



Pacific Coast Academy

Regular Scheduled Meeting

Date and Time

Thursday October 29, 2020 at 6:00 PM PDT

Meeting held via Teleconference

Zoom Link

<https://zoom.us/j/94680164298>

Meeting Meeting ID: 946 8016 4298

Join by Phone

(669) 900-6833

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Call the Meeting to Order		Kelly Durso	1 m
B. Roll Call of Board Members		Kelly Durso	1 m
C. Approval of Agenda	Vote	Kelly Durso	1 m
D. Public Comments			5 m
E. Closed Session: Conference with Legal Counsel Anticipated Litigation (Two Cases) § 54956.9	Vote	Jennifer McQuarrie and Gerald Sims	30 m
F. Executive Directors Report		Krystin Demofonte	10 m
II. Consent Agenda			6:48 PM
A. Approve Minutes from 9/24/20 Special Board Meeting	Approve Minutes	Kelly Durso	1 m
B. Approve Minutes from 9/24/20 Regular Board Meeting	Approve Minutes	Kelly Durso	1 m
C. Approve Minutes from 10/01/20 Special Board Meeting	Approve Minutes	Kelly Durso	1 m
D. Approve Minutes from 10/03/20 Special Board Meeting	Approve Minutes	Kelly Durso	1 m
Approve minutes for Special Board Meeting on October 3, 2020			
E. Promotion, Acceleration and Retention Policy	Vote		
III. Finance			6:52 PM

A. September Financials	Vote	Tyler Myers	10 m
B. Presentation by Charter School Capital	FYI	Shausta Eckland	10 m

IV. Academic Excellence**7:12 PM**

A. 2020-2021 Extended School Year Dates	Vote	John Egnor	5 m
B. SELPA Participation Agreement	Vote	John Egnor	5 m
C. SELPA Local Plan Section B	Vote	John Egnor	5 m
D. Grade Appeal Policy	Vote	Krystin Demofonte	5 m
E. Schoolwide Organizational Chart	Vote	Krystin Demofonte	1 m

V. Operations**7:33 PM**

A. Landlord Consent to Sublease Agreement	Vote	Shari Erlendson	2 m
B. Sublease and Shared Use Agreement	Vote	Shari Erlendson	5 m
C. Fiscal Policies and Procedures	Vote	Shari Erlendson	5 m
D. Expense Reimbursement Policy	Vote	Shari Erlendson	5 m
E. Sale and Disposal of Surplus Property Policy	Vote	Shari Erlendson	5 m

VI. Closing Items**7:55 PM**

A. Announcement of Next Regular Scheduled Meeting November 19, 2020 at 6:00pm	FYI		1 m
B. Adjourn Meeting	Vote		

* All matters listed under Consent Agenda are considered to be routine or sufficiently supported by prior or accompanying reference materials and information as to not require additional discussion. A motion as referenced below will enact all items. There will be no separate discussion of these items prior to the time the Board of Education votes on the motion unless members of the Board, staff or public request specific items to be removed from the Consent Agenda for separate consideration for action.

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

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

Cover Sheet

Approve Minutes from 9/24/20 Special Board Meeting

Section:	II. Consent Agenda
Item:	A. Approve Minutes from 9/24/20 Special Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	9-24-20 Special Board Meeting Minutes - DRAFT COPY.pdf



PACIFIC COAST ACADEMY

13915 Danielson Street Suite 103, Poway, California 92064

Phone (619) 404-3190 • Fax (619) 749-1792

DRAFT

Special Board Meeting - Pacific Coast Academy

September 24, 2020 – 3:30 pm

13915 Danielson Street Suite 103, Poway, CA 92064

Attendance: Kelly Durso, Amanda McArthur, Jessica Ackermann, JD Luckesen, - Teleconference

Absent: Mary Naggs

Also Present: Krystin Demofonte, Shari Erlendson, Jennifer Faber- Teleconference

Call to Order:

Kelly Durso called the meeting to order at 3:34pm

Approval of the Agenda:

Amanda McArthur motioned to approve the agenda. JD Luckesen seconded.

-Unanimous.

Public Comments:

None

Annual Brown Act Training:

Jennifer McQuarrie presented training to the Board on Brown Act

Shared the purpose of The Brown Act: to allow transparency in decision and deter secret legislation

Brown Act Triggers: local agencies and legislatures

Broadly defined what constitutes a board meeting

Exceptions: individual conversations between board member and another individual

Types of meetings and contents of each type: regular, special, and emergency

Compliance of agenda: Suggested adding an agenda item for suggestion of future agenda items

Compliance of posting agenda and minutes

Compliance of Brown Act via teleconferencing

Compliance regarding public comment

Compliance- rights of the public

Compliance regarding closed session: Can disclose information to specific people outside of closed session if approved by board

Allow for public comment before closed session



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Permissible closed sessions

**At 4:23pm Kelly Motioned to Take A Recess for 5 min
Reconvened meeting at 4:31pm**

Finance Training: School Funding and 20-21 Update and Budget Process:

Spencer Styles from Charter Impact presented training to the Board

Funding – SB820, sources of funding

State Funding Deferrals FY20-21

SB740 Spending Requirements – At least 40% of total public revenues must be spent on Instructional Certificated Salaries and Benefits, AND at least 80% of total revenues must be spent on Instruction and

Instruction-Related Services, AND pupil to teacher ratio cannot exceed 25 to1 or PTR of the largest unified school district in county or counties in which charter school operates.

Budget Process – Developing the budget draft January through April (plan for 8-10% increase per year)

Budget Approval May through June (the May revision is critical, needs to be submitted to the Authorizer). This year we had to cut 10%, typically, had to adjust downward, 1%. Monitoring and Forecasting July through December (actually done through end of school year). Board should watch for significant volatility in the forecast, as that could be a red flag.

Reviewing A Financial Statement Package – Executive Summary, Monthly Cash

Flow/Forecast (most useful per Spencer), Budget vs. Actual (doesn't take into consideration timing, ADA, early purchase, etc.), Statement of Financial Position (balance sheet), Statement of Cash Flows (takes all info and reconciles what moves in and out of bank account, used by accountants), AP Aging, Monthly Check Register

CAC Representative:

The Board affirmed the decision to appoint Kelly Zuniga as PCA's CAC Representative.

Amanda McArthur motioned to approve the CAC Representative. JD Luckesen seconded.
-Unanimous.

Adjournment:

Amanda McArthur motioned to adjourn the special meeting at 5:56pm. Jessica Ackermann seconded.
-Unanimous.



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Prepared by:
Jennifer Faber

Noted by:

Board Secretary

Cover Sheet

Approve Minutes from 9/24/20 Regular Board Meeting

Section:	II. Consent Agenda
Item:	B. Approve Minutes from 9/24/20 Regular Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	9-24-20 Regular Board Meeting Minutes - DRAFT COPY.pdf



PACIFIC COAST ACADEMY

13915 Danielson Street Suite 103, Poway, California 92064

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DRAFT

Regular Scheduled Board Meeting - Pacific Coast Academy

September 24, 2020 – 6:00 pm

13915 Danielson Street Suite 103, Poway, CA 92064

Attendance: Kelly Durso, Amanda McArthur, Jessica Ackermann, JD Luckesen, Mary Naggs - Teleconference

Absent: None

Also Present: Krystin Demofonte, Shari Erlendson, Jennifer Faber- Teleconference

Call to Order:

Kelly Durso called the meeting to order at 6:01pm

Approval of the Agenda:

Amanda McArthur motioned to approve the agenda with the following items to be struck from the agenda:

- a) CAC Representative
- b) Information Technology Policy and Procedures
- c) Parent-Student Technology Use Policy
- d) Staff Technology Use Policy
- e) Adhoc Committee-Board Recruitment

JD Luckesen seconded.

-Unanimous.

Public Comments:

None

Closed Session: Conference with Legal Counsel - Potential Litigation (two cases) §54956.9

Amanda McArthur motioned to move to closed session 6:07pm.

.Jessica Ackermann seconded.

-Unanimous.

Jessica Ackermann motioned to move out of closed session at 7:29PM. Amanda McArthur seconded.

-Unanimous

No decisions were made in closed session.

Executive Director's Report

- a. Covid Update- All counties we service, except Imperial, have moved to red tier.
- b. STAR 360 progress- Assessment is 3x this year, reading (1st-11th grade) 77% have tested math (1st-11th grade) 80% have tested early literature (TK-K)- 80% have tested.
- c. Family Liaisons- Continue to update the family site for use and host virtual coffee chat for families.
- d. Enrollment Update- 4260 students currently enrolled. Proof of Residency is currently being checked and verified.



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Discussion and Potential Action on the August and September Board Meeting Minutes

Amanda McArthur motioned to approve the August and September Board Meeting Minutes. JD Luckesen seconded.
-Unanimous.

Discussion and Potential Action on the August Financials

The Board received an update from Tyler Myers about the August Financials. PCA is within the 40%-80% compliance. There has not been much change with revenue. Salary forecast is based on payroll budget. Actual deficit is 1.3 of total expense. Ending projected fund balance is within State Requirements. Cash balance remains positive at year end but under the 15% cash reserve desired threshold. Payback to and from 'other entities' are reflected in the cash position of the school.

Amanda McArthur motioned to approve the August Financials Jessica Ackermann seconded.
-Unanimous.

Discussion and Potential Action on 2021-22 Service Agreements

The Board was presented with the current service agreement with Provenance and presented with possible scenarios and options for services for next year. The Board discussed the option of separating from Provenance and getting bids from other providers for these services. The Board also discussed bringing many of these services in house. Benefits of this being it is cost effective and there is local control and transparency. The authorizer is strongly in favor of separating from Provenance. The Board noted that they like the idea of bringing services in house but would like more information on the individual departments such as cost and timeline before making any decisions about the 2021-22 Service Agreements.

Discussion and Potential Action on the Learning Continuity and Attendance Plan

The Board was presented with the final version of the Learning Continuity and Attendance Plan. Not much has changed from the report since the last meeting. The one major difference from last version is reflected in the budget section. Those funds are for students that meet the state criteria for supplemental funds. We continue to have students take regular assessments to determine where there is a learning loss and where to further support students. Health services are being shared out with families and what they have access to.

Amanda McArthur motioned to approve the agenda. Jessica Ackermann seconded.
-Unanimous.

Discussion and Potential Action on the CAC Representative

This item was struck from the agenda.

Discussion and Potential Action on the Universal Complaint Admin Regulation

The Board was presented with a change to the Universal Complaint process which will now be directed to HR and/or the PCA office.



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Amanda McArthur motioned to approve the Universal Complaint Admin Regulation. JD Luckesen seconded.

-Unanimous.

Discussion and Potential Action on the Information Technology Policy and Procedures

This item was struck from the agenda.

Discussion and Potential Action on the Parent Student Technology Use Policy

This item was struck from the agenda.

Discussion and Potential Action on the Staff Technology Use Policy

This item was struck from the agenda.

Discussion and Potential Action on the Employee Handbook

The Board was presented with updates to the Employee Handbook which included: use of cell phone, dress code, hours for full-time employees, and change in disability insurance.

Amanda McArthur motioned to approve the changes in the Employee Handbook. Mary Naggs seconded.

-Unanimous.

Discussion and Potential Action on the Compensation Policy

The Board was presented with an updated compensation policy that included minor edits to phone, utilities and internet stipend, and the addition of a chart reflecting pre-approval of hours corresponding to roster number for part-time teachers.

Amanda McArthur motioned to approve the Compensation Policy. JD Luckesen seconded.

-Unanimous.

Discussion and Potential Action on the Immunizations and Oral Health Policy

The Board was presented with a change of verbiage to the Immunization and Oral Health policy.

Mary Naggs motioned to approve the Immunizations and Oral Health Policy. Jessica Ackermann seconded.

-Unanimous.

Discussion and Potential Action on the Induction Policy

The Board was presented with a change to the current Induction Policy for teachers. In order to qualify for the early completion option, participating teachers must now have one year of verified superior teaching experience in addition to other requirements.

Amanda McArthur motioned to approve the agenda. JD Luckesen seconded.

-Unanimous.



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Discussion and Potential Action on the Adhoc Committee-Board Recruitment

This item was struck at the beginning.

Discussion and Potential Action of Resignation of Mary Naggs

Current Board member Mary Naggs submitted her resignation as a board member effective at the conclusion of this board meeting.

Announcement of Next Regular Scheduled Board Meeting

The Board announced the next regular scheduled board meeting October 29, 2020 at 6:00 pm.

Adjournment:

Amanda McArthur motioned to adjourn the meeting at 8:48 pm. JD Luckesen seconded.

-Unanimous.

Prepared by:
Jennifer Faber

Noted by:

Board Secretary

Cover Sheet

Approve Minutes from 10/01/20 Special Board Meeting

Section:	II. Consent Agenda
Item:	C. Approve Minutes from 10/01/20 Special Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	10-01-20 Special Board Mtg. Minutes- DRAFT COPY.pdf



PACIFIC COAST ACADEMY

13915 Danielson Street Suite 103, Poway, California 92064

Phone (619) 404-3190 • Fax (619) 749-1792

DRAFT

Special Scheduled Board Meeting - Pacific Coast Academy

October 1, 2020 – 4:00pm

13915 Danielson Street Suite 103, Poway, CA 92064

Attendance: Kelly Durso, Amanda McArthur, Jessica Ackermann, JD Luckesen- Teleconference

Absent: None

Also Present: Krystin Demofonte, Shari Erlendson, Jennifer Faber- Teleconference

Call to Order:

Kelly Durso called the meeting to order at 4:01pm.

Approval of the Agenda:

Amanda McArthur motioned to approve the agenda. JD Luckesn seconded.

-Unanimous.

Public Comment:

None

Discussion and Potential Action on the Nomination and Appointment of New Board Member

The Board vacancy posting was emailed to all PCA families as well as posted to the PCA website. Applicants were required to complete a short questionnaire and submit a resume. An Adhoc committee was assembled by the Director of Governance. The Adhoc committee was comprised of the following: two PCA Parents, 2 PCA staff members, the PCA Board President and a committee chair. The Adhoc committee met to discuss and review all applications and select applicants for interviews. The PCA Board president also shared the qualities desired in a new board member. There was a total of seven applicants with complete applications who were all selected for an interview. The following applicant is being recommended to the PCA board from the committee.

Johnny Tran is recommended because he is a PCA parent who understands, values, and supports the mission and vision of PCA. He has a strong background in both legal and finance as Chief Legal Counsel to a public board and board member for a retirement fund. He is familiar with board responsibilities, governance, and processes and understands the responsibility and requirements as a school board member.

Jessica Ackermann motioned to approve the Appointment of the New Board Member. Amanda McArthur seconded.

-Unanimous

Adjournment:

Amanda McArthur motioned to adjourn the meeting on at 4:11pm. JD Luckesen seconded.

-Unanimous.



PACIFIC COAST ACADEMY

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Prepared by:
Jennifer Faber

Noted by:

Board Secretary

Cover Sheet

Approve Minutes from 10/03/20 Special Board Meeting

Section:	II. Consent Agenda
Item:	D. Approve Minutes from 10/03/20 Special Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on October 3, 2020

DRAFT



Pacific Coast Academy

Minutes

Special Board Meeting

Date and Time

Saturday October 3, 2020 at 9:00 AM

Location

13915 Danielson Street Suite 103
Poway, CA 92064

Zoom Link: <https://zoom.us/j/92472318743>

Meeting ID: 924 7231 8743

Join by Phone: (669) 900-6833

Directors Present

Amanda McArthur, JD Luckesen, Jessica Ackermann, Kelly Durso

Directors Absent

Johnny Tran

Guests Present

Jennifer Faber, Krystin Demofonte, Shari Erlendson

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order**

Kelly Durso called a meeting of the board of directors of Pacific Coast Academy to order on Saturday Oct 3, 2020 @ 10:16 AM.

C. Approval of Agenda

Amanda McArthur made a motion to approve the agenda.
JD Luckesen seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Governance

A. Training: Legislative Updates

Greta Proctor presented training regarding legislative updates pertaining to charter schools.

Authorizing

- AB1505 and 1507

Funding and Operations

- SB 98: Deferrals, "Hold Harmless "ADA, Other Provisions, Learning Continuity Plan, LCAP and

Distance Learning.

- SB 820: Clean-up, but No Growth Funding for NCBs and Other Notable Parts
- SB 75 Reminder
- Required Website Postings

Transparency

- SB 126
- New Updates Regarding Board Meetings

Special Education

- SB 98: Amendment to Education Code 56345
- AB1172: Imposes new monitoring/reporting requirements on LEAs as it relates to NPS/ NPA placements
- COVID-19 Challenges

Other Notable Items

- School Re-opening and Cohorting/1:1s
- SB 1383- Extends Paid Family Leave Entitlement
- AB 1350- Retroactive Diplomas
- Vaccinations- SB 276 and SB 714
- Notable Bills that Did Not Pass the Legislature
- Notable Bills that Were Vetoed

B. Training: Conflict of Interest and Consent Agenda

Jennifer McQuarrie presented training regarding Conflict of Interest and Consent Agenda.

Conflict Codes Generally

- Restrict an entity from entering into a transaction where a board member or employee has financial interest or articulate rules about how and entity may enter into a transaction where a board member or employee has a financial interest.

Government Code section 1090

Political Reform Act

- Required charter schools to adopt a Conflict of Interest Code
- The Code tells the charter school directors and employees what financial interests they must disclose on form 700
- Included: Participation in Decision Making, Qualifying Interests, Personal Financial Effect

Form 700

- Initial, annual, assuming office, candidate and leaving office are required
- Applies to all nonprofit corporations
- Only currently financially interested directors allowed under section 1090 are employees

Disqualification Requirements

- No board member may be interested in a contract, section 1090, except for employees on the board

Consent Agenda

- Groups routine meeting discussion points into a single agenda item, approving in one action rather than multiple actions. These are items that typically do not require debate or discussion

C. Closed Session:Conference with Legal Counsel - Potential Litigation § 54956.9

JD Luckesen motioned to move to closed session at 11:20am. Amanda McArthur seconded.
-Unanimous

Jessica Ackermann motioned to move out of closed session at 12:00pm. JD Luckesen seconded.
- Unanimous

No decisions were made in closed session.

D. Training: Use of Board on Track Platform

Jennifer Faber gave an overview of the Board on Track platform that The Board Members will now be utilizing for board packets and meeting notifications.

III. Operations

A. Expense Reimbursement Policy

Jessica Ackermann made a motion to approve the Expense Reimbursement Policy. JD Luckesen seconded the motion.

The Board was presented with a policy to reimburse its employees for all reasonable and necessary expenditures or losses incurred in direct consequence of the discharge of their duties. The board approved the Executive Director to fill in the blanks of Expense Reimbursement Policy as necessary. The board **VOTED** unanimously to approve the motion.

B. Commercial Property Lease Agreement

Amanda McArthur made a motion to to approve the Commercial Property Lease Agreement. Jessica Ackermann seconded the motion.

The Board was presented with a sublease agreement for a property to be used as a temporary administrative office for the Special Education Department.

Kelly Durso recused herself from the discussion due to possible conflict of interest. The board **VOTED** unanimously to approve the motion.

C. Covid-19 Protocol- PCA Resource Center

Amanda McArthur made a motion to approve the Covid-19 protocol for the PCA resource center.

Jessica Ackermann seconded the motion.

The board voted to approve the protocol with the addition of a pre-screening process for parents to complete (for their student) upon arrival as well as require masks for all students in attendance. The board **VOTED** unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:00 PM.

Respectfully Submitted,
Kelly Durso

Prepared by:
Jennifer Faber

Noted by:

Board Secretary

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that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Cover Sheet

Promotion, Acceleration and Retention Policy

Section: II. Consent Agenda
Item: E. Promotion, Acceleration and Retention Policy
Purpose: Vote
Submitted by:
Related Material: Promotion, Acceleration and Retention Policy - PCA.pdf

BACKGROUND:

This is a current policy carried over from Inspire, with minor changes in verbiage and email address.



Promotion, Acceleration and Retention Policy

Pacific Coast Academy is committed to making individual decisions on grade level acceleration based on the long-term, best interest of the individual student. Staff is committed to helping all students realize their fullest potential, when high academic achievement is evident, staff may request a student for acceleration into higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

The purpose of the Pacific Coast Academy Governing Board approving this Promotion, Acceleration and Retention Policy is to accomplish the following:

1. Outline the Promotion Policy
2. Outline the Acceleration Policy
3. Outline the Retention Policy
4. Outline the Appeals Process for Parents
5. Establish the Process for IDEA/504 Students
6. Outline the Charter School Rights

1. **Promotion Policy:** K-8: Each K-8 student will be enrolled in four core subjects: Language Arts, Mathematics, Science, Social Studies, and include enrichment opportunities like art, music, athletics, world languages, technology, field trips, and virtual and in-person community and social experiences, providing a well-rounded education. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade level standards.

High School: High school students can select courses from a variety of a learning programs. Students will be enrolled in a minimum of 20 credits per semester (4 classes) unless considered a fifth-year senior. If the student is taking courses at a community college, he/she must meet with his/her counselor to obtain approval prior to enrolling in the community college courses.

Required Courses for All High School Grade Levels*:

- English-Language Arts
- Mathematics
- Science
- Social Studies/History

*This depends on the student's individual graduation plan and course progression.

Four-Year Plan for High School Students: Supervising Teachers develop a four-year individual graduation plan (IGP) for each high school student. The IGP will be reviewed by the Guidance

It is the policy of The Charter School, pursuant to Education Code 220-221.1, that no person on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status or physical, mental, emotional or learning disability shall be discriminated against.

Counselor and/or Regional Administrator and revisited annually (unless necessary due to mid-year course changes). The four-year individual graduation plan will include:

- Learning Program
- Student's intended courses
- Courses completed
- Course of Study
- College and/or Career path

2. **Acceleration Policy:** When high academic achievement is evident, a teacher and/or parent may recommend a student for acceleration of courses. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student.

Mid-Year Grade Level Acceleration Requests: The decision to promote a student mid-year will be made only after careful consideration has been given with regards to serving the academic best interests of the student. Mid-year promotions are approved or denied at the end of the first semester. If a student is promoted at the end of the first semester, he/she should be on target to complete all courses at his/her promoted grade level by the end of the school year. 8th to 9th grade acceleration requests are only considered in the fall semester before the high school add/drop date.

A child who was *not age-eligible* for kindergarten (that is, the child turned five after September 1 in the 2014-15 school year or thereafter) and who attended a California private school kindergarten for a year is viewed by the CDE as *not legally enrolled* in kindergarten, pursuant to EC Section 48000 requirements. Therefore, this child, upon enrollment in public school, is enrolled in kindergarten, assessed, and may (but is not required to) be immediately promoted to first grade if the child meets the following State Board of Education criteria, pursuant to Title 5, Section 200:

- *The child is at least five years of age.*
- *The child has attended a public school kindergarten for a long enough time to enable school personnel to evaluate the child's ability.*
- *The child is in the upper 5 percent of the child's age group in terms of general mental ability.*
- *The physical development and social maturity of the child are consistent with the child's advanced mental ability.*
- *The parent or guardian has filed a written statement with the district that approves placement in first grade.*

A statement, signed by the district and parent/guardian, is placed in the official school records for these five-year-olds who have been advanced to first grade (EC Section 48011). This action prevents a subsequent audit exception for first grade placement of an *age-ineligible* student.

Procedure: In order for the school to make sound academic decisions regarding mid-year grade level promotions, the following process will be followed:

Parent:

- **Parent Request:** Parents may request that the teacher promote their child one grade level at the end of the 1st semester.

It is the policy of The Charter School, pursuant to Education Code 220-221.1, that no person on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status or physical, mental, emotional or learning disability shall be discriminated against.

Teacher:

If the student's teacher agrees that a review for mid-year grade level promotion is appropriate, the teacher will complete a request for acceleration into a higher grade level and take the student's maturity level into consideration. The request should be sent to gradelevelhelp@inspireschools.org. Requests must be received by email prior to Winter Break.

- If the student's assessment results are not above grade level, the teacher needs to provide documentation with a written request regarding why promotion is in the student's best interest.
- If the student is not on track to complete all courses at the grade level he/she would be promoted to, the teacher will need to explain in the written request why a promotion would be in the student's best interest.
- Information regarding prior grade retention and the circumstances of such

Student Assessment Records (a combination of the following may be used to assess the student's readiness to promote):

- ***Teachers must meet and evaluate student in person.***
 - *Under no circumstance shall the parent or Learning Coach assist student with assessments when the assessment is being used to promote a student mid-year.*
- Bader Reading Assessment indicates student is performing above current grade level
- Writing Sample showing proficiency above grade level standards
- Benchmark Data indicates student has mastered current grade level content/state standards
- Benchmark results in Mathematics and ELA indicate student is advanced at current grade level content/state standards
- SBAC results (if available) indicate student has met or exceeded standards
- Student work samples, demonstrating proficiency above current grade level standards.

3. **Retention Policy:** The Charter School is committed to making individual decisions on grade retention based on the long-term, best interest of the individual student. Staff is committed to helping all students realize their fullest potential, including remediation for students that are experiencing difficulty. To that end, retention may be appropriate for a student experiencing extreme academic difficulty or serious health or family emergencies. Typically, retention is considered after various other remediation steps have been employed by student's teacher(s) and academic team with insufficient success. Special consideration will be given to students with limited English proficiency and those with a special education IEP. Students may be retained only once in their K-8 school career. After careful analysis of evidenced based instruction and intervention, retention is considered for the next school year.

Kindergarten Retention Criteria:

Students can also be retained in grade K based upon current law. Kindergarten students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the district agree that the student shall continue in kindergarten for not more than one additional school year based on student progress on the Individualized Learning Plan. (Ed Code 48011). Whenever a student continues in kindergarten for an additional year, the School Staff shall secure an agreement, signed by the parent/ guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (Ed Code 46300)

Grades 9-12 Retention Criteria:

The state does not require school districts to have student retention criteria beyond the last year of middle school to the first year of high school. Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits.

Grades 1-8 Retention Criteria:

If a student is identified as performing below the minimum standard for promotion based on their progress on the Individualized Learning Plan, the student may be retained in his/her current grade level. Both the parent and teacher must determine, in writing, if retention is the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is appropriate for the student and shall include recommendations for interventions necessary to assist the student in attaining acceptable levels of academic achievement. If the teacher and parent are not in agreement with the recommendation of retention, please see below for the appeal process. The burden of proof for the appeal rests with the appealing party. (Ed Code 48070.5)

Grades 1-8 Retention Timeline: Parents will request student retention in writing following the timeline explained below.

Step	Timeline
1. Teacher or parent recommends retention consideration for student.	Teacher – By the last day of fall semester Parent – By the last day of fall semester
2. Remediation steps occur, including, but not limited to: **SST meeting **Academic screenings **Multi-tiered Systems of Supports, includes Tier, 1, Tier 2, and Tier 3 intervention **Curriculum intervention	Teacher – September- April 15th
3.4. Team meets to make recommendations regarding grade placement of student for the next school year. Factors: **Teacher Recommendation **Parent analysis **Grades	Teacher/Academic Team-May

It is the policy of The Charter School, pursuant to Education Code 220-221.1, that no person on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status or physical, mental, emotional or learning disability shall be discriminated against.

**Test Data – Benchmark, SBAC, assessments	
**Cumulative Record	
5. School Administrator makes decision and informs parent or guardian.	School Administrator, Before the school year has ended.

4. **Appeals and Parent Rights:** Parents have the right to appeal a decision made by the Academic Team. If a parent wishes to appeal, they would complete the following steps:
 - Appeal to School Administrator in writing.
 - School Administrator responds within two (2) weeks.
 - If not resolved, parents may appeal to the School Board at the next regularly scheduled board meeting.
 - The School Board meets in a closed session and will send the parent or guardian a response in writing

5. **IDEA/504 Students:** Students who participate in special education/504 plans have their education program and decision making process affected by state and federal regulations; therefore, decision-making in the area of grade promotion/retention is first governed by state and federal requirements.

6. **The Charter School Rights:** The policy adopted pursuant to this section shall be adopted at a public meeting of the Governing Board of The Charter School. Nothing in this section shall be construed to prohibit the retention, promotion or acceleration of a pupil not included in grade levels identified in this policy, or for reasons other than those specified for pupils at risk for retention, if such retention is determined to be appropriate for that pupil. Nothing in this section shall be construed to prohibit the Governing Board from adopting promotion, acceleration and retention policies that exceed the criteria established in the California Ed. Code 48070.5, Promotion or Retention of Pupils.

It is the policy of The Charter School, pursuant to Education Code 220-221.1, that no person on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status or physical, mental, emotional or learning disability shall be discriminated against.

Cover Sheet

September Financials

Section:	III. Finance
Item:	A. September Financials
Purpose:	Vote
Submitted by:	
Related Material:	20.09-PCA - Financial Package.pdf



Pacific Coast Academy

Monthly Financial Presentation – September 2020

PACIFIC COAST– Highlights

- Annual Projected Revenue: Reduced by \$147k
- Annual Project Expenses: Reduced by \$545k
- Annual Projected Deficit: \$149k

- SB740 Requirements:

In Compliance

Cert.	Instr.
50.5%	84.3%
4,342,175	1,762,977

*Must exceed
40% / 80%*

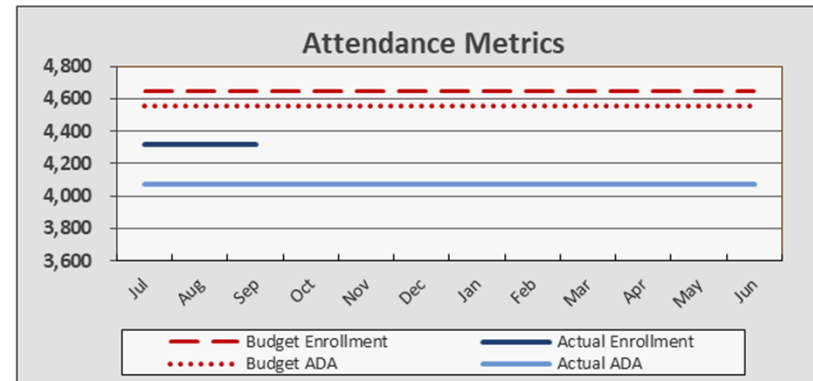
In Compliance

Pupil:Teacher Ratio
19.24 :1

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

PACIFIC COAST– Attendance

Enrollment & Per Pupil Data			
	Actual	Forecast	Budget
Average Enrollment	4315	4315	4650
ADA	4075	4075	4075
Attendance Rate	94.4%	94.4%	94.4%
Unduplicated %	38.7%	38.7%	38.7%
Revenue per ADA	\$10,154	\$10,154	\$9,111
Expenses per ADA	\$10,191	\$10,191	\$8,847



- Forecasted Annual Daily Attendance (ADA) – Last Year's P2
- Unduplicated Pupil % - 38.7%

PACIFIC COAST– Revenue

- Year to date actual positive variance due to timing
- Portion of Learning Loss Mitigation Funds (LLMF) in actual

Revenue

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 6,957,639	\$ 3,688,445	\$ 3,269,194	\$ 37,057,685	\$ 37,057,685	\$ -
Federal Revenue	136,734	-	136,734	638,892	541,144	97,749
Other State Revenue	273,737	254,669	19,068	3,674,379	3,919,326	(244,947)
Other Local Revenue	3,707	-	3,707	3,707	-	3,707
Total Revenue	\$ 7,371,817	\$ 3,943,113	\$ 3,428,703	\$41,374,663	\$41,518,155	\$ (143,492)

PACIFIC COAST– Expenses

- Overall expenses are unfavorable / YTD expense favorable
 - Due to increase in student funds
- Salary forecast based on 9/30 payroll

Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 4,093,324	\$ 4,181,438	\$ 88,113	\$ 16,772,189	\$ 16,725,750	\$ (46,439)
Classified Salaries	549,723	549,344	(379)	2,256,111	2,197,377	(58,734)
Benefits	1,277,228	1,286,599	9,371	5,396,745	5,200,884	(195,861)
Books and Supplies	1,633,823	959,216	(674,607)	6,037,084	4,102,481	(1,934,603)
Subagreement Services	570,103	1,843,876	1,273,773	7,362,929	7,863,376	500,447
Operations	102,650	110,875	8,225	442,775	443,500	725
Facilities	5,400	16,075	10,675	64,925	64,300	(625)
Professional Services	645,562	733,364	87,802	2,770,052	3,211,819	441,767
Depreciation	-	-	-	-	-	-
Interest	46,661	151,271	104,610	420,864	508,258	87,393
Total Expenses	\$ 8,924,475	\$ 9,832,058	\$ 907,583	\$41,523,674	\$40,317,745	\$ (1,205,929)

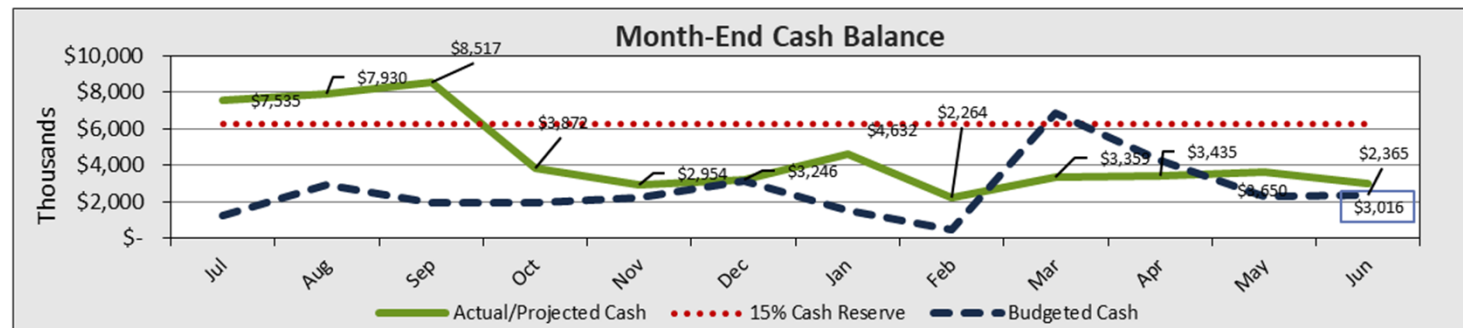
PACIFIC COAST– Fund Balance

- Annual deficit is .36 of total expense (improved by 1% from August to September)
- Ending projected fund balance within State requirements

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (1,552,658)	\$ (5,888,945)	\$ 4,336,286	\$ (149,011)	\$ 1,200,410	\$ (1,349,421)
Beginning Fund Balance	<u>3,881,641</u>	<u>3,881,641</u>		<u>3,881,641</u>	<u>3,881,641</u>	
Ending Fund Balance	<u>\$ 2,328,983</u>	<u>\$ (2,007,304)</u>		<u>\$ 3,732,630</u>	<u>\$ 5,082,051</u>	
As a % of Annual Expenses	5.6%	-5.0%		9.0%	12.6%	

PACIFIC COAST– Cash Balance

- Cash balance remains positive at year end but below the 15% cash reserve desired threshold



PACIFIC COAST– Other Entities

- No change to the Inspire LA or Granite Mountain balances
- Granite Mountain payback is included in the cash forecast

Other Entities	Account Balance
Inspire LA	\$ 819,871
Inspire Charter Services (Provenance)	3,432,698
Granite Mountain Charter School	(1,001,056)
Total Due (to)/from Balance	<u>\$ 3,251,513</u>

PACIFIC COAST– Other Entities

- Payback to and from 'other entities' are reflected in the cash position of the school and took place in the month of October.

Entities in Payables	Account Balance
Cabrillo Point	\$ 95,529
Feather River	132,265
Total Due Balances	\$ 227,794

Entities in Receivables	Account Balance
Blue Ridge Academy	\$ 453,684
Clarksville	37,651
Cottonwood	73,564
Heartland	113,593
Lake View	1,129
Mission Vista	89,482
Monarch River	71,954
Triumph	63,513
Winship	20,219
Yosemite	142,719
Total Due Balances	\$ 1,067,506

PACIFIC COAST– Compliance Reporting

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required
FINANCE	Oct-31	Public Charter School Grant Program and Dissemination Grant Program - Qtr 1 - The PCSGP Quarterly Expenditure Report (QER) is the accountability document that reflects the dollar amount spent towards work plan activities. A QER is due to the CDE's Charter Schools Division within 30 days of each respective quarter.	Charter Impact	No	Yes
DATA TEAM	Oct-31	CBEDS-ORA - Collection of FTE of classified staff, estimated teacher hires, Kindergarten program types, H-1B work visa application, education calendar, multilingual instructional programs, languages of instruction and district of choice transfer requests and transportation data.	PCA	No	No
DATA TEAM	Nov-01	Kindergarten Immunization Assessment - To review and submit required vaccine doses and report on permanent medical exemptions.	PCA	No	No
FINANCE	Nov-01	Mental Health Plans due to SELPA - 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.	PCA	No	Yes
FINANCE	Nov-15	Review and/or Update Non-Profit IRS Form 990 Policies - 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. Most schools extend this deadline to the following May 15th.	PCA	Yes	No
FINANCE	Set by Authorizer (by Dec 15)	1st Interim Financial Report - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact	Yes	Yes
FINANCE	Set by Authorizer (by Dec 15)	LCFF Budget Overview for Parents - 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	Yes	No

PACIFIC COAST– Appendix

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

Pacific Coast Academy

Monthly Cash Flow/Forecast FY20-21

Revised 10/27/20

ADA = 4074.70

Revenues

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Revenues																
State Aid - Revenue Limit															ADA = 4074.70	
8011 LCFF State Aid	1,777,343	1,777,343	3,199,218	3,189,705	3,189,705	3,189,705	3,189,705	3,189,705	1,416,590	849,954	849,954	849,954	8,772,042	35,440,925	35,440,925	-
8012 Education Protection Account	-	-	203,735	-	-	-	203,735	-	-	203,735	-	-	203,735	814,940	814,940	-
8019 State Aid - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8096 In Lieu of Property Taxes	-	-	-	208,473	64,146	64,146	64,146	64,146	112,255	56,127	56,127	56,127	56,127	801,819	801,819	-
	1,777,343	1,777,343	3,402,953	3,398,178	3,253,851	3,253,851	3,457,586	3,253,851	1,528,845	1,109,816	906,081	906,081	9,031,905	37,057,685	37,057,685	-
Federal Revenue																
8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	502,158	502,158	541,144	(38,986)
8296 Other Federal Revenue	-	-	136,734	-	-	-	-	-	-	-	-	-	-	136,734	-	136,734
	-	-	136,734	-	-	-	-	-	-	-	-	-	502,158	638,892	541,144	97,749
Other State Revenue																
8311 State Special Education	-	122,769	122,769	229,202	229,202	229,202	229,202	229,202	250,278	250,278	250,278	250,278	250,278	2,642,938	2,848,125	(205,188)
8550 Mandated Cost	-	-	-	-	-	87,902	-	-	-	-	-	-	-	87,902	87,902	-
8560 State Lottery	-	-	-	-	-	-	210,866	-	-	210,866	-	-	453,609	875,341	943,299	(67,958)
8598 Prior Year Revenue	38	-	-	-	-	-	-	-	-	-	-	-	-	38	-	38
8599 Other State Revenue	-	-	28,161	-	26,000	-	-	-	-	10,000	-	-	4,000	68,161	40,000	28,161
	38	122,769	150,930	229,202	255,202	317,104	440,068	229,202	250,278	471,144	250,278	250,278	707,887	3,674,379	3,919,326	(244,947)
Other Local Revenue																
8660 Interest Revenue	1,738	1,968	-	-	-	-	-	-	-	-	-	-	-	3,707	-	3,707
	1,738	1,968	-	-	-	-	-	-	-	-	-	-	-	3,707	-	3,707
Total Revenue	1,779,119	1,902,080	3,690,617	3,627,380	3,509,053	3,570,955	3,897,654	3,483,053	1,779,123	1,580,960	1,156,359	1,156,359	10,241,950	41,374,663	41,518,155	(143,492)
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	1,054,895	1,112,419	1,132,340	1,129,745	1,129,745	1,129,745	1,129,745	1,129,745	1,129,745	1,129,745	1,129,745	1,129,745	-	13,467,357	12,586,820	(880,537)
1175 Teachers' Extra Duty/Stipends	38,083	16,633	23,808	41,246	41,246	41,246	41,246	41,246	41,246	41,246	41,246	41,246	-	449,736	706,833	257,097
1200 Pupil Support Salaries	57,673	65,914	59,402	59,052	59,052	59,052	59,052	59,052	59,052	59,052	59,052	59,052	-	714,452	857,356	142,904
1300 Administrators' Salaries	147,478	148,333	150,633	150,283	150,283	150,283	150,283	150,283	150,283	150,283	150,283	150,283	-	1,798,995	1,791,000	(7,995)
1900 Other Certificated Salaries	28,437	28,637	28,637	28,437	28,437	28,437	28,437	28,437	28,437	28,437	28,437	28,437	-	341,649	783,741	442,092
	1,326,567	1,371,937	1,394,820	1,408,763	1,408,763	1,408,763	1,408,763	1,408,763	1,408,763	1,408,763	1,408,763	1,408,763	-	16,772,189	16,725,750	(46,439)
Classified Salaries																
2100 Instructional Salaries	16,290	18,024	17,020	15,157	15,157	15,157	15,157	15,157	15,157	15,157	15,157	15,157	-	187,748	189,747	1,999
2200 Support Salaries	54,683	53,216	55,436	63,236	63,236	63,236	63,236	63,236	63,236	63,236	63,236	63,236	-	732,457	671,770	(60,687)
2300 Classified Administrators' Salaries	21,917	22,067	22,067	22,067	22,067	22,067	22,067	22,067	22,067	22,067	22,067	22,067	-	264,650	517,161	252,511
2400 Clerical and Office Staff Salaries	76,426	70,596	73,141	73,141	73,141	73,141	73,141	73,141	73,141	73,141	73,141	73,141	-	878,434	818,699	(59,735)
2900 Other Classified Salaries	17,404	15,439	15,998	15,998	15,998	15,998	15,998	15,998	15,998	15,998	15,998	15,998	-	192,822	-	(192,822)
	186,720	179,342	183,662	189,599	189,599	189,599	189,599	189,599	189,599	189,599	189,599	189,599	-	2,256,111	2,197,377	(58,734)
Benefits																
3101 STRS	208,897	215,092	186,073	222,608	222,608	222,608	222,608	222,608	222,608	222,608	222,608	222,608	-	2,613,533	2,587,092	(26,441)
3301 OASDI	11,396	10,949	11,024	11,855	11,855	11,855	11,855	11,855	11,855	11,855	11,855	11,855	-	140,062	136,240	(3,822)
3311 Medicare	21,388	21,825	22,264	23,362	23,362	23,362	23,362	23,362	23,362	23,362	23,362	23,362	-	275,732	274,389	(1,343)
3401 Health and Welfare	120,473	112,653	269,403	161,500	161,500	161,500	161,500	161,500	161,500	161,500	161,500	161,500	-	1,956,028	1,795,200	(160,828)
3501 State Unemployment	21,777	10,014	1,630	6,664	6,664	6,664	33,320	26,656	13,328	6,664	6,664	6,664	-	146,709	136,220	(10,489)
3601 Workers' Compensation	15,384	6,152	10,836	14,339	14,339	14,339	14,339	14,339	14,339	14,339	14,339	14,339	-	161,425	168,418	6,993
3901 Other Benefits	-	-	-	8,692	8,692	8,692	8,692	8,692	8,692	8,692	8,692	8,692	25,024	103,255	103,324	68
	399,313	376,685	501,230	449,020	449,020	449,020	475,676	469,012	455,684	449,020	449,020	449,020	25,024	5,396,745	5,200,884	(195,861)
Books and Supplies																
4302 School Supplies	162,095	507,080	528,178	401,594	263,566	235,770	282,804	244,529	318,933	358,571	220,626	657,073	-	4,180,819	2,577,419	(1,603,400)
4305 Software	95,187	49,630	63,515	64,621	64,621	64,621	64,621	64,621	64,621	64,621	64,621	64,621	-	789,921	746,964	(42,957)
4310 Office Expense	1,496	34	2,992	7,127	7,127	7,127	7,127	7,127	7,127	7,127	7,127	7,127	-	68,661	88,020	19,359
4311 Business Meals	-	-	-	392	392	392	392	392	392	392	392	392	-	3,525	5,400	1,875
4400 Noncapitalized Equipment	1,274	60,165	162,177	103,720	68,071	60,892	73,040	63,155	82,371	92,608	56,981	169,703	-	994,158	684,678	(309,480)
	260,052	616,910	756,862	577,454	403,777	368,802	427,983	379,822	473,443	523,318	349,746	898,915	-	6,037,084	4,102,481	(1,934,603)
Subagreement Services																
5102 Special Education	-	124,948	122,942	158,092	158,092	158,092	158,092	158,092	158,092	158,092	158,092	158,092	-	1,670,715	1,871,600	200,885
5105 Security	-	-	-	8	8	8	8	8	8	8	8	8	-	75	100	25
5106 Other Educational Consultants	57,290	102,419	162,505	722,828	474,391	424,361	509,018	440,126	574,046	645,390	397,103	1,182,663	-	5,692,139	5,991,676	299,537
5107 Instructional Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	57,290	227,367	285,446	880,928	632,491	582,461	667,118	598,226	732,146	803,490	555,203	1,340,763	-	7,362,929	7,863,376	500,447

Pacific Coast Academy
Monthly Cash Flow/Forecast FY20-21

Revised 10/27/20

ADA = 4074.70

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Operations and Housekeeping																
5201 Auto and Travel	-	-	148	342	342	342	342	342	342	342	342	342	-	3,223	5,400	2,177
5300 Dues & Memberships	-	-	3,570	675	675	675	675	675	675	675	675	675	1,825	11,470	9,800	(1,670)
5400 Insurance	41,058	14,567	35,714	33,942	33,942	33,942	33,942	33,942	33,942	33,942	33,942	33,942	-	396,814	407,000	10,186
5501 Utilities	-	-	-	58	58	58	58	58	58	58	58	58	-	525	800	275
5502 Janitorial Services	-	408	-	8	8	8	8	8	8	8	8	8	-	483	100	(383)
5516 Miscellaneous Expense	-	-	-	142	142	142	142	142	142	142	142	142	150	1,425	1,800	375
5900 Communications	-	456	89	1,592	1,592	1,592	1,592	1,592	1,592	1,592	1,592	1,592	800	15,670	18,400	2,730
5901 Postage and Shipping	-	377	6,263	725	725	725	725	725	725	725	725	725	-	13,165	200	(12,965)
	41,058	15,808	45,784	37,483	37,483	37,483	37,483	37,483	37,483	37,483	37,483	37,483	2,775	442,775	443,500	725
Facilities, Repairs and Other Leases																
5601 Rent	-	-	5,400	4,675	4,675	4,675	4,675	4,675	4,675	4,675	4,675	4,675	7,450	54,925	54,400	(525)
5604 Other Leases	-	-	-	750	750	750	750	750	750	750	750	750	3,100	9,850	9,700	(150)
5610 Repairs and Maintenance	-	-	-	17	17	17	17	17	17	17	17	17	-	150	200	50
	-	-	5,400	5,442	5,442	5,442	5,442	5,442	5,442	5,442	5,442	5,442	10,550	64,925	64,300	(625)
Professional/Consulting Services																
5802 Audit & Taxes	-	-	900	4,167	4,167	4,167	-	-	-	-	-	-	-	13,400	12,500	(900)
5803 Legal	-	5,496	8,686	6,592	6,592	6,592	6,592	6,592	6,592	6,592	6,592	6,592	6,500	80,007	84,600	4,593
5804 Professional Development	770	-	(26,421)	2,925	2,925	2,925	2,925	2,925	2,925	2,925	2,925	2,925	-	674	7,900	7,226
5805 General Consulting	-	13,055	2,095	8,642	8,642	8,642	8,642	8,642	8,642	8,642	8,642	8,642	11,017	103,942	113,500	9,558
5806 Special Activities/Field Trips	684	-	-	302	198	177	213	184	240	270	166	494	-	2,927	450,976	448,049
5807 Bank Charges	-	1,118	1,377	400	400	400	400	400	400	400	400	400	818	6,913	5,405	(1,508)
5808 Printing	-	-	20	80	80	80	80	80	80	80	80	80	757	1,497	1,610	113
5809 Other taxes and fees	4,426	26,714	-	520	520	520	520	520	520	520	520	520	-	35,821	7,590	(28,231)
5810 Payroll Service Fee	285	2,936	1,229	2,897	2,897	2,897	2,897	2,897	2,897	2,897	2,897	2,897	2,677	33,198	35,535	2,337
5811 Management Fee	180,959	176,146	175,511	175,842	175,842	175,842	175,842	175,842	175,842	175,842	175,842	175,842	-	2,115,197	2,117,426	2,229
5812 District Oversight Fee	-	-	69,576	33,982	32,539	32,539	34,576	32,539	15,288	11,098	9,061	9,061	90,319	370,577	370,577	-
5813 County Fees	-	-	-	1,475	-	-	1,475	-	-	1,475	-	-	1,475	5,900	4,200	(1,700)
	187,124	225,464	232,974	237,823	234,801	234,780	234,161	230,620	213,426	210,740	207,124	207,452	113,563	2,770,052	3,211,819	441,767
Interest																
7438 Interest Expense	516	45,630	516	2,578	65,100	2,578	2,578	2,472	84,171	64,780	68,402	81,545	-	420,864	508,258	87,393
	516	45,630	516	2,578	65,100	2,578	2,578	2,472	84,171	64,780	68,402	81,545	-	420,864	508,258	87,393
Total Expenses	2,458,639	3,059,142	3,406,694	3,789,089	3,426,475	3,278,928	3,448,803	3,321,438	3,600,155	3,692,635	3,270,782	4,618,982	151,912	41,523,674	40,317,745	(1,205,929)
Monthly Surplus (Deficit)	(679,521)	(1,157,061)	283,924	(161,709)	82,578	292,027	448,851	161,615	(1,821,033)	(2,111,675)	(2,114,422)	(3,462,622)	10,090,038	(149,011)	1,200,410	(1,349,421)
														-0.36%		
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(679,521)	(1,157,061)	283,924	(161,709)	82,578	292,027	448,851	161,615	(1,821,033)	(2,111,675)	(2,114,422)	(3,462,622)	10,090,038	(149,011)		
Cash flows from operating activities																
Public Funding Receivables	4,316,113	249,326	87,516	-	-	-	1,108,536	-	-	-	-	-	(10,241,950)	(4,480,459)		
Grants and Contributions Rec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Due To/From Related Parties	4,973,070	-	3,784	-	(1,001,056)	-	-	-	-	-	-	-	-	3,975,798		
Prepaid Expenses	6,344	(77,662)	-	-	-	-	-	-	-	-	-	-	-	(71,319)		
Accounts Payable	(134,253)	226,223	100,990	(821,199)	-	-	-	-	-	-	-	-	151,912	(476,326)		
Accrued Expenses	44,897	102,012	(327,044)	-	-	-	-	-	-	-	-	-	-	(180,136)		
Other Liabilities	(4,970,400)	-	438,000	-	-	-	-	-	-	-	-	-	-	(4,532,400)		
Cash flows from financing activities																
Proceeds from Factoring	-	2,359,300	-	-	2,359,300	-	-	-	3,087,000	2,359,300	2,500,000	3,000,000	-	15,664,900		
Payments on Factoring	-	(1,308,000)	-	(3,662,400)	(2,359,300)	-	-	(2,359,300)	-	-	-	-	-	(9,689,000)		
Proceeds from Debt	516	516	516	-	-	-	-	-	-	-	-	-	-	1,547		
Payments on Debt	-	-	-	-	-	-	(170,659)	(170,802)	(170,944)	(171,086)	(171,229)	(171,372)	-	(1,026,092)		
Total Change in Cash	3,556,766	394,653	587,685	(4,645,308)	(918,478)	292,027	1,386,728	(2,368,487)	1,095,023	76,539	214,349	(633,994)				
Cash, Beginning of Month	3,978,337	7,535,104	7,929,757	8,517,442	3,872,133	2,953,655	3,245,683	4,632,410	2,263,924	3,358,947	3,435,486	3,649,834				
Cash, End of Month	7,535,104	7,929,757	8,517,442	3,872,133	2,953,655	3,245,683	4,632,410	2,263,924	3,358,947	3,435,486	3,649,834	3,015,840				

Cert.	Instr.
50.5%	84.3%
4,342,175	1,762,977

Pupil:Teacher Ratio
19.24 :1

Pacific Coast Academy**Budget vs Actual**

For the period ended September 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 3,199,218	\$ 1,772,059	\$ 1,427,159	\$ 6,753,904	\$ 3,544,117	\$ 3,209,787	\$ 35,440,925
Education Protection Account	203,735	-	203,735	203,735	-	203,735	814,940
In Lieu of Property Taxes	-	96,218	(96,218)	-	144,328	(144,328)	801,819
Total State Aid - Revenue Limit	3,402,953	1,868,277	1,534,676	6,957,639	3,688,445	3,269,194	37,057,685
Federal Revenue							
Special Education - Entitlement	-	-	-	-	-	-	541,144
Other Federal Revenue	136,734	-	136,734	136,734	-	136,734	-
Total Federal Revenue	136,734	-	136,734	136,734	-	136,734	541,144
Other State Revenue							
State Special Education	122,769	127,334	(4,565)	245,538	254,669	(9,131)	2,848,125
Mandated Cost	-	-	-	-	-	-	87,902
State Lottery	-	-	-	-	-	-	943,299
Prior Year Revenue	-	-	-	38	-	38	-
Other State Revenue	28,161	-	28,161	28,161	-	28,161	40,000
Total Other State Revenue	150,930	127,334	23,596	273,737	254,669	19,068	3,919,326
Other Local Revenue							-
Interest Revenue	-	-	-	3,707	-	3,707	-
Total Other Local Revenue	-	-	-	3,707	-	3,707	-
Total Revenues	\$ 3,690,617	\$ 1,995,611	\$ 1,695,006	\$ 7,371,817	\$ 3,943,113	\$ 3,428,703	\$ 41,518,155
Expenses							
Certificated Salaries							
Teachers' Salaries	\$ 1,132,340	\$ 1,048,902	\$ (83,438)	\$ 3,299,653	\$ 3,146,705	\$ (152,948)	\$ 12,586,820
Teachers' Extra Duty/Stipends	23,808	58,903	35,094	78,525	176,708	98,183	706,833
Pupil Support Salaries	59,402	71,446	12,045	182,988	214,339	31,351	857,356
Administrators' Salaries	150,633	149,250	(1,383)	446,445	447,750	1,305	1,791,000
Other Certificated Salaries	28,637	65,312	36,674	85,712	195,935	110,223	783,741
Total Certificated Salaries	1,394,820	1,393,813	(1,008)	4,093,324	4,181,438	88,113	16,725,750
Classified Salaries							
Instructional Salaries	17,020	15,812	(1,208)	51,334	47,437	(3,897)	189,747
Support Salaries	55,436	55,981	545	163,335	167,942	4,608	671,770
Supervisors' and Administrators' Salaries	22,067	43,097	21,030	66,050	129,290	63,240	517,161
Clerical and Office Staff Salaries	73,141	68,225	(4,916)	220,163	204,675	(15,488)	818,699
Other Classified Salaries	15,998	-	(15,998)	48,841	-	(48,841)	-
Total Classified Salaries	183,662	183,115	(547)	549,723	549,344	(379)	2,197,377
Benefits							
State Teachers' Retirement System, certificated pc	186,073	215,591	29,518	610,062	646,773	36,711	2,587,092
OASDI/Medicare/Alternative, certificated position	11,024	11,353	329	33,369	34,060	691	136,240
Medicare/Alternative, certificated positions	22,264	22,866	602	65,476	68,597	3,121	274,389
Health and Welfare Benefits, certificated positions	269,403	149,600	(119,803)	502,528	448,800	(53,728)	1,795,200
State Unemployment Insurance, certificated posi	1,630	6,811	5,181	33,421	20,433	(12,988)	136,220
Workers' Compensation Insurance, certificated po	10,836	14,035	3,199	32,372	42,105	9,733	168,418
Other Benefits, certificated positions	-	8,610	8,610	-	25,831	25,831	103,324
Total Benefits	501,230	428,866	(72,364)	1,277,228	1,286,599	9,371	5,200,884
Books & Supplies							
School Supplies	528,178	246,367	(281,812)	1,197,353	591,888	(605,465)	2,577,419
Software	63,515	62,247	(1,268)	208,332	186,741	(21,591)	746,964
Office Expense	2,992	7,335	4,344	4,521	22,005	17,484	88,020
Business Meals	-	450	450	-	1,350	1,350	5,400
Noncapitalized Equipment	162,177	65,446	(96,731)	223,617	157,232	(66,385)	684,678
Total Books & Supplies	756,862	381,845	(375,017)	1,633,823	959,216	(674,607)	4,102,481
Subagreement Services							
Special Education	122,942	155,967	33,025	247,890	467,900	220,010	1,871,600
Security	-	8	8	-	25	25	100
Other Educational Consultants	162,505	572,724	410,219	322,214	1,375,951	1,053,737	5,991,676
Total Subagreement Services	285,446	728,699	443,252	570,103	1,843,876	1,273,773	7,863,376
Operations & Housekeeping							
Auto and Travel	148	450	302	148	1,350	1,202	5,400
Dues & Memberships	3,570	817	(2,753)	3,570	2,450	(1,120)	9,800
Insurance	35,714	33,917	(1,798)	91,339	101,750	10,411	407,000
Utilities	-	67	67	-	200	200	800

Pacific Coast Academy**Budget vs Actual**

For the period ended September 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Janitorial Services	-	8	8	408	25	(383)	100
Miscellaneous Expense	-	150	150	-	450	450	1,800
Communications	89	1,533	1,444	545	4,600	4,055	18,400
Postage and Shipping	6,263	17	(6,246)	6,640	50	(6,590)	200
Total Operations & Housekeeping	45,784	36,958	(8,825)	102,650	110,875	8,225	443,500
Facilities, Repairs & Other Leases							
Rent	5,400	4,533	(867)	5,400	13,600	8,200	54,400
Other Leases	-	808	808	-	2,425	2,425	9,700
Repairs and Maintenance	-	17	17	-	50	50	200
Total Facilities, Repairs & Other Leases	5,400	5,358	(42)	5,400	16,075	10,675	64,300
Professional/Consulting Services							
Audit & Taxes	900	-	(900)	900	-	(900)	12,500
Legal	8,686	7,050	(1,636)	14,182	21,150	6,968	84,600
Professional Development	(26,421)	658	27,079	(25,651)	1,975	27,626	7,900
General Consulting	2,095	9,458	7,363	15,150	28,375	13,225	113,500
Special Activities/Field Trips	-	43,107	43,107	684	103,564	102,879	450,976
Bank Charges	1,377	392	(986)	2,495	1,175	(1,320)	5,405
Printing	20	117	97	20	350	330	1,610
Other Taxes and Fees	-	550	550	31,141	1,650	(29,491)	7,590
Payroll Service Fee	1,229	2,961	1,732	4,449	8,884	4,435	35,535
Management Fee	175,511	176,452	941	532,616	529,356	(3,259)	2,117,426
District Oversight Fee	69,576	18,683	(50,894)	69,576	36,884	(32,692)	370,577
County Fees	-	-	-	-	-	-	4,200
Total Professional/Consulting Services	232,974	259,428	26,455	645,562	733,364	87,802	3,211,819
Interest							
Interest Expense	516	2,578	2,062	46,661	151,271	104,610	508,258
Total Interest	516	2,578	2,062	46,661	151,271	104,610	508,258
Total Expenses	\$ 3,406,694	\$ 3,420,660	\$ 13,966	\$ 8,924,475	\$ 9,832,058	\$ 907,583	\$ 40,317,745
Change in Net Assets	283,924	(1,425,049)	1,708,972	(1,552,658)	(5,888,945)	4,336,286	1,200,410
Net Assets, Beginning of Period	2,045,059			3,881,641			
Net Assets, End of Period	\$ 2,328,983			\$ 2,328,983			

Pacific Coast Academy**Statement of Financial Position**

September 30, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 8,517,442	\$ 3,978,337	\$ 4,539,104	114%
Accounts Receivable	1,007,338	1,097,524	(90,186)	-8%
Public Funding Receivables	1,108,536	5,673,976	(4,565,439)	-80%
Factored Receivables	(6,021,700)	-	(6,021,700)	0%
Due To/From Related Parties	3,251,513	3,251,513	-	0%
Prepaid Expenses	414,046	346,511	67,535	19%
Total Current Assets	8,277,175	14,347,862	(6,070,687)	-42%
Long-Term Assets				
Deposits	5,400	5,400	-	0%
Total Long Term Assets	5,400	5,400	-	0%
Total Assets	\$ 8,282,575	\$ 14,353,262	\$ (6,070,687)	-42%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 821,199	\$ 628,239	\$ 192,961	31%
Accrued Liabilities	1,596,423	1,776,559	(180,136)	-10%
Deferred Revenue	438,000	4,970,400	(4,532,400)	-91%
Notes Payable, Current Portion	312,071	312,071	-	0%
Total Current Liabilities	3,167,693	7,687,268	(4,519,575)	-59%
Long-Term Liabilities				
Notes Payable, Net of Current Portion	2,785,899	2,784,353	1,547	0%
Total Long-Term Liabilities	2,785,899	2,784,353	1,547	0%
Total Liabilities	5,953,592	10,471,621	(4,518,028)	-43%
Total Net Assets	2,328,983	3,881,641	(1,552,658)	-40%
Total Liabilities and Net Assets	\$ 8,282,575	\$ 14,353,262	\$ (6,070,687)	-42%

Pacific Coast Academy

Statement of Cash Flows

For the period ended September 30, 2020

	Month Ended 09/30/20	YTD Ended 09/30/20
Cash Flows from Operating Activities		
Change in Net Assets	\$ 283,924	\$ (1,552,658)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	-	4,565,439
Grants, Contributions & Pledges Receivable	87,516	6,111,886
Prepaid Expenses	3,784	(67,535)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	100,990	192,961
Accrued Expenses	(327,044)	(180,136)
Deferred Revenue	438,000	(4,532,400)
Total Cash Flows from Operating Activities	587,169	4,537,557
Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	516	1,547
Total Cash Flows from Financing Activities	516	1,547
Change in Cash & Cash Equivalents	587,685	4,539,104
Cash & Cash Equivalents, Beginning of Period	7,929,757	3,978,337
Cash and Cash Equivalents, End of Period	\$ 8,517,442	\$ 8,517,442

Pacific Coast Academy

Check Register

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
12203	Association of California School Administrators	9/1/2020	63.54
12204	5 Elements Martial Arts & Wellness Center, LLC	9/3/2020	4,165.00
12205	A Brighter Child, Inc.	9/3/2020	387.76
12206	A Dawn Of Music Studios	9/3/2020	780.00
12207	Academics in a Box Incorporated	9/3/2020	379.30
12208	ACES	9/3/2020	1,775.00
12209	Activities for Learning, Inc.	9/3/2020	77.14
12210	Alan Eicher	9/3/2020	180.00
12211	All About Learning Press, Inc.	9/3/2019	Void
12212	All About Learning Press, Inc.	9/3/2020	5,110.25
12213	American/El Cajon Driving School	9/3/2020	2,090.00
12214	Apex School of Movement San Diego	9/3/2020	220.00
12215	Apple Inc.	9/3/2020	1,569.52
12216	Aqua Pros Swim School	9/3/2020	100.00
12217	Art With Larisse	9/3/2020	542.00
12218	Basir Ahad	9/3/2020	Void
12219	Beakerz LLC	9/3/2020	63.00
12220	Beautiful Feet Books, Inc.	9/3/2020	2,957.15
12221	Bigfoot Graphics	9/3/2020	540.00
12222	Bitsbox	9/3/2020	167.70
12223	BookShark	9/3/2020	2,788.94
12224	Brain Builders STEM Education	9/3/2020	700.00
12225	Brave Writer, LLC	9/3/2020	2,061.95
12226	California Music Studios	9/3/2020	495.50
12227	Cengage Learning Inc	9/3/2020	78.23
12228	Christine Stein	9/3/2020	1,200.00
12229	Code Ninjas Rancho Bernardo	9/3/2020	229.00
12230	Cornerstone Therapies	9/3/2020	200.00
12231	Corona Dance Academy	9/3/2020	350.00
12232	Crafty School Crates	9/3/2020	99.00
12233	Dance & Company	9/3/2020	188.00
12234	Dancing Keys Music Studio, LLC	9/3/2020	186.00
12235	Daniel and Davis Optometry, Inc	9/3/2020	435.00
12236	Dexter Music	9/3/2020	330.00
12237	Discount School Supply	9/3/2020	128.77
12238	eat2explore	9/3/2020	314.52
12239	Eaton Interpreting Services, Inc.	9/3/2020	300.00
12240	Education.com Holdings, Inc.	9/3/2020	119.99
12241	Educational Development Corporation	9/3/2020	104.39
12242	eDynamic Learning	9/3/2020	2,630.00
12243	Effectual Educational Consulting Services	9/3/2020	3,015.00
12244	EMH Sports USA, Inc.	9/3/2020	1,275.00
12245	Emma Freed	9/3/2020	60.00
12246	Ereflect Pty Ltd	9/3/2020	67.00
12247	Evan-Moor	9/3/2020	99.99
12248	GamED Academy, LLC	9/3/2020	50.00
12249	Global Teletherapy	9/3/2020	241.00
12250	Gracie San Diego, LLC	9/3/2020	109.00
12251	Gravitas Publications, Inc.	9/3/2020	167.92
12252	Hollywood Music	9/3/2020	146.07
12253	Horse Savvy	9/3/2020	1,060.00
12254	Infinity Brazilian Jiu Jitsu	9/3/2020	169.00
12255	Inspire School of Ballet	9/3/2020	441.00
12256	Irvine Therapy Services, Inc	9/3/2020	165.00
12257	JackKris Publishing, LLC	9/3/2020	103.96
12258	Janelle Wilson	9/3/2020	500.00

Pacific Coast Academy

Check Register

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
12259	Jonathan Smith	9/3/2020	217.50
12260	Joyce M. Garcia	9/3/2020	120.00
12261	Kickforce Martial Arts	9/3/2020	597.00
12262	Kitchen Stewardship, LLC	9/3/2020	299.90
12263	KiwiCo, Inc.	9/3/2020	Void
12264	KiwiCo, Inc.	9/3/2020	5,338.53
12265	La Tulipe Cooking Studio LLC	9/3/2020	15.00
12266	La Tulipe Cooking Studio LLC	9/3/2020	60.00
12267	Learning Without Tears	9/3/2020	486.75
12268	Lighthouse Therapy LLC	9/3/2020	9,873.61
12269	Lindsay Burch	9/3/2020	15.05
12270	Little Passports	9/3/2020	296.74
12271	Logic of English	9/3/2020	501.20
12272	Lynch Dance Institute	9/3/2020	1,400.00
12273	Margaret Morghen	9/3/2020	32.50
12274	Marina Hayes	9/3/2020	120.00
12275	Marnie Young	9/3/2020	2,612.50
12276	Math-U-See, Inc.	9/3/2020	214.00
12277	Mathnasium of Vista	9/3/2020	2,213.00
12278	McArt Studio	9/3/2020	125.00
12279	McColgan & Associates Inc	9/3/2020	240.00
12280	MEL Science U.S., LLC	9/3/2020	1,550.10
12281	Mercurius	9/3/2020	289.75
12282	MobyMax, LLC	9/3/2020	9,750.00
12283	Moving Beyond the Page	9/3/2020	5,755.46
12284	MoxieBox Art, Inc.	9/3/2020	302.56
12285	Mystery Science Inc.	9/3/2020	69.00
12286	Noonan Family Swim School, Inc	9/3/2020	98.00
12287	Notion Dance Concepts	9/3/2020	525.00
12288	Othentik Gym	9/3/2020	100.00
12289	Outside the Box Creation	9/3/2020	253.68
12290	Oxford Consulting Services	9/3/2020	3,938.75
12291	Pacific Coast Gymnastics	9/3/2020	121.00
12292	Paper Moon Music	9/3/2020	130.00
12293	Peace Hill Press, Inc dba Well Trained Mind Press	9/3/2020	1,587.00
12294	Preferred Interpreting Service	9/3/2020	90.00
12295	Professional Tutors of America	9/3/2020	1,906.25
12296	Rainbow Resource Center	9/3/2016	Void
12297	Rainbow Resource Center	9/3/2017	Void
12298	Rainbow Resource Center	9/3/2018	Void
12299	Rainbow Resource Center	9/3/2019	Void
12300	Rainbow Resource Center	9/3/2020	12,499.23
12301	Ramona Brazilian Jiu-Jitsu/ MMA	9/3/2020	450.00
12302	Renata Bezman	9/3/2020	630.00
12303	Ruthie Smith	9/3/2020	210.00
12304	San Diego Danceworks	9/3/2020	361.00
12305	School Pathways, LLC	9/3/2020	29,729.83
12306	Second Generation Tutoring	9/3/2020	540.00
12307	Segal Speech and Language Therapy	9/3/2020	420.00
12308	SHI International Corp	9/3/2020	716.13
12309	Singapore Math Inc.	9/3/2020	124.73
12310	SmallTalk Speech & Occupational Therapy	9/3/2020	3,090.00
12311	Smart Sprouts LLC	9/3/2020	1,472.00
12312	Stagelight Performing Arts	9/3/2020	294.00
12313	Staump Productions	9/3/2020	450.00
12314	Studies Weekly	9/3/2020	840.07
12315	Susan Creswell	9/3/2020	700.00

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Check Number	Vendor Name	Check Date	Check Amount
12316	TalkBox.Mom	9/3/2020	1,862.85
12317	TCI	9/3/2020	1,172.99
12318	Teacher Synergy, LLC	9/3/2019	Void
12319	Teacher Synergy, LLC	9/3/2020	1,648.22
12320	Teaching Textbooks	9/3/2020	461.82
12321	Terry Tsang Optometry	9/3/2020	335.34
12322	The Critical Thinking Co.	9/3/2020	65.92
12323	The Guitar Aces	9/3/2020	123.00
12324	The Lampo Group, LLC	9/3/2020	274.98
12325	The Music Factory	9/3/2020	149.00
12326	Therapeutic Approach to Growth	9/3/2020	3,567.50
12327	Think Outside, LLC	9/3/2020	110.85
12328	Thinkwell Corporation	9/3/2020	174.50
12329	Tomoko Yoda-Compilati	9/3/2020	100.00
12330	Total Education Solutions	9/3/2020	8,612.50
12331	Touch-type Read & Spell (TTRS)	9/3/2020	3,000.00
12332	Vista Baseball Academy	9/3/2020	350.00
12333	Wagner's School of Music, LLC	9/3/2020	254.00
12334	Waterworks Aquatics	9/3/2020	1,569.26
12335	Waterworks Aquatics Carlsbad	9/3/2020	1,140.36
12336	Well-Trained Mind Academy	9/3/2020	685.00
12337	West Coast Krav Maga Temecula	9/3/2020	264.05
12338	Western Youth Services	9/3/2020	60.00
12339	Wood & Ivory	9/3/2020	387.50
12340	WriteShop	9/3/2020	63.71
12341	Young Actors Space	9/3/2020	540.00
12342	Zaner-Bloser	9/3/2020	39.41
12343	Association of California School Administrators	9/10/2020	63.54
12344	Academics in a Box Incorporated	9/11/2020	167.70
12345	Acting Academy for Kids	9/11/2020	290.00
12346	Activities for Learning, Inc.	9/11/2020	760.39
12347	Age of Learning for Schools, Inc	9/11/2020	17,000.00
12348	Al-Burooj Academy	9/11/2020	200.00
12349	Alli Jo's Swim School	9/11/2020	1,360.00
12350	April Drury Sas	9/11/2020	150.00
12351	Associated Students of SDSU	9/11/2020	1,050.00
12352	ASU Preparatory Academy	9/11/2020	700.00
12353	Beautiful Feet Books, Inc.	9/11/2020	1,525.05
12354	Blake Litschke	9/11/2020	270.00
12355	BookShark	9/11/2020	668.80
12356	Braille Abilities, LLC	9/11/2020	12,063.60
12357	Brave Writer, LLC	9/11/2020	198.00
12358	CharterSafe	9/11/2020	38,023.00
12359	Christine Stein	9/11/2020	95.00
12360	Clarissa Lee	9/11/2020	80.00
12361	Comprehensive Therapy Associates Inc.	9/11/2020	1,318.75
12362	CrossFit Murrieta/Murrieta Athletics LLC	9/11/2020	675.00
12363	Dexter Music	9/11/2020	330.00
12364	Eaton Interpreting Services, Inc.	9/11/2020	450.00
12365	Edmentum	9/11/2020	1,304.00
12366	Educational Development Corporation	9/11/2020	82.53
12367	eDynamic Learning	9/11/2020	1,030.00
12368	Elemental Science	9/11/2020	161.66
12369	Emma Freed	9/11/2020	410.00
12370	Evan-Moor	9/11/2020	187.36
12371	Faction Martial Arts LLC	9/11/2020	100.00
12372	Frank Velasquez	9/11/2020	120.00

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Check Number	Vendor Name	Check Date	Check Amount
12373	Green Art Labs	9/11/2020	40.00
12374	Hands 4 Building, LLC	9/11/2020	142.99
12375	History Unboxed LLC	9/11/2020	4,038.14
12376	Horse Savvy	9/11/2020	850.00
12377	Inland Tutoring	9/11/2020	270.00
12378	Integrative Learning, LLC	9/11/2020	6,240.00
12379	Intro 2 Skateboarding	9/11/2020	790.00
12380	Jackris Publishing, LLC	9/11/2020	72.97
12381	Jennifer Mercer	9/11/2020	400.00
12382	Kari Behrendt	9/11/2020	720.66
12383	Karin Leonard	9/11/2020	474.39
12384	Kelly Thompson	9/11/2020	190.00
12385	KiwiCo, Inc.	9/11/2020	2,152.15
12386	Learning Without Tears	9/11/2020	113.84
12387	Leoangelo Reyes	9/11/2020	524.00
12388	Lighthouse Therapy LLC	9/11/2020	280.50
12389	Little Passports	9/11/2020	1,598.34
12390	Logic of English	9/11/2020	481.44
12391	Malcolm Twentyman	9/11/2020	225.00
12392	Marianne R. Hill	9/11/2020	200.00
12393	Math-U-See, Inc.	9/11/2020	305.00
12394	Mathnasium of South Escondido	9/11/2020	127.50
12395	McArt Studio	9/11/2020	34.99
12396	MEL Science U.S., LLC	9/11/2020	1,251.30
12397	Money Munchkids	9/11/2020	17.41
12398	Moving Beyond the Page	9/11/2020	5,680.53
12399	Mystery Science Inc.	9/11/2020	207.00
12400	N2Y, LLC	9/11/2020	3,826.95
12401	New West Ballet School	9/11/2020	270.00
12402	Nicole the Math Lady, LLC.	9/11/2020	99.00
12403	Noonan Family Swim School, Inc	9/11/2020	180.00
12404	Oak Meadow Inc	9/11/2020	545.00
12405	Oceanside Gymnastics	9/11/2020	134.00
12406	Outschool, Inc.	9/11/2020	260.00
12407	Paul Ciolek	9/11/2020	260.00
12408	Peace Hill Press, Inc dba Well Trained Mind Press	9/11/2020	454.18
12409	Ramona Saunders	9/11/2020	130.00
12410	Reading Horizons	9/11/2020	11,907.50
12411	Roya Daizadeh	9/11/2020	5.00
12412	San Diego Civic Youth Ballet	9/11/2020	1,073.00
12413	San Diego Harp Academy	9/11/2020	510.00
12414	San Diego Liberal Arts Academy	9/11/2020	900.00
12415	San Diego Surfing School, Inc.	9/11/2020	1,606.60
12416	Sarah Blair	9/11/2020	4,140.00
12417	Scholastic Inc	9/11/2020	93.39
12418	SHI International Corp	9/11/2020	35,806.42
12419	Singapore Math Inc.	9/11/2020	979.94
12420	Smart Sprouts LLC	9/11/2020	830.00
12421	SOR Schools I, LLC	9/11/2020	150.10
12422	Southern California Ballet	9/11/2020	300.00
12423	Suzanne Miller	9/11/2020	240.00
12424	TalkBox.Mom	9/11/2020	113.14
12425	Teacher Synergy, LLC	9/11/2020	308.85
12426	Teaching Textbooks	9/11/2020	631.93
12427	Tina Rose	9/11/2020	150.00
12428	TSW Therapy, Inc	9/11/2020	2,198.55
12429	UPS	9/11/2020	123.72

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Check Number	Vendor Name	Check Date	Check Amount
12430	Wagner's School of Music, LLC	9/11/2020	890.00
12431	Waterworks Aquatics	9/11/2020	961.44
12432	West Coast Krav Maga Temecula	9/11/2020	302.10
12433	Char Snyder-Jordan	9/16/2020	640.00
12434	Activities for Learning, Inc.	9/17/2020	278.85
12435	All About Learning Press, Inc.	9/17/2020	653.20
12436	Allison Browning	9/17/2020	320.00
12437	Aqua Pros Swim School	9/17/2020	136.00
12438	Barbara Mulvany	9/17/2020	450.00
12439	Brittany Graham	9/17/2020	700.00
12440	Christine Stein	9/17/2020	480.00
12441	Classi Guitarist In-Home Music Lessons	9/17/2020	1,020.00
12442	Claudia Hernandez	9/17/2020	942.50
12443	Cornerstone Therapies	9/17/2020	200.00
12444	David Barnes Musician	9/17/2020	750.00
12445	Educational Development Corporation	9/17/2020	19.86
12446	eDynamic Learning	9/17/2020	435.00
12447	Faith Stone	9/17/2020	140.00
12448	Garrett Sigler	9/17/2020	350.00
12449	Global Teletherapy	9/17/2020	4,271.40
12450	Greg Baran Writing	9/17/2020	189.00
12451	Hooked on Phonics	9/17/2020	43.09
12452	Jackris Publishing, LLC	9/17/2020	100.01
12453	Joyce M. Garcia	9/17/2020	1,540.00
12454	KiwiCo, Inc.	9/17/2018	Void
12455	KiwiCo, Inc.	9/17/2019	Void
12456	KiwiCo, Inc.	9/17/2020	11,432.99
12457	Language Door, Inc	9/17/2020	213.16
12458	Leading Note Studios	9/17/2020	450.00
12459	Learning Without Tears	9/17/2020	122.36
12460	Logic of English	9/17/2020	185.87
12461	MEL Science U.S., LLC	9/17/2020	378.80
12462	Moving Beyond the Page	9/17/2020	2,022.93
12463	MoxieBox Art, Inc.	9/17/2020	524.68
12464	Muse Academy of Music	9/17/2020	1,428.00
12465	Mystery Science Inc.	9/17/2020	49.00
12466	Nichols Speech, Inc	9/17/2020	Void
12467	Oak Meadow Inc	9/17/2020	520.00
12468	Office Depot, Inc	9/17/2020	130.60
12469	Paul Ciolek	9/17/2020	60.00
12470	Peace Hill Press, Inc dba Well Trained Mind Press	9/17/2020	116.45
12471	Pediatric Therapy Associates	9/17/2020	1,440.00
12472	Pich Music Studio	9/17/2020	300.00
12473	Play-Well TEKnologies	9/17/2020	1,165.63
12474	Play-Well TEKnologies	9/17/2020	696.88
12475	Renaissance	9/17/2020	36,304.00
12476	Rhinos Rugby Academy	9/17/2020	1,500.00
12477	Ruth Opilas	9/17/2020	1,920.00
12478	Ruthie Smith	9/17/2020	100.00
12479	Sally Piano Music	9/17/2020	1,050.00
12480	San Diego Harp Academy	9/17/2020	250.00
12481	Savvas Learning Company LLC	9/17/2020	34.53
12482	Schumacher Tutoring	9/17/2020	450.00
12483	SHI International Corp	9/17/2020	912.05
12484	Singapore Math Inc.	9/17/2020	151.46
12485	Smart Sprouts LLC	9/17/2020	560.00
12486	Specialized Therapy Services, Inc.	9/17/2020	25,855.65

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Check Number	Vendor Name	Check Date	Check Amount
12487	Studies Weekly	9/17/2020	161.35
12488	Supercharged Science	9/17/2020	333.00
12489	Synergy 1 Group Inc	9/17/2020	62.48
12490	TalkBox.Mom	9/17/2020	113.14
12491	Teacher Synergy, LLC	9/17/2020	55.24
12492	Teaching Textbooks	9/17/2020	167.34
12493	Timberdoodle.com	9/17/2019	void
12494	Timberdoodle.com	9/17/2020	15,527.92
12495	Total Education Solutions	9/17/2020	570.00
12496	Trigger Memory Co., LLC	9/17/2020	26.95
12497	UPS	9/17/2020	231.40
12498	Valued Voices	9/17/2020	4,432.50
12499	WM Music Lessons	9/17/2020	60.00
12500	Wonder Crate	9/17/2020	149.95
12501	Wood & Ivory	9/17/2020	234.36
12502	WriteAtHome, Inc	9/17/2020	799.00
12503	Nichols Speech, Inc	9/17/2020	227.50
12504	Ereflect Pty Ltd	9/18/2020	67.00
12505	Accrediting Commission for Schools	9/23/2020	1,070.00
12506	Activities for Learning, Inc.	9/23/2020	330.28
12507	All About Learning Press, Inc.	9/23/2020	843.10
12508	Alliance Jiu Jitsu San Diego	9/23/2020	520.00
12509	Aqua Pros Swim School	9/23/2020	140.00
12510	Archi Kapoor	9/23/2020	649.48
12511	Art With Larisse	9/23/2020	1,166.00
12512	Artskiddoo	9/23/2020	225.00
12513	Ashley Collins	9/23/2020	150.00
12514	Beautiful Feet Books, Inc.	9/23/2020	214.00
12515	Bigfoot Graphics	9/23/2020	100.00
12516	Blake Litschke	9/23/2020	150.00
12517	Brave Writer, LLC	9/23/2020	509.95
12518	Briana Harley	9/23/2020	400.00
12519	Bright Solutions for Dyslexia, LLC	9/23/2020	339.70
12520	BYU Independent Study	9/23/2020	4,707.00
12521	CA Productions	9/23/2020	250.00
12522	California Music Studios	9/23/2020	155.00
12523	Charter Schools Development Center	9/23/2020	139.00
12524	Coastal Music Studios	9/23/2020	890.00
12525	Corona Dance Academy	9/23/2020	700.00
12526	Corona Music Center	9/23/2020	486.50
12527	Dance & Company	9/23/2020	120.00
12528	Daniel and Davis Optometry, Inc	9/23/2020	455.00
12529	Daniel Newheiser	9/23/2020	145.00
12530	Educational Development Corporation	9/23/2020	206.38
12531	eDynamic Learning	9/23/2020	690.00
12532	Emma Freed	9/23/2020	420.00
12533	Family Karate	9/23/2020	120.00
12534	Firestorm Freerunning and Acrobatics	9/23/2020	425.00
12535	Freestyle Martial Arts	9/23/2020	537.70
12536	Generation Genius, Inc	9/23/2020	120.00
12537	Gracie Barra Encinitas	9/23/2020	300.00
12538	GrammarFlip	9/23/2020	39.99
12539	Gravitas Publications, Inc.	9/23/2020	168.45
12540	Greg Baran Writing	9/23/2020	189.00
12541	Guitar Center, Inc.	9/23/2020	2,686.25
12542	Gymnny Kids	9/23/2020	206.50
12543	Harmony Ranch Arabians, Inc.	9/23/2020	300.00

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Check Number	Vendor Name	Check Date	Check Amount
12544	History Unboxed LLC	9/23/2020	958.04
12545	Holly Hull	9/23/2020	310.00
12546	Hollywood Music	9/23/2020	212.50
12547	Infinity Dance & Performing Arts	9/23/2020	98.00
12548	Inspire School of Ballet	9/23/2020	342.50
12549	Jennifer Bronsdon	9/23/2020	209.49
12550	Jessica Ackermann	9/23/2020	85.00
12551	Jump and Schout Therapy, Inc.	9/23/2020	1,672.50
12552	Kari Behrendt	9/23/2020	1,178.67
12553	Kelly Durso	9/23/2020	85.00
12554	Kimberly Nash	9/23/2020	350.00
12555	KiwiCo, Inc.	9/23/2020	2,697.87
12556	Lakeshore	9/23/2017	void
12557	Lakeshore	9/23/2018	void
12558	Lakeshore	9/23/2019	void
12559	Lakeshore	9/23/2020	10,100.86
12560	Law Office of Jennifer McQuarrie	9/23/2020	2,156.00
12561	Leading Note Studios	9/23/2020	3,786.00
12562	Learning Without Tears	9/23/2020	186.31
12563	Legion American Jiu-Jitsu	9/23/2020	129.99
12564	Lenore Johnson	9/23/2020	420.00
12565	Liliana Harris	9/23/2020	360.00
12566	Lindsay Burch	9/23/2020	193.73
12567	Little Passports	9/23/2020	1,618.06
12568	Logic of English	9/23/2020	872.32
12569	Lynch Dance Institute	9/23/2020	280.00
12570	Marcelle Stokes Caratti	9/23/2020	250.00
12571	Margaret Morghen	9/23/2020	500.00
12572	Marianne R. Hill	9/23/2020	535.00
12573	Marina Hayes	9/23/2020	525.00
12574	Mathnasium of Eastlake	9/23/2020	137.50
12575	Megan Casey	9/23/2020	149.07
12576	MEL Science U.S., LLC	9/23/2020	593.30
12577	Melissa Allen	9/23/2020	295.00
12578	Mercurius	9/23/2020	117.03
12579	Michael Dvoskin	9/23/2020	700.00
12580	Moving Beyond the Page	9/23/2020	612.31
12581	Mr. D Math	9/23/2020	4,104.00
12582	Ms Mariah's Music	9/23/2020	384.00
12583	Muse Academy of Music	9/23/2020	140.00
12584	Mystery Science Inc.	9/23/2020	559.00
12585	Nancy Jurkoic Tutoring	9/23/2020	180.00
12586	Natalie Neal M.A. CCC-SLP	9/23/2020	300.00
12587	Natalie Pasqueralli	9/23/2020	660.00
12588	Nathan & Elizabeth Hileman	9/23/2020	500.00
12589	New West Ballet School	9/23/2020	100.00
12590	North County Academy of Dance	9/23/2020	890.00
12591	Notion Dance Concepts	9/23/2020	564.00
12592	Oceanside Gymnastics	9/23/2020	340.00
12593	Office Depot, Inc	9/23/2020	156.13
12594	Pama Lynn Broeckel	9/23/2020	360.00
12595	Paper Moon Music	9/23/2020	195.00
12596	Patricia Hebert	9/23/2020	480.00
12597	Paul Ciolek	9/23/2020	720.00
12598	Peace Hill Press, Inc dba Well Trained Mind Press	9/23/2020	138.60
12599	Preferred Interpreting Service	9/23/2020	1,440.00
12600	Procopio, Cory, Hargreaves & Savitch LLP	9/23/2020	5,826.28

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Check Number	Vendor Name	Check Date	Check Amount
12601	Ramona Saunders	9/23/2020	60.00
12602	Riverside County Office of Education	9/23/2020	175.00
12603	Ruth Rosas	9/23/2020	120.00
12604	Ruthie Smith	9/23/2020	100.00
12605	Sally Piano Music	9/23/2020	2,096.00
12606	Samantha Bradshaw	9/23/2020	172.96
12607	San Diego Surfing School, Inc.	9/23/2020	1,364.04
12608	Savvas Learning Company LLC	9/23/2020	76.31
12609	Schaumann Studios	9/23/2020	760.00
12610	Scholastic Inc	9/23/2020	93.39
12611	Scholastic Inc	9/23/2020	32.66
12612	School Health Corporation	9/23/2020	109.93
12613	School Pathways, LLC	9/23/2020	15,413.24
12614	Schumacher Tutoring	9/23/2020	1,070.00
12615	Set Apart	9/23/2020	5,900.00
12616	Seven Spears Martial Arts Academy	9/23/2020	157.00
12617	SHI International Corp	9/23/2020	10,741.93
12618	Singapore Math Inc.	9/23/2020	131.46
12619	Smart Sprouts LLC	9/23/2020	716.00
12620	Social Communication Specialists	9/23/2020	250.00
12621	SoundCheck Music School	9/23/2020	243.18
12622	SoundCheck Music School	9/23/2020	87.61
12623	Southern California Ballet	9/23/2020	92.00
12624	Staump Productions	9/23/2020	600.00
12625	Studies Weekly	9/23/2020	32.27
12626	Suzanne Miller	9/23/2020	800.00
12627	Swiftkick Martial Arts	9/23/2020	338.50
12628	Teacher Synergy, LLC	9/23/2020	45.00
12629	Teaching Textbooks	9/23/2020	974.67
12630	The Critical Thinking Co.	9/23/2020	95.82
12631	The Guitar Aces	9/23/2020	128.00
12632	The LaunchPad Therapy for Kids	9/23/2020	230.00
12633	The San Diego Music and Art Cooperative	9/23/2020	2,030.00
12634	Tomoko Yoda-Compilati	9/23/2020	52.00
12635	UPS	9/23/2020	2,795.74
12636	Verizon Wireless	9/23/2020	88.93
12637	Villa Musica	9/23/2020	116.65
12638	VocabularySpellingCity.com	9/23/2020	104.90
12639	Voyager Sopris Learning	9/23/2020	129.41
12640	Wagner's School of Music, LLC	9/23/2020	44.00
12641	West Coast Krav Maga Temecula	9/23/2020	302.10
12642	White Dragon of East County	9/23/2020	366.00
12643	Wilson Language Training Corp	9/23/2020	227.78
12644	WM Music Lessons	9/23/2020	540.00
12645	Wood & Ivory	9/23/2020	468.76
12646	WriteAtHome, Inc	9/23/2020	499.00
12647	949 CO LLC	9/25/2020	5,400.00
12648	Basir Ahad	9/25/2020	330.00
12649	Noelle Catiller	9/30/2020	291.00
ACH	Amazon Capital Services	9/16/2020	52.50
ACH	Amazon Capital Services	9/16/2020	38.79
ACH	Amazon Capital Services	9/16/2020	14.76
ACH	Amazon Capital Services	9/16/2020	29.03
ACH	Amazon Capital Services	9/16/2020	22.84
ACH	Amazon Capital Services	9/16/2020	43.09
ACH	Amazon Capital Services	9/16/2020	20.03
ACH	Amazon Capital Services	9/16/2020	12.01

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/16/2020	9.69
ACH	Amazon Capital Services	9/16/2020	30.65
ACH	Amazon Capital Services	9/16/2020	25.97
ACH	Amazon Capital Services	9/16/2020	63.54
ACH	Amazon Capital Services	9/16/2020	13.04
ACH	Amazon Capital Services	9/16/2020	54.70
ACH	Amazon Capital Services	9/16/2020	35.43
ACH	Amazon Capital Services	9/16/2020	26.32
ACH	Amazon Capital Services	9/16/2020	68.56
ACH	Amazon Capital Services	9/16/2020	41.12
ACH	Amazon Capital Services	9/16/2020	119.49
ACH	Amazon Capital Services	9/16/2020	8.23
ACH	Amazon Capital Services	9/16/2020	40.83
ACH	Amazon Capital Services	9/16/2020	12.11
ACH	Amazon Capital Services	9/16/2020	31.83
ACH	Amazon Capital Services	9/16/2020	19.43
ACH	Amazon Capital Services	9/16/2020	85.11
ACH	Amazon Capital Services	9/16/2020	25.00
ACH	Amazon Capital Services	9/16/2020	35.31
ACH	Amazon Capital Services	9/16/2020	26.94
ACH	Amazon Capital Services	9/16/2020	21.46
ACH	Amazon Capital Services	9/16/2020	10.83
ACH	Amazon Capital Services	9/16/2020	16.25
ACH	Amazon Capital Services	9/16/2020	16.21
ACH	Amazon Capital Services	9/16/2020	49.40
ACH	Amazon Capital Services	9/16/2020	10.05
ACH	Amazon Capital Services	9/16/2020	4.73
ACH	Amazon Capital Services	9/16/2020	16.14
ACH	Amazon Capital Services	9/16/2020	5.29
ACH	Amazon Capital Services	9/16/2020	128.60
ACH	Amazon Capital Services	9/16/2020	22.97
ACH	Amazon Capital Services	9/16/2020	237.04
ACH	Amazon Capital Services	9/16/2020	7.41
ACH	Amazon Capital Services	9/16/2020	10.76
ACH	Amazon Capital Services	9/16/2020	43.27
ACH	Amazon Capital Services	9/16/2020	90.52
ACH	Amazon Capital Services	9/16/2020	17.23
ACH	Amazon Capital Services	9/16/2020	14.38
ACH	Amazon Capital Services	9/16/2020	17.92
ACH	Amazon Capital Services	9/16/2020	27.76
ACH	Amazon Capital Services	9/16/2020	17.75
ACH	Amazon Capital Services	9/16/2020	19.65
ACH	Amazon Capital Services	9/16/2020	16.36
ACH	Amazon Capital Services	9/16/2020	15.03
ACH	Amazon Capital Services	9/16/2020	66.70
ACH	Amazon Capital Services	9/16/2020	21.70
ACH	Amazon Capital Services	9/16/2020	23.69
ACH	Amazon Capital Services	9/16/2020	43.00
ACH	Amazon Capital Services	9/16/2020	5.38
ACH	Amazon Capital Services	9/16/2020	90.49
ACH	Amazon Capital Services	9/16/2020	7.49
ACH	Amazon Capital Services	9/16/2020	35.53
ACH	Amazon Capital Services	9/16/2020	14.52
ACH	Amazon Capital Services	9/16/2020	31.01
ACH	Amazon Capital Services	9/16/2020	23.46
ACH	Amazon Capital Services	9/16/2020	9.14
ACH	Amazon Capital Services	9/16/2020	13.60

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/16/2020	14.00
ACH	Amazon Capital Services	9/16/2020	15.21
ACH	Amazon Capital Services	9/15/2020	9.73
ACH	Amazon Capital Services	9/15/2020	10.83
ACH	Amazon Capital Services	9/15/2020	34.62
ACH	Amazon Capital Services	9/15/2020	83.57
ACH	Amazon Capital Services	9/15/2020	27.78
ACH	Amazon Capital Services	9/15/2020	47.21
ACH	Amazon Capital Services	9/15/2020	33.55
ACH	Amazon Capital Services	9/15/2020	19.07
ACH	Amazon Capital Services	9/15/2020	12.56
ACH	Amazon Capital Services	9/15/2020	184.34
ACH	Amazon Capital Services	9/15/2020	47.73
ACH	Amazon Capital Services	9/15/2020	25.60
ACH	Amazon Capital Services	9/15/2020	13.39
ACH	Amazon Capital Services	9/15/2020	22.72
ACH	Amazon Capital Services	9/15/2020	16.24
ACH	Amazon Capital Services	9/15/2020	20.47
ACH	Amazon Capital Services	9/15/2020	30.06
ACH	Amazon Capital Services	9/15/2020	59.00
ACH	Amazon Capital Services	9/15/2020	6.42
ACH	Amazon Capital Services	9/15/2020	19.54
ACH	Amazon Capital Services	9/15/2020	13.07
ACH	Amazon Capital Services	9/15/2020	10.94
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	57.61
ACH	Amazon Capital Services	9/15/2020	26.92
ACH	Amazon Capital Services	9/15/2020	35.68
ACH	Amazon Capital Services	9/15/2020	47.38
ACH	Amazon Capital Services	9/15/2020	15.72
ACH	Amazon Capital Services	9/15/2020	14.08
ACH	Amazon Capital Services	9/15/2020	18.50
ACH	Amazon Capital Services	9/15/2020	15.06
ACH	Amazon Capital Services	9/15/2020	48.42
ACH	Amazon Capital Services	9/15/2020	9.33
ACH	Amazon Capital Services	9/15/2020	6.35
ACH	Amazon Capital Services	9/15/2020	43.05
ACH	Amazon Capital Services	9/15/2020	6.33
ACH	Amazon Capital Services	9/15/2020	4.30
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	6.50
ACH	Amazon Capital Services	9/15/2020	12.17
ACH	Amazon Capital Services	9/15/2020	3.98
ACH	Amazon Capital Services	9/15/2020	18.61
ACH	Amazon Capital Services	9/15/2020	10.75
ACH	Amazon Capital Services	9/15/2020	9.69
ACH	Amazon Capital Services	9/15/2020	9.69
ACH	Amazon Capital Services	9/15/2020	25.88
ACH	Amazon Capital Services	9/15/2020	29.22
ACH	Amazon Capital Services	9/15/2020	7.52
ACH	Amazon Capital Services	9/15/2020	13.88
ACH	Amazon Capital Services	9/15/2020	29.29
ACH	Amazon Capital Services	9/15/2020	18.54
ACH	Amazon Capital Services	9/15/2020	95.14
ACH	Amazon Capital Services	9/15/2020	22.77
ACH	Amazon Capital Services	9/15/2020	12.92
ACH	Amazon Capital Services	9/15/2020	44.47

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	43.38
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	22.62
ACH	Amazon Capital Services	9/15/2020	13.95
ACH	Amazon Capital Services	9/15/2020	5.95
ACH	Amazon Capital Services	9/15/2020	36.12
ACH	Amazon Capital Services	9/15/2020	4.88
ACH	Amazon Capital Services	9/15/2020	41.15
ACH	Amazon Capital Services	9/15/2020	14.82
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	12.61
ACH	Amazon Capital Services	9/15/2020	14.01
ACH	Amazon Capital Services	9/15/2020	26.88
ACH	Amazon Capital Services	9/15/2020	9.31
ACH	Amazon Capital Services	9/15/2020	11.01
ACH	Amazon Capital Services	9/15/2020	11.84
ACH	Amazon Capital Services	9/15/2020	5.17
ACH	Amazon Capital Services	9/15/2020	9.68
ACH	Amazon Capital Services	9/15/2020	9.64
ACH	Amazon Capital Services	9/15/2020	13.98
ACH	Amazon Capital Services	9/15/2020	40.10
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	12.60
ACH	Amazon Capital Services	9/15/2020	53.39
ACH	Amazon Capital Services	9/15/2020	25.62
ACH	Amazon Capital Services	9/15/2020	181.17
ACH	Amazon Capital Services	9/15/2020	13.51
ACH	Amazon Capital Services	9/15/2020	37.99
ACH	Amazon Capital Services	9/15/2020	55.85
ACH	Amazon Capital Services	9/15/2020	76.38
ACH	Amazon Capital Services	9/15/2020	13.95
ACH	Amazon Capital Services	9/15/2020	11.80
ACH	Amazon Capital Services	9/15/2020	101.94
ACH	Amazon Capital Services	9/15/2020	119.34
ACH	Amazon Capital Services	9/15/2020	54.74
ACH	Amazon Capital Services	9/15/2020	33.24
ACH	Amazon Capital Services	9/15/2020	113.39
ACH	Amazon Capital Services	9/15/2020	28.93
ACH	Amazon Capital Services	9/15/2020	8.13
ACH	Amazon Capital Services	9/15/2020	54.88
ACH	Amazon Capital Services	9/15/2020	35.86
ACH	Amazon Capital Services	9/15/2020	11.36
ACH	Amazon Capital Services	9/15/2020	52.12
ACH	Amazon Capital Services	9/15/2020	108.21
ACH	Amazon Capital Services	9/15/2020	70.02
ACH	Amazon Capital Services	9/15/2020	30.49
ACH	Amazon Capital Services	9/15/2020	44.21
ACH	Amazon Capital Services	9/15/2020	2.88
ACH	Amazon Capital Services	9/15/2020	16.65
ACH	Amazon Capital Services	9/15/2020	17.39
ACH	Amazon Capital Services	9/15/2020	22.51
ACH	Amazon Capital Services	9/15/2020	16.32
ACH	Amazon Capital Services	9/15/2020	102.03
ACH	Amazon Capital Services	9/15/2020	16.26
ACH	Amazon Capital Services	9/15/2020	22.50
ACH	Amazon Capital Services	9/15/2020	37.59
ACH	Amazon Capital Services	9/15/2020	79.11

