



# Lake View Charter School

## Regular Scheduled Board Meeting

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### Date and Time

Wednesday October 28, 2020 at 5:00 PM PDT

### Location

285 E 5th Street  
Chico CA 95926

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Zoom Link: <https://zoom.us/j/96330709027>

Meeting ID: 963 3070 9027

Join by Phone: (669) 900-6833

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### Agenda

#### I. Opening Items

- A. Record Attendance
- B. Call the Meeting to Order
- C. Approval of the Agenda
- D. Public Comments
- E. Executive Director's Report

**F.** Community Connections Presentation

**G.** Approve Minutes

Approve minutes for Regular Scheduled Board Meeting on September 23, 2020

**II. Operations**

**A.** Attorney Contract and Conflict Waiver

**B.** Updated Homeschool Teacher Job Description

**III. Finance**

**A.** September Financials

**B.** Staff Sharing Memorandum of Understanding

**IV. Academic Excellence**

**A.** Special Education Extended School Year (ESY) for 2020-2021

**V. Closing Items**

**A.** Board of Director's Comments & Requests

**B.** Announcement of Next Regular Scheduled Board Meeting

November 18, 2020 at 5:00 p.m.

**C.** Adjourn Meeting

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

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

# Coversheet

## Executive Director's Report

**Section:** I. Opening Items  
**Item:** E. Executive Director's Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** October ED Report LV.pdf



# October Report



Executive Director, Julie Haycock

Powered by BoardOnTrack

# SCHOOL UPDATES



## PROFESSIONAL DEVELOPMENT

Hosted the second virtual All Staff monthly PD meeting for HST's

Regional teacher teams worked in their PLC's and started a data dive based on the STAR scores. Training teachers to help support student growth and achievement.

Focus on continuing to build a bridge between Special Education and General Education



## LIBRARY MATERIALS

The Library Staff has created a Mobile Express Drive Thru experience. Order online, pick up at various locations.



## PARENT EDUCATION

First Parent education event led by Kara Tupy happened this month on Project Based Learning! Thank you Kara & team!



## PLANNING WITH LLMF

(Learning Loss Mitigation Funds)

- Zoom Accounts
- Tech Items
- Online Subscriptions
- More academic support



# A Few More Updates.

New Testing  
Announcement



New Planned Time to Connect  
with Staff

OCTOBER

*COFFEE &  
CONVERSATION*

Thursday, October 15  
12pm-2pm  
<https://zoom.us/j/91599825361>

Wednesday, October 21  
9am-11am  
<https://zoom.us/j/95902627566>

Thursday, October 29  
12pm-2pm  
<https://zoom.us/j/98079471009>

Join for a teacher's lounge setting to connect with staff

New School Instagram-  
Please Follow!

<https://www.instagram.com/lakeviewcharter/?hl=en>

Jenn Kramer  
FAMILY LIAISON

Family time at the Kramer Walnut Farm



Thank you to  
Charter Impact,  
Charter School  
Capital, all School  
Leaders, and ICS for  
helping to get this  
finalized with  
participating  
schools.

# DTF between schools.



# FCMAT Update

- 🍂 All requested documentation submitted
- 🍂 Assigned a committee & working together
- 🍂 First in person meeting with the team  
coming up the first week of November





# Enrichment Update

- **Enrichment Processing Times**
  - Our teams
  - Product Availability
- **Planning Amount - student needs**
  - Advance on December funds
  - Access to additional amounts
- **Microsoft Office 365**
  - Offered to free to all students
  - **Minecraft Education free** access
- **Vendors**
  - Portal purge & updates
  - Insurance
- **In-person Status**
  - Products, Activities & Services (research, resources & planning)
  - Invitation to collaborate

# Special Education & Student Support

Communication

Support /  
Collaboration

**Focus on communication between HSTs, Student Support, Special Education, and families**

**Emphasis on supportive practices to increase awareness, understanding, and access to services, interventions and supports**

# UPDATE from Special Education...

Serving 46 Lake View Students

Conducting Assessments:



4 for Eligibility



8 Triennials



5 Additional Assessments



# New: Special Education



## PROFESSIONAL DEVELOPMENT

- PD Palooza: 3 weeks of PD prior to the start of the school year
- 2x/ monthly Professional Development
- Weekly Professional Learning Community (PLC)

## Process Updates

- Streamlined processes with the move from state-wide departments into a fully integrated Special Education Department.
- New internal support websites for staff



## New Positions

- Instructional Coach
- Compliance Coach
- Reading Specialist



## New Positions

- Instructional Coach
- Compliance Coach
- Reading Specialist



## SPED Taught Courses

- Directed Studies
- Certificate of Completion- Life Skills Courses
- Adult Transition Courses
- Transition Services



# Student Support:

## Updates to the department

- Created new Internal Websites based on the needs of schools and staff.
- Created new Mindfulness Website
- Updated public Student Support Intervention website



Websites



Processes

Streamlined all Student Support Processes



ODI

Actively create and teach ODI courses based on the needs of the students served



Support

- Created PD and updated resource documents for all Charter staff
- Creating FAQs for staff
- Active focus on increasing communication and collaboration between student support and special education to support the needs of students and staff

# Enrollment Report



## Enrollment Update from Principal Lake View Charter School

Current Enrollment County by County/Gradelevel as of 10/22/20

Grade	Butte	Colusa	Glenn	Lake	Mendocino	Tehama	Totals
TK	5	0	0	0	0	2	7
KN	30	0	0	2	10	5	47
1	25	0	5	2	8	12	52
2	36	0	2	1	8	3	50
3	36	0	1	1	14	7	59
4	41	0	2	1	7	4	55
5	34	1	1	0	7	3	46
6	25	0	0	1	4	2	32
7	25	1	1	0	10	4	41
8	18	0	0	2	4	3	27
9	13	0	0	0	2	2	17
10	7	2	0	0	1	1	11
11	10	0	0	0	1	1	12
12	10	0	0	0	1	1	12
<b>Curent Total</b>	<b>315</b>	<b>4</b>	<b>12</b>	<b>10</b>	<b>77</b>	<b>50</b>	<b>468</b>
<b>Annual Growth</b>	<b>-15</b>	<b>4</b>	<b>-3</b>	<b>-8</b>	<b>3</b>	<b>6</b>	<b>-13</b>

*Growth calculated from SY19-20 ending enrollment totals.*

# Community Connections

## November Slides

*Dianne Curtis*



Powered by BoardVox.com



# Thank YOU!



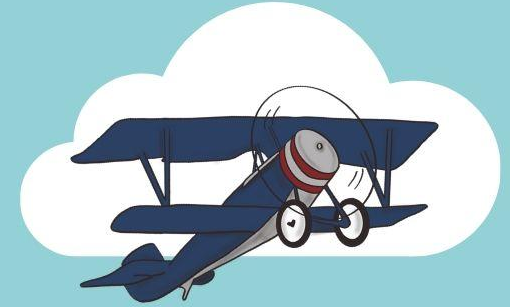
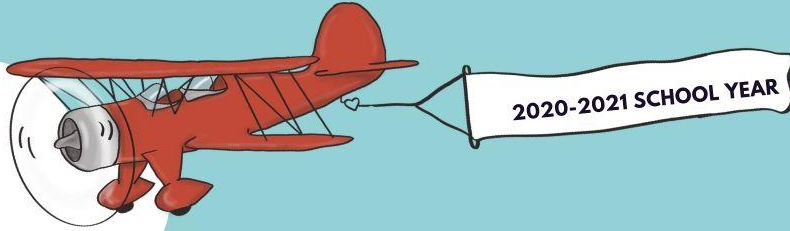
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# Coversheet

## Community Connections Presentation

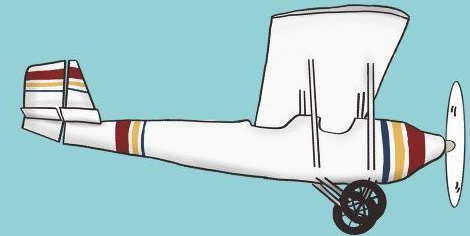
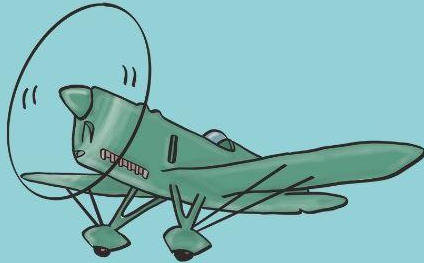
**Section:** I. Opening Items  
**Item:** F. Community Connections Presentation  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** CC presentation for BOD.pdf



# Community Connections

## November Events - 2020

Click to reach interactive calendar



# Center of Excellence

## Serving Students, Parents & Teachers



- Unique in-house offering sets us apart
- Only consistent outreach whether virtual or in-person that is available to ALL students
- CCs operate under RCC supervision
- Fully Inclusive - [Sample of letter to parents](#)

**Quotes from parents:** *"I love that the whole school is invited- there is no limit."  
CC events . . . allowed kids to practice doing things themselves while learning."*

**And from HSTs:** *". . . enabled my families (and myself...to connect and build relationships."*

# Community Connections - stats & #'s

- **Spring 2020 Virtual Events**  
550+ students served at 40 events over 7 weeks
- **Fall 2019 In Person Events**  
7955 students served at 167 events over 6.5 months
- **Total for 2019-2020**  
8507 students at 200 events for entire year
- **September 2020 Virtual Events**  
9 events with 250+ students in attendance
- **Developing responsible citizens:**  
Community Service - 250+ for Impact Day,  
675+ Masks for essential workers -
- **Inclusion** - Virtual offerings are accessible to all -  
"... introverted children, sharing virtually seemed easier for them than live. "
- **Testing** - test prep parties with STAR 360 for TK-2  
PFT - CCs held 6 big PFT sessions before COVID

# CC is a unique offering that sets our schools apart from other charters.

## It's a feather in our cap!

**Unique gatherings:** Wax Museums, Harvest Festivals, Music & Academic Showcases

"We might not have been able to do this on our own"

63% said they were definitely or possibly interested in **continued virtual offerings** next year -

"We hope you keep a few virtual offerings a week, even when the covid restrictions are lifted."

**Serving Teens specifically**

*Teen Engagement Committee-*

"... teen specific events. . . . that is very much appreciated."

**Proven ability to adapt** quickly - EA to CC, CC to Virtual -

"It was really impressive and inspiring how you all adapted to the upheavals throughout the year"

**Partnership** with Mobile Lending Library and Family Liaisons  
**CCs model teaching methods/styles** for parents

# WASC & Community Connections

## E1 Parent and Community Engagement

- Community Connections is a program in each school that offers field trips and local events.
  - [Community Connections newsletters](#) are sent out monthly by Community Coordinators directly to families that have signed up to be informed. Another [school wide Community Connections newsletter](#) is sent every other week to all registered families and staff with links to all regional newsletters.
  - The Annual Project Fair is one event where students can come and present a project or area of learning they would like to share with others.
  - Each fall our school holds an [Annual Impact Day](#) where parents, students and teachers come together to help beautify their local community. A [slide show](#) was made after the inaugural Impact Day in November 2019.
  - The CC team rapidly shifted to [Virtual events during COVID](#). The team will continue to offer some virtual events next school year after seeing the increased accessibility for those who may struggle to attend our in-person events.

## E2. School Culture and Environment

- The school implements behavior guidelines for students during field trips and Community Connections events. Parents attend these events, and they are responsible for their students. Postings for Community Connections (CC) events and field trips on the Field Trips and Events (FTE) page indicate parent responsibilities during events.
  - During the COVID-19 pandemic, the school held virtual events for students. The guidelines for these events were shared during the events and through school newsletters.
  - [Virtual Guidelines](#) for CC Virtual Events
- Community Coordinators and HSTs use [incident reports](#) to document injuries during CC events and field trips.
  - HSTs and Community Coordinators utilize sign-in and sign-out procedures to make sure students are safe during events and in-person testing sessions. Families complete [Transportation waivers](#) if they are carpooling to events, including field trips and testing.

# Community Connections = answer for LCAP too

1. **Basic Services** - credentialed teachers and student safety - Sign in sheets, Guidelines & Expectations, Parent supervision expectations, incident reports, transportation waivers
2. **CA academic standards** -enrichment curriculum offered related to CC events that support standards based instruction
3. **Parent Engagement** - consistent communication & parent involvement- parent input
4. **Student Achievement** - Test prep, writing samples, math performance tasks, presentation skills  
“. . . incentive to create polished work when the children knew their peers would view their presentation boards and speeches”
5. **Student Engagement** -”*Seeing the same teachers and families multiple times at local events helped us make some connections*” “. . . unique field trips with community feel and familiar faces.”
6. **School Climate** - *“The kids LOVE these times of connection”* CC provides “. . . a sense of belonging to the school.”
7. **Course Access** - n/a
8. **Other Student Outcomes** - CC supports Our North Schools’ Mission & Vision Statement - *unparalleled enrichment opportunities & diverse and dynamic learning pathways -developing responsible citizens* “. . . participate in a clean up day at the park and afterwards activities were planned.”

11/4/20 at 11am  
Wednesday  
TK to 3rd grades

Circle & Story Time  
with Ms. Jaime

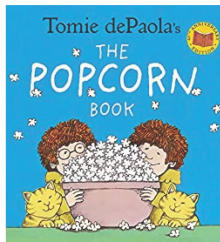
[CLICK HERE FOR ZOOM LINK](#)



It's time for a pajama party!  
Grab a bowl of popcorn and  
come learn more about one of  
my favorite snacks!



\*Need an extra reminder?  
[click here for an optional  
sign-up genius link](#)



[Checkout my workshop  
extension folder for more  
educational learning.](#)

Hosted by: Jaime Thompson  
Jaime.Thompson@Cottonwood.School



## It's Election Day!

Do you have what it takes to be the President of the United States? And just what would you do if you were the POTUS? I hope you'll join me as we tackle these questions and many more as we share the story [Grace for President!](#)

**Tuesday, November 3rd  
11 AM - Noon  
TK-3rd**

### Zoom Link

**What to bring to be ready for the fun!**

- Printed activity pages found [HERE](#) (A set for each participant, please!)
- Sharpened pencil
- Colored pencils and/or crayons

Sign up [HERE](#) if you'd like an event email reminder!

Questions? Contact Traci Callanan at [traci.callanan@cottonwood.school](mailto:traci.callanan@cottonwood.school)

Find some additional elections extension activities [HERE](#).

# Events for Primary Grades TK-3rd

11/18/20 at 11am  
Wednesday  
TK to 3rd grades

[CLICK HERE FOR ZOOM LINK](#)

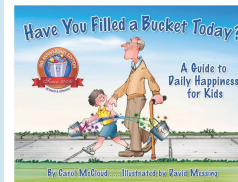


What does happiness mean to you? Let's learn how to fill our happy buckets. Grab a mat or towel and learn some easy yoga moves with our special guest!



\*Need an extra reminder?  
[click here for an optional  
sign-up genius link.](#)

Circle & Story Time  
with Ms. Jaime



[Checkout my workshop  
extension folder for more  
educational learning.](#)

Hosted by: Jaime Thompson  
Jaime.Thompson@Cottonwood.School



**K-3 Nimbus Fish Hatchery  
LIVE Virtual Field Trip**



**Tuesday, November 17th  
11:00 AM - Noon**

Come learn about the life cycle of the Chinook Salmon with me as we take a LIVE virtual field trip geared especially for K-3rd graders at the Nimbus Fish Hatchery!



Space for this event is limited, so sign up [HERE](#) to reserve your spot!

Field trip resources can be found on the Nimbus Fish Hatchery Website located [HERE!](#)

Additional extension activities can be found [HERE!](#)



Questions: Contact Traci Callanan at [traci.callanan@cottonwood.school](mailto:traci.callanan@cottonwood.school)

# Upcoming Events for 4th-6th graders

Come join us as we seek to serve our local communities and grow in empathy. We will discuss ways to care for the elderly and those in the hospital, especially during COVID. We will work together to write a letter to someone to brighten their day.




## CARING FOR OTHERS

A Community Service Opportunity with Community Connections  
Thursday, November 5 @ 2:30pm

[Supplies Link](#)  
[Zoom Link](#)  
[Sign Up Link](#)

FOR QUESTIONS:  
kindel.bedore@cottonwood.school





**A CC EVENT FOR GRADES 4-6**

## AT HOME CHEMISTRY: DIY BOUNCY BALLS

Click [HERE](#) to sign up  
Click [HERE](#) for a list of needed supplies  
[ZOOM LINK for the Event](#)  
**THURSDAY, NOVEMBER 5TH 1:30PM**

Hosted by Amy Gordon  
Amy.Gordon@Cottonwood.School



### 4-6 Nimbus Fish Hatchery LIVE Virtual Field Trip




**Tuesday, November 17th 10:00 AM-11:00AM**

Come learn about the life cycle of the Chinook Salmon with me as we take a LIVE virtual field trip geared especially for 4th-8th graders at the Nimbus Fish Hatchery!

Space for this event is limited, so sign up [HERE](#) to reserve your spot! I will email you the link for the event.



Field trip resources can be found on the Nimbus Fish Hatchery Website located [HERE!](#)

Additional extension activities can be found [HERE!](#)

Questions: Contact Kindel Bedore at kindel.bedore@cottonwood.school




# GRATITUDE TREE

A CC EVENT FOR GRADES 4-6

**THURSDAY, NOVEMBER 12TH 1:30PM**

HOSTED BY AMY GORDON  
AMY.GORDON@COTTONWOOD.SCHOOL

[CLICK HERE TO SIGN UP](#)  
[CLICK HERE FOR THE SUPPLY LIST](#)  
[ZOOM LINK FOR THE EVENT](#)



**GERMAN COOKING AND CONVERSATION**

German Pancake Cooking [Class Zoom](#)  
[List of Ingredients Needed:](#)

[Register Here](#)  
 Questions: Carey Brown  
[carey.brown@clarksvillecharter.org](mailto:carey.brown@clarksvillecharter.org)





**CC TEENS**

**DIY MACRAME PLANT HANGERS**

Friday, November 6, 2020 @2:00

[ZOOM LINK HERE](#)  
[SIGN UP HERE](#)  
[SUPPLY LIST HERE](#)



KRISTIN.HARRIS@COTTONWOOD.SCHOOL




**DECORATE YOUR DOG!**

MAKE A PARACORD COLLAR OR LEASH FOR YOUR DOG OR A GIFT!

[SIGN UP GENIUS LINK](#)  
[ZOOM LINK](#)  
[MATERIALS LINK](#)

CONTACT: [AMY.GRIFFIN@COTTONWOOD.SCHOOL](mailto:AMY.GRIFFIN@COTTONWOOD.SCHOOL)

## Upcoming Teen events...

**JOIN US FOR A TEEN FRIENDSGIVING**

Hosted by the Teen Leadership Team

**November 20 @ 2:00**

**Crafts, food, games, and friendship**

[Zoom link HERE](#)  
[Sign up HERE](#)

A supply list will be emailed to you.  
 Contact: [kristin.harris@cottonwood.school](mailto:kristin.harris@cottonwood.school)  
[amy.griffin@cottonwood.school](mailto:amy.griffin@cottonwood.school)  
[carey.brown@clarksvillecharter.org](mailto:carey.brown@clarksvillecharter.org)




# Events for all ages!

**Cooking with Ms. Karen**

**Taco Tuesday!**

Join us:  
November 3rd  
at 10:00am

Links:  
[Recipes & Extensions](#)  
[Zoom](#)

Karen Trexler  
karen.trexler@featherrivercharter.org

Fun Learning in the Kitchen | | All Grades Welcome

**STEAM LADY: GERMS MAKE ME SICK!**

JOIN US ON WED. NOV. 4TH AT 1:00 PM

We will have fun learning about germs and conducting several experiments.

Hosted by the STEAM LADY  
Stephanie Hodgson  
stephanie.hodgson@cottonwood.school

[Click Here for Zoom Link.](#)

LEARN ABOUT WHY WE SHOULD USE SOAP

Conduct an experiment with fine pepper or glitter, water and dish soap!

MAKE A GERM LAB

Make your own germ lab. With parent help 24 hours ahead or during our zoom.

- Boil 1/2 cup of Water
- Add 2 tsp of sugar and 2 tsp of unflavored gelatin
- Stir until dissolved. Spoon into paper cups—about 1/4 inch of gelatin in each
- Cover immediately with glad wrap
- Chill for 24 hours

CONDUCT AN EXPERIMENT WITH LOTION AND GLITTER AND A PAPER PLATE

Find out how easy it is to spread germs.

**\*Need an extra Reminder?**  
[Click Here for an optional sign-up genius link.](#)

**Cooking with Ms. Karen**

**Zucchini Bread!**

Join us:  
November 17<sup>th</sup>  
at 10:00am

Links:  
[Recipes & Extensions](#)  
[Zoom](#)

Karen Trexler  
karen.trexler@featherrivercharter.org

Fun Learning in the Kitchen | | All Grades Welcome

**WED. NOV. 18TH AT 1:00 PM**

**STEAM LADY**

**RUN TURKEY RUN!**

STEPHANIE.HODGSON@COTTONWOOD.SCHOOL  
HOSTED BY STEPHANIE HODGSON

[CLICK HERE FOR ZOOM LINK](#)

**COME MAKE A MARBLE RUN WITH US OR 2 OR 3!**

**SUPPLIES FOR MARBLE RUN 1**  
Shoe Box Lid, hot (low temp) glue gun-with parent help, popsicle or craft sticks, strong scissors or wire nippers and a marble

**SUPPLIES FOR MARBLE RUN 2**  
Toilet paper and or paper towel tubes (multiple), blue tape, a wall and a marble

**SUPPLIES FOR MARBLE RUN 3**  
Toilet paper and or paper towel tubes (multiple), tape, scissors, paper plates, hot (low temp glue)—with parent help and a marble

**\*\*Need a reminder? Click here for an optional sign-up genius link**

# Collaboration Opportunities MDIP & Parent Education

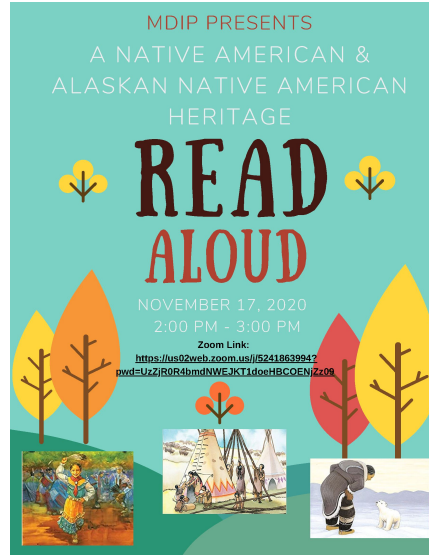


MDIP PRESENTS:  
*Speaker Series: Focus on Native/Indigenous American Life*

11.17.20  
6 PM

A CONVERSATION WITH:  
MICHELLE JEFFERSON OF  
THE CROW NATION

[Zoom Link](#)



MDIP PRESENTS  
A NATIVE AMERICAN &  
ALASKAN NATIVE AMERICAN  
HERITAGE

# READ ALOUD

NOVEMBER 17, 2020  
2:00 PM - 3:00 PM

Zoom Link:  
<https://us02web.zoom.us/j/5241863994?pwd=UzZlR0R4bmdlNWElKk1doeHBC0ENZz09>



MDIP PRESENTS

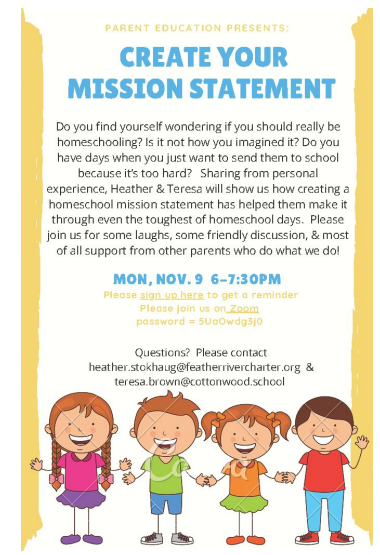
# THANKSGIVING: EXPLORING PERSPECTIVES

11.16.20 | 1-2PM | 4TH-6TH GRADERS

COME EXPLORE FACTS, MYTHS, AND  
PERSPECTIVES ABOUT THANKSGIVING DAY

Z.O.O.M L.I.N.K.

SEE YOU THERE!




PARENT EDUCATION PRESENTS:

## CREATE YOUR MISSION STATEMENT

Do you find yourself wondering if you should really be homeschooling? Is it not how you imagined it? Do you have days when you just want to send them to school because it's too hard? Sharing from personal experience, Heather & Teresa will show us how creating a homeschool mission statement has helped them make it through even the toughest of homeschool days. Please join us for some laughs, some friendly discussion, & most of all support from other parents who do what we do!

**MON, NOV. 9 6-7:30PM**  
Please [sign up here](#) to get a reminder  
Please join us on [Zoom](#)  
password = 5UoWdg5j0

Questions? Please contact  
[heather.stokhaug@featherrivercharter.org](mailto:heather.stokhaug@featherrivercharter.org) &  
[teresa.brown@cottonwood.school](mailto:teresa.brown@cottonwood.school)

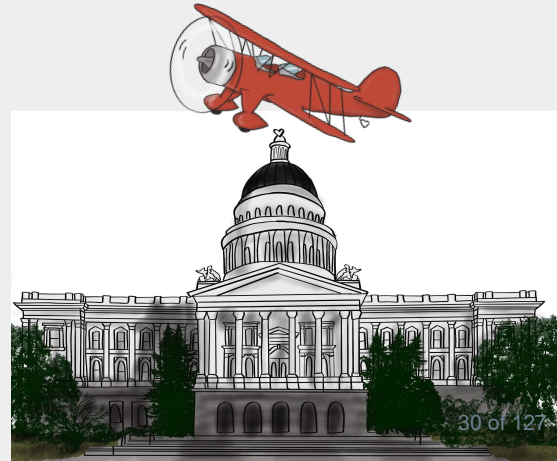


Please come join us!!

*Thanks for all your support -*

*Your Community Connections Team*

*Soaring to*  
**EXCELLENCE**



# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** G. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Scheduled Board Meeting on September 23, 2020



## Lake View Charter School

# Minutes

## Regular Scheduled Board Meeting

---

### **Date and Time**

Wednesday September 23, 2020 at 5:00 PM

### **Location**

285 E 5th Street  
Chico CA 95926

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Zoom Link: <https://zoom.us/j/96330709027>

Meeting ID: 963 3070 9027

Join by Phone: (669) 900-6833

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### **Directors Present**

Billie Adkins (remote), Glad Donahue (remote), Jessica Coombs, Lindsay Mower (remote), Sara Rose Bonetti (remote)

### **Directors Absent**

*None*

### **Directors who arrived after the meeting opened**

Jessica Coombs

### **Guests Present**

Julie Haycock-Cavender (remote), Kathy Fagundo (remote)

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

Lindsay Mower called a meeting of the board of directors of Lake View Charter School to order on Wednesday Sep 23, 2020 at 5:05 PM.

### C. Approval of the Agenda

Lindsay Mower made a motion to approve agenda with change 2B from discuss to vote. Billie Adkins seconded the motion. The board **VOTED** to approve the motion.

#### Roll Call

Jessica Coombs	Absent
Sara Rose Bonetti	Aye
Glad Donahue	Aye
Lindsay Mower	Aye
Billie Adkins	Aye

### D. Public Comments

No public comments.

### E. Closed Session: Conference with Legal Counsel Anticipated Litigation (One Case) § 54956.9

Lindsay Mower made a motion to Move to closed session at 5:08pm. Glad Donahue seconded the motion. The board **VOTED** to approve the motion.

#### Roll Call

Glad Donahue	Aye
Billie Adkins	Aye
Lindsay Mower	Aye
Sara Rose Bonetti	Aye
Jessica Coombs	Absent

Jessica Coombs arrived.

Lindsay Mower made a motion to return to open session at 5:38pm. Sara Rose Bonetti seconded the motion. No action was taken in closed session. The board **VOTED** to approve the motion.

#### Roll Call

Sara Rose Bonetti	Aye
Glad Donahue	Aye

**Roll Call**

Jessica Coombs Aye  
Lindsay Mower Aye  
Billie Adkins Aye

**F. Executive Director's Report**

Julie Haycock shared the Executive Director's report.

**G. Approve Minutes from 8/26/20 Regular Scheduled Board Meeting**

Lindsay Mower made a motion to approve the minutes from 8/26/2020.

Billie Adkins seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Lindsay Mower Aye  
Sara Rose Bonetti Aye  
Glad Donahue Aye  
Jessica Coombs Aye  
Billie Adkins Aye

**H. Approve Minutes from 9/14/20 Special Board Meeting**

Lindsay Mower made a motion to approve the minutes from Special Board Meeting on 09-14-20.

Jessica Coombs seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Lindsay Mower Aye  
Jessica Coombs Aye  
Billie Adkins Aye  
Sara Rose Bonetti Aye  
Glad Donahue Aye

**II. Finance**

**A. August Financials**

Lindsay Mower made a motion to approve the August Financials.

