



# Pacific Coast Academy

## Regular Scheduled Meeting

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### Date and Time

Thursday November 19, 2020 at 6:00 PM PST

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Meeting held via Teleconference

Zoom Link

<https://zoom.us/j/98318733724>

Meeting ID: 983 1873 3724

Join by Phone

(669) 900-6833

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
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		Kelly Durso	5 m
E. Approve Minutes	Approve Minutes	Kelly Durso	1 m
Approve minutes for Regular Scheduled Meeting on October 29, 2020			
<b>II. Consent Agenda</b>			<b>6:09 PM</b>
A. Residency Policy	Vote		1 m
B. Employee Handbook	Vote		1 m
C. Educational Vendor Policies and Procedures	Vote		1 m
<b>III. Finance</b>			<b>6:12 PM</b>
A. Budget Overview for Parents - Public Hearing	Discuss	Shari Erlandson and Tyler Myers	10 m
B. October Financials	Vote	Tyler Myers	15 m

<b>IV. Executive Director Report</b>				<b>6:37 PM</b>
A. Krystin Demofonte presented the Executive Director's report.				5 m
<b>V. Operations</b>				<b>6:42 PM</b>
A. Commercial Property Lease Agreement	Vote	Shari Erlandson		5 m
B. Registration of Visitors/Guests Policy	Vote	Krystin Demofonte		5 m
<b>VI. Academic Excellence</b>				<b>6:52 PM</b>
A. English Learner Master Plan	Vote	Maria Kirkbride		5 m
<b>VII. Other Business</b>				<b>6:57 PM</b>
A. Executive Director Evaluation Process and Procedures	Discuss	Kelly Durso		20 m
<b>VIII. Closing Items</b>				<b>7:17 PM</b>
A. Announcement of Next Regular Scheduled Meeting December 10, 2020 at 6:00pm	FYI			1 m
B. Adjourn Meeting	Vote			

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

<b>Section:</b>	I. Opening Items
<b>Item:</b>	E. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Regular Scheduled Meeting on October 29, 2020



# Pacific Coast Academy

## Minutes

### Regular Scheduled Meeting

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#### Date and Time

Thursday October 29, 2020 at 6:00 PM

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Meeting held via Teleconference

Zoom Link

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

Meeting Meeting ID: 946 8016 4298

Join by Phone

(669) 900-6833

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#### Directors Present

Amanda McArthur (remote), JD Luckesen (remote), Jessica Ackermann (remote), Johnny Tran (remote), Kelly Durso (remote)

#### Directors Absent

*None*

#### Guests Present

Jennifer Faber (remote), Krystin Demofonte (remote), Shari Erlendson (remote)

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### I. Opening Items

#### A. Call the Meeting to Order

Kelly Durso called a meeting of the board of directors of Pacific Coast Academy to order on Thursday Oct 29, 2020 @ 6:03 PM.

#### B. Roll Call of Board Members

**C. Approval of Agenda**

Amanda McArthur made a motion to Approve Agenda.  
Johnny Tran seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**D. Public Comments**

There was no public comment.

**E. Closed Session: Conference with Legal Counsel Anticipated Litigation (Two Cases) § 54956.9**

Amanda McArthur motioned to move into closed session at 6:06pm. Jessica Ackermann seconded.  
- Unanimous

Johnny Tran motioned to move out of closed session at 6:59pm. Amanda McArthur seconded.  
- Unanimous

No decisions were made in closed session.

**F. Executive Directors Report**

The Executive Director gave the following schoolwide updates:

Discovery Days: Great turn-out from students. October's theme is "No Bones About It".

Enrollment: Current 4,287 Target: 4,313 (300 students less than what is in budget). Will only pull from waitlist as students drop/withdraw.

Teacher Professional Development (PD): Teachers participated in an all school PD in October. Discussion and tips on how to support PCA student's in their mental health. It provided a great opportunity for PCA teachers to learn techniques but also share with one another.

Testing Update: The (Physical Fitness Test) PFT has been canceled for the school year. The CAASPP yet to be determined.

Family Liaison Update: Students can participate in a Thanksgiving card exchange. Family Liaisons are spending time to figure out Beehively platform, as teachers will eventually begin using that platform. Some concerns from teachers and families with things still being virtual.

Covid 19 Update: Riverside and Imperial enrichment services have all moved virtual as they were moved to purple tier. San Diego and Orange will continue in-person services.

SPED Admin Building Lease Update: The recently approved lease fell through and are currently in search of something else.

**II. Consent Agenda**

**A. Approve Minutes from 9/24/20 Special Board Meeting**

Amanda McArthur made a motion to approve the minutes from 9/24/20.  
JD Luckesen seconded the motion.  
Johnny Tran abstained from vote as he was not in attendance for the 9/24/20 special board meeting. The board **VOTED** to approve the motion.

**Roll Call**

JD Luckesen	Aye
Kelly Durso	Aye
Jessica Ackermann	Aye
Amanda McArthur	Aye
Johnny Tran	Abstain

**B. Approve Minutes from 9/24/20 Regular Board Meeting**

Amanda McArthur made a motion to approve the minutes from 9/24/20 Regular Board Meeting.

JD Luckesen seconded the motion.

Johnny Tran abstained from vote as he was not in attendance for the 9/24/20 regular board meeting. The board **VOTED** to approve the motion.

**Roll Call**

Jessica Ackermann	Aye
Johnny Tran	Abstain
Kelly Durso	Aye
Amanda McArthur	Aye
JD Luckesen	Aye

**C. Approve Minutes from 10/01/20 Special Board Meeting**

Amanda McArthur made a motion to approve the minutes from 10/1/20 Special Board Meeting.

JD Luckesen seconded the motion.

Johnny Tran abstained from vote as he was not in attendance for the 10/01/20 special board meeting. The board **VOTED** to approve the motion.

**Roll Call**

Kelly Durso	Aye
Jessica Ackermann	Aye
Amanda McArthur	Aye
JD Luckesen	Aye
Johnny Tran	Abstain

**D. Approve Minutes from 10/03/20 Special Board Meeting**

Amanda McArthur made a motion to approve the minutes from 10/3/20 Special Board meeting Special Board Meeting on 10-03-20.

JD Luckesen seconded the motion.

Johnny Tran abstained from vote as he was not in attendance for the 10/03/20 special board meeting. The board **VOTED** to approve the motion.

**Roll Call**

Kelly Durso	Aye
Johnny Tran	Abstain
JD Luckesen	Aye
Amanda McArthur	Aye
Jessica Ackermann	Aye

**E. Promotion, Acceleration and Retention Policy**

Section E: Promotion, Acceleration and Retention Policy was pulled from consent agenda to allow Johnny Tran to vote.

Johnny Tran made a motion to Approve Promotion, Acceleration and Retention Policy.

Jessica Ackermann seconded the motion.

Approval of the policy was made with the change the contact email address. The board **VOTED** unanimously to approve the motion.

Johnny Tran made a motion to Take a 2 minute break at 7:17pm.

Amanda McArthur seconded the motion.

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

**Roll Call**

Kelly Durso	Aye
Jessica Ackermann	Abstain
JD Luckesen	Aye
Johnny Tran	Aye
Amanda McArthur	Aye

### III. Finance

#### A. September Financials

Amanda McArthur made a motion to Approve the September Financials.

Johnny Tran seconded the motion.

Tyler Myers updated the board on September Financials.

- In compliance with SB 740
- Forecast of student attendance is 4315. ADA is fixed at an enrollment of 4075 students.
- When all learning loss mitigation is booked, it will overcome the difference and be in the positive (as long as other items stay the same).
- Annual deficit is .36 of total expense and improved by 1%. A great improvement and continue to improve more into the next couple months.
- With all additional costs, we are still predicted to remain cash positive.
- No Change to the Inspire-LA or Granite Mountain balances
- Granite Mountain payback is included in the cash forecast.

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

#### B. Presentation by Charter School Capital

Tricia Blum and Shausta Eckland from Charter School Capital (CSC) presented to the board on the California Deferral solutions that they can provide.

- 36% of FY21 LCFF will be deferred to FY22.
- CSC presented their solution for the CA funding challenge
- They offering a new rate of 5.99% (down from 7.99%) which would be fixed for this fiscal year without financing and a no cost February deferral financing.

### IV. Academic Excellence

#### A. 2020-2021 Extended School Year Dates

Amanda McArthur made a motion to Approve the 2020-21 ESY Dates.

Johnny Tran seconded the motion.

John Egnor, PCA Deputy Executive Director of Special Education, presented the ESY dates for Special Education students and related services for students that qualify will be June 8 - July 5 2021. The board **VOTED** unanimously to approve the motion.

#### B. SELPA Participation Agreement

Jessica Ackermann made a motion to Approve the SELPA Participation Agreement for the 2020-21 school year.

Johnny Tran seconded the motion.

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

**C. SELPA Local Plan Section B**

JD Luckesen made a motion to Approve SELPA Local Plan Section B.

Jessica Ackermann seconded the motion.

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

**D. Grade Appeal Policy**

Amanda McArthur made a motion to approve Grade Appeal Policy.

Johnny Tran seconded the motion.

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.

The Board approved the policy with the title of Principal changed to Executive Director. The board **VOTED** unanimously to approve the motion.

**E. Schoolwide Organizational Chart**

Amanda McArthur made a motion to Approve Schoolwide Organizational Chart.

Johnny Tran seconded the motion.

The Executive Director shared the Schoolwide Organizational chart and briefly discussed the different roles and responsibilities of some of the leadership. Board approved with edits to move some specific departments under specific people (governance would be in the JF bubble, facilities would be with Linda and enrollment department would be under KB). The board **VOTED** unanimously to approve the motion.

**V. Operations**

**A. Landlord Consent to Sublease Agreement**

JD Luckesen made a motion to approve Landlord Consent to Sublease Agreement.

Amanda McArthur seconded the motion.

Kelly Durso abstained from vote due to possible conflict of interest. The board **VOTED** to approve the motion.

**B. Sublease and Shared Use Agreement**

Johnny Tran made a motion to approve Sublease and Shared Use Agreement.

Amanda McArthur seconded the motion.

The board was presented with the Shared Use Agreement which included how the utilities would be split and how fees would be collected from the tenants. PCA will pay 100% of suite 103. Suites 200 and 101 will be split 33.33% by all 3 schools.

Kelly Durso is abstained from voting due to undetermined conflict of interest. The board **VOTED** to approve the motion.

**C. Fiscal Policies and Procedures**

Amanda McArthur made a motion to Approve Fiscal Policies and Procedures.

Johnny Tran seconded the motion.

The board was presented with updates to the Fiscal Policies and Procedures which were updated to reflect the removal of the Expense Reimbursement Policy and creating it as a separate policy. The board **VOTED** unanimously to approve the motion.



**D. Expense Reimbursement Policy**

Amanda McArthur made a motion to Approve Expense Reimbursement Policy.

Johnny Tran seconded the motion.

Shari Erlendson shared with the board that at the Expense Reimbursement Policy has been updated to include the amounts and process for staff reimbursement.

The Board approved the Expense Reimbursement Policy with the addition to request staff attach the meeting/conference agenda to the expense reimbursement request. In addition, the verbiage should be added to include that the hotel rate should not exceed the federal lodging rate (federal per diem rate) in paragraph 2.

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

**E. Sale and Disposal of Surplus Property Policy**

Johnny Tran made a motion to Approve Policy.

Amanda McArthur seconded the motion.

Shari Erlendson shared the Sale and Disposal of Surplus Property Policy which includes the terms for selling and disposing of surplus property. Shari explained that we have some old printers that no longer work and this policy would allow for the disposal of those those items and other surplus property.

The Board approved the policy with the change of Executive Officer to Executive Director.

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

**VI. Closing Items**

**A. Announcement of Next Regular Scheduled Meeting November 19, 2020 at 6:00pm**

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:37 PM.

Respectfully Submitted,  
Kelly Durso

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Prepared by:  
Jennifer Faber

Noted By:

Board Secretary

\* 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.

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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.

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# Cover Sheet

## Residency Policy

<b>Section:</b>	II. Consent Agenda
<b>Item:</b>	A. Residency Policy
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Residency_Policy_v5.pdf



## Residency Policy

California law requires that certain residency requirements are established in order for a student to be enrolled in an independent study charter school for which average daily attendance may be claimed. California law requires that a student be a California resident and requires that the student is a resident of the county in which the apportionment claim is reported or of a county immediately adjacent to the county in which the apportionment claim is reported. [EC §§ 47612(b), 5147.3]

The purpose of the Pacific Coast Academy Governing Board approving this Residency Policy is to accomplish the following:

1. Define Residency
  2. Outline Residency for a Student on Extended Travel
  3. Establish the Location Materials Will Be Mailed To
  4. Outline the Procedures When a Student's Residency is in Question
  5. Outline the Parent/Guardian/Education Rights Holder's Right Regarding Determination of Non-residency
  6. Outline the Procedures for Children of Military Families
  7. Outline the Procedures for Homeless Youth
- 
1. **Definition of Residency:** A student has residency in the state and county of the residence of the parent/guardian with whom that student maintains his or her place of abode. Residence denotes any factual place of abode of some permanency that is more than a mere temporary sojourn. Owning a home in California or in a particular county does not qualify a student to attend Pacific Coast Academy, unless it can be shown that the student is also living in the home at least three days per week during the school year.
  2. **Residency for a Student on Extended Travel:** A student on extended travel lasting longer than ~~one month, but less than~~ two months **per semester (61 consecutive days or 61 cumulative days throughout the semester)**, will ~~not~~ be deemed to have lost California residency.
  3. **The Location Material Will Be Mailed To:** All materials will be mailed to, and any in person services will be held at, the address identified in the student's records in his/her proof of residence documentation, unless an alternative location is agreed upon by the teacher of record.
  4. **Student's Residency is in Question:** If there is reason to believe that a student's residency is in question, Pacific Coast Academy may investigate in order to determine authenticity of the home address. When it is determined that a student lives outside of California and/or an authorized county, Pacific Coast Academy will provide written notice of the determination of non-residency

within five days of Pacific Coast Academy's intention to disenroll the student.

5. **Parent/Guardian/Education Rights Holder's Right Regarding Determination of Non-residency:** The notice shall contain an explanation of the parent/guardian/education rights holder's right to request a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses and at which the pupil has the right to bring legal counsel or an advocate to dispute the finding of non-residency. If the parent/guardian/educational rights holder does not request a hearing within five days of receipt of the notice, the right to a hearing is waived and the student will be immediately disenrolled. If the student's parent, guardian or educational rights holder initiates the hearing, the student shall remain enrolled and shall not be disenrolled until Pacific Coast Academy issues a final decision. If the parent, guardian or educational rights holder requests a hearing within the five-day period, the parent, guardian or educational rights holder is required to cooperate to schedule the hearing within 10 days of the request for the hearing. If a parent, guardian or educational rights holder does not cooperate in scheduling the hearing and the hearing is not scheduled within 10-days (absent extraordinary circumstances in the sole discretion of the Executive Director), the parent, guardian or educational rights holder waives his/her/their rights to the hearing.
6. **Children of Military Families:** Pacific Coast Academy will serve children of military families, as defined by Education Code section 49701, as follows:
  1. Allow the student to continue his or her education in Pacific Coast Academy, regardless of change of residence of the military family during that school year, for the duration of the student's status as a child of a military family; or
  2. For a student whose status changes due to the end of military service of his or her parent during a school year, comply with either of the following, as applicable:
    - a. If the student is enrolled in kindergarten or any of grades 1 to 8, inclusive, allow the student to continue his or her education in Pacific Coast Academy through the duration of that academic school year;
    - b. If the child is enrolled in high school, allow the student to continue his or her education in Pacific Coast Academy through graduation.

Once Pacific Coast Academy is notified that a student is identified as a child of a military family, Pacific Coast Academy will require the parent/guardian submit the following documentation:

- Written proof of the transfer, including the time period for the transfer and location of the transfer
- A signed affidavit that states that the student is only enrolled in Pacific Coast Academy and not in any other full-day educational program and that the student qualifies as a child of a military family as defined in Education Code section 49701.

For high school students, the aforementioned documentation will need to be resubmitted on an annual basis. Pacific Coast Academy reserves the right to re-verify all of the above at any time throughout the school year.

- 7. Homeless Youth:** Pacific Coast Academy will be considered to be a pupil's school of origin for a homeless youth when the child attended Pacific Coast Academy when permanently housed or was last enrolled in Pacific Coast Academy before becoming homeless. Pacific Coast Academy will serve homeless youth, as defined below, whose residency has changed as follows:

1. Allow the student to continue his or her education in Pacific Coast Academy for the duration of homelessness.
2. If the pupil is no longer homeless before the end of the academic year, either of the following apply:
  - a. If the homeless youth is in high school, the Pacific Coast Academy shall allow the formerly homeless child to continue his or her education in the Pacific Coast Academy through graduation.
  - b. If the homeless youth is in kindergarten or any of grades 1 to 8, inclusive, the Pacific Coast Academy shall allow the formerly homeless youth to continue his or her education in Pacific Coast Academy through the duration of the academic year.

The term "homeless youth" or "homeless pupil" shall mean individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of 42 USC section 11302(a)(1)); and includes—

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 42 USC section 11302(a)(2)(C));
3. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. migratory children (as such term is defined in 20 USC section 6399) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii).

- 8. Foster Youth:** Pacific Coast Academy will be considered to be a pupil's school of origin for a foster youth when the child attended the Pacific Coast Academy at the initial detention or placement, or any subsequent change in placement of a foster child for the duration of the jurisdiction of the court. Pacific Coast Academy will serve former foster youth, as defined below, whose residency has changed as follows:

1. If the jurisdiction of the court is terminated before the end of an academic year, the Pacific Coast Academy shall allow a former foster child who is in kindergarten or any of grades 1 to 8, inclusive, to continue his or her education in the school of origin through the duration of the academic school year.

2. If the jurisdiction of the court is terminated while a foster child is in high school, Pacific Coast Academy shall allow the former foster child to continue his or her education in Pacific Coast Academy through graduation.

The term “foster youth” means a child who has been removed from his or her home pursuant to Welfare and Institutions (“W&I”) Code section 309, is the subject of a petition filed under W&I Code sections 300 or 602 or has been removed from his or her home and is the subject of a petition filed under W&I Code sections 300 or 602.

9. **Migratory Youth:** Pacific Coast Academy will be considered to be a pupil’s school of origin for a migratory youth when the child attended the Pacific Coast Academy at the time the pupil’s status changed to a pupil who is a migratory youth. Pacific Coast Academy will serve migratory youth, as defined below, whose residency has changed as follows:

1. If the migratory youth is enrolled in kindergarten or any of grades 1 to 8, inclusive, allow the pupil to continue their education in Pacific Coast Academy through the duration of that academic school year.
2. If the migratory youth is enrolled in high school, allow the pupil to continue their education in Pacific Coast Academy through graduation.

The term “migratory youth” means a child who has moved with a parent, guardian or other person having custody, from one school to another, either within the State of California or from another state within the 12-month period immediately preceding his or her identification as such a child, in order that the child, a parent, guardian or other member of his or her immediate family might secure temporary or seasonal employment in an agricultural or fishing activity and whose parents or guardians have been informed of the child’s eligibility for migrant education services. “Migratory youth” includes a child who, without the parent or guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.

# Cover Sheet

## Employee Handbook

**Section:** II. Consent Agenda  
**Item:** B. Employee Handbook  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Pacific Coast Employee Handbook v4.pdf

**BACKGROUND:**

Updated to include guidelines for staff who desire to work out of the state and/or country.





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PACIFIC COAST  
ACADEMY

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# **EMPLOYEE HANDBOOK 2020-2021**

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## SECTION 1 – WELCOME

Welcome to Pacific Coast Academy!

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

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

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

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

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

## SECTION 2 – GENERAL

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

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

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

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

## **SECTION 3 – PHILOSOPHY**

### **CORE PURPOSE**

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

### **CORE VALUES**

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

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

### **MISSION STATEMENT**

The mission of Pacific Coast Academy is to develop the individual gifts of students in San Diego County and adjacent counties to become critical thinkers, responsible citizens, and innovative leaders prepared for academic and real-life achievement in the 21<sup>st</sup> Century. The mission will be accomplished through quality, personalized, standards-based education which could include online coursework, offline textbook work, project-based learning and unique hands-on and experiential learning experiences facilitated in partnership with students, parents, staff, and community.

### **PERMISSION-TO-PLAY VALUES**

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

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

### **STRATEGIC ANCHORS**

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

1. Academic achievement through relevant curricula, clear expectations, and shared accountability



## 2. Relationship building through mentorship and consistent communication

### **School-wide Learning Outcomes**

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

#### **1. Technologically proficient and will:**

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

#### **2. Critical thinkers who will:**

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

#### **3. Effective communicators who will:**

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

#### **4. Responsible and self-directed citizens who will:**

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

## SECTION 4 – EMPLOYMENT

### EMPLOYMENT APPLICATIONS

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

### EQUAL EMPLOYMENT OPPORTUNITY

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

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

he or she needs to perform the job. PCA will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

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

## HARASSMENT

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

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

### What is Harassment?

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

- Offensive remarks, comments, jokes or slurs pertaining to an individual's race, religion, sex, sexual orientation, gender or gender identity or gender expression, age, national

origin or ancestry, disability, citizenship, veteran status, or any other protected status as defined by law or regulation whether verbally or by electronic means including email, and/or text messages

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

What is abusive conduct/workplace bullying?

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

### What is Retaliation?

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

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

As used in this policy, an “adverse employment action” means conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in further protected activity. An adverse employment action may include, but is not limited to, the following: demotion, suspension, reduction in pay, denial of merit salary increase, failure to hire, refusing to promote, denying employment opportunities, changing work assignments or otherwise treating an employee differently.

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

### Responsibility

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

### Reporting

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

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

### Investigation/Complaint Procedure

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

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

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

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

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

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



conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

### Conclusion

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

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

### Training Requirements

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

## **AT WILL EMPLOYMENT**

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

This is called “employment at will,” and no one other than the Principal of PCA with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Principal.

Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict PCA's right to terminate at-will.

## OPEN COMMUNICATION POLICY

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

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

## LACTATION ACCOMMODATION POLICY

PCA provides a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The School will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private.

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

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

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

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes she has been retaliated against it should be reported immediately to her supervisor, Human Resources or Principal. Discrimination against and harassment of lactating employees in any form



is unacceptable, a form of prohibited sex/gender discrimination, will not be tolerated at PCA and will be handled in accordance with PCA's policy on discrimination and harassment.

## PUBLIC RELATIONS

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

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

These are the building blocks for our continued success:

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

## WHISTLEBLOWER POLICY

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

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

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

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one

of the following: the Principal, Assistant Principal or Human Resources. Any supervisor, manager, or human resources staff member that receives complaints of retaliation must immediately inform the Principal or Chair of the Board of Directors, if appropriate.

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

## SECTION 5 – THE EMPLOYMENT PROCESS

### EMPLOYEE STATUS AND CLASSIFICATIONS

Each PCA employee is either a “full-time,” “part-time,” or “temporary” employee and either an “exempt” or “non-exempt” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Full-time employees are those employees regularly scheduled to work 35 or more hours or more each week. Part-time employees are those regularly scheduled to work less than 35 hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

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

#### Exempt

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

#### Non-Exempt

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

#### Certificated Employee

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

#### Classified Employee

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

## WORK SCHEDULES

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

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

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

## WORKWEEK AND WORKDAY

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

## SPECIAL VIRTUAL CLASSROOM EMPLOYMENT CONDITIONS

### Position Responsibilities:

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

Training:

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

Worksites:

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

**ATTENDANCE AND PUNCTUALITY**

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

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

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

**PROFESSIONAL DEVELOPMENT**

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

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

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

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

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

## TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time work began and ended, the meal periods taken, and your signature. The school's time keeping system is set up to round at the 7-minute mark. This means that clocking in 6 minutes before or after the employee's scheduled shift would not create additional minutes paid. Absences and overtime must be accurately identified on your time record. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. You cannot record time and/or submit a time record for another employee. Each employee must sign and submit his or her own time record. Employees must record all time actually worked.

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

## OVERTIME

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

## OFF THE CLOCK WORK

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

## MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

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

soon as possible) so that the proper measures may be taken. Failure to comply with the School's policy regarding meal and/or rest periods can lead to discipline, up to and including termination

### Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her meal period no later than 12:00 p.m. (noon). The employee may waive this meal period if his/her workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from their supervisor and complete a "Meal Period Waiver" form.

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

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

### Rest Periods

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

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

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

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

Any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period – for any reason – must immediately report this issue in writing (via email) to Human



Resources on the same workday that he or she experienced the non-compliant meal or rest period. The employee must include a description providing a thorough explanation for the non-compliant meal or rest period.

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

## PAYDAYS

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

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

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

## PAYROLL WITHHOLDINGS

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

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



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

## SECTION 6 - CONDITIONS OF EMPLOYMENT

### IMMIGRATION LAW COMPLIANCE

PCA employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms. Former employees who are rehired must also complete the form if they have not completed an I-9 with PCA within the past three years or if their previous I-9 is no longer retained or valid.

### CREDENTIAL REQUIREMENTS

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

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

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

### TUBERCULOSIS TEST

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

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

### CRIMINAL BACKGROUND CHECK

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

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

## CHILD ABUSE AND NEGLECT REPORTING ACT

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

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

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

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

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

## PERSONNEL FILES

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

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports, or records obtained prior to

employment, prepared by examination committee members or obtained in connection with a promotional examination.

## CHANGES IN EMPLOYEE INFORMATION

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

## SECTION 7 – PERFORMANCE

### PERFORMANCE EVALUATIONS

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

#### Teachers:

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

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

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

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

#### Classified Staff:

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

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

## SECTION 8 – LEAVES

### FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT<sup>1</sup>

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

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

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

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

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

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

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

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

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

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

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

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

#### Emergency Family and Medical Leave Expansion Act (“E-FMLA”)

In addition to other qualifying Family Care and Medical Leave identified herein, the School provides Emergency Family and Medical Leave as described below.

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

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

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

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

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

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

- No less than two-thirds of an employee's regular rate of pay as determined under 29 U.S.C. § 207(e); and
- The number of hours the employee would otherwise be normally scheduled to work.
- If the employee's schedule varies from week to week to such an extent that the employer is unable to determine with certainty the number of hours the employee would have worked if the employee had not taken leave, the employer shall use the following in place of such number:
  - A number equal to the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
  - If the employee has not been employed for six months, the average number of hours the employee and the employer agreed at the time of hiring that the employee would work each workday. If there is no such agreement, the scheduled number of hours is equal to the average number of hours per workday that the employee was scheduled to work over the entire period of employment, including hours for which the employee took leave of any time.

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



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

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

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

The previously described details relating to Family and Medical Leave Act apply to E-FMLA leave to the extent it is not inconsistent with E-FMLA. E-FMLA and FMLA run concurrently.

## PREGNANCY DISABILITY LEAVE

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

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

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

Benefit accrual, such as PTO, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you

were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

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

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

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

## MILITARY SPOUSE LEAVE

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

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

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

## WORKERS' COMPENSATION LEAVE

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

## BEREAVEMENT LEAVE

PCA provides regular full-time employees up to three (3) days of paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, domestic partner, dependent, sibling, stepsibling,

grandparent or grandchild. If a funeral is more than 500 miles from your home, you may receive paid leave for five (5) days with prior approval from your supervisor.

## JURY DUTY LEAVE

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

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

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

## TIME OFF TO VOTE

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

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Available PTO may be used for this time off.

## SCHOOL ACTIVITIES LEAVE

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

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year;
- Unless it is an emergency, employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;

- If the School employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor;
- Employees must use existing PTO in order to receive compensation for this time off;
- Employees who do not have paid time off available will take the time off without pay;
- Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed child care/day care facility.

## SCHOOL APPEARANCE/SUSPENSION LEAVE

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

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

## CRIME VICTIM LEAVE

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

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

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

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

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

## DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT/STALKING LEAVE

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

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

Certification may be sufficiently provided by any of the following:

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

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

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

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

- The employee is a victim of domestic violence, sexual assault, or stalking.
- The employee asked for time off to get help.

- The employee asked PCA for help or changes in the workplace to ensure safety at work.

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

## MILITARY LEAVE

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

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

## ADULT LITERACY LEAVE

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

## ORGAN DONOR / BONE MARROW DONOR LEAVE

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

You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to ten (10) days of any available paid leave (sick and/or PTO) for organ donation and up to five (5) days of available paid leave (sick and/or PTO) for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

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

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

## DRUG & ALCOHOL REHABILITATION LEAVE

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

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

## VOLUNTEER CIVIL SERVICE LEAVE

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

## CIVIL AIR PATROL LEAVE

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

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

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



## SECTION 9 – BENEFITS

### SCHOOL HOLIDAYS

The School observes 12 paid holidays during the year:

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

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

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

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

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



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

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

### STAFF OUT OF STATE/COUNTRY

Staff members will be allowed to live outside the State of California, but within the United States of America, with the express written prior permission of Pacific Coast Academy. In order for Pacific Coast Academy to grant permission, the employee will be required to continue to attend all in person meetings. This includes but is not limited to student meetings, staff meetings, school events, required field trips, testing etc (once in person meetings are allowed by state and local health departments). Any travel from the employee's residence to Pacific Coast Academy's office in Poway, California is considered to be commute time and will not be reimbursed by Pacific Coast Academy since the employee's place of residence is the employee's choice and for the employee's sole benefit. The employee will be required to check in at the Poway, California office on any day where the employee attends in person meetings (student meetings, staff meetings, school events, required field trips, testing, etc.) Any missed in person meeting will need to be taken as sick/vacation or unpaid leave. Employees are not allowed to perform any work for Pacific Coast Academy while the employee is located outside of the United States of America. Any time taken outside of the United States of America will be taken as sick/ vacation leave or unpaid time off. Any dispute arising out of the employment context between Pacific Coast Academy and the employee will be filed in a court of competent jurisdiction located in San Diego County or with an arbitrator in accordance with an arbitration agreement located in San Diego County and in accordance with the laws of the state of California without regard to conflict of laws principles.

### PAID TIME OFF (PTO) - A BASIS ONLY

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

PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible or otherwise as soon as practicable. Employees using extended PTO time (in excess of three (3) days) must submit a request at least two (2) weeks before the extended PTO or, if used as sick time, the

employee may be required to submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice.

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

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

The following terms also apply to PTO:

- For both non-exempt and exempt employees, PTO time may be taken in minimum increments of 0.25 hours. If an exempt employee absents himself or herself from work for part or all of a workday, he or she will be required to use available PTO to make up for the absence.
- In the event an employee has exhausted his or her PTO, any additional time off must be approved by their supervisor and will be taken without pay.

- Any employee who misses three (3) consecutive days of work without notice to their supervisor may be deemed to have abandoned his/her job and voluntarily resigned from employment.
- Upon separation of employment, employees will be paid their earned PTO based on their date of separation and their regular rate of pay.
- To the extent permitted by law, PTO accumulated prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

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

## SICK LEAVE

The School enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act and the City of San Diego Earned Sick Leave and Minimum Wage Ordinance to provide paid sick leave (“PSL”) to eligible employees.

### Eligible Employees

All employees (including part-time and temporary) who work for the School more than 30 days within a year in California and who work at least two hours within a year in the City of San Diego are allotted PSL as set forth in this policy.

### Permitted Use

Eligible employees may use their allotted PSL to take time off for the following reasons:

- for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee’s family member;
- when the employee is physically or mentally unable to perform his or her duties due to the employee’s illness, injury, or a medical condition;
- for other medical reasons of the employee, such as pregnancy or obtaining a physical examination;
- to provide care or assistance to a family member with an illness, injury, or medical condition, including assistance in obtaining professional diagnosis or treatment of a medical treatment;
- for the use of “safe time” (as defined by applicable law) and for reasons related to domestic violence, stalking, or sexual assault;
- when the employee’s worksite is closed by order of a public official due to a public health emergency; and/or

- when the employee is providing care or assistance to a child whose school or child care provider is closed by order of a public official due to a public health emergency.

For purposes of this policy, “family member” means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee as well as a child or parent of the employee’s spouse. “Child” means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. “Parent” means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee’s spouse or registered domestic partner. “Spouse” means a legal spouse, as defined by California law.

### Allotment

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

- Full-time A-Basis, B-Basis, C-Basis, and D-Basis school based employees:

On July 1 of each year, eligible employees will be allotted ten days (80 hours) of PSL per school year (July 1 – June 30), which unused PSL days will carryover year to year subject to a cap of 18 days (144 hours). Employees hired after July but before December 31 will receive ten days (80 hours) of PSL on his or her first day of employment. Employees hired after December 31 will receive five days (40 hours) of PSL on his or her first day of employment.

- All other eligible employees:

All other eligible employees will be allotted five days (40 hours) of PSL each school year (July 1 – June 30) on July 1 or on his or her first day of employment, even if hired mid-year. PSL days are “use it or lose it” and, as such, do not carry over from year to year.

### Limits on Use

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

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

### Notification

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

### Termination

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

### No Discrimination or Retaliation

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

### Emergency Paid Sick Leave (“E-Sick Leave”)

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

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

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

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

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

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

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

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

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

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

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

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

An employee may not take Paid Sick Leave intermittently if the leave is taken for the following reasons: 1) the employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2) the employee has been advised by a health care provider to self quarantine due to concerns related to COVID-19; 3) the employee is experiencing symptoms of COVID-19 and seeking medical diagnosis from a health care provider; 4) the employee is caring for an individual who is subject to 1-3; or the employee has a substantially similar condition as specified by the Secretary of Health and Human Services. Once the Employee begins taking Paid Sick Leave for

one or more reasons, the employee must use the permitted days of leave consecutively until the employee no longer has a qualifying reason to take Paid Sick Leave.

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

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

## PAID SICK LEAVE DONATION POLICY

### Personal Hardship

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

### Eligibility

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

### Requests for Donations

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

### Donations of Paid Leave

Employees who have more than 40 hours of PSL and who wish to donate PSL to the School sponsored leave bank on behalf of an eligible employee shall complete a PSL Donation Form indicating the number of PSL hours to be donated and the employee, if any, who the employee requests receive the benefit of the donation. All such donations are voluntary and irrevocable.

1. Donating employees must maintain a minimum of 40 hours of PSL after reducing their leave balance to effect the donation.
2. In any 12-month period, no employee may donate more than 40 hours.



3. Voluntary donations of PSL are final upon submission of a signed PSL Donation Form that satisfies the conditions established by this policy. The donating employee's PSL balance account shall thereupon be reduced by the hours donated.
4. Donated hours not used by the eligible employee during the hardship period shall remain in the eligible employee's PSL account balance.
5. The names of donating employees, hours donated, and the value of such donations shall be kept confidential to the extent possible.

### Valuation of Donated PSL

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

## INSURANCE BENEFITS

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

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

Additional voluntary insurance plans will be offered through the School that will be the employee's responsibility to purchase and pay for.

## COBRA BENEFITS

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



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

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

## **SOCIAL SECURITY/MEDICARE**

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

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

## **STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)**

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

## **PAID FAMILY LEAVE (WAGE SUPPLEMENT)**

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

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

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

## WORKER'S COMPENSATION INSURANCE

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

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

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

## SECTION 10 – EMPLOYEE COMMUNICATIONS POLICY

### COMMUNICATIONS POLICY

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

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

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

#### No Expectation of Privacy

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

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

not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

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

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

#### Professional Use of Communication Systems Required

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

#### Offensive and Inappropriate Material

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

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

#### Solicitations

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

### Licenses and Fees

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

### Games and Entertainment Software

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

### Confidential Information

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

### Copyrights and Trademarks

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

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

### Maintenance and Security of the System

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

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to PCA's network must do so through an approved Internet firewall. Accessing

the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to PCA's network.

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

### Violations of this Policy

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

### Amendment and Modification of this Policy

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

## **SOCIAL MEDIA POLICY**

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

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

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

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

### Personal or Professional Blogs

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

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

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

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

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

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

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

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



## EQUIPMENT POLICY

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

### Laptop Computers

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

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

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

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

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



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

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

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

## CELL PHONE POLICY

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

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

### Telephone Calls and Texting

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

## NO SOLICITATION/DISTRIBUTION POLICY

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

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

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

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

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

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

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

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

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

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

### Definitions

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

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

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

### Employee Responsibility

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

## ANTI -NEPOTISM POLICY

### Policy Statement

It is the policy of PCA to avoid Nepotism, which means to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts of interest, or

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

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

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

### Definitions

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

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

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

## Procedures

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

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

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

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

## Responsibilities

The Principal or designee shall coordinate with the current employee's direct supervisor to develop appropriate plans to ensure that a Family Member's employment does not conflict with this policy. If the situation cannot be resolved by a transfer, then the Principal or designee will deny the application for employment. Special circumstances may be reviewed by the Board in the event that PCA's best interests would be served by the employment of a Family Member.

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

## **VIOLENCE IN THE WORKPLACE**

PCA has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which

involve or affect PCA or which occur on PCA property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

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

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

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

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

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

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

## SECTION 11 – STANDARDS OF CONDUCT

### PERSONAL STANDARDS

#### School Dress Code

It is the goal of the school to foster a professional work environment for all staff, as part of our commitment to providing excellent customer service to our families, our communities, our professional associates, and respect for one another.

**General rules:** Clothing should be clean, free of wrinkles, rips or tears, and appropriate for the workplace. Nothing too tight or revealing (i.e. nothing too low cut in the front or back, or sheer), no bare midriffs, no spaghetti straps, and no undergarments showing. No shorts or yoga pants. No offensive language or images. Hair should be clean and neatly groomed. Please cover tattoos whenever possible.

#### Casual Business Attire

##### **Tops:**

Polo style or button-down shirts or blouse

Pullovers or sweaters

\*No tank tops

##### **Bottoms:**

Skirt (no more than 3" above the knee)

Dress slacks or Khakis

Capri pants

Denim jeans

##### **Dresses:**

No more than 3" above the knee

##### **Hats:**

School hats

##### **Shoes:**

Comfortable and professional: This may include dress shoes, boots, heels, sandals, or flats

\*If you are in a position where you are moving items or furniture, please wear closed-toe shoes.

## TEACHER-STUDENT INTERACTIONS

#### Boundaries Defined

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

#### Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member’s perspective, but some of these activities can be perceived as flirtation or sexual insinuation from a student or parental point of view. The

purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, inappropriate or sexual misconduct.

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

### Unacceptable Behaviors

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

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of ANY kind
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres

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

#### Acceptable and Recommended Behaviors

- Obtaining parent's written consent for any school activity (exclusive of tutorials)
- Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via school-based technology and equipment)
- Keeping the door open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries
- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior-staff or administration if you find yourself in a difficult situation related to boundaries



- Involving your supervisor in discussion about boundaries that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgment could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career

### Reporting

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

### Investigating

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

### Consequences

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

## CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive

to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the Principal. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Principal.

## PROHIBITED CONDUCT

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

- Falsification of employment records, employment information, or other School records
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's
- Theft, deliberate or careless damage, or loss of any School property or the property of any employee or customer
- Provoking a fight or fighting during working hours or on School property
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School
- Violation of the Substance and Alcohol policy
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
- Unreported absence on scheduled workdays unless otherwise excused
- Excessive tardiness or absenteeism unless otherwise excused
- Unauthorized use of School equipment, time, materials, facilities, or the School name
- Sleeping or malingering on the job
- Failure to observe working schedules, including the required rest and meal periods

- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas (“Working time” does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work
- Failure of an employee to obtain permission to leave work for any reason during normal working hours
- Abuse of sick leave
- Violation of the Communications Policy
- Failure to provide a physician’s certificate when requested or required to do so
- Violating the School’s Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours
- Violation of any safety, health, security, or School rule
- Negligence or other conduct leading to the endangerment of harm of a child or children
- Working overtime without authorization or refusing to work assigned overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

## CONFIDENTIAL INFORMATION

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

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

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

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

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

## CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social, and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest. For example, romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment, and morale problems.

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

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

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

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

### Outside Employment

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

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

Your obligations to PCA must be given priority. Full time employees are hired and continue employment with the understanding that PCA is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

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

#### Policy Statement

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

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

1. It involves the use of PCA time, facilities, equipment, supplies, or the officer's or employee's position or influence with PCA, for private gain or advantage.
2. It involves receipt or acceptance by the officer or employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with PCA.
3. It involves the performance of an act as part of the outside activity that involves services performed for PCA.

4. It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raise any ethical or conflict of interest concerns, or create any conditions that impact the officer's or employee's job performance.

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

#### Procedure

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

### **EXPENSE REIMBURSEMENT POLICY**

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

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

#### Policy Statement

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

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

#### Procedures

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

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

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

## SECTION 12 – SAFETY

### SUBSTANCE AND ALCOHOL POLICY

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

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

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

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

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Human Resources. Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students.



Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

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

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

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

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

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

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

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

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

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

## SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as e-cigarettes, vaping and/or pipes (both tobacco and marijuana products). Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground or event location.

## PARKED VEHICLES

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

## PERSONAL AUTOMOBILE

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

## PERSONAL PROPERTY

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

## SAFETY POLICY

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

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

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

## ERGONOMICS

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

## CHEMICAL EXPOSURE WARNING

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

## SECTION 13 – TERMINATION

### VOLUNTARY TERMINATION

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

### INVOLUNTARY TERMINATION

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

### EXIT INTERVIEWS

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

### VERIFICATION AND REFERENCE POLICY

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

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

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

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

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

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

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

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

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

Employee Name (print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Cover Sheet

## Educational Vendor Policies and Procedures

**Section:** II. Consent Agenda  
**Item:** C. Educational Vendor Policies and Procedures  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Educational\_Vendor\_Policies\_and\_Procedures\_V5.pdf

### BACKGROUND:

Updates and edits to the vendor policy was made to address the “planning amount” and rollover changes.

In previous school years, PCA allowed families to transfer the remaining funds of a Planning Amount from the end of the school year to the next school year. This results in a larger Planning Amount that allows families to craft multi-year plans to support their children’s education.

**SB 98 (2020) now requires charter schools use all monies apportioned from State school funds during a fiscal year, exclusively for support of the school for that particular year.** (See Ed. Code § 41730(a).) Therefore, the Charter Schools must not “roll over” any 2020-21 Planning Amount funds for use in the next school year.



## Educational Vendor Policies and Procedures

Pacific Coast Academy (“Charter School”) is focused on “Personalized Learning”, a philosophy that puts every student first by supporting them in honoring and exploring their unique skills, special gifts, talents, and aspirations. In furtherance of this philosophy and Charter School’s educational mission, families and Charter School staff together carefully select educational items and services for students to fit their goals and education plan.

The purpose of the Pacific Coast Academy Governing Board approving the Educational Vendor Policies and Procedures is to accomplish the key requirements detailed in this policy, including:

1. The Executive Director (as defined below) must approve all vendors before they can provide educational items or services to students.
2. The Homeschool Teacher (as defined below) and Executive Director (as defined below) must approve all requests for educational items or services to ensure they are aligned with the charter petition and student’s personalized learning curriculum.
3. No family may spend, or obligate the Charter School to spend, any Charter School monies on educational items and services. Charter School is responsible for making purchases of approved educational items and services.

### **VENDOR APPLICATION AND APPROVAL**

1. **Educational Vendor Applications:** Charter School contracts with educational vendors who provide educational enrichment services (e.g., in-person educational activities) and items (e.g., textbooks, workbooks, etc.) to students. Vendors must submit an application to Charter School detailing critical information such as qualifications and services. Charter School shall carefully review Vendor’s application, website, available references, social media, and other pertinent information.

The Executive Director or his/her designee (“Executive Director”) must approve all educational vendors and enter into an agreement with approved vendors before a vendor can provide any educational services to students. The Executive Director may reject a vendor applicant or terminate vendor services for any reason. The Executive Director may delegate his/her authority to approve vendors as necessary to promote the effective operations of the Charter School. For educational products, parents may submit requests specific educational products from a particular vendor (e.g., pencils from an online store). The Charter School’s approval of the educational product request (approval process described below) serves as vendor approval.

2. **Vendor Guidelines:** The Executive Director is responsible for approving vendors, and must

ensure the vendor meets guidelines, including, but not limited to the following:

- Vendor must have the qualifications, skills and, if applicable, the certification and licenses necessary to perform the requested services in a competent and professional manner.
- Vendor conducts background checks ~~in accordance with applicable law pursuant to Education Code section 45125.1~~ to ensure Vendor (if an individual), its employees, and agents who interact with students have not committed a serious or violent felony.
- Vendor services and/or products must be non-sectarian. Vendor's services and products must not discriminate on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other protected basis under California law.
- Vendor must maintain adequate levels of insurance for its educational services.
- Vendor must not be a private school offering services through a part-time program (e.g., after school programs) or a parent-organized group (also known as "co-op").
- Vendors must qualify as independent contractors in accordance with applicable laws. This is determined by the Executive Director based on vendor representations and vetting by the Charter School or its service provider.

3. **Vendor Agreement:** Once the Executive Director has approved a vendor, the vendor and Charter School must enter into a vendor agreement before the school can order educational services from the vendor. Considering families may have one-off requests for educational products, a vendor agreement may not be necessary for the Charter School to purchase educational products (e.g., ordering pencils from an online store for one student). The vendor agreement will include protections set forth in this policy, including, but not limited to requiring background checks for staff interacting with students, prohibitions on non-sectarian/discriminatory items and services, insurance and indemnification provisions, and more.

### **REQUESTING EDUCATIONAL SERVICES AND ITEMS**

1. **Requests:** Students make requests for educational services and items through the Enrichment ordering system. The Enrichment ordering system is accessible on the Charter School website and features a list of approved educational vendors. All requests for educational services and items must: (i) first be approved the credentialed teacher assigned to supervise student's independent study ("Homeschool Teacher"); and (ii) approved by the Executive Director or designee. The Executive Director may delegate his/her authority to approve parent requests for educational items and services as necessary to promote the effective operations of the Charter School.

The Executive Director can deny any request for educational items or services in his or her sole discretion for any reason. Families cannot directly purchase, or obligate the Charter School to purchase, any educational items or service without Charter School's approval.

The Charter School establishes a planning amount for students for educational items and services per full school year. Parents and students are not guaranteed to receive any educational items and services up to and equal to this planning amount, as a Homeschool Teacher and the Executive



Director must approve all requests. The planning amount is also not a mandatory cap limiting the Charter School's ability provide necessary educational services to students (e.g., pursuant to a student's individualized education program). The Charter School developed this planning amount to help ensure the school provides educational items and services aligned with its budget and to help ensure fair and equal treatment of students, to the extent consistent with individual needs.

Parents and students are not given access to direct or encumber planning amount funds. ~~The planning amount funds are the Charter School's funds. Parents are encouraged to work with their Homeschool Teacher to develop multi-year plans for their children because their educational needs may vary from year to year. While the Charter School does not guarantee any specific amount of funding for educational services and items, a multi-year plan empowers the Charter School and families to develop a personalized course of study suited to their children's needs and the Charter School to effectively budget for all students.~~ The planning amount cannot be transferred to any other student. ~~In accordance with SB 98 (2020), unused planning amount funds will not carry over to the following school year.~~

The Homeschool Teacher and Executive Director are responsible for granting requests and allocating educational products and services in a nondiscriminatory manner. The Charter School shall seek to purchase cost-effective educational items and services. The Homeschool Teacher and Executive Director shall ensure purchased educational items and services meet the following requirements:

- From approved vendors only.
- Support the requesting student's personalized curriculum and education plan.
- Must be aligned with State standards, student's course of study (e.g., requested amount of fabric corresponds to length of course/project), and student's independent study master written agreement.
- From a vendor who is not related to the Charter School family requesting the educational items or services and otherwise does not present conflict of interest concerns.

2. **Core Subject Curriculum:** The Homeschool Teacher and Executive Director must ensure students access all necessary "core subject curriculum" – education items/services necessary for the student to complete his/her State standards-aligned course of study – before approving any extracurricular activities or supplemental educational or enrichment items. Core subject curriculum includes physical curriculum like McGraw Hill Textbook Set and associated workbooks and access to digital educational platforms such as Odysseyware or StongMind Digital Learning.
3. **Enrichment Certificates:** After the Homeschool Teacher and Executive Director approve a request through the Enrichment ordering system, an "Enrichment Certificate" is created by Charter School. Charter School requests educational services and items from approved vendors through Enrichment Certificates. If necessary, Charter School may use an approved vendor's purchase order form in lieu of an Enrichment Certificate. Certificates/purchase orders should include important information, including the requested educational services, dates of services, Enrichment Certificate/PO Number, and approved cost for services.

Vendors must receive an approved Enrichment Certificate/purchase order before providing educational services or items to students. Vendors must receive the Enrichment Certificate/purchase order and provide the requested education services before submitting an invoice to Charter School.

4. **Prohibited Requests:** Charter School students can only request education services and items available in the Enrichment ordering system. Homeschool Teachers and Executive Directors will only approve requests for educational items and services that are educational quality (~~e.g., not top of the line~~). Charter School seeks to purchase cost-effective educational items and services. Only basic items and services may be approved. Charter School will not approve educational items or services beyond what is needed to meet a student's learning objectives.

The following is a non-exhaustive list of prohibited items and services:

- Backpacks
- Amusement park tickets
- Video game hardware or software
- Excessive quantities of any item or service (e.g., beyond student's course of study).
- Non-educational household items (e.g., storage containers, organizational items (large or small items), picture frames, etc.)
- Bicycles, tricycles, scooters, skateboards, rollerblades, roller skates, wagons, etc.
- Live animals or animal supplies small insects/amphibians/worms as a part of a science class. Certain kit and supplies can be ordered by a student (e.g., praying mantis, caterpillars, ladybugs, or silkworms to study; ant farms; or tadpoles)
- Top of the line musical instruments (where more reasonably-priced options are available)
- Educational items and services must be nonsectarian
- Taxis/Uber/Lyft rides and other transportation costs

5. **Educational Field Trips:** While families are prohibited from requesting trips to non-educational venues, they can request to join educational field trips through the Enrichment ordering system (e.g., museums, aquariums, libraries, etc.) The Executive Director and Homeschool Teacher shall carefully scrutinize each request to ensure the requested educational field trip aligns with the student's course of study and furthers their education and that all participants are necessary for student transportation, safety and supervision.

In light of the Charter School providing an independent study program, it is anticipated that a parent/guardian may need to serve as chaperone and transport their children for approved educational school-sponsored field trips. The Charter School Board finds funding the actual, reasonable, and necessary costs for a chaperone to access the educational field trip (e.g., ticket to museum, transportation costs) furthers public school purposes where necessary or desirable to allow students to participate in educational field trips.

## 6. **Student and Family Responsibilities:**

- A. Returning Educational Products: All educational items requested through the Enrichment ordering system are the property of the Charter School. This includes any technology, textbooks, and other educational items. Families must return all educational products upon disenrollment or upon request by the Executive Director or Homeschool Teacher. In accordance with applicable law, parents are responsible for to replace lost, stolen, damage, or otherwise unreturned educational items.

- Certain items are “consumable”, meaning they are not functional after use (e.g., workbooks). These items can be discarded by families after use.

B. Damaged or Lost Educational Items: Parents are responsible for replacing lost, stolen, damage, or otherwise unreturned educational items to the extent allowed under applicable law. If an educational item is damaged, parents must immediately contact the Homeschool Teacher for support.

Required Attendance: Students must attend regular learning period meetings with their Homeschool Teacher to discuss progress, turn in quality work samples, and complete their Student Activity Logs (Attendance Logs) in order to make requests for extracurricular educational activities (e.g., non-core curriculum items) through **the** Enrichment ordering system.

7. **Questions:** If Charter School families have any questions about this policy or how to make requests for educational items and services, please contact Executive Director, Krystin Demofonte at [krystin@inspireschools.org](mailto:krystin@inspireschools.org).

# Cover Sheet

## Budget Overview for Parents - Public Hearing

**Section:** III. Finance  
**Item:** A. Budget Overview for Parents - Public Hearing  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** FY21-PCA - budgetoverviewparent2020.pdf

### BACKGROUND:

Pacific Coast Academy will conduct a public hearing for the proposed 2020-2021 Local Control Funding Formula (LCFF) Budget Overview for Parents. This year, the Budget Overview for Parents is aligned with our Learning Continuity and Attendance Plan.

The Local Control Funding Formula (LCFF) Budget Overview for Parents is available for public review at the hearing and on the school's website.

### Overview:

Due to school closures and COVID-19, we were not required to approve our annual Local Control and Accountability Plan (LCAP) during the 2019-20 school year. While we expected to complete the 2019-20 LCAP at the beginning of this school year (2020-21), recent State legislation (EC Section 43509) requires districts to develop a Learning Continuity and Attendance Plan in its place. Further, this legislation decoupled the Budget Overview for Parents from the LCAP and coupled it with the Learning Continuity Plan and Attendance Plan. While the Board approved the Learning Continuity and Attendance Plan in September of 2020, the Budget Overview for Parents portion must be adopted by December 15, 2020. The requirement to hold a separate public hearing and adoption at a public local governing board meeting consistent with California *Education Code* (EC) Section 52064.1 of the Budget Overview for Parents remains. The public hearing was held on November 19, 2020.

