program designed to meet the academic and transitional needs of newly arrived immigrant pupils that has as a primary objective the development of English language proficiency.

Within this Policy, foster/juvenile court youth, former juvenile court school pupils, a child of a military family, a currently migratory child, and a pupil participating in the newcomer program will be referred to collectively as “Foster and Mobile Youth.”

CHARTER SCHOOL LIAISON

In order to help facilitate the enrollment, placement, and transfer of Foster and Mobile Youth to the Charter School, the Governing Board shall designate a Charter School Foster and Mobile Youth liaison. The Board of Directors designates the following position as the Charter School’s liaison for Foster and Mobile Youth:

April Saade
Intervention Coordinator
asaade@excelacademy.education
(657) 845-0986

The Foster and Mobile Youth Liaison shall be responsible for the following:

1. Ensure and facilitate the proper educational placement, enrollment in the Charter School, and checkout from the Charter School of foster youth.
2. Ensure proper transfer of credits, records, and grades when students in foster care transfer to or from the Charter School.
3. When a foster youth is enrolling in the Charter School, the Foster and Mobile Youth Liaison shall contact the school last attended by the student, within two (2) business days to obtain all academic and other records. The last school attended by the foster youth shall provide all required records to the new school regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended. When a foster youth is transferring to a new school, the Foster and Mobile Youth Liaison shall provide the student's records to the new school within two (2) business days of receiving

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the new school's request, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the Charter School.

4. When required by law, notify the foster youth's attorney and the appropriate representative of the county child welfare agency at least ten (10) calendar days preceding the date of the following:
 - a. An expulsion hearing for a discretionary act under the Charter School's charter.
 - b. Any meeting to extend a suspension until an expulsion decision is rendered if the decision to recommend expulsion is a discretionary act under the Charter School's charter. The foster youth's attorney and the agency representative will be invited to participate.
 - c. A manifestation determination meeting prior to a change in the foster youth's placement if the change in placement is due to an act for which the recommendation for expulsion is discretionary and the student is a student with a disability under state and federal special education laws. The foster youth's attorney and the agency representative will be invited to participate.
5. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973.
6. As needed, ensure that students in foster care receive appropriate school-based services.
7. Develop protocols and procedures for creating awareness for Charter School staff of the requirements for the proper enrollment, placement, and transfer of foster youth.
8. Collaborate with the county placing agency, social services, probation officers, juvenile court officers, and other appropriate agencies to help coordinate services for the Charter School's foster youth.
9. Monitor the educational progress of foster youth and provide reports to the Director or designee and the Board of Directors based on indicators identified in the Charter School's local control and accountability plan.

This Policy does not grant the Foster and Mobile Youth Liaison authority that supersedes the authority granted under state and federal law to a parent or legal guardian retaining educational rights, a responsible person appointed by the court to represent the child pursuant to Welfare and Institutions Code sections 319, 361 or 726, a surrogate parent, or a foster parent exercising authority under Education Code section 56055. The role of the Foster and Mobile Youth Liaison is advisory with respect to placement options and determination of the school of origin.

School Stability and Enrollment

1. The Charter School will work with foster youth and their ERH to ensure that each foster youth is placed in the least restrictive educational programs and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all students. All decisions regarding a foster youth's education and placement will be based on the best interest of the child and shall consider, among other factors,

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educational stability and the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress.

2. Foster youth, currently migratory children, and children of military families have the right to remain in their school of origin if it is their best interest. The Charter School will immediately enroll a foster youth, a currently migratory child, or child of a military family seeking re-enrollment in the Charter School as their school of origin (subject to the Charter School's capacity, if the Charter School is not the student's school of origin, and pursuant to the procedures stated in the Charter School's charter and Board policy).
3. A foster youth, currently migratory child, or child of a military family who seeks to transfer to the Charter School will be immediately enrolled (subject to the Charter School's capacity, if the Charter School is not the student's school of origin, and pursuant to the procedures stated in the Charter School's charter and Board policy) even if the student has outstanding fees, fines, textbooks, or other items or monies due to the school last attended or is unable to meet normal enrollment documentation (e.g. producing medical records or academic records from a previous school).
4. At the initial detention or placement, or any subsequent change in placement, a foster youth may continue in their school of origin for the duration of the court's jurisdiction. A currently migratory child or child of a military family may continue in their school of origin as long as the student meets the definition of a currently migratory child or child of a military family as described above. Foster youth, currently migratory children, and children of military families have the right to remain in their school of origin following the termination of the court's jurisdiction or termination of the child's status as a currently migratory child or child of a military family, as follows:
 - a. For students in Kindergarten through eighth grade, inclusive, the student will be allowed to continue in the school of origin through the duration of the academic year in which the student's status changed.
 - b. For students enrolled in high school, the student will be allowed to continue in the school of origin through graduation.
5. If the foster youth, currently migratory child or child of a military family is transitioning between school grade levels, the student shall be allowed to continue in the district of origin in the same attendance area to provide the student the benefit of matriculating with the student's peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.
6. The Foster and Mobile Youth Liaison may, in consultation with and with the agreement of the foster youth and the ERH for the foster youth, recommend that the foster youth's right to attend the school of origin be waived and the foster youth be enrolled in any district school that the student would otherwise be eligible to attend as a resident of the school district or in the Charter School consistent with current enrollment procedures. All decisions shall be made in accordance with the foster youth's best interests.
7. Prior to making any recommendation to move a foster youth from the youth's school of origin, the Foster and Mobile Youth Liaison shall provide the foster youth and the foster