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	14.21
ACH	Amazon Capital Services	9/15/2020	48.75
ACH	Amazon Capital Services	9/15/2020	36.74
ACH	Amazon Capital Services	9/15/2020	49.78
ACH	Amazon Capital Services	9/15/2020	34.18
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	22.71
ACH	Amazon Capital Services	9/15/2020	22.66
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	24.65
ACH	Amazon Capital Services	9/15/2020	113.13
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	18.95
ACH	Amazon Capital Services	9/15/2020	10.75
ACH	Amazon Capital Services	9/15/2020	11.40
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	18.74
ACH	Amazon Capital Services	9/15/2020	50.60
ACH	Amazon Capital Services	9/15/2020	33.45
ACH	Amazon Capital Services	9/15/2020	20.82
ACH	Amazon Capital Services	9/15/2020	13.51
ACH	Amazon Capital Services	9/15/2020	19.76
ACH	Amazon Capital Services	9/15/2020	13.11
ACH	Amazon Capital Services	9/15/2020	28.53
ACH	Amazon Capital Services	9/15/2020	8.61
ACH	Amazon Capital Services	9/15/2020	20.46
ACH	Amazon Capital Services	9/15/2020	12.92
ACH	Amazon Capital Services	9/15/2020	8.61
ACH	Amazon Capital Services	9/15/2020	22.23
ACH	Amazon Capital Services	9/15/2020	3.74
ACH	Amazon Capital Services	9/15/2020	19.17
ACH	Amazon Capital Services	9/15/2020	39.88
ACH	Amazon Capital Services	9/15/2020	21.50
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	11.27
ACH	Amazon Capital Services	9/15/2020	28.02
ACH	Amazon Capital Services	9/15/2020	44.14
ACH	Amazon Capital Services	9/15/2020	35.67
ACH	Amazon Capital Services	9/15/2020	41.83
ACH	Amazon Capital Services	9/15/2020	59.00
ACH	Amazon Capital Services	9/15/2020	22.29
ACH	Amazon Capital Services	9/15/2020	8.61
ACH	Amazon Capital Services	9/15/2020	23.24
ACH	Amazon Capital Services	9/15/2020	47.13
ACH	Amazon Capital Services	9/15/2020	63.93
ACH	Amazon Capital Services	9/15/2020	22.51
ACH	Amazon Capital Services	9/15/2020	5.59
ACH	Amazon Capital Services	9/15/2020	95.26
ACH	Amazon Capital Services	9/15/2020	50.32
ACH	Amazon Capital Services	9/15/2020	21.38
ACH	Amazon Capital Services	9/15/2020	64.39
ACH	Amazon Capital Services	9/15/2020	5.94
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	54.49
ACH	Amazon Capital Services	9/15/2020	32.23
ACH	Amazon Capital Services	9/15/2020	21.00
ACH	Amazon Capital Services	9/15/2020	23.97

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	8.18
ACH	Amazon Capital Services	9/15/2020	39.33
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	7.56
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	39.72
ACH	Amazon Capital Services	9/15/2020	98.12
ACH	Amazon Capital Services	9/15/2020	31.36
ACH	Amazon Capital Services	9/15/2020	28.99
ACH	Amazon Capital Services	9/15/2020	15.14
ACH	Amazon Capital Services	9/15/2020	19.38
ACH	Amazon Capital Services	9/15/2020	9.37
ACH	Amazon Capital Services	9/15/2020	51.27
ACH	Amazon Capital Services	9/15/2020	41.22
ACH	Amazon Capital Services	9/15/2020	14.96
ACH	Amazon Capital Services	9/15/2020	28.13
ACH	Amazon Capital Services	9/15/2020	28.13
ACH	Amazon Capital Services	9/15/2020	50.25
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	43.90
ACH	Amazon Capital Services	9/15/2020	10.67
ACH	Amazon Capital Services	9/15/2020	48.70
ACH	Amazon Capital Services	9/15/2020	25.85
ACH	Amazon Capital Services	9/15/2020	17.21
ACH	Amazon Capital Services	9/15/2020	15.72
ACH	Amazon Capital Services	9/15/2020	52.91
ACH	Amazon Capital Services	9/15/2020	40.60
ACH	Amazon Capital Services	9/15/2020	11.59
ACH	Amazon Capital Services	9/15/2020	18.87
ACH	Amazon Capital Services	9/15/2020	18.39
ACH	Amazon Capital Services	9/15/2020	10.75
ACH	Amazon Capital Services	9/15/2020	15.27
ACH	Amazon Capital Services	9/15/2020	48.99
ACH	Amazon Capital Services	9/15/2020	19.58
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	3.20
ACH	Amazon Capital Services	9/15/2020	7.60
ACH	Amazon Capital Services	9/15/2020	22.02
ACH	Amazon Capital Services	9/15/2020	7.45
ACH	Amazon Capital Services	9/15/2020	18.95
ACH	Amazon Capital Services	9/15/2020	33.18
ACH	Amazon Capital Services	9/15/2020	34.02
ACH	Amazon Capital Services	9/15/2020	28.60
ACH	Amazon Capital Services	9/15/2020	13.83
ACH	Amazon Capital Services	9/15/2020	11.30
ACH	Amazon Capital Services	9/15/2020	49.68
ACH	Amazon Capital Services	9/15/2020	41.36
ACH	Amazon Capital Services	9/15/2020	34.16
ACH	Amazon Capital Services	9/15/2020	21.53
ACH	Amazon Capital Services	9/15/2020	16.15
ACH	Amazon Capital Services	9/15/2020	24.77
ACH	Amazon Capital Services	9/15/2020	9.65
ACH	Amazon Capital Services	9/15/2020	28.10
ACH	Amazon Capital Services	9/15/2020	28.60
ACH	Amazon Capital Services	9/15/2020	15.07
ACH	Amazon Capital Services	9/15/2020	12.89
ACH	Amazon Capital Services	9/15/2020	10.74

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	31.18
ACH	Amazon Capital Services	9/15/2020	13.13
ACH	Amazon Capital Services	9/15/2020	35.72
ACH	Amazon Capital Services	9/15/2020	31.23
ACH	Amazon Capital Services	9/15/2020	16.15
ACH	Amazon Capital Services	9/15/2020	45.97
ACH	Amazon Capital Services	9/15/2020	16.01
ACH	Amazon Capital Services	9/15/2020	8.57
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	40.19
ACH	Amazon Capital Services	9/15/2020	18.40
ACH	Amazon Capital Services	9/15/2020	19.28
ACH	Amazon Capital Services	9/15/2020	52.04
ACH	Amazon Capital Services	9/15/2020	47.29
ACH	Amazon Capital Services	9/15/2020	10.41
ACH	Amazon Capital Services	9/15/2020	43.09
ACH	Amazon Capital Services	9/15/2020	32.54
ACH	Amazon Capital Services	9/15/2020	4.68
ACH	Amazon Capital Services	9/15/2020	8.62
ACH	Amazon Capital Services	9/15/2020	50.30
ACH	Amazon Capital Services	9/15/2020	22.60
ACH	Amazon Capital Services	9/15/2020	182.10
ACH	Amazon Capital Services	9/15/2020	7.33
ACH	Amazon Capital Services	9/15/2020	22.29
ACH	Amazon Capital Services	9/15/2020	48.45
ACH	Amazon Capital Services	9/15/2020	14.36
ACH	Amazon Capital Services	9/15/2020	38.76
ACH	Amazon Capital Services	9/15/2020	7.52
ACH	Amazon Capital Services	9/15/2020	11.43
ACH	Amazon Capital Services	9/15/2020	6.48
ACH	Amazon Capital Services	9/15/2020	21.44
ACH	Amazon Capital Services	9/15/2020	9.90
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	19.35
ACH	Amazon Capital Services	9/15/2020	19.92
ACH	Amazon Capital Services	9/15/2020	14.10
ACH	Amazon Capital Services	9/15/2020	18.91
ACH	Amazon Capital Services	9/15/2020	23.30
ACH	Amazon Capital Services	9/15/2020	22.28
ACH	Amazon Capital Services	9/15/2020	36.52
ACH	Amazon Capital Services	9/15/2020	56.50
ACH	Amazon Capital Services	9/15/2020	40.48
ACH	Amazon Capital Services	9/15/2020	113.10
ACH	Amazon Capital Services	9/15/2020	38.37
ACH	Amazon Capital Services	9/15/2020	39.81
ACH	Amazon Capital Services	9/15/2020	35.48
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	6.78
ACH	Amazon Capital Services	9/15/2020	9.22
ACH	Amazon Capital Services	9/15/2020	58.18
ACH	Amazon Capital Services	9/15/2020	26.21
ACH	Amazon Capital Services	9/15/2020	19.03
ACH	Amazon Capital Services	9/15/2020	7.75
ACH	Amazon Capital Services	9/15/2020	81.06
ACH	Amazon Capital Services	9/15/2020	5.92
ACH	Amazon Capital Services	9/15/2020	122.81
ACH	Amazon Capital Services	9/15/2020	16.15

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	16.63
ACH	Amazon Capital Services	9/15/2020	9.69
ACH	Amazon Capital Services	9/15/2020	45.00
ACH	Amazon Capital Services	9/15/2020	16.15
ACH	Amazon Capital Services	9/15/2020	11.30
ACH	Amazon Capital Services	9/15/2020	4.55
ACH	Amazon Capital Services	9/15/2020	11.63
ACH	Amazon Capital Services	9/15/2020	27.57
ACH	Amazon Capital Services	9/15/2020	3.23
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	34.34
ACH	Amazon Capital Services	9/15/2020	7.40
ACH	Amazon Capital Services	9/15/2020	17.22
ACH	Amazon Capital Services	9/15/2020	5.67
ACH	Amazon Capital Services	9/15/2020	50.63
ACH	Amazon Capital Services	9/15/2020	37.52
ACH	Amazon Capital Services	9/15/2020	89.84
ACH	Amazon Capital Services	9/15/2020	177.70
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	48.46
ACH	Amazon Capital Services	9/15/2020	64.48
ACH	Amazon Capital Services	9/15/2020	36.62
ACH	Amazon Capital Services	9/15/2020	22.29
ACH	Amazon Capital Services	9/15/2020	11.84
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	226.26
ACH	Amazon Capital Services	9/15/2020	305.55
ACH	Amazon Capital Services	9/15/2020	14.06
ACH	Amazon Capital Services	9/15/2020	15.51
ACH	Amazon Capital Services	9/15/2020	58.19
ACH	Amazon Capital Services	9/15/2020	106.19
ACH	Amazon Capital Services	9/15/2020	25.75
ACH	Amazon Capital Services	9/15/2020	27.35
ACH	Amazon Capital Services	9/15/2020	14.43
ACH	Amazon Capital Services	9/15/2020	29.72
ACH	Amazon Capital Services	9/15/2020	26.93
ACH	Amazon Capital Services	9/15/2020	20.46
ACH	Amazon Capital Services	9/15/2020	13.40
ACH	Amazon Capital Services	9/15/2020	75.40
ACH	Amazon Capital Services	9/15/2020	28.04
ACH	Amazon Capital Services	9/15/2020	11.63
ACH	Amazon Capital Services	9/15/2020	37.42
ACH	Amazon Capital Services	9/15/2020	21.42
ACH	Amazon Capital Services	9/15/2020	18.26
ACH	Amazon Capital Services	9/15/2020	63.54
ACH	Amazon Capital Services	9/15/2020	7.70
ACH	Amazon Capital Services	9/15/2020	43.87
ACH	Amazon Capital Services	9/15/2020	40.10
ACH	Amazon Capital Services	9/15/2020	10.07
ACH	Amazon Capital Services	9/15/2020	30.10
ACH	Amazon Capital Services	9/15/2020	36.82
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	10.12
ACH	Amazon Capital Services	9/15/2020	17.64
ACH	Amazon Capital Services	9/15/2020	19.38

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	21.52
ACH	Amazon Capital Services	9/15/2020	18.95
ACH	Amazon Capital Services	9/15/2020	48.40
ACH	Amazon Capital Services	9/15/2020	17.12
ACH	Amazon Capital Services	9/15/2020	5.87
ACH	Amazon Capital Services	9/15/2020	16.80
ACH	Amazon Capital Services	9/15/2020	31.46
ACH	Amazon Capital Services	9/15/2020	7.60
ACH	Amazon Capital Services	9/15/2020	13.40
ACH	Amazon Capital Services	9/15/2020	13.53
ACH	Amazon Capital Services	9/15/2020	16.11
ACH	Amazon Capital Services	9/15/2020	35.18
ACH	Amazon Capital Services	9/15/2020	19.49
ACH	Amazon Capital Services	9/15/2020	12.43
ACH	Amazon Capital Services	9/15/2020	17.43
ACH	Amazon Capital Services	9/15/2020	7.31
ACH	Amazon Capital Services	9/15/2020	18.31
ACH	Amazon Capital Services	9/15/2020	14.55
ACH	Amazon Capital Services	9/15/2020	11.22
ACH	Amazon Capital Services	9/15/2020	5.39
ACH	Amazon Capital Services	9/15/2020	36.51
ACH	Amazon Capital Services	9/15/2020	19.39
ACH	Amazon Capital Services	9/15/2020	15.07
ACH	Amazon Capital Services	9/15/2020	84.58
ACH	Amazon Capital Services	9/15/2020	23.86
ACH	Amazon Capital Services	9/15/2020	30.76
ACH	Amazon Capital Services	9/15/2020	17.83
ACH	Amazon Capital Services	9/15/2020	23.65
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	6.43
ACH	Amazon Capital Services	9/15/2020	14.93
ACH	Amazon Capital Services	9/15/2020	21.50
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	16.15
ACH	Amazon Capital Services	9/15/2020	7.54
ACH	Amazon Capital Services	9/15/2020	13.78
ACH	Amazon Capital Services	9/15/2020	23.24
ACH	Amazon Capital Services	9/15/2020	37.48
ACH	Amazon Capital Services	9/15/2020	36.84
ACH	Amazon Capital Services	9/15/2020	35.38
ACH	Amazon Capital Services	9/15/2020	24.11
ACH	Amazon Capital Services	9/15/2020	22.62
ACH	Amazon Capital Services	9/15/2020	6.90
ACH	Amazon Capital Services	9/15/2020	10.67
ACH	Amazon Capital Services	9/15/2020	6.18
ACH	Amazon Capital Services	9/15/2020	6.22
ACH	Amazon Capital Services	9/15/2020	19.52
ACH	Amazon Capital Services	9/15/2020	21.54
ACH	Amazon Capital Services	9/15/2020	9.69
ACH	Amazon Capital Services	9/15/2020	19.34
ACH	Amazon Capital Services	9/15/2020	7.08
ACH	Amazon Capital Services	9/15/2020	16.15
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	19.37
ACH	Amazon Capital Services	9/15/2020	59.25
ACH	Amazon Capital Services	9/15/2020	7.52

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	20.67
ACH	Amazon Capital Services	9/15/2020	41.38
ACH	Amazon Capital Services	9/15/2020	26.61
ACH	Amazon Capital Services	9/15/2020	19.22
ACH	Amazon Capital Services	9/15/2020	4.11
ACH	Amazon Capital Services	9/15/2020	12.88
ACH	Amazon Capital Services	9/15/2020	6.77
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	9.05
ACH	Amazon Capital Services	9/15/2020	7.60
ACH	Amazon Capital Services	9/15/2020	11.84
ACH	Amazon Capital Services	9/15/2020	9.69
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	7.57
ACH	Amazon Capital Services	9/15/2020	36.09
ACH	Amazon Capital Services	9/15/2020	19.71
ACH	Amazon Capital Services	9/15/2020	39.72
ACH	Amazon Capital Services	9/15/2020	68.91
ACH	Amazon Capital Services	9/15/2020	3.77
ACH	Amazon Capital Services	9/15/2020	17.23
ACH	Amazon Capital Services	9/15/2020	8.61
ACH	Amazon Capital Services	9/15/2020	12.43
ACH	Amazon Capital Services	9/15/2020	22.26
ACH	Amazon Capital Services	9/15/2020	197.05
ACH	Amazon Capital Services	9/15/2020	17.83
ACH	Amazon Capital Services	9/15/2020	86.15
ACH	Amazon Capital Services	9/15/2020	7.45
ACH	Amazon Capital Services	9/15/2020	16.15
ACH	Amazon Capital Services	9/15/2020	35.34
ACH	Amazon Capital Services	9/15/2020	34.22
ACH	Amazon Capital Services	9/15/2020	18.85
ACH	Amazon Capital Services	9/15/2020	103.22
ACH	Amazon Capital Services	9/15/2020	25.99
ACH	Amazon Capital Services	9/15/2020	6.34
ACH	Amazon Capital Services	9/15/2020	16.11
ACH	Amazon Capital Services	9/15/2020	38.09
ACH	Amazon Capital Services	9/15/2020	32.30
ACH	Amazon Capital Services	9/15/2020	9.15
ACH	Amazon Capital Services	9/15/2020	9.88
ACH	Amazon Capital Services	9/15/2020	3.51
ACH	Amazon Capital Services	9/15/2020	14.86
ACH	Amazon Capital Services	9/15/2020	66.75
ACH	Amazon Capital Services	9/15/2020	40.49
ACH	Amazon Capital Services	9/15/2020	14.74
ACH	Amazon Capital Services	9/15/2020	10.50
ACH	Amazon Capital Services	9/15/2020	78.53
ACH	Amazon Capital Services	9/15/2020	23.65
ACH	Amazon Capital Services	9/15/2020	25.91
ACH	Amazon Capital Services	9/15/2020	14.06
ACH	Amazon Capital Services	9/15/2020	18.31
ACH	Amazon Capital Services	9/15/2020	9.69
ACH	Amazon Capital Services	9/15/2020	55.99
ACH	Amazon Capital Services	9/15/2020	62.54
ACH	Amazon Capital Services	9/15/2020	8.24
ACH	Amazon Capital Services	9/15/2020	19.99
ACH	Amazon Capital Services	9/15/2020	9.73
ACH	Amazon Capital Services	9/15/2020	19.03

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	9.42
ACH	Amazon Capital Services	9/15/2020	10.00
ACH	Amazon Capital Services	9/15/2020	6.56
ACH	Amazon Capital Services	9/15/2020	32.70
ACH	Amazon Capital Services	9/15/2020	19.01
ACH	Amazon Capital Services	9/15/2020	12.98
ACH	Amazon Capital Services	9/15/2020	12.74
ACH	Amazon Capital Services	9/15/2020	13.70
ACH	Amazon Capital Services	9/15/2020	24.54
ACH	Amazon Capital Services	9/15/2020	77.55
ACH	Amazon Capital Services	9/15/2020	18.27
ACH	Amazon Capital Services	9/15/2020	16.64
ACH	Amazon Capital Services	9/15/2020	27.58
ACH	Amazon Capital Services	9/15/2020	49.23
ACH	Amazon Capital Services	9/15/2020	65.42
ACH	Amazon Capital Services	9/15/2020	36.62
ACH	Amazon Capital Services	9/15/2020	7.11
ACH	Amazon Capital Services	9/15/2020	18.87
ACH	Amazon Capital Services	9/15/2020	25.72
ACH	Amazon Capital Services	9/15/2020	50.04
ACH	Amazon Capital Services	9/15/2020	29.77
ACH	Amazon Capital Services	9/15/2020	5.59
ACH	Amazon Capital Services	9/15/2020	7.27
ACH	Amazon Capital Services	9/15/2020	45.59
ACH	Amazon Capital Services	9/15/2020	24.77
ACH	Amazon Capital Services	9/15/2020	58.03
ACH	Amazon Capital Services	9/15/2020	24.93
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	121.58
ACH	Amazon Capital Services	9/15/2020	59.11
ACH	Amazon Capital Services	9/15/2020	93.76
ACH	Amazon Capital Services	9/15/2020	133.04
ACH	Amazon Capital Services	9/15/2020	8.07
ACH	Amazon Capital Services	9/15/2020	26.82
ACH	Amazon Capital Services	9/15/2020	38.39
ACH	Amazon Capital Services	9/15/2020	7.47
ACH	Amazon Capital Services	9/15/2020	16.15
ACH	Amazon Capital Services	9/15/2020	24.62
ACH	Amazon Capital Services	9/15/2020	12.60
ACH	Amazon Capital Services	9/15/2020	18.49
ACH	Amazon Capital Services	9/15/2020	26.89
ACH	Amazon Capital Services	9/15/2020	24.24
ACH	Amazon Capital Services	9/15/2020	54.58
ACH	Amazon Capital Services	9/15/2020	3.22
ACH	Amazon Capital Services	9/15/2020	59.25
ACH	Amazon Capital Services	9/15/2020	66.62
ACH	Amazon Capital Services	9/15/2020	19.86
ACH	Amazon Capital Services	9/15/2020	60.21
ACH	Amazon Capital Services	9/15/2020	14.64
ACH	Amazon Capital Services	9/15/2020	62.46
ACH	Amazon Capital Services	9/15/2020	15.07
ACH	Amazon Capital Services	9/15/2020	12.20
ACH	Amazon Capital Services	9/15/2020	36.26
ACH	Amazon Capital Services	9/15/2020	8.61
ACH	Amazon Capital Services	9/15/2020	16.95
ACH	Amazon Capital Services	9/15/2020	24.96
ACH	Amazon Capital Services	9/15/2020	58.06

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	9.69
ACH	Amazon Capital Services	9/15/2020	30.16
ACH	Amazon Capital Services	9/15/2020	42.72
ACH	Amazon Capital Services	9/15/2020	66.46
ACH	Amazon Capital Services	9/15/2020	21.11
ACH	Amazon Capital Services	9/15/2020	7.22
ACH	Amazon Capital Services	9/15/2020	7.57
ACH	Amazon Capital Services	9/15/2020	14.97
ACH	Amazon Capital Services	9/15/2020	37.88
ACH	Amazon Capital Services	9/15/2020	25.85
ACH	Amazon Capital Services	9/15/2020	13.95
ACH	Amazon Capital Services	9/15/2020	18.74
ACH	Amazon Capital Services	9/15/2020	10.75
ACH	Amazon Capital Services	9/15/2020	16.11
ACH	Amazon Capital Services	9/15/2020	26.30
ACH	Amazon Capital Services	9/15/2020	109.86
ACH	Amazon Capital Services	9/15/2020	8.61
ACH	Amazon Capital Services	9/15/2020	54.93
ACH	Amazon Capital Services	9/15/2020	43.62
ACH	Amazon Capital Services	9/15/2020	14.37
ACH	Amazon Capital Services	9/15/2020	37.20
ACH	Amazon Capital Services	9/15/2020	8.65
ACH	Amazon Capital Services	9/15/2020	4.35
ACH	Amazon Capital Services	9/15/2020	10.99
ACH	Amazon Capital Services	9/15/2020	7.20
ACH	Amazon Capital Services	9/15/2020	14.02
ACH	Amazon Capital Services	9/15/2020	4.34
ACH	Amazon Capital Services	9/15/2020	14.12
ACH	Amazon Capital Services	9/15/2020	17.05
ACH	Amazon Capital Services	9/15/2020	15.06
ACH	Amazon Capital Services	9/15/2020	17.03
ACH	Amazon Capital Services	9/15/2020	18.19
ACH	Amazon Capital Services	9/15/2020	9.73
ACH	Amazon Capital Services	9/15/2020	7.57
ACH	Amazon Capital Services	9/15/2020	11.84
ACH	Amazon Capital Services	9/15/2020	6.22
ACH	Amazon Capital Services	9/15/2020	12.19
ACH	Amazon Capital Services	9/15/2020	22.49
ACH	Amazon Capital Services	9/15/2020	126.82
ACH	Amazon Capital Services	9/15/2020	18.29
ACH	Amazon Capital Services	9/15/2020	22.29
ACH	Amazon Capital Services	9/15/2020	37.67
ACH	Amazon Capital Services	9/15/2020	19.94
ACH	Amazon Capital Services	9/15/2020	249.43
ACH	Amazon Capital Services	9/15/2020	19.78
ACH	Amazon Capital Services	9/15/2020	14.59
ACH	Amazon Capital Services	9/15/2020	70.36
ACH	Amazon Capital Services	9/15/2020	12.70
ACH	Amazon Capital Services	9/15/2020	15.07
ACH	Amazon Capital Services	9/15/2020	3.90
ACH	Amazon Capital Services	9/15/2020	8.50
ACH	Amazon Capital Services	9/15/2020	109.86
ACH	Amazon Capital Services	9/15/2020	8.57
ACH	Amazon Capital Services	9/15/2020	80.13
ACH	Amazon Capital Services	9/15/2020	21.54
ACH	Amazon Capital Services	9/15/2020	21.58
ACH	Amazon Capital Services	9/15/2020	17.23

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	17.86
ACH	Amazon Capital Services	9/15/2020	4.00
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	15.06
ACH	Amazon Capital Services	9/15/2020	24.74
ACH	Amazon Capital Services	9/15/2020	15.06
ACH	Amazon Capital Services	9/15/2020	34.82
ACH	Amazon Capital Services	9/15/2020	121.61
ACH	Amazon Capital Services	9/15/2020	48.78
ACH	Amazon Capital Services	9/15/2020	55.40
ACH	Amazon Capital Services	9/15/2020	14.42
ACH	Amazon Capital Services	9/15/2020	9.91
ACH	Amazon Capital Services	9/15/2020	23.03
ACH	Amazon Capital Services	9/15/2020	10.31
ACH	Amazon Capital Services	9/15/2020	9.68
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	6.99
ACH	Amazon Capital Services	9/15/2020	16.18
ACH	Amazon Capital Services	9/15/2020	27.78
ACH	Amazon Capital Services	9/15/2020	71.06
ACH	Amazon Capital Services	9/15/2020	39.03
ACH	Amazon Capital Services	9/15/2020	19.03
ACH	Amazon Capital Services	9/15/2020	24.09
ACH	Amazon Capital Services	9/15/2020	19.58
ACH	Amazon Capital Services	9/15/2020	47.61
ACH	Amazon Capital Services	9/15/2020	6.99
ACH	Amazon Capital Services	9/15/2020	82.79
ACH	Amazon Capital Services	9/15/2020	145.44
ACH	Amazon Capital Services	9/15/2020	27.80
ACH	Amazon Capital Services	9/15/2020	10.65
ACH	Amazon Capital Services	9/15/2020	11.84
ACH	Amazon Capital Services	9/15/2020	42.05
ACH	Amazon Capital Services	9/15/2020	8.93
ACH	Amazon Capital Services	9/15/2020	17.58
ACH	Amazon Capital Services	9/15/2020	11.63
ACH	Amazon Capital Services	9/15/2020	20.39
ACH	Amazon Capital Services	9/15/2020	35.70
ACH	Amazon Capital Services	9/15/2020	76.12
ACH	Amazon Capital Services	9/15/2020	10.00
ACH	Amazon Capital Services	9/15/2020	3.22
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	40.02
ACH	Amazon Capital Services	9/15/2020	19.38
ACH	Amazon Capital Services	9/15/2020	22.06
ACH	Amazon Capital Services	9/15/2020	4.09
ACH	Amazon Capital Services	9/15/2020	22.30
ACH	Amazon Capital Services	9/16/2020	21.16
ACH	Amazon Capital Services	9/16/2020	30.14
ACH	Amazon Capital Services	9/16/2020	45.42
ACH	Amazon Capital Services	9/16/2020	44.47
ACH	Amazon Capital Services	9/16/2020	27.90
ACH	Amazon Capital Services	9/16/2020	29.65
ACH	Amazon Capital Services	9/16/2020	16.15
ACH	Amazon Capital Services	9/16/2020	22.40
ACH	Amazon Capital Services	9/16/2020	25.66
ACH	Amazon Capital Services	9/16/2020	65.55
ACH	Amazon Capital Services	9/16/2020	10.75

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/16/2020	21.50
ACH	Amazon Capital Services	9/16/2020	45.14
ACH	Amazon Capital Services	9/16/2020	161.63
ACH	Amazon Capital Services	9/16/2020	10.76
ACH	Amazon Capital Services	9/16/2020	34.43
ACH	Amazon Capital Services	9/16/2020	31.92
ACH	Amazon Capital Services	9/16/2020	24.31
ACH	Amazon Capital Services	9/16/2020	44.19
ACH	Amazon Capital Services	9/16/2020	16.15
ACH	Amazon Capital Services	9/16/2020	20.46
ACH	Amazon Capital Services	9/16/2020	66.58
ACH	Amazon Capital Services	9/16/2020	107.70
ACH	Amazon Capital Services	9/16/2020	21.51
ACH	Amazon Capital Services	9/16/2020	14.06
ACH	Amazon Capital Services	9/16/2020	38.24
ACH	Amazon Capital Services	9/16/2020	11.84
ACH	Amazon Capital Services	9/16/2020	32.31
ACH	Amazon Capital Services	9/16/2020	33.09
ACH	Amazon Capital Services	9/16/2020	41.47
ACH	Amazon Capital Services	9/16/2020	39.94
ACH	Amazon Capital Services	9/16/2020	19.92
ACH	Amazon Capital Services	9/16/2020	10.00
ACH	Amazon Capital Services	9/16/2020	21.54
ACH	Amazon Capital Services	9/16/2020	64.43
ACH	Amazon Capital Services	9/16/2020	11.35
ACH	Amazon Capital Services	9/16/2020	15.72
ACH	Amazon Capital Services	9/16/2020	24.93
ACH	Amazon Capital Services	9/16/2020	16.17
ACH	Amazon Capital Services	9/16/2020	33.64
ACH	Amazon Capital Services	9/16/2020	50.92
ACH	Amazon Capital Services	9/16/2020	22.14
ACH	Amazon Capital Services	9/16/2020	19.70
ACH	Amazon Capital Services	9/16/2020	8.61
ACH	Amazon Capital Services	9/16/2020	32.06
ACH	Amazon Capital Services	9/16/2020	16.11
ACH	Amazon Capital Services	9/16/2020	25.25
ACH	Amazon Capital Services	9/16/2020	5.59
ACH	Amazon Capital Services	9/16/2020	15.36
ACH	Amazon Capital Services	9/16/2020	19.33
ACH	Amazon Capital Services	9/16/2020	23.08
ACH	Amazon Capital Services	9/16/2020	32.57
ACH	Amazon Capital Services	9/16/2020	16.47
ACH	Amazon Capital Services	9/16/2020	48.14
ACH	Amazon Capital Services	9/16/2020	7.75
ACH	Amazon Capital Services	9/16/2020	157.00
ACH	Amazon Capital Services	9/16/2020	11.84
ACH	Amazon Capital Services	9/16/2020	32.46
ACH	Amazon Capital Services	9/16/2020	15.14
ACH	Amazon Capital Services	9/16/2020	20.14
ACH	Amazon Capital Services	9/16/2020	8.66
ACH	Amazon Capital Services	9/16/2020	37.82
ACH	Amazon Capital Services	9/16/2020	27.62
ACH	Amazon Capital Services	9/16/2020	39.91
ACH	Amazon Capital Services	9/16/2020	19.38
ACH	Amazon Capital Services	9/16/2020	23.10
ACH	Amazon Capital Services	9/16/2020	86.19
ACH	Amazon Capital Services	9/16/2020	22.29

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/16/2020	10.76
ACH	Amazon Capital Services	9/16/2020	86.71
ACH	Amazon Capital Services	9/16/2020	3.27
ACH	Amazon Capital Services	9/16/2020	14.08
ACH	Amazon Capital Services	9/16/2020	10.75
ACH	Amazon Capital Services	9/16/2020	31.13
ACH	Amazon Capital Services	9/16/2020	5.44
ACH	Amazon Capital Services	9/16/2020	107.24
ACH	Amazon Capital Services	9/16/2020	10.79
ACH	Amazon Capital Services	9/16/2020	23.97
ACH	Amazon Capital Services	9/16/2020	42.52
ACH	Amazon Capital Services	9/16/2020	10.65
ACH	Amazon Capital Services	9/16/2020	7.53
ACH	Amazon Capital Services	9/16/2020	15.13
ACH	Amazon Capital Services	9/16/2020	10.72
ACH	Amazon Capital Services	9/16/2020	5.37
ACH	Amazon Capital Services	9/16/2020	13.99
ACH	Amazon Capital Services	9/22/2020	42.98
ACH	Amazon Capital Services	9/22/2020	5.38
ACH	Amazon Capital Services	9/22/2020	36.46
ACH	Amazon Capital Services	9/22/2020	6.45
ACH	Amazon Capital Services	9/22/2020	23.43
ACH	Amazon Capital Services	9/22/2020	9.23
ACH	Amazon Capital Services	9/22/2020	25.58
ACH	Amazon Capital Services	9/22/2020	38.79
ACH	Amazon Capital Services	9/22/2020	23.65
ACH	Amazon Capital Services	9/22/2020	8.06
ACH	Amazon Capital Services	9/22/2020	30.53
ACH	Amazon Capital Services	9/22/2020	21.46
ACH	Amazon Capital Services	9/22/2020	72.04
ACH	Amazon Capital Services	9/22/2020	42.42
ACH	Amazon Capital Services	9/22/2020	41.71
ACH	Amazon Capital Services	9/22/2020	57.10
ACH	Amazon Capital Services	9/22/2020	8.61
ACH	Amazon Capital Services	9/22/2020	20.34
ACH	Amazon Capital Services	9/22/2020	6.45
ACH	Amazon Capital Services	9/22/2020	42.98
ACH	Amazon Capital Services	9/22/2020	92.86
ACH	Amazon Capital Services	9/22/2020	88.32
ACH	Amazon Capital Services	9/22/2020	60.78
ACH	Amazon Capital Services	9/22/2020	70.99
ACH	Amazon Capital Services	9/22/2020	44.64
ACH	Amazon Capital Services	9/22/2020	35.11
ACH	Amazon Capital Services	9/22/2020	6.99
ACH	Amazon Capital Services	9/22/2020	32.31
ACH	Amazon Capital Services	9/22/2020	53.15
ACH	Amazon Capital Services	9/22/2020	39.86
ACH	Amazon Capital Services	9/22/2020	42.96
ACH	Amazon Capital Services	9/22/2020	6.45
ACH	Amazon Capital Services	9/22/2020	4.28
ACH	Amazon Capital Services	9/22/2020	36.75
ACH	Amazon Capital Services	9/22/2020	31.57
ACH	Amazon Capital Services	9/22/2020	86.91
ACH	Amazon Capital Services	9/22/2020	9.24
ACH	Amazon Capital Services	9/22/2020	16.90
ACH	Amazon Capital Services	9/22/2020	57.10
ACH	Amazon Capital Services	9/22/2020	9.48

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	24.77
ACH	Amazon Capital Services	9/22/2020	18.84
ACH	Amazon Capital Services	9/22/2020	16.82
ACH	Amazon Capital Services	9/22/2020	48.29
ACH	Amazon Capital Services	9/22/2020	9.69
ACH	Amazon Capital Services	9/22/2020	23.20
ACH	Amazon Capital Services	9/22/2020	37.94
ACH	Amazon Capital Services	9/22/2020	28.19
ACH	Amazon Capital Services	9/22/2020	28.19
ACH	Amazon Capital Services	9/22/2020	21.44
ACH	Amazon Capital Services	9/22/2020	27.57
ACH	Amazon Capital Services	9/22/2020	35.52
ACH	Amazon Capital Services	9/22/2020	34.40
ACH	Amazon Capital Services	9/22/2020	19.38
ACH	Amazon Capital Services	9/22/2020	20.45
ACH	Amazon Capital Services	9/22/2020	48.52
ACH	Amazon Capital Services	9/22/2020	18.83
ACH	Amazon Capital Services	9/22/2020	5.60
ACH	Amazon Capital Services	9/22/2020	29.04
ACH	Amazon Capital Services	9/22/2020	17.20
ACH	Amazon Capital Services	9/22/2020	43.68
ACH	Amazon Capital Services	9/22/2020	40.67
ACH	Amazon Capital Services	9/22/2020	53.86
ACH	Amazon Capital Services	9/22/2020	28.26
ACH	Amazon Capital Services	9/22/2020	64.94
ACH	Amazon Capital Services	9/22/2020	25.49
ACH	Amazon Capital Services	9/22/2020	28.72
ACH	Amazon Capital Services	9/22/2020	59.70
ACH	Amazon Capital Services	9/22/2020	30.43
ACH	Amazon Capital Services	9/22/2020	68.86
ACH	Amazon Capital Services	9/22/2020	24.74
ACH	Amazon Capital Services	9/22/2020	47.67
ACH	Amazon Capital Services	9/22/2020	9.64
ACH	Amazon Capital Services	9/22/2020	5.00
ACH	Amazon Capital Services	9/22/2020	42.96
ACH	Amazon Capital Services	9/22/2020	24.95
ACH	Amazon Capital Services	9/22/2020	99.58
ACH	Amazon Capital Services	9/22/2020	6.46
ACH	Amazon Capital Services	9/22/2020	8.07
ACH	Amazon Capital Services	9/22/2020	17.23
ACH	Amazon Capital Services	9/22/2020	52.77
ACH	Amazon Capital Services	9/22/2020	48.40
ACH	Amazon Capital Services	9/22/2020	54.26
ACH	Amazon Capital Services	9/22/2020	36.70
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	23.69
ACH	Amazon Capital Services	9/22/2020	18.31
ACH	Amazon Capital Services	9/22/2020	6.32
ACH	Amazon Capital Services	9/22/2020	9.32
ACH	Amazon Capital Services	9/22/2020	39.95
ACH	Amazon Capital Services	9/22/2020	30.15
ACH	Amazon Capital Services	9/22/2020	214.42
ACH	Amazon Capital Services	9/22/2020	5.39
ACH	Amazon Capital Services	9/22/2020	7.00
ACH	Amazon Capital Services	9/22/2020	11.84
ACH	Amazon Capital Services	9/22/2020	8.93
ACH	Amazon Capital Services	9/22/2020	21.02

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	22.49
ACH	Amazon Capital Services	9/22/2020	46.80
ACH	Amazon Capital Services	9/22/2020	49.48
ACH	Amazon Capital Services	9/22/2020	21.60
ACH	Amazon Capital Services	9/22/2020	4.39
ACH	Amazon Capital Services	9/22/2020	16.91
ACH	Amazon Capital Services	9/22/2020	24.75
ACH	Amazon Capital Services	9/22/2020	22.89
ACH	Amazon Capital Services	9/22/2020	22.61
ACH	Amazon Capital Services	9/22/2020	7.49
ACH	Amazon Capital Services	9/22/2020	54.89
ACH	Amazon Capital Services	9/22/2020	30.85
ACH	Amazon Capital Services	9/22/2020	27.00
ACH	Amazon Capital Services	9/22/2020	5.38
ACH	Amazon Capital Services	9/22/2020	55.42
ACH	Amazon Capital Services	9/22/2020	25.84
ACH	Amazon Capital Services	9/22/2020	8.17
ACH	Amazon Capital Services	9/22/2020	31.99
ACH	Amazon Capital Services	9/22/2020	47.06
ACH	Amazon Capital Services	9/22/2020	7.04
ACH	Amazon Capital Services	9/22/2020	8.48
ACH	Amazon Capital Services	9/22/2020	70.02
ACH	Amazon Capital Services	9/22/2020	3.38
ACH	Amazon Capital Services	9/22/2020	7.58
ACH	Amazon Capital Services	9/22/2020	40.72
ACH	Amazon Capital Services	9/22/2020	40.14
ACH	Amazon Capital Services	9/22/2020	82.96
ACH	Amazon Capital Services	9/22/2020	28.12
ACH	Amazon Capital Services	9/22/2020	48.91
ACH	Amazon Capital Services	9/22/2020	3.22
ACH	Amazon Capital Services	9/22/2020	24.77
ACH	Amazon Capital Services	9/22/2020	7.87
ACH	Amazon Capital Services	9/22/2020	16.67
ACH	Amazon Capital Services	9/22/2020	18.54
ACH	Amazon Capital Services	9/22/2020	53.01
ACH	Amazon Capital Services	9/22/2020	33.64
ACH	Amazon Capital Services	9/22/2020	32.31
ACH	Amazon Capital Services	9/22/2020	86.15
ACH	Amazon Capital Services	9/22/2020	29.17
ACH	Amazon Capital Services	9/22/2020	47.02
ACH	Amazon Capital Services	9/22/2020	62.59
ACH	Amazon Capital Services	9/22/2020	38.10
ACH	Amazon Capital Services	9/22/2020	9.04
ACH	Amazon Capital Services	9/22/2020	30.20
ACH	Amazon Capital Services	9/22/2020	9.73
ACH	Amazon Capital Services	9/22/2020	86.59
ACH	Amazon Capital Services	9/22/2020	21.42
ACH	Amazon Capital Services	9/22/2020	29.58
ACH	Amazon Capital Services	9/22/2020	22.51
ACH	Amazon Capital Services	9/22/2020	9.69
ACH	Amazon Capital Services	9/22/2020	18.30
ACH	Amazon Capital Services	9/22/2020	9.24
ACH	Amazon Capital Services	9/22/2020	43.25
ACH	Amazon Capital Services	9/22/2020	7.50
ACH	Amazon Capital Services	9/22/2020	60.07
ACH	Amazon Capital Services	9/22/2020	30.07
ACH	Amazon Capital Services	9/22/2020	9.24

Pacific Coast Academy**Check Register****For the period ended September 30, 2020**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	9.69
ACH	Amazon Capital Services	9/22/2020	17.65
ACH	Amazon Capital Services	9/22/2020	38.77
ACH	Amazon Capital Services	9/22/2020	13.12
ACH	Amazon Capital Services	9/22/2020	120.49
ACH	Amazon Capital Services	9/22/2020	14.00
ACH	Amazon Capital Services	9/22/2020	10.00
ACH	Amazon Capital Services	9/22/2020	30.10
ACH	Amazon Capital Services	9/22/2020	33.38
ACH	Amazon Capital Services	9/22/2020	89.91
ACH	Amazon Capital Services	9/22/2020	5.37
ACH	Amazon Capital Services	9/22/2020	8.57
ACH	Amazon Capital Services	9/22/2020	8.61
ACH	Amazon Capital Services	9/22/2020	86.19
ACH	Amazon Capital Services	9/22/2020	4.32
ACH	Amazon Capital Services	9/22/2020	18.38
ACH	Amazon Capital Services	9/22/2020	3.30
ACH	Amazon Capital Services	9/22/2020	16.99
ACH	Amazon Capital Services	9/22/2020	66.42
ACH	Amazon Capital Services	9/22/2020	198.98
ACH	Amazon Capital Services	9/22/2020	37.34
ACH	Amazon Capital Services	9/22/2020	29.43
ACH	Amazon Capital Services	9/22/2020	29.08
ACH	Amazon Capital Services	9/22/2020	37.43
ACH	Amazon Capital Services	9/22/2020	30.29
ACH	Amazon Capital Services	9/22/2020	23.68
ACH	Amazon Capital Services	9/22/2020	9.42
ACH	Amazon Capital Services	9/22/2020	19.76
ACH	Amazon Capital Services	9/22/2020	29.21
ACH	Amazon Capital Services	9/22/2020	37.66
ACH	Amazon Capital Services	9/22/2020	8.50
ACH	Amazon Capital Services	9/22/2020	43.05
ACH	Amazon Capital Services	9/22/2020	68.21
ACH	Amazon Capital Services	9/22/2020	9.68
ACH	Amazon Capital Services	9/22/2020	25.61
ACH	Amazon Capital Services	9/22/2020	43.29
ACH	Amazon Capital Services	9/22/2020	13.90
ACH	Amazon Capital Services	9/22/2020	119.82
ACH	Amazon Capital Services	9/22/2020	17.23
ACH	Amazon Capital Services	9/22/2020	12.18
ACH	Amazon Capital Services	9/22/2020	124.26
ACH	Amazon Capital Services	9/22/2020	13.81
ACH	Amazon Capital Services	9/22/2020	11.73
ACH	Amazon Capital Services	9/22/2020	13.37
ACH	Amazon Capital Services	9/22/2020	9.42
ACH	Amazon Capital Services	9/22/2020	14.88
ACH	Amazon Capital Services	9/22/2020	57.56
ACH	Amazon Capital Services	9/22/2020	34.12
ACH	Amazon Capital Services	9/22/2020	24.12
ACH	Amazon Capital Services	9/22/2020	20.81
ACH	Amazon Capital Services	9/22/2020	8.47
ACH	Amazon Capital Services	9/22/2020	19.88
ACH	Amazon Capital Services	9/22/2020	74.34
ACH	Amazon Capital Services	9/22/2020	37.83
ACH	Amazon Capital Services	9/22/2020	49.45
ACH	Amazon Capital Services	9/22/2020	6.13
ACH	Amazon Capital Services	9/22/2020	16.81

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	76.68
ACH	Amazon Capital Services	9/22/2020	8.69
ACH	Amazon Capital Services	9/22/2020	44.16
ACH	Amazon Capital Services	9/22/2020	5.37
ACH	Amazon Capital Services	9/22/2020	32.67
ACH	Amazon Capital Services	9/22/2020	48.60
ACH	Amazon Capital Services	9/22/2020	7.70
ACH	Amazon Capital Services	9/22/2020	7.06
ACH	Amazon Capital Services	9/22/2020	51.71
ACH	Amazon Capital Services	9/22/2020	25.64
ACH	Amazon Capital Services	9/22/2020	6.48
ACH	Amazon Capital Services	9/22/2020	59.14
ACH	Amazon Capital Services	9/22/2020	42.57
ACH	Amazon Capital Services	9/22/2020	35.53
ACH	Amazon Capital Services	9/22/2020	36.21
ACH	Amazon Capital Services	9/22/2020	9.73
ACH	Amazon Capital Services	9/22/2020	21.42
ACH	Amazon Capital Services	9/22/2020	50.00
ACH	Amazon Capital Services	9/22/2020	16.88
ACH	Amazon Capital Services	9/22/2020	6.24
ACH	Amazon Capital Services	9/22/2020	24.74
ACH	Amazon Capital Services	9/22/2020	27.67
ACH	Amazon Capital Services	9/22/2020	34.24
ACH	Amazon Capital Services	9/22/2020	6.24
ACH	Amazon Capital Services	9/22/2020	9.69
ACH	Amazon Capital Services	9/22/2020	4.34
ACH	Amazon Capital Services	9/22/2020	35.33
ACH	Amazon Capital Services	9/22/2020	14.00
ACH	Amazon Capital Services	9/22/2020	43.86
ACH	Amazon Capital Services	9/22/2020	122.81
ACH	Amazon Capital Services	9/22/2020	10.85
ACH	Amazon Capital Services	9/22/2020	14.79
ACH	Amazon Capital Services	9/22/2020	105.24
ACH	Amazon Capital Services	9/22/2020	22.66
ACH	Amazon Capital Services	9/22/2020	41.97
ACH	Amazon Capital Services	9/22/2020	51.19
ACH	Amazon Capital Services	9/22/2020	31.30
ACH	Amazon Capital Services	9/22/2020	39.84
ACH	Amazon Capital Services	9/22/2020	3.22
ACH	Amazon Capital Services	9/22/2020	28.00
ACH	Amazon Capital Services	9/22/2020	26.93
ACH	Amazon Capital Services	9/22/2020	47.00
ACH	Amazon Capital Services	9/22/2020	33.56
ACH	Amazon Capital Services	9/22/2020	24.95
ACH	Amazon Capital Services	9/22/2020	79.71
ACH	Amazon Capital Services	9/22/2020	53.60
ACH	Amazon Capital Services	9/22/2020	7.48
ACH	Amazon Capital Services	9/22/2020	31.88
ACH	Amazon Capital Services	9/22/2020	5.38
ACH	Amazon Capital Services	9/22/2020	6.45
ACH	Amazon Capital Services	9/22/2020	22.63
ACH	Amazon Capital Services	9/22/2020	21.54
ACH	Amazon Capital Services	9/22/2020	80.75
ACH	Amazon Capital Services	9/22/2020	9.73
ACH	Amazon Capital Services	9/22/2020	5.38
ACH	Amazon Capital Services	9/22/2020	49.39
ACH	Amazon Capital Services	9/22/2020	20.02

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	27.78
ACH	Amazon Capital Services	9/22/2020	9.26
ACH	Amazon Capital Services	9/22/2020	38.93
ACH	Amazon Capital Services	9/22/2020	7.35
ACH	Amazon Capital Services	9/22/2020	32.22
ACH	Amazon Capital Services	9/22/2020	9.73
ACH	Amazon Capital Services	9/22/2020	39.66
ACH	Amazon Capital Services	9/22/2020	112.96
ACH	Amazon Capital Services	9/22/2020	14.00
ACH	Amazon Capital Services	9/22/2020	134.79
ACH	Amazon Capital Services	9/22/2020	12.38
ACH	Amazon Capital Services	9/22/2020	14.64
ACH	Amazon Capital Services	9/22/2020	104.28
ACH	Amazon Capital Services	9/22/2020	11.84
ACH	Amazon Capital Services	9/22/2020	42.09
ACH	Amazon Capital Services	9/22/2020	12.70
ACH	Amazon Capital Services	9/22/2020	10.76
ACH	Amazon Capital Services	9/22/2020	11.84
ACH	Amazon Capital Services	9/22/2020	8.43
ACH	Amazon Capital Services	9/22/2020	5.39
ACH	Amazon Capital Services	9/22/2020	21.50
ACH	Amazon Capital Services	9/22/2020	18.41
ACH	Amazon Capital Services	9/22/2020	16.55
ACH	Amazon Capital Services	9/22/2020	31.13
ACH	Amazon Capital Services	9/22/2020	36.48
ACH	Amazon Capital Services	9/22/2020	38.30
ACH	Amazon Capital Services	9/22/2020	8.75
ACH	Amazon Capital Services	9/22/2020	20.02
ACH	Amazon Capital Services	9/22/2020	29.52
ACH	Amazon Capital Services	9/22/2020	38.61
ACH	Amazon Capital Services	9/22/2020	50.57
ACH	Amazon Capital Services	9/22/2020	63.25
ACH	Amazon Capital Services	9/22/2020	(27.43)
ACH	Amazon Capital Services	9/22/2020	(7.07)
ACH	Amazon Capital Services	9/22/2020	(47.29)
ACH	Amazon Capital Services	9/22/2020	(3.22)
ACH	Amazon Capital Services	9/22/2020	(18.95)
ACH	Amazon Capital Services	9/22/2020	(22.40)
ACH	Amazon Capital Services	9/22/2020	(32.89)
ACH	Amazon Capital Services	9/22/2020	(21.50)
ACH	Amazon Capital Services	9/22/2020	(65.22)
ACH	Amazon Capital Services	9/22/2020	(47.02)
ACH	Amazon Capital Services	9/22/2020	(27.34)
ACH	Amazon Capital Services	9/22/2020	(26.93)
ACH	Amazon Capital Services	9/22/2020	(5.89)
ACH	Amazon Capital Services	9/22/2020	(85.76)
ACH	Amazon Capital Services	9/22/2020	(35.50)
ACH	Amazon Capital Services	9/22/2020	(17.35)
ACH	Amazon Capital Services	9/22/2020	(19.94)
ACH	Amazon Capital Services	9/22/2020	(73.79)
ACH	Amazon Capital Services	9/22/2020	(9.75)
ACH	Amazon Capital Services	9/22/2020	(16.88)
ACH	Amazon Capital Services	9/22/2020	(36.97)
ACH	Amazon Capital Services	9/22/2020	(47.73)
ACH	Amazon Capital Services	9/22/2020	(21.46)
ACH	Amazon Capital Services	9/22/2020	(51.20)
ACH	Amazon Capital Services	9/22/2020	(43.29)

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	(8.61)
ACH	Amazon Capital Services	9/22/2020	(7.39)
ACH	Amazon Capital Services	9/22/2020	(44.62)
ACH	Amazon Capital Services	9/22/2020	(23.63)
ACH	Amazon Capital Services	9/22/2020	(30.49)
ACH	Amazon Capital Services	9/22/2020	(43.28)
ACH	Amazon Capital Services	9/22/2020	(13.63)
ACH	Amazon Capital Services	9/22/2020	(11.84)
ACH	Amazon Capital Services	9/22/2020	(19.38)
ACH	Amazon Capital Services	9/22/2020	(10.76)
ACH	Amazon Capital Services	9/22/2020	(12.92)
ACH	Amazon Capital Services	9/22/2020	(15.03)
ACH	Amazon Capital Services	9/22/2020	(17.94)
ACH	Amazon Capital Services	9/22/2020	(24.55)
ACH	Amazon Capital Services	9/22/2020	(25.65)
ACH	Amazon Capital Services	9/22/2020	(40.78)
ACH	Amazon Capital Services	9/22/2020	(6.46)
ACH	Amazon Capital Services	9/22/2020	(162.32)
ACH	Amazon Capital Services	9/22/2020	(83.38)
ACH	Amazon Capital Services	9/22/2020	(22.68)
ACH	Amazon Capital Services	9/22/2020	(39.85)
ACH	Amazon Capital Services	9/22/2020	(24.77)
ACH	Amazon Capital Services	9/22/2020	(58.74)
ACH	Amazon Capital Services	9/22/2020	(28.00)
ACH	Amazon Capital Services	9/22/2020	(7.86)
ACH	Amazon Capital Services	9/22/2020	(36.98)
ACH	Amazon Capital Services	9/22/2020	(72.41)
ACH	Amazon Capital Services	9/22/2020	(75.17)
ACH	Amazon Capital Services	9/22/2020	(19.74)
ACH	Amazon Capital Services	9/22/2020	(8.57)
ACH	Amazon Capital Services	9/22/2020	(9.69)
ACH	Amazon Capital Services	9/22/2020	(8.61)
ACH	Amazon Capital Services	9/22/2020	(29.56)
ACH	Amazon Capital Services	9/22/2020	(39.44)
ACH	Amazon Capital Services	9/22/2020	(6.32)
ACH	Amazon Capital Services	9/22/2020	(19.77)
ACH	Amazon Capital Services	9/22/2020	(57.11)
ACH	Amazon Capital Services	9/22/2020	(35.18)
ACH	Amazon Capital Services	9/22/2020	(27.35)
ACH	Amazon Capital Services	9/22/2020	(5.48)
ACH	Amazon Capital Services	9/22/2020	(9.60)
ACH	Amazon Capital Services	9/22/2020	(215.38)
ACH	Amazon Capital Services	9/22/2020	(23.80)
ACH	Amazon Capital Services	9/22/2020	(12.60)
ACH	Amazon Capital Services	9/22/2020	(8.73)
ACH	Amazon Capital Services	9/22/2020	(115.14)
ACH	Amazon Capital Services	9/22/2020	(122.67)
ACH	Amazon Capital Services	9/22/2020	(21.64)
ACH	Amazon Capital Services	9/22/2020	(12.70)
ACH	Amazon Capital Services	9/22/2020	(10.77)
ACH	Amazon Capital Services	9/22/2020	(14.00)
ACH	Amazon Capital Services	9/22/2020	(21.54)
ACH	Amazon Capital Services	9/22/2020	(65.58)
ACH	Amazon Capital Services	9/22/2020	(43.96)
ACH	Amazon Capital Services	9/22/2020	(3.74)
ACH	Amazon Capital Services	9/22/2020	(27.15)
ACH	Amazon Capital Services	9/22/2020	(270.61)

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	(7.27)
ACH	Amazon Capital Services	9/22/2020	(8.61)
ACH	Amazon Capital Services	9/22/2020	(21.42)
ACH	Amazon Capital Services	9/22/2020	(34.41)
ACH	Amazon Capital Services	9/22/2020	(22.71)
ACH	Amazon Capital Services	9/22/2020	(7.53)
ACH	Amazon Capital Services	9/22/2020	(23.40)
ACH	Amazon Capital Services	9/22/2020	(7.28)
ACH	Amazon Capital Services	9/22/2020	(41.80)
ACH	Amazon Capital Services	9/22/2020	(79.67)
ACH	Amazon Capital Services	9/22/2020	(43.09)
ACH	Amazon Capital Services	9/22/2020	(45.44)
ACH	Amazon Capital Services	9/22/2020	(41.16)
ACH	Amazon Capital Services	9/22/2020	(5.31)
ACH	Amazon Capital Services	9/22/2020	(36.86)
ACH	Amazon Capital Services	9/22/2020	(32.43)
ACH	Amazon Capital Services	9/22/2020	(26.93)
ACH	Amazon Capital Services	9/22/2020	(78.25)
ACH	Amazon Capital Services	9/22/2020	(33.83)
ACH	Amazon Capital Services	9/22/2020	(29.04)
ACH	Amazon Capital Services	9/22/2020	(32.60)
ACH	Amazon Capital Services	9/22/2020	(31.25)
ACH	Amazon Capital Services	9/22/2020	(40.58)
ACH	Amazon Capital Services	9/22/2020	(22.18)
ACH	Amazon Capital Services	9/22/2020	(21.54)
ACH	Amazon Capital Services	9/22/2020	(36.31)
ACH	Amazon Capital Services	9/22/2020	(17.27)
ACH	Amazon Capital Services	9/22/2020	(73.26)
ACH	Amazon Capital Services	9/22/2020	(17.23)
ACH	Amazon Capital Services	9/22/2020	(7.27)
ACH	Amazon Capital Services	9/22/2020	(62.48)
ACH	Amazon Capital Services	9/24/2020	14.27
ACH	Amazon Capital Services	9/24/2020	15.39
ACH	Amazon Capital Services	9/24/2020	6.45
ACH	Amazon Capital Services	9/24/2020	14.69
ACH	Amazon Capital Services	9/24/2020	110.99
ACH	Amazon Capital Services	9/24/2020	7.48
ACH	Amazon Capital Services	9/24/2020	53.94
ACH	Amazon Capital Services	9/24/2020	15.69
ACH	Amazon Capital Services	9/24/2020	34.10
ACH	Amazon Capital Services	9/24/2020	75.41
ACH	Amazon Capital Services	9/24/2020	51.71
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	74.97
ACH	Amazon Capital Services	9/24/2020	52.08
ACH	Amazon Capital Services	9/24/2020	43.46
ACH	Amazon Capital Services	9/24/2020	54.37
ACH	Amazon Capital Services	9/24/2020	52.70
ACH	Amazon Capital Services	9/24/2020	18.91
ACH	Amazon Capital Services	9/24/2020	13.95
ACH	Amazon Capital Services	9/24/2020	28.15
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	9.69
ACH	Amazon Capital Services	9/24/2020	45.19
ACH	Amazon Capital Services	9/24/2020	19.36
ACH	Amazon Capital Services	9/24/2020	38.49
ACH	Amazon Capital Services	9/24/2020	10.39

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	58.73
ACH	Amazon Capital Services	9/24/2020	18.31
ACH	Amazon Capital Services	9/24/2020	31.89
ACH	Amazon Capital Services	9/24/2020	26.91
ACH	Amazon Capital Services	9/24/2020	28.15
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	77.57
ACH	Amazon Capital Services	9/24/2020	5.92
ACH	Amazon Capital Services	9/24/2020	17.32
ACH	Amazon Capital Services	9/24/2020	48.21
ACH	Amazon Capital Services	9/24/2020	22.62
ACH	Amazon Capital Services	9/24/2020	75.41
ACH	Amazon Capital Services	9/24/2020	17.16
ACH	Amazon Capital Services	9/24/2020	87.46
ACH	Amazon Capital Services	9/24/2020	39.83
ACH	Amazon Capital Services	9/24/2020	5.38
ACH	Amazon Capital Services	9/24/2020	54.17
ACH	Amazon Capital Services	9/24/2020	17.03
ACH	Amazon Capital Services	9/24/2020	111.94
ACH	Amazon Capital Services	9/24/2020	29.63
ACH	Amazon Capital Services	9/24/2020	60.33
ACH	Amazon Capital Services	9/24/2020	15.17
ACH	Amazon Capital Services	9/24/2020	38.79
ACH	Amazon Capital Services	9/24/2020	82.41
ACH	Amazon Capital Services	9/24/2020	12.81
ACH	Amazon Capital Services	9/24/2020	28.74
ACH	Amazon Capital Services	9/24/2020	5.29
ACH	Amazon Capital Services	9/24/2020	51.22
ACH	Amazon Capital Services	9/24/2020	5.71
ACH	Amazon Capital Services	9/24/2020	68.93
ACH	Amazon Capital Services	9/24/2020	42.22
ACH	Amazon Capital Services	9/24/2020	22.61
ACH	Amazon Capital Services	9/24/2020	11.81
ACH	Amazon Capital Services	9/24/2020	9.24
ACH	Amazon Capital Services	9/24/2020	5.42
ACH	Amazon Capital Services	9/24/2020	37.37
ACH	Amazon Capital Services	9/24/2020	47.40
ACH	Amazon Capital Services	9/24/2020	27.78
ACH	Amazon Capital Services	9/24/2020	10.69
ACH	Amazon Capital Services	9/24/2020	147.30
ACH	Amazon Capital Services	9/24/2020	56.84
ACH	Amazon Capital Services	9/24/2020	11.84
ACH	Amazon Capital Services	9/24/2020	6.71
ACH	Amazon Capital Services	9/24/2020	91.13
ACH	Amazon Capital Services	9/24/2020	82.42
ACH	Amazon Capital Services	9/24/2020	1.05
ACH	Amazon Capital Services	9/24/2020	22.40
ACH	Amazon Capital Services	9/24/2020	66.56
ACH	Amazon Capital Services	9/24/2020	35.28
ACH	Amazon Capital Services	9/24/2020	20.45
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	19.33
ACH	Amazon Capital Services	9/24/2020	42.85
ACH	Amazon Capital Services	9/24/2020	24.57
ACH	Amazon Capital Services	9/24/2020	11.84
ACH	Amazon Capital Services	9/24/2020	9.30
ACH	Amazon Capital Services	9/24/2020	422.27

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	30.25
ACH	Amazon Capital Services	9/24/2020	16.10
ACH	Amazon Capital Services	9/24/2020	16.95
ACH	Amazon Capital Services	9/24/2020	27.68
ACH	Amazon Capital Services	9/24/2020	34.26
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	38.61
ACH	Amazon Capital Services	9/24/2020	22.60
ACH	Amazon Capital Services	9/24/2020	31.24
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	22.61
ACH	Amazon Capital Services	9/24/2020	10.22
ACH	Amazon Capital Services	9/24/2020	59.17
ACH	Amazon Capital Services	9/24/2020	69.28
ACH	Amazon Capital Services	9/24/2020	21.73
ACH	Amazon Capital Services	9/24/2020	4.71
ACH	Amazon Capital Services	9/24/2020	5.59
ACH	Amazon Capital Services	9/24/2020	13.95
ACH	Amazon Capital Services	9/24/2020	23.46
ACH	Amazon Capital Services	9/24/2020	30.02
ACH	Amazon Capital Services	9/24/2020	15.98
ACH	Amazon Capital Services	9/24/2020	15.83
ACH	Amazon Capital Services	9/24/2020	8.69
ACH	Amazon Capital Services	9/24/2020	15.18
ACH	Amazon Capital Services	9/24/2020	39.54
ACH	Amazon Capital Services	9/24/2020	52.07
ACH	Amazon Capital Services	9/24/2020	15.06
ACH	Amazon Capital Services	9/24/2020	39.86
ACH	Amazon Capital Services	9/24/2020	24.77
ACH	Amazon Capital Services	9/24/2020	15.07
ACH	Amazon Capital Services	9/24/2020	16.10
ACH	Amazon Capital Services	9/24/2020	21.54
ACH	Amazon Capital Services	9/24/2020	15.72
ACH	Amazon Capital Services	9/24/2020	51.53
ACH	Amazon Capital Services	9/24/2020	56.39
ACH	Amazon Capital Services	9/24/2020	70.02
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	66.26
ACH	Amazon Capital Services	9/24/2020	22.29
ACH	Amazon Capital Services	9/24/2020	5.90
ACH	Amazon Capital Services	9/24/2020	33.38
ACH	Amazon Capital Services	9/24/2020	2.72
ACH	Amazon Capital Services	9/24/2020	13.45
ACH	Amazon Capital Services	9/24/2020	32.31
ACH	Amazon Capital Services	9/24/2020	7.49
ACH	Amazon Capital Services	9/24/2020	9.69
ACH	Amazon Capital Services	9/24/2020	6.27
ACH	Amazon Capital Services	9/24/2020	12.98
ACH	Amazon Capital Services	9/24/2020	5.69
ACH	Amazon Capital Services	9/24/2020	8.65
ACH	Amazon Capital Services	9/24/2020	7.54
ACH	Amazon Capital Services	9/24/2020	7.53
ACH	Amazon Capital Services	9/24/2020	12.92
ACH	Amazon Capital Services	9/24/2020	77.53
ACH	Amazon Capital Services	9/24/2020	16.66
ACH	Amazon Capital Services	9/24/2020	40.41
ACH	Amazon Capital Services	9/24/2020	10.85

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	6.18
ACH	Amazon Capital Services	9/24/2020	11.65
ACH	Amazon Capital Services	9/24/2020	86.59
ACH	Amazon Capital Services	9/24/2020	10.43
ACH	Amazon Capital Services	9/24/2020	59.23
ACH	Amazon Capital Services	9/24/2020	15.97
ACH	Amazon Capital Services	9/24/2020	7.25
ACH	Amazon Capital Services	9/24/2020	22.62
ACH	Amazon Capital Services	9/24/2020	11.84
ACH	Amazon Capital Services	9/24/2020	14.00
ACH	Amazon Capital Services	9/24/2020	10.74
ACH	Amazon Capital Services	9/24/2020	12.52
ACH	Amazon Capital Services	9/24/2020	31.76
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	27.05
ACH	Amazon Capital Services	9/24/2020	7.53
ACH	Amazon Capital Services	9/24/2020	54.83
ACH	Amazon Capital Services	9/24/2020	38.75
ACH	Amazon Capital Services	9/24/2020	30.79
ACH	Amazon Capital Services	9/24/2020	82.92
ACH	Amazon Capital Services	9/24/2020	19.38
ACH	Amazon Capital Services	9/24/2020	12.93
ACH	Amazon Capital Services	9/24/2020	111.94
ACH	Amazon Capital Services	9/24/2020	12.91
ACH	Amazon Capital Services	9/24/2020	7.57
ACH	Amazon Capital Services	9/24/2020	7.49
ACH	Amazon Capital Services	9/24/2020	14.95
ACH	Amazon Capital Services	9/24/2020	7.51
ACH	Amazon Capital Services	9/24/2020	57.46
ACH	Amazon Capital Services	9/24/2020	58.96
ACH	Amazon Capital Services	9/24/2020	16.14
ACH	Amazon Capital Services	9/24/2020	6.39
ACH	Amazon Capital Services	9/24/2020	11.81
ACH	Amazon Capital Services	9/24/2020	10.79
ACH	Amazon Capital Services	9/24/2020	16.03
ACH	Amazon Capital Services	9/24/2020	7.57
ACH	Amazon Capital Services	9/24/2020	69.33
ACH	Amazon Capital Services	9/24/2020	11.90
ACH	Amazon Capital Services	9/24/2020	62.95
ACH	Amazon Capital Services	9/24/2020	62.69
ACH	Amazon Capital Services	9/24/2020	15.06
ACH	Amazon Capital Services	9/24/2020	7.53
ACH	Amazon Capital Services	9/24/2020	18.46
ACH	Amazon Capital Services	9/24/2020	10.81
ACH	Amazon Capital Services	9/24/2020	14.74
ACH	Amazon Capital Services	9/24/2020	14.72
ACH	Amazon Capital Services	9/24/2020	15.03
ACH	Amazon Capital Services	9/24/2020	22.83
ACH	Amazon Capital Services	9/24/2020	23.69
ACH	Amazon Capital Services	9/24/2020	12.60
ACH	Amazon Capital Services	9/24/2020	16.12
ACH	Amazon Capital Services	9/24/2020	10.85
ACH	Amazon Capital Services	9/24/2020	11.63
ACH	Amazon Capital Services	9/24/2020	26.93
ACH	Amazon Capital Services	9/24/2020	16.32
ACH	Amazon Capital Services	9/24/2020	64.26
ACH	Amazon Capital Services	9/24/2020	32.22

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	37.66
ACH	Amazon Capital Services	9/24/2020	18.39
ACH	Amazon Capital Services	9/24/2020	8.50
ACH	Amazon Capital Services	9/24/2020	16.69
ACH	Amazon Capital Services	9/24/2020	5.92
ACH	Amazon Capital Services	9/24/2020	48.87
ACH	Amazon Capital Services	9/24/2020	39.31
ACH	Amazon Capital Services	9/24/2020	16.14
ACH	Amazon Capital Services	9/24/2020	35.73
ACH	Amazon Capital Services	9/24/2020	9.69
ACH	Amazon Capital Services	9/24/2020	148.20
ACH	Amazon Capital Services	9/24/2020	214.41
ACH	Amazon Capital Services	9/24/2020	6.62
ACH	Amazon Capital Services	9/24/2020	73.26
ACH	Amazon Capital Services	9/24/2020	6.45
ACH	Amazon Capital Services	9/24/2020	9.10
ACH	Amazon Capital Services	9/24/2020	6.94
ACH	Amazon Capital Services	9/24/2020	20.66
ACH	Amazon Capital Services	9/24/2020	28.53
ACH	Amazon Capital Services	9/24/2020	17.82
ACH	Amazon Capital Services	9/24/2020	7.60
ACH	Amazon Capital Services	9/24/2020	20.57
ACH	Amazon Capital Services	9/24/2020	32.38
ACH	Amazon Capital Services	9/24/2020	60.43
ACH	Amazon Capital Services	9/24/2020	78.85
ACH	Amazon Capital Services	9/24/2020	8.29
ACH	Amazon Capital Services	9/24/2020	23.75
ACH	Amazon Capital Services	9/24/2020	26.08
ACH	Amazon Capital Services	9/24/2020	73.98
ACH	Amazon Capital Services	9/24/2020	24.23
ACH	Amazon Capital Services	9/24/2020	6.45
ACH	Amazon Capital Services	9/24/2020	18.20
ACH	Amazon Capital Services	9/24/2020	47.36
ACH	Amazon Capital Services	9/24/2020	6.45
ACH	Amazon Capital Services	9/24/2020	24.23
ACH	Amazon Capital Services	9/24/2020	14.86
ACH	Amazon Capital Services	9/24/2020	8.60
ACH	Amazon Capital Services	9/24/2020	11.59
ACH	Amazon Capital Services	9/24/2020	12.81
ACH	Amazon Capital Services	9/24/2020	42.17
ACH	Amazon Capital Services	9/24/2020	14.06
ACH	Amazon Capital Services	9/24/2020	12.74
ACH	Amazon Capital Services	9/24/2020	8.49
ACH	Amazon Capital Services	9/24/2020	117.66
ACH	Amazon Capital Services	9/24/2020	62.84
ACH	Amazon Capital Services	9/24/2020	15.57
ACH	Amazon Capital Services	9/24/2020	6.99
ACH	Amazon Capital Services	9/24/2020	10.86
ACH	Amazon Capital Services	9/24/2020	16.14
ACH	Amazon Capital Services	9/24/2020	14.92
ACH	Amazon Capital Services	9/24/2020	68.90
ACH	Amazon Capital Services	9/24/2020	12.40
ACH	Amazon Capital Services	9/24/2020	8.51
ACH	Amazon Capital Services	9/24/2020	109.87
ACH	Amazon Capital Services	9/24/2020	8.39
ACH	Amazon Capital Services	9/24/2020	9.41
ACH	Amazon Capital Services	9/24/2020	81.07

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	102.36
ACH	Amazon Capital Services	9/24/2020	14.82
ACH	Amazon Capital Services	9/24/2020	100.55
ACH	Amazon Capital Services	9/24/2020	73.81
ACH	Amazon Capital Services	9/24/2020	158.08
ACH	Amazon Capital Services	9/24/2020	14.28
ACH	Amazon Capital Services	9/24/2020	86.19
ACH	Amazon Capital Services	9/24/2020	6.24
ACH	Amazon Capital Services	9/24/2020	64.78
ACH	Amazon Capital Services	9/24/2020	10.84
ACH	Amazon Capital Services	9/24/2020	10.80
ACH	Amazon Capital Services	9/24/2020	11.84
ACH	Amazon Capital Services	9/29/2020	21.41
ACH	Amazon Capital Services	9/29/2020	46.19
ACH	Amazon Capital Services	9/29/2020	21.63
ACH	Amazon Capital Services	9/29/2020	26.93
ACH	Amazon Capital Services	9/29/2020	37.32
ACH	Amazon Capital Services	9/29/2020	5.11
ACH	Amazon Capital Services	9/29/2020	27.87
ACH	Amazon Capital Services	9/29/2020	23.94
ACH	Amazon Capital Services	9/29/2020	18.93
ACH	Amazon Capital Services	9/29/2020	27.18
ACH	Amazon Capital Services	9/29/2020	25.85
ACH	Amazon Capital Services	9/29/2020	18.43
ACH	Amazon Capital Services	9/29/2020	29.35
ACH	Amazon Capital Services	9/29/2020	25.84
ACH	Amazon Capital Services	9/29/2020	8.00
ACH	Amazon Capital Services	9/29/2020	8.00
ACH	Amazon Capital Services	9/29/2020	17.19
ACH	Amazon Capital Services	9/29/2020	32.08
ACH	Amazon Capital Services	9/29/2020	5.43
ACH	Amazon Capital Services	9/29/2020	74.66
ACH	Amazon Capital Services	9/29/2020	22.06
ACH	Amazon Capital Services	9/29/2020	34.42
ACH	Amazon Capital Services	9/29/2020	20.47
ACH	Amazon Capital Services	9/29/2020	27.39
ACH	Amazon Capital Services	9/29/2020	34.68
ACH	Amazon Capital Services	9/29/2020	45.24
ACH	Amazon Capital Services	9/29/2020	3.65
ACH	Amazon Capital Services	9/29/2020	35.26
ACH	Amazon Capital Services	9/29/2020	26.88
ACH	Amazon Capital Services	9/29/2020	33.45
ACH	Amazon Capital Services	9/29/2020	5.05
ACH	Amazon Capital Services	9/29/2020	39.87
ACH	Amazon Capital Services	9/29/2020	3.06
ACH	Amazon Capital Services	9/29/2020	18.30
ACH	Amazon Capital Services	9/29/2020	42.47
ACH	Amazon Capital Services	9/29/2020	52.45
ACH	Amazon Capital Services	9/29/2020	16.80
ACH	Amazon Capital Services	9/29/2020	5.40
ACH	Amazon Capital Services	9/29/2020	19.34
ACH	Amazon Capital Services	9/29/2020	24.34
ACH	Amazon Capital Services	9/29/2020	16.24
ACH	Amazon Capital Services	9/29/2020	28.54
ACH	Amazon Capital Services	9/29/2020	31.32
ACH	Amazon Capital Services	9/29/2020	54.92
ACH	Amazon Capital Services	9/29/2020	17.31

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	32.27
ACH	Amazon Capital Services	9/29/2020	37.86
ACH	Amazon Capital Services	9/29/2020	26.84
ACH	Amazon Capital Services	9/29/2020	20.08
ACH	Amazon Capital Services	9/29/2020	30.46
ACH	Amazon Capital Services	9/29/2020	19.93
ACH	Amazon Capital Services	9/29/2020	46.89
ACH	Amazon Capital Services	9/29/2020	35.90
ACH	Amazon Capital Services	9/29/2020	40.79
ACH	Amazon Capital Services	9/29/2020	4.29
ACH	Amazon Capital Services	9/29/2020	24.77
ACH	Amazon Capital Services	9/29/2020	29.80
ACH	Amazon Capital Services	9/29/2020	40.03
ACH	Amazon Capital Services	9/29/2020	5.89
ACH	Amazon Capital Services	9/29/2020	29.76
ACH	Amazon Capital Services	9/29/2020	37.63
ACH	Amazon Capital Services	9/29/2020	4.34
ACH	Amazon Capital Services	9/29/2020	21.50
ACH	Amazon Capital Services	9/29/2020	55.45
ACH	Amazon Capital Services	9/29/2020	37.17
ACH	Amazon Capital Services	9/29/2020	3.23
ACH	Amazon Capital Services	9/29/2020	19.38
ACH	Amazon Capital Services	9/29/2020	17.98
ACH	Amazon Capital Services	9/29/2020	204.12
ACH	Amazon Capital Services	9/29/2020	87.76
ACH	Amazon Capital Services	9/29/2020	42.99
ACH	Amazon Capital Services	9/29/2020	23.78
ACH	Amazon Capital Services	9/29/2020	5.41
ACH	Amazon Capital Services	9/29/2020	42.09
ACH	Amazon Capital Services	9/29/2020	32.27
ACH	Amazon Capital Services	9/29/2020	12.92
ACH	Amazon Capital Services	9/29/2020	5.82
ACH	Amazon Capital Services	9/29/2020	10.81
ACH	Amazon Capital Services	9/29/2020	5.33
ACH	Amazon Capital Services	9/29/2020	16.47
ACH	Amazon Capital Services	9/29/2020	35.50
ACH	Amazon Capital Services	9/29/2020	33.33
ACH	Amazon Capital Services	9/29/2020	38.65
ACH	Amazon Capital Services	9/29/2020	11.53
ACH	Amazon Capital Services	9/29/2020	55.83
ACH	Amazon Capital Services	9/29/2020	18.47
ACH	Amazon Capital Services	9/29/2020	14.71
ACH	Amazon Capital Services	9/29/2020	16.18
ACH	Amazon Capital Services	9/29/2020	29.03
ACH	Amazon Capital Services	9/29/2020	8.07
ACH	Amazon Capital Services	9/29/2020	9.64
ACH	Amazon Capital Services	9/29/2020	12.90
ACH	Amazon Capital Services	9/29/2020	5.30
ACH	Amazon Capital Services	9/29/2020	7.49
ACH	Amazon Capital Services	9/29/2020	15.03
ACH	Amazon Capital Services	9/29/2020	16.15
ACH	Amazon Capital Services	9/29/2020	23.97
ACH	Amazon Capital Services	9/29/2020	16.11
ACH	Amazon Capital Services	9/29/2020	20.39
ACH	Amazon Capital Services	9/29/2020	32.75
ACH	Amazon Capital Services	9/29/2020	16.14
ACH	Amazon Capital Services	9/29/2020	11.46

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	45.11
ACH	Amazon Capital Services	9/29/2020	56.34
ACH	Amazon Capital Services	9/29/2020	7.80
ACH	Amazon Capital Services	9/29/2020	21.54
ACH	Amazon Capital Services	9/29/2020	37.37
ACH	Amazon Capital Services	9/29/2020	6.45
ACH	Amazon Capital Services	9/29/2020	7.53
ACH	Amazon Capital Services	9/29/2020	31.15
ACH	Amazon Capital Services	9/29/2020	18.37
ACH	Amazon Capital Services	9/29/2020	15.07
ACH	Amazon Capital Services	9/29/2020	5.39
ACH	Amazon Capital Services	9/29/2020	9.69
ACH	Amazon Capital Services	9/29/2020	21.75
ACH	Amazon Capital Services	9/29/2020	43.05
ACH	Amazon Capital Services	9/29/2020	62.62
ACH	Amazon Capital Services	9/29/2020	20.75
ACH	Amazon Capital Services	9/29/2020	10.66
ACH	Amazon Capital Services	9/29/2020	18.68
ACH	Amazon Capital Services	9/29/2020	10.66
ACH	Amazon Capital Services	9/29/2020	8.08
ACH	Amazon Capital Services	9/29/2020	26.71
ACH	Amazon Capital Services	9/29/2020	17.31
ACH	Amazon Capital Services	9/29/2020	73.06
ACH	Amazon Capital Services	9/29/2020	5.38
ACH	Amazon Capital Services	9/29/2020	50.27
ACH	Amazon Capital Services	9/29/2020	40.17
ACH	Amazon Capital Services	9/29/2020	16.69
ACH	Amazon Capital Services	9/29/2020	17.51
ACH	Amazon Capital Services	9/29/2020	77.70
ACH	Amazon Capital Services	9/29/2020	68.99
ACH	Amazon Capital Services	9/29/2020	54.72
ACH	Amazon Capital Services	9/29/2020	16.10
ACH	Amazon Capital Services	9/29/2020	50.63
ACH	Amazon Capital Services	9/29/2020	10.07
ACH	Amazon Capital Services	9/29/2020	31.05
ACH	Amazon Capital Services	9/29/2020	11.83
ACH	Amazon Capital Services	9/29/2020	32.63
ACH	Amazon Capital Services	9/29/2020	8.61
ACH	Amazon Capital Services	9/29/2020	79.88
ACH	Amazon Capital Services	9/29/2020	10.85
ACH	Amazon Capital Services	9/29/2020	36.75
ACH	Amazon Capital Services	9/29/2020	39.68
ACH	Amazon Capital Services	9/29/2020	5.36
ACH	Amazon Capital Services	9/29/2020	98.44
ACH	Amazon Capital Services	9/29/2020	14.00
ACH	Amazon Capital Services	9/29/2020	6.48
ACH	Amazon Capital Services	9/29/2020	76.49
ACH	Amazon Capital Services	9/29/2020	55.44
ACH	Amazon Capital Services	9/29/2020	16.81
ACH	Amazon Capital Services	9/29/2020	8.70
ACH	Amazon Capital Services	9/29/2020	12.49
ACH	Amazon Capital Services	9/29/2020	38.37
ACH	Amazon Capital Services	9/29/2020	18.49
ACH	Amazon Capital Services	9/29/2020	7.32
ACH	Amazon Capital Services	9/29/2020	112.30
ACH	Amazon Capital Services	9/29/2020	108.65
ACH	Amazon Capital Services	9/29/2020	20.12

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	9.69
ACH	Amazon Capital Services	9/29/2020	16.14
ACH	Amazon Capital Services	9/29/2020	19.51
ACH	Amazon Capital Services	9/29/2020	37.16
ACH	Amazon Capital Services	9/29/2020	15.95
ACH	Amazon Capital Services	9/29/2020	13.78
ACH	Amazon Capital Services	9/29/2020	6.94
ACH	Amazon Capital Services	9/29/2020	13.04
ACH	Amazon Capital Services	9/29/2020	9.43
ACH	Amazon Capital Services	9/29/2020	16.71
ACH	Amazon Capital Services	9/29/2020	20.20
ACH	Amazon Capital Services	9/29/2020	15.18
ACH	Amazon Capital Services	9/29/2020	49.78
ACH	Amazon Capital Services	9/29/2020	9.69
ACH	Amazon Capital Services	9/29/2020	17.39
ACH	Amazon Capital Services	9/29/2020	29.04
ACH	Amazon Capital Services	9/29/2020	19.84
ACH	Amazon Capital Services	9/29/2020	20.56
ACH	Amazon Capital Services	9/29/2020	18.26
ACH	Amazon Capital Services	9/29/2020	17.54
ACH	Amazon Capital Services	9/29/2020	35.80
ACH	Amazon Capital Services	9/29/2020	9.73
ACH	Amazon Capital Services	9/29/2020	20.35
ACH	Amazon Capital Services	9/29/2020	66.09
ACH	Amazon Capital Services	9/29/2020	7.57
ACH	Amazon Capital Services	9/29/2020	21.52
ACH	Amazon Capital Services	9/29/2020	29.82
ACH	Amazon Capital Services	9/29/2020	25.81
ACH	Amazon Capital Services	9/29/2020	22.82
ACH	Amazon Capital Services	9/29/2020	27.04
ACH	Amazon Capital Services	9/29/2020	2.89
ACH	Amazon Capital Services	9/29/2020	13.82
ACH	Amazon Capital Services	9/29/2020	39.22
ACH	Amazon Capital Services	9/29/2020	24.77
ACH	Amazon Capital Services	9/29/2020	47.99
ACH	Amazon Capital Services	9/29/2020	60.40
ACH	Amazon Capital Services	9/29/2020	43.05
ACH	Amazon Capital Services	9/29/2020	36.79
ACH	Amazon Capital Services	9/29/2020	10.76
ACH	Amazon Capital Services	9/29/2020	48.13
ACH	Amazon Capital Services	9/29/2020	37.36
ACH	Amazon Capital Services	9/29/2020	13.58
ACH	Amazon Capital Services	9/29/2020	16.40
ACH	Amazon Capital Services	9/29/2020	19.46
ACH	Amazon Capital Services	9/29/2020	72.36
ACH	Amazon Capital Services	9/29/2020	35.55
ACH	Amazon Capital Services	9/29/2020	5.38
ACH	Amazon Capital Services	9/29/2020	15.47
ACH	Amazon Capital Services	9/29/2020	30.67
ACH	Amazon Capital Services	9/29/2020	5.96
ACH	Amazon Capital Services	9/29/2020	24.95
ACH	Amazon Capital Services	9/29/2020	88.88
ACH	Amazon Capital Services	9/29/2020	50.06
ACH	Amazon Capital Services	9/29/2020	63.34
ACH	Amazon Capital Services	9/29/2020	34.08
ACH	Amazon Capital Services	9/29/2020	7.53
ACH	Amazon Capital Services	9/29/2020	11.80

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	19.38
ACH	Amazon Capital Services	9/29/2020	93.74
ACH	Amazon Capital Services	9/29/2020	10.76
ACH	Amazon Capital Services	9/29/2020	40.93
ACH	Amazon Capital Services	9/29/2020	24.66
ACH	Amazon Capital Services	9/29/2020	19.25
ACH	Amazon Capital Services	9/29/2020	21.54
ACH	Amazon Capital Services	9/29/2020	21.54
ACH	Amazon Capital Services	9/29/2020	6.24
ACH	Amazon Capital Services	9/29/2020	53.03
ACH	Amazon Capital Services	9/29/2020	15.61
ACH	Amazon Capital Services	9/29/2020	24.23
ACH	Amazon Capital Services	9/29/2020	14.09
ACH	Amazon Capital Services	9/29/2020	147.30
ACH	Amazon Capital Services	9/29/2020	17.23
ACH	Amazon Capital Services	9/29/2020	54.09
ACH	Amazon Capital Services	9/29/2020	9.69
ACH	Amazon Capital Services	9/29/2020	48.86
ACH	Amazon Capital Services	9/29/2020	54.11
ACH	Amazon Capital Services	9/29/2020	7.53
ACH	Amazon Capital Services	9/29/2020	12.70
ACH	Amazon Capital Services	9/29/2020	17.23
ACH	Amazon Capital Services	9/29/2020	38.76
ACH	Amazon Capital Services	9/29/2020	29.36
ACH	Amazon Capital Services	9/29/2020	47.01
ACH	Amazon Capital Services	9/29/2020	15.09
ACH	Amazon Capital Services	9/29/2020	6.95
ACH	Amazon Capital Services	9/29/2020	11.97
ACH	Amazon Capital Services	9/29/2020	19.47
ACH	Amazon Capital Services	9/29/2020	13.16
ACH	Amazon Capital Services	9/29/2020	52.68
ACH	Amazon Capital Services	9/29/2020	21.07
ACH	Amazon Capital Services	9/29/2020	26.93
ACH	Amazon Capital Services	9/29/2020	15.03
ACH	Amazon Capital Services	9/29/2020	17.82
ACH	Amazon Capital Services	9/29/2020	19.51
ACH	Amazon Capital Services	9/29/2020	21.54
ACH	Amazon Capital Services	9/29/2020	61.71
ACH	Amazon Capital Services	9/29/2020	31.19
ACH	Amazon Capital Services	9/29/2020	43.05
ACH	Amazon Capital Services	9/29/2020	6.45
ACH	Amazon Capital Services	9/29/2020	15.04
ACH	Amazon Capital Services	9/29/2020	77.11
ACH	Amazon Capital Services	9/29/2020	16.03
ACH	Amazon Capital Services	9/29/2020	7.49
ACH	Amazon Capital Services	9/29/2020	5.89
ACH	Amazon Capital Services	9/29/2020	30.11
ACH	Amazon Capital Services	9/29/2020	47.88
ACH	Amazon Capital Services	9/29/2020	6.44
ACH	Amazon Capital Services	9/29/2020	24.11
ACH	Amazon Capital Services	9/29/2020	22.11
ACH	Amazon Capital Services	9/29/2020	8.65
ACH	Amazon Capital Services	9/29/2020	72.17
ACH	Amazon Capital Services	9/29/2020	15.94
ACH	Amazon Capital Services	9/29/2020	11.88
ACH	Amazon Capital Services	9/29/2020	12.88
ACH	Amazon Capital Services	9/29/2020	63.52

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	35.21
ACH	Amazon Capital Services	9/29/2020	50.62
ACH	Amazon Capital Services	9/29/2020	52.67
ACH	Amazon Capital Services	9/29/2020	35.97
ACH	Amazon Capital Services	9/29/2020	7.69
ACH	Amazon Capital Services	9/29/2020	23.68
ACH	Amazon Capital Services	9/29/2020	13.57
ACH	Amazon Capital Services	9/29/2020	16.16
ACH	Amazon Capital Services	9/29/2020	40.18
ACH	Amazon Capital Services	9/29/2020	9.48
ACH	Amazon Capital Services	9/29/2020	22.60
ACH	Amazon Capital Services	9/29/2020	86.19
ACH	Amazon Capital Services	9/29/2020	26.59
ACH	Amazon Capital Services	9/29/2020	79.98
ACH	Amazon Capital Services	9/29/2020	34.69
ACH	Amazon Capital Services	9/29/2020	12.02
ACH	Amazon Capital Services	9/29/2020	74.63
ACH	Amazon Capital Services	9/29/2020	88.24
ACH	Amazon Capital Services	9/29/2020	16.15
ACH	Amazon Capital Services	9/29/2020	50.99
ACH	Amazon Capital Services	9/29/2020	25.31
ACH	Amazon Capital Services	9/29/2020	22.62
ACH	Amazon Capital Services	9/29/2020	60.84
ACH	Amazon Capital Services	9/29/2020	33.56
ACH	Amazon Capital Services	9/29/2020	2.74
ACH	Amazon Capital Services	9/29/2020	24.96
ACH	Amazon Capital Services	9/29/2020	10.78
ACH	Amazon Capital Services	9/29/2020	6.45
ACH	Amazon Capital Services	9/29/2020	22.55
ACH	Amazon Capital Services	9/29/2020	51.95
ACH	Amazon Capital Services	9/29/2020	9.39
ACH	Amazon Capital Services	9/29/2020	19.38
ACH	Amazon Capital Services	9/29/2020	14.00
ACH	Amazon Capital Services	9/29/2020	12.01
ACH	Amazon Capital Services	9/29/2020	47.56
ACH	Amazon Capital Services	9/29/2020	53.85
ACH	Amazon Capital Services	9/29/2020	17.23
ACH	Amazon Capital Services	9/29/2020	7.53
ACH	Amazon Capital Services	9/29/2020	36.18
ACH	Amazon Capital Services	9/29/2020	10.17
ACH	Amazon Capital Services	9/29/2020	41.94
ACH	Amazon Capital Services	9/29/2020	64.51
ACH	Amazon Capital Services	9/29/2020	92.42
ACH	Amazon Capital Services	9/29/2020	9.33
ACH	Amazon Capital Services	9/29/2020	11.68
ACH	Amazon Capital Services	9/29/2020	26.64
ACH	Amazon Capital Services	9/29/2020	12.60
ACH	Amazon Capital Services	9/29/2020	47.08
ACH	Amazon Capital Services	9/29/2020	12.92
ACH	Amazon Capital Services	9/29/2020	12.01
ACH	Amazon Capital Services	9/29/2020	21.48
ACH	Amazon Capital Services	9/29/2020	19.23
ACH	Amazon Capital Services	9/29/2020	11.01
ACH	Amazon Capital Services	9/29/2020	16.15
ACH	Amazon Capital Services	9/29/2020	14.42
ACH	Amazon Capital Services	9/29/2020	134.67
ACH	Amazon Capital Services	9/29/2020	18.96

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	7.50
ACH	Amazon Capital Services	9/29/2020	27.99
ACH	Amazon Capital Services	9/29/2020	36.62
ACH	Amazon Capital Services	9/29/2020	7.49
ACH	Amazon Capital Services	9/29/2020	17.22
ACH	Amazon Capital Services	9/29/2020	22.51
ACH	Amazon Capital Services	9/29/2020	24.92
ACH	Amazon Capital Services	9/29/2020	34.62
ACH	Amazon Capital Services	9/29/2020	6.63
ACH	Amazon Capital Services	9/29/2020	10.92
ACH	Amazon Capital Services	9/29/2020	59.78
ACH	Amazon Capital Services	9/29/2020	60.70
ACH	Amazon Capital Services	9/29/2020	11.29
ACH	Amazon Capital Services	9/29/2020	7.61
ACH	Amazon Capital Services	9/29/2020	183.16
ACH	Amazon Capital Services	9/29/2020	21.54
ACH	Amazon Capital Services	9/29/2020	12.92
ACH	Amazon Capital Services	9/29/2020	22.78
ACH	Amazon Capital Services	9/29/2020	9.15
ACH	Amazon Capital Services	9/29/2020	10.06
ACH	Amazon Capital Services	9/29/2020	22.29
ACH	Amazon Capital Services	9/29/2020	27.64
ACH	Amazon Capital Services	9/29/2020	15.23
ACH	Amazon Capital Services	9/29/2020	15.61
ACH	Amazon Capital Services	9/29/2020	14.00
ACH	Amazon Capital Services	9/29/2020	21.90
ACH	Amazon Capital Services	9/29/2020	27.10
ACH	Amazon Capital Services	9/29/2020	11.86
ACH	Amazon Capital Services	9/29/2020	95.90
ACH	Amazon Capital Services	9/29/2020	13.66
ACH	Amazon Capital Services	9/29/2020	112.65
ACH	Amazon Capital Services	9/29/2020	11.09
ACH	Amazon Capital Services	9/29/2020	11.63
ACH	Amazon Capital Services	9/29/2020	7.49
ACH	Amazon Capital Services	9/29/2020	10.76
ACH	Amazon Capital Services	9/29/2020	15.45
ACH	Amazon Capital Services	9/29/2020	10.74
ACH	Amazon Capital Services	9/29/2020	13.99
ACH	Amazon Capital Services	9/29/2020	41.90
ACH	Amazon Capital Services	9/29/2020	16.30
ACH	Amazon Capital Services	9/29/2020	23.26
ACH	Amazon Capital Services	9/29/2020	17.27
ACH	Amazon Capital Services	9/29/2020	9.56
ACH	Amazon Capital Services	9/29/2020	61.26
ACH	Amazon Capital Services	9/29/2020	8.61
ACH	Amazon Capital Services	9/29/2020	26.89
ACH	Amazon Capital Services	9/29/2020	8.61
ACH	Amazon Capital Services	9/29/2020	252.94
ACH	Amazon Capital Services	9/29/2020	11.85
ACH	Amazon Capital Services	9/29/2020	24.75
ACH	Amazon Capital Services	9/29/2020	60.45
ACH	Amazon Capital Services	9/29/2020	40.76
ACH	Amazon Capital Services	9/29/2020	45.22
ACH	Amazon Capital Services	9/29/2020	18.34
ACH	Amazon Capital Services	9/29/2020	18.71
ACH	Amazon Capital Services	9/29/2020	106.55
ACH	Amazon Capital Services	9/29/2020	6.86

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	27.99
ACH	Amazon Capital Services	9/29/2020	30.29
ACH	Amazon Capital Services	9/29/2020	24.77
ACH	Amazon Capital Services	9/29/2020	74.16
ACH	Amazon Capital Services	9/29/2020	100.75
ACH	Amazon Capital Services	9/29/2020	15.32
ACH	Amazon Capital Services	9/29/2020	16.15
ACH	Amazon Capital Services	9/29/2020	33.61
ACH	Amazon Capital Services	9/29/2020	1.63
ACH	Amazon Capital Services	9/29/2020	12.23
ACH	Amazon Capital Services	9/29/2020	9.64
ACH	Amazon Capital Services	9/29/2020	53.19
ACH	Amazon Capital Services	9/29/2020	7.27
ACH	Amazon Capital Services	9/29/2020	5.37
ACH	Amazon Capital Services	9/29/2020	12.57
ACH	Amazon Capital Services	9/29/2020	11.28
ACH	Amazon Capital Services	9/29/2020	24.62
ACH	Amazon Capital Services	9/29/2020	28.57
ACH	Amazon Capital Services	9/29/2020	15.04
ACH	Amazon Capital Services	9/29/2020	21.64
ACH	Amazon Capital Services	9/29/2020	7.10
ACH	Amazon Capital Services	9/29/2020	24.02
ACH	Amazon Capital Services	9/29/2020	26.93
ACH	Amazon Capital Services	9/29/2020	68.17
ACH	Amazon Capital Services	9/29/2020	28.00
ACH	Amazon Capital Services	9/29/2020	21.31
ACH	Amazon Capital Services	9/29/2020	5.85
ACH	Amazon Capital Services	9/29/2020	43.08
ACH	Amazon Capital Services	9/29/2020	11.82
ACH	Amazon Capital Services	9/29/2020	85.11
ACH	Amazon Capital Services	9/29/2020	11.37
ACH	Amazon Capital Services	9/29/2020	60.35
ACH	Amazon Capital Services	9/29/2020	8.21
ACH	Amazon Capital Services	9/29/2020	16.59
ACH	Amazon Capital Services	9/29/2020	10.86
ACH	Amazon Capital Services	9/29/2020	76.92
ACH	Amazon Capital Services	9/29/2020	8.65
ACH	Amazon Capital Services	9/29/2020	12.87
ACH	Amazon Capital Services	9/29/2020	21.54
ACH	Amazon Capital Services	9/29/2020	42.10
ACH	Amazon Capital Services	9/29/2020	29.08
ACH	Amazon Capital Services	9/29/2020	17.23
ACH	Amazon Capital Services	9/29/2020	4.84
ACH	Amazon Capital Services	9/29/2020	40.47
ACH	Amazon Capital Services	9/29/2020	62.39
ACH	Amazon Capital Services	9/29/2020	36.28
ACH	Amazon Capital Services	9/29/2020	21.89
ACH	Amazon Capital Services	9/29/2020	76.79
ACH	Amazon Capital Services	9/29/2020	9.69
ACH	Amazon Capital Services	9/29/2020	46.56
ACH	Amazon Capital Services	9/29/2020	24.23
ACH	Amazon Capital Services	9/29/2020	37.29
ACH	Amazon Capital Services	9/29/2020	12.92
ACH	Amazon Capital Services	9/29/2020	5.54
ACH	Amazon Capital Services	9/29/2020	7.40
ACH	Amazon Capital Services	9/29/2020	38.78
ACH	Amazon Capital Services	9/29/2020	47.67