# **Local Control Funding Formula (LCFF) Budget Overview for Parents Template**

Developed by the California Department of Education, September 2020

## LCFF Budget Overview for Parents Data Entry Instructions

## LCFF Budget Overview for Parents Data Entry Instructions

These instructions are for the completion of the Local Control Funding Formula (LCFF) Budget Overview for Parents.

Notice that there are 5 tabs along the bottom of the workbook titled: 'Title Page', 'Instructions', 'Data Input', 'Narrative Responses', and 'Template'. The local educational agency (LEA) will enter its data in the 'Data Input' tab and then respond to the available prompts in the 'Narrative Responses' tab; please note that certain prompts in the 'Narrative Responses' tab are conditional. This information will automatically populate the 'Template' pages of the Budget Overview for Parents with the information. The tabs 'Title Page', 'Instructions', 'Data Input', and 'Narrative Responses' are "inward facing" and are intended for use by LEA personnel. The information contained in the 'Template' tab will be "outward facing", or the information that will be available to the LEA's parents and stakeholders. To start, ensure that you are on the 'Data Input' worksheet by clicking on the 'Data Input' in the lower left hand side.

**\*NOTE: The "High Needs Students" referred to below are Unduplicated Students for LCFF funding purposes.**

### Data Input Tab Instructions

#### LEA Information (rows 1-3)

The LEA must enter the LEA name, county district school (CDS) code, and LEA contact information (name, phone number and email address) in the corresponding blue boxes.

For the 2020–21 Budget Overview for Parents, the dates for the Current School Year (2020–21) and the Prior School Year (2019–2020) have been prepopulated.

#### Projected General Fund Revenue for the 2020–21 School Year

All amounts should be entered in the gray boxes adjacent to the corresponding amount title. The amounts for the 2020–21 school year must reflect budget information available at the time of the first interim report.

•**Total LCFF funds (row 9):** This amount is the total amount of LCFF funding (including supplemental & concentration grants) the LEA estimates it will receive pursuant to California *Education Code (EC)* sections 2574 (for county offices of education) and 42238.02 (for school districts and charter schools), as of the date of the first interim report for 2020. This amount is the amount indicated in the Standardized Account Code Structure (SACS) First Interim Fund Form 01, Column D, row A.1 (LCFF Sources).

## LCFF Budget Overview for Parents Data Entry Instructions

- **LCFF supplemental & concentration grants (row 10):** This amount is the total amount of LCFF supplemental and concentration grants the LEA estimates it will receive on the basis of the number and concentration of low income, foster youth, and English learner students as determined pursuant to *California Code of Regulations*, Title 5 (5 CCR) Section 15496(a)(5), pursuant to *EC* sections 2574 and 42238.02, as applicable for the 2020–21 school year.
- **All other state funds (row 12):** This amount is the total amount of other state funds (do not include including LCFF funds) the LEA estimates it will receive.
- **All local funds (row 13):** This amount is the total amount of local funds and entitlements the LEA estimates it will receive.
- **Total federal funds (row 14):** This amount is the total amount of federal funds (including all Every Student Succeeds Act Title funds and Coronavirus Aid, Relief, and Economic Security [CARES] funds) the LEA estimates it will receive.
- **Federal Coronavirus Aid, Relief, and Economic Security (CARES) funds (row 16):** Of the amount of federal funds reported on line 14, provide the amount attributable to federal funds allocated to the LEA under the federal CARES Act (Public Law 116-136). CARES Act funds include the Elementary and Secondary School Emergency Relief (ESSER) Funds and Learning Loss Mitigation (LLM) Funds; LLM Funds include both Coronavirus Relief (CR) Funds and Governor's Emergency Education Relief (GEER) Funds.

The total of the General Fund Revenue should equal the amount indicated in the SACS First Interim Fund Form 01, Column D, row A.5 (Total Revenues).

### Total Budgeted Expenditures for the 2020–21 School Year

The amounts for the 2020–21 school year must reflect budget information available at the time of the first interim report.

- **Total Budgeted General Fund Expenditures (row 19):** This amount is the LEA's total budgeted General Fund expenditures for the 2020–21 school year as indicated on SACS First Interim Fund Form 01, Column D, Row B.9 (Total Expenditures). The General Fund is the main operating fund of the LEA and accounts for all activities not accounted for in another fund. All activities are reported in the General Fund unless there is a compelling reason to account for an activity in another fund. For further information please refer to the California School Accounting Manual (<http://www.cde.ca.gov/fg/ac/sa/>). (Note: For some charter schools that follow governmental fund accounting, this amount is the total budgeted expenditures in the Charter Schools Special Revenue Fund. For charter schools that follow the not-for-profit accounting model, this amount is total budgeted expenses, such as those budgeted in the Charter Schools Enterprise Fund.)
- **Total Budgeted Expenditures in the Learning Continuity and Attendance Plan (Learning Continuity Plan) (row 20):** This is the total amount of budgeted expenditures associated with the actions included in the Learning Continuity Plan.

## LCFF Budget Overview for Parents Data Entry Instructions

•**Total Budgeted Expenditures for High Needs Students in the Learning Continuity Plan (row 21):** This is the total amount of the budgeted expenditures, from all fund sources, associated with the actions included in the Learning Continuity Plan that are identified as contributing to the increased or improved services for high needs students pursuant to *EC* Section 42238.07.

### Expenditures for High Needs Students in the 2019–2020 School Year

•**Total Budgeted Expenditures for High Needs Students in the Local Control and Accountability Plan (LCAP) (row 24):** This amount is the total of the budgeted expenditures, from all fund sources, in the planned actions and services included in the 2019–2020 LCAP that are identified as contributing to the increased or improved services for high needs students pursuant to *EC* Section 42238.07 for the current school year.

•**Actual Expenditures for High Needs Students in the LCAP (row 25):** This is the total of the estimated actual expenditures, from all fund sources, in the actions and services included in the 2019–2020 LCAP that are identified as contributing to the increased or improved services for high needs students pursuant to *EC* Section 42238.07.

### Narrative Responses Tab Instructions

The LEA's response for each prompt is limited to 75 words. Double click on the applicable cell to respond to the required prompt(s). Please note that certain prompts are conditional, based on the data provided in the 'Data Input' tab.

•**Brief description for General Fund Expenditures (row 3):** Briefly describe any of the General Fund Budget Expenditures for the 2020–21 school year that are not included in the Learning Continuity Plan.

•**Brief description for High Needs Students (row 4):** If the amount on line 21 ('Data Input' tab) is less than the amount on line 10 ('Data Input' tab), a prompt will appear and the LEA must provide a brief description of the additional actions it is taking to meet its requirement to increase or improve services for high needs students.

**Note:** If no prompt appears, the LEA is not required to supply a description.

**Note:** It may be necessary to adjust the row height to display the entire prompt.

•**Brief description for actual expenditures for high needs students (row 5):** If the amount in line 24 ('Data Input' tab) is greater than the amount in line 25 ('Data Input' tab), a prompt will appear and the LEA must provide a brief description of how the difference impacted the actions and services and overall increased or improved services for high needs students in the 2019–2020 fiscal year pursuant to *EC* Section 42238.07.

**Note:** If no prompt appears, the LEA is not required to supply a description.

**Note:** It may be necessary to adjust the row height to display the entire prompt.



**LCFF Budget Overview for Parents: Data Input**

<b>Local Educational Agency (LEA) name:</b>	Pacific Coast Academy
<b>CDS code:</b>	37 68049 0136416
<b>LEA contact information:</b>	Krystin Demofonte / krystin.demofonte@pacificcoastacademy.org
<b>Current School Year:</b>	2020-2021
<b>Prior School Year</b>	2019-2020

\*NOTE: The "High Needs Students" referred to in the tables below are Unduplicated Students for LCFF funding purposes.

<b>Projected General Fund Revenue for the 2020-2021 School Year</b>		<b>Amount</b>
Total LCFF funds	\$	37,103,025
LCFF supplemental & concentration grants	\$	2,664,324
All other state funds	\$	3,674,379
All local funds	\$	11,007
Total federal funds	\$	638,892
Federal CARES funds	\$	136,734
<b>Total Projected Revenue</b>	<b>\$</b>	<b>41,427,304</b>
<b>Total Budgeted Expenditures for the 2020-2021 School Year</b>		<b>Amount</b>
Total Budgeted General Fund Expenditures	\$	41,495,089
Total Budgeted Expenditures in the Learning Continuity Plan	\$	3,393,636
Total Budgeted Expenditures for High Needs Students in the Learning Continuity Plan	\$	2,666,071
<b>Expenditures not in the Learning Continuity Plan</b>	<b>\$</b>	<b>38,101,453</b>
<b>Expenditures for High Needs Students in the 2019-2020 School Year</b>		<b>Amount</b>
Total Budgeted Expenditures for High Needs Students in the LCAP	\$	2,392,708
Actual Expenditures for High Needs Students in LCAP	\$	3,815,148

**LCFF Budget Overview for Parents: Narrative Responses****LCFF Budget Overview for Parents Narrative Responses Sheet**

Required Prompt(s)	Response(s)
<p>Briefly describe any of the General Fund Budget Expenditures for the school year not included in the Learning Continuity Plan.</p>	<p>Staffing and related benefits, textbooks and general instructional materials, special education and instructional services, professional services, rent and facility costs and other general operational costs.</p>
<p>A prompt may display based on information provided in the Data Input tab.</p>	<p>[Respond to the prompt here; if there is no prompt a response is not required.]</p>
<p>A prompt may display based on information provided in the Data Input tab.</p>	<p>[Respond to the prompt here; if there is no prompt a response is not required.]</p>

# LCFF Budget Overview for Parents

Local Educational Agency (LEA) Name: Pacific Coast Academy

CDS Code: 37 68049 0136416

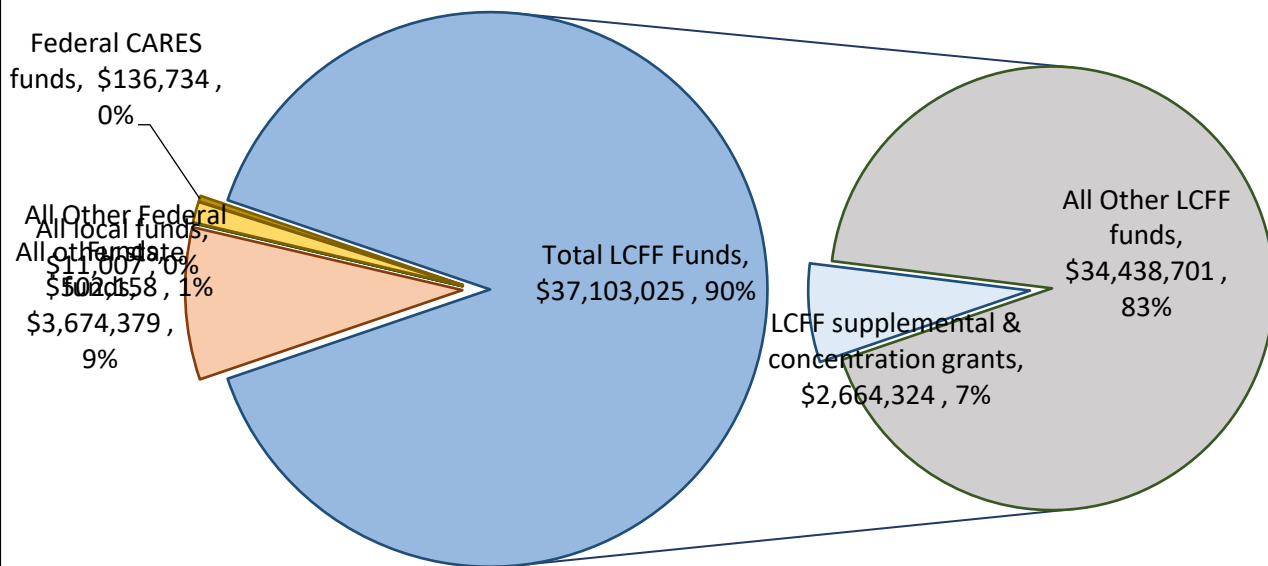
School Year: 2020-2021

LEA contact information: Krystin Demofonte / [krystin.demofonte@pacificcoastacademy.org](mailto:krystin.demofonte@pacificcoastacademy.org)

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

## Budget Overview for the 2020-2021 School Year

### Projected Revenue by Fund Source

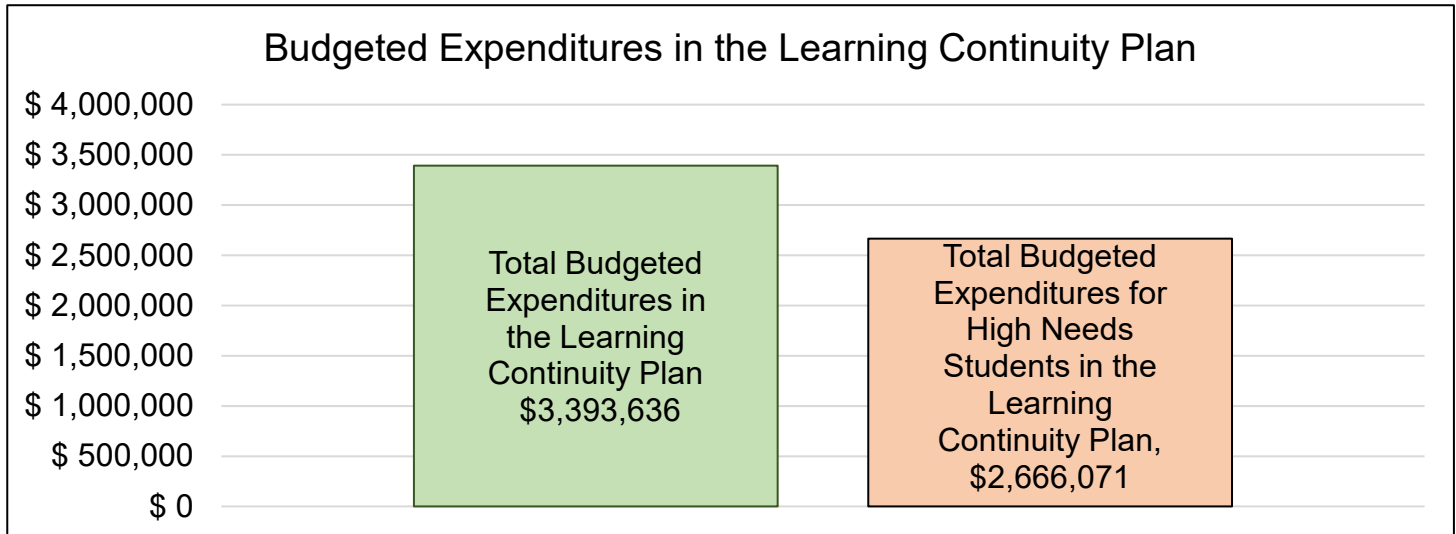


This chart shows the total general purpose revenue Pacific Coast Academy expects to receive in the coming year from all sources.

The total revenue projected for Pacific Coast Academy is \$41,427,303.64, of which \$37,103,025.00 is Local Control Funding Formula (LCFF) funds, \$3,674,379.17 is other state funds, \$11,007.00 is local funds, and \$638,892.47 is federal funds. Of the \$638,892.47 in federal funds, \$136,734.34 are federal CARES Act funds. Of the \$37,103,025.00 in LCFF Funds, \$2,664,324.00 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

## LCFF Budget Overview for Parents

For the 2020-21 school year school districts must work with parents, educators, students, and the community to develop a Learning Continuity and Attendance Plan (Learning Continuity Plan). The Learning Continuity Plan replaces the Local Control and Accountability Plan (LCAP) for the 2020–21 school year and provides school districts with the opportunity to describe how they are planning to provide a high-quality education, social-emotional supports, and nutrition to their students during the COVID-19 pandemic.



This chart provides a quick summary of how much Pacific Coast Academy plans to spend for planned actions and services in the Learning Continuity Plan for 2020-2021 and how much of the total is tied to increasing or improving services for high needs students.

Pacific Coast Academy plans to spend \$41,495,088.67 for the 2020-2021 school year. Of that amount, \$3,393,636.00 is tied to actions/services in the Learning Continuity Plan and \$38,101,452.67 is not included in the Learning Continuity Plan. The budgeted expenditures that are not included in the Learning Continuity Plan will be used for the following:

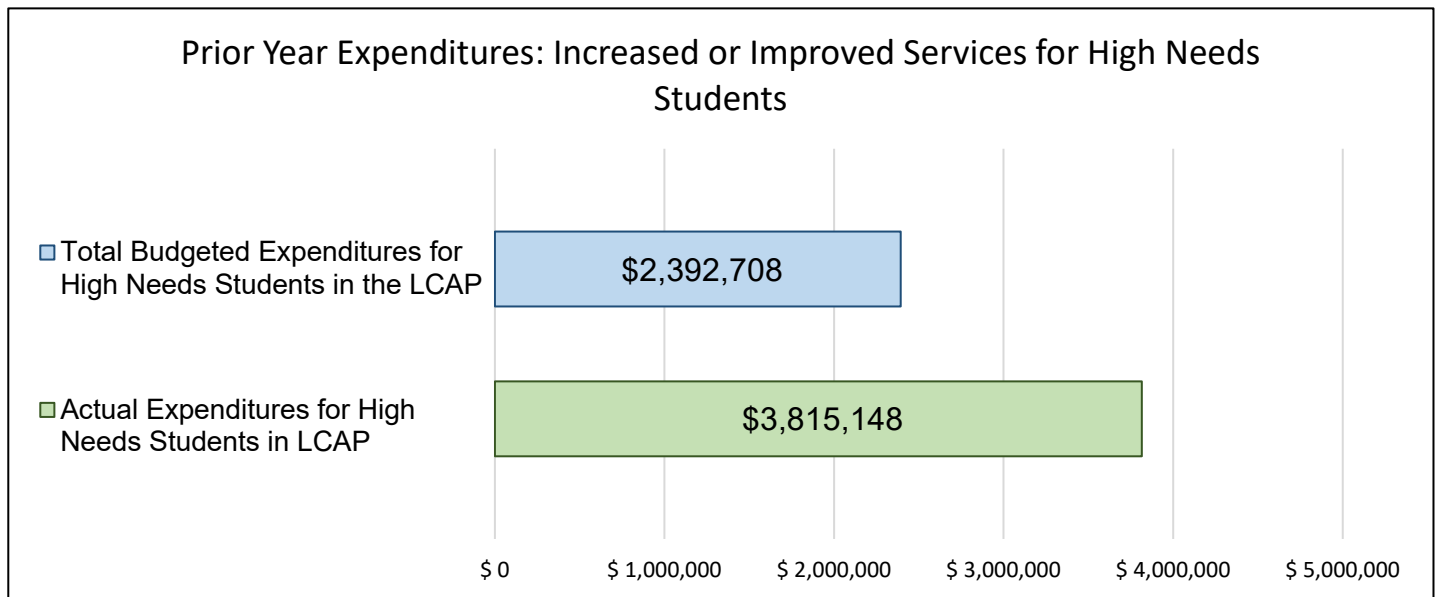
Staffing and related benefits, textbooks and general instructional materials, special education and instructional services, professional services, rent and facility costs and other general operational costs

### Increased or Improved Services for High Needs Students in the Learning Continuity Plan for the 2020-2021 School Year

In 2020-2021, Pacific Coast Academy is projecting it will receive \$2,664,324.00 based on the enrollment of foster youth, English learner, and low-income students. Pacific Coast Academy must describe how it intends to increase or improve services for high needs students in the Learning Continuity Plan. Pacific Coast Academy plans to spend \$2,666,071.00 towards meeting this requirement, as described in the Learning Continuity Plan.

# LCFF Budget Overview for Parents

## Update on Increased or Improved Services for High Needs Students in 2019-2020



This chart compares what Pacific Coast Academy budgeted in the 2019-20 LCAP for actions and services that contributed to increasing or improving services for high needs students with what Pacific Coast Academy actually spent on actions and services that contributed to increasing or improving services for high needs students in the 2019-20 school year.

In 2019-2020, Pacific Coast Academy's LCAP budgeted \$2,392,708.00 for planned actions to increase or improve services for high needs students. Pacific Coast Academy actually spent \$3,815,148.19 for actions to increase or improve services for high needs students in 2019-2020.

# Cover Sheet

## October Financials

**Section:** III. Finance  
**Item:** B. October Financials  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 20.10-PCA - Financial Package.pdf



# Pacific Coast Academy

## Monthly Financial Presentation – October 2020

# PACIFIC COAST– Highlights

- Annual Projected Revenue: Reduced by \$53k
- Annual Project Expenses: Reduced by \$57k
- Annual Projected Deficit: \$153k

- SB740 Requirements:

## *In Compliance*

Cert.	Instr.
50.6%	84.3%
4,388,619	1,791,870

*Must exceed  
40% / 80%*

## *In Compliance*

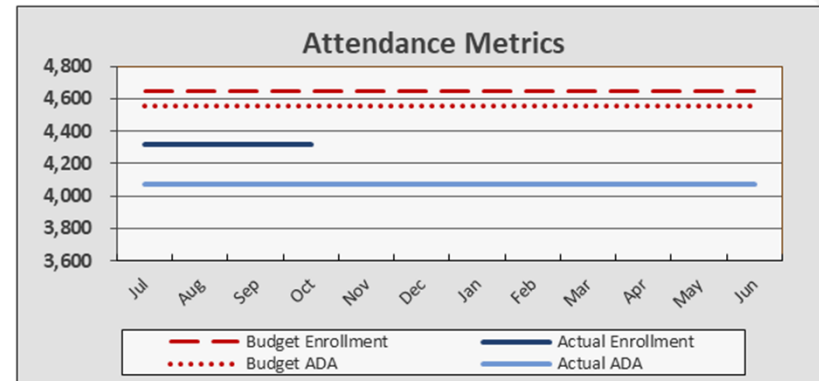
Pupil:Teacher Ratio
19.24 :1

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



# PACIFIC COAST– Attendance

<b>Enrollment &amp; Per Pupil Data</b>			
	<b>Avg Actual</b>	<b>Forecast</b>	<b>Budget</b>
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		\$10,167	\$9,111
Expenses per ADA		\$10,205	\$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
- Learning Loss Mitigation Funds (LLMF) - \$136k

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Revenue</b>						
State Aid-Rev Limit	\$ 10,199,444	\$ 7,146,031	\$ 3,053,414	\$ 37,103,025	\$ 37,057,685	\$ 45,341
Federal Revenue	136,734	-	136,734	638,892	541,144	97,749
Other State Revenue	273,737	483,871	(210,134)	3,674,379	3,919,326	(244,947)
Other Local Revenue	11,007	-	11,007	11,007	-	11,007
<b>Total Revenue</b>	<b>\$ 10,620,922</b>	<b>\$ 7,629,901</b>	<b>\$ 2,991,021</b>	<b>\$41,427,304</b>	<b>\$41,518,155</b>	<b>\$ (90,850)</b>

# PACIFIC COAST– Expenses

- Expense remaining favorable but are still forecasted to exceed budget by year end
- Salary forecast based on 10/31 payroll

Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 5,482,122	\$ 5,575,250	\$ 93,128	\$ 16,752,224	\$ 16,725,750	\$ (26,474)
Classified Salaries	735,092	732,459	(2,633)	2,251,881	2,197,377	(54,504)
Benefits	1,719,413	1,715,465	(3,948)	5,474,283	5,200,884	(273,399)
Books and Supplies	2,097,562	1,392,772	(704,791)	6,004,008	4,102,481	(1,901,527)
Subagreement Services	1,112,353	2,667,555	1,555,202	7,387,041	7,863,376	476,335
Operations	137,808	147,833	10,025	440,450	443,500	3,050
Facilities	10,800	21,433	10,633	64,883	64,300	(583)
Professional Services	751,096	1,021,262	270,166	2,787,283	3,211,819	424,536
Depreciation	-	-	-	-	-	-
Interest	47,176	201,695	154,518	418,802	508,258	89,456
<b>Total Expenses</b>	<b>\$ 12,093,424</b>	<b>\$ 13,475,725</b>	<b>\$ 1,382,301</b>	<b>\$41,580,855</b>	<b>\$40,317,745</b>	<b>\$ (1,263,111)</b>

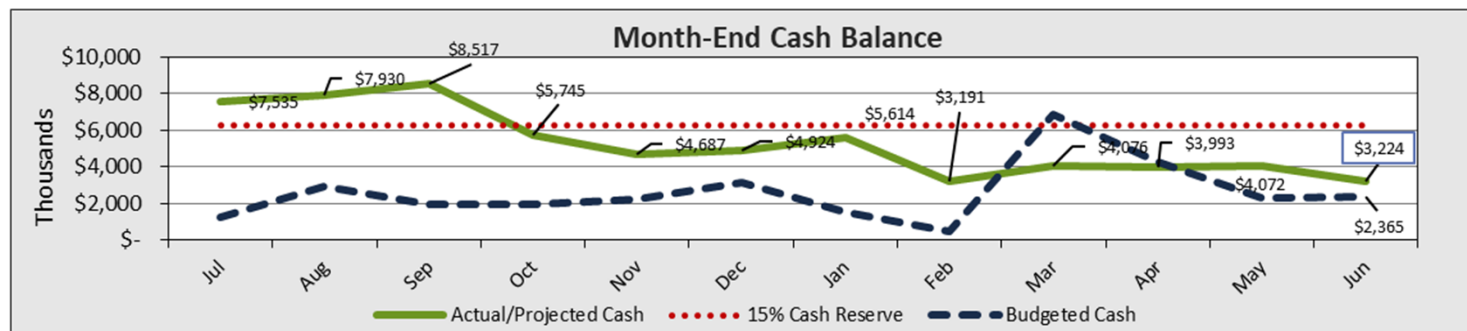
# PACIFIC COAST– Fund Balance

- Annual deficit is .37 of total expense (no change from September to October)
- Ending projected fund balance within State requirements

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Total Surplus(Deficit)</b>	<b>\$ (1,472,502)</b>	<b>\$ (5,845,824)</b>	<b>\$ 4,373,322</b>	<b>\$ (153,551)</b>	<b>\$ 1,200,410</b>	<b>\$ (1,353,961)</b>
Beginning Fund Balance	<u>3,881,641</u>	<u>3,881,641</u>		<u>3,881,641</u>	<u>3,881,641</u>	
<b>Ending Fund Balance</b>	<b><u>\$ 2,409,140</u></b>	<b><u>\$ (1,964,183)</u></b>		<b><u>\$ 3,728,090</u></b>	<b><u>\$ 5,082,051</u></b>	
<i>As a % of Annual Expenses</i>	<i>5.8%</i>	<i>-4.9%</i>		<i>9.0%</i>	<i>12.6%</i>	

# 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)
<b>Total Due (to)/from Balance</b>	<b><u>\$ 3,251,513</u></b>

# 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	\$ -
Feather River	-
<b>Total Due Balances</b>	<b>\$ -</b>

Entities in Receivables	Account Balance
Blue Ridge Academy	\$ -
Clarksville	-
Cottonwood	-
Heartland	-
Lake View	-
Mission Vista	-
Monarch River	-
Triumph	63,513
Winship	-
Yosemite	-
<b>Total Due Balances</b>	<b>\$ 63,513</b>

# PACIFIC COAST– 12 Month Cash

- Cash projected as positive for next 12 months
- Cash deferrals are reflected in the projections

	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21
<b>Total Revenue</b>	3,946,960	3,571,187	3,897,885	3,483,285	1,635,620	1,494,859	1,070,258	1,070,258	38	1,968,725	2,153,569	3,724,990	3,565,559
<b>Total Expenses</b>	3,488,604	3,333,996	3,510,208	3,375,991	3,666,592	3,766,743	3,320,192	4,746,533	2,531,115	2,959,255	3,199,640	3,207,659	3,302,234
<b>Monthly Surplus (Deficit)</b>	458,355	237,191	387,677	107,294	(2,030,972)	(2,271,884)	(2,249,934)	(3,676,275)	(2,531,078)	(990,530)	(1,046,071)	517,330	263,325
<b>Cash flows from operating activities</b>													
<i>Public Funding Receivables</i>	-	-	473,331	-	-	-	-	-	2,538,107	1,782,323	1,786,323	1,782,323	1,273,088
<i>Due To/From Related Parties</i>	(1,001,056)	-	-	-	-	-	-	-	-	-	-	-	-
<i>Accounts Payable</i>	(515,867)	-	-	-	-	-	-	-	(278,574)	-	-	-	-
<b>Cash flows from financing activities</b>													
<i>Proceeds from Factoring</i>	2,359,300	-	-	-	3,087,000	2,359,300	2,500,000	3,000,000	2,388,269	2,388,269	2,388,269	2,388,269	2,388,269
<i>Payments on Factoring</i>	(2,359,300)	-	-	(2,359,300)	-	-	-	-	(3,622,048)	(2,663,558)	(2,663,558)	(3,725,011)	(3,343,085)
<i>Proceeds from Debt</i>	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Payments on Debt</i>	-	-	(170,659)	(170,802)	(170,944)	(171,086)	(171,229)	(171,372)	(171,514)	(171,657)	(171,800)	(171,944)	(172,087)
<b>Total Change in Cash</b>	(1,058,567)	237,191	690,349	(2,422,808)	885,084	(83,670)	78,837	(847,646)	(1,676,839)	344,846	293,162	790,967	409,510
<b>Cash, Beginning of Month</b>	5,745,172	4,686,605	4,923,796	5,614,145	3,191,338	4,076,422	3,992,752	4,071,589	3,739,809	2,062,970	2,407,817	2,700,979	3,491,946
<b>Cash, End of Month</b>	4,686,605	4,923,796	5,614,145	3,191,338	4,076,422	3,992,752	4,071,589	3,223,943	2,062,970	2,407,817	2,700,979	3,491,946	3,901,456



# PACIFIC COAST– Compliance Reporting

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required
FINANCE	Set by Authorizer (by Dec 15)	<b>1st Interim Financial Report</b> - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact	Yes	Yes
FINANCE	Set by Authorizer (by Dec 15)	<b>LCFF Budget Overview for Parents</b> - Senate Bill (SB) 98 added ECSection 43509, which changed the adoption date for the Budget Overview for Parents for the 2020–21 school year. For 2020–21, local governing boards or governing bodies are required to adopt and submit the Budget Overview for Parents on or before December 15, 2020, in conjunction with the LEA's first interim budget report.	Charter Impact	Yes	No
FINANCE	Dec-18	<b>Annual Audit Review and Board Approval</b> - Charter Schools are required to submit an independent audit report to the CDE, the State Controller's Office (SCO), the local County Superintendent of Schools, and, if applicable, the chartering entity, by December 15 of each year. <b>Note that the audit report due date was automatically extended to March 31, 2021, due to COVID-19.</b>	PCA with Charter Impact support	Yes	No
DATA	Dec-18	<b>CALPADS - Fall 1 Certification deadline</b> - Please be mindful that Level-2 certification within CALPADS means that these data have been reviewed and approved by your superintendent or IRC administrator. Failure to properly review and amend these data in CALPADS within the allotted amendment window will result in the improper certification of official Fall 1 data within CALPADS, which can impact a number of things, including LCFF funding, reclassified fluent-English proficient (RFEP) counts/rates, and A–G graduate counts.	Charter Impact submits with data provided by PCA	No	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 11/19/2020

ADA = 4074.70

**Revenues****State Aid - Revenue Limit**

	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
8011 LCFF State Aid	1,777,343	1,777,343	3,199,218	3,199,218	3,189,937	3,189,937	3,189,937	3,189,937	1,273,088	763,853	763,853	763,853	9,166,162
8012 Education Protection Account	-	-	203,735	-	-	-	203,735	-	-	203,735	-	-	203,735
8019 State Aid - Prior Year	-	-	-	42,587	-	-	-	-	-	-	-	-	-
8096 In Lieu of Property Taxes	-	-	-	-	272,619	64,146	64,146	64,146	112,255	56,127	56,127	56,127	56,127
	1,777,343	1,777,343	3,402,953	3,241,805	3,462,556	3,254,083	3,457,818	3,254,083	1,385,342	1,023,715	819,980	819,980	9,426,025

**Federal Revenue**

8296 Other Federal Revenue	-	-	136,734	-	-	-	-	-	-	-	-	-	-
8299 Prior Year Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	136,734	-	-	-	-	-	-	-	-	-	502,158

**Other State Revenue**

8311 State Special Education	-	122,769	122,769	-	458,404	229,202	229,202	229,202	250,278	250,278	250,278	250,278	250,278
8550 Mandated Cost	-	-	-	-	-	87,902	-	-	-	-	-	-	-
8560 State Lottery	-	-	-	-	-	-	210,866	-	-	210,866	-	-	453,609
8598 Prior Year Revenue	38	-	-	-	-	-	-	-	-	-	-	-	-
8599 Other State Revenue	-	-	28,161	-	26,000	-	-	-	-	10,000	-	-	4,000
	38	122,769	150,930	-	484,404	317,104	440,068	229,202	250,278	471,144	250,278	250,278	707,887

**Other Local Revenue**

8660 Interest Revenue	1,738	1,968	-	7,301	-	-	-	-	-	-	-	-	-
	1,738	1,968	-	7,301	-	-	-	-	-	-	-	-	-

**Total Revenue**

	1,779,119	1,902,080	3,690,617	3,249,106	3,946,960	3,571,187	3,897,885	3,483,285	1,635,620	1,494,859	1,070,258	1,070,258	10,636,070
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**Expenses****Certificated Salaries**

1100 Teachers' Salaries	1,054,895	1,112,419	1,132,340	1,126,772	1,129,745	1,129,745	1,129,745	1,129,745	1,129,745	1,129,745	1,129,745	1,129,745	-
1175 Teachers' Extra Duty/Stipends	38,083	16,633	23,808	23,742	41,246	41,246	41,246	41,246	41,246	41,246	41,246	41,246	-
1200 Pupil Support Salaries	57,673	65,914	59,402	59,112	59,052	59,052	59,052	59,052	59,052	59,052	59,052	59,052	-
1300 Administrators' Salaries	147,478	148,333	150,633	150,533	150,283	150,283	150,283	150,283	150,283	150,283	150,283	150,283	-
1900 Other Certificated Salaries	28,437	28,637	28,637	28,637	28,437	28,437	28,437	28,437	28,437	28,437	28,437	28,437	-
	1,326,567	1,371,937	1,394,820	1,388,798	1,408,763	1,408,763	1,408,763	1,408,763	1,408,763	1,408,763	1,408,763	1,408,763	-

**Classified Salaries**

2100 Instructional Salaries	16,290	18,024	17,020	17,900	15,157	15,157	15,157	15,157	15,157	15,157	15,157	15,157	-
2200 Support Salaries	54,683	53,216	55,436	55,329	63,236	63,236	63,236	63,236	63,236	63,236	63,236	63,236	-
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	-
2400 Clerical and Office Staff Salaries	76,426	70,596	73,141	74,166	73,141	73,141	73,141	73,141	73,141	73,141	73,141	73,141	-
2900 Other Classified Salaries	17,404	15,439	15,998	15,907	15,998	15,998	15,998	15,998	15,998	15,998	15,998	15,998	-
	186,720	179,342	183,662	185,369	189,599	189,599	189,599	189,599	189,599	189,599	189,599	189,599	-

**Benefits**

3101 STRS	208,897	215,092	186,073	218,191	222,873	222,873	222,873	222,873	222,873	222,873	222,873	222,873	-
3301 OASDI	11,396	10,949	11,024	16,526	11,877	11,877	11,877	11,877	11,877	11,877	11,877	11,877	-
3311 Medicare	21,388	21,825	22,264	22,206	23,391	23,391	23,391	23,391	23,391	23,391	23,391	23,391	-
3401 Health and Welfare	120,473	112,653	269,403	172,326	171,700	171,700	171,700	171,700	171,700	171,700	171,700	171,700	-
3501 State Unemployment	21,777	10,014	1,630	1,372	6,664	6,664	33,320	26,656	13,328	6,664	6,664	6,664	-
3601 Workers' Compensation	15,384	6,152	10,836	10,672	14,358	14,358	14,358	14,358	14,358	14,358	14,358	14,358	-
3901 Other Benefits	-	-	-	892	8,703	8,703	8,703	8,703	8,703	8,703	8,703	8,703	25,024
	399,313	376,685	501,230	442,185	459,567	459,567	486,223	479,559	466,231	459,567	459,567	459,567	25,024

**Books and Supplies**

4302 School Supplies	162,095	507,080	528,178	369,381	266,855	238,712	286,333	247,579	322,912	363,045	223,378	665,271	-
4305 Software	95,187	49,630	63,515	56,895	64,621	64,621	64,621	64,621	64,621	64,621	64,621	64,621	-
4310 Office Expense	1,496	34	2,992	3,908	7,127	7,127	7,127	7,127	7,127	7,127	7,127	7,127	-
4311 Business Meals	-	-	-	-	392	392	392	392	392	392	392	392	-
4400 Noncapitalized Equipment	1,274	60,165	162,177	33,555	73,015	65,314	78,344	67,741	88,353	99,334	61,119	182,026	-
	260,052	616,910	756,862	463,739	412,009	376,166	436,816	387,460	483,404	534,518	356,637	919,437	-

**Subagreement Services**

5102 Special Education	-	124,948	122,942	182,212	158,092	158,092	158,092	158,092	158,092	158,092	158,092	158,092	-
5105 Security	-	-	-	-	8	8	8	8	8	8	8	8	-
5106 Other Educational Consultants	57,290	102,419	162,505	360,037	511,426	457,491	548,756	474,485	618,860	695,774	428,104	1,274,991	-
	57,290	227,367	285,446	542,249	669,526	615,591	706,856	632,585	776,960	853,874	586,204	1,433,091	-

Annual Forecast	Original Budget Total	Favorable / (Unfav.)
ADA = 4074.70		
35,443,679	35,440,925	2,753
814,940	814,940	-
42,587	-	42,587
801,819	801,819	-
37,103,025	37,057,685	45,341
136,734	-	136,734
-	-	-
638,892	541,144	97,749
2,642,938	2,848,125	(205,188)
87,902	87,902	-
875,341	943,299	(67,958)
38	-	38
68,161	40,000	28,161
3,674,379	3,919,326	(244,947)
11,007	-	11,007
11,007	-	11,007
41,427,304	41,518,155	(90,850)
13,464,384	12,586,820	(877,564)
432,233	706,833	274,601
714,513	857,356	142,843
1,799,245	1,791,000	(8,245)
341,849	783,741	441,892
16,752,224	16,725,750	(26,474)
190,491	189,747	(744)
724,550	671,770	(52,780)
264,650	517,161	252,511
879,459	818,699	(60,760)
192,731	-	(192,731)
2,251,881	2,197,377	(54,504)
2,611,238	2,587,092	(24,146)
144,911	136,240	(8,671)
274,814	274,389	(425)
2,048,454	1,795,200	(253,254)
141,417	136,220	(5,197)
157,904	168,418	10,514
95,544	103,324	7,780
5,474,283	5,200,884	(273,399)
4,180,819	2,577,419	(1,603,400)
782,195	746,964	(35,230)
65,443	88,020	22,577
3,133	5,400	2,267
972,418	684,678	(287,740)
6,004,008	4,102,481	(1,901,527)
1,694,835	1,871,600	176,765
67	100	33
5,692,139	5,991,676	299,537
7,387,041	7,863,376	476,335

**Pacific Coast Academy****Monthly Cash Flow/Forecast FY20-21**

Revised 11/19/2020

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.)
<b>Operations and Housekeeping</b>																
5201 Auto and Travel	-	-	148	565	342	342	342	342	342	342	342	342	-	3,446	5,400	1,954
5300 Dues & Memberships	-	-	3,570	-	675	675	675	675	675	675	675	675	1,825	10,795	9,800	(995)
5400 Insurance	41,058	14,567	35,714	31,656	33,942	33,942	33,942	33,942	33,942	33,942	33,942	33,942	-	394,529	407,000	12,471
5501 Utilities	-	-	-	-	58	58	58	58	58	58	58	58	-	467	800	333
5502 Janitorial Services	-	408	-	-	8	8	8	8	8	8	8	8	-	475	100	(375)
5516 Miscellaneous Expense	-	-	-	-	142	142	142	142	142	142	142	142	150	1,283	1,800	517
5900 Communications	-	456	89	1,086	1,592	1,592	1,592	1,592	1,592	1,592	1,592	1,592	800	15,164	18,400	3,236
5901 Postage and Shipping	-	377	6,263	1,852	725	725	725	725	725	725	725	725	-	14,291	200	(14,091)
	41,058	15,808	45,784	35,159	37,483	37,483	37,483	37,483	37,483	37,483	37,483	37,483	2,775	440,450	443,500	3,050
<b>Facilities, Repairs and Other Leases</b>																
5601 Rent	-	-	5,400	5,400	4,675	4,675	4,675	4,675	4,675	4,675	4,675	4,675	7,450	55,650	54,400	(1,250)
5604 Other Leases	-	-	-	-	750	750	750	750	750	750	750	750	3,100	9,100	9,700	600
5610 Repairs and Maintenance	-	-	-	-	17	17	17	17	17	17	17	17	-	133	200	67
	-	-	5,400	5,400	5,442	5,442	5,442	5,442	5,442	5,442	5,442	5,442	10,550	64,883	64,300	(583)
<b>Professional/Consulting Services</b>																
5801 IT	-	-	-	246	-	-	-	-	-	-	-	-	-	246	-	(246)
5802 Audit & Taxes	-	-	900	900	6,250	6,250	-	-	-	-	-	-	-	14,300	12,500	(1,800)
5803 Legal	-	5,496	8,686	6,170	6,592	6,592	6,592	6,592	6,592	6,592	6,592	6,592	6,500	79,585	84,600	5,015
5804 Professional Development	770	-	(26,421)	1,074	2,925	2,925	2,925	2,925	2,925	2,925	2,925	2,925	-	(1,177)	7,900	9,077
5805 General Consulting	-	13,055	2,095	2,353	8,642	8,642	8,642	8,642	8,642	8,642	8,642	8,642	11,017	97,654	113,500	15,846
5806 Special Activities/Field Trips	684	-	-	3,217	2,120	1,896	2,275	1,967	2,565	2,884	1,775	5,285	-	24,667	450,976	426,309
5807 Bank Charges	-	1,118	1,377	2,677	400	400	400	400	400	400	400	400	818	9,189	5,405	(3,784)
5808 Printing	-	-	20	6	80	80	80	80	80	80	80	80	757	1,423	1,610	187
5809 Other taxes and fees	4,426	26,714	-	317	520	520	520	520	520	520	520	520	-	35,618	7,590	(28,028)
5810 Payroll Service Fee	285	2,936	1,229	3,442	2,897	2,897	2,897	2,897	2,897	2,897	2,897	2,897	2,677	33,743	35,535	1,792
5811 Management Fee	180,959	176,146	175,511	175,436	176,066	176,066	176,066	176,066	176,066	176,066	176,066	176,066	-	2,116,580	2,117,426	846
5812 District Oversight Fee	-	-	69,576	(90,303)	34,626	32,541	34,578	32,541	13,853	10,237	8,200	8,200	216,981	371,030	370,577	(453)
5813 County Fees	-	-	-	-	-	-	1,475	-	-	1,475	-	-	1,475	4,425	4,200	(225)
	187,124	225,464	232,974	105,535	241,117	238,808	236,449	232,629	214,540	212,717	208,096	211,606	240,225	2,787,283	3,211,819	424,536
<b>Interest</b>																
7438 Interest Expense	516	45,630	516	516	65,100	2,578	2,578	2,472	84,171	64,780	68,402	81,545	-	418,802	508,258	89,456
	516	45,630	516	516	65,100	2,578	2,578	2,472	84,171	64,780	68,402	81,545	-	418,802	508,258	89,456
<b>Total Expenses</b>	<b>2,458,639</b>	<b>3,059,142</b>	<b>3,406,694</b>	<b>3,168,949</b>	<b>3,488,604</b>	<b>3,333,996</b>	<b>3,510,208</b>	<b>3,375,991</b>	<b>3,666,592</b>	<b>3,766,743</b>	<b>3,320,192</b>	<b>4,746,533</b>	<b>278,574</b>	<b>41,580,855</b>	<b>40,317,745</b>	<b>(1,263,111)</b>
<b>Monthly Surplus (Deficit)</b>	<b>(679,521)</b>	<b>(1,157,061)</b>	<b>283,924</b>	<b>80,157</b>	<b>458,355</b>	<b>237,191</b>	<b>387,677</b>	<b>107,294</b>	<b>(2,030,972)</b>	<b>(2,271,884)</b>	<b>(2,249,934)</b>	<b>(3,676,275)</b>	<b>10,357,496</b>	<b>(153,551)</b>	<b>1,200,410</b>	<b>(1,353,961)</b>
<b>Cash Flow Adjustments</b>														-0.37%		
Monthly Surplus (Deficit)	(679,521)	(1,157,061)	283,924	80,157	458,355	237,191	387,677	107,294	(2,030,972)	(2,271,884)	(2,249,934)	(3,676,275)	10,357,496	(153,551)		
Cash flows from operating activities																
Public Funding Receivables	4,316,113	249,326	87,516	635,205	-	-	473,331	-	-	-	-	-	(10,636,070)	(4,874,579)		
Grants and Contributions Rec.	-	-	-	916,477	-	-	-	-	-	-	-	-	-	916,477		
Due To/From Related Parties	4,973,070	-	3,784	-	(1,001,056)	-	-	-	-	-	-	-	-	3,975,798		
Prepaid Expenses	6,344	(77,662)	-	(42,849)	-	-	-	-	-	-	-	-	-	(114,168)		
Accounts Payable	(134,253)	226,223	100,990	(305,333)	(515,867)	-	-	-	-	-	-	-	278,574	(349,665)		
Accrued Expenses	44,897	102,012	(327,044)	(391,344)	-	-	-	-	-	-	-	-	-	(571,480)		
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	(2,183)	-	-	-	-	-	-	-	-	-	(636)		
Payments on Debt	-	-	-	-	-	-	(170,659)	(170,802)	(170,944)	(171,086)	(171,229)	(171,372)	-	(1,026,092)		
<b>Total Change in Cash</b>	<b>3,556,766</b>	<b>394,653</b>	<b>587,685</b>	<b>(2,772,270)</b>	<b>(1,058,567)</b>	<b>237,191</b>	<b>690,349</b>	<b>(2,422,808)</b>	<b>885,084</b>	<b>(83,670)</b>	<b>78,837</b>	<b>(847,646)</b>				
<b>Cash, Beginning of Month</b>	<b>3,978,337</b>	<b>7,535,104</b>	<b>7,929,757</b>	<b>8,517,442</b>	<b>5,745,172</b>	<b>4,686,605</b>	<b>4,923,796</b>	<b>5,614,145</b>	<b>3,191,338</b>	<b>4,076,422</b>	<b>3,992,752</b>	<b>4,071,589</b>				
<b>Cash, End of Month</b>	<b>7,535,104</b>	<b>7,929,757</b>	<b>8,517,442</b>	<b>5,745,172</b>	<b>4,686,605</b>	<b>4,923,796</b>	<b>5,614,145</b>	<b>3,191,338</b>	<b>4,076,422</b>	<b>3,992,752</b>	<b>4,071,589</b>	<b>3,223,943</b>				

Cert.	Instr.
50.6%	84.3%
4,388,619	1,791,870

Pupil:Teacher Ratio
19.24 :1

**Pacific Coast Academy****Budget vs Actual**

For the period ended October 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Revenues</b>							
State Aid - Revenue Limit							
LCFF State Aid	\$ 3,199,218	\$ 3,189,705	\$ 9,513	\$ 9,953,122	\$ 6,733,823	\$ 3,219,299	\$ 35,440,925
Education Protection Account	-	203,735	(203,735)	203,735	203,735	-	814,940
State Aid - Prior Year	42,587	-	42,587	42,587	-	42,587	-
In Lieu of Property Taxes	-	64,146	(64,146)	-	208,473	(208,473)	801,819
Total State Aid - Revenue Limit	3,241,805	3,457,586	(215,781)	10,199,444	7,146,031	3,053,414	37,057,685
Federal Revenue							
Special Education - Entitlement	-	-	-	-	-	-	541,144
Other Federal Revenue	-	-	-	136,734	-	136,734	-
Total Federal Revenue	-	-	-	136,734	-	136,734	541,144
Other State Revenue							
State Special Education	-	229,202	(229,202)	245,538	483,871	(238,333)	2,848,125
Mandated Cost	-	-	-	-	-	-	87,902
State Lottery	-	-	-	-	-	-	943,299
Prior Year Revenue	-	-	-	38	-	38	-
Other State Revenue	-	-	-	28,161	-	28,161	40,000
Total Other State Revenue	-	229,202	(229,202)	273,737	483,871	(210,134)	3,919,326
Other Local Revenue							
Interest Revenue	7,301	-	7,301	11,007	-	11,007	-
Total Other Local Revenue	7,301	-	7,301	11,007	-	11,007	-
<b>Total Revenues</b>	<b>\$ 3,249,106</b>	<b>\$ 3,686,788</b>	<b>\$ (437,682)</b>	<b>\$ 10,620,922</b>	<b>\$ 7,629,901</b>	<b>\$ 2,991,021</b>	<b>\$ 41,518,155</b>
<b>Expenses</b>							
Certificated Salaries							
Teachers' Salaries	\$ 1,126,772	\$ 1,048,902	\$ (77,871)	\$ 4,426,426	\$ 4,195,607	\$ (230,819)	\$ 12,586,820
Teachers' Extra Duty/Stipends	23,742	58,903	35,161	102,267	235,611	133,344	706,833
Pupil Support Salaries	59,112	71,446	12,334	242,101	285,785	43,685	857,356
Administrators' Salaries	150,533	149,250	(1,283)	596,978	597,000	22	1,791,000
Other Certificated Salaries	28,637	65,312	36,674	114,350	261,247	146,897	783,741
Total Certificated Salaries	1,388,798	1,393,813	5,015	5,482,122	5,575,250	93,128	16,725,750
Classified Salaries							
Instructional Salaries	17,900	15,812	(2,088)	69,234	63,249	(5,985)	189,747
Support Salaries	55,329	55,981	652	218,663	223,923	5,260	671,770
Supervisors' and Administrators' Salaries	22,067	43,097	21,030	88,117	172,387	84,270	517,161
Clerical and Office Staff Salaries	74,166	68,225	(5,941)	294,330	272,900	(21,430)	818,699
Other Classified Salaries	15,907	-	(15,907)	64,748	-	(64,748)	-
Total Classified Salaries	185,369	183,115	(2,254)	735,092	732,459	(2,633)	2,197,377
Benefits							
State Teachers' Retirement System, certificated pc	218,191	215,591	(2,600)	828,252	862,364	34,112	2,587,092
OASDI/Medicare/Alternative, certificated position	16,526	11,353	(5,173)	49,895	45,413	(4,482)	136,240
Medicare/Alternative, certificated positions	22,206	22,866	660	87,682	91,463	3,781	274,389
Health and Welfare Benefits, certificated positions	172,326	149,600	(22,726)	674,854	598,400	(76,454)	1,795,200
State Unemployment Insurance, certificated posi	1,372	6,811	5,439	34,793	27,244	(7,549)	136,220
Workers' Compensation Insurance, certificated po	10,672	14,035	3,363	43,044	56,139	13,096	168,418
Other Benefits, certificated positions	892	8,610	7,718	892	34,441	33,549	103,324
Total Benefits	442,185	428,866	(13,319)	1,719,413	1,715,465	(3,948)	5,200,884
Books & Supplies							
School Supplies	369,381	287,224	(82,157)	1,566,734	879,112	(687,622)	2,577,419
Software	56,895	62,247	5,352	265,227	248,988	(16,239)	746,964
Office Expense	3,908	7,335	3,427	8,430	29,340	20,910	88,020
Business Meals	-	450	450	-	1,800	1,800	5,400
Noncapitalized Equipment	33,555	76,300	42,744	257,172	233,532	(23,640)	684,678
Total Books & Supplies	463,739	433,555	(30,183)	2,097,562	1,392,772	(704,790)	4,102,481
Subagreement Services							
Nursing	-	-	-	-	-	-	-
Special Education	182,212	155,967	(26,246)	430,102	623,867	193,765	1,871,600
Security	-	8	8	-	33	33	100
Other Educational Consultants	360,037	667,704	307,666	682,251	2,043,655	1,361,404	5,991,676
Total Subagreement Services	542,249	823,679	281,429	1,112,353	2,667,555	1,555,202	7,863,376
Operations & Housekeeping							
Auto and Travel	565	450	(115)	712	1,800	1,088	5,400
Dues & Memberships	-	817	817	3,570	3,267	(303)	9,800