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youth's ERH with a written explanation of the basis for the recommendation and how the recommendation serves the foster youth's best interests.

8. If any dispute arises regarding a foster youth's request to remain in the Charter School as the foster youth's school of origin, the foster youth has the right to remain in the Charter School pending resolution of the dispute. The dispute shall be resolved in accordance with the existing Charter School dispute resolution process.

Transportation

The Charter School shall not be responsible for providing transportation to allow a foster youth to attend school, unless there is an agreement with a local child welfare agency that the Charter School assumes part or all of the transportation costs in accordance with Section 6312(c)(5) of Title 20 of the United States Code, or unless required by federal law. The Charter School is not prohibited from providing transportation, at its discretion, to allow a foster youth to attend school.

In accordance with Section 6312(c)(5) of Title 20 of the United States Code, Charter School shall collaborate with local child welfare agencies to develop and implement clear written procedures to address the transportation needs of foster youth to maintain them in their school of origin, when it is in the best interest of the foster youth.

For any student who has an individualized education program ("IEP"), the student's IEP team will determine if the student requires special education transportation as a related service regardless of the student's status.

Effect of Absences on Grades

The grades of foster youth shall not be lowered for any absence from the Charter School that is due to either of the following circumstances:

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades shall be calculated as of the date the student left school.
2. A verified court appearance or related court-ordered activity.

Transfer of Coursework and Credits

The Charter School shall accept coursework satisfactorily completed by a Foster and Mobile Youth while attending another public school**, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency even if the student did not complete the entire course and shall issue that student full or partial credit for the coursework completed.

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If the Foster and Mobile Youth did not complete the entire course, the youth shall be issued partial credit for the coursework completed and shall not be required to retake the portion of the course that the youth completed at another school unless the Charter School in consultation with the student's ERH, finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a Foster and Mobile Youth in any particular course, the youth shall be enrolled in the same or equivalent course, if applicable, so that the youth may continue and complete the entire course.

In no event shall the Charter School prevent a Foster and Mobile Youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California.

** For purposes of coursework completed by a student who is a child of a military family, "public school" includes schools operated by the United States Department of Defense.

Applicability of Graduation Requirements:

To obtain a high school diploma from the Charter School, a student must complete all courses required by the Charter School and fulfill any additional graduation requirements prescribed by the Board.

However, Foster and Mobile Youth who transfer to the Charter School any time after the completion of their second year of high school, and pupils participating in a newcomer program who are in their third or fourth year of high school, shall be exempt from any of the Charter School's graduation requirements that are in excess of the California minimum graduation requirements specified in Education Code section 51225.3 ("additional graduation requirements") unless the Charter School makes a finding that the student is reasonably able to complete the Charter School's graduation requirements by the end of the student's fourth year of high school.

To determine whether a Foster and Mobile Youth is in their third or fourth year of high school, either the number of credits the student has earned to the date of transfer or the length of the student's school enrollment may be used, whichever will qualify the student for the exemption. For a pupil participating in a newcomer program, enrollment in grade 11 or 12 may be used to determine whether the student is in his or her third or fourth year of high school.

Within 30 calendar days of the date that a student who may qualify for exemption under the above requirements transfers into the Charter School, the Charter School shall notify the student, the ERH, and where applicable, the student's social worker or probation officer, of the availability of the exemption and whether the foster youth qualifies for the exemption. If the Charter School fails to provide timely notice of the availability of the exemption, the Foster and

EDUCATION FOR FOSTER AND MOBILE YOUTH POLICY

Mobile Youth shall be eligible for the exemption from the additional graduation requirements once notified, even if that notification occurs after the termination of the court's jurisdiction over the student, if the foster youth otherwise qualifies for the exemption.

If a foster youth is exempted from the Charter School's additional graduation requirements pursuant to this Policy and completes the statewide coursework requirements specified in Educational Code section 51225.3 before the end of the student's fourth year of high school and that student would otherwise be entitled to remain in attendance at the Charter School, the Charter School shall not require or request that the student graduate before the end of the student's fourth year of high school.