Billie Adkins seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Jessica Coombs Aye  
Sara Rose Bonetti Aye  
Billie Adkins Aye  
Lindsay Mower Aye

**Roll Call**

Glad Donahue Aye

**B. Charter School Capital Presentation: Due To Due From**

Lindsay Mower made a motion to approve the Due to/Due From process and funding with Charter School Capital.

Billie Adkins seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Lindsay Mower Aye

Sara Rose Bonetti Aye

Glad Donahue Aye

Jessica Coombs Aye

Billie Adkins Aye

**C. Executive Director MOU**

Lindsay Mower made a motion to approve the Executive Director MOU.

Glad Donahue seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Billie Adkins Aye

Lindsay Mower Aye

Glad Donahue Aye

Jessica Coombs Aye

Sara Rose Bonetti Aye

**III. Academic Excellence**

**A. Learning Continuity & Attendance Plan**

Lindsay Mower made a motion to approve the Learning Continuity and Attendance Plan.

Glad Donahue seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Lindsay Mower Aye

Billie Adkins Aye

Sara Rose Bonetti Aye

Glad Donahue Aye

Jessica Coombs Aye

**IV. Operations**

**A. Employee Handbook**

Lindsay Mower made a motion to approve the employee handbook.  
Sara Rose Bonetti seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Lindsay Mower	Aye
Sara Rose Bonetti	Aye
Jessica Coombs	Aye
Glad Donahue	Aye
Billie Adkins	Aye

**V. Closing Items**

**A. Board of Director's Comments & Requests**

The Board had no comments or requests but would like to know when they will receive their login information for Board Training.

**B. Announcement of Next Regular Scheduled Board Meeting**

October 28 5:00pm.

**C. Adjourn Meeting**

Lindsay Mower made a motion to adjourn at 6:29pm.  
Jessica Coombs seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Lindsay Mower	Aye
Billie Adkins	Aye
Jessica Coombs	Aye
Sara Rose Bonetti	Aye
Glad Donahue	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:29 PM.

Respectfully Submitted,  
Lindsay Mower

---

Prepared by:  
Kathy Fagundo

Noted by:

## Board Secretary

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

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

# Coversheet

## Attorney Contract and Conflict Waiver

**Section:** II. Operations  
**Item:** A. Attorney Contract and Conflict Waiver  
**Purpose:** Vote  
**Submitted by:** Julie Haycock  
**Related Material:** 20 10 08 LTR Conflict Waiver FINAL.pdf  
20 09 04 Lake View Charter School LSA.pdf

**BACKGROUND:**

We have been seeking legal counsel for our four north schools, as our previous counsel was no longer available to work with us. Wayne Strumpfer from Young, Minney & Corr came highly recommended and has agreed to work with our schools. Tonight is an introduction to the board as well as an explanation of the conflict waiver required for him to represent our schools.

**RECOMMENDATION:**

The board will vote on the acceptance of his contract.



**LAW OFFICES OF YOUNG, MINNEY & CORR, LLP**  
**THE CHARTER LAW FIRM**

OCTOBER 8, 2020

**PAUL C. MINNEY ESQ.**  
FOUNDER/PARTNER ■ ATTORNEY AT LAW  
pminney@mycharterlaw.com

**ATTORNEY/CLIENT PRIVILEGED &  
CONFIDENTIAL COMMUNICATION**

**VIA: ELECTRONIC MAIL ONLY**

Norman Lorenz  
The Cottonwood School  
7006 Rossmore Lane  
El Dorado Hills, CA 95762  
NLORENZEDD@GMAIL.COM

Julie Haycock  
Winship Community School  
4305 South Meridian Road  
Meridian, CA 95957  
JULIE.HAYCOCK@LAKEVIEWCHARTER.ORG

Jenell Sherman  
Feather River Charter School  
4305 South Meridian Road  
Meridian, CA 95957  
JENELL@INSPIRESCHOOLS.ORG

Jenell Sherman  
Clarksville Charter School  
4818 Golden Foothills Parkway # 9  
El Dorado Hills, CA 95762  
JENELL.SHERMAN@CLARKSVILLECHARTERSCHOOL.ORG

Julie Haycock  
Lake View Charter School  
4672 County Road North  
Orland, CA 95957  
JULIE@LAKEVIEWCHARTERSCHOOL.ORG

**Re: *Potential Conflict of Interest Disclosure and Waiver***

Dear Dr. Lorenz, Ms. Haycock, and Ms. Sherman:

The law firm of Young, Minney & Corr, LLP (“YMC”) currently provides general legal services to The Cottonwood School (“TCS”) and limited legal services to Winship Community School (“Winship”), Feather River Charter School (“Feather River”), Clarksville Charter School (“Clarksville”) and Lake View Charter School (“Lake View”) (collectively, “Clients”). In order for our office to provide general legal services to all Clients, we request the execution of a conflicts waiver. It is my understanding that Clients consent to the waiver.

YMC does not have any confidential information acquired from any Clients which is adverse to any of the others, and we are unaware of any conflict between Clients at this time. Also, we are not aware of any factual disagreements between you, or other circumstances that you believe might suggest you have actually divergent interests, disagreements, or conflicts among you. Further, we do not believe that Clients will be adversely affected due to our representation of all.

**SACRAMENTO ■ LOS ANGELES ■ SAN DIEGO ■ WALNUT CREEK**  
MAIN OFFICE: 655 UNIVERSITY AVENUE, SUITE 150, SACRAMENTO, CA 95825 ■ [WWW.MYCHARTERLAW.COM](http://WWW.MYCHARTERLAW.COM)

TEL 916.646.1400 ■ FAX 916.646.1300

Powered by BoardOnTrack

Re: *Potential Conflict of Interest Disclosure and Waiver*

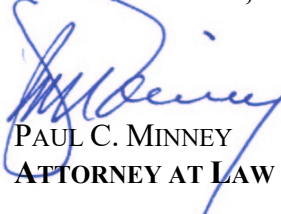
October 8, 2020

Page 2 of 3

Should an actual conflict arise between the Clients on general legal matters, YMC could not and would not represent any Client as to the matter in conflict. However, YMC could continue to represent Clients as to all other general legal matters not in conflict. If such a such a conflict were to arise, we would notify Clients in writing. We are advising you of these possibilities solely to comply with our ethical requirements and are not suggesting that we anticipate any conflicts.

If you are in agreement with this conflict waiver, please sign and return one copy to me. Please feel free to call me if you have any questions.

Very truly yours,  
**LAW OFFICES OF YOUNG,  
MINNEY & CORR, LLP**



PAUL C. MINNEY  
ATTORNEY AT LAW

By signing below, I indicate that I received and reviewed the Potential Conflict of Interest Disclosure and Waiver from Young, Minney & Corr, LLP and affirm that I have carefully read the foregoing letter. I understand that I am agreeing to its terms and waiving the rights and privileges described in the Potential Conflict of Interest Disclosure and Waiver.

**THE COTTONWOOD SCHOOL**

\_\_\_\_\_ Dated: \_\_\_\_\_  
Norman Lorenz, School Board President

**WINSHIP COMMUNITY SCHOOL**

\_\_\_\_\_ Dated: \_\_\_\_\_  
Julie Haycock, Executive Director



*Re: Potential Conflict of Interest Disclosure and Waiver*

*October 8, 2020*

*Page 3 of 3*

**LAKE VIEW CHARTER SCHOOL**

\_\_\_\_\_ Dated: \_\_\_\_\_  
Julie Haycock, Executive Director

**FEATHER RIVER CHARTER SCHOOL**

\_\_\_\_\_ Dated: \_\_\_\_\_  
Jenell Sherman, Executive Director

**CLARKSVILLE CHARTER SCHOOL**

\_\_\_\_\_ Dated: \_\_\_\_\_  
Jenell Sherman, Executive Director





**LAW OFFICES OF YOUNG, MINNEY & CORR, LLP**

SACRAMENTO ■ LOS ANGELES ■ SAN DIEGO ■ WALNUT CREEK

**AGREEMENT FOR THE PROVISION OF  
LEGAL SERVICES**

**BY**

**YOUNG, MINNEY & CORR, LLP**

1. **IDENTIFICATION OF PARTIES.** This Agreement, executed in duplicate with each party receiving an executed original, is made between the law office of YOUNG, MINNEY & CORR LLP, hereinafter referred to as "Attorney," and LAKE VIEW CHARTER SCHOOL hereinafter referred to as "Client." This agreement is required by Business and Professions Code Section 6148 and is intended to fulfill the requirements of that section.
2. **LEGAL SERVICES TO BE PROVIDED.** Attorneys agree to provide the following professional services upon request:
  - a. Represent and advise Client on those aspects of law as directed by the Client;
  - b. Prepare legal opinions regarding statutes, court decisions, legislation, and other legal issues;
  - c. Represent the Client before the courts, and other legal and administrative agencies;
  - d. Assist Client in legal matters relating to administration of the Client;
  - e. Perform such other duties as may be assigned by Client in meeting its obligations under the law; and
  - f. Other duties as assigned by Client and acceptable to Attorneys.
3. **RESPONSIBILITIES OF ATTORNEY AND CLIENT.** Attorney will perform the legal services called for under this Agreement, keep Client informed of progress and developments, and respond promptly to Client's inquiries and communications. Client will be truthful and cooperative with Attorney and keep Attorney reasonably informed of developments and of Client's address, telephone number, and whereabouts.
4. **RETAINER.** Client will forward a deposit of \$3,500.00 to Attorney. Upon receipt of said monies, the deposit will be placed in a trust account, to be used to pay costs, expenses and fees incurred for legal services upon the commencement of this Legal Services Agreement up to the deposited amount. Client hereby authorizes Attorney to withdraw sums from the trust account to pay the costs and/or fees Client incurs upon commencement of this Legal Services Agreement. Any unused deposit at the conclusion of Attorney's services will be refunded to Client.

5. **ATTORNEY'S FEES.** Client agrees to pay Attorney fees for services provided under this Agreement as follows:

- Partners, Of Counsel/Senior Counsel = \$295.00 per hour
- Associates = \$260.00 per hour
- Law Clerks and Paralegals = \$100.00 per hour

Attorney will charge in increments of 1/10th of an hour, rounded off for each particular activity to the nearest 1/10th of an hour. Attorney time will be itemized and billed on a monthly basis or sooner if a discernible project has been completed. The bills are due and owing upon receipt. Attorney rates may increase at any time and Client will be informed of any increase in writing. Any rate increase during this agreement will take effect 30 days after written notification to the Client.

The minimum charge for any particular activity will be 1/10th of an hour. Attorney will charge for all activities undertaken in providing legal services to Client under this Agreement, including, but not limited to, the following: correspondence, attendance at meetings, review, revision and preparation of legal documents; legal research; telephone conversations; settlement discussions; and all other phases of administrative and judicial representation. This Agreement does not address fees for litigation, which may be determined on a case-by-case basis to be at a higher rate.

6. **COSTS.** Client further agrees to reimburse Attorney for all cost and expenses incurred by Attorney, for actual and necessary expenses and costs with respect to providing legal services including but not limited to costs of serving pleadings, filing fees and other charges assessed by courts and other public agencies, arbitrator's fees, court reporters' process server fees, fees fixed by law or assessed by courts or other agencies, postage, copies (@ 20¢ per page), facsimile transmissions (@ \$1.00 per page) mailing, parking, mileage, consultant fees, investigation expenses, lodging and reasonable travel expenses, consultants' fees and expert witness fees. All fees and costs will be billed to the Client as incurred by Attorney on a monthly basis. When legal representation as provided for under this Agreement includes litigation, Client will bear costs for court filing fees, deposition costs, expert fees and expenses, investigation costs and process server fees, travel, photocopying, and facsimile charges. Client will be billed on a monthly basis for these costs. The bills are due and owing upon receipt. Attorney rates and costs may increase at any time and Client will be informed of any increase in writing. Any rate increase during this agreement will take effect 30 days after written notification to the Client.

7. **REPRESENTATION OF ADVERSE INTERESTS.** Client is informed that the Rules of Professional Conduct of the State Bar of California require the Client's informed written consent before an Attorney may begin or continue to represent the Client when the Attorney has or had a relationship with another party interested in the subject matter of the Attorney's proposed representation of the Client. Attorney is not aware of any relationship with any other party interested in the subject matter of Attorney's services for Client under this agreement. As long as Attorney's services for Client continue under this agreement, Attorney will not agree to provide legal services for any such party without Client's prior written consent.

8. **SETTLEMENT.** Attorney will not settle Client's claim without the approval of Client, who will have the absolute right to accept or reject any settlement. Attorney will notify Client promptly of the terms of any settlement offer received by Attorney.
9. **ATTORNEY'S LIEN.** Attorney will have a lien for Attorney's fees and costs advanced on all claims and causes of action that are the subject of their representation of Client under this agreement and on all proceeds of any recovery obtained (whether by settlement, arbitration award, or court judgment).
10. **DISCHARGE OF ATTORNEY.** Client may discharge Attorney at any time by written notice effective when received by Attorney. Unless specifically agreed by Attorney and Client, Attorney will provide no further services and advance no further costs on Client's behalf after receipt of the notice. If Attorney is Client's Attorney of record in any proceeding, Client will execute and return a substitution-of-Attorney form immediately on its receipt from Attorney. Notwithstanding the discharge, Client will be obligated to pay Attorney's fee for all services provided and to reimburse Attorney out of the recovery for all costs advanced.
11. **WITHDRAWAL OF ATTORNEY.** Attorney may withdraw at any time as permitted under the Rules of Professional Conduct of the State Bar of California. The circumstances under which the Rules permit such withdrawal include, but are not limited to, the following: (a) The Client consents; and (b) the Client's conduct renders it unreasonably difficult for the Attorney to carry out the employment effectively. Notwithstanding Attorney's withdrawal, Client will be obligated to pay Attorney's fees for all services provided.
12. **RELEASE OF CLIENT'S PAPERS AND PROPERTY.** At the termination of services under this agreement, Attorney will release promptly to Client on request all of Client's papers and property. "Client's papers and property" include correspondence, deposition transcripts, exhibits, experts reports, legal documents, physical evidence, and other items reasonably necessary to Client's representation, whether Client has paid for them or not.
13. **ELECTRONIC STORAGE.** In order to provide you with efficient and convenient legal services, we will communicate and transmit documents using e-mail. Because cybersecurity continues to evolve, there may be risks communicating in this manner, including risks related to confidentiality and security. By entering into this Agreement, you are consenting to such e-mail transmissions.

In addition, we use a cloud-based computing service with servers located in a facility other than our office. Some of our electronic data, including e-mails and documents, are stored in this manner. By entering into this Agreement, you understand and consent to having communications, documents and information pertinent to your matter stored through a cloud-based service.

14. **DISCLAIMER OF GUARANTY.** Although Attorney may offer an opinion about possible results regarding the subject matter of this agreement, Attorney cannot guarantee any particular result. Client acknowledges that Attorney has made no promises about the outcome and that any opinion offered by Attorney in the future will not constitute a guaranty.

- 15. **ENTIRE AGREEMENT.** This agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this agreement will be binding on the parties.
- 16. **SEVERABILITY.** If any provision of this agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire agreement will be severable and remain in effect.
- 17. **MODIFICATION.** This agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement to the extent that the parties carry it out.
- 18. **ARBITRATION OF FEE DISPUTE.** If a dispute arises between Attorney and Client regarding Attorney's fees under this agreement and Attorney files suit in any court other than small claims court, Client will have the right to stay that suit by timely electing to arbitrate the dispute under Business and Professions Code sections 6200-6206, in which event Attorney must submit the matter to such arbitration.
- 19. **ATTORNEY'S FEES.** The prevailing party in any action or proceeding to enforce any provision of this agreement will be awarded reasonable Attorney's fees and costs incurred in that action or proceeding or in efforts to negotiate the matter.
- 20. **EFFECTIVE DATE.** The effective date of this agreement is **SEPTEMBER 4, 2020** or the date first signed below by Client and will automatically renew annually on the effective date.
- 21. **ERRORS AND OMISSIONS POLICY.** Client is informed that Attorney has errors and omissions insurance which covers the professional services that are to be rendered pursuant to this agreement.
- 22. **AUTHORIZATION.** By signing below Client certifies it has taken all actions necessary for approval of this Agreement by the governing body of Client.
- 23. **INDEPENDENT CONTRACTOR.** It is expressly understood and agreed to by both parties that Attorneys, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

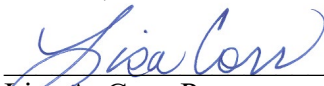
The foregoing is agreed to by:

**LAKE VIEW CHARTER SCHOOL, EXECUTIVE DIRECTOR**

DATE \_\_\_\_\_  
Signature

**YOUNG, MINNEY & CORR, LLP**

DATE 09/04/2020

  
\_\_\_\_\_  
Lisa A. Corr, Partner



# Coversheet

## Updated Homeschool Teacher Job Description

**Section:** II. Operations  
**Item:** B. Updated Homeschool Teacher Job Description  
**Purpose:** Vote  
**Submitted by:** Julie Haycock  
**Related Material:** HST Job Description Lake View 2020-2021.pdf

**BACKGROUND:**

We are in the process of updating all of our job descriptions into a new template to include more thorough language and compliant components of the job description. We are presenting the updated Homeschool Teacher (HST) job description as an example and for you to view and approve. In the coming month, we will be presenting all of the updated job descriptions for your approval.

## Homeschool Teacher Job Description

**Lake View Charter School - Adopted: 10-28-20**

<b>Job Title</b>	Homeschool Teacher
<b>Direct Report</b>	Regional Coordinator
<b>FSLA Status</b>	Full-Time Exempt / Part-Time Non-Exempt
<b>Salary Schedule</b>	C (Certificated) 185 work days *
<b>Posting</b>	Internal & External
<b>Classification</b>	Certificated

*\*NOTE: Part-time positions are subject to an increase or decrease in hours according to school needs. Salary is prorated depending upon % of contract*

### SUMMARY OF POSITION

The Homeschool Teacher (HST) is responsible for supervising the education of assigned TK-12th grade students. The HST will create an individual learning plan for each student that supports progression of the standards and addresses any need for academic intervention and enrichment. The HST will also provide guidance, resources, and strategies to each student’s learning coach to ensure an optimal learning environment and social/emotional growth.

### **Essential duties and responsibilities:**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address needs and changing practices.*

### DUTIES AND RESPONSIBILITIES

- Maintain a roster of 28 students (full time). Part time roster size determined by administrator
- Establish strong relationships with students and their learning coach(es)
- Create customized learning plans for each student
- Help learning coaches select and order curriculum
- Review and approve enrichment orders for materials and services that support the student's learning plan in accordance with school policies
- Meet with students and learning coaches at least once every 20 school days to review each student's body of work and ensure each student is making adequate progress
- Maintain availability during business hours Monday-Friday
- Respond to emails, voicemail, and text messages within one business day
- Complete all compliance items accurately and on time, including Master Agreements, Attendance, Learning Logs, Work Samples/Records, AWR, and Report Cards
- Collect and analyze assessment data for educational planning and to determine appropriate interventions
- Attend required in-person and virtual Professional Developments
- Complete all training and professional development modules as assigned
- Attend monthly Regional Team Meetings in person and work with the regional team to identify, problem solve and prevent/address issues that may arise
- Actively participate in SST, 504, and SPED meetings, processes and supports
- Provide input and documentation as requested by SPED case managers, student support coordinators and/or service providers
- Encourage student participation in local and state-mandated testing
- Help proctor state-mandated testing in person (up to 10 days for full-time teachers and as needed for part-time)
- Provide students with 1:1 testing if they are unable to participate in school-sponsored testing days
- Participate in Community Connections events (up to one per month)
- Plan and coordinate field trips and park days (minimum of 2 per year)
- Other duties as assigned including participation in WASC process

**Ability to:**

- Organize, prioritize, work under time constraints and to be flexible in an environment of multiple tasks and changing priorities.
- Have credibility with schools and other stakeholders; demonstrated ability to lead and manage change.
- Work effectively with diverse stakeholders.
- Successfully work independently as well as in a team environment.
- Have a high degree of professionalism, integrity, and dependability.

- Engage and Support all students in learning
- Create and maintain effective environments for student learning
- Understand and organize subject matter for student learning
- Plan and design learning experiences for all students
- Assess student learning
- Employ appropriate student motivational techniques;
- Accept individual student's level of learning as a starting point for instruction;
- Communicate with individuals from varied educational and cultural backgrounds;
- Maintain accurate records;
- Develop as a professional educator
- Demonstrate respect and concern for students, parents, other staff members and administrative colleagues.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Make decisions and perform on the job according to district standards
- Communicate effectively and tactfully in both oral and written forms
- Prepare a variety of reports and presentations
- Use technology for instructional purposes as well as to communicate, create presentations and reports, collect, analyze and use student data to identify student learning needs
- Meet schedules and timelines

## QUALIFICATIONS

- Hold a valid California Teaching Credential with an EL Authorization
- Homeschooling/Independent Study experience (desired)
- Knowledge of learning modalities, homeschooling philosophies
- Possess key technical skills and the ability to navigate within Google Suite, educational software, virtual meeting platforms, and information systems
- Strong written and verbal communication skills
- Strong interpersonal and problem-solving skills
- Highly self-motivated and takes initiative

### **Working Environment and Physical Demands:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is generally performed in the employees home. Employee is required to meet students in a public location.

**Physical:** Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers

to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machine; and talk or hear. The employee is occasionally required to stand or walk. The employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as carts and boxes of books.

**Vision:** See in the normal visual range with or without correction, read printed materials and tell differences among colors.

**Hearing:** Hear in the normal audio range with or without correction.

**Speech:** Speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups.

**Hazards:**

Potential exposure to emotional individuals.

**Additional Requirements:**

Valid California Driver's License/proof of insurance

First-Aid Certificate Desired

DOJ fingerprint Clearance

TB Risk Assessment Clearance

Appropriate US Work Permits as required

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Lake View Charter School does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine

whether the employer can reasonably accommodate any known disability.

Lake View Charter School maintains a tobacco-free, drug-free environment.

# Coversheet

## September Financials

**Section:** III. Finance  
**Item:** A. September Financials  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Lake View\_Financial Package\_September 2020.pdf



# Lake View Charter School

Monthly Financial Presentation – September 2020

# LAKE VIEW - Highlights

- No change in revenue projections.
- Expense projections decreased by \$10k.
- Year-end surplus projected at \$12k.
- Senate Bill-740 Requirements:

- 40/80 Expense Ratio ✓

Cert.	Instr.
45.4%	83.5%
237,568	152,504

- 25:1 Pupil-Teacher ratio ✓

Pupil:Teacher Ratio
18.88 :1

# LAKE VIEW - Revenue

## Variance Analysis:

- State Aid Rev: Delay of In-Lieu payment. *Expected to be received in November.*

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Revenue</b>						
State Aid-Rev Limit	\$ 374,901	\$ 400,451	\$ (25,550)	\$ 3,985,538	\$ 3,986,237	\$ (699)
Federal Revenue	-	4,976	(4,976)	53,137	51,676	1,461
Other State Revenue	25,672	25,087	585	349,680	346,966	2,714
Other Local Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 400,573</b>	<b>\$ 430,514</b>	<b>\$ (29,941)</b>	<b>\$ 4,388,354</b>	<b>\$ 4,384,878</b>	<b>\$ 3,476</b>

# LAKE VIEW - Expenses

## Variance Analysis:

- Certificated & Classified Salaries (Annual): (1) Instructor added compared to budget.
- Books & Supplies (YTD):FY20-21 spending trend v. FY2019-20.
- Sub agreement Services: Unbilled shared staffing.
- Interest: Lower projected cost for factoring receivables.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Expenses</b>						
Certificated Salaries	\$ 467,177	\$ 430,054	\$ (37,122)	\$ 1,855,282	\$ 1,720,217	\$ (135,065)
Classified Salaries	38,001	33,110	(4,892)	152,006	132,438	(19,568)
Benefits	151,386	143,389	(7,997)	593,448	579,242	(14,206)
Books and Supplies	164,117	64,500	(99,617)	354,475	391,770	37,295
Subagreement Services	97,565	172,914	75,349	833,495	919,333	85,838
Operations	19,214	7,525	(11,689)	35,489	30,100	(5,389)
Facilities	-	800	800	-	3,200	3,200
Professional Services	88,035	101,697	13,662	485,223	489,046	3,823
Depreciation	-	-	-	-	-	-
Interest	14,356	38,030	23,673	66,274	94,219	27,945
<b>Total Expenses</b>	<b>\$ 1,039,851</b>	<b>\$ 992,019</b>	<b>\$ (47,832)</b>	<b>\$ 4,375,690</b>	<b>\$ 4,359,564</b>	<b>\$ (16,126)</b>

# LAKE VIEW - Fund Balance

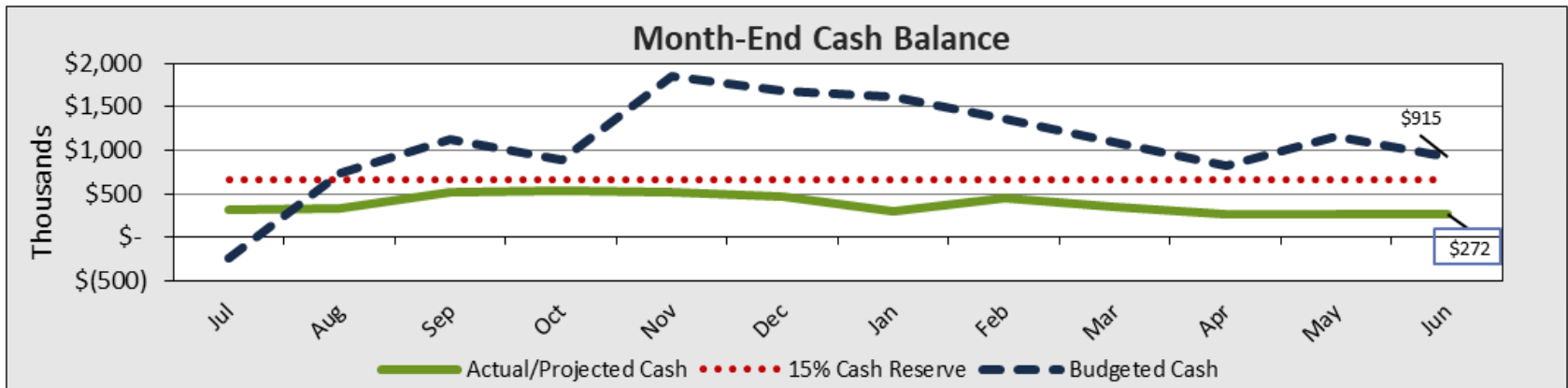
- YTD deficit exceeds budget due to In-Lieu payment delay and higher actual YTD expenses.
- Annual surplus & fund balance projected below budget.

	<i>Year-to-Date</i>		
	<b>Actual</b>	<b>Budget</b>	<b>Fav/(Unf)</b>
<b>Total Surplus(Deficit)</b>	<b>\$ (639,278)</b>	<b>\$ (561,505)</b>	<b>\$ (77,773)</b>
Beginning Fund Balance	<u>221,864</u>	<u>221,864</u>	
<b>Ending Fund Balance</b>	<b><u>\$ (417,414)</u></b>	<b><u>\$ (339,641)</u></b>	
<i>As a % of Annual Expenses</i>	<i>-9.5%</i>	<i>-7.8%</i>	

	<i>Annual/Full Year</i>		
	<b>Forecast</b>	<b>Budget</b>	<b>Fav/(Unf)</b>
	<b>\$ 12,664</b>	<b>\$ 25,314</b>	<b>\$ (12,650)</b>
	<u>221,864</u>	<u>221,864</u>	
	<b><u>\$ 234,528</u></b>	<b><u>\$ 247,178</u></b>	
	<i>5.4%</i>	<i>5.7%</i>	

# LAKE VIEW - Cash Balance

- Actual cash below budgeted cash due to payment of MOU invoices.
- On-going receivable sales required to maintain positive cash balance.