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	13.67
ACH	Amazon Capital Services	9/29/2020	10.76
ACH	Amazon Capital Services	9/29/2020	57.94
ACH	Amazon Capital Services	9/29/2020	54.65
ACH	Amazon Capital Services	9/29/2020	40.79
ACH	Amazon Capital Services	9/29/2020	7.41
ACH	Amazon Capital Services	9/29/2020	8.61
ACH	Amazon Capital Services	9/29/2020	14.00
ACH	Amazon Capital Services	9/29/2020	24.20
ACH	Amazon Capital Services	9/29/2020	59.71
ACH	Amazon Capital Services	9/29/2020	38.74
ACH	Amazon Capital Services	9/29/2020	16.23
ACH	Amazon Capital Services	9/29/2020	10.79
ACH	Amazon Capital Services	9/29/2020	10.84
ACH	Amazon Capital Services	9/29/2020	12.52
ACH	Amazon Capital Services	9/29/2020	23.97
ACH	Amazon Capital Services	9/29/2020	10.76
ACH	Amazon Capital Services	9/29/2020	16.15
ACH	Amazon Capital Services	9/29/2020	30.27
ACH	Amazon Capital Services	9/29/2020	32.95
ACH	Amazon Capital Services	9/29/2020	10.75
ACH	Amazon Capital Services	9/29/2020	102.41
ACH	Amazon Capital Services	9/29/2020	66.88
ACH	Amazon Capital Services	9/29/2020	26.98
ACH	Amazon Capital Services	9/29/2020	11.95
ACH	Amazon Capital Services	9/29/2020	18.95
ACH	Amazon Capital Services	9/29/2020	16.44
ACH	Amazon Capital Services	9/29/2020	13.24
ACH	Amazon Capital Services	9/29/2020	23.68
ACH	Amazon Capital Services	9/29/2020	11.64
ACH	Amazon Capital Services	9/29/2020	8.61
ACH	Amazon Capital Services	9/29/2020	18.95
ACH	Amazon Capital Services	9/29/2020	38.78
ACH	Amazon Capital Services	9/29/2020	23.71
ACH	Amazon Capital Services	9/29/2020	38.12
ACH	Amazon Capital Services	9/29/2020	45.49
ACH	Amazon Capital Services	9/29/2020	18.05
ACH	Amazon Capital Services	9/29/2020	33.08
ACH	Amazon Capital Services	9/29/2020	31.41
ACH	Amazon Capital Services	9/29/2020	48.48
ACH	Amazon Capital Services	9/29/2020	5.37
ACH	Amazon Capital Services	9/29/2020	43.05
ACH	Amazon Capital Services	9/29/2020	43.24
ACH	Amazon Capital Services	9/29/2020	28.67
ACH	Amazon Capital Services	9/29/2020	5.69
ACH	Amazon Capital Services	9/29/2020	32.21
ACH	Amazon Capital Services	9/29/2020	19.86
ACH	Amazon Capital Services	9/29/2020	42.06
ACH	Amazon Capital Services	9/29/2020	23.69
ACH	Amazon Capital Services	9/29/2020	9.69
ACH	Amazon Capital Services	9/29/2020	23.23
ACH	Amazon Capital Services	9/29/2020	39.59
ACH	Amazon Capital Services	9/29/2020	33.40
ACH	Amazon Capital Services	9/29/2020	13.46
ACH	Amazon Capital Services	9/29/2020	12.56
ACH	Amazon Capital Services	9/29/2020	31.62
ACH	Amazon Capital Services	9/29/2020	117.60

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	9.69
ACH	Amazon Capital Services	9/29/2020	22.29
ACH	Amazon Capital Services	9/29/2020	49.45
ACH	Amazon Capital Services	9/29/2020	9.14
ACH	Amazon Capital Services	9/29/2020	76.68
ACH	Amazon Capital Services	9/29/2020	9.59
ACH	Amazon Capital Services	9/29/2020	4.08
ACH	Amazon Capital Services	9/29/2020	21.67
ACH	Amazon Capital Services	9/29/2020	7.57
ACH	Amazon Capital Services	9/29/2020	28.07
ACH	Amazon Capital Services	9/29/2020	4.95
ACH	Amazon Capital Services	9/29/2020	64.49
ACH	Amazon Capital Services	9/29/2020	7.49
ACH	Amazon Capital Services	9/29/2020	8.25
ACH	Amazon Capital Services	9/29/2020	12.92
ACH	Amazon Capital Services	9/29/2020	9.73
ACH	Amazon Capital Services	9/29/2020	19.50
ACH	Amazon Capital Services	9/29/2020	117.00
ACH	Amazon Capital Services	9/29/2020	21.74
ACH	Amazon Capital Services	9/29/2020	25.77
ACH	Amazon Capital Services	9/29/2020	19.38
ACH	Amazon Capital Services	9/29/2020	120.05
ACH	Amazon Capital Services	9/29/2020	108.68
ACH	Amazon Capital Services	9/29/2020	19.70
ACH	Amazon Capital Services	9/29/2020	39.03
ACH	Amazon Capital Services	9/29/2020	7.45
ACH	Amazon Capital Services	9/29/2020	14.54
ACH	Amazon Capital Services	9/29/2020	13.52
ACH	Amazon Capital Services	9/29/2020	9.59
ACH	Amazon Capital Services	9/29/2020	39.84
ACH	Amazon Capital Services	9/29/2020	56.97
ACH	Amazon Capital Services	9/29/2020	9.69
ACH	Amazon Capital Services	9/29/2020	16.75
ACH	Amazon Capital Services	9/29/2020	15.89
ACH	Amazon Capital Services	9/29/2020	37.68
ACH	Amazon Capital Services	9/29/2020	6.24
ACH	Amazon Capital Services	9/29/2020	7.57
ACH	Amazon Capital Services	9/29/2020	32.33
ACH	Amazon Capital Services	9/29/2020	11.48
ACH	Amazon Capital Services	9/29/2020	21.49
ACH	Amazon Capital Services	9/29/2020	91.02
ACH	Amazon Capital Services	9/29/2020	30.99
ACH	Amazon Capital Services	9/29/2020	42.11
ACH	Amazon Capital Services	9/29/2020	16.23
ACH	Amazon Capital Services	9/29/2020	11.63
ACH	Amazon Capital Services	9/29/2020	6.45
ACH	Amazon Capital Services	9/29/2020	30.56
ACH	Amazon Capital Services	9/29/2020	66.82
ACH	Amazon Capital Services	9/29/2020	21.54
ACH	Amazon Capital Services	9/29/2020	10.76
ACH	Amazon Capital Services	9/29/2020	48.43
ACH	Amazon Capital Services	9/29/2020	14.85
ACH	Amazon Capital Services	9/29/2020	69.27
ACH	Amazon Capital Services	9/29/2020	7.78
ACH	Amazon Capital Services	9/29/2020	12.70
ACH	Amazon Capital Services	9/29/2020	13.91
ACH	Amazon Capital Services	9/29/2020	22.72

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	11.90
ACH	Amazon Capital Services	9/29/2020	23.19
ACH	Amazon Capital Services	9/29/2020	75.66
ACH	Amazon Capital Services	9/29/2020	31.77
ACH	Amazon Capital Services	9/29/2020	7.98
ACH	Amazon Capital Services	9/29/2020	14.56
ACH	Amazon Capital Services	9/29/2020	10.72
ACH	Amazon Capital Services	9/29/2020	13.54
ACH	Amazon Capital Services	9/29/2020	69.28
ACH	Amazon Capital Services	9/29/2020	10.76
ACH	Amazon Capital Services	9/29/2020	38.43
ACH	Amazon Capital Services	9/29/2020	43.05
ACH	Amazon Capital Services	9/29/2020	25.84
ACH	Amazon Capital Services	9/29/2020	16.80
ACH	Amazon Capital Services	9/29/2020	20.43
ACH	Amazon Capital Services	9/29/2020	18.68
ACH	Amazon Capital Services	9/29/2020	47.29
ACH	Amazon Capital Services	9/29/2020	61.44
ACH	Amazon Capital Services	9/29/2020	8.65
ACH	Amazon Capital Services	9/29/2020	18.31
ACH	Amazon Capital Services	9/29/2020	46.21
ACH	Amazon Capital Services	9/29/2020	21.52
ACH	Amazon Capital Services	9/29/2020	14.55
ACH	Amazon Capital Services	9/29/2020	33.67
ACH	Amazon Capital Services	9/29/2020	28.58
ACH	Amazon Capital Services	9/29/2020	89.61
ACH	Amazon Capital Services	9/29/2020	163.10
ACH	Amazon Capital Services	9/29/2020	23.78
ACH	Amazon Capital Services	9/29/2020	23.76
ACH	Amazon Capital Services	9/29/2020	6.91
ACH	Amazon Capital Services	9/29/2020	13.79
ACH	Amazon Capital Services	9/29/2020	46.32
ACH	Amazon Capital Services	9/29/2020	91.29
ACH	Amazon Capital Services	9/29/2020	16.15
ACH	Amazon Capital Services	9/29/2020	46.21
ACH	Amazon Capital Services	9/29/2020	10.13
ACH	Amazon Capital Services	9/29/2020	11.90
ACH	Amazon Capital Services	9/29/2020	31.62
ACH	Amazon Capital Services	9/29/2020	24.28
ACH	Amazon Capital Services	9/29/2020	171.31
ACH	Amazon Capital Services	9/29/2020	40.23
ACH	Amazon Capital Services	9/29/2020	44.11
ACH	Amazon Capital Services	9/29/2020	26.88
ACH	Amazon Capital Services	9/29/2020	40.93
ACH	Amazon Capital Services	9/29/2020	120.15
ACH	Amazon Capital Services	9/29/2020	5.59
ACH	Amazon Capital Services	9/29/2020	16.15
ACH	Amazon Capital Services	9/29/2020	36.62
ACH	Amazon Capital Services	9/29/2020	22.34
ACH	Amazon Capital Services	9/29/2020	50.62
ACH	Amazon Capital Services	9/29/2020	20.91
ACH	Amazon Capital Services	9/29/2020	46.25
ACH	Amazon Capital Services	9/29/2020	28.26
ACH	Amazon Capital Services	9/29/2020	147.30
ACH	Amazon Capital Services	9/29/2020	8.61
ACH	Amazon Capital Services	9/29/2020	12.92
ACH	Amazon Capital Services	9/29/2020	32.31

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	38.63
ACH	Amazon Capital Services	9/29/2020	34.46
ACH	Amazon Capital Services	9/29/2020	12.25
ACH	Amazon Capital Services	9/29/2020	28.29
ACH	Amazon Capital Services	9/29/2020	14.82
ACH	Amazon Capital Services	9/29/2020	46.32
ACH	Amazon Capital Services	9/29/2020	22.55
ACH	Amazon Capital Services	9/29/2020	28.13
ACH	Amazon Capital Services	9/29/2020	10.76
ACH	Amazon Capital Services	9/29/2020	11.82
ACH	Amazon Capital Services	9/29/2020	22.56
ACH	Amazon Capital Services	9/29/2020	168.30
ACH	Amazon Capital Services	9/29/2020	8.65
ACH	Amazon Capital Services	9/29/2020	10.76
ACH	Amazon Capital Services	9/29/2020	16.15
ACH	Amazon Capital Services	9/29/2020	31.96
ACH	Amazon Capital Services	9/29/2020	32.28
ACH	Amazon Capital Services	9/29/2020	112.00
ACH	Amazon Capital Services	9/29/2020	49.78
ACH	Amazon Capital Services	9/29/2020	40.04
ACH	Amazon Capital Services	9/29/2020	7.52
ACH	Amazon Capital Services	9/29/2020	38.85
ACH	Amazon Capital Services	9/29/2020	59.66
ACH	Amazon Capital Services	9/29/2020	15.53
ACH	Amazon Capital Services	9/29/2020	16.44
ACH	Amazon Capital Services	9/29/2020	20.53
ACH	Amazon Capital Services	9/29/2020	61.10
ACH	Amazon Capital Services	9/29/2020	22.16
ACH	Amazon Capital Services	9/29/2020	8.36
ACH	Amazon Capital Services	9/29/2020	12.92
ACH	Amazon Capital Services	9/29/2020	33.28
ACH	Amazon Capital Services	9/29/2020	15.19
ACH	Amazon Capital Services	9/29/2020	27.90
ACH	Amazon Capital Services	9/29/2020	10.70
ACH	Amazon Capital Services	9/29/2020	21.54
ACH	Amazon Capital Services	9/29/2020	6.43
ACH	Amazon Capital Services	9/29/2020	13.78
ACH	Amazon Capital Services	9/29/2020	19.12
ACH	Amazon Capital Services	9/29/2020	11.37
ACH	Amazon Capital Services	9/29/2020	21.54
ACH	Amazon Capital Services	9/29/2020	31.01
ACH	Amazon Capital Services	9/29/2020	8.61
ACH	Amazon Capital Services	9/29/2020	64.94
ACH	Amazon Capital Services	9/29/2020	19.13
ACH	Amazon Capital Services	9/29/2020	22.29
ACH	Amazon Capital Services	9/29/2020	43.07
ACH	Amazon Capital Services	9/29/2020	36.58
ACH	Amazon Capital Services	9/29/2020	78.29
ACH	Amazon Capital Services	9/29/2020	17.43
ACH	Amazon Capital Services	9/29/2020	24.89
ACH	Amazon Capital Services	9/29/2020	11.46
ACH	Amazon Capital Services	9/29/2020	44.77
ACH	Amazon Capital Services	9/29/2020	15.72
ACH	Amazon Capital Services	9/29/2020	62.51
ACH	Amazon Capital Services	9/29/2020	22.50
ACH	Amazon Capital Services	9/29/2020	13.87
ACH	Amazon Capital Services	9/29/2020	32.91

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	4.58
ACH	Amazon Capital Services	9/29/2020	11.35
ACH	Amazon Capital Services	9/29/2020	15.07
ACH	Amazon Capital Services	9/29/2020	73.25
ACH	Amazon Capital Services	9/29/2020	25.61
ACH	Amazon Capital Services	9/29/2020	22.01
ACH	Amazon Capital Services	9/29/2020	26.93
ACH	Amazon Capital Services	9/29/2020	4.30
ACH	Amazon Capital Services	9/29/2020	5.38
ACH	Amazon Capital Services	9/29/2020	58.71
ACH	Amazon Capital Services	9/29/2020	6.45
ACH	Amazon Capital Services	9/29/2020	34.78
ACH	Amazon Capital Services	9/29/2020	11.80
ACH	Amazon Capital Services	9/29/2020	6.13
ACH	Amazon Capital Services	9/29/2020	23.65
ACH	Amazon Capital Services	9/29/2020	18.26
ACH	Amazon Capital Services	9/29/2020	12.90
ACH	Amazon Capital Services	9/29/2020	27.05
ACH	Amazon Capital Services	9/29/2020	41.53
ACH	Amazon Capital Services	9/29/2020	29.97
ACH	Amazon Capital Services	9/29/2020	41.85
ACH	Amazon Capital Services	9/29/2020	6.99
ACH	Amazon Capital Services	9/29/2020	49.53
ACH	Amazon Capital Services	9/29/2020	24.77
ACH	Amazon Capital Services	9/29/2020	30.12
ACH	Amazon Capital Services	9/29/2020	43.09
ACH	Amazon Capital Services	9/29/2020	30.69
ACH	Amazon Capital Services	9/29/2020	13.36
ACH	Amazon Capital Services	9/29/2020	23.76
ACH	Amazon Capital Services	9/29/2020	11.44
ACH	Amazon Capital Services	9/29/2020	19.47
ACH	Amazon Capital Services	9/29/2020	44.58
ACH	Amazon Capital Services	9/29/2020	29.17
ACH	Amazon Capital Services	9/29/2020	24.29
ACH	Amazon Capital Services	9/29/2020	29.07
ACH	Amazon Capital Services	9/29/2020	28.64
ACH	Amazon Capital Services	9/29/2020	5.70
ACH	Amazon Capital Services	9/29/2020	8.61
ACH	Amazon Capital Services	9/29/2020	18.78
ACH	Amazon Capital Services	9/29/2020	34.87
ACH	Amazon Capital Services	9/29/2020	43.69
ACH	Amazon Capital Services	9/29/2020	30.63
ACH	Amazon Capital Services	9/29/2020	46.36
ACH	Amazon Capital Services	9/29/2020	26.73
ACH	Amazon Capital Services	9/29/2020	50.61
ACH	Amazon Capital Services	9/29/2020	9.68
ACH	Amazon Capital Services	9/29/2020	108.88
ACH	Amazon Capital Services	9/29/2020	11.84
ACH	Amazon Capital Services	9/29/2020	38.78
ACH	Amazon Capital Services	9/29/2020	11.24
ACH	Amazon Capital Services	9/29/2020	28.10
ACH	Amazon Capital Services	9/29/2020	21.18
ACH	Amazon Capital Services	9/29/2020	94.26
ACH	Amazon Capital Services	9/29/2020	15.36
ACH	Amazon Capital Services	9/29/2020	11.63
ACH	Amazon Capital Services	9/29/2020	11.95
ACH	Amazon Capital Services	9/29/2020	12.92

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	14.00
ACH	Amazon Capital Services	9/29/2020	5.92
ACH	Amazon Capital Services	9/29/2020	50.21
ACH	Amazon Capital Services	9/29/2020	23.71
ACH	Amazon Capital Services	9/29/2020	32.32
ACH	Amazon Capital Services	9/29/2020	10.85
ACH	Amazon Capital Services	9/29/2020	11.82
ACH	Amazon Capital Services	9/29/2020	15.46
ACH	Amazon Capital Services	9/29/2020	8.60
ACH	Amazon Capital Services	9/29/2020	4.30
ACH	Amazon Capital Services	9/29/2020	97.60
ACH	Amazon Capital Services	9/29/2020	15.72
ACH	Amazon Capital Services	9/29/2020	19.37
ACH	Amazon Capital Services	9/29/2020	37.56
ACH	Amazon Capital Services	9/29/2020	32.31
ACH	Amazon Capital Services	9/29/2020	18.20
ACH	Amazon Capital Services	9/29/2020	11.63
ACH	Amazon Capital Services	9/29/2020	5.38
ACH	Amazon Capital Services	9/29/2020	32.46
ACH	Amazon Capital Services	9/29/2020	27.46
ACH	Amazon Capital Services	9/29/2020	7.53
ACH	Amazon Capital Services	9/29/2020	13.00
ACH	Amazon Capital Services	9/29/2020	10.63
ACH	Amazon Capital Services	9/29/2020	3.76
ACH	Amazon Capital Services	9/29/2020	18.94
ACH	Amazon Capital Services	9/29/2020	7.48
ACH	Amazon Capital Services	9/29/2020	6.48
ACH	Amazon Capital Services	9/29/2020	21.74
ACH	Amazon Capital Services	9/29/2020	46.05
ACH	Amazon Capital Services	9/29/2020	25.85
ACH	Amazon Capital Services	9/29/2020	82.63
ACH	Amazon Capital Services	9/29/2020	20.54
ACH	Amazon Capital Services	9/29/2020	16.16
ACH	Amazon Capital Services	9/29/2020	28.20
ACH	Amazon Capital Services	9/29/2020	18.19
ACH	Amazon Capital Services	9/29/2020	20.84
ACH	Amazon Capital Services	9/29/2020	18.38
ACH	Amazon Capital Services	9/29/2020	38.92
ACH	Amazon Capital Services	9/29/2020	33.98
ACH	Amazon Capital Services	9/29/2020	31.63
ACH	Amazon Capital Services	9/29/2020	29.56
ACH	Amazon Capital Services	9/29/2020	35.69
ACH	Amazon Capital Services	9/29/2020	16.92
ACH	Amazon Capital Services	9/29/2020	48.47
ACH	Amazon Capital Services	9/29/2020	18.85
ACH	Amazon Capital Services	9/29/2020	17.31
ACH	Amazon Capital Services	9/29/2020	17.22
ACH	Amazon Capital Services	9/29/2020	31.42
ACH	Amazon Capital Services	9/29/2020	28.24
ACH	Provenance	9/1/2020	92,684.02
ACH	Provenance	9/1/2020	100,261.80
ACH	Provenance	9/1/2020	11,020.58
ACH	Provenance	9/1/2020	92,684.02
ACH	Provenance	9/1/2020	100,261.80
ACH	Provenance	9/1/2020	1,531.58
ACH	Provenance	9/1/2020	2,081.45
ACH	Provenance	9/1/2020	1,166.20

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Provenance	9/1/2020	11,020.58
ACH	Provenance	9/1/2020	1,531.58
ACH	Provenance	9/1/2020	2,081.45
ACH	Provenance	9/1/2020	1,166.20
ACH	Provenance	9/1/2020	4,181.60
ACH	Provenance	9/1/2020	4,181.60
ACH	Charter Impact, Inc.	9/3/2020	1,510.84
ACH	Charter Impact, Inc.	9/3/2020	190.84
ACH	Charter Impact, Inc.	9/3/2020	12,800.00
ACH	Charter Impact, Inc.	9/3/2020	60.00
ACH	Provenance	9/3/2020	13,035.00
ACH	Amazon Capital Services	9/3/2020	27.74
ACH	Amazon Capital Services	9/3/2020	32.33
ACH	Amazon Capital Services	9/3/2020	21.54
ACH	Amazon Capital Services	9/3/2020	35.45
ACH	Amazon Capital Services	9/3/2020	65.72
ACH	Amazon Capital Services	9/3/2020	13.95
ACH	Amazon Capital Services	9/3/2020	5.36
ACH	Amazon Capital Services	9/3/2020	35.55
ACH	Amazon Capital Services	9/3/2020	31.72
ACH	Amazon Capital Services	9/3/2020	148.15
ACH	Amazon Capital Services	9/3/2020	7.00
ACH	Amazon Capital Services	9/3/2020	14.00
ACH	Amazon Capital Services	9/3/2020	31.24
ACH	Amazon Capital Services	9/3/2020	15.52
ACH	Amazon Capital Services	9/3/2020	18.34
ACH	Amazon Capital Services	9/3/2020	14.00
ACH	Amazon Capital Services	9/3/2020	11.01
ACH	Amazon Capital Services	9/3/2020	5.95
ACH	Amazon Capital Services	9/3/2020	18.80
ACH	Amazon Capital Services	9/3/2020	19.19
ACH	Amazon Capital Services	9/3/2020	9.69
ACH	Amazon Capital Services	9/3/2020	24.88
ACH	Amazon Capital Services	9/3/2020	25.30
ACH	Amazon Capital Services	9/3/2020	41.84
ACH	Amazon Capital Services	9/3/2020	7.52
ACH	Amazon Capital Services	9/3/2020	21.73
ACH	Amazon Capital Services	9/3/2020	142.07
ACH	Amazon Capital Services	9/3/2020	51.15
ACH	Amazon Capital Services	9/3/2020	8.07
ACH	Amazon Capital Services	9/3/2020	6.45
ACH	Amazon Capital Services	9/3/2020	42.12
ACH	Amazon Capital Services	9/3/2020	16.22
ACH	Amazon Capital Services	9/3/2020	53.18
ACH	Amazon Capital Services	9/3/2020	11.80
ACH	Amazon Capital Services	9/3/2020	12.70
ACH	Amazon Capital Services	9/3/2020	17.19
ACH	Amazon Capital Services	9/3/2020	35.63
ACH	Amazon Capital Services	9/3/2020	41.00
ACH	Amazon Capital Services	9/3/2020	12.70
ACH	Amazon Capital Services	9/3/2020	6.44
ACH	Amazon Capital Services	9/3/2020	18.20
ACH	Amazon Capital Services	9/3/2020	20.46
ACH	Amazon Capital Services	9/3/2020	14.00
ACH	Amazon Capital Services	9/3/2020	39.32
ACH	Amazon Capital Services	9/3/2020	12.23
ACH	Amazon Capital Services	9/3/2020	98.13

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	13.19
ACH	Amazon Capital Services	9/3/2020	208.77
ACH	Amazon Capital Services	9/3/2020	20.32
ACH	Amazon Capital Services	9/3/2020	27.81
ACH	Amazon Capital Services	9/3/2020	84.27
ACH	Amazon Capital Services	9/3/2020	89.16
ACH	Amazon Capital Services	9/3/2020	14.42
ACH	Amazon Capital Services	9/3/2020	20.52
ACH	Amazon Capital Services	9/3/2020	27.47
ACH	Amazon Capital Services	9/3/2020	5.38
ACH	Amazon Capital Services	9/3/2020	10.76
ACH	Amazon Capital Services	9/3/2020	38.32
ACH	Amazon Capital Services	9/3/2020	43.26
ACH	Amazon Capital Services	9/3/2020	19.41
ACH	Amazon Capital Services	9/3/2020	52.89
ACH	Amazon Capital Services	9/3/2020	25.85
ACH	Amazon Capital Services	9/3/2020	54.98
ACH	Amazon Capital Services	9/3/2020	95.80
ACH	Amazon Capital Services	9/3/2020	17.01
ACH	Amazon Capital Services	9/3/2020	82.95
ACH	Amazon Capital Services	9/3/2020	72.71
ACH	Amazon Capital Services	9/3/2020	33.39
ACH	Amazon Capital Services	9/3/2020	19.27
ACH	Amazon Capital Services	9/3/2020	13.94
ACH	Amazon Capital Services	9/3/2020	21.52
ACH	Amazon Capital Services	9/3/2020	43.05
ACH	Amazon Capital Services	9/3/2020	8.18
ACH	Amazon Capital Services	9/3/2020	6.45
ACH	Amazon Capital Services	9/3/2020	17.19
ACH	Amazon Capital Services	9/3/2020	77.40
ACH	Amazon Capital Services	9/3/2020	58.98
ACH	Amazon Capital Services	9/3/2020	31.24
ACH	Amazon Capital Services	9/3/2020	21.39
ACH	Amazon Capital Services	9/3/2020	76.91
ACH	Amazon Capital Services	9/3/2020	16.12
ACH	Amazon Capital Services	9/3/2020	53.00
ACH	Amazon Capital Services	9/3/2020	32.31
ACH	Amazon Capital Services	9/3/2020	49.97
ACH	Amazon Capital Services	9/3/2020	61.97
ACH	Amazon Capital Services	9/3/2020	45.44
ACH	Amazon Capital Services	9/3/2020	37.94
ACH	Amazon Capital Services	9/3/2020	14.21
ACH	Amazon Capital Services	9/3/2020	22.65
ACH	Amazon Capital Services	9/3/2020	33.07
ACH	Amazon Capital Services	9/3/2020	36.83
ACH	Amazon Capital Services	9/3/2020	17.07
ACH	Amazon Capital Services	9/3/2020	30.16
ACH	Amazon Capital Services	9/3/2020	23.17
ACH	Amazon Capital Services	9/3/2020	86.98
ACH	Amazon Capital Services	9/3/2020	16.47
ACH	Amazon Capital Services	9/3/2020	12.40
ACH	Amazon Capital Services	9/3/2020	10.11
ACH	Amazon Capital Services	9/3/2020	15.07
ACH	Amazon Capital Services	9/3/2020	33.88
ACH	Amazon Capital Services	9/3/2020	5.89
ACH	Amazon Capital Services	9/3/2020	19.38
ACH	Amazon Capital Services	9/3/2020	20.45

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	35.14
ACH	Amazon Capital Services	9/3/2020	18.20
ACH	Amazon Capital Services	9/3/2020	55.12
ACH	Amazon Capital Services	9/3/2020	15.93
ACH	Amazon Capital Services	9/3/2020	38.43
ACH	Amazon Capital Services	9/3/2020	37.88
ACH	Amazon Capital Services	9/3/2020	15.53
ACH	Amazon Capital Services	9/3/2020	37.73
ACH	Amazon Capital Services	9/3/2020	11.61
ACH	Amazon Capital Services	9/3/2020	6.31
ACH	Amazon Capital Services	9/3/2020	30.92
ACH	Amazon Capital Services	9/3/2020	4.30
ACH	Amazon Capital Services	9/3/2020	90.08
ACH	Amazon Capital Services	9/3/2020	16.15
ACH	Amazon Capital Services	9/3/2020	31.67
ACH	Amazon Capital Services	9/3/2020	15.29
ACH	Amazon Capital Services	9/3/2020	52.54
ACH	Amazon Capital Services	9/3/2020	116.27
ACH	Amazon Capital Services	9/3/2020	16.37
ACH	Amazon Capital Services	9/3/2020	30.14
ACH	Amazon Capital Services	9/3/2020	32.27
ACH	Amazon Capital Services	9/3/2020	8.61
ACH	Amazon Capital Services	9/3/2020	3.76
ACH	Amazon Capital Services	9/3/2020	69.66
ACH	Amazon Capital Services	9/3/2020	7.83
ACH	Amazon Capital Services	9/3/2020	22.51
ACH	Amazon Capital Services	9/3/2020	28.00
ACH	Amazon Capital Services	9/3/2020	46.70
ACH	Amazon Capital Services	9/3/2020	39.99
ACH	Amazon Capital Services	9/3/2020	25.26
ACH	Amazon Capital Services	9/3/2020	5.71
ACH	Amazon Capital Services	9/3/2020	5.48
ACH	Amazon Capital Services	9/3/2020	97.33
ACH	Amazon Capital Services	9/3/2020	57.81
ACH	Amazon Capital Services	9/3/2020	20.35
ACH	Amazon Capital Services	9/3/2020	21.21
ACH	Amazon Capital Services	9/3/2020	13.17
ACH	Amazon Capital Services	9/3/2020	20.94
ACH	Amazon Capital Services	9/3/2020	13.37
ACH	Amazon Capital Services	9/3/2020	31.01
ACH	Amazon Capital Services	9/3/2020	12.92
ACH	Amazon Capital Services	9/3/2020	16.11
ACH	Amazon Capital Services	9/3/2020	17.80
ACH	Amazon Capital Services	9/3/2020	11.74
ACH	Amazon Capital Services	9/3/2020	73.77
ACH	Amazon Capital Services	9/3/2020	45.96
ACH	Amazon Capital Services	9/3/2020	4.44
ACH	Amazon Capital Services	9/3/2020	48.61
ACH	Amazon Capital Services	9/3/2020	17.06
ACH	Amazon Capital Services	9/3/2020	7.41
ACH	Amazon Capital Services	9/3/2020	22.29
ACH	Amazon Capital Services	9/3/2020	42.44
ACH	Amazon Capital Services	9/3/2020	35.55
ACH	Amazon Capital Services	9/3/2020	37.66
ACH	Amazon Capital Services	9/3/2020	67.88
ACH	Amazon Capital Services	9/3/2020	36.01
ACH	Amazon Capital Services	9/3/2020	7.49

Pacific Coast Academy**Check Register****For the period ended September 30, 2020**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	27.11
ACH	Amazon Capital Services	9/3/2020	42.15
ACH	Amazon Capital Services	9/3/2020	43.21
ACH	Amazon Capital Services	9/3/2020	28.56
ACH	Amazon Capital Services	9/3/2020	14.82
ACH	Amazon Capital Services	9/3/2020	27.78
ACH	Amazon Capital Services	9/3/2020	1.01
ACH	Amazon Capital Services	9/3/2020	19.38
ACH	Amazon Capital Services	9/3/2020	7.58
ACH	Amazon Capital Services	9/3/2020	21.21
ACH	Amazon Capital Services	9/3/2020	71.33
ACH	Amazon Capital Services	9/3/2020	26.02
ACH	Amazon Capital Services	9/3/2020	101.42
ACH	Amazon Capital Services	9/3/2020	41.22
ACH	Amazon Capital Services	9/3/2020	39.38
ACH	Amazon Capital Services	9/3/2020	14.12
ACH	Amazon Capital Services	9/3/2020	4.30
ACH	Amazon Capital Services	9/3/2020	39.29
ACH	Amazon Capital Services	9/3/2020	25.54
ACH	Amazon Capital Services	9/3/2020	32.64
ACH	Amazon Capital Services	9/3/2020	19.43
ACH	Amazon Capital Services	9/3/2020	19.71
ACH	Amazon Capital Services	9/3/2020	18.35
ACH	Amazon Capital Services	9/3/2020	5.32
ACH	Amazon Capital Services	9/3/2020	20.98
ACH	Amazon Capital Services	9/3/2020	10.73
ACH	Amazon Capital Services	9/3/2020	37.95
ACH	Amazon Capital Services	9/3/2020	7.53
ACH	Amazon Capital Services	9/3/2020	19.89
ACH	Amazon Capital Services	9/3/2020	21.75
ACH	Amazon Capital Services	9/3/2020	12.56
ACH	Amazon Capital Services	9/3/2020	27.06
ACH	Amazon Capital Services	9/3/2020	74.48
ACH	Amazon Capital Services	9/3/2020	9.49
ACH	Amazon Capital Services	9/3/2020	167.30
ACH	Amazon Capital Services	9/3/2020	20.78
ACH	Amazon Capital Services	9/3/2020	11.13
ACH	Amazon Capital Services	9/3/2020	16.90
ACH	Amazon Capital Services	9/3/2020	38.74
ACH	Amazon Capital Services	9/3/2020	19.45
ACH	Amazon Capital Services	9/3/2020	6.48
ACH	Amazon Capital Services	9/3/2020	14.97
ACH	Amazon Capital Services	9/3/2020	17.23
ACH	Amazon Capital Services	9/3/2020	42.49
ACH	Amazon Capital Services	9/3/2020	14.06
ACH	Amazon Capital Services	9/3/2020	5.89
ACH	Amazon Capital Services	9/3/2020	5.52
ACH	Amazon Capital Services	9/3/2020	27.78
ACH	Amazon Capital Services	9/3/2020	15.07
ACH	Amazon Capital Services	9/3/2020	39.12
ACH	Amazon Capital Services	9/3/2020	40.94
ACH	Amazon Capital Services	9/3/2020	36.62
ACH	Amazon Capital Services	9/3/2020	31.79
ACH	Amazon Capital Services	9/3/2020	17.44
ACH	Amazon Capital Services	9/3/2020	26.93
ACH	Amazon Capital Services	9/3/2020	6.45
ACH	Amazon Capital Services	9/3/2020	7.53

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	10.76
ACH	Amazon Capital Services	9/3/2020	29.87
ACH	Amazon Capital Services	9/3/2020	38.56
ACH	Amazon Capital Services	9/3/2020	40.88
ACH	Amazon Capital Services	9/3/2020	6.20
ACH	Amazon Capital Services	9/3/2020	28.54
ACH	Amazon Capital Services	9/3/2020	42.08
ACH	Amazon Capital Services	9/3/2020	20.51
ACH	Amazon Capital Services	9/3/2020	35.01
ACH	Amazon Capital Services	9/3/2020	63.17
ACH	Amazon Capital Services	9/3/2020	16.07
ACH	Amazon Capital Services	9/3/2020	6.71
ACH	Amazon Capital Services	9/3/2020	38.76
ACH	Amazon Capital Services	9/3/2020	16.88
ACH	Amazon Capital Services	9/3/2020	22.29
ACH	Amazon Capital Services	9/3/2020	12.10
ACH	Amazon Capital Services	9/3/2020	24.09
ACH	Amazon Capital Services	9/3/2020	16.36
ACH	Amazon Capital Services	9/3/2020	5.33
ACH	Amazon Capital Services	9/3/2020	7.49
ACH	Amazon Capital Services	9/3/2020	19.43
ACH	Amazon Capital Services	9/3/2020	19.43
ACH	Amazon Capital Services	9/3/2020	18.26
ACH	Amazon Capital Services	9/3/2020	9.47
ACH	Amazon Capital Services	9/3/2020	8.61
ACH	Amazon Capital Services	9/3/2020	34.12
ACH	Amazon Capital Services	9/3/2020	3.44
ACH	Amazon Capital Services	9/3/2020	55.95
ACH	Amazon Capital Services	9/3/2020	17.21
ACH	Amazon Capital Services	9/3/2020	59.56
ACH	Amazon Capital Services	9/3/2020	10.66
ACH	Amazon Capital Services	9/3/2020	20.54
ACH	Amazon Capital Services	9/3/2020	7.53
ACH	Amazon Capital Services	9/3/2020	5.70
ACH	Amazon Capital Services	9/3/2020	9.47
ACH	Amazon Capital Services	9/3/2020	19.38
ACH	Amazon Capital Services	9/3/2020	6.03
ACH	Amazon Capital Services	9/3/2020	90.70
ACH	Amazon Capital Services	9/3/2020	7.12
ACH	Amazon Capital Services	9/3/2020	71.49
ACH	Amazon Capital Services	9/3/2020	13.95
ACH	Amazon Capital Services	9/3/2020	28.95
ACH	Amazon Capital Services	9/3/2020	6.25
ACH	Amazon Capital Services	9/3/2020	6.41
ACH	Amazon Capital Services	9/3/2020	36.07
ACH	Amazon Capital Services	9/3/2020	29.62
ACH	Amazon Capital Services	9/3/2020	21.48
ACH	Amazon Capital Services	9/3/2020	92.10
ACH	Amazon Capital Services	9/3/2020	5.38
ACH	Amazon Capital Services	9/3/2020	63.58
ACH	Amazon Capital Services	9/3/2020	7.27
ACH	Amazon Capital Services	9/3/2020	6.48
ACH	Amazon Capital Services	9/3/2020	43.26
ACH	Amazon Capital Services	9/3/2020	23.74
ACH	Amazon Capital Services	9/3/2020	10.72
ACH	Amazon Capital Services	9/3/2020	17.26
ACH	Amazon Capital Services	9/3/2020	2.79

Pacific Coast Academy**Check Register****For the period ended September 30, 2020**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	48.70
ACH	Amazon Capital Services	9/3/2020	13.03
ACH	Amazon Capital Services	9/3/2020	20.46
ACH	Amazon Capital Services	9/3/2020	13.45
ACH	Amazon Capital Services	9/3/2020	13.74
ACH	Amazon Capital Services	9/3/2020	4.32
ACH	Amazon Capital Services	9/3/2020	3.25
ACH	Amazon Capital Services	9/3/2020	1.05
ACH	Amazon Capital Services	9/3/2020	26.36
ACH	Amazon Capital Services	9/3/2020	22.73
ACH	Amazon Capital Services	9/3/2020	23.39
ACH	Amazon Capital Services	9/3/2020	32.17
ACH	Amazon Capital Services	9/3/2020	47.38
ACH	Amazon Capital Services	9/3/2020	13.45
ACH	Amazon Capital Services	9/3/2020	6.14
ACH	Amazon Capital Services	9/3/2020	10.76
ACH	Amazon Capital Services	9/3/2020	7.53
ACH	Amazon Capital Services	9/3/2020	17.19
ACH	Amazon Capital Services	9/3/2020	40.89
ACH	Amazon Capital Services	9/3/2020	17.23
ACH	Amazon Capital Services	9/3/2020	161.61
ACH	Amazon Capital Services	9/3/2020	5.59
ACH	Amazon Capital Services	9/3/2020	54.69
ACH	Amazon Capital Services	9/3/2020	21.21
ACH	Amazon Capital Services	9/3/2020	13.98
ACH	Amazon Capital Services	9/3/2020	26.93
ACH	Amazon Capital Services	9/3/2020	10.67
ACH	Amazon Capital Services	9/3/2020	34.89
ACH	Amazon Capital Services	9/3/2020	34.99
ACH	Amazon Capital Services	9/3/2020	55.93
ACH	Amazon Capital Services	9/3/2020	15.98
ACH	Amazon Capital Services	9/3/2020	25.94
ACH	Amazon Capital Services	9/3/2020	12.90
ACH	Amazon Capital Services	9/3/2020	14.50
ACH	Amazon Capital Services	9/3/2020	5.38
ACH	Amazon Capital Services	9/3/2020	3.20
ACH	Amazon Capital Services	9/3/2020	40.64
ACH	Amazon Capital Services	9/3/2020	32.64
ACH	Amazon Capital Services	9/3/2020	11.90
ACH	Amazon Capital Services	9/3/2020	27.78
ACH	Amazon Capital Services	9/3/2020	16.15
ACH	Amazon Capital Services	9/3/2020	5.43
ACH	Amazon Capital Services	9/3/2020	14.12
ACH	Amazon Capital Services	9/3/2020	11.84
ACH	Amazon Capital Services	9/3/2020	6.45
ACH	Amazon Capital Services	9/3/2020	12.27
ACH	Amazon Capital Services	9/3/2020	18.43
ACH	Amazon Capital Services	9/3/2020	10.33
ACH	Amazon Capital Services	9/3/2020	15.37
ACH	Amazon Capital Services	9/3/2020	12.68
ACH	Amazon Capital Services	9/3/2020	9.98
ACH	Amazon Capital Services	9/3/2020	30.76
ACH	Amazon Capital Services	9/3/2020	14.37
ACH	Amazon Capital Services	9/3/2020	23.71
ACH	Amazon Capital Services	9/3/2020	16.24
ACH	Amazon Capital Services	9/3/2020	9.62
ACH	Amazon Capital Services	9/3/2020	20.42

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	41.80
ACH	Amazon Capital Services	9/3/2020	3.87
ACH	Amazon Capital Services	9/3/2020	33.35
ACH	Amazon Capital Services	9/3/2020	12.92
ACH	Amazon Capital Services	9/3/2020	193.03
ACH	Amazon Capital Services	9/3/2020	37.68
ACH	Amazon Capital Services	9/3/2020	31.11
ACH	Amazon Capital Services	9/3/2020	22.06
ACH	Amazon Capital Services	9/3/2020	53.31
ACH	Amazon Capital Services	9/3/2020	29.97
ACH	Amazon Capital Services	9/3/2020	11.60
ACH	Amazon Capital Services	9/3/2020	23.71
ACH	Amazon Capital Services	9/3/2020	27.05
ACH	Amazon Capital Services	9/3/2020	21.15
ACH	Amazon Capital Services	9/3/2020	39.49
ACH	Amazon Capital Services	9/3/2020	10.81
ACH	Amazon Capital Services	9/3/2020	15.32
ACH	Amazon Capital Services	9/3/2020	26.78
ACH	Amazon Capital Services	9/3/2020	2.04
ACH	Amazon Capital Services	9/3/2020	42.01
ACH	Amazon Capital Services	9/3/2020	15.92
ACH	Amazon Capital Services	9/3/2020	25.84
ACH	Amazon Capital Services	9/3/2020	5.89
ACH	Amazon Capital Services	9/3/2020	11.84
ACH	Amazon Capital Services	9/3/2020	47.05
ACH	Amazon Capital Services	9/3/2020	8.28
ACH	Amazon Capital Services	9/3/2020	39.99
ACH	Amazon Capital Services	9/3/2020	24.66
ACH	Amazon Capital Services	9/3/2020	25.81
ACH	Amazon Capital Services	9/3/2020	21.50
ACH	Amazon Capital Services	9/3/2020	9.64
ACH	Amazon Capital Services	9/3/2020	15.03
ACH	Amazon Capital Services	9/3/2020	63.38
ACH	Amazon Capital Services	9/3/2020	37.18
ACH	Amazon Capital Services	9/3/2020	51.32
ACH	Amazon Capital Services	9/3/2020	60.36
ACH	Amazon Capital Services	9/3/2020	75.72
ACH	Amazon Capital Services	9/3/2020	57.08
ACH	Amazon Capital Services	9/3/2020	19.34
ACH	Amazon Capital Services	9/3/2020	45.37
ACH	Amazon Capital Services	9/3/2020	7.53
ACH	Amazon Capital Services	9/3/2020	48.43
ACH	Amazon Capital Services	9/3/2020	23.66
ACH	Amazon Capital Services	9/3/2020	42.77
ACH	Amazon Capital Services	9/3/2020	14.46
ACH	Amazon Capital Services	9/3/2020	15.75
ACH	Amazon Capital Services	9/3/2020	27.42
ACH	Amazon Capital Services	9/3/2020	17.19
ACH	Amazon Capital Services	9/3/2020	8.61
ACH	Amazon Capital Services	9/3/2020	10.98
ACH	Amazon Capital Services	9/3/2020	13.46
ACH	Amazon Capital Services	9/3/2020	9.93
ACH	Amazon Capital Services	9/3/2020	25.82
ACH	Amazon Capital Services	9/3/2020	6.45
ACH	Amazon Capital Services	9/3/2020	12.60
ACH	Amazon Capital Services	9/3/2020	7.55
ACH	Amazon Capital Services	9/3/2020	52.69

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	27.57
ACH	Amazon Capital Services	9/3/2020	28.60
ACH	Amazon Capital Services	9/3/2020	5.12
ACH	Amazon Capital Services	9/3/2020	78.97
ACH	Amazon Capital Services	9/3/2020	8.59
ACH	Amazon Capital Services	9/3/2020	40.87
ACH	Amazon Capital Services	9/3/2020	33.26
ACH	Amazon Capital Services	9/3/2020	27.75
ACH	Amazon Capital Services	9/3/2020	39.21
ACH	Amazon Capital Services	9/3/2020	16.15
ACH	Amazon Capital Services	9/3/2020	13.23
ACH	Amazon Capital Services	9/3/2020	67.09
ACH	Amazon Capital Services	9/3/2020	25.17
ACH	Amazon Capital Services	9/3/2020	33.18
ACH	Amazon Capital Services	9/3/2020	32.46
ACH	Amazon Capital Services	9/3/2020	96.97
ACH	Amazon Capital Services	9/3/2020	36.33
ACH	Amazon Capital Services	9/3/2020	18.09
ACH	Amazon Capital Services	9/3/2020	44.84
ACH	Amazon Capital Services	9/3/2020	8.65
ACH	Amazon Capital Services	9/3/2020	6.64
ACH	Amazon Capital Services	9/3/2020	10.76
ACH	Amazon Capital Services	9/3/2020	10.76
ACH	Amazon Capital Services	9/3/2020	41.89
ACH	Amazon Capital Services	9/3/2020	31.43
ACH	Amazon Capital Services	9/3/2020	38.81
ACH	Amazon Capital Services	9/3/2020	21.50
ACH	Amazon Capital Services	9/3/2020	12.38
ACH	Amazon Capital Services	9/3/2020	6.36
ACH	Amazon Capital Services	9/3/2020	42.53
ACH	Amazon Capital Services	9/3/2020	61.76
ACH	Amazon Capital Services	9/3/2020	10.55
ACH	Amazon Capital Services	9/3/2020	36.09
ACH	Amazon Capital Services	9/3/2020	14.98
ACH	Amazon Capital Services	9/3/2020	64.07
ACH	Amazon Capital Services	9/3/2020	19.56
ACH	Amazon Capital Services	9/3/2020	7.21
ACH	Amazon Capital Services	9/3/2020	7.15
ACH	Amazon Capital Services	9/3/2020	4.24
ACH	Amazon Capital Services	9/3/2020	7.53
ACH	Amazon Capital Services	9/3/2020	18.15
ACH	Amazon Capital Services	9/3/2020	14.00
ACH	Amazon Capital Services	9/3/2020	20.06
ACH	Amazon Capital Services	9/3/2020	35.88
ACH	Amazon Capital Services	9/3/2020	25.31
ACH	Amazon Capital Services	9/3/2020	37.03
ACH	Amazon Capital Services	9/3/2020	17.20
ACH	Amazon Capital Services	9/3/2020	10.76
ACH	Amazon Capital Services	9/3/2020	23.68
ACH	Amazon Capital Services	9/3/2020	36.78
ACH	Amazon Capital Services	9/3/2020	11.25
ACH	Amazon Capital Services	9/3/2020	6.56
ACH	Amazon Capital Services	9/3/2020	40.87
ACH	Amazon Capital Services	9/3/2020	14.49
ACH	Amazon Capital Services	9/3/2020	10.76
ACH	Amazon Capital Services	9/3/2020	29.69
ACH	Amazon Capital Services	9/3/2020	35.54

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	6.45
ACH	Amazon Capital Services	9/3/2020	15.49
ACH	Amazon Capital Services	9/3/2020	33.49
ACH	Amazon Capital Services	9/3/2020	68.40
ACH	Amazon Capital Services	9/3/2020	32.33
ACH	Amazon Capital Services	9/3/2020	27.99
ACH	Amazon Capital Services	9/3/2020	13.45
ACH	Amazon Capital Services	9/3/2020	37.02
ACH	Amazon Capital Services	9/3/2020	25.38
ACH	Amazon Capital Services	9/3/2020	45.24
ACH	Amazon Capital Services	9/3/2020	73.14
ACH	Amazon Capital Services	9/3/2020	24.45
ACH	Amazon Capital Services	9/3/2020	16.19
ACH	Amazon Capital Services	9/3/2020	7.53
ACH	Amazon Capital Services	9/3/2020	107.74
ACH	Amazon Capital Services	9/3/2020	8.59
ACH	Amazon Capital Services	9/3/2020	17.03
ACH	Amazon Capital Services	9/3/2020	75.85
ACH	Amazon Capital Services	9/3/2020	4.83
ACH	Amazon Capital Services	9/3/2020	75.42
ACH	Amazon Capital Services	9/3/2020	56.13
ACH	Amazon Capital Services	9/3/2020	43.75
ACH	Amazon Capital Services	9/3/2020	58.43
ACH	Amazon Capital Services	9/3/2020	31.43
ACH	Amazon Capital Services	9/3/2020	8.07
ACH	Amazon Capital Services	9/3/2020	11.30
ACH	Amazon Capital Services	9/3/2020	6.45
ACH	Amazon Capital Services	9/3/2020	54.64
ACH	Amazon Capital Services	9/3/2020	8.57
ACH	Amazon Capital Services	9/3/2020	92.91
ACH	Amazon Capital Services	9/3/2020	13.63
ACH	Amazon Capital Services	9/3/2020	12.92
ACH	Amazon Capital Services	9/3/2020	48.45
ACH	Amazon Capital Services	9/3/2020	15.43
ACH	Amazon Capital Services	9/3/2020	16.63
ACH	Amazon Capital Services	9/3/2020	31.56
ACH	Amazon Capital Services	9/3/2020	16.15
ACH	Amazon Capital Services	9/3/2020	23.11
ACH	Amazon Capital Services	9/3/2020	21.49
ACH	Amazon Capital Services	9/3/2020	5.46
ACH	Amazon Capital Services	9/3/2020	118.77
ACH	Amazon Capital Services	9/3/2020	10.75
ACH	Amazon Capital Services	9/3/2020	11.84
ACH	Amazon Capital Services	9/3/2020	5.89
ACH	Amazon Capital Services	9/3/2020	15.47
ACH	Amazon Capital Services	9/3/2020	27.00
ACH	Amazon Capital Services	9/3/2020	18.38
ACH	Amazon Capital Services	9/3/2020	13.60
ACH	Amazon Capital Services	9/3/2020	15.06
ACH	Amazon Capital Services	9/3/2020	17.13
ACH	Amazon Capital Services	9/3/2020	21.86
ACH	Amazon Capital Services	9/3/2020	193.94
ACH	Amazon Capital Services	9/3/2020	97.27
ACH	Amazon Capital Services	9/3/2020	34.58
ACH	Amazon Capital Services	9/3/2020	32.83
ACH	Amazon Capital Services	9/3/2020	2.12
ACH	Amazon Capital Services	9/3/2020	22.32

Pacific Coast Academy**Check Register****For the period ended September 30, 2020**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	10.23
ACH	Amazon Capital Services	9/3/2020	21.54
ACH	Amazon Capital Services	9/3/2020	12.92
ACH	Amazon Capital Services	9/3/2020	27.96
ACH	Amazon Capital Services	9/3/2020	24.19
ACH	Amazon Capital Services	9/3/2020	33.27
ACH	Amazon Capital Services	9/3/2020	35.38
ACH	Amazon Capital Services	9/3/2020	16.49
ACH	Amazon Capital Services	9/3/2020	5.98
ACH	Amazon Capital Services	9/3/2020	11.87
ACH	Amazon Capital Services	9/3/2020	8.06
ACH	Amazon Capital Services	9/3/2020	12.60
ACH	Amazon Capital Services	9/3/2020	12.92
ACH	Amazon Capital Services	9/3/2020	92.78
ACH	Amazon Capital Services	9/3/2020	17.21
ACH	Amazon Capital Services	9/3/2020	15.18
ACH	Amazon Capital Services	9/3/2020	19.34
ACH	Amazon Capital Services	9/3/2020	2.58
ACH	Amazon Capital Services	9/3/2020	49.06
ACH	Amazon Capital Services	9/3/2020	18.07
ACH	Amazon Capital Services	9/3/2020	20.69
ACH	Amazon Capital Services	9/3/2020	15.58
ACH	Amazon Capital Services	9/3/2020	10.76
ACH	Amazon Capital Services	9/3/2020	43.07
ACH	Amazon Capital Services	9/3/2020	4.88
ACH	Amazon Capital Services	9/3/2020	26.58
ACH	Amazon Capital Services	9/3/2020	11.31
ACH	Amazon Capital Services	9/3/2020	6.51
ACH	Amazon Capital Services	9/3/2020	9.78
ACH	Amazon Capital Services	9/3/2020	13.41
ACH	Amazon Capital Services	9/3/2020	18.22
ACH	Amazon Capital Services	9/3/2020	12.85
ACH	Amazon Capital Services	9/3/2020	43.07
ACH	Amazon Capital Services	9/3/2020	38.78
ACH	Amazon Capital Services	9/3/2020	53.24
ACH	Amazon Capital Services	9/3/2020	73.59
ACH	Amazon Capital Services	9/3/2020	54.36
ACH	Amazon Capital Services	9/3/2020	23.01
ACH	Amazon Capital Services	9/3/2020	16.86
ACH	Amazon Capital Services	9/3/2020	73.53
ACH	Amazon Capital Services	9/3/2020	53.42
ACH	Amazon Capital Services	9/3/2020	7.95
ACH	Amazon Capital Services	9/3/2020	29.04
ACH	Amazon Capital Services	9/3/2020	18.31
ACH	Amazon Capital Services	9/3/2020	49.35
ACH	Amazon Capital Services	9/3/2020	6.99
ACH	Amazon Capital Services	9/3/2020	16.15
ACH	Amazon Capital Services	9/3/2020	5.08
ACH	Amazon Capital Services	9/3/2020	11.84
ACH	Amazon Capital Services	9/3/2020	8.53
ACH	Amazon Capital Services	9/3/2020	16.27
ACH	Amazon Capital Services	9/3/2020	38.24
ACH	Amazon Capital Services	9/3/2020	85.11
ACH	Amazon Capital Services	9/3/2020	44.86
ACH	Amazon Capital Services	9/3/2020	12.26
ACH	Amazon Capital Services	9/3/2020	46.31
ACH	Amazon Capital Services	9/3/2020	27.96

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	11.77
ACH	Amazon Capital Services	9/3/2020	24.48
ACH	Amazon Capital Services	9/3/2020	41.35
ACH	Amazon Capital Services	9/3/2020	23.69
ACH	Amazon Capital Services	9/3/2020	26.93
ACH	Amazon Capital Services	9/3/2020	20.06
ACH	Amazon Capital Services	9/3/2020	10.81
ACH	Amazon Capital Services	9/3/2020	24.07
ACH	Amazon Capital Services	9/3/2020	13.59
ACH	Amazon Capital Services	9/3/2020	44.06
ACH	Amazon Capital Services	9/3/2020	22.54
ACH	Amazon Capital Services	9/3/2020	56.70
ACH	Amazon Capital Services	9/3/2020	10.76
ACH	Amazon Capital Services	9/3/2020	17.18
ACH	Amazon Capital Services	9/3/2020	38.40
ACH	Amazon Capital Services	9/3/2020	7.49
ACH	Amazon Capital Services	9/3/2020	16.14
ACH	Amazon Capital Services	9/3/2020	6.45
ACH	Amazon Capital Services	9/3/2020	7.57
ACH	Amazon Capital Services	9/3/2020	7.53
ACH	Amazon Capital Services	9/3/2020	15.03
ACH	Amazon Capital Services	9/3/2020	27.86
ACH	Amazon Capital Services	9/3/2020	35.01
ACH	Amazon Capital Services	9/3/2020	30.78
ACH	Amazon Capital Services	9/3/2020	10.54
ACH	Amazon Capital Services	9/3/2020	33.94
ACH	Amazon Capital Services	9/3/2020	22.55
ACH	Amazon Capital Services	9/3/2020	16.96
ACH	Amazon Capital Services	9/3/2020	33.60
ACH	Amazon Capital Services	9/8/2020	19.22
ACH	Amazon Capital Services	9/8/2020	7.57
ACH	Amazon Capital Services	9/8/2020	13.01
ACH	Amazon Capital Services	9/8/2020	12.22
ACH	Amazon Capital Services	9/8/2020	24.32
ACH	Amazon Capital Services	9/8/2020	18.35
ACH	Amazon Capital Services	9/8/2020	9.33
ACH	Amazon Capital Services	9/8/2020	10.81
ACH	Amazon Capital Services	9/8/2020	8.69
ACH	Amazon Capital Services	9/8/2020	53.33
ACH	Amazon Capital Services	9/8/2020	44.06
ACH	Amazon Capital Services	9/8/2020	21.53
ACH	Amazon Capital Services	9/8/2020	48.37
ACH	Amazon Capital Services	9/8/2020	35.55
ACH	Amazon Capital Services	9/8/2020	20.46
ACH	Amazon Capital Services	9/8/2020	28.13
ACH	Amazon Capital Services	9/8/2020	4.30
ACH	Amazon Capital Services	9/8/2020	22.62
ACH	Amazon Capital Services	9/8/2020	11.19
ACH	Amazon Capital Services	9/8/2020	15.09
ACH	Amazon Capital Services	9/8/2020	42.96
ACH	Amazon Capital Services	9/8/2020	5.38
ACH	Amazon Capital Services	9/8/2020	26.82
ACH	Amazon Capital Services	9/8/2020	8.61
ACH	Amazon Capital Services	9/8/2020	28.71
ACH	Amazon Capital Services	9/8/2020	31.59
ACH	Amazon Capital Services	9/8/2020	22.06
ACH	Amazon Capital Services	9/8/2020	27.91

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	25.42
ACH	Amazon Capital Services	9/8/2020	23.06
ACH	Amazon Capital Services	9/8/2020	23.45
ACH	Amazon Capital Services	9/8/2020	313.96
ACH	Amazon Capital Services	9/8/2020	22.29
ACH	Amazon Capital Services	9/8/2020	32.31
ACH	Amazon Capital Services	9/8/2020	3.05
ACH	Amazon Capital Services	9/8/2020	17.44
ACH	Amazon Capital Services	9/8/2020	11.79
ACH	Amazon Capital Services	9/8/2020	7.51
ACH	Amazon Capital Services	9/8/2020	18.30
ACH	Amazon Capital Services	9/8/2020	8.61
ACH	Amazon Capital Services	9/8/2020	64.07
ACH	Amazon Capital Services	9/8/2020	8.47
ACH	Amazon Capital Services	9/8/2020	76.48
ACH	Amazon Capital Services	9/8/2020	43.35
ACH	Amazon Capital Services	9/8/2020	5.69
ACH	Amazon Capital Services	9/8/2020	16.03
ACH	Amazon Capital Services	9/8/2020	11.95
ACH	Amazon Capital Services	9/8/2020	11.55
ACH	Amazon Capital Services	9/8/2020	38.14
ACH	Amazon Capital Services	9/8/2020	59.15
ACH	Amazon Capital Services	9/8/2020	50.81
ACH	Amazon Capital Services	9/8/2020	14.84
ACH	Amazon Capital Services	9/8/2020	109.86
ACH	Amazon Capital Services	9/8/2020	4.32
ACH	Amazon Capital Services	9/8/2020	12.27
ACH	Amazon Capital Services	9/8/2020	6.03
ACH	Amazon Capital Services	9/8/2020	39.31
ACH	Amazon Capital Services	9/8/2020	20.54
ACH	Amazon Capital Services	9/8/2020	148.80
ACH	Amazon Capital Services	9/8/2020	38.58
ACH	Amazon Capital Services	9/8/2020	11.09
ACH	Amazon Capital Services	9/8/2020	33.18
ACH	Amazon Capital Services	9/8/2020	45.02
ACH	Amazon Capital Services	9/8/2020	39.81
ACH	Amazon Capital Services	9/8/2020	22.63
ACH	Amazon Capital Services	9/8/2020	43.25
ACH	Amazon Capital Services	9/8/2020	28.83
ACH	Amazon Capital Services	9/8/2020	15.06
ACH	Amazon Capital Services	9/8/2020	33.07
ACH	Amazon Capital Services	9/8/2020	48.78
ACH	Amazon Capital Services	9/8/2020	15.06
ACH	Amazon Capital Services	9/8/2020	48.19
ACH	Amazon Capital Services	9/8/2020	75.40
ACH	Amazon Capital Services	9/8/2020	6.44
ACH	Amazon Capital Services	9/8/2020	22.67
ACH	Amazon Capital Services	9/8/2020	17.21
ACH	Amazon Capital Services	9/8/2020	21.28
ACH	Amazon Capital Services	9/8/2020	45.46
ACH	Amazon Capital Services	9/8/2020	43.73
ACH	Amazon Capital Services	9/8/2020	10.76
ACH	Amazon Capital Services	9/8/2020	8.76
ACH	Amazon Capital Services	9/8/2020	20.95
ACH	Amazon Capital Services	9/8/2020	67.51
ACH	Amazon Capital Services	9/8/2020	16.88
ACH	Amazon Capital Services	9/8/2020	20.46

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	3.22
ACH	Amazon Capital Services	9/8/2020	34.47
ACH	Amazon Capital Services	9/8/2020	7.60
ACH	Amazon Capital Services	9/8/2020	94.63
ACH	Amazon Capital Services	9/8/2020	46.32
ACH	Amazon Capital Services	9/8/2020	10.76
ACH	Amazon Capital Services	9/8/2020	39.86
ACH	Amazon Capital Services	9/8/2020	27.57
ACH	Amazon Capital Services	9/8/2020	23.90
ACH	Amazon Capital Services	9/8/2020	19.68
ACH	Amazon Capital Services	9/8/2020	41.97
ACH	Amazon Capital Services	9/8/2020	50.65
ACH	Amazon Capital Services	9/8/2020	24.66
ACH	Amazon Capital Services	9/8/2020	3.22
ACH	Amazon Capital Services	9/8/2020	46.32
ACH	Amazon Capital Services	9/8/2020	15.19
ACH	Amazon Capital Services	9/8/2020	22.59
ACH	Amazon Capital Services	9/8/2020	34.75
ACH	Amazon Capital Services	9/8/2020	6.95
ACH	Amazon Capital Services	9/11/2020	(73.77)
ACH	Charter Impact, Inc.	9/11/2020	(1,228.84)
ACH	Charter Impact, Inc.	9/11/2020	(59,381.00)
ACH	Provenance	9/11/2020	(12,600.00)
ACH	Provenance	9/11/2020	(85.01)
ACH	Provenance	9/11/2020	(115,905.00)
ACH	Amazon Capital Services	9/15/2020	6.51
ACH	Amazon Capital Services	9/15/2020	37.52
ACH	Amazon Capital Services	9/15/2020	9.08
ACH	Amazon Capital Services	9/15/2020	20.68
ACH	Amazon Capital Services	9/15/2020	17.57
ACH	Amazon Capital Services	9/15/2020	60.72
ACH	Amazon Capital Services	9/15/2020	51.78
ACH	Amazon Capital Services	9/15/2020	9.69
ACH	Amazon Capital Services	9/15/2020	13.03
ACH	Amazon Capital Services	9/15/2020	19.25
ACH	Amazon Capital Services	9/15/2020	44.65
ACH	Amazon Capital Services	9/15/2020	147.30
ACH	Amazon Capital Services	9/15/2020	11.59
ACH	Amazon Capital Services	9/15/2020	17.17
ACH	Amazon Capital Services	9/15/2020	16.11
ACH	Amazon Capital Services	9/15/2020	6.10
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	22.45
ACH	Amazon Capital Services	9/15/2020	18.26
ACH	Amazon Capital Services	9/15/2020	22.81
ACH	Amazon Capital Services	9/15/2020	17.76
ACH	Amazon Capital Services	9/15/2020	7.60
ACH	Amazon Capital Services	9/15/2020	5.92
ACH	Amazon Capital Services	9/15/2020	6.48
ACH	Amazon Capital Services	9/15/2020	45.10
ACH	Amazon Capital Services	9/15/2020	21.54
ACH	Amazon Capital Services	9/15/2020	139.00
ACH	Amazon Capital Services	9/15/2020	16.15
ACH	Amazon Capital Services	9/15/2020	20.06
ACH	Amazon Capital Services	9/15/2020	19.71
ACH	Amazon Capital Services	9/15/2020	16.14
ACH	Amazon Capital Services	9/15/2020	42.80

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	103.67
ACH	Amazon Capital Services	9/15/2020	15.89
ACH	Amazon Capital Services	9/15/2020	29.08
ACH	Amazon Capital Services	9/15/2020	108.24
ACH	Amazon Capital Services	9/15/2020	10.85
ACH	Amazon Capital Services	9/15/2020	11.63
ACH	Amazon Capital Services	9/15/2020	51.19
ACH	Amazon Capital Services	9/15/2020	18.09
ACH	Amazon Capital Services	9/15/2020	13.74
ACH	Amazon Capital Services	9/15/2020	13.95
ACH	Amazon Capital Services	9/15/2020	21.31
ACH	Amazon Capital Services	9/15/2020	7.42
ACH	Amazon Capital Services	9/15/2020	28.04
ACH	Amazon Capital Services	9/15/2020	29.08
ACH	Amazon Capital Services	9/15/2020	16.15
ACH	Amazon Capital Services	9/15/2020	12.60
ACH	Amazon Capital Services	9/15/2020	5.43
ACH	Amazon Capital Services	9/15/2020	16.80
ACH	Amazon Capital Services	9/15/2020	21.54
ACH	Amazon Capital Services	9/15/2020	22.28
ACH	Amazon Capital Services	9/15/2020	45.24
ACH	Amazon Capital Services	9/15/2020	32.60
ACH	Amazon Capital Services	9/15/2020	32.46
ACH	Amazon Capital Services	9/15/2020	31.36
ACH	Amazon Capital Services	9/15/2020	21.59
ACH	Amazon Capital Services	9/15/2020	42.41
ACH	Amazon Capital Services	9/15/2020	22.16
ACH	Amazon Capital Services	9/15/2020	22.15
ACH	Amazon Capital Services	9/15/2020	16.15
ACH	Amazon Capital Services	9/15/2020	26.39
ACH	Amazon Capital Services	9/15/2020	31.34
ACH	Amazon Capital Services	9/15/2020	16.16
ACH	Amazon Capital Services	9/15/2020	23.15
ACH	Amazon Capital Services	9/15/2020	34.34
ACH	Amazon Capital Services	9/15/2020	36.54
ACH	Amazon Capital Services	9/15/2020	4.95
ACH	Amazon Capital Services	9/15/2020	4.30
ACH	Amazon Capital Services	9/15/2020	19.03
ACH	Amazon Capital Services	9/15/2020	20.13
ACH	Amazon Capital Services	9/15/2020	14.80
ACH	Amazon Capital Services	9/15/2020	58.51
ACH	Amazon Capital Services	9/15/2020	6.41
ACH	Amazon Capital Services	9/15/2020	19.04
ACH	Amazon Capital Services	9/15/2020	14.15
ACH	Amazon Capital Services	9/15/2020	8.07
ACH	Amazon Capital Services	9/15/2020	44.89
ACH	Amazon Capital Services	9/15/2020	59.25
ACH	Amazon Capital Services	9/15/2020	22.84
ACH	Amazon Capital Services	9/15/2020	46.31
ACH	Amazon Capital Services	9/15/2020	15.02
ACH	Amazon Capital Services	9/15/2020	122.59
ACH	Amazon Capital Services	9/15/2020	60.30
ACH	Amazon Capital Services	9/15/2020	14.54
ACH	Amazon Capital Services	9/15/2020	51.67
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	18.31
ACH	Amazon Capital Services	9/15/2020	14.06

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	23.68
ACH	Amazon Capital Services	9/15/2020	70.28
ACH	Amazon Capital Services	9/15/2020	75.47
ACH	Amazon Capital Services	9/15/2020	35.66
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	14.96
ACH	Amazon Capital Services	9/15/2020	15.06
ACH	Amazon Capital Services	9/15/2020	45.76
ACH	Amazon Capital Services	9/15/2020	19.03
ACH	Amazon Capital Services	9/15/2020	57.09
ACH	Amazon Capital Services	9/15/2020	34.82
ACH	Amazon Capital Services	9/15/2020	5.06
ACH	Amazon Capital Services	9/15/2020	56.62
ACH	Amazon Capital Services	9/15/2020	23.69
ACH	Amazon Capital Services	9/15/2020	31.19
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	29.49
ACH	Amazon Capital Services	9/15/2020	55.30
ACH	Amazon Capital Services	9/15/2020	18.02
ACH	Amazon Capital Services	9/15/2020	20.10
ACH	Amazon Capital Services	9/15/2020	20.72
ACH	Amazon Capital Services	9/15/2020	2.44
ACH	Amazon Capital Services	9/15/2020	16.13
ACH	Amazon Capital Services	9/15/2020	14.77
ACH	Amazon Capital Services	9/15/2020	54.90
ACH	Amazon Capital Services	9/15/2020	12.92
ACH	Amazon Capital Services	9/15/2020	9.73
ACH	Amazon Capital Services	9/15/2020	8.40
ACH	Amazon Capital Services	9/15/2020	43.28
ACH	Amazon Capital Services	9/15/2020	4.30
ACH	Amazon Capital Services	9/15/2020	27.55
ACH	Amazon Capital Services	9/15/2020	7.33
ACH	Amazon Capital Services	9/15/2020	32.19
ACH	Amazon Capital Services	9/15/2020	62.69
ACH	Amazon Capital Services	9/15/2020	7.32
ACH	Amazon Capital Services	9/15/2020	20.46
ACH	Amazon Capital Services	9/15/2020	29.06
ACH	Amazon Capital Services	9/15/2020	86.16
ACH	Amazon Capital Services	9/15/2020	22.14
ACH	Amazon Capital Services	9/15/2020	31.01
ACH	Amazon Capital Services	9/15/2020	25.57
ACH	Amazon Capital Services	9/15/2020	7.21
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	6.53
ACH	Amazon Capital Services	9/15/2020	46.21
ACH	Amazon Capital Services	9/15/2020	15.07
ACH	Amazon Capital Services	9/15/2020	14.00
ACH	Amazon Capital Services	9/15/2020	12.63
ACH	Amazon Capital Services	9/15/2020	31.22
ACH	Amazon Capital Services	9/15/2020	72.81
ACH	Amazon Capital Services	9/15/2020	152.77
ACH	Amazon Capital Services	9/15/2020	17.12
ACH	Amazon Capital Services	9/15/2020	10.24
ACH	Amazon Capital Services	9/15/2020	19.91
ACH	Amazon Capital Services	9/15/2020	14.43
ACH	Amazon Capital Services	9/15/2020	21.49
ACH	Amazon Capital Services	9/15/2020	8.61

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	46.30
ACH	Amazon Capital Services	9/15/2020	7.80
ACH	Amazon Capital Services	9/15/2020	7.83
ACH	Amazon Capital Services	9/15/2020	43.08
ACH	Amazon Capital Services	9/15/2020	63.07
ACH	Amazon Capital Services	9/15/2020	6.61
ACH	Amazon Capital Services	9/15/2020	5.62
ACH	Amazon Capital Services	9/15/2020	38.91
ACH	Amazon Capital Services	9/15/2020	18.87
ACH	Amazon Capital Services	9/15/2020	22.29
ACH	Amazon Capital Services	9/15/2020	19.85
ACH	Amazon Capital Services	9/15/2020	22.20
ACH	Amazon Capital Services	9/15/2020	13.64
ACH	Amazon Capital Services	9/15/2020	33.74
ACH	Amazon Capital Services	9/15/2020	96.58
ACH	Amazon Capital Services	9/15/2020	3.74
ACH	Amazon Capital Services	9/15/2020	12.92
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	52.95
ACH	Amazon Capital Services	9/15/2020	14.06
ACH	Amazon Capital Services	9/15/2020	53.85
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	17.23
ACH	Amazon Capital Services	9/15/2020	11.53
ACH	Amazon Capital Services	9/15/2020	21.54
ACH	Amazon Capital Services	9/15/2020	14.08
ACH	Amazon Capital Services	9/15/2020	92.73
ACH	Amazon Capital Services	9/15/2020	49.62
ACH	Amazon Capital Services	9/15/2020	57.61
ACH	Amazon Capital Services	9/15/2020	28.76
ACH	Amazon Capital Services	9/15/2020	47.50
ACH	Amazon Capital Services	9/15/2020	32.31
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	13.84
ACH	Amazon Capital Services	9/15/2020	184.65
ACH	Amazon Capital Services	9/15/2020	39.19
ACH	Amazon Capital Services	9/15/2020	13.25
ACH	Amazon Capital Services	9/15/2020	53.02
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	50.92
ACH	Amazon Capital Services	9/15/2020	11.63
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	20.99
ACH	Amazon Capital Services	9/15/2020	17.23
ACH	Amazon Capital Services	9/15/2020	22.62
ACH	Amazon Capital Services	9/15/2020	57.06
ACH	Amazon Capital Services	9/15/2020	23.23
ACH	Amazon Capital Services	9/15/2020	18.10
ACH	Amazon Capital Services	9/15/2020	26.39
ACH	Amazon Capital Services	9/15/2020	28.89
ACH	Amazon Capital Services	9/15/2020	25.86
ACH	Amazon Capital Services	9/15/2020	12.47
ACH	Amazon Capital Services	9/15/2020	39.76
ACH	Amazon Capital Services	9/15/2020	38.55
ACH	Amazon Capital Services	9/15/2020	9.84
ACH	Amazon Capital Services	9/15/2020	22.23
ACH	Amazon Capital Services	9/15/2020	3.22

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	29.62
ACH	Amazon Capital Services	9/15/2020	14.08
ACH	Amazon Capital Services	9/15/2020	90.61
ACH	Amazon Capital Services	9/15/2020	32.22
ACH	Amazon Capital Services	9/15/2020	25.26
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	29.04
ACH	Amazon Capital Services	9/15/2020	23.29
ACH	Amazon Capital Services	9/15/2020	55.96
ACH	Amazon Capital Services	9/15/2020	17.16
ACH	Amazon Capital Services	9/15/2020	14.79
ACH	Amazon Capital Services	9/15/2020	13.95
ACH	Amazon Capital Services	9/15/2020	18.85
ACH	Amazon Capital Services	9/15/2020	27.99
ACH	Amazon Capital Services	9/15/2020	12.86
ACH	Amazon Capital Services	9/15/2020	52.52
ACH	Amazon Capital Services	9/15/2020	17.23
ACH	Amazon Capital Services	9/15/2020	12.80
ACH	Amazon Capital Services	9/15/2020	48.08
ACH	Amazon Capital Services	9/15/2020	8.61
ACH	Amazon Capital Services	9/15/2020	26.83
ACH	Amazon Capital Services	9/15/2020	15.72
ACH	Amazon Capital Services	9/15/2020	18.52
ACH	Amazon Capital Services	9/15/2020	52.43
ACH	Amazon Capital Services	9/15/2020	56.34
ACH	Amazon Capital Services	9/15/2020	17.17
ACH	Amazon Capital Services	9/15/2020	4.05
ACH	Amazon Capital Services	9/15/2020	77.88
ACH	Amazon Capital Services	9/15/2020	25.94
ACH	Amazon Capital Services	9/15/2020	29.04
ACH	Amazon Capital Services	9/15/2020	24.74
ACH	Amazon Capital Services	9/15/2020	157.98
ACH	Amazon Capital Services	9/15/2020	14.06
ACH	Amazon Capital Services	9/15/2020	61.65
ACH	Amazon Capital Services	9/15/2020	35.12
ACH	Amazon Capital Services	9/15/2020	29.04
ACH	Amazon Capital Services	9/15/2020	29.04
ACH	Amazon Capital Services	9/15/2020	85.90
ACH	Amazon Capital Services	9/15/2020	33.59
ACH	Amazon Capital Services	9/15/2020	3.88
ACH	Amazon Capital Services	9/15/2020	73.51
ACH	Amazon Capital Services	9/15/2020	19.34
ACH	Amazon Capital Services	9/15/2020	36.28
ACH	Amazon Capital Services	9/15/2020	66.23
ACH	Amazon Capital Services	9/15/2020	63.89
ACH	Amazon Capital Services	9/15/2020	9.36
ACH	Amazon Capital Services	9/15/2020	26.93
ACH	Amazon Capital Services	9/15/2020	44.22
ACH	Amazon Capital Services	9/15/2020	17.19
ACH	Amazon Capital Services	9/15/2020	175.65
ACH	Amazon Capital Services	9/15/2020	14.67
ACH	Amazon Capital Services	9/15/2020	22.35
ACH	Amazon Capital Services	9/15/2020	7.46
ACH	Amazon Capital Services	9/15/2020	37.70
ACH	Amazon Capital Services	9/15/2020	9.64
ACH	Amazon Capital Services	9/15/2020	20.13
ACH	Amazon Capital Services	9/15/2020	15.14

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	7.83
ACH	Amazon Capital Services	9/15/2020	95.90
ACH	Amazon Capital Services	9/15/2020	30.37
ACH	Amazon Capital Services	9/15/2020	107.74
ACH	Amazon Capital Services	9/15/2020	81.87
ACH	Amazon Capital Services	9/15/2020	21.54
ACH	Amazon Capital Services	9/15/2020	9.14
ACH	Amazon Capital Services	9/15/2020	74.23
ACH	Amazon Capital Services	9/15/2020	19.02
ACH	Amazon Capital Services	9/15/2020	15.07
ACH	Amazon Capital Services	9/15/2020	12.92
ACH	Amazon Capital Services	9/15/2020	26.92
ACH	Amazon Capital Services	9/15/2020	21.52
ACH	Amazon Capital Services	9/15/2020	11.85
ACH	Amazon Capital Services	9/15/2020	5.96
ACH	Amazon Capital Services	9/15/2020	29.64
ACH	Amazon Capital Services	9/15/2020	13.47
ACH	Amazon Capital Services	9/15/2020	4.82
ACH	Amazon Capital Services	9/15/2020	7.57
ACH	Amazon Capital Services	9/15/2020	66.65
ACH	Amazon Capital Services	9/15/2020	26.84
ACH	Amazon Capital Services	9/15/2020	26.82
ACH	Amazon Capital Services	9/15/2020	14.00
ACH	Amazon Capital Services	9/15/2020	15.06
ACH	Amazon Capital Services	9/15/2020	33.39
ACH	Amazon Capital Services	9/15/2020	21.54
ACH	Amazon Capital Services	9/15/2020	15.21
ACH	Amazon Capital Services	9/15/2020	9.82
ACH	Amazon Capital Services	9/15/2020	89.27
ACH	Amazon Capital Services	9/15/2020	7.42
ACH	Amazon Capital Services	9/15/2020	31.14
ACH	Amazon Capital Services	9/15/2020	8.61
ACH	Amazon Capital Services	9/15/2020	19.58
ACH	Amazon Capital Services	9/15/2020	6.43
ACH	Amazon Capital Services	9/15/2020	10.88
ACH	Amazon Capital Services	9/15/2020	18.57
ACH	Amazon Capital Services	9/15/2020	36.39
ACH	Amazon Capital Services	9/15/2020	18.03
ACH	Amazon Capital Services	9/15/2020	14.08
ACH	Amazon Capital Services	9/15/2020	61.85
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	44.80
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	13.95
ACH	Amazon Capital Services	9/15/2020	21.64
ACH	Amazon Capital Services	9/15/2020	8.44
ACH	Amazon Capital Services	9/15/2020	19.28
ACH	Amazon Capital Services	9/15/2020	18.82
ACH	Amazon Capital Services	9/15/2020	8.05
ACH	Amazon Capital Services	9/15/2020	16.15
ACH	Amazon Capital Services	9/15/2020	6.48
ACH	Amazon Capital Services	9/15/2020	23.99
ACH	Amazon Capital Services	9/15/2020	20.32
ACH	Amazon Capital Services	9/15/2020	43.29
ACH	Amazon Capital Services	9/15/2020	62.70
ACH	Amazon Capital Services	9/15/2020	8.61
ACH	Amazon Capital Services	9/15/2020	6.46

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	26.99
ACH	Amazon Capital Services	9/15/2020	88.87
ACH	Amazon Capital Services	9/15/2020	14.52
ACH	Amazon Capital Services	9/15/2020	7.22
ACH	Amazon Capital Services	9/15/2020	31.78
ACH	Amazon Capital Services	9/15/2020	49.55
ACH	Amazon Capital Services	9/15/2020	23.65
ACH	Amazon Capital Services	9/15/2020	20.44
ACH	Amazon Capital Services	9/15/2020	32.57
ACH	Amazon Capital Services	9/15/2020	43.09
ACH	Amazon Capital Services	9/15/2020	54.49
ACH	Amazon Capital Services	9/15/2020	6.47
ACH	Amazon Capital Services	9/15/2020	13.95
ACH	Amazon Capital Services	9/15/2020	77.34
ACH	Amazon Capital Services	9/15/2020	6.47
ACH	Amazon Capital Services	9/15/2020	13.90
ACH	Amazon Capital Services	9/15/2020	6.43
ACH	Amazon Capital Services	9/15/2020	28.00
ACH	Amazon Capital Services	9/15/2020	30.12
ACH	Amazon Capital Services	9/15/2020	179.27
ACH	Amazon Capital Services	9/15/2020	19.30
ACH	Amazon Capital Services	9/15/2020	28.09
ACH	Amazon Capital Services	9/15/2020	28.60
ACH	Amazon Capital Services	9/15/2020	78.58
ACH	Amazon Capital Services	9/15/2020	28.38
ACH	Amazon Capital Services	9/15/2020	21.54
ACH	Amazon Capital Services	9/15/2020	9.70
ACH	Amazon Capital Services	9/15/2020	31.78
ACH	Amazon Capital Services	9/15/2020	15.07
ACH	Amazon Capital Services	9/15/2020	46.22
ACH	Amazon Capital Services	9/15/2020	38.09
ACH	Amazon Capital Services	9/15/2020	16.80
ACH	Amazon Capital Services	9/15/2020	10.74
ACH	Amazon Capital Services	9/15/2020	26.82
ACH	Amazon Capital Services	9/15/2020	27.05
ACH	Amazon Capital Services	9/15/2020	6.36
ACH	Amazon Capital Services	9/15/2020	14.06
ACH	Amazon Capital Services	9/15/2020	23.24
ACH	Amazon Capital Services	9/15/2020	11.41
ACH	Amazon Capital Services	9/15/2020	12.60
ACH	Amazon Capital Services	9/15/2020	8.35
ACH	Amazon Capital Services	9/15/2020	15.72
ACH	Amazon Capital Services	9/15/2020	80.77
ACH	Amazon Capital Services	9/15/2020	11.84
ACH	Amazon Capital Services	9/15/2020	26.40
ACH	Amazon Capital Services	9/15/2020	26.82
ACH	Amazon Capital Services	9/15/2020	33.29
ACH	Amazon Capital Services	9/15/2020	9.69
ACH	Amazon Capital Services	9/15/2020	10.86
ACH	Amazon Capital Services	9/15/2020	7.03
ACH	Amazon Capital Services	9/15/2020	4.95
ACH	Amazon Capital Services	9/15/2020	133.09
ACH	Amazon Capital Services	9/15/2020	4.30
ACH	Amazon Capital Services	9/15/2020	100.91
ACH	Amazon Capital Services	9/15/2020	18.24
ACH	Amazon Capital Services	9/15/2020	39.42
ACH	Amazon Capital Services	9/15/2020	17.49

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	46.75
ACH	Amazon Capital Services	9/15/2020	79.28
ACH	Amazon Capital Services	9/15/2020	8.57
ACH	Amazon Capital Services	9/15/2020	27.74
ACH	Amazon Capital Services	9/15/2020	15.31
ACH	Amazon Capital Services	9/15/2020	68.10
ACH	Amazon Capital Services	9/15/2020	7.57
ACH	Amazon Capital Services	9/15/2020	14.43
ACH	Amazon Capital Services	9/15/2020	52.63
ACH	Amazon Capital Services	9/15/2020	72.58
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	20.91
ACH	Amazon Capital Services	9/15/2020	38.74
ACH	Amazon Capital Services	9/15/2020	41.47
ACH	Amazon Capital Services	9/15/2020	47.90
ACH	Amazon Capital Services	9/15/2020	41.44
ACH	Amazon Capital Services	9/15/2020	10.81
ACH	Amazon Capital Services	9/15/2020	6.92
ACH	Amazon Capital Services	9/15/2020	8.57
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	14.06
ACH	Amazon Capital Services	9/15/2020	39.84
ACH	Amazon Capital Services	9/15/2020	18.11
ACH	Amazon Capital Services	9/15/2020	27.17
ACH	Amazon Capital Services	9/15/2020	56.87
ACH	Amazon Capital Services	9/15/2020	8.61
ACH	Amazon Capital Services	9/15/2020	32.20
ACH	Amazon Capital Services	9/15/2020	14.75
ACH	Amazon Capital Services	9/15/2020	16.16
ACH	Amazon Capital Services	9/15/2020	90.35
ACH	Amazon Capital Services	9/15/2020	39.73
ACH	Amazon Capital Services	9/15/2020	48.26
ACH	Amazon Capital Services	9/15/2020	19.38
ACH	Amazon Capital Services	9/15/2020	108.78
ACH	Amazon Capital Services	9/15/2020	86.56
ACH	Amazon Capital Services	9/15/2020	55.02
ACH	Amazon Capital Services	9/15/2020	26.60
ACH	Amazon Capital Services	9/15/2020	41.90
ACH	Amazon Capital Services	9/15/2020	11.30
ACH	Amazon Capital Services	9/15/2020	11.84
ACH	Amazon Capital Services	9/15/2020	8.67
ACH	Amazon Capital Services	9/15/2020	35.73
ACH	Amazon Capital Services	9/15/2020	24.72
ACH	Amazon Capital Services	9/15/2020	43.08
ACH	Amazon Capital Services	9/15/2020	5.83
ACH	Amazon Capital Services	9/15/2020	10.11
ACH	Amazon Capital Services	9/15/2020	9.68
ACH	Amazon Capital Services	9/15/2020	21.64
ACH	Amazon Capital Services	9/15/2020	7.49
ACH	Amazon Capital Services	9/15/2020	71.38
ACH	Amazon Capital Services	9/15/2020	36.64
ACH	Amazon Capital Services	9/15/2020	27.15
ACH	Amazon Capital Services	9/15/2020	16.16
ACH	Amazon Capital Services	9/15/2020	19.34
ACH	Amazon Capital Services	9/15/2020	49.51
ACH	Amazon Capital Services	9/15/2020	20.96
ACH	Amazon Capital Services	9/15/2020	149.81

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	21.54
ACH	Amazon Capital Services	9/15/2020	14.37
ACH	Amazon Capital Services	9/15/2020	21.52
ACH	Amazon Capital Services	9/15/2020	16.29
ACH	Amazon Capital Services	9/15/2020	17.23
ACH	Amazon Capital Services	9/15/2020	54.14
ACH	Amazon Capital Services	9/15/2020	64.91
ACH	Amazon Capital Services	9/15/2020	13.01
ACH	Amazon Capital Services	9/15/2020	41.22
ACH	Amazon Capital Services	9/15/2020	14.27
ACH	Amazon Capital Services	9/15/2020	11.25
ACH	Amazon Capital Services	9/15/2020	44.02
ACH	Amazon Capital Services	9/15/2020	11.78
ACH	Amazon Capital Services	9/15/2020	86.12
ACH	Amazon Capital Services	9/15/2020	32.46
ACH	Amazon Capital Services	9/15/2020	20.46
ACH	Amazon Capital Services	9/15/2020	21.97
ACH	Amazon Capital Services	9/15/2020	17.58
ACH	Amazon Capital Services	9/15/2020	61.10
ACH	Amazon Capital Services	9/15/2020	6.47
ACH	Amazon Capital Services	9/15/2020	87.30
ACH	Amazon Capital Services	9/15/2020	98.08
ACH	Amazon Capital Services	9/15/2020	15.79
ACH	Amazon Capital Services	9/15/2020	3.76
ACH	Amazon Capital Services	9/15/2020	38.60
ACH	Amazon Capital Services	9/15/2020	23.69
ACH	Amazon Capital Services	9/15/2020	8.01
ACH	Amazon Capital Services	9/15/2020	10.74
ACH	Amazon Capital Services	9/15/2020	43.00
ACH	Amazon Capital Services	9/15/2020	7.52
ACH	Amazon Capital Services	9/15/2020	43.05
ACH	Amazon Capital Services	9/15/2020	107.74
ACH	Amazon Capital Services	9/15/2020	8.61
ACH	Amazon Capital Services	9/15/2020	68.90
ACH	Amazon Capital Services	9/15/2020	31.77
ACH	Amazon Capital Services	9/15/2020	183.18
ACH	Amazon Capital Services	9/15/2020	81.65
ACH	Amazon Capital Services	9/15/2020	12.12
ACH	Amazon Capital Services	9/15/2020	28.25
ACH	Amazon Capital Services	9/15/2020	10.53
ACH	Amazon Capital Services	9/15/2020	18.09
ACH	Amazon Capital Services	9/15/2020	16.55
ACH	Amazon Capital Services	9/15/2020	6.16
ACH	Amazon Capital Services	9/15/2020	31.88
ACH	Amazon Capital Services	9/15/2020	18.61
ACH	Amazon Capital Services	9/15/2020	53.82
ACH	Amazon Capital Services	9/15/2020	51.68
ACH	Amazon Capital Services	9/15/2020	53.95
ACH	Amazon Capital Services	9/15/2020	4.30
ACH	Amazon Capital Services	9/15/2020	31.21
ACH	Amazon Capital Services	9/15/2020	37.41
ACH	Amazon Capital Services	9/15/2020	3.45
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	3.22
ACH	Amazon Capital Services	9/15/2020	15.07
ACH	Amazon Capital Services	9/15/2020	8.65
ACH	Amazon Capital Services	9/15/2020	13.39

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	4.82
ACH	Amazon Capital Services	9/15/2020	69.21
ACH	Amazon Capital Services	9/15/2020	25.81
ACH	Amazon Capital Services	9/15/2020	33.28
ACH	Amazon Capital Services	9/15/2020	17.38
ACH	Amazon Capital Services	9/15/2020	50.02
ACH	Amazon Capital Services	9/15/2020	40.84
ACH	Amazon Capital Services	9/15/2020	209.74
ACH	Amazon Capital Services	9/15/2020	136.61
ACH	Amazon Capital Services	9/15/2020	24.74
ACH	Amazon Capital Services	9/15/2020	43.09
ACH	Amazon Capital Services	9/15/2020	28.18
ACH	Amazon Capital Services	9/15/2020	6.47
ACH	Amazon Capital Services	9/15/2020	58.67
ACH	Amazon Capital Services	9/15/2020	33.22
ACH	Amazon Capital Services	9/15/2020	14.82
ACH	Amazon Capital Services	9/15/2020	117.43
ACH	Amazon Capital Services	9/15/2020	12.86
ACH	Amazon Capital Services	9/15/2020	40.59
ACH	Amazon Capital Services	9/15/2020	92.47
ACH	Amazon Capital Services	9/15/2020	12.90
ACH	Amazon Capital Services	9/15/2020	64.19
ACH	Amazon Capital Services	9/15/2020	30.17
ACH	Amazon Capital Services	9/15/2020	45.14
ACH	Amazon Capital Services	9/15/2020	12.79
ACH	Amazon Capital Services	9/15/2020	15.63
ACH	Amazon Capital Services	9/15/2020	25.81
ACH	Amazon Capital Services	9/15/2020	16.22
ACH	Amazon Capital Services	9/15/2020	16.22
ACH	Amazon Capital Services	9/15/2020	80.50
ACH	Amazon Capital Services	9/15/2020	10.41
ACH	Amazon Capital Services	9/15/2020	14.00
ACH	Amazon Capital Services	9/15/2020	17.20
ACH	Amazon Capital Services	9/15/2020	7.57
ACH	Amazon Capital Services	9/15/2020	162.95
ACH	Amazon Capital Services	9/15/2020	19.73
ACH	Amazon Capital Services	9/15/2020	28.49
ACH	Amazon Capital Services	9/15/2020	23.42
ACH	Amazon Capital Services	9/15/2020	38.09
ACH	Amazon Capital Services	9/15/2020	11.83
ACH	Amazon Capital Services	9/15/2020	5.36
ACH	Amazon Capital Services	9/15/2020	25.13
ACH	Amazon Capital Services	9/15/2020	52.23
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	10.80
ACH	Amazon Capital Services	9/15/2020	106.31
ACH	Amazon Capital Services	9/15/2020	154.26
ACH	Amazon Capital Services	9/15/2020	23.69
ACH	Amazon Capital Services	9/15/2020	12.41
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	16.14
ACH	Amazon Capital Services	9/15/2020	14.31
ACH	Amazon Capital Services	9/15/2020	16.03
ACH	Amazon Capital Services	9/15/2020	66.36
ACH	Amazon Capital Services	9/15/2020	34.35
ACH	Amazon Capital Services	9/15/2020	27.05
ACH	Amazon Capital Services	9/15/2020	43.06

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	27.06
ACH	Amazon Capital Services	9/15/2020	34.87
ACH	Amazon Capital Services	9/15/2020	68.70
ACH	Amazon Capital Services	9/15/2020	28.89
ACH	Amazon Capital Services	9/15/2020	20.01
ACH	Amazon Capital Services	9/15/2020	91.00
ACH	Amazon Capital Services	9/15/2020	24.98
ACH	Amazon Capital Services	9/15/2020	4.52
ACH	Amazon Capital Services	9/15/2020	6.81
ACH	Amazon Capital Services	9/15/2020	13.95
ACH	Amazon Capital Services	9/15/2020	89.88
ACH	Amazon Capital Services	9/15/2020	72.10
ACH	Amazon Capital Services	9/15/2020	13.46
ACH	Amazon Capital Services	9/15/2020	21.54
ACH	Amazon Capital Services	9/15/2020	71.28
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	84.38
ACH	Amazon Capital Services	9/15/2020	11.29
ACH	Amazon Capital Services	9/15/2020	6.62
ACH	Amazon Capital Services	9/15/2020	35.38
ACH	Amazon Capital Services	9/15/2020	46.07
ACH	Amazon Capital Services	9/15/2020	12.86
ACH	Amazon Capital Services	9/15/2020	45.29
ACH	Amazon Capital Services	9/15/2020	22.97
ACH	Amazon Capital Services	9/15/2020	11.84
ACH	Amazon Capital Services	9/15/2020	15.07
ACH	Amazon Capital Services	9/15/2020	21.54
ACH	Amazon Capital Services	9/15/2020	56.47
ACH	Amazon Capital Services	9/15/2020	31.93
ACH	Amazon Capital Services	9/15/2020	71.40
ACH	Amazon Capital Services	9/15/2020	34.86
ACH	Amazon Capital Services	9/15/2020	38.24
ACH	Amazon Capital Services	9/15/2020	8.72
ACH	Amazon Capital Services	9/15/2020	14.54
ACH	Amazon Capital Services	9/15/2020	11.84
ACH	Amazon Capital Services	9/15/2020	20.45
ACH	Amazon Capital Services	9/15/2020	72.11
ACH	Amazon Capital Services	9/15/2020	17.23
ACH	Amazon Capital Services	9/15/2020	36.47
ACH	Amazon Capital Services	9/15/2020	14.02
ACH	Amazon Capital Services	9/15/2020	21.52
ACH	Amazon Capital Services	9/15/2020	11.84
ACH	Amazon Capital Services	9/15/2020	64.54
ACH	Amazon Capital Services	9/15/2020	18.28
ACH	Amazon Capital Services	9/15/2020	17.65
ACH	Amazon Capital Services	9/15/2020	18.56
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	16.55
ACH	Amazon Capital Services	9/15/2020	35.82
ACH	Amazon Capital Services	9/15/2020	13.45
ACH	Amazon Capital Services	9/15/2020	35.33
ACH	Amazon Capital Services	9/15/2020	45.14
ACH	Amazon Capital Services	9/15/2020	323.24
ACH	Amazon Capital Services	9/15/2020	8.66
ACH	Provenance	9/17/2020	93,731.31
ACH	Provenance	9/17/2020	104,103.04
ACH	Provenance	9/17/2020	11,387.83