The Director or designee shall notify a Foster and Mobile Youth and their ERH if the Charter School grants an exemption from the additional graduation requirements, how any requirements that are waived will affect the foster youth's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges.

A Foster and Mobile Youth who would otherwise be entitled to remain in attendance at the Charter School shall not be required to accept the exemption from additional graduation requirements or be denied enrollment in, or the ability to complete, courses for which the student is otherwise eligible, including courses necessary to attend an institution of higher education, regardless of whether those courses are required for statewide graduation requirements.

If an eligible student is not exempted from additional graduation requirements or has previously declined the exemption pursuant to this policy, the Charter School shall exempt the student at any time if an exemption is requested by the foster youth and the foster youth qualifies for the exemption. Likewise, if the foster youth is exempted, the Charter School may not revoke the exemption.

If a Foster and Mobile Youth is exempted from additional graduation requirements pursuant to this section, the exemption shall continue to apply after the termination of the court's jurisdiction over the student or after the termination of circumstances which make the Student eligible while the student is enrolled in school or if the student transfers to another school, including a charter school, or school district.

The Charter School shall not require or request a Foster and Mobile Youth to transfer schools in order to qualify for an exemption from additional graduation requirements, and no Foster and Mobile Youth or any person acting on behalf of a Foster and Mobile Youth may request a transfer solely to qualify for an exemption from the Charter School's additional graduation requirements.

EDUCATION FOR FOSTER AND MOBILE YOUTH POLICY

Upon making a finding that a Foster and Mobile Youth is reasonably able to complete the Charter School's graduation requirements within the student's fifth year of high school, the Director or designee shall:

1. Inform the foster youth and the student's ERH of the foster youth's option to remain in school for a fifth year to complete the Charter School's graduation requirements, consistent with the laws regarding continuous enrollment and satisfactory progress for Charter School students over age 19.
2. Inform the foster youth and the student's ERH how remaining in school for a fifth year will affect the foster youth's ability to gain admission to a postsecondary educational institution.
3. Provide information to the foster youth about transfer opportunities available through the California Community Colleges.
4. Upon agreement with the foster youth or, if the foster youth is under 18 years of age, the ERH permits the foster youth to stay in school for a fifth year to complete the Charter School's graduation requirements.

If a juvenile court youth satisfies the requirements for high school graduation while enrolled at a juvenile court school but has elected to decline the issuance of the diploma for the purpose of taking additional coursework, the Charter School will not prevent the juvenile court youth from enrolling in the Charter School and pursuing additional coursework if requested by the youth or by the youth's ERH.

Eligibility For Extracurricular Activities

A student who is in foster care whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities.

Student Records

When the Charter School receives a transfer request and/or student records request for the educational information and records of a foster youth from a new LEA, the Charter School shall provide these student records within two (2) business days. The Charter School shall compile the complete educational record of the student, including but not limited to a determination of seat time, full or partial credits earned, current classes and grades, immunization and other records, and, if applicable, a copy of the student's special education records including assessments, IEPs, and/or 504 plans. All requests for student records will be shared with the Foster and Mobile Youth Liaison, who shall be aware of the specific educational record keeping needs of Foster and Mobile Youth.

EDUCATION FOR FOSTER AND MOBILE YOUTH POLICY

In accordance with the Charter School's Educational Records and Student Information Policy, under limited circumstances, the Charter School may disclose student records or personally identifiable information contained in those records to certain requesting parties including but not limited to a foster family agency and state and local authorities within a juvenile justice system, without parental consent.

Complaints of Noncompliance

Complaints of noncompliance with this Policy shall be governed by the Charter School's Uniform Complaint Procedures. A copy of the Uniform Complaint Policy and Procedures is available upon request at the main office

MATHEMATICS PLACEMENT POLICY

Excel Academy Charter School and its programs, in accordance with the [Math Placement Act of 2015](#), will follow the 9th grade level mathematics course placement policy listed below:

Students must meet two of the four below indicators to demonstrate readiness and enroll in Algebra I or Integrated Math I:

1. Score 'At or above grade level' for 8th grade on 'end-of-year' view of local assessment (i.e. iReady)
2. Student's CAASPP results indicate 'standard met' for 7th or 8th grade math
3. Final exam and/or report card with a math grade of 'B' or better
4. Teacher Recommendation from 7th or 8th grade math teacher

Important Note #1: If the student does not qualify based on the above criteria, the student may retake the diagnostic. However, if the diagnostic results remain consistent with the original indicators, then the student will have the option of enrolling in a pre-approved Excel Academy math course.

Important Note #2: If the student chooses to use above indicators #2 & #4 from their 7th grade year, then either 'end-of-year' view of local assessment (i.e. iReady) scores or final exam and/or report card with a math grade of 'B' or better from 8th grade must be taken into consideration.