**Pacific Coast Academy****Budget vs Actual**

For the period ended October 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Insurance	31,656	33,917	2,260	122,996	135,667	12,671	407,000
Utilities	-	67	67	-	267	267	800
Janitorial Services	-	8	8	408	33	(375)	100
Miscellaneous Expense	-	150	150	-	600	600	1,800
Communications	1,086	1,533	448	1,631	6,133	4,503	18,400
Postage and Shipping	1,852	17	(1,835)	8,491	67	(8,425)	200
Total Operations & Housekeeping	35,159	36,958	1,800	137,808	147,833	10,025	443,500
Facilities, Repairs & Other Leases							
Rent	5,400	4,533	(867)	10,800	18,133	7,333	54,400
Other Leases	-	808	808	-	3,233	3,233	9,700
Repairs and Maintenance	-	17	17	-	67	67	200
Total Facilities, Repairs & Other Leases	5,400	5,358	(42)	10,800	21,433	10,633	64,300
Professional/Consulting Services							
IT	246	-	(246)	246	-	(246)	-
Audit & Taxes	900	4,167	3,267	1,800	4,167	2,367	12,500
Legal	6,170	7,050	880	20,352	28,200	7,848	84,600
Professional Development	1,074	658	(416)	(24,577)	2,633	27,210	7,900
General Consulting	2,353	9,458	7,105	17,503	37,833	20,330	113,500
Special Activities/Field Trips	3,217	50,256	47,040	3,901	153,820	149,919	450,976
Bank Charges	2,677	470	(2,207)	5,171	1,645	(3,526)	5,405
Printing	6	140	134	26	490	464	1,610
Other Taxes and Fees	317	660	343	31,458	2,310	(29,148)	7,590
Payroll Service Fee	3,442	2,961	(480)	7,891	11,845	3,954	35,535
Management Fee	175,436	176,452	1,016	708,052	705,809	(2,243)	2,117,426
District Oversight Fee	(90,303)	34,576	124,879	(20,726)	71,460	92,187	370,577
County Fees	-	1,050	1,050	-	1,050	1,050	4,200
Total Professional/Consulting Services	105,535	287,899	182,364	751,096	1,021,262	270,166	3,211,819
Interest							
Interest Expense	516	50,424	49,908	47,176	201,695	154,518	508,258
Total Interest	516	50,424	49,908	47,176	201,695	154,518	508,258
<b>Total Expenses</b>	<b>\$ 3,168,949</b>	<b>\$ 3,643,667</b>	<b>\$ 474,718</b>	<b>\$ 12,093,424</b>	<b>\$ 13,475,725</b>	<b>\$ 1,382,301</b>	<b>\$ 40,317,745</b>
<b>Change in Net Assets</b>	<b>80,157</b>	<b>43,121</b>	<b>37,036</b>	<b>(1,472,501)</b>	<b>(5,845,823)</b>	<b>4,373,322</b>	<b>1,200,410</b>
Net Assets, Beginning of Period	2,328,983			3,881,641			
<b>Net Assets, End of Period</b>	<b>\$ 2,409,140</b>			<b>\$ 2,409,140</b>			

**Pacific Coast Academy****Statement of Financial Position**

October 31, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	\$ 5,745,172	\$ 3,978,337	\$ 1,766,834	44%
Accounts Receivable	90,861	1,097,524	(1,006,663)	-92%
Public Funding Receivables	473,331	5,673,976	(5,200,644)	-92%
Factored Receivables	(2,359,300)	-	(2,359,300)	0%
Due To/From Related Parties	3,251,513	3,251,513	-	0%
Prepaid Expenses	456,895	346,511	110,384	32%
<b>Total Current Assets</b>	<b>7,658,473</b>	<b>14,347,862</b>	<b>(6,689,389)</b>	<b>-47%</b>
<b>Long-Term Assets</b>				
Deposits	5,400	5,400	-	0%
<b>Total Long Term Assets</b>	<b>5,400</b>	<b>5,400</b>	<b>-</b>	<b>0%</b>
<b>Total Assets</b>	<b>\$ 7,663,873</b>	<b>\$ 14,353,262</b>	<b>\$ (6,689,389)</b>	<b>-47%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 515,867	\$ 628,239	\$ (112,372)	-18%
Accrued Liabilities	1,205,079	1,776,559	(571,480)	-32%
Deferred Revenue	438,000	4,970,400	(4,532,400)	-91%
Notes Payable, Current Portion	309,373	312,071	(2,698)	-1%
<b>Total Current Liabilities</b>	<b>2,468,318</b>	<b>7,687,268</b>	<b>(5,218,951)</b>	<b>-68%</b>
<b>Long-Term Liabilities</b>				
Notes Payable, Net of Current Portion	2,786,415	2,784,353	2,062	0%
<b>Total Long-Term Liabilities</b>	<b>2,786,415</b>	<b>2,784,353</b>	<b>2,062</b>	<b>0%</b>
<b>Total Liabilities</b>	<b>5,254,733</b>	<b>10,471,621</b>	<b>(5,216,888)</b>	<b>-50%</b>
<b>Total Net Assets</b>	<b>2,409,140</b>	<b>3,881,641</b>	<b>(1,472,501)</b>	<b>-38%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 7,663,873</b>	<b>\$ 14,353,262</b>	<b>\$ (6,689,389)</b>	<b>-47%</b>

## Pacific Coast Academy

### Statement of Cash Flows

For the period ended October 31, 2020

	Month Ended 10/31/20	YTD Ended 10/31/20
<b>Cash Flows from Operating Activities</b>		
Change in Net Assets	\$ 80,157	\$ (1,472,501)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	635,205	5,200,644
Grants, Contributions & Pledges Receivable	(2,745,923)	3,365,963
Prepaid Expenses	(42,849)	(110,384)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(305,333)	(112,372)
Accrued Expenses	(391,344)	(571,480)
Deferred Revenue	-	(4,532,400)
<b>Total Cash Flows from Operating Activities</b>	<b>(2,770,087)</b>	<b>1,767,470</b>
<b>Cash Flows from Financing Activities</b>		
Proceeds from (payments on) Long-Term Debt	(2,183)	(636)
<b>Total Cash Flows from Financing Activities</b>	<b>(2,183)</b>	<b>(636)</b>
Change in Cash & Cash Equivalents	(2,772,270)	1,766,834
Cash & Cash Equivalents, Beginning of Period	8,517,442	3,978,337
<b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 5,745,172</b>	<b>\$ 5,745,172</b>



## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12650	Association of California School Administrators	10/1/2020	\$ 63.54
12651	Amazon Capital Services	10/1/2020	VOID
12652	Amazon Capital Services	10/1/2020	VOID
12653	Amazon Capital Services	10/1/2020	VOID
12654	Amazon Capital Services	10/1/2020	VOID
12655	Amazon Capital Services	10/1/2020	618.82
12656	Allison Browning	10/1/2020	920.00
12657	Amanda McArthur	10/1/2020	85.00
12658	Amy Cote	10/1/2020	250.00
12659	Amy Martinez	10/1/2020	200.00
12660	Anais Pauley	10/1/2020	201.25
12661	Apple Inc.	10/1/2020	4,950.61
12662	Art With Larisse	10/1/2020	150.00
12663	Ashley Collins	10/1/2020	600.00
12664	Basir Ahad	10/1/2020	950.00
12665	Beautiful Feet Books, Inc.	10/1/2020	482.11
12666	Bird Watching Academy	10/1/2020	138.60
12667	Bitsbox	10/1/2020	515.10
12668	BoardOnTrack Inc	10/1/2020	2,500.00
12669	Brave Writer, LLC	10/1/2020	437.95
12670	CA Productions	10/1/2020	350.00
12671	Carlson Gracie Wine Country	10/1/2020	520.00
12672	Celeste Hauter	10/1/2020	735.00
12673	Chira Tennis Academy	10/1/2020	630.00
12674	Christina Perri	10/1/2020	2,210.00
12675	Claudia Hernandez	10/1/2020	660.00
12676	Dance & Company	10/1/2020	376.00
12677	Drivers Ed Direct	10/1/2020	39.00
12678	E-Therapy LLC	10/1/2020	993.00
12679	Edna Vazquez	10/1/2020	142.49
12680	Educational Development Corporation	10/1/2020	242.94
12681	Eldred's School of Martial Arts Inc.	10/1/2020	358.00
12682	Elske Thompson	10/1/2020	40.00
12683	EMH Sports USA, Inc.	10/1/2020	1,827.50
12684	Emma Freed	10/1/2020	543.00
12685	Erina Kindreich, Hope for Reading	10/1/2020	445.00
12686	Evan-Moor	10/1/2020	776.13
12687	Family Karate	10/1/2020	150.00
12688	Floaties Swim School	10/1/2020	475.00
12689	Galina Eroshkina	10/1/2020	200.00
12690	Global Teletherapy	10/1/2020	485.00
12691	Gymninny Kids	10/1/2020	368.00
12692	History Unboxed LLC	10/1/2020	2,767.53
12693	HomeschoolSupercenter.com	10/1/2020	130.57
12694	Hooked on Phonics	10/1/2020	312.46
12695	Infinity Brazilian Jiu Jitsu	10/1/2020	927.00
12696	Inspire School of Ballet	10/1/2020	331.00
12697	JackKris Publishing, LLC	10/1/2020	36.99
12698	Jennifer Bronsdon	10/1/2020	150.82
12699	Jennifer Fenati	10/1/2020	79.94
12700	Jessica Ackermann	10/1/2020	85.00
12701	Johanna Balkowski	10/1/2020	99.00
12702	Julia Amonette-Hinke	10/1/2020	1,100.00
12703	K.I.D.S. Therapy Associates, Inc.	10/1/2020	834.00
12704	Karin Leonard	10/1/2020	2,131.32
12705	Kelly Durso	10/1/2020	85.00

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12706	Kelly Thompson	10/1/2020	380.00
12707	Kickforce Martial Arts	10/1/2020	125.00
12708	Kitchen Stewardship, LLC	10/1/2020	149.95
12709	LaChrisha Randle	10/1/2020	8,505.00
12710	Learning Without Tears	10/1/2020	76.60
12711	Lenore Johnson	10/1/2020	120.00
12712	Lighthouse Therapy LLC	10/1/2020	11,606.55
12713	Lori Sandground	10/1/2020	700.00
12714	Lynch Dance Institute	10/1/2020	400.00
12715	Main Street Optometry	10/1/2020	240.00
12716	Maria Kirkbride	10/1/2020	166.68
12717	Marina Hayes	10/1/2020	1,410.00
12718	MEL Science U.S., LLC	10/1/2020	99.60
12719	Melinda Call	10/1/2020	870.00
12720	Mercurius	10/1/2020	558.38
12721	Michael Kiyoshi Lim	10/1/2020	300.00
12722	Michelle Clymer	10/1/2020	90.00
12723	Moving Beyond the Page	10/1/2020	2,653.45
12724	Mystery Science Inc.	10/1/2020	49.00
12725	Mystic Equine	10/1/2020	700.00
12726	Namkyung E. Rowden	10/1/2020	160.00
12727	Natalie Pasqueralli	10/1/2020	285.00
12728	Nathaniel Soule	10/1/2020	140.00
12729	Nessy Learning LLC	10/1/2020	280.00
12730	Nicole the Math Lady, LLC.	10/1/2020	99.00
12731	Noelle Catiller	10/1/2020	256.00
12732	Noemi Cienega-Ovando	10/1/2020	540.00
12733	Noonan Family Swim School, Inc	10/1/2020	270.00
12734	Notion Dance Concepts	10/1/2020	150.00
12735	Office Depot, Inc	10/1/2020	54.19
12736	Ontrack Wellness	10/1/2020	189.00
12737	Pacific Conservatory	10/1/2020	1,400.00
12738	Peace Hill Press, Inc dba Well Trained Mind Press	10/1/2020	207.29
12739	Pich Music Studio	10/1/2020	300.00
12740	Rachel Bertoch	10/1/2020	450.00
12741	Rachel Fitzgerald	10/1/2020	2,040.00
12742	Rainbow Resource Center	10/1/2020	145.40
12743	Renee Coleman	10/1/2020	62.16
12744	Roberta Lenert	10/1/2020	10,595.00
12745	Robin Dapper	10/1/2020	600.00
12746	Ruthie Smith	10/1/2020	100.00
12747	Sally Piano Music	10/1/2020	321.10
12748	San Diego Center for Vision Care - Optometry, P.C.	10/1/2020	1,120.00
12749	San Diego Danceworks	10/1/2020	VOID
12750	San Diego Harp Academy	10/1/2020	380.00
12751	San Diego Liberal Arts Academy	10/1/2020	1,500.00
12752	Scholastic Inc	10/1/2020	131.85
12753	Sebesta's Rocking K Ranch	10/1/2020	400.00
12754	SHI International Corp	10/1/2020	10,487.01
12755	Shirley Stafford	10/1/2020	1,760.00
12756	Smart Sprouts LLC	10/1/2020	384.00
12757	Specialized Therapy Services, Inc.	10/1/2020	43,956.27
12758	Starfall Education Foundation	10/1/2020	35.00
12759	Staump Productions	10/1/2020	450.00
12760	TCI	10/1/2020	254.00
12761	Teacher Synergy, LLC	10/1/2020	VOID
12762	Teacher Synergy, LLC	10/1/2020	1,498.95

**Pacific Coast Academy****Check Register****For the period ended October 31, 2020**

Check Number	Vendor Name	Check Date	Check Amount
12763	Teaching Textbooks	10/1/2020	1,317.25
12764	Temecula Music Teacher, LLC	10/1/2020	400.00
12765	Temecula Valley Therapy Services	10/1/2020	300.00
12766	The Music Therapy Center, Inc.	10/1/2020	300.00
12767	The Stronghold	10/1/2020	2,750.00
12768	Therapeutic Approach to Growth	10/1/2020	3,080.00
12769	Think Outside, LLC	10/1/2020	147.80
12770	Thinkwell Corporation	10/1/2020	125.00
12771	Timberdoodle.com	10/1/2020	12,459.55
12772	Trigger Memory Co., LLC	10/1/2020	26.95
12773	Uline	10/1/2020	573.44
12774	UPS	10/1/2020	3,367.79
12775	Vista Music	10/1/2020	800.00
12776	Wagner's School of Music, LLC	10/1/2020	372.00
12777	Wagner's School of Music, LLC	10/1/2020	352.00
12778	Well-Trained Mind Academy	10/1/2020	1,320.00
12779	Wieser Educational	10/1/2020	194.78
12780	Wilkinson Hadley King & Co. LLP	10/1/2020	900.00
12781	Wizard of Math	10/1/2020	200.00
12782	WriteShop	10/1/2020	143.61
12783	Ziggy's Tutoring	10/1/2020	150.00
12784	Alyssa Villagrana	10/2/2020	979.00
12785	KiwiCo, Inc.	10/6/2020	813.56
12786	A+ In Home Tutors	10/7/2020	650.00
12787	Activities for Learning, Inc.	10/7/2020	1,234.57
12788	Airshine Music School	10/7/2020	490.00
12789	Alan Eicher	10/7/2020	180.00
12790	Alisha Curtin	10/7/2020	3,860.00
12791	All About Learning Press, Inc.	10/7/2020	2,316.23
12792	Allison Browning	10/7/2020	1,520.00
12793	Amanda McArthur	10/7/2020	85.00
12794	Apex School of Movement San Diego	10/7/2020	330.00
12795	Apollo Equestrian	10/7/2020	800.00
12796	Aqua Tots Swim School	10/7/2020	224.00
12797	Artskiddoo	10/7/2020	90.00
12798	Beautiful Feet Books, Inc.	10/7/2020	4,337.52
12799	Bitsbox	10/7/2020	658.80
12800	Blake Litschke	10/7/2020	958.00
12801	Bon Voyage World Languages Academy	10/7/2020	580.00
12802	Braille Abilities, LLC	10/7/2020	577.50
12803	Brave Writer, LLC	10/7/2020	910.70
12804	Breakthrough Sports	10/7/2020	490.00
12805	California Music Studios	10/7/2020	447.50
12806	Callan Swim School	10/7/2020	152.00
12807	Christine Alexander	10/7/2020	300.00
12808	Christine Stein	10/7/2020	660.00
12809	Cornerstone Therapies	10/7/2020	100.00
12810	Dance & Company	10/7/2020	65.00
12811	E-Therapy LLC	10/7/2020	1,335.25
12812	eat2explore	10/7/2020	109.84
12813	Education.com Holdings, Inc.	10/7/2020	1,259.91
12814	Educational Development Corporation	10/7/2020	381.72
12815	Effectual Educational Consulting Services	10/7/2020	1,412.50
12816	eLuma	10/7/2020	73,055.15
12817	Emily Nguyen	10/7/2020	200.00
12818	Emma Freed	10/7/2020	585.00
12819	Evan-Moor	10/7/2020	51.63

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12820	For The Love Of Words	10/7/2020	260.00
12821	Fresh Ed North	10/7/2020	2,035.00
12822	Generation Genius, Inc	10/7/2020	245.00
12823	Greene Music Education Center	10/7/2020	294.00
12824	Growing Minds, LLC	10/7/2020	284.00
12825	H12Sports Academy	10/7/2020	720.00
12826	Hands 4 Building, LLC	10/7/2020	142.99
12827	Harbottle Law Group	10/7/2020	704.00
12828	Haynes Family of Programs	10/7/2020	165.00
12829	Hollywood Music	10/7/2020	617.00
12830	Irvine Kumon	10/7/2020	175.00
12831	Jennifer Faber	10/7/2020	VOID
12832	Jerry DeMink	10/7/2020	336.00
12833	Jessica Ackermann	10/7/2020	85.00
12834	Jo Davis/Horsebound	10/7/2020	530.00
12835	Joann Henrickle Horsemanship	10/7/2020	200.00
12836	Julia Amonette-Hinke	10/7/2020	100.00
12837	KB Music	10/7/2020	350.00
12838	Kelly Durso	10/7/2020	85.00
12839	Kickforce Martial Arts	10/7/2020	1,039.50
12840	Kids' Club Spanish School, L.L.C.	10/7/2020	180.00
12841	Kiersten Smith	10/7/2020	1,540.00
12842	KiwiCo, Inc.	10/7/2020	290.88
12843	Kristen Tjio	10/7/2020	268.00
12844	Lakeshore	10/7/2020	477.62
12845	Leading Note Studios	10/7/2020	1,175.00
12846	Learning Without Tears	10/7/2020	152.94
12847	Lenore Johnson	10/7/2020	970.00
12848	Little Passports	10/7/2020	1,427.64
12849	Mad Science of San Diego	10/7/2020	155.00
12850	Mary Longbottom	10/7/2020	7,910.00
12851	McColgan & Associates Inc	10/7/2020	1,473.40
12852	MEL Science U.S., LLC	10/7/2020	413.70
12853	Mercurius	10/7/2020	234.77
12854	MobyMax, LLC	10/7/2020	9,750.00
12855	Mojalet Dance Collective	10/7/2020	410.00
12856	Momentum Tutoring	10/7/2020	308.00
12857	Moving Beyond the Page	10/7/2020	965.38
12858	MoxieBox Art, Inc.	10/7/2020	874.66
12859	Mystery Science Inc.	10/7/2020	98.00
12860	Natasha Jaksch	10/7/2020	193.14
12861	Noonan Family Swim School, Inc	10/7/2020	514.00
12862	Notion Dance Concepts	10/7/2020	960.00
12863	Ontrack Wellness	10/7/2020	169.00
12864	Oxford Consulting Services	10/7/2020	7,110.01
12865	Patrick Hinke	10/7/2020	4,885.00
12866	Peace Hill Press, Inc dba Well Trained Mind Press	10/7/2020	416.39
12867	Professional Tutors of America	10/7/2020	250.00
12868	Renata Bezman	10/7/2020	420.00
12869	Roberta Lenert	10/7/2020	220.00
12870	San Diego Center for Vision Care - Optometry, P.C.	10/7/2020	120.00
12871	San Diego Liberal Arts Academy	10/7/2020	900.00
12872	School Pathways, LLC	10/7/2020	700.00
12873	Shauna Stokes	10/7/2020	300.00
12874	Shuebox Educational Services- Rebecca Shue	10/7/2020	2,475.00
12875	Singapore Math Inc.	10/7/2020	1,319.20
12876	Singapore Math Live, LLC	10/7/2020	115.00

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12877	SmallTalk Speech & Occupational Therapy	10/7/2020	3,780.00
12878	Smart Sprouts LLC	10/7/2020	84.00
12879	Starfall Education Foundation	10/7/2020	35.00
12880	Staump Productions	10/7/2020	285.00
12881	TalkBox.Mom	10/7/2020	442.35
12882	Tap Fever Studios	10/7/2020	192.00
12883	Teacher Synergy, LLC	10/7/2020	1,252.39
12884	Temecula Sounds / James Messina	10/7/2020	680.00
12885	Terry Tsang Optometry	10/7/2020	335.34
12886	Terry Tsang Optometry	10/7/2020	335.34
12887	The Guitar Aces	10/7/2020	145.00
12888	The Lampo Group, LLC	10/7/2020	94.94
12889	The Music Factory	10/7/2020	149.00
12890	The San Diego Music and Art Cooperative	10/7/2020	950.00
12891	Therapro, Inc	10/7/2020	52.50
12892	Thinkwell Corporation	10/7/2020	125.00
12893	Tilghman's Academy of Music	10/7/2020	385.00
12894	Timberdoodle.com	10/7/2020	2,418.38
12895	Total Education Solutions	10/7/2020	4,997.50
12896	Trigger Memory Co., LLC	10/7/2020	105.84
12897	UPS	10/7/2020	1,267.22
12898	Vista Baseball Academy	10/7/2020	350.00
12899	Wagner's School of Music, LLC	10/7/2020	111.00
12900	West Coast Krav Maga Temecula	10/7/2020	159.00
12901	Wieser Educational	10/7/2020	265.73
12902	Wishing Creek Farms	10/7/2020	1,382.50
12903	Wood & Ivory	10/7/2020	937.50
12904	Association of California School Administrators	10/12/2020	63.54
12905	3P Learning Inc.	10/14/2020	1,495.50
12906	A+ In Home Tutors	10/14/2020	65.00
12907	Activities for Learning, Inc.	10/14/2020	551.69
12908	Airshine Music School	10/14/2020	664.35
12909	Allison Browning	10/14/2020	1,948.99
12910	Annette Mechling	10/14/2020	154.00
12911	Apple Inc.	10/14/2020	99.00
12912	April Drury Sas	10/14/2020	225.00
12913	April Lipsky	10/14/2020	1,225.00
12914	Ashley Dobbs	10/14/2020	150.00
12915	Barbara Martin	10/14/2020	255.00
12916	Barbara Mulvany	10/14/2020	1,000.00
12917	Beautiful Feet Books, Inc.	10/14/2020	3,155.97
12918	Bitsbox	10/14/2020	904.65
12919	Brain Builders STEM Education	10/14/2020	1,035.00
12920	Brave Writer, LLC	10/14/2020	468.00
12921	Brittany Graham	10/14/2020	350.00
12922	BSR Tech Education	10/14/2020	6,780.00
12923	Cabrillo Point Academy	10/14/2020	95,529.47
12924	CharterSafe	10/14/2020	38,023.00
12925	Coast Music Therapy	10/14/2020	190.00
12926	ConvergeOne, Inc.	10/14/2020	8,856.00
12927	Cool Creations	10/14/2020	570.00
12928	Daniel Newheiser	10/14/2020	87.00
12929	Department of Labor & Industries	10/14/2020	163.96
12930	Don Johnston Incorporated	10/14/2020	1,620.00
12931	Drivers Ed Direct	10/14/2020	78.00
12932	eat2explore	10/14/2020	314.52
12933	Education.com Holdings, Inc.	10/14/2020	1,259.41

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12934	Educational Development Corporation	10/14/2020	242.88
12935	Elemental Science	10/14/2020	189.80
12936	Elizabeth Blackmore	10/14/2020	5,735.00
12937	eLuma	10/14/2020	32,272.72
12938	EMH Sports USA, Inc.	10/14/2020	1,650.50
12939	Ereflect Pty Ltd	10/14/2020	134.00
12940	Evan-Moor	10/14/2020	208.80
12941	Faction Martial Arts LLC	10/14/2020	137.00
12942	Feather River Charter School	10/14/2020	132,264.70
12943	Floaties Swim School	10/14/2020	190.00
12944	Fullerton Family YMCA	10/14/2020	138.00
12945	Generation Genius, Inc	10/14/2020	240.00
12946	Holly Franz	10/14/2020	600.00
12947	Home Science Tools	10/14/2020	252.90
12948	Hooked on Phonics	10/14/2020	161.61
12949	Infinity Brazilian Jiu Jitsu	10/14/2020	469.00
12950	Jackris Publishing, LLC	10/14/2020	131.16
12951	Jibe Studios	10/14/2020	120.00
12952	JKWInnovations	10/14/2020	10,220.00
12953	Jo Davis/Horsebound	10/14/2020	200.00
12954	Joann Henrickle Horsemanship	10/14/2020	55.00
12955	John Gibbs	10/14/2020	150.00
12956	Jonathan Smith	10/14/2020	217.50
12957	KB Music	10/14/2020	610.00
12958	Kitchen Stewardship, LLC	10/14/2020	149.95
12959	KiwiCo, Inc.	10/14/2020	1,535.80
12960	Kylie Miller	10/14/2020	148.59
12961	LaChrisha Randle	10/14/2020	2,775.00
12962	Lakeshore	10/14/2020	813.91
12963	Learning Journeys Forum	10/14/2020	300.00
12964	Learning Without Tears	10/14/2020	32.48
12965	Logic of English	10/14/2020	1,399.34
12966	Mad Science of San Diego	10/14/2020	155.00
12967	Margaret Morghen	10/14/2020	260.00
12968	Mary Longbottom	10/14/2020	410.00
12969	Mary Naggs	10/14/2020	85.00
12970	Mathnasium of Eastlake	10/14/2020	275.00
12971	Mathnasium of San Marcos	10/14/2020	1,200.00
12972	Mathnasium of Temecula	10/14/2020	230.00
12973	MEL Science U.S., LLC	10/14/2020	1,485.40
12974	Monart	10/14/2020	270.00
12975	Moving Beyond the Page	10/14/2020	2,679.56
12976	MoxieBox Art, Inc.	10/14/2020	35.27
12977	Mystery Science Inc.	10/14/2020	325.00
12978	Nicole the Math Lady, LLC.	10/14/2020	178.00
12979	Noonan Family Swim School, Inc	10/14/2020	240.00
12980	Noonan Family Swim School, Inc	10/14/2020	258.00
12981	North County Academy of Dance	10/14/2020	589.00
12982	Oak Meadow Inc	10/14/2020	2,655.99
12983	Oceanside Gymnastics	10/14/2020	1,079.00
12984	Office Depot, Inc	10/14/2020	384.72
12985	Olympia Training Center	10/14/2020	318.00
12986	Othentik Gym	10/14/2020	100.00
12987	Outside the Box Creation	10/14/2020	152.85
12988	Paper Moon Music	10/14/2020	260.00
12989	Patricia Hebert	10/14/2020	240.00
12990	Peace Hill Press, Inc dba Well Trained Mind Press	10/14/2020	561.46

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12991	Pich Music Studio	10/14/2020	1,080.00
12992	Prodigy Dance Co.	10/14/2020	90.00
12993	Ramona Rebels Elite	10/14/2020	425.00
12994	Randall Brinton	10/14/2020	1,350.00
12995	Renaissance	10/14/2020	6,000.00
12996	Roberta Lenert	10/14/2020	220.00
12997	Robin Dapper	10/14/2020	250.00
12998	Rock Creek Enrichment Center	10/14/2020	6,439.00
12999	Ruth Opilas	10/14/2020	1,940.00
13000	San Diego Gymnastics at Grossmont Center	10/14/2020	248.00
13001	San Diego Gymnastics at Otay Ranch	10/14/2020	144.00
13002	San Diego Liberal Arts Academy	10/14/2020	6,600.00
13003	Scholastic Inc	10/14/2020	155.19
13004	Schumacher Tutoring	10/14/2020	480.00
13005	Seven Spears Martial Arts Academy	10/14/2020	157.00
13006	Singapore Math Inc.	10/14/2020	1,745.50
13007	Singapore Math Live, LLC	10/14/2020	200.00
13008	Susan Creswell	10/14/2020	105.00
13009	Suzanne Tieck	10/14/2020	140.00
13010	Synergy 1 Group Inc	10/14/2020	49.98
13011	TalkBox.Mom	10/14/2020	641.69
13012	Teacher Synergy, LLC	10/14/2020	83.26
13013	Teaching Textbooks	10/14/2020	1,308.59
13014	Temecula Valley Music for Young Children	10/14/2020	252.94
13015	The Lampo Group, LLC	10/14/2020	29.99
13016	The Young Actor's Studio	10/14/2020	100.00
13017	Total Education Solutions	10/14/2020	3,207.50
13018	Trigger Memory Co., LLC	10/14/2020	78.90
13019	Uline	10/14/2020	1,343.98
13020	UPS	10/14/2020	587.20
13021	Verizon Wireless	10/14/2020	1,628.55
13022	Wishing Creek Farms	10/14/2020	1,750.00
13023	WM Music Lessons	10/14/2020	300.00
13024	WM Tutoring Services	10/14/2020	125.00
13025	Wood & Ivory	10/14/2020	458.34
13026	San Diego Danceworks	10/15/2020	552.50
13027	Holly Burke	10/16/2020	77.34
13028	Janine Goodland	10/16/2020	2.89
13029	Brittany Rineer	10/16/2020	2.89
13030	Sara Seemayer	10/16/2020	10.43
13031	Whitney Woodard	10/16/2020	127.48
13032	949 CO LLC	10/22/2020	5,400.00
13033	Academic Therapy Publications	10/22/2020	104.04
13034	Academics in a Box Incorporated	10/22/2020	299.40
13035	Activities for Learning, Inc.	10/22/2020	477.89
13036	Aerial Theory	10/22/2020	1,025.00
13037	Alena Berg Music Studio	10/22/2020	305.00
13038	All About Learning Press, Inc.	10/22/2020	2,409.00
13039	Alliance Jiu Jitsu San Diego	10/22/2020	260.00
13040	Allison Browning	10/22/2020	920.00
13041	Alyssa Villagrana	10/22/2020	900.00
13042	AMAA	10/22/2020	99.00
13043	Amanda McArthur	10/22/2020	85.00
13044	Andrey Chuguev	10/22/2020	550.00
13045	Apple Inc.	10/22/2020	98.00
13046	April Drury Sas	10/22/2020	150.00
13047	Archi Kapoor	10/22/2020	515.00



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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
13048	ARK Therapeutic	10/22/2020	22.94
13049	Artskiddoo	10/22/2020	120.00
13050	Barbara Mulvany	10/22/2020	475.00
13051	Beautiful Feet Books, Inc.	10/22/2020	824.46
13052	BioBox Labs LLC	10/22/2020	248.74
13053	Brain Builders STEM Education	10/22/2020	552.08
13054	Brave Writer, LLC	10/22/2020	746.00
13055	Briana Harley	10/22/2020	100.00
13056	BSR Tech Education	10/22/2020	700.00
13057	CA Productions	10/22/2020	250.00
13058	California Music Studios	10/22/2020	455.00
13059	Caralyn Henry	10/22/2020	390.00
13060	Caustics Digital Academy	10/22/2020	600.00
13061	Cengage Learning Inc	10/22/2020	41.49
13062	Champion Gymnastics & Cheer 'CGC' Incorporated	10/22/2020	1,762.50
13063	Christine Alexander	10/22/2020	300.00
13064	Cindy Warner	10/22/2020	450.00
13065	Classical Education Inc.	10/22/2020	350.00
13066	Coastal Music Studios	10/22/2020	2,690.00
13067	Coding with Kids, LLC	10/22/2020	199.00
13068	Corona Music Center	10/22/2020	278.00
13069	CPM Educational Program	10/22/2020	363.35
13070	Crafty School Crates	10/22/2020	99.00
13071	Dance & Company	10/22/2020	376.00
13072	Daniel and Davis Optometry, Inc	10/22/2020	290.00
13073	Diana Maraauri	10/22/2020	750.00
13074	Diane Tuiofu Piano Studio	10/22/2020	270.00
13075	Don Johnston Incorporated	10/22/2020	182.52
13076	Education.com Holdings, Inc.	10/22/2020	359.81
13077	Education.com Holdings, Inc.	10/22/2020	59.94
13078	eDynamic Learning	10/22/2020	350.00
13079	Elemental Science	10/22/2020	86.89
13080	Emma Freed	10/22/2020	212.00
13081	Ereflect Pty Ltd	10/22/2020	67.00
13082	Erika Williams	10/22/2020	240.00
13083	Evan-Moor	10/22/2020	99.99
13084	Fallbrook Gymnastic Club	10/22/2020	172.00
13085	Family Karate	10/22/2020	150.00
13086	Filipino Kali Academy	10/22/2020	375.00
13087	Floaties Swim School	10/22/2020	95.00
13088	Florida Virtual School	10/22/2020	1,425.00
13089	Fresh Ed North	10/22/2020	960.00
13090	Friends of Willow Tree	10/22/2020	244.00
13091	Gracie Barra Encinitas	10/22/2020	300.00
13092	Gracie Jiu Jitsu San Marcos LLC	10/22/2020	137.00
13093	Gravitas Publications, Inc.	10/22/2020	86.76
13094	Growing Minds, LLC	10/22/2020	120.00
13095	Guitar Center, Inc.	10/22/2020	120.00
13096	Gymninny Kids	10/22/2020	1,120.00
13097	Heidi Steiner-Tutor	10/22/2020	187.50
13098	Holly Franz	10/22/2020	750.00
13099	Hollywood Music	10/22/2020	469.00
13100	Infinity Dance & Performing Arts	10/22/2020	442.00
13101	Inspire School of Ballet	10/22/2020	390.00
13102	JackKris Publishing, LLC	10/22/2020	78.18
13103	Jessica Ackermann	10/22/2020	179.75
13104	Jo Davis/Horsebound	10/22/2020	295.00



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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
13105	Joann Henrickle Horsemanship	10/22/2020	1,040.00
13106	John Gibbs	10/22/2020	330.00
13107	Kari Behrendt	10/22/2020	233.67
13108	Kathryn Lillich	10/22/2020	630.00
13109	Kathy Shoemaker	10/22/2020	465.25
13110	Kelly Durso	10/22/2020	179.75
13111	Kitchen Stewardship, LLC	10/22/2020	199.90
13112	KiwiCo, Inc.	10/22/2020	1,975.22
13113	Lakeshore	10/22/2020	296.81
13114	Law Office of Jennifer McQuarrie	10/22/2020	770.00
13115	Leading Note Studios	10/22/2020	1,105.75
13116	Learning Without Tears	10/22/2020	297.91
13117	LEGO Education	10/22/2020	91.53
13118	Leslie Erickson	10/22/2020	5,792.50
13119	Liliana Harris	10/22/2020	300.00
13120	Linda Hamby	10/22/2020	1,200.00
13121	Little Passports	10/22/2020	3,188.31
13122	Logic of English	10/22/2020	327.69
13123	Lorie Susan Suntree	10/22/2020	305.00
13124	Mad Dog Math	10/22/2020	134.99
13125	Maestro Performance Products	10/22/2020	270.00
13126	Marianne R. Hill	10/22/2020	200.00
13127	Martha Desmond	10/22/2020	412.50
13128	Mary Naggs	10/22/2020	85.00
13129	Mary York	10/22/2020	4,065.00
13130	Mathnasium of Eastlake	10/22/2020	275.00
13131	Megan Casey	10/22/2020	92.00
13132	MEL Science U.S., LLC	10/22/2020	1,834.40
13133	Melinda Call	10/22/2020	120.00
13134	Melinda J. Beebe	10/22/2020	280.00
13135	Mercurius	10/22/2020	196.73
13136	Mission Valley YMCA	10/22/2020	158.00
13137	Molly's Music	10/22/2020	176.00
13138	Motus Films	10/22/2020	120.00
13139	Moving Beyond the Page	10/22/2020	1,158.39
13140	MoxieBox Art, Inc.	10/22/2020	268.30
13141	Mystery Science Inc.	10/22/2020	207.00
13142	Nancy Jurkoic Tutoring	10/22/2020	360.00
13143	Natalie Pasqueralli	10/22/2020	210.00
13144	Nessy Learning LLC	10/22/2020	155.00
13145	Noelle Catiller	10/22/2020	256.00
13146	Noonan Family Swim School, Inc	10/22/2020	530.00
13147	North County Academy of Dance	10/22/2020	3,330.00
13148	Notion Dance Concepts	10/22/2020	350.00
13149	Oak Meadow Inc	10/22/2020	957.00
13150	Oceanside Gymnastics	10/22/2020	1,392.00
13151	Office Depot, Inc	10/22/2020	858.40
13152	Olympia Training Center	10/22/2020	318.00
13153	Othentik Gym	10/22/2020	1,200.00
13154	Outside the Box Creation	10/22/2020	263.68
13155	Paper Moon Music	10/22/2020	32.50
13156	Patricia Hebert	10/22/2020	1,530.00
13157	Patrick Hinke	10/22/2020	1,377.50
13158	Paul Ciolek	10/22/2020	720.00
13159	Peace Hill Press, Inc dba Well Trained Mind Press	10/22/2020	555.24
13160	Prodigy Dance Co.	10/22/2020	99.00
13161	Reshma Solbach	10/22/2020	420.00

**Pacific Coast Academy****Check Register****For the period ended October 31, 2020**

Check Number	Vendor Name	Check Date	Check Amount
13162	Robin Dapper	10/22/2020	250.00
13163	Rock Creek Enrichment Center	10/22/2020	10,602.00
13164	Ruth Rosas	10/22/2020	120.00
13165	Ruthie Smith	10/22/2020	100.00
13166	Sally Piano Music	10/22/2020	169.00
13167	San Diego Danceworks	10/22/2020	930.00
13168	San Diego Liberal Arts Academy	10/22/2020	200.00
13169	San Diego Surfing School, Inc.	10/22/2020	227.36
13170	Savvas Learning Company LLC	10/22/2020	344.39
13171	Savvas Learning Company LLC	10/22/2020	290.28
13172	Savvas Learning Company LLC	10/22/2020	293.37
13173	Savvas Learning Company LLC	10/22/2020	28.48
13174	Savvas Learning Company LLC	10/22/2020	109.36
13175	Savvas Learning Company LLC	10/22/2020	30.81
13176	Savvas Learning Company LLC	10/22/2020	35.46
13177	Savvas Learning Company LLC	10/22/2020	30.81
13178	Scholastic Inc	10/22/2020	23.80
13179	School Pathways, LLC	10/22/2020	15,221.94
13180	Schumacher Tutoring	10/22/2020	120.00
13181	Scripps Nature Camp	10/22/2020	350.00
13182	SD United	10/22/2020	325.00
13183	Set Apart	10/22/2020	4,150.00
13184	Seven Spears Martial Arts Academy	10/22/2020	147.00
13185	SHI International Corp	10/22/2020	1,200.00
13186	Singapore Math Inc.	10/22/2020	549.33
13187	Smart Sprouts LLC	10/22/2020	1,168.00
13188	Starfall Education Foundation	10/22/2020	35.00
13189	Staump Productions	10/22/2020	1,050.00
13190	Studies Weekly	10/22/2020	VOID
13191	Studies Weekly	10/22/2020	1,999.06
13192	Susan Creswell	10/22/2020	910.00
13193	Suzanne Miller	10/22/2020	740.00
13194	Teacher Synergy, LLC	10/22/2020	172.62
13195	Teaching Textbooks	10/22/2020	679.66
13196	Temecula Valley Therapy Services	10/22/2020	150.00
13197	Terry Tsang Optometry	10/22/2020	167.67
13198	The Arbor Learning Community	10/22/2020	1,691.25
13199	The Origin Hip Hop Performing Arts Academy	10/22/2020	180.00
13200	Timberdoodle.com	10/22/2020	15,889.99
13201	Tomoko Yoda-Compilati	10/22/2020	104.00
13202	Touch-type Read & Spell (TTRS)	10/22/2020	750.00
13203	U.S. Music Lessons	10/22/2020	265.00
13204	UPS	10/22/2020	1,042.38
13205	Valdean Irvine	10/22/2020	375.00
13206	Verna Silvia	10/22/2020	840.00
13207	VM Studio	10/22/2020	140.00
13208	VocabularySpellingCity.com	10/22/2020	69.90
13209	Wagner's School of Music, LLC	10/22/2020	785.64
13210	Wagner's School of Music, LLC	10/22/2020	528.00
13211	White Dragon Martial Arts	10/22/2020	306.00
13212	Wieser Educational	10/22/2020	33.89
13213	Wilkinson Hadley King & Co. LLP	10/22/2020	900.00
13214	WM Tutoring Services	10/22/2020	250.00
13215	Wood & Ivory	10/22/2020	229.16
13216	Write On Webb	10/22/2020	425.00
13217	WriteShop	10/22/2020	843.02
13218	Zaner-Bloser	10/22/2020	172.06

## Pacific Coast Academy

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
13219	Association of California School Administrators	10/23/2020	63.54
13220	Amazon Capital Services	10/27/2020	VOID
13221	Amazon Capital Services	10/27/2020	VOID
13222	Amazon Capital Services	10/27/2020	VOID
13223	Amazon Capital Services	10/27/2020	VOID
13224	Amazon Capital Services	10/27/2020	3,081.75
13225	A Thinking Place	10/29/2020	400.00
13226	A+ In Home Tutors	10/29/2020	325.00
13227	ACES	10/29/2020	562.50
13228	Activities for Learning, Inc.	10/29/2020	40.25
13229	Alisha Curtin	10/29/2020	568.00
13230	All About Learning Press, Inc.	10/29/2020	1,914.20
13231	Alliance Jiu Jitsu San Diego	10/29/2020	1,338.00
13232	Allison Browning	10/29/2020	320.00
13233	Amanda McArthur	10/29/2020	179.75
13234	AOPS Academy	10/29/2020	1,718.75
13235	Apex School of Movement San Diego	10/29/2020	110.00
13236	Apple Inc.	10/29/2020	49.00
13237	Archi Kapoor	10/29/2020	299.00
13238	Art With Larisse	10/29/2020	2,170.00
13239	Artskiddoo	10/29/2020	30.00
13240	Ashley Collins	10/29/2020	150.00
13241	Ashley Dobbs	10/29/2020	482.70
13242	ASU Preparatory Academy	10/29/2020	350.00
13243	Basir Ahad	10/29/2020	1,850.00
13244	Bigfoot Graphics	10/29/2020	100.00
13245	Bitsbox	10/29/2020	563.10
13246	Blake Litschke	10/29/2020	630.00
13247	Braille Abilities, LLC	10/29/2020	2,275.63
13248	Brandi Hartdegen	10/29/2020	660.00
13249	Breakthrough Sports	10/29/2020	245.00
13250	Bridges Equestrian, Inc	10/29/2020	350.00
13251	Brightlines Paper	10/29/2020	36.80
13252	BYU Independent Study	10/29/2020	1,672.00
13253	California Music Studios	10/29/2020	447.50
13254	Carey Ross	10/29/2020	596.06
13255	Carolyn Hoagland	10/29/2020	300.00
13256	Charles Jones	10/29/2020	198.75
13257	Charlotte Littlehales	10/29/2020	1,967.99
13258	Charter's Choice Educational Services	10/29/2020	262.50
13259	CharterSafe	10/29/2020	38,023.00
13260	Chira Tennis Academy	10/29/2020	350.00
13261	Creative Creatures & Co.	10/29/2020	4,943.00
13262	Dance & Company	10/29/2020	115.00
13263	Dancing Keys Music Studio, LLC	10/29/2020	162.00
13264	Diana Maraui	10/29/2020	700.00
13265	Diane Tuiofu Piano Studio	10/29/2020	750.00
13266	Dunamix Dance Project	10/29/2020	660.00
13267	E-Therapy LLC	10/29/2020	1,165.50
13268	EDMC	10/29/2020	2,232.80
13269	Education.com Holdings, Inc.	10/29/2020	119.99
13270	Educational Development Corporation	10/29/2020	102.92
13271	eDynamic Learning	10/29/2020	265.00
13272	Emma Freed	10/29/2020	448.00
13273	Emma Thompson	10/29/2020	200.00
13274	Erika Williams	10/29/2020	225.00
13275	Farida Hsu	10/29/2020	58.00

**Pacific Coast Academy****Check Register****For the period ended October 31, 2020**

Check Number	Vendor Name	Check Date	Check Amount
13276	Floaties Swim School	10/29/2020	1,478.00
13277	Sigler Music LLC	10/29/2020	200.00
13278	Glee Music Academy	10/29/2020	318.00
13279	Global Teletherapy	10/29/2020	3,427.40
13280	Gracie South Bay	10/29/2020	1,361.20
13281	Henry Doktorski	10/29/2020	1,300.00
13282	Hidden Fox Farm	10/29/2020	277.00
13283	History Unboxed LLC	10/29/2020	851.22
13284	Holly Franz	10/29/2020	1,050.00
13285	Hollywood Music	10/29/2020	227.00
13286	Honest History Co.	10/29/2020	78.73
13287	Horse Savvy Training	10/29/2020	240.00
13288	Infinity Dance & Performing Arts	10/29/2020	349.00
13289	Infinity Gymnastics & Dance	10/29/2020	500.00
13290	Inspire School of Ballet	10/29/2020	734.00
13291	Jackris Publishing, LLC	10/29/2020	78.18
13292	Jedd Schroy	10/29/2020	562.69
13293	Jerry DeMink	10/29/2020	672.00
13294	Jo Davis/Horsebound	10/29/2020	500.00
13295	K.I.D.S. Therapy Associates, Inc.	10/29/2020	923.95
13296	Kari Behrendt	10/29/2020	320.01
13297	Kathleen Crady	10/29/2020	1,610.00
13298	Kathy Shoemaker	10/29/2020	165.00
13299	Kickforce Martial Arts	10/29/2020	590.00
13300	KiwiCo, Inc.	10/29/2020	3,983.70
13301	Kristen Lee	10/29/2020	1,550.00
13302	Kristen Tjio	10/29/2020	462.00
13303	LaChrisha Randle	10/29/2020	230.00
13304	Lakeshore	10/29/2020	2,717.65
13305	Leading Note Studios	10/29/2020	225.00
13306	Learn Piano Live	10/29/2020	149.85
13307	Learn to Rip	10/29/2020	490.00
13308	Learning A-Z	10/29/2020	115.45
13309	Learning Without Tears	10/29/2020	289.02
13310	Logic of English	10/29/2020	76.52
13311	Lori Sandground	10/29/2020	310.00
13312	Lynch Dance Institute	10/29/2020	55.00
13313	Lynch Dance Institute	10/29/2020	1,915.00
13314	Lynne-Marie Friedrichs	10/29/2020	330.00
13315	Main Street Optometry	10/29/2020	840.00
13316	Marcelle Stokes Caratti	10/29/2020	200.00
13317	Margaret Morghen	10/29/2020	400.00
13318	Marina Hayes	10/29/2020	1,380.00
13319	Mathnasium Santee	10/29/2020	219.00
13320	Matthew Taylor School of Drumming	10/29/2020	375.00
13321	MEL Science U.S., LLC	10/29/2020	942.30
13322	Melissa Allen	10/29/2020	3,188.00
13323	Melissa Allen	10/29/2020	1,402.00
13324	Michelle Clymer	10/29/2020	120.00
13325	Mojalet Dance Collective	10/29/2020	500.00
13326	Monart	10/29/2020	80.00
13327	Moving Beyond the Page	10/29/2020	1,989.07
13328	MoxieBox Art, Inc.	10/29/2020	301.16
13329	Ms Mariah's Music	10/29/2020	2,238.00
13330	Ms. Ree Math, LLC	10/29/2020	640.00
13331	Murphy Language Arts LLC	10/29/2020	367.50
13332	Mystic Equine	10/29/2020	700.00

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
13333	Namkyung E. Rowden	10/29/2020	200.00
13334	Natasha Jaksch	10/29/2020	187.80
13335	Nathan & Elizabeth Hileman	10/29/2020	987.00
13336	Noonan Family Swim School, Inc	10/29/2020	240.00
13337	Noonan Family Swim School, Inc	10/29/2020	120.00
13338	Noonan Family Swim School, Inc	10/29/2020	900.00
13339	Noonan Family Swim School, Inc	10/29/2020	350.00
13340	North County Academy of Dance	10/29/2020	511.00
13341	Notion Dance Concepts	10/29/2020	534.00
13342	OC Monart	10/29/2020	68.75
13343	Oceanside Kumon School Power Inc.	10/29/2020	350.00
13344	Othentik Gym	10/29/2020	100.00
13345	Pama Lynn Broeckel	10/29/2020	360.00
13346	Peace Hill Press, Inc dba Well Trained Mind Press	10/29/2020	150.64
13347	Pediatric Therapy Associates	10/29/2020	435.00
13348	Power of Leverage Brazilian Jiu Jitsu	10/29/2020	230.00
13349	Rachel Bertoch	10/29/2020	510.00
13350	Rainbow Resource Center	10/29/2020	316.63
13351	Ramona Brazilian Jiu-Jitsu/ MMA	10/29/2020	1,819.00
13352	Ramona Soccer League	10/29/2020	360.00
13353	Rancho Santa Fe Optometry	10/29/2020	1,355.00
13354	Rebecca Scott	10/29/2020	630.00
13355	Redline Athletics	10/29/2020	119.00
13356	Renata Bezman	10/29/2020	1,225.00
13357	RJAD, LLC	10/29/2020	225.00
13358	Robin Young	10/29/2020	627.50
13359	Rock Creek Enrichment Center	10/29/2020	5,545.00
13360	Ruth Rosas	10/29/2020	160.00
13361	San Diego Gymnastics at Liberty Station	10/29/2020	609.00
13362	Schaumann Studios	10/29/2020	1,275.00
13363	School Health Corporation	10/29/2020	1,954.30
13364	Science 2 U	10/29/2020	1,020.00
13365	Segal Speech and Language Therapy	10/29/2020	1,030.00
13366	SHI International Corp	10/29/2020	10,487.01
13367	ShillerLearning	10/29/2020	650.35
13368	Shirley Stafford	10/29/2020	1,405.00
13369	Singapore Math Inc.	10/29/2020	733.55
13370	Smart Sprouts LLC	10/29/2020	432.00
13371	So Cal TTC	10/29/2020	1,543.30
13372	Soaring Minds Education	10/29/2020	8,244.50
13373	Social Communication Specialists	10/29/2020	500.00
13374	South Bay Aquatics Boosters	10/29/2020	420.00
13375	Southern California Ballet	10/29/2020	92.00
13376	Spanish Time 123	10/29/2020	140.00
13377	Spencer Kim	10/29/2020	120.00
13378	Starfall Education Foundation	10/29/2020	70.00
13379	Susan Creswell	10/29/2020	280.00
13380	Susan Harris	10/29/2020	190.00
13381	Suzanne Miller	10/29/2020	240.00
13382	Suzanne Tieck	10/29/2020	140.00
13383	Sweetwater Horses Inc.	10/29/2020	855.00
13384	TalkBox.Mom	10/29/2020	339.42
13385	Teacher Synergy, LLC	10/29/2020	620.40
13386	Teaching Textbooks	10/29/2020	1,622.28
13387	The Critical Thinking Co.	10/29/2020	725.96
13388	The LaunchPad Therapy for Kids	10/29/2020	460.00
13389	The Salvation Army KROC Center	10/29/2020	243.00

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
13390	Therapy Shoppe	10/29/2020	62.95
13391	Tilghman's Academy of Music	10/29/2020	150.00
13392	Tilghman's Academy of Music	10/29/2020	480.00
13393	Trigger Memory Co., LLC	10/29/2020	21.95
13394	U.S. Music Lessons	10/29/2020	VOID
13395	UPS	10/29/2020	694.68
13396	Valued Voices	10/29/2020	1,196.25
13397	Virtuoso Music	10/29/2020	250.00
13398	VocabularySpellingCity.com	10/29/2020	34.95
13399	Wagner's School of Music, LLC	10/29/2020	1,084.34
13400	Waterworks Aquatics Carlsbad	10/29/2020	184.00
13401	West Coast Krav Maga Temecula	10/29/2020	604.10
13402	White Dragon of East County	10/29/2020	805.50
13403	WM Music Lessons	10/29/2020	930.00
13404	Ziggy's Tutoring	10/29/2020	465.00
13405	U.S. Music Lessons	10/30/2020	137.00
ACH	Amazon Capital Services	10/6/2020	19.85
ACH	Amazon Capital Services	10/6/2020	17.23
ACH	Amazon Capital Services	10/6/2020	19.21
ACH	Amazon Capital Services	10/6/2020	19.38
ACH	Amazon Capital Services	10/6/2020	17.19
ACH	Amazon Capital Services	10/6/2020	16.15
ACH	Amazon Capital Services	10/6/2020	19.76
ACH	Amazon Capital Services	10/6/2020	16.15
ACH	Amazon Capital Services	10/6/2020	134.04
ACH	Amazon Capital Services	10/6/2020	18.44
ACH	Amazon Capital Services	10/6/2020	39.19
ACH	Amazon Capital Services	10/6/2020	13.84
ACH	Amazon Capital Services	10/6/2020	58.76
ACH	Amazon Capital Services	10/6/2020	46.73
ACH	Amazon Capital Services	10/6/2020	65.48
ACH	Amazon Capital Services	10/6/2020	178.97
ACH	Amazon Capital Services	10/6/2020	34.45
ACH	Amazon Capital Services	10/6/2020	90.79
ACH	Amazon Capital Services	10/6/2020	9.17
ACH	Amazon Capital Services	10/6/2020	18.31
ACH	Amazon Capital Services	10/6/2020	18.84
ACH	Amazon Capital Services	10/6/2020	11.84
ACH	Amazon Capital Services	10/6/2020	58.58
ACH	Amazon Capital Services	10/6/2020	12.20
ACH	Amazon Capital Services	10/6/2020	73.23
ACH	Amazon Capital Services	10/6/2020	7.57
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	9.69
ACH	Amazon Capital Services	10/6/2020	26.88
ACH	Amazon Capital Services	10/6/2020	48.22
ACH	Amazon Capital Services	10/6/2020	38.42
ACH	Amazon Capital Services	10/6/2020	5.48
ACH	Amazon Capital Services	10/6/2020	62.44
ACH	Amazon Capital Services	10/6/2020	17.82
ACH	Amazon Capital Services	10/6/2020	19.04
ACH	Amazon Capital Services	10/6/2020	24.86
ACH	Amazon Capital Services	10/6/2020	34.60
ACH	Amazon Capital Services	10/6/2020	14.54
ACH	Amazon Capital Services	10/6/2020	57.85
ACH	Amazon Capital Services	10/6/2020	12.82
ACH	Amazon Capital Services	10/6/2020	12.82