# LAKE VIEW - Compliance Reporting



Due Date	Description	Completed By
Nov-01	<b>Mental Health Plans due to SELPA</b> - Schools requesting Level 2 and Level 3 mental health funding must file their annual plan with their SELPA by this date. Specific due dates may vary by SELPA.	Lake View
Nov-15	<b>Review and/or Update Non-Profit IRS Form 990 Policies</b> - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy. A Form 990 must be filed by the 15th day of the 5th month after the close of the NPO's fiscal year. <b>Most schools extend this deadline to the following May 15th.</b>	Lake View
Set by Authorizer (by Dec 15)	<b>1st Interim Financial Report</b> - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact
Set by Authorizer (by Dec 15)	<b>LCFF Budget Overview for Parents</b> - Senate Bill (SB) 98 added ECSection 43509, which changed the adoption date for the Budget Overview for Parents for the 2020–21 school year. For 2020–21, local governing boards or governing bodies are required to adopt and submit the Budget Overview for Parents on or before December 15, 2020, in conjunction with the LEA's first interim budget report.	Charter Impact



# LAKE VIEW - Appendix

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

**Lake View Charter School**  
**Monthly Cash Flow/Forecast FY20-21**

Revised 9/16/2020

ADA = 434.25



**Revenues**

**State Aid - Revenue Limit**

8011	LCFF State Aid	-	375,600	-	338,040	338,040	338,040	338,040	338,040	158,879	60,847	60,847	60,847	1,348,780	3,756,001	3,756,001	-
8012	Education Protection Account	-	-	-	21,713	-	-	21,713	-	-	21,713	-	-	21,713	86,850	86,850	-
8019	State Aid - Prior Year	-	-	(699)	-	-	-	-	-	-	-	-	-	-	(699)	-	(699)
8096	In Lieu of Property Taxes	-	8,990	(8,990)	33,134	11,045	11,045	11,045	11,045	22,024	11,012	11,012	11,012	11,012	143,386	143,386	-
		-	384,590	(9,689)	392,887	349,085	349,085	370,797	349,085	180,903	93,572	71,859	71,859	1,381,504	3,985,538	3,986,237	(699)

**Federal Revenue**

8181	Special Education - Entitlement	-	-	-	4,563	4,563	4,563	4,563	4,563	5,968	5,968	5,968	5,968	5,968	52,653	51,676	977
8296	Other Federal Revenue	-	-	-	484	-	-	-	-	-	-	-	-	-	484	-	484
		-	-	-	5,047	4,563	4,563	4,563	4,563	5,968	5,968	5,968	5,968	5,968	53,137	51,676	1,461

**Other State Revenue**

8311	State Special Education	-	-	25,672	22,814	22,814	22,814	22,814	22,814	24,705	24,705	24,705	24,705	24,705	263,264	260,550	2,714
8560	State Lottery	-	-	-	-	-	-	20,801	-	-	20,801	-	-	44,813	86,416	86,416	-
		-	-	25,672	22,814	22,814	22,814	43,615	22,814	24,705	45,506	24,705	24,705	69,518	349,680	346,966	2,714

**Other Local Revenue**

		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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**Total Revenue**

		-	384,590	15,983	420,747	376,461	376,461	418,975	376,461	211,576	145,046	102,532	102,532	1,456,990	4,388,354	4,384,878	3,476
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**Expenses**

**Certificated Salaries**

1100	Teachers' Salaries	111,179	101,482	102,143	102,143	102,143	102,143	102,143	102,143	102,143	102,143	102,143	102,143	-	1,234,089	1,126,517	(107,572)
1175	Teachers' Extra Duty/Stipends	2,000	3,400	7,150	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	-	58,450	61,200	2,750
1200	Pupil Support Salaries	20,774	21,274	21,824	21,924	21,924	21,924	21,924	21,924	21,924	21,924	21,924	21,924	-	261,193	245,500	(15,693)
1300	Administrators' Salaries	24,867	25,317	25,767	25,067	25,067	25,067	25,067	25,067	25,067	25,067	25,067	25,067	-	301,550	287,000	(14,550)
		158,820	151,473	156,884	154,234	154,234	154,234	154,234	154,234	154,234	154,234	154,234	154,234	-	1,855,282	1,720,217	(135,065)

**Classified Salaries**

2900	Other Classified Salaries	13,231	12,103	12,667	12,667	12,667	12,667	12,667	12,667	12,667	12,667	12,667	12,667	-	152,006	132,438	(19,568)
		13,231	12,103	12,667	12,667	12,667	12,667	12,667	12,667	12,667	12,667	12,667	12,667	-	152,006	132,438	(19,568)

**Benefits**

3101	STRS	25,173	24,067	24,941	25,948	25,948	25,948	25,948	25,948	25,948	25,948	25,948	25,948	-	307,715	316,520	8,805
3301	OASDI	792	722	757	785	785	785	785	785	785	785	785	785	-	9,339	8,211	(1,128)
3311	Medicare	2,392	2,265	2,355	2,415	2,415	2,415	2,415	2,415	2,415	2,415	2,415	2,415	-	28,744	26,863	(1,881)
3401	Health and Welfare	15,625	24,855	19,347	16,250	16,250	16,250	16,250	16,250	16,250	16,250	16,250	16,250	-	206,077	187,500	(18,577)
3501	State Unemployment	1,579	584	-	735	735	735	3,675	2,940	1,470	735	735	735	-	14,658	14,210	(448)
3601	Workers' Compensation	2,161	1,793	1,977	2,331	2,331	2,331	2,331	2,331	2,331	2,331	2,331	2,331	-	26,914	25,937	(976)
		47,723	54,286	49,378	48,465	48,465	48,465	51,405	50,670	49,200	48,465	48,465	48,465	-	593,448	579,242	(14,206)

**Books and Supplies**

4302	School Supplies	4,977	86,972	47,863	16,214	17,377	16,214	16,602	15,998	13,772	16,160	6,465	6,465	-	265,081	301,849	36,768
4305	Software	-	5,922	10,018	3,475	3,475	3,475	3,475	3,475	3,475	3,475	3,475	3,475	-	47,215	41,700	(5,515)
4310	Office Expense	-	-	1,010	367	367	367	367	367	367	367	367	367	-	4,310	4,400	90
4311	Business Meals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	700	700
4400	Noncapitalized Equipment	524	4,743	2,088	3,950	4,233	3,949	4,044	3,897	3,355	3,936	1,575	1,575	-	37,869	43,121	5,253
		5,501	97,637	60,980	24,005	25,452	24,005	24,488	23,737	20,968	23,938	11,882	11,882	-	354,475	391,770	37,295

**Subagreement Services**

5102	Special Education	133	11,441	1,481	9,183	9,183	9,183	9,183	9,183	9,183	9,183	9,183	9,183	-	95,705	110,200	14,495
5106	Other Educational Consultants	9,209	3,522	16,282	62,985	67,504	62,984	64,493	62,146	53,499	62,775	25,115	25,115	-	515,629	587,148	71,519
5107	Instructional Services	19,210	17,788	18,499	18,518	18,518	18,518	18,518	18,518	18,518	18,518	18,518	18,518	-	222,160	221,984	(176)
		28,552	32,751	36,262	90,687	95,205	90,686	92,194	89,847	81,200	90,476	52,817	52,817	-	833,495	919,333	85,838

**Operations and Housekeeping**

5201	Auto and Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,400	8,400
5300	Dues & Memberships	-	790	-	75	75	75	75	75	75	75	75	75	-	1,465	900	(565)
5400	Insurance	1,500	10,544	6,028	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	31,572	18,000	(13,572)
5900	Communications	-	17	147	125	125	125	125	125	125	125	125	125	-	1,289	1,500	211
5901	Postage and Shipping	229	(226)	184	108	108	108	108	108	108	108	108	108	-	1,163	1,300	137
		1,729	11,126	6,359	1,808	1,808	1,808	1,808	1,808	1,808	1,808	1,808	1,808	-	35,489	30,100	(5,389)

**Facilities, Repairs and Other Leases**

5604	Other Leases	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,200	3,200
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,200	3,200

**Professional/Consulting Services**

5801	IT	-	-	-	58	58	58	58	58	58	58	58	58	-	525	700	175
5803	Legal	-	3,284	187	400	400	400	400	400	400	400	400	400	-	7,071	4,800	(2,271)
5804	Professional Development	-	-	3,406	258	258	258	258	258	258	258	258	258	-	5,731	3,100	(2,631)
5805	General Consulting	-	-	-	158	158	158	158	158	158	158	158	158	-	1,425	1,900	475
5806	Special Activities/Field Trips	-	-	-	9,803	10,506	9,803	10,038	9,672	8,327	9,770	3,909	3,909	-	75,738	86,243	10,505
5807	Bank Charges	465	697	514	10	10	10	10	10	10	10	10	10	-	1,766	115	(1,651)
5808	Printing	-	-	-	10	10	10	10	10	10	10	10	10	-	90	115	25
5809	Other taxes and fees	-	139	2	730	730	730	730	730	730	730	730	730	-	6,711	8,395	1,684
5810	Payroll Service Fee	-	907	215	322	322	322	322	322	322	322	322	322	-	4,019	3,734	(285)
5811	Management Fee	31,014	23,060	24,145	24,913	24,913	24,913	24,913	24,913	24,913	24,913	24,913	24,913	-	302,437	298,720	(3,717)
5812	District Oversight Fee	-	-	0	7,858	6,982	6,982	7,416	6,982	3,618	1,871	1,437	1,437	35,128	79,711	79,725	14
5815	Public Relations/Recruitment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500	1,500
		31,479	28,087	28,469	44,521	44,348	43,645	44,314	43,514	38,805	38,502	32,206	32,206	35,128	485,223	489,046	3,823

**Interest**

7438	Interest Expense	29	29	14,298	-	7,183	6,035	-	11,468	5,620	5,620	8,028	7,965	-	66,274	94,219	27,945

# Lake View Charter School

## Monthly Cash Flow/Forecast FY20-21

Revised 9/16/2020

ADA = 434.25



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals
<b>Total Expenses</b>	<b>287,064</b>	<b>387,491</b>	<b>365,297</b>	<b>376,387</b>	<b>389,362</b>	<b>381,544</b>	<b>381,110</b>	<b>387,945</b>	<b>364,502</b>	<b>375,710</b>	<b>322,107</b>	<b>322,044</b>	<b>35,128</b>
<b>Monthly Surplus (Deficit)</b>	<b>(287,064)</b>	<b>(2,901)</b>	<b>(349,314)</b>	<b>44,360</b>	<b>(12,901)</b>	<b>(5,083)</b>	<b>37,865</b>	<b>(11,484)</b>	<b>(152,927)</b>	<b>(230,664)</b>	<b>(219,575)</b>	<b>(219,512)</b>	<b>1,421,862</b>
<b>Cash Flow Adjustments</b>													
Monthly Surplus (Deficit)	(287,064)	(2,901)	(349,314)	44,360	(12,901)	(5,083)	37,865	(11,484)	(152,927)	(230,664)	(219,575)	(219,512)	1,421,862
Cash flows from operating activities													
Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Funding Receivables	566,388	88,675	171,778	-	-	-	-	-	-	-	-	-	(1,456,990)
Grants and Contributions Rec.	(295,400)	-	2,357	-	-	-	-	-	-	-	-	-	-
Due To/From Related Parties	(562)	-	-	-	-	-	-	-	-	-	-	-	-
Prepaid Expenses	(132,263)	(16,003)	-	-	-	-	-	-	-	-	-	-	-
Other Assets	(75,000)	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable	22,827	26,786	(545,050)	-	-	-	-	-	-	-	-	-	35,128
Accrued Expenses	45,355	(86,430)	(43,695)	-	-	-	-	-	-	-	-	-	-
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash flows from investing activities													
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash flows from financing activities													
Proceeds from Factoring	-	-	770,700	-	287,300	241,400	-	458,700	224,800	224,800	321,100	318,592	-
Payments on Factoring	-	-	-	-	(256,900)	(256,900)	(256,900)	(287,300)	(155,200)	(86,200)	-	(86,200)	-
Proceeds from Debt	174,906	-	-	-	-	-	-	-	-	-	-	-	-
Payments on Debt	-	29	29	-	-	-	-	-	-	-	-	-	-
<b>Total Change in Cash</b>	<b>19,186</b>	<b>10,156</b>	<b>6,807</b>	<b>44,360</b>	<b>17,499</b>	<b>(20,583)</b>	<b>(219,035)</b>	<b>159,916</b>	<b>(83,327)</b>	<b>(92,064)</b>	<b>101,525</b>	<b>12,880</b>	
Cash, Beginning of Month	296,089	315,275	325,431	332,237	376,598	394,097	373,514	154,479	314,395	231,069	139,005	240,530	
<b>Cash, End of Month</b>	<b>315,275</b>	<b>325,431</b>	<b>332,237</b>	<b>376,598</b>	<b>394,097</b>	<b>373,514</b>	<b>154,479</b>	<b>314,395</b>	<b>231,069</b>	<b>139,005</b>	<b>240,530</b>	<b>253,409</b>	

<b>Annual Forecast</b>	<b>4,375,690</b>
	<b>12,664</b>
	<b>12,664</b>
	<b>(630,149)</b>
	<b>(293,043)</b>
	<b>(562)</b>
	<b>(148,266)</b>
	<b>(75,000)</b>
	<b>(460,309)</b>
	<b>(84,770)</b>
	<b>-</b>
	<b>-</b>
	<b>-</b>
	<b>2,847,392</b>
	<b>(1,385,600)</b>
	<b>174,906</b>
	<b>58</b>

<b>Original Budget Total</b>	<b>4,359,564</b>	<b>Favorable / (Unfav.)</b>	<b>(16,126)</b>
	<b>25,314</b>		<b>(12,650)</b>
	<b>25,314</b>		
<b>Cert.</b>	<b>45.4%</b>	<b>Instr.</b>	<b>83.5%</b>
	<b>237,568</b>		<b>152,504</b>
<b>Pupil:Teacher Ratio</b>			
	<b>18.88</b>		<b>:1</b>

**Lake View Charter School**

**Budget vs Actual**

For the period ended September 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	YTD Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Revenues</b>							
State Aid - Revenue Limit							
LCFF State Aid	\$ -	\$ 187,800	\$ (187,800)	\$ 375,600	\$ 375,600	\$ (0)	\$ 3,756,001
Education Protection Account	-	-	-	-	-	-	86,850
State Aid - Prior Year	(699)	-	(699)	(699)	-	(699)	-
In Lieu of Property Taxes	(8,990)	16,567	(25,557)	-	24,851	(24,851)	143,386
<b>Total State Aid - Revenue Limit</b>	<b>(9,689)</b>	<b>204,367</b>	<b>(214,056)</b>	<b>374,901</b>	<b>400,451</b>	<b>(25,550)</b>	<b>3,986,237</b>
Federal Revenue							
Special Education - Entitlement	-	2,488	(2,488)	-	4,976	(4,976)	51,676
<b>Total Federal Revenue</b>	<b>-</b>	<b>2,488</b>	<b>(2,488)</b>	<b>-</b>	<b>4,976</b>	<b>(4,976)</b>	<b>51,676</b>
Other State Revenue							
State Special Education	25,672	12,544	13,128	25,672	25,087	585	260,550
State Lottery	-	-	-	-	-	-	86,416
<b>Total Other State Revenue</b>	<b>25,672</b>	<b>12,544</b>	<b>13,128</b>	<b>25,672</b>	<b>25,087</b>	<b>585</b>	<b>346,966</b>
<b>Total Revenues</b>	<b>\$ 15,983</b>	<b>\$ 219,399</b>	<b>\$ (203,416)</b>	<b>\$ 400,573</b>	<b>\$ 430,514</b>	<b>\$ (29,941)</b>	<b>\$ 4,384,878</b>
<b>Expenses</b>							
Certificated Salaries							
Teachers' Salaries	\$ 102,143	\$ 93,876	\$ (8,266)	\$ 314,803	\$ 281,629	\$ (33,174)	\$ 1,126,517
Teachers' Extra Duty/Stipends	7,150	5,100	(2,050)	12,550	15,300	2,750	61,200
Pupil Support Salaries	21,824	20,458	(1,366)	63,873	61,375	(2,498)	245,500
Administrators' Salaries	25,767	23,917	(1,850)	75,950	71,750	(4,200)	287,000
<b>Total Certificated Salaries</b>	<b>156,884</b>	<b>143,351</b>	<b>(13,533)</b>	<b>467,177</b>	<b>430,054</b>	<b>(37,122)</b>	<b>1,720,217</b>
Classified Salaries							
Other Classified Salaries	12,667	11,037	(1,631)	38,001	33,110	(4,892)	132,438
<b>Total Classified Salaries</b>	<b>12,667</b>	<b>11,037</b>	<b>(1,631)</b>	<b>38,001</b>	<b>33,110</b>	<b>(4,892)</b>	<b>132,438</b>
Benefits							
State Teachers' Retirement System, certificated positions	24,941	26,377	1,436	74,181	79,130	4,949	316,520
OASDI/Medicare/Alternative, certificated positions	757	684	(73)	2,271	2,053	(218)	8,211
Medicare/Alternative, certificated positions	2,355	2,239	(117)	7,012	6,716	(297)	26,863
Health and Welfare Benefits, certificated positions	19,347	15,625	(3,722)	59,827	46,875	(12,952)	187,500
State Unemployment Insurance, certificated positions	-	711	711	2,163	2,132	(32)	14,210
Workers' Compensation Insurance, certificated positions	1,977	2,161	184	5,931	6,484	553	25,937
<b>Total Benefits</b>	<b>49,378</b>	<b>47,796</b>	<b>(1,581)</b>	<b>151,386</b>	<b>143,389</b>	<b>(7,997)</b>	<b>579,242</b>
Books & Supplies							
School Supplies	47,863	22,026	(25,837)	139,812	46,200	(93,612)	301,849
Software	10,018	3,475	(6,543)	15,940	10,425	(5,515)	41,700
Office Expense	1,010	367	(643)	1,010	1,100	90	4,400
Business Meals	-	58	58	-	175	175	700
Noncapitalized Equipment	2,088	3,147	1,059	7,355	6,600	(755)	43,121
<b>Total Books &amp; Supplies</b>	<b>60,980</b>	<b>29,073</b>	<b>(31,907)</b>	<b>164,117</b>	<b>64,500</b>	<b>(99,617)</b>	<b>391,770</b>
Subagreement Services							
Special Education	1,481	9,183	7,702	13,055	27,550	14,495	110,200
Other Educational Consultants	16,282	42,845	26,563	29,013	89,868	60,855	587,148
Instructional Services	18,499	18,499	(0)	55,496	55,496	(0)	221,984
<b>Total Subagreement Services</b>	<b>36,262</b>	<b>70,527</b>	<b>34,265</b>	<b>97,565</b>	<b>172,914</b>	<b>75,349</b>	<b>919,333</b>
Operations & Housekeeping							
Auto and Travel	-	700	700	-	2,100	2,100	8,400
Dues & Memberships	-	75	75	790	225	(565)	900
Insurance	6,028	1,500	(4,528)	18,072	4,500	(13,572)	18,000
Communications	147	125	(22)	164	375	211	1,500
Postage and Shipping	184	108	(75)	188	325	137	1,300
<b>Total Operations &amp; Housekeeping</b>	<b>6,359</b>	<b>2,508</b>	<b>(3,850)</b>	<b>19,214</b>	<b>7,525</b>	<b>(11,689)</b>	<b>30,100</b>
Facilities, Repairs & Other Leases							
Other Leases	-	267	267	-	800	800	3,200
<b>Total Facilities, Repairs &amp; Other Leases</b>	<b>-</b>	<b>267</b>	<b>267</b>	<b>-</b>	<b>800</b>	<b>800</b>	<b>3,200</b>
Professional/Consulting Services							
IT	-	58	58	-	175	175	700
Legal	187	400	213	3,471	1,200	(2,271)	4,800
Professional Development	3,406	258	(3,148)	3,406	775	(2,631)	3,100
General Consulting	-	158	158	-	475	475	1,900
Special Activities/Field Trips	-	6,293	6,293	-	13,200	13,200	86,243
Bank Charges	514	8	(506)	1,676	25	(1,651)	115
Printing	-	8	8	-	25	25	115
Other Taxes and Fees	2	608	606	141	1,825	1,684	8,395
Payroll Service Fee	215	311	96	1,122	933	(188)	3,734
Management Fee	24,145	24,893	748	78,219	74,680	(3,539)	298,720
District Oversight Fee	0	4,087	4,087	0	8,009	8,009	79,725
Public Relations/Recruitment	-	125	125	-	375	375	1,500
<b>Total Professional/Consulting Services</b>	<b>28,469</b>	<b>37,210</b>	<b>8,741</b>	<b>88,035</b>	<b>101,697</b>	<b>13,662</b>	<b>489,046</b>
Interest							
Interest Expense	14,298	-	(14,298)	14,356	38,030	23,673	94,219
<b>Total Interest</b>	<b>14,298</b>	<b>-</b>	<b>(14,298)</b>	<b>14,356</b>	<b>38,030</b>	<b>23,673</b>	<b>94,219</b>
<b>Total Expenses</b>	<b>\$ 365,297</b>	<b>\$ 341,769</b>	<b>\$ (23,527)</b>	<b>\$ 1,039,851</b>	<b>\$ 992,019</b>	<b>\$ (47,832)</b>	<b>\$ 4,359,564</b>
<b>Change in Net Assets</b>	<b>(349,314)</b>	<b>(122,371)</b>	<b>(226,943)</b>	<b>(639,278)</b>	<b>(561,505)</b>	<b>(77,773)</b>	<b>25,314</b>
Net Assets, Beginning of Period	(68,101)			221,864			
<b>Net Assets, End of Period</b>	<b>\$ (417,414)</b>			<b>\$ (417,414)</b>			

## Lake View Charter School

### Statement of Financial Position

September 30, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	\$ 332,237	\$ 296,089	\$ 36,149	12%
Accounts Receivable	14,108	16,465	(2,357)	-14%
Public Funding Receivable	92,876	919,717	(826,841)	-90%
Factored Receivable	(770,700)	(295,400)	(475,300)	161%
Due To/From Related Parties	264,221	263,659	562	0%
Prepaid Expenses	43,173	(105,093)	148,266	-141%
<b>Total Current Assets</b>	<b>(24,085)</b>	<b>1,095,437</b>	<b>(1,119,521)</b>	<b>-102%</b>
<b>Long-Term Assets</b>				
Deposits	75,000	-	75,000	0%
<b>Total Long Term Assets</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>0%</b>
<b>Total Assets</b>	<b>\$ 50,915</b>	<b>\$ 1,095,437</b>	<b>\$ (1,044,521)</b>	<b>-95%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 112,068	\$ 607,505	\$ (495,437)	-82%
Accrued Liabilities	181,297	266,067	(84,770)	-32%
Notes Payable, Current Portion	17,488	-	17,488	0%
<b>Total Current Liabilities</b>	<b>310,853</b>	<b>873,572</b>	<b>(562,719)</b>	<b>-64%</b>
<b>Long-Term Liabilities</b>				
Notes Payable, Net of Current Portion	157,476	-	157,476	0%
<b>Total Long-Term Liabilities</b>	<b>157,476</b>	<b>-</b>	<b>157,476</b>	<b>0%</b>
<b>Total Liabilities</b>	<b>468,330</b>	<b>873,572</b>	<b>(405,243)</b>	<b>-46%</b>
<b>Net Assets</b>	<b>(417,414)</b>	<b>221,864</b>	<b>(639,278)</b>	<b>-288%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 50,915</b>	<b>\$ 1,095,437</b>	<b>\$ (1,044,521)</b>	<b>-95%</b>

## Lake View Charter School

### Statement of Cash Flows

For the period ended September 30, 2020

	Month Ended 09/30/20	YTD Ended 09/30/20
<b>Cash Flows from Operating Activities</b>		
Changes in Net Assets	\$ (349,314)	\$ (639,278)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivable	171,778	826,841
Grants, Contributions & Pledges Receivable	773,057	477,657
Due from Related Parties	-	(562)
Prepaid Expenses	-	(148,266)
Other Assets	-	(75,000)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(545,050)	(495,437)
Accrued Expenses	(43,695)	(84,770)
<b>Total Cash Flows from Operating Activities</b>	<b>6,777</b>	<b>(138,816)</b>
 <b>Cash Flows from Financing Activities</b>		
Proceeds from (payments on) Long-Term Debt	29	174,964
<b>Total Cash Flows from Financing Activities</b>	<b>29</b>	<b>174,964</b>
 Change in Cash & Cash Equivalents	6,807	36,149
Cash & Cash Equivalents, Beginning of Period	325,431	296,089
 <b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 332,237</b>	<b>\$ 332,237</b>

## Lake View Charter School

## Check Register

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
10230	Amazon Capital Services	9/3/2020	\$ 329.71
10231	Charter Impact, Inc.	9/3/2020	5,861.75
10232	History Unboxed LLC	9/3/2020	279.70
10233	Lotus Educational Services, Inc.	9/3/2020	270.00
10234	Math-U-See Inc.	9/3/2020	367
10235	Provenance	9/3/2020	74575.48
10236	Rainbow Resource Center	9/3/2020	2,210.78
10237	Sew Outside the Box	9/3/2020	105.00
10238	Thrive Homeschool Program	9/3/2020	12,440.00
10239	Association of California School Administrator	9/4/2020	172.86
10240	VOID	VOID	VOID
10241	Amazon Capital Services	9/9/2020	669.00
10242	Discount School Supply	9/9/2020	191.14
10243	Educational Development Corporation	9/9/2020	VOID
10244	History Unboxed LLC	9/9/2020	618.63
10245	Kinetics Academy of Dance	9/9/2020	20.00
10246	Pacific Coast Academy	9/9/2020	1,128.97
10247	Provenance	9/9/2020	9,615.19
10248	School Pathways, LLC	9/9/2020	VOID
10249	Tiffany Ridenour, Art	9/9/2020	1,315.00
10250	Timberdoodle.com	9/9/2020	161.06
10251	Yosemite Valley Charter School	9/9/2020	879.27
10252	VOID	VOID	VOID
10253	Amazon Capital Services	9/17/2020	1,120.19
10254	Apollo Academy of Music	9/17/2020	153.00
10255	Bitsbox	9/17/2020	56.85
10256	BookShark	9/17/2020	445.53
10257	Brave Writer LLC	9/17/2020	29.85
10258	Center Stage Kids	9/17/2020	80.00
10259	Educational Development Corporation	9/17/2020	172.64
10260	Global Teletherapy	9/17/2020	11,366.29
10261	KiwiCo, Inc	9/17/2020	64.35
10262	Learning A-Z	9/17/2020	209.95
10263	MoxieBox Art	9/17/2020	272.66
10264	Mr D. Math	9/17/2020	197.00
10265	Provenance	9/17/2020	5,798.00
10266	School Pathways, LLC	9/21/2020	5,046.27
10267	UPS	9/22/2020	72.08
10268	Billie Adkins	9/23/2020	600.00
10269	Lindsay Mower	9/23/2020	600.00
10270	Sara Rose Bonetti	9/23/2020	150.00
10271	Glad Donahue	9/24/2020	300.00
10272	Charter Schools Development Center	9/25/2020	1,006.00
10273	All About Learning Press, Inc.	9/25/2020	391.68
10274	VOID	VOID	VOID
10275	Amazon Capital Services	9/25/2020	1,860.45
10276	Apollo Academy of Music	9/25/2020	552.00
10277	Charter Impact, Inc.	9/25/2020	71.43
10278	KiwiCo, Inc	9/25/2020	118.53
10279	Lakeshore	9/25/2020	3,121.68
10280	Outschool, Inc.	9/25/2020	150.00
10281	Provenance	9/25/2020	1,286.41
10282	Shane Cammell	9/25/2020	246.00
10283	Timberdoodle.com	9/25/2020	962.03
10284	Weintraub Tobin	9/25/2020	263.25
10285	Lake Elementary School District	9/25/2020	62,041.32
10286	Educational Development Corporation	9/29/2020	283.72
10287	Association of California School Administrator	9/30/2020	\$ <u>115</u>