1. This Policy is adopted pursuant to the Mathematics Placement Act of 2015, enacted as Education Code Section 51224.7.

SPECIAL EDUCATION ASSESSMENT REQUEST POLICY**Request for Initial Evaluation**

A parent/guardian of a student may initiate a request for an initial special education evaluation to determine if their student qualifies for special education services.

1. Such initial evaluation shall consist of procedures to determine whether a student qualifies for special education services within 60 days of receiving parental/guardian consent for the evaluation and to determine the educational needs of the student.
2. Exception- The relevant time-frame shall not apply to Excel Academy Charter School and its programs (“EACS”) if:
 - a. a student enrolls in EACS after the relevant timeframe has begun and prior to a determination by the student’s previous local educational agency (“LEA”) as to whether the student qualifies for special education services but only if EACS is making sufficient progress to ensure prompt completion of the evaluation, and the parent/guardian and EACS agree to a specific time when the evaluation will be completed;
 - b. the parent/guardian of a student repeatedly fails or refuses to produce the student for the evaluation.

When the Teacher of Record receives a written request from a parent/guardian for a formal special education assessment the ToR should forward the request to the Special Education Intake Manager immediately.

Upon receipt of the request:

1. The SPED department acknowledges receipt of formal assessment request
2. Special Education Intake Manager will schedule a “Request for Special Education Referral Meeting” .
 - a. The meeting will be scheduled within 5-8 days of request
 - b. During the meeting, areas of concern will be discussed.
 - c. During the meeting, strategies and supports already attempted will be discussed
 - d. Additional strategies and supports will be discussed, and if agreed to, implemented prior to an assessment plan being sent. If parent agrees a follow up SST meeting will be scheduled, to support the student during the 60 day timeline.
3. The SPED department will communicate to the parent/guardian that they will be making a decision whether or not to accept or deny the assessment request based on data shared at the Request for a Special Education Referral meeting.
4. The parent/guardian will hear from the SPED department as to whether or not the Assessment Plan (“AP”) will be developed within 15 days from the date of the written request from the parent/guardian.

SPECIAL EDUCATION ASSESSMENT REQUEST POLICY

5. If an AP is generated and once the AP is signed by the parent/guardian and returned to the SPED department , the SPED department has 60 calendar days to complete the assessment and hold an Individualized Education Plan (“IEP”) meeting.

The SPED department will contact the parent/guardian in accordance with the required timelines.

SPECIAL EDUCATION PIN PROCESS FOR MISSED SERVICES POLICY

The Special Education (“SPED”) department of Excel Academy Charter School and its programs (“EACS” or the “Charter School”) is required to provide a Free and Appropriate Education (“FAPE”) to all SPED students. The purpose of this policy is to outline the steps that will be taken by the SPED department if the parent/guardian and student responsibilities are not fulfilled per a signed Individualized Education Plan (“IEP”).

The following process will be followed when a SPED student is not attending their SPED and/or related service(s). A “no show” is a cancellation with less than 24 hours notice to the SPED provider.

1. Case manager and/or service provider will keep track via a contact log of how many no-shows to a SPED and/or related service(s) a student has accumulated.
2. Once a student accumulates three (3) no-shows to SPED and/or related service(s), the case manager will contact a program specialist, and the SPED provider will email the student’s case manager with dates of services missed. SPED administration contacts parent/guardian to discuss the reason(s) for missed services. SPED administrator will confirm with parent/guardian the date/time of the next scheduled SPED and/or related service(s) to ensure student attendance.
3. A FAPE IEP is held after a total of five (5) no-shows to services. During the FAPE IEP meeting, the SPED administrator will discuss FAPE with the parent/guardian along with the IEP teams concerns and the following available options:
 - a. Parent/guardian can ensure student attends SPED and/or related service(s) and EACS will continue to monitor compliance. SPED administrator will discuss options with parent/guardian to ensure attendance at SPED and/or related services such as switching the date/time of service and/or delivery model (virtual or in-person).
 - b. Parent/guardian can choose to enroll student in a traditional brick and mortar school where the student would be ensured access to FAPE.
 - c. EACS can file due process to ensure student is receiving FAPE.
4. At the 6th no-show, a Progress Improvement Notification (“PIN”) will be issued to the student.
5. A PIN will be issued for each additional missed service.
6. Once a student receives three (3) PIN’s for missed SPED services, an additional IEP meeting will be held with parent/guardian to discuss issues of the student not attending SPED and/or related services. Team will be tasked with determining if the absences are a manifestation of the students disability.

SPECIAL EDUCATION PIN PROCESS FOR MISSED SERVICES POLICY

7. If a change of placement is determined by the IEP team, parent/guardian consent would be required. EACS cannot voluntarily withdraw a student without parent/guardian consent.