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	26.88
ACH	Amazon Capital Services	10/6/2020	17.24
ACH	Amazon Capital Services	10/6/2020	7.75
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	18.31
ACH	Amazon Capital Services	10/6/2020	10.80
ACH	Amazon Capital Services	10/6/2020	13.30
ACH	Amazon Capital Services	10/6/2020	34.47
ACH	Amazon Capital Services	10/6/2020	12.33
ACH	Amazon Capital Services	10/6/2020	50.52
ACH	Amazon Capital Services	10/6/2020	78.64
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	32.83
ACH	Amazon Capital Services	10/6/2020	110.86
ACH	Amazon Capital Services	10/6/2020	12.90
ACH	Amazon Capital Services	10/6/2020	53.77
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	5.66
ACH	Amazon Capital Services	10/6/2020	15.49
ACH	Amazon Capital Services	10/6/2020	23.41
ACH	Amazon Capital Services	10/6/2020	53.86
ACH	Amazon Capital Services	10/6/2020	74.73
ACH	Amazon Capital Services	10/6/2020	81.84
ACH	Amazon Capital Services	10/6/2020	5.39
ACH	Amazon Capital Services	10/6/2020	9.59
ACH	Amazon Capital Services	10/6/2020	7.41
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	7.57
ACH	Amazon Capital Services	10/6/2020	84.06
ACH	Amazon Capital Services	10/6/2020	84.28
ACH	Amazon Capital Services	10/6/2020	44.52
ACH	Amazon Capital Services	10/6/2020	62.56
ACH	Amazon Capital Services	10/6/2020	46.64
ACH	Amazon Capital Services	10/6/2020	7.75
ACH	Amazon Capital Services	10/6/2020	75.55
ACH	Amazon Capital Services	10/6/2020	9.63
ACH	Amazon Capital Services	10/6/2020	96.29
ACH	Amazon Capital Services	10/6/2020	13.78
ACH	Amazon Capital Services	10/6/2020	54.99
ACH	Amazon Capital Services	10/6/2020	8.67
ACH	Amazon Capital Services	10/6/2020	44.65
ACH	Amazon Capital Services	10/6/2020	215.38
ACH	Amazon Capital Services	10/6/2020	15.58
ACH	Amazon Capital Services	10/6/2020	47.77
ACH	Amazon Capital Services	10/6/2020	62.22
ACH	Amazon Capital Services	10/6/2020	27.14
ACH	Amazon Capital Services	10/6/2020	45.73
ACH	Amazon Capital Services	10/6/2020	323.24
ACH	Amazon Capital Services	10/6/2020	8.43
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	10.76
ACH	Amazon Capital Services	10/6/2020	16.17
ACH	Amazon Capital Services	10/6/2020	13.54
ACH	Amazon Capital Services	10/6/2020	26.05
ACH	Amazon Capital Services	10/6/2020	12.37
ACH	Amazon Capital Services	10/6/2020	18.31
ACH	Amazon Capital Services	10/6/2020	18.39



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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	17.20
ACH	Amazon Capital Services	10/6/2020	12.32
ACH	Amazon Capital Services	10/6/2020	15.59
ACH	Amazon Capital Services	10/6/2020	24.77
ACH	Amazon Capital Services	10/6/2020	25.83
ACH	Amazon Capital Services	10/6/2020	53.84
ACH	Amazon Capital Services	10/6/2020	12.33
ACH	Amazon Capital Services	10/6/2020	13.69
ACH	Amazon Capital Services	10/6/2020	22.81
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	323.67
ACH	Amazon Capital Services	10/6/2020	5.38
ACH	Amazon Capital Services	10/6/2020	8.65
ACH	Amazon Capital Services	10/6/2020	109.66
ACH	Amazon Capital Services	10/6/2020	48.10
ACH	Amazon Capital Services	10/6/2020	95.66
ACH	Amazon Capital Services	10/6/2020	46.33
ACH	Amazon Capital Services	10/6/2020	12.92
ACH	Amazon Capital Services	10/6/2020	11.63
ACH	Amazon Capital Services	10/6/2020	404.90
ACH	Amazon Capital Services	10/6/2020	39.66
ACH	Amazon Capital Services	10/6/2020	37.02
ACH	Amazon Capital Services	10/6/2020	34.03
ACH	Amazon Capital Services	10/6/2020	55.53
ACH	Amazon Capital Services	10/6/2020	11.73
ACH	Amazon Capital Services	10/6/2020	53.33
ACH	Amazon Capital Services	10/6/2020	43.04
ACH	Amazon Capital Services	10/6/2020	30.42
ACH	Amazon Capital Services	10/6/2020	18.31
ACH	Amazon Capital Services	10/6/2020	104.54
ACH	Amazon Capital Services	10/6/2020	18.31
ACH	Amazon Capital Services	10/6/2020	11.84
ACH	Amazon Capital Services	10/6/2020	15.18
ACH	Amazon Capital Services	10/6/2020	49.45
ACH	Amazon Capital Services	10/6/2020	20.42
ACH	Amazon Capital Services	10/6/2020	7.57
ACH	Amazon Capital Services	10/6/2020	12.16
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	14.00
ACH	Amazon Capital Services	10/6/2020	33.16
ACH	Amazon Capital Services	10/6/2020	17.77
ACH	Amazon Capital Services	10/6/2020	26.26
ACH	Amazon Capital Services	10/6/2020	21.50
ACH	Amazon Capital Services	10/6/2020	13.74
ACH	Amazon Capital Services	10/6/2020	14.00
ACH	Amazon Capital Services	10/6/2020	16.35
ACH	Amazon Capital Services	10/6/2020	39.93
ACH	Amazon Capital Services	10/6/2020	6.18
ACH	Amazon Capital Services	10/6/2020	5.54
ACH	Amazon Capital Services	10/6/2020	17.38
ACH	Amazon Capital Services	10/6/2020	101.35
ACH	Amazon Capital Services	10/6/2020	38.92
ACH	Amazon Capital Services	10/6/2020	54.92
ACH	Amazon Capital Services	10/6/2020	6.24
ACH	Amazon Capital Services	10/6/2020	24.93
ACH	Amazon Capital Services	10/6/2020	4.08
ACH	Amazon Capital Services	10/6/2020	22.71



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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	9.75
ACH	Amazon Capital Services	10/6/2020	45.15
ACH	Amazon Capital Services	10/6/2020	33.40
ACH	Amazon Capital Services	10/6/2020	21.70
ACH	Amazon Capital Services	10/6/2020	31.92
ACH	Amazon Capital Services	10/6/2020	11.44
ACH	Amazon Capital Services	10/6/2020	22.36
ACH	Amazon Capital Services	10/6/2020	36.20
ACH	Amazon Capital Services	10/6/2020	49.40
ACH	Amazon Capital Services	10/6/2020	33.92
ACH	Amazon Capital Services	10/6/2020	12.36
ACH	Amazon Capital Services	10/6/2020	10.76
ACH	Amazon Capital Services	10/6/2020	16.15
ACH	Amazon Capital Services	10/6/2020	52.79
ACH	Amazon Capital Services	10/6/2020	9.06
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	68.26
ACH	Amazon Capital Services	10/6/2020	66.74
ACH	Amazon Capital Services	10/6/2020	8.69
ACH	Amazon Capital Services	10/6/2020	8.04
ACH	Amazon Capital Services	10/6/2020	5.07
ACH	Amazon Capital Services	10/6/2020	11.22
ACH	Amazon Capital Services	10/6/2020	12.32
ACH	Amazon Capital Services	10/6/2020	13.06
ACH	Amazon Capital Services	10/6/2020	17.39
ACH	Amazon Capital Services	10/6/2020	12.32
ACH	Amazon Capital Services	10/6/2020	14.56
ACH	Amazon Capital Services	10/6/2020	10.80
ACH	Amazon Capital Services	10/6/2020	15.07
ACH	Amazon Capital Services	10/6/2020	6.89
ACH	Amazon Capital Services	10/6/2020	10.80
ACH	Amazon Capital Services	10/6/2020	22.08
ACH	Amazon Capital Services	10/6/2020	30.11
ACH	Amazon Capital Services	10/6/2020	56.59
ACH	Amazon Capital Services	10/6/2020	17.44
ACH	Amazon Capital Services	10/6/2020	40.39
ACH	Amazon Capital Services	10/6/2020	28.06
ACH	Amazon Capital Services	10/6/2020	25.53
ACH	Amazon Capital Services	10/6/2020	32.45
ACH	Amazon Capital Services	10/6/2020	11.84
ACH	Amazon Capital Services	10/6/2020	46.85
ACH	Amazon Capital Services	10/6/2020	14.75
ACH	Amazon Capital Services	10/6/2020	24.76
ACH	Amazon Capital Services	10/6/2020	40.13
ACH	Amazon Capital Services	10/6/2020	36.96
ACH	Amazon Capital Services	10/6/2020	21.54
ACH	Amazon Capital Services	10/6/2020	34.36
ACH	Amazon Capital Services	10/6/2020	20.72
ACH	Amazon Capital Services	10/6/2020	57.52
ACH	Amazon Capital Services	10/6/2020	41.21
ACH	Amazon Capital Services	10/6/2020	19.38
ACH	Amazon Capital Services	10/6/2020	10.86
ACH	Amazon Capital Services	10/6/2020	69.11
ACH	Amazon Capital Services	10/6/2020	53.05
ACH	Amazon Capital Services	10/6/2020	11.71
ACH	Amazon Capital Services	10/6/2020	54.60
ACH	Amazon Capital Services	10/6/2020	42.82

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	75.41
ACH	Amazon Capital Services	10/6/2020	54.08
ACH	Amazon Capital Services	10/6/2020	39.86
ACH	Amazon Capital Services	10/6/2020	51.25
ACH	Amazon Capital Services	10/6/2020	34.49
ACH	Amazon Capital Services	10/6/2020	40.52
ACH	Amazon Capital Services	10/6/2020	22.12
ACH	Amazon Capital Services	10/6/2020	34.36
ACH	Amazon Capital Services	10/6/2020	77.58
ACH	Amazon Capital Services	10/6/2020	19.36
ACH	Amazon Capital Services	10/6/2020	25.85
ACH	Amazon Capital Services	10/6/2020	26.12
ACH	Amazon Capital Services	10/6/2020	204.70
ACH	Amazon Capital Services	10/6/2020	15.72
ACH	Amazon Capital Services	10/6/2020	86.45
ACH	Amazon Capital Services	10/6/2020	177.30
ACH	Amazon Capital Services	10/6/2020	26.91
ACH	Amazon Capital Services	10/6/2020	22.62
ACH	Amazon Capital Services	10/6/2020	32.31
ACH	Amazon Capital Services	10/6/2020	8.08
ACH	Amazon Capital Services	10/6/2020	15.25
ACH	Amazon Capital Services	10/6/2020	15.25
ACH	Amazon Capital Services	10/6/2020	21.50
ACH	Amazon Capital Services	10/6/2020	7.31
ACH	Amazon Capital Services	10/6/2020	13.94
ACH	Amazon Capital Services	10/6/2020	18.26
ACH	Amazon Capital Services	10/6/2020	118.04
ACH	Amazon Capital Services	10/6/2020	4.30
ACH	Amazon Capital Services	10/6/2020	99.50
ACH	Amazon Capital Services	10/6/2020	16.15
ACH	Amazon Capital Services	10/6/2020	6.75
ACH	Amazon Capital Services	10/6/2020	17.24
ACH	Amazon Capital Services	10/6/2020	10.72
ACH	Amazon Capital Services	10/6/2020	25.20
ACH	Amazon Capital Services	10/6/2020	25.20
ACH	Amazon Capital Services	10/6/2020	27.78
ACH	Amazon Capital Services	10/6/2020	17.72
ACH	Amazon Capital Services	10/6/2020	15.09
ACH	Amazon Capital Services	10/6/2020	103.42
ACH	Amazon Capital Services	10/6/2020	176.11
ACH	Amazon Capital Services	10/6/2020	64.19
ACH	Amazon Capital Services	10/6/2020	13.57
ACH	Amazon Capital Services	10/6/2020	22.63
ACH	Amazon Capital Services	10/6/2020	53.29
ACH	Amazon Capital Services	10/6/2020	14.00
ACH	Amazon Capital Services	10/6/2020	12.88
ACH	Amazon Capital Services	10/6/2020	28.37
ACH	Amazon Capital Services	10/6/2020	22.20
ACH	Amazon Capital Services	10/6/2020	35.50
ACH	Amazon Capital Services	10/6/2020	28.00
ACH	Amazon Capital Services	10/6/2020	5.37
ACH	Amazon Capital Services	10/6/2020	62.21
ACH	Amazon Capital Services	10/6/2020	15.07
ACH	Amazon Capital Services	10/6/2020	21.74
ACH	Amazon Capital Services	10/6/2020	21.69
ACH	Amazon Capital Services	10/6/2020	91.34
ACH	Amazon Capital Services	10/6/2020	6.52

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	94.09
ACH	Amazon Capital Services	10/6/2020	28.94
ACH	Amazon Capital Services	10/6/2020	15.07
ACH	Amazon Capital Services	10/6/2020	10.75
ACH	Amazon Capital Services	10/6/2020	60.32
ACH	Amazon Capital Services	10/6/2020	11.61
ACH	Amazon Capital Services	10/6/2020	8.57
ACH	Amazon Capital Services	10/6/2020	62.50
ACH	Amazon Capital Services	10/6/2020	29.07
ACH	Amazon Capital Services	10/6/2020	51.70
ACH	Amazon Capital Services	10/6/2020	8.57
ACH	Amazon Capital Services	10/6/2020	61.25
ACH	Amazon Capital Services	10/6/2020	5.92
ACH	Amazon Capital Services	10/6/2020	37.54
ACH	Amazon Capital Services	10/6/2020	11.63
ACH	Amazon Capital Services	10/6/2020	11.06
ACH	Amazon Capital Services	10/6/2020	33.22
ACH	Amazon Capital Services	10/6/2020	45.09
ACH	Amazon Capital Services	10/6/2020	18.31
ACH	Amazon Capital Services	10/6/2020	26.88
ACH	Amazon Capital Services	10/6/2020	74.67
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	24.77
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	52.84
ACH	Amazon Capital Services	10/6/2020	31.33
ACH	Amazon Capital Services	10/6/2020	43.09
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	43.34
ACH	Amazon Capital Services	10/6/2020	10.59
ACH	Amazon Capital Services	10/6/2020	17.19
ACH	Amazon Capital Services	10/6/2020	41.57
ACH	Amazon Capital Services	10/6/2020	12.92
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	22.33
ACH	Amazon Capital Services	10/6/2020	81.78
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	17.12
ACH	Amazon Capital Services	10/6/2020	51.21
ACH	Amazon Capital Services	10/6/2020	21.07
ACH	Amazon Capital Services	10/6/2020	17.23
ACH	Amazon Capital Services	10/6/2020	25.40
ACH	Amazon Capital Services	10/6/2020	10.44
ACH	Amazon Capital Services	10/6/2020	8.67
ACH	Amazon Capital Services	10/6/2020	61.47
ACH	Amazon Capital Services	10/6/2020	9.66
ACH	Amazon Capital Services	10/6/2020	25.73
ACH	Amazon Capital Services	10/6/2020	8.07
ACH	Amazon Capital Services	10/6/2020	18.31
ACH	Amazon Capital Services	10/6/2020	8.87
ACH	Amazon Capital Services	10/6/2020	45.51
ACH	Amazon Capital Services	10/6/2020	55.09
ACH	Amazon Capital Services	10/6/2020	18.64
ACH	Amazon Capital Services	10/6/2020	42.98
ACH	Amazon Capital Services	10/6/2020	13.10
ACH	Amazon Capital Services	10/6/2020	10.76
ACH	Amazon Capital Services	10/6/2020	17.39

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	141.92
ACH	Amazon Capital Services	10/6/2020	6.48
ACH	Amazon Capital Services	10/6/2020	20.46
ACH	Amazon Capital Services	10/6/2020	48.33
ACH	Amazon Capital Services	10/6/2020	49.51
ACH	Amazon Capital Services	10/6/2020	73.53
ACH	Amazon Capital Services	10/6/2020	11.36
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	21.60
ACH	Amazon Capital Services	10/6/2020	7.27
ACH	Amazon Capital Services	10/6/2020	52.51
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	9.13
ACH	Amazon Capital Services	10/6/2020	4.84
ACH	Amazon Capital Services	10/6/2020	59.12
ACH	Amazon Capital Services	10/6/2020	50.99
ACH	Amazon Capital Services	10/6/2020	9.69
ACH	Amazon Capital Services	10/6/2020	81.19
ACH	Amazon Capital Services	10/6/2020	58.06
ACH	Amazon Capital Services	10/6/2020	9.69
ACH	Amazon Capital Services	10/6/2020	8.07
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	8.07
ACH	Amazon Capital Services	10/6/2020	43.08
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	13.95
ACH	Amazon Capital Services	10/6/2020	42.96
ACH	Amazon Capital Services	10/6/2020	9.70
ACH	Amazon Capital Services	10/6/2020	21.53
ACH	Amazon Capital Services	10/6/2020	9.69
ACH	Amazon Capital Services	10/6/2020	63.87
ACH	Amazon Capital Services	10/6/2020	5.38
ACH	Amazon Capital Services	10/6/2020	19.74
ACH	Amazon Capital Services	10/6/2020	5.38
ACH	Amazon Capital Services	10/6/2020	80.40
ACH	Amazon Capital Services	10/6/2020	76.81
ACH	Amazon Capital Services	10/6/2020	96.96
ACH	Amazon Capital Services	10/6/2020	73.61
ACH	Amazon Capital Services	10/6/2020	6.48
ACH	Amazon Capital Services	10/6/2020	8.79
ACH	Amazon Capital Services	10/6/2020	49.87
ACH	Amazon Capital Services	10/6/2020	5.16
ACH	Amazon Capital Services	10/6/2020	46.40
ACH	Amazon Capital Services	10/6/2020	49.36
ACH	Amazon Capital Services	10/6/2020	22.64
ACH	Amazon Capital Services	10/6/2020	9.70
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	6.89
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	15.07
ACH	Amazon Capital Services	10/6/2020	14.00
ACH	Amazon Capital Services	10/6/2020	16.15
ACH	Amazon Capital Services	10/6/2020	14.82
ACH	Amazon Capital Services	10/6/2020	8.57
ACH	Amazon Capital Services	10/6/2020	62.48
ACH	Amazon Capital Services	10/6/2020	13.98
ACH	Amazon Capital Services	10/6/2020	9.60

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	12.87
ACH	Amazon Capital Services	10/6/2020	13.72
ACH	Amazon Capital Services	10/6/2020	12.49
ACH	Amazon Capital Services	10/6/2020	58.71
ACH	Amazon Capital Services	10/6/2020	32.31
ACH	Amazon Capital Services	10/6/2020	40.76
ACH	Amazon Capital Services	10/6/2020	92.41
ACH	Amazon Capital Services	10/6/2020	64.64
ACH	Amazon Capital Services	10/6/2020	60.52
ACH	Amazon Capital Services	10/6/2020	97.40
ACH	Amazon Capital Services	10/6/2020	76.93
ACH	Amazon Capital Services	10/6/2020	44.02
ACH	Amazon Capital Services	10/6/2020	28.54
ACH	Amazon Capital Services	10/6/2020	45.36
ACH	Amazon Capital Services	10/6/2020	17.16
ACH	Amazon Capital Services	10/6/2020	43.08
ACH	Amazon Capital Services	10/6/2020	8.86
ACH	Amazon Capital Services	10/6/2020	81.78
ACH	Amazon Capital Services	10/6/2020	10.76
ACH	Amazon Capital Services	10/6/2020	37.36
ACH	Amazon Capital Services	10/6/2020	13.52
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	7.60
ACH	Amazon Capital Services	10/6/2020	43.08
ACH	Amazon Capital Services	10/6/2020	32.46
ACH	Amazon Capital Services	10/6/2020	50.56
ACH	Amazon Capital Services	10/6/2020	12.64
ACH	Amazon Capital Services	10/6/2020	9.62
ACH	Amazon Capital Services	10/6/2020	17.22
ACH	Amazon Capital Services	10/6/2020	39.12
ACH	Amazon Capital Services	10/6/2020	62.79
ACH	Amazon Capital Services	10/6/2020	31.28
ACH	Amazon Capital Services	10/6/2020	12.60
ACH	Amazon Capital Services	10/6/2020	46.53
ACH	Amazon Capital Services	10/6/2020	17.19
ACH	Amazon Capital Services	10/6/2020	23.06
ACH	Amazon Capital Services	10/6/2020	16.16
ACH	Amazon Capital Services	10/6/2020	18.25
ACH	Amazon Capital Services	10/6/2020	15.07
ACH	Amazon Capital Services	10/6/2020	17.11
ACH	Amazon Capital Services	10/6/2020	12.57
ACH	Amazon Capital Services	10/6/2020	16.50
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	17.23
ACH	Amazon Capital Services	10/6/2020	16.15
ACH	Amazon Capital Services	10/6/2020	19.36
ACH	Amazon Capital Services	10/6/2020	13.77
ACH	Amazon Capital Services	10/6/2020	13.61
ACH	Amazon Capital Services	10/6/2020	18.19
ACH	Amazon Capital Services	10/6/2020	110.85
ACH	Amazon Capital Services	10/6/2020	9.66
ACH	Amazon Capital Services	10/6/2020	68.96
ACH	Amazon Capital Services	10/6/2020	47.86
ACH	Amazon Capital Services	10/6/2020	90.04
ACH	Amazon Capital Services	10/6/2020	64.64
ACH	Amazon Capital Services	10/6/2020	11.84

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	18.95
ACH	Amazon Capital Services	10/6/2020	12.45
ACH	Amazon Capital Services	10/6/2020	10.81
ACH	Amazon Capital Services	10/6/2020	10.12
ACH	Amazon Capital Services	10/6/2020	150.84
ACH	Amazon Capital Services	10/6/2020	8.18
ACH	Amazon Capital Services	10/6/2020	14.13
ACH	Amazon Capital Services	10/6/2020	33.40
ACH	Amazon Capital Services	10/6/2020	22.18
ACH	Amazon Capital Services	10/6/2020	36.56
ACH	Amazon Capital Services	10/6/2020	7.57
ACH	Amazon Capital Services	10/6/2020	8.67
ACH	Amazon Capital Services	10/6/2020	21.50
ACH	Amazon Capital Services	10/6/2020	108.37
ACH	Amazon Capital Services	10/6/2020	15.25
ACH	Amazon Capital Services	10/6/2020	25.84
ACH	Amazon Capital Services	10/6/2020	11.51
ACH	Amazon Capital Services	10/6/2020	20.90
ACH	Amazon Capital Services	10/6/2020	16.18
ACH	Amazon Capital Services	10/6/2020	14.00
ACH	Amazon Capital Services	10/6/2020	24.51
ACH	Amazon Capital Services	10/6/2020	15.07
ACH	Amazon Capital Services	10/6/2020	10.76
ACH	Amazon Capital Services	10/6/2020	31.31
ACH	Amazon Capital Services	10/6/2020	49.94
ACH	Amazon Capital Services	10/6/2020	18.26
ACH	Amazon Capital Services	10/6/2020	46.85
ACH	Amazon Capital Services	10/6/2020	100.35
ACH	Amazon Capital Services	10/6/2020	11.84
ACH	Amazon Capital Services	10/6/2020	4.57
ACH	Amazon Capital Services	10/6/2020	73.23
ACH	Amazon Capital Services	10/6/2020	18.85
ACH	Amazon Capital Services	10/6/2020	43.96
ACH	Amazon Capital Services	10/6/2020	14.18
ACH	Amazon Capital Services	10/6/2020	5.39
ACH	Amazon Capital Services	10/6/2020	9.13
ACH	Amazon Capital Services	10/6/2020	16.15
ACH	Amazon Capital Services	10/6/2020	47.83
ACH	Amazon Capital Services	10/6/2020	10.75
ACH	Amazon Capital Services	10/6/2020	5.45
ACH	Amazon Capital Services	10/6/2020	45.01
ACH	Amazon Capital Services	10/6/2020	59.27
ACH	Amazon Capital Services	10/6/2020	30.29
ACH	Amazon Capital Services	10/6/2020	25.91
ACH	Amazon Capital Services	10/6/2020	134.15
ACH	Amazon Capital Services	10/6/2020	21.64
ACH	Amazon Capital Services	10/6/2020	46.19
ACH	Amazon Capital Services	10/6/2020	28.65
ACH	Amazon Capital Services	10/6/2020	57.33
ACH	Amazon Capital Services	10/6/2020	4.32
ACH	Amazon Capital Services	10/6/2020	11.29
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	18.66
ACH	Amazon Capital Services	10/6/2020	34.98
ACH	Amazon Capital Services	10/6/2020	18.69
ACH	Amazon Capital Services	10/6/2020	44.58
ACH	Amazon Capital Services	10/6/2020	19.44

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	4.30
ACH	Amazon Capital Services	10/6/2020	26.93
ACH	Amazon Capital Services	10/6/2020	65.38
ACH	Amazon Capital Services	10/6/2020	39.59
ACH	Amazon Capital Services	10/6/2020	37.70
ACH	Amazon Capital Services	10/6/2020	54.94
ACH	Amazon Capital Services	10/6/2020	29.65
ACH	Amazon Capital Services	10/6/2020	10.63
ACH	Amazon Capital Services	10/6/2020	17.44
ACH	Amazon Capital Services	10/6/2020	61.41
ACH	Amazon Capital Services	10/6/2020	73.84
ACH	Amazon Capital Services	10/6/2020	21.70
ACH	Amazon Capital Services	10/6/2020	33.49
ACH	Amazon Capital Services	10/6/2020	44.19
ACH	Amazon Capital Services	10/6/2020	65.24
ACH	Amazon Capital Services	10/6/2020	64.77
ACH	Amazon Capital Services	10/6/2020	8.09
ACH	Amazon Capital Services	10/6/2020	94.06
ACH	Amazon Capital Services	10/6/2020	47.68
ACH	Amazon Capital Services	10/6/2020	81.19
ACH	Amazon Capital Services	10/6/2020	34.28
ACH	Amazon Capital Services	10/6/2020	19.43
ACH	Amazon Capital Services	10/6/2020	27.48
ACH	Amazon Capital Services	10/6/2020	5.36
ACH	Amazon Capital Services	10/6/2020	30.66
ACH	Amazon Capital Services	10/6/2020	25.84
ACH	Amazon Capital Services	10/6/2020	6.99
ACH	Amazon Capital Services	10/6/2020	7.54
ACH	Amazon Capital Services	10/6/2020	9.25
ACH	Amazon Capital Services	10/6/2020	6.68
ACH	Amazon Capital Services	10/6/2020	44.15
ACH	Amazon Capital Services	10/6/2020	7.57
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	43.82
ACH	Amazon Capital Services	10/6/2020	86.68
ACH	Amazon Capital Services	10/6/2020	50.98
ACH	Amazon Capital Services	10/6/2020	19.90
ACH	Amazon Capital Services	10/6/2020	165.61
ACH	Amazon Capital Services	10/6/2020	165.61
ACH	Amazon Capital Services	10/6/2020	11.56
ACH	Amazon Capital Services	10/6/2020	14.73
ACH	Amazon Capital Services	10/6/2020	12.90
ACH	Amazon Capital Services	10/6/2020	16.37
ACH	Amazon Capital Services	10/6/2020	8.69
ACH	Amazon Capital Services	10/6/2020	5.40
ACH	Amazon Capital Services	10/6/2020	77.17
ACH	Amazon Capital Services	10/6/2020	43.57
ACH	Amazon Capital Services	10/6/2020	48.70
ACH	Amazon Capital Services	10/6/2020	86.05
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	45.02
ACH	Amazon Capital Services	10/6/2020	57.79
ACH	Amazon Capital Services	10/6/2020	9.64
ACH	Amazon Capital Services	10/6/2020	46.32
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	19.38
ACH	Amazon Capital Services	10/6/2020	10.65



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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	79.78
ACH	Amazon Capital Services	10/6/2020	54.36
ACH	Amazon Capital Services	10/6/2020	8.65
ACH	Amazon Capital Services	10/6/2020	37.97
ACH	Amazon Capital Services	10/6/2020	63.54
ACH	Amazon Capital Services	10/6/2020	8.65
ACH	Amazon Capital Services	10/6/2020	62.79
ACH	Amazon Capital Services	10/6/2020	7.52
ACH	Amazon Capital Services	10/6/2020	14.95
ACH	Amazon Capital Services	10/6/2020	56.59
ACH	Amazon Capital Services	10/6/2020	7.87
ACH	Amazon Capital Services	10/6/2020	1.97
ACH	Amazon Capital Services	10/6/2020	10.76
ACH	Amazon Capital Services	10/6/2020	27.50
ACH	Amazon Capital Services	10/6/2020	8.59
ACH	Amazon Capital Services	10/6/2020	25.86
ACH	Amazon Capital Services	10/6/2020	52.77
ACH	Amazon Capital Services	10/6/2020	8.02
ACH	Amazon Capital Services	10/6/2020	17.49
ACH	Amazon Capital Services	10/6/2020	50.03
ACH	Amazon Capital Services	10/6/2020	40.33
ACH	Amazon Capital Services	10/8/2020	7.49
ACH	Amazon Capital Services	10/8/2020	16.12
ACH	Amazon Capital Services	10/8/2020	66.69
ACH	Amazon Capital Services	10/8/2020	22.64
ACH	Amazon Capital Services	10/8/2020	14.27
ACH	Amazon Capital Services	10/8/2020	16.10
ACH	Amazon Capital Services	10/8/2020	7.53
ACH	Amazon Capital Services	10/8/2020	25.20
ACH	Amazon Capital Services	10/8/2020	45.14
ACH	Amazon Capital Services	10/8/2020	75.12
ACH	Amazon Capital Services	10/8/2020	5.92
ACH	Amazon Capital Services	10/8/2020	7.53
ACH	Amazon Capital Services	10/8/2020	7.60
ACH	Amazon Capital Services	10/8/2020	8.57
ACH	Amazon Capital Services	10/8/2020	29.81
ACH	Amazon Capital Services	10/8/2020	7.53
ACH	Amazon Capital Services	10/8/2020	28.63
ACH	Amazon Capital Services	10/8/2020	21.53
ACH	Amazon Capital Services	10/8/2020	82.04
ACH	Amazon Capital Services	10/8/2020	65.62
ACH	Amazon Capital Services	10/8/2020	43.49
ACH	Amazon Capital Services	10/8/2020	28.54
ACH	Amazon Capital Services	10/8/2020	34.82
ACH	Amazon Capital Services	10/8/2020	66.27
ACH	Amazon Capital Services	10/8/2020	23.65
ACH	Amazon Capital Services	10/8/2020	39.84
ACH	Amazon Capital Services	10/8/2020	32.31
ACH	Amazon Capital Services	10/8/2020	17.94
ACH	Amazon Capital Services	10/8/2020	31.43
ACH	Amazon Capital Services	10/8/2020	23.44
ACH	Amazon Capital Services	10/8/2020	8.58
ACH	Amazon Capital Services	10/8/2020	7.60
ACH	Amazon Capital Services	10/8/2020	87.42
ACH	Amazon Capital Services	10/8/2020	38.77
ACH	Amazon Capital Services	10/8/2020	8.07
ACH	Amazon Capital Services	10/8/2020	78.41



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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/8/2020	7.53
ACH	Amazon Capital Services	10/8/2020	21.64
ACH	Amazon Capital Services	10/8/2020	7.53
ACH	Amazon Capital Services	10/8/2020	33.39
ACH	Amazon Capital Services	10/8/2020	29.00
ACH	Amazon Capital Services	10/8/2020	25.89
ACH	Amazon Capital Services	10/8/2020	86.80
ACH	Amazon Capital Services	10/8/2020	23.18
ACH	Amazon Capital Services	10/8/2020	31.01
ACH	Amazon Capital Services	10/8/2020	14.29
ACH	Amazon Capital Services	10/8/2020	46.61
ACH	Amazon Capital Services	10/8/2020	25.06
ACH	Amazon Capital Services	10/8/2020	56.98
ACH	Amazon Capital Services	10/8/2020	21.54
ACH	Amazon Capital Services	10/8/2020	49.99
ACH	Amazon Capital Services	10/8/2020	8.61
ACH	Amazon Capital Services	10/8/2020	31.24
ACH	Amazon Capital Services	10/8/2020	24.51
ACH	Amazon Capital Services	10/8/2020	14.13
ACH	Amazon Capital Services	10/8/2020	51.66
ACH	Amazon Capital Services	10/8/2020	18.34
ACH	Amazon Capital Services	10/8/2020	29.91
ACH	Amazon Capital Services	10/8/2020	134.67
ACH	Amazon Capital Services	10/8/2020	7.54
ACH	Amazon Capital Services	10/8/2020	14.56
ACH	Amazon Capital Services	10/8/2020	9.69
ACH	Amazon Capital Services	10/8/2020	84.98
ACH	Amazon Capital Services	10/8/2020	6.49
ACH	Amazon Capital Services	10/8/2020	52.54
ACH	Amazon Capital Services	10/8/2020	105.25
ACH	Amazon Capital Services	10/8/2020	48.60
ACH	Amazon Capital Services	10/8/2020	77.36
ACH	Amazon Capital Services	10/8/2020	48.61
ACH	Amazon Capital Services	10/8/2020	10.76
ACH	Amazon Capital Services	10/8/2020	67.77
ACH	Amazon Capital Services	10/8/2020	6.34
ACH	Amazon Capital Services	10/8/2020	52.49
ACH	Amazon Capital Services	10/8/2020	18.26
ACH	Amazon Capital Services	10/8/2020	14.49
ACH	Amazon Capital Services	10/8/2020	36.74
ACH	Amazon Capital Services	10/8/2020	6.08
ACH	Amazon Capital Services	10/8/2020	11.85
ACH	Amazon Capital Services	10/8/2020	27.99
ACH	Amazon Capital Services	10/8/2020	58.19
ACH	Amazon Capital Services	10/8/2020	36.97
ACH	Amazon Capital Services	10/8/2020	8.61
ACH	Amazon Capital Services	10/8/2020	21.64
ACH	Amazon Capital Services	10/8/2020	51.91
ACH	Amazon Capital Services	10/8/2020	22.71
ACH	Amazon Capital Services	10/8/2020	46.31
ACH	Amazon Capital Services	10/8/2020	55.52
ACH	Amazon Capital Services	10/8/2020	25.55
ACH	Amazon Capital Services	10/8/2020	31.98
ACH	Amazon Capital Services	10/8/2020	14.82
ACH	Amazon Capital Services	10/8/2020	25.33
ACH	Amazon Capital Services	10/8/2020	6.77
ACH	Amazon Capital Services	10/8/2020	120.44

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/8/2020	30.61
ACH	Amazon Capital Services	10/8/2020	70.06
ACH	Amazon Capital Services	10/8/2020	33.15
ACH	Amazon Capital Services	10/8/2020	17.61
ACH	Amazon Capital Services	10/8/2020	43.23
ACH	Amazon Capital Services	10/8/2020	46.70
ACH	Amazon Capital Services	10/8/2020	30.15
ACH	Amazon Capital Services	10/8/2020	11.03
ACH	Amazon Capital Services	10/8/2020	43.09
ACH	Amazon Capital Services	10/8/2020	41.03
ACH	Amazon Capital Services	10/8/2020	55.44
ACH	Amazon Capital Services	10/8/2020	15.07
ACH	Amazon Capital Services	10/8/2020	16.37
ACH	Amazon Capital Services	10/8/2020	8.61
ACH	Amazon Capital Services	10/8/2020	7.49
ACH	Amazon Capital Services	10/8/2020	11.56
ACH	Amazon Capital Services	10/8/2020	215.49
ACH	Amazon Capital Services	10/8/2020	6.00
ACH	Amazon Capital Services	10/8/2020	26.58
ACH	Amazon Capital Services	10/8/2020	97.86
ACH	Amazon Capital Services	10/8/2020	16.23
ACH	Amazon Capital Services	10/8/2020	6.00
ACH	Amazon Capital Services	10/8/2020	9.64
ACH	Amazon Capital Services	10/8/2020	46.32
ACH	Amazon Capital Services	10/8/2020	5.41
ACH	Amazon Capital Services	10/8/2020	72.58
ACH	Amazon Capital Services	10/8/2020	67.86
ACH	Amazon Capital Services	10/8/2020	41.33
ACH	Amazon Capital Services	10/8/2020	7.10
ACH	Amazon Capital Services	10/8/2020	126.84
ACH	Amazon Capital Services	10/8/2020	16.11
ACH	Amazon Capital Services	10/8/2020	24.77
ACH	Amazon Capital Services	10/8/2020	32.11
ACH	Amazon Capital Services	10/8/2020	17.88
ACH	Amazon Capital Services	10/8/2020	48.87
ACH	Amazon Capital Services	10/8/2020	13.96
ACH	Amazon Capital Services	10/8/2020	7.58
ACH	Amazon Capital Services	10/8/2020	14.00
ACH	Amazon Capital Services	10/8/2020	49.97
ACH	Amazon Capital Services	10/8/2020	43.22
ACH	Amazon Capital Services	10/8/2020	10.72
ACH	Amazon Capital Services	10/8/2020	14.49
ACH	Amazon Capital Services	10/8/2020	50.62
ACH	Amazon Capital Services	10/8/2020	8.61
ACH	Amazon Capital Services	10/8/2020	50.51
ACH	Amazon Capital Services	10/8/2020	21.54
ACH	Amazon Capital Services	10/8/2020	7.53
ACH	Amazon Capital Services	10/8/2020	46.31
ACH	Amazon Capital Services	10/8/2020	61.85
ACH	Amazon Capital Services	10/8/2020	10.76
ACH	Amazon Capital Services	10/8/2020	23.41
ACH	Amazon Capital Services	10/8/2020	26.73
ACH	Amazon Capital Services	10/8/2020	40.02
ACH	Amazon Capital Services	10/8/2020	26.93
ACH	Amazon Capital Services	10/13/2020	43.52
ACH	Amazon Capital Services	10/13/2020	53.16
ACH	Amazon Capital Services	10/13/2020	10.47

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/13/2020	27.72
ACH	Amazon Capital Services	10/13/2020	15.07
ACH	Amazon Capital Services	10/13/2020	14.02
ACH	Amazon Capital Services	10/13/2020	46.21
ACH	Amazon Capital Services	10/13/2020	16.11
ACH	Amazon Capital Services	10/13/2020	58.63
ACH	Amazon Capital Services	10/13/2020	11.84
ACH	Amazon Capital Services	10/13/2020	25.80
ACH	Amazon Capital Services	10/13/2020	16.88
ACH	Amazon Capital Services	10/13/2020	16.10
ACH	Amazon Capital Services	10/13/2020	12.93
ACH	Amazon Capital Services	10/13/2020	3.34
ACH	Amazon Capital Services	10/13/2020	59.53
ACH	Amazon Capital Services	10/13/2020	26.94
ACH	Amazon Capital Services	10/13/2020	55.91
ACH	Amazon Capital Services	10/13/2020	20.06
ACH	Amazon Capital Services	10/13/2020	17.87
ACH	Amazon Capital Services	10/13/2020	10.81
ACH	Amazon Capital Services	10/13/2020	3.50
ACH	Amazon Capital Services	10/13/2020	36.60
ACH	Amazon Capital Services	10/13/2020	15.07
ACH	Amazon Capital Services	10/13/2020	45.83
ACH	Amazon Capital Services	10/13/2020	7.27
ACH	Amazon Capital Services	10/13/2020	43.29
ACH	Amazon Capital Services	10/13/2020	19.38
ACH	Amazon Capital Services	10/13/2020	14.81
ACH	Amazon Capital Services	10/13/2020	10.81
ACH	Amazon Capital Services	10/13/2020	12.98
ACH	Amazon Capital Services	10/13/2020	39.98
ACH	Amazon Capital Services	10/13/2020	7.31
ACH	Amazon Capital Services	10/13/2020	28.00
ACH	Amazon Capital Services	10/13/2020	42.38
ACH	Amazon Capital Services	10/13/2020	5.87
ACH	Amazon Capital Services	10/13/2020	15.16
ACH	Amazon Capital Services	10/13/2020	38.51
ACH	Amazon Capital Services	10/13/2020	39.58
ACH	Amazon Capital Services	10/13/2020	10.76
ACH	Amazon Capital Services	10/13/2020	32.71
ACH	Amazon Capital Services	10/13/2020	47.06
ACH	Amazon Capital Services	10/13/2020	21.09
ACH	Amazon Capital Services	10/13/2020	31.21
ACH	Amazon Capital Services	10/13/2020	25.31
ACH	Amazon Capital Services	10/13/2020	16.15
ACH	Amazon Capital Services	10/13/2020	14.43
ACH	Amazon Capital Services	10/13/2020	106.04
ACH	Amazon Capital Services	10/13/2020	27.78
ACH	Amazon Capital Services	10/13/2020	32.64
ACH	Amazon Capital Services	10/13/2020	32.11
ACH	Amazon Capital Services	10/13/2020	33.12
ACH	Amazon Capital Services	10/13/2020	26.44
ACH	Amazon Capital Services	10/13/2020	26.32
ACH	Amazon Capital Services	10/13/2020	33.40
ACH	Amazon Capital Services	10/13/2020	16.23
ACH	Amazon Capital Services	10/13/2020	20.46
ACH	Amazon Capital Services	10/13/2020	29.07
ACH	Amazon Capital Services	10/13/2020	114.67
ACH	Amazon Capital Services	10/13/2020	37.59

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/13/2020	21.59
ACH	Amazon Capital Services	10/13/2020	16.15
ACH	Amazon Capital Services	10/13/2020	15.05
ACH	Amazon Capital Services	10/13/2020	15.90
ACH	Amazon Capital Services	10/13/2020	3.34
ACH	Amazon Capital Services	10/13/2020	11.63
ACH	Amazon Capital Services	10/13/2020	30.77
ACH	Amazon Capital Services	10/13/2020	55.69
ACH	Amazon Capital Services	10/13/2020	40.84
ACH	Amazon Capital Services	10/13/2020	30.15
ACH	Amazon Capital Services	10/13/2020	21.54
ACH	Amazon Capital Services	10/13/2020	25.51
ACH	Amazon Capital Services	10/13/2020	11.74
ACH	Amazon Capital Services	10/13/2020	17.85
ACH	Amazon Capital Services	10/13/2020	19.71
ACH	Amazon Capital Services	10/13/2020	21.08
ACH	Amazon Capital Services	10/13/2020	21.54
ACH	Amazon Capital Services	10/13/2020	17.55
ACH	Amazon Capital Services	10/13/2020	24.31
ACH	Amazon Capital Services	10/13/2020	141.59
ACH	Amazon Capital Services	10/13/2020	1.45
ACH	Amazon Capital Services	10/13/2020	34.32
ACH	Amazon Capital Services	10/13/2020	13.97
ACH	Amazon Capital Services	10/13/2020	6.48
ACH	Amazon Capital Services	10/13/2020	1.45
ACH	Amazon Capital Services	10/13/2020	17.29
ACH	Amazon Capital Services	10/13/2020	15.99
ACH	Amazon Capital Services	10/13/2020	17.42
ACH	Amazon Capital Services	10/13/2020	17.39
ACH	Amazon Capital Services	10/13/2020	20.45
ACH	Amazon Capital Services	10/13/2020	18.26
ACH	Amazon Capital Services	10/13/2020	34.01
ACH	Amazon Capital Services	10/13/2020	19.37
ACH	Amazon Capital Services	10/13/2020	21.52
ACH	Amazon Capital Services	10/13/2020	20.23
ACH	Amazon Capital Services	10/13/2020	16.10
ACH	Amazon Capital Services	10/13/2020	14.43
ACH	Amazon Capital Services	10/13/2020	32.61
ACH	Amazon Capital Services	10/13/2020	29.18
ACH	Amazon Capital Services	10/13/2020	14.04
ACH	Amazon Capital Services	10/13/2020	21.97
ACH	Amazon Capital Services	10/13/2020	24.57
ACH	Amazon Capital Services	10/13/2020	11.04
ACH	Amazon Capital Services	10/15/2020	9.15
ACH	Amazon Capital Services	10/15/2020	46.39
ACH	Amazon Capital Services	10/15/2020	7.63
ACH	Amazon Capital Services	10/15/2020	82.32
ACH	Amazon Capital Services	10/15/2020	20.98
ACH	Amazon Capital Services	10/15/2020	6.15
ACH	Amazon Capital Services	10/15/2020	6.43
ACH	Amazon Capital Services	10/15/2020	56.24
ACH	Amazon Capital Services	10/15/2020	53.28
ACH	Amazon Capital Services	10/15/2020	13.58
ACH	Amazon Capital Services	10/15/2020	5.22
ACH	Amazon Capital Services	10/15/2020	10.76
ACH	Amazon Capital Services	10/15/2020	114.81
ACH	Amazon Capital Services	10/15/2020	21.10

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/15/2020	28.74
ACH	Amazon Capital Services	10/15/2020	127.68
ACH	Amazon Capital Services	10/15/2020	16.15
ACH	Amazon Capital Services	10/15/2020	14.00
ACH	Amazon Capital Services	10/15/2020	7.87
ACH	Amazon Capital Services	10/15/2020	19.38
ACH	Amazon Capital Services	10/15/2020	21.54
ACH	Amazon Capital Services	10/15/2020	89.97
ACH	Amazon Capital Services	10/15/2020	65.65
ACH	Amazon Capital Services	10/15/2020	49.23
ACH	Amazon Capital Services	10/15/2020	21.30
ACH	Amazon Capital Services	10/15/2020	8.69
ACH	Amazon Capital Services	10/15/2020	17.54
ACH	Amazon Capital Services	10/15/2020	9.69
ACH	Amazon Capital Services	10/15/2020	13.11
ACH	Amazon Capital Services	10/15/2020	45.24
ACH	Amazon Capital Services	10/15/2020	92.00
ACH	Amazon Capital Services	10/15/2020	10.76
ACH	Amazon Capital Services	10/15/2020	62.06
ACH	Amazon Capital Services	10/15/2020	26.65
ACH	Amazon Capital Services	10/15/2020	30.11
ACH	Amazon Capital Services	10/15/2020	18.41
ACH	Amazon Capital Services	10/15/2020	24.99
ACH	Amazon Capital Services	10/15/2020	17.29
ACH	Amazon Capital Services	10/15/2020	16.92
ACH	Amazon Capital Services	10/15/2020	43.09
ACH	Amazon Capital Services	10/15/2020	89.17
ACH	Amazon Capital Services	10/15/2020	16.22
ACH	Amazon Capital Services	10/15/2020	45.24
ACH	Amazon Capital Services	10/15/2020	7.53
ACH	Amazon Capital Services	10/15/2020	21.64
ACH	Amazon Capital Services	10/15/2020	42.29
ACH	Amazon Capital Services	10/15/2020	32.27
ACH	Amazon Capital Services	10/15/2020	24.14
ACH	Amazon Capital Services	10/15/2020	4.30
ACH	Amazon Capital Services	10/15/2020	96.92
ACH	Amazon Capital Services	10/15/2020	26.93
ACH	Amazon Capital Services	10/15/2020	22.91
ACH	Amazon Capital Services	10/15/2020	148.99
ACH	Amazon Capital Services	10/15/2020	50.07
ACH	Amazon Capital Services	10/15/2020	123.66
ACH	Amazon Capital Services	10/15/2020	43.45
ACH	Amazon Capital Services	10/15/2020	21.53
ACH	Amazon Capital Services	10/15/2020	27.25
ACH	Amazon Capital Services	10/15/2020	14.00
ACH	Amazon Capital Services	10/15/2020	34.46
ACH	Amazon Capital Services	10/15/2020	18.06
ACH	Amazon Capital Services	10/15/2020	13.78
ACH	Amazon Capital Services	10/15/2020	46.48
ACH	Amazon Capital Services	10/15/2020	5.10
ACH	Amazon Capital Services	10/15/2020	54.36
ACH	Amazon Capital Services	10/15/2020	18.31
ACH	Amazon Capital Services	10/15/2020	16.15
ACH	Amazon Capital Services	10/15/2020	12.90
ACH	Amazon Capital Services	10/15/2020	6.43
ACH	Amazon Capital Services	10/15/2020	12.92
ACH	Amazon Capital Services	10/15/2020	21.54

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/15/2020	88.32
ACH	Amazon Capital Services	10/15/2020	45.43
ACH	Amazon Capital Services	10/15/2020	15.03
ACH	Amazon Capital Services	10/15/2020	8.72
ACH	Amazon Capital Services	10/15/2020	7.51
ACH	Amazon Capital Services	10/15/2020	79.62
ACH	Amazon Capital Services	10/15/2020	14.69
ACH	Amazon Capital Services	10/15/2020	15.06
ACH	Amazon Capital Services	10/15/2020	7.42
ACH	Amazon Capital Services	10/15/2020	11.52
ACH	Amazon Capital Services	10/15/2020	7.53
ACH	Amazon Capital Services	10/15/2020	5.27
ACH	Amazon Capital Services	10/15/2020	77.89
ACH	Amazon Capital Services	10/15/2020	9.69
ACH	Amazon Capital Services	10/15/2020	8.91
ACH	Amazon Capital Services	10/15/2020	40.93
ACH	Amazon Capital Services	10/15/2020	16.67
ACH	Amazon Capital Services	10/15/2020	8.53
ACH	Amazon Capital Services	10/15/2020	7.53
ACH	Amazon Capital Services	10/15/2020	9.73
ACH	Amazon Capital Services	10/15/2020	28.84
ACH	Amazon Capital Services	10/15/2020	8.07
ACH	Amazon Capital Services	10/15/2020	8.07
ACH	Amazon Capital Services	10/15/2020	32.45
ACH	Amazon Capital Services	10/15/2020	10.66
ACH	Amazon Capital Services	10/15/2020	92.16
ACH	Amazon Capital Services	10/15/2020	35.55
ACH	Amazon Capital Services	10/15/2020	70.98
ACH	Amazon Capital Services	10/15/2020	41.66
ACH	Amazon Capital Services	10/15/2020	9.69
ACH	Amazon Capital Services	10/15/2020	12.12
ACH	Amazon Capital Services	10/15/2020	1.78
ACH	Amazon Capital Services	10/15/2020	20.46
ACH	Amazon Capital Services	10/15/2020	47.17
ACH	Amazon Capital Services	10/15/2020	193.83
ACH	Amazon Capital Services	10/15/2020	10.21
ACH	Amazon Capital Services	10/15/2020	66.35
ACH	Amazon Capital Services	10/15/2020	62.90
ACH	Amazon Capital Services	10/15/2020	69.80
ACH	Amazon Capital Services	10/15/2020	12.98
ACH	Amazon Capital Services	10/15/2020	32.06
ACH	Amazon Capital Services	10/15/2020	7.53
ACH	Amazon Capital Services	10/15/2020	13.99
ACH	Amazon Capital Services	10/15/2020	4.30
ACH	Amazon Capital Services	10/15/2020	23.67
ACH	Amazon Capital Services	10/15/2020	15.07
ACH	Amazon Capital Services	10/15/2020	10.66
ACH	Amazon Capital Services	10/15/2020	15.34
ACH	Amazon Capital Services	10/15/2020	80.45
ACH	Amazon Capital Services	10/15/2020	31.35
ACH	Amazon Capital Services	10/15/2020	55.47
ACH	Amazon Capital Services	10/15/2020	28.79
ACH	Amazon Capital Services	10/15/2020	38.69
ACH	Amazon Capital Services	10/15/2020	12.92
ACH	Amazon Capital Services	10/15/2020	10.72
ACH	Amazon Capital Services	10/15/2020	42.02
ACH	Amazon Capital Services	10/15/2020	18.51