Total Disbursements issued in September \$ 210,414.94

Lake View Charter School

Accounts Payable Aging

September 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
8x8 Inc.	2726697	8/1/2020	8/31/2020	\$ 17.14	\$ -	\$ -	\$ -	\$ -	\$ 17.14
8x8 Inc.	2754567	9/1/2020	10/1/2020	146.96	-	-	-	-	146.96
A Brighter Child, Inc	54333	8/13/2020	9/12/2020	198.11	-	-	-	-	198.11
A Brighter Child, Inc	54334	8/13/2020	9/12/2020	347.78	-	-	-	-	347.78
A Brighter Child, Inc	54335	8/13/2020	9/12/2020	199.69	-	-	-	-	199.69
A Brighter Child, Inc	54336	8/14/2020	9/13/2020	347.86	-	-	-	-	347.86
A Brighter Child, Inc	54337	8/13/2020	9/12/2020	330.01	-	-	-	-	330.01
A Brighter Child, Inc	54338	8/14/2020	9/13/2020	390.82	-	-	-	-	390.82
A Brighter Child, Inc	54339	8/13/2020	9/12/2020	265.51	-	-	-	-	265.51
A Brighter Child, Inc	54997	9/4/2020	10/4/2020	151.91	-	-	-	-	151.91
Academics in a Box Incorporated	10217	8/24/2020	9/23/2020	86.85	-	-	-	-	86.85
Accrediting Commission for Schools	1300292	7/17/2020	8/16/2020	790.00	-	-	-	-	790.00
All About Learning Press, Inc.	903277	8/6/2020	9/5/2020	154.69	-	-	-	-	154.69
All About Learning Press, Inc.	903297	8/7/2020	9/6/2020	261.35	-	-	-	-	261.35
All About Learning Press, Inc.	903298	8/7/2020	9/6/2020	308.40	-	-	-	-	308.40
All About Learning Press, Inc.	903314	8/7/2020	9/6/2020	37.07	-	-	-	-	37.07
All About Learning Press, Inc.	903329	8/7/2020	9/6/2020	45.60	-	-	-	-	45.60
All About Learning Press, Inc.	903330	8/7/2020	9/6/2020	144.48	-	-	-	-	144.48
All About Learning Press, Inc.	903333	8/7/2020	9/6/2020	311.04	-	-	-	-	311.04
All About Learning Press, Inc.	903334	8/7/2020	9/6/2020	27.76	-	-	-	-	27.76
All About Learning Press, Inc.	903775	8/31/2020	9/30/2020	144.90	-	-	-	-	144.90
Amazon Capital Services	11KY-DRMQ-K1HW	8/26/2020	10/25/2020	16.11	-	-	-	-	16.11
Amazon Capital Services	13CH-Q7TM-4CG3	8/16/2020	10/15/2020	5.00	-	-	-	-	5.00
Amazon Capital Services	13CP-MDY4-3XYD	6/20/2020	7/20/2020	51.46	-	-	-	-	51.46
Amazon Capital Services	13CP-MDY4-6KDX	6/20/2020	7/20/2020	47.36	-	-	-	-	47.36
Amazon Capital Services	13CP-MDY4-99JQ	6/20/2020	7/20/2020	7.50	-	-	-	-	7.50
Amazon Capital Services	13CP-MDY4-CJL7	6/20/2020	7/20/2020	47.60	-	-	-	-	47.60
Amazon Capital Services	13CP-MDY4-KVQX	6/21/2020	7/21/2020	28.46	-	-	-	-	28.46
Amazon Capital Services	13CP-MDY4-MVNX	6/21/2020	7/21/2020	34.68	-	-	-	-	34.68
Amazon Capital Services	13CP-MDY4-YR6D	6/21/2020	7/21/2020	61.06	-	-	-	-	61.06
Amazon Capital Services	13PG-Q6PQ-1VC9	6/24/2020	7/24/2020	10.71	-	-	-	-	10.71
Amazon Capital Services	13PG-Q6PQ-4DFH	6/24/2020	7/24/2020	11.33	-	-	-	-	11.33
Amazon Capital Services	13PG-Q6PQ-7KYR	6/24/2020	7/24/2020	108.23	-	-	-	-	108.23
Amazon Capital Services	13PG-Q6PQ-7V73	6/24/2020	7/24/2020	17.31	-	-	-	-	17.31
Amazon Capital Services	13PG-Q6PQ-9KNF	6/24/2020	7/24/2020	12.85	-	-	-	-	12.85
Amazon Capital Services	13PG-Q6PQ-FQ41	6/24/2020	7/24/2020	26.80	-	-	-	-	26.80
Amazon Capital Services	13PG-Q6PQ-H4JQ	6/25/2020	7/25/2020	13.49	-	-	-	-	13.49
Amazon Capital Services	13PG-Q6PQ-MQD3	6/25/2020	7/25/2020	7.50	-	-	-	-	7.50
Amazon Capital Services	13PG-Q6PQ-NR3H	6/25/2020	7/25/2020	20.37	-	-	-	-	20.37
Amazon Capital Services	13PG-Q6PQ-R7JX	6/25/2020	7/25/2020	63.09	-	-	-	-	63.09
Amazon Capital Services	13PG-Q6PQ-TFGV	6/25/2020	7/25/2020	15.20	-	-	-	-	15.20
Amazon Capital Services	13PG-Q6PQ-V3G3	6/25/2020	7/25/2020	303.33	-	-	-	-	303.33
Amazon Capital Services	141K-LYTR-P9CW	8/18/2020	10/17/2020	19.84	-	-	-	-	19.84
Amazon Capital Services	14HD-VCPV-L369	6/21/2020	7/21/2020	27.18	-	-	-	-	27.18
Amazon Capital Services	14MJ-QM11-JR79	8/22/2020	10/21/2020	18.94	-	-	-	-	18.94
Amazon Capital Services	14PR-3YGG-16WQ	8/10/2020	10/9/2020	13.89	-	-	-	-	13.89

Lake View Charter School

Accounts Payable Aging

September 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	14R9-YLWJ-1JVC	6/24/2020	7/24/2020	24.85	-	-	-	-	24.85
Amazon Capital Services	14R9-YLWJ-1P1R	6/24/2020	7/24/2020	14.06	-	-	-	-	14.06
Amazon Capital Services	14R9-YLWJ-3HLT	6/24/2020	7/24/2020	19.65	-	-	-	-	19.65
Amazon Capital Services	14WC-F9P4-DTXD	8/24/2020	10/23/2020	122.27	-	-	-	-	122.27
Amazon Capital Services	14WC-F9P4-TR6X	8/25/2020	10/24/2020	12.82	-	-	-	-	12.82
Amazon Capital Services	16C3-49LT-LX9M	8/12/2020	10/11/2020	15.22	-	-	-	-	15.22
Amazon Capital Services	16C3-49LT-R1C1	8/12/2020	10/11/2020	42.19	-	-	-	-	42.19
Amazon Capital Services	16GD-911F-MJLD	8/4/2020	10/3/2020	36.03	-	-	-	-	36.03
Amazon Capital Services	16GD-911F-PGKD	8/4/2020	10/3/2020	24.20	-	-	-	-	24.20
Amazon Capital Services	16LC-JMGP-1QTC	8/30/2020	10/29/2020	37.53	-	-	-	-	37.53
Amazon Capital Services	16V7-C3L9-YVRT	8/11/2020	10/10/2020	6.66	-	-	-	-	6.66
Amazon Capital Services	17C9-KWLH-QJ3P	6/18/2020	7/18/2020	9.41	-	-	-	-	9.41
Amazon Capital Services	17C9-KWLH-YFYH	6/18/2020	7/18/2020	8.91	-	-	-	-	8.91
Amazon Capital Services	17CL-GW7T-7NMW	8/5/2020	10/4/2020	150.89	-	-	-	-	150.89
Amazon Capital Services	17GR-FVX3-9QNK	7/5/2020	8/4/2020	13.17	-	-	-	-	13.17
Amazon Capital Services	17JL-7HDH-3KCL	6/22/2020	7/22/2020	4.17	-	-	-	-	4.17
Amazon Capital Services	17JL-7HDH-3LX6	6/22/2020	7/22/2020	34.85	-	-	-	-	34.85
Amazon Capital Services	17JL-7HDH-41JL	6/22/2020	7/22/2020	63.47	-	-	-	-	63.47
Amazon Capital Services	17JL-7HDH-7W4C	6/22/2020	7/22/2020	87.90	-	-	-	-	87.90
Amazon Capital Services	17JL-7HDH-FCR7	6/23/2020	7/23/2020	32.73	-	-	-	-	32.73
Amazon Capital Services	17JL-7HDH-FMN4	6/23/2020	7/23/2020	16.11	-	-	-	-	16.11
Amazon Capital Services	17JL-7HDH-FTFK	6/23/2020	7/23/2020	78.67	-	-	-	-	78.67
Amazon Capital Services	17JL-7HDH-G7V1	6/23/2020	7/23/2020	42.85	-	-	-	-	42.85
Amazon Capital Services	17JL-7HDH-KNFD	6/23/2020	7/23/2020	21.42	-	-	-	-	21.42
Amazon Capital Services	17JL-7HDH-KRG4	6/23/2020	7/23/2020	91.11	-	-	-	-	91.11
Amazon Capital Services	17JL-7HDH-LJJ6	6/23/2020	7/23/2020	33.67	-	-	-	-	33.67
Amazon Capital Services	17JL-7HDH-MLQH	6/23/2020	7/23/2020	17.03	-	-	-	-	17.03
Amazon Capital Services	17JL-7HDH-P6TK	6/23/2020	7/23/2020	29.43	-	-	-	-	29.43
Amazon Capital Services	17JL-7HDH-P7CM	6/23/2020	7/23/2020	15.14	-	-	-	-	15.14
Amazon Capital Services	17JL-7HDH-Q6H9	6/23/2020	7/23/2020	52.43	-	-	-	-	52.43
Amazon Capital Services	17JL-7HDH-RJVX	6/23/2020	7/23/2020	126.30	-	-	-	-	126.30
Amazon Capital Services	17JL-7HDH-RK1M	6/23/2020	7/23/2020	28.37	-	-	-	-	28.37
Amazon Capital Services	17JL-7HDH-TLHN	6/23/2020	7/23/2020	115.24	-	-	-	-	115.24
Amazon Capital Services	17JL-7HDH-VFLJ	6/23/2020	7/23/2020	4.04	-	-	-	-	4.04
Amazon Capital Services	17JL-7HDH-WTFG	6/23/2020	7/23/2020	80.43	-	-	-	-	80.43
Amazon Capital Services	17JL-7HDH-YR4R	6/24/2020	7/24/2020	50.35	-	-	-	-	50.35
Amazon Capital Services	17JL-7HDH-YRX3	6/24/2020	7/24/2020	17.21	-	-	-	-	17.21
Amazon Capital Services	17Y6-P96R-CHM3	6/27/2020	7/27/2020	20.37	-	-	-	-	20.37
Amazon Capital Services	17Y6-P96R-MKQ1	6/28/2020	7/28/2020	15.97	-	-	-	-	15.97
Amazon Capital Services	17Y6-P96R-NF6D	6/28/2020	7/28/2020	108.23	-	-	-	-	108.23
Amazon Capital Services	17Y6-P96R-NKVP	6/28/2020	7/28/2020	58.49	-	-	-	-	58.49
Amazon Capital Services	17Y6-P96R-RM7Q	6/28/2020	7/28/2020	32.46	-	-	-	-	32.46
Amazon Capital Services	194T-D1MD-3N13	6/22/2020	7/22/2020	12.19	-	-	-	-	12.19
Amazon Capital Services	194T-D1MD-4P4R	6/22/2020	7/22/2020	41.69	-	-	-	-	41.69
Amazon Capital Services	194T-D1MD-4VKQ	6/22/2020	7/22/2020	13.92	-	-	-	-	13.92
Amazon Capital Services	196M-3YLP-1WQT	6/24/2020	7/24/2020	60.86	-	-	-	-	60.86
Amazon Capital Services	196M-3YLP-1X7W	6/24/2020	7/24/2020	40.92	-	-	-	-	40.92

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Amazon Capital Services	196M-3YLP-1Y9R	6/24/2020	7/24/2020	8.62	-	-	-	-	8.62
Amazon Capital Services	196M-3YLP-4CC9	6/24/2020	7/24/2020	10.76	-	-	-	-	10.76
Amazon Capital Services	1C33-TM6J-JWMQ	6/27/2020	7/27/2020	8.90	-	-	-	-	8.90
Amazon Capital Services	1C33-TM6J-KCYJ	6/27/2020	7/27/2020	8.60	-	-	-	-	8.60
Amazon Capital Services	1C33-TM6J-KWLP	6/27/2020	7/27/2020	94.58	-	-	-	-	94.58
Amazon Capital Services	1CMD-XHHJ-QWCV	6/18/2020	7/18/2020	34.27	-	-	-	-	34.27
Amazon Capital Services	1CXY-VLWT-HM6H	8/10/2020	10/9/2020	58.75	-	-	-	-	58.75
Amazon Capital Services	1CXY-VLWT-N7GW	8/11/2020	10/10/2020	12.06	-	-	-	-	12.06
Amazon Capital Services	1CYG-PWQQ-1YTH	6/24/2020	7/24/2020	55.76	-	-	-	-	55.76
Amazon Capital Services	1CYG-PWQQ-F49V	6/24/2020	7/24/2020	23.79	-	-	-	-	23.79
Amazon Capital Services	1CYG-PWQQ-F7NW	6/24/2020	7/24/2020	23.79	-	-	-	-	23.79
Amazon Capital Services	1CYG-PWQQ-LPJD	6/25/2020	7/25/2020	24.30	-	-	-	-	24.30
Amazon Capital Services	1CYG-PWQQ-NQRJ	6/25/2020	7/25/2020	22.28	-	-	-	-	22.28
Amazon Capital Services	1CYG-PWQQ-PP7N	6/25/2020	7/25/2020	106.17	-	-	-	-	106.17
Amazon Capital Services	1CYG-PWQQ-R7HJ	6/25/2020	7/25/2020	42.89	-	-	-	-	42.89
Amazon Capital Services	1CYG-PWQQ-TGKY	6/25/2020	7/25/2020	57.19	-	-	-	-	57.19
Amazon Capital Services	1CYG-PWQQ-X3J7	6/25/2020	7/25/2020	15.33	-	-	-	-	15.33
Amazon Capital Services	1D7H-LYCN-WQK9	8/12/2020	10/11/2020	79.05	-	-	-	-	79.05
Amazon Capital Services	1D9D-LNQD-NWM6	6/18/2020	7/18/2020	21.34	-	-	-	-	21.34
Amazon Capital Services	1FJQ-YT13-GVLL	6/27/2020	7/27/2020	11.79	-	-	-	-	11.79
Amazon Capital Services	1FJQ-YT13-JTHQ	6/27/2020	7/27/2020	27.68	-	-	-	-	27.68
Amazon Capital Services	1FJQ-YT13-YXP1	6/28/2020	7/28/2020	138.35	-	-	-	-	138.35
Amazon Capital Services	1G67-G3FH-F993	8/17/2020	10/16/2020	84.45	-	-	-	-	84.45
Amazon Capital Services	1GGN-YQKN-39R4	6/24/2020	7/24/2020	17.34	-	-	-	-	17.34
Amazon Capital Services	1GGN-YQKN-3TQM	6/24/2020	7/24/2020	21.54	-	-	-	-	21.54
Amazon Capital Services	1GGN-YQKN-4D4D	6/24/2020	7/24/2020	64.94	-	-	-	-	64.94
Amazon Capital Services	1GGN-YQKN-6DM7	6/24/2020	7/24/2020	96.38	-	-	-	-	96.38
Amazon Capital Services	1GGN-YQKN-6QKX	6/24/2020	7/24/2020	70.07	-	-	-	-	70.07
Amazon Capital Services	1GGN-YQKN-CDK4	6/24/2020	7/24/2020	36.95	-	-	-	-	36.95
Amazon Capital Services	1GGN-YQKN-R4VM	6/25/2020	7/25/2020	74.60	-	-	-	-	74.60
Amazon Capital Services	1GGN-YQKN-RWQ3	6/25/2020	7/25/2020	6.46	-	-	-	-	6.46
Amazon Capital Services	1GGN-YQKN-TF7N	6/25/2020	7/25/2020	19.40	-	-	-	-	19.40
Amazon Capital Services	1GGN-YQKN-VWL9	6/25/2020	7/25/2020	85.29	-	-	-	-	85.29
Amazon Capital Services	1GKF-HLGH-LLNR	8/15/2020	10/14/2020	12.54	-	-	-	-	12.54
Amazon Capital Services	1GPK-JCV1-466F	6/24/2020	7/24/2020	54.38	-	-	-	-	54.38
Amazon Capital Services	1GPK-JCV1-61FY	6/24/2020	7/24/2020	21.63	-	-	-	-	21.63
Amazon Capital Services	1GPK-JCV1-76DV	6/24/2020	7/24/2020	15.00	-	-	-	-	15.00
Amazon Capital Services	1GPK-JCV1-9CGJ	6/24/2020	7/24/2020	43.28	-	-	-	-	43.28
Amazon Capital Services	1GPK-JCV1-FVJJ	6/24/2020	7/24/2020	16.09	-	-	-	-	16.09
Amazon Capital Services	1GPK-JCV1-HYHC	6/25/2020	7/25/2020	23.63	-	-	-	-	23.63
Amazon Capital Services	1GPK-JCV1-NDCT	6/25/2020	7/25/2020	64.34	-	-	-	-	64.34
Amazon Capital Services	1GPK-JCV1-P1WQ	6/25/2020	7/25/2020	42.82	-	-	-	-	42.82
Amazon Capital Services	1GPK-JCV1-PXWT	6/25/2020	7/25/2020	78.15	-	-	-	-	78.15
Amazon Capital Services	1GPK-JCV1-RLG3	6/25/2020	7/25/2020	51.09	-	-	-	-	51.09
Amazon Capital Services	1GPK-JCV1-WNKH	6/25/2020	7/25/2020	15.25	-	-	-	-	15.25
Amazon Capital Services	1GPK-JCV1-XT9T	6/25/2020	7/25/2020	22.51	-	-	-	-	22.51
Amazon Capital Services	1GTH-DH4F-C4YL	6/17/2020	7/17/2020	8.41	-	-	-	-	8.41

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Amazon Capital Services	1GTH-DH4F-H69Q	6/17/2020	7/17/2020	3.51	-	-	-	-	3.51
Amazon Capital Services	1HGF-FTHX-J644	8/13/2020	10/12/2020	62.18	-	-	-	-	62.18
Amazon Capital Services	1HLX-1NH4-714K	6/22/2020	7/22/2020	10.31	-	-	-	-	10.31
Amazon Capital Services	1HLX-1NH4-CRJV	6/22/2020	7/22/2020	28.65	-	-	-	-	28.65
Amazon Capital Services	1HLX-1NH4-DD9Q	6/22/2020	7/22/2020	111.76	-	-	-	-	111.76
Amazon Capital Services	1HLX-1NH4-DDGG	6/22/2020	7/22/2020	29.52	-	-	-	-	29.52
Amazon Capital Services	1HLX-1NH4-FM3P	6/23/2020	7/23/2020	20.36	-	-	-	-	20.36
Amazon Capital Services	1HLX-1NH4-GHRD	6/23/2020	7/23/2020	111.92	-	-	-	-	111.92
Amazon Capital Services	1HLX-1NH4-GNKM	6/23/2020	7/23/2020	47.02	-	-	-	-	47.02
Amazon Capital Services	1HLX-1NH4-GWWM	6/23/2020	7/23/2020	24.31	-	-	-	-	24.31
Amazon Capital Services	1HLX-1NH4-HQ3G	6/23/2020	7/23/2020	32.16	-	-	-	-	32.16
Amazon Capital Services	1HLX-1NH4-J1DK	6/23/2020	7/23/2020	32.16	-	-	-	-	32.16
Amazon Capital Services	1HLX-1NH4-N3KN	6/23/2020	7/23/2020	28.65	-	-	-	-	28.65
Amazon Capital Services	1HLX-1NH4-N63K	6/23/2020	7/23/2020	18.22	-	-	-	-	18.22
Amazon Capital Services	1HLX-1NH4-RJH7	6/23/2020	7/23/2020	40.08	-	-	-	-	40.08
Amazon Capital Services	1HLX-1NH4-RMX1	6/23/2020	7/23/2020	17.51	-	-	-	-	17.51
Amazon Capital Services	1HLX-1NH4-RNDC	6/23/2020	7/23/2020	108.09	-	-	-	-	108.09
Amazon Capital Services	1HLX-1NH4-T7K7	6/23/2020	7/23/2020	24.28	-	-	-	-	24.28
Amazon Capital Services	1HLX-1NH4-TGJ4	6/23/2020	7/23/2020	22.62	-	-	-	-	22.62
Amazon Capital Services	1HLX-1NH4-V3TN	6/23/2020	7/23/2020	48.48	-	-	-	-	48.48
Amazon Capital Services	1HLX-1NH4-VK7J	6/23/2020	7/23/2020	32.50	-	-	-	-	32.50
Amazon Capital Services	1HLX-1NH4-VN1P	6/23/2020	7/23/2020	34.46	-	-	-	-	34.46
Amazon Capital Services	1HLX-1NH4-VN7F	6/23/2020	7/23/2020	22.92	-	-	-	-	22.92
Amazon Capital Services	1HLX-1NH4-VVP4	6/23/2020	7/23/2020	43.85	-	-	-	-	43.85
Amazon Capital Services	1HLX-1NH4-W4RM	6/23/2020	7/23/2020	42.01	-	-	-	-	42.01
Amazon Capital Services	1HLX-1NH4-YCHY	6/23/2020	7/23/2020	19.29	-	-	-	-	19.29
Amazon Capital Services	1HLX-1NH4-YCT7	6/23/2020	7/23/2020	14.57	-	-	-	-	14.57
Amazon Capital Services	1HLX-1NH4-YVJD	6/23/2020	7/23/2020	17.15	-	-	-	-	17.15
Amazon Capital Services	1HWT-VFWJ-7JLT	6/30/2020	7/30/2020	10.69	-	-	-	-	10.69
Amazon Capital Services	1HY6-7V11-3XPY	6/24/2020	7/24/2020	51.10	-	-	-	-	51.10
Amazon Capital Services	1J4F-NHTH-L9RH	8/4/2020	10/3/2020	8.03	-	-	-	-	8.03
Amazon Capital Services	1J4F-NHTH-MPKG	8/4/2020	10/3/2020	96.47	-	-	-	-	96.47
Amazon Capital Services	1J4F-NHTH-WDWH	8/4/2020	10/3/2020	57.24	-	-	-	-	57.24
Amazon Capital Services	1JCQ-L41D-LD91	6/19/2020	7/19/2020	40.30	-	-	-	-	40.30
Amazon Capital Services	1JCQ-L41D-MGRQ	6/19/2020	7/19/2020	43.29	-	-	-	-	43.29
Amazon Capital Services	1JLG-VR73-1LC7	6/25/2020	7/25/2020	7.03	-	-	-	-	7.03
Amazon Capital Services	1JLG-VR73-4PP1	6/26/2020	7/26/2020	35.16	-	-	-	-	35.16
Amazon Capital Services	1JLG-VR73-CPLX	6/26/2020	7/26/2020	47.08	-	-	-	-	47.08
Amazon Capital Services	1JLQ-XQQC-1DVH	6/22/2020	7/22/2020	21.00	-	-	-	-	21.00
Amazon Capital Services	1JLQ-XQQC-9GFY	6/22/2020	7/22/2020	6.96	-	-	-	-	6.96
Amazon Capital Services	1JLQ-XQQC-9GJQ	6/22/2020	7/22/2020	34.65	-	-	-	-	34.65
Amazon Capital Services	1JLQ-XQQC-9HGV	6/22/2020	7/22/2020	45.50	-	-	-	-	45.50
Amazon Capital Services	1JLQ-XQQC-DNVK	6/23/2020	7/23/2020	39.88	-	-	-	-	39.88
Amazon Capital Services	1JLQ-XQQC-DNXF	6/23/2020	7/23/2020	87.29	-	-	-	-	87.29
Amazon Capital Services	1JLQ-XQQC-DRNT	6/23/2020	7/23/2020	72.33	-	-	-	-	72.33
Amazon Capital Services	1JLQ-XQQC-F9MF	6/23/2020	7/23/2020	5.38	-	-	-	-	5.38
Amazon Capital Services	1JLQ-XQQC-F9WR	6/23/2020	7/23/2020	26.80	-	-	-	-	26.80

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Amazon Capital Services	1JLQ-XQQC-HPLT	6/23/2020	7/23/2020	40.06	-	-	-	-	40.06
Amazon Capital Services	1JLQ-XQQC-HXHV	6/23/2020	7/23/2020	7.90	-	-	-	-	7.90
Amazon Capital Services	1JLQ-XQQC-K6CR	6/23/2020	7/23/2020	9.64	-	-	-	-	9.64
Amazon Capital Services	1JLQ-XQQC-K9K6	6/23/2020	7/23/2020	24.51	-	-	-	-	24.51
Amazon Capital Services	1JLQ-XQQC-N7CJ	6/23/2020	7/23/2020	81.16	-	-	-	-	81.16
Amazon Capital Services	1JLQ-XQQC-PVCQ	6/23/2020	7/23/2020	48.87	-	-	-	-	48.87
Amazon Capital Services	1JLQ-XQQC-PXPR	6/23/2020	7/23/2020	81.89	-	-	-	-	81.89
Amazon Capital Services	1JLQ-XQQC-QQRQ	6/23/2020	7/23/2020	98.69	-	-	-	-	98.69
Amazon Capital Services	1JLQ-XQQC-QRCQ	6/23/2020	7/23/2020	17.06	-	-	-	-	17.06
Amazon Capital Services	1JLQ-XQQC-QRXF	6/23/2020	7/23/2020	206.98	-	-	-	-	206.98
Amazon Capital Services	1JLQ-XQQC-QT6X	6/23/2020	7/23/2020	50.37	-	-	-	-	50.37
Amazon Capital Services	1JLQ-XQQC-R4LP	6/23/2020	7/23/2020	13.93	-	-	-	-	13.93
Amazon Capital Services	1JLQ-XQQC-T3YT	6/23/2020	7/23/2020	12.49	-	-	-	-	12.49
Amazon Capital Services	1JLQ-XQQC-WVLP	6/23/2020	7/23/2020	83.68	-	-	-	-	83.68
Amazon Capital Services	1JLQ-XQQC-YJX6	6/24/2020	7/24/2020	36.68	-	-	-	-	36.68
Amazon Capital Services	1JM6-RM3F-4C1C	6/20/2020	7/20/2020	18.25	-	-	-	-	18.25
Amazon Capital Services	1JM6-RM3F-DP67	6/20/2020	7/20/2020	26.54	-	-	-	-	26.54
Amazon Capital Services	1JM6-RM3F-GF7C	6/20/2020	7/20/2020	21.22	-	-	-	-	21.22
Amazon Capital Services	1JM6-RM3F-TCV4	6/21/2020	7/21/2020	12.32	-	-	-	-	12.32
Amazon Capital Services	1JM6-RM3F-VYQL	6/21/2020	7/21/2020	41.58	-	-	-	-	41.58
Amazon Capital Services	1KFH-QYQH-QLCN	6/19/2020	7/19/2020	90.91	-	-	-	-	90.91
Amazon Capital Services	1KND-FVQX-MKHK	6/30/2020	7/30/2020	15.62	-	-	-	-	15.62
Amazon Capital Services	1KVL-KX4Q-97W3	6/20/2020	7/20/2020	6.42	-	-	-	-	6.42
Amazon Capital Services	1KVL-KX4Q-LNGX	6/21/2020	7/21/2020	85.02	-	-	-	-	85.02
Amazon Capital Services	1L1C-WP1D-3KYX	6/26/2020	7/26/2020	8.19	-	-	-	-	8.19
Amazon Capital Services	1L1C-WP1D-9RDQ	6/26/2020	7/26/2020	8.53	-	-	-	-	8.53
Amazon Capital Services	1L1C-WP1D-MRP6	6/27/2020	7/27/2020	10.41	-	-	-	-	10.41
Amazon Capital Services	1L1C-WP1D-MT93	6/27/2020	7/27/2020	8.60	-	-	-	-	8.60
Amazon Capital Services	1L1C-WP1D-RHLG	6/27/2020	7/27/2020	79.01	-	-	-	-	79.01
Amazon Capital Services	1L1C-WP1D-WF47	6/28/2020	7/28/2020	16.13	-	-	-	-	16.13
Amazon Capital Services	1M1W-L3DP-KVGK	8/21/2020	10/20/2020	214.49	-	-	-	-	214.49
Amazon Capital Services	1M9G-PNV3-1PVK	6/24/2020	7/24/2020	87.35	-	-	-	-	87.35
Amazon Capital Services	1M9G-PNV3-3XLR	6/24/2020	7/24/2020	22.62	-	-	-	-	22.62
Amazon Capital Services	1M9G-PNV3-6DFP	6/24/2020	7/24/2020	13.96	-	-	-	-	13.96
Amazon Capital Services	1MLV-D476-1339	6/24/2020	7/24/2020	132.04	-	-	-	-	132.04
Amazon Capital Services	1MLV-D476-13HJ	6/24/2020	7/24/2020	77.62	-	-	-	-	77.62
Amazon Capital Services	1MLV-D476-1JH3	6/24/2020	7/24/2020	12.39	-	-	-	-	12.39
Amazon Capital Services	1MLV-D476-6JVX	6/24/2020	7/24/2020	24.97	-	-	-	-	24.97
Amazon Capital Services	1N3X-JKNQ-DMNK	8/3/2020	10/2/2020	12.64	-	-	-	-	12.64
Amazon Capital Services	1N3X-JKNQ-PGXF	8/4/2020	10/3/2020	18.33	-	-	-	-	18.33
Amazon Capital Services	1N3X-JKNQ-XKKL	8/4/2020	10/3/2020	91.64	-	-	-	-	91.64
Amazon Capital Services	1N9Y-6W7V-3TF7	6/22/2020	7/22/2020	5.35	-	-	-	-	5.35
Amazon Capital Services	1NNN-TRHC-RWKL	7/31/2020	9/29/2020	35.38	-	-	-	-	35.38
Amazon Capital Services	1NQ1-RT4Y-7H4L	6/22/2020	7/22/2020	7.50	-	-	-	-	7.50
Amazon Capital Services	1NQ1-RT4Y-C4MP	6/23/2020	7/23/2020	16.23	-	-	-	-	16.23
Amazon Capital Services	1NQ1-RT4Y-DC6G	6/23/2020	7/23/2020	54.49	-	-	-	-	54.49
Amazon Capital Services	1NQ1-RT4Y-DF3J	6/23/2020	7/23/2020	48.69	-	-	-	-	48.69