SPECIAL EDUCATION INDEPENDENT EDUCATIONAL EVALUATION POLICY

The purpose of this policy is to outline the steps that will be taken by Excel Academy Charter School and its programs (“EACS”) Special Education (“SPED”) department when the parent/guardian of a student with a disability requests an Independent Educational Evaluation (“IEE”) subject to the provisions of federal and state law at public expense if they disagree with an evaluation completed by the Local Education Agency (“LEA”) and the LEA does not pursue its option to file a request for a due process hearing with the California Office of Administrative Hearings to establish the appropriateness of its assessment. An IEE is an evaluation conducted by a qualified evaluator who is not employed by the LEA of residence. Public expense means that the LEA pays for the full cost of the evaluation (in accordance with cost recommendations described herein) or ensures that the evaluation is otherwise provided at no cost to the parent/guardian. This policy is adapted from the Sonoma County Special Education Local Plan Area (“SELPA”).

Policy and Procedures

Parent/guardian(s) of a student with a disability have the right to an IEE subject to the provisions of federal and state law at public expense if they disagree with an evaluation completed by the LEA and the LEA does not pursue its option to file a request for a due process hearing with the California Office of Administrative Hearings to establish the appropriateness of its assessment. If necessary, the LEA should request clarification regarding which evaluation(s) are in dispute. The term “evaluation” includes any individual assessment of a student that results in a report that is used by the IEP team to determine eligibility and services.

Parent/guardians must indicate in writing to EACS or inform EACS at an Individualized Education Plan (“IEP”) meeting that they:

1. Disagree with the LEA’s evaluation and
2. Are requesting an IEE at public expense.

EACS may ask for the parent/guardian(s) reason(s) for disagreeing with EACS’s evaluation, but the parent/guardian is not required to provide those reasons. EACS may offer to conduct another evaluation of its own with parent/guardian consent. If the parent/guardian agrees to another evaluation provided by EACS, this would not be considered an IEE and EACS would work with the parent/guardian to appropriately document the agreement of the parent/guardian to both the new evaluation completed by EACS and to the withdrawal of the IEE request pending the completion of the new assessment completed by EACS. EACS should ask the parent/guardian to revoke their request for an IEE in writing or ask them to sign that they agreed to the withdrawal of the request and to a new assessment completed by EACS.

If the parent/guardian does not agree to another evaluation completed by EACS, EACS must respond to the parent/guardian’s request by ensuring an IEE is provided at public expense in a

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timely manner or promptly submit a request for a due process hearing in accordance with this policy. EACS may not unnecessarily delay either providing the IEE at public expense or initiating a due process hearing to defend the appropriateness of its evaluation. In addition, a copy of the Procedural Safeguards and Parent Rights should be provided anytime a parent/guardian requests an IEE. Parent/guardian(s) may only request one publicly funded IEE for each evaluation completed by EACS.

Responding to an IEE Request

Once the parent/guardian communicates his/her disagreement with the evaluation(s) completed by EACS and requests an IEE at public expense in writing or at an IEP meeting, the following procedures will be followed:

1. EACS Executive Director, EACS Program Specialist and the Director of Special Education will be notified
2. EACS will provide to the parent/guardian a copy of the Sonoma County SELPA policy and procedures including criteria for IEEs, a copy of the Procedural Safeguards and Parental Rights, and options for an IEE at public expense.

Options are as follows:

- a. A staff member from another LEA in the SELPA
 - b. A staff member from another SELPA
 - c. A non public agency provider
 - d. A provider on the SELPA IEE list
3. The parent/guardian(s) will communicate to EACS, in writing, their preferred option; OR
 4. EACS will determine whether they will initiate due process to establish the appropriateness of its evaluation or proceed with obtaining an IEE.

If EACS determines that it will initiate a due process hearing to establish the appropriateness of its evaluation, EACS will notify the parent/guardian of such a decision in writing prior to filing a due process hearing complaint. This written notice shall include all of the elements of prior written notice as required by section 300.503(b) of Title 34 of the Code of Federal Regulations.

If EACS agrees to provide an IEE at public expense, EACS will work collaboratively with the parent/guardian, at parent/guardian request, to identify potential IEE evaluator(s). Alternatively,

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the parent/guardian may provide, in writing, their preferred evaluator(s). EACS and the parent/guardian may utilize the Agreement for IEE form and/or the parent/guardian will be required to sign a release and exchange of information authorizing EACS to communicate directly with the parent/guardian(s) chosen independent evaluator. Please note: An EACS assessment plan is NOT completed because EACS is not conducting the assessment and is not responsible for the timelines and/or results of the IEE assessments.