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Provenance	9/17/2020	3,172.07
ACH	Provenance	9/17/2020	4,533.48
ACH	Provenance	9/17/2020	1,592.94
ACH	Provenance	9/17/2020	4,306.47
ACH	Amazon Capital Services	9/17/2020	11.10
ACH	Amazon Capital Services	9/17/2020	10.53
ACH	Amazon Capital Services	9/17/2020	16.23
ACH	Amazon Capital Services	9/17/2020	17.19
ACH	Amazon Capital Services	9/17/2020	20.35
ACH	Amazon Capital Services	9/17/2020	21.28
ACH	Amazon Capital Services	9/17/2020	7.53
ACH	Amazon Capital Services	9/17/2020	15.90
ACH	Amazon Capital Services	9/17/2020	11.84
ACH	Amazon Capital Services	9/17/2020	9.30
ACH	Amazon Capital Services	9/17/2020	122.74
ACH	Amazon Capital Services	9/17/2020	15.82
ACH	Amazon Capital Services	9/17/2020	11.84
ACH	Amazon Capital Services	9/17/2020	14.00
ACH	Amazon Capital Services	9/17/2020	36.72
ACH	Amazon Capital Services	9/17/2020	16.37
ACH	Amazon Capital Services	9/17/2020	11.29
ACH	Amazon Capital Services	9/17/2020	50.09
ACH	Amazon Capital Services	9/17/2020	2.16
ACH	Amazon Capital Services	9/17/2020	21.54
ACH	Amazon Capital Services	9/17/2020	103.22
ACH	Amazon Capital Services	9/17/2020	140.39
ACH	Amazon Capital Services	9/17/2020	13.95
ACH	Amazon Capital Services	9/17/2020	13.05
ACH	Amazon Capital Services	9/17/2020	15.08
ACH	Amazon Capital Services	9/17/2020	10.33
ACH	Amazon Capital Services	9/17/2020	22.57
ACH	Amazon Capital Services	9/17/2020	23.55
ACH	Amazon Capital Services	9/17/2020	33.50
ACH	Amazon Capital Services	9/17/2020	27.19
ACH	Amazon Capital Services	9/17/2020	14.05
ACH	Amazon Capital Services	9/17/2020	15.72
ACH	Amazon Capital Services	9/17/2020	41.03
ACH	Amazon Capital Services	9/17/2020	56.72
ACH	Amazon Capital Services	9/17/2020	16.15
ACH	Amazon Capital Services	9/17/2020	11.84
ACH	Amazon Capital Services	9/17/2020	61.41
ACH	Amazon Capital Services	9/17/2020	15.90
ACH	Amazon Capital Services	9/17/2020	176.13
ACH	Amazon Capital Services	9/17/2020	6.98
ACH	Amazon Capital Services	9/17/2020	104.69
ACH	Amazon Capital Services	9/17/2020	31.34
ACH	Amazon Capital Services	9/17/2020	14.08
ACH	Amazon Capital Services	9/17/2020	124.60
ACH	Amazon Capital Services	9/17/2020	5.59
ACH	Amazon Capital Services	9/17/2020	9.75
ACH	Amazon Capital Services	9/17/2020	10.76
ACH	Amazon Capital Services	9/17/2020	11.71
ACH	Amazon Capital Services	9/17/2020	37.69
ACH	Amazon Capital Services	9/17/2020	7.53
ACH	Amazon Capital Services	9/17/2020	11.84
ACH	Amazon Capital Services	9/17/2020	24.06
ACH	Amazon Capital Services	9/17/2020	20.46

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/17/2020	40.91
ACH	Amazon Capital Services	9/17/2020	31.01
ACH	Amazon Capital Services	9/17/2020	7.53
ACH	Amazon Capital Services	9/17/2020	12.92
ACH	Amazon Capital Services	9/17/2020	10.72
ACH	Amazon Capital Services	9/17/2020	6.78
ACH	Amazon Capital Services	9/17/2020	24.76
ACH	Amazon Capital Services	9/17/2020	17.23
ACH	Amazon Capital Services	9/17/2020	16.29
ACH	Amazon Capital Services	9/17/2020	115.11
ACH	Amazon Capital Services	9/17/2020	11.63
ACH	Amazon Capital Services	9/17/2020	16.40
ACH	Amazon Capital Services	9/17/2020	22.69
ACH	Amazon Capital Services	9/17/2020	19.25
ACH	Amazon Capital Services	9/17/2020	7.11
ACH	Amazon Capital Services	9/17/2020	12.60
ACH	Amazon Capital Services	9/17/2020	33.37
ACH	Amazon Capital Services	9/17/2020	10.52
ACH	Amazon Capital Services	9/17/2020	15.14
ACH	Amazon Capital Services	9/17/2020	16.14
ACH	Amazon Capital Services	9/17/2020	19.38
ACH	Amazon Capital Services	9/17/2020	16.15
ACH	Amazon Capital Services	9/17/2020	12.40
ACH	Amazon Capital Services	9/17/2020	14.92
ACH	Amazon Capital Services	9/17/2020	46.14
ACH	Amazon Capital Services	9/17/2020	6.47
ACH	Amazon Capital Services	9/17/2020	16.15
ACH	Amazon Capital Services	9/17/2020	14.15
ACH	Amazon Capital Services	9/17/2020	14.06
ACH	Amazon Capital Services	9/17/2020	13.04
ACH	Amazon Capital Services	9/17/2020	38.65
ACH	Amazon Capital Services	9/17/2020	29.89
ACH	Amazon Capital Services	9/17/2020	11.71
ACH	Amazon Capital Services	9/17/2020	18.18
ACH	Amazon Capital Services	9/17/2020	26.05
ACH	Amazon Capital Services	9/17/2020	21.50
ACH	Amazon Capital Services	9/17/2020	16.15
ACH	Amazon Capital Services	9/17/2020	14.92
ACH	Amazon Capital Services	9/17/2020	16.15
ACH	Amazon Capital Services	9/17/2020	11.40
ACH	Amazon Capital Services	9/17/2020	14.90
ACH	Amazon Capital Services	9/17/2020	10.22
ACH	Amazon Capital Services	9/17/2020	153.51
ACH	Amazon Capital Services	9/17/2020	16.15
ACH	Amazon Capital Services	9/17/2020	13.17
ACH	Amazon Capital Services	9/17/2020	12.38
ACH	Amazon Capital Services	9/17/2020	24.62
ACH	Amazon Capital Services	9/17/2020	16.15
ACH	Amazon Capital Services	9/17/2020	14.16
ACH	Amazon Capital Services	9/17/2020	16.83
ACH	Amazon Capital Services	9/17/2020	149.68
ACH	Amazon Capital Services	9/17/2020	23.24
ACH	Amazon Capital Services	9/17/2020	12.00
ACH	Amazon Capital Services	9/17/2020	14.82
ACH	Amazon Capital Services	9/17/2020	12.10
ACH	Amazon Capital Services	9/17/2020	10.46
ACH	Amazon Capital Services	9/17/2020	12.97

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/17/2020	13.95
ACH	Amazon Capital Services	9/17/2020	11.79
ACH	Amazon Capital Services	9/17/2020	11.83
ACH	Amazon Capital Services	9/17/2020	13.67
ACH	Amazon Capital Services	9/17/2020	10.67
ACH	Amazon Capital Services	9/17/2020	10.47
ACH	Amazon Capital Services	9/17/2020	118.77
ACH	Amazon Capital Services	9/17/2020	130.46
ACH	Amazon Capital Services	9/17/2020	15.14
ACH	Amazon Capital Services	9/17/2020	10.77
ACH	Amazon Capital Services	9/17/2020	19.28
ACH	Amazon Capital Services	9/17/2020	127.68
ACH	Amazon Capital Services	9/17/2020	10.55
ACH	Amazon Capital Services	9/17/2020	12.52
ACH	Amazon Capital Services	9/17/2020	13.53
ACH	Amazon Capital Services	9/17/2020	11.71
ACH	Amazon Capital Services	9/17/2020	15.07
ACH	Amazon Capital Services	9/17/2020	103.78
ACH	Amazon Capital Services	9/17/2020	12.92
ACH	Amazon Capital Services	9/17/2020	10.86
ACH	Amazon Capital Services	9/17/2020	16.23
ACH	Amazon Capital Services	9/17/2020	13.46
ACH	Amazon Capital Services	9/17/2020	10.18
ACH	Amazon Capital Services	9/17/2020	11.51
ACH	Amazon Capital Services	9/17/2020	126.88
ACH	Amazon Capital Services	9/17/2020	10.76
ACH	Amazon Capital Services	9/17/2020	10.76
ACH	Amazon Capital Services	9/17/2020	14.00
ACH	Amazon Capital Services	9/17/2020	11.25
ACH	Amazon Capital Services	9/17/2020	16.13
ACH	Amazon Capital Services	9/17/2020	11.30
ACH	Amazon Capital Services	9/17/2020	12.92
ACH	Amazon Capital Services	9/17/2020	14.09
ACH	Amazon Capital Services	9/17/2020	13.59
ACH	Amazon Capital Services	9/17/2020	12.98
ACH	Amazon Capital Services	9/17/2020	16.11
ACH	Amazon Capital Services	9/17/2020	155.65
ACH	Amazon Capital Services	9/17/2020	22.22
ACH	Amazon Capital Services	9/17/2020	15.71
ACH	Amazon Capital Services	9/17/2020	11.95
ACH	Amazon Capital Services	9/17/2020	15.14
ACH	Amazon Capital Services	9/17/2020	16.30
ACH	Amazon Capital Services	9/17/2020	15.07
ACH	Amazon Capital Services	9/17/2020	10.77
ACH	Amazon Capital Services	9/17/2020	11.84
ACH	Amazon Capital Services	9/17/2020	22.60
ACH	Amazon Capital Services	9/17/2020	14.82
ACH	Amazon Capital Services	9/17/2020	20.34
ACH	Amazon Capital Services	9/17/2020	12.81
ACH	Amazon Capital Services	9/17/2020	13.16
ACH	Amazon Capital Services	9/17/2020	12.93
ACH	Amazon Capital Services	9/17/2020	149.57
ACH	Amazon Capital Services	9/17/2020	13.85
ACH	Amazon Capital Services	9/17/2020	15.03
ACH	Amazon Capital Services	9/17/2020	12.88
ACH	Amazon Capital Services	9/17/2020	15.07
ACH	Amazon Capital Services	9/17/2020	106.76

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/17/2020	14.09
ACH	Amazon Capital Services	9/17/2020	15.66
ACH	Amazon Capital Services	9/17/2020	14.84
ACH	Amazon Capital Services	9/17/2020	14.32
ACH	Amazon Capital Services	9/17/2020	17.35
ACH	Amazon Capital Services	9/17/2020	11.84
ACH	Amazon Capital Services	9/17/2020	10.81
ACH	Amazon Capital Services	9/17/2020	10.76
ACH	Amazon Capital Services	9/17/2020	14.13
ACH	Amazon Capital Services	9/17/2020	105.87
ACH	Amazon Capital Services	9/17/2020	143.32
ACH	Amazon Capital Services	9/17/2020	13.33
ACH	Amazon Capital Services	9/17/2020	11.73
ACH	Amazon Capital Services	9/17/2020	16.50
ACH	Amazon Capital Services	9/17/2020	11.30
ACH	Amazon Capital Services	9/17/2020	10.67
ACH	Amazon Capital Services	9/17/2020	11.63
ACH	Amazon Capital Services	9/17/2020	108.74
ACH	Amazon Capital Services	9/17/2020	11.44
ACH	Amazon Capital Services	9/17/2020	12.88
ACH	Amazon Capital Services	9/17/2020	11.59
ACH	Amazon Capital Services	9/17/2020	16.29
ACH	Amazon Capital Services	9/17/2020	13.38
ACH	Amazon Capital Services	9/17/2020	15.07
ACH	Amazon Capital Services	9/17/2020	15.69
ACH	Amazon Capital Services	9/17/2020	14.07
ACH	Amazon Capital Services	9/17/2020	12.70
ACH	Amazon Capital Services	9/17/2020	13.02
ACH	Amazon Capital Services	9/17/2020	12.60
ACH	Amazon Capital Services	9/17/2020	12.92
ACH	Amazon Capital Services	9/17/2020	14.89
ACH	Amazon Capital Services	9/17/2020	14.12
ACH	Amazon Capital Services	9/17/2020	16.15
ACH	Amazon Capital Services	9/17/2020	100.24
ACH	Amazon Capital Services	9/17/2020	17.52
ACH	Amazon Capital Services	9/17/2020	11.84
ACH	Amazon Capital Services	9/17/2020	11.63
ACH	Amazon Capital Services	9/17/2020	10.76
ACH	Amazon Capital Services	9/17/2020	121.15
ACH	Amazon Capital Services	9/17/2020	13.49
ACH	Amazon Capital Services	9/17/2020	13.65
ACH	Amazon Capital Services	9/17/2020	12.49
ACH	Amazon Capital Services	9/17/2020	124.20
ACH	Amazon Capital Services	9/17/2020	10.41
ACH	Amazon Capital Services	9/17/2020	1.98
ACH	Amazon Capital Services	9/17/2020	12.54
ACH	Amazon Capital Services	9/17/2020	12.91
ACH	Amazon Capital Services	9/17/2020	14.54
ACH	Amazon Capital Services	9/17/2020	11.68
ACH	Amazon Capital Services	9/17/2020	12.81
ACH	Amazon Capital Services	9/17/2020	15.04
ACH	Amazon Capital Services	9/17/2020	11.41
ACH	Amazon Capital Services	9/17/2020	13.13
ACH	Amazon Capital Services	9/17/2020	15.03
ACH	Amazon Capital Services	9/17/2020	10.81
ACH	Amazon Capital Services	9/17/2020	15.14
ACH	Amazon Capital Services	9/17/2020	117.40

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/17/2020	10.31
ACH	Amazon Capital Services	9/17/2020	13.98
ACH	Amazon Capital Services	9/17/2020	130.37
ACH	Amazon Capital Services	9/17/2020	10.28
ACH	Amazon Capital Services	9/17/2020	13.54
ACH	Amazon Capital Services	9/17/2020	11.70
ACH	Amazon Capital Services	9/17/2020	10.72
ACH	Amazon Capital Services	9/17/2020	11.18
ACH	Amazon Capital Services	9/17/2020	104.40
ACH	Amazon Capital Services	9/17/2020	12.43
ACH	Amazon Capital Services	9/17/2020	12.84
ACH	Amazon Capital Services	9/17/2020	10.81
ACH	Amazon Capital Services	9/17/2020	13.10
ACH	Amazon Capital Services	9/17/2020	124.85
ACH	Amazon Capital Services	9/17/2020	10.76
ACH	Amazon Capital Services	9/17/2020	14.62
ACH	Amazon Capital Services	9/17/2020	13.57
ACH	Amazon Capital Services	9/17/2020	11.84
ACH	Amazon Capital Services	9/17/2020	13.95
ACH	Amazon Capital Services	9/17/2020	12.72
ACH	Amazon Capital Services	9/17/2020	12.60
ACH	Amazon Capital Services	9/17/2020	16.15
ACH	Amazon Capital Services	9/17/2020	12.66
ACH	Amazon Capital Services	9/17/2020	11.63
ACH	Amazon Capital Services	9/17/2020	11.63
ACH	Amazon Capital Services	9/17/2020	11.04
ACH	Amazon Capital Services	9/17/2020	11.56
ACH	Amazon Capital Services	9/17/2020	15.72
ACH	Amazon Capital Services	9/17/2020	157.53
ACH	Amazon Capital Services	9/17/2020	15.07
ACH	Amazon Capital Services	9/17/2020	74.04
ACH	Amazon Capital Services	9/17/2020	142.93
ACH	Amazon Capital Services	9/17/2020	14.00
ACH	Amazon Capital Services	9/17/2020	13.41
ACH	Amazon Capital Services	9/17/2020	13.95
ACH	Amazon Capital Services	9/17/2020	11.63
ACH	Amazon Capital Services	9/17/2020	106.76
ACH	Amazon Capital Services	9/17/2020	13.88
ACH	Amazon Capital Services	9/17/2020	16.47
ACH	Amazon Capital Services	9/17/2020	31.05
ACH	Amazon Capital Services	9/17/2020	23.76
ACH	Amazon Capital Services	9/17/2020	36.29
ACH	Amazon Capital Services	9/17/2020	16.05
ACH	Amazon Capital Services	9/17/2020	17.23
ACH	Amazon Capital Services	9/17/2020	132.84
ACH	Amazon Capital Services	9/17/2020	8.61
ACH	Amazon Capital Services	9/17/2020	16.95
ACH	Amazon Capital Services	9/22/2020	37.18
ACH	Amazon Capital Services	9/22/2020	34.26
ACH	Amazon Capital Services	9/22/2020	39.07
ACH	Amazon Capital Services	9/22/2020	21.64
ACH	Amazon Capital Services	9/22/2020	37.70
ACH	Amazon Capital Services	9/22/2020	30.48
ACH	Amazon Capital Services	9/22/2020	23.69
ACH	Amazon Capital Services	9/22/2020	9.24
ACH	Amazon Capital Services	9/22/2020	167.68
ACH	Amazon Capital Services	9/22/2020	7.61

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	17.77
ACH	Amazon Capital Services	9/22/2020	33.90
ACH	Amazon Capital Services	9/22/2020	26.31
ACH	Amazon Capital Services	9/22/2020	28.26
ACH	Amazon Capital Services	9/22/2020	38.24
ACH	Amazon Capital Services	9/22/2020	36.61
ACH	Amazon Capital Services	9/22/2020	27.04
ACH	Amazon Capital Services	9/22/2020	44.05
ACH	Amazon Capital Services	9/22/2020	22.62
ACH	Amazon Capital Services	9/22/2020	25.81
ACH	Amazon Capital Services	9/22/2020	6.21
ACH	Amazon Capital Services	9/22/2020	8.75
ACH	Amazon Capital Services	9/22/2020	57.08
ACH	Amazon Capital Services	9/22/2020	43.62
ACH	Amazon Capital Services	9/22/2020	85.50
ACH	Amazon Capital Services	9/22/2020	5.38
ACH	Amazon Capital Services	9/22/2020	25.85
ACH	Amazon Capital Services	9/22/2020	9.75
ACH	Amazon Capital Services	9/22/2020	30.53
ACH	Amazon Capital Services	9/22/2020	23.64
ACH	Amazon Capital Services	9/22/2020	37.31
ACH	Amazon Capital Services	9/22/2020	54.70
ACH	Amazon Capital Services	9/22/2020	28.26
ACH	Amazon Capital Services	9/22/2020	65.70
ACH	Amazon Capital Services	9/22/2020	4.75
ACH	Amazon Capital Services	9/22/2020	17.39
ACH	Amazon Capital Services	9/22/2020	19.35
ACH	Amazon Capital Services	9/22/2020	21.15
ACH	Amazon Capital Services	9/22/2020	24.69
ACH	Amazon Capital Services	9/22/2020	8.61
ACH	Amazon Capital Services	9/22/2020	19.25
ACH	Amazon Capital Services	9/22/2020	18.30
ACH	Amazon Capital Services	9/22/2020	19.49
ACH	Amazon Capital Services	9/22/2020	12.82
ACH	Amazon Capital Services	9/22/2020	14.82
ACH	Amazon Capital Services	9/22/2020	10.46
ACH	Amazon Capital Services	9/22/2020	14.10
ACH	Amazon Capital Services	9/22/2020	30.56
ACH	Amazon Capital Services	9/22/2020	26.92
ACH	Amazon Capital Services	9/22/2020	26.40
ACH	Amazon Capital Services	9/22/2020	43.19
ACH	Amazon Capital Services	9/22/2020	49.36
ACH	Amazon Capital Services	9/22/2020	97.91
ACH	Amazon Capital Services	9/22/2020	34.99
ACH	Amazon Capital Services	9/22/2020	28.10
ACH	Amazon Capital Services	9/22/2020	64.94
ACH	Amazon Capital Services	9/22/2020	16.53
ACH	Amazon Capital Services	9/22/2020	28.85
ACH	Amazon Capital Services	9/22/2020	45.17
ACH	Amazon Capital Services	9/22/2020	46.21
ACH	Amazon Capital Services	9/22/2020	31.42
ACH	Amazon Capital Services	9/22/2020	56.03
ACH	Amazon Capital Services	9/22/2020	31.97
ACH	Amazon Capital Services	9/22/2020	8.56
ACH	Amazon Capital Services	9/22/2020	5.33
ACH	Amazon Capital Services	9/22/2020	22.29
ACH	Amazon Capital Services	9/22/2020	9.73

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	22.84
ACH	Amazon Capital Services	9/22/2020	33.00
ACH	Amazon Capital Services	9/22/2020	10.75
ACH	Amazon Capital Services	9/22/2020	12.95
ACH	Amazon Capital Services	9/22/2020	34.07
ACH	Amazon Capital Services	9/22/2020	32.25
ACH	Amazon Capital Services	9/22/2020	18.54
ACH	Amazon Capital Services	9/22/2020	40.32
ACH	Amazon Capital Services	9/22/2020	92.10
ACH	Amazon Capital Services	9/22/2020	7.95
ACH	Amazon Capital Services	9/22/2020	30.69
ACH	Amazon Capital Services	9/22/2020	17.66
ACH	Amazon Capital Services	9/22/2020	71.37
ACH	Amazon Capital Services	9/22/2020	21.54
ACH	Amazon Capital Services	9/22/2020	7.27
ACH	Amazon Capital Services	9/22/2020	38.38
ACH	Amazon Capital Services	9/22/2020	6.21
ACH	Amazon Capital Services	9/22/2020	43.75
ACH	Amazon Capital Services	9/22/2020	18.31
ACH	Amazon Capital Services	9/22/2020	21.53
ACH	Amazon Capital Services	9/22/2020	26.82
ACH	Amazon Capital Services	9/22/2020	21.53
ACH	Amazon Capital Services	9/22/2020	88.24
ACH	Amazon Capital Services	9/22/2020	7.52
ACH	Amazon Capital Services	9/22/2020	20.76
ACH	Amazon Capital Services	9/22/2020	31.05
ACH	Amazon Capital Services	9/22/2020	17.31
ACH	Amazon Capital Services	9/22/2020	42.82
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	2.96
ACH	Amazon Capital Services	9/22/2020	21.53
ACH	Amazon Capital Services	9/22/2020	23.51
ACH	Amazon Capital Services	9/22/2020	8.29
ACH	Amazon Capital Services	9/22/2020	49.10
ACH	Amazon Capital Services	9/22/2020	39.15
ACH	Amazon Capital Services	9/22/2020	29.36
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	29.62
ACH	Amazon Capital Services	9/22/2020	34.33
ACH	Amazon Capital Services	9/22/2020	10.13
ACH	Amazon Capital Services	9/22/2020	62.47
ACH	Amazon Capital Services	9/22/2020	21.54
ACH	Amazon Capital Services	9/22/2020	6.45
ACH	Amazon Capital Services	9/22/2020	13.98
ACH	Amazon Capital Services	9/22/2020	12.40
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	14.00
ACH	Amazon Capital Services	9/22/2020	11.84
ACH	Amazon Capital Services	9/22/2020	10.55
ACH	Amazon Capital Services	9/22/2020	29.12
ACH	Amazon Capital Services	9/22/2020	10.79
ACH	Amazon Capital Services	9/22/2020	12.92
ACH	Amazon Capital Services	9/22/2020	17.11
ACH	Amazon Capital Services	9/22/2020	33.44
ACH	Amazon Capital Services	9/22/2020	16.90
ACH	Amazon Capital Services	9/22/2020	36.98
ACH	Amazon Capital Services	9/22/2020	7.45

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	7.27
ACH	Amazon Capital Services	9/22/2020	8.69
ACH	Amazon Capital Services	9/22/2020	71.93
ACH	Amazon Capital Services	9/22/2020	323.24
ACH	Amazon Capital Services	9/22/2020	38.67
ACH	Amazon Capital Services	9/22/2020	76.51
ACH	Amazon Capital Services	9/22/2020	61.46
ACH	Amazon Capital Services	9/22/2020	7.28
ACH	Amazon Capital Services	9/22/2020	17.67
ACH	Amazon Capital Services	9/22/2020	9.15
ACH	Amazon Capital Services	9/22/2020	58.88
ACH	Amazon Capital Services	9/22/2020	74.66
ACH	Amazon Capital Services	9/22/2020	6.24
ACH	Amazon Capital Services	9/22/2020	66.75
ACH	Amazon Capital Services	9/22/2020	42.89
ACH	Amazon Capital Services	9/22/2020	37.20
ACH	Amazon Capital Services	9/22/2020	30.32
ACH	Amazon Capital Services	9/22/2020	26.23
ACH	Amazon Capital Services	9/22/2020	7.55
ACH	Amazon Capital Services	9/22/2020	41.36
ACH	Amazon Capital Services	9/22/2020	41.92
ACH	Amazon Capital Services	9/22/2020	34.97
ACH	Amazon Capital Services	9/22/2020	74.30
ACH	Amazon Capital Services	9/22/2020	35.88
ACH	Amazon Capital Services	9/22/2020	21.44
ACH	Amazon Capital Services	9/22/2020	7.85
ACH	Amazon Capital Services	9/22/2020	6.03
ACH	Amazon Capital Services	9/22/2020	2.68
ACH	Amazon Capital Services	9/22/2020	53.81
ACH	Amazon Capital Services	9/22/2020	33.76
ACH	Amazon Capital Services	9/22/2020	12.23
ACH	Amazon Capital Services	9/22/2020	20.46
ACH	Amazon Capital Services	9/22/2020	8.65
ACH	Amazon Capital Services	9/22/2020	4.29
ACH	Amazon Capital Services	9/22/2020	30.15
ACH	Amazon Capital Services	9/22/2020	8.61
ACH	Amazon Capital Services	9/22/2020	34.71
ACH	Amazon Capital Services	9/22/2020	17.23
ACH	Amazon Capital Services	9/22/2020	26.94
ACH	Amazon Capital Services	9/22/2020	26.55
ACH	Amazon Capital Services	9/22/2020	38.79
ACH	Amazon Capital Services	9/22/2020	35.83
ACH	Amazon Capital Services	9/22/2020	59.83
ACH	Amazon Capital Services	9/22/2020	17.01
ACH	Amazon Capital Services	9/22/2020	46.75
ACH	Amazon Capital Services	9/22/2020	24.72
ACH	Amazon Capital Services	9/22/2020	18.09
ACH	Amazon Capital Services	9/22/2020	24.14
ACH	Amazon Capital Services	9/22/2020	28.82
ACH	Amazon Capital Services	9/22/2020	8.61
ACH	Amazon Capital Services	9/22/2020	6.35
ACH	Amazon Capital Services	9/22/2020	19.35
ACH	Amazon Capital Services	9/22/2020	93.47
ACH	Amazon Capital Services	9/22/2020	28.54
ACH	Amazon Capital Services	9/22/2020	6.45
ACH	Amazon Capital Services	9/22/2020	6.56
ACH	Amazon Capital Services	9/22/2020	189.63

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	6.81
ACH	Amazon Capital Services	9/22/2020	7.28
ACH	Amazon Capital Services	9/22/2020	31.10
ACH	Amazon Capital Services	9/22/2020	7.74
ACH	Amazon Capital Services	9/22/2020	57.52
ACH	Amazon Capital Services	9/22/2020	27.98
ACH	Amazon Capital Services	9/22/2020	62.35
ACH	Amazon Capital Services	9/22/2020	58.39
ACH	Amazon Capital Services	9/22/2020	24.22
ACH	Amazon Capital Services	9/22/2020	8.58
ACH	Amazon Capital Services	9/22/2020	8.60
ACH	Amazon Capital Services	9/22/2020	24.44
ACH	Amazon Capital Services	9/22/2020	50.13
ACH	Amazon Capital Services	9/22/2020	9.69
ACH	Amazon Capital Services	9/22/2020	86.62
ACH	Amazon Capital Services	9/22/2020	18.87
ACH	Amazon Capital Services	9/22/2020	5.39
ACH	Amazon Capital Services	9/22/2020	5.12
ACH	Amazon Capital Services	9/22/2020	56.34
ACH	Amazon Capital Services	9/22/2020	26.93
ACH	Amazon Capital Services	9/22/2020	37.43
ACH	Amazon Capital Services	9/22/2020	14.00
ACH	Amazon Capital Services	9/22/2020	27.00
ACH	Amazon Capital Services	9/22/2020	7.54
ACH	Amazon Capital Services	9/22/2020	7.45
ACH	Amazon Capital Services	9/22/2020	21.42
ACH	Amazon Capital Services	9/22/2020	47.72
ACH	Amazon Capital Services	9/22/2020	7.45
ACH	Amazon Capital Services	9/22/2020	5.38
ACH	Amazon Capital Services	9/22/2020	20.52
ACH	Amazon Capital Services	9/22/2020	29.64
ACH	Amazon Capital Services	9/22/2020	33.47
ACH	Amazon Capital Services	9/22/2020	23.97
ACH	Amazon Capital Services	9/22/2020	17.22
ACH	Amazon Capital Services	9/22/2020	5.89
ACH	Amazon Capital Services	9/22/2020	18.91
ACH	Amazon Capital Services	9/22/2020	24.09
ACH	Amazon Capital Services	9/22/2020	42.77
ACH	Amazon Capital Services	9/22/2020	21.50
ACH	Amazon Capital Services	9/22/2020	44.90
ACH	Amazon Capital Services	9/22/2020	30.16
ACH	Amazon Capital Services	9/22/2020	30.47
ACH	Amazon Capital Services	9/22/2020	23.69
ACH	Amazon Capital Services	9/22/2020	35.44
ACH	Amazon Capital Services	9/22/2020	6.45
ACH	Amazon Capital Services	9/22/2020	29.91
ACH	Amazon Capital Services	9/22/2020	6.24
ACH	Amazon Capital Services	9/22/2020	27.78
ACH	Amazon Capital Services	9/22/2020	43.10
ACH	Amazon Capital Services	9/22/2020	85.96
ACH	Amazon Capital Services	9/22/2020	18.31
ACH	Amazon Capital Services	9/22/2020	16.52
ACH	Amazon Capital Services	9/22/2020	42.03
ACH	Amazon Capital Services	9/22/2020	7.45
ACH	Amazon Capital Services	9/22/2020	28.24
ACH	Amazon Capital Services	9/22/2020	41.25
ACH	Amazon Capital Services	9/22/2020	21.32

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	17.13
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	36.17
ACH	Amazon Capital Services	9/22/2020	38.85
ACH	Amazon Capital Services	9/22/2020	91.44
ACH	Amazon Capital Services	9/22/2020	19.38
ACH	Amazon Capital Services	9/22/2020	26.92
ACH	Amazon Capital Services	9/22/2020	5.15
ACH	Amazon Capital Services	9/22/2020	22.14
ACH	Amazon Capital Services	9/22/2020	26.93
ACH	Amazon Capital Services	9/22/2020	22.62
ACH	Amazon Capital Services	9/22/2020	67.57
ACH	Amazon Capital Services	9/22/2020	6.71
ACH	Amazon Capital Services	9/22/2020	54.37
ACH	Amazon Capital Services	9/22/2020	32.30
ACH	Amazon Capital Services	9/22/2020	6.27
ACH	Amazon Capital Services	9/22/2020	7.49
ACH	Amazon Capital Services	9/22/2020	21.54
ACH	Amazon Capital Services	9/22/2020	27.78
ACH	Amazon Capital Services	9/22/2020	6.45
ACH	Amazon Capital Services	9/22/2020	58.02
ACH	Amazon Capital Services	9/22/2020	29.09
ACH	Amazon Capital Services	9/22/2020	48.11
ACH	Amazon Capital Services	9/22/2020	26.93
ACH	Amazon Capital Services	9/22/2020	27.09
ACH	Amazon Capital Services	9/22/2020	18.39
ACH	Amazon Capital Services	9/22/2020	29.56
ACH	Amazon Capital Services	9/22/2020	30.58
ACH	Amazon Capital Services	9/22/2020	2.58
ACH	Amazon Capital Services	9/22/2020	19.16
ACH	Amazon Capital Services	9/22/2020	45.13
ACH	Amazon Capital Services	9/22/2020	45.45
ACH	Amazon Capital Services	9/22/2020	37.88
ACH	Amazon Capital Services	9/22/2020	7.96
ACH	Amazon Capital Services	9/22/2020	53.43
ACH	Amazon Capital Services	9/22/2020	29.07
ACH	Amazon Capital Services	9/22/2020	62.40
ACH	Amazon Capital Services	9/22/2020	58.34
ACH	Amazon Capital Services	9/22/2020	21.54
ACH	Amazon Capital Services	9/22/2020	5.36
ACH	Amazon Capital Services	9/22/2020	20.11
ACH	Amazon Capital Services	9/22/2020	41.39
ACH	Amazon Capital Services	9/22/2020	58.36
ACH	Amazon Capital Services	9/22/2020	44.67
ACH	Amazon Capital Services	9/22/2020	29.17
ACH	Amazon Capital Services	9/22/2020	24.77
ACH	Amazon Capital Services	9/22/2020	33.43
ACH	Amazon Capital Services	9/22/2020	31.99
ACH	Amazon Capital Services	9/22/2020	21.54
ACH	Amazon Capital Services	9/22/2020	8.08
ACH	Amazon Capital Services	9/22/2020	57.35
ACH	Amazon Capital Services	9/22/2020	38.94
ACH	Amazon Capital Services	9/22/2020	38.88
ACH	Amazon Capital Services	9/22/2020	50.97
ACH	Amazon Capital Services	9/22/2020	27.78
ACH	Amazon Capital Services	9/22/2020	26.37
ACH	Amazon Capital Services	9/22/2020	30.35

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	299.43
ACH	Amazon Capital Services	9/22/2020	44.35
ACH	Amazon Capital Services	9/22/2020	28.19
ACH	Amazon Capital Services	9/22/2020	69.50
ACH	Amazon Capital Services	9/22/2020	30.04
ACH	Provenance	9/23/2020	2,305.31
ACH	Provenance	9/23/2020	3,300.62
ACH	Provenance	9/23/2020	1,641.00
ACH	Provenance	9/23/2020	198.00
ACH	Provenance	9/23/2020	2,013.00
ACH	Provenance	9/23/2020	868.00
ACH	Provenance	9/23/2020	1,123.00
ACH	Provenance	9/23/2020	988.00
ACH	Provenance	9/23/2020	691.00
ACH	Provenance	9/23/2020	236.00
ACH	Provenance	9/23/2020	998.00
ACH	Provenance	9/23/2020	366.00
ACH	Provenance	9/23/2020	663.00
ACH	Provenance	9/23/2020	493.00
ACH	Provenance	9/23/2020	118.00
ACH	Provenance	9/23/2020	59.00
ACH	Provenance	9/23/2020	1,320.76
ACH	Provenance	9/23/2020	41,325.00
ACH	Provenance	9/23/2020	522.75
ACH	Amazon Capital Services	9/23/2020	33.83
ACH	Amazon Capital Services	9/24/2020	15.54
ACH	Amazon Capital Services	9/24/2020	27.99
ACH	Amazon Capital Services	9/24/2020	35.52
ACH	Amazon Capital Services	9/24/2020	6.42
ACH	Amazon Capital Services	9/24/2020	9.69
ACH	Amazon Capital Services	9/24/2020	4.30
ACH	Amazon Capital Services	9/24/2020	75.19
ACH	Amazon Capital Services	9/24/2020	40.79
ACH	Amazon Capital Services	9/24/2020	50.45
ACH	Amazon Capital Services	9/24/2020	13.78
ACH	Amazon Capital Services	9/24/2020	36.62
ACH	Amazon Capital Services	9/24/2020	4.93
ACH	Amazon Capital Services	9/24/2020	20.46
ACH	Amazon Capital Services	9/24/2020	21.52
ACH	Amazon Capital Services	9/24/2020	79.43
ACH	Amazon Capital Services	9/24/2020	79.20
ACH	Amazon Capital Services	9/24/2020	25.58
ACH	Amazon Capital Services	9/24/2020	69.35
ACH	Amazon Capital Services	9/24/2020	91.58
ACH	Amazon Capital Services	9/24/2020	8.24
ACH	Amazon Capital Services	9/24/2020	34.96
ACH	Amazon Capital Services	9/24/2020	16.16
ACH	Amazon Capital Services	9/24/2020	25.68
ACH	Amazon Capital Services	9/24/2020	20.50
ACH	Amazon Capital Services	9/24/2020	21.54
ACH	Amazon Capital Services	9/24/2020	7.27
ACH	Amazon Capital Services	9/24/2020	33.48
ACH	Amazon Capital Services	9/24/2020	47.46
ACH	Amazon Capital Services	9/24/2020	14.00
ACH	Amazon Capital Services	9/24/2020	32.80
ACH	Amazon Capital Services	9/24/2020	43.34
ACH	Amazon Capital Services	9/24/2020	10.55

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	53.85
ACH	Amazon Capital Services	9/24/2020	19.38
ACH	Amazon Capital Services	9/24/2020	10.81
ACH	Amazon Capital Services	9/24/2020	17.85
ACH	Amazon Capital Services	9/24/2020	39.88
ACH	Amazon Capital Services	9/24/2020	5.38
ACH	Amazon Capital Services	9/24/2020	9.69
ACH	Amazon Capital Services	9/24/2020	7.14
ACH	Amazon Capital Services	9/24/2020	8.57
ACH	Amazon Capital Services	9/24/2020	12.92
ACH	Amazon Capital Services	9/24/2020	18.95
ACH	Amazon Capital Services	9/24/2020	12.98
ACH	Amazon Capital Services	9/24/2020	10.15
ACH	Amazon Capital Services	9/24/2020	7.25
ACH	Amazon Capital Services	9/24/2020	119.17
ACH	Amazon Capital Services	9/24/2020	7.15
ACH	Amazon Capital Services	9/24/2020	11.03
ACH	Amazon Capital Services	9/24/2020	7.57
ACH	Amazon Capital Services	9/24/2020	6.28
ACH	Amazon Capital Services	9/24/2020	11.84
ACH	Amazon Capital Services	9/24/2020	14.06
ACH	Amazon Capital Services	9/24/2020	38.09
ACH	Amazon Capital Services	9/24/2020	6.02
ACH	Amazon Capital Services	9/24/2020	62.89
ACH	Amazon Capital Services	9/24/2020	22.51
ACH	Amazon Capital Services	9/24/2020	35.49
ACH	Amazon Capital Services	9/24/2020	17.27
ACH	Amazon Capital Services	9/24/2020	37.75
ACH	Amazon Capital Services	9/24/2020	3.25
ACH	Amazon Capital Services	9/24/2020	52.76
ACH	Amazon Capital Services	9/24/2020	21.18
ACH	Amazon Capital Services	9/24/2020	6.45
ACH	Amazon Capital Services	9/24/2020	46.75
ACH	Amazon Capital Services	9/24/2020	26.93
ACH	Amazon Capital Services	9/24/2020	25.85
ACH	Amazon Capital Services	9/24/2020	6.24
ACH	Amazon Capital Services	9/24/2020	102.31
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	7.27
ACH	Amazon Capital Services	9/24/2020	47.70
ACH	Amazon Capital Services	9/24/2020	29.08
ACH	Amazon Capital Services	9/24/2020	19.91
ACH	Amazon Capital Services	9/24/2020	12.33
ACH	Amazon Capital Services	9/24/2020	7.56
ACH	Amazon Capital Services	9/24/2020	23.46
ACH	Amazon Capital Services	9/24/2020	12.92
ACH	Amazon Capital Services	9/24/2020	17.08
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	36.82
ACH	Amazon Capital Services	9/24/2020	27.45
ACH	Amazon Capital Services	9/24/2020	7.22
ACH	Amazon Capital Services	9/24/2020	44.55
ACH	Amazon Capital Services	9/24/2020	8.57
ACH	Amazon Capital Services	9/24/2020	14.00
ACH	Amazon Capital Services	9/24/2020	49.31
ACH	Amazon Capital Services	9/24/2020	38.78
ACH	Amazon Capital Services	9/24/2020	94.66

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	22.81
ACH	Amazon Capital Services	9/24/2020	31.64
ACH	Amazon Capital Services	9/24/2020	19.52
ACH	Amazon Capital Services	9/24/2020	26.49
ACH	Amazon Capital Services	9/24/2020	7.32
ACH	Amazon Capital Services	9/24/2020	19.65
ACH	Amazon Capital Services	9/24/2020	45.23
ACH	Amazon Capital Services	9/24/2020	7.31
ACH	Amazon Capital Services	9/24/2020	51.48
ACH	Amazon Capital Services	9/24/2020	45.48
ACH	Amazon Capital Services	9/24/2020	20.46
ACH	Amazon Capital Services	9/24/2020	31.13
ACH	Amazon Capital Services	9/24/2020	10.85
ACH	Amazon Capital Services	9/24/2020	13.30
ACH	Amazon Capital Services	9/24/2020	35.23
ACH	Amazon Capital Services	9/24/2020	32.26
ACH	Amazon Capital Services	9/24/2020	29.30
ACH	Amazon Capital Services	9/24/2020	12.92
ACH	Amazon Capital Services	9/24/2020	118.05
ACH	Amazon Capital Services	9/24/2020	32.30
ACH	Amazon Capital Services	9/24/2020	28.82
ACH	Amazon Capital Services	9/24/2020	21.54
ACH	Amazon Capital Services	9/24/2020	185.28
ACH	Amazon Capital Services	9/24/2020	106.67
ACH	Amazon Capital Services	9/24/2020	11.46
ACH	Amazon Capital Services	9/24/2020	17.22
ACH	Amazon Capital Services	9/24/2020	63.53
ACH	Amazon Capital Services	9/24/2020	32.13
ACH	Amazon Capital Services	9/24/2020	12.91
ACH	Amazon Capital Services	9/24/2020	13.47
ACH	Amazon Capital Services	9/24/2020	35.67
ACH	Amazon Capital Services	9/24/2020	96.86
ACH	Amazon Capital Services	9/24/2020	12.88
ACH	Amazon Capital Services	9/24/2020	43.16
ACH	Amazon Capital Services	9/24/2020	13.77
ACH	Amazon Capital Services	9/24/2020	6.94
ACH	Amazon Capital Services	9/24/2020	10.77
ACH	Amazon Capital Services	9/24/2020	8.59
ACH	Amazon Capital Services	9/24/2020	32.79
ACH	Amazon Capital Services	9/24/2020	28.68
ACH	Amazon Capital Services	9/24/2020	13.85
ACH	Amazon Capital Services	9/24/2020	83.02
ACH	Amazon Capital Services	9/24/2020	7.53
ACH	Amazon Capital Services	9/24/2020	98.78
ACH	Amazon Capital Services	9/24/2020	27.91
ACH	Amazon Capital Services	9/24/2020	25.55
ACH	Amazon Capital Services	9/24/2020	24.66
ACH	Amazon Capital Services	9/24/2020	78.66
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	49.77
ACH	Amazon Capital Services	9/24/2020	22.70
ACH	Amazon Capital Services	9/24/2020	9.45
ACH	Amazon Capital Services	9/24/2020	6.96
ACH	Amazon Capital Services	9/24/2020	29.20
ACH	Amazon Capital Services	9/24/2020	12.90
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	4.98

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	12.81
ACH	Amazon Capital Services	9/24/2020	34.21
ACH	Amazon Capital Services	9/24/2020	56.29
ACH	Amazon Capital Services	9/24/2020	14.00
ACH	Amazon Capital Services	9/24/2020	7.53
ACH	Amazon Capital Services	9/24/2020	24.35
ACH	Amazon Capital Services	9/24/2020	58.24
ACH	Amazon Capital Services	9/24/2020	179.51
ACH	Amazon Capital Services	9/24/2020	16.47
ACH	Amazon Capital Services	9/24/2020	10.81
ACH	Amazon Capital Services	9/24/2020	42.56
ACH	Amazon Capital Services	9/24/2020	81.42
ACH	Amazon Capital Services	9/24/2020	12.65
ACH	Amazon Capital Services	9/24/2020	8.50
ACH	Amazon Capital Services	9/24/2020	34.48
ACH	Amazon Capital Services	9/24/2020	12.07
ACH	Amazon Capital Services	9/24/2020	45.02
ACH	Amazon Capital Services	9/24/2020	38.62
ACH	Amazon Capital Services	9/24/2020	14.00
ACH	Amazon Capital Services	9/24/2020	14.00
ACH	Amazon Capital Services	9/24/2020	85.12
ACH	Amazon Capital Services	9/24/2020	4.32
ACH	Amazon Capital Services	9/24/2020	59.89
ACH	Amazon Capital Services	9/24/2020	6.45
ACH	Amazon Capital Services	9/24/2020	8.65
ACH	Amazon Capital Services	9/24/2020	15.03
ACH	Amazon Capital Services	9/24/2020	30.12
ACH	Amazon Capital Services	9/24/2020	7.29
ACH	Amazon Capital Services	9/24/2020	29.61
ACH	Amazon Capital Services	9/24/2020	5.57
ACH	Amazon Capital Services	9/24/2020	15.87
ACH	Amazon Capital Services	9/24/2020	7.42
ACH	Amazon Capital Services	9/24/2020	52.13
ACH	Amazon Capital Services	9/24/2020	112.64
ACH	Amazon Capital Services	9/24/2020	7.49
ACH	Amazon Capital Services	9/24/2020	14.00
ACH	Amazon Capital Services	9/24/2020	15.12
ACH	Amazon Capital Services	9/24/2020	15.03
ACH	Amazon Capital Services	9/24/2020	14.96
ACH	Amazon Capital Services	9/24/2020	24.65
ACH	Amazon Capital Services	9/24/2020	64.61
ACH	Amazon Capital Services	9/24/2020	7.53
ACH	Amazon Capital Services	9/24/2020	12.60
ACH	Amazon Capital Services	9/24/2020	23.69
ACH	Amazon Capital Services	9/24/2020	48.71
ACH	Amazon Capital Services	9/24/2020	38.08
ACH	Amazon Capital Services	9/24/2020	7.53
ACH	Amazon Capital Services	9/24/2020	9.73
ACH	Amazon Capital Services	9/24/2020	14.00
ACH	Amazon Capital Services	9/24/2020	22.50
ACH	Amazon Capital Services	9/24/2020	5.38
ACH	Amazon Capital Services	9/24/2020	15.61
ACH	Amazon Capital Services	9/24/2020	26.33
ACH	Amazon Capital Services	9/24/2020	16.10
ACH	Amazon Capital Services	9/24/2020	81.40
ACH	Amazon Capital Services	9/24/2020	19.76
ACH	Amazon Capital Services	9/24/2020	6.44

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	9.64
ACH	Amazon Capital Services	9/24/2020	9.64
ACH	Amazon Capital Services	9/24/2020	75.31
ACH	Amazon Capital Services	9/24/2020	29.20
ACH	Amazon Capital Services	9/24/2020	44.45
ACH	Amazon Capital Services	9/24/2020	7.40
ACH	Amazon Capital Services	9/24/2020	64.60
ACH	Amazon Capital Services	9/24/2020	85.12
ACH	Amazon Capital Services	9/24/2020	86.39
ACH	Amazon Capital Services	9/24/2020	7.25
ACH	Amazon Capital Services	9/24/2020	58.67
ACH	Amazon Capital Services	9/24/2020	19.14
ACH	Amazon Capital Services	9/24/2020	63.64
ACH	Amazon Capital Services	9/24/2020	11.74
ACH	Amazon Capital Services	9/24/2020	12.81
ACH	Amazon Capital Services	9/24/2020	29.87
ACH	Amazon Capital Services	9/24/2020	10.81
ACH	Amazon Capital Services	9/24/2020	13.95
ACH	Amazon Capital Services	9/24/2020	21.73
ACH	Amazon Capital Services	9/24/2020	14.42
ACH	Amazon Capital Services	9/24/2020	73.61
ACH	Amazon Capital Services	9/24/2020	9.71
ACH	Amazon Capital Services	9/24/2020	10.29
ACH	Amazon Capital Services	9/24/2020	83.32
ACH	Amazon Capital Services	9/24/2020	33.24
ACH	Amazon Capital Services	9/24/2020	14.06
ACH	Amazon Capital Services	9/24/2020	7.10
ACH	Amazon Capital Services	9/24/2020	16.45
ACH	Amazon Capital Services	9/24/2020	16.00
ACH	Amazon Capital Services	9/24/2020	22.59
ACH	Amazon Capital Services	9/24/2020	22.56
ACH	Amazon Capital Services	9/24/2020	14.09
ACH	Amazon Capital Services	9/24/2020	68.84
ACH	Amazon Capital Services	9/24/2020	73.49
ACH	Amazon Capital Services	9/24/2020	75.41
ACH	Amazon Capital Services	9/24/2020	52.25
ACH	Amazon Capital Services	9/24/2020	32.56
ACH	Amazon Capital Services	9/24/2020	7.49
ACH	Amazon Capital Services	9/24/2020	86.19
ACH	Amazon Capital Services	9/24/2020	11.95
ACH	Amazon Capital Services	9/24/2020	7.53
ACH	Amazon Capital Services	9/24/2020	10.81
ACH	Amazon Capital Services	9/24/2020	7.53
ACH	Amazon Capital Services	9/24/2020	13.06
ACH	Amazon Capital Services	9/24/2020	11.63
ACH	Amazon Capital Services	9/24/2020	215.91
ACH	Amazon Capital Services	9/24/2020	16.00
ACH	Amazon Capital Services	9/24/2020	11.84
ACH	Amazon Capital Services	9/24/2020	15.06
ACH	Amazon Capital Services	9/24/2020	7.53
ACH	Amazon Capital Services	9/24/2020	24.77
ACH	Amazon Capital Services	9/24/2020	11.56
ACH	Amazon Capital Services	9/24/2020	9.99
ACH	Amazon Capital Services	9/24/2020	33.67
ACH	Amazon Capital Services	9/24/2020	10.81
ACH	Amazon Capital Services	9/24/2020	11.73
ACH	Amazon Capital Services	9/24/2020	9.21

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	83.97
ACH	Amazon Capital Services	9/24/2020	32.30
ACH	Amazon Capital Services	9/24/2020	11.09
ACH	Amazon Capital Services	9/24/2020	10.72
ACH	Amazon Capital Services	9/24/2020	11.63
ACH	Amazon Capital Services	9/24/2020	80.23
ACH	Amazon Capital Services	9/24/2020	30.55
ACH	Amazon Capital Services	9/24/2020	46.21
ACH	Amazon Capital Services	9/24/2020	6.45
ACH	Amazon Capital Services	9/24/2020	81.49
ACH	Amazon Capital Services	9/24/2020	7.53
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	18.63
ACH	Amazon Capital Services	9/24/2020	22.72
ACH	Amazon Capital Services	9/24/2020	14.54
ACH	Amazon Capital Services	9/24/2020	7.07
ACH	Amazon Capital Services	9/24/2020	7.42
ACH	Amazon Capital Services	9/24/2020	10.77
ACH	Amazon Capital Services	9/24/2020	6.48
ACH	Amazon Capital Services	9/24/2020	6.07
ACH	Amazon Capital Services	9/24/2020	68.84
ACH	Amazon Capital Services	9/24/2020	6.24
ACH	Amazon Capital Services	9/24/2020	141.46
ACH	Amazon Capital Services	9/24/2020	25.78
ACH	Amazon Capital Services	9/24/2020	34.95
ACH	Amazon Capital Services	9/24/2020	10.76
ACH	Amazon Capital Services	9/24/2020	51.72
ACH	Amazon Capital Services	9/24/2020	23.99
ACH	Amazon Capital Services	9/24/2020	6.45
ACH	Amazon Capital Services	9/24/2020	97.93
ACH	Amazon Capital Services	9/24/2020	55.43
ACH	Amazon Capital Services	9/24/2020	12.16
ACH	Amazon Capital Services	9/24/2020	13.67
ACH	Amazon Capital Services	9/24/2020	45.63
ACH	Amazon Capital Services	9/24/2020	11.53
ACH	Amazon Capital Services	9/24/2020	15.94
ACH	Amazon Capital Services	9/24/2020	12.86
ACH	Amazon Capital Services	9/24/2020	23.57
ACH	Amazon Capital Services	9/24/2020	30.69
ACH	Amazon Capital Services	9/24/2020	6.63
ACH	Charter Impact, Inc.	9/25/2020	1,500.00
ACH	Charter Impact, Inc.	9/25/2020	225.00
ACH	Amazon Capital Services	9/28/2020	78.25
ACH	Amazon Capital Services	9/29/2020	14.13
ACH	Amazon Capital Services	9/29/2020	17.39
ACH	Amazon Capital Services	9/29/2020	17.62
ACH	Amazon Capital Services	9/29/2020	110.67
ACH	Amazon Capital Services	9/29/2020	10.81
ACH	Amazon Capital Services	9/29/2020	33.39
ACH	Amazon Capital Services	9/29/2020	21.74
ACH	Amazon Capital Services	9/29/2020	26.93
ACH	Amazon Capital Services	9/29/2020	5.37
ACH	Amazon Capital Services	9/29/2020	21.54
ACH	Amazon Capital Services	9/29/2020	31.98
ACH	Amazon Capital Services	9/29/2020	24.65
ACH	Amazon Capital Services	9/29/2020	6.24
ACH	Amazon Capital Services	9/29/2020	32.21

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	43.05
ACH	Amazon Capital Services	9/29/2020	7.53
ACH	Amazon Capital Services	9/29/2020	17.44
ACH	Amazon Capital Services	9/29/2020	3.54
ACH	Amazon Capital Services	9/29/2020	22.28
ACH	Amazon Capital Services	9/29/2020	14.00
ACH	Amazon Capital Services	9/29/2020	5.57
ACH	Amazon Capital Services	9/29/2020	45.43
ACH	Amazon Capital Services	9/29/2020	12.92
ACH	Amazon Capital Services	9/29/2020	17.23
ACH	Amazon Capital Services	9/29/2020	9.69
ACH	Amazon Capital Services	9/29/2020	13.57
ACH	Amazon Capital Services	9/29/2020	23.90
ACH	Amazon Capital Services	9/29/2020	22.09
ACH	Amazon Capital Services	9/29/2020	7.52
ACH	Amazon Capital Services	9/29/2020	7.40
ACH	Amazon Capital Services	9/29/2020	247.71
ACH	Amazon Capital Services	9/29/2020	13.88
ACH	Amazon Capital Services	9/29/2020	5.37
ACH	Amazon Capital Services	9/29/2020	22.71
ACH	Amazon Capital Services	9/29/2020	24.93
ACH	Amazon Capital Services	9/29/2020	18.26
ACH	Amazon Capital Services	9/29/2020	13.57
ACH	Amazon Capital Services	9/29/2020	10.45
ACH	Amazon Capital Services	9/29/2020	16.37
ACH	Amazon Capital Services	9/29/2020	24.59
ACH	Amazon Capital Services	9/29/2020	16.29
ACH	Amazon Capital Services	9/29/2020	21.69
ACH	Amazon Capital Services	9/29/2020	8.61
ACH	Amazon Capital Services	9/29/2020	10.86
ACH	Amazon Capital Services	9/29/2020	17.22
ACH	Amazon Capital Services	9/29/2020	29.35
ACH	Amazon Capital Services	9/29/2020	77.28
ACH	Amazon Capital Services	9/29/2020	26.79
ACH	Amazon Capital Services	9/29/2020	42.75
ACH	Amazon Capital Services	9/29/2020	19.38
ACH	Amazon Capital Services	9/29/2020	69.95
ACH	Amazon Capital Services	9/29/2020	311.67
ACH	Amazon Capital Services	9/29/2020	43.09
ACH	Amazon Capital Services	9/29/2020	10.72
ACH	Amazon Capital Services	9/29/2020	17.12
ACH	Amazon Capital Services	9/29/2020	30.59
ACH	Amazon Capital Services	9/29/2020	16.58
ACH	Amazon Capital Services	9/29/2020	20.68
ACH	Amazon Capital Services	9/29/2020	38.60
ACH	Amazon Capital Services	9/29/2020	26.70
ACH	Amazon Capital Services	9/29/2020	25.56
ACH	Amazon Capital Services	9/29/2020	31.46
ACH	Amazon Capital Services	9/29/2020	18.86
ACH	Amazon Capital Services	9/29/2020	27.58
ACH	Amazon Capital Services	9/29/2020	23.87
ACH	Amazon Capital Services	9/29/2020	68.94
ACH	Amazon Capital Services	9/29/2020	5.28
ACH	Amazon Capital Services	9/29/2020	5.38
ACH	Amazon Capital Services	9/29/2020	21.64
ACH	Amazon Capital Services	9/29/2020	30.16
ACH	Amazon Capital Services	9/29/2020	7.57

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	18.81
ACH	Amazon Capital Services	9/29/2020	22.61
ACH	Amazon Capital Services	9/29/2020	37.66
ACH	Amazon Capital Services	9/29/2020	31.34
ACH	Amazon Capital Services	9/29/2020	14.97
ACH	Amazon Capital Services	9/29/2020	18.88
ACH	Amazon Capital Services	9/29/2020	36.55
ACH	Amazon Capital Services	9/29/2020	23.81
ACH	Amazon Capital Services	9/29/2020	5.38
ACH	Amazon Capital Services	9/29/2020	18.31
ACH	Amazon Capital Services	9/29/2020	8.61
ACH	Amazon Capital Services	9/29/2020	15.09
ACH	Amazon Capital Services	9/29/2020	23.97
ACH	Amazon Capital Services	9/29/2020	42.13
ACH	Amazon Capital Services	9/29/2020	60.54
ACH	Amazon Capital Services	9/29/2020	12.07
ACH	Amazon Capital Services	9/29/2020	50.62
ACH	Amazon Capital Services	9/29/2020	92.63
ACH	Amazon Capital Services	9/29/2020	11.84
ACH	Amazon Capital Services	9/29/2020	37.65
ACH	Amazon Capital Services	9/29/2020	8.61
ACH	Amazon Capital Services	9/29/2020	15.68
ACH	Amazon Capital Services	9/29/2020	25.99
ACH	Amazon Capital Services	9/29/2020	5.37
ACH	Amazon Capital Services	9/29/2020	34.46
ACH	Amazon Capital Services	9/29/2020	12.48
ACH	Amazon Capital Services	9/29/2020	25.20
ACH	Amazon Capital Services	9/29/2020	21.84
ACH	Amazon Capital Services	9/29/2020	28.85
ACH	Amazon Capital Services	9/29/2020	38.54
ACH	Amazon Capital Services	9/29/2020	16.15
ACH	Amazon Capital Services	9/29/2020	19.48
ACH	Amazon Capital Services	9/29/2020	4.34
ACH	Amazon Capital Services	9/29/2020	58.65
ACH	Amazon Capital Services	9/29/2020	20.42
ACH	Amazon Capital Services	9/29/2020	10.76
ACH	Amazon Capital Services	9/29/2020	50.72
ACH	Amazon Capital Services	9/29/2020	21.41
ACH	Amazon Capital Services	9/29/2020	15.19
ACH	Amazon Capital Services	9/29/2020	8.98
ACH	Amazon Capital Services	9/29/2020	17.89
ACH	Amazon Capital Services	9/29/2020	13.57
ACH	Amazon Capital Services	9/29/2020	18.31
ACH	Amazon Capital Services	9/29/2020	10.50
ACH	Amazon Capital Services	9/29/2020	10.75
ACH	Amazon Capital Services	9/29/2020	19.47
ACH	Amazon Capital Services	9/29/2020	75.71
ACH	Amazon Capital Services	9/29/2020	5.51
ACH	Amazon Capital Services	9/29/2020	15.96
ACH	Amazon Capital Services	9/29/2020	24.77
ACH	Amazon Capital Services	9/29/2020	11.52
ACH	Amazon Capital Services	9/29/2020	5.39
ACH	Amazon Capital Services	9/29/2020	16.92
ACH	Amazon Capital Services	9/29/2020	26.91
ACH	Amazon Capital Services	9/29/2020	40.86
ACH	Amazon Capital Services	9/29/2020	32.46
ACH	Amazon Capital Services	9/29/2020	40.27

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	30.14
ACH	Amazon Capital Services	9/29/2020	37.70
ACH	Amazon Capital Services	9/29/2020	22.61
ACH	Amazon Capital Services	9/29/2020	14.33
ACH	Amazon Capital Services	9/29/2020	27.70
ACH	Amazon Capital Services	9/29/2020	20.11
ACH	Amazon Capital Services	9/29/2020	40.03
ACH	Amazon Capital Services	9/29/2020	43.39
ACH	Amazon Capital Services	9/29/2020	8.61
ACH	Amazon Capital Services	9/29/2020	44.33
ACH	Amazon Capital Services	9/29/2020	105.49
ACH	Amazon Capital Services	9/29/2020	49.70
ACH	Amazon Capital Services	9/29/2020	101.34
ACH	Amazon Capital Services	9/29/2020	14.82
ACH	Amazon Capital Services	9/29/2020	14.00
ACH	Amazon Capital Services	9/29/2020	17.10
ACH	Amazon Capital Services	9/29/2020	21.01
ACH	Amazon Capital Services	9/29/2020	13.58
ACH	Amazon Capital Services	9/29/2020	10.86
ACH	Amazon Capital Services	9/29/2020	8.61
ACH	Amazon Capital Services	9/29/2020	44.12
ACH	Amazon Capital Services	9/29/2020	20.54
ACH	Amazon Capital Services	9/29/2020	15.43
ACH	Amazon Capital Services	9/29/2020	49.16
ACH	Amazon Capital Services	9/29/2020	10.45
ACH	Amazon Capital Services	9/29/2020	14.36
ACH	Amazon Capital Services	9/29/2020	29.08
ACH	Amazon Capital Services	9/29/2020	120.66
ACH	Amazon Capital Services	9/29/2020	48.52
ACH	Amazon Capital Services	9/29/2020	183.06
ACH	Amazon Capital Services	9/29/2020	4.25
ACH	Amazon Capital Services	9/29/2020	48.12
ACH	Amazon Capital Services	9/29/2020	196.69
ACH	Amazon Capital Services	9/29/2020	36.06
ACH	Amazon Capital Services	9/29/2020	50.78
ACH	Amazon Capital Services	9/29/2020	19.09
ACH	Amazon Capital Services	9/29/2020	23.11
ACH	Amazon Capital Services	9/29/2020	12.88
ACH	Amazon Capital Services	9/29/2020	28.64
ACH	Amazon Capital Services	9/29/2020	23.71
ACH	Amazon Capital Services	9/29/2020	8.65
ACH	Amazon Capital Services	9/29/2020	49.68
ACH	Amazon Capital Services	9/29/2020	35.44
ACH	Amazon Capital Services	9/29/2020	18.31
ACH	Amazon Capital Services	9/29/2020	19.93
ACH	Amazon Capital Services	9/29/2020	42.12
ACH	Amazon Capital Services	9/29/2020	7.57
ACH	Amazon Capital Services	9/29/2020	52.89
ACH	Amazon Capital Services	9/29/2020	5.59
ACH	Amazon Capital Services	9/29/2020	48.49
ACH	Amazon Capital Services	9/29/2020	20.05
ACH	Amazon Capital Services	9/29/2020	25.81
ACH	Amazon Capital Services	9/29/2020	40.52
ACH	Amazon Capital Services	9/29/2020	137.74
ACH	Amazon Capital Services	9/29/2020	26.07
ACH	Amazon Capital Services	9/29/2020	24.13
ACH	Amazon Capital Services	9/29/2020	14.06

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	16.26
ACH	Amazon Capital Services	9/29/2020	15.84
ACH	Amazon Capital Services	9/29/2020	13.04
ACH	Amazon Capital Services	9/29/2020	39.39
ACH	Amazon Capital Services	9/29/2020	35.60
ACH	Amazon Capital Services	9/29/2020	323.24
ACH	Amazon Capital Services	9/29/2020	25.35
ACH	Amazon Capital Services	9/29/2020	34.47
ACH	Amazon Capital Services	9/29/2020	117.15
ACH	Amazon Capital Services	9/29/2020	9.67
ACH	Amazon Capital Services	9/29/2020	19.36
ACH	Amazon Capital Services	9/29/2020	19.37
ACH	Amazon Capital Services	9/29/2020	41.90
ACH	Amazon Capital Services	9/29/2020	19.35
ACH	Amazon Capital Services	9/29/2020	12.65
ACH	Amazon Capital Services	9/29/2020	35.54
ACH	Amazon Capital Services	9/29/2020	28.00
ACH	Amazon Capital Services	9/29/2020	30.14
ACH	Amazon Capital Services	9/29/2020	17.83
ACH	Amazon Capital Services	9/29/2020	19.38
ACH	Amazon Capital Services	9/29/2020	8.69
ACH	Amazon Capital Services	9/29/2020	4.30
ACH	Amazon Capital Services	9/29/2020	11.30
ACH	Amazon Capital Services	9/29/2020	28.29
ACH	Amazon Capital Services	9/29/2020	8.61
ACH	Amazon Capital Services	9/29/2020	60.45
ACH	Amazon Capital Services	9/29/2020	43.05
ACH	Amazon Capital Services	9/29/2020	7.11
ACH	Amazon Capital Services	9/29/2020	17.66
ACH	Amazon Capital Services	9/29/2020	10.81
ACH	Amazon Capital Services	9/29/2020	57.22
ACH	Amazon Capital Services	9/29/2020	43.10
ACH	Amazon Capital Services	9/29/2020	23.69
ACH	Amazon Capital Services	9/29/2020	10.76
ACH	Amazon Capital Services	9/29/2020	70.01
ACH	Amazon Capital Services	9/29/2020	10.24
ACH	Amazon Capital Services	9/29/2020	7.17
ACH	Amazon Capital Services	9/29/2020	11.46
ACH	Amazon Capital Services	9/29/2020	16.05
ACH	Amazon Capital Services	9/29/2020	7.75
ACH	Amazon Capital Services	9/29/2020	30.04
ACH	Amazon Capital Services	9/29/2020	27.79
ACH	Amazon Capital Services	9/29/2020	5.43
ACH	Amazon Capital Services	9/29/2020	24.89
ACH	Amazon Capital Services	9/29/2020	3.22
ACH	Amazon Capital Services	9/29/2020	7.41
ACH	Amazon Capital Services	9/29/2020	22.61
ACH	Amazon Capital Services	9/29/2020	11.20
ACH	Amazon Capital Services	9/29/2020	10.34
ACH	Amazon Capital Services	9/29/2020	22.62
ACH	Amazon Capital Services	9/29/2020	13.01
ACH	Amazon Capital Services	9/29/2020	12.58
ACH	Amazon Capital Services	9/29/2020	23.66
ACH	Amazon Capital Services	9/29/2020	12.92
ACH	Amazon Capital Services	9/29/2020	21.64
ACH	Amazon Capital Services	9/29/2020	11.73
ACH	Amazon Capital Services	9/29/2020	23.92

Pacific Coast Academy

Check Register

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	20.43
ACH	Amazon Capital Services	9/29/2020	1.93
ACH	Amazon Capital Services	9/29/2020	21.64
ACH	Amazon Capital Services	9/29/2020	10.86
ACH	Amazon Capital Services	9/29/2020	21.73
ACH	Amazon Capital Services	9/29/2020	17.39
ACH	Amazon Capital Services	9/29/2020	5.37
ACH	Amazon Capital Services	9/29/2020	76.96
ACH	Amazon Capital Services	9/29/2020	51.70
ACH	Amazon Capital Services	9/29/2020	3.22
ACH	Amazon Capital Services	9/29/2020	47.78
ACH	Amazon Capital Services	9/29/2020	36.35
ACH	Amazon Capital Services	9/29/2020	43.29
ACH	Amazon Capital Services	9/29/2020	38.27
ACH	Amazon Capital Services	9/29/2020	43.37
ACH	Amazon Capital Services	9/29/2020	17.27
ACH	Amazon Capital Services	9/29/2020	22.62
ACH	Amazon Capital Services	9/29/2020	5.39
ACH	Amazon Capital Services	9/29/2020	14.80
ACH	Amazon Capital Services	9/29/2020	5.22
ACH	Amazon Capital Services	9/29/2020	43.55
ACH	Amazon Capital Services	9/29/2020	95.66
ACH	Amazon Capital Services	9/29/2020	5.95
ACH	Amazon Capital Services	9/29/2020	10.76
ACH	Amazon Capital Services	9/29/2020	19.34
ACH	Amazon Capital Services	9/29/2020	18.31
ACH	Amazon Capital Services	9/29/2020	40.60
ACH	Amazon Capital Services	9/29/2020	18.86
ACH	Amazon Capital Services	9/29/2020	18.14
ACH	Amazon Capital Services	9/29/2020	10.71
ACH	Amazon Capital Services	9/29/2020	79.64
ACH	Amazon Capital Services	9/29/2020	46.29
ACH	Amazon Capital Services	9/29/2020	20.46
ACH	Amazon Capital Services	9/29/2020	28.70
ACH	Amazon Capital Services	9/29/2020	43.93
ACH	Amazon Capital Services	9/29/2020	322.17
ACH	Amazon Capital Services	9/29/2020	20.35
ACH	Amazon Capital Services	9/29/2020	18.40
ACH	Amazon Capital Services	9/29/2020	34.61
ACH	Amazon Capital Services	9/29/2020	47.06
ACH	Amazon Capital Services	9/29/2020	16.21
ACH	Amazon Capital Services	9/29/2020	32.31
ACH	Amazon Capital Services	9/29/2020	47.69
ACH	Amazon Capital Services	9/29/2020	5.16
ACH	Amazon Capital Services	9/29/2020	17.94
ACH	Amazon Capital Services	9/29/2020	33.40
ACH	Amazon Capital Services	9/29/2020	22.45
ACH	Amazon Capital Services	9/29/2020	53.80
ACH	Amazon Capital Services	9/29/2020	68.87
ACH	Amazon Capital Services	9/29/2020	20.35
ACH	Amazon Capital Services	9/29/2020	26.05
ACH	Amazon Capital Services	9/29/2020	19.03
ACH	Amazon Capital Services	9/29/2020	34.54
ACH	Amazon Capital Services	9/29/2020	21.44
ACH	Amazon Capital Services	9/29/2020	46.37
ACH	Amazon Capital Services	9/29/2020	18.39
ACH	Amazon Capital Services	9/29/2020	40.01

Pacific Coast Academy

Check Register

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	<u>33.01</u>
Total Disbursements in September			<u>\$ 1,290,883.04</u>

Pacific Coast Academy

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
Activities for Learning, Inc.	381502	9/14/2020	10/14/2020	\$ 330	\$ -	\$ -	\$ -	\$ -	\$ 330
Activities for Learning, Inc.	381505	9/14/2020	10/14/2020	117	-	-	-	-	117
Activities for Learning, Inc.	381514	9/14/2020	10/14/2020	330	-	-	-	-	330
Activities for Learning, Inc.	381515	9/15/2020	10/15/2020	100	-	-	-	-	100
Activities for Learning, Inc.	381520	9/15/2020	10/15/2020	330	-	-	-	-	330
Activities for Learning, Inc.	381521	9/15/2020	10/15/2020	27	-	-	-	-	27
Airshine Music School	1025	9/15/2020	10/15/2020	490	-	-	-	-	490
Alan Eicher	28	9/14/2020	10/14/2020	90	-	-	-	-	90
Alan Eicher	29	9/14/2020	10/14/2020	90	-	-	-	-	90
Alisha Curtin	06	9/16/2020	10/16/2020	3,860	-	-	-	-	3,860
Allison Browning	160	9/9/2020	10/9/2020	320	-	-	-	-	320
Allison Browning	162	9/9/2020	10/9/2020	300	-	-	-	-	300
Allison Browning	163	9/9/2020	10/9/2020	300	-	-	-	-	300
Allison Browning	164	9/17/2020	10/17/2020	300	-	-	-	-	300
Allison Browning	165	9/17/2020	10/17/2020	369	-	-	-	-	369
Amanda McArthur	MCAR090420	9/4/2020	10/4/2020	85	-	-	-	-	85
Amanda McArthur	MCAR091120	9/11/2020	10/11/2020	85	-	-	-	-	85
Amazon Capital Services	13CH-Q7TM-NTCN	8/17/2020	10/16/2020	(56)	-	-	-	-	(56)
Amazon Capital Services	13CH-Q7TM-P9R4	8/17/2020	10/16/2020	(373)	-	-	-	-	(373)
Amazon Capital Services	14J4-QG7K-K9QL	9/17/2020	11/16/2020	(14)	-	-	-	-	(14)
Amazon Capital Services	14LR-GGP3-71VJ	9/16/2020	11/15/2020	265	-	-	-	-	265
Amazon Capital Services	16C3-49LT-9XYR	8/12/2020	10/11/2020	(11)	-	-	-	-	(11)
Amazon Capital Services	16G7-KHCM-LJ6M	8/9/2020	10/8/2020	(15)	-	-	-	-	(15)
Amazon Capital Services	16GD-911F-9NQM	8/3/2020	8/20/2020	-	(4)	-	-	-	(4)
Amazon Capital Services	16GQ-FKRP-VJLR	9/8/2020	11/7/2020	(9)	-	-	-	-	(9)
Amazon Capital Services	16QX-KXK3-CJDX	8/7/2020	9/6/2020	(11)	-	-	-	-	(11)
Amazon Capital Services	16QX-KXK3-P1NT	8/7/2020	10/6/2020	(45)	-	-	-	-	(45)
Amazon Capital Services	16QX-KXK3-P3J6	8/7/2020	10/6/2020	(19)	-	-	-	-	(19)
Amazon Capital Services	16V7-C3L9-F7JG	8/10/2020	10/9/2020	(29)	-	-	-	-	(29)
Amazon Capital Services	176Y-W6GG-F3PK	9/17/2020	11/16/2020	28	-	-	-	-	28
Amazon Capital Services	17T6-WPCM-QQKF	9/9/2020	11/8/2020	(66)	-	-	-	-	(66)
Amazon Capital Services	19Q7-DFM7-LG1G	8/13/2020	10/12/2020	(6)	-	-	-	-	(6)
Amazon Capital Services	1C6K-K4L4-P4YC	9/15/2020	11/14/2020	(37)	-	-	-	-	(37)
Amazon Capital Services	1C6K-K4L4-TKWR	9/15/2020	11/14/2020	(15)	-	-	-	-	(15)
Amazon Capital Services	1C96-M3MF-CYY1	8/6/2020	9/5/2020	(12)	-	-	-	-	(12)
Amazon Capital Services	1CR3-LL3J-9WHV	9/17/2020	11/16/2020	28	-	-	-	-	28
Amazon Capital Services	1CRL-69PT-4QL3	9/16/2020	11/15/2020	(24)	-	-	-	-	(24)

Pacific Coast Academy

Accounts Payable Aging

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Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1CWC-HX37-CYHH	8/10/2020	10/9/2020	(15)	-	-	-	-	(15)
Amazon Capital Services	1F4R-T93F-CLFT	8/29/2020	10/28/2020	(108)	-	-	-	-	(108)
Amazon Capital Services	1GJT-13LQ-4PFL	7/30/2020	8/27/2020	-	(22)	-	-	-	(22)
Amazon Capital Services	1GKX-WWP1-HHN4	9/15/2020	11/14/2020	67	-	-	-	-	67
Amazon Capital Services	1H79-JXLW-1RJJ	7/26/2020	8/20/2020	-	(12)	-	-	-	(12)
Amazon Capital Services	1HDT-DFTG-3K6J	9/16/2020	11/15/2020	25	-	-	-	-	25
Amazon Capital Services	1HDT-DFTG-6QYG	9/16/2020	11/15/2020	18	-	-	-	-	18
Amazon Capital Services	1HDT-DFTG-6VHG	9/16/2020	11/15/2020	20	-	-	-	-	20
Amazon Capital Services	1HDT-DFTG-91V7	9/16/2020	11/15/2020	151	-	-	-	-	151
Amazon Capital Services	1HDT-DFTG-DNWD	9/17/2020	11/16/2020	18	-	-	-	-	18
Amazon Capital Services	1HDT-DFTG-FLCM	9/17/2020	11/16/2020	18	-	-	-	-	18
Amazon Capital Services	1J4H-W79C-14RQ	9/17/2020	11/16/2020	15	-	-	-	-	15
Amazon Capital Services	1JW7-G9G7-1XKR	9/16/2020	11/15/2020	18	-	-	-	-	18
Amazon Capital Services	1JW7-G9G7-9MWX	9/16/2020	11/15/2020	27	-	-	-	-	27
Amazon Capital Services	1JW7-G9G7-C1WH	9/16/2020	11/15/2020	18	-	-	-	-	18
Amazon Capital Services	1JW7-G9G7-C9KY	9/16/2020	11/15/2020	2	-	-	-	-	2
Amazon Capital Services	1JW7-G9G7-CMYP	9/16/2020	11/15/2020	27	-	-	-	-	27
Amazon Capital Services	1JW7-G9G7-HGRY	9/17/2020	11/16/2020	16	-	-	-	-	16
Amazon Capital Services	1JW7-G9G7-JL7X	9/17/2020	11/16/2020	27	-	-	-	-	27
Amazon Capital Services	1JW7-G9G7-M1P6	9/17/2020	11/16/2020	18	-	-	-	-	18
Amazon Capital Services	1K6D-LH1C-FWNF	9/7/2020	11/6/2020	(29)	-	-	-	-	(29)
Amazon Capital Services	1KLV-D4PR-XRXC	8/13/2020	10/12/2020	(31)	-	-	-	-	(31)
Amazon Capital Services	1KND-FVQX-49GX	6/29/2020	7/28/2020	-	-	(21)	-	-	(21)
Amazon Capital Services	1LLG-KD39-MGPG	9/14/2020	11/13/2020	(23)	-	-	-	-	(23)
Amazon Capital Services	1MLY-QJN9-7TNK	9/19/2020	11/18/2020	21	-	-	-	-	21
Amazon Capital Services	1N64-KFVR-DT4P	9/19/2020	11/18/2020	19	-	-	-	-	19
Amazon Capital Services	1N9Q-44GX-6N4D	9/16/2020	11/15/2020	20	-	-	-	-	20
Amazon Capital Services	1N9Q-44GX-743V	9/16/2020	11/15/2020	15	-	-	-	-	15
Amazon Capital Services	1N9Q-44GX-7P71	9/16/2020	11/15/2020	24	-	-	-	-	24
Amazon Capital Services	1N9Q-44GX-7XNT	9/16/2020	11/15/2020	17	-	-	-	-	17
Amazon Capital Services	1NNN-TRHC-9VF4	7/30/2020	7/24/2020	-	-	(6)	-	-	(6)
Amazon Capital Services	1NNX-MTXG-1G6D	9/16/2020	11/15/2020	17	-	-	-	-	17
Amazon Capital Services	1NNX-MTXG-64C4	9/16/2020	11/15/2020	15	-	-	-	-	15
Amazon Capital Services	1NNX-MTXG-676C	9/16/2020	11/15/2020	15	-	-	-	-	15
Amazon Capital Services	1NNX-MTXG-CDVH	9/16/2020	11/15/2020	23	-	-	-	-	23
Amazon Capital Services	1P6K-YL39-3J1C	9/14/2020	11/13/2020	(40)	-	-	-	-	(40)
Amazon Capital Services	1PQ1-7F34-91YP	9/17/2020	11/16/2020	15	-	-	-	-	15
Amazon Capital Services	1QQT-P4WQ-RG9R	7/28/2020	8/16/2020	-	(52)	-	-	-	(52)

Pacific Coast Academy

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Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1T1D-DWXL-3WLY	9/2/2020	11/1/2020	(140)	-	-	-	-	(140)
Amazon Capital Services	1T1D-DWXL-7PNR	9/2/2020	11/1/2020	(11)	-	-	-	-	(11)
Amazon Capital Services	1TGJ-Q4HP-M6T1	8/14/2020	10/13/2020	(78)	-	-	-	-	(78)
Amazon Capital Services	1TKR-9YY7-3JDT	9/14/2020	11/13/2020	(80)	-	-	-	-	(80)
Amazon Capital Services	1TPY-HF36-JT6L	9/7/2020	11/6/2020	(106)	-	-	-	-	(106)
Amazon Capital Services	1VHY-HVL4-C17P	8/3/2020	8/20/2020	-	(74)	-	-	-	(74)
Amazon Capital Services	1VNH-RXGW-Y4GM	9/16/2020	11/15/2020	15	-	-	-	-	15
Amazon Capital Services	1W9P-CD9L-1H4Q	9/19/2020	11/18/2020	26	-	-	-	-	26
Amazon Capital Services	1W9P-CD9L-LR67	9/20/2020	11/19/2020	19	-	-	-	-	19
Amazon Capital Services	1WVK-HDMD-47G9	9/16/2020	11/15/2020	20	-	-	-	-	20
Amazon Capital Services	1WVK-HDMD-7YLV	9/16/2020	11/15/2020	19	-	-	-	-	19
Amazon Capital Services	1WVK-HDMD-9LWL	9/16/2020	11/15/2020	16	-	-	-	-	16
Amazon Capital Services	1WVK-HDMD-CXQH	9/17/2020	11/16/2020	17	-	-	-	-	17
Amazon Capital Services	1WXF-HPWP-17KR	9/19/2020	11/18/2020	143	-	-	-	-	143
Amazon Capital Services	1WXF-HPWP-GRMC	9/20/2020	11/19/2020	19	-	-	-	-	19
Amazon Capital Services	1WXF-HPWP-RDMX	9/20/2020	11/19/2020	18	-	-	-	-	18
Amazon Capital Services	1X71-6QRX-Q6WY	9/6/2020	11/5/2020	(34)	-	-	-	-	(34)
Amazon Capital Services	1XD4-FTHH-GJN9	8/19/2020	10/18/2020	(8)	-	-	-	-	(8)
Amazon Capital Services	1YPG-M676-P4MV	8/9/2020	9/8/2020	(15)	-	-	-	-	(15)
Amazon Capital Services	1YQF-JLR9-37T7	8/25/2020	10/24/2020	(15)	-	-	-	-	(15)
Amy Cote	9	9/9/2020	10/9/2020	250	-	-	-	-	250
Amy Martinez	SEM1FALL2020	9/8/2020	10/8/2020	200	-	-	-	-	200
Anais Pauley	PAUL090320	9/3/2020	9/3/2020	201	-	-	-	-	201
Apex School of Movement San Diego	095	9/15/2020	10/15/2020	330	-	-	-	-	330
Apollo Equestrian	1	9/14/2020	10/14/2020	800	-	-	-	-	800
Apple Inc.	AC39554137	8/18/2020	9/17/2020	3,891	-	-	-	-	3,891
Apple Inc.	AC39649030	8/19/2020	9/18/2020	1,060	-	-	-	-	1,060
ARK Therapeutic	10213	9/28/2020	10/28/2020	23	-	-	-	-	23
Art With Larisse	7012	9/3/2020	10/3/2020	150	-	-	-	-	150
Artskiddoo	2011	9/14/2020	10/14/2020	90	-	-	-	-	90
Ashley Collins	96	9/9/2020	10/9/2020	300	-	-	-	-	300
Ashley Collins	97	9/9/2020	10/9/2020	300	-	-	-	-	300
Ashley Dobbs	DOBB091720	9/17/2020	10/17/2020	150	-	-	-	-	150
Basir Ahad	20200910	9/10/2020	10/10/2020	950	-	-	-	-	950
Beautiful Feet Books, Inc.	12680	8/19/2020	9/18/2020	238	-	-	-	-	238
Beautiful Feet Books, Inc.	12704	8/20/2020	9/19/2020	244	-	-	-	-	244
Bird Watching Academy	BWAC81920	9/8/2020	10/8/2020	70	-	-	-	-	70
Bird Watching Academy	BWAC9-4-20	9/8/2020	10/8/2020	34	-	-	-	-	34

Pacific Coast Academy

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Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Bird Watching Academy	BWAC9-5-20	9/8/2020	10/8/2020	34	-	-	-	-	34
Bitsbox	3006	9/10/2020	9/10/2020	87	-	-	-	-	87
Bitsbox	3032	9/16/2020	9/16/2020	299	-	-	-	-	299
Bitsbox	3035	9/16/2020	9/16/2020	129	-	-	-	-	129
Blake Litschke	92	9/13/2020	10/13/2020	270	-	-	-	-	270
Blake Litschke	93	9/13/2020	10/13/2020	230	-	-	-	-	230
Blake Litschke	94	9/13/2020	10/13/2020	230	-	-	-	-	230
Blake Litschke	95	9/13/2020	10/13/2020	228	-	-	-	-	228
BoardOnTrack Inc	2020-11389	9/3/2020	10/3/2020	2,500	-	-	-	-	2,500
Bon Voyage World Languages Academ	1137	9/12/2020	10/12/2020	200	-	-	-	-	200
Bon Voyage World Languages Academ	1138	9/12/2020	10/12/2020	380	-	-	-	-	380
Brave Writer, LLC	23769919	8/19/2020	8/19/2020	-	249	-	-	-	249
Brave Writer, LLC	23869917	8/19/2020	8/19/2020	-	189	-	-	-	189
Breakthrough Sports	91420e	9/14/2020	10/14/2020	245	-	-	-	-	245
Breakthrough Sports	91420f	9/14/2020	10/14/2020	245	-	-	-	-	245
CA Productions	7023	9/1/2020	10/1/2020	350	-	-	-	-	350
Cabrillo Point Academy	CPA-PCA	6/30/2020	6/30/2020	-	-	-	95,529	-	95,529
California Music Studios	HR1708Tru9	9/11/2020	10/11/2020	448	-	-	-	-	448
Carlson Gracie Wine Country	11	9/10/2020	10/10/2020	520	-	-	-	-	520
Celeste Hauter	02004	9/10/2020	10/10/2020	735	-	-	-	-	735
Chira Tennis Academy	33	9/3/2020	10/3/2020	315	-	-	-	-	315
Chira Tennis Academy	34	9/3/2020	10/3/2020	315	-	-	-	-	315
Christina Perri	1	9/10/2020	10/10/2020	2,210	-	-	-	-	2,210
Christine Alexander	101320	9/13/2020	10/12/2020	300	-	-	-	-	300
Claudia Hernandez	007	9/5/2020	10/5/2020	660	-	-	-	-	660
Dance & Company	61936-Sept	9/10/2020	10/10/2020	68	-	-	-	-	68
Dance & Company	C008	9/10/2020	10/10/2020	188	-	-	-	-	188
Dance & Company	C024/C014	9/10/2020	10/10/2020	120	-	-	-	-	120
Department of Labor & Industries	WASH092320	9/23/2020	10/23/2020	164	-	-	-	-	164
Drivers Ed Direct	1153	9/10/2020	10/10/2020	39	-	-	-	-	39
E-Therapy LLC	14457	8/31/2020	9/30/2020	993	-	-	-	-	993
eat2explore	100754	9/14/2020	10/14/2020	110	-	-	-	-	110
Edna Vazquez	VAZQ090920	9/9/2020	9/9/2020	142	-	-	-	-	142
Education.com Holdings, Inc.	E10337	9/14/2020	10/14/2020	120	-	-	-	-	120
Education.com Holdings, Inc.	E10338	9/14/2020	10/14/2020	120	-	-	-	-	120
Education.com Holdings, Inc.	E10366	9/15/2020	10/15/2020	120	-	-	-	-	120
Education.com Holdings, Inc.	E10368	9/15/2020	10/15/2020	120	-	-	-	-	120
Education.com Holdings, Inc.	E10376	9/15/2020	10/15/2020	120	-	-	-	-	120

Pacific Coast Academy

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Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Education.com Holdings, Inc.	E10378	9/15/2020	10/15/2020	120	-	-	-	-	120
Education.com Holdings, Inc.	E10379	9/15/2020	10/15/2020	120	-	-	-	-	120
Education.com Holdings, Inc.	E10380	9/15/2020	10/15/2020	120	-	-	-	-	120
Education.com Holdings, Inc.	E10386	9/16/2020	10/16/2020	60	-	-	-	-	60
Education.com Holdings, Inc.	E10387	9/16/2020	10/16/2020	60	-	-	-	-	60
Education.com Holdings, Inc.	E10393	9/16/2020	10/16/2020	60	-	-	-	-	60
Education.com Holdings, Inc.	E10405	9/16/2020	10/16/2020	120	-	-	-	-	120
Educational Development Corporator	DIR7224705	9/3/2020	10/3/2020	39	-	-	-	-	39
Educational Development Corporator	DIR7224706	9/4/2020	10/4/2020	82	-	-	-	-	82
Educational Development Corporator	DIR7224931	9/8/2020	10/8/2020	21	-	-	-	-	21
Educational Development Corporator	DIR7224936	9/8/2020	10/8/2020	8	-	-	-	-	8
Educational Development Corporator	DIR7224944	9/8/2020	10/8/2020	21	-	-	-	-	21
Educational Development Corporator	DIR7239792	9/9/2020	10/9/2020	20	-	-	-	-	20
Educational Development Corporator	DIR7239821	9/9/2020	10/9/2020	51	-	-	-	-	51
Educational Development Corporator	DIR7291785	9/15/2020	10/15/2020	60	-	-	-	-	60
Educational Development Corporator	DIR7291786	9/15/2020	10/15/2020	83	-	-	-	-	83
Educational Development Corporator	DIR7291787	9/15/2020	10/15/2020	98	-	-	-	-	98
Eldred's School of Martial Arts Inc.	502sept20CJ	9/8/2020	10/8/2020	179	-	-	-	-	179
Eldred's School of Martial Arts Inc.	602 sept20SJ	9/8/2020	10/8/2020	179	-	-	-	-	179
Elske Thompson	THOM090420	9/4/2020	10/4/2020	40	-	-	-	-	40
EMH Sports USA, Inc.	611-237471-8	9/8/2020	10/8/2020	1,828	-	-	-	-	1,828
Emily Wilson-Nguyen	2020-1	9/14/2020	10/14/2020	200	-	-	-	-	200
Emma Freed	112	9/3/2020	10/3/2020	125	-	-	-	-	125
Emma Freed	113	9/4/2020	10/4/2020	308	-	-	-	-	308
Emma Freed	114	9/9/2020	10/9/2020	110	-	-	-	-	110
Erina Kindreich, Hope for Reading	1405	9/10/2020	10/10/2020	445	-	-	-	-	445
Evan-Moor	INV284919	8/13/2020	9/12/2020	242	-	-	-	-	242
Evan-Moor	INV284921	8/14/2020	9/13/2020	63	-	-	-	-	63
Evan-Moor	INV285967	8/24/2020	9/23/2020	100	-	-	-	-	100
Evan-Moor	INV287048	8/27/2020	9/26/2020	372	-	-	-	-	372
Faction Martial Arts LLC	68406-C024-PCA	9/17/2020	10/17/2020	69	-	-	-	-	69
Faction Martial Arts LLC	68409-C023-PCA	9/17/2020	10/17/2020	69	-	-	-	-	69
Family Karate	127	9/5/2020	10/5/2020	150	-	-	-	-	150
Feather River Charter School	FRCS-PCA	6/30/2020	6/30/2020	-	-	-	132,265	-	132,265
Floaties Swim School	164	9/3/2020	10/3/2020	95	-	-	-	-	95
Floaties Swim School	165	9/3/2020	10/3/2020	95	-	-	-	-	95
Floaties Swim School	166	9/3/2020	10/3/2020	95	-	-	-	-	95
Floaties Swim School	167	9/3/2020	10/3/2020	95	-	-	-	-	95

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Floaties Swim School	168	9/3/2020	10/3/2020	95	-	-	-	-	95
Fresh Ed North	F20-ASLMX-011	9/15/2020	10/15/2020	2,035	-	-	-	-	2,035
Galina Eroshkina	19	9/6/2020	10/6/2020	200	-	-	-	-	200
Global Teletherapy	3872	9/8/2020	10/8/2020	485	-	-	-	-	485
Growing Minds, LLC	33139-USD	9/15/2020	10/15/2020	225	-	-	-	-	225
Gymninny Kids	1122	9/1/2020	10/1/2020	368	-	-	-	-	368
H12Sports Academy	CovidAugSeptOct1	9/14/2020	10/14/2020	720	-	-	-	-	720
Hands 4 Building, LLC	1770	9/16/2020	10/16/2020	143	-	-	-	-	143
Harbottle Law Group	3806	9/14/2020	10/14/2020	704	-	-	-	-	704
History Unboxed LLC	wc-8144HU	9/8/2020	10/8/2020	124	-	-	-	-	124
History Unboxed LLC	wc-8147HU	9/8/2020	10/8/2020	66	-	-	-	-	66
History Unboxed LLC	wc-8151HU	9/8/2020	10/8/2020	671	-	-	-	-	671
History Unboxed LLC	wc-8154HU	9/8/2020	10/8/2020	737	-	-	-	-	737
History Unboxed LLC	wc-8157HU	9/8/2020	10/8/2020	319	-	-	-	-	319
History Unboxed LLC	wc-8228HU	9/8/2020	10/8/2020	671	-	-	-	-	671
History Unboxed LLC	wc-8229HU	9/8/2020	10/8/2020	180	-	-	-	-	180
Hollywood Music	1140VIDANA	9/24/2020	10/24/2020	107	-	-	-	-	107
Hollywood Music	1142VIDANA	9/16/2020	10/16/2020	107	-	-	-	-	107
HomeschoolSupercenter.com	10209894	9/7/2020	10/7/2020	131	-	-	-	-	131
Hooked on Phonics	HOP1144	9/9/2020	10/9/2020	312	-	-	-	-	312
Infinity Brazilian Jiu Jitsu	14	9/10/2020	9/25/2020	200	-	-	-	-	200
Infinity Brazilian Jiu Jitsu	145	9/10/2020	9/25/2020	149	-	-	-	-	149
Infinity Brazilian Jiu Jitsu	146	9/10/2020	9/25/2020	100	-	-	-	-	100
Infinity Brazilian Jiu Jitsu	147	9/10/2020	9/25/2020	100	-	-	-	-	100
Infinity Brazilian Jiu Jitsu	151	9/16/2020	10/1/2020	378	-	-	-	-	378
Inspire School of Ballet	166	9/9/2020	10/9/2020	331	-	-	-	-	331
JackKris Publishing, LLC	994	9/3/2020	10/3/2020	37	-	-	-	-	37
Jennifer Bronsdon	BRON091220	9/12/2020	9/12/2020	151	-	-	-	-	151
Jennifer Faber	NAGG091120	9/11/2020	10/11/2020	85	-	-	-	-	85
Jennifer Fenati	FENA090120	9/1/2020	10/1/2020	80	-	-	-	-	80
Jerry DeMink	1032	9/14/2020	10/14/2020	252	-	-	-	-	252
Jerry DeMink	1033	9/14/2020	10/14/2020	84	-	-	-	-	84
Jessica Ackermann	ACKE091120	9/11/2020	9/11/2020	85	-	-	-	-	85
Jo Davis/Horsebound	67	9/13/2020	10/13/2020	530	-	-	-	-	530
Johanna Balkowski	090320	9/3/2020	10/3/2020	99	-	-	-	-	99
Julia Amonette-Hinke	5	9/7/2020	10/7/2020	225	-	-	-	-	225
Julia Amonette-Hinke	6	9/7/2020	10/7/2020	725	-	-	-	-	725
Julia Amonette-Hinke	7	9/7/2020	10/7/2020	150	-	-	-	-	150

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Julia Amonette-Hinke	8	9/15/2020	10/15/2020	100	-	-	-	-	100
K.I.D.S. Therapy Associates, Inc.	166716-PCOT	6/30/2020	7/30/2020	-	-	366	-	-	366
K.I.D.S. Therapy Associates, Inc.	166717-PCOT	6/30/2020	7/30/2020	-	-	192	-	-	192
K.I.D.S. Therapy Associates, Inc.	166718-PCOT	6/30/2020	7/30/2020	-	-	93	-	-	93
K.I.D.S. Therapy Associates, Inc.	166725-OT	8/31/2020	9/30/2020	184	-	-	-	-	184
Karin Leonard	0046	9/9/2020	10/9/2020	2,131	-	-	-	-	2,131
KB Music	009	9/15/2020	10/15/2020	350	-	-	-	-	350
Kelly Durso	DURS091120	9/11/2020	9/11/2020	85	-	-	-	-	85
Kelly Thompson	225	7/20/2020	8/19/2020	-	380	-	-	-	380
Kickforce Martial Arts	290	9/1/2020	10/1/2020	125	-	-	-	-	125
Kickforce Martial Arts	291	9/15/2020	10/15/2020	155	-	-	-	-	155
Kickforce Martial Arts	292	9/15/2020	10/15/2020	250	-	-	-	-	250
Kickforce Martial Arts	293	9/15/2020	10/15/2020	155	-	-	-	-	155
Kickforce Martial Arts	294	9/15/2020	10/15/2020	130	-	-	-	-	130
Kickforce Martial Arts	295	9/15/2020	10/15/2020	50	-	-	-	-	50
Kickforce Martial Arts	296	9/16/2020	10/16/2020	25	-	-	-	-	25
Kickforce Martial Arts	297	9/16/2020	10/16/2020	25	-	-	-	-	25
Kickforce Martial Arts	298	9/16/2020	10/16/2020	125	-	-	-	-	125
Kickforce Martial Arts	299	9/16/2020	10/16/2020	125	-	-	-	-	125
Kitchen Stewardship, LLC	259	9/3/2020	10/3/2020	150	-	-	-	-	150
KiwiCo, Inc.	ST-IDG454ZY -1	9/16/2020	10/16/2020	172	-	-	-	-	172
KiwiCo, Inc.	ST-IDG454ZY -2	9/16/2020	10/16/2020	119	-	-	-	-	119
Kristen Tjio	62	9/11/2020	10/11/2020	268	-	-	-	-	268
Kylie Miller	MILL091820	9/18/2020	10/18/2020	149	-	-	-	-	149
LaChrisha Randle	140	9/8/2020	10/8/2020	8,505	-	-	-	-	8,505
Lakeshore	4726010920	9/16/2020	10/16/2020	241	-	-	-	-	241
Lakeshore	4730710920	9/16/2020	10/16/2020	50	-	-	-	-	50
Lakeshore	4731820920	9/16/2020	10/16/2020	66	-	-	-	-	66
Lakeshore	4738130920	9/16/2020	10/16/2020	44	-	-	-	-	44
Lakeshore	4747300920	9/16/2020	10/16/2020	39	-	-	-	-	39
Lakeshore	4771120920	9/16/2020	10/16/2020	37	-	-	-	-	37
Leading Note Studios	1304	9/16/2020	10/15/2020	250	-	-	-	-	250
Leading Note Studios	1305	9/16/2020	10/15/2020	275	-	-	-	-	275
Leading Note Studios	1306	9/16/2020	10/15/2020	325	-	-	-	-	325
Leading Note Studios	1307	9/16/2020	10/15/2020	325	-	-	-	-	325
Learning Without Tears	INV89109	9/9/2020	10/9/2020	48	-	-	-	-	48
Learning Without Tears	INV89287	9/10/2020	10/10/2020	29	-	-	-	-	29
Learning Without Tears	INV89489	9/12/2020	10/12/2020	19	-	-	-	-	19