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/15/2020	5.37
ACH	Amazon Capital Services	10/15/2020	3.72
ACH	Amazon Capital Services	10/15/2020	15.99
ACH	Amazon Capital Services	10/20/2020	5.93
ACH	Amazon Capital Services	10/20/2020	20.35
ACH	Amazon Capital Services	10/20/2020	54.13
ACH	Amazon Capital Services	10/20/2020	37.46
ACH	Amazon Capital Services	10/20/2020	149.68
ACH	Amazon Capital Services	10/20/2020	4.84
ACH	Amazon Capital Services	10/20/2020	25.85
ACH	Amazon Capital Services	10/20/2020	8.57
ACH	Amazon Capital Services	10/20/2020	50.04
ACH	Amazon Capital Services	10/20/2020	32.30
ACH	Amazon Capital Services	10/20/2020	18.28
ACH	Amazon Capital Services	10/20/2020	18.31
ACH	Amazon Capital Services	10/20/2020	22.55
ACH	Amazon Capital Services	10/20/2020	58.09
ACH	Amazon Capital Services	10/20/2020	58.69
ACH	Amazon Capital Services	10/20/2020	19.90
ACH	Amazon Capital Services	10/20/2020	52.76
ACH	Amazon Capital Services	10/20/2020	14.12
ACH	Amazon Capital Services	10/20/2020	11.26
ACH	Amazon Capital Services	10/20/2020	15.07
ACH	Amazon Capital Services	10/20/2020	5.48
ACH	Amazon Capital Services	10/20/2020	81.18
ACH	Amazon Capital Services	10/20/2020	67.87
ACH	Amazon Capital Services	10/20/2020	47.39
ACH	Amazon Capital Services	10/20/2020	62.35
ACH	Amazon Capital Services	10/20/2020	7.53
ACH	Amazon Capital Services	10/20/2020	16.43
ACH	Amazon Capital Services	10/20/2020	19.47
ACH	Amazon Capital Services	10/20/2020	10.51
ACH	Amazon Capital Services	10/20/2020	68.95
ACH	Amazon Capital Services	10/20/2020	11.96
ACH	Amazon Capital Services	10/20/2020	36.71
ACH	Amazon Capital Services	10/20/2020	40.38
ACH	Amazon Capital Services	10/20/2020	97.31
ACH	Amazon Capital Services	10/20/2020	16.15
ACH	Amazon Capital Services	10/20/2020	19.02
ACH	Amazon Capital Services	10/20/2020	53.76
ACH	Amazon Capital Services	10/20/2020	9.69
ACH	Amazon Capital Services	10/20/2020	25.85
ACH	Amazon Capital Services	10/20/2020	47.14
ACH	Amazon Capital Services	10/20/2020	61.35
ACH	Amazon Capital Services	10/20/2020	21.54
ACH	Amazon Capital Services	10/20/2020	7.28
ACH	Amazon Capital Services	10/20/2020	32.41
ACH	Amazon Capital Services	10/20/2020	19.71
ACH	Amazon Capital Services	10/20/2020	39.29
ACH	Amazon Capital Services	10/20/2020	18.57
ACH	Amazon Capital Services	10/20/2020	14.82
ACH	Amazon Capital Services	10/20/2020	8.50
ACH	Amazon Capital Services	10/20/2020	14.46
ACH	Amazon Capital Services	10/20/2020	8.31
ACH	Amazon Capital Services	10/20/2020	12.19
ACH	Amazon Capital Services	10/20/2020	21.50
ACH	Amazon Capital Services	10/20/2020	23.79



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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/20/2020	12.46
ACH	Amazon Capital Services	10/20/2020	19.47
ACH	Amazon Capital Services	10/20/2020	49.55
ACH	Amazon Capital Services	10/20/2020	36.97
ACH	Amazon Capital Services	10/20/2020	7.63
ACH	Amazon Capital Services	10/22/2020	4.30
ACH	Amazon Capital Services	10/22/2020	62.43
ACH	Amazon Capital Services	10/22/2020	5.47
ACH	Amazon Capital Services	10/22/2020	21.54
ACH	Amazon Capital Services	10/22/2020	226.26
ACH	Amazon Capital Services	10/22/2020	59.66
ACH	Amazon Capital Services	10/22/2020	60.68
ACH	Amazon Capital Services	10/22/2020	6.45
ACH	Amazon Capital Services	10/22/2020	32.31
ACH	Amazon Capital Services	10/22/2020	10.28
ACH	Amazon Capital Services	10/22/2020	11.84
ACH	Amazon Capital Services	10/22/2020	43.09
ACH	Amazon Capital Services	10/22/2020	16.02
ACH	Amazon Capital Services	10/22/2020	19.04
ACH	Amazon Capital Services	10/22/2020	79.34
ACH	Amazon Capital Services	10/22/2020	9.68
ACH	Amazon Capital Services	10/22/2020	107.74
ACH	Amazon Capital Services	10/22/2020	50.82
ACH	Amazon Capital Services	10/22/2020	7.40
ACH	Amazon Capital Services	10/22/2020	10.77
ACH	Amazon Capital Services	10/22/2020	40.76
ACH	Amazon Capital Services	10/22/2020	29.89
ACH	Amazon Capital Services	10/22/2020	16.41
ACH	Amazon Capital Services	10/22/2020	7.33
ACH	Amazon Capital Services	10/22/2020	5.84
ACH	Amazon Capital Services	10/22/2020	18.36
ACH	Amazon Capital Services	10/22/2020	43.09
ACH	Amazon Capital Services	10/22/2020	6.99
ACH	Amazon Capital Services	10/22/2020	32.25
ACH	Amazon Capital Services	10/22/2020	8.53
ACH	Amazon Capital Services	10/22/2020	39.53
ACH	Amazon Capital Services	10/22/2020	43.05
ACH	Amazon Capital Services	10/22/2020	24.44
ACH	Amazon Capital Services	10/22/2020	34.64
ACH	Amazon Capital Services	10/22/2020	97.57
ACH	Amazon Capital Services	10/22/2020	7.22
ACH	Amazon Capital Services	10/22/2020	18.26
ACH	Amazon Capital Services	10/22/2020	40.70
ACH	Amazon Capital Services	10/22/2020	20.44
ACH	Amazon Capital Services	10/22/2020	18.31
ACH	Amazon Capital Services	10/22/2020	27.98
ACH	Amazon Capital Services	10/22/2020	39.34
ACH	Amazon Capital Services	10/22/2020	75.38
ACH	Amazon Capital Services	10/22/2020	17.82
ACH	Amazon Capital Services	10/22/2020	8.61
ACH	Amazon Capital Services	10/22/2020	8.61
ACH	Amazon Capital Services	10/22/2020	14.77
ACH	Amazon Capital Services	10/22/2020	103.00
ACH	Amazon Capital Services	10/22/2020	21.60
ACH	Amazon Capital Services	10/22/2020	24.77
ACH	Amazon Capital Services	10/22/2020	23.71
ACH	Amazon Capital Services	10/22/2020	7.53



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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/22/2020	12.36
ACH	Amazon Capital Services	10/22/2020	45.56
ACH	Amazon Capital Services	10/22/2020	24.18
ACH	Amazon Capital Services	10/22/2020	49.83
ACH	Amazon Capital Services	10/22/2020	70.65
ACH	Amazon Capital Services	10/22/2020	21.60
ACH	Amazon Capital Services	10/22/2020	13.95
ACH	Amazon Capital Services	10/22/2020	21.83
ACH	Amazon Capital Services	10/22/2020	103.43
ACH	Amazon Capital Services	10/22/2020	11.17
ACH	Amazon Capital Services	10/22/2020	43.10
ACH	Amazon Capital Services	10/22/2020	9.71
ACH	Amazon Capital Services	10/22/2020	72.78
ACH	Amazon Capital Services	10/22/2020	21.98
ACH	Amazon Capital Services	10/22/2020	22.21
ACH	Amazon Capital Services	10/22/2020	22.61
ACH	Amazon Capital Services	10/22/2020	32.19
ACH	Amazon Capital Services	10/22/2020	14.85
ACH	Amazon Capital Services	10/22/2020	16.04
ACH	Amazon Capital Services	10/22/2020	20.61
ACH	Amazon Capital Services	10/22/2020	22.92
ACH	Amazon Capital Services	10/22/2020	7.53
ACH	Amazon Capital Services	10/22/2020	18.32
ACH	Amazon Capital Services	10/22/2020	30.65
ACH	Amazon Capital Services	10/22/2020	22.37
ACH	Amazon Capital Services	10/22/2020	32.31
ACH	Amazon Capital Services	10/22/2020	14.00
ACH	Amazon Capital Services	10/22/2020	71.54
ACH	Amazon Capital Services	10/22/2020	40.40
ACH	Amazon Capital Services	10/22/2020	6.51
ACH	Amazon Capital Services	10/22/2020	26.03
ACH	Amazon Capital Services	10/22/2020	57.32
ACH	Amazon Capital Services	10/22/2020	38.42
ACH	Amazon Capital Services	10/22/2020	55.91
ACH	Amazon Capital Services	10/22/2020	52.68
ACH	Amazon Capital Services	10/22/2020	24.60
ACH	Amazon Capital Services	10/22/2020	12.80
ACH	Amazon Capital Services	10/22/2020	10.76
ACH	Amazon Capital Services	10/22/2020	15.12
ACH	Amazon Capital Services	10/22/2020	27.78
ACH	Amazon Capital Services	10/22/2020	65.97
ACH	Amazon Capital Services	10/22/2020	10.09
ACH	Amazon Capital Services	10/22/2020	29.04
ACH	Amazon Capital Services	10/22/2020	42.53
ACH	Amazon Capital Services	10/22/2020	10.66
ACH	Amazon Capital Services	10/22/2020	18.27
ACH	Amazon Capital Services	10/22/2020	58.27
ACH	Amazon Capital Services	10/22/2020	3.22
ACH	Amazon Capital Services	10/22/2020	70.73
ACH	Amazon Capital Services	10/22/2020	22.51
ACH	Amazon Capital Services	10/22/2020	21.41
ACH	Amazon Capital Services	10/22/2020	14.99
ACH	Amazon Capital Services	10/22/2020	62.33
ACH	Amazon Capital Services	10/22/2020	20.12
ACH	Amazon Capital Services	10/22/2020	15.07
ACH	Amazon Capital Services	10/22/2020	21.54
ACH	Amazon Capital Services	10/22/2020	25.66

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/22/2020	34.47
ACH	Amazon Capital Services	10/22/2020	83.81
ACH	Amazon Capital Services	10/22/2020	8.61
ACH	Amazon Capital Services	10/22/2020	12.19
ACH	Amazon Capital Services	10/22/2020	20.56
ACH	Amazon Capital Services	10/22/2020	16.55
ACH	Amazon Capital Services	10/22/2020	48.44
ACH	Amazon Capital Services	10/22/2020	32.33
ACH	Amazon Capital Services	10/22/2020	123.86
ACH	Amazon Capital Services	10/22/2020	21.50
ACH	Amazon Capital Services	10/22/2020	17.14
ACH	Amazon Capital Services	10/22/2020	17.98
ACH	Amazon Capital Services	10/22/2020	127.12
ACH	Amazon Capital Services	10/22/2020	37.79
ACH	Amazon Capital Services	10/22/2020	175.39
ACH	Amazon Capital Services	10/22/2020	33.50
ACH	Amazon Capital Services	10/22/2020	93.50
ACH	Amazon Capital Services	10/22/2020	14.54
ACH	Amazon Capital Services	10/22/2020	6.70
ACH	Amazon Capital Services	10/22/2020	33.15
ACH	Amazon Capital Services	10/22/2020	55.13
ACH	Amazon Capital Services	10/22/2020	27.78
ACH	Amazon Capital Services	10/22/2020	25.35
ACH	Amazon Capital Services	10/22/2020	64.64
ACH	Amazon Capital Services	10/22/2020	3.44
ACH	Amazon Capital Services	10/22/2020	21.27
ACH	Amazon Capital Services	10/22/2020	30.91
ACH	Amazon Capital Services	10/22/2020	18.31
ACH	Amazon Capital Services	10/22/2020	55.06
ACH	Amazon Capital Services	10/22/2020	22.72
ACH	Amazon Capital Services	10/22/2020	22.94
ACH	Amazon Capital Services	10/22/2020	28.50
ACH	Amazon Capital Services	10/22/2020	18.49
ACH	Amazon Capital Services	10/22/2020	7.36
ACH	Amazon Capital Services	10/22/2020	60.07
ACH	Amazon Capital Services	10/22/2020	6.48
ACH	Amazon Capital Services	10/22/2020	6.45
ACH	Amazon Capital Services	10/22/2020	63.36
ACH	Amazon Capital Services	10/22/2020	38.50
ACH	Amazon Capital Services	10/22/2020	23.16
ACH	Amazon Capital Services	10/22/2020	50.89
ACH	Amazon Capital Services	10/22/2020	45.61
ACH	Amazon Capital Services	10/22/2020	8.57
ACH	Amazon Capital Services	10/22/2020	11.95
ACH	Amazon Capital Services	10/22/2020	10.76
ACH	Amazon Capital Services	10/22/2020	25.85
ACH	Amazon Capital Services	10/22/2020	6.89
ACH	Amazon Capital Services	10/22/2020	37.63
ACH	Amazon Capital Services	10/22/2020	16.95
ACH	Amazon Capital Services	10/22/2020	16.55
ACH	Amazon Capital Services	10/22/2020	17.03
ACH	Amazon Capital Services	10/22/2020	43.05
ACH	Amazon Capital Services	10/22/2020	86.63
ACH	Amazon Capital Services	10/22/2020	96.94
ACH	Amazon Capital Services	10/22/2020	8.61
ACH	Amazon Capital Services	10/22/2020	9.73
ACH	Amazon Capital Services	10/22/2020	16.14

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/22/2020	13.05
ACH	Amazon Capital Services	10/22/2020	31.11
ACH	Amazon Capital Services	10/22/2020	9.68
ACH	Amazon Capital Services	10/22/2020	26.81
ACH	Amazon Capital Services	10/22/2020	6.24
ACH	Amazon Capital Services	10/22/2020	15.41
ACH	Amazon Capital Services	10/22/2020	10.76
ACH	Amazon Capital Services	10/22/2020	7.53
ACH	Amazon Capital Services	10/22/2020	85.59
ACH	Amazon Capital Services	10/22/2020	7.53
ACH	Amazon Capital Services	10/22/2020	31.55
ACH	Amazon Capital Services	10/22/2020	46.32
ACH	Amazon Capital Services	10/22/2020	83.78
ACH	Amazon Capital Services	10/22/2020	5.57
ACH	Amazon Capital Services	10/22/2020	64.44
ACH	Amazon Capital Services	10/22/2020	13.04
ACH	Amazon Capital Services	10/22/2020	21.96
ACH	Amazon Capital Services	10/22/2020	5.38
ACH	Amazon Capital Services	10/22/2020	7.53
ACH	Amazon Capital Services	10/22/2020	9.69
ACH	Amazon Capital Services	10/22/2020	85.94
ACH	Amazon Capital Services	10/22/2020	10.23
ACH	Amazon Capital Services	10/22/2020	13.20
ACH	Amazon Capital Services	10/22/2020	39.36
ACH	Amazon Capital Services	10/22/2020	36.53
ACH	Amazon Capital Services	10/22/2020	116.31
ACH	Amazon Capital Services	10/22/2020	155.14
ACH	Amazon Capital Services	10/22/2020	6.45
ACH	Amazon Capital Services	10/22/2020	35.52
ACH	Amazon Capital Services	10/22/2020	7.49
ACH	Amazon Capital Services	10/22/2020	29.49
ACH	Amazon Capital Services	10/22/2020	27.78
ACH	Amazon Capital Services	10/22/2020	10.07
ACH	Amazon Capital Services	10/22/2020	46.21
ACH	Amazon Capital Services	10/22/2020	11.73
ACH	Amazon Capital Services	10/22/2020	10.72
ACH	Amazon Capital Services	10/22/2020	18.48
ACH	Amazon Capital Services	10/22/2020	16.57
ACH	Amazon Capital Services	10/22/2020	20.99
ACH	Amazon Capital Services	10/22/2020	8.61
ACH	Amazon Capital Services	10/22/2020	64.19
ACH	Amazon Capital Services	10/22/2020	139.00
ACH	Amazon Capital Services	10/22/2020	10.12
ACH	Amazon Capital Services	10/22/2020	12.06
ACH	Amazon Capital Services	10/22/2020	13.89
ACH	Amazon Capital Services	10/22/2020	5.37
ACH	Amazon Capital Services	10/22/2020	19.89
ACH	Amazon Capital Services	10/22/2020	22.79
ACH	Amazon Capital Services	10/22/2020	10.76
ACH	Amazon Capital Services	10/22/2020	22.51
ACH	Amazon Capital Services	10/22/2020	49.01
ACH	Amazon Capital Services	10/22/2020	133.58
ACH	Amazon Capital Services	10/22/2020	98.85
ACH	Amazon Capital Services	10/22/2020	17.61
ACH	Amazon Capital Services	10/22/2020	32.42
ACH	Amazon Capital Services	10/22/2020	13.03
ACH	Amazon Capital Services	10/22/2020	139.89

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/22/2020	28.13
ACH	Amazon Capital Services	10/22/2020	25.80
ACH	Amazon Capital Services	10/22/2020	26.55
ACH	Amazon Capital Services	10/22/2020	25.16
ACH	Amazon Capital Services	10/22/2020	16.08
ACH	Amazon Capital Services	10/22/2020	53.64
ACH	Amazon Capital Services	10/22/2020	139.36
ACH	Amazon Capital Services	10/22/2020	6.47
ACH	Amazon Capital Services	10/22/2020	96.95
ACH	Amazon Capital Services	10/22/2020	10.12
ACH	Amazon Capital Services	10/22/2020	77.99
ACH	Amazon Capital Services	10/22/2020	17.23
ACH	Amazon Capital Services	10/22/2020	41.62
ACH	Amazon Capital Services	10/22/2020	12.91
ACH	Amazon Capital Services	10/22/2020	55.44
ACH	Amazon Capital Services	10/22/2020	12.82
ACH	Amazon Capital Services	10/22/2020	38.95
ACH	Amazon Capital Services	10/22/2020	33.36
ACH	Amazon Capital Services	10/22/2020	41.97
ACH	Amazon Capital Services	10/22/2020	91.66
ACH	Amazon Capital Services	10/22/2020	10.21
ACH	Amazon Capital Services	10/22/2020	21.53
ACH	Amazon Capital Services	10/22/2020	92.42
ACH	Amazon Capital Services	10/22/2020	20.46
ACH	Amazon Capital Services	10/22/2020	5.43
ACH	Amazon Capital Services	10/22/2020	52.34
ACH	Amazon Capital Services	10/22/2020	59.94
ACH	Amazon Capital Services	10/22/2020	38.74
ACH	Amazon Capital Services	10/22/2020	5.57
ACH	Amazon Capital Services	10/22/2020	24.72
ACH	Amazon Capital Services	10/22/2020	86.59
ACH	Amazon Capital Services	10/22/2020	67.69
ACH	Amazon Capital Services	10/22/2020	68.16
ACH	Amazon Capital Services	10/22/2020	11.20
ACH	Amazon Capital Services	10/22/2020	10.84
ACH	Amazon Capital Services	10/22/2020	5.38
ACH	Amazon Capital Services	10/22/2020	17.23
ACH	Amazon Capital Services	10/22/2020	28.96
ACH	Amazon Capital Services	10/22/2020	11.29
ACH	Amazon Capital Services	10/22/2020	7.10
ACH	Amazon Capital Services	10/22/2020	53.64
ACH	Amazon Capital Services	10/22/2020	22.62
ACH	Amazon Capital Services	10/22/2020	10.84
ACH	Amazon Capital Services	10/22/2020	47.02
ACH	Amazon Capital Services	10/22/2020	15.57
ACH	Amazon Capital Services	10/22/2020	5.66
ACH	Amazon Capital Services	10/22/2020	40.86
ACH	Amazon Capital Services	10/22/2020	22.05
ACH	Amazon Capital Services	10/22/2020	70.91
ACH	Amazon Capital Services	10/22/2020	29.28
ACH	Amazon Capital Services	10/22/2020	35.52
ACH	Amazon Capital Services	10/22/2020	106.29
ACH	Amazon Capital Services	10/22/2020	3.98
ACH	Amazon Capital Services	10/22/2020	6.48
ACH	Amazon Capital Services	10/22/2020	26.68
ACH	Amazon Capital Services	10/22/2020	14.00
ACH	Amazon Capital Services	10/22/2020	7.51

## Pacific Coast Academy

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/22/2020	87.37
ACH	Amazon Capital Services	10/22/2020	107.74
ACH	Amazon Capital Services	10/22/2020	21.60
ACH	Amazon Capital Services	10/22/2020	21.60
ACH	Amazon Capital Services	10/22/2020	95.14
ACH	Amazon Capital Services	10/22/2020	11.84
ACH	Amazon Capital Services	10/22/2020	7.27
ACH	Amazon Capital Services	10/22/2020	49.45
ACH	Amazon Capital Services	10/22/2020	62.34
ACH	Amazon Capital Services	10/22/2020	7.49
ACH	Amazon Capital Services	10/22/2020	12.92
ACH	Amazon Capital Services	10/22/2020	6.48
ACH	Amazon Capital Services	10/22/2020	11.82
ACH	Amazon Capital Services	10/22/2020	15.09
ACH	Amazon Capital Services	10/22/2020	7.51
ACH	Amazon Capital Services	10/22/2020	43.44
ACH	Amazon Capital Services	10/22/2020	51.29
ACH	Amazon Capital Services	10/22/2020	42.20
ACH	Amazon Capital Services	10/22/2020	24.67
ACH	Amazon Capital Services	10/22/2020	62.90
ACH	Amazon Capital Services	10/22/2020	18.90
ACH	Amazon Capital Services	10/22/2020	16.18
ACH	Amazon Capital Services	10/22/2020	43.41
ACH	Amazon Capital Services	10/22/2020	14.00
ACH	Amazon Capital Services	10/22/2020	7.49
ACH	Amazon Capital Services	10/22/2020	59.09
ACH	Amazon Capital Services	10/22/2020	10.81
ACH	Amazon Capital Services	10/22/2020	6.45
ACH	Amazon Capital Services	10/22/2020	7.49
ACH	Amazon Capital Services	10/22/2020	17.22
ACH	Amazon Capital Services	10/22/2020	19.89
ACH	Amazon Capital Services	10/22/2020	33.56
ACH	Amazon Capital Services	10/22/2020	71.12
ACH	Amazon Capital Services	10/22/2020	34.89
ACH	Amazon Capital Services	10/22/2020	10.84
ACH	Amazon Capital Services	10/22/2020	21.54
ACH	Amazon Capital Services	10/22/2020	11.08
ACH	Amazon Capital Services	10/22/2020	21.54
ACH	Amazon Capital Services	10/22/2020	6.99
ACH	Amazon Capital Services	10/22/2020	16.25
ACH	Amazon Capital Services	10/22/2020	13.30
ACH	Amazon Capital Services	10/22/2020	14.21
ACH	Amazon Capital Services	10/22/2020	30.36
ACH	Amazon Capital Services	10/22/2020	35.48
ACH	Amazon Capital Services	10/22/2020	22.02
ACH	Amazon Capital Services	10/22/2020	80.36
ACH	Amazon Capital Services	10/22/2020	79.09
ACH	Amazon Capital Services	10/22/2020	5.54
ACH	Amazon Capital Services	10/22/2020	28.63
ACH	Amazon Capital Services	10/22/2020	13.57
ACH	Amazon Capital Services	10/22/2020	4.00
ACH	Amazon Capital Services	10/22/2020	62.23
ACH	Amazon Capital Services	10/22/2020	32.48
ACH	Amazon Capital Services	10/22/2020	35.60
ACH	Amazon Capital Services	10/22/2020	31.93
ACH	Amazon Capital Services	10/22/2020	92.00
ACH	Amazon Capital Services	10/22/2020	80.55

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/22/2020	18.26
ACH	Amazon Capital Services	10/22/2020	77.28
ACH	Amazon Capital Services	10/22/2020	15.30
ACH	Amazon Capital Services	10/22/2020	80.74
ACH	Amazon Capital Services	10/22/2020	135.84
ACH	Amazon Capital Services	10/22/2020	34.41
ACH	Amazon Capital Services	10/22/2020	6.01
ACH	Amazon Capital Services	10/22/2020	10.76
ACH	Amazon Capital Services	10/22/2020	32.07
ACH	Amazon Capital Services	10/22/2020	12.92
ACH	Amazon Capital Services	10/22/2020	49.55
ACH	Amazon Capital Services	10/22/2020	17.61
ACH	Amazon Capital Services	10/22/2020	29.08
ACH	Amazon Capital Services	10/22/2020	53.82
ACH	Amazon Capital Services	10/22/2020	7.41
ACH	Amazon Capital Services	10/22/2020	11.84
ACH	Amazon Capital Services	10/22/2020	64.44
ACH	Amazon Capital Services	10/22/2020	8.38
ACH	Amazon Capital Services	10/22/2020	69.26
ACH	Amazon Capital Services	10/22/2020	19.45
ACH	Amazon Capital Services	10/22/2020	79.60
ACH	Amazon Capital Services	10/22/2020	6.45
ACH	Amazon Capital Services	10/22/2020	9.54
ACH	Amazon Capital Services	10/22/2020	33.93
ACH	Amazon Capital Services	10/22/2020	14.00
ACH	Amazon Capital Services	10/22/2020	41.98
ACH	Amazon Capital Services	10/22/2020	14.00
ACH	Amazon Capital Services	10/22/2020	19.88
ACH	Amazon Capital Services	10/22/2020	7.43
ACH	Amazon Capital Services	10/22/2020	40.57
ACH	Amazon Capital Services	10/22/2020	23.03
ACH	Amazon Capital Services	10/22/2020	71.79
ACH	Amazon Capital Services	10/22/2020	43.09
ACH	Amazon Capital Services	10/22/2020	33.95
ACH	Amazon Capital Services	10/22/2020	74.34
ACH	Amazon Capital Services	10/22/2020	29.04
ACH	Amazon Capital Services	10/22/2020	11.80
ACH	Amazon Capital Services	10/22/2020	6.10
ACH	Amazon Capital Services	10/22/2020	16.16
ACH	Amazon Capital Services	10/22/2020	22.88
ACH	Amazon Capital Services	10/22/2020	43.10
ACH	Amazon Capital Services	10/22/2020	12.51
ACH	Amazon Capital Services	10/22/2020	51.94
ACH	Amazon Capital Services	10/22/2020	43.72
ACH	Amazon Capital Services	10/22/2020	10.76
ACH	Amazon Capital Services	10/22/2020	49.17
ACH	Amazon Capital Services	10/22/2020	31.01
ACH	Amazon Capital Services	10/22/2020	7.53
ACH	Amazon Capital Services	10/22/2020	54.68
ACH	Amazon Capital Services	10/22/2020	12.97
ACH	Amazon Capital Services	10/22/2020	67.96
ACH	Amazon Capital Services	10/22/2020	7.53
ACH	Amazon Capital Services	10/22/2020	33.93
ACH	Amazon Capital Services	10/22/2020	16.10
ACH	Amazon Capital Services	10/22/2020	1.78
ACH	Amazon Capital Services	10/22/2020	59.25
ACH	Amazon Capital Services	10/22/2020	6.03

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/22/2020	56.03
ACH	Amazon Capital Services	10/22/2020	57.32
ACH	Amazon Capital Services	10/22/2020	18.31
ACH	Amazon Capital Services	10/22/2020	6.45
ACH	Amazon Capital Services	10/22/2020	30.79
ACH	Amazon Capital Services	10/22/2020	25.42
ACH	Amazon Capital Services	10/22/2020	21.50
ACH	Amazon Capital Services	10/22/2020	26.74
ACH	Amazon Capital Services	10/22/2020	12.49
ACH	Amazon Capital Services	10/22/2020	17.08
ACH	Amazon Capital Services	10/22/2020	35.54
ACH	Amazon Capital Services	10/22/2020	90.53
ACH	Amazon Capital Services	10/22/2020	75.99
ACH	Amazon Capital Services	10/22/2020	10.76
ACH	Amazon Capital Services	10/22/2020	68.48
ACH	Amazon Capital Services	10/22/2020	24.74
ACH	Amazon Capital Services	10/22/2020	6.89
ACH	Amazon Capital Services	10/22/2020	23.69
ACH	Amazon Capital Services	10/22/2020	17.01
ACH	Amazon Capital Services	10/22/2020	16.22
ACH	Amazon Capital Services	10/22/2020	13.13
ACH	Amazon Capital Services	10/22/2020	76.46
ACH	Amazon Capital Services	10/22/2020	32.27
ACH	Amazon Capital Services	10/22/2020	69.92
ACH	Amazon Capital Services	10/22/2020	21.20
ACH	Amazon Capital Services	10/22/2020	16.47
ACH	Amazon Capital Services	10/22/2020	39.53
ACH	Amazon Capital Services	10/22/2020	27.98
ACH	Amazon Capital Services	10/22/2020	7.53
ACH	Amazon Capital Services	10/22/2020	26.03
ACH	Amazon Capital Services	10/22/2020	7.74
ACH	Amazon Capital Services	10/22/2020	40.83
ACH	Amazon Capital Services	10/22/2020	30.30
ACH	Amazon Capital Services	10/22/2020	15.06
ACH	Amazon Capital Services	10/22/2020	16.54
ACH	Amazon Capital Services	10/22/2020	78.26
ACH	Amazon Capital Services	10/22/2020	14.64
ACH	Amazon Capital Services	10/22/2020	29.04
ACH	Amazon Capital Services	10/22/2020	40.37
ACH	Amazon Capital Services	10/22/2020	37.71
ACH	Amazon Capital Services	10/22/2020	63.01
ACH	Amazon Capital Services	10/22/2020	100.96
ACH	Amazon Capital Services	10/22/2020	23.08
ACH	Amazon Capital Services	10/22/2020	16.37
ACH	Amazon Capital Services	10/22/2020	46.52
ACH	Amazon Capital Services	10/22/2020	16.30
ACH	Amazon Capital Services	10/22/2020	26.88
ACH	Amazon Capital Services	10/22/2020	70.03
ACH	Amazon Capital Services	10/22/2020	22.85
ACH	Amazon Capital Services	10/22/2020	33.52
ACH	Amazon Capital Services	10/22/2020	69.23
ACH	Amazon Capital Services	10/22/2020	18.31
ACH	Amazon Capital Services	10/22/2020	15.07
ACH	Amazon Capital Services	10/22/2020	37.69
ACH	Amazon Capital Services	10/22/2020	8.57
ACH	Amazon Capital Services	10/22/2020	7.50
ACH	Amazon Capital Services	10/22/2020	60.24



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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/22/2020	100.20
ACH	Amazon Capital Services	10/22/2020	10.84
ACH	Amazon Capital Services	10/22/2020	7.53
ACH	Amazon Capital Services	10/22/2020	12.60
ACH	Amazon Capital Services	10/22/2020	14.80
ACH	Amazon Capital Services	10/22/2020	16.15
ACH	Amazon Capital Services	10/22/2020	33.28
ACH	Amazon Capital Services	10/22/2020	6.24
ACH	Amazon Capital Services	10/22/2020	13.54
ACH	Amazon Capital Services	10/22/2020	47.18
ACH	Amazon Capital Services	10/22/2020	27.14
ACH	Amazon Capital Services	10/22/2020	95.32
ACH	Amazon Capital Services	10/22/2020	65.51
ACH	Amazon Capital Services	10/22/2020	9.82
ACH	Amazon Capital Services	10/22/2020	32.58
ACH	Amazon Capital Services	10/22/2020	43.30
ACH	Amazon Capital Services	10/22/2020	46.94
ACH	Amazon Capital Services	10/22/2020	34.53
ACH	Amazon Capital Services	10/22/2020	35.73
ACH	Amazon Capital Services	10/22/2020	32.27
ACH	Amazon Capital Services	10/22/2020	25.93
ACH	Amazon Capital Services	10/22/2020	10.72
ACH	Amazon Capital Services	10/22/2020	64.74
ACH	Amazon Capital Services	10/22/2020	26.24
ACH	Amazon Capital Services	10/22/2020	29.93
ACH	Amazon Capital Services	10/22/2020	56.40
ACH	Amazon Capital Services	10/22/2020	8.08
ACH	Amazon Capital Services	10/22/2020	27.78
ACH	Amazon Capital Services	10/22/2020	10.67
ACH	Amazon Capital Services	10/29/2020	21.03
ACH	Amazon Capital Services	10/29/2020	22.72
ACH	Amazon Capital Services	10/29/2020	51.47
ACH	Amazon Capital Services	10/29/2020	11.21
ACH	Amazon Capital Services	10/29/2020	7.51
ACH	Amazon Capital Services	10/29/2020	49.55
ACH	Amazon Capital Services	10/29/2020	10.76
ACH	Amazon Capital Services	10/29/2020	41.93
ACH	Amazon Capital Services	10/29/2020	96.95
ACH	Amazon Capital Services	10/29/2020	13.99
ACH	Amazon Capital Services	10/29/2020	75.38
ACH	Amazon Capital Services	10/29/2020	37.95
ACH	Amazon Capital Services	10/29/2020	45.60
ACH	Amazon Capital Services	10/29/2020	22.08
ACH	Amazon Capital Services	10/29/2020	102.41
ACH	Amazon Capital Services	10/29/2020	31.01
ACH	Amazon Capital Services	10/29/2020	88.07
ACH	Amazon Capital Services	10/29/2020	11.99
ACH	Amazon Capital Services	10/29/2020	36.71
ACH	Amazon Capital Services	10/29/2020	17.83
ACH	Amazon Capital Services	10/29/2020	5.38
ACH	Amazon Capital Services	10/29/2020	20.55
ACH	Amazon Capital Services	10/29/2020	12.33
ACH	Amazon Capital Services	10/29/2020	13.95
ACH	Amazon Capital Services	10/29/2020	9.69
ACH	Amazon Capital Services	10/29/2020	39.08
ACH	Amazon Capital Services	10/29/2020	7.09
ACH	Amazon Capital Services	10/29/2020	44.26



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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/29/2020	19.47
ACH	Amazon Capital Services	10/29/2020	12.80
ACH	Amazon Capital Services	10/29/2020	22.41
ACH	Amazon Capital Services	10/29/2020	41.38
ACH	Amazon Capital Services	10/29/2020	63.83
ACH	Amazon Capital Services	10/29/2020	7.09
ACH	Amazon Capital Services	10/29/2020	40.40
ACH	Amazon Capital Services	10/29/2020	27.95
ACH	Amazon Capital Services	10/29/2020	25.80
ACH	Amazon Capital Services	10/29/2020	10.76
ACH	Amazon Capital Services	10/29/2020	15.20
ACH	Amazon Capital Services	10/29/2020	12.92
ACH	Amazon Capital Services	10/29/2020	16.10
ACH	Amazon Capital Services	10/29/2020	14.31
ACH	Amazon Capital Services	10/29/2020	40.13
ACH	Amazon Capital Services	10/29/2020	126.64
ACH	Amazon Capital Services	10/29/2020	56.09
ACH	Amazon Capital Services	10/29/2020	32.21
ACH	Amazon Capital Services	10/29/2020	27.20
ACH	Amazon Capital Services	10/29/2020	59.72
ACH	Amazon Capital Services	10/29/2020	27.98
ACH	Amazon Capital Services	10/29/2020	8.53
ACH	Amazon Capital Services	10/29/2020	32.88
ACH	Amazon Capital Services	10/29/2020	16.74
ACH	Amazon Capital Services	10/29/2020	17.23
ACH	Amazon Capital Services	10/29/2020	26.09
ACH	Amazon Capital Services	10/29/2020	40.84
ACH	Amazon Capital Services	10/29/2020	20.41
ACH	Amazon Capital Services	10/29/2020	75.37
ACH	Amazon Capital Services	10/29/2020	52.68
ACH	Amazon Capital Services	10/29/2020	21.54
ACH	Amazon Capital Services	10/29/2020	24.76
ACH	Amazon Capital Services	10/29/2020	7.59
ACH	Amazon Capital Services	10/29/2020	26.92
ACH	Amazon Capital Services	10/29/2020	15.13
ACH	Amazon Capital Services	10/29/2020	32.78
ACH	Amazon Capital Services	10/29/2020	64.81
ACH	Amazon Capital Services	10/29/2020	21.44
ACH	Amazon Capital Services	10/29/2020	7.53
ACH	Amazon Capital Services	10/29/2020	7.52
ACH	Amazon Capital Services	10/29/2020	326.39
ACH	Amazon Capital Services	10/29/2020	26.21
ACH	Amazon Capital Services	10/29/2020	20.45
ACH	Amazon Capital Services	10/29/2020	23.22
ACH	Amazon Capital Services	10/29/2020	19.38
ACH	Amazon Capital Services	10/29/2020	53.83
ACH	Amazon Capital Services	10/29/2020	14.00
ACH	Amazon Capital Services	10/29/2020	30.06
ACH	Amazon Capital Services	10/29/2020	10.86
ACH	Amazon Capital Services	10/29/2020	44.06
ACH	Amazon Capital Services	10/29/2020	50.61
ACH	Amazon Capital Services	10/29/2020	13.99
ACH	Amazon Capital Services	10/29/2020	26.93
ACH	Amazon Capital Services	10/29/2020	5.92
ACH	Amazon Capital Services	10/29/2020	5.40
ACH	Amazon Capital Services	10/29/2020	6.89
ACH	Amazon Capital Services	10/29/2020	70.80

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/29/2020	33.16
ACH	Amazon Capital Services	10/29/2020	12.15
ACH	Amazon Capital Services	10/29/2020	42.95
ACH	Amazon Capital Services	10/29/2020	21.62
ACH	Amazon Capital Services	10/29/2020	11.84
ACH	Amazon Capital Services	10/29/2020	24.11
ACH	Amazon Capital Services	10/29/2020	20.30
ACH	Amazon Capital Services	10/29/2020	6.99
ACH	Amazon Capital Services	10/29/2020	8.50
ACH	Amazon Capital Services	10/29/2020	123.88
ACH	Amazon Capital Services	10/29/2020	42.01
ACH	Amazon Capital Services	10/29/2020	34.85
ACH	Amazon Capital Services	10/29/2020	25.85
ACH	Amazon Capital Services	10/29/2020	21.64
ACH	Amazon Capital Services	10/29/2020	24.74
ACH	Amazon Capital Services	10/29/2020	74.95
ACH	Amazon Capital Services	10/29/2020	27.53
ACH	Amazon Capital Services	10/29/2020	64.64
ACH	Amazon Capital Services	10/29/2020	5.38
ACH	Amazon Capital Services	10/29/2020	43.05
ACH	Amazon Capital Services	10/29/2020	45.33
ACH	Amazon Capital Services	10/29/2020	66.17
ACH	Amazon Capital Services	10/29/2020	60.03
ACH	Amazon Capital Services	10/29/2020	15.93
ACH	Amazon Capital Services	10/29/2020	28.09
ACH	Amazon Capital Services	10/29/2020	32.06
ACH	Amazon Capital Services	10/29/2020	10.65
ACH	Amazon Capital Services	10/29/2020	10.75
ACH	Amazon Capital Services	10/29/2020	42.75
ACH	Amazon Capital Services	10/29/2020	7.57
ACH	Amazon Capital Services	10/29/2020	54.91
ACH	Amazon Capital Services	10/29/2020	20.49
ACH	Amazon Capital Services	10/29/2020	102.14
ACH	Amazon Capital Services	10/29/2020	18.31
ACH	Amazon Capital Services	10/29/2020	38.49
ACH	Amazon Capital Services	10/29/2020	25.35
ACH	Amazon Capital Services	10/29/2020	14.06
ACH	Amazon Capital Services	10/29/2020	32.61
ACH	Amazon Capital Services	10/29/2020	14.07
ACH	Amazon Capital Services	10/29/2020	7.01
ACH	Amazon Capital Services	10/29/2020	39.86
ACH	Amazon Capital Services	10/29/2020	26.91
ACH	Amazon Capital Services	10/29/2020	78.22
ACH	Amazon Capital Services	10/29/2020	11.84
ACH	Amazon Capital Services	10/29/2020	64.94
ACH	Amazon Capital Services	10/29/2020	14.00
ACH	Amazon Capital Services	10/29/2020	37.40
ACH	Amazon Capital Services	10/29/2020	43.45
ACH	Amazon Capital Services	10/29/2020	21.54
ACH	Amazon Capital Services	10/29/2020	44.74
ACH	Amazon Capital Services	10/29/2020	13.24
ACH	Amazon Capital Services	10/29/2020	21.63
ACH	Amazon Capital Services	10/29/2020	26.78
ACH	Amazon Capital Services	10/29/2020	4.30
ACH	Amazon Capital Services	10/29/2020	9.58
ACH	Amazon Capital Services	10/29/2020	144.13
ACH	Amazon Capital Services	10/29/2020	39.75

**Pacific Coast Academy****Check Register****For the period ended October 31, 2020**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/29/2020	12.88
ACH	Amazon Capital Services	10/29/2020	38.73
ACH	Amazon Capital Services	10/29/2020	18.79
ACH	Amazon Capital Services	10/29/2020	46.02
ACH	Amazon Capital Services	10/29/2020	16.70
ACH	Amazon Capital Services	10/29/2020	37.70
ACH	Amazon Capital Services	10/29/2020	29.07
ACH	Amazon Capital Services	10/29/2020	32.31
ACH	Amazon Capital Services	10/29/2020	16.96
ACH	Amazon Capital Services	10/29/2020	19.92
ACH	Amazon Capital Services	10/29/2020	25.64
ACH	Amazon Capital Services	10/29/2020	25.83
ACH	Amazon Capital Services	10/29/2020	18.25
ACH	Amazon Capital Services	10/29/2020	32.40
ACH	Amazon Capital Services	10/29/2020	62.45
ACH	Amazon Capital Services	10/29/2020	97.41
ACH	Amazon Capital Services	10/29/2020	21.54
ACH	Amazon Capital Services	10/29/2020	17.22
ACH	Amazon Capital Services	10/29/2020	116.38
ACH	Amazon Capital Services	10/29/2020	63.85
ACH	Amazon Capital Services	10/29/2020	5.42
ACH	Amazon Capital Services	10/29/2020	12.33
ACH	Amazon Capital Services	10/29/2020	30.16
ACH	Amazon Capital Services	10/29/2020	24.04
ACH	Amazon Capital Services	10/29/2020	54.91
ACH	Amazon Capital Services	10/29/2020	21.55
ACH	Amazon Capital Services	10/29/2020	22.67
ACH	Amazon Capital Services	10/29/2020	53.86
ACH	Amazon Capital Services	10/29/2020	8.09
ACH	Amazon Capital Services	10/29/2020	7.46
ACH	Amazon Capital Services	10/29/2020	20.65
ACH	Amazon Capital Services	10/29/2020	68.13
ACH	Amazon Capital Services	10/29/2020	8.07
ACH	Amazon Capital Services	10/29/2020	25.62
ACH	Amazon Capital Services	10/29/2020	12.35
ACH	Amazon Capital Services	10/29/2020	6.24
ACH	Amazon Capital Services	10/29/2020	23.64
ACH	Amazon Capital Services	10/29/2020	3.69
ACH	Amazon Capital Services	10/29/2020	33.74
ACH	Amazon Capital Services	10/29/2020	120.74
ACH	Amazon Capital Services	10/29/2020	56.66
ACH	Amazon Capital Services	10/29/2020	17.28
ACH	Amazon Capital Services	10/29/2020	59.88
ACH	Amazon Capital Services	10/29/2020	37.95
ACH	Amazon Capital Services	10/29/2020	92.92
ACH	Amazon Capital Services	10/29/2020	21.53
ACH	Amazon Capital Services	10/29/2020	60.19
ACH	Amazon Capital Services	10/29/2020	53.86
ACH	Amazon Capital Services	10/29/2020	49.83
ACH	Amazon Capital Services	10/29/2020	59.21
ACH	Amazon Capital Services	10/29/2020	28.74
ACH	Amazon Capital Services	10/29/2020	116.91
ACH	Amazon Capital Services	10/29/2020	323.94
ACH	Amazon Capital Services	10/29/2020	269.38
ACH	Amazon Capital Services	10/29/2020	7.53
ACH	Amazon Capital Services	10/29/2020	30.68
ACH	Amazon Capital Services	10/29/2020	16.69

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/29/2020	13.20
ACH	Amazon Capital Services	10/29/2020	33.88
ACH	Amazon Capital Services	10/29/2020	117.75
ACH	Amazon Capital Services	10/29/2020	15.75
ACH	Amazon Capital Services	10/29/2020	27.58
ACH	Amazon Capital Services	10/29/2020	3.75
ACH	Amazon Capital Services	10/29/2020	29.31
ACH	Amazon Capital Services	10/29/2020	10.58
ACH	Amazon Capital Services	10/29/2020	108.49
ACH	Amazon Capital Services	10/29/2020	179.53
ACH	Amazon Capital Services	10/29/2020	29.47
ACH	Amazon Capital Services	10/29/2020	5.92
ACH	Amazon Capital Services	10/29/2020	50.62
ACH	Amazon Capital Services	10/29/2020	14.00
ACH	Amazon Capital Services	10/29/2020	22.55
ACH	Amazon Capital Services	10/29/2020	54.69
ACH	Amazon Capital Services	10/29/2020	50.26
ACH	Amazon Capital Services	10/29/2020	139.49
ACH	Amazon Capital Services	10/29/2020	27.72
ACH	Amazon Capital Services	10/29/2020	8.96
ACH	Amazon Capital Services	10/29/2020	10.35
ACH	Amazon Capital Services	10/29/2020	35.51
ACH	Amazon Capital Services	10/29/2020	107.20
ACH	Amazon Capital Services	10/29/2020	21.44
ACH	Amazon Capital Services	10/29/2020	41.12
ACH	Amazon Capital Services	10/29/2020	36.49
ACH	Amazon Capital Services	10/29/2020	88.02
ACH	Amazon Capital Services	10/29/2020	41.00
ACH	Amazon Capital Services	10/29/2020	21.99
ACH	Amazon Capital Services	10/29/2020	7.53
ACH	Amazon Capital Services	10/29/2020	98.71
ACH	Amazon Capital Services	10/29/2020	10.68
ACH	Amazon Capital Services	10/29/2020	26.21
ACH	Amazon Capital Services	10/29/2020	64.25
ACH	Amazon Capital Services	10/29/2020	84.44
ACH	Amazon Capital Services	10/29/2020	35.30
ACH	Amazon Capital Services	10/29/2020	21.52
ACH	Amazon Capital Services	10/29/2020	31.11
ACH	Amazon Capital Services	10/29/2020	32.96
ACH	Amazon Capital Services	10/29/2020	5.37
ACH	Amazon Capital Services	10/29/2020	50.49
ACH	Amazon Capital Services	10/29/2020	6.47
ACH	Amazon Capital Services	10/29/2020	53.77
ACH	Amazon Capital Services	10/29/2020	103.22
ACH	Amazon Capital Services	10/29/2020	7.53
ACH	Amazon Capital Services	10/29/2020	7.53
ACH	Amazon Capital Services	10/29/2020	6.45
ACH	Amazon Capital Services	10/29/2020	23.36
ACH	Amazon Capital Services	10/29/2020	33.94
ACH	Amazon Capital Services	10/29/2020	40.90
ACH	Amazon Capital Services	10/29/2020	15.06
ACH	Amazon Capital Services	10/29/2020	13.95
ACH	Amazon Capital Services	10/29/2020	35.27
ACH	Amazon Capital Services	10/29/2020	10.44
ACH	Amazon Capital Services	10/29/2020	32.31
ACH	Amazon Capital Services	10/29/2020	28.00
ACH	Amazon Capital Services	10/29/2020	12.78

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/29/2020	30.02
ACH	Amazon Capital Services	10/29/2020	16.21
ACH	Amazon Capital Services	10/29/2020	13.09
ACH	Amazon Capital Services	10/29/2020	17.24
ACH	Amazon Capital Services	10/29/2020	58.40
ACH	Amazon Capital Services	10/29/2020	15.07
ACH	Amazon Capital Services	10/29/2020	26.90
ACH	Amazon Capital Services	10/29/2020	84.00
ACH	Amazon Capital Services	10/29/2020	25.78
ACH	Amazon Capital Services	10/29/2020	43.07
ACH	Amazon Capital Services	10/29/2020	13.95
ACH	Amazon Capital Services	10/29/2020	25.06
ACH	Amazon Capital Services	10/29/2020	13.88
ACH	Amazon Capital Services	10/29/2020	57.64
ACH	Amazon Capital Services	10/29/2020	23.69
ACH	Amazon Capital Services	10/29/2020	101.04
ACH	Amazon Capital Services	10/29/2020	116.33
ACH	Amazon Capital Services	10/29/2020	18.81
ACH	Amazon Capital Services	10/29/2020	28.32
ACH	Amazon Capital Services	10/29/2020	17.22
ACH	Amazon Capital Services	10/29/2020	24.37
ACH	Amazon Capital Services	10/29/2020	27.89
ACH	Amazon Capital Services	10/29/2020	37.16
ACH	Amazon Capital Services	10/29/2020	28.35
ACH	Amazon Capital Services	10/29/2020	13.77
ACH	Amazon Capital Services	10/29/2020	22.56
ACH	Amazon Capital Services	10/29/2020	17.44
ACH	Amazon Capital Services	10/29/2020	19.35
ACH	Amazon Capital Services	10/29/2020	58.07
ACH	Amazon Capital Services	10/29/2020	25.16
ACH	Amazon Capital Services	10/29/2020	21.54
ACH	Amazon Capital Services	10/29/2020	13.98
ACH	Amazon Capital Services	10/29/2020	32.42
ACH	Amazon Capital Services	10/29/2020	68.91
ACH	Amazon Capital Services	10/29/2020	7.96
ACH	Amazon Capital Services	10/29/2020	57.53
ACH	Amazon Capital Services	10/29/2020	12.10
ACH	Amazon Capital Services	10/29/2020	53.84
ACH	Amazon Capital Services	10/29/2020	59.44
ACH	Amazon Capital Services	10/29/2020	5.39
ACH	Amazon Capital Services	10/29/2020	18.26
ACH	Amazon Capital Services	10/29/2020	11.79
ACH	Amazon Capital Services	10/29/2020	69.11
ACH	Amazon Capital Services	10/29/2020	7.53
ACH	Amazon Capital Services	10/29/2020	53.75
ACH	Amazon Capital Services	10/29/2020	40.66
ACH	Amazon Capital Services	10/29/2020	7.38
ACH	Amazon Capital Services	10/29/2020	12.43
ACH	Amazon Capital Services	10/29/2020	19.38
ACH	Amazon Capital Services	10/29/2020	84.86
ACH	Amazon Capital Services	10/29/2020	17.35
ACH	Amazon Capital Services	10/29/2020	67.09
ACH	Amazon Capital Services	10/29/2020	73.01
ACH	Provenance	10/1/2020	61,484.00
ACH	Provenance	10/1/2020	233.61
ACH	Amazon Capital Services	10/1/2020	17.52
ACH	Amazon Capital Services	10/1/2020	29.57

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/1/2020	19.40
ACH	Amazon Capital Services	10/1/2020	11.85
ACH	Amazon Capital Services	10/1/2020	14.00
ACH	Amazon Capital Services	10/1/2020	19.10
ACH	Amazon Capital Services	10/1/2020	13.74
ACH	Amazon Capital Services	10/1/2020	33.38
ACH	Amazon Capital Services	10/1/2020	37.66
ACH	Amazon Capital Services	10/1/2020	17.67
ACH	Amazon Capital Services	10/1/2020	29.20
ACH	Amazon Capital Services	10/1/2020	39.15
ACH	Amazon Capital Services	10/1/2020	34.38
ACH	Amazon Capital Services	10/1/2020	26.88
ACH	Amazon Capital Services	10/1/2020	18.26
ACH	Amazon Capital Services	10/1/2020	2.47
ACH	Amazon Capital Services	10/1/2020	27.05
ACH	Amazon Capital Services	10/1/2020	16.47
ACH	Amazon Capital Services	10/1/2020	41.81
ACH	Amazon Capital Services	10/1/2020	26.76
ACH	Amazon Capital Services	10/1/2020	17.23
ACH	Amazon Capital Services	10/1/2020	18.48
ACH	Amazon Capital Services	10/1/2020	185.28
ACH	Amazon Capital Services	10/1/2020	14.31
ACH	Amazon Capital Services	10/1/2020	114.78
ACH	Amazon Capital Services	10/1/2020	20.39
ACH	Amazon Capital Services	10/1/2020	3.87
ACH	Amazon Capital Services	10/1/2020	15.26
ACH	Amazon Capital Services	10/1/2020	16.26
ACH	Amazon Capital Services	10/1/2020	40.04
ACH	Amazon Capital Services	10/1/2020	20.69
ACH	Amazon Capital Services	10/1/2020	20.51
ACH	Amazon Capital Services	10/1/2020	30.93
ACH	Amazon Capital Services	10/1/2020	18.39
ACH	Amazon Capital Services	10/1/2020	14.00
ACH	Amazon Capital Services	10/1/2020	11.78
ACH	Amazon Capital Services	10/1/2020	37.20
ACH	Amazon Capital Services	10/1/2020	23.80
ACH	Amazon Capital Services	10/1/2020	32.50
ACH	Amazon Capital Services	10/1/2020	11.84
ACH	Amazon Capital Services	10/1/2020	27.56
ACH	Amazon Capital Services	10/1/2020	14.12
ACH	Amazon Capital Services	10/1/2020	37.69
ACH	Amazon Capital Services	10/1/2020	12.60
ACH	Amazon Capital Services	10/1/2020	106.52
ACH	Amazon Capital Services	10/1/2020	13.88
ACH	Amazon Capital Services	10/1/2020	32.31
ACH	Amazon Capital Services	10/1/2020	20.45
ACH	Amazon Capital Services	10/1/2020	10.20
ACH	Amazon Capital Services	10/1/2020	15.52
ACH	Amazon Capital Services	10/1/2020	11.50
ACH	Amazon Capital Services	10/1/2020	23.70
ACH	Amazon Capital Services	10/1/2020	12.92
ACH	Amazon Capital Services	10/1/2020	10.76
ACH	Amazon Capital Services	10/1/2020	17.26
ACH	Amazon Capital Services	10/1/2020	19.38
ACH	Amazon Capital Services	10/1/2020	38.75
ACH	Amazon Capital Services	10/1/2020	31.24
ACH	Amazon Capital Services	10/1/2020	21.20