EACS may directly contract with the independent evaluator for the IEE. Alternatively, EACS may issue payment to the independent evaluator for the costs of the IEE following its receipt of the items listed below, or EACS may reimburse the parent/guardian for the costs of a procured IEE in a timely manner in accordance with EACS policies and procedures and in an amount no greater than the actual cost to the parent/guardian.

If EACS initiates a due process hearing and the hearing officer issues a final decision finding that the EACS evaluation is appropriate, the parent/guardian will still have the right to obtain an IEE, but not at EACS's expense. If a hearing officer orders an IEE as part of a due process hearing decision, the costs of the IEE must be at EACS's expense.

If the parent/guardian obtains an IEE at private expense or through an agency other than EACS and shares the IEE with EACS, the results of the IEE:

1. Must be considered by EACS if the evaluation meets the agency criteria set forth below, in any decision made with respect to the provision of a free appropriate public education ("FAPE") to the student; and
2. May be presented as evidence at a due process hearing or other proceeding regarding the student.

LEA Criteria

The criteria under which an IEE is obtained at public expense, including the location limitations for the evaluator, minimum qualifications of the evaluator, and cost containment criteria, must be consistent with the criteria set forth in this policy, and consistent with the criteria that EACS uses when it initiates an evaluation.

If EACS observes the student in conducting the evaluation with which the parent/guardian(s) disagree or if its assessment procedures allow in-class observations, the independent evaluator will be provided with an equivalent opportunity to observe the student in the current educational setting and to observe the EACS proposed setting, if any. This opportunity shall also be provided if the parent/guardian(s) obtain an evaluation at private expense.

EACS shall define the nature and scope of an independent evaluator's in-class observations consistent with the right to an equivalent opportunity to observe, but also consistent with its obligations to prevent unnecessary disruption in the class and protect the privacy interests of

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other students. This may include, but is not limited to, identifying the time constraints of such observation, EACS personnel who will participate in the observation, and restrictions on student/teacher interactions.

Geographical Limitations for Evaluators

Evaluators will be located within Orange, San Diego, Riverside, San Bernadino or Los Angeles Counties. Evaluators outside of this area will be approved only on an exceptional basis, providing parent/guardian(s) can demonstrate the necessity of using personnel outside the specified area in order to obtain an appropriate evaluation. Any expenses beyond that directly related to preparation of the evaluation (e.g., food, lodging, transportation, etc.) are not covered in the cost of the independent evaluation.

Minimum Qualifications for Evaluators

Evaluators with credentials other than those listed below will not be approved unless the parent/guardian can demonstrate the appropriateness, under the specific facts of a given case, of using an evaluator meeting other qualifications. (Ed. Code 56320 (b)(3))

Type of Assessment	Qualifications
Academic Achievement	Credentialed Special Education Teacher School Psychologist Licensed Educational Psychologist Licensed Clinical Psychologist
Adaptive Behavior	Credentialed Special Education Teacher School Psychologist Licensed Educational Psychologist Licensed Clinical Psychologist
Assistive Technology	Credentialed or Licensed Speech/Language Pathologist Credentialed Assistive Technology Specialist Credentialed Special Education Teacher with appropriate training
Auditory Acuity	Licensed Educational Audiologist Licensed or Credentialed Speech/Language Pathologist

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Behavioral	Credentialed Special Education Teacher School Psychologist Behavior Specialist Licensed Educational Psychologist Licensed Clinical Psychologist Licensed Psychiatrist
Cognitive	School Psychologist Licensed Educational Psychologist Licensed Clinical Psychologist
Health (including neurological)	Licensed Physician Nurse
Motor	Licensed Physical Therapist Registered Occupational Therapist Credentialed Teacher of the Physically Impaired Adaptive Physical Education Teacher
Occupational Therapy	Licensed Occupational Therapist
Speech and Language	Credentialed or Licensed Speech/Language Pathologist
Social/Emotional	School Psychologist Licensed Educational Psychologist Licensed Clinical Psychologist Licensed Psychiatrist
Visual Acuity/Developmental Vision	Licensed Ophthalmologist Optometrist
Functional Vision	Credentialed Teacher of the Visually Impaired
Vision Perception	Credentialed Special Education Teacher School Psychologist
Transition	Credentialed Special Education Teacher

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Cost Containment Criteria for Evaluations

The cost of an IEE shall be comparable to those costs that EACS incurs when it uses its own employees or contractors to perform a similar assessment. Costs include: observations, administration and scoring of tests, report writing, and attendance in person or by phone at an IEP team meeting. Reimbursement will be in an amount no greater than the actual cost to the parent/guardian and will be subject to proof of payment.