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Learning Without Tears	INV89543	9/12/2020	10/12/2020	19	-	-	-	-	19
Learning Without Tears	INV89585	9/14/2020	10/14/2020	42	-	-	-	-	42
Learning Without Tears	INV89622	9/14/2020	10/14/2020	12	-	-	-	-	12
Learning Without Tears	INV89890	9/15/2020	10/15/2020	49	-	-	-	-	49
Learning Without Tears	INV89891	9/15/2020	10/15/2020	12	-	-	-	-	12
LEGO Education	1190437855	8/26/2020	10/25/2020	92	-	-	-	-	92
LEGO Education	1190440716	9/15/2020	11/14/2020	342	-	-	-	-	342
Lenore Johnson	09072020	9/7/2020	10/7/2020	120	-	-	-	-	120
Lenore Johnson	09152020-1	9/15/2020	10/15/2020	970	-	-	-	-	970
Lighthouse Therapy LLC	250	9/2/2020	10/2/2020	11,607	-	-	-	-	11,607
Little Global Citizens LLC	1031	9/16/2020	10/16/2020	50	-	-	-	-	50
Lori Sandground	0902	9/4/2020	10/4/2020	700	-	-	-	-	700
Lynch Dance Institute	September 4	9/3/2020	10/3/2020	400	-	-	-	-	400
Main Street Optometry	PCA0820	8/31/2020	9/30/2020	240	-	-	-	-	240
Maria Kirkbride	KIRK091020	9/10/2020	10/10/2020	167	-	-	-	-	167
Marina Hayes	30	9/3/2020	10/3/2020	600	-	-	-	-	600
Marina Hayes	32	9/9/2020	10/9/2020	540	-	-	-	-	540
Marina Hayes	33	9/9/2020	10/9/2020	120	-	-	-	-	120
Marina Hayes	34	9/9/2020	10/9/2020	150	-	-	-	-	150
Mary Longbottom	PCA202101	9/14/2020	10/14/2020	7,910	-	-	-	-	7,910
MEL Science U.S., LLC	IA2020091609	9/16/2020	10/16/2020	100	-	-	-	-	100
MEL Science U.S., LLC	LB2020090402	9/4/2020	10/4/2020	100	-	-	-	-	100
MEL Science U.S., LLC	SA2020091610	9/16/2020	10/16/2020	314	-	-	-	-	314
Melinda Call	1 Izzo	9/5/2020	10/5/2020	270	-	-	-	-	270
Melinda Call	5 Navarro	9/5/2020	10/5/2020	600	-	-	-	-	600
Mercurius	90016	8/7/2020	10/6/2020	38	-	-	-	-	38
Mercurius	90054	8/10/2020	10/9/2020	520	-	-	-	-	520
Mercurius	90335	8/14/2020	10/13/2020	235	-	-	-	-	235
Mercurius	90831	8/31/2020	10/30/2020	40	-	-	-	-	40
Mercurius	90916	9/1/2020	10/31/2020	157	-	-	-	-	157
Michael Kiyoshi Lim	003	9/8/2020	10/8/2020	300	-	-	-	-	300
Michelle Clymer	001	9/4/2020	10/4/2020	90	-	-	-	-	90
Mojalet Dance Collective	F09-20-DS	9/16/2020	10/16/2020	110	-	-	-	-	110
Mojalet Dance Collective	F09-20-RS	9/16/2020	10/16/2020	300	-	-	-	-	300
Monart	47032	9/18/2020	10/18/2020	90	-	-	-	-	90
Monart	47033	9/18/2020	10/18/2020	90	-	-	-	-	90
Moving Beyond the Page	222258	9/4/2020	10/4/2020	249	-	-	-	-	249
Moving Beyond the Page	222388	9/4/2020	10/4/2020	57	-	-	-	-	57

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Moving Beyond the Page	222395	9/4/2020	10/4/2020	97	-	-	-	-	97
Moving Beyond the Page	222428	9/4/2020	10/4/2020	97	-	-	-	-	97
Moving Beyond the Page	222681	9/8/2020	10/8/2020	248	-	-	-	-	248
Moving Beyond the Page	222736	9/8/2020	10/8/2020	103	-	-	-	-	103
Moving Beyond the Page	222739	9/8/2020	10/8/2020	103	-	-	-	-	103
Moving Beyond the Page	222971	9/8/2020	10/8/2020	340	-	-	-	-	340
Moving Beyond the Page	223182	9/9/2020	10/9/2020	323	-	-	-	-	323
Moving Beyond the Page	223183	9/9/2020	10/9/2020	87	-	-	-	-	87
Moving Beyond the Page	223228	9/9/2020	10/9/2020	89	-	-	-	-	89
Moving Beyond the Page	223321	9/10/2020	10/10/2020	205	-	-	-	-	205
Moving Beyond the Page	223395	9/10/2020	10/10/2020	657	-	-	-	-	657
Moving Beyond the Page	224067	9/14/2020	10/14/2020	15	-	-	-	-	15
Moving Beyond the Page	224077	9/14/2020	10/14/2020	484	-	-	-	-	484
Moving Beyond the Page	224366	9/15/2020	10/15/2020	466	-	-	-	-	466
MoxieBox Art, Inc.	6296	9/14/2020	10/14/2020	151	-	-	-	-	151
MoxieBox Art, Inc.	6297	9/14/2020	10/14/2020	151	-	-	-	-	151
MoxieBox Art, Inc.	6298	9/14/2020	10/14/2020	151	-	-	-	-	151
MoxieBox Art, Inc.	6299	9/14/2020	10/14/2020	270	-	-	-	-	270
MoxieBox Art, Inc.	6310	9/14/2020	10/14/2020	151	-	-	-	-	151
MoxieBox Art, Inc.	6316	9/17/2020	10/17/2020	35	-	-	-	-	35
Mystery Science Inc.	101417	9/16/2020	10/16/2020	49	-	-	-	-	49
Mystery Science Inc.	95909	9/3/2020	10/3/2020	49	-	-	-	-	49
Mystery Science Inc.	98296	9/15/2020	10/15/2020	49	-	-	-	-	49
Mystic Equine	28	9/10/2020	10/10/2020	700	-	-	-	-	700
Namkyung E. Rowden	5	9/3/2020	10/3/2020	160	-	-	-	-	160
Natalie Pasqueralli	2002	9/8/2020	10/8/2020	105	-	-	-	-	105
Natalie Pasqueralli	3001	9/3/2020	10/3/2020	100	-	-	-	-	100
Natalie Pasqueralli	4001	9/9/2020	10/9/2020	80	-	-	-	-	80
Natasha Jaksch	JAKS091220	9/12/2020	10/12/2020	193	-	-	-	-	193
Nathaniel Soule	21	9/4/2020	10/4/2020	140	-	-	-	-	140
Nessy Learning LLC	NESUS3497	9/8/2020	10/8/2020	140	-	-	-	-	140
Nessy Learning LLC	NESUS3498	9/8/2020	10/8/2020	140	-	-	-	-	140
Nicole the Math Lady, LLC.	2589	9/4/2020	10/4/2020	99	-	-	-	-	99
Noelle Catiller	3-PCA	9/9/2020	10/9/2020	256	-	-	-	-	256
Noemi Cienega-Ovando	A 100	8/31/2020	8/31/2020	225	-	-	-	-	225
Noemi Cienega-Ovando	A 101	9/30/2020	9/30/2020	315	-	-	-	-	315
Noonan Family Swim School, Inc	61584_8	9/11/2020	10/11/2020	128	-	-	-	-	128
Noonan Family Swim School, Inc	71704_1	9/10/2020	10/10/2020	270	-	-	-	-	270

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Noonan Family Swim School, Inc	72461_1	9/11/2020	10/11/2020	128	-	-	-	-	128
Notion Dance Concepts	286	8/17/2020	9/16/2020	150	-	-	-	-	150
Office Depot, Inc	118959891001	8/26/2020	9/20/2020	34	-	-	-	-	34
Office Depot, Inc	119007575001	8/26/2020	9/20/2020	3	-	-	-	-	3
Office Depot, Inc	119007577001	8/26/2020	9/20/2020	2	-	-	-	-	2
Office Depot, Inc	119007580001	8/26/2020	9/20/2020	10	-	-	-	-	10
Office Depot, Inc	119007588001	8/26/2020	9/20/2020	5	-	-	-	-	5
Olympia Training Center	12601	9/17/2020	10/17/2020	318	-	-	-	-	318
Ontrack Wellness	236	9/9/2020	10/6/2020	189	-	-	-	-	189
Pacific Conservatory	Markland 6	9/5/2020	10/5/2020	200	-	-	-	-	200
Pacific Conservatory	Markland 7	9/5/2020	10/5/2020	600	-	-	-	-	600
Pacific Conservatory	Markland 8	9/5/2020	10/5/2020	600	-	-	-	-	600
Patrick Hinke	27	9/15/2020	10/15/2020	167	-	-	-	-	167
Patrick Hinke	28	9/15/2020	10/15/2020	3,910	-	-	-	-	3,910
Patrick Hinke	29	9/15/2020	10/15/2020	725	-	-	-	-	725
Patrick Hinke	LSJUNE	9/15/2020	10/15/2020	83	-	-	-	-	83
Peace Hill Press, Inc dba Well Trained	52961	9/9/2020	10/9/2020	89	-	-	-	-	89
Peace Hill Press, Inc dba Well Trained	52962	9/9/2020	10/9/2020	22	-	-	-	-	22
Peace Hill Press, Inc dba Well Trained	52965	9/9/2020	10/9/2020	26	-	-	-	-	26
Peace Hill Press, Inc dba Well Trained	52988	9/10/2020	10/10/2020	50	-	-	-	-	50
Peace Hill Press, Inc dba Well Trained	52989	9/10/2020	10/10/2020	21	-	-	-	-	21
Peace Hill Press, Inc dba Well Trained	52992	9/11/2020	10/11/2020	109	-	-	-	-	109
Peace Hill Press, Inc dba Well Trained	52995	9/11/2020	10/11/2020	38	-	-	-	-	38
Peace Hill Press, Inc dba Well Trained	52998	9/11/2020	10/11/2020	20	-	-	-	-	20
Peace Hill Press, Inc dba Well Trained	53008	9/15/2020	10/15/2020	97	-	-	-	-	97
Peace Hill Press, Inc dba Well Trained	53009	9/15/2020	10/15/2020	93	-	-	-	-	93
Peace Hill Press, Inc dba Well Trained	53023	9/16/2020	10/16/2020	32	-	-	-	-	32
Peace Hill Press, Inc dba Well Trained	53040	9/17/2020	10/17/2020	201	-	-	-	-	201
Peace Hill Press, Inc dba Well Trained	53041	9/17/2020	10/17/2020	32	-	-	-	-	32
Pich Music Studio	32	9/10/2020	10/10/2020	300	-	-	-	-	300
Provenance	1436	4/1/2020	5/1/2020	-	-	-	-	3,301	3,301
Provenance	1646	5/19/2020	5/19/2020	-	-	-	-	44,660	44,660
Provenance	1782	6/11/2020	6/11/2020	-	-	-	24,280	-	24,280
Provenance	1873	6/24/2020	6/24/2020	-	-	-	14,004	-	14,004
Provenance	1901	6/25/2020	6/25/2020	-	-	-	56,532	-	56,532
Provenance	2694	6/15/2020	6/15/2020	-	-	-	15,250	-	15,250
Provenance	2705	6/15/2020	6/15/2020	-	-	-	15,629	-	15,629
Provenance	2907	7/1/2020	7/1/2020	-	-	-	80,307	-	80,307

Pacific Coast Academy

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
Provenance	2955	7/2/2020	7/2/2020	-	-	7,350	-	-	7,350
Provenance	3062	7/15/2020	7/15/2020	-	-	43,607	-	-	43,607
Provenance	3086	8/31/2020	8/31/2020	61,484	-	-	-	-	61,484
Provenance	3109	7/30/2020	7/30/2020	-	-	2,800	-	-	2,800
Provenance	3426	9/11/2020	9/11/2020	234	-	-	-	-	234
Rachel Bertoch	5	9/7/2020	10/7/2020	450	-	-	-	-	450
Rachel Fitzgerald	091420	9/9/2020	10/9/2020	2,040	-	-	-	-	2,040
Rainbow Resource Center	2939946	5/13/2020	6/12/2020	-	-	-	145	-	145
Renata Bezman	PCA202008	9/13/2020	10/13/2020	420	-	-	-	-	420
Renee Coleman	COLE091420	9/14/2020	9/14/2020	62	-	-	-	-	62
Roberta Lenert	203	9/10/2020	10/10/2020	5,060	-	-	-	-	5,060
Roberta Lenert	204	9/10/2020	10/10/2020	5,315	-	-	-	-	5,315
Roberta Lenert	205	9/10/2020	10/10/2020	220	-	-	-	-	220
Roberta Lenert	206	9/15/2020	10/15/2020	220	-	-	-	-	220
Robin Dapper	SmithYeag1Sem	9/8/2020	10/8/2020	600	-	-	-	-	600
Ruthie Smith	20-1143	9/5/2020	10/5/2020	100	-	-	-	-	100
Sally Piano Music	122020	9/8/2020	10/8/2020	321	-	-	-	-	321
San Diego Center for Vision Care - Opt 59		8/6/2020	9/5/2020	160	-	-	-	-	160
San Diego Center for Vision Care - Opt 61		9/9/2020	10/9/2020	160	-	-	-	-	160
San Diego Center for Vision Care - Opt 62		9/9/2020	10/9/2020	320	-	-	-	-	320
San Diego Center for Vision Care - Opt 63		9/9/2020	10/9/2020	320	-	-	-	-	320
San Diego Center for Vision Care - Opt 64		9/9/2020	10/9/2020	160	-	-	-	-	160
San Diego Danceworks	200	9/10/2020	10/10/2020	553	-	-	-	-	553
San Diego Gymnastics at Grossmont C	122	9/18/2020	10/18/2020	248	-	-	-	-	248
San Diego Harp Academy	20	9/10/2020	10/10/2020	380	-	-	-	-	380
San Diego Liberal Arts Academy	3641D	9/7/2020	10/7/2020	1,500	-	-	-	-	1,500
San Diego Liberal Arts Academy	3643	9/15/2020	10/15/2020	900	-	-	-	-	900
Scholastic Inc	M7015136 0	9/4/2020	10/4/2020	132	-	-	-	-	132
School Pathways, LLC	66347	9/15/2020	10/15/2020	350	-	-	-	-	350
School Pathways, LLC	66377	9/15/2020	10/15/2020	350	-	-	-	-	350
Sebesta's Rocking K Ranch	1008	9/8/2020	10/8/2020	400	-	-	-	-	400
Shauna Stokes	Ward 082020	9/11/2020	10/11/2020	300	-	-	-	-	300
SHI International Corp	B12115089	8/11/2020	10/10/2020	10,487	-	-	-	-	10,487
SHI International Corp	B12197788	8/26/2020	10/25/2020	1,200	-	-	-	-	1,200
Shirley Stafford	A. Tran #5	9/9/2020	10/9/2020	130	-	-	-	-	130
Shirley Stafford	B. McDonald #5	9/9/2020	10/9/2020	160	-	-	-	-	160
Shirley Stafford	Brit. Owen #9	9/9/2020	10/9/2020	130	-	-	-	-	130
Shirley Stafford	C. De La Pena #9	9/9/2020	10/9/2020	40	-	-	-	-	40

Pacific Coast Academy

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
Shirley Stafford	C. McDonald #14	9/9/2020	10/9/2020	130	-	-	-	-	130
Shirley Stafford	E. Fazio #9	9/9/2020	10/9/2020	130	-	-	-	-	130
Shirley Stafford	Elie. Fazio #5	9/9/2020	10/9/2020	130	-	-	-	-	130
Shirley Stafford	Girard #7	9/9/2020	10/9/2020	130	-	-	-	-	130
Shirley Stafford	Jochens #4	9/9/2020	10/9/2020	130	-	-	-	-	130
Shirley Stafford	Mak #1	9/9/2020	10/9/2020	65	-	-	-	-	65
Shirley Stafford	Owen #25	9/9/2020	10/9/2020	130	-	-	-	-	130
Shirley Stafford	P.-D. De La Pena #8	9/9/2020	10/9/2020	65	-	-	-	-	65
Shirley Stafford	S. Tran #5	9/9/2020	10/9/2020	130	-	-	-	-	130
Shirley Stafford	T. Fazio #8	9/9/2020	10/9/2020	130	-	-	-	-	130
Shirley Stafford	T. Tran #4	9/9/2020	10/9/2020	130	-	-	-	-	130
Shuebox Educational Services- Rebecc	2020-01	9/15/2020	10/15/2020	2,475	-	-	-	-	2,475
Smart Sprouts LLC	188	9/4/2020	10/4/2020	384	-	-	-	-	384
Smart Sprouts LLC	190	9/16/2020	10/16/2020	84	-	-	-	-	84
Specialized Therapy Services, Inc.	INSP12-0520	5/31/2020	6/30/2020	-	-	-	43,956	-	43,956
Starfall Education Foundation	1586-6851-0796	9/3/2020	10/3/2020	35	-	-	-	-	35
Starfall Education Foundation	6265-6214-4711	9/16/2020	10/16/2020	35	-	-	-	-	35
Staump Productions	0090420-04	9/4/2020	10/4/2020	150	-	-	-	-	150
Staump Productions	0090420-05	9/4/2020	10/4/2020	150	-	-	-	-	150
Staump Productions	0090420-06	9/4/2020	10/4/2020	150	-	-	-	-	150
Staump Productions	0091620-01	9/16/2020	10/16/2020	135	-	-	-	-	135
Staump Productions	0091620-02	9/16/2020	10/16/2020	150	-	-	-	-	150
Step X Step Dance Inc	63389	6/9/2020	7/9/2020	-	-	(40)	-	-	(40)
Studio Wie, LLC	2112	10/8/2019	10/8/2019	-	-	-	-	(135)	(135)
Studio Wie, LLC	2113	10/8/2019	10/8/2019	-	-	-	-	(72)	(72)
TalkBox.Mom	429607	9/11/2020	10/11/2020	356	-	-	-	-	356
TalkBox.Mom	429620	9/11/2020	10/11/2020	86	-	-	-	-	86
TCI	INV71268	9/4/2020	10/4/2020	254	-	-	-	-	254
Teacher Synergy, LLC	126078632	9/11/2020	10/2/2020	30	-	-	-	-	30
Teacher Synergy, LLC	126079925	9/11/2020	10/2/2020	32	-	-	-	-	32
Teacher Synergy, LLC	126080176	9/11/2020	10/2/2020	40	-	-	-	-	40
Teacher Synergy, LLC	126081547	9/11/2020	10/2/2020	29	-	-	-	-	29
Teacher Synergy, LLC	126081940	9/11/2020	10/2/2020	8	-	-	-	-	8
Teacher Synergy, LLC	126083198	9/11/2020	10/2/2020	18	-	-	-	-	18
Teacher Synergy, LLC	126086883	9/11/2020	10/2/2020	8	-	-	-	-	8
Teacher Synergy, LLC	126090709	9/11/2020	10/2/2020	15	-	-	-	-	15
Teacher Synergy, LLC	126110189	9/11/2020	10/2/2020	15	-	-	-	-	15
Teacher Synergy, LLC	126111274	9/11/2020	10/2/2020	124	-	-	-	-	124

Pacific Coast Academy

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	126112719	9/11/2020	10/2/2020	6	-	-	-	-	6
Teacher Synergy, LLC	126112931	9/11/2020	10/2/2020	173	-	-	-	-	173
Teacher Synergy, LLC	126113814	9/11/2020	10/2/2020	67	-	-	-	-	67
Teacher Synergy, LLC	126114961	9/11/2020	10/2/2020	8	-	-	-	-	8
Teacher Synergy, LLC	126119988	9/11/2020	10/2/2020	75	-	-	-	-	75
Teacher Synergy, LLC	126121434	9/11/2020	10/2/2020	28	-	-	-	-	28
Teacher Synergy, LLC	126123885	9/11/2020	10/2/2020	22	-	-	-	-	22
Teacher Synergy, LLC	126124185	9/11/2020	10/2/2020	160	-	-	-	-	160
Teacher Synergy, LLC	126124903	9/11/2020	10/2/2020	14	-	-	-	-	14
Teacher Synergy, LLC	126127213	9/11/2020	10/2/2020	77	-	-	-	-	77
Teacher Synergy, LLC	126128352	9/11/2020	10/2/2020	26	-	-	-	-	26
Teacher Synergy, LLC	126130433	9/11/2020	10/2/2020	12	-	-	-	-	12
Teacher Synergy, LLC	126131204	9/11/2020	10/2/2020	150	-	-	-	-	150
Teacher Synergy, LLC	126131751	9/11/2020	10/2/2020	12	-	-	-	-	12
Teacher Synergy, LLC	126132550	9/11/2020	10/2/2020	95	-	-	-	-	95
Teacher Synergy, LLC	126132769	9/11/2020	10/2/2020	9	-	-	-	-	9
Teacher Synergy, LLC	126133396	9/11/2020	10/2/2020	37	-	-	-	-	37
Teacher Synergy, LLC	126133545	9/11/2020	10/2/2020	15	-	-	-	-	15
Teacher Synergy, LLC	126133915	9/11/2020	10/2/2020	167	-	-	-	-	167
Teacher Synergy, LLC	126136513	9/11/2020	10/2/2020	3	-	-	-	-	3
Teacher Synergy, LLC	126137207	9/11/2020	10/2/2020	9	-	-	-	-	9
Teacher Synergy, LLC	126137473	9/11/2020	10/2/2020	19	-	-	-	-	19
Teaching Textbooks	29296	9/3/2020	10/3/2020	100	-	-	-	-	100
Teaching Textbooks	29339	9/4/2020	10/4/2020	208	-	-	-	-	208
Teaching Textbooks	29342	9/4/2020	10/4/2020	137	-	-	-	-	137
Teaching Textbooks	29375	9/4/2020	10/4/2020	137	-	-	-	-	137
Teaching Textbooks	29390	9/4/2020	10/4/2020	202	-	-	-	-	202
Teaching Textbooks	29403	9/4/2020	10/4/2020	137	-	-	-	-	137
Teaching Textbooks	29440	9/8/2020	10/8/2020	200	-	-	-	-	200
Teaching Textbooks	29443	9/8/2020	10/8/2020	139	-	-	-	-	139
Teaching Textbooks	29445	9/8/2020	10/8/2020	57	-	-	-	-	57
Temecula Music Teacher, LLC	4783	9/4/2020	10/4/2020	400	-	-	-	-	400
Temecula Valley Therapy Services	59	9/3/2020	10/3/2020	300	-	-	-	-	300
The Lampo Group, LLC	8741600	9/16/2020	10/15/2020	95	-	-	-	-	95
The Music Factory	MG080120	9/16/2020	10/16/2020	149	-	-	-	-	149
The Music Therapy Center, Inc.	20453	2/27/2020	3/1/2020	-	-	-	-	300	300
The Stronghold	5320	9/1/2020	10/1/2020	1,375	-	-	-	-	1,375
The Stronghold	6320	9/1/2020	10/1/2020	1,375	-	-	-	-	1,375

Pacific Coast Academy

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
Therapeutic Approach to Growth	2872996	9/1/2020	9/15/2020	3,080	-	-	-	-	3,080
Therapro, Inc	IN487628	9/11/2020	10/11/2020	53	-	-	-	-	53
Think Outside, LLC	20357	9/5/2020	10/5/2020	148	-	-	-	-	148
Thinkwell Corporation	204612	9/4/2020	10/4/2020	125	-	-	-	-	125
Thinkwell Corporation	204638	9/14/2020	10/14/2020	125	-	-	-	-	125
Tilghman's Academy of Music	1342873124	9/16/2020	10/16/2020	220	-	-	-	-	220
Tilghman's Academy of Music	1342873145	9/16/2020	10/16/2020	165	-	-	-	-	165
Timberdoodle.com	32 1 0	7/31/2020	8/30/2020	-	1,296	-	-	-	1,296
Timberdoodle.com	32 1 1	7/31/2020	8/30/2020	-	184	-	-	-	184
Timberdoodle.com	32 958	8/3/2020	9/2/2020	99	-	-	-	-	99
Timberdoodle.com	325197	7/24/2020	8/23/2020	-	194	-	-	-	194
Timberdoodle.com	325201	7/24/2020	8/23/2020	-	1,083	-	-	-	1,083
Timberdoodle.com	325202	7/24/2020	8/23/2020	-	276	-	-	-	276
Timberdoodle.com	325265	7/24/2020	8/23/2020	-	986	-	-	-	986
Timberdoodle.com	325373	7/25/2020	8/24/2020	-	80	-	-	-	80
Timberdoodle.com	325380	7/25/2020	8/24/2020	-	1,200	-	-	-	1,200
Timberdoodle.com	325392	7/25/2020	8/24/2020	-	1,124	-	-	-	1,124
Timberdoodle.com	325452	7/25/2020	8/24/2020	-	86	-	-	-	86
Timberdoodle.com	325589	7/25/2020	8/24/2020	-	1,192	-	-	-	1,192
Timberdoodle.com	325590	7/25/2020	8/24/2020	-	60	-	-	-	60
Timberdoodle.com	32615	7/28/2020	8/27/2020	-	593	-	-	-	593
Timberdoodle.com	326208	7/28/2020	8/27/2020	-	1,203	-	-	-	1,203
Timberdoodle.com	32648	7/29/2020	8/28/2020	-	159	-	-	-	159
Timberdoodle.com	326561	7/29/2020	8/28/2020	-	109	-	-	-	109
Timberdoodle.com	32690	7/30/2020	8/29/2020	-	386	-	-	-	386
Timberdoodle.com	326908	7/30/2020	8/29/2020	-	962	-	-	-	962
Timberdoodle.com	328412	8/4/2020	9/3/2020	915	-	-	-	-	915
Timberdoodle.com	328514	8/4/2020	9/3/2020	104	-	-	-	-	104
Timberdoodle.com	328639	8/5/2020	9/4/2020	168	-	-	-	-	168
Trigger Memory Co., LLC	2431	9/4/2020	10/4/2020	27	-	-	-	-	27
Trigger Memory Co., LLC	2439	9/12/2020	10/12/2020	27	-	-	-	-	27
Trigger Memory Co., LLC	2443	9/15/2020	10/15/2020	79	-	-	-	-	79
Uline	123828713	9/1/2020	10/1/2020	573	-	-	-	-	573
UPS	0000TT6837380	9/19/2020	9/19/2020	3,368	-	-	-	-	3,368
Vista Baseball Academy	235	9/15/2020	10/15/2020	350	-	-	-	-	350
Vista Music	109	9/9/2020	10/9/2020	800	-	-	-	-	800
Wagner's School of Music, LLC	5169	9/9/2020	9/9/2020	98	-	-	-	-	98
Wagner's School of Music, LLC	5170	9/9/2020	9/9/2020	98	-	-	-	-	98

Pacific Coast Academy**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
Wagner's School of Music, LLC	5173	9/9/2020	9/9/2020	352	-	-	-	-	352
Wagner's School of Music, LLC	5176	8/19/2020	8/19/2020	-	176	-	-	-	176
Well-Trained Mind Academy	725	9/10/2020	10/10/2020	1,320	-	-	-	-	1,320
West Coast Krav Maga Temecula	4946	9/15/2020	10/15/2020	159	-	-	-	-	159
Wieser Educational	93237	9/2/2020	10/2/2020	195	-	-	-	-	195
Wilkinson Hadley King & Co. LLP	27698	9/3/2020	10/3/2020	900	-	-	-	-	900
Wizard of Math	Bri-08-20	9/9/2020	10/9/2020	100	-	-	-	-	100
Wizard of Math	Bro-08-20	9/9/2020	10/9/2020	100	-	-	-	-	100
Wood & Ivory	0289	9/14/2020	10/14/2020	469	-	-	-	-	469
Wood & Ivory	0290	9/15/2020	10/15/2020	469	-	-	-	-	469
WriteShop	20-0931	9/10/2020	10/10/2020	144	-	-	-	-	144
Ziggy's Tutoring	20908-A	9/3/2020	10/3/2020	150	-	-	-	-	150
Total Outstanding Payables in September				\$ 228,903	\$ 12,004	\$ 54,340	\$477,898	\$ 48,054	\$ 821,199

Cover Sheet

Presentation by Charter School Capital

Section: III. Finance
Item: B. Presentation by Charter School Capital
Purpose: FYI
Submitted by:
Related Material: CA Deferral Board Presentation - Oct 2020 (2).pdf

BACKGROUND:

Charter School Capital will be presenting the deferral solve as well as announce the new rate.

CALIFORNIA DEFERRALS SOLUTION

Presented By:
Shausta Eckland & Tricia Blum
October 2020



AGENDA

1. Who we are

4. Why this solution

2. What we do

5. Where to get started

3. How it works

WHO WE ARE

Charter School Capital helps schools access, leverage, and sustain the resources charter schools need to thrive, allowing them to focus on what matters most – **educating students**

In the past 13 years, CSC has:



Served more than **1,250,000** students and their families



Supported more than **700** charter schools



Invested more than **\$2B** in helping charter schools better serve their communities

WHO WE ARE

Charter School Capital helps schools access, leverage, and sustain the resources charter schools need to thrive, allowing them to focus on what matters most – **educating students**

But on a personal level, CSC is:

A passionate group of approximately 50 team-members with more than

52 students of our own to remind us of our “why,”

29 furry babies between us to keep us sane,

finance & education Backgrounds,
(and everything in between)

& a shared

core mission to help charter schools and their
students thrive.

WHO WE ARE



Tricia Blum
Vice President of
Business Consulting



Shausta Eckland
Account Manager

Tricia Blum supports client schools that need strategic business, financial, and operational guidance. Formerly an interim turnaround CEO of a charter organization and an executive leader of a high-growth charter management organization, Tricia created and instituted operational policies and procedures as well as strategic growth plans including replication and duplication strategies that enabled each organization to successfully scale their education programs. In her off-time Ms. Blum enjoys spending time with her boys, designing, eating, traveling, reading and going to the beach. She has settled, for now, in her native California.



Shausta Eckland supports schools in strategic financial program management, bringing a unique blend of creative-type zest and problem-solving to yield impressive results. After 20+ years in the photo industry, Shausta switched careers to join Charter School Capital. In her spare time, Shausta enjoys time with friends, riding her Aprilia, lounging with her rescue dog and making sure the cat doesn't burn the house to the ground.



WHAT WE DO

A school lease-back option for charter school facility control, security, and budget optimization.

Facilities



Update school building structures with new, efficient systems; reducing utility expenses and improving learning environment.

Energy Services



Help charter schools **access, and sustain financial resources** to put towards programs and services that help their **students thrive.**

Working Capital



A reliable and flexible funding process that provides access to capital for operations, facilities, programmatic expenses, or other obligations.

Marketing & advertising services to boost enrollment and ultimately increase financial scalability.

Enrollment Marketing



WHAT WE DO



THE CA FUNDING CHALLENGE

CURRENT

- 36% of FY21 LCFF* will be deferred to FY22
 - Feb: 53%, Mar: 85%, Apr: 85%, May: 85%, June 100%
- Ongoing deferral of entire June LCFF
- Potential for changes to payment schedule of deferrals
- Site-based schools paid for growth based on lesser of 6/30/20 budget projections and 10/7/20 student count
- Non-classroom based / independent study charters will not be paid for enrollment growth in FY21
- Additional challenges and potential costs related to COVID-19 preparedness (PPE, technology, enrollment)

FUTURE

- FY22 potential deferrals and/or budget cuts
- FY21 enrollment reporting changes (e.g. growth caps)



*LCFF is short for “Local Control Funding Formula,” a large portion of your state receivable.

SOLUTIONS COMPARISON: COST

COST

You can't just look at rate.

Interest Rate:

- Can be quoted in annualized terms or in "discount"
- Applied to borrowed funds

Structure:

- How and when the funds are drawn or released
- How long the funds are outstanding

Fees:

- Could include any issuance costs (e.g., transaction, underwriting, legal fees, etc.)
- Any ongoing fees to maintain the credit line (e.g., unused balance fees)

EXAMPLE COMPARISON



Line of Credit



RAN or TRAN



Term Loan



Flexible Funding Line

Total Deferrals Financed	\$1.5M	\$1.5M	\$1.5M	\$1.5M
Term	N/A	9 Months	12 Months	N/A
Up Front Fee	1.00%	1.47%	1.00% (Capitalized)	None
Example Interest Rate	4.99%	2.00%	4.99%	5.99%
Includes No Cost February Deferral	No	No	No	No
Release of Funds	5 Monthly Releases Beginning 2/28/21	Full Amount on 3/31/21	Full Amount on 2/28/21	5 Monthly Releases Beginning 2/28/21
*Total Cost:	\$42,000	\$45,000	\$56,000	\$29,000

*Round numbers used for cost analysis / CSC is prepared to fund additional Deferral needs

HOW DOES FUNDING WORK?

Working
Capital



Receivables Purchase/Flexible Funding Line

Charter School Capital purchases state aid payments due to the charter school from the state and, in exchange, provides funding to the school in advance of the state payment distribution date.

The state payment remains with the state until the scheduled distribution date arrives.

Charter School Capital assumes the timing risk if the state delays the distribution of the payments due to the school. There are no additional costs to the charter school in the event the state delays payments.

Learn more at

<https://charterschoolcapital.org/resources/benefits-of-selling-receivables/>

How does the receivable sales program work?

Charter School Capital and the charter school enter into a receivables purchase agreement and execute a bill of sale. Executing these agreements transfers ownership of the state payment to Charter School Capital and the school receives the agreed-upon funding. When the state distributes the payment to Charter School Capital, the funds are then distributed as outlined in the bill of sale.

WHAT OUR CLIENTS ARE SAYING

Charter School Capital has helped us

CHARTER SCHOOL CAPITAL RECEIVABLE SALES

Why Receivable Sales are Beneficial to Charter Schools

What are the costs associated with the sale of receivables?

- The costs are determined by market-related factors including, but not limited to: the type of receivable being sold, the time the receivable is outstanding, the credit-risk profile of the school, and market rates for similar investments.

Why choose receivable sales as a financing option?

- Selling attendance-based and other qualified receivables helps accelerate a charter school's ability to grow by allowing schools to access funds more quickly and in greater quantity.
- Our qualification process is streamlined and more than 95 percent of schools that apply qualify.
- Schools often have the ability to adjust funding levels to align with cash flow needs for existing operations and growth.
- The sale of receivables is a reliable and flexible option for raising much-needed capital for charter schools.

We are 100% dedicated to the charter space and to enabling the success of charter schools and the charter school movement.

Our mission is to provide school leaders access to the financial and informational resources they need—whether it's operational capital, growth funding, or facilities expansion.

Since our founding, we've been able to provide over \$2 billion in funding to more than 600 charter schools across our nation and most importantly, to serve over 1,000,000 students.

We're proud to provide the reliability and stability charter leaders require as they embark on their journey to educate more students today—and in the future.

If you have working capital needs or would like help with charter school facilities financing, our team of experts is here to help you with a needs assessment.

Start by completing our [online application](#) or [contact us](#) for more information about our funding types.

877.272.1001
CHARTERSCHOOLCAPITAL.ORG
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What is a receivable sales transaction?

In a receivable sales transaction, Charter School Capital purchases state aid payments due to the charter school from the state and, in exchange, provides funding to the school in advance of the state payment distribution date. The state payment remains with the state until the scheduled distribution date arrives. Charter School Capital assumes the timing risk if the state delays the distribution of the payments due to the school. There are no additional costs to the charter school in the event the state delays payments.

How are the amounts available to the charter school calculated?

Amounts available for a charter school to sell to Charter School Capital are typically established by attendance-based entitlements or eligible grants owed to the charter school. Selling attendance-based entitlements and grants gives the charter school community access to much-needed capital when they need it, so schools are able to focus on educating students.

Loan made or arranged pursuant to a California Finance Lenders Law license #00000000

HOW WE CAN HELP

Offer details exclusive to your school

5.99%
(down from 7.99%)

GREATER ACCESS TO
CAPITAL

LOCKED THROUGH FY21

\$0.00 FEB
FINANCING

The Charter School Flexible Funding Line

No hidden fees or surprise expenses if the state is further delayed.

Use what you need, when you need it.
We can advance up to as much as 50% of your school's annual state revenue.

Secure your rate through the end of the Fiscal Year 2021 with transparent terms.
The most flexible, reliable, cost-effective solution – the best path to overcoming budget gaps.

No-cost February deferral financing.
We'll cover your deferred February payment at no cost.



QUESTIONS?



THANK YOU!



APPENDIX:

DEFERRALS SOLUTIONS HAVE TRADEOFFS;

WE PRIORITIZED CAPACITY, FLEXIBILITY/CONTROL, SECURITY

Feature	CSC's Flexible Funding Line	Line of Credit	TRAN / RAN (Receivables Anticipate Note)	Term Loan	Funding with Reserves
Max Available Balance	Up to 50% of state revenues	Typically 10-15% of total revenue	Up to ~36% of LCFF (100% state deferrals)	Typically up to 25% of total revenues	N/A
Flexibility to Draw	✓	✓	X (Single Draw 3/21)	X (Typically a single draw)	✓
Collateral Required	Select state revenue receivables only	Depends, can include personal or real property	All deferred LCFF receivables	Depends, can include personal or real property	N/A
Free of Covenants	✓	X (Typically includes interest coverage or net surplus reqs.)	✓	X (could include interest coverage or net surplus reqs.)	✓
When is Rate Know?	Fixed through FY21	Typically floating through term	Fixed at time of issuance	Can be fixed or floating through term	N/A
Rate determinants	CSC offers fixed rate for receivables earned in FY21	Creditor sets rate; market will impact floating rate	Market sets rate at issuance (~March 2021)	Creditor sets rate; market will impact floating rate	N/A
Bearer of risk of state payment delays	CSC	School	Unknown	School	School
Earliest Release of Capital	5 days from receipt of required documents	Depends on relationship with financial institution	March 2021	Typically 30-60 day close	N/A
Maintain Current Cash Balance					X

Cover Sheet

2020-2021 Extended School Year Dates

Section: IV. Academic Excellence
Item: A. 2020-2021 Extended School Year Dates
Purpose: Vote
Submitted by: John Egnor
Related Material: PCA HST Calendar 2020-2021_Revised ESY Dates.pdf

BACKGROUND:

Schools are required to provide "extended school year" programs to students with IEPs whose IEP teams determined that services/supports are necessary for students to maintain their skills and not lose progress towards their goals.

RECOMMENDATION:

Vote to Approve the June and July 2021 ESY Dates

2020-2021 Staff Calendar



July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Staff Professional Development	
Aug 3-4	Professional Development
Sep-May	Meetings

School Year Dates	
Aug 3	Teachers Return Back to Work
Aug 17	School Begins
Jan 8	Last Day of 1st Semester
May 28	Last Day of School
June 8-July 5	Extended School Year

School Calendar: 08/17-05/28	
Teacher Work Days	
191 Days	Aug - Jun
191 Days	Total Work Days

Instructional Days	
88 Days	Semester 1
87 Days	Semester 2
175 Days	Total Instructional Days

Holidays	
Jul 03 - July 04	Independence Break
Sep 07	Labor Day
Nov 11	Veterans Day
Nov 23 - 27	Thanksgiving Break
Dec 21 - Jan 01	Winter Break
Jan 18	Martin Luther King Day
Feb 15	Washington's Birthday
Feb 16	Lincoln's Birthday
Feb 17-19	School Recess
Apr 2	School Recess
Apr 16-23	Spring Break
May 31	Memorial Day

School Accountability	
Every LP	Attendance Logs
Every LP	Student Conference
Twice a Semester	Work Samples
LP 1, 3, 5, 7	Upload Work Samples

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Assessment Windows	
Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

School Closed

Teacher In-service

Extended School Year

First & Last Day of School

Cover Sheet

SELPA Participation Agreement

Section: IV. Academic Excellence
Item: B. SELPA Participation Agreement
Purpose: Vote
Submitted by: John Egnor
Related Material: 2021-22-PCA SELPA participation_agreement.pdf
Red-lined-2021-22-Participation-Agreement.pdf

BACKGROUND:

PCA is a local educational agency and is therefore required to be a part of a SELPA, per Education Code section 56195.1(f). This participation agreement is between PCA and El Dorado Charter SELPA for the 2021-2022 school year.

RECOMMENDATION:

Vote to approve SELPA Participation Agreement



AGREEMENT FOR PARTICIPATION

EL DORADO CHARTER SELPA

This Agreement for Participation ("Agreement") is entered into by and between the El Dorado Charter SELPA ("SELPA"), the El Dorado County Office of Education ("EDCOE"), and _____ ("LEA"), a California public charter school, collectively referred to as the "Parties."

RECITALS

WHEREAS, each special educational local plan area is required to administer local plans submitted pursuant to Education Code section 56205 et seq., administer the allocation of funds pursuant to Education Code section 56836 et seq., and ensure that it has in effect policies, procedures, and programs that are consistent with state laws, regulations, and policies governing certain aspects of special education;

WHEREAS, a charter school that is deemed a local educational agency for purposes of special education is required to participate in an approved local plan pursuant to Education Code section 56195.1(f);

WHEREAS, LEA is a charter school that is deemed a local educational agency for purposes of special education pursuant to Education Code section 47641 and is responsible for complying with all provisions of the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) and implementing regulations as they relate to local educational agencies;

WHEREAS, the SELPA as authorized by the California State Board of Education serves as the special educational local plan area for California charter schools deemed local educational agencies pursuant to Education Code section 47641 that have successfully completed the SELPA membership process and have signed this Agreement for Participation ("Agreement");

WHEREAS, EDCOE is designated in the local plan as the "responsible local agency" for the SELPA, which means the administrative entity, the duties of which shall include, but are not limited to, receiving and distributing state and federal special education funds pursuant to the allocation plan, providing administrative support, and coordinating implementation of the plan;

WHEREAS, the actions and decisions of the parties are guided by the values of:

1. Commitment – maintaining high standards for performance in student achievement, operations, governance and finance;
2. Integrity – adherence to moral and ethical principles in all aspects of the work;
3. Fairness – impartial and just treatment of all stakeholders;
4. Partnership – collaborative decision making and accountability;
5. Knowledge – understanding of charter school law and practice; and
6. Transparency- access to the information, decisions, and actions of the organization;

WHEREAS, the purpose of this agreement is to set forth the various responsibilities of LEA, EDCOE, and SELPA to ensure that all charter pupils with exceptional needs within the SELPA receive appropriate special education programs.



NOW, THEREFORE, IT IS HEREBY AGREED between the parties hereto as follows:

1. SHARED COMMITMENTS

- 1.1. Resource Allocation. Parties shall demonstrate commitment to the promises set forth in this Agreement by allocating appropriate resources.
- 1.2. Standard of Conduct. Parties, at all times, shall conduct themselves in such a manner as to act in the best interests of all other SELPA members. The LEA shall not engage in any activity or enterprise which would tend to injure or expose the SELPA or any of its members to any significant risk of harm or injury of any kind.
- 1.3. Compliance. All parties to this agreement shall identify and comply with applicable laws, regulations, policies, procedures and generally accepted standards. Each party will address any identified compliance gaps in a responsible and timely fashion.
- 1.4. Continual Improvement. Parties are expected to continually improve by setting performance objectives, executing plans and taking necessary corrective actions for deficiencies identified by any and all internal and/or external assessments.
- 1.5. Accuracy of Business Records. Parties shall ensure that any and all financial books and records conform to generally accepted accounting principles and state reporting requirements. Records must be accurate in all material respects. Records must be legible, transparent, and reflect actual transactions and payments and be open to inspection by the other party upon a reasonable request.
- 1.6. Accuracy of Student Records. Parties shall ensure that any and all student records conform to prescribed formats. Records must be legible, transparent, reflect actual transactions and payments, and be accurate in all material respects. Records must be open to inspection and review by other parties with legitimate educational interest upon a request.
- 1.7. Documentation. Parties shall maintain documentation necessary to demonstrate compliance with this Agreement and compliance with applicable state and federal statutes and regulations.
- 1.8. Local and Allocation Plans. Parties agree to the provisions of the Local and Allocation Plans as updated and approved by the CEO Council.
- 1.9. Provision of Free and Appropriate Public Education. The LEA is solely responsible for the provision of special education programs and services to eligible students enrolled in the LEA. The Parties understand and agree that the SELPA or EDCOE shall have no responsibility for the operation of any direct educational program or service of any kind, that the SELPA has no duty or authority to provide FAPE to individual students, and that the SELPA has no duty or authority to make decisions regarding the educational programming of students enrolled in the LEA.



2. **LEA/ORGANIZATIONAL PARTNER RESPONSIBILITIES**

- 2.1 **Programs and Services.** The LEA is solely and exclusively responsible for the following mandated activities in order to operate its special education programs and services for students enrolled in the LEA. As such, the LEA shall:
- 2.1.1. Select, employ, compensate, and determine the duties of, or establish appropriate contracts for the provision of, special education teachers, instructional aides, and other personnel as required to conduct the program specified in the Local Plan, and in compliance with state and federal mandates.
 - 2.1.2. Conduct and/or contract those programs operated by the LEA in conformance with the Local Plan and the state and federal mandates.
 - 2.1.3. Organize and administer the activities of the IEP teams, including the selection of the LEA staff and who will serve as members of the IEP team in conformance with Education Code Section 56341 and in compliance with the Local Plan.
 - 2.1.4. Develop and implement program objectives and the evaluation of the program's effectiveness.
 - 2.1.5. Communicate with the parents and/or legal guardians of students in conformance with laws, regulations, and the provisions of the Local Plan.
 - 2.1.6. Provide for the documentation and reporting of assessment procedures used for the placement of individuals and the security thereof.
 - 2.1.7. Provide for the continuous review of placements and the assessment procedures employed to ensure their effectiveness and applicability, and ensure the continued implementation and compliance with eligibility criteria.
 - 2.1.8. Provide for the integration of students with disabilities into the general education school programs and provide for evaluating the results of such integration according to specifications of the Local Plan.
 - 2.1.9. Conduct the review of individual placements requested by the parents and/or legal guardians of the student in accordance with the Local Plan.
 - 2.1.10. Prepare and submit all required reports, including reports on student enrollment, program expenditures, and program evaluation.
- 2.2. **Fiscal Responsibilities.** Receive and expend special education funding in accordance with the Charter SELPA Allocation Plan. Organizational Partners affirm that any financial claim made by the SELPA against an LEA that is part of the Organizational Partner's network of LEAs will be honored by the Organization Partner.
- 2.3. **Restricted Funds.** As a condition of membership and participation in the SELPA, LEA warrants and represents that at no time during the term of this Agreement



and LEA's membership and participation in the SELPA shall the LEA, directly or indirectly, provide special education funding for the benefit of a for-profit entity. Unless altered by law, all funding provided through the Charter SELPA shall be treated as a restricted funding source to be expended only for special education or special education services. Nothing contained herein shall be interpreted as prohibiting any LEA from expending funds to contract with a state-certified nonpublic agency/school for the benefit of children served, in accordance with the approved master contract and individual services agreements as provided for in federal and state law.

- 2.4. Audit Report. Annually provide the SELPA with the LEA's annual, independent financial audit report, on or before December 20th each year, unless an extension has been granted by the State Controller's Office, in which case an extension will be granted to the charter as well. LEA further agrees to provide SELPA copies of any and all State Controller's Office communications regarding audit report corrective actions and a corrected audit report, if applicable. Should an LEA be the subject of an investigation by any federal, state, or local agency, including but not limited to the Fiscal Crisis Management and Assistance Team ("FCMAT") arising out of or related to allegations of fiscal mismanagement, failure to meet generally accepted accounting principles, or any violation of a provision of law, the LEA shall immediately notify SELPA and provide the SELPA with a copy of any written correspondence related thereto.
- 2.5. Membership Responsibilities. Adhere to governance structure within SELPA Local Plan and Policies, including designating appropriate representatives to serve on required councils and committees; ensure appropriate LEA representatives attend and participate in SELPA governance meetings as set forth in the Local Plan, Policies and Procedures.
- 2.6. Management Decisions. Consistent with this Agreement, LEA shall have full and exclusive authority and responsibility for classifying employment positions within their LEA. The managerial prerogatives of any participating LEA member shall not be infringed upon by any other participating LEA member except upon mutual consent of an affected LEA member(s), or unless as otherwise set forth. LEA shall not undertake to independently act on behalf of the SELPA or any of its members without express written authorization of the SELPA.
- 2.7. Participation. Ensure appropriate LEA representatives attend and participate in SELPA governance meetings and committees as set forth in the Local Plan, Policies and Procedures.
- 2.8. Reporting Requirements. Submit all required federal, state and SELPA reports and data requests in the prescribed format and at the specified due date. Upon written request by the SELPA, LEA shall provide any requested information, documents, writings, or information of any sort without delay, except as otherwise prohibited by law.
- 2.9. Indemnification and Hold Harmless. To the fullest extent allowed by law, LEA agrees to defend, indemnify, and hold harmless the SELPA and its individual other



members, EDCOE, the El Dorado County Superintendent of Schools, and each of their respective directors, officers, agents, employees, and volunteers (the Indemnified Parties), from any claim or demand, damages, losses or expenses (including, without limitation, reasonable attorney fees) that arise in any manner from an actual or alleged failure by LEA to fulfill one or more of the LEA member's obligations except to the extent that such suit arises from the SELPA, EDCOE, or the El Dorado County Superintendent of Schools' negligence.

3. **SELPA DUTIES AND RESPONSIBILITIES**

- 3.1 Services. In order to accomplish the goals set forth in the Local Plan, SELPA shall provide the following services and activities for the LEA:
- 3.1.1. Receive, compile, and submit required enrollment reports and compute all special education apportionments; receive data from LEA to compile and submit budgets for the programs and monitor the fiscal aspects of the program conducted, and receive the special education apportionments as authorized by applicable law.
 - 3.1.2. Maintain SELPA policies and procedures for referring and placing individuals with exceptional needs who are enrolled in the LEA, including the methods and procedures for communication with the parents and/or guardians of the students according to SELPA Local Plan, Policies and Procedures.
 - 3.1.3. Coordinate the organization and maintenance of the Special Education Community Advisory Committee ("CAC") to coordinate the implementation of the Local Plan and provide for the attendance of designated members of the SELPA's staff at all regularly scheduled CAC meetings as required by law.
 - 3.1.4. Coordinate community resources with those provided by LEA and SELPA, including providing such contractual agreements as may be required.
 - 3.1.5. Coordinate state Special Education Accountability Processes.
 - 3.1.6. Provide alternative dispute resolution supports and services.
 - 3.1.7. Develop interagency referral and placement procedures.
 - 3.1.8. Provide regular personnel development training sessions for LEA staff responsible for administering or delivering special education programs and services.
 - 3.1.9. Provide the method and forms to enable the LEA to report to the SELPA on student enrollment and program expenditures. Establish and maintain a pupil information system.
 - 3.1.10. Provide reasonable and appropriate technical assistance and information to the LEA upon request from LEA administration, including but not limited to:
 - 1. Evidenced Based Practices;
 - 2. Program Development and Improvement;



3. Individual cases;
4. State complaints;
5. Requests for due process mediation and hearing; and
6. Appropriate programs and services for specific pupils.

3.1.11. Perform other services reasonable and necessary to the administration and coordination of the Local Plan.

- 3.2. Governance. Organize and maintain the governance structure of the Local Plan, including various committees and councils to monitor the operations of the SELPA and make recommendations for necessary revisions, including, but not limited to, the Local Plan, Allocation Plan and Policies.
- 3.3. Data Reporting. Establish and maintain methods, timelines and forms to submit required federal, state and SELPA reports.
- 3.4. Public Meetings. Schedule public meetings for purposes of governance activities and adopting the Annual Service Plan and Budget Plan.
- 3.5. Fiscal Responsibilities. Receive, distribute, and oversee the expenditure of special education funds in accordance with federal and state regulations and the SELPA Allocation Plan.
- 3.6. Indemnification and Hold Harmless. The SELPA shall be held harmless and indemnify EDCOE and the El Dorado County Superintendent of Schools for any costs of any kind or nature arising out of or related to this agreement other than as specifically contemplated herein, except to the extent that such cost arises from EDCOE and the El Dorado County Superintendent of Schools' negligence.

4. EDCOE DUTIES AND RESPONSIBILITIES

- 4.1. The Parties understand that EDCOE is designated in the Local Plan as the "responsible local agency" for the SELPA. EDCOE shall receive and distribute state and federal special education funds pursuant to the Allocation Plan, provide administrative support, and coordinate implementation of the Local Plan in accordance with state and federal law.
- 4.2. EDCOE shall not be responsible for any LEA or SELPA obligations or duties of any kind or nature except as explicitly set forth in this agreement.

5. TERMINATION OF THIS AGREEMENT AND PARTICIPATION IN SELPA

- 5.1. LEA may terminate this Agreement and participation in the SELPA in its sole discretion at the end of the fiscal year next occurring after having provided prior written notice to the SELPA, as follows:
 - 5.1.1. Prior initial written notice of intended termination to the SELPA at least twelve (12) months and one (1) day in advance of date of termination; and
 - 5.1.2. Final written notice of termination to the SELPA no more than six (6) months after the LEA's initial notice of intended termination.
- 5.2. The SELPA may initiate and complete termination of this Agreement and LEA's participation in the SELPA in its sole discretion in accordance with the process and



standards in SELPA Policies. The SELPA will provide prior written notice to the LEA at least twelve (12) months as follows:

- 5.2.1. Prior initial written notice of intended termination to the LEA at least twelve (12) months and one (1) day in advance of date of termination, and
 - 5.2.2. Final written notice of termination to the LEA no more than six (6) months after the SELPA's initial notice of intended termination.
- 5.3. Specifically the timeline and process above does not preclude the SELPA from initiating and completing the termination process in less than 12 months or by June 30 of the year immediately preceding the summary termination, if the member demonstrates:
- 5.3.1. Egregious disregard of state and federal requirements to provide services to students; and/or
 - 5.3.2. Demonstrated systemic and material issues that would cause the SELPA to make a finding of "going concern" based on leadership, programmatic and/or fiscal solvency that would cause SELPA to reasonably believe the SELPA may be harmed by the continued membership of the LEA.

The standards and timeline as determined by the SELPA shall, at a minimum, provide the LEA a reasonable opportunity for prior written notice and an opportunity to be heard by the Membership Appeals Committee.

6. DISPUTE RESOLUTION

Should a dispute arise relating to the responsibility for service provision, governance activities, the distribution of funding, if a party believes that an action taken by the CEO Council will create an undue hardship, or that the action taken exceeds the authority granted to the CEO Council within the Local Plan and/or state or federal statute, the aggrieved party may request a review of the action with the appropriate governing body or CDE as appropriate.

7. MUTUAL REPRESENTATIONS

- 7.1. Authority and Capacity. The Parties have the authority and capacity to enter into this agreement.
- 7.2. Full Disclosure. All information heretofore furnished by the Parties for purposes of or in connection with this Agreement or any transaction contemplated hereby or thereby is true and accurate in all material respects on the date as of which such information is stated.
- 7.3. No Conflicts. Neither party is under any restriction or obligation that may affect the performance of its obligations under this agreement.
- 7.4. Enforceability. This Agreement constitutes a legal, valid, and binding obligation, enforceable against the Parties according to its terms.

8. RESERVATION OF RIGHTS

The Parties hereto agree that nothing contained in this Agreement or otherwise shall be deemed to have waived or modified any of their rights or remedies under the law.

This agreement is entered into for the 2021-22 year and, absent a new agreement or termination, continues each year thereafter.

Executed on this ____ day of _____, 20_____.

In accordance with SELPA policy, _____ Pacific Coast Academy _____,

[INSERT Charter LEA Name]

certifies that this agreement has been approved by the appropriate local board(s).

LEA

Date

Signature of CEO of Charter LEA

[PRINT CEO Name, Title]

EL DORADO COUNTY OFFICE OF EDUCATION

Date

Ed Manansala, Ed.D., Superintendent
El Dorado County Office of Education

Date

David M. Toston, Associate Superintendent
SELPA Programs
El Dorado County Office of Education

AGREEMENT FOR PARTICIPATION
EL DORADO CHARTER SELPA

This Agreement for Participation ("Agreement") is entered into by and between the El Dorado Charter SELPA ("SELPA"), the El Dorado County Office of Education ("EDCOE"), and _____ ("LEA"), a California public charter school, collectively referred to as the "Parties."

RECITALS

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WHEREAS, the SELPA as authorized by the California State Board of Education serves as the special educational local plan area for California charter schools deemed local educational agencies pursuant to Education Code section 47641 that have successfully completed the SELPA membership process and have signed this Agreement for Participation ("Agreement");

WHEREAS, EDCOE is designated in the local plan as the "responsible local agency" for the SELPA, which means the administrative entity, the duties of which shall include, but are not limited to, receiving and distributing state and federal special education funds pursuant to the allocation plan, providing administrative support, and coordinating implementation of the plan;

WHEREAS, the actions and decisions of the parties are guided by the values of:

1. Commitment – maintaining high standards for performance in student achievement, operations, governance and finance;
2. Integrity – adherence to moral and ethical principles in all aspects of the work;
3. Fairness – impartial and just treatment of all stakeholders;
4. Partnership – collaborative decision making and accountability;
5. Knowledge – understanding of charter school law and practice; and
6. Transparency- access to the information, decisions, and actions of the organization;

WHEREAS, the purpose of this agreement is to set forth the various responsibilities of LEA, EDCOE, and SELPA to ensure that all charter pupils with exceptional needs within the SELPA receive appropriate special education programs.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties hereto as follows:

1. SHARED COMMITMENTS

- 1.1. Resource Allocation. Parties shall demonstrate commitment to the promises set forth in this Agreement by allocating appropriate resources.
- 1.2. Standard of Conduct. Parties, at all times, shall conduct themselves in such a manner as to act in the best interests of all other SELPA members. The LEA's shall not engage in any activity or enterprise which would tend to injure or expose the SELPA or any of its members to any significant risk of harm or injury of any kind.
- 1.3. Compliance. All parties to this agreement shall identify and comply with applicable laws, regulations, policies, procedures and generally accepted standards. Each party will address any identified compliance gaps in a responsible and timely fashion.
- 1.4. Continual Improvement. Parties are expected to continually improve by setting performance objectives, executing plans and taking necessary corrective actions for deficiencies identified by any and all internal and/or external assessments.
- 1.5. Accuracy of Business Records. Parties shall ensure that any and all financial books and records conform to generally accepted accounting principles and state reporting requirements. Records must be accurate in all material respects. Records must be legible, transparent, and reflect actual transactions and payments and be open to inspection by the other party upon a reasonable request.
- 1.6. Accuracy of Student Records. Parties shall ensure that any and all student records conform to prescribed formats. Records must be legible, transparent, reflect actual transactions and payments, and be accurate in all material respects. Records must be open to inspection and review by other parties with legitimate educational interest upon a request and upon parental consent.
- 1.7. Documentation. Parties shall maintain documentation necessary to demonstrate compliance with this Agreement and compliance with applicable state and federal statutes and regulations.
- 1.8. Local and Allocation Plans. Parties agree to the provisions of the Local and Allocation Plans as updated and approved by the CEO Council.
- 1.9. Provision of Free and Appropriate Public Education. The LEA is solely responsible for the provision of special education programs and services to eligible students enrolled in the LEA. The Parties understand and agree that the SELPA or EDCOE shall have no responsibility for the operation of any direct educational program or service of any kind, that the SELPA has no duty or authority to provide FAPE to individual students, and that the SELPA has no duty or authority to make decisions regarding the educational programming of students enrolled in the LEA.

2. LEA/ORGANIZATIONAL PARTNER RESPONSIBILITIES

- 2.1 Programs and Services. The LEA is solely and exclusively responsible for the following mandated activities in order to operate its special education

programs and services for students enrolled in the LEA. As such, the LEA shall:

- 2.1.1. Select, employ, compensate, and determine the duties of, or establish appropriate contracts for the provision of, special education teachers, instructional aides, and other personnel as required to conduct the program specified in the Local Plan, and in compliance with state and federal mandates.
 - 2.1.2. Conduct and/or contract those programs operated by the LEA in conformance with the Local Plan and the state and federal mandates.
 - 2.1.3. Organize and administer the activities of the IEP teams, including the selection of the LEA staff and who will serve as members of the IEP team in conformance with Education Code Section 56341 and in compliance with the Local Plan.
 - 2.1.4. Develop and implement program objectives and the evaluation of the program effectiveness.
 - 2.1.5. Communicate with the parents and/or legal guardians of students in conformance with laws, regulations and the provisions of the Local Plan.
 - 2.1.6. Provide for the documentation and reporting of assessment procedures used for the placement of individuals and the security thereof.
 - 2.1.7. Provide for the continuous review of placements and the assessment procedures employed to insure their effectiveness and applicability, and insure the continued implementation and compliance with eligibility criteria.
 - 2.1.8. Provide for the integration of students with disabilities into the general education school programs and provide for evaluating the results of such integration according to specifications of the Local Plan.
 - 2.1.9. Conduct the review of individual placements requested by the parents and/or legal guardians of the student in accordance with the Local Plan.
 - 2.1.10. Prepare and submit all required reports, including reports on student enrollment, program expenditures, and program evaluation.
- 2.2. Fiscal Responsibilities. Receive and expend special education funding in accordance with the Charter SELPA Allocation Plan. Organizational Partners affirm that any financial claim made by the SELPA against an LEA that is part of the Organizational Partner's network of LEAs will be honored by the Organization Partner.
- 2.3. Restricted Funds. As a condition of membership and participation in the SELPA, LEA warrants and represents that at no time during the term of this Agreement and LEA's membership and participation in the SELPA shall the LEA, directly or indirectly, provide special education funding for the benefit of a for-profit entity. Unless altered by law, All funding provided through the Charter SELPA shall be treated as a restricted funding

source to be expended only for special education or special education services. Nothing contained herein shall be interpreted as prohibiting any LEA from expending funds to contract with a state-certified nonpublic agency/school for the benefit of children served, in accordance with the approved master contract and individual services agreements as provided for in federal and state law.

- 2.4. Audit Report. Annually provide the SELPA with the LEA's annual, independent financial audit report, on or before December 20th each year, unless an extension has been granted by the State Controller's Office, in which case an extension will be granted to the charter as well. LEA further agrees to provide SELPA copies of any and all State Controller's Office communications regarding audit report corrective actions and a corrected audit report, if applicable. Should an LEA be the subject of an investigation by any federal, state, or local agency, including but not limited to the Fiscal Crisis Management and Assistance Team ("FCMAT") arising out of or related to allegations of fiscal mismanagement, failure to meet generally accepted accounting principles, or any violation of a provision of law, the LEA shall immediately notify SELPA and provide the SELPA with a copy of any written correspondence related thereto.
- 2.5. Membership Responsibilities. Adhere to governance structure within SELPA Local Plan and Policies including designating appropriate representatives to serve on required councils and committees; ensure appropriate LEA representatives attend and participate in SELPA governance meetings as set forth in the Local Plan, Policies and Procedures.
- 2.6. Management Decisions. Consistent with this Agreement, LEA shall have full and exclusive authority and responsibility for classifying employment positions within their LEA. The managerial prerogatives of any participating LEA member shall not be infringed upon by any other participating LEA member except upon mutual consent of an affected LEA member(s), or unless as otherwise set forth. LEA shall not undertake to independently act on behalf of the SELPA or any of its members without express written authorization of the SELPA.
- 2.7. Participation. Ensure appropriate LEA representatives attend and participate in SELPA governance meetings and committees as set forth in the Local Plan, Policies and Procedures.
- 2.8. Reporting Requirements. Submit all required federal, state and SELPA reports and data requests in the prescribed format and at the specified due date. Upon written request by the SELPA, LEA shall provide any requested information, documents, writings, or information of any sort without delay, except as otherwise prohibited by law.
- 2.9. Indemnification and Hold Harmless. To the fullest extent allowed by law, LEA agrees to defend, indemnify, and hold harmless the SELPA and its individual other members, EDCOE, the El Dorado County Superintendent of Schools, and each of their respective directors, officers, agents, employees, and volunteers (the Indemnified Parties), from any claim or demand, damages, losses or expenses (including, without limitation, reasonable attorney fees) that arise in any manner from an actual or alleged failure by LEA to fulfill one or more of the LEA member's obligations

except to the extent that such suit arises from the SELPA, EDCOE, or the El Dorado County Superintendent of Schools' negligence.

3. **SELPA DUTIES AND RESPONSIBILITIES**

3.1 **Services.** In order to accomplish the goals set forth in the Local Plan, SELPA shall provide the following services and activities for the LEA:

- 3.1.1. Receive, compile, and submit required enrollment reports and compute all special education apportionments; receive data from LEA to compile and submit budgets for the programs and monitor the fiscal aspects of the program conducted, and receive the special education apportionments as authorized by applicable law.
- 3.1.2. Maintain SELPA policies and procedures for referring and placing individuals with exceptional needs who are enrolled in the LEA, including the methods and procedures for communication with the parents and/or guardians of the students according to SELPA Local Plan, Policies and Procedures.
- 3.1.3. Coordinate the organization and maintenance of the Special Education Community Advisory Committee ("CAC") to coordinate the implementation of the Local Plan and provide for the attendance of designated members of the SELPA's staff at all regularly scheduled CAC meetings as required by law.
- 3.1.4. Coordinate community resources with those provided by LEA and SELPA, including providing such contractual agreements as may be required.
- 3.1.5. Coordinate state ~~Quality Assurance Process~~Special Education Accountability Processes.
- 3.1.6. Provide alternative dispute resolution supports and services.
- 3.1.7. Develop interagency referral and placement procedures.
- 3.1.8. Provide regular personnel development training sessions for LEA staff responsible for administering or delivering special education programs and services.
- 3.1.9. Provide the method and forms to enable the LEA to report to the SELPA on student enrollment and program expenditures. Establish and maintain a pupil information system.
- 3.1.10. Provide reasonable and appropriate technical assistance and information to the LEA upon request from LEA administration, including but not limited to:
 1. Evidenced Based Practices;
 2. Program Development and Improvement;
 3. Individual cases;
 4. State complaints;
 5. Requests for due process mediation and hearing; and
 6. Appropriate programs and services for specific pupils.
- 3.1.11. Perform other services reasonable and necessary to the administration and coordination of the Local Plan.

3.2. **Governance.** Organize and maintain the governance structure of the Local

Plan including various committees and councils to monitor the operations of the SELPA and make recommendations for necessary revisions, including, but not limited to, the Local Plan, Allocation Plan and Policies.

- 3.3. Data Reporting. Establish and maintain methods, timelines and forms to submit required federal, state and SELPA reports.
- 3.4. Public Meetings. Schedule public meetings for purposes of governance activities and adopting the Annual Service Plan and Budget Plan.
- 3.5. Fiscal Responsibilities. Receive, distribute, and oversee the expenditure of special education funds in accordance with federal and state regulations and the SELPA Allocation Plan.
- 3.6. Indemnification and Hold Harmless. The SELPA shall be held harmless and indemnify EDCOE and the El Dorado County Superintendent of Schools for any costs of any kind or nature arising out of or related to this agreement other than as specifically contemplated herein, except to the extent that such cost arises from EDCOE and the El Dorado County Superintendent of Schools' negligence.

4. EDCOE DUTIES AND RESPONSIBILITIES

- 4.1. The Parties understand that EDCOE is designated in the Local Plan as the "responsible local agency" for the SELPA. EDCOE shall receive and distribute state and federal special education funds pursuant to the Allocation Plan, provide administrative support, and coordinate implementation of the Local Plan in accordance with state and federal law.
- 4.2. EDCOE shall not be responsible for any LEA or SELPA obligations or duties of any kind or nature except as explicitly set forth in this agreement.

5. TERMINATION OF THIS AGREEMENT AND PARTICIPATION IN SELPA

- 5.1. LEA may terminate this Agreement and participation in the SELPA in its sole discretion at the end of the fiscal year next occurring after having provided prior written notice to the SELPA, as follows:
 - 5.1.1. Prior initial written notice of intended termination to the SELPA at least twelve (12) months and one (1) day in advance of date of termination; and
 - 5.1.2. Final written notice of termination to the SELPA no more than six (6) months after the LEA's initial notice of intended termination.
- 5.2. The SELPA may initiate and complete termination of this Agreement and LEA's participation in the SELPA in its sole discretion in accordance with the process and standards in SELPA Policies. The SELPA will provide prior written notice to the LEA at least twelve (12) months as follows:
 - 5.2.1. Prior initial written notice of intended termination to the LEA at least twelve (12) months and one (1) day in advance of date of termination, and
 - 5.2.2. Final written notice of termination to the LEA no more than six (6) months after the SELPA's initial notice of intended termination.
- 5.3. Specifically the timeline and process above does not preclude the SELPA from initiating and completing the termination process in less than 12 months or by June 30 of the year immediately preceding the summary termination, if the member demonstrates:

- 5.3.1. Egregious disregard of state and federal requirements to provide services to students; and/or
- 5.3.2. Demonstrated systemic and material issues that would cause the SELPA to make a finding of “going concern” based on leadership, programmatic and/or fiscal solvency that would cause SELPA to reasonably believe the SELPA may be harmed by the continued membership of the LEA.

The standards and timeline as determined by the SELPA shall, at a minimum, provide the LEA a reasonable opportunity for prior written notice and an opportunity to be heard by the Membership Appeals Committee.

6. DISPUTE RESOLUTION

Should a dispute arise relating to the responsibility for service provision, governance activities, the distribution of funding, if a party believes that an action taken by the CEO Council will create an undue hardship, or that the action taken exceeds the authority granted to the CEO Council within the Local Plan and/or state or federal statute, the aggrieved party may request a review of the action with the appropriate governing body or CDE as appropriate.

7. MUTUAL REPRESENTATIONS

- 7.1. Authority and Capacity. The Parties have the authority and capacity to enter into this agreement.
- 7.2. Full Disclosure. All information heretofore furnished by the Parties for purposes of or in connection with this Agreement or any transaction contemplated hereby or thereby is true and accurate in all material respects on the date as of which such information is stated.
- 7.3. No Conflicts. Neither party is under any restriction or obligation that may affect the performance of its obligations under this agreement.
- 7.4. Enforceability. This Agreement constitutes a legal, valid, and binding obligation, enforceable against the Parties according to its terms.

8. RESERVATION OF RIGHTS

The Parties hereto agree that nothing contained in this Agreement or otherwise shall be deemed to have waived or modified any of their rights or remedies under the law.

This agreement is entered into for the 2021-22 year and, absent a new agreement or termination, continues each year thereafter.

Executed on this ___ day of _____, 20____.

In accordance with SELPA policy,_____

_____,

[INSERT Charter LEA Name]

certifies that this agreement has been approved by the appropriate local board(s).

LEA

Date

Signature of CEO of Charter LEA

[PRINT CEO Name, Title]

EL DORADO COUNTY OFFICE OF EDUCATION

Date

Ed Manansala, Ed.D., Superintendent
El Dorado County Office of Education

Date

David M. Toston, Associate Superintendent
SELPA Programs
El Dorado County Office of Education

Cover Sheet

SELPA Local Plan Section B

Section: IV. Academic Excellence
Item: C. SELPA Local Plan Section B
Purpose: Vote
Submitted by: John Egnor
Related Material:

2020-Local-Plan-Part-B-Governance-El-Dorado-Charter-SELPA-Adopted-CEO-Council-10-7-20.pdf

BACKGROUND:

Each SELPA is required to develop a SELPA plan, which describes how the schools in each SELPA will provide special education services. This plan is developed with the input of representatives from each school, along with the SELPA staff, and must be approved by each local school district's board.

RECOMMENDATION:

Vote to approve SELPA Local Plan Section B

SELPA El Dorado Charter SELPA

Fiscal Year 2020-21

LOCAL PLAN

Section B: Governance and Administration

SPECIAL EDUCATION LOCAL PLAN AREA



California Department of Education
Special Education Division
January 2020

Section B: Governance and Administration

SELPA El Dorado Charter SELPAFiscal Year 2020-21**B. Governance and Administration**California *Education Code (EC)* sections 56195 et seq. and 56205**Participating Local Educational Agencies**

Participating local educational agencies (LEAs) included in the Special Education Local Plan Area (SELPA) local plan must be identified in Attachment I.

Special Education Local Plan Area—Local Plan Requirements

1. Describe the geographic service area covered by the local plan:

The El Dorado Charter SELPA is composed of local educational agency charters (LEAs) located inside and outside the geographic boundaries of El Dorado County. The El Dorado Charter SELPA has designated the El Dorado County Office of Education as the Responsible Local Agency/Administrative Unit (RLA/AU) and the County Superintendent of Schools as the Superintendent of the RLA/AU. It is the intent of the El Dorado Charter SELPA to provide options for charter schools in terms of SELPA membership. While it is always preferable for a charter school to participate with their geographic SELPA, the Charter SELPA has been developed to allow for a viable alternative for SELPA membership within the State of California.

2. Describe the SELPA regional governance and administrative structure of the local plan. Clearly define the roles and structure of a multi-LEA governing body, or single LEA administration as applicable:

Upon entry into the Charter SELPA, the governing board for each LEA charter shall approve the Agreement for Participation and the Local Plan for Special Education. The Charter SELPA Local Plan is approved by the SELPA governing board (CEO Council) with review from the County Superintendent of Schools for El Dorado County.

Amendments to the Local Plan to revise LEA membership shall be approved through the process as identified in Charter SELPA policies.

The CEO Council will hold the required public hearings and approve the Annual Service Plan and the Annual Budget Plan.

As described within the Local Plan and adopted policies of the Charter SELPA, the Boards of Education delegates the ongoing policy-making process, the Allocation Plan process, and administrative procedures for carrying out that responsibility to the governance structure of the Charter SELPA.

Section B: Governance and Administration

SELPA Fiscal Year

3. Describe the SELPA's regional policy making process. Clearly define the roles of a multi-LEA governing body, or single LEA administration as applicable related to the policy making process for coordinating and implementing the local plan:

The Charter SELPA CEO Council membership consists of the CEO or designee of each charter LEA member. Each charter LEA member has one vote. Organization partners that operate more than one charter school, may have a single representative for all schools operated, but such representative shall have a number of votes equal to the number of charter LEAs represented.

Charter SELPA CEO Council meetings are subject to California Open Meeting laws, specifically the Brown Act (Government Code 54950-54963), which requires that CEO Council members conduct business at properly noticed and agendized public meetings.

A majority of the LEAs present at a regularly scheduled and posted CEO Council meeting shall constitute a quorum.

The Charter SELPA CEO Council will meet regularly with the El Dorado County Superintendent of Schools and/or designee to direct and supervise the implementation of the Local Plan. The Council has exclusive authority to make and take all reasonable and appropriate steps to implement all decisions which may have a material effect on any and/or all Charter SELPA policies, practices, operations, organization, services, functions, and any other purpose related to the purpose for which the Charter SELPA is established. A minimum of two meetings per year will be held.

The Charter SELPA CEO Council is responsible to approve Charter SELPA policies and administrative regulations.

The Charter SELPA CEO Council is responsible to approve the Allocation Plan, which is the framework for distribution of funds within the Charter SELPA.

Material changes to the Local Plan, other than for membership changes, shall be approved by the Charter SELPA CEO Council and reviewed by the El Dorado County Superintendent of Schools.

4. Clearly define the roles of the County Office of Education (COE) as applicable, and/or any other administrative supports necessary to coordinate and implement the local plan:

The El Dorado Charter SELPA has designated the El Dorado County Office of Education as the Responsible Local Agency/Administrative Unit (RLA/AU) and the County Superintendent of Schools as the Superintendent of the RLA/AU. The Charter SELPA administrative unit coordinates and implements the local plan under the supervision of the County Superintendent

Section B: Governance and Administration

SELPA Fiscal Year

5. Describe the policies and procedures of the SELPA that allow for the participation of charter schools in the local plan:

Per CEO Council Policy 22, any charter school may apply to the Charter SELPA to become an LEA member of the SELPA. The Charter SELPA will establish an annual timeline for submission of applications. Once granted membership, the charter LEA will participate in the governance of the SELPA in the same manner as all other charter LEA members in the SELPA. The timeline for submission may be amended by the Charter SELPA RLA/AU Superintendent/designee for unique circumstances, including State Board of Education charter approvals. The applicant, not an expansion of an existing member, will be deemed a member of the SELPA upon approval of the Charter SELPA Selection Committee. The applicant charter LEA board must also take action to approve membership. The Charter SELPA Selection Committee will inform the CEO Council members of their decision. Applications for additional schools of a current Charter SELPA member, shall be approved by the Charter SELPA RLA/AU Designee, pursuant to AR 22, and are not required to be reviewed by the Charter SELPA Selection Committee. Because they are current members, the Charter SELPA RLA/AU Designee has significant documentation available to assess the new charter LEA capacity. The applicant member, an expansion of an existing member, will be deemed a member of the SELPA after approval by the Charter SELPA RLA/AU Designee. The applicant member charter LEA board must also take action to approve membership.

6. Identify and describe the representation and participation of the SELPA community advisory committee (CAC) pursuant to EC Section 56190 in the development of the local plan:

The Community Advisory Committee shall be composed of parents of individuals with exceptional needs, enrolled in public or private schools, parents of other pupils enrolled in school, pupils and adults with disabilities, regular education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs. Terms of CAC participation are outlined in the CAC bylaws.

Because of the geographic diversity within the El Dorado Charter SELPA, meetings may take place through teleconference. For purposes of this section, "teleconference" means a meeting where the members are in different locations, connected by electronic means, through either audio, video, or both.

Section B: Governance and Administration

SELPA El Dorado Charter SELPAFiscal Year 2020-21

7. Describe the SELPA's process for regular consultations regarding the plan development with representative of special education and regular education teachers, and administrators selected by the groups they represent and parent members of the CAC:

The purpose of the Community Advisory Committee shall be to act in support of individuals with exceptional needs by representing broad interests in the community and promoting maximum interaction of parents and community members with the the LEA charter schools in accordance with the Education Code and the El Dorado Charter Local Plan. Per the CAC bylaws, the Community Advisory Committee may be composed of parents of individuals with exceptional needs, enrolled in public or private schools, parents of other pupils enrolled in school, pupils and adults with disabilities, regular education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs pursuant to EC Section 56193. Through the regularly scheduled CAC meetings, the SELPA will ensure that the development, amendment, and review of the Local Plan pursuant to EC sections 56205(a)(12)(E) and 56194. The CAC will be given at least 30 days to conduct a review. The SELPA shall review and consider comments from the CAC pursuant to EC section 56205(b)(7).

8. Identify and describe the responsible local agency (RLA), Administrative Unit (AU), or other agency who is responsible for performing tasks such as the receipt and distribution of funds, provision of administrative support, and coordination and implementation of the plan:

The El Dorado Charter SELPA has designated the El Dorado County Office of Education as the Responsible Local Agency/Administrative Unit (RLA/AU) and the County Superintendent of Schools as the Superintendent of the RLA/AU. The Superintendent oversees the SELPA administrative staff in the receipt and distribution of funds, provision of administrative support, and the coordination and implementation of the SELPA Allocation and Local Plans.

9. Describe the contractual agreements and the SELPA's system for determining the responsibility of participating agency for the education of each student with special needs residing within the geographical area served by the plan:

As members of the El Dorado Charter Special Education Local Plan Area (SELPA), each charter (as identified by the CDS (County, District, School) code issued by the State Board of Education) is considered an LEA (Local Education Agency) for purposes of special education. Each charter school, as their own LEA for special education accountability is responsible for the students within their jurisdiction including any and all contractual agreements. There are no additional contractual agreements that supersede education code.

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SELPA El Dorado Charter SELPAFiscal Year 2020-21

10. For multi-LEA local plans, specify:

- a. The responsibilities of each participating COE and LEA governing board in the policymaking process:

The Charter SELPA CEO Council membership consists of the CEO or designee of each charter LEA member. Each charter LEA member has one vote. Organization partners that operate more than one charter school may have a single representative for all schools operated, but such representative shall have a number of votes equal to the number of charter LEAs represented.

Charter SELPA CEO Council meetings are subject to California Open Meeting laws, specifically, the Brown Act (Government Code 54950-54963), which requires that CEO Council members conduct business at properly noticed and agendized public meetings.

A majority of the LEAs present at a regularly scheduled and posted CEO Council meeting shall constitute a quorum.

The Charter SELPA CEO Council will meet regularly with the El Dorado County Superintendent of Schools and/or designee to direct and supervise the implementation of the Local Plan. The Council has exclusive authority to make and take all reasonable and appropriate steps to implement all decisions which may have a material effect on any and/or all Charter SELPA policies, practices, operations, organization, services, functions, and any other purpose related to the purpose for which the Charter SELPA is established. A minimum of two meetings per year will be held.

The Charter SELPA CEO Council is responsible for approving Charter SELPA policies and administrative regulations.

The Charter SELPA CEO Council is responsible for approving the Allocation Plan, which is the framework for distribution of funds within the Charter SELPA.

- b. The responsibilities of the superintendents of each participating LEA and COE in the implementation of the local plan:

The El Dorado Charter SELPA has designated the El Dorado County Office of Education as the Responsible Local Agency/Administrative Unit (RLA/AU) and the County Superintendent of Schools as the Superintendent of the RLA/AU. The Charter SELPA administrative unit coordinates and implements the local plan under the supervision of the County Superintendent of Schools. Each LEA CEO representative is responsible per the SELPA Participation Agreement for the review and implementation of the local plan.

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- c. The responsibilities of each LEA and COE for coordinating the administration of the local plan:

Upon entry into the Charter SELPA, the governing board for each LEA charter shall approve the Agreement for Participation and the Local Plan for Special Education. The Charter SELPA Local Plan is approved by the CEO Council and reviewed by the El Dorado County Superintendent of Schools. Each Charter LEA and the COE as the RLA/AU is responsible for the coordination of the administration of the local plan. Adopted policies of the Charter SELPA, the LEAs Boards of Education delegates the ongoing policy-making process, the Allocation Plan process, and administrative procedures for carrying out that responsibility to the governance structure of the Charter SELPA.

11. Identify the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA related to:

- a. The hiring, supervision, evaluation, and discipline of the SELPA administrator and staff employed by the AU in support of the local plan:

The El Dorado County Office of Education Superintendent of Schools, as the RLA/AU, is responsible for the hiring, supervision, evaluation, and discipline of the SELPA administrator and staff employed by the RLA/AU.

- b. The local method used to distribute federal and state funds to the SELPA RLA/AU and to LEAs within the SELPA:

Funds received by the El Dorado Charter SELPA from Part B of the IDEA shall be expended in accordance with the applicable provisions of the IDEA and shall be used to supplement, and not to supplant State, local and other Federal funds.

State and federal funds received by the RLA/AU and El Dorado Charter SELPA are allocated and distributed among the local educational agencies in the SELPA, according to the El Dorado Charter SELPA adopted Allocation Plan.

- c. The operation of special education programs: education programs:

The Charter LEA shall ensure that the individualized education program team for any student with a disability includes the following members:

1. One or both of the student's parents/guardians, and/or a representative selected by the parent/guardian.
2. If the student is or may be participating in the regular education program, at least one regular education teacher. If more than one regular education teacher is providing instructional services to the student, the Charter LEA may designate one such teacher to represent the others.

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3. At least one special education teacher or, where appropriate, at least one special education provider working with the student
 4. A representative of the Charter LEA who is:
 - a. Qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with disabilities.
 - b. Knowledgeable about the general education curriculum.
 - c. Knowledgeable about the availability of Charter LEA and/or special education local plan area (SELPA) resources.
 - d. Has the authority to commit Charter LEA resources and ensure that whatever services are set out in the IEP will be provided.
 5. An individual who can interpret the instructional implications of assessment results This individual may already be a member of the team as described in items 2-4 above or in item 6 below.
- Note: Pursuant to Education Code 56341 and 34 CFR 300.321, the determination as to whether an individual identified in item 6 below has "knowledge or special expertise" must be made by the party (either the Charter LEA or parent) who invited the individual to the IEP team meeting.
6. At the discretion of the parent/guardian or Charter LEA, other individuals who have knowledge or special expertise regarding the student, including related services personnel, as appropriate (The determination of whether the individual has knowledge or special expertise regarding the student shall be made by the party who invites the individual to be a member of the IEP team. (Ed. Code § 56341)
 7. Whenever appropriate, the student with a disability
 8. For transition service participants:
 - a. The student, of any age, with a disability if the purpose of the meeting is the consideration of the student's postsecondary goals and the transition services needed to assist the student in reaching those goals. If the student does not attend the IEP team meeting, the Charter LEA shall take other steps to ensure that the student's preferences and interests are considered.
 - b. To the extent appropriate, and with the consent of the parent/guardian, a representative of any other agency that is likely to be responsible for providing or paying for transition services.
 - c. If a representative of a local agency has been invited but does not attend the meeting, the Charter LEA shall take steps to obtain participation of the agency in the planning of any transition services. (Ed. Code § 56341)
 9. For students suspected of having a specific learning disability at least one individual who is qualified to conduct individual diagnostic examinations of the student, such as a school psychologist, speech language pathologist, or remedial reading teacher. In addition, at least one team member other than the student's regular education teacher shall observe the student's academic performance in the regular classroom setting. If the student is younger than five years or not enrolled in school, a team member shall observe the child in an environment appropriate for a child of that age. 34 CFR §§ 300.308, 300.542; Ed Code § 56341);
 10. For students who have been placed in a group home by the juvenile court, a representative of the group home
 11. If a student with a disability is identified as potentially requiring mental health services, the Charter LEA may request the participation of the county mental health program in the IEP team

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meeting. (Ed. Code § 56331)

(20 USC § 1414(d)(1); 34 CFR § 300.321; Ed. Code §§ 56341, 56341.2, 56341.5)

Excusal of Team Member

A member of the IEP team shall not be required to attend an IEP team meeting, in whole or in part, if the parent/guardian consents and the Charter LEA agrees, in writing, that the attendance of the member is not necessary because the member's area of the curriculum or related services is not being modified or discussed at the meeting. If the meeting involves a discussion of the member's area of the curriculum or related service, the IEP team member may be excused from the meeting if the parent/guardian consents in writing to the excusal and the member submits to the parent/guardian and team written input into the development of the IEP prior to the meeting. (20 USC § 1414(d)(1)(C); 34 CFR § 300.321; Ed. Code 56341)

Parent/Guardian Participation and Other Rights

The Charter CEO or designee shall take steps to ensure that one or both of the parents/guardians of the student with a disability are present at each IEP team meeting or are afforded the opportunity to participate. These steps shall include, at minimum, notifying the parents/guardians of the meeting early enough to ensure that they will have the opportunity to attend and scheduling the meeting at a mutually agreed upon time and place. (34 CFR § 300.322; Ed. Code 56341.5)

The Charter CEO or designee shall send parents/guardians a notice of the IEP team meeting that:

1. Indicate the purpose, time, and location of the meeting
2. Indicate who will be in attendance at the meeting
3. For students beginning at age 16 (or younger than 16 if deemed appropriate by the IEP team):
 - a. Indicate that the purpose of the meeting will be the consideration of postsecondary goals and transition services for the student as required by 20 USC, section 1414(d)(1)(A)(i)(VIII), 34 CFR, section 300.320(b), and Education Code, section 56345.1
 - b. Indicate that the Charter LEA will invite the student to the IEP team meeting
 - c. Identify any other agency that will be invited to send a representative

At each IEP team meeting convened by the Charter LEA, the Charter LEA administrator or specialist on the team shall provide the parent/guardian and student of the federal and state procedural safeguards (Ed. Code § 56321, 56500.1)

Before any IEP meeting, the parent/guardian shall have the right and opportunity to request to examine all of his/her child's school records. Upon receipt of an oral or written request, the Charter LEA shall provide complete copies of the records within five business days. (Ed. Code § 56043)

If neither parent/guardian can attend the meeting, the Charter CEO or designee shall use other methods to ensure parent/guardian participation, including video conferences or individual or conference telephone calls. (20 USC 1414(f); 34 CFR 300.322; Education Code 56341.5)

An IEP team meeting may be conducted without a parent/guardian in attendance if the Charter LEA is unable to convince the parent/guardian that he/she should attend. In such a case, the Charter LEA shall maintain a record of its attempts to arrange a mutually agreed upon time and place for the meeting, including, but not limited to: (34 CFR § 300.322; Ed. Code § 56341.5)

1. Detailed records of telephone calls made or attempted and the results of those calls

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2. Copies of correspondence sent to the parent/guardian and any responses received
3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits. Parents/guardians and the Charter LEA shall have the right to audiotape the proceedings of IEP team meetings, provided members of the IEP team are notified of this intent at least 24 hours before the meeting. If the Charter LEA gives notice of intent to audiotape a meeting and the parent/guardian objects or refuses to attend because the meeting would be audiotaped, the meeting shall not be audiotaped. Audiotape recordings made by a LEA, SELPA, or county office are subject to the federal Family Educational Rights and Privacy Act (20 USC § 1232g).

Parents/guardians have the right to:

1. Inspect and review the audiotapes
2. Request that the audiotapes be amended if the parents/guardians believe they contain information that is inaccurate, misleading, or in violation of the student's privacy rights or other rights
3. Challenge, in a hearing, information that the parents/guardians believe is inaccurate, misleading, or in violation of the student's privacy rights or other rights
(Education Code 56341.1)

The Charter LEA shall take any action necessary to ensure that the parents/guardians understand the proceedings of the meeting, including arranging for an interpreter for parents/guardians with deafness or whose native language is not English. (34 CFR 300.322; Education Code 56345.1)

The Charter LEA shall provide the parents/guardians of a student with disabilities a copy of his/her child's IEP at no cost. (34 CFR 300.322).

The Charter LEA shall adhere to all Federal (IDEA) and State (Education Code) laws regarding the provision of special education programs and services for students that qualify for special education per the IEP process outlined above.

- d. Monitoring the appropriate use of federal, state, and local funds allocated for special education programs:

The El Dorado County Office of Education is the Responsible Local Agency/Administrative Unit (RLA/AU) for the Charter SELPA. Pursuant to the provisions of Education Code Section 56030 et seq., the RLA/AU shall receive and distribute regionalized service funds, provide administrative support and coordinate the implementation of the El Dorado Charter Local Plan for Special Education and the CEO Council approved Allocation Plan. The RLA/AU shall perform such services and functions required to accomplish the goals set forth in the plans, including development of the Annual Service and Budget Plans.

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12. Describe how specialized equipment and services will be distributed within the SELPA in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environments:

Specialized equipment and services is provided at the school site associated with the Charter LEA, where the Individualized Education Program (IEP) team has determined is the most appropriate free and appropriate public education in the least restrictive environment.

Policies, Procedures, and Programs

Pursuant to *EC* sections 56122 and 56205(a), the SELPA ensures conformity with Title 20 *United States Code (USC)* and in accordance with Title 34 *Code of Federal Regulations (CFR)* Section 300.201 and has in effect policies, procedures, and programs. For each of the following 23 areas, identify whether, or not each of the following provisions of law are adopted as stated. If the policy is not adopted as stated, briefly describe the SELPA's policy for the given area. In all cases, provide the SELPA policy and procedure numbers; the document title; and the physical location where the policy can be found.

1. Free Appropriate Public Education: 20 USC Section 1412(a)(1)Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA that a free appropriate public education is available to all children with disabilities residing in the LEA between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

2. Full Educational Opportunity: 20 USC Section 1412(a)(2)Policy/Procedure Number: Document Title: Document Location:

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"It shall be the policy of this LEA that all children with disabilities have access to educational programs, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

3. Child Find: 20 USC Section 1412(a)(3)Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, who are in need of special education and related services, are identified, located, and evaluated. A practical method has been developed and implemented to determine which children with disabilities are currently receiving needed special education and related services." The policy is adopted by the SELPA as stated:

☐ Yes ☒ No

If "NO," provide a brief description of the SELPA's policy related to the provision of law:

The Governing Board of each member LEA recognizes the need to actively seek out and evaluate school age Charter LEA residents who have disabilities, in order to provide them with appropriate educational opportunities in accordance with state and federal law.

Charter schools are currently authorized to serve school-aged students (grades K-12). If at any time the authorization changes, the charter schools would follow all state and federal laws regarding children from age 0-2 and Child Find. Charter schools will assist families and make appropriate referrals for any students they find who would be outside the age or area of responsibility of the Charter schools.

The Charter Chief Executive Officer or designee shall follow SELPA procedures to determine when an individual is eligible for special education services and shall implement the SELPA procedures for special education program identification, screening, referral, assessment, planning, implementation, review, and triennial assessment. (Education Code 56301) The Charter LEAs' process shall prevent the inappropriate disproportionate representation by race and ethnicity of students with disabilities.

In addition to identifying students with disabilities residing in their district, each districts "Child Find" identification system shall identify highly mobile children with disabilities, such as migrant

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20 USC Section 1412(a)(4)**Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA that an IEP, or an IFSP that meets the requirements of 20 USC Section 1436 (d), is developed, implemented, reviewed, and revised for each child with a disability who requires special education and related services in accordance with 20 USC Section 1414 (d). It shall be the policy of this LEA that a of an IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions." The policy is adopted by the SELPA as stated:

☐ Yes ☒ No

If "NO," provide a brief description of the SELPA's policy related to the provision of law:

The Governing Board of each participating LEA shall provide educational alternatives that afford students with disabilities full educational opportunities. Students with disabilities shall receive a FAPE in the least restrictive environment as required by law.

The Charter Chief Executive Officer or designee shall implement the SELPA Procedural Guide. The Procedural Guide outlines the composition of the IEP team, and sets forth procedures regarding the development, review, and revision of the IEP.

The specifics of the IEP process are set out in CEO Administrative Regulation 3

5. Least Restrictive Environment: USC Section 1412(a)(5)Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the general educational environment, occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and

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services cannot be achieved satisfactorily." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

6. Procedural Safeguards: 20 USC Section 1412(a)(6)Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA that children with disabilities and their parents shall be afforded all procedural safeguards according to state and federal laws and regulations." The policy is adopted by the SELPA as stated:

☐ Yes ☒ No

If "NO," provide a brief description of the SELPA's policy related to the provision of law:

In order to protect the rights of students with disabilities, the Charter LEA shall follow all procedural safeguards as required by law. Parents/guardians shall receive written notice of their rights in accordance with law, Board policy, and administrative regulation.
 Note: Education Code 56195.8 authorizes the policy to include provisions for involving Charter LEA Board members in any due process hearing procedure activities.

7. Evaluation: 20 USC Section 1412(a)(7)Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA that a reassessment of a child with a disability shall be conducted at least once every three years or more frequently, if appropriate." The policy is adopted by the SELPA as stated:

☐ Yes ☒ No

If "NO," provide a brief description of the SELPA's policy related to the provision of law:

The Charter CEO or designee shall ensure that the IEP team:
 1. Reviews the IEP periodically, but at least annually, to determine whether the annual goals for the student are being achieved and the appropriateness of placement

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2. Revises the IEP, as appropriate, to address:
- a. Any lack of expected progress toward the annual goals and in the general curriculum, where appropriate
 - b. The results of any reassessment conducted pursuant to Education Code 56381
 - c. Information about the student provided to or by the parents/guardians regarding review of evaluation data (34 CFR 305(a)(2) and Education Code 56381(b).)
 - d. The student's anticipated needs
 - e. Any other relevant matters

8. Confidentiality: 20 USC Section 1412(a)(8)Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA that the confidentiality of personally identifiable data, information, and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

☐ Yes ☒ No

If "NO," provide a brief description of the SELPA's policy related to the provision of law:

The Charter LEA Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law.

The Charter CEO or designee shall establish regulations governing the identification, description and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect and copy student records. In addition, the regulations will ensure and shall protect the privacy rights of student and the student's family.

The Charter CEO or designee shall designate a certificated employee to serve as custodian of records for student records at the Charter LEA level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR § 431)

9. Part C to Part B Transition: 20 USC Section 1412(a)(9)

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"It shall be the policy of this LEA that children participating in early intervention programs under the Individuals with Disabilities Education Act (IDEA), Part C, and who will participate in preschool programs, experience a smooth and effective transition to preschool programs in a manner consistent with 20 *USC* Section 1437(a)(9). The transition process shall begin prior to the child's third birthday."The policy is adopted by the SELPA as stated:

☐ Yes ☒ No

If "NO," provide a brief description of the SELPA's policy related to the provision of law:

Charter schools in the El Dorado Charter SELPA currently do not serve students in Part C or preschool students. If students are transitioning from preschool to a Charter LEA and are eligible for Part B services, the Charter LEA will participate to ensure a smooth and effective transition between programs.

10. Private Schools: 20 *USC* Section 1412(a)(10)Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

11. Local Compliance Assurances: 20 *USC* Section 1412(a)(11)Policy/Procedure Number: Document Title: Document Location:

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"It shall be the policy of this LEA that the local plan shall be adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs, and that the agency(ies) herein represented will meet all applicable requirements of state and federal laws and regulations, including compliance with the IDEA; the Federal Rehabilitation Act of 1973, Section 504 of Public Law; and the provisions of the California *EC*, Part 30." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

12. Interagency: 20 USC Section 1412(a)(12)Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for free appropriate public education are provided, including the continuation of services during an interagency dispute resolution process." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

13. Governance: 20 USC Section 1412(a)(13)Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the local plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Education Agency." The policy is adopted by the SELPA as stated:

☐ Yes ☒ No

If "NO," provide a brief description of the SELPA's policy related to the provision of law:

Each LEA Charter SELPA member shall comply with the provisions of the governance structure and provide any necessary administrative support to implement the local plan.

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"It shall be the policy of this LEA to ensure that personnel providing special education related services are appropriately and adequately prepared and trained, and that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the California Department of Education (CDE) about staff qualifications." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No**15. Performance Goals and Indicators: 20 USC Section 1412(a)(15)**Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by the CDE." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No**16. Participation in Assessments: 20 USC Section 1412(a)(16)**Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA that all students with disabilities shall participate in state and district-wide assessment programs described in 20 USC Subsection 6311. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments where necessary and as indicated in their respective Reps.." The policy is adopted by the SELPA as

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stated:

☒ Yes ☐ No**17. Supplementation of State, Local, and Federal Funds: 20 USC Section 1412(a)(17)**Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA, and will be used to supplement and not to supplant state, local, and other federal funds." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No**18. Maintenance of Effort: 20 USC Section 1412(a)(18)**Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of children with disabilities except as provided in federal laws and regulations." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No**19. Public Participation: 20 USC Section 1412(a)(19)**Policy/Procedure Number: Policy/Procedure Title: Document Location:

"It shall be the policy of this LEA that public hearings, adequate notice of the hearings, and an opportunity for comments are available to the general public, including individuals with disabilities and parents of children with disabilities, and are held prior to the adoption of any policies and/or regulations needed to

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comply with Part B of the IDEA." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

20. Suspension and Expulsion: 20 USC Section 1412(a)(22)Policy/Procedure Number: Document Title: Document Location:

"The LEA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the LEA further assures that policies, procedures, and practices related to the development and implementation of the IEPs will be revised." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

21. Access to Instructional Materials: 20 USC Section 1412(a)(23)Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA to provide instructional materials to blind students or other students with print disabilities in a timely manner according to the state-adopted National Instructional Materials Accessibility Standard." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

22. Over-identification and Disproportionality: 20 USC Section 1412(a)(24)Policy/Procedure Number: Document Title: Document Location:

"It shall be the policy of this LEA to prevent the inappropriate over-identification or disproportionate representation by race and ethnicity of children as children with disabilities." The policy is adopted by the SELPA as stated:

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"It shall be the policy of this LEA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substances Act as a condition of attending school or receiving a special education assessment and/or services." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No**Administration of Regionalized Operations and Services**

Pursuant to *EC* sections 56195.7(c), 56205(a)(12)(B), 56368, and 56836.23, describe the regionalized operation and service functions. Descriptions must include an explanation of the direct instructional support provided by program specialists; and the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA. Information provided should include the reference number, document title, and the location (e.g., SELPA office) for each function:

1. Coordination of the SELPA and the implementation of the local plan:

Reference Number: Document Title: Document Location:

As members of the El Dorado County Charter Special Education Local Plan Area (SELPA), (hereinafter referred to as Charter SELPA), each charter (as identified by the CDS (County, District, School) code issued by the State Board of Education) is considered an LEA (Local Education Agency) for purposes of special education.