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/1/2020	12.98
ACH	Amazon Capital Services	10/1/2020	34.56
ACH	Amazon Capital Services	10/1/2020	19.81
ACH	Amazon Capital Services	10/1/2020	39.90
ACH	Amazon Capital Services	10/1/2020	24.66
ACH	Amazon Capital Services	10/1/2020	10.86
ACH	Amazon Capital Services	10/1/2020	25.84
ACH	Amazon Capital Services	10/1/2020	14.56
ACH	Amazon Capital Services	10/1/2020	37.06
ACH	Amazon Capital Services	10/1/2020	19.83
ACH	Amazon Capital Services	10/1/2020	15.34
ACH	Amazon Capital Services	10/1/2020	23.99
ACH	Amazon Capital Services	10/1/2020	17.31
ACH	Amazon Capital Services	10/1/2020	16.44
ACH	Amazon Capital Services	10/1/2020	12.95
ACH	Amazon Capital Services	10/1/2020	4.35
ACH	Amazon Capital Services	10/1/2020	35.25
ACH	Amazon Capital Services	10/1/2020	15.18
ACH	Amazon Capital Services	10/1/2020	131.37
ACH	Amazon Capital Services	10/1/2020	19.38
ACH	Amazon Capital Services	10/1/2020	41.24
ACH	Amazon Capital Services	10/1/2020	28.25
ACH	Amazon Capital Services	10/1/2020	17.24
ACH	Amazon Capital Services	10/1/2020	15.14
ACH	Amazon Capital Services	10/1/2020	11.09
ACH	Amazon Capital Services	10/1/2020	14.00
ACH	Amazon Capital Services	10/1/2020	10.74
ACH	Amazon Capital Services	10/1/2020	10.24
ACH	Amazon Capital Services	10/1/2020	16.97
ACH	Amazon Capital Services	10/1/2020	14.76
ACH	Amazon Capital Services	10/1/2020	14.54
ACH	Amazon Capital Services	10/1/2020	23.26
ACH	Amazon Capital Services	10/1/2020	20.54
ACH	Amazon Capital Services	10/1/2020	18.34
ACH	Amazon Capital Services	10/1/2020	30.14
ACH	Amazon Capital Services	10/1/2020	14.40
ACH	Amazon Capital Services	10/1/2020	17.77
ACH	Amazon Capital Services	10/1/2020	23.80
ACH	Amazon Capital Services	10/1/2020	28.02
ACH	Amazon Capital Services	10/1/2020	12.64
ACH	Amazon Capital Services	10/1/2020	41.56
ACH	Amazon Capital Services	10/1/2020	34.03
ACH	Amazon Capital Services	10/1/2020	14.00
ACH	Amazon Capital Services	10/1/2020	17.23
ACH	Amazon Capital Services	10/1/2020	22.46
ACH	Amazon Capital Services	10/1/2020	42.00
ACH	Amazon Capital Services	10/1/2020	15.14
ACH	Amazon Capital Services	10/1/2020	39.20
ACH	Amazon Capital Services	10/1/2020	10.66
ACH	Amazon Capital Services	10/1/2020	10.29
ACH	Amazon Capital Services	10/1/2020	35.50
ACH	Amazon Capital Services	10/1/2020	10.72
ACH	Amazon Capital Services	10/1/2020	108.22
ACH	Amazon Capital Services	10/1/2020	39.26
ACH	Amazon Capital Services	10/1/2020	12.90
ACH	Amazon Capital Services	10/1/2020	35.70
ACH	Amazon Capital Services	10/1/2020	19.52



**Pacific Coast Academy****Check Register****For the period ended October 31, 2020**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/1/2020	34.23
ACH	Amazon Capital Services	10/1/2020	27.91
ACH	Amazon Capital Services	10/1/2020	11.84
ACH	Amazon Capital Services	10/1/2020	29.30
ACH	Amazon Capital Services	10/1/2020	16.38
ACH	Amazon Capital Services	10/1/2020	4.30
ACH	Amazon Capital Services	10/1/2020	24.04
ACH	Amazon Capital Services	10/1/2020	23.84
ACH	Amazon Capital Services	10/1/2020	17.96
ACH	Amazon Capital Services	10/1/2020	12.65
ACH	Amazon Capital Services	10/1/2020	10.81
ACH	Amazon Capital Services	10/1/2020	15.07
ACH	Amazon Capital Services	10/1/2020	30.49
ACH	Amazon Capital Services	10/1/2020	25.78
ACH	Amazon Capital Services	10/1/2020	11.84
ACH	Amazon Capital Services	10/1/2020	22.21
ACH	Amazon Capital Services	10/1/2020	13.46
ACH	Amazon Capital Services	10/1/2020	141.36
ACH	Amazon Capital Services	10/1/2020	16.03
ACH	Amazon Capital Services	10/1/2020	40.39
ACH	Amazon Capital Services	10/1/2020	15.06
ACH	Amazon Capital Services	10/1/2020	2.89
ACH	Amazon Capital Services	10/1/2020	21.74
ACH	Amazon Capital Services	10/1/2020	38.66
ACH	Amazon Capital Services	10/1/2020	37.01
ACH	Amazon Capital Services	10/1/2020	19.34
ACH	Amazon Capital Services	10/1/2020	21.60
ACH	Amazon Capital Services	10/1/2020	17.23
ACH	Amazon Capital Services	10/1/2020	10.67
ACH	Amazon Capital Services	10/1/2020	29.14
ACH	Amazon Capital Services	10/1/2020	29.05
ACH	Amazon Capital Services	10/1/2020	19.87
ACH	Amazon Capital Services	10/1/2020	32.50
ACH	Amazon Capital Services	10/1/2020	4.33
ACH	Amazon Capital Services	10/1/2020	37.89
ACH	Amazon Capital Services	10/1/2020	32.00
ACH	Amazon Capital Services	10/1/2020	19.43
ACH	Amazon Capital Services	10/1/2020	16.47
ACH	Amazon Capital Services	10/1/2020	16.52
ACH	Amazon Capital Services	10/1/2020	29.55
ACH	Amazon Capital Services	10/1/2020	13.89
ACH	Amazon Capital Services	10/1/2020	42.47
ACH	Amazon Capital Services	10/1/2020	143.31
ACH	Amazon Capital Services	10/1/2020	15.16
ACH	Amazon Capital Services	10/1/2020	28.76
ACH	Amazon Capital Services	10/1/2020	22.42
ACH	Amazon Capital Services	10/1/2020	4.30
ACH	Amazon Capital Services	10/1/2020	12.16
ACH	Amazon Capital Services	10/1/2020	19.48
ACH	Amazon Capital Services	10/1/2020	23.97
ACH	Amazon Capital Services	10/1/2020	21.54
ACH	Amazon Capital Services	10/1/2020	28.10
ACH	Amazon Capital Services	10/1/2020	16.30
ACH	Amazon Capital Services	10/1/2020	19.13
ACH	Amazon Capital Services	10/1/2020	35.84
ACH	Amazon Capital Services	10/1/2020	10.80
ACH	Amazon Capital Services	10/1/2020	30.30



**Pacific Coast Academy****Check Register****For the period ended October 31, 2020**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/1/2020	32.46
ACH	Amazon Capital Services	10/1/2020	10.80
ACH	Amazon Capital Services	10/1/2020	10.76
ACH	Amazon Capital Services	10/1/2020	37.71
ACH	Amazon Capital Services	10/1/2020	17.97
ACH	Amazon Capital Services	10/1/2020	11.84
ACH	Amazon Capital Services	10/1/2020	16.45
ACH	Amazon Capital Services	10/1/2020	31.21
ACH	Amazon Capital Services	10/1/2020	36.05
ACH	Amazon Capital Services	10/1/2020	12.88
ACH	Amazon Capital Services	10/1/2020	31.53
ACH	Amazon Capital Services	10/1/2020	14.82
ACH	Amazon Capital Services	10/1/2020	42.01
ACH	Amazon Capital Services	10/1/2020	32.47
ACH	Amazon Capital Services	10/1/2020	32.31
ACH	Amazon Capital Services	10/1/2020	11.51
ACH	Amazon Capital Services	10/1/2020	34.47
ACH	Amazon Capital Services	10/1/2020	12.98
ACH	Amazon Capital Services	10/1/2020	31.43
ACH	Amazon Capital Services	10/1/2020	28.02
ACH	Amazon Capital Services	10/1/2020	32.95
ACH	Amazon Capital Services	10/1/2020	33.70
ACH	Amazon Capital Services	10/1/2020	30.03
ACH	Amazon Capital Services	10/1/2020	41.06
ACH	Amazon Capital Services	10/1/2020	28.24
ACH	Amazon Capital Services	10/1/2020	42.40
ACH	Amazon Capital Services	10/1/2020	38.26
ACH	Amazon Capital Services	10/1/2020	34.50
ACH	Amazon Capital Services	10/1/2020	37.70
ACH	Amazon Capital Services	10/1/2020	34.98
ACH	Amazon Capital Services	10/1/2020	11.31
ACH	Amazon Capital Services	10/1/2020	11.47
ACH	Amazon Capital Services	10/1/2020	22.20
ACH	Amazon Capital Services	10/1/2020	27.37
ACH	Amazon Capital Services	10/1/2020	10.77
ACH	Amazon Capital Services	10/1/2020	10.87
ACH	Amazon Capital Services	10/1/2020	121.73
ACH	Amazon Capital Services	10/1/2020	16.14
ACH	Amazon Capital Services	10/1/2020	17.35
ACH	Amazon Capital Services	10/1/2020	12.92
ACH	Amazon Capital Services	10/1/2020	26.38
ACH	Amazon Capital Services	10/1/2020	15.72
ACH	Amazon Capital Services	10/1/2020	66.88
ACH	Amazon Capital Services	10/1/2020	30.66
ACH	Amazon Capital Services	10/1/2020	25.55
ACH	Amazon Capital Services	10/1/2020	23.28
ACH	Amazon Capital Services	10/1/2020	183.16
ACH	Amazon Capital Services	10/1/2020	29.74
ACH	Amazon Capital Services	10/1/2020	24.99
ACH	Amazon Capital Services	10/1/2020	19.07
ACH	Amazon Capital Services	10/1/2020	19.38
ACH	Amazon Capital Services	10/1/2020	10.67
ACH	Amazon Capital Services	10/1/2020	12.63
ACH	Amazon Capital Services	10/1/2020	26.99
ACH	Amazon Capital Services	10/1/2020	15.72
ACH	Amazon Capital Services	10/1/2020	19.32
ACH	Amazon Capital Services	10/1/2020	11.42

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/1/2020	10.86
ACH	Amazon Capital Services	10/1/2020	122.81
ACH	Amazon Capital Services	10/1/2020	16.10
ACH	Amazon Capital Services	10/1/2020	31.24
ACH	Amazon Capital Services	10/1/2020	16.15
ACH	Amazon Capital Services	10/1/2020	24.72
ACH	Amazon Capital Services	10/1/2020	28.32
ACH	Amazon Capital Services	10/1/2020	18.47
ACH	Amazon Capital Services	10/1/2020	20.35
ACH	Amazon Capital Services	10/1/2020	150.84
ACH	Amazon Capital Services	10/1/2020	17.75
ACH	Amazon Capital Services	10/1/2020	18.31
ACH	Amazon Capital Services	10/1/2020	28.00
ACH	Amazon Capital Services	10/1/2020	15.16
ACH	Amazon Capital Services	10/1/2020	37.54
ACH	Amazon Capital Services	10/1/2020	19.60
ACH	Amazon Capital Services	10/1/2020	39.86
ACH	Amazon Capital Services	10/1/2020	13.78
ACH	Amazon Capital Services	10/1/2020	18.04
ACH	Amazon Capital Services	10/1/2020	15.40
ACH	Amazon Capital Services	10/1/2020	15.14
ACH	Amazon Capital Services	10/1/2020	27.05
ACH	Amazon Capital Services	10/1/2020	32.57
ACH	Amazon Capital Services	10/1/2020	108.43
ACH	Amazon Capital Services	10/1/2020	32.31
ACH	Amazon Capital Services	10/1/2020	123.90
ACH	Amazon Capital Services	10/6/2020	10.76
ACH	Amazon Capital Services	10/6/2020	12.92
ACH	Amazon Capital Services	10/6/2020	18.09
ACH	Amazon Capital Services	10/6/2020	46.69
ACH	Amazon Capital Services	10/6/2020	107.70
ACH	Amazon Capital Services	10/6/2020	11.83
ACH	Amazon Capital Services	10/6/2020	199.13
ACH	Amazon Capital Services	10/6/2020	26.93
ACH	Amazon Capital Services	10/6/2020	67.86
ACH	Amazon Capital Services	10/6/2020	91.57
ACH	Amazon Capital Services	10/6/2020	20.30
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	67.16
ACH	Amazon Capital Services	10/6/2020	54.09
ACH	Amazon Capital Services	10/6/2020	98.27
ACH	Amazon Capital Services	10/6/2020	32.31
ACH	Amazon Capital Services	10/6/2020	34.02
ACH	Amazon Capital Services	10/6/2020	17.39
ACH	Amazon Capital Services	10/6/2020	10.12
ACH	Amazon Capital Services	10/6/2020	61.31
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	15.18
ACH	Amazon Capital Services	10/6/2020	45.52
ACH	Amazon Capital Services	10/6/2020	7.57
ACH	Amazon Capital Services	10/6/2020	8.08
ACH	Amazon Capital Services	10/6/2020	8.13
ACH	Amazon Capital Services	10/6/2020	78.39
ACH	Amazon Capital Services	10/6/2020	69.98
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	44.02
ACH	Amazon Capital Services	10/6/2020	8.57

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	32.30
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	14.00
ACH	Amazon Capital Services	10/6/2020	66.24
ACH	Amazon Capital Services	10/6/2020	58.35
ACH	Amazon Capital Services	10/6/2020	43.04
ACH	Amazon Capital Services	10/6/2020	6.48
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	6.41
ACH	Amazon Capital Services	10/6/2020	10.66
ACH	Amazon Capital Services	10/6/2020	44.15
ACH	Amazon Capital Services	10/6/2020	50.07
ACH	Amazon Capital Services	10/6/2020	19.38
ACH	Amazon Capital Services	10/6/2020	22.08
ACH	Amazon Capital Services	10/6/2020	10.76
ACH	Amazon Capital Services	10/6/2020	14.10
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	30.80
ACH	Amazon Capital Services	10/6/2020	61.98
ACH	Amazon Capital Services	10/6/2020	151.92
ACH	Amazon Capital Services	10/6/2020	77.54
ACH	Amazon Capital Services	10/6/2020	32.61
ACH	Amazon Capital Services	10/6/2020	5.38
ACH	Amazon Capital Services	10/6/2020	25.17
ACH	Amazon Capital Services	10/6/2020	27.76
ACH	Amazon Capital Services	10/6/2020	82.35
ACH	Amazon Capital Services	10/6/2020	60.61
ACH	Amazon Capital Services	10/6/2020	55.07
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	70.00
ACH	Amazon Capital Services	10/6/2020	81.54
ACH	Amazon Capital Services	10/6/2020	6.73
ACH	Amazon Capital Services	10/6/2020	5.38
ACH	Amazon Capital Services	10/6/2020	52.44
ACH	Amazon Capital Services	10/6/2020	99.87
ACH	Amazon Capital Services	10/6/2020	10.81
ACH	Amazon Capital Services	10/6/2020	3.22
ACH	Amazon Capital Services	10/6/2020	11.84
ACH	Amazon Capital Services	10/6/2020	63.05
ACH	Amazon Capital Services	10/6/2020	32.61
ACH	Amazon Capital Services	10/6/2020	8.51
ACH	Amazon Capital Services	10/6/2020	62.13
ACH	Amazon Capital Services	10/6/2020	46.32
ACH	Amazon Capital Services	10/6/2020	112.52
ACH	Amazon Capital Services	10/6/2020	6.51
ACH	Amazon Capital Services	10/6/2020	93.70
ACH	Amazon Capital Services	10/6/2020	6.84
ACH	Amazon Capital Services	10/6/2020	70.38
ACH	Amazon Capital Services	10/6/2020	55.64
ACH	Amazon Capital Services	10/6/2020	11.90
ACH	Amazon Capital Services	10/6/2020	50.01
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	15.99
ACH	Amazon Capital Services	10/6/2020	118.51
ACH	Amazon Capital Services	10/6/2020	15.48
ACH	Amazon Capital Services	10/6/2020	20.58

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	21.74
ACH	Amazon Capital Services	10/6/2020	21.54
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	75.32
ACH	Amazon Capital Services	10/6/2020	46.64
ACH	Amazon Capital Services	10/6/2020	44.96
ACH	Amazon Capital Services	10/6/2020	9.03
ACH	Amazon Capital Services	10/6/2020	11.82
ACH	Amazon Capital Services	10/6/2020	11.92
ACH	Amazon Capital Services	10/6/2020	6.48
ACH	Amazon Capital Services	10/6/2020	14.54
ACH	Amazon Capital Services	10/6/2020	11.57
ACH	Amazon Capital Services	10/6/2020	4.30
ACH	Amazon Capital Services	10/6/2020	45.62
ACH	Amazon Capital Services	10/6/2020	25.43
ACH	Amazon Capital Services	10/6/2020	14.94
ACH	Amazon Capital Services	10/6/2020	11.35
ACH	Amazon Capital Services	10/6/2020	11.84
ACH	Amazon Capital Services	10/6/2020	19.37
ACH	Amazon Capital Services	10/6/2020	29.20
ACH	Amazon Capital Services	10/6/2020	8.57
ACH	Amazon Capital Services	10/6/2020	111.74
ACH	Amazon Capital Services	10/6/2020	129.25
ACH	Amazon Capital Services	10/6/2020	27.05
ACH	Amazon Capital Services	10/6/2020	10.72
ACH	Amazon Capital Services	10/6/2020	6.71
ACH	Amazon Capital Services	10/6/2020	8.51
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	12.83
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	63.83
ACH	Amazon Capital Services	10/6/2020	99.10
ACH	Amazon Capital Services	10/6/2020	53.88
ACH	Amazon Capital Services	10/6/2020	82.85
ACH	Amazon Capital Services	10/6/2020	6.32
ACH	Amazon Capital Services	10/6/2020	5.38
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	7.46
ACH	Amazon Capital Services	10/6/2020	14.98
ACH	Amazon Capital Services	10/6/2020	51.99
ACH	Amazon Capital Services	10/6/2020	8.61
ACH	Amazon Capital Services	10/6/2020	60.95
ACH	Amazon Capital Services	10/6/2020	61.16
ACH	Amazon Capital Services	10/6/2020	8.57
ACH	Amazon Capital Services	10/6/2020	49.55
ACH	Amazon Capital Services	10/6/2020	69.92
ACH	Amazon Capital Services	10/6/2020	43.30
ACH	Amazon Capital Services	10/6/2020	66.56
ACH	Amazon Capital Services	10/6/2020	60.67
ACH	Amazon Capital Services	10/6/2020	8.59
ACH	Amazon Capital Services	10/6/2020	61.88
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	45.55
ACH	Amazon Capital Services	10/6/2020	7.57
ACH	Amazon Capital Services	10/6/2020	82.25
ACH	Amazon Capital Services	10/6/2020	69.92
ACH	Amazon Capital Services	10/6/2020	10.96

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	13.72
ACH	Amazon Capital Services	10/6/2020	14.00
ACH	Amazon Capital Services	10/6/2020	13.57
ACH	Amazon Capital Services	10/6/2020	12.92
ACH	Amazon Capital Services	10/6/2020	11.15
ACH	Amazon Capital Services	10/6/2020	12.26
ACH	Amazon Capital Services	10/6/2020	14.82
ACH	Amazon Capital Services	10/6/2020	29.51
ACH	Amazon Capital Services	10/6/2020	11.84
ACH	Amazon Capital Services	10/6/2020	12.92
ACH	Amazon Capital Services	10/6/2020	12.62
ACH	Amazon Capital Services	10/6/2020	10.17
ACH	Amazon Capital Services	10/6/2020	25.49
ACH	Amazon Capital Services	10/6/2020	15.34
ACH	Amazon Capital Services	10/6/2020	73.26
ACH	Amazon Capital Services	10/6/2020	12.23
ACH	Amazon Capital Services	10/6/2020	40.13
ACH	Amazon Capital Services	10/6/2020	18.30
ACH	Amazon Capital Services	10/6/2020	6.49
ACH	Amazon Capital Services	10/6/2020	11.40
ACH	Amazon Capital Services	10/6/2020	48.68
ACH	Amazon Capital Services	10/6/2020	9.88
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	47.39
ACH	Amazon Capital Services	10/6/2020	30.94
ACH	Amazon Capital Services	10/6/2020	12.92
ACH	Amazon Capital Services	10/6/2020	47.33
ACH	Amazon Capital Services	10/6/2020	19.31
ACH	Amazon Capital Services	10/6/2020	5.38
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	7.51
ACH	Amazon Capital Services	10/6/2020	52.69
ACH	Amazon Capital Services	10/6/2020	36.40
ACH	Amazon Capital Services	10/6/2020	51.16
ACH	Amazon Capital Services	10/6/2020	32.91
ACH	Amazon Capital Services	10/6/2020	15.18
ACH	Amazon Capital Services	10/6/2020	18.79
ACH	Amazon Capital Services	10/6/2020	26.32
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	2.39
ACH	Amazon Capital Services	10/6/2020	61.97
ACH	Amazon Capital Services	10/6/2020	30.42
ACH	Amazon Capital Services	10/6/2020	22.52
ACH	Amazon Capital Services	10/6/2020	8.72
ACH	Amazon Capital Services	10/6/2020	13.98
ACH	Amazon Capital Services	10/6/2020	27.35
ACH	Amazon Capital Services	10/6/2020	25.97
ACH	Amazon Capital Services	10/6/2020	19.56
ACH	Amazon Capital Services	10/6/2020	13.71
ACH	Amazon Capital Services	10/6/2020	13.95
ACH	Amazon Capital Services	10/6/2020	10.66
ACH	Amazon Capital Services	10/6/2020	12.98
ACH	Amazon Capital Services	10/6/2020	75.86
ACH	Amazon Capital Services	10/6/2020	19.36
ACH	Amazon Capital Services	10/6/2020	19.92
ACH	Amazon Capital Services	10/6/2020	33.37
ACH	Amazon Capital Services	10/6/2020	88.65

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	21.54
ACH	Amazon Capital Services	10/6/2020	95.20
ACH	Amazon Capital Services	10/6/2020	60.87
ACH	Amazon Capital Services	10/6/2020	15.07
ACH	Amazon Capital Services	10/6/2020	22.84
ACH	Amazon Capital Services	10/6/2020	21.70
ACH	Amazon Capital Services	10/6/2020	23.91
ACH	Amazon Capital Services	10/6/2020	73.35
ACH	Amazon Capital Services	10/6/2020	12.32
ACH	Amazon Capital Services	10/6/2020	25.83
ACH	Amazon Capital Services	10/6/2020	29.09
ACH	Amazon Capital Services	10/6/2020	38.61
ACH	Amazon Capital Services	10/6/2020	26.60
ACH	Amazon Capital Services	10/6/2020	34.46
ACH	Amazon Capital Services	10/6/2020	29.45
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	50.29
ACH	Amazon Capital Services	10/6/2020	38.17
ACH	Amazon Capital Services	10/6/2020	29.71
ACH	Amazon Capital Services	10/6/2020	8.65
ACH	Amazon Capital Services	10/6/2020	9.69
ACH	Amazon Capital Services	10/6/2020	56.02
ACH	Amazon Capital Services	10/6/2020	51.21
ACH	Amazon Capital Services	10/6/2020	8.88
ACH	Amazon Capital Services	10/6/2020	9.64
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	45.14
ACH	Amazon Capital Services	10/6/2020	31.22
ACH	Amazon Capital Services	10/6/2020	136.80
ACH	Amazon Capital Services	10/6/2020	21.54
ACH	Amazon Capital Services	10/6/2020	15.27
ACH	Amazon Capital Services	10/6/2020	18.48
ACH	Amazon Capital Services	10/6/2020	8.92
ACH	Amazon Capital Services	10/6/2020	110.59
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	11.03
ACH	Amazon Capital Services	10/6/2020	45.15
ACH	Amazon Capital Services	10/6/2020	60.99
ACH	Amazon Capital Services	10/6/2020	32.46
ACH	Amazon Capital Services	10/6/2020	10.53
ACH	Amazon Capital Services	10/6/2020	7.53
ACH	Amazon Capital Services	10/6/2020	43.05
ACH	Amazon Capital Services	10/6/2020	9.69
ACH	Amazon Capital Services	10/6/2020	34.26
ACH	Amazon Capital Services	10/6/2020	8.65
ACH	Amazon Capital Services	10/6/2020	10.72
ACH	Amazon Capital Services	10/6/2020	49.00
ACH	Amazon Capital Services	10/6/2020	40.19
ACH	Amazon Capital Services	10/6/2020	15.60
ACH	Amazon Capital Services	10/6/2020	6.45
ACH	Amazon Capital Services	10/6/2020	46.24
ACH	Amazon Capital Services	10/6/2020	5.38
ACH	Amazon Capital Services	10/6/2020	21.54
ACH	Amazon Capital Services	10/6/2020	15.98
ACH	Amazon Capital Services	10/6/2020	46.52
ACH	Amazon Capital Services	10/6/2020	2.14
ACH	Amazon Capital Services	10/6/2020	26.09

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/6/2020	21.54
ACH	Amazon Capital Services	10/6/2020	12.93
ACH	Amazon Capital Services	10/6/2020	3.73
ACH	Amazon Capital Services	10/6/2020	13.52
ACH	Amazon Capital Services	10/6/2020	19.35
ACH	Amazon Capital Services	10/6/2020	21.26
ACH	Amazon Capital Services	10/6/2020	16.11
ACH	Amazon Capital Services	10/6/2020	105.73
ACH	Amazon Capital Services	10/6/2020	4.30
ACH	Amazon Capital Services	10/6/2020	36.94
ACH	Amazon Capital Services	10/6/2020	23.89
ACH	Amazon Capital Services	10/6/2020	5.38
ACH	Amazon Capital Services	10/6/2020	26.77
ACH	Amazon Capital Services	10/6/2020	9.69
ACH	Amazon Capital Services	10/6/2020	14.99
ACH	Amazon Capital Services	10/6/2020	12.15
ACH	Amazon Capital Services	10/6/2020	5.93
ACH	Amazon Capital Services	10/6/2020	51.67
ACH	Amazon Capital Services	10/6/2020	8.08
ACH	Amazon Capital Services	10/6/2020	29.08
ACH	Amazon Capital Services	10/6/2020	53.97
ACH	Amazon Capital Services	10/6/2020	69.41
ACH	Amazon Capital Services	10/6/2020	9.69
ACH	Amazon Capital Services	10/6/2020	8.60
ACH	Amazon Capital Services	10/6/2020	95.01
ACH	Amazon Capital Services	10/6/2020	49.55
ACH	Amazon Capital Services	10/6/2020	50.16
ACH	Amazon Capital Services	10/6/2020	4.30
ACH	Amazon Capital Services	10/6/2020	7.81
ACH	Amazon Capital Services	10/6/2020	8.43
ACH	Amazon Capital Services	10/6/2020	54.97
ACH	Amazon Capital Services	10/6/2020	7.52
ACH	Charter Impact, Inc.	10/7/2020	59,381.00
ACH	Little Global Citizens LLC	10/7/2020	VOID
ACH	PresenceLearning, Inc	10/7/2020	6,402.98
ACH	PresenceLearning, Inc	10/7/2020	3,500.00
ACH	PresenceLearning, Inc	10/7/2020	1,247.32
ACH	PresenceLearning, Inc	10/7/2020	4,672.51
ACH	Provenance	10/7/2020	93,731.31
ACH	Provenance	10/7/2020	11,387.83
ACH	Provenance	10/7/2020	2,938.83
ACH	Provenance	10/7/2020	4,533.48
ACH	Provenance	10/7/2020	1,592.94
ACH	Provenance	10/7/2020	104,103.04
ACH	Provenance	10/7/2020	4,315.16
ACH	Provenance	10/7/2020	942.84
ACH	Provenance	10/7/2020	115,905.00
ACH	Provenance	10/7/2020	118.42
ACH	Amazon Capital Services	10/8/2020	21.50
ACH	Amazon Capital Services	10/8/2020	6.99
ACH	Amazon Capital Services	10/8/2020	8.08
ACH	Amazon Capital Services	10/8/2020	5.42
ACH	Amazon Capital Services	10/8/2020	25.43
ACH	Amazon Capital Services	10/8/2020	32.27
ACH	Amazon Capital Services	10/8/2020	36.94
ACH	Amazon Capital Services	10/8/2020	16.67
ACH	Amazon Capital Services	10/8/2020	14.06



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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/8/2020	5.06
ACH	Amazon Capital Services	10/8/2020	8.39
ACH	Amazon Capital Services	10/8/2020	33.72
ACH	Amazon Capital Services	10/8/2020	24.55
ACH	Amazon Capital Services	10/8/2020	108.24
ACH	Amazon Capital Services	10/8/2020	33.59
ACH	Amazon Capital Services	10/8/2020	166.34
ACH	Amazon Capital Services	10/8/2020	16.15
ACH	Amazon Capital Services	10/8/2020	96.84
ACH	Amazon Capital Services	10/8/2020	12.87
ACH	Amazon Capital Services	10/8/2020	5.64
ACH	Amazon Capital Services	10/8/2020	24.74
ACH	Amazon Capital Services	10/8/2020	94.18
ACH	Amazon Capital Services	10/8/2020	14.82
ACH	Amazon Capital Services	10/8/2020	25.32
ACH	Amazon Capital Services	10/8/2020	7.53
ACH	Amazon Capital Services	10/8/2020	18.26
ACH	Amazon Capital Services	10/8/2020	12.51
ACH	Amazon Capital Services	10/8/2020	13.71
ACH	Amazon Capital Services	10/8/2020	21.43
ACH	Amazon Capital Services	10/8/2020	22.62
ACH	Amazon Capital Services	10/8/2020	8.65
ACH	Amazon Capital Services	10/8/2020	48.93
ACH	Amazon Capital Services	10/8/2020	53.86
ACH	Amazon Capital Services	10/8/2020	50.89
ACH	Amazon Capital Services	10/8/2020	40.54
ACH	Amazon Capital Services	10/8/2020	7.53
ACH	Amazon Capital Services	10/8/2020	6.02
ACH	Amazon Capital Services	10/8/2020	36.71
ACH	Amazon Capital Services	10/8/2020	38.67
ACH	Amazon Capital Services	10/8/2020	45.02
ACH	Amazon Capital Services	10/8/2020	46.43
ACH	Amazon Capital Services	10/8/2020	34.77
ACH	Amazon Capital Services	10/8/2020	9.73
ACH	Amazon Capital Services	10/8/2020	25.69
ACH	Amazon Capital Services	10/8/2020	36.68
ACH	Amazon Capital Services	10/8/2020	25.99
ACH	Amazon Capital Services	10/8/2020	24.00
ACH	Amazon Capital Services	10/8/2020	64.44
ACH	Amazon Capital Services	10/8/2020	7.49
ACH	Amazon Capital Services	10/8/2020	32.51
ACH	Amazon Capital Services	10/8/2020	6.44
ACH	Amazon Capital Services	10/8/2020	77.52
ACH	Amazon Capital Services	10/8/2020	80.09
ACH	Amazon Capital Services	10/8/2020	15.86
ACH	Amazon Capital Services	10/8/2020	42.76
ACH	Amazon Capital Services	10/8/2020	12.81
ACH	Amazon Capital Services	10/8/2020	50.10
ACH	Amazon Capital Services	10/8/2020	5.57
ACH	Amazon Capital Services	10/8/2020	1.77
ACH	Amazon Capital Services	10/8/2020	40.97
ACH	Amazon Capital Services	10/8/2020	77.41
ACH	Amazon Capital Services	10/8/2020	24.36
ACH	Amazon Capital Services	10/8/2020	23.58
ACH	Amazon Capital Services	10/8/2020	7.53
ACH	Amazon Capital Services	10/8/2020	17.09
ACH	Amazon Capital Services	10/8/2020	301.85



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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/8/2020	68.18
ACH	Amazon Capital Services	10/8/2020	95.98
ACH	Amazon Capital Services	10/8/2020	74.40
ACH	Amazon Capital Services	10/8/2020	7.57
ACH	Amazon Capital Services	10/8/2020	26.87
ACH	Amazon Capital Services	10/8/2020	24.14
ACH	Amazon Capital Services	10/8/2020	71.57
ACH	Amazon Capital Services	10/8/2020	7.49
ACH	Amazon Capital Services	10/8/2020	63.93
ACH	Amazon Capital Services	10/8/2020	14.82
ACH	Amazon Capital Services	10/8/2020	29.05
ACH	Amazon Capital Services	10/8/2020	35.30
ACH	Amazon Capital Services	10/8/2020	26.39
ACH	Amazon Capital Services	10/8/2020	36.10
ACH	Amazon Capital Services	10/8/2020	32.20
ACH	Amazon Capital Services	10/8/2020	70.13
ACH	Amazon Capital Services	10/8/2020	40.62
ACH	Amazon Capital Services	10/8/2020	20.80
ACH	Amazon Capital Services	10/8/2020	39.36
ACH	Amazon Capital Services	10/8/2020	63.91
ACH	Amazon Capital Services	10/8/2020	49.30
ACH	Amazon Capital Services	10/8/2020	30.78
ACH	Amazon Capital Services	10/8/2020	53.76
ACH	Amazon Capital Services	10/8/2020	9.69
ACH	Amazon Capital Services	10/8/2020	63.27
ACH	Amazon Capital Services	10/8/2020	7.53
ACH	Amazon Capital Services	10/8/2020	7.42
ACH	Amazon Capital Services	10/8/2020	46.31
ACH	Amazon Capital Services	10/8/2020	38.97
ACH	Amazon Capital Services	10/8/2020	7.60
ACH	Amazon Capital Services	10/8/2020	30.78
ACH	Amazon Capital Services	10/8/2020	8.61
ACH	Amazon Capital Services	10/8/2020	71.51
ACH	Amazon Capital Services	10/8/2020	20.40
ACH	Amazon Capital Services	10/8/2020	7.58
ACH	Amazon Capital Services	10/8/2020	40.88
ACH	Amazon Capital Services	10/8/2020	26.94
ACH	Amazon Capital Services	10/8/2020	21.30
ACH	Amazon Capital Services	10/8/2020	21.25
ACH	Amazon Capital Services	10/8/2020	9.69
ACH	Amazon Capital Services	10/8/2020	48.27
ACH	Amazon Capital Services	10/8/2020	5.43
ACH	Amazon Capital Services	10/8/2020	9.94
ACH	Amazon Capital Services	10/8/2020	8.65
ACH	Amazon Capital Services	10/8/2020	42.13
ACH	Amazon Capital Services	10/8/2020	19.56
ACH	Amazon Capital Services	10/8/2020	5.81
ACH	Amazon Capital Services	10/8/2020	19.05
ACH	Amazon Capital Services	10/8/2020	54.59
ACH	Amazon Capital Services	10/8/2020	53.49
ACH	Amazon Capital Services	10/8/2020	9.69
ACH	Amazon Capital Services	10/8/2020	19.35
ACH	Amazon Capital Services	10/8/2020	32.21
ACH	Amazon Capital Services	10/8/2020	31.70
ACH	Amazon Capital Services	10/8/2020	20.33
ACH	Amazon Capital Services	10/8/2020	32.31
ACH	Amazon Capital Services	10/8/2020	20.31

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/8/2020	18.31
ACH	Amazon Capital Services	10/8/2020	84.13
ACH	Amazon Capital Services	10/8/2020	54.00
ACH	Amazon Capital Services	10/8/2020	42.18
ACH	Amazon Capital Services	10/8/2020	24.73
ACH	Amazon Capital Services	10/8/2020	9.69
ACH	Amazon Capital Services	10/8/2020	32.28
ACH	Amazon Capital Services	10/8/2020	18.52
ACH	Amazon Capital Services	10/8/2020	5.52
ACH	Amazon Capital Services	10/8/2020	22.80
ACH	Amazon Capital Services	10/8/2020	30.67
ACH	Amazon Capital Services	10/8/2020	9.69
ACH	Amazon Capital Services	10/8/2020	15.93
ACH	Amazon Capital Services	10/8/2020	17.61
ACH	Amazon Capital Services	10/8/2020	14.78
ACH	Amazon Capital Services	10/8/2020	42.22
ACH	Amazon Capital Services	10/8/2020	111.95
ACH	Amazon Capital Services	10/8/2020	28.21
ACH	Amazon Capital Services	10/8/2020	43.05
ACH	Amazon Capital Services	10/8/2020	28.00
ACH	Amazon Capital Services	10/8/2020	15.14
ACH	Amazon Capital Services	10/8/2020	7.49
ACH	Amazon Capital Services	10/8/2020	36.27
ACH	Amazon Capital Services	10/8/2020	8.99
ACH	Amazon Capital Services	10/8/2020	32.31
ACH	Amazon Capital Services	10/8/2020	32.31
ACH	Amazon Capital Services	10/8/2020	7.53
ACH	Amazon Capital Services	10/8/2020	25.93
ACH	Amazon Capital Services	10/8/2020	38.89
ACH	Amazon Capital Services	10/8/2020	10.11
ACH	Amazon Capital Services	10/8/2020	21.69
ACH	Amazon Capital Services	10/8/2020	21.65
ACH	Amazon Capital Services	10/8/2020	37.96
ACH	Amazon Capital Services	10/8/2020	10.72
ACH	Amazon Capital Services	10/8/2020	77.22
ACH	Amazon Capital Services	10/8/2020	26.93
ACH	Amazon Capital Services	10/8/2020	64.57
ACH	Amazon Capital Services	10/8/2020	52.99
ACH	Amazon Capital Services	10/8/2020	10.72
ACH	Amazon Capital Services	10/8/2020	85.74
ACH	Amazon Capital Services	10/8/2020	8.53
ACH	Amazon Capital Services	10/8/2020	27.78
ACH	Amazon Capital Services	10/8/2020	4.30
ACH	Amazon Capital Services	10/8/2020	35.70
ACH	Amazon Capital Services	10/8/2020	6.67
ACH	Amazon Capital Services	10/8/2020	71.19
ACH	Amazon Capital Services	10/8/2020	53.73
ACH	Amazon Capital Services	10/8/2020	34.47
ACH	Amazon Capital Services	10/8/2020	75.99
ACH	Amazon Capital Services	10/8/2020	13.40
ACH	Amazon Capital Services	10/8/2020	5.60
ACH	Amazon Capital Services	10/8/2020	21.54
ACH	Amazon Capital Services	10/8/2020	25.85
ACH	Amazon Capital Services	10/8/2020	13.98
ACH	Amazon Capital Services	10/8/2020	26.93
ACH	Amazon Capital Services	10/8/2020	13.55
ACH	Amazon Capital Services	10/8/2020	16.15

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/8/2020	45.22
ACH	Amazon Capital Services	10/8/2020	24.89
ACH	Amazon Capital Services	10/8/2020	226.26
ACH	Amazon Capital Services	10/8/2020	32.44
ACH	Amazon Capital Services	10/8/2020	43.05
ACH	Amazon Capital Services	10/8/2020	10.66
ACH	Amazon Capital Services	10/8/2020	25.85
ACH	Amazon Capital Services	10/8/2020	38.49
ACH	Amazon Capital Services	10/8/2020	44.66
ACH	Amazon Capital Services	10/8/2020	44.32
ACH	Amazon Capital Services	10/8/2020	20.88
ACH	Amazon Capital Services	10/8/2020	31.72
ACH	Amazon Capital Services	10/8/2020	14.75
ACH	Amazon Capital Services	10/8/2020	31.56
ACH	Amazon Capital Services	10/8/2020	38.01
ACH	Amazon Capital Services	10/8/2020	13.89
ACH	Amazon Capital Services	10/8/2020	15.51
ACH	Amazon Capital Services	10/8/2020	60.90
ACH	Amazon Capital Services	10/8/2020	59.99
ACH	Amazon Capital Services	10/8/2020	98.87
ACH	Amazon Capital Services	10/8/2020	21.50
ACH	Amazon Capital Services	10/8/2020	51.29
ACH	Amazon Capital Services	10/8/2020	8.57
ACH	Amazon Capital Services	10/8/2020	35.53
ACH	Amazon Capital Services	10/8/2020	8.61
ACH	Amazon Capital Services	10/8/2020	5.38
ACH	Amazon Capital Services	10/8/2020	14.49
ACH	Amazon Capital Services	10/8/2020	18.31
ACH	Amazon Capital Services	10/8/2020	13.41
ACH	Amazon Capital Services	10/8/2020	8.57
ACH	Amazon Capital Services	10/8/2020	10.72
ACH	Amazon Capital Services	10/8/2020	7.57
ACH	Amazon Capital Services	10/8/2020	43.09
ACH	Amazon Capital Services	10/8/2020	43.05
ACH	Amazon Capital Services	10/8/2020	10.07
ACH	Amazon Capital Services	10/8/2020	17.35
ACH	Amazon Capital Services	10/8/2020	2.92
ACH	Amazon Capital Services	10/8/2020	82.60
ACH	Amazon Capital Services	10/8/2020	27.90
ACH	Amazon Capital Services	10/8/2020	25.85
ACH	Amazon Capital Services	10/8/2020	8.61
ACH	Amazon Capital Services	10/8/2020	32.00
ACH	Amazon Capital Services	10/8/2020	8.61
ACH	Amazon Capital Services	10/8/2020	37.67
ACH	Amazon Capital Services	10/8/2020	47.54
ACH	Amazon Capital Services	10/8/2020	57.92
ACH	Amazon Capital Services	10/8/2020	8.61
ACH	Amazon Capital Services	10/8/2020	21.54
ACH	Amazon Capital Services	10/8/2020	20.00
ACH	Amazon Capital Services	10/8/2020	68.80
ACH	Amazon Capital Services	10/8/2020	45.35
ACH	Amazon Capital Services	10/8/2020	27.67
ACH	Amazon Capital Services	10/8/2020	45.52
ACH	Amazon Capital Services	10/8/2020	36.30
ACH	Amazon Capital Services	10/8/2020	23.71
ACH	Amazon Capital Services	10/8/2020	6.02
ACH	Amazon Capital Services	10/8/2020	23.97

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/8/2020	108.74
ACH	Amazon Capital Services	10/8/2020	22.47
ACH	Amazon Capital Services	10/8/2020	64.57
ACH	Amazon Capital Services	10/8/2020	143.33
ACH	Amazon Capital Services	10/8/2020	35.72
ACH	Amazon Capital Services	10/8/2020	16.31
ACH	Amazon Capital Services	10/8/2020	23.24
ACH	Amazon Capital Services	10/8/2020	65.25
ACH	Amazon Capital Services	10/8/2020	4.92
ACH	Amazon Capital Services	10/8/2020	37.66
ACH	Amazon Capital Services	10/8/2020	15.83
ACH	Amazon Capital Services	10/8/2020	44.58
ACH	Amazon Capital Services	10/8/2020	10.76
ACH	Amazon Capital Services	10/8/2020	26.93
ACH	Amazon Capital Services	10/8/2020	54.92
ACH	Amazon Capital Services	10/8/2020	49.51
ACH	Amazon Capital Services	10/8/2020	21.80
ACH	Amazon Capital Services	10/8/2020	49.71
ACH	Amazon Capital Services	10/8/2020	103.90
ACH	Amazon Capital Services	10/8/2020	38.78
ACH	Amazon Capital Services	10/8/2020	89.27
ACH	Amazon Capital Services	10/8/2020	21.62
ACH	Amazon Capital Services	10/8/2020	8.60
ACH	Amazon Capital Services	10/8/2020	23.32
ACH	Amazon Capital Services	10/8/2020	5.66
ACH	Amazon Capital Services	10/8/2020	20.46
ACH	Amazon Capital Services	10/8/2020	38.78
ACH	Amazon Capital Services	10/8/2020	7.25
ACH	Amazon Capital Services	10/8/2020	7.78
ACH	Amazon Capital Services	10/8/2020	7.58
ACH	Amazon Capital Services	10/8/2020	31.19
ACH	Amazon Capital Services	10/8/2020	48.79
ACH	Amazon Capital Services	10/8/2020	13.17
ACH	Amazon Capital Services	10/8/2020	106.67
ACH	Amazon Capital Services	10/8/2020	3.76
ACH	Amazon Capital Services	10/8/2020	28.70
ACH	Amazon Capital Services	10/8/2020	5.57
ACH	Amazon Capital Services	10/8/2020	25.80
ACH	Amazon Capital Services	10/8/2020	9.29
ACH	Amazon Capital Services	10/8/2020	26.93
ACH	Amazon Capital Services	10/8/2020	26.50
ACH	Amazon Capital Services	10/8/2020	74.34
ACH	Amazon Capital Services	10/8/2020	67.63
ACH	Amazon Capital Services	10/8/2020	15.05
ACH	Amazon Capital Services	10/8/2020	21.54
ACH	Amazon Capital Services	10/8/2020	42.50
ACH	Amazon Capital Services	10/8/2020	86.18
ACH	Amazon Capital Services	10/8/2020	62.76
ACH	Amazon Capital Services	10/8/2020	4.36
ACH	Amazon Capital Services	10/8/2020	40.70
ACH	Amazon Capital Services	10/8/2020	3.22
ACH	Amazon Capital Services	10/8/2020	75.38
ACH	Amazon Capital Services	10/8/2020	3.29
ACH	Amazon Capital Services	10/8/2020	56.20
ACH	Amazon Capital Services	10/8/2020	13.46
ACH	Amazon Capital Services	10/8/2020	46.64
ACH	Amazon Capital Services	10/8/2020	27.04

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/8/2020	25.20
ACH	Amazon Capital Services	10/8/2020	17.31
ACH	Amazon Capital Services	10/8/2020	14.63
ACH	Amazon Capital Services	10/8/2020	19.38
ACH	Amazon Capital Services	10/8/2020	7.53
ACH	Amazon Capital Services	10/8/2020	27.63
ACH	Amazon Capital Services	10/13/2020	11.37
ACH	Amazon Capital Services	10/13/2020	36.42
ACH	Amazon Capital Services	10/13/2020	21.33
ACH	Amazon Capital Services	10/13/2020	17.11
ACH	Amazon Capital Services	10/13/2020	23.71
ACH	Amazon Capital Services	10/13/2020	23.71
ACH	Amazon Capital Services	10/13/2020	50.59
ACH	Amazon Capital Services	10/13/2020	54.08
ACH	Amazon Capital Services	10/13/2020	110.38
ACH	Amazon Capital Services	10/13/2020	38.02
ACH	Amazon Capital Services	10/13/2020	12.98
ACH	Amazon Capital Services	10/13/2020	12.62
ACH	Amazon Capital Services	10/13/2020	11.32
ACH	Amazon Capital Services	10/13/2020	56.53
ACH	Amazon Capital Services	10/13/2020	6.64
ACH	Amazon Capital Services	10/13/2020	15.78
ACH	Amazon Capital Services	10/13/2020	60.05
ACH	Amazon Capital Services	10/13/2020	49.52
ACH	Amazon Capital Services	10/13/2020	23.63
ACH	Amazon Capital Services	10/13/2020	16.40
ACH	Amazon Capital Services	10/13/2020	32.19
ACH	Amazon Capital Services	10/13/2020	67.67
ACH	Amazon Capital Services	10/13/2020	18.42
ACH	Amazon Capital Services	10/13/2020	21.73
ACH	Amazon Capital Services	10/13/2020	19.38
ACH	Amazon Capital Services	10/13/2020	5.37
ACH	Amazon Capital Services	10/13/2020	153.32
ACH	Amazon Capital Services	10/13/2020	10.76
ACH	Amazon Capital Services	10/13/2020	24.75
ACH	Amazon Capital Services	10/13/2020	20.07
ACH	Amazon Capital Services	10/13/2020	27.57
ACH	Amazon Capital Services	10/13/2020	15.15
ACH	Amazon Capital Services	10/13/2020	50.59
ACH	Amazon Capital Services	10/13/2020	20.10
ACH	Amazon Capital Services	10/13/2020	51.55
ACH	Amazon Capital Services	10/13/2020	16.23
ACH	Amazon Capital Services	10/13/2020	44.73
ACH	Amazon Capital Services	10/13/2020	103.48
ACH	Amazon Capital Services	10/13/2020	10.06
ACH	Amazon Capital Services	10/13/2020	19.38
ACH	Amazon Capital Services	10/13/2020	25.83
ACH	Amazon Capital Services	10/13/2020	12.83
ACH	Amazon Capital Services	10/13/2020	43.09
ACH	Amazon Capital Services	10/13/2020	10.76
ACH	Amazon Capital Services	10/13/2020	57.62
ACH	Amazon Capital Services	10/13/2020	11.60
ACH	Amazon Capital Services	10/13/2020	17.23
ACH	Amazon Capital Services	10/13/2020	15.07
ACH	Amazon Capital Services	10/13/2020	20.42
ACH	Amazon Capital Services	10/13/2020	20.35
ACH	Amazon Capital Services	10/13/2020	10.12

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/13/2020	31.05
ACH	Amazon Capital Services	10/13/2020	29.33
ACH	Amazon Capital Services	10/13/2020	34.47
ACH	Amazon Capital Services	10/13/2020	16.54
ACH	Amazon Capital Services	10/13/2020	57.80
ACH	Amazon Capital Services	10/13/2020	13.47
ACH	Amazon Capital Services	10/13/2020	14.61
ACH	Amazon Capital Services	10/13/2020	30.57
ACH	Amazon Capital Services	10/13/2020	33.16
ACH	Amazon Capital Services	10/13/2020	111.84
ACH	Amazon Capital Services	10/13/2020	20.34
ACH	Amazon Capital Services	10/13/2020	38.24
ACH	Amazon Capital Services	10/13/2020	14.04
ACH	Amazon Capital Services	10/13/2020	24.76
ACH	Amazon Capital Services	10/13/2020	23.52
ACH	Amazon Capital Services	10/13/2020	5.38
ACH	Amazon Capital Services	10/13/2020	207.64
ACH	Amazon Capital Services	10/13/2020	23.25
ACH	Amazon Capital Services	10/13/2020	229.45
ACH	Amazon Capital Services	10/13/2020	237.04
ACH	Amazon Capital Services	10/13/2020	53.39
ACH	Amazon Capital Services	10/13/2020	59.22
ACH	Amazon Capital Services	10/13/2020	2.99
ACH	Amazon Capital Services	10/13/2020	28.44
ACH	Amazon Capital Services	10/13/2020	18.18
ACH	Amazon Capital Services	10/13/2020	46.26
ACH	Amazon Capital Services	10/13/2020	49.54
ACH	Amazon Capital Services	10/13/2020	24.22
ACH	Amazon Capital Services	10/13/2020	54.36
ACH	Amazon Capital Services	10/13/2020	27.07
ACH	Amazon Capital Services	10/13/2020	16.15
ACH	Amazon Capital Services	10/13/2020	17.11
ACH	Amazon Capital Services	10/13/2020	6.45
ACH	Amazon Capital Services	10/13/2020	39.59
ACH	Amazon Capital Services	10/13/2020	51.14
ACH	Amazon Capital Services	10/13/2020	26.41
ACH	Amazon Capital Services	10/13/2020	27.14
ACH	Amazon Capital Services	10/13/2020	35.00
ACH	Amazon Capital Services	10/13/2020	48.23
ACH	Amazon Capital Services	10/13/2020	32.91
ACH	Amazon Capital Services	10/13/2020	23.67
ACH	Amazon Capital Services	10/13/2020	48.70
ACH	Amazon Capital Services	10/13/2020	11.84
ACH	Amazon Capital Services	10/13/2020	5.38
ACH	Amazon Capital Services	10/13/2020	10.76
ACH	Amazon Capital Services	10/13/2020	27.83
ACH	Amazon Capital Services	10/13/2020	6.48
ACH	Amazon Capital Services	10/13/2020	19.47
ACH	Amazon Capital Services	10/13/2020	10.76
ACH	Amazon Capital Services	10/13/2020	27.19
ACH	Amazon Capital Services	10/13/2020	35.16
ACH	Amazon Capital Services	10/13/2020	47.38
ACH	Amazon Capital Services	10/13/2020	12.88
ACH	Amazon Capital Services	10/13/2020	25.26
ACH	Amazon Capital Services	10/13/2020	61.60
ACH	Amazon Capital Services	10/13/2020	39.82
ACH	Amazon Capital Services	10/13/2020	58.04