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Amazon Capital Services	1NQ1-RT4Y-DLQW	6/23/2020	7/23/2020	30.76	-	-	-	-	30.76
Amazon Capital Services	1NQ1-RT4Y-FGKG	6/23/2020	7/23/2020	29.94	-	-	-	-	29.94
Amazon Capital Services	1NQ1-RT4Y-GFCW	6/23/2020	7/23/2020	70.27	-	-	-	-	70.27
Amazon Capital Services	1NQ1-RT4Y-GQH7	6/23/2020	7/23/2020	29.12	-	-	-	-	29.12
Amazon Capital Services	1NQ1-RT4Y-KK7M	6/23/2020	7/23/2020	19.47	-	-	-	-	19.47
Amazon Capital Services	1NQ1-RT4Y-MKG1	6/23/2020	7/23/2020	8.40	-	-	-	-	8.40
Amazon Capital Services	1NQ1-RT4Y-P9QH	6/23/2020	7/23/2020	13.72	-	-	-	-	13.72
Amazon Capital Services	1NQ1-RT4Y-Q1RJ	6/23/2020	7/23/2020	16.07	-	-	-	-	16.07
Amazon Capital Services	1NQ1-RT4Y-Q3G9	6/23/2020	7/23/2020	54.90	-	-	-	-	54.90
Amazon Capital Services	1NQ1-RT4Y-R4JX	6/23/2020	7/23/2020	31.21	-	-	-	-	31.21
Amazon Capital Services	1NQ1-RT4Y-WQ6Q	6/23/2020	7/23/2020	20.61	-	-	-	-	20.61
Amazon Capital Services	1NQ1-RT4Y-XL7Q	6/24/2020	7/24/2020	81.16	-	-	-	-	81.16
Amazon Capital Services	1NTR-DV1T-LPMT	6/30/2020	7/30/2020	16.08	-	-	-	-	16.08
Amazon Capital Services	1P3V-FYC1-17FJ	6/17/2020	7/17/2020	73.56	-	-	-	-	73.56
Amazon Capital Services	1P3V-FYC1-GPV7	6/17/2020	7/17/2020	10.45	-	-	-	-	10.45
Amazon Capital Services	1P3V-FYC1-H6M6	6/17/2020	7/17/2020	9.37	-	-	-	-	9.37
Amazon Capital Services	1P3V-FYC1-L7MT	6/17/2020	7/17/2020	7.29	-	-	-	-	7.29
Amazon Capital Services	1P3V-FYC1-LPLG	6/17/2020	7/17/2020	61.70	-	-	-	-	61.70
Amazon Capital Services	1P7J-GGHX-36CY	6/22/2020	7/22/2020	32.20	-	-	-	-	32.20
Amazon Capital Services	1P7J-GGHX-74JF	6/22/2020	7/22/2020	18.15	-	-	-	-	18.15
Amazon Capital Services	1P7J-GGHX-9F6P	6/22/2020	7/22/2020	48.24	-	-	-	-	48.24
Amazon Capital Services	1P7J-GGHX-DHPD	6/23/2020	7/23/2020	7.96	-	-	-	-	7.96
Amazon Capital Services	1P7J-GGHX-DP74	6/23/2020	7/23/2020	8.62	-	-	-	-	8.62
Amazon Capital Services	1P7J-GGHX-DQ66	6/23/2020	7/23/2020	86.07	-	-	-	-	86.07
Amazon Capital Services	1P7J-GGHX-G79F	6/23/2020	7/23/2020	8.57	-	-	-	-	8.57
Amazon Capital Services	1P7J-GGHX-GTFJ	6/23/2020	7/23/2020	22.46	-	-	-	-	22.46
Amazon Capital Services	1P7J-GGHX-HHGP	6/23/2020	7/23/2020	13.89	-	-	-	-	13.89
Amazon Capital Services	1P7J-GGHX-HKL9	6/23/2020	7/23/2020	13.96	-	-	-	-	13.96
Amazon Capital Services	1P7J-GGHX-HTJ6	6/23/2020	7/23/2020	26.80	-	-	-	-	26.80
Amazon Capital Services	1P7J-GGHX-L476	6/23/2020	7/23/2020	43.95	-	-	-	-	43.95
Amazon Capital Services	1P7J-GGHX-PLR9	6/23/2020	7/23/2020	10.71	-	-	-	-	10.71
Amazon Capital Services	1P7J-GGHX-PW1H	6/23/2020	7/23/2020	52.50	-	-	-	-	52.50
Amazon Capital Services	1P7J-GGHX-PW3F	6/23/2020	7/23/2020	26.79	-	-	-	-	26.79
Amazon Capital Services	1P7J-GGHX-QM1N	6/23/2020	7/23/2020	32.00	-	-	-	-	32.00
Amazon Capital Services	1P7J-GGHX-T66P	6/23/2020	7/23/2020	48.79	-	-	-	-	48.79
Amazon Capital Services	1P7J-GGHX-T6V9	6/23/2020	7/23/2020	53.20	-	-	-	-	53.20
Amazon Capital Services	1P7J-GGHX-T7X1	6/23/2020	7/23/2020	4.58	-	-	-	-	4.58
Amazon Capital Services	1P7J-GGHX-WLVN	6/23/2020	7/23/2020	21.64	-	-	-	-	21.64
Amazon Capital Services	1P7J-GGHX-WLWL	6/23/2020	7/23/2020	8.57	-	-	-	-	8.57
Amazon Capital Services	1P7J-GGHX-Y17G	6/24/2020	7/24/2020	15.07	-	-	-	-	15.07
Amazon Capital Services	1P7J-GGHX-YDVQ	6/24/2020	7/24/2020	35.37	-	-	-	-	35.37
Amazon Capital Services	1P7J-GGHX-YM33	6/24/2020	7/24/2020	15.31	-	-	-	-	15.31
Amazon Capital Services	1PC9-JQPQ-XFXV	8/16/2020	10/15/2020	33.19	-	-	-	-	33.19
Amazon Capital Services	1PCF-VX66-1TJT	8/20/2020	10/19/2020	111.42	-	-	-	-	111.42
Amazon Capital Services	1PH1-YTMH-6XTF	6/20/2020	7/20/2020	66.87	-	-	-	-	66.87
Amazon Capital Services	1PH1-YTMH-9WG4	6/20/2020	7/20/2020	108.94	-	-	-	-	108.94
Amazon Capital Services	1PNF-JRN3-4MY1	6/29/2020	7/29/2020	8.58	-	-	-	-	8.58

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Amazon Capital Services	1PVH-LGDV-M9PK	8/7/2020	10/6/2020	13.93	-	-	-	-	13.93
Amazon Capital Services	1PYR-MVFQ-D4VV	6/29/2020	7/29/2020	70.07	-	-	-	-	70.07
Amazon Capital Services	1Q7M-M636-613K	8/20/2020	10/19/2020	156.82	-	-	-	-	156.82
Amazon Capital Services	1QLP-VRRF-DVV3	6/29/2020	7/29/2020	80.26	-	-	-	-	80.26
Amazon Capital Services	1R7C-9C4Q-9TJ1	6/17/2020	7/17/2020	79.93	-	-	-	-	79.93
Amazon Capital Services	1R9F-4JXK-JHJC	6/27/2020	7/27/2020	31.54	-	-	-	-	31.54
Amazon Capital Services	1R9F-4JXK-QVHG	6/28/2020	7/28/2020	16.72	-	-	-	-	16.72
Amazon Capital Services	1TG3-JK49-17XM	7/8/2020	8/7/2020	32.16	-	-	-	-	32.16
Amazon Capital Services	1TGJ-Q4HP-19V3	8/13/2020	10/12/2020	18.22	-	-	-	-	18.22
Amazon Capital Services	1TGJ-Q4HP-4PJ9	8/13/2020	10/12/2020	60.63	-	-	-	-	60.63
Amazon Capital Services	1TM3-1CKG-CL44	7/10/2020	8/9/2020	33.30	-	-	-	-	33.30
Amazon Capital Services	1TPJ-NW79-KJCP	8/12/2020	10/11/2020	63.50	-	-	-	-	63.50
Amazon Capital Services	1TPJ-NW79-NQPD	8/12/2020	10/11/2020	32.31	-	-	-	-	32.31
Amazon Capital Services	1TRY-1VK4-1KK9	6/24/2020	7/24/2020	20.37	-	-	-	-	20.37
Amazon Capital Services	1TRY-1VK4-1PK3	6/24/2020	7/24/2020	16.23	-	-	-	-	16.23
Amazon Capital Services	1TRY-1VK4-1RRJ	6/24/2020	7/24/2020	6.21	-	-	-	-	6.21
Amazon Capital Services	1TRY-1VK4-1TJ3	6/24/2020	7/24/2020	9.37	-	-	-	-	9.37
Amazon Capital Services	1TRY-1VK4-4F37	6/24/2020	7/24/2020	28.65	-	-	-	-	28.65
Amazon Capital Services	1TRY-1VK4-4WF3	6/24/2020	7/24/2020	78.27	-	-	-	-	78.27
Amazon Capital Services	1TRY-1VK4-6LDG	6/24/2020	7/24/2020	11.79	-	-	-	-	11.79
Amazon Capital Services	1TW4-QVW6-KNCY	8/4/2020	10/3/2020	23.86	-	-	-	-	23.86
Amazon Capital Services	1V47-PRXD-JRYX	8/22/2020	10/21/2020	15.87	-	-	-	-	15.87
Amazon Capital Services	1V47-PRXD-MW76	8/23/2020	10/22/2020	24.09	-	-	-	-	24.09
Amazon Capital Services	1VP1-WVVG-LCF3	8/15/2020	10/14/2020	3.91	-	-	-	-	3.91
Amazon Capital Services	1WDN-LC1V-Q4RN	6/19/2020	7/19/2020	13.88	-	-	-	-	13.88
Amazon Capital Services	1WDN-LC1V-WVGF	6/19/2020	7/19/2020	6.42	-	-	-	-	6.42
Amazon Capital Services	1WDP-HCLN-76VV	7/10/2020	8/9/2020	(77.65)	-	-	-	-	(77.65)
Amazon Capital Services	1WJL-364W-DV7P	7/2/2020	8/1/2020	22.57	-	-	-	-	22.57
Amazon Capital Services	1X11-T4JX-DCKP	6/27/2020	7/27/2020	22.72	-	-	-	-	22.72
Amazon Capital Services	1X11-T4JX-J93F	6/27/2020	7/27/2020	8.60	-	-	-	-	8.60
Amazon Capital Services	1X11-T4JX-KN6N	6/27/2020	7/27/2020	13.51	-	-	-	-	13.51
Amazon Capital Services	1X11-T4JX-MGLV	6/27/2020	7/27/2020	27.74	-	-	-	-	27.74
Amazon Capital Services	1X11-T4JX-PWWK	6/28/2020	7/28/2020	36.43	-	-	-	-	36.43
Amazon Capital Services	1X4H-FTR9-9QCP	8/20/2020	10/19/2020	6.76	-	-	-	-	6.76
Amazon Capital Services	1X4H-FTR9-PVX9	8/21/2020	10/20/2020	28.95	-	-	-	-	28.95
Amazon Capital Services	1X67-JX4G-14YC	6/22/2020	7/22/2020	46.04	-	-	-	-	46.04
Amazon Capital Services	1X67-JX4G-3PP7	6/22/2020	7/22/2020	75.02	-	-	-	-	75.02
Amazon Capital Services	1X67-JX4G-9NPW	6/22/2020	7/22/2020	6.50	-	-	-	-	6.50
Amazon Capital Services	1X67-JX4G-9TPQ	6/22/2020	7/22/2020	7.50	-	-	-	-	7.50
Amazon Capital Services	1X67-JX4G-FDFP	6/23/2020	7/23/2020	45.32	-	-	-	-	45.32
Amazon Capital Services	1X67-JX4G-FDGM	6/23/2020	7/23/2020	21.42	-	-	-	-	21.42
Amazon Capital Services	1X67-JX4G-FDHK	6/23/2020	7/23/2020	23.51	-	-	-	-	23.51
Amazon Capital Services	1X67-JX4G-FDKD	6/23/2020	7/23/2020	66.03	-	-	-	-	66.03
Amazon Capital Services	1X67-JX4G-GC39	6/23/2020	7/23/2020	20.38	-	-	-	-	20.38
Amazon Capital Services	1X67-JX4G-HHMV	6/23/2020	7/23/2020	39.63	-	-	-	-	39.63
Amazon Capital Services	1X67-JX4G-HMNM	6/23/2020	7/23/2020	20.33	-	-	-	-	20.33
Amazon Capital Services	1X67-JX4G-J6CR	6/23/2020	7/23/2020	14.47	-	-	-	-	14.47

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Amazon Capital Services	1X67-JX4G-JHQK	6/23/2020	7/23/2020	103.57	-	-	-	-	103.57
Amazon Capital Services	1X67-JX4G-JV6D	6/23/2020	7/23/2020	8.57	-	-	-	-	8.57
Amazon Capital Services	1X67-JX4G-KD4T	6/23/2020	7/23/2020	145.52	-	-	-	-	145.52
Amazon Capital Services	1X67-JX4G-LHJV	6/23/2020	7/23/2020	46.48	-	-	-	-	46.48
Amazon Capital Services	1X67-JX4G-NFYQ	6/23/2020	7/23/2020	25.67	-	-	-	-	25.67
Amazon Capital Services	1X67-JX4G-NH1M	6/23/2020	7/23/2020	6.42	-	-	-	-	6.42
Amazon Capital Services	1X67-JX4G-PQ19	6/23/2020	7/23/2020	8.60	-	-	-	-	8.60
Amazon Capital Services	1X67-JX4G-PVNT	6/23/2020	7/23/2020	11.12	-	-	-	-	11.12
Amazon Capital Services	1X67-JX4G-QQWF	6/23/2020	7/23/2020	13.93	-	-	-	-	13.93
Amazon Capital Services	1X67-JX4G-QVH7	6/23/2020	7/23/2020	67.07	-	-	-	-	67.07
Amazon Capital Services	1X67-JX4G-TH9V	6/23/2020	7/23/2020	15.71	-	-	-	-	15.71
Amazon Capital Services	1X67-JX4G-YR6F	6/24/2020	7/24/2020	44.89	-	-	-	-	44.89
Amazon Capital Services	1XDR-WFDK-NJD9	6/19/2020	7/19/2020	13.93	-	-	-	-	13.93
Amazon Capital Services	1XRV-6GRH-1JT3	6/24/2020	7/24/2020	26.80	-	-	-	-	26.80
Amazon Capital Services	1XRV-6GRH-3YCM	6/24/2020	7/24/2020	13.04	-	-	-	-	13.04
Amazon Capital Services	1XRV-6GRH-6FP7	6/24/2020	7/24/2020	8.60	-	-	-	-	8.60
Amazon Capital Services	1XRV-6GRH-9Q4V	6/24/2020	7/24/2020	106.90	-	-	-	-	106.90
Amazon Capital Services	1XRV-6GRH-DLY3	6/24/2020	7/24/2020	32.67	-	-	-	-	32.67
Amazon Capital Services	1XRV-6GRH-F4DT	6/24/2020	7/24/2020	12.92	-	-	-	-	12.92
Amazon Capital Services	1XRV-6GRH-G4KC	6/24/2020	7/24/2020	19.83	-	-	-	-	19.83
Amazon Capital Services	1XRV-6GRH-T7L9	6/25/2020	7/25/2020	7.50	-	-	-	-	7.50
Amazon Capital Services	1XRV-6GRH-V3CW	6/25/2020	7/25/2020	45.45	-	-	-	-	45.45
Amazon Capital Services	1XRV-6GRH-WH7M	6/25/2020	7/25/2020	23.58	-	-	-	-	23.58
Amazon Capital Services	1Y4V-M1JC-3DPX	8/22/2020	10/21/2020	48.80	-	-	-	-	48.80
Amazon Capital Services	1Y4V-M1JC-MN3R	8/23/2020	10/22/2020	6.70	-	-	-	-	6.70
Amazon Capital Services	1Y6C-7LRF-KMXD	6/21/2020	7/21/2020	33.73	-	-	-	-	33.73
Amazon Capital Services	1Y9T-GCPG-99TV	9/1/2020	10/31/2020	(3.91)	-	-	-	-	(3.91)
Amazon Capital Services	1YFG-MW9X-H31Q	7/15/2020	8/14/2020	(10.45)	-	-	-	-	(10.45)
Amazon Capital Services	1YHC-D6PQ-6XY3	6/29/2020	7/29/2020	9.70	-	-	-	-	9.70
Amazon Capital Services	1YHC-D6PQ-96T1	6/29/2020	7/29/2020	46.67	-	-	-	-	46.67
Amazon Capital Services	1YHC-D6PQ-KRTR	6/30/2020	7/30/2020	165.03	-	-	-	-	165.03
Amazon Capital Services	1YMM-VTLN-MR13	8/9/2020	10/8/2020	33.19	-	-	-	-	33.19
Amazon Capital Services	1YTG-GPR6-36D7	6/24/2020	7/24/2020	47.87	-	-	-	-	47.87
Amazon Capital Services	1YTG-GPR6-3RPR	6/24/2020	7/24/2020	16.08	-	-	-	-	16.08
Amazon Capital Services	1YTG-GPR6-6GDR	6/24/2020	7/24/2020	10.82	-	-	-	-	10.82
Amazon Capital Services	1YTG-GPR6-7QG7	6/24/2020	7/24/2020	23.58	-	-	-	-	23.58
Amazon Capital Services	1YTG-GPR6-FR96	6/24/2020	7/24/2020	16.09	-	-	-	-	16.09
Amazon Capital Services	1YTG-GPR6-KM9X	6/25/2020	7/25/2020	49.76	-	-	-	-	49.76
Amazon Capital Services	1YTG-GPR6-KMHK	6/25/2020	7/25/2020	91.73	-	-	-	-	91.73
Amazon Capital Services	1YTG-GPR6-R4YG	6/25/2020	7/25/2020	12.37	-	-	-	-	12.37
Amazon Capital Services	1YTG-GPR6-RCL3	6/25/2020	7/25/2020	20.91	-	-	-	-	20.91
Amazon Capital Services	1YY3-CL7K-1YCQ	6/17/2020	7/17/2020	143.89	-	-	-	-	143.89
Amazon Capital Services	1YY3-CL7K-7NDN	6/17/2020	7/17/2020	9.64	-	-	-	-	9.64
Amazon Capital Services	1YY3-CL7K-CP11	6/17/2020	7/17/2020	9.60	-	-	-	-	9.60
Apollo Academy of Music	20-3252	7/1/2020	7/31/2020	133.00	-	-	-	-	133.00
Apollo Academy of Music	20-3286	6/30/2020	7/30/2020	66.50	-	-	-	-	66.50
Apollo Academy of Music	20-3287	6/30/2020	7/30/2020	84.66	-	-	-	-	84.66

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Apollo Academy of Music	20-3485	9/4/2020	10/4/2020	133.00	-	-	-	-	133.00
Apollo Academy of Music	20-3531	8/1/2020	8/31/2020	166.25	-	-	-	-	166.25
Barbara J. Rice Piano Studio	106	9/4/2020	10/4/2020	1,575.00	-	-	-	-	1,575.00
Barbara J. Rice Piano Studio	206	9/1/2020	10/1/2020	1,020.00	-	-	-	-	1,020.00
Beautiful Feet Books, Inc.	12633	8/17/2020	9/16/2020	98.86	-	-	-	-	98.86
BioBox Labs LLC	1302	8/24/2020	9/23/2020	188.36	-	-	-	-	188.36
BioBox Labs LLC	1308	9/4/2020	10/4/2020	254.51	-	-	-	-	254.51
BioBox Labs LLC	1318	9/4/2020	10/4/2020	188.36	-	-	-	-	188.36
Bitsbox	2893	8/7/2020	8/7/2020	455.40	-	-	-	-	455.40
Bitsbox	2894	8/8/2020	8/8/2020	158.85	-	-	-	-	158.85
Bitsbox	3033	9/16/2020	9/16/2020	86.85	-	-	-	-	86.85
Boont Tribe Community School	6	8/27/2020	9/26/2020	1,080.00	-	-	-	-	1,080.00
Boont Tribe Community School	7	8/27/2020	9/26/2020	117.50	-	-	-	-	117.50
Brave Writer LLC	19779245	8/8/2020	8/8/2020	39.80	-	-	-	-	39.80
Brave Writer LLC	20942174	8/10/2020	8/10/2020	288.95	-	-	-	-	288.95
Bright Thinker	SINV1646	8/7/2020	9/6/2020	238.15	-	-	-	-	238.15
Bright Thinker	SINV1664	8/12/2020	9/11/2020	248.98	-	-	-	-	248.98
Bright Thinker	SINV1666	8/12/2020	9/11/2020	357.23	-	-	-	-	357.23
Bright Thinker	SINV1667	8/12/2020	9/11/2020	108.25	-	-	-	-	108.25
Bright Thinker	SINV1680	8/13/2020	9/12/2020	357.23	-	-	-	-	357.23
Bright Thinker	SINV1749	8/16/2020	9/15/2020	124.49	-	-	-	-	124.49
Bright Thinker	SINV1766	8/17/2020	9/16/2020	124.49	-	-	-	-	124.49
Bright Thinker	SINV1802	8/19/2020	9/18/2020	248.98	-	-	-	-	248.98
Bright Thinker	SINV1803	8/19/2020	9/18/2020	248.98	-	-	-	-	248.98
Bright Thinker	SINV1804	8/19/2020	9/18/2020	465.48	-	-	-	-	465.48
Bright Thinker	SINV1903	8/25/2020	9/24/2020	248.98	-	-	-	-	248.98
Bright Thinker	SINV1940	8/26/2020	9/25/2020	357.23	-	-	-	-	357.23
Bright Thinker	SINV1998	8/29/2020	9/28/2020	357.23	-	-	-	-	357.23
Bright Thinker	SINV2044	9/3/2020	10/3/2020	124.49	-	-	-	-	124.49
BYU Independent Study	DCE-00005885	9/2/2020	9/2/2020	486.00	-	-	-	-	486.00
CharterSafe	31533	8/1/2020	8/1/2020	8,001.00	-	-	-	-	8,001.00
Crafty School Crates	17987	9/4/2020	10/4/2020	391.91	-	-	-	-	391.91
Crafty School Crates	18021	9/10/2020	10/10/2020	362.41	-	-	-	-	362.41
Discount School Supply	P39599500101	7/29/2020	8/28/2020	115.08	-	-	-	-	115.08
Discount School Supply	P39796730102	9/5/2020	10/5/2020	292.39	-	-	-	-	292.39
Discount School Supply	P39796780101	9/4/2020	10/4/2020	47.72	-	-	-	-	47.72
Discount School Supply	P39812050101	9/15/2020	10/15/2020	81.22	-	-	-	-	81.22
Drivers Ed Direct	1143	8/24/2020	9/23/2020	39.00	-	-	-	-	39.00
E-Therapy, LLC	14523	8/31/2020	9/30/2020	43.50	-	-	-	-	43.50
Eat2Explore	100749	9/3/2020	10/3/2020	109.84	-	-	-	-	109.84
Eat2Explore	100750	9/3/2020	10/3/2020	109.84	-	-	-	-	109.84
Education.com Holdings Inc	E10409	9/17/2020	10/17/2020	119.99	-	-	-	-	119.99
Educational Development Corporation	DIR7159468	8/28/2020	9/27/2020	67.46	-	-	-	-	67.46
Educational Development Corporation	DIR7159469	8/28/2020	9/27/2020	71.77	-	-	-	-	71.77
Educational Development Corporation	DIR7175250	9/2/2020	10/2/2020	62.63	-	-	-	-	62.63
Educational Development Corporation	DIR7224900	9/8/2020	10/8/2020	15.99	-	-	-	-	15.99
Educational Development Corporation	DIR7224908	9/8/2020	10/8/2020	16.99	-	-	-	-	16.99

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eDynamic Learning	20-0383	8/7/2020	9/6/2020	85.00	-	-	-	-	85.00
eDynamic Learning	20-0529	8/20/2020	9/19/2020	85.00	-	-	-	-	85.00
eDynamic Learning	20-0564	8/21/2020	9/20/2020	265.00	-	-	-	-	265.00
Elemental Science	IN-2512	8/15/2020	9/14/2020	48.29	-	-	-	-	48.29
Erica Johns	2	9/17/2020	9/17/2020	135.00	-	-	-	-	135.00
Esther Tiedemann Violin Studio	20-0214	8/26/2020	9/25/2020	200.00	-	-	-	-	200.00
Evan-Moor	INV285495	8/20/2020	9/19/2020	99.99	-	-	-	-	99.99
Global Teletherapy	3660	6/29/2020	7/29/2020	3,793.00	-	-	-	-	3,793.00
Global Teletherapy	3713	7/6/2020	8/5/2020	461.00	-	-	-	-	461.00
Growing Healthy Children Therapy Servi	ILVCS-2008	8/31/2020	9/30/2020	126.25	-	-	-	-	126.25
Growing Healthy Children Therapy Servi	ILVCS_2007	7/31/2020	8/30/2020	151.50	-	-	-	-	151.50
Heidi Bishop	2	8/19/2020	9/18/2020	930.00	-	-	-	-	930.00
Heidi Bishop	3	8/19/2020	9/18/2020	90.00	-	-	-	-	90.00
History Unboxed LLC	wc-8081HU	9/8/2020	10/8/2020	527.50	-	-	-	-	527.50
History Unboxed LLC	wc-8082HU	9/8/2020	10/8/2020	527.50	-	-	-	-	527.50
Home Science Tools	1044988A	8/25/2020	9/24/2020	304.58	-	-	-	-	304.58
Home Science Tools	1045020A	8/26/2020	9/25/2020	385.77	-	-	-	-	385.77
Homeschool Buyers Co-op	1105023	7/6/2020	8/5/2020	54.00	-	-	-	-	54.00
Hooked on Phonics	HOP1119	8/13/2020	9/12/2020	235.94	-	-	-	-	235.94
Institute for Excellence in Writing	674944	7/2/2020	8/2/2020	37.10	-	-	-	-	37.10
Institute for Excellence in Writing	719663	9/15/2020	10/15/2020	171.80	-	-	-	-	171.80
Jeanette Wise	3	3/2/2020	4/1/2020	(232.00)	-	-	-	-	(232.00)
Joshua Hegg	000777	6/20/2020	7/18/2020	75.00	-	-	-	-	75.00
Joshua Hegg	000803	7/20/2020	8/3/2020	225.00	-	-	-	-	225.00
Jostens	012787	7/27/2020	8/26/2020	25.83	-	-	-	-	25.83
Jostens	24828806	6/25/2020	7/30/2020	20.04	-	-	-	-	20.04
Juni Learning, Inc.	J-1021	7/10/2020	8/9/2020	220.00	-	-	-	-	220.00
Juni Learning, Inc.	J-1022	7/10/2020	8/9/2020	199.00	-	-	-	-	199.00
Juni Learning, Inc.	J-1023	7/10/2020	8/9/2020	100.00	-	-	-	-	100.00
KiwiCo, Inc	KE-0D883E61	8/30/2020	9/29/2020	219.86	-	-	-	-	219.86
KiwiCo, Inc	KE-3F6115F4	8/23/2020	9/22/2020	171.55	-	-	-	-	171.55
KiwiCo, Inc	KE-48DBD0CF	8/23/2020	9/22/2020	117.98	-	-	-	-	117.98
KiwiCo, Inc	KE-608C8F32	8/24/2020	9/23/2020	118.25	-	-	-	-	118.25
KiwiCo, Inc	KE-9141CD8F	8/23/2020	9/22/2020	117.98	-	-	-	-	117.98
KiwiCo, Inc	KE-A9E7F40B	8/24/2020	9/23/2020	64.35	-	-	-	-	64.35
KiwiCo, Inc	ST-IAJR2ZVA	6/19/2020	7/19/2020	117.98	-	-	-	-	117.98
KiwiCo, Inc	ST-IAPD3GQA	6/19/2020	7/19/2020	117.98	-	-	-	-	117.98
KiwiCo, Inc	ST-IB4JXDY	6/22/2020	7/22/2020	64.35	-	-	-	-	64.35
KiwiCo, Inc	ST-IB7UQ6QY	6/22/2020	7/22/2020	64.35	-	-	-	-	64.35
KiwiCo, Inc	ST-IJRYKLNA	6/18/2020	7/18/2020	96.36	-	-	-	-	96.36
KiwiCo, Inc	ST-IKD7U7LQ	6/18/2020	7/18/2020	117.98	-	-	-	-	117.98
KiwiCo, Inc	ST-INDOPI2I	6/23/2020	7/23/2020	54.02	-	-	-	-	54.02
KiwiCo, Inc	ST-INGZI2IA	6/26/2020	7/26/2020	117.98	-	-	-	-	117.98
KiwiCo, Inc	ST-INKV4TDY	6/23/2020	7/23/2020	64.95	-	-	-	-	64.95
KiwiCo, Inc	ST-INLZPSTQ	6/26/2020	7/26/2020	117.98	-	-	-	-	117.98
KiwiCo, Inc	ST-INPEJNQQ	6/26/2020	7/26/2020	117.98	-	-	-	-	117.98
Lakeshore	1937860720	7/10/2020	8/9/2020	119.01	-	-	-	-	119.01