The Charter SELPA further recognizes its' members as single charter partners or organization partners. Single Charter Partner is defined as an entity with one charter CDS code. An Organization Partner is an entity with multiple charters (CDS codes) as members of the Charter

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Description:

SELPA. An entity is defined as an organization with one governing board or one CEO (Chief Executive Officer) position. The title of CEO may differ by organization, but the intent is that final decision making in the organization is vested in one leadership position.

As members of the Charter SELPA, each Charter SELPA LEA (Local Education Agency) desires to provide a free and appropriate public education (FAPE) to all school aged K-12 individuals with disabilities, who are enrolled in the charter, including children who have been suspended or expelled or placed by the charter LEA in a nonpublic school or agency services. The SELPA will provide technical support to any Charter LEAs identified as the DOR for students age 18 to 21 who are incarcerated in a county jail and remaining eligible for special education to assist in meeting their obligation. The SELPA may facilitate collaboration with the county jails as requested.

Students shall be referred for special education instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized. (Education Code 56303)

In order to meet the needs of individuals with disabilities and employ staff with adequate expertise for this purpose, the charter LEA participates as a member of the Special Education Local Plan Area (SELPA).

The Charter SELPA Local Plan is approved by the Charter CEO Council and reviewed by the El Dorado County Superintendent of Schools. Amendments to the Local Plan to revise LEA membership (additions) shall be approved by the Charter SELPA Selection Committee. Prior to Selection Committee approval, new LEA members shall be approved through the selection process as identified in Policy 22 and AR 22. Termination of membership shall be approved through the termination process as identified in Policy 26 or Policy 27. All membership changes shall be communicated with the Charter SELPA CEO Council at the next regularly scheduled meeting.

The Charter CEO Council will hold the required public hearings and approve the Annual Service Plan and the Annual Budget Plan. Notice of the public hearings shall be posted as required by law.

Upon entry into the Charter SELPA, the Governing Board for each LEA charter shall approve the Charter SELPA Local Plan and the Agreement for Participation.

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Material changes to the Local Plan, other than for membership changes, shall be approved by the Charter SELPA CEO Council and reviewed by the El Dorado County Superintendent of Schools.

The Charter Chief Executive Officer or designee of the charter LEA shall extend the charter LEA's full cooperation to the SELPA. The policies and procedures of the Charter SELPA shall be applied as policies and regulations to all participating charter LEAs.

Charter SELPA policies and administrative regulations are approved by the Charter SELPA CEO Council.

The Charter SELPA shall administer a local plan and administer the allocation of funds. (Education Code 56195). The Charter SELPA CEO Council shall approve all allocation plan decisions that impact the allocation of funds.

2. Coordinated system of identification and assessment:

Reference Number:

CEO Administrative Regulation 2 and Procedural Guide

Document Title:

Identification and Evaluation of Individuals for Special Education

Document Location:

<https://charterselpa.org/governance/>
<http://charterselpa.org/program-support/procedural-guide/>

A student shall be referred for special educational instruction and services only after the resources of the regular education program have been considered and used where appropriate. (Education Code 56303) The Charter LEAs shall not determine that a student is eligible for special education if the dominant factor for finding eligibility is lack of appropriate instruction in reading, lack of instruction in mathematics, or limited English Proficiency (20 U.S.C. § 1414(b)(5); Ed. Code, § 56329, subd. (a)(2).) All referrals for special education and related services from school staff shall include a brief reason for the referral and description of the regular program resources that were considered and/or modified for use with the student, and their effect. (5 CCR § 3021.) Within 15 days of a referral for initial assessment the LEA shall provide student's parent/guardian with a notice of parental rights and a written proposed assessment plan. The 15-day period does not include days between the student's regular school session or term, or days of school vacation in excess of five school days from the date of receipt of the referral. The proposed assessment plan shall meet all of the following requirements: (Education Code 56321) 1. Be in a language easily

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understood by the general public 2. Be provided in the native language of the parent/guardian or other mode of communication used by the parent/guardian unless it is clearly not feasible 3. Explain the types of assessment to be conducted 4. State that no individualized education program (IEP) will result from the assessment without parent/guardian consent Upon receiving the proposed assessment plan, the parent/guardian shall have at least 15 days to decide whether or not to consent to the initial assessment. The assessment may begin as soon as informed parental consent is received by the respective Charter LEAs. The Charter LEAs shall not interpret parent/guardian consent for initial assessment as consent for initial placement or initial provision of special education services. (Education Code 56321; 34 CFR 300.505) However, an individualized education program required as a result of an assessment of a pupil shall be developed within 30 days after the commencement of the subsequent regular school year as determined by each Charter LEA's school calendar for each pupil for whom a referral has been made 30 days or less prior to the end of the regular school year. In the case of pupil school vacations, the 60-day time shall recommence on the date that pupil schooldays reconvene. A meeting to develop an initial individualized education program for the pupil shall be conducted within 30 days of a determination that the pupil needs special education and related services pursuant to paragraph (2) of subsection (b) of Section 300.343 of Title 34 of the Code of Federal Regulations. (Education Code 56344) If a parent/guardian refuses to consent to the initial evaluation or failed to respond to the request to provide consent, the Charter LEAs may pursue an evaluation by utilizing the mediation and due process procedures found at 20 USC § 1415 and in accordance with Education Code, sections 56501, subd. (a) (3), and 56506, subd. (e). See BP/AR 6159.1 - Procedural Safeguards and Complaints for Special Education) In the event that authorized parent does not consent to an initial evaluation the Charter LEAs shall not be considered in violation of the requirement to provide FAPE. In addition, the Charter LEAs is not required to convene an IEP team meeting or to develop an IEP for that child. (20 USC § 1414(a)(1).) Informed parental consent means that the parent/guardian: 1. Has been fully informed of all information relevant to the activity for which consent is sought, in his/her native language or other mode of communication 2. Understands and agrees, in writing, to the assessment 3. Understands that the granting of consent is voluntary on his/her part and may be revoked at any time (34 CFR § 300.500) If the student is a ward of the state and is not residing with his/her parents/guardians, the Charter LEAs shall make reasonable efforts to obtain informed consent from the parent/guardian as defined in 20 USC, section 1401 for an initial evaluation to determine whether the student is a student with a disability. (20 USC §

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Description:

1414(a)(1)) The Charter LEAs shall not be required to obtain informed consent from the parent/guardian of a student for an initial evaluation to determine whether the student is a student with a disability if any of the following situations exists 1. Despite reasonable efforts to do so, the Charter LEAs cannot discover the whereabouts of the parent/guardian of the student. 2. The rights of the parent/guardian of the student have been terminated in accordance with California law. 3. The rights of the parent/guardian to make educational decisions have been subrogated by a judge in accordance with California law and consent for an initial evaluation has been given by an individual appointed by the judge to represent the student. (Education Code 56301; 20 USC 1414(a)(1)) As part of the assessment plan, the parent/guardian shall receive written notice that: 1. Upon completion of the administration of tests and other assessment materials, an IEP team meeting that includes the parent/guardian or his/her representative shall be scheduled pursuant to Education Code, section 56341. At this meeting, the team shall determine whether or not the student is a student with disabilities as defined in Education Code, section 56026 and shall discuss the assessment, the educational recommendations, and the reasons for these recommendations. A copy of the assessment report and the documentation of determination of eligibility shall be given to the parent/guardian. 2. If the parent/guardian disagrees with an assessment obtained by the Charter LEAs, the parent/guardian has the right to obtain, at public expense, an independent educational assessment of the student from qualified specialists, in accordance with 34 CFR §300.502. If the Charter LEAs observed the student in conducting its assessment, or if its assessment procedures make it permissible to have in-class observation of a student, an equivalent opportunity shall apply to the independent educational assessment. This equivalent opportunity shall apply to the student's current placement and setting as well as observation of the Charter LEA's proposed placement and setting, regardless of whether the independent educational assessment is initiated before or after the filing of a due process hearing proceeding. 3. The Charter LEAs may initiate a due process hearing pursuant to Education Code 56500- 56508 to show that its assessment is appropriate. If the final decision resulting from the due process hearing is that the assessment is appropriate, the parent/guardian maintains the right for an independent educational assessment but not at public expense. If the parent/guardian obtains an independent educational assessment at private expense, the results of the assessment shall be considered by the Charter LEAs with respect to the provision of a free appropriate public education to the student, and may be presented as evidence at a due process hearing regarding the student. If the Charter LEAs observed the student in conducting its assessment, or if its

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assessment procedures make it permissible to have in-class observation of a student, an equivalent opportunity shall apply to an independent educational assessment of the student in the student's current educational placement and setting, if any, proposed by the Charter LEAs, regardless of whether the independent educational assessment is initiated before or after the filing of a due process hearing. 4. If a parent/guardian proposes a publicly financed placement of the student in a nonpublic school, the Charter LEAs shall have an opportunity to observe the proposed placement and, if the student has already been unilaterally placed in the nonpublic school by the parent/guardian, the student in the proposed placement. Any such observation shall only be of the student who is the subject of the observation and may not include the observation or assessment of any other student in the proposed placement unless that student's parent/guardian consents to the observation or assessment. The results of any observation or assessment of another student in violation of Education Code, section 56329(d) shall be inadmissible in any due process or judicial proceeding regarding the free appropriate public education of that other student. (Education Code 56329; 34 CFR 300.502) An IEP required as a result of an assessment shall be developed within a total time not to exceed 60 days from the date of the receipt of the parent/guardian's consent for assessment, unless the parent/guardian agrees to an extension in writing. The 60-day period does not include any days between the student's regular school sessions/terms, or days of school vacation in excess of five school days. (Ed Code § 56043)

However, when a referral is made within 30 days of the end of the regular school year, an IEP required as a result of an assessment shall be developed within 30 days after the commencement of the subsequent regular school year as determined by each district's school calendar. In the case of school vacations, the 60-day time shall recommence on the date that school reconvenes. (Ed. Code § 56344 (a).) A meeting to develop an initial IEP for the pupil shall be conducted within 30 days of a determination that the pupil needs special education and related services. (Ed. Code §§ 56043(f)(2); 56344 (a).)

Before entering kindergarten or first grade, children with disabilities who are in a preschool program shall be reassessed to determine if they still need special education and services. The IEP teams shall identify a means of monitoring the continued success of children who are determined to be eligible for less intensive special education programs to ensure that gains made are not lost by a rapid removal of individualized programs and supports for these individuals. (Ed. Code § 56445)

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3. Coordinated system of procedural safeguards:

Reference Number: CEO Administrative Regulation 4 and Procedural GuideDocument Title: Procedural Safeguards and Complaints for Special EducationDocument Location: <https://charterselpa.org/governance/>
<http://charterselpa.org/program-support/procedural-guide/>

Under California law, due process hearings pursuant to the IDEA (20 USC 1400-et seq) are held only at the state level. Related rights and procedures for due process are set forth in Education Code §§ 56501et. Seq. and 5 CCR §§ 3080 et. seq. When California law provides greater protections to students and parents, it supersedes federal law. Due process hearing rights extend to the student only if he/she is an emancipated student or a ward or dependent of the court with no available parent or surrogate parent. (Ed. Code § 56501; see AR 6159.3 - Appointment of Surrogate Parent for Special Education Students.)

Informal ADR Process/Pre-Hearing Mediation Conference Before requesting a due process hearing, the Charter Chief Executive Officer or designee of the Charter LEA and a parent/guardian may agree to meet informally to resolve any dispute relating to the identification, assessment or education and placement of a student with disabilities. The Charter Chief Executive Officer or designee shall have the authority to resolve the dispute through an informal alternative dispute resolution (“ADR”) process. (Ed. Code § 56502) In addition, either party may file a request with the Superintendent of Public Instruction for a Pre- Hearing Mediation Conference (commonly referred to as “mediation only”) to be conducted by a person designated by the California Department of Education. Based on the Pre-Hearing Mediation Conference, the Charter Chief Executive Officer or designee may resolve the issue(s) in any manner that is consistent with state and federal law, and is to the satisfaction of both parties. (Education Code 56500.3) Attorneys may not attend the Informal ADR session or the Prehearing Mediation Conference. Attorneys may attend, or otherwise participate in, only those mediation conferences that are scheduled pursuant to a request for a due process hearing. (Ed. Code §§ 56500.3, 56501) If the parties do not resolve their dispute through Informal ADR and/or a Pre-Hearing Mediation Conference, either party may file a request for a due process hearing. Due Process Complaint Notice and Hearing Procedures Due process hearing procedures may be initiated by a parent/guardian, the Charter LEA, and/or a student who is emancipated or a ward or dependent of the court, under the following circumstances. 1. There is a

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proposal to initiate or change the identification, assessment or educational placement of the student or the provision of a free, appropriate public education to the student 2. There is a refusal to initiate or change the identification, assessment or educational placement of the student or the provision of a free, appropriate public education to the student 3. The parent/guardian refuses to consent to an assessment of his/her child; and/ or 4. There is a disagreement between a parent/guardian and the Charter LEA regarding the availability of a program appropriate for the student, including the question of financial responsibility. (20 USC § 1415(b); Education Code 56501) Prior to initiating a due process hearing, the party requesting the hearing, or the party's attorney, must provide the opposing party a confidential due process complaint notice, specifying: 1. The student's name 2. The student's address or, in the case of a student identified as homeless pursuant to the McKinney-Vento Homeless Assistance Act (42 USC 11434a(2)), any available contact information for that student 3. The name of the school the student attends 4. A description of the nature of the student's problem relating to the proposed or refused initiation or change, including facts relating to the problem 5. A proposed resolution to the problem to the extent known and available to the complaining party at the time (20 USC § 1415(b); 34 CFR § 300.508 (b).) Resolution Session When a parent seeks to initiate a request for due process, before their request is filed, they must provide the Charter LEA with the opportunity to resolve the matter by convening a resolution session, which is a meeting between the parents and the relevant members of the IEP team who have specific knowledge of the facts identified in the due process hearing request. (20 USC § 1415[f][1][B]; 34 CFR § 300.510) The Charter LEA has fifteen (15) days from the date it received the parents' due process hearing request to convene the resolution session. The sessions shall include a representative of the LEA who has decision-making authority and not include an attorney of the school LEA unless the parent is accompanied by an attorney. The parent of the child may discuss the due process hearing issue and the facts that form the basis of the due process hearing request. The resolution session is not required if the parent and the Charter LEA agree in writing to waive the meeting. If the Charter LEA has not resolved the due process hearing issue within thirty (30) days, the due process hearing may occur. If a resolution is reached, the parties shall execute a legally binding agreement. (20 USC § 1415[f][1][B]; 34 CFR § 300.51) A due process complaint must be filed within two years of the date that the parent/guardian or Charter LEA knew or should have known about the situation that forms the basis of the complaint. Response to the Due Process Hearing Request If the Charter LEA has not sent a prior written notice to the parent/guardian regarding

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the subject matter contained in the parent/guardian's due process complaint notice, the Charter LEA shall send a response to the parent/guardian within 10 days of receipt of the complaint specifying: 1. An explanation of why the Charter LEA proposed or refused to take the action raised in the complaint 2. A description of other options that the individualized education program (IEP) team considered and the reasons that those options were rejected 3. A description of each evaluation procedure, assessment, record, or report the Charter LEA used as the basis for the proposed or refused action 4. A description of the factors that are relevant to the Charter LEA's proposal or refusal (20 USC 1415(c)(1)) If the Charter LEA sent prior written notice to the parent/guardian regarding the subject matter of the parent/guardian's due process complaint, the Charter LEA may, within 10 days of receipt, send a response specifically addressing the issues in the complaint. (20 USC § 1415(c)(1)) Parties requesting a due process hearing shall file their request with the Superintendent of Public Instruction or designated contracted agency and give a copy of the request, at the same time, to the other party. (Ed. Code § 56502) Prior Written Notice The Charter Chief Executive Officer or designee shall send to parents/guardians of any student with a disability a prior written notice within a reasonable time before: 1. The Charter LEA initially refers the student for assessment 2. The Charter LEA proposes to initiate or change the student's identification, evaluation, educational placement or the provision of a free, appropriate public education 3. The Charter LEA refuses to initiate or change the identification, evaluation or educational placement of the student or the provision of a free and appropriate public education 4. The student graduates from high school with a regular diploma (Ed. Code §§ 56500.4, 56500.5; 20 USC § 1415(c); 34 CFR § 300.503) The prior written notice shall include: 1. A description of the action proposed or refused by the Charter LEA 2. An explanation as to why the Charter LEA proposes or refuses to take the action 3. A description of any other options that the IEP team considered and why those options were rejected 4. A description of each evaluation procedure, test, record or report the Charter LEA used as a basis for the proposed or refused action 5. A description of any other factors relevant to the Charter LEA's proposal or refusal 6. A statement that the parents/guardians of the student have protection under procedural safeguards and, if this notice is not an initial referral for evaluation, the means by which a copy of the description of procedural safeguards can be obtained 7. Any resources for parents/guardians to obtain assistance in understanding these provisions (20 USC § 1415(c); 34 CFR § 300.503) Students with disabilities and their parents/guardians shall be provided written notice of their rights in language easily understood by the general public and in the primary language of the parent/guardian or

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other mode of communication used by the parent/guardian, unless to do so is clearly not feasible. The notice shall include, but not be limited to, those rights set forth in Education Code, section 56341. (Ed. Code §§ 56341, 56506; 34 CFR § 300.503) If the native language or other mode of communication of the parent/guardian is not a written language, the Charter LEA shall take steps to ensure that: 1. The notice is translated orally or by other means to the parent/guardian in his/her native language or other mode of communication 2. The parent/guardian understands the contents of the notice 3. There is written evidence that items #1 and #2 have been satisfied (34 CFR § 300.503) Notice of Procedural Safeguards A notice of procedural safeguards shall be made available to parents/guardians of students with a disability once a year and upon: 1. Initial referral for evaluation 2. Each notification of an IEP meeting 3. Reevaluation of the student 4. Registration of a complaint 5. Filing for a pre-hearing mediation conference or a due process hearing (Ed. Code § 56301; 20 USC 1415(d)(1)) The notice of procedural safeguards shall include information on the procedures for requesting an informal meeting, pre-hearing mediation conference, mediation conference, or due process hearing; the timelines for completing each process; whether the process is optional; the type of representative who may be invited to participate; and the right of the parent/guardian and/or the Charter LEA to electronically record the proceedings of IEP meetings in accordance with Education Code 56341. A copy of this notice shall be attached to the student's assessment plan and referred to at each IEP meeting. (20 USC 1415(d)(2); Ed. Code §§ 56321, 56321.5) In addition, the notice of procedural safeguards shall include a full explanation of the procedural safeguards relating to independent educational evaluation; prior written notice; parental consent; access to educational records; opportunity to present complaints to initiate due process hearings; the student's placement while due process proceedings are pending; procedures for students who are subject to placement in an interim alternative educational setting; requirements for unilateral placement by parent/guardians of students in private schools at public expense.(20 USC 1415(d)(2); 34 CFR 300.504)

4. Coordinated system of staff development and parent and guardian education:

Reference Number: Document Title: Document Location:

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Description:

the Charter LEAs in the El Dorado Charter SELPA ensure that all students who require special education will participate in the California Reading Initiative, just as do all other students in the El Dorado Charter LEAs. In order to facilitate that effort, the Charter LEAs assure that special education instructional personnel will participate in staff development inservice opportunities in the area of literacy, including: a. information about current literacy and learning research; b. state-adopted student content standards and frameworks; and c. research-based instructional strategies for teaching reading to a wide range of diverse learners Each of the Charter LEAs will include special education staff in their curriculum materials selection process, in order to support alignment with State standards. Each will also include all special education staff in all staff development on phonemics and phonics, as well as in any additional state or regional training based on new legislation, e.g., the California Reading and Literature Subject Matter Project, the rollouts on the frameworks, AB466 training. The goals of the Charter LEAs are to increase the participation of students with disabilities in statewide student assessments, to increase the percentage of children with disabilities who are literate, and to assure that students with disabilities attain higher standards in reading. In order to reach these goals, we assure that students with disabilities will have full access to: 1. all required core curriculum including state-adopted core curriculum textbooks and supplementary textbooks; and 2. instructional materials and support.

5. Coordinated system of curriculum development and alignment with the core curriculum:

Reference Number: Charter SELPA Procedural Guide and CEO Policy 21Document Title: Curriculum Adaptations/Reading LiteracyDocument Location: <https://charterselpa.org/governance/>
<http://charterselpa.org/program-support/procedural-guide/>

Description:

Curriculum adaptations include accommodations, modifications, and supports that allow a child with a disability access to the general curriculum and assessments. LEAs/districts are responsible for ensuring that each teacher and provider is informed of his or her specific responsibilities related to implementing the child's IEP and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP (34CFR 300.342 (b)(3)).

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6. Coordinated system internal program review, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system:

Reference Number: Document Title: Document Location:

The Charter SELPA is responsible for monitoring all required areas of compliance with federal, state and Charter SELPA policies. The purpose of all monitoring and oversight activities is to ensure legal and effective LEA practices are in place to meet the needs of students with disabilities. This policy outlines areas of oversight and indicators that may cause the initiation of a Charter SELPA review process. Charter SELPA administration will keep the CEO Council informed of SELPA oversight activities and determinations.

If compliance, performance and/or student population data for an LEA in the Charter SELPA varies significantly from expected results or standards, it may be an early warning for the Charter SELPA to initiate contact. In this case, the Charter SELPA will contact the LEA to confirm the data, discuss any underlying issues which may impact the data, and identify how the Charter SELPA can assist the LEA in any necessary corrective action.

The Charter SELPA will monitor special education practices and data continuously to determine whether practices are in line with the LEA's responsibilities to students with disabilities and SELPA policies. Data will be collected and reviewed by the Charter SELPA. Examples of existing indicators and standards include but are not limited to:

- Identification rate of special education students that is below 4% or greater than 14%
- State Performance Plan Indicators
- Significant swings in enrollment and/or enrollment trends that are not aligned to the LEA's instructional calendar
- Pattern of compliance complaints or due process hearings
- Evidence of exclusionary practices
- Significant and/or abrupt change in leadership or staff
- No/low participation or engagement in the Charter SELPA (CEO Council, Steering Committee, professional development offerings, etc.)
- Unspent funds greater than 25%
- Annual independent audit which shows serious fiscal solvency issues

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or material findings (e.g. findings related to internal control or program compliance, high debt ratios, deficit spending, going concern findings, adequate reserves, and adequate cash)

SELPA REVIEW PROCESS

If one or more of the preceding triggers indicates a potential problem, the Charter SELPA may initiate a program and/or fiscal review. Program and fiscal reviews are facilitated by the appropriate Charter SELPA administrator. Charter SELPA's goal in each review process is to clearly identify the areas of SELPA concern, discuss any underlying issues which may be impacting the findings, and identify how the Charter SELPA can assist the LEA in any necessary corrective action. The Charter SELPA may request additional information as necessary to resolve identified concerns.

When multiple or connected concerns exist, the Charter SELPA may implement an Integrated Review Team (IRT) visit. An Integrated Review Team (IRT) visit consists of Charter SELPA program and business administrators meeting directly with the charter LEA leadership team.

CHARTER SCHOOLS AT-RISK

Whether through a Charter SELPA review process or other source, or if significant matters arise that are potentially harmful to students, demonstrate negligence, may harm the SELPA, or there is a concern that funds are not being spent appropriately for special education, Charter SELPA administration is empowered to act in the best interests of the SELPA as a whole. Such matters include, but are not limited to:

- Pattern of noncompliance with federal, state or Charter SELPA regulations
- Notice of revocation
- Notice of bankruptcy
- FCMAT extraordinary audit
- Annual audit with material findings and identification of operational issues that cause concern regarding the long-term viability of the organization
- Other circumstances that create a concern that a loss to the SELPA is possible or funds are not being spent appropriately for special education

Charter SELPA administration may make a determination and proceed to:

- Notify appropriate public agencies;
- Notify the LEA's governing board;
- Withhold state and/or federal funding;
- Move an LEA to reimbursement-based state funding, requiring

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- expenditure reporting prior to cash distribution;
- Require an LEA to submit proof of actual expenditures; and/or
 - Initiate termination of membership pursuant to CEO Policy 26.

7. Coordinated system of data collection and management:

Reference Number: Document Title: Document Location:

Description:

8. Coordination of interagency agreements:

Reference Number: Document Title: Document Location:

Pursuant to Title 17 of the California Code of Regulations (17 CCR) Section 52140, LEAs must develop and maintain local interagency agreements with Regional Centers. Agreements must include (as applicable to charter LEAs):

1. The responsibilities of each LEA and Regional Center in meeting the terms of the agreement;
2. Procedures for coordination of child find activities with local public agencies and Regional Centers to identify infants and toddlers who may be eligible for early intervention services;
3. Specific procedures for coordination of referrals for evaluation and assessment;
4. Procedures for the assignment of a service coordinator;
5. Interagency procedures for identifying the responsibilities of the regional center and LEA for completing the evaluation and assessment and determining eligibility within the time requirements contained in Section 52086 of these regulations, when an infant or toddler may receive services from both the Regional Center and LEA;
6. Procedures for the timely exchange of information between Regional Centers and LEAs;
7. Mechanisms for ensuring the availability of contacts at Regional

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Description:

Centers and LEAs at all times during the year;

8. Procedures for interagency individualized family service plan (IFSP) development when infants and toddlers may be eligible for early intervention services from the Regional Center and the LEA or other state or local programs or services;

9. Procedures to ensure the provision of services during periods of school vacations when services are required on the IFSP;

10. Transition planning procedures which begin at least six months prior to a toddler's third birthday pursuant to EC Section 52112 of these regulations;

11. Procedures for resolving disputes between regional centers and LEAs;

12. Procedures for the training and assignment of surrogate parents; and

13. Procedures for accepting transfers of infants or toddlers with existing IFSPs.

Local interagency agreements must be dated and signed by representatives of the Regional Center and LEA. Interagency agreements must be reviewed by both parties annually, revised as necessary, dated, and signed by both parties as needed.

9. Coordination of services to medical facilities:

Reference Number:

Document Title:

Document Location:

Description:

The SELPA Administrator, or designee, will facilitate the coordination of these services by the designated LEAs and provide technical assistance to the medical facilities and LEAs as appropriate. Role of the individual LEAs: Each individual LEA is responsible for students with disabilities who are placed in a public hospital, state licensed children's hospital, psychiatric hospital, proprietary hospital, or a health facility for medical purposes when the hospital or facility is located within their boundaries, unless based on education code there is another district of special education accountability which would be responsible.

10. Coordination of services to licensed children's institutions and foster family homes:

Reference Number:

Document Title:

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Description:

11. Preparation and transmission of required special education local plan area reports:

Reference Number: Document Title: Document Location:

Description:

12. Fiscal and logistical support of the CAC:

Reference Number: Document Title: Document Location:

Description:

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SELPA, meetings may take place through teleconference. For purposes of this section, "teleconference" means a meeting where the members are in different locations, connected by electronic means, through either audio, video, or both.

13. Coordination of transportation services for individuals with exceptional needs:

Reference Number:

El Dorado Charter SELPA Procedural Guide
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Document Title:

Special Education Transportation

Document Location:

http://charterselpa.org/program-support/procedural-guide/

Description:

Legal Requirements Regarding Special Education Transportation
Education Code Section 56040(a) states: "Every individual with exceptional needs, who is eligible to receive special education instruction and related services under this part, shall receive that instruction and those services at no cost to his or her parents or, as appropriate, to him or her." Related services means transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education [34 CFR 300.34(a)]. Transportation as a related service includes travel to and from school and between schools, travel in and around school buildings; and specialized equipment (such as special or adapted buses, lifts, and ramps), if required to provide special transportation for a child with a disability [34 CFR 300.34(c)(16i-iii)]. LEAs/districts should not automatically assign students to transportation based on the students' disability without considering the students' individual needs and the continuum of placements [Hopkinton (MA) Pub. Schs., 108 LRP 41626 (OCR 2007)]. For students with medical needs, 34 CFR 300.34(a)(ii) limits the responsibility of a public agency to appropriately monitor and maintain medical devices that are needed to maintain the health and safety of the child, including breathing, nutrition, or operation of other bodily functions, while the child is transported to and from school.

14. Coordination of career and vocational education and transition services:

Reference Number:

CEO Administrative Regulation 1 and Procedural Guide
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Document Title:

Comprehensive Local Plan for Special Education
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Document Location:

https://charterselpa.org/governance/ http://charterselpa.org/program-support/procedural-guide/
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Description:

Special education may include each of the following if the services otherwise meet the definition in the above paragraph: (Education Code 56031) 1. Speech language pathology services, or any other designated instruction and service or related service, pursuant to Education Code 56363, if the service is considered special education rather than designated instruction and service or related service under state standards 2. Travel training 3. Career technical education 4. Transition services for students with disabilities in accordance with 34 CFR 300.43 if provided as specially designed instruction, or a related service, if required to assist a student with disabilities to benefit from special education. Specially designed instruction means adapting, as appropriate to the needs of an eligible student, the content, methodology, or delivery of instruction to ensure access of the student to the general curriculum, so that the student can meet the educational standards that apply to all students in the charter LEA. (34 CFR 300.39(b)(3))

15. Assurance of full educational opportunity:

Reference Number: Document Title: Document Location:

Description:

Full educational opportunities means that students with disabilities have the right to full educational opportunities to meet their unique needs, including access to a variety of educational programs and services available to non-disabled students. The State must have in effect policies and procedures to demonstrate that the State has established a goal of providing full educational opportunity to all children with disabilities and a detailed timetable for accomplishing that goal. (34 CFR 300.109)

16. Fiscal administration and the allocation of state and federal funds pursuant to *EC* Section 56836.01—The SELPA Administrator's responsibility for the fiscal administration of the annual budget plan; the allocation of state and federal funds; and the reporting and accounting of special education funding.

Reference Number: Document Title: Document Location:

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Description:

The El Dorado County Office of Education is the Responsible Local Agency/Administrative Unit (RLA/AU) for the Charter SELPA. Pursuant to the provisions of Education Code 56030 et seq., the RLA/AU shall receive and distribute regionalized service funds, provide administrative support and coordinate the implementation of the El Dorado Charter Local Plan for Special Education. The RLA/AU shall perform such services and functions required to accomplish the goals set forth in the plan, including development of the Annual Service and Budget Plan. In addition, pursuant to Education Code 56836.01(a)(b)(c) the SELPA RLA/AU will oversee the fiscal administration of the Annual Budget Plan and the allocation of state and federal funds allocated to the special education local plan area for the provision of special education and related services by those entities, in accordance with the Local and Allocation Plans approved by the CEO Council, and be responsible for the reporting and accounting requirements prescribed by this part.

17. Direct instructional program support that maybe provided by program specialists in accordance with *EC* Section 56368:

Reference Number:

CEO Administrative Regulation 10

Document Title:

Personnel Qualifications

Document Location:

<https://charterselpa.org/governance/>

Description:

A program specialist is a specialist who holds a valid special education credential, clinical services credential, health services credential, or a school psychologist authorization and has advanced training and related experience in the education of individuals with exceptional needs and a specialized in-depth knowledge in preschool disabilities, career vocational development, or one or more areas of major disabling conditions.

(b) A program specialist may do all the following:

- (1) Observe, consult with, and assist resource specialists, designated instruction and services instructors, and special class teachers.
- (2) Plan programs, coordinate curricular resources, and evaluate effectiveness of programs for individuals with exceptional needs.
- (3) Participate in each school's staff development, program development, and innovation of special methods and approaches.
- (4) Provide coordination, consultation and program development primarily in one specialized area or areas of his or her expertise.
- (5) Be responsible for assuring that pupils have full educational opportunity regardless of the district of residence.

(c) For purposes of Section 41403, a program specialist shall be

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1. A description of programs for early childhood special education from birth through five years of age:

Reference Number: Document Title: Document Location:

Description:

Charter schools in the El Dorado Charter SELPA currently do not serve students in Part C or preschool students. If students are transitioning from preschool to a Charter LEA and are eligible for Part B services, the Charter LEA will participate to ensure a smooth and effective transition between programs.

2. A description of the method by which members of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the local plan, may address questions or concerns to the SELPA governing body or individual administrator:

Reference Number: Document Title: Document Location:

Description:

It shall be the policy of the Charter SELPA that public hearings, adequate notice of the hearings, and an opportunity for comment available to the general public, including individuals with disabilities and parents of children with disabilities, are held prior to the adoption of any policies and/or regulations needed to comply with part B of the IDEA. Per the Charter SELPA Local Plan, policies are adopted by the Charter CEO Council. The Charter SELPA RLA/AU may request input from the Executive Committee as policies are developed. Appropriate notice shall be provided prior to adoption of policies by the Charter SELPA CEO Council. Proposed policies will be posted to the El Dorado Charter SELPA website. This will allow for review and comment by the public, parents of children with disabilities, or individuals with disabilities. Charter CEO Council typically meets twice per year and meetings may take place through teleconference. For the purposes of this section, "teleconference" means a meeting where the members are in different

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3. A description of a dispute resolution process, including mediation and final and binding arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan:

Reference Number: Document Title: Document Location:

Description:

4. A description of the process being used to ensure a student is referred for special education instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized:

Reference Number: Document Title:

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Document Location:

<https://charterselpa.org/governance/>
<http://charterselpa.org/program-support/procedural-guide/>

Description:

The Charter Chief Executive Officer or designee shall follow SELPA procedures providing that parents/guardians, teachers, appropriate professionals, and others may refer an individual for assessment for special education services. Identification procedures shall be coordinated with school site procedures for referral of students with needs that cannot be met with modifications to the regular instructional program. (Ed. Code § 56302)

5. A description of the process being used to oversee and evaluate placements in nonpublic, nonsectarian schools and the method of ensuring that all requirements of each student's individualized education program are being met. The description shall include a method for evaluating whether the student is making appropriate educational progress:

Reference Number:

CEO Administrative Regulation 24 and Procedural Guide

Document Title:

Nonpublic, Nonsectarian School and Agency Services for Special Education

Document Location:

<https://charterselpa.org/governance/>
<http://charterselpa.org/program-support/procedural-guide/>

Description:

Contracts with an NPS or NPA shall include an Individual Services Agreement ("ISA") negotiated for each student. ISAs shall be for the length of time for which NPS and/or NPA services are specified in the student's individualized education program ("IEP"), but not to exceed one year. Changes in educational instruction, services or placement shall be made only on the basis of revisions to the student's IEP. (Ed. Code § 56366.) The master contract shall specify the general administrative and financial agreements between the NPS or NPA and the Charter LEA to provide the special education and designated instruction and services, as well as transportation specified in the student's IEP. The administrative provisions of the master contract shall also include procedures for record keeping and documentation, and the maintenance of school records by the contracting charter LEA to ensure that the NPS provides appropriate high school graduation credit to the student. The contract may allow for partial or full-time attendance at the nonpublic nonsectarian school. (Ed. Code § 56366.) In order for a Charter LEA to contract with an NPS or NPA, the NPS and NPA must be certified as meeting state standards. (Ed Code § 56366.) A master contract may be terminated for cause with 20-days' notice. However, the availability of a public education program initiate during the period of the

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master contract cannot give cause for termination unless the parent/guardian agrees to transfer the student to the public program. The master contract shall include a description of the process being utilized by the Charter LEA to oversee and evaluate placements in the NPS. This description shall include a method for evaluating whether the student is making appropriate educational progress. (Ed. Code 56366) The Charter CEO or designee of an elementary Charter LEA shall notify a high school district of all students placed in NPS or NPA programs prior to the annual review of the IEP for each student who may transfer to the high school district. (5 CCR § 3069.) When a special education student meets the district requirements for completion of prescribed course of study as designated in the student's IEP, the district which developed the IEP shall award the diploma. (5 CCR § 3070.)

6. A description of the process by which the SELPA will fulfill the obligations to provide free and appropriate public education (FAPE) to a student age 18 to 21 (or age 22 under the circumstances described in *EC 56026(c)(4)*) who has been incarcerated in a county jail and remains eligible for special education services:

The obligation to make FAPE available extends to those otherwise-eligible adults in county jail, age 18 to 21, who: (a) had been identified as a child with a disability and had received services in accordance with an IEP, but left school prior to their incarceration; or (b) did not have an IEP in their last educational setting, but had actually been identified as a child with a disability. (*EC* Section 56040)

It is the responsibility of the district of residence (DOR) to provide special education services and related services to an adult student in county jail who remains eligible for these services and wishes to receive them. The DOR is the district in which the student's parents resided when the student turned 18, unless and until the parents move to a new DOR. For conserved students, the DOR is based on the residence of the conservator. (*EC* Section 56041)

Reference Number:

CEO Policy 1 and Procedural Guide

Document Title:

Comprehensive Local Plan for Special Education

Document Location:

<https://charterselpa.org/governance/>
<http://charterselpa.org/program-support/procedural-guide/>

Description:

As members of the Charter SELPA, each Charter SELPA LEA (Local Education Agency) desires to provide a free and appropriate public education (FAPE) to all school aged K-12 individuals with disabilities, who are enrolled in the charter, including children who have been suspended or expelled or placed by the charter LEA in a nonpublic school or agency services. The SELPA will provide technical support to any Charter LEAs identified as the DOR for students age 18 to 21 who

Section B: Governance and Administration

SELPA

Fiscal Year

are incarcerated in a county jail and remaining eligible for special education to assist in meeting their obligation. The SELPA may facilitate collaboration with the county jails as requested. Students shall be referred for special education instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized. (Education Code 56303)

Cover Sheet

Grade Appeal Policy

Section: IV. Academic Excellence
Item: D. Grade Appeal Policy
Purpose: Vote
Submitted by:
Related Material: PCA-Grade Appeal Policy.pdf

BACKGROUND:

This is a new policy for PCA which outlines the course of action if parent/guardian is requesting a semester grade change for a high school course.

RECOMMENDATION:

Vote to approve the Grade Appeal Policy



Grade Appeal Policy

Parents/guardians and students are encouraged to take an active role in monitoring academic progress, including grades. If there is a concern about a grade on a specific assignment, the parent/guardian or student should reach out to the teacher of the course.

The final semester grade for each course will be determined by the teacher of the course. The parent/guardian may appeal a semester grade based only on the following grounds:

1. Mistake
2. Bad Faith

To appeal a semester grade, the parent/guardian must take the following steps within sixty (60) calendar days of the end of the semester:

1. Submit a request for grade change to the teacher of the course.
 - a. The request must include specifically how the grade reflects a mistake or bad faith. Any supporting documentation should be included with the appeal.
2. The teacher will take the following steps:
 - a. Should the teacher agree to change the grade, the teacher will notify the parent/guardian in writing of the new grade, and the change will be made in the student's official record within ten (10) school days of the receipt of the grade appeal.
 - b. Should the teacher not agree to change the grade, the teacher will notify the parent/guardian, Director of High School, and School Principal of the decision within ten (10) school days of the receipt of the grade appeal.

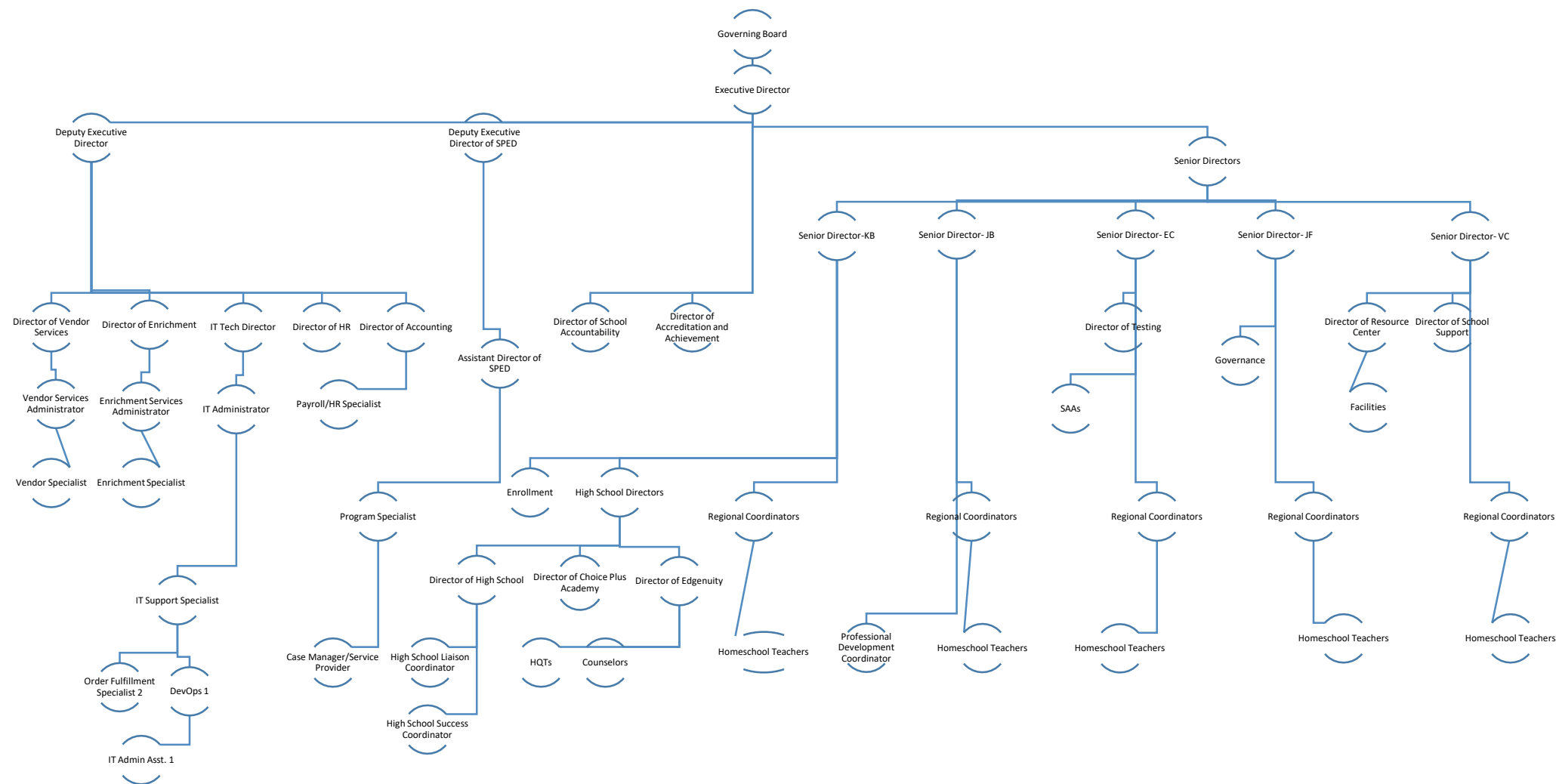
Parents/guardians may appeal a teacher's decision to school administration or submit an appeal directly to administration if the teacher is no longer employed by the school. This appeal must be submitted within ten (10) days of the date of the teacher's written decision or, if the teacher is no longer employed by the school during the sixty (60) days after the end of the semester, within that sixty (60) day timeframe.

1. The parent/guardian will submit a written request to the Director of High School or School Principal.
 - a. The written appeal must include specifically how the grade reflects a mistake or bad faith. Any supporting documentation should be included with the appeal.
2. The Director of High School or School Principal shall request any additional supporting information from all involved parties and schedule a phone meeting with the parent/guardian.
3. The Director of High School or School Principal will inform the parent/guardian of the result of the appeal. This notice will be sent in writing (email) within fifteen (15) school days of the receipt of the grade appeal.

Cover Sheet

Schoolwide Organizational Chart

Section:	IV. Academic Excellence
Item:	E. Schoolwide Organizational Chart
Purpose:	Vote
Submitted by:	
Related Material:	Schoolwide PCA Org Chart_2021.pdf



Cover Sheet

Landlord Consent to Sublease Agreement

Section: V. Operations
Item: A. Landlord Consent to Sublease Agreement
Purpose: Vote
Submitted by:
Related Material: Sublease Contract.pdf

BACKGROUND:

The current lease for the building is held by Cabrillo Point. Cabrillo Point, Pacific Coast Academy and Mission Vista Academy all share employees (tech, lending library, accounting) who utilize the building. Currently, Cabrillo Point is invoicing the individual schools. With the approval of the Landlord Consent to Sublease the landlord is allowing all three schools to have a shared sublease and the landlord to bill directly to each school their due amount.

RECOMMENDATION:

Vote to approve the Landlord Consent to Sub Lease Agreement

LANDLORD CONSENT TO SUBLEASE

THIS LANDLORD CONSENT TO SUBLEASE (“Consent Agreement”) is entered into as of the __th day of September, 2020, by and among Poway Executive Plaza, LLC, a California Limited Liability Company (“Landlord”), Cabrillo Point Academy (formerly named Inspire Charter School – South), a California nonprofit public benefit corporation (“CPA” or “Sublandlord”), Mission Vista Academy, a California nonprofit public benefit corporation (“MVA”), and Pacific Coast Academy, a California nonprofit public benefit corporation (“PCA”). MVA and PCA are referred to herein as Subtenants. The parties to this Consent Agreement are collectively referred to as the “Parties” and individually as a “Party.” This Consent Agreement is made with reference to the following facts:

RECITALS

A. Sublandlord, as tenant, leases office space at 13915 Danielson Street, Suites 101, 103, and 200, Poway, California 92064 in the County of San Diego (“Premises”) from Landlord, pursuant to the following lease documents (collectively, the “Lease”):

1. Standard Multi-Tenant Office Lease – Gross dated January 30, 2018 with an addendum dated February 6, 2018 consisting of paragraphs 50 through 55, an arbitration agreement identified as paragraph 56, and Exhibits A through E (“Standard Lease”), which are attached hereto as Exhibit A;

2. First Amendment to Lease dated March 1, 2018 (“First Amendment”) attached hereto as Exhibit B;

3. Second Amendment to Lease dated March 7, 2018 (“Second Amendment”) attached hereto as Exhibit C;

4. Third Amendment to Lease dated April 19, 2018 (“Third Amendment”) attached hereto as Exhibit D; and

5. Fourth Amendment to Lease dated June 27, 2018 (“Fourth Amendment”) attached hereto as Exhibit E.

B. Sublandlord and Subtenants have entered into (or are about to enter into) that certain Sublease and Shared Use Agreement attached hereto as Exhibit F (the “Sublease”) pursuant to which Sublandlord has agreed to sublease to Subtenants portions of the Premises (the “Sublet Premises”).

C. Sublandlord and Subtenants have requested Landlord’s consent to the Sublease.

D. Landlord has agreed to give such consent upon the terms and conditions contained in this Agreement.

NOW THEREFORE, in consideration of the foregoing preambles which by this reference are incorporated herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord hereby consents to the Sublease subject to the following terms and conditions, all of which are hereby acknowledged and agreed to by Sublandlord and Subtenants:

1. Recitals. The foregoing recitals are hereby incorporated by reference. All capitalized terms not otherwise defined herein shall have the meanings ascribed to them in the Lease.
2. Landlord's Consent. Subject to the terms and conditions of this Consent Agreement, Landlord hereby consents to the subletting of the Sublet Premises by Sublandlord to Subtenants pursuant to the Sublease.
3. Sublease Agreement. Sublandlord and Subtenants hereby represent that a true and complete copy of the Sublease is attached hereto and made a part hereof as Exhibit F, and Sublandlord and Subtenants agree that the Sublease shall not be modified without Landlord's prior written consent, which consent shall not be unreasonably withheld, conditioned or delayed.
4. Sublandlord Representations. Sublandlord hereby represents and warrants, as of the date hereof, that (i) Sublandlord has full power and authority to enter into this Consent Agreement, (ii) the Lease is in full force and effect, (iii) to the best of Sublandlord's knowledge, Landlord is not in default thereunder; (iv) Sublandlord has given no notice that Landlord is in default under the Lease nor has Sublandlord any knowledge of the existence of any condition or the occurrence of any event which, if not timely acted upon, would result in Landlord's default under the Lease; (v) other than the Sublease, Sublandlord has not sublet, assigned or encumbered the Lease or the Leased Premises; (vi) Sublandlord has no defenses or offsets to its obligations under the Lease; (vii) Sublandlord's financial statements which the Landlord relied upon to grant its consent are accurate and fairly present the financial condition of the Sublandlord as of the date of the statements; (viii) Sublandlord and Subtenants are not in breach of that certain Memorandum of Understanding which Landlord relied upon to grant its consent; (ix) Subtenants are not paying rent or giving anything of value to Sublandlord that is not expressly set forth in the Sublease.
5. Subtenants Representations. Subtenants hereby represent and warrant, as of the date hereof, that (i) Subtenants have full power and authority to enter into this Consent Agreement, (ii) Subtenant's financial statements which the Landlord relied upon to grant its consent are accurate and fairly present the financial condition of the Subtenants as of the date of the statements.
6. Landlord Representations. Landlord hereby represents and warrants, as of the date hereof, that (i) Landlord has full power and authority to enter into this Consent Agreement, (ii) the Lease is in full force and effect, (iii) to the best of Landlord's knowledge, Sublandlord is not in default thereunder; and (iv) Landlord has received no notice that it is in default under the Lease nor has Landlord any knowledge of the existence of any condition or the occurrence of any event which, if not timely acted upon, would result in Sublandlord's default under the Lease.

7. Confirmation of Terms and Relationships.

a. Any acts or omissions of a Subtenant which violate the Lease are deemed a violation by Sublandlord of the Lease.

b. Neither the Consent Agreement or Sublease shall be construed to modify the Lease or alter the rights or obligations of Sublandlord or Landlord under the Lease.

c. Landlord is not bound by the terms of the Sublease.

d. Sublandlord shall simultaneously provide notice to the Landlord of any default by Subtenants.

e. Subtenants shall have no rights to enforce the terms of the Lease or Sublease against Landlord.

f. Subtenants shall provide estoppel certificates or financial statements upon request by Landlord.

g. Sublandlord shall be responsible for the collection of all rent due it from Subtenants, and for the performance of all the other terms and conditions of the Sublease.

8. Indemnity. Subtenant(s) shall defend and indemnify Landlord on the same terms as required by Sublandlord (the Tenant) in the Lease.

9. No Release. Nothing contained in the Sublease or this Consent Agreement shall be construed as relieving or releasing Sublandlord from any of its obligations under the Lease, it being expressly understood and agreed that Sublandlord shall remain liable for such obligations notwithstanding anything contained in the Sublease or this Consent Agreement or any subsequent assignment(s), sublease(s) or transfer(s) of the interest of the tenant under the Lease.

10. No Transfer. Subtenant shall not further sublease the Sublet Premises, assign its interest as the Subtenant under the Sublease or otherwise transfer its interest in the Sublet Premises or the Sublease to any person or entity, except to the extent otherwise permitted by Landlord in accordance with the assignment and subletting provisions of the Lease.

11. Lease. The parties agree that the Sublease is subject to and subordinate to all the terms of the Lease, except as expressly provided in this Consent Agreement.

12. Notice Address. Landlord and Sublandlord may continue to send notices at the address(es) provided in, and in accordance with the terms of, the Lease. Notices to Subtenants shall be addressed and sent as provided in the Sublease.

13. Authority. Each party to this Consent Agreement hereby represents that the individual executing this Consent Agreement on behalf of such party has the authority to execute and deliver the same on behalf of the party hereto for which such individual is acting.

14. Counterparts. This Consent Agreement may be executed in counterparts and shall constitute an agreement binding on all parties notwithstanding that all parties are not signatories to the original or the same counterpart provided that all parties are furnished a copy or copies thereof reflecting the signature of all parties.

IN WITNESS WHEREOF, Landlord, Sublandlord and Subtenants have executed this Consent Agreement as of the date set forth above.

LANDLORD:
Poway Executive Plaza, LLC

By: _____
Name
Title

SUBLANDLORD:
Cabrillo Point Academy

By: _____
Name
Title

SUBTENANT:
Mission Vista Academy

By: _____
Name
Title

SUBTENANT:
Pacific Coast Academy

By: _____
Name
Title

Cover Sheet

Sublease and Shared Use Agreement

Section: V. Operations
Item: B. Sublease and Shared Use Agreement
Purpose: Vote
Submitted by:
Related Material: Exhibits_A_to_E_to_CPA_Sublease_(13915_Danielson).PDF
PCA SUBLEASE AND SHARED USE AGREEMENT v2.pdf

BACKGROUND:

This is an agreement written by the lawyer that the three schools, mentioned in the sublease, share. It is an agreement between the three schools to share the space.

Exhibit A – Standard Lease



STANDARD MULTI-TENANT OFFICE LEASE - GROSS

1. Basic Provisions ("Basic Provisions").

1.1 Parties. This Lease ("Lease"), dated for reference purposes only January 30, 2018, is made by and between Cameron Brothers Construction Co., L.P., a California Limited Partnership ("Lessor") and Inspire Charter School - South, a California Non-Profit Corporation ("Lessee"), (collectively the "Parties", or individually a "Party").

1.2(a) Premises: That certain Portion of the Project (as defined below), commonly known as (street address, suite, city, state): 13915 Danielson Street, Suite 200, Poway, California 92064 ("Premises"). The Premises are located in the County of San Diego, and consist of approximately 5,740 rentable square feet and approximately 5,026 useable square feet. In addition to Lessee's rights to use and occupy the Premises as hereinafter specified, Lessee shall have non-exclusive rights to the Common Areas (as defined in Paragraph 2.7 below) as hereinafter specified, but shall not have any rights to the roof, the exterior walls, the area above the dropped ceilings, or the utility raceways of the building containing the Premises ("Building") or to any other buildings in the Project. The Premises, the Building, the Common Areas, the land upon which they are located, along with all other buildings and improvements thereon, are herein collectively referred to as the "Project." The Project consists of approximately 32,105 rentable square feet. (See also Paragraph 2)

1.2(b) Parking: Thirteen (13) unreserved surface parking spaces and seven (7) unreserved vehicle parking spaces in the garage at a monthly cost of \$0.00 per unreserved space and \$0.00 per reserved space. (See Paragraph 2.6)

1.3 Term: Five (5) years and three (3) months ("Original Term") commencing upon substantial completion of Tenant Improvements, estimated to be April 1, 2018 ("Commencement Date") and ending sixty-three months later, estimated to be June 30, 2023 ("Expiration Date"). (See also Paragraph 3)

1.4 Early Possession: If the Premises are available Lessee may have non-exclusive possession of the Premises commencing ten (10) days prior to the Commencement Date, upon Lessor's receipt of monies owed and certificate of insurance ("Early Possession Date"). (See also Paragraphs 3.2 and 3.3)

1.5 Base Rent: \$10,045.00 per month ("Base Rent"), payable on the first (1st) day of each month commencing April 1, 2018. (See also Paragraph 4)

☒ If this box is checked, there are provisions in this Lease for the Base Rent to be adjusted. See Paragraph 52.

1.6 Lessee's Share of Operating Expense Increase: seventeen and 88/100 percent (17.88 %) ("Lessee's Share"). In the event that that size of the Premises and/or the Project are modified during the term of this Lease, Lessor shall recalculate Lessee's Share to reflect such modification.

1.7 Base Rent and Other Monies Paid Upon Execution:

(a) Base Rent: \$10,045.00 for the period April 1, 2018 - April 30, 2018.

(b) Security Deposit: \$11,645.00 ("Security Deposit"). (See also Paragraph 5)

(c) Parking: \$0.00 for the period N/A.

(d) Other: \$0.00 for N/A.

(e) Total Due Upon Execution of this Lease: \$21,690.00.

1.8 Agreed Use: General office and any other legally permitted uses compatible with a first class office building in the City of Poway, South Poway Industrial Park IP zoning. Tenant should independently verify the suitability of their use. (See also Paragraph 6)

1.9 Base Year; Insuring Party. The Base Year is 2018. Lessor is the "Insuring Party". (See also Paragraphs 4.2 and 8)

1.10 Real Estate Brokers. (See also Paragraph 15 and 25)

(a) Representation: The following real estate brokers (the "Brokers") and brokerage relationships exist in this transaction (check applicable boxes):

☐ _____ represents Lessor exclusively ("Lessor's Broker");

☐ _____ represents Lessee exclusively ("Lessee's Broker"); or

☒ Colliers International CA, Inc. (Chris Williams/Gary Williams represent Lessor | Ryan Foley represents the Lessee) represents both Lessor and Lessee ("Dual Agency").

(b) Payment to Brokers. Upon execution and delivery of this Lease by both Parties, Lessor shall pay to the Brokers the brokerage fee agreed to in a separate written agreement (or if there is no such agreement, the sum of _____ or _____ % of the total Base Rent) for the brokerage services rendered by the Brokers.

1.11 Guarantor. The obligations of the Lessee under this Lease are to be guaranteed by N/A ("Guarantor"). (See also Paragraph 37)

1.12 Business Hours for the Building: 8:00 a.m. to 5:00 p.m., Mondays through Fridays (except Building Holidays) and N/A a.m. to N/A p.m. on Saturdays (except Building Holidays). "Building Holidays" shall mean the dates of observation of New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and Martin Luther King Jr's birthday and the day after Thanksgiving.

1.13 Lessor Supplied Services. Notwithstanding the provisions of Paragraph 11.1, Lessor is NOT obligated to provide the following within the Premises:

☐ Janitorial services

☒ Electricity

☐ Other (specify): _____

1.14 Attachments. Attached hereto are the following, all of which constitute a part of this Lease:

☒ an Addendum consisting of Paragraphs 50 through 55;

☒ a plot plan depicting the Premises (Exhibit A);

☒ a current set of the Rules and Regulations (Exhibit D);

☐ a Work Letter;

☐ a janitorial schedule;

☒ other (specify): Arbitration Agreement (Paragraph 56); Exhibit B - Project Site Plan;

Exhibit C - Notice of Lease Term Dates; Exhibit E - Suite Signage, Lobby Directory Order Forms; Agency Disclosure Forms.

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Last Edited: 2/7/2018 1:00 PM

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OFG-21.10, Revised 11-01-2017

2. Premises.

2.1 Letting. Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, the Premises, for the term, at the rental, and upon all of the terms, covenants and conditions set forth in this Lease. While the approximate square footage of the Premises may have been used in the marketing of the Premises for purposes of comparison, the Base Rent stated herein is NOT tied to square footage and is not subject to adjustment should the actual size be determined to be different. **NOTE: Lessee is advised to verify the actual size prior to executing this Lease.**

2.2 Condition. Lessor shall deliver the Premises to Lessee in a clean condition on the Commencement Date or the Early Possession Date, whichever first occurs ("Start Date"), and warrants that the existing electrical, plumbing, fire sprinkler, lighting, heating, ventilating and air conditioning systems ("HVAC"), and all other items which the Lessor is obligated to construct pursuant to the Work Letter attached hereto, if any, other than those constructed by Lessee, shall be in good operating condition on said date, that the structural elements of the roof, bearing walls and foundation of the Unit shall be free of material defects, and that the Premises do not contain hazardous levels of any mold or fungi defined as toxic under applicable state or federal law. Lessor also warrants, that unless otherwise specified in writing, Lessor is unaware of (i) any recorded Notices of Default affecting the Premise; (ii) any delinquent amounts due under any loan secured by the Premises; and (iii) any bankruptcy proceeding affecting the Premises.

2.3 Compliance. Lessor warrants that to the best of its knowledge the improvements on the Premises and the Common Areas comply with the building codes, applicable laws, covenants or restrictions of record, regulations, and ordinances ("Applicable Requirements") that were in effect at the time that each improvement, or portion thereof, was constructed. Said warranty does not apply to the use to which Lessee will put the Premises, modifications which may be required by the Americans with Disabilities Act or any similar laws as a result of Lessee's use (see Paragraph 49), or to any Alterations or Utility Installations (as defined in Paragraph 7.3(a)) made or to be made by Lessee. **NOTE: Lessee is responsible for determining whether or not the zoning and other Applicable Requirements are appropriate for Lessee's intended use, and acknowledges that past uses of the Premises may no longer be allowed.** If the Premises do not comply with said warranty, Lessor shall, except as otherwise provided, promptly after receipt of written notice from Lessee setting forth with specificity the nature and extent of such non-compliance, rectify the same. If the Applicable Requirements are hereafter changed so as to require during the term of this Lease the construction of an addition to or an alteration of the Premises, the remediation of any Hazardous Substance, or the reinforcement or other physical modification of the Premises ("Capital Expenditure"), Lessor and Lessee shall allocate the cost of such work as follows:

(a) Subject to Paragraph 2.3(c) below, if such Capital Expenditures are required as a result of the specific and unique use of the Premises by Lessee as compared with uses by tenants in general, Lessee shall be fully responsible for the cost thereof, provided, however, that if such Capital Expenditure is required during the last 2 years of this Lease and the cost thereof exceeds 6 months' Base Rent, Lessee may instead terminate this Lease unless Lessor notifies Lessee, in writing, within 10 days after receipt of Lessee's termination notice that Lessor has elected to pay the difference between the actual cost thereof and the amount equal to 6 months' Base Rent. If Lessee elects termination, Lessee shall immediately cease the use of the Premises which requires such Capital Expenditure and deliver to Lessor written notice specifying a termination date at least 90 days thereafter. Such termination date shall, however, in no event be earlier than the last day that Lessee could legally utilize the Premises without commencing such Capital Expenditure.

(b) If such Capital Expenditure is not the result of the specific and unique use of the Premises by Lessee (such as, governmentally mandated seismic modifications), then Lessor shall pay for such Capital Expenditure and Lessee shall only be obligated to pay, each month during the remainder of the term of this Lease or any extension thereof, on the date that on which the Base Rent is due, an amount equal to 1/144th of the portion of such costs reasonably attributable to the Premises. Lessee shall pay interest on the balance but may prepay its obligation at any time. If, however, such Capital Expenditure is required during the last 2 years of this Lease or if Lessor reasonably determines that it is not economically feasible to pay its share thereof, Lessor shall have the option to terminate this Lease upon 90 days prior written notice to Lessee unless Lessee notifies Lessor, in writing, within 10 days after receipt of Lessor's termination notice that Lessee will pay for such Capital Expenditure. If Lessor does not elect to terminate, and fails to tender its share of any such Capital Expenditure, Lessee may advance such funds and deduct same, with interest, from Rent until Lessor's share of such costs have been fully paid. If Lessee is unable to finance Lessor's share, or if the balance of the Rent due and payable for the remainder of this Lease is not sufficient to fully reimburse Lessee on an offset basis, Lessee shall have the right to terminate this Lease upon 30 days written notice to Lessor.

(c) Notwithstanding the above, the provisions concerning Capital Expenditures are intended to apply only to non-voluntary, unexpected, and new Applicable Requirements. If the Capital Expenditures are instead triggered by Lessee as a result of an actual or proposed change in use, change in intensity of use, or modification to the Premises then, and in that event, Lessee shall either: (i) immediately cease such changed use or intensity of use and/or take such other steps as may be necessary to eliminate the requirement for such Capital Expenditure, or (ii) complete such Capital Expenditure at its own expense. Lessee shall not have any right to terminate this Lease.

2.4 Acknowledgements. Lessee acknowledges that: (a) it has been given an opportunity to inspect and measure the Premises, (b) Lessee has been advised by Lessor and/or Brokers to satisfy itself with respect to the size and condition of the Premises (including but not limited to the electrical, HVAC and fire sprinkler systems, security, environmental aspects, and compliance with Applicable Requirements), and their suitability for Lessee's intended use, (c) Lessee has made such investigation as it deems necessary with reference to such matters and assumes all responsibility therefor as the same relate to its occupancy of the Premises, (d) it is not relying on any representation as to the size of the Premises made by Brokers or Lessor, (e) the square footage of the Premises was not material to Lessee's decision to lease the Premises and pay the Rent stated herein, and (f) neither Lessor, Lessor's agents, nor Brokers have made any oral or written representations or warranties with respect to said matters other than as set forth in this Lease. In addition, Lessor acknowledges that: (i) Brokers have made no representations, promises or warranties concerning Lessee's ability to honor the Lease or suitability to occupy the Premises, and (ii) it is Lessor's sole responsibility to investigate the financial capability and/or suitability of all proposed tenants.

2.5 Lessee as Prior Owner/Occupant. The warranties made by Lessor in Paragraph 2 shall be of no force or effect if immediately prior to the Start Date, Lessee was the owner or occupant of the Premises. In such event, Lessee shall be responsible for any necessary corrective work.

2.6 Vehicle Parking. So long as Lessee is not in default, and subject to the Rules and Regulations attached hereto, and as established by Lessor from time to time, Lessee shall be entitled to rent and use the number of parking spaces specified in Paragraph 1.2(b) at the rental rate applicable from time to time for monthly parking as set by Lessor and/or its licensee.

(a) If Lessee commits, permits or allows any of the prohibited activities described in the Lease or the rules then in effect, then Lessor shall have the right, without notice, in addition to such other rights and remedies that it may have, to remove or tow away the vehicle involved and charge the cost to Lessee, which cost shall be immediately payable upon demand by Lessor.

(b) ~~The monthly rent per parking space specified in Paragraph 1.2(b) is subject to change upon 30 days prior written notice to Lessee. The rent for the parking is payable one month in advance prior to the first day of each calendar month.~~

2.7 Common Areas - Definition. The term "Common Areas" is defined as all areas and facilities outside the Premises and within the exterior boundary line of the Project and interior utility raceways and installations within the Premises that are provided and designated by the Lessor from time to time for the general nonexclusive use of Lessor, Lessee and other tenants of the Project and their respective employees, suppliers, shippers, customers, contractors and invitees, including, but not limited to, common entrances, lobbies, corridors, stairwells, public restrooms, elevators, parking areas, loading and unloading areas, trash areas, roadways, walkways, driveways and landscaped areas.

2.8 Common Areas - Lessee's Rights. Lessor grants to Lessee, for the benefit of Lessee and its employees, suppliers, shippers, contractors, customers and invitees, during the term of this Lease, the non-exclusive right to use, in common with others entitled to such use, the Common Areas as they exist from time to time, subject to any rights, powers, and privileges reserved by Lessor under the terms hereof or under the terms of any rules and regulations or restrictions governing the use of the Project. Under no circumstances shall the right herein granted to use the Common Areas be deemed to include the right to store any property, temporarily or permanently, in the Common Areas. Any such storage shall be permitted only by the prior written consent of Lessor or Lessor's designated agent, which consent may be revoked at any time. In the event that any

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unauthorized storage shall occur, then Lessor shall have the right, without notice, in addition to such other rights and remedies that it may have, to remove the property and charge the cost to Lessee, which cost shall be immediately payable upon demand by Lessor.

2.9 Common Areas - Rules and Regulations. Lessor or such other person(s) as Lessor may appoint shall have the exclusive control and management of the Common Areas and shall have the right, from time to time, to adopt, modify, amend and enforce reasonable rules and regulations ("Rules and Regulations") for the management, safety, care, and cleanliness of the grounds, the parking and unloading of vehicles and the preservation of good order, as well as for the convenience of other occupants or tenants of the Building and the Project and their invitees. The Lessee agrees to abide by and conform to all such Rules and Regulations, and shall use its best efforts to cause its employees, suppliers, shippers, customers, contractors and invitees to so abide and conform. Lessor shall not be responsible to Lessee for the noncompliance with said Rules and Regulations by other tenants of the Project.

2.10 Common Areas - Changes. Lessor shall have the right, in Lessor's sole discretion, from time to time:

- (a) To make changes to the Common Areas, including, without limitation, changes in the location, size, shape and number of the lobbies, windows, stairways, air shafts, elevators, escalators, restrooms, driveways, entrances, parking spaces, parking areas, loading and unloading areas, ingress, egress, direction of traffic, landscaped areas, walkways and utility raceways;
- (b) To close temporarily any of the Common Areas for maintenance purposes so long as reasonable access to the Premises remains available;
- (c) To designate other land outside the boundaries of the Project to be a part of the Common Areas;
- (d) To add additional buildings and improvements to the Common Areas;
- (e) To use the Common Areas while engaged in making additional improvements, repairs or alterations to the Project, or any portion thereof; and
- (f) To do and perform such other acts and make such other changes in, to or with respect to the Common Areas and Project as Lessor may, in the exercise of sound business judgment, deem to be appropriate.

3. Term.

3.1 Term. The Commencement Date, Expiration Date and Original Term of this Lease are as specified in Paragraph 1.3.

3.2 Early Possession. Any provision herein granting Lessee Early Possession of the Premises is subject to and conditioned upon the Premises being available for such possession prior to the Commencement Date. Any grant of Early Possession only conveys a non-exclusive right to occupy the Premises. If Lessee totally or partially occupies the Premises prior to the Commencement Date, the obligation to pay Base Rent shall be abated for the period of such Early Possession. All other terms of this Lease (including but not limited to the obligations to pay Lessee's Share of the Operating Expense Increase) shall be in effect during such period. Any such Early Possession shall not affect the Expiration Date.

3.3 Delay In Possession. Lessor agrees to use its best commercially reasonable efforts to deliver possession of the Premises to Lessee by the Commencement Date. If, despite said efforts, Lessor is unable to deliver possession by such date, Lessor shall not be subject to any liability therefor, nor shall such failure affect the validity of this Lease or change the Expiration Date. Lessee shall not, however, be obligated to pay Rent or perform its other obligations until Lessor delivers possession of the Premises and any period of rent abatement that Lessee would otherwise have enjoyed shall run from the date of delivery of possession and continue for a period equal to what Lessee would otherwise have enjoyed under the terms hereof, but minus any days of delay caused by the acts or omissions of Lessee. If possession is not delivered within 60 days after the Commencement Date, as the same may be extended under the terms of any Work Letter executed by Parties, Lessee may, at its option, by notice in writing within 10 days after the end of such 60 day period, cancel this Lease, in which event the Parties shall be discharged from all obligations hereunder. If such written notice is not received by Lessor within said 10 day period, Lessee's right to cancel shall terminate. If possession of the Premises is not delivered within 120 days after the Commencement Date, this Lease shall terminate unless other agreements are reached between Lessor and Lessee, in writing.

3.4 Lessee Compliance. Lessor shall not be required to deliver possession of the Premises to Lessee until Lessee complies with its obligation to provide evidence of insurance (Paragraph 8.5). Pending delivery of such evidence, Lessee shall be required to perform all of its obligations under this Lease from and after the Start Date, including the payment of Rent, notwithstanding Lessor's election to withhold possession pending receipt of such evidence of insurance. Further, if Lessee is required to perform any other conditions prior to or concurrent with the Start Date, the Start Date shall occur but Lessor may elect to withhold possession until such conditions are satisfied.

4. Rent.

4.1 Rent Defined. All monetary obligations of Lessee to Lessor under the terms of this Lease (except for the Security Deposit) are deemed to be rent ("Rent").

4.2 Operating Expense Increase. Lessee shall pay to Lessor during the term hereof, in addition to the Base Rent, Lessee's Share of the amount by which all Operating Expenses for each Comparison Year exceeds the amount of all Operating Expenses for the Base Year, such excess being hereinafter referred to as the "Operating Expense Increase", in accordance with the following provisions:

(a) "Base Year" is as specified in Paragraph 1.9.

(b) "Comparison Year" is defined as each calendar year during the term of this Lease subsequent to the Base Year; provided, however, Lessee shall have no obligation to pay a share of the Operating Expense Increase applicable to the first 12 months of the Lease Term (other than such as are mandated by a governmental authority, as to which government mandated expenses Lessee shall pay Lessee's Share, notwithstanding they occur during the first twelve (12) months). Lessee's Share of the Operating Expense Increase for the first and last Comparison Years of the Lease Term shall be prorated according to that portion of such Comparison Year as to which Lessee is responsible for a share of such increase.

(c) The following costs relating to the ownership and operation of the Project, calculated as if the Project was at least 95% occupied, are defined as "Operating Expenses":

(i) Costs relating to the operation, repair, and maintenance in neat, clean, safe, good order and condition, but not the replacement (see subparagraph (g)), of the following:

(aa) The Common Areas, including their surfaces, coverings, decorative items, carpets, drapes and window coverings, and including parking areas, loading and unloading areas, trash areas, roadways, sidewalks, walkways, stairways, parkways, driveways, landscaped areas, striping, bumpers, irrigation systems, Common Area lighting facilities, building exteriors and roofs, fences and gates;

(bb) All heating, air conditioning, plumbing, electrical systems, life safety equipment, communication systems and other equipment used in common by, or for the benefit of, tenants or occupants of the Project, including elevators and escalators, tenant directories, fire detection systems including sprinkler system maintenance and repair.

(cc) All other areas and improvements that are within the exterior boundaries of the Project but outside of the Premises and/or any other space occupied by a tenant.

(ii) The cost of trash disposal, janitorial and security services, pest control services, and the costs of any environmental inspections;

(iii) The cost of any other service to be provided by Lessor that is elsewhere in this Lease stated to be an "Operating Expense";

(iv) The cost of the premiums for the insurance policies maintained by Lessor pursuant to paragraph 8 and any deductible portion of an insured loss concerning the Building or the Common Areas;

(v) The amount of the Real Property Taxes payable by Lessor pursuant to paragraph 10;

(vi) The cost of water, sewer, gas, electricity, and other publicly mandated services not separately metered;

(vii) Labor, salaries, and applicable fringe benefits and costs, materials, supplies and tools, used in maintaining and/or cleaning the Project and accounting and management fees attributable to the operation of the Project;

(viii) The cost of any capital improvement to the Building or the Project not covered under the provisions of Paragraph 2.3 provided; however, that Lessor shall allocate the cost of any such capital improvement over a 12 year period and Lessee shall not be required to pay more than Lessee's Share of 1/144th of the cost of such Capital Expenditure in any given month;

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- (ix) The cost to replace equipment or improvements that have a useful life for accounting purposes of 5 years or less.
- (x) Reserves set aside for maintenance, repair and/or replacement of Common Area improvements and equipment.
- (d) Any item of Operating Expense that is specifically attributable to the Premises, the Building or to any other building in the Project or to the operation, repair and maintenance thereof, shall be allocated entirely to such Premises, Building, or other building. However, any such item that is not specifically attributable to the Building or to any other building or to the operation, repair and maintenance thereof, shall be equitably allocated by Lessor to all buildings in the Project.
- (e) The inclusion of the improvements, facilities and services set forth in Subparagraph 4.2(c) shall not be deemed to impose an obligation upon Lessor to either have said improvements or facilities or to provide those services unless the Project already has the same, Lessor already provides the services, or Lessor has agreed elsewhere in this Lease to provide the same or some of them.
- (f) Lessee's Share of Operating Expense Increase is payable monthly on the same day as the Base Rent is due hereunder. The amount of such payments shall be based on Lessor's estimate of the Operating Expense Expenses. Within 60 days after written request (but not more than once each year) Lessor shall deliver to Lessee a reasonably detailed statement showing Lessee's Share of the actual Common Area Operating Expenses for the preceding year. If Lessee's payments during such Year exceed Lessee's Share, Lessee shall credit the amount of such over-payment against Lessee's future payments. If Lessee's payments during such Year were less than Lessee's Share, Lessee shall pay to Lessor the amount of the deficiency within 10 days after delivery by Lessor to Lessee of said statement. Lessor and Lessee shall forthwith adjust between them by cash payment any balance determined to exist with respect to that portion of the last Comparison Year for which Lessee is responsible as to Operating Expense Increases, notwithstanding that the Lease term may have terminated before the end of such Comparison Year.
- (g) Operating Expenses shall not include the costs of replacement for equipment or capital components such as the roof structure (but not the roof membrane being a built up roof), foundations, exterior walls or a Common Area capital improvement, such as the parking lot paving, elevators, fences that have a useful life for accounting purposes of 5 years or more.
- (h) Operating Expenses shall not include any expenses paid by any tenant directly to third parties, or as to which Lessor is otherwise reimbursed by any third party, other tenant, or by insurance proceeds.

4.3 Payment. Lessee shall cause payment of Rent to be received by Lessor in lawful money of the United States on or before the day on which it is due, without offset or deduction (except as specifically permitted in this Lease). All monetary amounts shall be rounded to the nearest whole dollar. In the event that any invoice prepared by Lessor is inaccurate such inaccuracy shall not constitute a waiver and Lessee shall be obligated to pay the amount set forth in this Lease. Rent for any period during the term hereof which is for less than one full calendar month shall be prorated based upon the actual number of days of said month. Payment of Rent shall be made to Lessor at its address stated herein or to such other persons or place as Lessor may from time to time designate in writing. Acceptance of a payment which is less than the amount then due shall not be a waiver of Lessor's rights to the balance of such Rent, regardless of Lessor's endorsement of any check so stating. In the event that any check, draft, or other instrument of payment given by Lessee to Lessor is dishonored for any reason, Lessee agrees to pay to Lessor the sum of \$25 in addition to any Late Charge and Lessor, at its option, may require all future Rent be paid by cashier's check. Payments will be applied first to accrued late charges and attorney's fees, second to accrued interest, then to Base Rent and Common Area Operating Expenses, and any remaining amount to any other outstanding charges or costs.

5. Security Deposit. Lessee shall deposit with Lessor upon execution hereof the Security Deposit as security for Lessee's faithful performance of its obligations under this Lease. If Lessee fails to pay Rent, or otherwise Defaults under this Lease, Lessor may use, apply or retain all or any portion of said Security Deposit for the payment of any amount already due Lessor, for Rents which will be due in the future, and/or to reimburse or compensate Lessor for any liability, expense, loss or damage which Lessor may suffer or incur by reason thereof. If Lessor uses or applies all or any portion of the Security Deposit, Lessee shall within 10 days after written request therefor deposit monies with Lessor sufficient to restore said Security Deposit to the full amount required by this Lease. If the Base Rent increases during the term of this Lease, Lessee shall, upon written request from Lessor, deposit additional monies with Lessor so that the total amount of the Security Deposit shall at all times bear the same proportion to the increased Base Rent as the initial Security Deposit bore to the initial Base Rent. Should the Agreed Use be amended to accommodate a material change in the business of Lessee or to accommodate a sublessee or assignee, Lessor shall have the right to increase the Security Deposit to the extent necessary, in Lessor's reasonable judgment, to account for any increased wear and tear that the Premises may suffer as a result thereof. If a change in control of Lessee occurs during this Lease and following such change the financial condition of Lessee is, in Lessor's reasonable judgment, significantly reduced, Lessee shall deposit such additional monies with Lessor as shall be sufficient to cause the Security Deposit to be at a commercially reasonable level based on such change in financial condition. Lessor shall not be required to keep the Security Deposit separate from its general accounts. Within 90 days after the expiration or termination of this Lease, Lessor shall return that portion of the Security Deposit not used or applied by Lessor. Lessor shall upon written request provide Lessee with an accounting showing how that portion of the Security Deposit that was not returned was applied. No part of the Security Deposit shall be considered to be held in trust, to bear interest or to be prepayment for any monies to be paid by Lessee under this Lease. THE SECURITY DEPOSIT SHALL NOT BE USED BY LESSEE IN LIEU OF PAYMENT OF THE LAST MONTH'S RENT.

6. Use.

6.1 Use. Lessee shall use and occupy the Premises only for the Agreed Use, or any other legal use which is reasonably comparable thereto, and for no other purpose. Lessee shall not use or permit the use of the Premises in a manner that is unlawful, creates damage, waste or a nuisance, or that disturbs occupants of or causes damage to neighboring premises or properties. Other than guide, signal and seeing eye dogs, Lessee shall not keep or allow in the Premises any pets, animals, birds, fish, or reptiles. Lessor shall not unreasonably withhold or delay its consent to any written request for a modification of the Agreed Use, so long as the same will not impair the structural integrity of the improvements of the Building, will not adversely affect the mechanical, electrical, HVAC, and other systems of the Building, and/or will not affect the exterior appearance of the Building. If Lessor elects to withhold consent, Lessor shall within 7 days after such request give written notification of same, which notice shall include an explanation of Lessor's objections to the change in the Agreed Use.

6.2 Hazardous Substances.

(a) Reportable Uses Require Consent. The term "Hazardous Substance" as used in this Lease shall mean any product, substance, or waste whose presence, use, manufacture, disposal, transportation, or release, either by itself or in combination with other materials expected to be on the Premises, is either: (i) potentially injurious to the public health, safety or welfare, the environment or the Premises, (ii) regulated or monitored by any governmental authority, or (iii) a basis for potential liability of Lessor to any governmental agency or third party under any applicable statute or common law theory. Hazardous Substances shall include, but not be limited to, hydrocarbons, petroleum, gasoline, and/or crude oil or any products, byproducts or fractions thereof. Lessee shall not engage in any activity in or on the Premises which constitutes a Reportable Use of Hazardous Substances without the express prior written consent of Lessor and timely compliance (at Lessee's expense) with all Applicable Requirements. "Reportable Use" shall mean (i) the installation or use of any above or below ground storage tank, (ii) the generation, possession, storage, use, transportation, or disposal of a Hazardous Substance that requires a permit from, or with respect to which a report, notice, registration or business plan is required to be filed with, any governmental authority, and/or (iii) the presence at the Premises of a Hazardous Substance with respect to which any Applicable Requirements requires that a notice be given to persons entering or occupying the Premises or neighboring properties. Notwithstanding the foregoing, Lessee may use any ordinary and customary materials reasonably required to be used in the normal course of the Agreed Use such as ordinary office supplies (copier toner, liquid paper, glue, etc.) and common household cleaning materials, so long as such use is in compliance with all Applicable Requirements, is not a Reportable Use, and does not expose the Premises or neighboring property to any meaningful risk of contamination or damage or expose Lessor to any liability therefor. In addition, Lessor may condition its consent to any Reportable Use upon receiving such additional assurances as Lessor reasonably deems necessary to protect itself, the public, the Premises and/or the environment against damage, contamination, injury and/or liability, including, but not limited to, the installation (and removal on or before Lease expiration or termination) of protective modifications (such as concrete encasements) and/or increasing the

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Security Deposit.

(b) **Duty to Inform Lessor.** If Lessee knows, or has reasonable cause to believe, that a Hazardous Substance has come to be located in, on, under or about the Premises, other than as previously consented to by Lessor, Lessee shall immediately give written notice of such fact to Lessor, and provide Lessor with a copy of any report, notice, claim or other documentation which it has concerning the presence of such Hazardous Substance.

(c) **Lessee Remediation.** Lessee shall not cause or permit any Hazardous Substance to be spilled or released in, on, under, or about the Premises (including through the plumbing or sanitary sewer system) and shall promptly, at Lessee's expense, comply with all Applicable Requirements and take all investigatory and/or remedial action reasonably recommended, whether or not formally ordered or required, for the cleanup of any contamination of, and for the maintenance, security and/or monitoring of the Premises or neighboring properties, that was caused or materially contributed to by Lessee, or pertaining to or involving any Hazardous Substance brought onto the Premises during the term of this Lease, by or for Lessee, or any third party.

(d) **Lessee Indemnification.** Lessee shall indemnify, defend and hold Lessor, its agents, employees, lenders and ground lessor, if any, harmless from and against any and all loss of rents and/or damages, liabilities, judgments, claims, expenses, penalties, and attorneys' and consultants' fees arising out of or involving any Hazardous Substance brought onto the Premises by or for Lessee, or any third party (provided, however, that Lessee shall have no liability under this Lease with respect to underground migration of any Hazardous Substance under the Premises from areas outside of the Project not caused or contributed to by Lessee). Lessee's obligations shall include, but not be limited to, the effects of any contamination or injury to person, property or the environment created or suffered by Lessee, and the cost of investigation, removal, remediation, restoration and/or abatement, and shall survive the expiration or termination of this Lease. No termination, cancellation or release agreement entered into by Lessor and Lessee shall release Lessee from its obligations under this Lease with respect to Hazardous Substances, unless specifically so agreed by Lessor in writing at the time of such agreement.

(e) **Lessor Indemnification.** Except as otherwise provided in paragraph 8.7, Lessor and its successors and assigns shall indemnify, defend, reimburse and hold Lessee, its employees and lenders, harmless from and against any and all environmental damages, including the cost of remediation, which result from Hazardous Substances which existed on the Premises prior to Lessee's occupancy or which are caused by the gross negligence or willful misconduct of Lessor, its agents or employees. Lessor's obligations, as and when required by the Applicable Requirements, shall include, but not be limited to, the cost of investigation, removal, remediation, restoration and/or abatement, and shall survive the expiration or termination of this Lease.

(f) **Investigations and Remediations.** Lessor shall retain the responsibility and pay for any investigations or remediation measures required by governmental entities having jurisdiction with respect to the existence of Hazardous Substances on the Premises prior to Lessee's occupancy, unless such remediation measure is required as a result of Lessee's use (including "Alterations", as defined in paragraph 7.3(a) below) of the Premises, in which event Lessee shall be responsible for such payment. Lessee shall cooperate fully in any such activities at the request of Lessor, including allowing Lessor and Lessor's agents to have reasonable access to the Premises at reasonable times in order to carry out Lessor's investigative and remedial responsibilities.

(g) **Lessor Termination Option.** If a Hazardous Substance Condition (see Paragraph 9.1(e)) occurs during the term of this Lease, unless Lessee is legally responsible therefor (in which case Lessee shall make the investigation and remediation thereof required by the Applicable Requirements and this Lease shall continue in full force and effect, but subject to Lessor's rights under Paragraph 6.2(d) and Paragraph 13), Lessor may, at Lessor's option, either (i) investigate and remediate such Hazardous Substance Condition, if required, as soon as reasonably possible at Lessor's expense, in which event this Lease shall continue in full force and effect, or (ii) if the estimated cost to remediate such condition exceeds 12 times the then monthly Base Rent or \$100,000, whichever is greater, give written notice to Lessee, within 30 days after receipt by Lessor of knowledge of the occurrence of such Hazardous Substance Condition, of Lessor's desire to terminate this Lease as of the date 60 days following the date of such notice. In the event Lessor elects to give a termination notice, Lessee may, within 10 days thereafter, give written notice to Lessor of Lessee's commitment to pay the amount by which the cost of the remediation of such Hazardous Substance Condition exceeds an amount equal to 12 times the then monthly Base Rent or \$100,000, whichever is greater. Lessee shall provide Lessor with said funds or satisfactory assurance thereof within 30 days following such commitment. In such event, this Lease shall continue in full force and effect, and Lessor shall proceed to make such remediation as soon as reasonably possible after the required funds are available. If Lessee does not give such notice and provide the required funds or assurance thereof within the time provided, this Lease shall terminate as of the date specified in Lessor's notice of termination.

6.3 Lessee's Compliance with Applicable Requirements. Except as otherwise provided in this Lease, Lessee shall, at Lessee's sole expense, fully, diligently and in a timely manner, materially comply with all Applicable Requirements, the requirements of any applicable fire insurance underwriter or rating bureau, and the recommendations of Lessor's engineers and/or consultants which relate in any manner to the Premises, without regard to whether said Applicable Requirements are now in effect or become effective after the Start Date. Lessee shall, within 10 days after receipt of Lessor's written request, provide Lessor with copies of all permits and other documents, and other information evidencing Lessee's compliance with any Applicable Requirements specified by Lessor, and shall immediately upon receipt, notify Lessor in writing (with copies of any documents involved) of any threatened or actual claim, notice, citation, warning, complaint or report pertaining to or involving the failure of Lessee or the Premises to comply with any Applicable Requirements. Likewise, Lessee shall immediately give written notice to Lessor of: (i) any water damage to the Premises and any suspected seepage, pooling, dampness or other condition conducive to the production of mold; or (ii) any mustiness or other odors that might indicate the presence of mold in the Premises.

6.4 Inspection; Compliance. Lessor and Lessor's "Lender" (as defined in Paragraph 30) and consultants authorized by Lessor shall have the right to enter into Premises at any time, in the case of an emergency, and otherwise at reasonable times, after reasonable notice, for the purpose of inspecting and/or testing the condition of the Premises and/or for verifying compliance by Lessee with this Lease. The cost of any such inspections shall be paid by Lessor, unless a violation of Applicable Requirements, or a Hazardous Substance Condition (see Paragraph 9.1e) is found to exist or be imminent, or the inspection is requested or ordered by a governmental authority. In such case, Lessee shall upon request reimburse Lessor for the cost of such inspection, so long as such inspection is reasonably related to the violation or contamination. In addition, Lessee shall provide copies of all relevant material safety data sheets (MSDS) to Lessor within 10 days of the receipt of written request therefor. Lessee acknowledges that any failure on its part to allow such inspections or testing will expose Lessor to risks and potentially cause Lessor to incur costs not contemplated by this Lease, the extent of which will be extremely difficult to ascertain. Accordingly, should the Lessee fail to allow such inspections and/or testing in a timely fashion the Base Rent shall be automatically increased, without any requirement for notice to Lessee, by an amount equal to 10% of the then existing Base Rent or \$100, whichever is greater for the remainder to the Lease. The Parties agree that such increase in Base Rent represents fair and reasonable compensation for the additional risk/costs that Lessor will incur by reason of Lessee's failure to allow such inspection and/or testing. Such increase in Base Rent shall in no event constitute a waiver of Lessee's Default or Breach with respect to such failure nor prevent the exercise of any of the other rights and remedies granted hereunder.

7. Maintenance; Repairs; Utility Installations; Trade Fixtures and Alterations.

7.1 Lessee's Obligations. Notwithstanding Lessor's obligation to keep the Premises in good condition and repair, Lessee shall be responsible for payment of the cost thereof to Lessor as additional rent for that portion of the cost of any maintenance and repair of the Premises, or any equipment (wherever located) that serves only Lessee or the Premises, to the extent such cost is attributable to abuse or misuse. In addition, Lessee rather than the Lessor shall be responsible for the cost of painting, repairing or replacing wall coverings, and to repair or replace any similar improvements within the Premises. Lessor may, at its option, upon reasonable notice, elect to have Lessee perform any particular such maintenance or repairs the cost of which is otherwise Lessee's responsibility hereunder."

7.2 Lessor's Obligations. Subject to the provisions of Paragraphs 2.2 (Condition), 2.3 (Compliance), 4.2 (Operating Expenses), 6 (Use), 7.1 (Lessee's Obligations), 9 (Damage or Destruction) and 14 (Condemnation), Lessor, subject to reimbursement pursuant to Paragraph 4.2, shall keep in good order, condition and repair the foundations, exterior walls, structural condition of interior bearing walls, exterior roof, fire sprinkler system, fire alarm and/or smoke detection systems, fire hydrants, and the Common Areas.


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7.3 Utility Installations; Trade Fixtures; Alterations.

(a) **Definitions.** The term "Utility Installations" refers to all floor and window coverings, air lines, vacuum lines, power panels, electrical distribution, security and fire protection systems, communication cabling, lighting fixtures, HVAC equipment, and plumbing in or on the Premises. The term "Trade Fixtures" shall mean Lessee's machinery and equipment that can be removed without doing material damage to the Premises. The term "Alterations" shall mean any modification of the improvements, other than Utility Installations or Trade Fixtures, whether by addition or deletion. "Lessee Owned Alterations and/or Utility Installations" are defined as Alterations and/or Utility Installations made by Lessee that are not yet owned by Lessor pursuant to Paragraph 7.4(a).

(b) **Consent.** Lessee shall not make any Alterations or Utility Installations to the Premises without Lessor's prior written consent. Lessee may, however, make non-structural Alterations or Utility Installations to the interior of the Premises (excluding the roof) without such consent but upon notice to Lessor, as long as they are not visible from the outside, do not involve puncturing, relocating or removing the roof, ceilings, floors or any existing walls, will not affect the electrical, plumbing, HVAC, and/or life safety systems, do not trigger the requirement for additional modifications and/or improvements to the Premises resulting from Applicable Requirements, such as compliance with Title 24, and the cumulative cost thereof during this Lease as extended does not exceed \$2000. Notwithstanding the foregoing, Lessee shall not make or permit any roof penetrations and/or install anything on the roof without the prior written approval of Lessor. Lessor may, as a precondition to granting such approval, require Lessee to utilize a contractor chosen and/or approved by Lessor. Any Alterations or Utility Installations that Lessee shall desire to make and which require the consent of the Lessor shall be presented to Lessor in written form with detailed plans. Consent shall be deemed conditioned upon Lessee's: (i) acquiring all applicable governmental permits, (ii) furnishing Lessor with copies of both the permits and the plans and specifications prior to commencement of the work, and (iii) compliance with all conditions of said permits and other Applicable Requirements in a prompt and expeditious manner. Any Alterations or Utility Installations shall be performed in a workmanlike manner with good and sufficient materials. Lessee shall promptly upon completion furnish Lessor with as-built plans and specifications. For work which costs an amount in excess of one month's Base Rent, Lessor may condition its consent upon Lessee providing a lien and completion bond in an amount equal to 150% of the estimated cost of such Alteration or Utility Installation and/or upon Lessee's posting an additional Security Deposit with Lessor.

(c) **Liens; Bonds.** Lessee shall pay, when due, all claims for labor or materials furnished or alleged to have been furnished to or for Lessee at or for use on the Premises, which claims are or may be secured by any mechanic's or materialmen's lien against the Premises or any interest therein. Lessee shall give Lessor not less than 10 days notice prior to the commencement of any work in, on or about the Premises, and Lessor shall have the right to post notices of non-responsibility. If Lessee shall contest the validity of any such lien, claim or demand, then Lessee shall, at its sole expense defend and protect itself, Lessor and the Premises against the same and shall pay and satisfy any such adverse judgment that may be rendered thereon before the enforcement thereof. If Lessor shall require, Lessee shall furnish a surety bond in an amount equal to 150% of the amount of such contested lien, claim or demand, indemnifying Lessor against liability for the same. If Lessor elects to participate in any such action, Lessee shall pay Lessor's attorneys' fees and costs.

7.4 Ownership; Removal; Surrender; and Restoration.

(a) **Ownership.** Subject to Lessor's right to require removal or elect ownership as hereinafter provided, all Alterations and Utility Installations made by Lessee shall be the property of Lessee, but considered a part of the Premises. Lessor may, at any time, elect in writing to be the owner of all or any specified part of the Lessee Owned Alterations and Utility Installations. Unless otherwise instructed per paragraph 7.4(b) hereof, all Lessee Owned Alterations and Utility Installations shall, at the expiration or termination of this Lease, become the property of Lessor and be surrendered by Lessee with the Premises.

(b) **Removal.** By delivery to Lessee of written notice from Lessor not earlier than 90 and not later than 30 days prior to the end of the term of this Lease, Lessor may require that any or all Lessee Owned Alterations or Utility Installations be removed by the expiration or termination of this Lease. Lessor may require the removal at any time of all or any part of any Lessee Owned Alterations or Utility Installations made without the required consent.

(c) **Surrender; Restoration.** Lessee shall surrender the Premises by the Expiration Date or any earlier termination date, with all of the improvements, parts and surfaces thereof clean and free of debris, and in good operating order, condition and state of repair, ordinary wear and tear excepted. "Ordinary wear and tear" shall not include any damage or deterioration that would have been prevented by good maintenance practice. Notwithstanding the foregoing, if the Lessee occupies the Premises for 12 months or less, then Lessee shall surrender the Premises in the same condition as delivered to Lessee on the Start Date with NO allowance for ordinary wear and tear. Lessee shall repair any damage occasioned by the installation, maintenance or removal of Trade Fixtures, Lessee owned Alterations and/or Utility Installations, furnishings, and equipment as well as the removal of any storage tank installed by or for Lessee. Lessee shall also remove from the Premises any and all Hazardous Substances brought onto the Premises by or for Lessee, or any third party (except Hazardous Substances which were deposited via underground migration from areas outside of the Premises) to the level specified in Applicable Requirements. Trade Fixtures shall remain the property of Lessee and shall be removed by Lessee. Any personal property of Lessee not removed on or before the Expiration Date or any earlier termination date shall be deemed to have been abandoned by Lessee and may be disposed of or retained by Lessor as Lessor may desire. The failure by Lessee to timely vacate the Premises pursuant to this Paragraph 7.4(c) without the express written consent of Lessor shall constitute a holdover under the provisions of Paragraph 26 below.

8. Insurance; Indemnity.

8.1 Insurance Premiums. The cost of the premiums for the insurance policies maintained by Lessor pursuant to paragraph 8 are included as Operating Expenses (see paragraph 4.2 (c)(iv)). Said costs shall include increases in the premiums resulting from additional coverage related to requirements of the holder of a mortgage or deed of trust covering the Premises, Building and/or Project, increased valuation of the Premises, Building and/or Project, and/or a general premium rate increase. Said costs shall not, however, include any premium increases resulting from the nature of the occupancy of any other tenant of the Building. If the Project was not insured for the entirety of the Base Year, then the base premium shall be the lowest annual premium reasonably obtainable for the required insurance as of the Start Date, assuming the most nominal use possible of the Building and/or Project. In no event, however, shall Lessee be responsible for any portion of the premium cost attributable to liability insurance coverage in excess of \$2,000,000 procured under Paragraph 8.2(b).


8.2 Liability Insurance.

(a) **Carried by Lessee.** Lessee shall obtain and keep in force a Commercial General Liability policy of insurance protecting Lessee and Lessor as an additional insured against claims for bodily injury, personal injury and property damage based upon or arising out of the ownership, use, occupancy or maintenance of the Premises and all areas appurtenant thereto. Such insurance shall be on an occurrence basis providing single limit coverage in an amount not less than \$1,000,000 per occurrence with an annual aggregate of not less than \$2,000,000. Lessee shall add Lessor as an additional insured by means of an endorsement at least as broad as the Insurance Service Organization's "Additional Insured-Managers or Lessors of Premises" Endorsement and coverage shall also be extended to include damage caused by heat, smoke or fumes from a hostile fire. The policy shall not contain any intra-insured exclusions as between insured persons or organizations, but shall include coverage for liability assumed under this Lease as an "insured contract" for the performance of Lessee's indemnity obligations under this Lease. The limits of said insurance shall not, however, limit the liability of Lessee nor relieve Lessee of any obligation hereunder. Lessee shall provide an endorsement on its liability policy(ies) which provides that its insurance shall be primary to and not contributory with any similar insurance carried by Lessor, whose insurance shall be considered excess insurance only.

(b) **Carried by Lessor.** Lessor shall maintain liability insurance as described in Paragraph 8.2(a), in addition to, and not in lieu of, the insurance required to be maintained by Lessee. Lessee shall not be named as an additional insured therein.

8.3 Property Insurance - Building, Improvements and Rental Value.

(a) **Building and Improvements.** Lessor shall obtain and keep in force a policy or policies of insurance in the name of Lessor, with loss payable to Lessor, any ground-lessor, and to any Lender insuring loss or damage to the Building and/or Project. The amount of such insurance shall be equal to the full insurable replacement cost of the Building and/or Project, as the same shall exist from time to time, or the amount required by


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any Lender, but in no event more than the commercially reasonable and available insurable value thereof. Lessee Owned Alterations and Utility Installations, Trade Fixtures, and Lessee's personal property shall be insured by Lessee not by Lessor. If the coverage is available and commercially appropriate, such policy or policies shall insure against all risks of direct physical loss or damage (except the perils of flood and/or earthquake unless required by a Lender), including coverage for debris removal and the enforcement of any Applicable Requirements requiring the upgrading, demolition, reconstruction or replacement of any portion of the Premises as the result of a covered loss. Said policy or policies shall also contain an agreed valuation provision in lieu of any coinsurance clause, waiver of subrogation, and inflation guard protection causing an increase in the annual property insurance coverage amount by a factor of not less than the adjusted U.S. Department of Labor Consumer Price Index for All Urban Consumers for the city nearest to where the Premises are located. If such insurance coverage has a deductible clause, the deductible amount shall not exceed \$5,000 per occurrence.