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/13/2020	19.01
ACH	Amazon Capital Services	10/13/2020	17.23
ACH	Amazon Capital Services	10/13/2020	5.38
ACH	Amazon Capital Services	10/13/2020	38.60
ACH	Amazon Capital Services	10/13/2020	34.47
ACH	Amazon Capital Services	10/13/2020	26.93
ACH	Amazon Capital Services	10/13/2020	180.76
ACH	Amazon Capital Services	10/13/2020	35.50
ACH	Amazon Capital Services	10/13/2020	18.85
ACH	Amazon Capital Services	10/13/2020	44.90
ACH	Amazon Capital Services	10/13/2020	21.54
ACH	Amazon Capital Services	10/13/2020	21.50
ACH	Amazon Capital Services	10/13/2020	48.92
ACH	Amazon Capital Services	10/13/2020	5.38
ACH	Amazon Capital Services	10/13/2020	3.22
ACH	Amazon Capital Services	10/13/2020	45.86
ACH	Amazon Capital Services	10/13/2020	22.62
ACH	Amazon Capital Services	10/13/2020	29.16
ACH	Amazon Capital Services	10/13/2020	10.76
ACH	Amazon Capital Services	10/13/2020	16.98
ACH	Amazon Capital Services	10/13/2020	10.76
ACH	Amazon Capital Services	10/13/2020	16.91
ACH	Amazon Capital Services	10/13/2020	6.24
ACH	Amazon Capital Services	10/13/2020	26.93
ACH	Amazon Capital Services	10/13/2020	18.24
ACH	Amazon Capital Services	10/13/2020	16.95
ACH	Amazon Capital Services	10/13/2020	4.87
ACH	Amazon Capital Services	10/13/2020	11.84
ACH	Amazon Capital Services	10/13/2020	30.27
ACH	Amazon Capital Services	10/13/2020	16.14
ACH	Amazon Capital Services	10/13/2020	33.52
ACH	Amazon Capital Services	10/13/2020	13.39
ACH	Amazon Capital Services	10/13/2020	17.66
ACH	Amazon Capital Services	10/13/2020	24.62
ACH	Amazon Capital Services	10/13/2020	18.88
ACH	Amazon Capital Services	10/13/2020	34.24
ACH	Amazon Capital Services	10/13/2020	7.35
ACH	Amazon Capital Services	10/13/2020	26.09
ACH	Amazon Capital Services	10/13/2020	21.54
ACH	Amazon Capital Services	10/13/2020	29.05
ACH	Amazon Capital Services	10/13/2020	106.62
ACH	Amazon Capital Services	10/13/2020	12.38
ACH	Amazon Capital Services	10/13/2020	19.29
ACH	Amazon Capital Services	10/13/2020	58.78
ACH	Amazon Capital Services	10/13/2020	12.86
ACH	Amazon Capital Services	10/13/2020	21.32
ACH	Amazon Capital Services	10/13/2020	6.99
ACH	Amazon Capital Services	10/13/2020	18.33
ACH	Amazon Capital Services	10/13/2020	17.94
ACH	Amazon Capital Services	10/13/2020	12.91
ACH	Amazon Capital Services	10/13/2020	53.66
ACH	Amazon Capital Services	10/13/2020	20.06
ACH	Amazon Capital Services	10/13/2020	20.06
ACH	Amazon Capital Services	10/13/2020	41.54
ACH	Amazon Capital Services	10/13/2020	40.98
ACH	Amazon Capital Services	10/13/2020	58.74
ACH	Amazon Capital Services	10/13/2020	10.76



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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/13/2020	36.07
ACH	Amazon Capital Services	10/13/2020	48.02
ACH	Amazon Capital Services	10/13/2020	165.58
ACH	Amazon Capital Services	10/13/2020	44.14
ACH	Amazon Capital Services	10/13/2020	21.54
ACH	Amazon Capital Services	10/13/2020	25.73
ACH	Amazon Capital Services	10/13/2020	19.92
ACH	Amazon Capital Services	10/13/2020	45.53
ACH	Amazon Capital Services	10/13/2020	17.23
ACH	Amazon Capital Services	10/13/2020	118.51
ACH	Amazon Capital Services	10/13/2020	31.01
ACH	Amazon Capital Services	10/13/2020	27.17
ACH	Amazon Capital Services	10/13/2020	52.51
ACH	Amazon Capital Services	10/13/2020	42.94
ACH	Amazon Capital Services	10/13/2020	25.13
ACH	Amazon Capital Services	10/13/2020	15.06
ACH	Amazon Capital Services	10/13/2020	10.86
ACH	Amazon Capital Services	10/13/2020	10.76
ACH	Amazon Capital Services	10/13/2020	12.13
ACH	Amazon Capital Services	10/13/2020	55.18
ACH	Amazon Capital Services	10/13/2020	34.09
ACH	Amazon Capital Services	10/13/2020	41.97
ACH	Amazon Capital Services	10/13/2020	50.57
ACH	Amazon Capital Services	10/13/2020	17.85
ACH	Amazon Capital Services	10/13/2020	17.19
ACH	Amazon Capital Services	10/13/2020	34.05
ACH	Amazon Capital Services	10/13/2020	17.35
ACH	Amazon Capital Services	10/13/2020	20.47
ACH	Amazon Capital Services	10/13/2020	15.03
ACH	Amazon Capital Services	10/13/2020	6.70
ACH	Amazon Capital Services	10/13/2020	27.07
ACH	Amazon Capital Services	10/13/2020	6.50
ACH	Amazon Capital Services	10/13/2020	30.80
ACH	Amazon Capital Services	10/13/2020	24.31
ACH	Amazon Capital Services	10/13/2020	21.64
ACH	Amazon Capital Services	10/13/2020	14.97
ACH	Amazon Capital Services	10/13/2020	51.64
ACH	Amazon Capital Services	10/13/2020	19.38
ACH	Amazon Capital Services	10/13/2020	25.17
ACH	Amazon Capital Services	10/13/2020	45.24
ACH	Amazon Capital Services	10/13/2020	44.70
ACH	Amazon Capital Services	10/13/2020	53.55
ACH	Amazon Capital Services	10/13/2020	23.15
ACH	Amazon Capital Services	10/13/2020	15.06
ACH	Amazon Capital Services	10/13/2020	17.41
ACH	Amazon Capital Services	10/13/2020	11.14
ACH	Amazon Capital Services	10/13/2020	13.86
ACH	Amazon Capital Services	10/13/2020	54.51
ACH	Amazon Capital Services	10/13/2020	16.15
ACH	Amazon Capital Services	10/13/2020	217.36
ACH	Amazon Capital Services	10/13/2020	33.38
ACH	Amazon Capital Services	10/13/2020	23.97
ACH	Amazon Capital Services	10/13/2020	14.30
ACH	Amazon Capital Services	10/13/2020	18.63
ACH	Amazon Capital Services	10/13/2020	12.46
ACH	Amazon Capital Services	10/13/2020	22.69
ACH	Amazon Capital Services	10/13/2020	12.60



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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/13/2020	10.76
ACH	Amazon Capital Services	10/13/2020	21.50
ACH	Amazon Capital Services	10/13/2020	10.49
ACH	Amazon Capital Services	10/13/2020	56.86
ACH	Amazon Capital Services	10/13/2020	2.79
ACH	Amazon Capital Services	10/13/2020	13.87
ACH	Amazon Capital Services	10/13/2020	37.88
ACH	Amazon Capital Services	10/13/2020	27.05
ACH	Amazon Capital Services	10/13/2020	160.36
ACH	Amazon Capital Services	10/13/2020	14.43
ACH	Amazon Capital Services	10/13/2020	56.31
ACH	Amazon Capital Services	10/13/2020	6.48
ACH	Amazon Capital Services	10/13/2020	30.15
ACH	Amazon Capital Services	10/13/2020	12.98
ACH	Amazon Capital Services	10/13/2020	146.67
ACH	Amazon Capital Services	10/13/2020	53.21
ACH	Amazon Capital Services	10/13/2020	17.92
ACH	Amazon Capital Services	10/13/2020	22.87
ACH	Amazon Capital Services	10/13/2020	36.57
ACH	Amazon Capital Services	10/13/2020	52.56
ACH	Amazon Capital Services	10/13/2020	12.92
ACH	Amazon Capital Services	10/13/2020	7.51
ACH	Amazon Capital Services	10/13/2020	41.91
ACH	Amazon Capital Services	10/13/2020	6.74
ACH	Amazon Capital Services	10/13/2020	15.72
ACH	Amazon Capital Services	10/13/2020	25.85
ACH	Amazon Capital Services	10/13/2020	11.60
ACH	Amazon Capital Services	10/13/2020	39.50
ACH	Amazon Capital Services	10/13/2020	23.84
ACH	Amazon Capital Services	10/13/2020	44.05
ACH	Amazon Capital Services	10/13/2020	38.22
ACH	Amazon Capital Services	10/13/2020	15.09
ACH	Amazon Capital Services	10/13/2020	17.23
ACH	Amazon Capital Services	10/13/2020	118.52
ACH	Amazon Capital Services	10/13/2020	17.23
ACH	Amazon Capital Services	10/13/2020	19.34
ACH	Amazon Capital Services	10/13/2020	43.82
ACH	Amazon Capital Services	10/13/2020	21.52
ACH	Amazon Capital Services	10/13/2020	12.76
ACH	Amazon Capital Services	10/13/2020	40.23
ACH	Amazon Capital Services	10/13/2020	29.19
ACH	Amazon Capital Services	10/13/2020	169.75
ACH	Amazon Capital Services	10/13/2020	20.00
ACH	Amazon Capital Services	10/13/2020	10.80
ACH	Amazon Capital Services	10/13/2020	26.78
ACH	Amazon Capital Services	10/13/2020	4.29
ACH	Amazon Capital Services	10/13/2020	48.36
ACH	Amazon Capital Services	10/13/2020	21.56
ACH	Amazon Capital Services	10/13/2020	211.13
ACH	Amazon Capital Services	10/13/2020	30.14
ACH	Amazon Capital Services	10/13/2020	33.37
ACH	Amazon Capital Services	10/13/2020	27.98
ACH	Amazon Capital Services	10/13/2020	15.43
ACH	Amazon Capital Services	10/13/2020	30.90
ACH	Amazon Capital Services	10/13/2020	17.23
ACH	Amazon Capital Services	10/13/2020	94.81
ACH	Amazon Capital Services	10/13/2020	16.10

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/13/2020	22.73
ACH	Amazon Capital Services	10/13/2020	19.38
ACH	Amazon Capital Services	10/13/2020	10.33
ACH	Amazon Capital Services	10/13/2020	18.87
ACH	Amazon Capital Services	10/13/2020	4.33
ACH	Amazon Capital Services	10/13/2020	13.47
ACH	Amazon Capital Services	10/13/2020	19.78
ACH	Amazon Capital Services	10/13/2020	8.95
ACH	Amazon Capital Services	10/13/2020	41.55
ACH	Amazon Capital Services	10/13/2020	14.14
ACH	Amazon Capital Services	10/13/2020	53.68
ACH	Amazon Capital Services	10/13/2020	31.46
ACH	Amazon Capital Services	10/13/2020	38.84
ACH	Amazon Capital Services	10/13/2020	24.94
ACH	Amazon Capital Services	10/13/2020	25.34
ACH	Amazon Capital Services	10/13/2020	2.92
ACH	Amazon Capital Services	10/13/2020	38.62
ACH	Amazon Capital Services	10/13/2020	68.92
ACH	Amazon Capital Services	10/13/2020	73.25
ACH	Amazon Capital Services	10/13/2020	13.93
ACH	Amazon Capital Services	10/13/2020	41.31
ACH	Provenance	10/14/2020	1,517.08
ACH	Provenance	10/14/2020	3,392.73
ACH	Provenance	10/14/2020	197.67
ACH	Amazon Capital Services	10/15/2020	31.76
ACH	Amazon Capital Services	10/15/2020	9.03
ACH	Amazon Capital Services	10/15/2020	7.53
ACH	Amazon Capital Services	10/15/2020	5.38
ACH	Amazon Capital Services	10/15/2020	79.70
ACH	Amazon Capital Services	10/15/2020	207.64
ACH	Amazon Capital Services	10/15/2020	6.99
ACH	Amazon Capital Services	10/15/2020	7.53
ACH	Amazon Capital Services	10/15/2020	26.93
ACH	Amazon Capital Services	10/15/2020	25.52
ACH	Amazon Capital Services	10/15/2020	21.89
ACH	Amazon Capital Services	10/15/2020	28.19
ACH	Amazon Capital Services	10/15/2020	5.38
ACH	Amazon Capital Services	10/15/2020	32.18
ACH	Amazon Capital Services	10/15/2020	65.60
ACH	Amazon Capital Services	10/15/2020	30.77
ACH	Amazon Capital Services	10/15/2020	13.58
ACH	Amazon Capital Services	10/15/2020	24.28
ACH	Amazon Capital Services	10/15/2020	24.77
ACH	Amazon Capital Services	10/15/2020	23.97
ACH	Amazon Capital Services	10/15/2020	34.43
ACH	Amazon Capital Services	10/15/2020	97.61
ACH	Amazon Capital Services	10/15/2020	30.56
ACH	Amazon Capital Services	10/15/2020	17.55
ACH	Amazon Capital Services	10/15/2020	10.38
ACH	Amazon Capital Services	10/15/2020	11.30
ACH	Amazon Capital Services	10/15/2020	61.94
ACH	Amazon Capital Services	10/15/2020	33.12
ACH	Amazon Capital Services	10/15/2020	97.96
ACH	Amazon Capital Services	10/15/2020	55.98
ACH	Amazon Capital Services	10/15/2020	30.79
ACH	Amazon Capital Services	10/15/2020	25.25
ACH	Amazon Capital Services	10/15/2020	32.27

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/15/2020	25.97
ACH	Amazon Capital Services	10/15/2020	20.56
ACH	Amazon Capital Services	10/15/2020	20.46
ACH	Amazon Capital Services	10/15/2020	14.89
ACH	Amazon Capital Services	10/15/2020	21.82
ACH	Amazon Capital Services	10/15/2020	22.96
ACH	Amazon Capital Services	10/15/2020	17.22
ACH	Amazon Capital Services	10/15/2020	28.13
ACH	Amazon Capital Services	10/15/2020	9.63
ACH	Amazon Capital Services	10/15/2020	17.23
ACH	Amazon Capital Services	10/15/2020	11.84
ACH	Amazon Capital Services	10/15/2020	37.70
ACH	Amazon Capital Services	10/15/2020	8.61
ACH	Amazon Capital Services	10/15/2020	34.28
ACH	Amazon Capital Services	10/15/2020	43.09
ACH	Amazon Capital Services	10/15/2020	5.97
ACH	Amazon Capital Services	10/15/2020	10.67
ACH	Amazon Capital Services	10/15/2020	8.61
ACH	Amazon Capital Services	10/15/2020	34.68
ACH	Amazon Capital Services	10/15/2020	29.10
ACH	Amazon Capital Services	10/15/2020	11.73
ACH	Amazon Capital Services	10/15/2020	8.31
ACH	Amazon Capital Services	10/15/2020	8.61
ACH	Amazon Capital Services	10/15/2020	15.62
ACH	Amazon Capital Services	10/15/2020	19.38
ACH	Amazon Capital Services	10/15/2020	8.61
ACH	Amazon Capital Services	10/15/2020	39.42
ACH	Amazon Capital Services	10/15/2020	43.21
ACH	Amazon Capital Services	10/15/2020	9.88
ACH	Amazon Capital Services	10/15/2020	13.30
ACH	Amazon Capital Services	10/15/2020	27.95
ACH	Amazon Capital Services	10/15/2020	27.62
ACH	Amazon Capital Services	10/15/2020	8.07
ACH	Amazon Capital Services	10/15/2020	17.35
ACH	Amazon Capital Services	10/15/2020	69.60
ACH	Amazon Capital Services	10/15/2020	68.99
ACH	Amazon Capital Services	10/15/2020	77.21
ACH	Amazon Capital Services	10/15/2020	13.96
ACH	Amazon Capital Services	10/15/2020	294.57
ACH	Amazon Capital Services	10/15/2020	58.07
ACH	Amazon Capital Services	10/15/2020	80.84
ACH	Amazon Capital Services	10/15/2020	8.65
ACH	Amazon Capital Services	10/15/2020	15.51
ACH	Amazon Capital Services	10/15/2020	9.73
ACH	Amazon Capital Services	10/15/2020	18.36
ACH	Amazon Capital Services	10/15/2020	36.55
ACH	Amazon Capital Services	10/15/2020	24.66
ACH	Amazon Capital Services	10/15/2020	44.64
ACH	Amazon Capital Services	10/15/2020	30.41
ACH	Amazon Capital Services	10/15/2020	42.52
ACH	Amazon Capital Services	10/15/2020	26.91
ACH	Amazon Capital Services	10/15/2020	14.16
ACH	Amazon Capital Services	10/15/2020	16.15
ACH	Amazon Capital Services	10/15/2020	9.69
ACH	Amazon Capital Services	10/15/2020	43.05
ACH	Amazon Capital Services	10/15/2020	34.63
ACH	Amazon Capital Services	10/15/2020	47.66

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/15/2020	63.53
ACH	Amazon Capital Services	10/15/2020	33.28
ACH	Amazon Capital Services	10/15/2020	5.39
ACH	Amazon Capital Services	10/15/2020	23.98
ACH	Amazon Capital Services	10/15/2020	7.57
ACH	Amazon Capital Services	10/15/2020	21.32
ACH	Amazon Capital Services	10/15/2020	18.82
ACH	Amazon Capital Services	10/15/2020	11.63
ACH	Amazon Capital Services	10/15/2020	42.98
ACH	Amazon Capital Services	10/15/2020	16.15
ACH	Amazon Capital Services	10/15/2020	68.79
ACH	Amazon Capital Services	10/15/2020	34.45
ACH	Amazon Capital Services	10/15/2020	11.68
ACH	Amazon Capital Services	10/15/2020	7.53
ACH	Amazon Capital Services	10/15/2020	29.63
ACH	Amazon Capital Services	10/15/2020	31.21
ACH	Amazon Capital Services	10/15/2020	46.19
ACH	Amazon Capital Services	10/15/2020	14.06
ACH	Amazon Capital Services	10/15/2020	26.90
ACH	Amazon Capital Services	10/15/2020	6.78
ACH	Amazon Capital Services	10/15/2020	119.92
ACH	Amazon Capital Services	10/15/2020	72.19
ACH	Amazon Capital Services	10/15/2020	77.58
ACH	Amazon Capital Services	10/15/2020	13.91
ACH	Amazon Capital Services	10/15/2020	42.29
ACH	Amazon Capital Services	10/15/2020	6.95
ACH	Amazon Capital Services	10/15/2020	54.36
ACH	Amazon Capital Services	10/15/2020	65.49
ACH	Amazon Capital Services	10/15/2020	16.16
ACH	Amazon Capital Services	10/15/2020	2.79
ACH	Amazon Capital Services	10/15/2020	16.15
ACH	Amazon Capital Services	10/15/2020	7.53
ACH	Amazon Capital Services	10/15/2020	20.56
ACH	Amazon Capital Services	10/15/2020	8.61
ACH	Amazon Capital Services	10/15/2020	19.38
ACH	Amazon Capital Services	10/15/2020	14.43
ACH	Amazon Capital Services	10/15/2020	32.68
ACH	Amazon Capital Services	10/15/2020	12.28
ACH	Amazon Capital Services	10/15/2020	18.30
ACH	Amazon Capital Services	10/15/2020	32.82
ACH	Amazon Capital Services	10/15/2020	92.72
ACH	Amazon Capital Services	10/15/2020	19.83
ACH	Amazon Capital Services	10/15/2020	14.82
ACH	Amazon Capital Services	10/15/2020	18.31
ACH	Amazon Capital Services	10/15/2020	33.71
ACH	Amazon Capital Services	10/15/2020	10.76
ACH	Amazon Capital Services	10/15/2020	32.38
ACH	Amazon Capital Services	10/15/2020	13.57
ACH	Amazon Capital Services	10/15/2020	66.82
ACH	Amazon Capital Services	10/15/2020	48.47
ACH	Amazon Capital Services	10/15/2020	16.47
ACH	Amazon Capital Services	10/15/2020	8.61
ACH	Amazon Capital Services	10/15/2020	6.38
ACH	Amazon Capital Services	10/15/2020	26.97
ACH	Amazon Capital Services	10/15/2020	9.59
ACH	Amazon Capital Services	10/15/2020	7.03
ACH	Amazon Capital Services	10/15/2020	7.57

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/15/2020	30.65
ACH	Amazon Capital Services	10/15/2020	28.74
ACH	Amazon Capital Services	10/15/2020	56.69
ACH	Amazon Capital Services	10/15/2020	22.46
ACH	Amazon Capital Services	10/15/2020	34.99
ACH	Amazon Capital Services	10/15/2020	60.32
ACH	Amazon Capital Services	10/15/2020	14.42
ACH	Amazon Capital Services	10/15/2020	43.91
ACH	Amazon Capital Services	10/15/2020	26.09
ACH	Amazon Capital Services	10/15/2020	75.24
ACH	Amazon Capital Services	10/15/2020	24.67
ACH	Amazon Capital Services	10/15/2020	67.10
ACH	Amazon Capital Services	10/15/2020	27.20
ACH	Amazon Capital Services	10/15/2020	23.32
ACH	Amazon Capital Services	10/15/2020	25.83
ACH	Amazon Capital Services	10/15/2020	25.97
ACH	Amazon Capital Services	10/15/2020	17.23
ACH	Amazon Capital Services	10/15/2020	39.52
ACH	Amazon Capital Services	10/15/2020	42.40
ACH	Amazon Capital Services	10/15/2020	25.98
ACH	Amazon Capital Services	10/15/2020	7.49
ACH	Amazon Capital Services	10/15/2020	9.15
ACH	Amazon Capital Services	10/15/2020	7.54
ACH	Amazon Capital Services	10/15/2020	66.23
ACH	Amazon Capital Services	10/15/2020	65.47
ACH	Amazon Capital Services	10/15/2020	70.85
ACH	Amazon Capital Services	10/15/2020	35.17
ACH	Amazon Capital Services	10/15/2020	7.55
ACH	Amazon Capital Services	10/15/2020	9.48
ACH	Amazon Capital Services	10/15/2020	18.85
ACH	Amazon Capital Services	10/15/2020	93.24
ACH	Amazon Capital Services	10/15/2020	72.68
ACH	Amazon Capital Services	10/15/2020	31.23
ACH	Amazon Capital Services	10/15/2020	59.15
ACH	Amazon Capital Services	10/15/2020	24.15
ACH	Amazon Capital Services	10/15/2020	22.45
ACH	Amazon Capital Services	10/15/2020	36.79
ACH	Amazon Capital Services	10/15/2020	21.54
ACH	Amazon Capital Services	10/15/2020	160.21
ACH	Amazon Capital Services	10/15/2020	7.56
ACH	Amazon Capital Services	10/15/2020	5.70
ACH	Amazon Capital Services	10/15/2020	43.09
ACH	Amazon Capital Services	10/15/2020	25.56
ACH	Amazon Capital Services	10/15/2020	36.58
ACH	Amazon Capital Services	10/15/2020	147.25
ACH	Amazon Capital Services	10/15/2020	8.57
ACH	Amazon Capital Services	10/15/2020	42.13
ACH	Amazon Capital Services	10/15/2020	20.42
ACH	Amazon Capital Services	10/15/2020	63.84
ACH	Amazon Capital Services	10/15/2020	7.53
ACH	Amazon Capital Services	10/15/2020	9.69
ACH	Amazon Capital Services	10/15/2020	9.69
ACH	Amazon Capital Services	10/15/2020	7.96
ACH	Amazon Capital Services	10/15/2020	8.51
ACH	Amazon Capital Services	10/15/2020	8.14
ACH	Amazon Capital Services	10/15/2020	7.49
ACH	Amazon Capital Services	10/15/2020	8.07

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/15/2020	8.61
ACH	Amazon Capital Services	10/15/2020	8.61
ACH	Amazon Capital Services	10/15/2020	18.29
ACH	Amazon Capital Services	10/15/2020	64.64
ACH	Amazon Capital Services	10/15/2020	85.47
ACH	Amazon Capital Services	10/15/2020	9.69
ACH	Amazon Capital Services	10/15/2020	15.14
ACH	Amazon Capital Services	10/15/2020	12.39
ACH	Amazon Capital Services	10/15/2020	11.09
ACH	Amazon Capital Services	10/15/2020	12.82
ACH	Amazon Capital Services	10/15/2020	53.34
ACH	Amazon Capital Services	10/15/2020	14.96
ACH	Amazon Capital Services	10/15/2020	53.75
ACH	Amazon Capital Services	10/15/2020	56.00
ACH	Amazon Capital Services	10/15/2020	67.85
ACH	Amazon Capital Services	10/15/2020	10.62
ACH	Amazon Capital Services	10/15/2020	13.35
ACH	Amazon Capital Services	10/15/2020	11.50
ACH	Amazon Capital Services	10/15/2020	94.41
ACH	Amazon Capital Services	10/15/2020	53.82
ACH	Amazon Capital Services	10/15/2020	11.83
ACH	Amazon Capital Services	10/15/2020	9.69
ACH	Amazon Capital Services	10/15/2020	207.64
ACH	Amazon Capital Services	10/15/2020	17.67
ACH	Amazon Capital Services	10/15/2020	81.66
ACH	Amazon Capital Services	10/15/2020	37.81
ACH	Amazon Capital Services	10/15/2020	16.15
ACH	Amazon Capital Services	10/15/2020	5.26
ACH	Amazon Capital Services	10/15/2020	40.34
ACH	Amazon Capital Services	10/15/2020	22.35
ACH	Amazon Capital Services	10/15/2020	25.41
ACH	Amazon Capital Services	10/15/2020	33.39
ACH	Amazon Capital Services	10/15/2020	61.29
ACH	Amazon Capital Services	10/15/2020	7.58
ACH	Amazon Capital Services	10/15/2020	25.63
ACH	Amazon Capital Services	10/15/2020	12.19
ACH	Amazon Capital Services	10/15/2020	21.00
ACH	Amazon Capital Services	10/15/2020	16.68
ACH	Amazon Capital Services	10/15/2020	15.62
ACH	Amazon Capital Services	10/15/2020	49.13
ACH	Amazon Capital Services	10/15/2020	4.30
ACH	Amazon Capital Services	10/15/2020	25.38
ACH	Amazon Capital Services	10/15/2020	17.29
ACH	Amazon Capital Services	10/15/2020	40.43
ACH	Amazon Capital Services	10/15/2020	4.90
ACH	Amazon Capital Services	10/15/2020	14.00
ACH	Amazon Capital Services	10/15/2020	7.53
ACH	Amazon Capital Services	10/15/2020	51.16
ACH	Amazon Capital Services	10/15/2020	7.53
ACH	Amazon Capital Services	10/15/2020	25.24
ACH	Amazon Capital Services	10/15/2020	84.46
ACH	Amazon Capital Services	10/15/2020	8.61
ACH	Amazon Capital Services	10/15/2020	8.65
ACH	Amazon Capital Services	10/15/2020	7.53
ACH	Amazon Capital Services	10/15/2020	10.76
ACH	Amazon Capital Services	10/15/2020	31.99
ACH	Amazon Capital Services	10/15/2020	16.15

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/15/2020	18.85
ACH	Amazon Capital Services	10/15/2020	22.51
ACH	Amazon Capital Services	10/15/2020	27.65
ACH	Amazon Capital Services	10/15/2020	17.22
ACH	Amazon Capital Services	10/15/2020	27.87
ACH	Amazon Capital Services	10/15/2020	14.95
ACH	Amazon Capital Services	10/15/2020	27.36
ACH	Amazon Capital Services	10/15/2020	46.79
ACH	Amazon Capital Services	10/15/2020	8.65
ACH	Amazon Capital Services	10/15/2020	26.36
ACH	Amazon Capital Services	10/15/2020	37.73
ACH	Amazon Capital Services	10/15/2020	35.54
ACH	Amazon Capital Services	10/15/2020	13.98
ACH	Amazon Capital Services	10/15/2020	64.64
ACH	Amazon Capital Services	10/15/2020	29.18
ACH	Amazon Capital Services	10/15/2020	7.08
ACH	Amazon Capital Services	10/15/2020	16.47
ACH	Amazon Capital Services	10/15/2020	14.43
ACH	Amazon Capital Services	10/15/2020	79.67
ACH	Amazon Capital Services	10/15/2020	6.36
ACH	Amazon Capital Services	10/15/2020	67.86
ACH	Amazon Capital Services	10/15/2020	53.80
ACH	Amazon Capital Services	10/15/2020	22.99
ACH	Amazon Capital Services	10/15/2020	47.32
ACH	Amazon Capital Services	10/15/2020	22.74
ACH	Amazon Capital Services	10/15/2020	18.60
ACH	Amazon Capital Services	10/15/2020	48.20
ACH	Amazon Capital Services	10/15/2020	113.56
ACH	Amazon Capital Services	10/15/2020	25.14
ACH	Amazon Capital Services	10/15/2020	21.64
ACH	Amazon Capital Services	10/15/2020	16.09
ACH	Amazon Capital Services	10/15/2020	22.51
ACH	Amazon Capital Services	10/15/2020	76.09
ACH	Amazon Capital Services	10/15/2020	12.88
ACH	Amazon Capital Services	10/15/2020	32.33
ACH	Amazon Capital Services	10/15/2020	8.61
ACH	Amazon Capital Services	10/15/2020	53.33
ACH	Amazon Capital Services	10/15/2020	16.65
ACH	Amazon Capital Services	10/15/2020	40.18
ACH	Amazon Capital Services	10/20/2020	17.83
ACH	Amazon Capital Services	10/20/2020	21.22
ACH	Amazon Capital Services	10/20/2020	41.80
ACH	Amazon Capital Services	10/20/2020	109.21
ACH	Amazon Capital Services	10/20/2020	129.89
ACH	Amazon Capital Services	10/20/2020	25.74
ACH	Amazon Capital Services	10/20/2020	27.98
ACH	Amazon Capital Services	10/20/2020	83.71
ACH	Amazon Capital Services	10/20/2020	5.93
ACH	Amazon Capital Services	10/20/2020	14.06
ACH	Amazon Capital Services	10/20/2020	41.48
ACH	Amazon Capital Services	10/20/2020	16.47
ACH	Amazon Capital Services	10/20/2020	8.04
ACH	Amazon Capital Services	10/20/2020	12.79
ACH	Amazon Capital Services	10/20/2020	45.34
ACH	Amazon Capital Services	10/20/2020	25.91
ACH	Amazon Capital Services	10/20/2020	18.35
ACH	Amazon Capital Services	10/20/2020	100.51



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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/20/2020	65.46
ACH	Amazon Capital Services	10/20/2020	27.63
ACH	Amazon Capital Services	10/20/2020	73.64
ACH	Amazon Capital Services	10/20/2020	27.48
ACH	Amazon Capital Services	10/20/2020	10.81
ACH	Amazon Capital Services	10/20/2020	13.08
ACH	Amazon Capital Services	10/20/2020	21.54
ACH	Amazon Capital Services	10/20/2020	8.60
ACH	Amazon Capital Services	10/20/2020	37.43
ACH	Amazon Capital Services	10/20/2020	39.51
ACH	Amazon Capital Services	10/20/2020	43.25
ACH	Amazon Capital Services	10/20/2020	42.01
ACH	Amazon Capital Services	10/20/2020	7.53
ACH	Amazon Capital Services	10/20/2020	21.85
ACH	Amazon Capital Services	10/20/2020	5.87
ACH	Amazon Capital Services	10/20/2020	5.65
ACH	Amazon Capital Services	10/20/2020	21.50
ACH	Amazon Capital Services	10/20/2020	8.61
ACH	Amazon Capital Services	10/20/2020	39.44
ACH	Amazon Capital Services	10/20/2020	14.00
ACH	Amazon Capital Services	10/20/2020	16.22
ACH	Amazon Capital Services	10/20/2020	12.60
ACH	Amazon Capital Services	10/20/2020	21.54
ACH	Amazon Capital Services	10/20/2020	17.23
ACH	Amazon Capital Services	10/20/2020	59.19
ACH	Amazon Capital Services	10/20/2020	12.87
ACH	Amazon Capital Services	10/20/2020	48.82
ACH	Amazon Capital Services	10/20/2020	19.38
ACH	Amazon Capital Services	10/20/2020	5.38
ACH	Amazon Capital Services	10/20/2020	75.40
ACH	Amazon Capital Services	10/20/2020	42.13
ACH	Amazon Capital Services	10/20/2020	10.69
ACH	Amazon Capital Services	10/20/2020	27.91
ACH	Amazon Capital Services	10/20/2020	31.82
ACH	Amazon Capital Services	10/20/2020	18.16
ACH	Amazon Capital Services	10/20/2020	57.76
ACH	Amazon Capital Services	10/20/2020	42.84
ACH	Amazon Capital Services	10/20/2020	10.12
ACH	Amazon Capital Services	10/20/2020	8.36
ACH	Amazon Capital Services	10/20/2020	146.34
ACH	Amazon Capital Services	10/20/2020	10.76
ACH	Amazon Capital Services	10/20/2020	33.55
ACH	Amazon Capital Services	10/20/2020	167.39
ACH	Amazon Capital Services	10/20/2020	29.98
ACH	Amazon Capital Services	10/20/2020	39.68
ACH	Amazon Capital Services	10/20/2020	40.23
ACH	Amazon Capital Services	10/20/2020	131.79
ACH	Amazon Capital Services	10/20/2020	46.21
ACH	Amazon Capital Services	10/20/2020	161.61
ACH	Amazon Capital Services	10/20/2020	38.05
ACH	Amazon Capital Services	10/20/2020	31.20
ACH	Amazon Capital Services	10/20/2020	21.40
ACH	Amazon Capital Services	10/20/2020	108.74
ACH	Amazon Capital Services	10/20/2020	16.15
ACH	Amazon Capital Services	10/20/2020	8.39
ACH	Amazon Capital Services	10/20/2020	7.52
ACH	Amazon Capital Services	10/20/2020	68.90



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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/20/2020	18.31
ACH	Amazon Capital Services	10/20/2020	47.59
ACH	Amazon Capital Services	10/20/2020	30.79
ACH	Amazon Capital Services	10/20/2020	21.54
ACH	Amazon Capital Services	10/20/2020	17.22
ACH	Amazon Capital Services	10/20/2020	25.81
ACH	Amazon Capital Services	10/20/2020	17.84
ACH	Amazon Capital Services	10/20/2020	27.95
ACH	Amazon Capital Services	10/20/2020	22.72
ACH	Amazon Capital Services	10/20/2020	9.73
ACH	Amazon Capital Services	10/20/2020	36.58
ACH	Amazon Capital Services	10/20/2020	7.81
ACH	Amazon Capital Services	10/20/2020	97.01
ACH	Amazon Capital Services	10/20/2020	59.79
ACH	Amazon Capital Services	10/20/2020	23.69
ACH	Amazon Capital Services	10/20/2020	24.29
ACH	Amazon Capital Services	10/20/2020	103.44
ACH	Amazon Capital Services	10/20/2020	4.50
ACH	Amazon Capital Services	10/20/2020	9.69
ACH	Amazon Capital Services	10/20/2020	62.00
ACH	Amazon Capital Services	10/20/2020	15.13
ACH	Amazon Capital Services	10/20/2020	8.98
ACH	Amazon Capital Services	10/20/2020	20.98
ACH	Amazon Capital Services	10/20/2020	24.13
ACH	Amazon Capital Services	10/20/2020	161.61
ACH	Amazon Capital Services	10/20/2020	7.53
ACH	Amazon Capital Services	10/20/2020	43.28
ACH	Amazon Capital Services	10/20/2020	104.83
ACH	Amazon Capital Services	10/20/2020	25.97
ACH	Amazon Capital Services	10/20/2020	38.97
ACH	Amazon Capital Services	10/20/2020	76.95
ACH	Amazon Capital Services	10/20/2020	41.42
ACH	Amazon Capital Services	10/20/2020	13.91
ACH	Amazon Capital Services	10/20/2020	42.57
ACH	Amazon Capital Services	10/20/2020	21.54
ACH	Amazon Capital Services	10/20/2020	58.70
ACH	Amazon Capital Services	10/20/2020	43.25
ACH	Amazon Capital Services	10/20/2020	56.29
ACH	Amazon Capital Services	10/20/2020	104.11
ACH	Amazon Capital Services	10/20/2020	21.61
ACH	Amazon Capital Services	10/20/2020	69.74
ACH	Amazon Capital Services	10/20/2020	22.61
ACH	Amazon Capital Services	10/20/2020	35.75
ACH	Amazon Capital Services	10/20/2020	15.17
ACH	Amazon Capital Services	10/20/2020	16.15
ACH	Amazon Capital Services	10/20/2020	7.53
ACH	Amazon Capital Services	10/20/2020	11.30
ACH	Amazon Capital Services	10/20/2020	54.94
ACH	Amazon Capital Services	10/20/2020	10.84
ACH	Amazon Capital Services	10/20/2020	70.45
ACH	Amazon Capital Services	10/20/2020	162.96
ACH	Amazon Capital Services	10/20/2020	56.50
ACH	Amazon Capital Services	10/20/2020	92.43
ACH	Amazon Capital Services	10/20/2020	31.70
ACH	Amazon Capital Services	10/20/2020	7.53
ACH	Amazon Capital Services	10/20/2020	5.91
ACH	Amazon Capital Services	10/20/2020	120.31

**Pacific Coast Academy****Check Register****For the period ended October 31, 2020**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/20/2020	7.46
ACH	Amazon Capital Services	10/20/2020	33.47
ACH	Amazon Capital Services	10/20/2020	5.40
ACH	Amazon Capital Services	10/20/2020	13.23
ACH	Amazon Capital Services	10/20/2020	12.06
ACH	Amazon Capital Services	10/20/2020	50.63
ACH	Amazon Capital Services	10/20/2020	80.91
ACH	Amazon Capital Services	10/20/2020	10.86
ACH	Amazon Capital Services	10/20/2020	15.26
ACH	Amazon Capital Services	10/20/2020	15.96
ACH	Amazon Capital Services	10/20/2020	21.32
ACH	Amazon Capital Services	10/20/2020	5.38
ACH	Amazon Capital Services	10/20/2020	12.98
ACH	Amazon Capital Services	10/20/2020	34.78
ACH	Amazon Capital Services	10/20/2020	20.43
ACH	Amazon Capital Services	10/20/2020	8.65
ACH	Amazon Capital Services	10/20/2020	34.42
ACH	Amazon Capital Services	10/20/2020	32.42
ACH	Amazon Capital Services	10/20/2020	37.68
ACH	Amazon Capital Services	10/20/2020	28.64
ACH	Amazon Capital Services	10/20/2020	14.88
ACH	Amazon Capital Services	10/20/2020	13.35
ACH	Amazon Capital Services	10/20/2020	9.33
ACH	Amazon Capital Services	10/20/2020	13.92
ACH	Amazon Capital Services	10/20/2020	129.29
ACH	Amazon Capital Services	10/20/2020	43.07
ACH	Amazon Capital Services	10/20/2020	37.82
ACH	Amazon Capital Services	10/20/2020	30.47
ACH	Amazon Capital Services	10/20/2020	22.80
ACH	Amazon Capital Services	10/20/2020	12.84
ACH	Amazon Capital Services	10/20/2020	20.98
ACH	Amazon Capital Services	10/20/2020	8.62
ACH	Amazon Capital Services	10/20/2020	30.39
ACH	Amazon Capital Services	10/20/2020	19.39
ACH	Amazon Capital Services	10/20/2020	120.45
ACH	Amazon Capital Services	10/20/2020	12.60
ACH	Amazon Capital Services	10/20/2020	44.59
ACH	Amazon Capital Services	10/20/2020	6.13
ACH	Amazon Capital Services	10/20/2020	54.31
ACH	Amazon Capital Services	10/20/2020	54.01
ACH	Amazon Capital Services	10/20/2020	27.05
ACH	Amazon Capital Services	10/20/2020	16.10
ACH	Amazon Capital Services	10/20/2020	43.00
ACH	Amazon Capital Services	10/20/2020	10.72
ACH	Amazon Capital Services	10/20/2020	17.19
ACH	Amazon Capital Services	10/20/2020	57.10
ACH	Amazon Capital Services	10/20/2020	14.69
ACH	Amazon Capital Services	10/20/2020	74.70
ACH	Amazon Capital Services	10/20/2020	13.14
ACH	Amazon Capital Services	10/20/2020	37.17
ACH	Amazon Capital Services	10/20/2020	27.14
ACH	Amazon Capital Services	10/20/2020	38.72
ACH	Amazon Capital Services	10/20/2020	12.44
ACH	Amazon Capital Services	10/20/2020	70.66
ACH	Amazon Capital Services	10/20/2020	42.63
ACH	Amazon Capital Services	10/20/2020	10.76
ACH	Amazon Capital Services	10/20/2020	4.30

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/20/2020	57.68
ACH	Amazon Capital Services	10/20/2020	16.47
ACH	Amazon Capital Services	10/20/2020	56.10
ACH	Amazon Capital Services	10/20/2020	39.86
ACH	Amazon Capital Services	10/20/2020	38.42
ACH	Amazon Capital Services	10/20/2020	76.18
ACH	Amazon Capital Services	10/20/2020	6.45
ACH	Amazon Capital Services	10/20/2020	5.37
ACH	Amazon Capital Services	10/20/2020	4.32
ACH	Amazon Capital Services	10/20/2020	9.69
ACH	Amazon Capital Services	10/20/2020	17.83
ACH	Amazon Capital Services	10/20/2020	16.05
ACH	Amazon Capital Services	10/20/2020	26.92
ACH	Amazon Capital Services	10/20/2020	16.14
ACH	Amazon Capital Services	10/20/2020	61.78
ACH	Amazon Capital Services	10/20/2020	21.74
ACH	Amazon Capital Services	10/20/2020	19.47
ACH	Amazon Capital Services	10/20/2020	156.50
ACH	Amazon Capital Services	10/20/2020	20.46
ACH	Amazon Capital Services	10/20/2020	81.65
ACH	Amazon Capital Services	10/20/2020	26.90
ACH	Amazon Capital Services	10/20/2020	7.25
ACH	Amazon Capital Services	10/20/2020	25.53
ACH	Amazon Capital Services	10/20/2020	18.31
ACH	Amazon Capital Services	10/20/2020	21.68
ACH	Amazon Capital Services	10/20/2020	32.22
ACH	Amazon Capital Services	10/20/2020	63.08
ACH	Amazon Capital Services	10/20/2020	16.15
ACH	Amazon Capital Services	10/20/2020	18.39
ACH	Amazon Capital Services	10/20/2020	12.30
ACH	Amazon Capital Services	10/20/2020	68.48
ACH	Amazon Capital Services	10/20/2020	37.71
ACH	Amazon Capital Services	10/20/2020	31.24
ACH	Amazon Capital Services	10/20/2020	11.84
ACH	Amazon Capital Services	10/20/2020	36.62
ACH	Amazon Capital Services	10/20/2020	19.71
ACH	Amazon Capital Services	10/20/2020	43.14
ACH	Amazon Capital Services	10/20/2020	32.05
ACH	Amazon Capital Services	10/20/2020	20.85
ACH	Amazon Capital Services	10/20/2020	25.47
ACH	Amazon Capital Services	10/20/2020	229.45
ACH	Amazon Capital Services	10/20/2020	22.59
ACH	Amazon Capital Services	10/20/2020	27.06
ACH	Amazon Capital Services	10/20/2020	31.84
ACH	Amazon Capital Services	10/20/2020	5.60
ACH	Amazon Capital Services	10/20/2020	5.40
ACH	Amazon Capital Services	10/20/2020	13.78
ACH	Amazon Capital Services	10/20/2020	7.73
ACH	Amazon Capital Services	10/20/2020	40.89
ACH	Amazon Capital Services	10/20/2020	7.49
ACH	Amazon Capital Services	10/20/2020	21.51
ACH	Amazon Capital Services	10/20/2020	69.98
ACH	Amazon Capital Services	10/20/2020	13.85
ACH	Amazon Capital Services	10/20/2020	9.69
ACH	Amazon Capital Services	10/20/2020	17.21
ACH	Amazon Capital Services	10/20/2020	8.59
ACH	Amazon Capital Services	10/20/2020	18.31

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For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/20/2020	6.45
ACH	Amazon Capital Services	10/20/2020	8.57
ACH	Amazon Capital Services	10/20/2020	10.89
ACH	Amazon Capital Services	10/20/2020	97.59
ACH	Amazon Capital Services	10/20/2020	31.01
ACH	Amazon Capital Services	10/20/2020	7.52
ACH	Amazon Capital Services	10/20/2020	4.34
ACH	Amazon Capital Services	10/20/2020	29.92
ACH	Amazon Capital Services	10/20/2020	32.60
ACH	Amazon Capital Services	10/20/2020	27.74
ACH	Amazon Capital Services	10/20/2020	34.99
ACH	Amazon Capital Services	10/20/2020	14.00
ACH	Amazon Capital Services	10/20/2020	8.61
ACH	Amazon Capital Services	10/20/2020	44.17
ACH	Amazon Capital Services	10/20/2020	12.33
ACH	Amazon Capital Services	10/20/2020	14.00
ACH	Amazon Capital Services	10/20/2020	58.65
ACH	Amazon Capital Services	10/20/2020	9.69
ACH	Amazon Capital Services	10/20/2020	39.52
ACH	Amazon Capital Services	10/20/2020	15.37
ACH	Amazon Capital Services	10/20/2020	9.69
ACH	Amazon Capital Services	10/20/2020	22.80
ACH	Amazon Capital Services	10/20/2020	18.31
ACH	Amazon Capital Services	10/20/2020	16.10
ACH	Amazon Capital Services	10/20/2020	14.00
ACH	Amazon Capital Services	10/20/2020	25.85
ACH	Amazon Capital Services	10/20/2020	68.37
ACH	Amazon Capital Services	10/20/2020	27.99
ACH	Amazon Capital Services	10/20/2020	7.36
ACH	Amazon Capital Services	10/20/2020	21.85
ACH	Amazon Capital Services	10/20/2020	49.55
ACH	Amazon Capital Services	10/20/2020	73.21
ACH	Amazon Capital Services	10/20/2020	18.39
ACH	Amazon Capital Services	10/20/2020	91.55
ACH	Amazon Capital Services	10/20/2020	18.84
ACH	Amazon Capital Services	10/20/2020	79.94
ACH	Amazon Capital Services	10/20/2020	21.64
ACH	Amazon Capital Services	10/20/2020	38.75
ACH	Amazon Capital Services	10/20/2020	7.52
ACH	Amazon Capital Services	10/20/2020	72.01
ACH	Amazon Capital Services	10/20/2020	18.31
ACH	Amazon Capital Services	10/20/2020	12.24
ACH	Amazon Capital Services	10/20/2020	15.79
ACH	Amazon Capital Services	10/20/2020	49.48
ACH	Amazon Capital Services	10/20/2020	6.43
ACH	Amazon Capital Services	10/20/2020	36.77
ACH	Amazon Capital Services	10/20/2020	15.07
ACH	Amazon Capital Services	10/20/2020	16.35
ACH	Amazon Capital Services	10/20/2020	37.27
ACH	Amazon Capital Services	10/20/2020	72.65
ACH	Amazon Capital Services	10/20/2020	27.05
ACH	Amazon Capital Services	10/20/2020	21.58
ACH	Amazon Capital Services	10/20/2020	24.98
ACH	Amazon Capital Services	10/20/2020	12.90
ACH	Charter Impact, Inc.	10/22/2020	150.00
ACH	Provenance	10/22/2020	1,034.55
ACH	Provenance	10/22/2020	1,136.37

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Provenance	10/22/2020	2,718.75
ACH	Amazon Capital Services	10/27/2020	119.34
ACH	Amazon Capital Services	10/27/2020	12.09
ACH	Amazon Capital Services	10/27/2020	19.38
ACH	Amazon Capital Services	10/27/2020	104.40
ACH	Amazon Capital Services	10/27/2020	11.54
ACH	Amazon Capital Services	10/27/2020	15.65
ACH	Amazon Capital Services	10/27/2020	27.39
ACH	Amazon Capital Services	10/27/2020	55.10
ACH	Amazon Capital Services	10/27/2020	9.22
ACH	Amazon Capital Services	10/27/2020	16.11
ACH	Amazon Capital Services	10/27/2020	17.55
ACH	Amazon Capital Services	10/27/2020	59.26
ACH	Amazon Capital Services	10/27/2020	9.69
ACH	Amazon Capital Services	10/27/2020	12.48
ACH	Amazon Capital Services	10/27/2020	11.63
ACH	Amazon Capital Services	10/27/2020	11.41
ACH	Amazon Capital Services	10/27/2020	15.79
ACH	Amazon Capital Services	10/27/2020	15.61
ACH	Amazon Capital Services	10/27/2020	12.92
ACH	Amazon Capital Services	10/27/2020	62.06
ACH	Amazon Capital Services	10/27/2020	13.12
ACH	Amazon Capital Services	10/27/2020	29.43
ACH	Amazon Capital Services	10/27/2020	9.72
ACH	Amazon Capital Services	10/27/2020	18.32
ACH	Amazon Capital Services	10/27/2020	16.15
ACH	Amazon Capital Services	10/27/2020	16.15
ACH	Amazon Capital Services	10/27/2020	6.45
ACH	Amazon Capital Services	10/27/2020	31.24
ACH	Amazon Capital Services	10/27/2020	39.56
ACH	Amazon Capital Services	10/27/2020	44.97
ACH	Amazon Capital Services	10/27/2020	38.30
ACH	Amazon Capital Services	10/27/2020	5.81
ACH	Amazon Capital Services	10/27/2020	28.00
ACH	Amazon Capital Services	10/27/2020	22.26
ACH	Amazon Capital Services	10/27/2020	21.54
ACH	Amazon Capital Services	10/27/2020	36.82
ACH	Amazon Capital Services	10/27/2020	10.76
ACH	Amazon Capital Services	10/27/2020	11.31
ACH	Amazon Capital Services	10/27/2020	86.15
ACH	Amazon Capital Services	10/27/2020	19.43
ACH	Amazon Capital Services	10/27/2020	37.68
ACH	Amazon Capital Services	10/27/2020	10.65
ACH	Amazon Capital Services	10/27/2020	20.14
ACH	Amazon Capital Services	10/27/2020	18.31
ACH	Amazon Capital Services	10/27/2020	16.11
ACH	Amazon Capital Services	10/27/2020	17.58
ACH	Amazon Capital Services	10/27/2020	20.42
ACH	Amazon Capital Services	10/27/2020	10.12
ACH	Amazon Capital Services	10/27/2020	38.97
ACH	Amazon Capital Services	10/27/2020	13.13
ACH	Amazon Capital Services	10/27/2020	65.20
ACH	Amazon Capital Services	10/27/2020	67.38
ACH	Amazon Capital Services	10/27/2020	27.78
ACH	Amazon Capital Services	10/27/2020	57.41
ACH	Amazon Capital Services	10/27/2020	6.37
ACH	Amazon Capital Services	10/27/2020	63.94

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/27/2020	28.54
ACH	Amazon Capital Services	10/27/2020	19.38
ACH	Amazon Capital Services	10/27/2020	86.15
ACH	Amazon Capital Services	10/27/2020	64.48
ACH	Amazon Capital Services	10/27/2020	12.38
ACH	Amazon Capital Services	10/27/2020	9.69
ACH	Amazon Capital Services	10/27/2020	16.15
ACH	Amazon Capital Services	10/27/2020	17.14
ACH	Amazon Capital Services	10/27/2020	31.74
ACH	Amazon Capital Services	10/27/2020	10.80
ACH	Amazon Capital Services	10/27/2020	6.48
ACH	Amazon Capital Services	10/27/2020	7.53
ACH	Amazon Capital Services	10/27/2020	65.18
ACH	Amazon Capital Services	10/27/2020	19.43
ACH	Amazon Capital Services	10/27/2020	6.30
ACH	Amazon Capital Services	10/27/2020	43.09
ACH	Amazon Capital Services	10/27/2020	17.24
ACH	Amazon Capital Services	10/27/2020	9.41
ACH	Amazon Capital Services	10/27/2020	16.30
ACH	Amazon Capital Services	10/27/2020	44.55
ACH	Amazon Capital Services	10/27/2020	23.95
ACH	Amazon Capital Services	10/27/2020	10.76
ACH	Amazon Capital Services	10/27/2020	10.75
ACH	Amazon Capital Services	10/27/2020	10.80
ACH	Amazon Capital Services	10/27/2020	50.28
ACH	Amazon Capital Services	10/27/2020	7.53
ACH	Amazon Capital Services	10/27/2020	65.94
ACH	Amazon Capital Services	10/27/2020	31.76
ACH	Amazon Capital Services	10/27/2020	14.87
ACH	Amazon Capital Services	10/27/2020	18.29
ACH	Amazon Capital Services	10/27/2020	19.13
ACH	Amazon Capital Services	10/27/2020	16.30
ACH	Amazon Capital Services	10/27/2020	39.84
ACH	Amazon Capital Services	10/27/2020	19.35
ACH	Amazon Capital Services	10/27/2020	22.62
ACH	Amazon Capital Services	10/27/2020	16.96
ACH	Amazon Capital Services	10/27/2020	9.69
ACH	Amazon Capital Services	10/27/2020	17.92
ACH	Amazon Capital Services	10/27/2020	54.31
ACH	Amazon Capital Services	10/27/2020	27.78
ACH	Amazon Capital Services	10/27/2020	18.35
ACH	Amazon Capital Services	10/27/2020	22.62
ACH	Amazon Capital Services	10/27/2020	6.07
ACH	Amazon Capital Services	10/27/2020	33.72
ACH	Amazon Capital Services	10/27/2020	17.76
ACH	Amazon Capital Services	10/27/2020	17.47
ACH	Amazon Capital Services	10/27/2020	17.47
ACH	Amazon Capital Services	10/27/2020	17.12
ACH	Amazon Capital Services	10/27/2020	16.03
ACH	Amazon Capital Services	10/27/2020	54.23
ACH	Amazon Capital Services	10/27/2020	57.09
ACH	Amazon Capital Services	10/27/2020	33.34
ACH	Amazon Capital Services	10/27/2020	42.97
ACH	Amazon Capital Services	10/27/2020	138.75
ACH	Amazon Capital Services	10/27/2020	5.89
ACH	Amazon Capital Services	10/27/2020	5.38
ACH	Amazon Capital Services	10/27/2020	51.70