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Lakeshore	2786590820	8/13/2020	9/12/2020	232.64	-	-	-	-	232.64
Lakeshore	3203670820	8/14/2020	9/13/2020	308.48	-	-	-	-	308.48
Lakeshore	3206170820	8/17/2020	9/16/2020	388.82	-	-	-	-	388.82
Lakeshore	3325710820	8/18/2020	9/17/2020	255.19	-	-	-	-	255.19
Lakeshore	3830270820	8/27/2020	9/26/2020	141.85	-	-	-	-	141.85
Law Office of Jennifer McQuarrie	2797	9/3/2020	9/3/2020	187.00	-	-	-	-	187.00
Learning Without Tears	INV89227	9/10/2020	10/10/2020	105.43	-	-	-	-	105.43
Learning Without Tears	INV89368	9/11/2020	10/11/2020	62.41	-	-	-	-	62.41
Learning Without Tears	INV89493	9/12/2020	10/12/2020	16.19	-	-	-	-	16.19
Learning Without Tears	INV89547	9/12/2020	10/12/2020	16.19	-	-	-	-	16.19
Lindsay Burch	BURC073020	7/30/2020	7/30/2020	3.88	-	-	-	-	3.88
Little Global Citizens LLC	1026	9/16/2020	10/16/2020	299.00	-	-	-	-	299.00
Little Passports	113316153	8/15/2020	9/14/2020	162.05	-	-	-	-	162.05
Little Passports	113316167	8/15/2020	9/14/2020	129.58	-	-	-	-	129.58
Little Passports	113316169	8/15/2020	9/14/2020	110.09	-	-	-	-	110.09
Little Passports	113316231	8/15/2020	9/14/2020	364.10	-	-	-	-	364.10
Mary Lee Pickering	2020-101563	7/6/2020	8/5/2020	495.00	-	-	-	-	495.00
Math-U-See Inc.	0631794-IN	7/1/2020	8/30/2020	226.00	-	-	-	-	226.00
Math-U-See Inc.	0632715-IN	7/6/2020	8/30/2020	68.00	-	-	-	-	68.00
Math-U-See Inc.	0632716-IN	7/6/2020	8/30/2020	218.00	-	-	-	-	218.00
Math-U-See Inc.	0645862-IN	8/11/2020	9/30/2020	119.00	-	-	-	-	119.00
Math-U-See Inc.	0648710-IN	8/17/2020	9/30/2020	224.00	-	-	-	-	224.00
Math-U-See Inc.	0652751-IN	8/24/2020	9/30/2020	199.00	-	-	-	-	199.00
Math-U-See Inc.	0653519-IN	8/25/2020	9/30/2020	219.00	-	-	-	-	219.00
McColgan & Associates Inc	3724	6/22/2020	6/22/2020	400.00	-	-	-	-	400.00
McColgan & Associates Inc	3791	8/23/2020	8/23/2020	760.00	-	-	-	-	760.00
Meg Navarro Gupta	1b	7/28/2020	8/27/2020	47.00	-	-	-	-	47.00
MEL Science U.S., LLC	BG2020091606	9/16/2020	10/16/2020	99.60	-	-	-	-	99.60
MEL Science U.S., LLC	DH2020063002	6/30/2020	7/30/2020	99.60	-	-	-	-	99.60
MEL Science U.S., LLC	IC2020081304	8/13/2020	9/12/2020	99.60	-	-	-	-	99.60
MEL Science U.S., LLC	JB2020061908	6/19/2020	7/19/2020	314.10	-	-	-	-	314.10
MEL Science U.S., LLC	JR2020091715	9/17/2020	10/17/2020	99.60	-	-	-	-	99.60
MEL Science U.S., LLC	NG20200825038	8/25/2020	9/24/2020	314.10	-	-	-	-	314.10
MEL Science U.S., LLC	PH2020063001	6/30/2020	7/30/2020	314.10	-	-	-	-	314.10
MEL Science U.S., LLC	SE20200828004	8/28/2020	9/27/2020	314.10	-	-	-	-	314.10
MEL Science U.S., LLC	ZG2020081407	8/14/2020	9/13/2020	279.20	-	-	-	-	279.20
Miaplaza Inc.	3236	9/16/2020	10/16/2020	168.00	-	-	-	-	168.00
Miaplaza Inc.	3237	9/16/2020	10/16/2020	168.00	-	-	-	-	168.00
Middletown Art Center	LVC20205-6	6/18/2020	7/18/2020	257.50	-	-	-	-	257.50
Moving Beyond the Page	218816	8/18/2020	9/17/2020	35.68	-	-	-	-	35.68
Moving Beyond the Page	219468	8/21/2020	9/20/2020	544.06	-	-	-	-	544.06
Moving Beyond the Page	219559	8/21/2020	9/20/2020	563.22	-	-	-	-	563.22
Moving Beyond the Page	221247	8/29/2020	9/28/2020	87.46	-	-	-	-	87.46
Mystery Science Inc.	100719	8/31/2020	9/30/2020	49.00	-	-	-	-	49.00
Mystery Science Inc.	97843	9/17/2020	10/17/2020	49.00	-	-	-	-	49.00
North State Ballet LLC.	4	9/3/2020	10/3/2020	681.50	-	-	-	-	681.50
Oak Meadow Inc.	103106	7/6/2020	8/5/2020	95.00	-	-	-	-	95.00

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Oak Meadow Inc.	103200	7/8/2020	8/7/2020	280.00	-	-	-	-	280.00
Oak Meadow Inc.	103201	7/8/2020	8/7/2020	456.00	-	-	-	-	456.00
Oak Meadow Inc.	106389	8/20/2020	9/19/2020	268.00	-	-	-	-	268.00
Oak Meadow Inc.	108373	9/10/2020	10/10/2020	192.99	-	-	-	-	192.99
Outschool, Inc.	19976	6/22/2020	7/22/2020	25.00	-	-	-	-	25.00
Outschool, Inc.	19977	6/22/2020	7/22/2020	25.00	-	-	-	-	25.00
Outschool, Inc.	19978	6/22/2020	7/22/2020	20.00	-	-	-	-	20.00
Outschool, Inc.	20155	7/13/2020	8/12/2020	120.00	-	-	-	-	120.00
Outschool, Inc.	20156	7/13/2020	8/12/2020	29.00	-	-	-	-	29.00
Outschool, Inc.	20157	7/13/2020	8/12/2020	30.00	-	-	-	-	30.00
Outschool, Inc.	20195	7/20/2020	8/19/2020	7.00	-	-	-	-	7.00
Outschool, Inc.	20196	7/20/2020	8/19/2020	14.00	-	-	-	-	14.00
Outschool, Inc.	20238	8/3/2020	9/2/2020	95.00	-	-	-	-	95.00
Outschool, Inc.	20268	8/17/2020	9/16/2020	18.00	-	-	-	-	18.00
Outschool, Inc.	20269	8/17/2020	9/16/2020	60.00	-	-	-	-	60.00
Outside the Box Creation	2062	9/2/2020	10/2/2020	263.68	-	-	-	-	263.68
Outside the Box Creation	2074	9/2/2020	10/2/2020	263.68	-	-	-	-	263.68
Outside the Box Creation	2086	9/8/2020	10/8/2020	263.68	-	-	-	-	263.68
Outside the Box Creation	2087	9/8/2020	10/8/2020	263.68	-	-	-	-	263.68
Outside the Box Creation	2088	9/8/2020	10/8/2020	263.68	-	-	-	-	263.68
Outside the Box Creation	2089	9/8/2020	10/8/2020	263.68	-	-	-	-	263.68
Peace Hill Press, Inc. dba Well Trained N	52883	8/28/2020	9/27/2020	123.30	-	-	-	-	123.30
Peace Hill Press, Inc. dba Well Trained N	52979	9/10/2020	10/10/2020	102.50	-	-	-	-	102.50
Press Hill Press dba Well Trained Mind F	53042	9/17/2020	10/17/2020	7.95	-	-	-	-	7.95
Procopio, Cory, Hargreaves & Savitch LL	724102	8/10/2020	8/10/2020	2,712.83	-	-	-	-	2,712.83
Provenance	1773A	9/4/2020	9/4/2020	(415.18)	-	-	-	-	(415.18)
Provenance	3083	7/24/2020	7/24/2020	1,000.00	-	-	-	-	1,000.00
Provenance	3106	7/30/2020	7/30/2020	214.00	-	-	-	-	214.00
Provenance	3189	8/12/2020	8/12/2020	155.32	-	-	-	-	155.32
Provenance	3293	8/18/2020	8/18/2020	2,800.00	-	-	-	-	2,800.00
Provenance	3298	8/20/2020	8/20/2020	4,200.00	-	-	-	-	4,200.00
Provenance	3303	8/20/2020	8/20/2020	30.75	-	-	-	-	30.75
Provenance	3384	8/21/2020	8/21/2020	3,150.00	-	-	-	-	3,150.00
Provenance	3397	8/24/2020	8/24/2020	2,030.00	-	-	-	-	2,030.00
Provenance	3405	8/25/2020	8/25/2020	1,501.50	-	-	-	-	1,501.50
Provenance	3414	8/28/2020	8/28/2020	455.00	-	-	-	-	455.00
Provenance	3436	9/12/2020	10/12/2020	27.94	-	-	-	-	27.94
Provenance	3442	9/15/2020	10/15/2020	257.93	-	-	-	-	257.93
Provenance	3516	9/18/2020	9/18/2020	174.60	-	-	-	-	174.60
Rainbow Resource Center	2918822	6/25/2020	7/25/2020	47.72	-	-	-	-	47.72
Rainbow Resource Center	2918907	6/25/2020	7/25/2020	326.85	-	-	-	-	326.85
Rainbow Resource Center	2922624	6/25/2020	7/25/2020	96.51	-	-	-	-	96.51
Rainbow Resource Center	2922776	6/26/2020	7/26/2020	66.44	-	-	-	-	66.44
Rainbow Resource Center	2922782	6/26/2020	7/26/2020	39.03	-	-	-	-	39.03
Rainbow Resource Center	2925978	6/26/2020	7/26/2020	152.37	-	-	-	-	152.37
Rainbow Resource Center	2926010	6/26/2020	7/26/2020	38.01	-	-	-	-	38.01
Rainbow Resource Center	2927696	6/26/2020	7/26/2020	397.73	-	-	-	-	397.73

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Rainbow Resource Center	2977584	6/22/2020	7/22/2020	32.81	-	-	-	-	32.81
Rainbow Resource Center	2983040	6/26/2020	7/26/2020	45.04	-	-	-	-	45.04
Rainbow Resource Center	2983073	6/26/2020	7/26/2020	121.88	-	-	-	-	121.88
Rainbow Resource Center	2983075	6/26/2020	7/26/2020	67.91	-	-	-	-	67.91
Rainbow Resource Center	2983212	6/26/2020	7/26/2020	49.69	-	-	-	-	49.69
Rainbow Resource Center	2983487	6/26/2020	7/26/2020	75.73	-	-	-	-	75.73
Rainbow Resource Center	2983502	6/26/2020	7/26/2020	96.02	-	-	-	-	96.02
Rainbow Resource Center	2984212	6/29/2020	7/29/2020	183.21	-	-	-	-	183.21
Rainbow Resource Center	2984218	6/29/2020	7/29/2020	15.01	-	-	-	-	15.01
Rainbow Resource Center	2984515	6/29/2020	7/29/2020	158.17	-	-	-	-	158.17
Rainbow Resource Center	2985683	6/30/2020	7/30/2020	380.40	-	-	-	-	380.40
Rainbow Resource Center	2985845	6/30/2020	7/30/2020	172.36	-	-	-	-	172.36
Rainbow Resource Center	2985859	6/30/2020	7/30/2020	65.13	-	-	-	-	65.13
Rainbow Resource Center	2986218	6/30/2020	7/30/2020	103.05	-	-	-	-	103.05
Rainbow Resource Center	2986227	6/30/2020	7/30/2020	168.26	-	-	-	-	168.26
Rainbow Resource Center	2986856	7/1/2020	7/31/2020	203.08	-	-	-	-	203.08
Rainbow Resource Center	2988748	7/2/2020	8/1/2020	134.71	-	-	-	-	134.71
Rainbow Resource Center	2995176	7/8/2020	8/7/2020	260.59	-	-	-	-	260.59
Rainbow Resource Center	3044844	8/4/2020	9/3/2020	49.27	-	-	-	-	49.27
Rainbow Resource Center	3044847	8/4/2020	9/3/2020	346.49	-	-	-	-	346.49
Rainbow Resource Center	3047225	8/5/2020	9/4/2020	123.92	-	-	-	-	123.92
Rainbow Resource Center	3047242	8/5/2020	9/4/2020	121.30	-	-	-	-	121.30
Rainbow Resource Center	3047256	8/5/2020	9/4/2020	316.52	-	-	-	-	316.52
Rainbow Resource Center	3054104	8/7/2020	9/6/2020	31.95	-	-	-	-	31.95
Rainbow Resource Center	3054116	8/7/2020	9/6/2020	120.01	-	-	-	-	120.01
Rainbow Resource Center	3054122	8/7/2020	9/6/2020	121.30	-	-	-	-	121.30
Rainbow Resource Center	3060278	8/11/2020	9/10/2020	125.61	-	-	-	-	125.61
Rainbow Resource Center	3062334	8/11/2020	9/10/2020	66.49	-	-	-	-	66.49
Rainbow Resource Center	3062364	8/11/2020	9/10/2020	193.41	-	-	-	-	193.41
Rainbow Resource Center	3062397	8/11/2020	9/10/2020	288.54	-	-	-	-	288.54
Rainbow Resource Center	3069726	8/13/2020	9/12/2020	136.58	-	-	-	-	136.58
Rainbow Resource Center	3069732	8/13/2020	9/12/2020	33.19	-	-	-	-	33.19
Rainbow Resource Center	3074711	8/17/2020	9/16/2020	193.46	-	-	-	-	193.46
Rainbow Resource Center	3074720	8/17/2020	9/16/2020	266.89	-	-	-	-	266.89
Rainbow Resource Center	3074768	8/17/2020	9/16/2020	44.98	-	-	-	-	44.98
Rainbow Resource Center	3074771	8/17/2020	9/16/2020	169.96	-	-	-	-	169.96
Rainbow Resource Center	3074773	8/17/2020	9/16/2020	212.11	-	-	-	-	212.11
Rainbow Resource Center	3074791	8/17/2020	9/16/2020	199.06	-	-	-	-	199.06
Rainbow Resource Center	3075787	8/17/2020	9/16/2020	33.19	-	-	-	-	33.19
Rainbow Resource Center	3082298	8/18/2020	9/17/2020	228.19	-	-	-	-	228.19
Rainbow Resource Center	3088738	8/20/2020	9/19/2020	79.97	-	-	-	-	79.97
Rainbow Resource Center	3088742	8/20/2020	9/19/2020	25.04	-	-	-	-	25.04
Rainbow Resource Center	3088752	8/20/2020	9/19/2020	50.13	-	-	-	-	50.13
Rainbow Resource Center	3094380	8/24/2020	9/23/2020	119.54	-	-	-	-	119.54
Rainbow Resource Center	3098849	8/25/2020	9/24/2020	29.40	-	-	-	-	29.40
Rainbow Resource Center	3106774	8/28/2020	9/27/2020	127.19	-	-	-	-	127.19
Rainbow Resource Center	3108738	8/31/2020	9/30/2020	199.21	-	-	-	-	199.21

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Rainbow Resource Center	3112499	9/1/2020	10/1/2020	63.43	-	-	-	-	63.43
Rainbow Resource Center	3113112	9/1/2020	10/1/2020	234.45	-	-	-	-	234.45
Rainbow Resource Center	3118755	9/3/2020	10/3/2020	26.75	-	-	-	-	26.75
Rainbow Resource Center	3121062	9/4/2020	10/4/2020	50.35	-	-	-	-	50.35
Rainbow Resource Center	3121063	9/4/2020	10/4/2020	48.26	-	-	-	-	48.26
Rainbow Resource Center	3122443	9/8/2020	10/8/2020	270.77	-	-	-	-	270.77
Rainbow Resource Center	3122804	9/8/2020	10/8/2020	53.51	-	-	-	-	53.51
Rainbow Resource Center	3128799	9/10/2020	10/10/2020	65.04	-	-	-	-	65.04
Rainbow Resource Center	3130326	9/10/2020	10/10/2020	257.44	-	-	-	-	257.44
Rainbow Resource Center	3130333	9/10/2020	10/10/2020	148.11	-	-	-	-	148.11
Rainbow Resource Center	3130338	9/10/2020	10/10/2020	68.22	-	-	-	-	68.22
Rainbow Resource Center	3130344	9/10/2020	10/10/2020	171.72	-	-	-	-	171.72
Rainbow Resource Center	3131481	9/11/2020	10/11/2020	47.21	-	-	-	-	47.21
Rainbow Resource Center	3132955	9/14/2020	10/14/2020	80.27	-	-	-	-	80.27
Rainbow Resource Center	3132975	9/14/2020	10/14/2020	100.81	-	-	-	-	100.81
Rainbow Resource Center	3136940	9/15/2020	10/15/2020	106.18	-	-	-	-	106.18
Rainbow Resource Center	3136970	9/15/2020	10/15/2020	41.71	-	-	-	-	41.71
Rainbow Resource Center	3139997	9/16/2020	10/16/2020	258.70	-	-	-	-	258.70
Reading For Life	0179	8/31/2020	9/30/2020	320.00	-	-	-	-	320.00
Reading For Life	0183	9/8/2020	10/8/2020	420.00	-	-	-	-	420.00
Reading For Life	0184	9/20/2020	10/20/2020	640.00	-	-	-	-	640.00
Reading Horizons	40086	7/22/2020	8/21/2020	1,819.12	-	-	-	-	1,819.12
Ro Kazoku Karate	081120-20	8/11/2020	9/10/2020	27.50	-	-	-	-	27.50
Ro Kazoku Karate	081120-21	8/11/2020	9/10/2020	27.50	-	-	-	-	27.50
Ro Kazoku Karate	090120-22	9/1/2020	10/1/2020	55.00	-	-	-	-	55.00
Ro Kazoku Karate	090120-23	9/1/2020	10/1/2020	55.00	-	-	-	-	55.00
San Joaquin County Office of Education	201738	9/17/2020	10/17/2020	750.00	-	-	-	-	750.00
School Pathways, LLC	65952	8/31/2020	9/30/2020	1,959.23	-	-	-	-	1,959.23
School Pathways, LLC	66346	9/15/2020	10/15/2020	700.00	-	-	-	-	700.00
School Pathways, LLC	FC 4238	9/4/2020	10/4/2020	105.45	-	-	-	-	105.45
SchoolMate	IN000540765	7/31/2020	9/1/2020	198.24	-	-	-	-	198.24
SchoolMate	IN000540769	7/31/2020	9/1/2020	1,876.70	-	-	-	-	1,876.70
SchoolMate	IN000540775	7/31/2020	9/1/2020	383.57	-	-	-	-	383.57
SchoolMate	IN000540779	7/31/2020	9/1/2020	361.20	-	-	-	-	361.20
SchoolMate	IN000540784	7/31/2020	9/1/2020	1,171.50	-	-	-	-	1,171.50
SchoolMate	IN000540789	7/31/2020	8/30/2020	638.97	-	-	-	-	638.97
Singapore Math, Inc.	352641	7/1/2020	7/31/2020	63.89	-	-	-	-	63.89
Studies Weekly	347284	8/7/2020	9/5/2020	64.62	-	-	-	-	64.62
Studies Weekly	347288	8/11/2020	9/5/2020	64.62	-	-	-	-	64.62
Studies Weekly	348653	8/13/2020	9/10/2020	32.42	-	-	-	-	32.42
TalkBox.Mom	414151	8/20/2020	9/19/2020	87.10	-	-	-	-	87.10
Teacher Synergy, LLC	121985943	8/5/2020	8/26/2020	58.56	-	-	-	-	58.56
Teacher Synergy, LLC	122002279	8/5/2020	8/26/2020	89.28	-	-	-	-	89.28
Teacher Synergy, LLC	122487482	8/11/2020	9/1/2020	199.00	-	-	-	-	199.00
Teacher Synergy, LLC	122775505	8/14/2020	9/4/2020	97.49	-	-	-	-	97.49
Teacher Synergy, LLC	122782222	8/14/2020	9/4/2020	24.00	-	-	-	-	24.00
Teacher Synergy, LLC	125072025	9/3/2020	9/24/2020	21.99	-	-	-	-	21.99

Lake View Charter School

Accounts Payable Aging

September 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Teacher Synergy, LLC	126138744	9/11/2020	10/2/2020	53.54	-	-	-	-	53.54
Teacher Synergy, LLC	126140284	9/11/2020	10/2/2020	92.00	-	-	-	-	92.00
Teacher Synergy, LLC	126140700	9/11/2020	10/2/2020	10.00	-	-	-	-	10.00
Teaching Textbooks	28276	7/13/2020	8/12/2020	43.08	-	-	-	-	43.08
Teaching Textbooks	28277	7/13/2020	8/12/2020	43.08	-	-	-	-	43.08
Teaching Textbooks	28844	8/14/2020	9/13/2020	55.67	-	-	-	-	55.67
Teaching Textbooks	28845	8/14/2020	9/13/2020	75.67	-	-	-	-	75.67
Teaching Textbooks	28910	8/24/2020	9/23/2020	55.08	-	-	-	-	55.08
Teaching Textbooks	28911	8/24/2020	9/23/2020	43.08	-	-	-	-	43.08
Teaching Textbooks	28917	8/25/2020	9/24/2020	43.08	-	-	-	-	43.08
Teaching Textbooks	28918	8/25/2020	9/24/2020	55.08	-	-	-	-	55.08
Teaching Textbooks	28994	8/26/2020	9/25/2020	43.08	-	-	-	-	43.08
Teaching Textbooks	29201	8/31/2020	9/30/2020	185.96	-	-	-	-	185.96
Teaching Textbooks	29202	8/31/2020	9/30/2020	227.96	-	-	-	-	227.96
Teaching Textbooks	29220	8/31/2020	9/30/2020	43.08	-	-	-	-	43.08
Teaching Textbooks	29223	8/31/2020	9/30/2020	67.08	-	-	-	-	67.08
Teaching Textbooks	29225	8/31/2020	9/30/2020	55.08	-	-	-	-	55.08
Teaching Textbooks	29260	9/1/2020	10/1/2020	106.01	-	-	-	-	106.01
Teaching Textbooks	29265	9/2/2020	10/2/2020	118.01	-	-	-	-	118.01
Teaching Textbooks	29510	9/10/2020	10/10/2020	67.08	-	-	-	-	67.08
Teaching Textbooks	29511	9/11/2020	10/11/2020	55.08	-	-	-	-	55.08
Thinkwell Corporation	204522	8/21/2020	9/20/2020	125.00	-	-	-	-	125.00
Thrive Homeschool Program	319	9/1/2020	10/1/2020	2,875.00	-	-	-	-	2,875.00
Thrive Homeschool Program	320	9/4/2020	10/4/2020	375.00	-	-	-	-	375.00
Thrive Homeschool Program	321	9/15/2020	10/15/2020	65.00	-	-	-	-	65.00
Thrive Homeschool Program	322	9/17/2020	10/17/2020	660.00	-	-	-	-	660.00
Thrive Homeschool Program	323	9/18/2020	10/18/2020	1,300.00	-	-	-	-	1,300.00
Time4Writing.com	T4W11570	9/11/2020	10/11/2020	119.00	-	-	-	-	119.00
Time4Writing.com	T4W11610	9/18/2020	10/18/2020	119.00	-	-	-	-	119.00
Tori Gillam	000257	8/30/2020	8/30/2020	120.00	-	-	-	-	120.00
Tori Gillam	000259	9/16/2020	9/16/2020	360.00	-	-	-	-	360.00
Tori Gillam	000260	9/16/2020	9/16/2020	120.00	-	-	-	-	120.00
Trigger Memory Co.	2427	8/21/2020	9/20/2020	48.90	-	-	-	-	48.90
Wieser Educational	92994	8/21/2020	9/20/2020	392.85	-	-	-	-	392.85
Wieser Educational	93088	8/25/2020	9/24/2020	336.02	-	-	-	-	336.02
Wieser Educational	93124	8/26/2020	9/25/2020	91.98	-	-	-	-	91.98
Wieser Educational	93231	9/2/2020	10/2/2020	202.70	-	-	-	-	202.70
Wonder Crate	I130	8/26/2020	9/25/2020	287.52	-	-	-	-	287.52
WriteShop	20-0930	9/10/2020	10/10/2020	\$ 84.50	\$ -	\$ -	\$ -	\$ -	\$ 84.50
<b>Total Outstanding Payables in September</b>				<b>\$ 112,947.43</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 112,947.43</b>

## Lake View Charter School

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

For the period ended September 30, 2020

	<b>Account Balance</b>
Due (to)/from Inspire Charter Services	\$ <u>264,221</u>
<b>Total Due (to)/from Balance</b>	<b>\$ <u>264,221</u></b>

# Coversheet

## Staff Sharing Memorandum of Understanding

**Section:** III. Finance  
**Item:** B. Staff Sharing Memorandum of Understanding  
**Purpose:** Vote  
**Submitted by:** Julie Haycock  
**Related Material:** Draft MOU for Shared Services.pdf

**BACKGROUND:**

The board is being presented with the final Staff Sharing MOU (Memorandum of Understanding) to allow the sharing of staff and the financial allocations connected to each position for each of the schools. Schools included in the MOU are Lake View, Winship, Feather River, Clarksville, and The Cottonwood School.

**RECOMMENDATION:**

All five boards will vote to approve this MOU for the 2020-21 school year.

## MEMORANDUM OF UNDERSTANDING FOR SHARED PERSONNEL SERVICES

This Memorandum of Understanding for Shared Personnel Services and Resources (“*MOU*”) is entered into as of July 1, 2020 (“*Effective Date*”) by and between the following California nonprofit public benefit corporations, which may each be referred to herein as a “*Party*” or collectively as the “*Parties*” to this MOU: Winship Community School, Feather River Charter School, Clarksville Charter School, The Cottonwood School, and Lake View Charter School.

**WHEREAS**, Winship Community School operates a public charter school named Winship Community School, Feather River Charter School operates a public charter school named Feather River Charter School, Clarksville Charter School operates a public charter school named Clarksville Charter School, The Cottonwood School operates a public charter school named The Cottonwood School, and Lake View Charter School operates a public charter school named Lake View Charter School (each a “*School*” or collectively the “*Schools*”);

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

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

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

**WHEREAS**, the Parties intend to coordinate the services provided by the Shared Personnel to the Parties and to allocate costs among the Parties according to the terms and conditions set forth in this MOU.

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

**1. Shared Personnel.** During the term of this MOU, the Parties shall coordinate with each other for shared personnel (“*Shared Personnel*”) to perform the educational services described in Attachment A (the “*Services*”) under the terms and conditions set forth herein. All shared personnel shall be documented between the Lessor and Lessee Schools, as defined herein, pursuant to Attachment B as outlined in a written process to be mutually agreed upon between the parties. No third party shall have the authority to unilaterally impose the sharing of personnel between the Parties.

**2. Lessor and Lessee Schools.** The Parties acknowledge each School may both (i) employ an individual who will provide Services to another School; and (ii) receive Services from an individual employed by another School. The term “*Lessor*” refers to a School leasing its employee(s) to another School pursuant to the terms of the MOU. The term “*Lessee*” refers to a School receiving Services from another School’s employee(s) pursuant to the terms of the MOU. Each Party may serve as a Lessor and Lessee under this MOU, and shall meet the obligations set forth in this MOU depending on their role as a Lessor and/or Lessee. Shared Personnel shall be subject to the ultimate oversight, direction and control of Lessor and its governing board, officers, and designated representatives, but may also be subject to the supervision and direction of Lessees when performing Services on their behalf. The termination of this MOU shall not terminate the Shared Personnel’s employment relationship with Lessor. Lessees are not, and nothing in this MOU shall cause Lessees to become, third party beneficiaries to Lessor’s employment agreements with the Shared Personnel.