Based on the cost limitations contained in the Sonoma County SELPA LEAs and region, the suggested cost of an IEE should be limited to the following table of maximum costs, absent extraordinary circumstances:

Sonoma County SELPA Type of Assessment	Allowable Rate: up to
Academic Achievement	\$800.00
Adapted Physical Education	\$1,500.00
Adaptive Behavior	\$600.00
Assistive Technology	\$1,000.00
Autism/Behavior (ABA) with observation / data collection	\$1,500.00
Behavioral - functional behavior analysis (FBA) Conducted by Board Certified Behavior Analyst (BCBA)-all Costs Inclusive	\$2,000.00
Auditory Acuity or Perception	\$350.00
Auditory Verbal Therapy	\$1,500.00
CAPD (Central Auditory Processing)	\$1,500.00
DHOH (Deaf and Hard of Hearing)	\$2,500.00

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Occupational Therapy (fine/gross motor skills)	\$1,500.00
Physical Therapy	\$1,500.00
Full Psycho-Educational (rate allowed depends on components tested such as academic, adaptive behavior, cognition, social-emotional, etc.)	\$4,000.00
Speech & Language	\$1,500.00
Social-emotional	\$750.00
Visual Acuity & Perception	\$350.00
Visual Processing	\$350.00

Guidelines for all IEE costs are calculated by considering the time required for the assessment and the appropriate comparable EACS employee hourly rate. Costs above these amounts will not be approved unless the parent/guardian can demonstrate that such costs reflect unique circumstances justifying the selection of an evaluator whose fees fall outside these criteria. EACS will not necessarily be required to fund the attendance of the assessor at the IEP team meeting convened to consider the IEE.

When insurance will cover all or partial costs of the IEE, EACS will request that the parent/guardian voluntarily have their insurance pay the IEE costs covered by their insurance. However, parent/guardian(s) will not be asked to have insurance cover independent evaluation costs if such action would result in a financial cost to the parent/guardian(s) including, but not limited to the following:

1. A decrease in available lifetime coverage or any other benefit under an insurance policy,
2. An increase in premiums or discontinuance of the policy or
3. An out-of-pocket expense such as payment of a deductible amount incurred in filing a claim unless the parent/guardian is willing to have EACS reimburse them for the amount of the deductible.

Independent evaluators must agree to release their assessment information, provide prior to the

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IEP meeting a written IEE assessment report, submit copies of any and all assessment protocols utilized to conduct the IEE, and provide detailed invoices including dates of assessment, observations and hourly rates, if applicable, to EACS prior to receipt of payment for services. All IEE evaluators must utilize testing and assessment materials and procedures, which are selected and administered so as not to be racially, culturally, or sexually discriminatory. Tests and other assessment materials must be provided and administered in the student's primary language or other mode of communication, unless there are stated reasons why this provision and administration are not clearly feasible. All assessment instruments utilized must have been validated for the specific purpose for which they are used and be administered by trained personnel in conformity with the instructions provided by the publisher. All written reports must meet the requirements of the Individuals with Disabilities Education Act ("IDEA") and California Ed. Code Section 56327.

The results of the IEE will be considered in the determination of eligibility, program decisions, and placement of the student with disabilities as required by the Individuals with Disabilities Education Act. However, the results of an IEE will not control EACS's determinations and may not be considered if not completed by a qualified professional, as determined by EACS. EACS should consider contracting with a Nonpublic Nonsectarian ("NPA") for both assessment and services could compromise the reliability of the assessment performed.

References*Legal Authority:**20 U.S.C. 1414(a) – (c) -Evaluations and reevaluations;**20 U.S.C. 1415(b)(1)-Right to independent educational evaluations; 34 CFR 300.301 – 300.306-Re-evaluations,;**34 CFR 300.502-Independent Educational Evaluations;**Comments to 34 CFR 300.502 Independent education evaluations; Education Code section 56327;**34 CFR 300.300 Parent Consent - Evaluation;**34 CFR 300.304-306 Procedures for evaluations and Determination of eligibility; Education Code 56329-Independent educational assessments;**Education Code 56381 Reassessments.**Education Code 56329 Notice to parents or guardians; independent educational assessments; hearings; proposals for publicly financed nonpublic placements**Education Code 56506(c) Due process rights of pupil and parent*

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SPECIAL EDUCATION CERTIFICATE OF COMPLETION POLICY

The purpose of this policy is to develop a non-diploma pathway to graduation allowing students with Individualized Education Plans (“IEP”) who have significant cognitive disabilities, to earn a Certificate of Completion (“COC”) from Excel Academy Charter School and its programs (“EACS”) based on federal and state mandates/legislation and California Department of Education (“CDE”) requirements. By developing a pathway that requires the same number of minimum state course requirements, students with disabilities can earn verification of school enrollment and engagement.

Not all students in California public schools are able to meet graduation requirements. California public school students have the option to pursue a non-diploma track that will earn an alternative form of certification that will permit participation in graduation and graduation related activities.