(b) **Rental Value.** Lessor shall also obtain and keep in force a policy or policies in the name of Lessor with loss payable to Lessor and any Lender, insuring the loss of the full Rent for one year with an extended period of indemnity for an additional 180 days ("Rental Value Insurance"). Said insurance shall contain an agreed valuation provision in lieu of any coinsurance clause, and the amount of coverage shall be adjusted annually to reflect the projected Rent otherwise payable by Lessee, for the next 12 month period.

(c) **Adjacent Premises.** Lessee shall pay for any increase in the premiums for the property insurance of the Building and for the Common Areas or other buildings in the Project if said increase is caused by Lessee's acts, omissions, use or occupancy of the Premises.

(d) **Lessee's Improvements.** Since Lessor is the Insuring Party, Lessor shall not be required to insure Lessee Owned Alterations and Utility Installations unless the item in question has become the property of Lessor under the terms of this Lease.

8.4 Lessee's Property; Business Interruption Insurance; Worker's Compensation Insurance.

(a) **Property Damage.** Lessee shall obtain and maintain insurance coverage on all of Lessee's personal property, Trade Fixtures, and Lessee Owned Alterations and Utility Installations. Such insurance shall be full replacement cost coverage with a deductible of not to exceed \$1,000 per occurrence. The proceeds from any such insurance shall be used by Lessee for the replacement of personal property, Trade Fixtures and Lessee Owned Alterations and Utility Installations.

(b) **Worker's Compensation Insurance.** Lessee shall obtain and maintain Worker's Compensation Insurance in such amount as may be required by Applicable Requirements. Such policy shall include a 'Waiver of Subrogation' endorsement. Lessee shall provide Lessor with a copy of such endorsement along with the certificate of insurance or copy of the policy required by paragraph 8.5.

(c) **Business Interruption.** Lessee shall obtain and maintain loss of income and extra expense insurance in amounts as will reimburse Lessee for direct or indirect loss of earnings attributable to all perils commonly insured against by prudent lessees in the business of Lessee or attributable to prevention of access to the Premises as a result of such perils.

(d) **No Representation of Adequate Coverage.** Lessor makes no representation that the limits or forms of coverage of insurance specified herein are adequate to cover Lessee's property, business operations or obligations under this Lease.

8.5 **Insurance Policies.** Insurance required herein shall be by companies maintaining during the policy term a "General Policyholders Rating" of at least A-, VII, as set forth in the most current issue of "Best's Insurance Guide", or such other rating as may be required by a Lender. Lessee shall not do or permit to be done anything which invalidates the required insurance policies. Lessee shall, prior to the Start Date, deliver to Lessor certified copies of policies of such insurance or certificates with copies of the required endorsements evidencing the existence and amounts of the required insurance. No such policy shall be cancelable or subject to modification except after 10 days prior written notice to Lessor. Lessee shall, at least 30 days prior to the expiration of such policies, furnish Lessor with evidence of renewals or "insurance binders" evidencing renewal thereof, or Lessor may increase his liability insurance coverage and charge the cost thereof to Lessee, which amount shall be payable by Lessee to Lessor upon demand. Such policies shall be for a term of at least one year, or the length of the remaining term of this Lease, whichever is less. If either Party shall fail to procure and maintain the insurance required to be carried by it, the other Party may, but shall not be required to, procure and maintain the same.

8.6 **Waiver of Subrogation.** Without affecting any other rights or remedies, Lessee and Lessor each hereby release and relieve the other, and waive their entire right to recover damages against the other, for loss of or damage to its property arising out of or incident to the perils required to be insured against herein. The effect of such releases and waivers is not limited by the amount of insurance carried or required, or by any deductibles applicable hereto. The Parties agree to have their respective property damage insurance carriers waive any right to subrogation that such companies may have against Lessor or Lessee, as the case may be, so long as the insurance is not invalidated thereby.

8.7 **Indemnity.** Except for Lessor's gross negligence or willful misconduct, Lessee shall indemnify, protect, defend and hold harmless the Premises, Lessor and its agents, Lessor's master or ground lessor, partners and Lenders, from and against any and all claims, loss of rents and/or damages, liens, judgments, penalties, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in connection with, a Breach of the Lease by Lessee and/or the use and/or occupancy of the Premises and/or Project by Lessee and/or by Lessee's employees, contractors or invitees. If any action or proceeding is brought against Lessor by reason of any of the foregoing matters, Lessee shall upon notice defend the same at Lessee's expense by counsel reasonably satisfactory to Lessor and Lessor shall cooperate with Lessee in such defense. Lessor need not have first paid any such claim in order to be defended or indemnified.

8.8 **Exemption of Lessor and its Agents from Liability.** Notwithstanding the negligence or breach of this Lease by Lessor or its agents, neither Lessor nor its agents shall be liable under any circumstances for: (i) injury or damage to the person or goods, wares, merchandise or other property of Lessee, Lessee's employees, contractors, invitees, customers, or any other person in or about the Premises, whether such damage or injury is caused by or results from fire, steam, electricity, gas, water or rain, indoor air quality, the presence of mold or from the breakage, leakage, obstruction or other defects of pipes, fire sprinklers, wires, appliances, plumbing, HVAC or lighting fixtures, or from any other cause, whether the said injury or damage results from conditions arising upon the Premises or upon other portions of the Building, or from other sources or places, (ii) any damages arising from any act or neglect of any other tenant of Lessor or from the failure of Lessor or its agents to enforce the provisions of any other lease in the Project, or (iii) injury to Lessee's business or for any loss of income or profit therefrom. Instead, it is intended that Lessee's sole recourse in the event of such damages or injury be to file a claim on the insurance policy(ies) that Lessee is required to maintain pursuant to the provisions of paragraph 8.

8.9 **Failure to Provide Insurance.** Lessee acknowledges that any failure on its part to obtain or maintain the insurance required herein will expose Lessor to risks and potentially cause Lessor to incur costs not contemplated by this Lease, the extent of which will be extremely difficult to ascertain. Accordingly, for any month or portion thereof that Lessee does not maintain the required insurance and/or does not provide Lessor with the required binders or certificates evidencing the existence of the required insurance, the Base Rent shall be automatically increased, without any requirement for notice to Lessee, by an amount equal to 10% of the then existing Base Rent or \$100, whichever is greater. The parties agree that such increase in Base Rent represents fair and reasonable compensation for the additional risk/costs that Lessor will incur by reason of Lessee's failure to maintain the required insurance. Such increase in Base Rent shall in no event constitute a waiver of Lessee's Default or Breach with respect to the failure to maintain such insurance, prevent the exercise of any of the other rights and remedies granted hereunder, nor relieve Lessee of its obligation to maintain the insurance specified in this Lease.

9. Damage or Destruction.

9.1 Definitions.

(a) **"Premises Partial Damage"** shall mean damage or destruction to the improvements on the Premises, other than Lessee Owned Alterations and Utility Installations, which can reasonably be repaired in 3 months or less from the date of the damage or destruction, and the cost thereof does not exceed a sum equal to 6 month's Base Rent. Lessor shall notify Lessee in writing within 30 days from the date of the damage or destruction as to whether or not the damage is Partial or Total.

(b) **"Premises Total Destruction"** shall mean damage or destruction to the improvements on the Premises, other than Lessee Owned Alterations and Utility Installations and Trade Fixtures, which cannot reasonably be repaired in 3 months or less from the date of the damage or destruction and/or the cost thereof exceeds a sum equal to 6 month's Base Rent. Lessor shall notify Lessee in writing within 30 days from the date


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of the damage or destruction as to whether or not the damage is Partial or Total.

(c) **"Insured Loss"** shall mean damage or destruction to improvements on the Premises, other than Lessee Owned Alterations and Utility Installations and Trade Fixtures, which was caused by an event required to be covered by the insurance described in Paragraph 8.3(a), irrespective of any deductible amounts or coverage limits involved.

(d) **"Replacement Cost"** shall mean the cost to repair or rebuild the improvements owned by Lessor at the time of the occurrence to their condition existing immediately prior thereto, including demolition, debris removal and upgrading required by the operation of Applicable Requirements, and without deduction for depreciation.

(e) **"Hazardous Substance Condition"** shall mean the occurrence or discovery of a condition involving the presence of, or a contamination by, a Hazardous Substance, in, on, or under the Premises which requires restoration.

9.2 Partial Damage - Insured Loss. If a Premises Partial Damage that is an Insured Loss occurs, then Lessor shall, at Lessor's expense, repair such damage (but not Lessee's Trade Fixtures or Lessee Owned Alterations and Utility Installations) as soon as reasonably possible and this Lease shall continue in full force and effect; provided, however, that Lessee shall, at Lessor's election, make the repair of any damage or destruction the total cost to repair of which is \$5,000 or less, and, in such event, Lessor shall make any applicable insurance proceeds available to Lessee on a reasonable basis for that purpose. Notwithstanding the foregoing, if the required insurance was not in force or the insurance proceeds are not sufficient to effect such repair, the Insuring Party shall promptly contribute the shortage in proceeds as and when required to complete said repairs. In the event, however, such shortage was due to the fact that, by reason of the unique nature of the improvements, full replacement cost insurance coverage was not commercially reasonable and available, Lessor shall have no obligation to pay for the shortage in insurance proceeds or to fully restore the unique aspects of the Premises unless Lessee provides Lessor with the funds to cover same, or adequate assurance thereof, within 10 days following receipt of written notice of such shortage and request therefor. If Lessor receives said funds or adequate assurance thereof within said 10 day period, the party responsible for making the repairs shall complete them as soon as reasonably possible and this Lease shall remain in full force and effect. If such funds or assurance are not received, Lessor may nevertheless elect by written notice to Lessee within 10 days thereafter to: (i) make such restoration and repair as is commercially reasonable with Lessor paying any shortage in proceeds, in which case this Lease shall remain in full force and effect, or (ii) have this Lease terminate 30 days thereafter. Lessee shall not be entitled to reimbursement of any funds contributed by Lessee to repair any such damage or destruction. Premises Partial Damage due to flood or earthquake shall be subject to Paragraph 9.3, notwithstanding that there may be some insurance coverage, but the net proceeds of any such insurance shall be made available for the repairs if made by either Party.

9.3 Partial Damage - Uninsured Loss. If a Premises Partial Damage that is not an Insured Loss occurs, unless caused by a negligent or willful act of Lessee (in which event Lessee shall make the repairs at Lessee's expense), Lessor may either: (i) repair such damage as soon as reasonably possible at Lessor's expense (subject to reimbursement pursuant to Paragraph 4.2), in which event this Lease shall continue in full force and effect, or (ii) terminate this Lease by giving written notice to Lessee within 30 days after receipt by Lessor of knowledge of the occurrence of such damage. Such termination shall be effective 60 days following the date of such notice. In the event Lessor elects to terminate this Lease, Lessee shall have the right within 10 days after receipt of the termination notice to give written notice to Lessor of Lessee's commitment to pay for the repair of such damage without reimbursement from Lessor. Lessee shall provide Lessor with said funds or satisfactory assurance thereof within 30 days after making such commitment. In such event this Lease shall continue in full force and effect, and Lessor shall proceed to make such repairs as soon as reasonably possible after the required funds are available. If Lessee does not make the required commitment, this Lease shall terminate as of the date specified in the termination notice.

9.4 Total Destruction. Notwithstanding any other provision hereof, if a Premises Total Destruction occurs, this Lease shall terminate 60 days following such Destruction. If the damage or destruction was caused by the gross negligence or willful misconduct of Lessee, Lessor shall have the right to recover Lessor's damages from Lessee, except as provided in Paragraph 8.6.

9.5 Damage Near End of Term. If at any time during the last 6 months of this Lease there is damage for which the cost to repair exceeds one month's Base Rent, whether or not an Insured Loss, Lessor may terminate this Lease effective 60 days following the date of occurrence of such damage by giving a written termination notice to Lessee within 30 days after the date of occurrence of such damage. Notwithstanding the foregoing, if Lessee at that time has an exercisable option to extend this Lease or to purchase the Premises, then Lessee may preserve this Lease by, (a) exercising such option and (b) providing Lessor with any shortage in insurance proceeds (or adequate assurance thereof) needed to make the repairs on or before the earlier of (i) the date which is 10 days after Lessee's receipt of Lessor's written notice purporting to terminate this Lease, or (ii) the day prior to the date upon which such option expires. If Lessee duly exercises such option during such period and provides Lessor with funds (or adequate assurance thereof) to cover any shortage in insurance proceeds, Lessor shall, at Lessor's commercially reasonable expense, repair such damage as soon as reasonably possible and this Lease shall continue in full force and effect. If Lessee fails to exercise such option and provide such funds or assurance during such period, then this Lease shall terminate on the date specified in the termination notice and Lessee's option shall be extinguished.

9.6 Abatement of Rent; Lessee's Remedies.

(a) **Abatement.** In the event of Premises Partial Damage or Premises Total Destruction or a Hazardous Substance Condition for which Lessee is not responsible under this Lease, the Rent payable by Lessee for the period required for the repair, remediation or restoration of such damage shall be abated in proportion to the degree to which Lessee's use of the Premises is impaired, but not to exceed the proceeds received from the Rental Value insurance. All other obligations of Lessee hereunder shall be performed by Lessee, and Lessor shall have no liability for any such damage, destruction, remediation, repair or restoration except as provided herein.

(b) **Remedies.** If Lessor is obligated to repair or restore the Premises and does not commence, in a substantial and meaningful way, such repair or restoration within 90 days after such obligation shall accrue, Lessee may, at any time prior to the commencement of such repair or restoration, give written notice to Lessor and to any Lenders of which Lessee has actual notice, of Lessee's election to terminate this Lease on a date not less than 60 days following the giving of such notice. If Lessee gives such notice and such repair or restoration is not commenced within 30 days thereafter, this Lease shall terminate as of the date specified in said notice. If the repair or restoration is commenced within such 30 days, this Lease shall continue in full force and effect. "Commence" shall mean either the unconditional authorization of the preparation of the required plans, or the beginning of the actual work on the Premises, whichever first occurs.

9.7 Termination; Advance Payments. Upon termination of this Lease pursuant to Paragraph 6.2(g) or Paragraph 9, an equitable adjustment shall be made concerning advance Base Rent and any other advance payments made by Lessee to Lessor. Lessor shall, in addition, return to Lessee so much of Lessee's Security Deposit as has not been, or is not then required to be, used by Lessor.

10. Real Property Taxes.

10.1 Definitions. As used herein, the term **"Real Property Taxes"** shall include any form of assessment; real estate, general, special, ordinary or extraordinary, or rental levy or tax (other than inheritance, personal income or estate taxes); improvement bond; and/or license fee imposed upon or levied against any legal or equitable interest of Lessor in the Project, Lessor's right to other income therefrom, and/or Lessor's business of leasing, by any authority having the direct or indirect power to tax and where the funds are generated with reference to the Project address. **"Real Property Taxes"** shall also include any tax, fee, levy, assessment or charge, or any increase therein: (i) imposed by reason of events occurring during the term of this Lease, including but not limited to, a change in the ownership of the Project, (ii) a change in the improvements thereon, and/or (iii) levied or assessed on machinery or equipment provided by Lessor to Lessee pursuant to this Lease.

10.2 Payment of Taxes. Except as otherwise provided in Paragraph 10.3, Lessor shall pay the Real Property Taxes applicable to the Project, and said payments shall be included in the calculation of Operating Expenses in accordance with the provisions of Paragraph 4.2.

10.3 Additional Improvements. Operating Expenses shall not include Real Property Taxes specified in the tax assessor's records and work sheets as being caused by additional improvements placed upon the Project by other lessees or by Lessor for the exclusive enjoyment of such other lessees. Notwithstanding Paragraph 10.2 hereof, Lessee shall, however, pay to Lessor at the time Operating Expenses are payable under Paragraph 4.2, the entirety of any increase in Real Property Taxes if assessed solely by reason of Alterations, Trade Fixtures or Utility Installations placed upon

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the Premises by Lessee or at Lessee's request or by reason of any alterations or improvements to the Premises made by Lessor subsequent to the execution of this Lease by the Parties.

10.4 Joint Assessment. If the Building is not separately assessed, Real Property Taxes allocated to the Building shall be an equitable proportion of the Real Property Taxes for all of the land and improvements included within the tax parcel assessed, such proportion to be determined by Lessor from the respective valuations assigned in the assessor's work sheets or such other information as may be reasonably available. Lessor's reasonable determination thereof, in good faith, shall be conclusive.

10.5 Personal Property Taxes. Lessee shall pay prior to delinquency all taxes assessed against and levied upon Lessee Owned Alterations and Utility Installations, Trade Fixtures, furnishings, equipment and all personal property of Lessee contained in the Premises. When possible, Lessee shall cause its Lessee Owned Alterations and Utility Installations, Trade Fixtures, furnishings, equipment and all other personal property to be assessed and billed separately from the real property of Lessor. If any of Lessee's said property shall be assessed with Lessor's real property, Lessee shall pay Lessor the taxes attributable to Lessee's property within 10 days after receipt of a written statement setting forth the taxes applicable to Lessee's property.

11. Utilities and Services.

11.1 Services Provided by Lessor. Lessor shall provide heating, ventilation, air conditioning, reasonable amounts of electricity for normal lighting and office machines, water for reasonable and normal drinking and lavatory use in connection with an office, and replacement light bulbs and/or fluorescent tubes and ballasts for standard overhead fixtures. Lessor shall also provide janitorial services to the Premises and Common Areas 5 times per week, excluding Building Holidays, or pursuant to the attached janitorial schedule, if any. Lessor shall not, however, be required to provide janitorial services to kitchens or storage areas included within the Premises.

11.2 Services Exclusive to Lessee. Notwithstanding the provisions of paragraph 11.1, Lessee shall pay for all water, gas, light, power, telephone and other utilities and services specially or exclusively supplied and/or metered exclusively to the Premises or to Lessee, together with any taxes thereon. Notwithstanding the provisions of Paragraph 4.2(vi), if a service is deleted by Paragraph 1.13 and such service is not separately metered to the Premises, Lessee shall pay at Lessor's option, either Lessee's Share or a reasonable proportion to be determined by Lessor of all charges for such jointly metered service.

11.3 Hours of Service. Said services and utilities shall be provided during times set forth in Paragraph 1.12. Utilities and services required at other times shall be subject to advance request and reimbursement by Lessee to Lessor of the cost thereof.

11.4 Excess Usage by Lessee. Lessee shall not make connection to the utilities except by or through existing outlets and shall not install or use machinery or equipment in or about the Premises that uses excess water, lighting or power, or suffer or permit any act that causes extra burden upon the utilities or services, including but not limited to security and trash services, over standard office usage for the Project. Lessor shall require Lessee to reimburse Lessor for any excess expenses or costs that may arise out of a breach of this subparagraph by Lessee. Lessor may, in its sole discretion, install at Lessee's expense supplemental equipment and/or separate metering applicable to Lessee's excess usage or loading.

11.5 Interruptions. There shall be no abatement of rent and Lessor shall not be liable in any respect whatsoever for the inadequacy, stoppage, interruption or discontinuance of any utility or service due to riot, strike, labor dispute, breakdown, accident, repair or other cause beyond Lessor's reasonable control or in cooperation with governmental request or directions.

12. Assignment and Subletting.

12.1 Lessor's Consent Required.

(a) Lessee shall not voluntarily or by operation of law assign, transfer, mortgage or encumber (collectively, "assign or assignment") or sublet all or any part of Lessee's interest in this Lease or in the Premises without Lessor's prior written consent.

(b) Unless Lessee is a corporation and its stock is publicly traded on a national stock exchange, a change in the control of Lessee shall constitute an assignment requiring consent. The transfer, on a cumulative basis, of 25% or more of the voting control of Lessee shall constitute a change in control for this purpose.

(c) The involvement of Lessee or its assets in any transaction, or series of transactions (by way of merger, sale, acquisition, financing, transfer, leveraged buyout or otherwise), whether or not a formal assignment or hypothecation of this Lease or Lessee's assets occurs, which results or will result in a reduction of the Net Worth of Lessee by an amount greater than 25% of such Net Worth as it was represented at the time of the execution of this Lease or at the time of the most recent assignment to which Lessor has consented, or as it exists immediately prior to said transaction or transactions constituting such reduction, whichever was or is greater, shall be considered an assignment of this Lease to which Lessor may withhold its consent. "Net Worth of Lessee" shall mean the net worth of Lessee (excluding any guarantors) established under generally accepted accounting principles.

(d) An assignment or subletting without consent shall, at Lessor's option, be a Default curable after notice per Paragraph 13.1(d), or a noncurable Breach without the necessity of any notice and grace period. If Lessor elects to treat such unapproved assignment or subletting as a noncurable Breach, Lessor may either: (i) terminate this Lease, or (ii) upon 30 days written notice, increase the monthly Base Rent to 110% of the Base Rent then in effect. Further, in the event of such Breach and rental adjustment, (i) the purchase price of any option to purchase the Premises held by Lessee shall be subject to similar adjustment to 110% of the price previously in effect, and (ii) all fixed and non-fixed rental adjustments scheduled during the remainder of the Lease term shall be increased to 110% of the scheduled adjusted rent.

(e) Lessee's remedy for any breach of Paragraph 12.1 by Lessor shall be limited to compensatory damages and/or injunctive relief.

(f) Lessor may reasonably withhold consent to a proposed assignment or subletting if Lessee is in Default at the time consent is requested.

(g) Notwithstanding the foregoing, allowing a de minimis portion of the Premises, ie. 20 square feet or less, to be used by a third party vendor in connection with the installation of a vending machine or payphone shall not constitute a subletting.

12.2 Terms and Conditions Applicable to Assignment and Subletting.

(a) Regardless of Lessor's consent, no assignment or subletting shall: (i) be effective without the express written assumption by such assignee or sublessee of the obligations of Lessee under this Lease, (ii) release Lessee of any obligations hereunder, or (iii) alter the primary liability of Lessee for the payment of Rent or for the performance of any other obligations to be performed by Lessee.

(b) Lessor may accept Rent or performance of Lessee's obligations from any person other than Lessee pending approval or disapproval of an assignment. Neither a delay in the approval or disapproval of such assignment nor the acceptance of Rent or performance shall constitute a waiver or estoppel of Lessor's right to exercise its remedies for Lessee's Default or Breach.

(c) Lessor's consent to any assignment or subletting shall not constitute a consent to any subsequent assignment or subletting.

(d) In the event of any Default or Breach by Lessee, Lessor may proceed directly against Lessee, any Guarantors or anyone else responsible for the performance of Lessee's obligations under this Lease, including any assignee or sublessee, without first exhausting Lessor's remedies against any other person or entity responsible therefor to Lessor, or any security held by Lessor.

(e) Each request for consent to an assignment or subletting shall be in writing, accompanied by information relevant to Lessor's determination as to the financial and operational responsibility and appropriateness of the proposed assignee or sublessee, including but not limited to the intended use and/or required modification of the Premises, if any, together with a fee of \$500 as consideration for Lessor's considering and processing said request. Lessee agrees to provide Lessor with such other or additional information and/or documentation as may be reasonably requested. (See also Paragraph 36)

(f) Any assignee of, or sublessee under, this Lease shall, by reason of accepting such assignment, entering into such sublease, or entering into possession of the Premises or any portion thereof, be deemed to have assumed and agreed to conform and comply with each and every term, covenant, condition and obligation herein to be observed or performed by Lessee during the term of said assignment or sublease, other than such obligations as are contrary to or inconsistent with provisions of an assignment or sublease to which Lessor has specifically consented to in writing.

(g) Lessor's consent to any assignment or subletting shall not transfer to the assignee or sublessee any Option granted to the original


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Lessee by this Lease unless such transfer is specifically consented to by Lessor in writing. (See Paragraph 39.2)

12.3 Additional Terms and Conditions Applicable to Subletting. The following terms and conditions shall apply to any subletting by Lessee of all or any part of the Premises and shall be deemed included in all subleases under this Lease whether or not expressly incorporated therein:

(a) Lessee hereby assigns and transfers to Lessor all of Lessee's interest in all Rent payable on any sublease, and Lessor may collect such Rent and apply same toward Lessee's obligations under this Lease; provided, however, that until a Breach shall occur in the performance of Lessee's obligations, Lessee may collect said Rent. In the event that the amount collected by Lessor exceeds Lessee's then outstanding obligations any such excess shall be refunded to Lessee. Lessor shall not, by reason of the foregoing or any assignment of such sublease, nor by reason of the collection of Rent, be deemed liable to the sublessee for any failure of Lessee to perform and comply with any of Lessee's obligations to such sublessee. Lessee hereby irrevocably authorizes and directs any such sublessee, upon receipt of a written notice from Lessor stating that a Breach exists in the performance of Lessee's obligations under this Lease, to pay to Lessor all Rent due and to become due under the sublease. Sublessee shall rely upon any such notice from Lessor and shall pay all Rents to Lessor without any obligation or right to inquire as to whether such Breach exists, notwithstanding any claim from Lessee to the contrary.

(b) In the event of a Breach by Lessee, Lessor may, at its option, require sublessee to attorn to Lessor, in which event Lessor shall undertake the obligations of the sublessor under such sublease from the time of the exercise of said option to the expiration of such sublease; provided, however, Lessor shall not be liable for any prepaid rents or security deposit paid by such sublessee to such sublessor or for any prior Defaults or Breaches of such sublessor.

(c) Any matter requiring the consent of the sublessor under a sublease shall also require the consent of Lessor.

(d) No sublessee shall further assign or sublet all or any part of the Premises without Lessor's prior written consent.

(e) Lessor shall deliver a copy of any notice of Default or Breach by Lessee to the sublessee, who shall have the right to cure the Default of Lessee within the grace period, if any, specified in such notice. The sublessee shall have a right of reimbursement and offset from and against Lessee for any such Defaults cured by the sublessee.

13. Default; Breach; Remedies.

13.1 Default; Breach. A "Default" is defined as a failure by the Lessee to comply with or perform any of the terms, covenants, conditions or Rules and Regulations under this Lease. A "Breach" is defined as the occurrence of one or more of the following Defaults, and the failure of Lessee to cure such Default within any applicable grace period:

(a) The abandonment of the Premises; or the vacating of the Premises without providing a commercially reasonable level of security, or where the coverage of the property insurance described in Paragraph 8.3 is jeopardized as a result thereof, or without providing reasonable assurances to minimize potential vandalism.

(b) The failure of Lessee to make any payment of Rent or any Security Deposit required to be made by Lessee hereunder, whether to Lessor or to a third party, when due, to provide reasonable evidence of insurance or surety bond, or to fulfill any obligation under this Lease which endangers or threatens life or property, where such failure continues for a period of 3 business days following written notice to Lessee. THE ACCEPTANCE BY LESSOR OF A PARTIAL PAYMENT OF RENT OR SECURITY DEPOSIT SHALL NOT CONSTITUTE A WAIVER OF ANY OF LESSOR'S RIGHTS, INCLUDING LESSOR'S RIGHT TO RECOVER POSSESSION OF THE PREMISES.

(c) The failure of Lessee to allow Lessor and/or its agents access to the Premises or the commission of waste, act or acts constituting public or private nuisance, and/or an illegal activity on the Premises by Lessee, where such actions continue for a period of 3 business days following written notice to Lessee. In the event that Lessee commits waste, a nuisance or an illegal activity a second time then, the Lessor may elect to treat such conduct as a non-curable Breach rather than a Default.

(d) The failure by Lessee to provide (i) reasonable written evidence of compliance with Applicable Requirements, (ii) the service contracts, (iii) the rescission of an unauthorized assignment or subletting, (iv) an Estoppel Certificate or financial statements, (v) a requested subordination, (vi) evidence concerning any guaranty and/or Guarantor, (vii) any document requested under Paragraph 41, (viii) material safety data sheets (MSDS), or (ix) any other documentation or information which Lessor may reasonably require of Lessee under the terms of this Lease, where any such failure continues for a period of 10 days following written notice to Lessee.

(e) A Default by Lessee as to the terms, covenants, conditions or provisions of this Lease, or of the rules adopted under Paragraph 2.9 hereof, other than those described in subparagraphs 13.1(a), (b) or (c), above, where such Default continues for a period of 30 days after written notice; provided, however, that if the nature of Lessee's Default is such that more than 30 days are reasonably required for its cure, then it shall not be deemed to be a Breach if Lessee commences such cure within said 30 day period and thereafter diligently prosecutes such cure to completion.

(f) The occurrence of any of the following events: (i) the making of any general arrangement or assignment for the benefit of creditors; (ii) becoming a "debtor" as defined in 11 U.S.C. § 101 or any successor statute thereto (unless, in the case of a petition filed against Lessee, the same is dismissed within 60 days); (iii) the appointment of a trustee or receiver to take possession of substantially all of Lessee's assets located at the Premises or of Lessee's interest in this Lease, where possession is not restored to Lessee within 30 days; or (iv) the attachment, execution or other judicial seizure of substantially all of Lessee's assets located at the Premises or of Lessee's interest in this Lease, where such seizure is not discharged within 30 days; provided, however, in the event that any provision of this subparagraph is contrary to any applicable law, such provision shall be of no force or effect, and not affect the validity of the remaining provisions.

(g) The discovery that any financial statement of Lessee or of any Guarantor given to Lessor was materially false.

(h) If the performance of Lessee's obligations under this Lease is guaranteed: (i) the death of a Guarantor, (ii) the termination of a Guarantor's liability with respect to this Lease other than in accordance with the terms of such guaranty, (iii) a Guarantor's becoming insolvent or the subject of a bankruptcy filing, (iv) a Guarantor's refusal to honor the guaranty, or (v) a Guarantor's breach of its guaranty obligation on an anticipatory basis, and Lessee's failure, within 60 days following written notice of any such event, to provide written alternative assurance or security, which, when coupled with the then existing resources of Lessee, equals or exceeds the combined financial resources of Lessee and the Guarantors that existed at the time of execution of this Lease.

13.2 Remedies. If Lessee fails to perform any of its affirmative duties or obligations, within 10 days after written notice (or in case of an emergency, without notice), Lessor may, at its option, perform such duty or obligation on Lessee's behalf, including but not limited to the obtaining of reasonably required bonds, insurance policies, or governmental licenses, permits or approvals. Lessee shall pay to Lessor an amount equal to 115% of the costs and expenses incurred by Lessor in such performance upon receipt of an invoice therefor. In the event of a Breach, Lessor may, with or without further notice or demand, and without limiting Lessor in the exercise of any right or remedy which Lessor may have by reason of such Breach:

(a) Terminate Lessee's right to possession of the Premises by any lawful means, in which case this Lease shall terminate and Lessee shall immediately surrender possession to Lessor. In such event Lessor shall be entitled to recover from Lessee: (i) the unpaid Rent which had been earned at the time of termination; (ii) the worth at the time of award of the amount by which the unpaid rent which would have been earned after termination until the time of award exceeds the amount of such rental loss that the Lessee proves could have been reasonably avoided; (iii) the worth at the time of award of the amount by which the unpaid rent for the balance of the term after the time of award exceeds the amount of such rental loss that the Lessee proves could be reasonably avoided; and (iv) any other amount necessary to compensate Lessor for all the detriment proximately caused by the Lessee's failure to perform its obligations under this Lease or which in the ordinary course of things would be likely to result therefrom, including but not limited to the cost of recovering possession of the Premises, expenses of reletting, including necessary renovation and alteration of the Premises, reasonable attorneys' fees, and that portion of any leasing commission paid by Lessor in connection with this Lease applicable to the unexpired term of this Lease. The worth at the time of award of the amount referred to in provision (iii) of the immediately preceding sentence shall be computed by discounting such amount at the discount rate of the Federal Reserve Bank of the District within which the Premises are located at the time of award plus one percent. Efforts by Lessor to mitigate damages caused by Lessee's Breach of this Lease shall not waive Lessor's right to recover any damages to which Lessor is otherwise entitled. If termination of this Lease is obtained through the provisional remedy of unlawful detainer, Lessor shall have the right to recover in such proceeding any unpaid Rent and damages as are

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recoverable therein, or Lessor may reserve the right to recover all or any part thereof in a separate suit. If a notice and grace period required under Paragraph 13.1 was not previously given, a notice to pay rent or quit, or to perform or quit given to Lessee under the unlawful detainer statute shall also constitute the notice required by Paragraph 13.1. In such case, the applicable grace period required by Paragraph 13.1 and the unlawful detainer statute shall run concurrently, and the failure of Lessee to cure the Default within the greater of the two such grace periods shall constitute both an unlawful detainer and a Breach of this Lease entitling Lessor to the remedies provided for in this Lease and/or by said statute.

(b) Continue the Lease and Lessee's right to possession and recover the Rent as it becomes due, in which event Lessee may sublet or assign, subject only to reasonable limitations. Acts of maintenance, efforts to relet, and/or the appointment of a receiver to protect the Lessor's interests, shall not constitute a termination of the Lessee's right to possession.

(c) Pursue any other remedy now or hereafter available under the laws or judicial decisions of the state wherein the Premises are located. The expiration or termination of this Lease and/or the termination of Lessee's right to possession shall not relieve Lessee from liability under any indemnity provisions of this Lease as to matters occurring or accruing during the term hereof or by reason of Lessee's occupancy of the Premises.

13.3 Inducement Recapture. Any agreement for free or abated rent or other charges, the cost of tenant improvements for Lessee paid for or performed by Lessor, or for the giving or paying by Lessor to or for Lessee of any cash or other bonus, inducement or consideration for Lessee's entering into this Lease, all of which concessions are hereinafter referred to as "Inducement Provisions," shall be deemed conditioned upon Lessee's full and faithful performance of all of the terms, covenants and conditions of this Lease. Upon Breach of this Lease by Lessee, any such Inducement Provision shall automatically be deemed deleted from this Lease and of no further force or effect, and any rent, other charge, bonus, inducement or consideration theretofore abated, given or paid by Lessor under such an Inducement Provision shall be immediately due and payable by Lessee to Lessor, notwithstanding any subsequent cure of said Breach by Lessee. The acceptance by Lessor of rent or the cure of the Breach which initiated the operation of this paragraph shall not be deemed a waiver by Lessor of the provisions of this paragraph unless specifically so stated in writing by Lessor at the time of such acceptance.

13.4 Late Charges. Lessee hereby acknowledges that late payment by Lessee of Rent will cause Lessor to incur costs not contemplated by this Lease, the exact amount of which will be extremely difficult to ascertain. Such costs include, but are not limited to, processing and accounting charges, and late charges which may be imposed upon Lessor by any Lender. Accordingly, if any Rent shall not be received by Lessor within 5 days after such amount shall be due, then, without any requirement for notice to Lessee, Lessee shall immediately pay to Lessor a one-time late charge equal to 10% of each such overdue amount or \$100, whichever is greater. The parties hereby agree that such late charge represents a fair and reasonable estimate of the costs Lessor will incur by reason of such late payment. Acceptance of such late charge by Lessor shall in no event constitute a waiver of Lessee's Default or Breach with respect to such overdue amount, nor prevent the exercise of any of the other rights and remedies granted hereunder. In the event that a late charge is payable hereunder, whether or not collected, for 3 consecutive installments of Base Rent, then notwithstanding any provision of this Lease to the contrary, Base Rent shall, at Lessor's option, become due and payable quarterly in advance.

13.5 Interest. Any monetary payment due Lessor hereunder, other than late charges, not received by Lessor, when due shall bear interest from the 31st day after it was due. The interest ("Interest") charged shall be computed at the rate of 10% per annum but shall not exceed the maximum rate allowed by law. Interest is payable in addition to the potential late charge provided for in Paragraph 13.4.

13.6 Breach by Lessor.

(a) **Notice of Breach.** Lessor shall not be deemed in breach of this Lease unless Lessor fails within a reasonable time to perform an obligation required to be performed by Lessor. For purposes of this Paragraph, a reasonable time shall in no event be less than 30 days after receipt by Lessor, and any Lender whose name and address shall have been furnished to Lessee in writing for such purpose, of written notice specifying wherein such obligation of Lessor has not been performed; provided, however, that if the nature of Lessor's obligation is such that more than 30 days are reasonably required for its performance, then Lessor shall not be in breach if performance is commenced within such 30 day period and thereafter diligently pursued to completion.

(b) **Performance by Lessee on Behalf of Lessor.** In the event that neither Lessor nor Lender cures said breach within 30 days after receipt of said notice, or if having commenced said cure they do not diligently pursue it to completion, then Lessee may elect to cure said breach at Lessee's expense and offset from Rent the actual and reasonable cost to perform such cure, provided, however, that such offset shall not exceed an amount equal to the greater of one month's Base Rent or the Security Deposit, reserving Lessee's right to seek reimbursement from Lessor for any such expense in excess of such offset. Lessee shall document the cost of said cure and supply said documentation to Lessor.

14. Condemnation. If the Premises or any portion thereof are taken under the power of eminent domain or sold under the threat of the exercise of said power (collectively "Condemnation"), this Lease shall terminate as to the part taken as of the date the condemning authority takes title or possession, whichever first occurs. If more than 10% of the rentable floor area of the Premises, or more than 25% of Lessee's Reserved Parking Spaces, if any, are taken by Condemnation, Lessee may, at Lessee's option, to be exercised in writing within 10 days after Lessor shall have given Lessee written notice of such taking (or in the absence of such notice, within 10 days after the condemning authority shall have taken possession) terminate this Lease as of the date the condemning authority takes such possession. If Lessee does not terminate this Lease in accordance with the foregoing, this Lease shall remain in full force and effect as to the portion of the Premises remaining, except that the Base Rent shall be reduced in proportion to the reduction in utility of the Premises caused by such Condemnation. Condemnation awards and/or payments shall be the property of Lessor, whether such award shall be made as compensation for diminution in value of the leasehold, the value of the part taken, or for severance damages; provided, however, that Lessee shall be entitled to any compensation paid by the condemnor for Lessee's relocation expenses, loss of business goodwill and/or Trade Fixtures, without regard to whether or not this Lease is terminated pursuant to the provisions of this Paragraph. All Alterations and Utility Installations made to the Premises by Lessee, for purposes of Condemnation only, shall be considered the property of the Lessee and Lessee shall be entitled to any and all compensation which is payable therefor. In the event that this Lease is not terminated by reason of the Condemnation, Lessor shall repair any damage to the Premises caused by such Condemnation.

15. Brokerage Fees.

15.1 Additional Commission. In addition to the payments owed pursuant to Paragraph 1.10 above, Lessor agrees that: (a) if Lessee exercises any Option, (b) if Lessee or anyone affiliated with Lessee acquires from Lessor any rights to the Premises or other premises owned by Lessor and located within the Project, (c) if Lessee remains in possession of the Premises, with the consent of Lessor, after the expiration of this Lease, or (d) if Base Rent is increased, whether by agreement or operation of an escalation clause herein, then, Lessor shall pay Brokers a fee in accordance with the fee schedule of the Brokers in effect at the time the Lease was executed.

15.2 Assumption of Obligations. Any buyer or transferee of Lessor's interest in this Lease shall be deemed to have assumed Lessor's obligation hereunder. Brokers shall be third party beneficiaries of the provisions of Paragraphs 1.10, 15, 22 and 31. If Lessor fails to pay to Brokers any amounts due as and for brokerage fees pertaining to this Lease when due, then such amounts shall accrue Interest. In addition, if Lessor fails to pay any amounts to Lessee's Broker when due, Lessee's Broker may send written notice to Lessor and Lessee of such failure and if Lessor fails to pay such amounts within 10 days after said notice, Lessee shall pay said monies to its Broker and offset such amounts against Rent. In addition, Lessee's Broker shall be deemed to be a third party beneficiary of any commission agreement entered into by and/or between Lessor and Lessor's Broker for the limited purpose of collecting any brokerage fee owed.

15.3 Representations and Indemnities of Broker Relationships. Lessee and Lessor each represent and warrant to the other that it has had no dealings with any person, firm, broker or finder (other than the Brokers, if any) in connection with this Lease, and that no one other than said named Brokers is entitled to any commission or finder's fee in connection herewith. Lessee and Lessor do each hereby agree to indemnify, protect, defend and hold the other harmless from and against liability for compensation or charges which may be claimed by any such unnamed broker, finder or other similar party by reason of any dealings or actions of the indemnifying Party, including any costs, expenses, attorneys' fees reasonably incurred with respect thereto.

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16. Estoppel Certificates.

(a) Each Party (as "Responding Party") shall within 10 days after written notice from the other Party (the "Requesting Party") execute, acknowledge and deliver to the Requesting Party a statement in writing in form similar to the then most current "Estoppel Certificate" form published by AIR CRE, plus such additional information, confirmation and/or statements as may be reasonably requested by the Requesting Party.

(b) If the Responding Party shall fail to execute or deliver the Estoppel Certificate within such 10 day period, the Requesting Party may execute an Estoppel Certificate stating that: (i) the Lease is in full force and effect without modification except as may be represented by the Requesting Party, (ii) there are no uncured defaults in the Requesting Party's performance, and (iii) if Lessor is the Requesting Party, not more than one month's rent has been paid in advance. Prospective purchasers and encumbrancers may rely upon the Requesting Party's Estoppel Certificate, and the Responding Party shall be estopped from denying the truth of the facts contained in said Certificate. In addition, Lessee acknowledges that any failure on its part to provide such an Estoppel Certificate will expose Lessor to risks and potentially cause Lessor to incur costs not contemplated by this Lease, the extent of which will be extremely difficult to ascertain. Accordingly, should the Lessee fail to execute and/or deliver a requested Estoppel Certificate in a timely fashion the monthly Base Rent shall be automatically increased, without any requirement for notice to Lessee, by an amount equal to 10% of the then existing Base Rent or \$100, whichever is greater for remainder of the Lease. The Parties agree that such increase in Base Rent represents fair and reasonable compensation for the additional risk/costs that Lessor will incur by reason of Lessee's failure to provide the Estoppel Certificate. Such increase in Base Rent shall in no event constitute a waiver of Lessee's Default or Breach with respect to the failure to provide the Estoppel Certificate nor prevent the exercise of any of the other rights and remedies granted hereunder.

(c) If Lessor desires to finance, refinance, or sell the Premises, or any part thereof, Lessee and all Guarantors shall within 10 days after written notice from Lessor deliver to any potential lender or purchaser designated by Lessor such financial statements as may be reasonably required by such lender or purchaser, including but not limited to Lessee's financial statements for the past 3 years. All such financial statements shall be received by Lessor and such lender or purchaser in confidence and shall be used only for the purposes herein set forth.

17. Definition of Lessor. The term "Lessor" as used herein shall mean the owner or owners at the time in question of the fee title to the Premises, or, if this is a sublease, of the Lessee's interest in the prior lease. In the event of a transfer of Lessor's title or interest in the Premises or this Lease, Lessor shall deliver to the transferee or assignee (in cash or by credit) any unused Security Deposit held by Lessor. Upon such transfer or assignment and delivery of the Security Deposit, as aforesaid, the prior Lessor shall be relieved of all liability with respect to the obligations and/or covenants under this Lease thereafter to be performed by the Lessor. Subject to the foregoing, the obligations and/or covenants in this Lease to be performed by the Lessor shall be binding only upon the Lessor as hereinabove defined.

18. Severability. The invalidity of any provision of this Lease, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.

19. Days. Unless otherwise specifically indicated to the contrary, the word "days" as used in this Lease shall mean and refer to calendar days.

20. Limitation on Liability. The obligations of Lessor under this Lease shall not constitute personal obligations of Lessor, or its partners, members, directors, officers or shareholders, and Lessee shall look to the Project, and to no other assets of Lessor, for the satisfaction of any liability of Lessor with respect to this Lease, and shall not seek recourse against Lessor's partners, members, directors, officers or shareholders, or any of their personal assets for such satisfaction.

21. Time of Essence. Time is of the essence with respect to the performance of all obligations to be performed or observed by the Parties under this Lease.

22. No Prior or Other Agreements; Broker Disclaimer. This Lease contains all agreements between the Parties with respect to any matter mentioned herein, and no other prior or contemporaneous agreement or understanding shall be effective. Lessor and Lessee each represents and warrants to the Brokers that it has made, and is relying solely upon, its own investigation as to the nature, quality, character and financial responsibility of the other Party to this Lease and as to the use, nature, quality and character of the Premises. Brokers have no responsibility with respect thereto or with respect to any default or breach hereof by either Party.

23. Notices.

23.1 Notice Requirements. All notices required or permitted by this Lease or applicable law shall be in writing and may be delivered in person (by hand or by courier) or may be sent by regular, certified or registered mail or U.S. Postal Service Express Mail, with postage prepaid, or by facsimile transmission, or by email, and shall be deemed sufficiently given if served in a manner specified in this Paragraph 23. The addresses noted adjacent to a Party's signature on this Lease shall be that Party's address for delivery or mailing of notices. Either Party may by written notice to the other specify a different address for notice, except that upon Lessee's taking possession of the Premises, the Premises shall constitute Lessee's address for notice. A copy of all notices to Lessor shall be concurrently transmitted to such party or parties at such addresses as Lessor may from time to time hereafter designate in writing.

23.2 Date of Notice. Any notice sent by registered or certified mail, return receipt requested, shall be deemed given on the date of delivery shown on the receipt card, or if no delivery date is shown, the postmark thereon. If sent by regular mail the notice shall be deemed given 72 hours after the same is addressed as required herein and mailed with postage prepaid. Notices delivered by United States Express Mail or overnight courier that guarantees next day delivery shall be deemed given 24 hours after delivery of the same to the Postal Service or courier. Notices delivered by hand, or transmitted by facsimile transmission or by email shall be deemed delivered upon actual receipt. If notice is received on a Saturday, Sunday or legal holiday, it shall be deemed received on the next business day.

24. Waivers.

(a) No waiver by Lessor of the Default or Breach of any term, covenant or condition hereof by Lessee, shall be deemed a waiver of any other term, covenant or condition hereof, or of any subsequent Default or Breach by Lessee of the same or of any other term, covenant or condition hereof. Lessor's consent to, or approval of, any act shall not be deemed to render unnecessary the obtaining of Lessor's consent to, or approval of, any subsequent or similar act by Lessee, or be construed as the basis of an estoppel to enforce the provision or provisions of this Lease requiring such consent.

(b) The acceptance of Rent by Lessor shall not be a waiver of any Default or Breach by Lessee. Any payment by Lessee may be accepted by Lessor on account of monies or damages due Lessor, notwithstanding any qualifying statements or conditions made by Lessee in connection therewith, which such statements and/or conditions shall be of no force or effect whatsoever unless specifically agreed to in writing by Lessor at or before the time of deposit of such payment.

(c) THE PARTIES AGREE THAT THE TERMS OF THIS LEASE SHALL GOVERN WITH REGARD TO ALL MATTERS RELATED THERETO AND HEREBY WAIVE THE PROVISIONS OF ANY PRESENT OR FUTURE STATUTE TO THE EXTENT THAT SUCH STATUTE IS INCONSISTENT WITH THIS LEASE.

25. Disclosures Regarding The Nature of a Real Estate Agency Relationship.

(a) When entering into a discussion with a real estate agent regarding a real estate transaction, a Lessor or Lessee should from the outset understand what type of agency relationship or representation it has with the agent or agents in the transaction. Lessor and Lessee acknowledge being advised by the Brokers in this transaction, as follows:

(i) Lessor's Agent. A Lessor's agent under a listing agreement with the Lessor acts as the agent for the Lessor only. A Lessor's agent or subagent has the following affirmative obligations: To the Lessor: A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Lessor. To the Lessee and the Lessor: (a) Diligent exercise of reasonable skills and care in performance of the agent's duties. (b) A duty of honest and fair dealing and good faith. (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the Parties. An agent is not obligated to reveal to either Party any confidential information obtained from the other Party which does not involve the affirmative duties set forth above.


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(ii) **Lessee's Agent.** An agent can agree to act as agent for the Lessee only. In these situations, the agent is not the Lessor's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Lessor. An agent acting only for a Lessee has the following affirmative obligations. **To the Lessee:** A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Lessee. **To the Lessee and the Lessor:** (a) Diligent exercise of reasonable skills and care in performance of the agent's duties. (b) A duty of honest and fair dealing and good faith. (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the Parties. An agent is not obligated to reveal to either Party any confidential information obtained from the other Party which does not involve the affirmative duties set forth above.

(iii) **Agent Representing Both Lessor and Lessee.** A real estate agent, either acting directly or through one or more associate licenses, can legally be the agent of both the Lessor and the Lessee in a transaction, but only with the knowledge and consent of both the Lessor and the Lessee. In a dual agency situation, the agent has the following affirmative obligations to both the Lessor and the Lessee: (a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either Lessor or the Lessee. (b) Other duties to the Lessor and the Lessee as stated above in subparagraphs (i) or (ii). In representing both Lessor and Lessee, the agent may not without the express permission of the respective Party, disclose to the other Party that the Lessor will accept rent in an amount less than that indicated in the listing or that the Lessee is willing to pay a higher rent than that offered. The above duties of the agent in a real estate transaction do not relieve a Lessor or Lessee from the responsibility to protect their own interests. Lessor and Lessee should carefully read all agreements to assure that they adequately express their understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional.

(b) Brokers have no responsibility with respect to any default or breach hereof by either Party. The Parties agree that no lawsuit or other legal proceeding involving any breach of duty, error or omission relating to this Lease may be brought against Broker more than one year after the Start Date and that the liability (including court costs and attorneys' fees), of any Broker with respect to any such lawsuit and/or legal proceeding shall not exceed the fee received by such Broker pursuant to this Lease; provided, however, that the foregoing limitation on each Broker's liability shall not be applicable to any gross negligence or willful misconduct of such Broker.

(c) Lessor and Lessee agree to identify to Brokers as "Confidential" any communication or information given Brokers that is considered by such Party to be confidential.

26. No Right To Holdover. Lessee has no right to retain possession of the Premises or any part thereof beyond the expiration or termination of this Lease. In the event that Lessee holds over, then the Base Rent shall be increased to 150% of the Base Rent applicable immediately preceding the expiration or termination. Holdover Base Rent shall be calculated on a monthly basis. Nothing contained herein shall be construed as consent by Lessor to any holding over by Lessee.

27. Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

28. Covenants and Conditions; Construction of Agreement. All provisions of this Lease to be observed or performed by Lessee are both covenants and conditions. In construing this Lease, all headings and titles are for the convenience of the Parties only and shall not be considered a part of this Lease. Whenever required by the context, the singular shall include the plural and vice versa. This Lease shall not be construed as if prepared by one of the Parties, but rather according to its fair meaning as a whole, as if both Parties had prepared it.

29. Binding Effect; Choice of Law. This Lease shall be binding upon the parties, their personal representatives, successors and assigns and be governed by the laws of the State in which the Premises are located. Any litigation between the Parties hereto concerning this Lease shall be initiated in the county in which the Premises are located.

30. Subordination; Attornment; Non-Disturbance.

30.1 Subordination. This Lease and any Option granted hereby shall be subject and subordinate to any ground lease, mortgage, deed of trust, or other hypothecation or security device (collectively, "Security Device"), now or hereafter placed upon the Premises, to any and all advances made on the security thereof, and to all renewals, modifications, and extensions thereof. Lessee agrees that the holders of any such Security Devices (in this Lease together referred to as "Lender") shall have no liability or obligation to perform any of the obligations of Lessor under this Lease. Any Lender may elect to have this Lease and/or any Option granted hereby superior to the lien of its Security Device by giving written notice thereof to Lessee, whereupon this Lease and such Options shall be deemed prior to such Security Device, notwithstanding the relative dates of the documentation or recordation thereof.

30.2 Attornment. In the event that Lessor transfers title to the Premises, or the Premises are acquired by another upon the foreclosure or termination of a Security Device to which this Lease is subordinated (i) Lessee shall, subject to the non-disturbance provisions of Paragraph 30.3, attorn to such new owner, and upon request, enter into a new lease, containing all of the terms and provisions of this Lease, with such new owner for the remainder of the term hereof, or, at the election of the new owner, this Lease will automatically become a new lease between Lessee and such new owner, and (ii) Lessor shall thereafter be relieved of any further obligations hereunder and such new owner shall assume all of Lessor's obligations, except that such new owner shall not: (a) be liable for any act or omission of any prior lessor or with respect to events occurring prior to acquisition of ownership; (b) be subject to any offsets or defenses which Lessee might have against any prior lessor, (c) be bound by prepayment of more than one month's rent, or (d) be liable for the return of any security deposit paid to any prior lessor which was not paid or credited to such new owner.

30.3 Non-Disturbance. With respect to Security Devices entered into by Lessor after the execution of this Lease, Lessee's subordination of this Lease shall be subject to receiving a commercially reasonable non-disturbance agreement (a "Non-Disturbance Agreement") from the Lender which Non-Disturbance Agreement provides that Lessee's possession of the Premises, and this Lease, including any options to extend the term hereof, will not be disturbed so long as Lessee is not in Breach hereof and attorns to the record owner of the Premises. Further, within 60 days after the execution of this Lease, Lessor shall, if requested by Lessee, use its commercially reasonable efforts to obtain a Non-Disturbance Agreement from the holder of any pre-existing Security Device which is secured by the Premises. In the event that Lessor is unable to provide the Non-Disturbance Agreement within said 60 days, then Lessee may, at Lessee's option, directly contact Lender and attempt to negotiate for the execution and delivery of a Non-Disturbance Agreement.

30.4 Self-Executing. The agreements contained in this Paragraph 30 shall be effective without the execution of any further documents; provided, however, that, upon written request from Lessor or a Lender in connection with a sale, financing or refinancing of the Premises, Lessee and Lessor shall execute such further writings as may be reasonably required to separately document any subordination, attornment and/or Non-Disturbance Agreement provided for herein.

31. Attorneys' Fees. If any Party or Broker brings an action or proceeding involving the Premises whether founded in tort, contract or equity, or to declare rights hereunder, the Prevailing Party (as hereafter defined) in any such proceeding, action, or appeal thereon, shall be entitled to reasonable attorneys' fees. Such fees may be awarded in the same suit or recovered in a separate suit, whether or not such action or proceeding is pursued to decision or judgment. The term, "Prevailing Party" shall include, without limitation, a Party or Broker who substantially obtains or defeats the relief sought, as the case may be, whether by compromise, settlement, judgment, or the abandonment by the other Party or Broker of its claim or defense. The attorneys' fees award shall not be computed in accordance with any court fee schedule, but shall be such as to fully reimburse all attorneys' fees reasonably incurred. In addition, Lessor shall be entitled to attorneys' fees, costs and expenses incurred in the preparation and service of notices of Default and consultations in connection therewith, whether or not a legal action is subsequently commenced in connection with such Default or resulting Breach (\$200 is a reasonable minimum per occurrence for such services and consultation).

32. Lessor's Access; Showing Premises; Repairs. Lessor and Lessor's agents shall have the right to enter the Premises at any time, in the case of an emergency, and otherwise at reasonable times after reasonable prior notice for the purpose of showing the same to prospective purchasers,

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lenders, or tenants, and making such alterations, repairs, improvements or additions to the Premises as Lessor may deem necessary or desirable and the erecting, using and maintaining of utilities, services, pipes and conduits through the Premises and/or other premises as long as there is no material adverse effect on Lessee's use of the Premises. All such activities shall be without abatement of rent or liability to Lessee.

33. Auctions. Lessee shall not conduct, nor permit to be conducted, any auction upon the Premises without Lessor's prior written consent. Lessor shall not be obligated to exercise any standard of reasonableness in determining whether to permit an auction.

34. Signs. Lessor may place on the Premises ordinary "For Sale" signs at any time and ordinary "For Lease" signs during the last 6 months of the term hereof. Lessor may not place any sign on the exterior of the Building that covers any of the windows of the Premises. Except for ordinary "For Sublease" signs which may be placed only on the Premises, Lessee shall not place any sign upon the Project without Lessor's prior written consent. All signs must comply with all Applicable Requirements.

35. Termination; Merger. Unless specifically stated otherwise in writing by Lessor, the voluntary or other surrender of this Lease by Lessee, the mutual termination or cancellation hereof, or a termination hereof by Lessor for Breach by Lessee, shall automatically terminate any sublease or lesser estate in the Premises; provided, however, that Lessor may elect to continue any one or all existing subtenancies. Lessor's failure within 10 days following any such event to elect to the contrary by written notice to the holder of any such lesser interest, shall constitute Lessor's election to have such event constitute the termination of such interest.

36. Consents. All requests for consent shall be in writing. Except as otherwise provided herein, wherever in this Lease the consent of a Party is required to an act by or for the other Party, such consent shall not be unreasonably withheld or delayed. Lessor's actual reasonable costs and expenses (including but not limited to architects', attorneys', engineers' and other consultants' fees) incurred in the consideration of, or response to, a request by Lessee for any Lessor consent, including but not limited to consents to an assignment, a subletting or the presence or use of a Hazardous Substance, shall be paid by Lessee upon receipt of an invoice and supporting documentation therefor. Lessor's consent to any act, assignment or subletting shall not constitute an acknowledgment that no Default or Breach by Lessee of this Lease exists, nor shall such consent be deemed a waiver of any then existing Default or Breach, except as may be otherwise specifically stated in writing by Lessor at the time of such consent. The failure to specify herein any particular condition to Lessor's consent shall not preclude the imposition by Lessor at the time of consent of such further or other conditions as are then reasonable with reference to the particular matter for which consent is being given. In the event that either Party disagrees with any determination made by the other hereunder and reasonably requests the reasons for such determination, the determining party shall furnish its reasons in writing and in reasonable detail within 10 business days following such request.

37. Guarantor.

37.1 Execution. The Guarantors, if any, shall each execute a guaranty in the form most recently published BY AIR CRE.

37.2 Default. It shall constitute a Default of the Lessee if any Guarantor fails or refuses, upon request to provide: (a) evidence of the execution of the guaranty, including the authority of the party signing on Guarantor's behalf to obligate Guarantor, and in the case of a corporate Guarantor, a certified copy of a resolution of its board of directors authorizing the making of such guaranty, (b) current financial statements, (c) an Estoppel Certificate, or (d) written confirmation that the guaranty is still in effect.

38. Quiet Possession. Subject to payment by Lessee of the Rent and performance of all of the covenants, conditions and provisions on Lessee's part to be observed and performed under this Lease, Lessee shall have quiet possession and quiet enjoyment of the Premises during the term hereof.

39. Options. If Lessee is granted any option, as defined below, then the following provisions shall apply.

39.1 Definition. "Option" shall mean: (a) the right to extend or reduce the term of or renew this Lease or to extend or reduce the term of or renew any lease that Lessee has on other property of Lessor; (b) the right of first refusal or first offer to lease either the Premises or other property of Lessor; (c) the right to purchase, the right of first offer to purchase or the right of first refusal to purchase the Premises or other property of Lessor.

39.2 Options Personal To Original Lessee. Any Option granted to Lessee in this Lease is personal to the original Lessee, and cannot be assigned or exercised by anyone other than said original Lessee and only while the original Lessee is in full possession of the Premises and, if requested by Lessor, with Lessee certifying that Lessee has no intention of thereafter assigning or subletting.

39.3 Multiple Options. In the event that Lessee has any multiple Options to extend or renew this Lease, a later Option cannot be exercised unless the prior Options have been validly exercised.

39.4 Effect of Default on Options.

(a) Lessee shall have no right to exercise an Option: (i) during the period commencing with the giving of any notice of Default and continuing until said Default is cured, (ii) during the period of time any Rent is unpaid (without regard to whether notice thereof is given Lessee), (iii) during the time Lessee is in Breach of this Lease, or (iv) in the event that Lessee has been given 3 or more notices of separate Default, whether or not the Defaults are cured, during the 12 month period immediately preceding the exercise of the Option.

(b) The period of time within which an Option may be exercised shall not be extended or enlarged by reason of Lessee's inability to exercise an Option because of the provisions of Paragraph 39.4(a).

(c) An Option shall terminate and be of no further force or effect, notwithstanding Lessee's due and timely exercise of the Option, if, after such exercise and prior to the commencement of the extended term or completion of the purchase, (i) Lessee fails to pay Rent for a period of 30 days after such Rent becomes due (without any necessity of Lessor to give notice thereof), or (ii) if Lessee commits a Breach of this Lease.

40. Security Measures. Lessee hereby acknowledges that the Rent payable to Lessor hereunder does not include the cost of guard service or other security measures, and that Lessor shall have no obligation whatsoever to provide same. Lessee assumes all responsibility for the protection of the Premises, Lessee, its agents and invitees and their property from the acts of third parties. In the event, however, that Lessor should elect to provide security services, then the cost thereof shall be an Operating Expense.

41. Reservations.

(a) Lessor reserves the right: (i) to grant, without the consent or joinder of Lessee, such easements, rights and dedications that Lessor deems necessary, (ii) to cause the recordation of parcel maps and restrictions, (iii) to create and/or install new utility raceways, so long as such easements, rights, dedications, maps, restrictions, and utility raceways do not unreasonably interfere with the use of the Premises by Lessee. Lessor may also: change the name, address or title of the Building or Project upon at least 90 days prior written notice; provide and install, at Lessee's expense, Building standard graphics on the door of the Premises and such portions of the Common Areas as Lessor shall reasonably deem appropriate; grant to any lessee the exclusive right to conduct any business as long as such exclusive right does not conflict with any rights expressly given herein; and to place such signs, notices or displays as Lessor reasonably deems necessary or advisable upon the roof, exterior of the Building or the Project or on signs in the Common Areas. Lessee agrees to sign any documents reasonably requested by Lessor to effectuate such rights. The obstruction of Lessee's view, air, or light by any structure erected in the vicinity of the Building, whether by Lessor or third parties, shall in no way affect this Lease or impose any liability upon Lessor.

(b) Lessor also reserves the right to move Lessee to other space of comparable size in the Building or Project. Lessor must provide at least 45 days prior written notice of such move, and the new space must contain improvements of comparable quality to those contained within the Premises. Lessor shall pay the reasonable out of pocket costs that Lessee incurs with regard to such relocation, including the expenses of moving and necessary stationary revision costs. In no event, however, shall Lessor be required to pay an amount in excess of two months Base Rent. Lessee may not be relocated more than once during the term of this Lease.

(c) Lessee shall not: (i) use a representation (photographic or otherwise) of the Building or Project or their name(s) in connection with Lessee's business; or (ii) suffer or permit anyone, except in emergency, to go upon the roof of the Building.


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42. Performance Under Protest. If at any time a dispute shall arise as to any amount or sum of money to be paid by one Party to the other under the provisions hereof, the Party against whom the obligation to pay the money is asserted shall have the right to make payment "under protest" and such payment shall not be regarded as a voluntary payment and there shall survive the right on the part of said Party to institute suit for recovery of such sum. If it shall be adjudged that there was no legal obligation on the part of said Party to pay such sum or any part thereof, said Party shall be entitled to recover such sum or so much thereof as it was not legally required to pay. A Party who does not initiate suit for the recovery of sums paid "under protest" within 6 months shall be deemed to have waived its right to protest such payment.

43. Authority; Multiple Parties; Execution.

(a) If either Party hereto is a corporation, trust, limited liability company, partnership, or similar entity, each individual executing this Lease on behalf of such entity represents and warrants that he or she is duly authorized to execute and deliver this Lease on its behalf. Each Party shall, within 30 days after request, deliver to the other Party satisfactory evidence of such authority.

(b) If this Lease is executed by more than one person or entity as "Lessee", each such person or entity shall be jointly and severally liable hereunder. It is agreed that any one of the named Lessees shall be empowered to execute any amendment to this Lease, or other document ancillary thereto and bind all of the named Lessees, and Lessor may rely on the same as if all of the named Lessees had executed such document.

(c) This Lease may be executed by the Parties in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

44. Conflict. Any conflict between the printed provisions of this Lease and the typewritten or handwritten provisions shall be controlled by the typewritten or handwritten provisions.

45. Offer. Preparation of this Lease by either party or their agent and submission of same to the other Party shall not be deemed an offer to lease to the other Party. This Lease is not intended to be binding until executed and delivered by all Parties hereto.

46. Amendments. This Lease may be modified only in writing, signed by the Parties in interest at the time of the modification. As long as they do not materially change Lessee's obligations hereunder, Lessee agrees to make such reasonable non-monetary modifications to this Lease as may be reasonably required by a Lender in connection with the obtaining of normal financing or refinancing of the Premises.

47. Waiver of Jury Trial. THE PARTIES HEREBY WAIVE THEIR RESPECTIVE RIGHTS TO TRIAL BY JURY IN ANY ACTION OR PROCEEDING INVOLVING THE PROPERTY OR ARISING OUT OF THIS AGREEMENT.

48. Arbitration of Disputes. An Addendum requiring the Arbitration of all disputes between the Parties and/or Brokers arising out of this Lease

☒ is ☐ is not attached to this Lease.

49. Accessibility; Americans with Disabilities Act.

(a) The Premises:

☒ have not undergone an inspection by a Certified Access Specialist (CASp). Note: A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises.

☐ have undergone an inspection by a Certified Access Specialist (CASp) and it was determined that the Premises met all applicable construction-related accessibility standards pursuant to California Civil Code §55.51 et seq. Lessee acknowledges that it received a copy of the inspection report at least 48 hours prior to executing this Lease and agrees to keep such report confidential.

☐ have undergone an inspection by a Certified Access Specialist (CASp) and it was determined that the Premises did not meet all applicable construction-related accessibility standards pursuant to California Civil Code §55.51 et seq. Lessee acknowledges that it received a copy of the inspection report at least 48 hours prior to executing this Lease and agrees to keep such report confidential except as necessary to complete repairs and corrections of violations of construction related accessibility standards.

In the event that the Premises have been issued an inspection report by a CASp the Lessor shall provide a copy of the disability access inspection certificate to Lessee within 7 days of the execution of this Lease.

(b) Since compliance with the Americans with Disabilities Act (ADA) and other state and local accessibility statutes are dependent upon Lessee's specific use of the Premises, Lessor makes no warranty or representation as to whether or not the Premises comply with ADA or any similar legislation. In the event that Lessee's use of the Premises requires modifications or additions to the Premises in order to be in compliance with ADA or other accessibility statutes, Lessee agrees to make any such necessary modifications and/or additions at Lessee's expense.

LESSOR AND LESSEE HAVE CAREFULLY READ AND REVIEWED THIS LEASE AND EACH TERM AND PROVISION CONTAINED HEREIN, AND BY THE EXECUTION OF THIS LEASE SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO. THE PARTIES HEREBY AGREE THAT, AT THE TIME THIS LEASE IS EXECUTED, THE TERMS OF THIS LEASE ARE COMMERCIALY REASONABLE AND EFFECTUATE THE INTENT AND PURPOSE OF LESSOR AND LESSEE WITH RESPECT TO THE PREMISES.

ATTENTION: NO REPRESENTATION OR RECOMMENDATION IS MADE BY AIR CRE OR BY ANY BROKER AS TO THE LEGAL SUFFICIENCY, LEGAL EFFECT, OR TAX CONSEQUENCES OF THIS LEASE OR THE TRANSACTION TO WHICH IT RELATES. THE PARTIES ARE URGED TO:

1. SEEK ADVICE OF COUNSEL AS TO THE LEGAL AND TAX CONSEQUENCES OF THIS LEASE.
2. RETAIN APPROPRIATE CONSULTANTS TO REVIEW AND INVESTIGATE THE CONDITION OF THE PREMISES. SAID INVESTIGATION SHOULD INCLUDE BUT NOT BE LIMITED TO: THE POSSIBLE PRESENCE OF HAZARDOUS SUBSTANCES, THE ZONING AND SIZE OF THE PREMISES, THE STRUCTURAL INTEGRITY, THE CONDITION OF THE ROOF AND OPERATING SYSTEMS, COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND THE SUITABILITY OF THE PREMISES FOR LESSEE'S INTENDED USE.

WARNING: IF THE PREMISES ARE LOCATED IN A STATE OTHER THAN CALIFORNIA, CERTAIN PROVISIONS OF THE LEASE MAY NEED TO BE REVISED TO COMPLY WITH THE LAWS OF THE STATE IN WHICH THE PREMISES ARE LOCATED.

(Signatures follow on next page)

INITIALS

INITIALS

The parties hereto have executed this Lease at the place and on the dates specified above their respective signatures.

Executed at: _____
On: _____

By LESSOR:

Cameron Brothers Construction Co., L.P.,
a California Limited Partnership

William Cameron Family Management Company Inc, a
By: California Corporation

Name Printed: _____

Title: General Partner

Phone: _____

Fax: _____

Email: _____

By: Waneta Lee

Name Printed: Waneta Lee

Title: Vice President

Phone: _____

Fax: _____

Email: _____

Address: 10580 Prospect Street, Suite 300,
Santee, CA 92071

Federal ID No.: _____

BROKER

Colliers International CA, Inc.

Attn: Gary Williams | Chris Williams

Title: Senior VP | Associate VP

Address: 5901 Priestly Drive, Suite 100,

Carlsbad, California 92008

Phone: 760-438-8950

Fax: 760-438-8925

Email: gary.williams@colliers.com |

chris.williams@colliers.com

Federal ID No.: _____

Broker/Agent BRE License #: 00870059 | 01791013

Executed at: _____
On: _____

By LESSEE:

Inspire Charter School - South, a
California Non-Profit Corporation

By: Shari Erlendson

Name Printed: Shari Erlendson

Title: President

Phone: _____

Fax: _____

Email: shari@inspireschools.org

By: _____

Name Printed: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

Address: 1740 Huntington Drive, Suite 205,
Duarte, CA 91010

Federal ID No.: _____

BROKER

Colliers International CA, Inc.

Attn: Ryan Foley

Title: Associate

Address: 5901 Priestly Drive, Suite 100,

Carlsbad, California 92008

Phone: 760-438-8950

Fax: 760-438-8925

Email: ryan.foley@colliers.com

Federal ID No.: _____

Broker/Agent BRE License #: 02018340

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Waneta Lee
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Shari Erlendson
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ADDENDUM TO LEASE

This Addendum is attached to and made a part of the Lease Agreement ("Lease") between Cameron Brothers Construction, Co., L.P., a California limited partnership, as Lessor, and Inspire Charter Schools – South, a California Non-Profit Corporation, as Lessee, dated as of February 6, 2018, for Suite 200, consisting of approximately 5,740 rentable square feet, located at 13915 Danielson Street, Poway, California.

Unless otherwise defined or the context otherwise indicates, the terms used herein have the meanings defined in the Lease. The provisions of this Addendum shall control over any inconsistent provisions of the Lease. The Lease is hereby modified and supplemented as follows:

Page 1 of 2

50. **TENANT IMPROVEMENTS:** Lessor shall provide the tenant improvements, consistent with Exhibit A, necessary for Tenant to be in full operation on the Commencement Date of the lease. The tenant improvements will be according to mutually acceptable plans, specifications, building standard materials, at costs acceptable to the Lessor and similar to attached Exhibit A. Said improvements shall include:

1. Install two new approximately 10' X 12' office using building standard doors, windows and materials. Install "barn door" between the two new offices.
2. Demo office walls in the lower right-hand corner of the floor plan and build out large enclosed bullpen area, relocate door with sidelight and 2 approximate 4' X 5' windows on either side near the center of the new wall. Install a second "barn door" between the two lower right corner offices. Relocate entry door to accommodate the new corner office.
3. Install new LVT flooring throughout in Tenant's choice of building standard materials.
4. Demo one wall that protrudes into open area.
5. Provide new VCT or LVT flooring in the kitchen area and a water connection to the refrigerator if not already there
6. Provide a fresh coat of paint in Tenant's choice of building standard materials.

The Lessor will clean the Premises and make it ready for occupancy. Regarding the painting of the premises, Tenant shall choose one base color and one accent color throughout the suite. All Tenant Improvement work shall be provided by Lessor's Tenant Improvement contractor. Additionally, the Lessor will ensure all building systems are in proper working order.

51. **UTILITIES AND JANITORIAL:** Lessee shall be responsible to pay for separately metered electric and voice and data utilities to the Premises. The Rental Rate includes five (5) day per week janitorial services to the suite. Additionally, the building is equipped with individual, roof mounted package units. Since the HVAC units are individual units, Lessee has control over the HVAC for the premises 24 hours per day, 7 days per week. The hours of operation for the common area HVAC units are:

Monday – Friday	8:00 AM to 5:00 PM
Major Holidays	No Service

The Lessor reserves the right to adjust said hours of operation for the overall benefit of the building operation.

52. **BASIC ANNUAL RENT INCREASE:** The Basic Annual Rent as described in Paragraph 1.5 and in Article 4 of this Lease, and the Monthly Installments of the Basic Annual Rent described in Paragraph 1.5 of this Lease shall be adjusted upward by three percent (3%) each year of the lease. This adjustment shall be made twelve (12) months after the Lease Term commences and every twelve (12) months thereafter. Therefore, the Rent as described in Paragraph 1.5 of the Lease shall be adjusted accordingly to the following schedule:

Month 1	\$ 1.75	per rentable square foot per month, or \$10,045.00	per month;
Month 2	\$ 0.00	per rentable square foot per month, or \$0.00	per month;*
Months 3-12	\$ 1.75	per rentable square foot per month, or \$10,045.00	per month;
Month 13	\$ 0.00	per rentable square foot per month, or \$0.00	per month;*
Months 14-24	\$ 1.80	per rentable square foot per month, or \$10,346.00	per month;
Month 25	\$ 0.00	per rentable square foot per month, or \$0.00	per month;*
Months 26-36	\$ 1.86	per rentable square foot per month, or \$10,657.00	per month;
Months 37-48	\$ 1.91	per rentable square foot per month, or \$10,976.00	per month;
Months 49-60	\$ 1.97	per rentable square foot per month, or \$11,306.00	per month;
Months 61-63	\$ 2.03	per rentable square foot per month, or \$11,645.00	per month;

The rental rates, described as per rentable square foot per month, are, for the most part, approximate and rounded to the nearest \$0.01. The Lessee is responsible for paying the monthly rent as shown, per month, rounding to the nearest \$1.00.

*Rent abated in months 2, 13 and 25 (three (3) months of free rent).

53. **OPERATING EXPENSES:** The Operating Expense Base as described in Paragraph 1.9 and 4 of the Lease shall be determined by utilizing the actual operating expenses incurred for the calendar year 2018. Notwithstanding anything in Paragraph 4 of the Lease to the contrary, Lessee shall pay Operating Expenses (as defined in Paragraph 4.2 of the Lease) as follows: Lessee shall pay no portion of the Operating Expenses for the building during calendar year 2018. Commencing on January 1, 2019, and continuing for the remaining term of the Lease, Lessee shall pay only increases in Operating Expenses above and beyond the actual Operating Expenses for the building for calendar year 2018 as reasonably determined by Lessor. Lessee shall pay Lessee's proportionate share of such increase based upon 5,740 rentable square feet in Lessee's Premises. Lessee shall pay Lessee's proportionate share of Operating Expense increases on a monthly basis at the same time and in addition to Lessee's payment of Base Rent. The Operating Expenses shall be calculated as if the Building was at least 95% occupied using Generally Accepted Accounting Principles (GAAP) consistently applied.

ADDENDUM TO LEASE (con't).

This Addendum is attached to and made a part of the Lease Agreement ("Lease") between Cameron Brothers Construction, Co., L.P., a California limited partnership, as Lessor, and Inspire Charter Schools – South, a California Non-Profit Corporation, as Lessee, dated as of February 6, 2018, for Suite 200, consisting of approximately 5,740 rentable square feet, located at 13915 Danielson Street, Poway, California.

Unless otherwise defined or the context otherwise indicates, the terms used herein have the meanings defined in the Lease. The provisions of this Addendum shall control over any inconsistent provisions of the Lease. The Lease is hereby modified and supplemented as follows:

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By way of example only, suppose that Lessor's bookkeepers close the books for the building for 2018 and by mid-March 2019 determine that the actual Operating Expenses for the entire building during the calendar year of 2018 were \$5.35 per square foot. Lessor's bookkeepers then determine the budget for Operating Expenses for the entire building for calendar year 2019 is \$5.50 per square foot per year. Lessee would be responsible for paying the difference between the actual 2018 Operating Expenses on a square foot basis and the budgeted amount for the current year. In this example, the difference would be \$0.15 per square foot per year. Lessee's premises comprise 5,740 square feet. $\$0.15 \times 5,740 \text{ SF} = \861.00 . This would be Lessee's share of Operating Expense for the building on an annual basis, or on a monthly basis, $\$861.00/12 = \71.75 . It is anticipated that Lessee would receive from Lessor in approximately April of 2019 a written statement setting forth that Lessee was responsible for Operating Expenses amounting to \$71.75 per month. Lessee would pay Lessor for January, February, and March of 2019, within 15 days after Lessee's receipt of Lessor's written statement. Lessee would then pay \$71.75 per month in addition to Base Rent until Lessee received a new statement in 2020 and each year thereafter.

54. **PRIOR ACCESS:** With the prior approval of Lessor, Lessee shall have access to the Premises ten (10) days prior to Commencement Date for the purpose of installing phones, data lines, furniture, and equipment. Lessee shall not interfere in any way with Lessor's Tenant Improvement contractor and shall be responsible for any damage caused by its vendors during this early access period. Additionally, Lessee shall have access to the Premises 24 hours per day, 365 days per year.
55. **SIGNAGE:** Lessor will allow Lessee to install a sign on the building exterior directed toward Danielson Street, on the north or west face of the building, the building directory and at the entrance to Lessee's suite, identifying Lessee's presence. The sign and installation will be at Lessee's expense, with Lessor's prior approval and in full conformance with the Building Sign Criteria and any applicable governmental rules and regulations. Lessee shall be responsible for installation, maintenance, and removal of said exterior signage and shall be responsible for repair of any damage caused by the removal of the sign at the termination of Lessee's Lease.

LESSOR:
Cameron Brothers Construction Co., L.P.,
a California Limited Partnership

By: William Cameron Family Management Co., Inc.,
a California corporation

Its: General Partner

By: Waneta Lee
Waneta Lee

Its: Vice President

Date: 2/15/18

LESSEE:
Inspire Charter School – South,
a California Non-Profit Corporation

By: Shari Erlendson
Shari Erlendson

Its: President

Date: 2/13/18

AIRCRE

ARBITRATION AGREEMENT STANDARD LEASE ADDENDUM

Dated: February 6, 2018

By and Between

Lessor: Cameron Brothers Construction Co., L.P., a California Limited PartnershipLessee: Inspire Charter School - South, a California Non-Profit CorporationProperty Address: 13915 Danielson Street, Suite 200, Poway, California 92064
(street address, city, state, zip)Paragraph: 56**A. ARBITRATION OF DISPUTES:**

Except as provided in Paragraph 8 below, the Parties agree to resolve any and all claims, disputes or disagreements arising under this Lease, including, but not limited to any matter relating to Lessor's failure to approve an assignment, sublease or other transfer of Lessee's interest in the Lease under Paragraph 12 of this Lease, any other defaults by Lessor, or any defaults by Lessee by and through arbitration as provided below and irrevocably waive any and all rights to the contrary. The Parties agree to at all times conduct themselves in strict, full, complete and timely accordance with the terms hereof and that any attempt to circumvent the terms of this Arbitration Agreement shall be absolutely null and void and of no force or effect whatsoever.

B. DISPUTES EXCLUDED FROM ARBITRATION:

The following claims, disputes or disagreements under this Lease are expressly excluded from the arbitration procedures set forth herein: 1. Disputes for which a different resolution determination is specifically set forth in this Lease, 2. All claims by either party which (a) seek anything other than enforcement or determination of rights under this Lease, or (b) are primarily founded upon matters of fraud, willful misconduct, bad faith or any other allegations of tortious action, and seek the award of punitive or exemplary damages, 3. Claims relating to (a) Lessor's exercise of any unlawful detainer rights pursuant to applicable law or (b) rights or remedies used by Lessor to gain possession of the Premises or terminate Lessee's right of possession to the Premises, all of which disputes shall be resolved by suit filed in the applicable court of jurisdiction, the decision of which court shall be subject to appeal pursuant to applicable law 4. Any claim or dispute that is within the jurisdiction of the Small Claims Court and 5. All claims arising under Paragraph 39 of this Lease.

C. APPOINTMENT OF AN ARBITRATOR:

All disputes subject to this Arbitration Agreement, shall be determined by binding arbitration before: ☒ a retired judge of the applicable court of jurisdiction (e.g., the Superior Court of the State of California) affiliated with Judicial Arbitration & Mediation Services, Inc. ("JAMS"), ☐ the American Arbitration Association ("AAA") under its commercial arbitration rules, ☐ _____, or as may be otherwise mutually agreed by Lessor and Lessee (the "Arbitrator"). In the event that the parties elect to use an arbitrator other than one affiliated with JAMS or AAA then such arbitrator shall be obligated to comply with the Code of Ethics for Arbitrators in Commercial Disputes (see: http://www.adr.org/aaa/ShowProperty?nodeId=UCM/ADRSTG_003867). Such arbitration shall be initiated by the Parties, or either of them, within ten (10) days after either party sends written notice (the "Arbitration Notice") of a demand to arbitrate by registered or certified mail to the other party and to the Arbitrator. The Arbitration Notice shall contain a description of the subject matter of the arbitration, the dispute with respect thereto, the amount involved, if any, and the remedy or determination sought. If the Parties have agreed to use JAMS they may agree on a retired judge from the JAMS panel. If they are unable to agree within ten days, JAMS will provide a list of three available judges and each party may strike one. The remaining judge (or if there are two, the one selected by JAMS) will serve as the Arbitrator. If the Parties have elected to utilize AAA or some other organization, the Arbitrator shall be selected in accordance with said organization's rules. In the event the Arbitrator is not selected as provided for above for any reason, the party initiating arbitration shall apply to the appropriate Court for the appointment of a qualified retired judge to act as the Arbitrator.

D. ARBITRATION PROCEDURE:

1. **PRE-HEARING ACTIONS.** The Arbitrator shall schedule a pre-hearing conference to resolve procedural matters, arrange for the exchange of information, obtain stipulations, and narrow the issues. The Parties will submit proposed discovery schedules to the Arbitrator at the pre-hearing conference. The scope and duration of discovery will be within the sole discretion of the Arbitrator. The Arbitrator shall have the discretion to order a pre-hearing exchange of information by the Parties, including, without limitation, production of requested documents, exchange of summaries of testimony of proposed witnesses, and examination by deposition of parties and third-party witnesses. This discretion shall be exercised in favor of discovery reasonable under the circumstances. The Arbitrator shall issue subpoenas and subpoenas duces tecum as provided for in the applicable statutory or case law (e.g., in California Code of Civil Procedure Section 1282.6).

2. **THE DECISION.** The arbitration shall be conducted in the city or county within which the Premises are located at a reasonably convenient site. Any Party may be represented by counsel or other authorized representative. In rendering a decision(s), the Arbitrator shall determine the rights and obligations of the Parties according to the substantive laws and the terms and provisions of this Lease. The Arbitrator's decision shall be based on the evidence introduced at the hearing, including all logical and reasonable inferences therefrom. The Arbitrator may make any determination and/or grant any remedy or relief that is just and equitable. The decision must be based on, and accompanied by, a written statement of decision explaining the factual and legal basis for the decision as to each of the principal controverted issues. The decision shall be conclusive and binding, and it may thereafter be confirmed as a judgment by the court of applicable jurisdiction, subject only to challenge on the grounds set forth in the applicable statutory or case law (e.g., in California Code of Civil Procedure Section 1286.2). The validity and enforceability of the Arbitrator's decision is to be determined exclusively by the court of appropriate jurisdiction pursuant to the provisions of this Lease. The Arbitrator may award costs, including without limitation, Arbitrator's fees and costs, attorneys' fees, and expert and witness costs, to the prevailing party, if any, as determined by the Arbitrator in his discretion.

Whenever a matter which has been submitted to arbitration involves a dispute as to whether or not a particular act or omission (other than a failure to pay money) constitutes a Default, the time to commence or cease such action shall be tolled from the date that the Notice of Arbitration is served through and until the date the Arbitrator renders his or her decision. Provided, however, that this provision shall NOT apply in the event that the Arbitrator determines that the Arbitration Notice was prepared in bad faith.

Whenever a dispute arises between the Parties concerning whether or not the failure to make a payment of money constitutes a default, the


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service of an Arbitration Notice shall NOT toll the time period in which to pay the money. The Party allegedly obligated to pay the money may, however, elect to pay the money "under protest" by accompanying said payment with a written statement setting forth the reasons for such protest. If thereafter, the Arbitrator determines that the Party who received said money was not entitled to such payment, said money shall be promptly returned to the Party who paid such money under protest together with interest thereon as defined in Paragraph 13.5. If a Party makes a payment "under protest" but no Notice of Arbitration is filed within thirty days, then such protest shall be deemed waived. (See also Paragraph 42 or 43)

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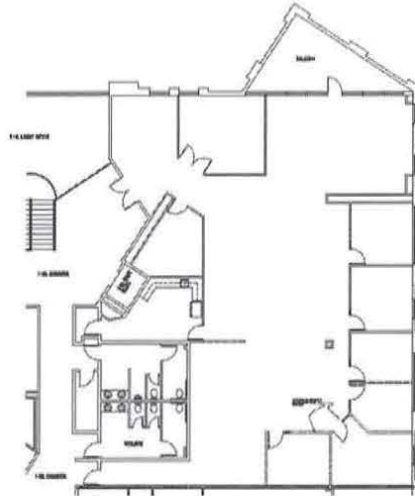

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ARB-3.01, Revised 07-28-2017

EXHIBIT "A"

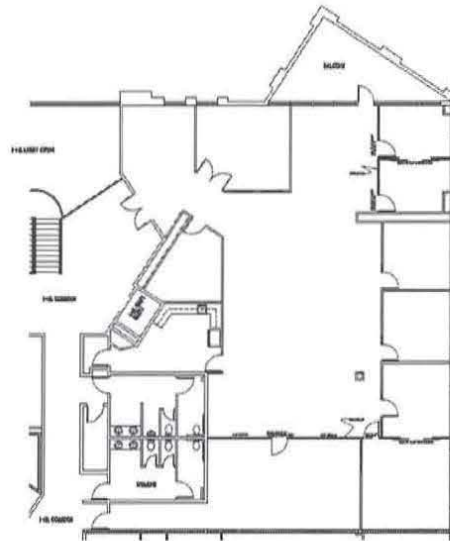
13915 Danielson Street

Suite 200

Approximately 5,740 Rentable Square Feet



DEMOLITION PLAN



FLOOR PLAN

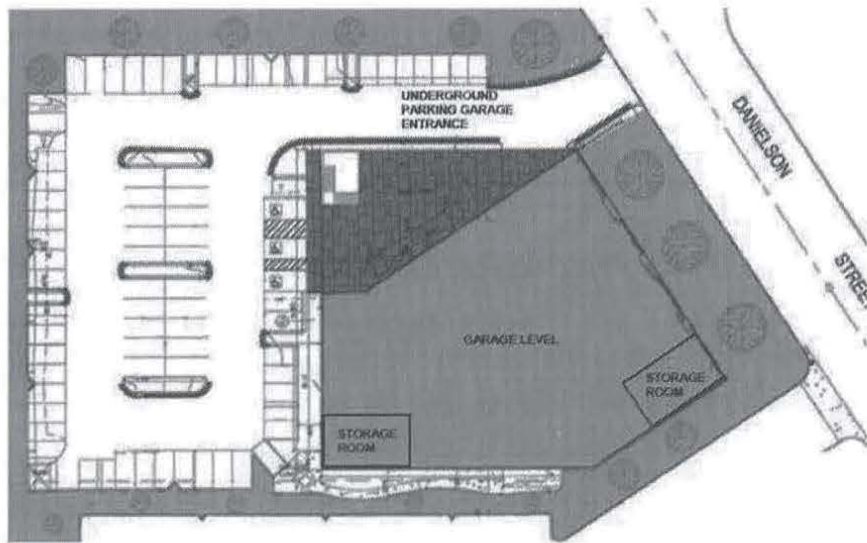
1. Install two new approximately 10' X 12' office using building standard doors, windows and materials. Install "barn door" between the two new offices.
2. Demo office walls in the lower right-hand corner of the floor plan and build out large enclosed bullpen area, relocate door with sidelight and 2 approximate 4' X 5' windows on either side near the center of the new wall. Install a second "barn door" between the two lower right hand corner offices. Relocate entry door to accommodate the new corner office.
3. Install new LVT flooring throughout in Tenant's choice of building standard materials.
4. Demo one wall that protrudes into open area.
5. Provide new VCT or LVT flooring in the kitchen area and a water connection to the refrigerator if not already there.
6. Provide a fresh coat of paint in Tenant's choice of building standard materials.

Rev. 2/8/2001

Initial(s):

SE
WA
N

EXHIBIT "B"
Poway Executive Center
Project Site Plan



Rev. 2/8/2001

Initial(s):

SE
WAL
N

EXHIBIT "C"

NOTICE OF LEASE TERM DATES

This Addendum is attached to and made a part of the Lease Agreement ("Lease") between Cameron Brothers Construction, Co., L.P., a California limited partnership, as Lessor, and Inspire Charter School – South, a California Non-Profit Corporation, as Lessee, dated as of February 6, 2018, for Suite 200, consisting of approximately 5,740 rentable square feet, located at 13915 Danielson Street, Poway, California.

1. Lessee has accepted possession and entered into occupancy of the Premises.
2. Lessee has acknowledged that the Premises are substantially complete in accordance with the terms of the Lease, and that there is no deficiency in construction of the Premises or the Leasehold Improvements.
3. The Lease Term commenced on _____, 20____ ("Commencement Date"), continues for a term of _____ years and _____ months, and ends on _____, 20____.
4. In accordance with the terms of the Lease, rent commenced to accrue on _____, 20____.
5. If the Commencement Date is other than the first day of a calendar month, the first monthly payment contains a pro rata adjustment. Each payment thereafter shall be for the full amount of the monthly installment provided for in the Lease.
6. Rent is due and payable in advance on the first day of each and every calendar month during the Lease Term. Rent checks should be made payable to Cameron Brothers Construction, Co., L.P., a California limited partnership.
7. Rent has not been paid in advance except as provided by the Lease terms, and a Security Deposit in the sum of \$_____ has been delivered to Lessor.
8. The Lease is in full force and effect, and has not been assigned, modified, supplemented or amended in any way.

LESSOR:
Cameron Brothers Construction Co., L.P.,
a California Limited Partnership

By: William Cameron Family Management Co., Inc.,
a California corporation

Its: General Partner

By: Waneta Lee
Waneta Lee

Its: Vice President

Date: 2/15/18

LESSEE:
Inspire Charter School – South,
a California Non-Profit Corporation

By: Shari Erlendson
Shari Erlendson

Its: President

Date: 2/13/18

SE
Waneta Lee



EXHIBIT D - RULES AND REGULATIONS FOR STANDARD OFFICE LEASE

Date: February 6, 2018

By and Between

Lessor: Cameron Brothers Construction Co., L.P., a California Limited Partnership

Lessee: Inspire Charter School - South, a California Non-Profit Corporation

Property Address: 13915 Danielson Street, Suite 200, Poway, California 92064
(street address, city, state, zip)

GENERAL RULES

1. Lessee shall not suffer or permit the obstruction of any Common Areas, including driveways, walkways and stairways.
2. Lessor reserves the right to refuse access to any persons Lessor in good faith judges to be a threat to the safety and reputation of the Project and its occupants.
3. Lessee shall not make or permit any noise or odors that annoy or interfere with other lessees or persons having business within the Project.
4. Lessee shall not keep animals or birds within the Project, and shall not bring bicycles, motorcycles or other vehicles into areas not designated as authorized for same.
5. Lessee shall not make, suffer or permit litter except in appropriate receptacles for that purpose.
6. Lessee shall not alter any lock or install new or additional locks or bolts.
7. Lessee shall be responsible for the inappropriate use of any toilet rooms, plumbing or other utilities. No foreign substances of any kind are to be inserted therein.
8. Lessee shall not deface the walls, partitions or other surfaces of the Premises or Project.
9. Lessee shall not suffer or permit anything in or around the Premises or Building that causes excessive vibration or floor loading in any part of the Project.
10. Furniture, significant freight and equipment shall be moved into or out of the building only with the Lessor's knowledge and consent, and subject to such reasonable limitations, techniques and timing, as may be designated by Lessor. Lessee shall be responsible for any damage to the Office Building Project arising from any such activity.
11. Lessee shall not employ any service or contractor for services or work to be performed in the Building, except as approved by Lessor.
12. Lessor reserves the right to close and lock the Building on Saturdays, Sundays and Building Holidays, and on other days between the hours of 5:00 P.M. and 8:00 A.M. of the following day. If Lessee uses the Premises during such periods, Lessee shall be responsible for securely locking any doors it may have opened for entry.
13. Lessee shall return all keys at the termination of its tenancy and shall be responsible for the cost of replacing any keys that are lost.
14. No window coverings, shades or awnings shall be installed or used by Lessee.
15. No Lessee, employee or invitee shall go upon the roof of the Building.
16. Lessee shall not suffer or permit smoking or carrying of lighted cigars or cigarettes in areas reasonably designated by Lessor or by applicable governmental agencies as non-smoking areas.
17. Lessee shall not use any method of heating or air conditioning other than as provided by Lessor.
18. Lessee shall not install, maintain or operate any vending machines upon the Premises without Lessor's written consent.
19. The Premises shall not be used for lodging or manufacturing, cooking or food preparation.
20. Lessee shall comply with all safety, fire protection and evacuation regulations established by Lessor or any applicable governmental agency.
21. Lessor reserves the right to waive any one of these rules or regulations, and/or as to any particular Lessee, and any such waiver shall not constitute a waiver of any other rule or regulation or any subsequent application thereof to such Lessee.
22. Lessee assumes all risks from theft or vandalism and agrees to keep its Premises locked as may be required.
23. Lessor reserves the right to make such other reasonable rules and regulations as it may from time to time deem necessary for the appropriate operation and safety of the Project and its occupants. Lessee agrees to abide by these and such rules and regulations.

PARKING RULES

1. Parking areas shall be used only for parking by vehicles no longer than full size, passenger automobiles herein called "Permitted Size Vehicles." Vehicles other than Permitted Size Vehicles are herein referred to as "Oversized Vehicles."
2. Lessee shall not permit or allow any vehicles that belong to or are controlled by Lessee or Lessee's employees, suppliers, shippers, customers, or invitees to be loaded, unloaded, or parked in areas other than those designated by Lessor for such activities.
3. Parking stickers or identification devices shall be the property of Lessor and be returned to Lessor by the holder thereof upon termination of the holder's parking privileges. Lessee will pay such replacement charge as is reasonably established by Lessor for the loss of such devices.
4. Lessor reserves the right to refuse the sale of monthly identification devices to any person or entity that willfully refuses to comply with the applicable rules, regulations, laws and/or agreements.
5. Lessor reserves the right to relocate all or a part of parking spaces from floor to floor, within one floor, and/or to reasonably adjacent offsite location(s), and to reasonably allocate them between compact and standard size spaces, as long as the same complies with applicable laws, ordinances and regulations.
6. Users of the parking area will obey all posted signs and park only in the areas designated for vehicle parking.
7. Unless otherwise instructed, every person using the parking area is required to park and lock his own vehicle. Lessor will not be responsible for any damage to vehicles, injury to persons or loss of property, all of which risks are assumed by the party using the parking area.
8. Validation, if established, will be permissible only by such method or methods as Lessor and/or its licensee may establish at rates generally applicable to visitor parking.
9. The maintenance, washing, waxing or cleaning of vehicles in the parking structure or Common Areas is prohibited.
10. Lessee shall be responsible for seeing that all of its employees, agents and invitees comply with the applicable parking rules, regulations, laws and agreements.
11. Lessor reserves the right to modify these rules and/or adopt such other reasonable and non-discriminatory rules and regulations as it may deem necessary for the proper operation of the parking area.
12. Such parking use as is herein provided is intended merely as a license only and no bailment is intended or shall be created hereby.

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OFGR-2.00, Revised 01-03-2017

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EXHIBIT "E"

SIGN ORDER FORM
POWAY EXECUTIVE CENTER

To: Cameron Brothers Construction Co., L.P. From: _____
Attn: Waneta Lee
13915 Danielson Street
Poway, CA 92064
(619) 562-3050
Contact: _____
Phone: _____

LESSEE IDENTIFICATION SIGNS

SUITE IDENTIFICATION

Suite # 200

____ Suite Number in tactile + Braille size 3" x 6"

Interior Glass _____

Acrylic Plaque _____

Copy: Upper and lower case. Futura Med. White vinyl. Maximum letter height ¾", 18 characters maximum per line including punctuation and spaces; indicate space with a slash (/).

Line 1 Inspire Charter Schools

Line 2 _____

Line 3 _____

Vinyl charges including production: \$0.00
Installation: 0.00
Total Due: \$0.00

EXHIBIT "E"
POWAY EXECUTIVE CENTER
LOBBY DIRECTORY
ORDER FORM

Cameron Brothers Construction Co., L.P.
Attn: Waneta Lee
13915 Danielson Street
Poway, CA 92064

LESSEE INFORMATION

FROM: _____

CONTACT: _____
PHONE: _____

LESSEE DIRECTORY IDENTIFICATION

SUITE NUMBER: 200

HOW COMPANY SHOULD BE LISTED ON DIRECTORY:

INSPIRE CHARTER SCHOOLS
PLEASE TYPE IN UPPER CASE

LESSEE'S SIGNATURE Shane Eubank

TOTAL CHARGE FOR SERVICE \$0.00

SE
WPC

Please note that the terms "Seller" and "Buyer" are defined by the CA Civil Code to include a lessor and lessee, respectively.

If you are a Listing Agent— you must deliver the form to the seller/lessor before entering into the listing agreement. If the buyer/lessee is not represented by an agent, you must also deliver the form to the buyer/lessee within one business day after receiving an offer from the buyer/lessee.

If you are the Buyer's Agent— you must deliver the form to the buyer/lessee as soon as the buyer/lessee seeks your services, but in any event before the buyer/lessee signs an offer. In addition, you must also deliver the form to the seller/lessor before or concurrently with presenting an offer.

DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP

(As required by the Civil Code)

When you enter into a discussion with a real estate agent regarding a real estate transaction, you should from the outset understand what type of agency relationship or representation you wish to have with the agent in the transaction.

SELLER'S AGENT

A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or a subagent of that agent has the following affirmative obligations:

To the Seller: A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Seller.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties.
- (b) A duty of honest and fair dealing and good faith.
- (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties.