[10.27.20 DOCS--4209839-v2--Draft MOU for Shared Services LV & Clarksville20-09-18-Draft MOU for Shared Services v15 \(PCM\).docx](#)

Nothing in this MOU shall confer upon any Party any rights or remedies, including any right to employment, as an employee of any other Party. Nothing in this MOU shall create a joint venture between the Parties. Each Party shall remain solely responsible for its own governance, operations and educational program.

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

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

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

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

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

c. Invoicing. Each Party shall invoice the other Parties monthly for all fees and expenses incurred ("Monthly Invoice"). Each Monthly Invoice shall contain a brief description of the method by which the fees and expenses were calculated.

d. Payment Terms. Payment is due thirty (30) days from the date of delivery of the Monthly Invoice.

e. Disputes. Any disputes concerning invoices must be directed to Lessor in writing within thirty (30) days after receipt of the Monthly Invoice. Lessor shall provide access to reasonable backup documentation for such fees upon request and subject to privacy considerations.

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

a. Comply with all applicable federal, state and local laws and regulations, including

[10.27.20 DOCS--4209839-v2--Draft MOU for Shared Services LV & Clarksville20-09-18-Draft MOU for Shared Services v15 \(PCM\).docx](#)

laws prohibiting harassment, discrimination and retaliation.

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

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

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

e. Ensure that Shared Personnel maintain the qualifications and competency necessary to provide the Services, including but not limited to: (i) complete all required training, including, but not limited to initial and annual training on mandated child abuse and neglect reporting; (ii) are free from active tuberculosis; (iii) have passed a criminal background check through the Department of Justice; (iv) have not been convicted of a serious or violent felony (as defined by Penal Code §§ 667.5 and 1192.7), sex offense as defined by Education Code § 44010, or a controlled substance offense (as defined by Education Code § 44011); (v) are eligible to work in the United States; and (vi) maintain in good standing all applicable licenses and credentials.

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

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

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

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

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

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

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

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

- c. Provide to Shared Personnel, in writing, copies of any of Lessee's policies and procedures applicable to the Services.
- d. Provide a safe working environment for Shared Personnel.
- e. Supervise and direct Shared Personnel when providing Services on behalf of the Lessee in order to ensure that Shared Personnel meet their performance obligations and comply with all of Lessee's applicable policies and procedures.
- f. Provide feedback to Lessor regarding the performance of Shared Personnel, including, but not limited to, reporting misconduct to Lessor by a Shared Personnel that violates Lessee policies or procedures or law.
- g. Work cooperatively with Lessor to ensure compliance with all applicable wage and hour laws for nonexempt Shared Personnel, including, but not limited to, ensuring that nonexempt Shared Personnel adhere to their schedule as provided by Lessor, including taking meal and rest periods, and ensuring nonexempt Shared Personnel accurately record/track all hours worked for Lessee. Lessee agrees to timely report to Lessor any non-compliant meal or rest periods and any overtime worked by nonexempt Shared Personnel while working on behalf of Lessee.

## **8. Term and Termination.**

- a. Term. The MOU is effective as of July 1, 2020 and shall remain in effect until June 30, 2021 (the "**Term**"). This MOU shall automatically terminate unless renewed in writing by the Parties. Termination under this subsection shall not relieve the terminating Party of any of its obligations under this MOU prior to the effective date of such termination. Termination of participation by any Party(ies) shall not terminate the MOU as to any other Party.
- b. Termination With Cause. Any Party may terminate its participation in this MOU for cause as defined below. All notices required under this subdivision must be simultaneously provided to all Parties in writing.
  - i. Material Breach. Any Party may terminate this MOU in the event of another Party's material or persistent breach of any one or more of the terms of this MOU, which breach is not remedied within thirty (30) days after written notice. If after thirty (30) days the non-breaching Party determines that the breach has not been remedied or appropriate actions have not commenced to cure the breach, the non-breaching Party may terminate its participation in the MOU effective immediately. If termination pursuant to this section is based upon a failure to pay an invoice in a timely fashion as outlined in Section 5(d) then the nonpaid Party may terminate the agreement with the nonpaying Party if that material breach has not been remedied within ten (10) business days of written notification of the material breach.
  - ii. Charter Revocation/Non-Renewal. Upon the revocation or non-renewal of the charter of a Party, that Party may terminate its participation in the MOU effective upon the winding up of that charter's business, as set forth in any closure resolution. Notice of any such revocation or non-renewal shall be provided as soon as possible.
  - iii. Duty to Pay Severance to Shared Personnel Upon Termination. In the event termination of this MOU results in termination of Shared Personnel's employment without cause thereby triggering a requirement to pay severance to Shared Personnel under their

employment agreement with Lessor, the terminating party shall be responsible for paying for severance, if any in the Shared Personnel's contract, up to two weeks of salary, or in the event of a termination by more than one Party, any such severance shall be paid according to their relative Allocation.

- iv. Termination of Shared Personnel Arrangements. Any Lessor or Lessee may terminate a Shared Personnel arrangement for teachers or other instructional staff who directly support students at any time, with or without cause or advance notice. If a Lessor or Lessee seeks to terminate a Shared Personnel arrangement for an administrative staff position who does not typically directly serve students, Lessee and Lessor shall provide sixty (60) days' written notice to other Parties before such termination. If there are any disputes concerning termination of Shared Personnel arrangements, the Parties agree to meet and confer to seek a resolution in good faith.

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

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

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

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

c. Upon the termination or expiration of this MOU, Confidential Information of each Party in the possession of the other Party shall be returned and/or destroyed. Section 10 shall survive

termination of this MOU.

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

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

b. Lessor shall not use or disclose pupil records, including PII, received from or on behalf of another Party except as necessary with respect to the performance of the Services, as required by law, or as otherwise authorized in writing by the applicable Lessee. Lessor shall protect the student education records it receives from or on behalf of another Party no less rigorously than it protects its own student education records. In the event of an unauthorized disclosure of PII, Lessor shall notify the affected Lessee(s) as soon as practicable, and shall, upon the affected Lessee’s request, notify affected parents, legal guardians and eligible pupils using reasonably available technological means such as electronic mail.

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

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

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

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

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

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

f. Except for Workers' Compensation and Professional Liability coverages Lessor hereby agrees to waive rights of subrogation which any insurer of Lessor may acquire from Lessor by virtue of the payment of any loss. Lessor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

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

h. Lessor will provide thirty (30) days prior written notice to Lessee(s) in the event of any material modification or cancellation of insurance required by this MOU. If any of the required coverages expire during the term of this MOU, Lessor shall deliver the renewal certificate(s) including the additional insured endorsements to Lessees at least ten (10) days prior to the expiration date.

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

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

**14. Indemnification.** Each Party shall defend, indemnify, and hold harmless the other Parties, and their employees, officers, directors, agents, and insurers from and against any liability, loss, claims, demands, damages, expenses, lawsuits and costs (including attorneys' fees, expert witness fees, and other costs of litigation or other proceedings) of every kind or nature arising in any manner out of any breach of duties under this MOU and/or negligence, wrongdoing or willful misconduct of that Party, including its employees (including Leased Personnel), officers, directors, and agents. In no event shall any Party be required to defend, indemnify or hold harmless any other Party for its sole negligence, sole wrongdoing or singular willful misconduct.

This indemnification shall extend to claims occurring after this MOU is terminated as well as while it is in force. The indemnification and defense obligations set forth in this provision are separate and independent from the insurance provisions set forth in Section 12 herein; and do not limit, in any way, the applicability, scope, or obligations set forth in those insurance provisions.

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

**16. Fiduciary Obligations.** The governing body for each Party has reviewed this MOU in good faith, and in a manner in which it believes to be in its best interests, and with such care, including

reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances, and has determined that the MOU is in the best interests of its Party and that the cost allocation to be paid is fair and reasonable.

**17. Dispute Resolution.** If there is any dispute or controversy between the Parties arising out of or relating to this MOU, the Parties agree to confidentially meet in good faith to discuss a mutually amicable resolution to the dispute. If informal efforts at dispute resolution are not successful, the Party with the complaint shall give written notice of the dispute and the desired resolution to the other Party. The Parties agree that, within thirty (30) days of the date of written notice of the failure to resolve the dispute despite good faith efforts, they will again meet with a mutually agreeable mediator for non-binding mediation in good faith, with a principal of each of the Parties present. If the Parties are still unable to come to a resolution within thirty (30) days of the external mediation, the Parties may agree to arbitrate the dispute in El Dorado County, or another jurisdiction upon mutual agreement by the Parties in dispute, before a retired California state or federal court judge under the Comprehensive Arbitration Rules of JAMS, rather than resorting to litigation.

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

To: Clarksville Charter School  
ATTN: Board President  
4818 Golden Foothills Parkway #9  
El Dorado Hills, CA 95762  
[emily95661@gmail.com](mailto:emily95661@gmail.com)

To: Feather River Charter School  
ATTN: Board President  
4305 South Meridian Road  
Meridian, CA 95957-9647  
[dbrockmyer@hotmail.com](mailto:dbrockmyer@hotmail.com)

To: Lake View Charter School  
ATTN: Board President  
4672 County Road N  
Orland, CA 95963  
[lindsay.mower@gmail.com](mailto:lindsay.mower@gmail.com)

To: The Cottonwood School  
ATTN: Board President  
7006 Rossmore Lane  
El Dorado Hills, CA 95762  
nlorenzedd@gmail.com

To: Winship Community School  
ATTN: Board President  
4305 South Meridian Road  
Meridian, CA 95957-9647  
[dbrockmyer@hotmail.com](mailto:dbrockmyer@hotmail.com)

*For The Cottonwood School, copy to:*  
Paul C. Minney, Esq.  
Young, Minney & Corr, LLP  
655 University Ave., Ste 150  
Sacramento, Ca. 95825  
[pminney@mycharterlaw.com](mailto:pminney@mycharterlaw.com)

*For Clarksville Charter School, Feather River Charter School, Lake View Charter School, and Winship Community School, copy to:*

Rahul E. Reddy, Esq.  
Procopio, Cory, Hargreaves & Savitch LLP  
525 B Street Suite 2200  
San Diego, CA 92101  
[rahul.reddy@procopio.com](mailto:rahul.reddy@procopio.com)

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

**20. Entire Agreement.** This MOU and all attachments, which are incorporated by reference, constitute the entire agreement between the Parties with respect to the subject matter contained herein and supersedes all agreements, representations and understandings of the Parties with respect to such subject matter made or entered into prior to the date of this MOU and is a final, complete and exclusive statement of the terms of the MOU.

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

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

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

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

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

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

**[Signature Block on Following Page]**

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

Clarksville Charter School, a California nonprofit public benefit corporation

Feather River Charter School, a California nonprofit public benefit corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_, 2020

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_, 2020

Lake View Charter School, a California nonprofit public benefit corporation

The Cottonwood School, a California nonprofit public benefit corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_, 2020

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_, 2020

Winship Community School, a California nonprofit public benefit corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_, 2020

**ATTACHMENT A**

**Effective Date: ~~DATE~~ July 1, 2020**

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

**Description of Services:**

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

<b>Position</b>	<b>Regional Coordinator</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Support a team of teachers in navigating challenges that arise in their work, including parent communication, intervention, and non-compliance</li> <li>● Provide leadership and clear communication of expectations to assist teachers with meeting assigned deadlines, compliance, and school culture</li> <li>● Host monthly in-person team meetings and hold office hours as needed</li> <li>● Proactively address any concerns regarding teacher performance and discuss opportunities for improvement</li> </ul>

<b>Position</b>	<b>Teacher Trainer</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Provide initial training and support to new teachers</li> <li>● Hold regular office hours to support new teachers</li> <li>● Meet monthly with Mentor Teachers to offer support, problem-solve, and collaborate <u>to support teachers and students</u></li> </ul>

<b>Position</b>	<b>Mentor Teacher</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Meet with their assigned HST on a regular basis to cultivate a mentorship relationship and to provide ongoing support as the HST learns the responsibilities of the position</li> <li>● Answer questions and assist with tasks as needed throughout the school year, including master agreements, attendance, AWRs, work samples, YET, etc.</li> <li>● Review HST’s work records and other compliance documents as necessary, providing feedback and coaching</li> <li>● Proactively offer weekly support to HST in prioritizing work, organization, and efficiency</li> <li>● Provide guidance to HST on questions that arise with student and family support, compliance, etc.</li> </ul>

<b>Position</b>	<b>Handbook Manager</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Organize the information in the HST Handbook in a user-friendly format</li> <li>● Maintain the HST Handbook to ensure accuracy of information and active links</li> <li>● Update the Handbook with new information as requested by the leadership team and/or department heads.</li> </ul>

<b>Position</b>	<b>JHVA Program Coordinator</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Create, implement, and oversee Junior High Virtual Academy</li> <li>● Interview, hire, and support teachers</li> <li>● Observe and evaluate teacher performance</li> <li>● Respond to parent questions/concerns</li> <li>● Work with student support, SPED, and ELL coordinators to create a plan to serve sub-groups</li> <li>● Meet with ADs/Directors as needed to discuss each of the schools’ needs</li> </ul>

<b>Position</b>	<b>JHVA Lead Teacher</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Assist JHVA Coordinator with all duties and responsibilities outlined in Coordinator Job Description as needed</li> <li>● Support and train JHVA teachers</li> <li>● Provide live, virtual instruction twice per week for one class (totaling 2 hours) and virtual office hours twice per week (totaling 2 hours)</li> <li>● Complete all duties for selected course as outlined in the JHVA Teacher job description</li> </ul>

<b>Position</b>	<b>JHVA Teacher</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Provide live, virtual instruction twice per week for each class (totaling 4 hours) and virtual office hours twice per week (totaling 2 hours)</li> <li>● Plan engaging lessons and activities aligned to California State Standards</li> <li>● Maintain current grades in the Schoology platform; monitor and share student progress with HST, parent, and student weekly</li> <li>● Provide additional support as needed for struggling students or those identified as SPED/504/ELL</li> <li>● Attend monthly JHVA team meetings and trainings</li> </ul>

<b>Position</b>	<b>Education Specialist (Special Education Teacher)</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Develop Initial, Interim, Annual, Triennial Individualized Education Plan (IEP) in collaboration with IEP team members using the Special Education Information System (SEIS) program.</li> <li>● Schedule and prepare all materials for IEP meetings.</li> <li>● Consult/collaborate with parents, staff, and service providers to ensure appropriate delivery of special education related services.</li> <li>● Maintain special education records to meet compliance guidelines.</li> <li>● Teach Specialized Academic Instruction (SAI) classes to caseload to ensure successful progress toward student’s IEP goals.</li> </ul>

<b>Position</b>	<b>Special Education Program Specialist</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Attends and serves as an admin designee to determine the continued eligibility of a student for the special education program for all level 2 IEPs</li> <li>● Provide direct and indirect coaching support to general education, special education, and parents</li> <li>● Conduct bi-weekly caseload checks with assigned teachers and hold 1-hr open office hours 2x weekly: morning/afternoon</li> <li>● Monitor SEIS regularly by reviewing the dashboard, reports, and service tracker for special education compliance and provide technical support</li> <li>● Every Program Specialist will have a focus area that they support the region with.</li> </ul>

<b>Position</b>	<b>Special Education School Psychologist</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Draft and send Assessment Plans</li> <li>● Casemanage virtual and in-person assessments/assessors</li> <li>● Conduct in-person assessments</li> <li>● Review all assessment reports</li> <li>● Write assessment report</li> <li>● Attend IEE meetings</li> <li>● <u>Attend contentious/challenging assessment IEP meetings</u></li> <li>● <u>Provide psychology services to students in accordance with IEP's.</u></li> </ul>

<b>Position</b>	<b>School Nurse</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Perform vision and hearing screenings for special education and general education students</li> <li>● Complete Health Assessments</li> <li>● Complete Health Care Plans</li> <li>● Train staff on Health Care Plan implementation</li> <li>● Attend IEP meetings</li> <li>● Plan and hold Health Screening Events</li> </ul>

<b>Position</b>	<b>Special Education Assistant Director</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Provide leadership in developing, implementing, evaluating and revising <del>€</del>charter <u>school</u> programs and services as assigned by the Director of Special Education.</li> <li>● Supervise and evaluate classified and certificated staff as assigned by the</li> </ul>

	<p>Director of Special Education.</p> <ul style="list-style-type: none"> <li>● Provide supervision, consult and information regarding laws, policies and procedures to program specialists and departmental staff.</li> <li>● Admin. Designee for Lv 3 IEPs (contentious/challenging IEP meetings in which Program Specialists need more support or advocate/attorneys are involved)</li> </ul>
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<b>Position</b>	<b>Director of Special Education &amp; Student Support</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Administrator for the Special Education Department</li> <li>● Administrator for the Student Support Department</li> <li>● Supervise staff in both departments</li> <li>● SELPA Representative</li> <li>● <u>Oversee</u> <del>Handle</del> all special education legal cases</li> <li>● Oversee SELPA and CDE reporting</li> </ul>

<b>Position</b>	<b>Special Education Assessment Coordinator</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Process incoming parent, teacher, IEP team assessment requests</li> <li>● Assign assessors to students</li> <li>● Ensure assessment completion</li> </ul>

<b>Position</b>	<b>Special Education Services Coordinator</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Send NPA contracts</li> <li>● Send ISA's</li> <li>● Assign services to providers</li> <li>● Send IEE ISA's/Contracts</li> </ul>

<b>Position</b>	<b>Special Education SEIS Coordinator</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Coordinates with internal staff and outside school districts on incoming and student withdraws</li> <li>● Monitors SELPA mandated timelines and coordinates with Case Managers to ensure compliance</li> <li>● Maintains SEIS records including eligibility changes to ensure accuracy of information</li> </ul>

	<ul style="list-style-type: none"> <li>Manages and supports SEIS user accounts, correcting data and log-in errors as needed</li> </ul>
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<b>Position</b>	<b>Special Education Office Manager/Assistant</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>Assists with upkeep of department websites, shared drives, and public documents</li> <li>Maintains daily office logistics of Classified staff and office equipment</li> <li>Works closely with the Director of <u>Special Education</u> on invoices, orders, inventory, SELPA reporting and annual projects</li> <li>Answer <del>SpEd's</del> <u>Special Education</u> general email accounts and phone lines</li> <li>Coordinates IEP scheduling with Case Managers</li> </ul>

<b>Position</b>	<b>Special Education Records Coordinator</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>Maintains and updates student hardcopy records in a categorical filing system</li> <li>Provides student files for internal staff and outside school districts with incoming and student withdraws</li> <li>Ensures compliance of CDE timelines in regards to SpEd records</li> <li>Coordinates with SpEd staff, Enrollment, GE Records, Pathways and SEIS teams to ensure accuracy of student data across multiple departments</li> </ul>

<b>Position</b>	<b>Special Education AT/Low Incidence Coordinator</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>Keeps a database of low incidence purchases and order tracking</li> <li>Maintains records on low incidence and assistive tech. invoices, student documentation, and price listings</li> <li>Update budget including credits, returns and receipts for accounting purposes</li> <li>Collaborates with Case Managers, IT, Curriculum and Enrichment teams to ensure prompt delivery of items</li> </ul>

<b>Position</b>	<b>Intervention- Speech Language Pathologist</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>Provides General Education Speech and Language Response to Intervention (RtI) to students and serves as a member of the Support Team and will collaborate as well as consult with the team members.</li> </ul>

	<ul style="list-style-type: none"> <li>● Assist in development of MTSS, develop and implement a speech and language RtI program.</li> <li>● Develop and implement a progress monitoring systems and the analysis of student outcomes;</li> <li>● Serve as a member of Student Study teams, utilizing expertise in language, its disorders, and treatment;</li> <li>● Consult with teachers to meet the needs of students in initial RtI tiers with a specific focus on the relevant language underpinnings of learning and literacy</li> </ul>
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<b>Position</b>	<b>Intervention Coordinator-Math</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● The Student Support Intervention Coordinator- serves as a subject expert by organizing and implementing Math intervention for all participating schools. The Coordinator works with the Homeschool Teacher (HST), parents, students, and all other academic staff within our schools that support students.</li> <li>● The Coordinator organizes, develops, and maintains curriculum and direct instruction for intervention via a virtual platform. Also, the Coordinator will provide data for follow up SST and 504 meetings and communicate with parents, teachers, staff regarding progress, or further assessments needed. The Coordinator may also assist general education teachers with the selection of appropriate curricula and the development and implementation of appropriate strategies.</li> </ul>

<b>Position</b>	<b>Intervention Coordinator-Reading</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● The Student Support Intervention Coordinator- serves as a subject expert by organizing and implementing Reading intervention for all participating schools. The Coordinator works with the Homeschool Teacher (HST), parents, students, and all other academic staff within our schools that support students.</li> <li>● The Coordinator organizes, develops, and maintains curriculum and direct instruction for intervention via a virtual platform. Also, the Coordinator will provide data for follow up SST and 504 meetings and communicate with parents, teachers, staff regarding progress, or further assessments needed. The Coordinator may also assist general education teachers with the selection of appropriate curricula and the development and implementation of appropriate strategies.</li> </ul>

<b>Position</b>	<b>Student Support Coordinator</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Coordinates and leads SST meetings. The Coordinator works with the Homeschool Teacher (HST), parents, students and all other academic staff.</li> <li>● The Coordinator holds meetings and follows up with SST meetings and communicates with parents, teachers, staff regarding progress or further assessments needed. The coordinator may also assist general education teachers with selection of appropriate curricula and the development and implementation of appropriate strategies.</li> <li>● Implements and documents retention requests and processes for students requesting retention.</li> </ul>

<b>Position</b>	<b>504 Coordinator</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● The 504 Coordinator serves as a specialist for the school by coordinating and leading 504 meetings. The Coordinator works with the Homeschool Teacher (HST), parents, students and all other academic staff.</li> <li>● Holds meetings, documents and follows up with 504 meetings and communicates with parents, teachers, staff regarding progress or further assessments needed. The coordinator may also assist general education teachers with selection of appropriate curricula and the development and implementation of appropriate strategies.</li> <li>● The Coordinator will follow the regulations associated with 504's and ensure accommodations are being met.</li> </ul>

<b>Position</b>	<b>Student Support Specialist</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Support Student Service Coordinators with scheduling and tracking of 504 and SST meetings, planning, organizing and data analysis.</li> <li>● Schedule SST/504 Meetings</li> <li>● Provide materials to teachers and families as needed</li> <li>● Assist with progress monitoring &amp; data collection</li> <li>● Maintain calendar of SST/504 meetings as well as timelines of follow up</li> <li>● Maintain Department Calendars</li> <li>● Communicate with teachers and parents regarding updates, meetings, etc.</li> <li>● Assist Student Support, 504 and Intervention Coordinators as needed</li> <li>● Assist teachers with questions</li> <li>● Assist in preparing teacher and parent presentations</li> <li>● Enter and/or pull data and reports from the SIS (e.g, ELD, 504, demographics)</li> </ul>

	<ul style="list-style-type: none"> <li>● Set up and maintenance of all Tier 1 programs (ie: Reading Horizons, Learning Ally, MathSeeds, Reading Eggs, etc.)</li> <li>● Communicates with HST's regarding T1 programs and department inquiries.</li> </ul>
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<b>Position</b>	<b>Program Specialist and Students in Crisis Coordinator</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● The Student Support Program Specialist supports SST and 504 Coordinators with exceptional cases and helps to facilitate Special Education referrals that originate with the Student Support Team. The SSPS also coordinates Students in Crisis support for students and their families so that students may maintain safety, and access to education as they work through difficult periods in their lives.</li> <li>● Educates, builds and maintains SEL website for all schools</li> </ul>

<b>Position</b>	<b>Coordinator Student Support and Intervention</b>
<b>Description of Services</b>	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> <li>● Develop, implement and evaluate schools MTSS/RTI and intervention programs and assists in coordinating and directing internal Intervention operations. Provide leadership to the Support Coordinators, the Support Intervention coordinators, and the School Staff to develop and implement intervention curriculum, assessment, professional learning activities, and English Learner programs. Supervise and evaluate all MTSS/RTI Support Coordinators ELA/Math. This person supports the School Principal by assisting with administrative functions, participates in overall School planning, decision making, and operation, and performs special duties as may be assigned by the Principal.</li> <li>● Manages, coordinates and implements the retention process for all schools.</li> </ul>

<b>Position</b>	<b>Regional Community Connections Coordinator (RCC)</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>-_Oversee regional group of Community Coordinators</li> <li>-Provide support, information and ideas to Regional Community Connections team</li> </ul>

	<ul style="list-style-type: none"> <li>-Promote community among teachers and families</li> <li>- Meet with community connections team on a regular basis</li> <li>- Foster an environment of creative thinking and cohesive team effort</li> <li>-Respond to requests and correspondence from teachers, families and community representatives in a timely manner</li> </ul>
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<b>Position</b>	<b>Community Connections Coordinator (CC)</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>• Plan and implement family events and community service opportunities in assigned region either virtually or in person</li> <li>• Promote community among teachers and families</li> <li>• Plan approximately 3 events per month</li> <li>• Foster an environment of creative thinking and cohesive team effort</li> <li>• Respond to requests and correspondence from teachers, families and community representatives in a timely manner</li> </ul>

<b>Position</b>	<b>Enrichment &amp; Curriculum Support Specialist</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>• Provide direct support to assigned Assistant Director and other staff members in the Secondary Approval Process and Enrichment Department</li> <li>• Evaluate and make recommendations on the appropriateness of items for students that have been deemed outside of the normal enrichment guidelines</li> <li>• Communicate changes in policies and procedures regarding the Secondary Approval Process and Enrichment Guidelines with the local Enrichment Team</li> <li>• Support administrators, HSTs, and/or families with curriculum and enrichment questions, choices, options, and policies and procedures</li> <li>• Communicate relevant curriculum and enrichment information with HSTs and families via North News, Monday Memos, appropriate websites, and social media channels</li> </ul>

Position	Vendor Relations Coordinator
Description of Services	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● First line of communication for all vendors for the <del>North Schools</del><u>Schools</u>.</li> <li>● Manage and update vendor lists.</li> <li>● Evaluate prospective vendors for school principal approval.</li> <li>● Review and approve vendor applications.</li> <li>● Develop new vendors in growing communities.</li> <li>● Ensure approved vendors provide educational services appropriate for student development in career and technical education, physical education, and other extracurricular areas.</li> <li>● Plan and implement a vendor support program to include staff visits to vendor locations and response to complaints.</li> <li>● Collaborate with regional teams to investigate vendor concerns.</li> <li>● Point person for back-office vendor team.</li> </ul>

Position	Assistant Director
Description of Services	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Oversee RC's, staff evaluations &amp; help with staff and family situations</li> <li>● Assemble and send out North News_ - Weekly Newsletter</li> <li>● Send out Staff Communications</li> <li>● Help with Enrollment, Withdrawals, Student Assignments &amp; manage Teacher Tracker</li> <li>● Oversee Hiring/EdJoin, Employment Verification &amp; work with HR</li> <li>● Oversee Local Assignment Option &amp; Credentialing</li> <li>● Monitor PORs</li> <li>● Time clock oversight PT</li> <li>● Oversee and develop CTE</li> <li>● Work with College Board for AP, PSAT and SAT/ACT</li> <li>● Oversee HSVA Program &amp; Academic Decathlon</li> <li>● Oversee Teacher Training Program &amp; Mentor Teacher Support</li> <li>● RC Training &amp; Support</li> <li>● Professional Learning Communities</li> <li>● Plan and implement HST Professional Development &amp; Parent Education</li> <li>● Manage HST Handbook</li> <li>● Oversee Junior High Virtual Academy</li> <li>● Work with Teacher Trainer &amp; Mentor Teacher Team</li> <li>● Coordinate All-Access Curriculum</li> <li>● Oversee the EL Team, ELPAC Coordination &amp; develop EL Plan</li> <li>● Oversee the Testing Team: Renaissance 360 Management, CAASPP</li> </ul>

	<p>Coordination</p> <ul style="list-style-type: none"> <li>● Coordinate with Testing Support from Provenance</li> <li>● Oversee Enrichment Ordering, Order Exceptions/approvals</li> <li>● Enrichment: <del>secondary approvals</del>, policy, exceptions, training, updates, <u>and compliance support</u></li> <li>● Vet, approve, and monitor Vendors</li> <li>● Manage vendor communication, finalize contracts</li> <li>● Multicultural, Diversity, &amp; Inclusion</li> <li>● Meet with FLs, EOS, CC, NJHS/NHS, Field trips &amp; events</li> <li>● Oversee Community Connections</li> </ul>
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<b>Position</b>	<b>Deputy Director (4 Schools Only)</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Writing the SARC, LCaP with LLMF</li> <li>● Oversee charter material revisions &amp; renewals</li> <li>● Organize Board meeting discussions/agenda/support</li> <li>● Work on Interim Audits &amp; FCMAT support</li> <li>● Collaboration with Pathways &amp; compliance</li> <li>● Attend FL weekly meetings</li> <li>● Work on Family/Student Handbooks, Safety Plans</li> <li>● WASC assistance</li> <li>● Participate in weekly <del>SCOE</del>-county calls &amp; act as liaison with Supt. and County Office</li> </ul>