The U.S. Department of Education states, “...certificates of completion are used for students with IEPs who have not met state graduation requirements but still want to participate in graduation ceremonies with their class.” Additionally, state-defined alternate diplomas are permitted to be offered under the Every Student Succeeds Act (ESSA), Pub. L. No. 114- 95 § 114 Stat. 1177 (2015-2016). Guidance from the U.S. Department of Education concerning eligibility states: “Only a student with the most significant cognitive disabilities is eligible for a State-defined alternate diploma, and only if the student has taken the State’s alternate assessment aligned with alternate academic achievement standards under section 1111(b)(2)(D) of the Elementary and Secondary Education Act (“ESEA”) and met any other State-defined requirements. (ESEA section 8101(23)(A)(ii)(I)(bb), (25)(A)(ii)(I)(bb); 34 C.F.R. § 200.34(c)(3))”

The high school graduation course requirements in California include a set of 13 minimum courses required under the California Education Code, in addition to other coursework adopted by the Local Education Agency (“LEA”). Ed. Code §51225.3 provides that all pupils receiving a diploma of graduation from a California high school must have completed all of the following courses, while in grades 9 to 12, inclusive:

Unless otherwise specified, each course shall have a duration of one school year

1. Three courses/years in English
2. Two courses/years in mathematics, including one year of Algebra I (*EC Section 51224.5*)
3. Two courses/years in science, including biological and physical sciences
4. Three courses/years in social studies, including United States history and geography; world history, culture, and geography, a one-semester course in

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- American government and civics, and a one-semester course in economics
5. One course/year in visual or performing arts, foreign language, and career technical education. For the purpose of satisfying the minimum course requirement, a course in American Sign Language shall be deemed a course in foreign language
 6. Two courses/years in physical education, unless the pupil has been exempted pursuant to the provisions of EC Section 51241
 7. Other coursework adopted by the local governing board of the LEA

However, students and families who are considering opting for a COC should consider the following limitations may and/or will apply:

1. A COC is not equivalent to a high school diploma or GED graduation equivalency test; it verifies school attendance only.
2. A COC is not usually accepted at higher institutions of learning; most colleges and trade schools require a high school diploma or its equivalent for entrance.
3. The Armed Services limits the number of COC and GED candidates allowed to enlist in the military each year (between 1% and 10% depending on the branch) and the minimum requirements for the Armed Forces Qualification Test are higher for COC holders as opposed to those with high school diplomas.
4. A COC may affect the student's ability to gain employment where a high school diploma is a job requirement.
5. To be eligible to receive federal student aid, a student must have either a high school diploma or a GED.

The California Education Code (EC) § 51225.3 specifies a minimum set of courses to meet state requirements to graduate from high school and receive a diploma. The governing boards of LEAs have the authority to supplement the state minimum requirements at the local level.

EACS will ensure that its COC pathway has an effective, research based curriculum that includes life skills. Curriculum will be provided at a student's independent level with access to grade level general education curriculum and standards. The total number of credits required for a student who is working towards a certificate of completion is 130 credits.

If a student with an IEP is able to complete the prescribed courses in: ELA, math, science, social studies, PE, and transition/functional skills curriculum, a COC may be awarded by EACS if the

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student has completed the following requirements:

1. Satisfactory completion of 130 credits of a prescribed alternative course of study as identified on the student's IEP
2. Satisfactory achievement of the student's IEP goals and objectives during high school as determined by the IEP Team
3. Satisfactory high school attendance, participation in the instruction prescribed in the student's IEP, and achievement of transition goals and objectives.
4. Satisfactory participation in state testing at least once for the duration of high school

Students with disabilities who qualify for a COC are eligible to participate in one graduation ceremony and any school activity related to graduation in which students of similar age without disabilities would be eligible to participate.

Completing the COC requirements and exiting high school with that certificate does not terminate Free Appropriate Public Education ("FAPE") eligibility and does not serve to exit a student from special education.

Students who receive a COC may decide to return to high school and can do so through the age of 22. There are two events that end the school's responsibility to a student with a disability.

1. Student earns and receives a high school diploma
2. Student turns 22

A student less than age 22, who earlier decided to exit school with a COC, can then change their mind and return to school until the end of the school semester of their 22nd birthday or until they earn a diploma, whichever occurs first. Given that the aforementioned is based on an IEP team recommendation, the IEP team must provide the parent/guardian of a minor student with Prior Written Notice (PWN). The IEP team will issue notice to the parent/guardian/adult student via the Special Education Information System form of its proposed action regarding the recommended course of study pathway prior to an IEP meeting.

Federal law requires schools to provide "specially defined instruction, and related services, at no cost to parent/guardian, to meet the unique needs of a child with a disability." The law requires schools to provide disabled students with these special supports from age 3 until age 22, or until they graduate from high school.