An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

BUYER'S AGENT

A selling agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller. An agent acting only for a Buyer has the following affirmative obligations:

To the Buyer: A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Buyer.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties.
- (b) A duty of honest and fair dealing and good faith.
- (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties. An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

AGENT REPRESENTING BOTH SELLER AND BUYER

A real estate agent, either acting directly or through one or more associate licensees, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer. In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer:

- (a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either the Seller or the Buyer.
- (b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, the agent may not, without the express permission of the respective party, disclose to the other party that the Seller will accept a price less than the listing price or that the Buyer will pay a price greater than the price offered. The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional. Throughout your real property transaction you may receive more than one disclosure form, depending upon the number of agents assisting in the transaction. The law requires each agent with whom you have more than a casual relationship to present you with this disclosure form. You should read its contents each time it is presented to you, considering the relationship between you and the real estate agent in your specific transaction. This disclosure form includes the provisions of Sections 2079.13 to 2079.24, inclusive, of the Civil Code set forth on the reverse hereof. Read it carefully.

Colliers International (CA), Inc.

Agent Printed Name

Gary Williams

Associate Licensee Signature

Gary Williams

Associate Licensee Printed Name

1/31/18

(date)

Shawn Gillo 2/13/18
Buyer/Lessee Signature (date)

Inspire Charter Schools

Buyer/Lessee Printed Name

Wade Lee

Seller/Lessor Signature

2/15/18

(date)

Cameron Brothers Construction Co., L.P.

Seller/Lessor Printed Name

2079.13. As used in Sections 2079.14 to 2079.24, inclusive, the following terms have the following meanings:

- (a) "Agent" means a person acting under provisions of Title 9 (commencing with Section 2295) in a real property transaction, and includes a person who is licensed as a real estate broker under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code, and under whose license a listing is executed or an offer to purchase is obtained.
- (b) "Associate licensee" means a person who is licensed as a real estate broker or salesperson under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code and who is either licensed under a broker or has entered into a written contract with a broker to act as the broker's agent in connection with acts requiring a real estate license and to function under the broker's supervision in the capacity of an associate licensee. The agent in the real property transaction bears responsibility for his or her associate licensee who performs as agents of the agent. When an associate licensee owes a duty to any principal, or to any buyer or seller who is not a principal, in a real property transaction, that duty is equivalent to the duty owed to that party by the broker for whom the associate licensee functions.
- (c) "Buyer" means a transferee in a real property transaction, and includes a person who executes an offer to purchase real property from a seller through an agent, or who seeks the services of an agent in more than a casual, transitory, or preliminary manner, with the object of entering into a real property transaction. "Buyer" includes vendee or lessee.
- (d) "Commercial real property" means all real property in the state, except single-family residential real property, dwelling units made subject to Chapter 2 (commencing with Section 1940) of Title 5, mobilehomes, as defined in Section 798.3, or recreational vehicles, as defined in Section 799.29.
- (e) "Dual agent" means an agent acting, either directly or through an associate licensee, as agent for both the seller and the buyer in a real property transaction.
- (f) "Listing agreement" means a contract between an owner of real property and an agent, by which the agent has been authorized to sell the real property or to find or obtain a buyer.
- (g) "Listing agent" means a person who has obtained a listing of real property to act as an agent for compensation.
- (h) "Listing price" is the amount expressed in dollars specified in the listing for which the seller is willing to sell the real property through the listing agent.
- (i) "Offering price" is the amount expressed in dollars specified in an offer to purchase for which the buyer is willing to buy the real property.
- (j) "Offer to purchase" means a written contract executed by a buyer acting through a selling agent that becomes the contract for the sale of the real property upon acceptance by the seller.
- (k) "Real property" means any estate specified by subdivision (1) or (2) of Section 761 in property that constitutes or is improved with one to four dwelling units, any commercial real property, any leasehold in these types of property exceeding one year's duration, and mobilehomes, when offered for sale or sold through an agent pursuant to the authority contained in Section 10131.6 of the Business and Professions Code.

(l) "Real property transaction" means a transaction for the sale of real property in which an agent is property that are not known to, or within the diligent attention and observation of, the employed by one or more of the principals to act in that transaction, and includes a listing or an offer to purchase.

(m) "Sell," "sale," or "sold" refers to a transaction for the transfer of real property from the seller to the buyer, and includes exchanges of real property 95 Ch. 200 — 2 — between the seller and buyer, transactions for the creation of a real property sales contract within the meaning of Section 2985, and transactions for the creation of a leasehold exceeding one year's duration.

(n) "Seller" means the transferor in a real property transaction, and includes an owner who lists real property with an agent, whether or not a transfer results, or who receives an offer to purchase real property of which he or she is the owner from an agent on behalf of another. "Seller" includes both a vendor and a lessor.

(o) "Selling agent" means a listing agent who acts alone, or an agent who acts in cooperation with a listing agent, and who sells or finds and obtains a buyer for the real property, or an agent who locates property for a buyer or who finds a buyer for a property for which no listing exists and presents an offer to purchase to the seller.

(p) "Subagent" means a person to whom an agent delegates agency powers as provided in Article 5 (commencing with Section 2349) of Chapter 1 of Title 9. However, "subagent" does not include an associate licensee who is acting under the supervision of an agent in a real property transaction.

2079.14. Listing agents and selling agents shall provide the seller and buyer in a real property transaction with a copy of the disclosure form specified in Section 2079.16, and, except as provided in subdivision (c), shall obtain a signed acknowledgment of receipt from that seller or buyer, except as provided in this section or Section 2079.15, as follows:

- (a) The listing agent, if any, shall provide the disclosure form to the seller prior to entering into the listing agreement.
- (b) The selling agent shall provide the disclosure form to the seller as soon as practicable prior to presenting the seller with an offer to purchase, unless the selling agent previously provided the seller with a copy of the disclosure form pursuant to subdivision (a).
- (c) Where the selling agent does not deal on a face-to-face basis with the seller, the disclosure form prepared by the selling agent may be furnished to the seller (and acknowledgment of receipt obtained from the selling agent from the seller) by the listing agent, or the selling agent may deliver the disclosure form by certified mail addressed to the seller at his or her last known address, in which case no signed acknowledgment of receipt is required.
- (d) The selling agent shall provide the disclosure form to the buyer as soon as practicable prior to execution of the buyer's offer to purchase, except that if the offer to purchase is not prepared by the selling agent, the selling agent shall present the disclosure form to the buyer not later than the next business day after the selling agent receives the offer to purchase from the buyer.

2079.15. In any circumstance in which the seller or buyer refuses to sign an acknowledgment of receipt pursuant to Section 2079.14, the agent, or an associate licensee acting for an agent, shall set forth, sign, and date a written declaration of the facts of the refusal.

2079.16. The disclosure form required by Section 2079.14 shall have Sections 2079.13 to 2079.24, inclusive, excluding this section, printed on the back, and on the front of the disclosure form the following shall appear:

**DISCLOSURE REGARDING
REAL ESTATE AGENCY RELATIONSHIP
(As required by the Civil Code)**

When you enter into a discussion with a real estate agent regarding a real estate transaction, you should from the outset understand what type of agency relationship or representation you wish to have with the agent in the transaction.

SELLER'S AGENT

A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or a subagent of that agent has the following affirmative obligations:

To the Seller:

A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Seller.

To the Buyer and the Seller:

(a) Diligent exercise of reasonable skill and care in performance of the agent's duties.

(b) A duty of honest and fair dealing and good faith.

(c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the

parties.

An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

BUYER'S AGENT

A selling agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller. An agent acting only for a Buyer has the following affirmative obligations:

To the Buyer:

A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Buyer.

To the Buyer and the Seller:

(a) Diligent exercise of reasonable skill and care in performance of the agent's duties.

(b) A duty of honest and fair dealing and good faith.

(c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties. An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

AGENT REPRESENTING BOTH SELLER AND BUYER

A real estate agent, either acting directly or through one or more associate licensees, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer.

In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer:

(a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either the Seller or the Buyer.

(b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, the agent may not, without the express permission of the respective party, disclose to the other party that the Seller will accept a price less than the listing price or that the Buyer will pay a price greater than the price offered.

The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional.

Throughout your real property transaction you may receive more than one disclosure form, depending upon the number of agents assisting in the transaction. The law requires each agent with whom you have more than a casual relationship to present you with this disclosure form. You should read its contents each time it is presented to you, considering the relationship between you and the real estate agent in your specific transaction.

This disclosure form includes the provisions of Sections 2079.13 to 2079.24, inclusive, of the Civil Code set forth on the reverse hereof. Read it carefully.

SAMPLE ONLY- DO NOT COMPLETE

Agent	(date)	Buyer/Seller (date) (Signature)
Associate Licensee (Signature)	(date)	Buyer/Seller (date) (Signature)

2079.17. (a) As soon as practicable, the selling agent shall disclose to the buyer and seller whether the selling agent is acting in the real property transaction exclusively as the buyer's agent, exclusively as the seller's agent, or as a dual agent representing both the buyer and the seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller, the buyer, and the selling agent prior to or coincident with execution of that contract by the buyer and the seller, respectively.

(b) As soon as practicable, the listing agent shall disclose to the seller whether the listing agent is acting in the real property transaction exclusively as the seller's agent, or as a dual agent representing both the buyer and seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller and the listing agent prior to or coincident with the execution of that contract by the seller.

(c) The confirmation required by subdivisions (a) and (b) shall be in the following form:

SAMPLE ONLY- DO NOT COMPLETE

_____ is the agent of

(Name of Listing Agent)

(check one):

() the seller exclusively; or

() both the buyer and seller.

_____ is the agent of

(Name of Selling Agent if not the same as the Listing Agent)

(check one):

() the buyer exclusively; or

() the seller exclusively; or

() both the buyer and seller

(d) The disclosures and confirmation required by this section shall be in addition to the disclosure required by Section 2079.14.

2079.18. No selling agent in a real property transaction may act as an agent for the buyer only, when the selling agent is also acting as the listing agent in the transaction.

2079.19. The payment of compensation or the obligation to pay compensation to an agent by the seller or buyer is not necessarily determinative of a particular agency relationship between an agent and the seller or buyer. A listing agent and a selling agent may agree to share any compensation or commission paid, or any right to any compensation or commission for which an obligation arises as the result of a real estate transaction, and the terms of any such agreement shall not necessarily be determinative of a particular relationship.

2079.20. Nothing in this article prevents an agent from selecting, as a condition of the agent's employment, a specific form of agency relationship not specifically prohibited by this article if the requirements of Section 2079.14 and Section 2079.17 are complied with.

2079.21. A dual agent shall not disclose to the buyer that the seller is willing to sell the property at a price less than the listing price, without the express written consent of the seller. A dual agent shall not disclose to the seller that the buyer is willing to pay a price greater than the offering price, without the express written consent of the buyer.

This section does not alter in any way the duty or responsibility of a dual agent to any principal with respect to confidential information other than price.

2079.22. Nothing in this article precludes a listing agent from also being a selling agent, and the combination of these functions in one agent does not, of itself, make that agent a dual agent.

2079.23. A contract between the principal and agent may be modified or altered to change the agency relationship at any time before the performance of the act which is the object of the agency with the written consent of the parties to the agency relationship.

2079.24. Nothing in this article shall be construed to either diminish the duty of disclosure owed buyers and sellers by agents and their associate licensees, subagents, and employees or to relieve agents and their associate licensees, subagents, and employees from liability for their conduct in connection with acts governed by this article or for any breach of a fiduciary duty or a duty of disclosure.

Please note that the terms "Seller" and "Buyer" are defined by the CA Civil Code to include a lessor and lessee, respectively.

This form must be delivered before or concurrently with the signing of the purchase and sale contract (or lease). In lieu of this form, such confirmation may also be set forth in the purchase and sale contract (or lease).

REPRESENTATION CONFIRMATION

Date: January 31, 2018

Seller/Lessor: Cameron Brothers Construction Co., L.P.

Buyer/Lessee: Inspire Charter Schools

Property Name: _____

Street Address, City, State: 13915 Danielson Street, Suite 200, California

Further described as: an office suite consisting of approximately 5,740 rentable square feet

A real estate agent, either acting directly or through one or more associate licensees, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer. In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer:

- (a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either the Seller or the Buyer.
- (b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, the agent may not, without the express permission of the respective party, disclose to the other party that the Seller will accept a price less than the listing price or that the Buyer will pay a price greater than the price offered. The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional. Throughout your real property transaction you may receive more than one disclosure form, depending upon the number of agents assisting in the transaction. The law requires each agent with whom you have more than a casual relationship to present you with this disclosure form. You should read its contents each time it is presented to you, considering the relationship between you and the real estate agent in your specific transaction.

Colliers International (Gary Williams) *(Name of Listing Agent & Brokerage Firm)* is the agent of (check one):

- ☒ The seller/lessor exclusively or
☐ Both the buyer/lessee and seller/lessor

Colliers International (Foley) *(Name of Selling Agent/Procuring Broker & Brokerage Firm)* is the agent of (check one):

- ☒ The buyer/lessee exclusively,
☐ The seller/lessor exclusively, or
☐ Both the buyer/lessee and seller/lessor

SELLER/LESSOR

BY: Wendy Lee

PRINT NAME: _____

TITLE: 2/15/18

BUYER/LESSEE

BY: Shari Enendson

PRINT NAME: Shari En

TITLE: Chief of Staff

Exhibit B – First Amendment

FIRST AMENDMENT TO LEASE

This First Amendment to Lease dated March 1, 2018 is attached to and made a part of the Lease Agreement ("Lease") dated January 30, 2018, by and between Cameron Brothers Construction Co., L.P., a California Limited Partnership ("Lessor") and Inspire Charter School – South, a California Non-Profit Corporation ("Lessee") for Suite 200, consisting of approximately 5,740 rentable square feet located at 13915 Danielson Street, Poway, California 92064.

Unless otherwise defined or the context otherwise indicates, the terms used herein have the meanings defined in the Lease. The provisions of this First Amendment to Lease shall control over any inconsistent provisions of the Lease. The Lease is hereby modified and supplemented as follows:

1. **EFFECTIVE DATE:** Modifications to the Lease as herein set forth shall be effective on March 1, 2018.
2. **FLOOR/SUITE NUMBER:** The Floor and Suite Number as defined in Paragraph 1.2(a) of the Lease shall be modified to include Suite 101 ("Expansion Space").
3. **RENTABLE SQUARE FEET OF PREMISES:** The Rentable Square Feet of Premises as defined in Paragraph 1.2(a) of the Lease shall be modified to include the square footage of the Expansion Space, which consists of 4,922 rentable square feet and 4,310 usable square feet on the first floor. Therefore, the total square footage of the Premises shall be modified to 10,662 rentable square feet.
4. **PARKING:** Parking as defined in the Paragraph 1.2(b) of the Lease shall be modified to thirty-seven (37) spaces, of which twenty-five (25) shall be unreserved surface parking spaces and twelve (12) shall be unreserved spaces in the building underground garage.
5. **LEASE TERM:** The Lease Term as defined in Paragraph 1.3 of the Lease shall be modified to reflect five (5) years and two (2) months for the Expansion Space.
6. **COMMENCEMENT DATE:** The Commencement Date as defined in Paragraph 1.3 of the Lease shall be modified to include May 1, 2018 for the Expansion Space.
7. **LESSEE'S SHARE OF OPERATING EXPENSE INCREASE:** The Lessee's share of Operating Expense Increase as defined in Paragraph 1.6 of the Lease shall be modified to thirty-three and 21/100 (33.21%).
8. **BASE RENT AND OTHER MONIES PAID UPON EXECUTION:** The Base Rent, Security Deposit and Total Due Upon Execution of this Lease as referenced in Paragraph 1.7(a),(b), and (e) shall be defined for the Expansion Space as follows:
Base Rent: \$9,106.00 for the period May 1 – May 31, 2018
Security Deposit: \$10,556.00
Total Due Upon Execution of this Amendment: \$19,662.00
9. **BASIC ANNUAL RENT INCREASE:** The Basic Annual Rent Increase as described in Paragraph 52 of the Addendum to Lease shall be modified according to the attached Exhibit B.
10. **EXHIBIT A:** Exhibit A shall be modified to include Exhibit A-1.

11. **TENANT IMPROVEMENTS:** The Tenant Improvements as defined in Addendum to Lease, Paragraph 50 shall be modified to include the following Tenant Improvements, provided by Lessor, at Lessor's sole cost and expense for the Expansion Space:
- a.) Install new LVT flooring to match Suite 200
 - b.) Provide a fresh coat of paint in Lessee's choice of building standard color.
 - c.) Demo two (2) walls in two (2) offices.
 - d.) Relocate two (2) interior office doors, and add one (1) office window.
 - e.) Paint all interior doors white.
 - f.) Ensure all building systems are in proper working order.

ALL OTHER TERMS AND CONDITIONS OF THE LEASE SHALL REMAIN IN FULL FORCE AND EFFECT.

LESSOR:

Cameron Brothers Construction Co., L.P.,
A California Limited Partnership

LESSEE:

Inspire Charter School – South,
a California Non-Profit Corporation

By: William Cameron Family
Management Co., Inc.
A California corporation

By: 

Waneta Lee

By: 

Shari Erlendson

Its: Vice President

Its: President

Date: 3/6/18

Date: 3/6/18

		Suite 200	Month	Suite 101	Month	Total
Months						
April	2018	\$ 10,045.00	1			\$ 10,045.00
May		\$ -*	2	\$ 9,106.00	1	\$ 9,106.00
June		\$ 10,045.00	3	\$ -**	2	\$ 10,045.00
July		\$ 10,045.00	4	\$ -**	3	\$ 10,045.00
August		\$ 10,045.00	5	\$ 9,106.00	4	\$ 19,151.00
September		\$ 10,045.00	6	\$ 9,106.00	5	\$ 19,151.00
October		\$ 10,045.00	7	\$ 9,106.00	6	\$ 19,151.00
November		\$ 10,045.00	8	\$ 9,106.00	7	\$ 19,151.00
December		\$ 10,045.00	9	\$ 9,106.00	8	\$ 19,151.00
January	2019	\$ 10,045.00	10	\$ 9,106.00	9	\$ 19,151.00
February		\$ 10,045.00	11	\$ 9,106.00	10	\$ 19,151.00
March		\$ 10,045.00	12	\$ 9,106.00	11	\$ 19,151.00
April		\$ -*	13	\$ 9,106.00	12	\$ 9,106.00
May		\$ 10,346.00	14	\$ 9,379.00	13	\$ 19,725.00
June		\$ 10,346.00	15	\$ 9,379.00	14	\$ 19,725.00
July		\$ 10,346.00	16	\$ 9,379.00	15	\$ 19,725.00
August		\$ 10,346.00	17	\$ 9,379.00	16	\$ 19,725.00
September		\$ 10,346.00	18	\$ 9,379.00	17	\$ 19,725.00
October		\$ 10,346.00	19	\$ 9,379.00	18	\$ 19,725.00
November		\$ 10,346.00	20	\$ 9,379.00	19	\$ 19,725.00
December		\$ 10,346.00	21	\$ 9,379.00	20	\$ 19,725.00
January	2020	\$ 10,346.00	22	\$ 9,379.00	21	\$ 19,725.00
February		\$ 10,346.00	23	\$ 9,379.00	22	\$ 19,725.00
March		\$ 10,346.00	24	\$ 9,379.00	23	\$ 19,725.00
April		\$ -*	25	\$ 9,379.00	24	\$ 9,379.00
May		\$ 10,657.00	26	\$ 9,660.00	25	\$ 20,317.00
June		\$ 10,657.00	27	\$ 9,660.00	26	\$ 20,317.00
July		\$ 10,657.00	28	\$ 9,660.00	27	\$ 20,317.00
August		\$ 10,657.00	29	\$ 9,660.00	28	\$ 20,317.00
September		\$ 10,657.00	30	\$ 9,660.00	29	\$ 20,317.00
October		\$ 10,657.00	31	\$ 9,660.00	30	\$ 20,317.00
November		\$ 10,657.00	32	\$ 9,660.00	31	\$ 20,317.00
December		\$ 10,657.00	33	\$ 9,660.00	32	\$ 20,317.00
January	2021	\$ 10,657.00	34	\$ 9,660.00	33	\$ 20,317.00
February		\$ 10,657.00	35	\$ 9,660.00	34	\$ 20,317.00
March		\$ 10,657.00	36	\$ 9,660.00	35	\$ 20,317.00
April		\$ 10,976.00	37	\$ 9,660.00	36	\$ 20,636.00
May		\$ 10,976.00	38	\$ 9,950.00	37	\$ 20,926.00
June		\$ 10,976.00	39	\$ 9,950.00	38	\$ 20,926.00
July		\$ 10,976.00	40	\$ 9,950.00	39	\$ 20,926.00
August		\$ 10,976.00	41	\$ 9,950.00	40	\$ 20,926.00
September		\$ 10,976.00	42	\$ 9,950.00	41	\$ 20,926.00
October		\$ 10,976.00	43	\$ 9,950.00	42	\$ 20,926.00
November		\$ 10,976.00	44	\$ 9,950.00	43	\$ 20,926.00
December		\$ 10,976.00	45	\$ 9,950.00	44	\$ 20,926.00
January	2022	\$ 10,976.00	46	\$ 9,950.00	45	\$ 20,926.00
February		\$ 10,976.00	47	\$ 9,950.00	46	\$ 20,926.00
March		\$ 10,976.00	48	\$ 9,950.00	47	\$ 20,926.00
April		\$ 11,306.00	49	\$ 9,950.00	48	\$ 21,256.00
May		\$ 11,306.00	50	\$ 10,249.00	49	\$ 21,555.00
June		\$ 11,306.00	51	\$ 10,249.00	50	\$ 21,555.00
July		\$ 11,306.00	52	\$ 10,249.00	51	\$ 21,555.00
August		\$ 11,306.00	53	\$ 10,249.00	52	\$ 21,555.00
September		\$ 11,306.00	54	\$ 10,249.00	53	\$ 21,555.00
October		\$ 11,306.00	55	\$ 10,249.00	54	\$ 21,555.00
November		\$ 11,306.00	56	\$ 10,249.00	55	\$ 21,555.00
December		\$ 11,306.00	57	\$ 10,249.00	56	\$ 21,555.00
January	2023	\$ 11,306.00	58	\$ 10,249.00	57	\$ 21,555.00
February		\$ 11,306.00	59	\$ 10,249.00	58	\$ 21,555.00
March		\$ 11,306.00	60	\$ 10,249.00	59	\$ 21,555.00
April		\$ 11,645.00	61	\$ 10,249.00	60	\$ 21,894.00
May		\$ 11,645.00	62	\$ 10,556.00	61	\$ 22,201.00
June		\$ 11,645.00	63	\$ 10,556.00	62	\$ 22,201.00

Exhibit B Schedule

"Base Annual Rent Increase"

* Abated rent for Suite 200.

** Abated rent for Suite 101.

Exhibit C – Second Amendment

SECOND AMENDMENT TO LEASE

This Second Amendment to Lease is made and entered into as of March 7, 2018, by and between Cameron Brothers Construction Co., L.P., as "Lessor" and "Assignor", and Inspire Charter School - South, as "Lessee" for the Lease ("Lease") dated January 30, 2018 for the premises located at 13915 Danielson St., Suite 200, Poway, CA 92064.

That certain Lease is hereby amended as follows:

1. Lessor has assigned their interest in the Lease to Poway Executive Plaza, LLC, a California limited liability company ("Assignee") effective January 1, 2018 ("Effective Date").
2. Poway Executive Plaza, LLC assumes all obligations of the Lessor and the Lease on the Effective Date and recognizes all the rent paid by Lessee after the Effective Date.
3. Poway Executive Plaza, LLC assumes the obligation of Lessee's Security Deposit under the Lease in the amount of \$11,645.00.
4. Cameron Brothers Construction Co., L.P. shall have no obligations regarding Lessee's Security Deposit or the obligations of the Lessor after the Effective Date.

The foregoing Second Amendment of Lease is acknowledged and agreed to:

By Assignor:



Cameron Brothers Construction Co., L.P.


By: Waneta Lee, Vice President 

Date 4/13/18

By Assignee and Lessor:

Poway Executive Plaza, LLC


By: Waneta Lee, Vice President 

Date 4/13/18

By Lessee:

Inspire Charter School - South


By: Shari Erlendson, President

Date 3/29/18

Exhibit D – Third Amendment

THIRD AMENDMENT TO LEASE

This Third Amendment to Lease dated April 19, 2018 is attached to and made a part of the Lease Agreement dated January 30, 2018, as amended by First Amendment to Lease dated March 1, 2018 ("Lease") and the Second Amendment to Lease dated March 7, 2018, by and between Cameron Brothers Construction Co., L.P., a California Limited Partnership ("Lessor") and Inspire Charter School – South, a California Non-Profit Corporation ("Lessee") for Suite 200, consisting of approximately 5,740 rentable square feet located at 13915 Danielson Street, Poway, California 92064.

Unless otherwise defined or the context otherwise indicates, the terms used herein have the meanings defined in the Lease. The provisions of this Third Amendment to Lease shall control over any inconsistent provisions of the Lease. The Lease is hereby modified and supplemented as follows:

1. **EFFECTIVE DATE:** Modifications to the Lease as herein set forth shall be effective on June 1, 2018.
2. **FLOOR/SUITE NUMBER:** The Floor and Suite Number as defined in Paragraph 1.2(a) of the Lease and Paragraph 2 of the First Amendment to Lease shall be modified to include Suite 103 ("Second Expansion Space").
3. **RENTABLE SQUARE FEET OF PREMISES:** The Rentable Square Feet of Premises as defined in Paragraph 1.2(a) of the Lease and Paragraph 3 of the First Amendment to Lease, shall be modified to include the square footage of the Second Expansion Space, which consists of 2,148 rentable square feet and 1,880 usable square feet on the first floor. Therefore, the total square footage of the Premises shall be modified to 12,810 rentable square feet.
4. **PARKING:** Parking as defined in the Paragraph 1.2(b) of the Lease shall be modified to forty-five (45) spaces, of which thirty-one (31) shall be unreserved surface parking spaces and fourteen (14) shall be unreserved spaces in the building underground garage.
5. **LEASE TERM:** The Lease Term as defined in Paragraph 1.3 of the Lease shall be modified to reflect five (5) years and one (1) month for the Second Expansion Space.
6. **COMMENCEMENT DATE:** The Commencement Date as defined in Paragraph 1.3 of the Lease and Paragraph 6 of the First Amendment shall be modified to include the Commencement Date for the Second Expansion Space, which shall occur upon substantial completion of Tenant Improvements to Suite 103, estimated to be June 1, 2018.
7. **LESSEE'S SHARE OF OPERATING EXPENSE INCREASE:** The Lessee's share of Operating Expense Increase as defined in Paragraph 1.6 of the Lease and Paragraph 7 of the First Amendment to Lease shall be modified to thirty-nine and 90/100 (39.90%).
8. **BASE RENT AND OTHER MONIES PAID UPON EXECUTION:** The Base Rent, Security Deposit and Total Due Upon Execution of this Lease as referenced in Paragraph 1.7(a),(b), and (e) shall be defined for the Second Expansion Space as follows:
Base Rent: \$3,866.00 for the period June 1 – June 30, 2018
Security Deposit: \$4,482.00
Total Due Upon Execution of this Amendment: \$8,348.00
9. **BASIC ANNUAL RENT INCREASE:** The Basic Annual Rent Increase as described in Paragraph 52 of the Addendum to Lease and Exhibit B of the First Amendment to Lease shall be modified according to the attached Exhibit C.
10. **EXHIBIT A:** Exhibit A and Exhibit A-1 shall be modified to include Exhibit A-2.

11. **TENANT IMPROVEMENTS:** The Tenant Improvements as defined in Addendum to Lease, Paragraph 50 and Paragraph 11 of the First Amendment to Lease shall be modified to include the following Tenant Improvements, provided by Lessor, at Lessor's sole cost and expense for the Second Expansion Space:

- a.) Install new LVT flooring to match Suite 101.
- b.) Provide a fresh coat of paint in Lessee's choice of building standard color.
- c.) Construct one office of approximately 11' X 16'.
- d.) Install one door connecting Suite 101 and 103.
- e.) Paint all interior doors white.
- f.) Ensure all building systems are in proper working order.

ALL OTHER TERMS AND CONDITIONS OF THE LEASE SHALL REMAIN IN FULL FORCE AND EFFECT.

LESSOR:

Cameron Brothers Construction Co., L.P.,
a California Limited Partnership

By: William Cameron Family
Management Co., Inc.
A California corporation

By: 

Waneta Lee

Its: Vice President

Date: 5/30/18

LESSEE:

Inspire Charter School – South,
a California Non-Profit Corporation

By: 

Shari Erlendson

Its: President

Date: 5/30/18

Exhibit A-2

"Floor Plan – Second Expansion Space"
13915 Danielson Street, Suite 103
Approximately 2,148 Rentable Square Feet

(Lessor to provide updated floorplan)

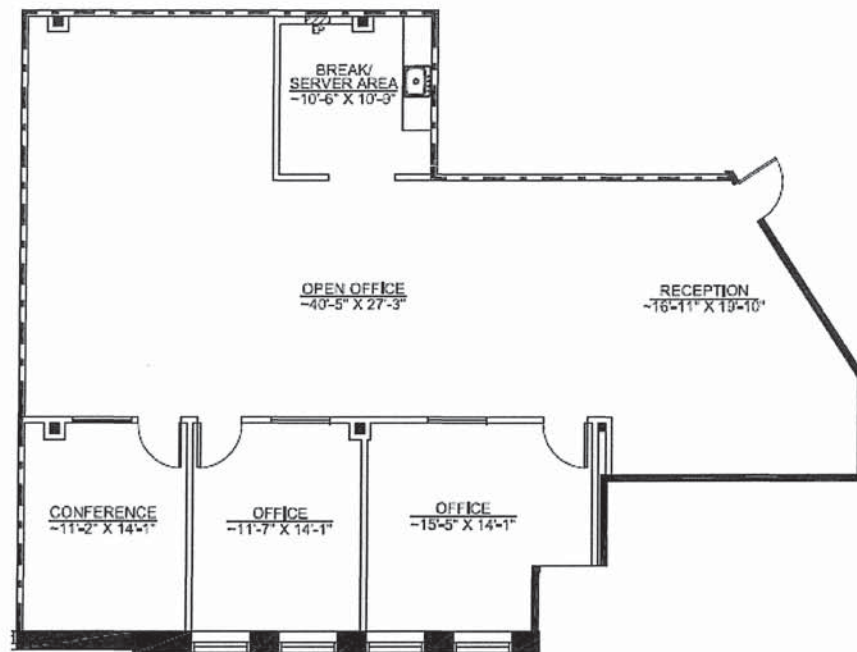


EXHIBIT C - SCHEDULE
"Base Annual Rent Increase"

		Suite 200	Month	Suite 101	Month	Suite 103	Month	Total
Months								
April	2018	\$ 10,045.00	1					\$ 10,045.00
May		\$ - *	2	\$ 9,106.00	1			\$ 9,106.00
June		\$ 10,045.00	3	\$ - **	2	\$3,866.00	1	\$ 13,911.00
July		\$ 10,045.00	4	\$ - **	3	\$3,866.00	2	\$ 13,911.00
August		\$ 10,045.00	5	\$ 9,106.00	4	\$3,866.00	3	\$ 23,017.00
September		\$ 10,045.00	6	\$ 9,106.00	5	\$3,866.00	4	\$ 23,017.00
October		\$ 10,045.00	7	\$ 9,106.00	6	\$3,866.00	5	\$ 23,017.00
November		\$ 10,045.00	8	\$ 9,106.00	7	\$3,866.00	6	\$ 23,017.00
December		\$ 10,045.00	9	\$ 9,106.00	8	\$3,866.00	7	\$ 23,017.00
January	2019	\$ 10,045.00	10	\$ 9,106.00	9	\$3,866.00	8	\$ 23,017.00
February		\$ 10,045.00	11	\$ 9,106.00	10	\$3,866.00	9	\$ 23,017.00
March		\$ 10,045.00	12	\$ 9,106.00	11	\$3,866.00	10	\$ 23,017.00
April		\$ - *	13	\$ 9,106.00	12	\$3,866.00	11	\$ 12,972.00
May		\$ 10,346.00	14	\$ 9,379.00	13	\$3,866.00	12	\$ 23,591.00
June		\$ 10,346.00	15	\$ 9,379.00	14	\$3,982.00	13	\$ 23,707.00
July		\$ 10,346.00	16	\$ 9,379.00	15	\$3,982.00	14	\$ 23,707.00
August		\$ 10,346.00	17	\$ 9,379.00	16	\$3,982.00	15	\$ 23,707.00
September		\$ 10,346.00	18	\$ 9,379.00	17	\$3,982.00	16	\$ 23,707.00
October		\$ 10,346.00	19	\$ 9,379.00	18	\$3,982.00	17	\$ 23,707.00
November		\$ 10,346.00	20	\$ 9,379.00	19	\$3,982.00	18	\$ 23,707.00
December		\$ 10,346.00	21	\$ 9,379.00	20	\$3,982.00	19	\$ 23,707.00
January	2020	\$ 10,346.00	22	\$ 9,379.00	21	\$3,982.00	20	\$ 23,707.00
February		\$ 10,346.00	23	\$ 9,379.00	22	\$3,982.00	21	\$ 23,707.00
March		\$ 10,346.00	24	\$ 9,379.00	23	\$3,982.00	22	\$ 23,707.00
April		\$ - *	25	\$ 9,379.00	24	\$3,982.00	23	\$ 13,361.00
May		\$ 10,657.00	26	\$ 9,660.00	25	\$3,982.00	24	\$ 24,299.00
June		\$ 10,657.00	27	\$ 9,660.00	26	\$4,101.00	25	\$ 24,418.00
July		\$ 10,657.00	28	\$ 9,660.00	27	\$4,101.00	26	\$ 24,418.00
August		\$ 10,657.00	29	\$ 9,660.00	28	\$4,101.00	27	\$ 24,418.00
September		\$ 10,657.00	30	\$ 9,660.00	29	\$4,101.00	28	\$ 24,418.00
October		\$ 10,657.00	31	\$ 9,660.00	30	\$4,101.00	29	\$ 24,418.00
November		\$ 10,657.00	32	\$ 9,660.00	31	\$4,101.00	30	\$ 24,418.00
December		\$ 10,657.00	33	\$ 9,660.00	32	\$4,101.00	31	\$ 24,418.00
January	2021	\$ 10,657.00	34	\$ 9,660.00	33	\$4,101.00	32	\$ 24,418.00
February		\$ 10,657.00	35	\$ 9,660.00	34	\$4,101.00	33	\$ 24,418.00
March		\$ 10,657.00	36	\$ 9,660.00	35	\$4,101.00	34	\$ 24,418.00
April		\$ 10,976.00	37	\$ 9,660.00	36	\$4,101.00	35	\$ 24,737.00
May		\$ 10,976.00	38	\$ 9,950.00	37	\$4,101.00	36	\$ 25,027.00
June		\$ 10,976.00	39	\$ 9,950.00	38	\$4,224.00	37	\$ 25,150.00
July		\$ 10,976.00	40	\$ 9,950.00	39	\$4,224.00	38	\$ 25,150.00
August		\$ 10,976.00	41	\$ 9,950.00	40	\$4,224.00	39	\$ 25,150.00
September		\$ 10,976.00	42	\$ 9,950.00	41	\$4,224.00	40	\$ 25,150.00
October		\$ 10,976.00	43	\$ 9,950.00	42	\$4,224.00	41	\$ 25,150.00
November		\$ 10,976.00	44	\$ 9,950.00	43	\$4,224.00	42	\$ 25,150.00
December		\$ 10,976.00	45	\$ 9,950.00	44	\$4,224.00	43	\$ 25,150.00
January	2022	\$ 10,976.00	46	\$ 9,950.00	45	\$4,224.00	44	\$ 25,150.00
February		\$ 10,976.00	47	\$ 9,950.00	46	\$4,224.00	45	\$ 25,150.00
March		\$ 10,976.00	48	\$ 9,950.00	47	\$4,224.00	46	\$ 25,150.00
April		\$ 11,306.00	49	\$ 9,950.00	48	\$4,224.00	47	\$ 25,480.00
May		\$ 11,306.00	50	\$ 10,249.00	49	\$4,224.00	48	\$ 25,779.00
June		\$ 11,306.00	51	\$ 10,249.00	50	\$4,351.00	49	\$ 25,906.00
July		\$ 11,306.00	52	\$ 10,249.00	51	\$4,351.00	50	\$ 25,906.00
August		\$ 11,306.00	53	\$ 10,249.00	52	\$4,351.00	51	\$ 25,906.00
September		\$ 11,306.00	54	\$ 10,249.00	53	\$4,351.00	52	\$ 25,906.00
October		\$ 11,306.00	55	\$ 10,249.00	54	\$4,351.00	53	\$ 25,906.00
November		\$ 11,306.00	56	\$ 10,249.00	55	\$4,351.00	54	\$ 25,906.00
December		\$ 11,306.00	57	\$ 10,249.00	56	\$4,351.00	55	\$ 25,906.00
January		\$ 11,306.00	58	\$ 10,249.00	57	\$4,351.00	56	\$ 25,906.00
February		\$ 11,306.00	59	\$ 10,249.00	58	\$4,351.00	57	\$ 25,906.00
March		\$ 11,306.00	60	\$ 10,249.00	59	\$4,351.00	58	\$ 25,906.00
April		\$ 11,645.00	61	\$ 10,249.00	60	\$4,351.00	59	\$ 26,245.00
May		\$ 11,645.00	62	\$ 10,556.00	61	\$4,351.00	60	\$ 26,552.00
June		\$ 11,645.00	63	\$ 10,556.00	62	\$4,482.00	61	\$ 26,683.00

*Abated rent for Suite 200.

**Abated rent for Suite 101.

Exhibit E – Fourth Amendment

FOURTH AMENDMENT TO LEASE

This Fourth Amendment to Lease dated June 27, 2018 is attached to and made a part of the Lease Agreement dated January 30, 2018, ("Lease") as amended by First Amendment to Lease dated March 1, 2018 and the Second Amendment to Lease dated March 7, 2018, and the Third Amendment to Lease dated April 19, 2018 by and between Poway Executive Plaza, LLC ("Lessor") and Inspire Charter School - South, a California Non-Profit Corporation ("Lessee") for Suite 200, consisting of approximately 5,740 rentable square feet located at 13915 Danielson Street, Poway, California 92064.

One (1) storage space approximately 159 sq.ft. in our underground garage to be used for storage purposes only. Storage is number/letter "A".

The term shall be for five (5) years commencing on July 1st, 2018 and terminating on June 30, 2023.

The rental amount is \$125.00 per month.


Rules Regarding Storage:

1. Lessee is required to place all stored items on wooden pallets and/or shelving to avoid water damage. Lessee acknowledges and agrees that Lessor is not responsible for any damage to property stored on the premises.
2. There shall be no storage of:
 - A. Hazardous materials.
 - B. Food, packaged or otherwise.
 - C. Explosives.
 - D. Gasoline or other flammable substances.
 - E. Guns (weapons) or ammunition.

In all other respects the aforesaid lease agreement shall remain in full force and effect.

By: Poway Executive Plaza, LLC

By: Cameron Brothers Company, LLC,
Manager


Waneta Lee, Vice President

7/2/18
Date:

By: Inspire Charter School - South,
a California Non-Profit Corporation


Sheri Erlendson, President

7/2/18
Date:

SUBLEASE AND SHARED USE AGREEMENT
(13915 Danielson Street, Poway, California 92064)

This Sublease and Shared Use Agreement ("**Sublease**") is entered into by and between Pacific Coast Academy (formerly named Inspire Charter School – South), a California nonprofit public benefit corporation ("**CPA**"), Mission Vista Academy, a California nonprofit public benefit corporation ("**MVA**"), and Pacific Coast Academy, a California nonprofit public benefit corporation ("**PCA**") (collectively the "**Parties**" and each a "**Party**"), with reference to the following facts:

A. CPA leases office space at 13915 Danielson Street, Suites 101, 103, and 200, Poway, California 92064 in the County of San Diego ("**Premises**") from Poway Executive Plaza, LLC, a California Limited Liability Company ("**Landlord**"), pursuant to the following lease documents (collectively, the "**Lease**"):

- a. Standard Multi-Tenant Office Lease – Gross dated January 30, 2018 with an addendum dated February 6, 2018 consisting of paragraphs 50 through 55, an arbitration agreement identified as paragraph 56, and Exhibits A through E ("**Standard Lease**"), which are attached hereto as **Exhibit A**;
- b. First Amendment to Lease dated March 1, 2018 ("**First Amendment**") attached hereto as **Exhibit B**;
- c. Second Amendment to Lease dated March 7, 2018 ("**Second Amendment**") attached hereto as **Exhibit C**;
- d. Third Amendment to Lease dated April 19, 2018 ("**Third Amendment**") attached hereto as **Exhibit D**; and
- e. Fourth Amendment to Lease dated June 27, 2018 ("**Fourth Amendment**") attached hereto as **Exhibit E**.

B. The Premises are comprised of three (3) separate units of office space, consisting of approximately 12,810 rentable square feet, and a 159 square foot storage space. In addition, CPA has non-exclusive rights to the common areas (as defined in the Lease) and 45 unreserved parking spaces (31 surface parking spaces and 14 parking spaces in the underground garage). The Premises are authorized for CPA's use as a general office and any other legally permitted uses ("**Agreed Use**"). The original lease term expires on June 30, 2023 ("**Lease Term**").

C. The Parties operate nonclassroom-based charter schools in California and desire to share the Premises for the benefit of their education programs.

D. The Parties desire to enter into this Sublease to set forth the terms and conditions for the sublease of Suite 103 ("**Subleased Space**") to PCA for PCA's exclusive occupancy and use, and the sublease of Suite 101, Suite 200, and the 159 square foot storage space ("**Shared Space**," together with Subleased Space, "**Subleased Premises**") to MVA and PCA for joint use by the Parties, as provided herein, and subject to Landlord's written consent to the Sublease.

NOW THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties agree as follows:

Section 1. Subleased Premises. Subject to the express terms and conditions of this Sublease and the Lease, CPA hereby subleases to PCA, and PCA hereby accepts from CPA, the Subleased Space for PCA's exclusive use. Further, CPA hereby subleases to MVA and PCA, and MVA and PCA accept from CPA, the Shared Space to be occupied and used jointly by the Parties, including CPA. The Subleased Premises may only be used consistent with the Agreed Use set forth in the Lease and shall be occupied and used by the Parties the solely for the purpose of operating their respective charter schools ("**Shared Use**"). CPA, MVA, and PCA shall have equal rights to the use of the Premises, including non-exclusive right to access and use common areas that are available to CPA under the Lease.

Section 2. Term. The term of this Sublease ("**Term**") is effective as of July 1, 2020 to the earliest to occur of: (a) June 30, 2023; (b) termination of the Lease pursuant to its terms; or (c) termination of this Sublease pursuant to Section 6. CPA shall have no liability to MVA or PCA due to the termination of this Sublease as a result of any termination of the Lease. The Parties may extend or renew this Sublease if the Lease is extended, subject to any consent required from Landlord. Notwithstanding anything herein to the contrary, MVA or PCA may terminate their participation in the Sublease if their charter closes whereby the termination is effective as of the date of the charter school's closure. One Party's termination for this reason does not terminate the Sublease for all Parties.

Section 3. Rent. For the duration of the Term, MVA and PCA, separately and individually, shall pay to CPA for their exclusive and/or joint use of the Subleased Premises consistent with the base rent set schedule forth in the Third Amendment (see Exhibit C, pg. 4 therein) and as adjusted annually therein ("**Rent**").

- **Suite 103:** Specifically, PCA shall pay to CPA 100 percent of the monthly rent for Suite 103 as set forth in the Third Amendment to the Lease. For example, for December 2020, PCA shall pay CPA in the amount of \$4,101.00.
- **Suites 101 and 200:** MVA and PCA, separately and individually, shall pay to CPA for their proportionate share (33 percent of the monthly rent for their use of the Shared Space) of the Rent for Suite 101 and Suite 200 as set forth in the Third Amendment to the Lease. For example, for December 2020, MVA and PCA shall each pay CPA in the amount of \$6,772.33 (\$3,220 for Suite 101 and \$3,552.33 for Suite 200).
- **Payment:** Moreover, MVA and PCA, separately and individually, shall make a one-time payment to CPA for their use of the Subleased Premises prior to November 30, 2020 within thirty (30) days of the last Party's execution of this Sublease as evidenced on the signature page

From December 1, 2020 through the remainder of the Term, rent shall be payable to CPA in advanced monthly installments at least 10 days before the first of each month, therefore the first monthly payment to CPA for December 2020 shall be due no later than November 21, 2020. In the event that the Term begins or ends on a date which is not the first day of a month, the Rent for such month shall be prorated as of such date. All payments shall be due monthly without notice or demand, with payments made to "Pacific Coast Academy" at the address provided in Section 15 below.

Section 4. Utilities. The Parties shall share the cost of utilities pursuant to the percentage of square footage allocated to each Party under this Sublease. CPA will pay 27.75% of total utilities costs,

MVA will pay 27.75% of total utilities costs, and PCA will pay 44.5% of total utilities costs. These utilities include water, gas, heat, light, power, telephone, trash disposal and other utilities and services supplied to the Premises, together with any taxes thereon. CPA shall provide a monthly statement to MVA and PCA outlining their share of such costs, and shall provide MVA and PCA access to reasonable backup documentation for such costs upon request. MVA and PCA shall submit payments to CPA within thirty (30) days after receipt of such statement.

Section 5. Operating Expenses. For the duration of the Term, PCA shall pay 100 percent of the operating expenses for Subleased Space (Suite 103) that are paid by CPA as provided in paragraph 1.6 of the Lease. Further, MVA and PCA shall, separately and individually, pay a 33 percent pro-rata share of the operating expenses for the Subleased Premises that are paid by CPA as provided in paragraph 1.6 of the Lease. CPA shall provide a monthly statement to MVA and PCA outlining MVA and PCA's share of such costs and any reimbursements received from the Landlord with respect to such costs, and shall provide MVA and PCA access to reasonable backup documentation for such costs and reimbursements upon request. MVA and PCA shall submit payment to CPA within thirty (30) days after receipt of such statement from CPA. In the event the Subleased Premises are separately metered for any utilities, MVA and PCA shall timely pay their share of operating expenses as provided herein.

Section 6. Interest and Late Charges on Overdue Payments. In the event that MVA and PCA fail to pay any installment of Rent or any other sum due hereunder or pursuant to the Lease, MVA and PCA shall pay CPA those amounts defined as interest and the late charge set forth in Sections 13.4 and 13.5 of the Lease, provided that MVA and PCA shall be entitled to any grace periods provided in the Lease. The Parties agree that the payment of such interest or late charges represents the liability that CPA may incur to Landlord by reason of late payment by MVA and PCA, and is therefore not a penalty.

Section 7. Modifications. Subject to MVA or PCA obtaining all necessary governmental approvals and Landlord's review and approval thereof to the extent required under the Lease, MVA and PCA shall be permitted to affix its exterior and window signs at its sole cost and expense at the Subleased Premises, provided that such signage shall not exceed limitations imposed by applicable law and the Lease. Any and all signage, materials, work, installations, equipment, and decorations of any nature brought upon the Premises, or installed in the Subleased Premises or removed from the Subleased Premises by MVA and PCA, shall be at MVA and PCA's sole risk, and shall be installed, maintained, and removed at the sole cost and expense of MVA and PCA. Neither CPA nor any party acting on CPA's behalf on or about the Premises shall be responsible for any claim, damage, loss, or destruction of such items brought to the Premises, installed in the Subleased Premises, or removed from the Subleased Premises, and MVA and PCA shall indemnify, defend, and hold CPA harmless from any claim, loss, damage, or destruction.

Section 8. Application of the Lease. Except as expressly provided herein, this Sublease is subject and subordinate in all respects to the terms of, and the rights of the Landlord under, the Lease. Except as expressly provided herein or inconsistent with the terms and conditions set forth herein, (a) MVA and PCA covenant and warrant that they fully understand and agree to be subject to and bound by all of the covenants, agreements, terms, provisions, and conditions of the Lease, and MVA and PCA agree to comply with all the obligations required to be kept or performed by CPA, in its capacity as "Lessee" under the Lease, with respect to the Subleased Premises and (b) the covenants, agreements, terms, provisions, and conditions of the Lease insofar as they relate to the Subleased Premises and insofar as they are not inconsistent with the terms of this Sublease are made a part of and incorporated into this Sublease as if recited herein in full, and the rights and obligations of the "Lessor" and the "Lessee" under the Lease shall be deemed the rights and obligations of CPA and MVA/PCA, respectively, and shall be binding upon and

inure to the benefit of CPA and MVA/PCA respectively. As between the Parties only, in the event of a conflict between the terms of the Lease and the terms of this Sublease, the terms of this Sublease shall control.

Section 9. Subcontract and Assignment. Neither Party shall assign its rights, duties, or privileges under this Sublease, nor shall a Party attempt to confer any of its rights, duties, or privileges under this Sublease on any third party, without the written consent of the other Parties, and subject to any Landlord consent required under the Lease. Subject to the foregoing, this Sublease shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, legal representatives, successors, and assigns. MVA and PCA shall not sublicense or sublease, pledge, encumber, mortgage, or otherwise transfer or assign to any party any interest in the Subleased Premises.

Section 10. Insurance. MVA and PCA, at their sole expense, shall maintain for the benefit of CPA and Landlord such policies of insurance (and in such form) with respect to the Subleased Premises as are required by the Lease, which policies shall be reasonably satisfactory to CPA as to coverage and insurer, shall be maintained as primary policies, and shall extend to and cover the acts and omission of MVA or PCA, and anyone acting by, through, or under MVA or PCA notwithstanding anything contained in the Lease to the contrary. Each policy of insurance required under this paragraph shall name CPA and Landlord each as an additional insured. MVA and PCA shall provide CPA with certificates of insurance evidencing such policies and that CPA has been named as an additional insured under a separate additional insured endorsement approved by CPA within thirty (30) days from receipt of a written request from CPA. MVA and PCA shall use best efforts to cause all insurance policies to contain a provision and certificate of insurance shall expressly state that the insurer will give to CPA and Landlord and such other parties in interest at least thirty (30) days' notice in writing in advance of any material change, cancellation, termination, lapse, or the effective date of any reduction in the amounts of insurance below the amounts specified in the Lease.

Section 11. Damage and Destruction. If the Subleased Premises are damaged by any casualty that is covered by MVA or PCA's applicable insurance, the Parties agree to use such insurance proceeds to restore the Subleased Premises to extent required by the Lease.

Section 12. Indemnification. The Parties agree to defend, indemnify, and hold each other, their employees, officers, directors and agents, free and harmless against any liability, loss, claims, demands, damages, expenses and costs (including attorneys' fees, expert witness fees, and other costs of litigation or other proceedings) of every kind or nature arising in any manner out of the performance of their obligations under this Sublease and/or the Lease, except for such loss or damage caused solely by the negligence or willful misconduct of the other Party. The indemnifications required by this Section 12 shall survive the expiration or termination of this Sublease.

Section 13. Default. The occurrence of any of the following shall be a default ("**Default**") under this Sublease:

(a) MVA or PCA fail to pay in full when due any installment of Rent or any other charge agreed to be paid by MVA or PCA; or

(b) MVA or PCA violate, or fail to perform, any other term, covenant, condition, or agreement herein contained or provided for in the Lease, and such failure continues beyond all applicable notice and cure periods in the Lease; or

(c) MVA or PCA become insolvent, or make an assignment for the benefit of creditors, or if a petition in bankruptcy is filed by or against MVA or PCA, or a bill in equity or other proceeding for the appointment of a receiver for MVA or PCA is filed, or if proceedings for reorganization or for composition with creditors under any state or federal law be instituted by or against MVA or PCA, or if the subleasehold interest is levied on under execution; or

(d) MVA or PCA abandon (as defined in California Civil Code Section 1951.3 or any successor provision thereto) all or any portion of the Subleased Premises.

In the event of Default by MVA or PCA, and without any other action by CPA, CPA may, at its sole option, exercise as to MVA or PCA any and all remedies of the Landlord under the Lease. In addition, CPA may exercise any and all other rights or remedies, granted or allowed landlords by any existing or future statute or other law applicable in cases where a landlord seeks to enforce rights arising under a lease against a tenant who has defaulted or otherwise breached the terms of such lease subject, however, to all of the rights granted or created by any such statute or other applicable law existing protection and benefit of tenants.

Section 14. Dispute Resolution. The Parties shall attempt to negotiate in good faith to resolve any dispute arising from or relating to this Sublease before resorting to litigation.

Section 15. Notice. Any notice required or permitted to be given under this Sublease shall be deemed to have been given, served, and received if given in writing and personally delivered, deposited in the United States mail as registered or certified mail with postage prepaid and return receipt required, sent by overnight delivery service, or sent by email, addressed as follows:

If to CPA:

Cabrillo Point Academy
ATTN: Board President
13915 Danielson St. #200
Poway, CA 92064
Email:
board@cabrillopointheademy.org

If to MVA:

Mission Vista Academy
ATTN: Board President
1440 Beaumont Ave. Ste. A2#412
Beaumont, CA 92223
Email:
board@missionvistaacademy.org

If to PCA:

Pacific Coast Academy
ATTN: Board President
13915 Danielson St. #103
Poway, CA 92064
Email:
board@pacifccoastacademy.org

Any notice personally delivered or sent by email or facsimile transmission shall be deemed effective upon receipt if received before 5:00 p.m. Pacific Standard Time ("PST") on a business day, or the following business day if received after 5:00 p.m. PST or on a Saturday, Sunday, or legal holiday. Any notice sent by overnight delivery service shall be effective the next business day following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

Section 16. Landlord's Consent. This Sublease and the Parties' liability hereunder are subject to Landlord's consent to this Sublease, as required under the Lease. This Sublease shall be null and void should Landlord fail or refuse to give such consent to this Sublease.

Section 17. CPA's Duties. The obligations of Landlord under the Lease shall remain the obligations of Landlord, and shall not be considered the obligations or responsibility of CPA. CPA shall fully perform all of its obligations under the Lease to the extent CPA has agreed to perform such obligations under this Sublease. With respect to the obligations of Landlord under the Lease, CPA's only

obligation shall be to use its commercially reasonable efforts to cause Landlord to perform such obligations for the benefit of MVA or PCA.

Section 18. Surrender of the Subleased Premises. Upon the expiration or sooner termination of this Sublease, MVA and PCA shall adhere to the terms and conditions set forth in the Lease concerning the condition of the Subleased Premises upon surrender, and shall repair any damage to the Premises or the Subleased Premises caused by MVA or PCA or their invitees, licensees, employees, officers, contractors and visitors. If MVA or PCA fail to remove signage, materials, work, installations, equipment, or decorations brought or installed by them and restore the affected areas to their original condition pursuant to the terms and conditions set forth in the Lease, then CPA may perform such work, and all costs and expenses incurred by CPA in so performing such work shall be reimbursed by MVA or PCA to CPA within fifteen (15) days after MVA or PCA's receipt of invoice therefor. MVA and PCA shall not be required to remove any alterations or improvements made by CPA or which CPA requests are left in place. If Landlord requires the removal of any alterations or improvements made by or for CPA, CPA shall, at its sole cost and expense, remove such alterations and improvements.

Section 19. Independent Status. This Sublease is entered into by and between three separate and independent entities and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association.

Section 20. Entire Agreement. This Sublease, together with its exhibit(s) and the Lease and any amendments thereto, constitutes the entire agreement between the Parties concerning the subject matter contained herein and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Sublease may be amended or modified only by a written instrument executed by the Parties.

Section 21. Arm's Length and Independent Counsel. This Sublease has been negotiated at arm's length and between persons (or their representatives) sophisticated and knowledgeable in the subjects in this Sublease. Accordingly, any rule of law or legal decision that would require interpretation of any ambiguities against the Party that has drafted it is not applicable and is waived. The provisions of this Sublease shall be interpreted in a reasonable manner to affect the purpose of the Parties and this Sublease. Each Party has been advised by, or had opportunity to seek advice from, its independent counsel regarding this Sublease.

Section 22. Headings. The descriptive headings of the sections and/or paragraphs of this Sublease are inserted for convenience only, are not part of this Sublease, and do not in any way limit or amplify the terms or provisions of this Sublease.

Section 23. Waiver. The waiver by any Party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

Section 24. Severability. Should any provision of this Sublease be legally determined to be invalid, illegal, or unenforceable in any respect, such provision shall be severed and the remaining provisions shall continue as valid, legal, and enforceable.

Section 25. California Law. This Sublease shall be governed by and the rights, duties, and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of

California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Sublease shall be maintained in San Diego County, California.

Section 26. Authority to Contract. Each Party warrants to the others that it has the authority to enter into this Sublease, that it is a binding and enforceable obligation of said Party, and that the undersigned has been duly authorized to execute this Sublease.

Section 27. Counterparts. This Sublease 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 Sublease shall have the same legal effect as an executed original for all purposes.

IN WITNESS WHEREOF, the Parties have executed this Sublease.

Pacific Coast Academy

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

Mission Vista Academy

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

Pacific Coast Academy

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

Consented to by Landlord/Assignor and Assignee:

POWAY EXECUTIVE PLAZA, LLC.

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

Cover Sheet

Fiscal Policies and Procedures

Section:	V. Operations
Item:	C. Fiscal Policies and Procedures
Purpose:	Vote
Submitted by:	
Related Material:	Pacific Coast Academy Fiscal_Policies_and_Procedures_v5.pdf

PACIFIC COAST ACADEMY

Fiscal Policies and Procedures

Revised ~~7/30/~~October 29, 2020

PACIFIC COAST ACADEMY

Fiscal Policies and Procedures

OVERVIEW AND GENERAL BUSINESS POLICIES

The Board of Directors (“Board”) of Pacific Coast Academy (the “School”) has reviewed and adopted the following fiscal policies and procedures to ensure the most effective use of the funds of the School to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

1. The Board approves financial policies and procedures, delegate’s administration of the policies and procedures to the Executive Director and receives reports on operations and activities on a regular basis.
2. The Executive Director has responsibility for all operations and activities related to financial management. However, in the absence of the Executive Director, the Deputy Executive Director shall perform the Executive Director’s responsibilities described herein during the period of absence.
3. Financial duties and responsibilities must be appropriately segregated so that no one employee has sole control authorizing transactions, recording financial transactions and custody of assets.
4. The School will maintain in effect the following principles in its ongoing fiscal management practices to ensure that:
 - a. expenditures are authorized by and in accord with the Board-adopted budget,
 - b. the School’s funds are managed and held in a manner that provides a high degree of protection of the School’s assets, and
 - c. all transactions are recorded and documented in an appropriate manner.

Budget Development, Oversight Calendar and Responsibilities

The School will develop and monitor its budget in accord with the annual budget development and monitoring calendar as specified below.

Approximately January - April

Charter Impact works with the Executive Director to review the Governor's proposed state budget for the upcoming fiscal year, and identify the likely range of revenues for the School’s upcoming fiscal year (July 1 - June 30) based on projected enrollment. Once the revenue estimates are complete, Charter Impact and the Executive Director develop the remainder of the budget including staffing levels, review of fixed costs and discretionary spending. The School may also prepare a five-year budget projection is developed in accordance with the School’s established strategic and growth plans.

Approximately May – June

PACIFIC COAST ACADEMY

Fiscal Policies and Procedures

Charter Impact and the Executive Director review revenue projections subsequent to the Governor's annual "May Revise" budget figures, and fine-tune the upcoming fiscal year budget to accommodate any changes. This budget will include monthly cash flow projections. The Board reviews and formally adopts a budget for upcoming fiscal year before July 1. A copy of the final budget is provided to the charter-granting agency and the County Superintendent of Schools.

Approximately July – August

Books for prior fiscal year are closed by Charter Impact, all transactions are posted, and records assembled for audit.

The budget is reviewed subsequent to the adoption of the state Budget Act and necessary adjustments are made. A copy of the revised final budget is provided to the charter-granting agency, if applicable.

Approximately September – December

The independent auditor performs audit of the closed fiscal year and prepares an audit report for submission to the Board.

At the end of the first full week of School, the Executive Director reviews the School's actual attendance figures and notifies the Board if actual attendance is below budget projections. If needed, the School's budget is revised to match likely revenues.

The Board reviews a copy of the audit. The Executive Director addresses any audit exceptions or adverse findings pursuant to any procedures set forth in the School's charter. Once the Board approves the audit report, it is submitted to the charter-granting agency, the California State Controller, the County Superintendent of Schools, and the California Department of Education.

Banking Arrangements

The School will maintain its accounts either in the County Treasury or at a federally insured commercial bank or credit union. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts. If funds are held in accounts outside of the County Treasury, the Board must approve all designees authorized to sign checks or warrants in accord with these policies. Charter Impact will reconcile the School's ledger(s) with its bank accounts or accounts in the County Treasury on a monthly basis.

Authorized Signers

PACIFIC COAST ACADEMY

Fiscal Policies and Procedures

The Board authorizes the following School officials (each an “Authorized Signer”) to execute duly-approved contracts, purchases, and expenditures, and to endorse checks, drafts, and orders for the payment, withdrawal, or transfer of money in the name of and on behalf of the School: Board officers, Executive Director, and Deputy Executive Director.

Record Keeping

Transaction ledgers, duplicate unsigned checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be maintained by School staff in a secure location for at least three years, or as long as required by applicable law, whichever is longer.

Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure location, separate from the School.

Charter Impact will retain electronic records at their site for a minimum of two years; after which, the remaining years will be the responsibility of the School.

Property Inventory

The Executive Director shall establish and maintain an inventory of non-consumable goods and equipment worth over \$5,000 as determined by the Executive Director. This inventory must include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting the School’s assets.

All non-consumable educational products and School property, including School technology, must be returned upon disenrollment or upon request by the Executive Director or Homeschool Teacher. Any unneeded property owned by the School may be sold or auctioned by the Executive Director or designee provided the Executive Director engages in due diligence to obtain a reasonable value for the School. The sale or auction of property owned by the School with a fair market value in excess of \$5,000 as determined by the Executive Director must be approved, in advance, by the Board. The School may also dispose of unneeded instructional materials in its possession that are usable for educational purposes by donation to a school district or other public agency, county free library, or nonprofit charitable organization, ~~or to children or adults in California~~. **Property of nominal value may also be offered to staff, on an “as is” basis, provided appropriate release is obtained.** The Executive Director or designee(s) will immediately notify Charter Impact of all known cases of theft, loss, damage, or destruction of assets worth over \$5,000 as determined by the Executive Director.

PACIFIC COAST ACADEMY

Fiscal Policies and Procedures

Attendance Accounting

The Executive Director will establish and maintain an appropriate attendance accounting system to record the number of days students are actually in attendance and engaged in the activities required of them by the School. The annual audit will review actual attendance accounting records and practices to ensure compliance. The attendance accounting practices will be in conformance with the Charter Schools Act and other applicable laws regarding Charter School Average Daily Attendance. Therefore:

1. ADA will be computed by dividing the actual number of days of student attendance by the number of calendar days of instruction by the School. The School may claim apportionment credit for independent study only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher.
2. The School's instructional calendar will include at least 175 days of instruction to avoid the fiscal penalty for providing fewer than 175 days of instruction. The calendar must also document that the School offers an amount of annual minutes of instruction or equivalent as required pursuant to applicable law.
3. Independent study must be pre-arranged by the student's adult guardian and the School and the adult guardian will be required to complete and submit documentation of engagement in instructional activity to the School on forms prepared by the School. As applicable, such independent study must be in full compliance with law governing independent study.

Annual Financial Audit

The Board is responsible for contracting with the School's independent auditors and providing oversight of the independent auditors in reviewing:

1. The School's system of internal controls, policies, and risk management;
2. The integrity of the School's financial statements; and
3. The School's compliance with legal and regulatory requirements and ethical standards.

The Board will review the scope and results of the audit and will receive notice of any consequential irregularities and management letter comments that the auditor noted during the audit. Additionally, the Board will develop a corrective action plan to address all relevant weaknesses noted by the auditor and review all financial information of the School.

The Audit must be completed, reviewed by the Board, and submitted to the charter-granting agency, the County Superintendent of Schools, the California State Controller, and the California Department of Education on or before December 15 of each year.

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Required Budget and Other Fiscal Reports

The Executive Director, working in conjunction with Charter Impact, will produce and submit to the charter granting agency any and all required fiscal reports as may be required by state or federal law, or mandated by the terms of the School's charter.

Property and Liability Insurance

The Executive Director must ensure that the School retains appropriate property and liability insurance coverage. Property insurance must be obtained and address business interruption and casualty needs, including flood, fire, earthquake, and other hazards with replacement cost coverage for all assets listed in the School's Property Inventory and consumables. Premises and Board errors and omissions liability insurance must also be obtained and kept in force at all times on a "claims made" form with a self-insured retention of no more than \$50,000 per occurrence and limit of no less than \$5 million per occurrence. The School's Executive Director and other staff who manage funds must be placed under a fidelity bond.

Board Without Compensation

Board members incur ongoing expenses for equipment, internet services and software, as well as travel expenses, to prepare for and participate in meetings of the Board. Board members shall serve without compensation, but may be entitled to a stipend or reimbursement of actual and necessary expenses for an approved amount established by the Board. Expenses for equipment, internet services and software, as well as travel expenses necessary to attending Board meetings and meetings of Board committees need not be approved in advance by the Board. All other expenses shall be approved in advance by the Board. Board members shall use the School's official reimbursement or expense form and attach appropriate backup documentation (e.g. itemized receipt or invoice). In no event may reimbursements exceed actual expenses. If a Board member fails to submit appropriate backup documentation, the Board member may be personally responsible for the charge.

Fundraising, Grant Solicitation, and Donation Recognition

The Board must be informed of the award or receipt of any donated, grant, or categorical program funds, as well as any conditions, restrictions, or compliance requirements associated with the funds.

Conflicts of Interest

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The School complies with all applicable laws regarding conflicts of interest and related party transactions, including, but not limited to, the California Corporations Code, the Political Reform Act, and Government Code section 1090.

The School recognizes that it is important for Board members and key employees to understand the conflict of interest laws and rules that apply to the School, in order to identify and avoid conflicts of interest. The School Board and key staff shall receive annual mandatory training, to be conducted by a third party, on the applicable conflict of interest laws. Such training may be provided at the time the Board receives the mandatory Ralph M. Brown Act training required by the School's Charter, and may also cover specific topics including an overview of significant, applicable laws regarding the use of public funds, procedures for hiring, contractual arrangements, purchasing, bidding, and expenditure approvals that help to prevent conflicts of interest.

It is the policy of this School that all School officials, including Board members, officers, and employees, must not place themselves in any position where their private, personal interests may conflict with their official duties, or where they may directly or indirectly receive personal financial gain through direct or indirect personal influence. School decision-makers may not be personally nor financially interested in any contract made by them in their official capacity.

PROCUREMENT

Segregation of Duties and System

Internal controls include the segregation of duties to establish necessary checks and balances so that one person is not handling a transaction from beginning to end. To ensure segregation of recording and approvals, the Business Office may not sign purchase orders.

The following functions will be segregated:

1. Initiating, authorizing or approving transactions.
2. Executing transactions.
3. Recording the transaction.
4. Reconciling the transaction.

The School maintains an approval system for all non-payroll expenditures. When a vendor requires a purchase order, the School will maintain a system for those purchase orders.

All transactions will be posted in an electronic general ledger maintained by Charter Impact.

Procurement Objectives

The Board is committed to safeguarding the School's funds and promoting transparency and accountability when it comes to the use of its funds. The purpose of this Procurement Policy is

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to ensure the School receives high quality and cost effective equipment, materials, supplies, and services in an efficient manner from reputable vendors. Although cost is an important factor, the School is not required to select the vendor with the lowest price. The School will not engage in any contracting or purchasing activities intended to circumvent the procedures described herein.

Consideration will be made of in-house capabilities to accomplish services before contracting for them. When approving contracts for the purchase of goods or services, the School must:

1. Determine if the expenditure is budgeted
2. Determine if funds are currently available for expenditures (i.e. cash flow)
3. Determine if the expenditure is allowable under the appropriate revenue source that will be used
4. Determine if the expenditure is appropriate and consistent with the School's goals, vision, approved charter, School policies and procedures, and any related laws or applicable regulations
5. Determine if the price is reasonable and prudent.

Exceptions

These procurement procedures apply to contracts for services, as well as School purchases. However, these procurement procedures do **not** apply to the following:

1. Employment contracts
2. Contracts for services provided directly to students, including, but not limited to, contracts for special education and disability-related services.
3. Contracts or purchases approved or mandated by the School's charter authorizer.
4. Publication and/or copyright materials purchased directly from the publisher or copyright holder.
5. Repairs and/or parts associated with repairs to equipment obtained from an "Authorized Dealer" (i.e., a dealer certified by the manufacturer to sell and/or perform maintenance on their equipment).
6. Catering, photography, audio/visual, or other services from a facility rented for a meeting or conference if the facility has a policy requiring use of their in-house services or services from a predetermined list of vendors.
7. Contracts or purchases in an "emergency" situation. "Emergency" is defined as work stoppage, threat of financial loss, or other situations that impair the health, welfare, and safety of students, staff, or School property. These contracts/purchases must be accompanied by a memo noting the urgency of the contract/purchase, justification, and a cost and price analysis of the amount of the transaction, and must be approved by the Executive Director.

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8. The purchase, sale, lease, or transfer of real property on behalf of the School.
9. A loan, line of credit, and other debt incurred on behalf of the School.
10. Any contract or purchase in which other state or federal bidding or procurement laws apply, for example contracts for E-rate services. In such instances, the School shall adhere to all applicable state and federal bidding and procurement requirements.

Approval Thresholds

Except as otherwise provided in these policies, the Executive Director has authority to approve contracts for the purchase of School goods or services up to \$100,000 without Board approval, provided funds are authorized and available within the School's Board-adopted budget. Contracts for the purchase of goods or services in excess of \$100,000 must be submitted for Board approval.

Once a contract is appropriately approved by the Executive Director or Board, contracts may be executed by an Authorized Signer or other person specifically designated by the Board after the Board has duly approved the contract.

Notwithstanding the foregoing, any purchase, sale, lease, or transfer of real property on behalf of the School, regardless of the amount, must be approved by the Board, and will be evidenced by a written agreement identifying all the material terms and conditions of the transaction that is approved by the Board and signed by an Authorized Signer.

Purchase and Contract Amounts

Purchase Amount: For purposes of the approval threshold (i.e. whether a contract must be Board approved), the "total" for a one-time purchase includes all taxes, shipping charges, and fees. Sometimes, multiple one-time purchases are made from the same vendor over time. It is within the discretion of the Executive Director whether to aggregate such purchases, taking into account the objectives of this procurement policy.

Fixed Price Contract Amount: For purposes of the approval threshold, the "total" for a fixed price is the total amount to be paid under the contract (e.g., for a three-year contract for \$40,000/year, the total amount to be paid is \$120,000 so Board approval is required).

Non-Fixed Price Contract Amount: For contracts where the total amount to be paid cannot be determined upfront (e.g., contracts for certain ongoing services), the "total" for purposes of the approval threshold depends on, in the judgment of the Executive Director, how much the School reasonably expects to pay under the contract each fiscal year. For any such contract, if School ends up paying more than \$100,000 in a fiscal year, the contract shall be brought to the Board for ratification.

Bidding

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Bids or estimates will be obtained by the School where required by law or otherwise deemed by the Executive Director to be appropriate and in the best interests of the School.

Documentation; Compliance

Any individual making an authorized purchase on behalf of the School must provide the School with appropriate documentation of the purchase, including any documentation required to be retained under this policy. Individuals other than the Executive Director are not authorized to make purchases without pre-approval.

School staff and/or the back office will keep and maintain a contract file evidencing the bids or quotes obtained (if any) pursuant to the procurement process herein. Written contracts will be maintained.

If a contract service provider is a sole proprietor or a partnership (including LP and LLP), the Executive Director or designee will obtain a W-9 from the contract service provider prior to payment of invoices.

Contract service providers will be paid in accordance with approved contracts. The Executive Director will be responsible for ensuring the terms of the contracts are fulfilled.

Payment Authorization

All original invoices will be sent to the Business Office for review and approval. The Business Office comprises of school staff on the Vendor, Enrichment, and Accounting Team who work together under the direction of the Executive Director to complete the processes delegated to the Business Office herein.

1. The Business Office will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received.
2. Invoice approval will be indicated by signature of the Executive Director or Business Office on an invoice, email, or other electronic documentation process. The invoice and supporting documentation will be sent to Charter Impact on at least a weekly basis
3. Charter Impact will process approved invoices with sufficient supporting documentation.
4. The Executive Director may authorize the Business Office or Charter Impact to pay invoices for recurring expenses (i.e. rent, utilities, software subscriptions, phone and internet, etc.) without the Executive Director's formal approval for each invoice (signature, email, or other process) when dollar amounts fall within a predetermined range.
 - a. A list of the vendors and the dollar range for each vendor must be provided to Charter Impact in writing and updated on an annual basis.

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CREDIT CARDS, ACCOUNTS PAYABLE, AND BANK RECONCILIATIONS

School Credit Cards

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the School, for payments and recordkeeping for certain expenses, through the use of School credit cards. However, the Board recognizes the need to establish control measures for the use of these cards. The Board agrees that it has a responsibility to ensure that credit card expenses incurred by the School must clearly be linked to the business of the School. This policy addresses and establishes the proper use and assignment of School credit cards. Credit and debit cards should not be used to bypass established purchasing procedures, including advanced approval processes.

Definitions

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

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

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

School Credit Card Users

A list of those individuals issued a School credit card will be maintained by the Executive Director and the Business Office.

A Cardholder/User employee who is no longer employed by the School must return his or her School credit card upon termination or resignation to the Executive Director or Business Office.

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

User Responsibilities

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

1. All Cardholders/Users must keep secure and confidential all active School credit card numbers and information.
2. Cardholders/Users should not store sensitive active School credit card data, including full account number, type, expiration and track data, in any method, on personal computers or networks.

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3. Cardholders/Users must not transmit in an insecure manner, such as by email, unsecured fax or via mail, School credit card information.
4. Cardholders/Users must restrict access to active credit card data and processing to the Administrator or other authorized individuals.
5. Cardholders/Users must maintain active card information in a secure environment accessed only by the issued Cardholder/User.
6. Cardholders/Users must not be allowed to authorize payment of their own travel expenses. All travel expenses for any Cardholder/ User other than the Executive Director must be pre-approved by the Executive Director or designee, and the Executive Director's travel expenses shall be approved by a Board member.
7. Cardholders/Users are responsible for retaining detailed receipts and/or supplier documentation for all purchases made with their School credit card, without which the Cardholder/User is responsible for the purchase.
8. Cardholders/Users must submit detailed documentation, such as itemized detailed receipts and/or supplier documentation for services, supporting all purchases made on their School credit card, including travel and/or other actual and necessary expenses which have been incurred in connection with School-related business for which the School credit card has been used.
9. Failure to take proper care of School credit card(s) or failure to report damage, loss or theft may subject the Cardholder/User to financial liability and discipline.
10. If the Business Office identifies any inadvertent personal charges or unauthorized uses of the card, the card statement and all backup documentation will be forwarded to the Executive Director for review, or if such charges or uses are those of the Executive Director, to the Board Chairperson.
11. Purchases made using a credit or debit card are subject to the same approval thresholds and other procurement requirements as all other purchases.

Credit Card Purchasing

School credit cards may only be used for legitimate School business expenses and in accordance with relevant Board policies.

1. Credit cards must only be used for transactions for which payment of check disbursement is not accepted or is impractical, such as transactions that would cause undue hardship to the School or the Cardholder/User.
2. School credit card usage includes the following types of expenses:

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- a. School services, including catering or advertising.
- b. School supplies, including office supplies, educational supplies, and operation and maintenance supplies.
- c. Travel, including transportation services, airfare, car rental expenses, or payments to a travel agency.
- d. Payments to educational and charitable organizations, including Schools, colleges, vocational Schools and membership organizations.
- e. Educational conferences and seminars.
- f. Other expenses necessary for the education of students or for the continuous operations of the School as determined by the Executive Director.

Credit Card Reconciliation

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

Exclusions

School credit cards must not be used for alcohol, cash advances, ATM, , money orders, jewelry or clothing, medical expenses, or payment of fines, auto tickets or penalties, bereavement or congratulatory related items like cards or flowers, unless prior written approval is received from the Executive Director, or in the case of the Executive Director, the Board Chairperson.

In no event shall a School credit card be used for a Cardholder/User's personal expenses.

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Employees' Personal Credit Cards

Employees who use personal credit or debit cards to make unauthorized purchases will not be reimbursed. Authorized purchases for legitimate School business-related purchases will be reimbursed by a bank check upon receipt of appropriate documentation of the purchase in alignment with the School's policies for procurement, expenditures, and employee reimbursements.

Accounts Payable Checks

1. Charter Impact does not use pre-printed check stock to avoid the risk of theft.
2. When there is a need to generate a check, the Business Office will send appropriate approved documentation to Charter Impact. This is usually an approved invoice or Check Request Form.
3. Once approved by the Executive Director or designee, Charter Impact prepares the check based on the check authorization prior to obtaining the appropriate signature(s).
4. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
5. Charter Impact will record the check transaction(s) into the appropriate checkbook and in the general ledger.
6. Charter Impact will distribute the checks and vouchers as follows:
 - a. Original – mailed or delivered to payee
 - b. Duplicate or voucher – attached to the invoice and filed by vendor name by a Charter Impact accountant.
 - c. Cancelled Checks – maintained with the banking institution.
 - d. Voided checks will have the signature line cut out and will have VOID written in ink. The original check will be attached to the duplicate and forwarded to Charter Impact who will attach any other related documentation as appropriate.

Bank Reconciliations

Bank reconciliations will be prepared and performed by Charter Impact for all of the School's bank account transactions on a monthly basis.

1. Charter Impact will maintain view-only online access to School bank accounts and download the monthly bank activity/statement directly from the bank.
2. Once the statement is received, Charter Impact will examine all paid checks for date, name, cancellation, and endorsement.
3. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.
4. Charter Impact will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any discrepancies to the Executive Director or designee.

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5. The Executive Director or designee has the final review responsibilities to assure all procedures have been followed.

CASH RECEIPT MANAGEMENT

Cash Receipts Policies and Procedures

All departments receiving cash are designated as cash collection points. "Cash" may consist of currency, checks, money orders, credit card transactions, fed wires and electronic fund transfers.

Cash and Checks

All departments responsible for cash collection must maintain a clear separation of duties. An individual should not have responsibility for more than one of the cash handling components: receipt, deposit or reconciliation.

1. A secure area for processing and safeguarding funds received must be maintained and access restricted to authorized personnel.
2. Always issue a receipt in return for cash received from students, parents, or others. Be sure to include at a minimum: date cash received, amount received, purpose and initials/signature verification.
3. All cash collections require two signatures – the individual collecting and handling the money, and the individual recording the money.
 - a. Once verified, all cash will be immediately put into a lock box.
 - b. Under no circumstances will employees or students make disbursements from the un-deposited receipts. All cash or other receipts must be deposited with the bank, in total.
 - c. The lock box will be emptied at least two times per week, corresponding to days when deposits are made, unless deposit amounts total greater than \$6,000.
4. All checks should be made payable to Pacific Coast Academy. Checks will be restrictively endorsed immediately upon receipt with "For Deposit Only" and placed in the lock box until they are ready to be deposited. Post-dated checks should not be accepted and will be returned to the check writer.
5. The Depositor (Executive Administrative Assistant) is responsible for making the deposit to the appropriate bank account.
 - a. Deposits totaling greater than \$6,000 must be deposited the next business day by the designated School employee. Un-deposited totals less than \$6,000 may be retained in the School's lock box until the next scheduled deposit made at least two times per week.

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- b. A deposit slip will be completed by the Business Office. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.

Wire Transfers

Only the Executive Director or designee is permitted to initiate an outgoing wire transfer. All outgoing wire transfers shall be performed in-person at the bank or using the bank's secure website, and should include the Executive Director or designee as the secondary approver. Outgoing wire transfers shall not be issued unless the secondary approver is in-person at the bank and approves the transfer or logs on to the bank's secure website and approves the transfer electronically.

Returned Checks

The School should attempt to deposit returned checks a second time; if the check does not clear on the second attempt, the payment should be returned to the vendor and the general ledger account to which it was applied adjusted.

No check should be withheld from the deposit unless it is legally imperfect (i.e., no maker signature), in which case the Business Office should immediately contact the payer and discuss the best method to remedy the imperfect check. The School should never provide cash to any individual or organization in exchange for their personal checks.

Fundraising

Each fundraising activity must be approved by the Executive Director or designee. In order to be approved, the individual planning the fundraiser must submit a proposal in advance of the event so that all fundraising efforts may be coordinated.

The Executive Director or designee must appoint a School official (the "Supervising Official") for all fundraisers where cash or checks will be collected.

1. The Supervising Official will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
2. The Supervising Official will record each transaction in a receipt book at the time the transaction is made, with a copy of the receipt provided to the donor.
 - a. The cash, checks, receipt book, and deposit summary must be given to the School's Business Office by the end of the next School business day after the fundraising event.
 - b. Both the Supervising Official and the Business Office will count the deposit and verify the amount of the funds in writing.

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- c. The Business Office will put the funds in a secure, locked location and follow the established cash handling procedures, detailed above.

PAYROLL

Payroll Services and Setup

Charter Impact prepares payroll checks, tax and retirement withholdings, tax statements, and performs other payroll support functions. The Executive Director will establish and oversee a system to prepare time and attendance reports and submit payroll check requests. The Executive Director or designee will review payroll statements each pay period to ensure that (1) the salaries are consistent with staff contracts and personnel policies and (2) the proper tax, retirement, disability, and other withholdings have been deducted and forwarded to the appropriate authority. All staff expense reimbursements will be on checks separate from payroll checks.

Upon hiring of staff, the Executive Director or designee will be responsible for the creation of a personnel file with all appropriate payroll-related documentation and completing or providing all of the items on the Employee Payroll Set-up/Change Form. Items include a federal I-9 form, tax withholding forms, retirement date, and an accounting of the use of sick leave and other leaves of absence.

Stipends

The Executive Director or designee will notify Charter Impact of all authorizations for approved stipends per the School's Compensation Policy **and other applicable School policies**.

Payroll Processing

Payroll is processed within 10 days after the period in which it is earned for hourly employees. Hourly employees must submit signed time records within the School's time keeping system on a daily basis to verify appropriate hours worked, resolve absences, and monitor the number of hours worked. Hourly employees submit their time records to their immediate supervisor or the Executive Director for approval.

The designated School employee is responsible for providing Charter Impact with a Summary Report of timesheets processing.

Charter Impact will prepare the Payroll Master report based on the initial payroll summary report and provide it to the Executive Director or designee for review and approval.

Executive Director or designee is responsible for reviewing the Payroll Master and submitting it to Charter Impact for final processing and payment.

1. Payroll checks are direct-deposited or mailed via USPS first-class mail.

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Payroll Taxes and Record Keeping

Charter Impact will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries based on the reporting submitted.

Charter Impact will also prepare the state and federal quarterly and annual payroll tax forms for income tax withholdings, Social Security and Medicare and submit the forms to the respective agencies on behalf of the School. Charter Impact will prepare the quarterly state returns for unemployment and disability, review the forms with the Executive Director, and submit the forms to the state on behalf of the School.

The designated School employee will maintain written records of all full time employees' use of sick leave, vacation pay, and any other leaves of absence.

1. The designated School employee will immediately notify the Executive Director or designee if an employee exceeds the accrued sick leave or vacation pay, or has any other unpaid absences.
2. The designated School employee will regularly reconcile sick leave and vacation pay accruals and use for all employees. The designated School employee will confirm the availability of accrued sick leave or vacation pay when approving and/or processing requests for paid time off.

Expense Reports & Reimbursements

Employees will be reimbursed, by a bank check, for legitimate and reasonable School--related purchases and expenses necessarily incurred in discharge of the employee's duties and in alignment with the School's procurement policies and ~~policies for expenditures and employee reimbursements~~ the Expense Reimbursement Policy.

Executive Director expense reports must be approved by the Deputy Executive Director or Senior Director and must always be submitted to Charter Impact for processing and payment.

~~In order to be eligible for reimbursement employees must follow the procedures noted below:~~

- ~~1. Fill out, print, and sign the official School reimbursement or expense form within two (2) months of the expense.~~
- ~~2. Attach backup documentation (i.e. itemized receipts, maps for mileage) to the form and make a copy of both the form and documentation for your personal records~~
- ~~3. Submit the signed form with all documentation (i.e. receipts, maps to support mileage) to the employee's supervisor, Executive Director, or Deputy Executive Director and copy the Business Office on the email accounting@pacificcoastacademy.org~~
- ~~4. Employees will be reimbursed within fifteen (15) business days of the approval of the reimbursement or expense request.~~

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~~Executive Director expense reports must be approved by the Deputy Executive Director or Senior Director and must always be submitted to Charter Impact for processing and payment.~~

Guidelines for Reimbursement

Purchases

~~Employee must receive pre-approval from their supervising Director, Deputy Executive Director or Executive Director prior to any purchase of food, supplies, and/or equipment.~~

Mileage

~~Mileage will be reimbursed at the government mandated rate for the distance traveled per the following guidelines:~~

- ~~1. Mileage will only be reimbursed if the one-way mileage exceeds 25 miles for the following Enrichment Positions: Enrichment Specialist~~
- ~~2. Mileage will only be reimbursed if the one-way mileage exceeds 25 miles for the following Special Educational positions: Psychologists, School Nurses, Speech Pathologists, and Occupational Therapists.~~
- ~~3. Mileage for all other employees will only be reimbursed if the one-way mileage exceeds 100 miles.~~

~~Employees must provide a copy of a map(s) along with their reimbursement request to document the one-way mileage.~~

Travel

~~The Executive Director or designee must pre-approve all out of town travel.~~

- ~~1. Hotels — Employees will be reimbursed for overnight stays at hotels/motels when the event is more than 150 miles from either the employee's residence or the School site, or at the pre-approval of the Executive Director or designee.
 - ~~a. Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available at the time.~~~~
- ~~2. Meals — Employees will be reimbursed for any breakfast, lunch, or dinner that is not included as part of the related event. Meal reimbursements cannot exceed the established federal per diem rate and will require receipts for documentation purposes.
 - ~~a. Employees cannot be reimbursed for alcoholic beverages.~~
 - ~~b. Employees will not be reimbursed for any hotel expenses of a personal nature (i.e., in-room movies or mini-bar expenses).~~~~

Gratuity

~~Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary for an approved expense (such as meals or taxi fares). Any incremental excess is the responsibility of the employee.~~

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FINANCE AND FINANCIAL REPORTING

Financial Reporting

Charter Impact maintains supporting records in sufficient detail to prepare the School's financial reports throughout the year, including:

1. Annually
 - a. Financial statements for audit
 - b. Annual budget
 - c. Unaudited Actuals
 - d. 990 Income Tax Returns
2. Monthly
 - a. Trial balance
 - b. Statement of Financial Position
 - c. Budget vs. Actual Report
 - d. Monthly Forecast (cash-flow projection)
 - e. Monthly Check Register
 - f. Accounts Payable Aging
3. Periodically
 - a. IRS Forms 941 and payroll tax returns
 - b. Comparable State taxing authority returns
 - c. First and Second Interim Reports
 - d. Other reports as requested

Third Party Loans

The Executive Director and the Board will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.

Once approved, a promissory note will be prepared and signed by an Authorized Signer before funds are borrowed.

Fund Balance Reserve

A fund balance reserve will be maintained in compliance with 5 CCR § 15450, the school's charter, and any agreements with the charter authorizer. Charter Impact will provide the Executive Director with a Statement of Financial Position on a monthly basis. It is the responsibility of the Executive Director and the Board to understand the School's financial situation. It is the responsibility of the Executive Director to prioritize payments as needed.

Cover Sheet

Expense Reimbursement Policy

Section:	V. Operations
Item:	D. Expense Reimbursement Policy
Purpose:	Vote
Submitted by:	
Related Material:	PCA Expense Reimbursement Policy v2.pdf



Expense Reimbursement Policy

The School's policy is to reimburse its employees for all reasonable and necessary expenditures or losses incurred in direct consequence of the discharge of their duties.

Travel

A. Mileage

With current COVID-19 related restrictions and the virtual instruction platforms in place, most employees are not expected or required to travel in order to discharge any duties on behalf of the School. Accordingly, such employees are not eligible for travel reimbursements at this time (including, but not limited to, in-person attendance at conferences, mileage, etc.).

If the School requires an employee to drive their personal vehicles in the course and scope of their employment, the employee will be reimbursed for the reasonable and necessary expense of using their personal vehicle on behalf of the School. Such employees will receive a ~~monthly~~ reimbursement payment from the School for mileage expenses incurred ~~after submitting an expense reimbursement form as set forth below~~. For those employees that are assigned to a worksite, the employee will receive a ~~monthly~~ reimbursement payment for mileage expenses incurred beyond the employee's normal commute to their assigned worksite. ~~For certain employees, if an assigned worksite is not available and the employee needs to travel to a different location, the employee will be paid for mileage in excess of the normal commute to the employee's assigned work site.~~

Employees will be paid for mileage reimbursement at the per mile rate amount designated by the Federal Internal Revenue Service at the time the miles are driven on behalf of the School. Employees are required to accurately submit a report of miles driven on behalf of the School within ~~_____~~30 days of incurring the mileage.

If any employee believes that the mileage reimbursement that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal vehicle on behalf of the School, the employee must immediately report this expense issue to the School's Human Resources Department. Employees will be required to submit documentation to support any request for additional mileage reimbursement.

B. Hotels, Meals and Gratuity

The Executive Director or designee must pre-approve all out of town travel which requires overnight stays.

1. Hotels - Employees will be reimbursed for overnight stays at hotels/motels when the event is more than 150 miles from either the employee's residence or the School site, or at the pre-approval of the Senior Director or designee.
 - a. Hotel rates should be negotiated at the lowest rate available at the time.
2. Meals - Employees will be reimbursed for any breakfast, lunch, or dinner that is not included as part of the related event. Meal reimbursements cannot exceed the established federal per diem rate and will require receipts for documentation purposes.
 - a. Employees cannot be reimbursed for alcoholic beverages.
 - b. Employees will not be reimbursed for any hotel expenses of a personal nature (i.e., in-room movies or mini bar expenses).
3. Gratuity - Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary for an approved expense (such as meals or taxi fares). Any incremental excess is the responsibility of the employee.

In order to be eligible for reimbursement employees must follow the procedures noted below:

1. Fill out, print, and sign the official School reimbursement or expense form within 30 days of the expense.
2. Attach backup documentation (i.e. receipts, maps for mileage) to the form and make a copy of both the form and documentation for your personal records
3. Submit the signed form with all documentation (i.e. receipts, maps to support mileage) to the employee's supervisor, Senior Director, or Assistant Senior Director and copy the Business Office on the email -- accounting@missionvistaacademy.org
4. Employees will be reimbursed within fifteen (15) business days of the approval of the reimbursement or expense request.

Personal Cell Phones

Employees who are required to use their personal cell phones to perform work on behalf of the School will be provided a stipend to reimburse them for use of their personal cell phones. The School ~~has reviewed objective data regarding the range of costs for unlimited calls and data plans for personal cell phones and has~~ established a ~~\$_____~~\$10 monthly stipend amount based on its good faith belief that the stipend will more than fully reimburse employees for any reasonable and necessary expense incurred by employees in using their personal cell phones on behalf of the School.

Employees must submit proof of the applicable cell phone expense and supporting documentation on a quarterly basis (July-September, October – December, January –March, May-June). By the 15th day following each designated quarter, the employee should provide a signed reimbursement or expense form with the following items:

1. A signed statement affirming that the sum of each monthly stipend received during the preceding quarter accurately reimburses the employee for reasonable and necessary expense related to his/her personal cell phone use in the discharge of his/her duties and is not in excess of the expenses incurred.
2. Copies of the cover pages of monthly statements for applicable expenses incurred in the preceding quarter identifying the employee's name and address as well as the type and dollar amount of service.

If any employee believes that the stipend that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal cell phone on behalf of the School, the employee must immediately report this expense issue to the School's Human Resources Department. Employees will be required to submit documentation to support any request for additional cell phone reimbursement.

Internet Expenses

Employees who are required to use their personal internet access (WiFi) to perform work on behalf of the School will be provided a stipend to reimburse them for use of their personal internet access. The School has ~~reviewed objective data regarding the range of costs of internet plans and~~ established a \$_____ \$25 monthly stipend amount based on its good faith belief that the stipend will more than fully reimburse employees for any reasonable and necessary expense incurred by employees in using their personal internet access on behalf of the School.

Employees must submit proof of the applicable internet expense and supporting documentation on a quarterly basis (July-September, October – December, January – March, May-June). By the 15th day following each designated quarter, the employee should provide a signed reimbursement or expense form with the following items:

1. A signed statement affirming that the sum of each monthly stipend received during the preceding quarter accurately reimburses the employee for reasonable and necessary expense related to his/her internet use in the discharge of his/her duties and is not in excess of the expenses incurred.
2. Copies of the cover pages of monthly statements for applicable expenses incurred in the preceding quarter identifying the employee's name and address as well as the type and dollar amount of service.

If any employee believes that the stipend that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal internet access on behalf of the School, the employee must immediately report this expense issue to the School's Human Resources Department. Employees will be required to submit documentation to support any request for additional personal internet access reimbursement.

Utilities

Employees who are required to use some of their personal utilities (e.g. electricity) while performing remote work on behalf of the School may receive a stipend for reimbursement of the employee's use of their personal utilities. The School has ~~reviewed objective data regarding the range of costs for utilities and~~ established a ~~\$_____~~ \$15 utilities stipend per month based on its good faith belief that the stipend will more than fully reimburse employees for any reasonable and necessary expense incurred in using some of their personal utilities while performing work on behalf of the School.

Employees must submit proof of the applicable utilities expenses and supporting documentation on a quarterly basis (July-September, October – December, January – March, May-June). By the 15th day following each designated quarter, the employee should provide a signed reimbursement or expense form with the following items:

1. A signed statement affirming that the sum of each monthly stipend received during the preceding quarter accurately reimburses the employee for reasonable and necessary expense related to his/her personal utilities use in the discharge of his/her duties and is not in excess of the expenses incurred.
2. Copies of the cover pages of monthly statements for applicable expenses incurred in the preceding quarter identifying the employee's name and address as well as the type and dollar amount of service.

If an employee believes that the stipend provided by School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred in using their personal utilities on behalf of School, the employee must immediately report this expense issue to the School's Human Resources Department. Employees will be required to submit documentation to support any request for additional utilities reimbursement.

****Please note that the School may establish varying stipend amounts for personal cell phones, internet expenses and utilities based on multiple factors such as the workload, part-time or full-time status of the employee and other relevant factors.**

Other Expenses

With the exception of those certain employees who are required to use their personal vehicles, cell phones, internet access and utilities during the course and scope of their employment for the School, it is the School's policy to provide its employees with all necessary equipment and supplies to perform their duties on behalf of the School. The School does not require employees to purchase any additional equipment in order to perform work for the School. If any employee believes that additional equipment is reasonable and necessary to perform his or her duties on behalf of the School, the employee must immediately notify the School's Human Resources Department.

- Office Supplies

The School will issue employees gift cards to an office supply vendor on a per semester basis for the purchase of ink (if applicable), paper, miscellaneous desk

supplies (e.g. staplers, paper clips, writing utensils and file folders) and/or stamps/mailing charges for School related correspondence. Any other items outside these categories must be pre-approved by the employee's supervisor before an employee purchases any other item using the School issued gift card. Employees must submit receipts for all purchases used with the gift card directly to Human Resources at the end of each semester. To the extent an employee believes additional funds in excess of the gift card are reasonable and necessary to perform his or her job during the applicable semester and/or an employee incurs reasonable and necessary expenses, the employee must immediately notify the Human Resources Department.

If employees choose to purchase additional equipment or supplies without written authorization from the School, such expenses would not be reasonable or necessarily incurred in connection with work for the School. Those expenses would be optional expenses that employees voluntarily elect to incur and not reasonably necessary expenditures incurred by employees in direct consequence of the discharge of their duties for the School.

If, however, an employee believes that he or she has been required to incur any unexpected necessary and reasonable expense in order to perform his or her duties on behalf of the School, the employee should immediately report that expense to the School's Human Resources Department. Employees will be required to submit documentation to support any request for reimbursement of such expenses.

Reporting

If any employee believes that he or she has not been fully reimbursed for all reasonable and necessary expenses he or she has been required to incur while working for the School, the employee should immediately inform the School's Human Resources Department. All reports of possible inadequate reimbursement will be promptly reviewed, including a review of all of the employee's expense related records and receipts. If, as a result of the review, it is determined that the employee has been inadequately reimbursed for actual and necessary business expenses, the School will promptly reimburse the employee, in full, for all actual, reasonable, and necessary business-related expenses incurred. It is every employee's responsibility to keep accurate records and receipts of all business-related expenses for the purpose of requesting reimbursement.

There will be no retaliation against any employee who reports an expense reimbursement issue in good faith or who honestly assists in reviewing such an issue, even if the review produces insufficient evidence that there has been a violation.

Cover Sheet

Sale and Disposal of Surplus Property Policy

Section:	V. Operations
Item:	E. Sale and Disposal of Surplus Property Policy
Purpose:	Vote
Submitted by:	
Related Material:	Sale and Disposal of Surpluss Property Property.pdf



Sale and Disposal of Surplus Personal Property

The Chief Executive Officer may dispose of surplus, obsolete or personal property of nominal value through any of the following methods:

1. The Chief Executive Officer or designee may advertise for bids by posting and publishing public notices and sell the property to the highest responsible bidder or shall reject all bids. Property for which no qualified bid has been received may be sold, without further advertising.
2. The property may be sold by means of a public auction conducted by employees, employees of other schools, public agencies, or nonprofit organizations, or by contract with a private auction firm.
3. The property may be disposed of without advertising under any of the following conditions:
 - a. The property is sold to federal, state, or local government, to any other school district, or to any nonprofit public benefit corporation or charitable entity, and the sale price equals the value of the property plus the cost of disposal.
 - b. If the Chief Executive Officer determines that the value of the property is insufficient to defray the costs of arranging a sale or auction, the property may be donated to any public or charitable organization or offered to employees.
4. In all cases, the property shall be offered "as is," without any warranty, and buyers or donees must agree to waive all claims with respect to the condition or utility of the property.
5. Property not suitable for sale or donation may be destroyed or otherwise disposed of by any economical means.