<b>Position</b>	<b>High School Academic &amp; Counseling Coordinator</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Set High School Policy and maintain communication in all venues</li> <li>● Supervision of Guidance Counselors, Guidance Techs and Curriculum Positions</li> <li>● Legal compliance with all federal, state and private accrediting agencies</li> <li>● CTE resource development and integration</li> </ul>

<b>Position</b>	<b>High School Counselor</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Keep students, families, staff, and stakeholders informed of resources, high school requirements, and college and career information</li> <li>● Host virtual and in-person high school information sessions for returning 8<sup>th</sup> grade families</li> <li>● Create and host virtual and in-person information sessions regarding college applications, financial aid, social/emotional help, scheduling advice, career opportunities, concurrent enrollment</li> <li>● Monitor graduation requirements and educational progress of each student</li> <li>● Support Home School Teachers in scheduling students for success</li> <li>● Advise students and families on the concurrent enrollment process, college admissions, and financial aid opportunities</li> <li>● Work with Enrollment, School Accountability, Records, and CALPADS teams to ensure student information is accurate</li> <li>● Support students in social/emotional matters</li> </ul>

<b>Position</b>	<b>Guidance Tech</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Transcript maintenance</li> <li>● Manage Master Student Roster</li> <li>● Ensure accurate record keeping across all platforms</li> </ul>

<b>Position</b>	<b>Academic Decathlon Teacher (Stipend)</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Runs the Academic Decathlon Program for all schools</li> <li>● Manage classes and curriculum</li> <li>● Attend Acadec events</li> </ul>

Position	Administrative Assistant (4 schools)
Description of Services	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Work directly with the Principal managing daily tasks.</li> <li>● Provide secretarial assistance to the pPrincipal by relieving him or her of administrative tasks such as composing, typing and editing letters and bulletins</li> <li>● Managing google calendars</li> <li>● Maintain school policies and procedures.</li> <li>● Help organize details for meetings</li> <li>● Pick up mail from authorizer &amp; PO Box every week</li> <li>● Editing &amp; Pproofreading emails, paperwork</li> <li>● Create letterhead for each school and one with all 5 schools</li> <li>● Help with events (graduation, PD’s, homeschool showcase)</li> <li>● Approvals for Divvy, review check register</li> <li>● Assist with board meeting prep</li> </ul>

Position	Business/HR Manager (4 schools)
Description of Services	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Day to day operations and activities of the Human Resources Department</li> <li>● Advise applicants and employees regarding fingerprinting and tuberculosis clearance</li> <li>● Wide variety of personnel related assignments, ie. records, databases</li> <li>● Collect, verify and keep record time keeping information</li> <li>● Prepare, input, and maintain employee information and personnel files</li> <li>● Verify extra pay, stipend, and overtime approvals</li> <li>● Maintain and update payroll records</li> <li>● Resolve and respond to employee inquiries complaints and questions</li> <li>● Verify attendance, hours worked, and pay adjustments</li> <li>● Handle confidential files and audits</li> <li>● Create and write contracts &amp; Rate in new employees</li> <li>● Handle all benefits setup, deletion, changes and open enrollment concerns</li> <li>● Accounts payable processing verifications and approvals</li> </ul>

<b>Position</b>	<b>Business/HR Assistant (4 schools)</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Assist HR/Business Manager in day to day operations</li> <li>● Assist with record time keeping information</li> <li>● Maintain and update payroll records</li> <li>● Resolve and respond to employee inquiries complaints and questions</li> <li>● Verify attendance, hours worked, and pay adjustments</li> <li>● Handle confidential files and audits</li> <li>● Create and write contracts &amp; Rate in new employees</li> <li>● Handle all benefits setup, deletion, changes and open enrollment concerns</li> <li>● Accounts payable processing verifications and approvals</li> </ul>

<b>Position</b>	<b>EL Coordinator</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Hold a twice-monthly designee meeting via zoom to discuss questions, concerns, training and reminders</li> <li>● HST education regarding EL services and ELPAC; including once-a-month Zoom training or office hours</li> <li>● Monitor designee compliance</li> <li>● Meet with ADs/Directors as needed to discuss each of the schools' needs</li> <li>● Work with student support and language services to create a plan to <u>effectively</u> serve <del>the EL/EL students</del> population</li> <li>● Plan and carry out Summative ELPAC testing</li> <li>● Work with the SPED department to create a functioning plan to test SPED EL students</li> </ul>

<b>Position</b>	<b>EL Designee</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Administer the initial ELPAC test depending upon scope</li> <li>● Check pathways twice a week, run a compliance report, add new EL enrollment</li> </ul>

	<ul style="list-style-type: none"> <li>● Classify students as an English Learner or English proficient (IFEP) after Initial ELPAC results are in &amp; communicating results with HST</li> <li>● Making service plan to support the EL students and monitor the use of interventions</li> <li>● Maintain communication with HSTs to aid in supporting EL students</li> <li>● Complete RFEP monitoring monthly</li> <li>● After summative results come back RFEP eligible students</li> <li>● Attend IEP meetings to reclassify SPED EL students</li> <li>● Complete Annual Parent Notification and mail out to families</li> <li>● Assist in forming and maintaining an ELAC/DLAC</li> <li>● Provide structured English immersion class via Zoom 1x per week</li> </ul>
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<b>Position</b>	<b>Testing Coordinator</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Collaborate with the Testing Director regarding internal and state assessments</li> <li>● First line of testing support for teachers and regional coordinators</li> <li>● Coordinate teacher, student, and parent training for test administration</li> <li>● Attend state testing meetings as needed</li> <li>● Compile and organize testing data as needed</li> <li>● Train TLCs in test administration best practices and procedures</li> <li>● Create and implement testing calendars for the school year</li> </ul>

<b>Position</b>	<b>Family Liaison</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Serves as initial point of contact, “face” of our schools for prospective families</li> <li>● Serve as the voice and bridge for families with the schools</li> <li>● Provide platform for parent information and connection</li> <li>● Plans and manage all aspect of field trips</li> <li>● Assists Enrollment Team: creates smooth transition for families and HSTs</li> <li>● Monitor and maintain social media platforms to answer parent questions</li> <li>● Host weekly facebook live sessions to inform and build community</li> <li>● Partner with departments and programs throughout our school - Community Connections, Lending Library</li> <li>● Organize and host monthly and annual events: Park Days, Vendor &amp; Curriculum Fair, Book Fairs, Enrichment Events</li> </ul>

	<ul style="list-style-type: none"> <li>● Critical in educating families on the appropriate use of student planning amounts</li> <li>● Create and distribute weekly communication with tips, events, commentary, resources</li> <li>● Encourage, inform, and uplift, staff and families</li> <li>● Develop and maintain HomeSchool Helper site - resource for families and staff</li> <li>● Work closely with Admin to relay and response to concerns within the parent community and facilitate school-home communication</li> <li>● Extensive understanding of vendors - assist vendors with social media posts and critical to cultivate positive relationships between schools, families, and vendors</li> </ul>
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<b>Position</b>	<b>Director of Operations (4 Schools Only)</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Collaborate with administrative team to support the annual strategic planning cycle -- including guiding progress review and reflection based on current year results, goal setting, and driving the scope and sequence of the budgeting process for input and approval from all necessary internal stakeholders</li> <li>● Assist as needed in development of policy tools and infrastructure</li> <li>● Support and collaborate on the development of new programs and events</li> <li>● Ensure strong execution of operational plans such that the organization maximizes opportunities, meets its goals, and significantly grows opportunities for families and students, while building long-term overall sustainability</li> <li>● Serve as an organizational culture leader, promoting our school values and infusing them into all aspects of the work</li> <li>● Directly oversee staff at facilities and teams of classified staff</li> <li>● Provide building admin support for all facilities (lease, utilities, build-out, building services, technology support, maintenance).</li> </ul>

<b>Position</b>	<b>High School Success Coordinator</b>
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<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Answer HST questions on an on-call basis, including curriculum consultations</li> <li>● IGP checks for 9th-11th graders</li> <li>● High School Trainings in August, January and on-going</li> <li>● Point of contact for school-managed outside curriculum options</li> </ul>
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<b>Position</b>	<b>High School Content Specialist</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Be available to support HSTs and/or families with high school content questions, course selections, curriculum choices and policies and procedures</li> <li>● Write course descriptions, outlines, and a-g standards-based courses, following all necessary requirements and guidelines</li> <li>● Serve as a content area expert for one or more core subject areas</li> <li>● Assist with and participate in coordination and planning of community outreach and teen-centric events in the region</li> <li>● Point of contact for school-managed outside curriculum options</li> </ul>

<b>Position</b>	<b>Community Liaison</b>
<b>Description of Services</b>	<p><u>Duties and responsibilities include, but are not limited, to:</u></p> <ul style="list-style-type: none"> <li>● Identify homeless and foster youth through enrollment and proof of residency documentation</li> <li>● Obtain a list of resources available to families from local and state agencies. These may include:             <ul style="list-style-type: none"> <li>○ Food service/distribution</li> <li>○ Transportation</li> <li>○ Technology Access</li> <li>○ Housing/shelter resources</li> <li>○ Medi-cal info</li> <li>○ Social-Emotional support</li> </ul> </li> <li>● Update and maintain website with information for families that may qualify for programs</li> <li>● Communicate regularly with HSTs to ensure awareness of programs available</li> </ul>

As detailed in Attachment C, For the instructional shared personnel defined above, the allocation of cost per school will be determined in one of three ways described in attachment C:

**Category 1: Allocation by sStudent eCount sServed dDirectly (e.g., fee charged to School on a per-student served basis)**

**Category 2: Allocation by Total ADA.**

Each Party's Allocation for Category 2 personnel shall be determined by dividing their ADA by the combined ADA of all Parties to this MOU, as set forth below:

<u>Party</u>	<u>Total ADA</u>	<u>Allocation</u>
<u>Clarksville Charter School</u>	<u>1158</u>	<u>.22 (22%)</u>
<u>Feather River Charter School</u>	<u>1091</u>	<u>.21 (21%)</u>
<u>Lake View Charter School</u>	<u>434</u>	<u>.08 (8%)</u>
<u>The Cottonwood School</u>	<u>2425</u>	<u>.47 (47%)</u>
<u>Winship Community School</u>	<u>107</u>	<u>.02 (2%)</u>

**Category 3: Allocation by nNumber of sStudents in a pParticular gGroup**

<u>Party</u>	<u>SPED Enrollment</u>	<u>Allocation</u>
<u>Clarksville Charter School</u>	<u>108</u>	<u>.22 (22%)</u>
<u>Feather River Charter School</u>	<u>118</u>	<u>.24 (24%)</u>
<u>Lake View Charter School</u>	<u>46</u>	<u>.09 (9%)</u>
<u>The Cottonwood School</u>	<u>215</u>	<u>.43 (43%)</u>
<u>Winship Community School</u>	<u>10</u>	<u>.02 (2%)</u>
<u>Party</u>	<u>Student Support Enrollment (Based on Total ADA)</u>	<u>Allocation</u>
<u>Clarksville Charter School</u>	<u>1158</u>	<u>.22 (22%)</u>
<u>Feather River Charter School</u>	<u>1091</u>	<u>.21 (21%)</u>
<u>Lake View Charter School</u>	<u>434</u>	<u>.08 (8%)</u>
<u>The Cottonwood School</u>	<u>2425</u>	<u>.47 (47%)</u>
<u>Winship Community School</u>	<u>107</u>	<u>.02 (2%)</u>
<u>Party</u>	<u>High School Enrollment</u>	<u>Allocation</u>
<u>Clarksville Charter School</u>	<u>248</u>	<u>.24 (24%)</u>

<u>Feather River Charter School</u>	<u>268</u>	<u>.26 (26%)</u>
<u>Lake View Charter School</u>	<u>51</u>	<u>.05 (5%)</u>
<u>The Cottonwood School</u>	<u>450</u>	<u>.44 (44%)</u>
<b><u>Party</u></b>	<b><u>4 Schools Enrollment</u></b>	<b><u>Allocation</u></b>
<u>Clarksville Charter School</u>	<u>1158</u>	<u>.42 (42%)</u>
<u>Feather River Charter School</u>	<u>1091</u>	<u>.39 (39%)</u>
<u>Lake View Charter School</u>	<u>434</u>	<u>.15 (15%)</u>
<u>Winship Community School</u>	<u>107</u>	<u>.04 (4%)</u>

~~Following formula is used to determine the Allocation: Lessee schools shall be charged based on the number of students served by each Shared Personnel, the allocation method agreed upon for each position as shown below herein and in Attachment C. The amount charged will be the percentage of the total cost per employee per student is \$[INSERT AMOUNT — e.g., this was \$291 last year]. The amount charged will be the percentage of the total cost per Shared Personnel.~~

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

1. First Assessment for Category 2 Personnel. The Parties shall determine the Allocation no later than July 1, based upon each Party's second principal apportionment report (P-2) for the prior school year and staffing.
2. Second Assessment for Category 2 Personnel Shared by ADA. The Parties shall re-assess the Allocation no later than December 15, based upon each Party's ADA as of that date, and any resulting adjustments shall be effective as of January 1.
3. Assessment for Category 3 Personnel. Enrollment for the Category 3 specific student groups described above will be updated each month at the snapshot, and each Party's share of costs for the upcoming month will be updated accordingly.;

**ATTACHMENT B**

**SHARED PERSONNEL TRACKING**

**This tracking spreadsheet contains student information and is not attached. System has been presented to board and is available to board members upon request.**

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## ATTACHMENT C

### Total Estimated Costs

This attachment is governed by and subject to the provisions of the Memorandum of Understanding regarding the provision of personnel Services, the terms of which are incorporated herein, between Clarksville Charter School, Feather River Charter School, Lake View Charter School, The Cottonwood School, and Winship Community School.

The ~~attachment incorporates the following~~ estimated total cost of employing Shared Personnel split by each respective category described in Attachment A (Category 1: Costs split based on students served, Category 2: costs split by ADA percentage, and Category 3: Costs split by student groups served). ~~providing Instructional Services and Other Educational Services (as defined in Attachment A).~~ This attachment is approved and effective as of the date of full execution of this MOU. The attachment delineates each Party's equitable share for each Shared Personnel.

#### **INSTRUCTIONAL SERVICES:**

Position	Shared Personnel Costs
<del>[INSERT TEACHER POSITION/NAME]</del>	<del>[INSERT COSTS]</del>
<del>[INSERT TEACHER POSITION/NAME]</del>	<del>[INSERT COSTS]</del>

#### **OTHER EDUCATIONAL SERVICES:**

Position	Shared Personnel Costs
<del>[INSERT POSITION/NAME]</del>	<del>[INSERT COSTS]</del>
<del>[INSERT POSITION/NAME]</del>	<del>[INSERT COSTS]</del>

All Staff	MONTHLY SALARY	0-100%	0-100%	0-100%	0-100%	0-100%	Staff marked light orange calculations will come from the RC Workbook
		TCS %	CV %	LV %	WIN %	FR %	Staff marked light green calculations will come from the SPED Workbook
WINSHIP	Total Salary Per Month	TCS %	CV %	LV %	WIN %	FR %	Notes
HST1 -W	\$6,772						
HST2- W	\$7,436						
HST3 - W	\$6,252						
HST4 - W	\$6,252						
SPED1 - W	\$7,613						no students to factor
CLASS 1-W	\$0	0	0	0	100	0	NO STUDENTS / part time hourly
CLASS 2-W	\$0	0	0	0	100	0	NO STUDENTS / part time hourly
LAKEVIEW	Total Salary Per Month	TCS %	CV %	LV %	WIN %	FR %	Notes
ADMIN 2- L	\$11,809	42	22	15	0	21	This AD percentages are altered from ADA due to extra focu
HST1- L	\$7,405						
HST2-L	\$7,685						
HST3-L	\$7,354						
HST4-L	\$9,559						
HST5-L	\$7,811						
HST6-L	\$7,399						
HST7-L	\$7,103						
HST8-L	\$7,029						
HST9-L	\$7,689						
HST10-L	\$8,540						
HST11-L	\$7,442						
HST12-L	\$9,643						
HST13-L	\$6,269						
HST14-L	\$6,252						
HST15-L	\$6,352						
HST16-L	\$7,504						
HST17-L	\$6,428						
HST 18-L	\$6,930						
SPED 1-L	\$9,750						no students to factor
SPED 2-L	\$7,417						no students to factor
SPED 3-L	\$8,271						no students to factor
PT HST1-L							part time - verified by student count monthly

All Staff	MONTHLY SALARY	0-100%	0-100%	0-100%	0-100%	0-100%	Staff marked light orange calculations will come from the RC Workbook
		TCS %	CV %	LV %	WIN %	FR %	Staff marked light green calculations will come from the SPED Workbook
PT HST2-L							part time - verified by student count monthly
PT HST3-L							part time - verified by student count monthly
CLASS 1-L	\$4,354	0	0	100	0	0	no students to factor
CLASS 2-L	\$4,563	47	22	8	2	21	no students to factor
CLASS 3-L	\$4,001	47	22	8	2	21	no students to factor
<b>CLARKSVILLE</b>	<b>Total Salary Per Month</b>	<b>TCS %</b>	<b>CV %</b>	<b>LV %</b>	<b>WIN %</b>	<b>FR %</b>	<b>Notes</b>
ADMIN 2-C	\$17,092	43	22	9	2	24	no students to factor
ADMIN 3-C	\$12,151	47	22	8	2	21	
ADMIN 4-C	\$13,551	0	30	10	25	35	
ADMIN 5-C	\$12,386	44	24	5	0	26	
ADMIN 6-C	\$11,788	47	22	8	2	21	
ADMIN 7-C	\$9,629	0	25	25	25	25	no students to factor
COUNSELOR-C	\$7,771	44	24	5	0	26	
HST1-C	\$6,586						
HST2-C	\$8,750						
HST3-C	\$9,237						
HST4-C	\$7,459						
HST5-C	\$6,606						
HST6-C	\$10,578						
HST7-C	\$9,719						
HST8-C	\$7,463						
HST9-C	\$8,956						
HST10-C	\$8,190						
HST11-C	\$7,422						
HST12-C	\$8,750						
HST13-C	\$9,961						
HST15-C	\$6,256						
HST16-C	\$7,745						
HST17-C	\$6,252						
HST18-C	\$6,252						
HST19-C	\$8,029						
HST20-C	\$7,030						

All Staff	MONTHLY SALARY	0-100%	0-100%	0-100%	0-100%	0-100%	Staff marked light orange calculations will come from the RC Workbook
		TCS %	CV %	LV %	WIN %	FR %	Staff marked light green calculations will come from the SPED Workbook
HST21-C	\$6,662						
HST22-C	\$7,354						
HST23-C	\$7,403						
HST24-C	\$7,456						
HST25-C	\$6,252						
HST26-C	\$6,402						
HST27-C	\$6,881						
HST28-C	\$7,749						
HST29-C	\$7,324						
HST30-C	\$7,452						
HST31-C	\$8,630						
HST32-C	\$8,344						
HST33-C	\$6,668						
HST34-C	\$7,972						
HST35-C	\$7,442						
HST36-C	\$9,679						
HST37-C	\$8,925						
HST38-C	\$8,587						
HST39-C	\$6,248						
HST40-C	\$8,685						
HST41-C	\$7,463						
HST42-C	\$8,971						
HST43-C	\$6,647						
SPED 1-C	\$7,382						no students to factor
SPED2-C	\$8,334						no students to factor
SPED3-C	\$6,511						no students to factor
SPED4-C	\$7,967						no students to factor ( ON LEAVE 10/16/20 FWD )
SPED5-C	\$8,789						no students to factor
SPED6-C	\$6,893						no students to factor
SPED7-C	\$11,211						no students to factor ( NEW HIRE 10/01/20 )
SPED8-C	\$8,326						no students to factor
PT HST1-C							part time - verified by student count monthly

All Staff	MONTHLY SALARY	0-100%	0-100%	0-100%	0-100%	0-100%	Staff marked light orange calculations will come from the RC Workbook
		TCS %	CV %	LV %	WIN %	FR %	Staff marked light green calculations will come from the SPED Workbook
PT HST2-C							part time - verified by student count monthly
PT HST3-C							part time - verified by student count monthly
PT HST4-C							part time - verified by student count monthly
PT HST5-C							part time - verified by student count monthly
PT HST6-C							part time - verified by student count monthly
PT HST7-C							part time - verified by student count monthly
PT HST8-C							part time - verified by student count monthly
CLASS 1-C	\$6,206	0	42	15	4	39	no students to factor
CLASS 2-C	\$6,309	0	80	4	1	15	no students to factor
CLASS 3 -C	\$5,059						no students to factor
CLASS 4-C	\$5,712	47	22	8	2	21	no students to factor
CLASS 5-C	\$6,773	47	22	8	2	21	no students to factor
CLASS 6 -C	\$5,271						no students to factor
CLASS 7 -C	\$4,167	0	42	15	4	39	no students to factor
<b>FEATHER RIVER</b>	<b>Total Salary Per Month</b>	<b>TCS %</b>	<b>CV %</b>	<b>LV %</b>	<b>WIN %</b>	<b>FR %</b>	<b>Notes</b>
ADMIN1-F	\$16,523	0	42	15	4	39	no students to factor
ADMIN2-F	\$11,792	47	22	8	2	21	
ADMIN3-F	\$12,484	43	22	9	2	24	
HST1-F	\$7,756						
HST2-F	\$6,402						
HST3-F	\$7,716						
HST4-F	\$7,358						
HST5-F	\$6,268						
HST6-F	\$7,749						
HST7-F	\$7,504						
HST8-F	\$8,767						
HST9-F	\$6,555						
HST10-F	\$6,776						
HST11-F	\$8,519						
HST12-F	\$7,380						
HST13-F	\$7,079						
HST14-F	\$7,382						

All Staff	MONTHLY SALARY	0-100%	0-100%	0-100%	0-100%	0-100%	Staff marked light orange calculations will come from the RC Workbook
		TCS %	CV %	LV %	WIN %	FR %	Staff marked light green calculations will come from the SPED Workbook
HST15-F	\$6,272						
HST16-F	\$6,901						
HST17-F	\$7,058						
HST18-F	\$6,659						
HST19-F	\$6,568						
HST20-F	\$7,393						
HST21-F	\$9,734						
HST22-F	\$6,913						
HST23-F	\$8,972						
HST24-F	\$7,235						
HST25-F	\$8,544						
HST26-F	\$6,252						
HST27-F	\$9,944						
HST28-F	\$7,220						
HST29-F	\$9,112						
HST30-F	\$7,652						
HST31-F	\$7,713						
HST32-F	\$6,252						
HST33-F	\$6,252						
SPED1-F	\$10,985						
SPED2-F	\$7,732						
SPED3-F	\$6,485						
SPED4-F	\$7,960						
SPED5-F	\$7,668						
SPED6-F	\$7,562						
SPED7-F	\$8,291						
SPED8-F	\$8,251						
PT HST1-F							part time - verified by student count monthly
PT HST2-F							part time - verified by student count monthly
PT HST3-F							part time - verified by student count monthly
PT HST4-F							part time - verified by student count monthly
PT HST5-F							part time - verified by student count monthly

All Staff	MONTHLY SALARY	0-100%	0-100%	0-100%	0-100%	0-100%	Staff marked light orange calculations will come from the RC Workbook
		TCS %	CV %	LV %	WIN %	FR %	Staff marked light green calculations will come from the SPED Workbook
PT HST6-F							part time - verified by student count monthly
PT HST7-F							part time - verified by student count monthly
PT HST8-F							part time - verified by student count monthly
PT HST9-F							part time - verified by student count monthly
PT HST10-F							part time - verified by student count monthly
PT HST11-F							part time - verified by student count monthly
Class1-F	\$6,076	0	25	25	25	25	no students to factorno students to factor
Class2-F	\$4,615						no students to factor
Class3-F	\$4,001						no students to factor
Cottonwood	Total Salary Per Month	TCS %	CV %	LV %	WIN %	FR %	Notes
HST1	\$8,160						
HST2	\$7,977						
RC3	\$11,427						
HST3	\$8,811						
HST4	\$8,993						
Sped1	\$9,610						
HST5	\$11,759						
Sped2	\$9,315						
HST6	\$8,134						
HST7	\$7,977						
HST8	\$8,160						
Sped3	\$9,021						
Sped4	\$10,239						
HST9	\$11,361						
HST10	\$7,977						
Sped5	\$9,971						
HST11	\$7,977						
Sped6	\$9,248						
HST12	\$7,977						
HST13	\$7,977						
HST14	\$8,347						
HST15	\$7,977						

All Staff	MONTHLY SALARY	0-100%	0-100%	0-100%	0-100%	0-100%	Staff marked light orange calculations will come from the RC Workbook
		TCS %	CV %	LV %	WIN %	FR %	Staff marked light green calculations will come from the SPED Workbook
HST16	\$9,096						
HST17	\$8,993						
HST18	\$7,977						
HST19	\$8,686						
Sped7	\$10,580						
HST20	\$8,811						
HST21	\$7,977						
Sped8	\$10,846						
RC4	\$10,942						
HST22	\$7,977						
HST23	\$8,347						
Sped9	\$8,192						
RC5	\$10,521						
HST24	\$10,624						
HST25	\$8,811						
Sped10	\$8,297						
HST26	\$9,096						
HST27	\$8,160						
HST28	\$9,785						
HST29	\$9,082						
HST30	\$10,922						
HST31	\$7,977						
HST32	\$7,977						
Sped11	\$10,929						
HST33	\$8,772						
Sped12	\$10,568						
SST COOR 1	\$11,797						
HST34	\$8,347						
HST35	\$7,977						
HST36	\$10,922						
Sped13	\$10,054						
HST37	\$11,755						

All Staff	MONTHLY SALARY	0-100%	0-100%	0-100%	0-100%	0-100%	Staff marked light orange calculations will come from the RC Workbook
		TCS %	CV %	LV %	WIN %	FR %	Staff marked light green calculations will come from the SPED Workbook
HST38	\$9,015						
HST39	\$10,772						
HST40	\$8,811						
HST41	\$8,908						
HST42	\$7,977						
HST43	\$8,811						
HST44	\$12,592						
HQT 1	\$7,978						
HST45	\$9,096						
HST46	\$8,811						
HST47	\$8,160						
HST48	\$7,977						
HST49	\$9,015						
HST50	\$7,977						
HST51	\$7,977						
Sped14	\$11,834						
Sped15	\$8,302						
Sped16	\$9,376						
Sped17	\$10,846						
HST52	\$7,977						
HST53	\$10,527						
HST54	\$10,527						
Sped18	\$8,631						
HST55	\$7,977						
HST56	\$9,433						
HST57	\$8,160						
HST58	\$7,977						
HST59	\$9,433						
HST60	\$8,694						
HST61	\$7,977						
HST62	\$8,772						
HST63	\$8,385						

All Staff	MONTHLY SALARY	0-100%	0-100%	0-100%	0-100%	0-100%	Staff marked light orange calculations will come from the RC Workbook
		TCS %	CV %	LV %	WIN %	FR %	Staff marked light green calculations will come from the SPED Workbook
HST64	\$11,361						
Sped19	\$8,895						
HST65	\$8,160						
HST66	\$9,783						
HST67	\$7,977						
HST68	\$8,811						
HST69	\$9,783						
HST70	\$4,018						
HST71	\$4,274						
HST72	\$5,012						
HST73	\$3,620						
HST74	\$4,784						
HST75	\$4,018						
RC6	\$11,929						
NURSE 2	\$11,908						
Sped20	\$11,750						
Sped21	\$6,932						
Sped22	\$6,955						
TECH 1	\$8,829						
Sped 24	\$5,974						
Admin1	\$15,029	100	0	0	0	0	
Family Liaison	\$7,202	100	0	0	0	0	
HQT 2	\$11,180	60	17	4	2	17	
HQT 3	\$8,904	47	22	8	2	21	
Sped23	\$6,722						
Counselor1	\$9,830	44	24	5	0	26	
HQT 4	\$10,082	47	22	8	2	21	
Sr. Lead SLP 1	\$13,471						
Intervention Coor	\$11,294						
RC 1	\$10,910						
JHVA1	\$8,160						
RC 2	\$11,363						



# Coversheet

## Special Education Extended School Year (ESY) for 2020-2021

**Section:** IV. Academic Excellence  
**Item:** A. Special Education Extended School Year (ESY) for 2020-2021  
**Purpose:** Vote  
**Submitted by:** Dr. Amanda Johnson  
**Related Material:** Extended School Year 2020-2021 - Lake View.pdf

**BACKGROUND:**

The board is being presented with the Extended School Year dates for the 2020-21 school year. Every year the dates change with the student calendar and must be board approved. Typically the ESY dates start a week after school ends and are 20 school days in length.



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## Extended School Year 2020-2021

Dates:

June 2-29, 2021