**Pacific Coast Academy****Check Register****For the period ended October 31, 2020**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/27/2020	16.14
ACH	Amazon Capital Services	10/27/2020	33.54
ACH	Amazon Capital Services	10/27/2020	22.20
ACH	Amazon Capital Services	10/27/2020	23.20
ACH	Amazon Capital Services	10/27/2020	13.98
ACH	Amazon Capital Services	10/27/2020	16.23
ACH	Amazon Capital Services	10/27/2020	21.51
ACH	Amazon Capital Services	10/27/2020	9.69
ACH	Amazon Capital Services	10/27/2020	19.35
ACH	Amazon Capital Services	10/27/2020	13.98
ACH	Amazon Capital Services	10/27/2020	33.81
ACH	Amazon Capital Services	10/27/2020	43.07
ACH	Amazon Capital Services	10/27/2020	5.96
ACH	Amazon Capital Services	10/27/2020	75.41
ACH	Amazon Capital Services	10/27/2020	52.74
ACH	Amazon Capital Services	10/27/2020	16.30
ACH	Amazon Capital Services	10/27/2020	27.78
ACH	Amazon Capital Services	10/27/2020	11.84
ACH	Amazon Capital Services	10/27/2020	4.08
ACH	Amazon Capital Services	10/27/2020	10.72
ACH	Amazon Capital Services	10/27/2020	14.67
ACH	Amazon Capital Services	10/27/2020	86.15
ACH	Amazon Capital Services	10/27/2020	27.66
ACH	Amazon Capital Services	10/27/2020	12.34
ACH	Amazon Capital Services	10/27/2020	139.96
ACH	Amazon Capital Services	10/27/2020	43.05
ACH	Amazon Capital Services	10/27/2020	16.15
ACH	Amazon Capital Services	10/27/2020	50.08
ACH	Amazon Capital Services	10/27/2020	9.69
ACH	Amazon Capital Services	10/27/2020	2.14
ACH	Amazon Capital Services	10/27/2020	10.76
ACH	Amazon Capital Services	10/27/2020	39.38
ACH	Amazon Capital Services	10/27/2020	49.27
ACH	Amazon Capital Services	10/27/2020	17.01
ACH	Amazon Capital Services	10/27/2020	16.13
ACH	Amazon Capital Services	10/27/2020	28.88
ACH	Amazon Capital Services	10/27/2020	50.36
ACH	Amazon Capital Services	10/27/2020	12.56
ACH	Amazon Capital Services	10/27/2020	67.85
ACH	Amazon Capital Services	10/27/2020	12.92
ACH	Amazon Capital Services	10/27/2020	5.38
ACH	Amazon Capital Services	10/27/2020	10.76
ACH	Amazon Capital Services	10/27/2020	91.32
ACH	Amazon Capital Services	10/27/2020	10.96
ACH	Amazon Capital Services	10/27/2020	9.68
ACH	Amazon Capital Services	10/27/2020	16.03
ACH	Amazon Capital Services	10/27/2020	16.03
ACH	Amazon Capital Services	10/27/2020	10.86
ACH	Amazon Capital Services	10/27/2020	19.38
ACH	Amazon Capital Services	10/27/2020	33.73
ACH	Amazon Capital Services	10/27/2020	96.94
ACH	Amazon Capital Services	10/27/2020	37.50
ACH	Amazon Capital Services	10/27/2020	19.37
ACH	Amazon Capital Services	10/27/2020	18.29
ACH	Amazon Capital Services	10/27/2020	29.34
ACH	Amazon Capital Services	10/27/2020	6.46
ACH	Amazon Capital Services	10/27/2020	50.95



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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/27/2020	23.97
ACH	Amazon Capital Services	10/27/2020	29.89
ACH	Amazon Capital Services	10/27/2020	27.32
ACH	Amazon Capital Services	10/27/2020	86.66
ACH	Amazon Capital Services	10/27/2020	54.92
ACH	Amazon Capital Services	10/27/2020	27.91
ACH	Amazon Capital Services	10/27/2020	19.56
ACH	Amazon Capital Services	10/27/2020	37.70
ACH	Amazon Capital Services	10/27/2020	10.72
ACH	Amazon Capital Services	10/27/2020	20.45
ACH	Amazon Capital Services	10/27/2020	17.23
ACH	Amazon Capital Services	10/27/2020	9.15
ACH	Amazon Capital Services	10/27/2020	18.99
ACH	Amazon Capital Services	10/27/2020	63.41
ACH	Amazon Capital Services	10/27/2020	50.12
ACH	Amazon Capital Services	10/27/2020	65.87
ACH	Amazon Capital Services	10/27/2020	22.72
ACH	Amazon Capital Services	10/27/2020	138.55
ACH	Amazon Capital Services	10/27/2020	23.26
ACH	Amazon Capital Services	10/27/2020	10.76
ACH	Amazon Capital Services	10/27/2020	27.71
ACH	Amazon Capital Services	10/27/2020	9.44
ACH	Amazon Capital Services	10/27/2020	12.88
ACH	Amazon Capital Services	10/27/2020	86.72
ACH	Amazon Capital Services	10/27/2020	21.37
ACH	Amazon Capital Services	10/27/2020	29.18
ACH	Amazon Capital Services	10/27/2020	5.36
ACH	Amazon Capital Services	10/27/2020	10.75
ACH	Amazon Capital Services	10/27/2020	43.09
ACH	Amazon Capital Services	10/27/2020	20.23
ACH	Amazon Capital Services	10/27/2020	32.05
ACH	Amazon Capital Services	10/27/2020	40.61
ACH	Amazon Capital Services	10/27/2020	343.84
ACH	Amazon Capital Services	10/27/2020	7.60
ACH	Amazon Capital Services	10/27/2020	23.09
ACH	Amazon Capital Services	10/27/2020	40.25
ACH	Amazon Capital Services	10/27/2020	43.29
ACH	Amazon Capital Services	10/27/2020	40.68
ACH	Amazon Capital Services	10/27/2020	23.97
ACH	Amazon Capital Services	10/27/2020	40.58
ACH	Amazon Capital Services	10/27/2020	7.57
ACH	Amazon Capital Services	10/27/2020	12.78
ACH	Amazon Capital Services	10/27/2020	94.77
ACH	Amazon Capital Services	10/27/2020	16.23
ACH	Amazon Capital Services	10/27/2020	183.33
ACH	Amazon Capital Services	10/27/2020	64.59
ACH	Amazon Capital Services	10/27/2020	12.60
ACH	Amazon Capital Services	10/27/2020	16.37
ACH	Amazon Capital Services	10/27/2020	50.01
ACH	Amazon Capital Services	10/27/2020	82.60
ACH	Amazon Capital Services	10/27/2020	5.92
ACH	Amazon Capital Services	10/27/2020	21.51
ACH	Amazon Capital Services	10/27/2020	20.43
ACH	Amazon Capital Services	10/27/2020	17.20
ACH	Amazon Capital Services	10/27/2020	12.90
ACH	Amazon Capital Services	10/27/2020	11.85
ACH	Amazon Capital Services	10/27/2020	23.91



## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/27/2020	40.17
ACH	Amazon Capital Services	10/27/2020	86.15
ACH	Amazon Capital Services	10/27/2020	21.64
ACH	Amazon Capital Services	10/27/2020	59.57
ACH	Amazon Capital Services	10/27/2020	10.43
ACH	Amazon Capital Services	10/27/2020	84.36
ACH	Amazon Capital Services	10/27/2020	33.50
ACH	Amazon Capital Services	10/27/2020	43.48
ACH	Amazon Capital Services	10/27/2020	75.70
ACH	Amazon Capital Services	10/27/2020	19.32
ACH	Amazon Capital Services	10/27/2020	137.91
ACH	Amazon Capital Services	10/27/2020	48.81
ACH	Amazon Capital Services	10/27/2020	11.73
ACH	Amazon Capital Services	10/27/2020	20.46
ACH	Amazon Capital Services	10/27/2020	17.68
ACH	Amazon Capital Services	10/27/2020	27.78
ACH	Amazon Capital Services	10/27/2020	22.14
ACH	Amazon Capital Services	10/27/2020	86.15
ACH	Amazon Capital Services	10/27/2020	21.52
ACH	Charter Impact, Inc.	10/28/2020	1,058.25
ACH	Charter Impact, Inc.	10/28/2020	975.00
ACH	Charter Impact, Inc.	10/28/2020	1,408.34
ACH	Little Global Citizens LLC	10/28/2020	49.95
ACH	Amazon Capital Services	10/29/2020	34.12
ACH	Amazon Capital Services	10/29/2020	29.67
ACH	Amazon Capital Services	10/29/2020	13.98
ACH	Amazon Capital Services	10/29/2020	41.94
ACH	Amazon Capital Services	10/29/2020	106.84
ACH	Amazon Capital Services	10/29/2020	72.91
ACH	Amazon Capital Services	10/29/2020	6.45
ACH	Amazon Capital Services	10/29/2020	17.31
ACH	Amazon Capital Services	10/29/2020	12.48
ACH	Amazon Capital Services	10/29/2020	14.00
ACH	Amazon Capital Services	10/29/2020	10.76
ACH	Amazon Capital Services	10/29/2020	24.23
ACH	Amazon Capital Services	10/29/2020	14.48
ACH	Amazon Capital Services	10/29/2020	82.00
ACH	Amazon Capital Services	10/29/2020	6.18
ACH	Amazon Capital Services	10/29/2020	41.05
ACH	Amazon Capital Services	10/29/2020	12.58
ACH	Amazon Capital Services	10/29/2020	25.85
ACH	Amazon Capital Services	10/29/2020	21.68
ACH	Amazon Capital Services	10/29/2020	24.73
ACH	Amazon Capital Services	10/29/2020	34.45
ACH	Amazon Capital Services	10/29/2020	182.09
ACH	Amazon Capital Services	10/29/2020	21.98
ACH	Amazon Capital Services	10/29/2020	27.68
ACH	Amazon Capital Services	10/29/2020	47.61
ACH	Amazon Capital Services	10/29/2020	23.76
ACH	Amazon Capital Services	10/29/2020	7.53
ACH	Amazon Capital Services	10/29/2020	38.71
ACH	Amazon Capital Services	10/29/2020	11.85
ACH	Amazon Capital Services	10/29/2020	43.09
ACH	Amazon Capital Services	10/29/2020	4.30
ACH	Amazon Capital Services	10/29/2020	13.20
ACH	Amazon Capital Services	10/29/2020	5.26
ACH	Amazon Capital Services	10/29/2020	60.83

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## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/29/2020	9.62
ACH	Amazon Capital Services	10/29/2020	40.53
ACH	Amazon Capital Services	10/29/2020	36.60
ACH	Amazon Capital Services	10/29/2020	7.58
ACH	Amazon Capital Services	10/29/2020	28.45
ACH	Amazon Capital Services	10/29/2020	7.51
ACH	Amazon Capital Services	10/29/2020	48.23
ACH	Amazon Capital Services	10/29/2020	21.60
ACH	Amazon Capital Services	10/29/2020	9.69
ACH	Amazon Capital Services	10/29/2020	10.71
ACH	Amazon Capital Services	10/29/2020	39.56
ACH	Amazon Capital Services	10/29/2020	31.26
ACH	Amazon Capital Services	10/29/2020	13.79
ACH	Amazon Capital Services	10/29/2020	60.22
ACH	Amazon Capital Services	10/29/2020	26.88
ACH	Amazon Capital Services	10/29/2020	13.17
ACH	Amazon Capital Services	10/29/2020	20.90
ACH	Amazon Capital Services	10/29/2020	72.18
ACH	Amazon Capital Services	10/29/2020	18.10
ACH	Amazon Capital Services	10/29/2020	20.83
ACH	Amazon Capital Services	10/29/2020	54.30
ACH	Amazon Capital Services	10/29/2020	37.05
ACH	Amazon Capital Services	10/29/2020	19.47
ACH	Amazon Capital Services	10/29/2020	7.42
ACH	Amazon Capital Services	10/29/2020	84.96
ACH	Amazon Capital Services	10/29/2020	8.57
ACH	Amazon Capital Services	10/29/2020	11.89
ACH	Amazon Capital Services	10/29/2020	35.31
ACH	Amazon Capital Services	10/29/2020	72.06
ACH	Amazon Capital Services	10/29/2020	8.57
ACH	Amazon Capital Services	10/29/2020	13.62
ACH	Amazon Capital Services	10/29/2020	151.00
ACH	Amazon Capital Services	10/29/2020	23.17
ACH	Amazon Capital Services	10/29/2020	35.92
ACH	Amazon Capital Services	10/29/2020	10.75
ACH	Amazon Capital Services	10/29/2020	14.01
ACH	Amazon Capital Services	10/29/2020	16.15
ACH	Amazon Capital Services	10/29/2020	6.45
ACH	Amazon Capital Services	10/29/2020	101.18
ACH	Amazon Capital Services	10/29/2020	14.00
ACH	Amazon Capital Services	10/29/2020	40.40
ACH	Amazon Capital Services	10/29/2020	7.53
ACH	Amazon Capital Services	10/29/2020	247.49
ACH	Amazon Capital Services	10/29/2020	6.94
ACH	Amazon Capital Services	10/29/2020	20.87
ACH	Amazon Capital Services	10/29/2020	23.76
ACH	Amazon Capital Services	10/29/2020	54.91
ACH	Amazon Capital Services	10/29/2020	27.91
ACH	Amazon Capital Services	10/29/2020	5.60
ACH	Amazon Capital Services	10/29/2020	51.73
ACH	Amazon Capital Services	10/29/2020	17.72
ACH	Amazon Capital Services	10/29/2020	27.89
ACH	Amazon Capital Services	10/29/2020	35.29
ACH	Amazon Capital Services	10/29/2020	37.71
ACH	Amazon Capital Services	10/29/2020	17.42
ACH	Amazon Capital Services	10/29/2020	47.24
ACH	Amazon Capital Services	10/29/2020	81.25

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/29/2020	9.59
ACH	Amazon Capital Services	10/29/2020	113.61
ACH	Amazon Capital Services	10/29/2020	6.78
ACH	Amazon Capital Services	10/29/2020	4.18
ACH	Amazon Capital Services	10/29/2020	22.52
ACH	Amazon Capital Services	10/29/2020	66.28
ACH	Amazon Capital Services	10/29/2020	12.92
ACH	Amazon Capital Services	10/29/2020	7.53
ACH	Amazon Capital Services	10/29/2020	85.86
ACH	Amazon Capital Services	10/29/2020	40.29
ACH	Amazon Capital Services	10/29/2020	58.07
ACH	Amazon Capital Services	10/29/2020	15.54
ACH	Amazon Capital Services	10/29/2020	11.51
ACH	Amazon Capital Services	10/29/2020	106.03
ACH	Amazon Capital Services	10/29/2020	27.03
ACH	Amazon Capital Services	10/29/2020	13.95
ACH	Amazon Capital Services	10/29/2020	43.00
ACH	Amazon Capital Services	10/29/2020	10.76
ACH	Amazon Capital Services	10/29/2020	8.24
ACH	Amazon Capital Services	10/29/2020	46.63
ACH	Amazon Capital Services	10/29/2020	46.37
ACH	Amazon Capital Services	10/29/2020	6.44
ACH	Amazon Capital Services	10/29/2020	36.73
ACH	Amazon Capital Services	10/29/2020	9.37
ACH	Amazon Capital Services	10/29/2020	106.65
ACH	Amazon Capital Services	10/29/2020	105.30
ACH	Amazon Capital Services	10/29/2020	44.25
ACH	Amazon Capital Services	10/29/2020	33.37
ACH	Amazon Capital Services	10/29/2020	43.08
ACH	Amazon Capital Services	10/29/2020	7.54
ACH	Amazon Capital Services	10/29/2020	9.70
ACH	Amazon Capital Services	10/29/2020	41.12
ACH	Amazon Capital Services	10/29/2020	11.80
ACH	Amazon Capital Services	10/29/2020	69.37
ACH	Amazon Capital Services	10/29/2020	21.51
ACH	Amazon Capital Services	10/29/2020	32.60
ACH	Amazon Capital Services	10/29/2020	48.45
ACH	Amazon Capital Services	10/29/2020	28.12
ACH	Amazon Capital Services	10/29/2020	14.82
ACH	Amazon Capital Services	10/29/2020	62.35
ACH	Amazon Capital Services	10/29/2020	22.52
ACH	Amazon Capital Services	10/29/2020	32.82
ACH	Amazon Capital Services	10/29/2020	6.58
ACH	Amazon Capital Services	10/29/2020	4.96
ACH	Amazon Capital Services	10/29/2020	106.35
ACH	Amazon Capital Services	10/29/2020	8.74
ACH	Amazon Capital Services	10/29/2020	76.49
ACH	Amazon Capital Services	10/29/2020	17.19
ACH	Amazon Capital Services	10/29/2020	28.00
ACH	Amazon Capital Services	10/29/2020	69.79
ACH	Amazon Capital Services	10/29/2020	10.24
ACH	Amazon Capital Services	10/29/2020	9.69
ACH	Amazon Capital Services	10/29/2020	23.51
ACH	Amazon Capital Services	10/29/2020	44.51
ACH	Amazon Capital Services	10/29/2020	19.70
ACH	Amazon Capital Services	10/29/2020	49.55
ACH	Amazon Capital Services	10/29/2020	18.33

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/29/2020	50.64
ACH	Amazon Capital Services	10/29/2020	19.19
ACH	Amazon Capital Services	10/29/2020	76.34
ACH	Amazon Capital Services	10/29/2020	65.14
ACH	Amazon Capital Services	10/29/2020	17.73
ACH	Amazon Capital Services	10/29/2020	18.12
ACH	Amazon Capital Services	10/29/2020	78.61
ACH	Amazon Capital Services	10/29/2020	37.68
ACH	Amazon Capital Services	10/29/2020	17.22
ACH	Amazon Capital Services	10/29/2020	16.11
ACH	Amazon Capital Services	10/29/2020	16.15
ACH	Amazon Capital Services	10/29/2020	10.66
ACH	Amazon Capital Services	10/29/2020	34.48
ACH	Amazon Capital Services	10/29/2020	36.61
ACH	Amazon Capital Services	10/29/2020	28.25
ACH	Amazon Capital Services	10/29/2020	62.81
ACH	Amazon Capital Services	10/29/2020	32.27
ACH	Amazon Capital Services	10/29/2020	53.31
ACH	Amazon Capital Services	10/29/2020	7.39
ACH	Amazon Capital Services	10/29/2020	14.98
ACH	Amazon Capital Services	10/29/2020	22.90
ACH	Amazon Capital Services	10/29/2020	45.01
ACH	Amazon Capital Services	10/29/2020	143.76
ACH	Amazon Capital Services	10/29/2020	24.76
ACH	Amazon Capital Services	10/29/2020	6.94
ACH	Amazon Capital Services	10/29/2020	14.00
ACH	Amazon Capital Services	10/29/2020	6.45
ACH	Amazon Capital Services	10/29/2020	15.81
ACH	Amazon Capital Services	10/29/2020	12.92
ACH	Amazon Capital Services	10/29/2020	19.28
ACH	Amazon Capital Services	10/29/2020	18.25
ACH	Amazon Capital Services	10/29/2020	35.71
ACH	Amazon Capital Services	10/29/2020	17.31
ACH	Amazon Capital Services	10/29/2020	69.95
ACH	Amazon Capital Services	10/29/2020	46.32
ACH	Amazon Capital Services	10/29/2020	70.70
ACH	Amazon Capital Services	10/29/2020	18.48
ACH	Amazon Capital Services	10/29/2020	12.60
ACH	Amazon Capital Services	10/29/2020	16.98
ACH	Amazon Capital Services	10/29/2020	75.72
ACH	Amazon Capital Services	10/29/2020	27.64
ACH	Amazon Capital Services	10/29/2020	42.95
ACH	Amazon Capital Services	10/29/2020	137.24
ACH	Amazon Capital Services	10/29/2020	19.04
ACH	Amazon Capital Services	10/29/2020	45.18
ACH	Amazon Capital Services	10/29/2020	90.38
ACH	Amazon Capital Services	10/29/2020	23.75
ACH	Amazon Capital Services	10/29/2020	35.55
ACH	Amazon Capital Services	10/29/2020	7.96
ACH	Amazon Capital Services	10/29/2020	123.36
ACH	Amazon Capital Services	10/29/2020	7.06
ACH	Amazon Capital Services	10/29/2020	13.16
ACH	Amazon Capital Services	10/29/2020	53.86
ACH	Amazon Capital Services	10/29/2020	8.93
ACH	Amazon Capital Services	10/29/2020	29.62
ACH	Amazon Capital Services	10/29/2020	33.93
ACH	Amazon Capital Services	10/29/2020	2.65

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/29/2020	43.45
ACH	Amazon Capital Services	10/29/2020	29.99
ACH	Amazon Capital Services	10/29/2020	13.95
ACH	Amazon Capital Services	10/29/2020	24.85
ACH	Amazon Capital Services	10/29/2020	16.70
ACH	Amazon Capital Services	10/29/2020	72.91
ACH	Amazon Capital Services	10/29/2020	23.69
ACH	Amazon Capital Services	10/29/2020	29.30
ACH	Amazon Capital Services	10/29/2020	61.35
ACH	Amazon Capital Services	10/29/2020	28.90
ACH	Amazon Capital Services	10/29/2020	33.63
ACH	Amazon Capital Services	10/29/2020	58.77
ACH	Amazon Capital Services	10/29/2020	26.93
ACH	Amazon Capital Services	10/29/2020	13.18
ACH	Amazon Capital Services	10/29/2020	34.65
ACH	Amazon Capital Services	10/29/2020	42.68
ACH	Amazon Capital Services	10/29/2020	41.75
ACH	Amazon Capital Services	10/29/2020	76.27
ACH	Amazon Capital Services	10/29/2020	11.84
ACH	Amazon Capital Services	10/29/2020	28.00
ACH	Amazon Capital Services	10/29/2020	88.40
ACH	Amazon Capital Services	10/29/2020	19.38
ACH	Amazon Capital Services	10/29/2020	80.80
ACH	Amazon Capital Services	10/29/2020	16.63
ACH	Amazon Capital Services	10/29/2020	7.96
ACH	Amazon Capital Services	10/29/2020	35.82
ACH	Amazon Capital Services	10/29/2020	25.45
ACH	Amazon Capital Services	10/29/2020	60.16
ACH	Amazon Capital Services	10/29/2020	3.81
ACH	Amazon Capital Services	10/29/2020	22.72
ACH	Amazon Capital Services	10/29/2020	28.19
ACH	Amazon Capital Services	10/29/2020	22.94
ACH	Amazon Capital Services	10/29/2020	45.44
ACH	Amazon Capital Services	10/29/2020	18.30
ACH	Amazon Capital Services	10/29/2020	4.84
ACH	Amazon Capital Services	10/29/2020	9.64
ACH	Amazon Capital Services	10/29/2020	12.91
ACH	Amazon Capital Services	10/29/2020	8.61
ACH	Amazon Capital Services	10/29/2020	64.64
ACH	Amazon Capital Services	10/29/2020	61.85
ACH	Amazon Capital Services	10/29/2020	119.25
ACH	Amazon Capital Services	10/29/2020	23.69
ACH	Amazon Capital Services	10/29/2020	28.14
ACH	Amazon Capital Services	10/29/2020	21.54
ACH	Amazon Capital Services	10/29/2020	46.80
ACH	Amazon Capital Services	10/29/2020	26.94
ACH	Amazon Capital Services	10/29/2020	44.11
ACH	Amazon Capital Services	10/29/2020	20.29
ACH	Amazon Capital Services	10/29/2020	7.53
ACH	Amazon Capital Services	10/29/2020	52.19
ACH	Amazon Capital Services	10/29/2020	50.70
ACH	Amazon Capital Services	10/29/2020	15.51
ACH	Amazon Capital Services	10/29/2020	20.25
ACH	Amazon Capital Services	10/29/2020	26.39
ACH	Amazon Capital Services	10/29/2020	36.90
ACH	Amazon Capital Services	10/29/2020	16.38
ACH	Amazon Capital Services	10/29/2020	29.83

## Pacific Coast Academy

## Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	10/29/2020	11.83
ACH	Amazon Capital Services	10/29/2020	103.48
ACH	Amazon Capital Services	10/29/2020	21.73
ACH	Amazon Capital Services	10/29/2020	37.87
ACH	Amazon Capital Services	10/29/2020	16.15
ACH	Amazon Capital Services	10/29/2020	13.04
ACH	Amazon Capital Services	10/29/2020	14.82
ACH	Amazon Capital Services	10/29/2020	12.60
ACH	Amazon Capital Services	10/29/2020	26.88
ACH	Amazon Capital Services	10/29/2020	69.97
ACH	Amazon Capital Services	10/29/2020	16.03
ACH	Amazon Capital Services	10/29/2020	50.74
ACH	Amazon Capital Services	10/29/2020	41.72
ACH	Amazon Capital Services	10/29/2020	41.97
ACH	Amazon Capital Services	10/29/2020	150.91
ACH	Amazon Capital Services	10/29/2020	102.36
ACH	Amazon Capital Services	10/29/2020	21.61
ACH	Amazon Capital Services	10/29/2020	43.08
ACH	Amazon Capital Services	10/29/2020	14.65
ACH	Amazon Capital Services	10/29/2020	19.74
ACH	Amazon Capital Services	10/29/2020	101.92
ACH	Amazon Capital Services	10/29/2020	26.51
ACH	Amazon Capital Services	10/29/2020	25.85
ACH	Amazon Capital Services	10/29/2020	41.00
ACH	Amazon Capital Services	10/29/2020	27.78
ACH	Amazon Capital Services	10/29/2020	116.89
ACH	Amazon Capital Services	10/29/2020	7.53
ACH	Amazon Capital Services	10/29/2020	32.60
ACH	Amazon Capital Services	10/29/2020	41.96
ACH	Amazon Capital Services	10/29/2020	21.70
ACH	Amazon Capital Services	10/29/2020	60.74
ACH	Amazon Capital Services	10/29/2020	63.64
ACH	Amazon Capital Services	10/29/2020	43.09
ACH	Amazon Capital Services	10/29/2020	41.88
ACH	Amazon Capital Services	10/29/2020	70.28
ACH	Amazon Capital Services	10/29/2020	9.69
ACH	Amazon Capital Services	10/29/2020	58.94
ACH	Amazon Capital Services	10/29/2020	\$ 32.62
Total Disbursements in October			<u>\$ 1,734,628.19</u>

## 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
Academy of Ballet Arts	2043	10/20/2020	11/19/2020	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ 600
Airshine Music School	1027	10/8/2020	11/7/2020	770	-	-	-	-	770
Alan Eicher	30	10/8/2020	11/7/2020	120	-	-	-	-	120
Alan Eicher	31	10/8/2020	11/7/2020	120	-	-	-	-	120
Alexis Hernandez	004	10/13/2020	11/12/2020	350	-	-	-	-	350
All About Learning Press, Inc.	904598	10/8/2020	11/7/2020	167	-	-	-	-	167
All About Learning Press, Inc.	904639	10/9/2020	11/8/2020	44	-	-	-	-	44
All About Learning Press, Inc.	904640	10/9/2020	11/8/2020	51	-	-	-	-	51
All About Learning Press, Inc.	904664	10/13/2020	11/12/2020	97	-	-	-	-	97
All About Learning Press, Inc.	904688	10/13/2020	11/12/2020	208	-	-	-	-	208
Alli Jo's Swim School	4	10/8/2020	11/7/2020	1,080	-	-	-	-	1,080
Allison Browning	179	10/1/2020	10/31/2020	80	-	-	-	-	80
Amazon Capital Services	113P-7T11-Q9CY	10/21/2020	12/20/2020	(21)	-	-	-	-	(21)
Amazon Capital Services	16CF-VPCY-99TY	10/20/2020	12/19/2020	(58)	-	-	-	-	(58)
Amazon Capital Services	17LT-RQJQ-7GQW	10/22/2020	12/21/2020	(15)	-	-	-	-	(15)
Angela Aymin	110220	10/24/2020	11/23/2020	804	-	-	-	-	804
Angela Aymin	110320	10/24/2020	11/23/2020	696	-	-	-	-	696
Apex School of Movement San Diego	097	10/9/2020	11/8/2020	330	-	-	-	-	330
Apple Inc.	AD13382311	10/21/2020	11/20/2020	49	-	-	-	-	49
Apple Inc.	AD13399481	10/21/2020	11/20/2020	262	-	-	-	-	262
Archi Kapoor	23	10/14/2020	11/13/2020	277	-	-	-	-	277
Archi Kapoor	24	10/8/2020	11/7/2020	112	-	-	-	-	112
Artskiddoo	2016	10/13/2020	11/12/2020	90	-	-	-	-	90
Barbara Mulvany	ER5	10/29/2020	11/28/2020	150	-	-	-	-	150
Beautiful Feet Books, Inc.	13283	10/10/2020	11/9/2020	245	-	-	-	-	245
Beautiful Feet Books, Inc.	13311	10/16/2020	11/15/2020	70	-	-	-	-	70
Beautiful Feet Books, Inc.	13325	10/20/2020	11/19/2020	187	-	-	-	-	187
Beautiful Feet Books, Inc.	13326	10/20/2020	11/19/2020	244	-	-	-	-	244
Big Little Ones, LLC	2184	9/4/2020	9/4/2020	-	-	185	-	-	185
Big Little Ones, LLC	2191	9/2/2020	9/2/2020	-	-	185	-	-	185
Big Little Ones, LLC	2193	9/1/2020	9/1/2020	-	-	185	-	-	185
Big Little Ones, LLC	2213	9/22/2020	9/22/2020	-	-	339	-	-	339
Bitsbox	3158	10/15/2020	10/15/2020	-	87	-	-	-	87
Bitsbox	3160	10/15/2020	10/15/2020	-	299	-	-	-	299
Bitsbox	3177	10/20/2020	10/20/2020	-	129	-	-	-	129
Bitsbox	3188	10/23/2020	10/23/2020	-	203	-	-	-	203
Bloom School of Music and Dance	0005	10/14/2020	11/13/2020	344	-	-	-	-	344



## 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
Bon Voyage World Languages Academ	1174	10/21/2020	11/20/2020	380	-	-	-	-	380
Brandi Hartdegen	30	10/8/2020	11/7/2020	800	-	-	-	-	800
Brandi Hartdegen	33	10/8/2020	11/7/2020	800	-	-	-	-	800
Brave Writer, LLC	13270696	9/9/2020	9/9/2020	-	-	229	-	-	229
Brave Writer, LLC	13891730	9/21/2020	9/21/2020	-	-	249	-	-	249
Brave Writer, LLC	13919167	10/12/2020	10/12/2020	-	249	-	-	-	249
Briana Harley	GW101620	10/16/2020	10/31/2020	50	-	-	-	-	50
Briana Harley	GW102320	10/23/2020	10/31/2020	50	-	-	-	-	50
Briana Harley	WW101620	10/16/2020	10/31/2020	50	-	-	-	-	50
Briana Harley	WW102320	10/23/2020	10/31/2020	50	-	-	-	-	50
Brilliant Foreign Language Education	55307-C020-PCA	10/14/2020	11/13/2020	235	-	-	-	-	235
Brilliant Foreign Language Education	BFLE-E0908-2	9/8/2020	10/8/2020	-	235	-	-	-	235
Brilliant Foreign Language Education	BFLE-E0908-3	9/8/2020	10/8/2020	-	235	-	-	-	235
Brittany Graham	BAG - 3	10/9/2020	11/8/2020	535	-	-	-	-	535
Cadence Dance Project	0030	10/14/2020	11/13/2020	470	-	-	-	-	470
California Music Studios	HT2916Cab10	10/20/2020	11/19/2020	144	-	-	-	-	144
Celeste Hauter	2012	10/8/2020	11/7/2020	245	-	-	-	-	245
Chira Tennis Academy	36	10/7/2020	11/14/2020	350	-	-	-	-	350
Christine Alexander	101120	10/1/2020	10/31/2020	300	-	-	-	-	300
Christine Stein	532	10/13/2020	11/12/2020	240	-	-	-	-	240
Christine Stein	533	10/13/2020	11/12/2020	840	-	-	-	-	840
Classical Education Inc.	123	10/25/2020	11/24/2020	350	-	-	-	-	350
Code Ninjas North Carlsbad	CNNC2020102100	10/21/2020	11/20/2020	125	-	-	-	-	125
Coding with Kids, LLC	3833	9/25/2020	10/25/2020	-	147	-	-	-	147
Cornerstone Therapies	60087	9/30/2020	10/30/2020	-	500	-	-	-	500
Crafty School Crates	18176	10/15/2020	11/14/2020	596	-	-	-	-	596
Crafty School Crates	18183	10/15/2020	11/14/2020	243	-	-	-	-	243
Dance & Company	4-Oct	10/1/2020	10/31/2020	68	-	-	-	-	68
Dancing Keys Music Studio, LLC	8028	10/14/2020	11/14/2020	162	-	-	-	-	162
Daniel Grab	001	10/9/2020	11/8/2020	960	-	-	-	-	960
Daniel Grab	002	10/9/2020	11/8/2020	840	-	-	-	-	840
Danielle L. Giambrone	GIAM101420	10/14/2020	11/13/2020	210	-	-	-	-	210
David Contreras	2020 - 19	10/10/2020	11/10/2020	530	-	-	-	-	530
Denise Buskirk	1020-2	10/23/2020	11/22/2020	440	-	-	-	-	440
Denise Lewis	001 PCA	10/9/2020	11/8/2020	260	-	-	-	-	260
Dino Lingo Inc.	70560-P020-INV	9/21/2020	12/22/2020	95	-	-	-	-	95
Dino Lingo Inc.	92292-P010-INV	9/28/2020	12/28/2020	95	-	-	-	-	95
Dino Lingo Inc.	93002-P009-INV	10/9/2020	1/9/2021	95	-	-	-	-	95



## 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
Discount School Supply	P39745060101	10/24/2020	11/23/2020	62	-	-	-	-	62
Discount School Supply	P39891240101	10/14/2020	11/13/2020	95	-	-	-	-	95
Discount School Supply	P39905620102	10/20/2020	11/19/2020	70	-	-	-	-	70
Don Johnston Incorporated	00451833	9/3/2020	10/3/2020	-	120	-	-	-	120
Don Johnston Incorporated	00452458	10/13/2020	11/12/2020	675	-	-	-	-	675
eat2explore	100780	10/21/2020	11/20/2020	50	-	-	-	-	50
EDMC	PCA 2020-03	10/13/2020	11/12/2020	3,096	-	-	-	-	3,096
EDMC	PCA 2020-04	10/13/2020	11/12/2020	1,993	-	-	-	-	1,993
Education.com Holdings, Inc.	E10632	10/8/2020	11/8/2020	60	-	-	-	-	60
Education.com Holdings, Inc.	E10646	10/9/2020	11/9/2020	120	-	-	-	-	120
Education.com Holdings, Inc.	E10685	10/20/2020	11/19/2020	120	-	-	-	-	120
Education.com Holdings, Inc.	E10697	10/20/2020	11/19/2020	60	-	-	-	-	60
Education.com Holdings, Inc.	E10706	10/22/2020	11/21/2020	60	-	-	-	-	60
Education.com Holdings, Inc.	E10714	10/22/2020	11/21/2020	60	-	-	-	-	60
Educational Development Corporator	DIR7411455	9/23/2020	10/23/2020	-	80	-	-	-	80
Educational Development Corporator	DIR7411585	9/25/2020	10/25/2020	-	60	-	-	-	60
Educational Development Corporator	DIR7677880	10/14/2020	11/13/2020	184	-	-	-	-	184
Educational Development Corporator	DIR7677881	10/14/2020	11/13/2020	129	-	-	-	-	129
Educational Development Corporator	DIR7677882	10/15/2020	11/14/2020	78	-	-	-	-	78
Educational Development Corporator	DIR7695174	10/23/2020	11/22/2020	31	-	-	-	-	31
Educational Development Corporator	DIR7695214	10/23/2020	11/22/2020	55	-	-	-	-	55
Educational Development Corporator	DIR7695215	10/23/2020	11/22/2020	80	-	-	-	-	80
Educational Development Corporator	DIR7695216	10/23/2020	11/22/2020	111	-	-	-	-	111
Educational Development Corporator	DIR7695217	10/23/2020	11/22/2020	55	-	-	-	-	55
Elemental Science	IN-2814	10/21/2020	11/20/2020	87	-	-	-	-	87
EMH Sports USA, Inc.	611-238034-9	10/9/2020	11/8/2020	3,315	-	-	-	-	3,315
Emily Nguyen	2020-2	10/14/2020	11/13/2020	200	-	-	-	-	200
Emma Freed	103	8/1/2020	8/31/2020	-	-	-	556	-	556
Emma Freed	120	10/8/2020	11/7/2020	252	-	-	-	-	252
Emma Freed	121	10/13/2020	11/12/2020	180	-	-	-	-	180
Emma Freed	123	10/22/2020	11/21/2020	110	-	-	-	-	110
Encinitas Karate INC	500	10/21/2020	11/20/2020	338	-	-	-	-	338
Encinitas Karate INC	501	10/21/2020	11/20/2020	497	-	-	-	-	497
Esther Brill	202008100424	10/8/2020	11/7/2020	70	-	-	-	-	70
Esther Brill	202009100424	10/9/2020	11/8/2020	70	-	-	-	-	70
Evan-Moor	INV294339	10/8/2020	11/7/2020	100	-	-	-	-	100
Evan-Moor	INV295029	10/16/2020	11/15/2020	11	-	-	-	-	11
Evan-Moor	INV295043	10/16/2020	11/15/2020	15	-	-	-	-	15

## Pacific Coast Academy

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October 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Evan-Moor	INV295492	10/20/2020	11/19/2020	100	-	-	-	-	100
Evan-Moor	INV295594	10/21/2020	11/20/2020	101	-	-	-	-	101
Faith Stone	20-PCA	9/3/2020	10/3/2020	-	1,197	-	-	-	1,197
Fearless Dance Company	000010	10/10/2020	11/9/2020	350	-	-	-	-	350
Fearless Dance Company	000011	10/10/2020	11/9/2020	200	-	-	-	-	200
Fearless Dance Company	000012	10/10/2020	11/9/2020	300	-	-	-	-	300
Fearless Dance Company	000013	10/10/2020	11/9/2020	64	-	-	-	-	64
Fearless Dance Company	000014	10/10/2020	11/9/2020	64	-	-	-	-	64
Fearless Dance Company	000015	10/10/2020	11/9/2020	192	-	-	-	-	192
Fearless Dance Company	00009	10/10/2020	11/9/2020	64	-	-	-	-	64
Floaties Swim School	190	10/12/2020	11/12/2020	48	-	-	-	-	48
Floaties Swim School	192	10/12/2020	11/12/2020	48	-	-	-	-	48
Freestyle Martial Arts	101220	10/12/2020	11/12/2020	538	-	-	-	-	538
Fresh Ed North	F20-ASLGT-014	10/21/2020	11/20/2020	375	-	-	-	-	375
Friends of Willow Tree	5263	10/13/2020	11/12/2020	896	-	-	-	-	896
Friends of Willow Tree	5264	10/13/2020	11/12/2020	666	-	-	-	-	666
Friends of Willow Tree	5265	10/13/2020	11/12/2020	3,500	-	-	-	-	3,500
Friends of Willow Tree	5266	10/13/2020	11/12/2020	2,230	-	-	-	-	2,230
Friends of Willow Tree	5267	10/13/2020	11/12/2020	4,500	-	-	-	-	4,500
Fun and Function LLC	463261	10/12/2020	11/11/2020	63	-	-	-	-	63
Generation Genius, Inc	GG0050875	10/9/2020	11/9/2020	120	-	-	-	-	120
Generation Genius, Inc	GG0051448	10/13/2020	11/12/2020	125	-	-	-	-	125
Gracie San Diego, LLC	2020-073176	10/24/2020	11/23/2020	327	-	-	-	-	327
Gracie San Diego, LLC	2020-223903	6/1/2020	7/1/2020	-	-	-	-	109	109
Gracie San Diego, LLC	2020-223904	6/1/2020	7/1/2020	-	-	-	-	109	109
Gracie San Diego, LLC	2020-313054	10/19/2020	11/18/2020	109	-	-	-	-	109
Great Books Academy	312565895	10/15/2020	11/14/2020	130	-	-	-	-	130
Green Acres Ranch Inc	202022	10/22/2020	11/21/2020	45	-	-	-	-	45
Greene Music Education Center	30A	10/23/2020	11/22/2020	147	-	-	-	-	147
Greene Music Education Center	30B	10/23/2020	11/22/2020	147	-	-	-	-	147
Hands 4 Building, LLC	1847	10/20/2020	11/19/2020	143	-	-	-	-	143
Harbottle Law Group	3852	10/12/2020	11/12/2020	1,474	-	-	-	-	1,474
Henry Doktorski	17	10/15/2020	11/15/2020	250	-	-	-	-	250
History Unboxed LLC	wc-8505HU	10/16/2020	11/15/2020	471	-	-	-	-	471
History Unboxed LLC	wc-8506HU	10/16/2020	11/15/2020	837	-	-	-	-	837
History Unboxed LLC	wc-8529HU	10/16/2020	11/15/2020	319	-	-	-	-	319
History Unboxed LLC	wc-8532HU	10/16/2020	11/15/2020	675	-	-	-	-	675
HM Systems Inc.	00920PCA	10/9/2020	11/8/2020	80	-	-	-	-	80

## 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
Holly Hull	42	10/20/2020	11/19/2020	315	-	-	-	-	315
Holly Hull	43	10/20/2020	11/19/2020	315	-	-	-	-	315
Horse Savvy Training	2020-02ND	10/4/2020	11/3/2020	225	-	-	-	-	225
HumanWare USA Inc.	206141	10/15/2020	11/14/2020	149	-	-	-	-	149
Imagine Learning Inc	785129	10/22/2020	11/6/2020	40	-	-	-	-	40
Infinity Brazilian Jiu Jitsu	156	10/20/2020	11/4/2020	1,759	-	-	-	-	1,759
JacKris Publishing, LLC	1047	10/13/2020	11/12/2020	22	-	-	-	-	22
Janelle Wilson	35	10/8/2020	11/7/2020	3,690	-	-	-	-	3,690
Jennifer Amundsen	DOW-PCA-610-20	10/10/2020	11/10/2020	315	-	-	-	-	315
Jennifer Amundsen	PCA-Tru-910-20	10/10/2020	11/10/2020	2,800	-	-	-	-	2,800
JKWInnovations	1004	10/9/2020	11/8/2020	794	-	-	-	-	794
Joann Henrickle Horsemanship	1687	10/13/2020	11/12/2020	55	-	-	-	-	55
Joann Henrickle Horsemanship	INV1686	10/13/2020	11/12/2020	55	-	-	-	-	55
Joann Henrickle Horsemanship	INV1688	10/13/2020	11/12/2020	55	-	-	-	-	55
Joann Henrickle Horsemanship	INV1689	10/14/2020	11/13/2020	55	-	-	-	-	55
Jon Hasz	AA101220	10/12/2020	11/11/2020	240	-	-	-	-	240
Jon Hasz	ES101220	10/12/2020	1/10/2021	250	-	-	-	-	250
Jon Hasz	H2A101220	10/12/2020	11/11/2020	240	-	-	-	-	240
Jon Hasz	HA101220	10/12/2020	11/11/2020	240	-	-	-	-	240
Jon Hasz	MA101220	10/12/2020	11/11/2020	240	-	-	-	-	240
Jon Hasz	NA101220	10/12/2020	1/10/2021	240	-	-	-	-	240
Jon Hasz	SA101220	10/12/2020	11/11/2020	240	-	-	-	-	240
Kaigan Karate-Do	12	10/8/2020	11/8/2020	360	-	-	-	-	360
Kathy Shoemaker	7 Gideon McDonald	10/9/2020	11/8/2020	90	-	-	-	-	90
Kathy Shoemaker	8 Gideon McDonald	10/9/2020	11/8/2020	125	-	-	-	-	125
KiwiCo, Inc.	OCT.20-PCA-1	10/15/2020	11/29/2020	9,488	-	-	-	-	9,488
Kristen Tjio	66	10/15/2020	11/15/2020	176	-	-	-	-	176
Lake View Charter School	LVCS-PCA	10/16/2020	11/15/2020	1,129	-	-	-	-	1,129
Lakeshore	1025491020	10/8/2020	11/7/2020	162	-	-	-	-	162
Lakeshore	1063161020	10/9/2020	11/9/2020	261	-	-	-	-	261
Lakeshore	1068621020	10/13/2020	11/12/2020	44	-	-	-	-	44
Lakeshore	1130641020	10/12/2020	11/12/2020	82	-	-	-	-	82
Lakeshore	1133921020	10/9/2020	11/8/2020	86	-	-	-	-	86
Lakeshore	1135591020	10/9/2020	11/9/2020	44	-	-	-	-	44
Lakeshore	1135601020	10/9/2020	11/9/2020	44	-	-	-	-	44
Lakeshore	1182081020	10/12/2020	11/12/2020	39	-	-	-	-	39
Lakeshore	1217461020	10/13/2020	11/12/2020	124	-	-	-	-	124
Lakeshore	1305641020	10/14/2020	11/14/2020	69	-	-	-	-	69

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Lakeshore	1393761020	10/16/2020	11/15/2020	74	-	-	-	-	74
Lakeshore	1444451020	10/19/2020	11/18/2020	16	-	-	-	-	16
Lakeshore	1616021020	10/23/2020	11/22/2020	344	-	-	-	-	344
Lakeshore	1628081020	10/23/2020	11/22/2020	390	-	-	-	-	390
Lakeshore	5320541020	10/12/2020	11/12/2020	682	-	-	-	-	682
Learn to Rip	30	10/13/2020	11/12/2020	150	-	-	-	-	150
Learning A-Z	2841758	10/15/2020	11/14/2020	210	-	-	-	-	210
Learning Journeys Forum	4	10/20/2020	11/19/2020	500	-	-	-	-	500
Learning Without Tears	INV95628	10/14/2020	11/13/2020	12	-	-	-	-	12
Learning Without Tears	INV95630	10/14/2020	11/13/2020	12	-	-	-	-	12
Learning Without Tears	INV95632	10/14/2020	11/13/2020	12	-	-	-	-	12
Learning Without Tears	INV95660	10/14/2020	11/13/2020	32	-	-	-	-	32
Learning Without Tears	INV95677	10/14/2020	11/13/2020	47	-	-	-	-	47
Learning Without Tears	INV95697	10/14/2020	11/13/2020	88	-	-	-	-	88
Learning Without Tears	INV95865	10/15/2020	11/14/2020	29	-	-	-	-	29
Learning Without Tears	INV95927	10/15/2020	11/14/2020	29	-	-	-	-	29
Learning Without Tears	INV95977	10/15/2020	11/14/2020	48	-	-	-	-	48
Learning Without Tears	INV96137	10/19/2020	11/18/2020	80	-	-	-	-	80
Learning Without Tears	INV96200	10/19/2020	11/18/2020	16	-	-	-	-	16
Learning Without Tears	INV96227	10/19/2020	11/18/2020	29	-	-	-	-	29
Learning Without Tears	INV96244	10/19/2020	11/18/2020	19	-	-	-	-	19
Learning Without Tears	INV96268	10/19/2020	11/18/2020	48	-	-	-	-	48
LEGO Education	1190440716	9/15/2020	11/14/2020	342	-	-	-	-	342
LEGO Education	1190444819	10/20/2020	12/19/2020	65	-	-	-	-	65
Lenore Johnson	100920	10/9/2020	11/8/2020	1,079	-	-	-	-	1,079
Little Passports	113614420	9/15/2020	10/15/2020	-	129	-	-	-	129
Little Passports	113622498	9/30/2020	10/30/2020	-	297	-	-	-	297
Little Passports	113835737	10/15/2020	11/14/2020	531	-	-	-	-	531
Little Passports	113837002	10/15/2020	11/14/2020	300	-	-	-	-	300
Little Passports	113837148	10/15/2020	11/14/2020	161	-	-	-	-	161
Little Passports	113837150	10/15/2020	11/14/2020	233	-	-	-	-	233
Little Passports	113837152	10/15/2020	11/14/2020	110	-	-	-	-	110
Little Passports	113837154	10/15/2020	11/14/2020	239	-	-	-	-	239
Little Passports	113837156	10/15/2020	11/14/2020	215	-	-	-	-	215
Little Passports	113893417	10/15/2020	11/14/2020	129	-	-	-	-	129
Little Passports	113893437	10/15/2020	11/14/2020	232	-	-	-	-	232
Little Passports	113893439	10/15/2020	11/14/2020	207	-	-	-	-	207
Little Passports	113893449	10/15/2020	11/14/2020	297	-	-	-	-	297

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Little Passports	113893606	10/15/2020	11/14/2020	91	-	-	-	-	91
Little Passports	113893628	10/15/2020	11/14/2020	161	-	-	-	-	161
Little Passports	114048306	10/15/2020	11/14/2020	271	-	-	-	-	271
Little Passports	CM-0000000147	10/13/2020	11/12/2020	(272)	-	-	-	-	(272)
Live Education, Inc	9967	10/14/2020	11/13/2020	471	-	-	-	-	471
Live Music Tutor Inc	1108	10/16/2020	11/15/2020	125	-	-	-	-	125
Live Music Tutor Inc	1109	10/16/2020	11/15/2020	125	-	-	-	-	125
Live Music Tutor Inc	1110	10/16/2020	11/15/2020	175	-	-	-	-	175
Live Music Tutor Inc	1111	10/16/2020	11/15/2020	125	-	-	-	-	125
Live Music Tutor Inc	1112	10/16/2020	11/15/2020	125	-	-	-	-	125
Logic of English	INW0088	10/16/2020	11/15/2020	30	-	-	-	-	30
Logic of English	INW0100	10/19/2020	11/18/2020	282	-	-	-	-	282
Logic of English	INW0101	10/19/2020	11/18/2020	217	-	-	-	-	217
Lynch Dance Institute	LDI October #3	10/5/2020	11/4/2020	1,915	-	-	-	-	1,915
Malcolm Twentymen	35	10/12/2020	11/12/2020	100	-	-	-	-	100
Mandie Schenkenberger	42	10/17/2020	11/16/2020	105	-	-	-	-	105
Mandie Schenkenberger	45	10/17/2020	11/16/2020	105	-	-	-	-	105
Marcelle Stokes Caratti	Aub 9 2020	10/19/2020	11/18/2020	25	-	-	-	-	25
Marcelle Stokes Caratti	Ben 9 2020	10/19/2020	11/18/2020	25	-	-	-	-	25
Marcelle Stokes Caratti	Van 9 2020	10/19/2020	11/18/2020	25	-	-	-	-	25
Margaret Morghen	55	10/15/2020	11/15/2020	33	-	-	-	-	33
Margaret Morghen	56	10/25/2020	11/24/2020	33	-	-	-	-	33
Margaret Morghen	57	10/21/2020	11/20/2020	33	-	-	-	-	33
Margaret Morghen	59	10/15/2020	11/15/2020	33	-	-	-	-	33
Margaret Morghen	60	10/15/2020	11/15/2020	33	-	-	-	-	33
Margaret Morghen	61	10/25/2020	11/24/2020	33	-	-	-	-	33
Margaret Morghen	63	10/15/2020	11/15/2020	33	-	-	-	-	33
Margaret Morghen	64	10/15/2020	11/15/2020	33	-	-	-	-	33
Margaret Morghen	65	10/25/2020	11/24/2020	33	-	-	-	-	33
Margaret Morghen	67	10/15/2020	11/14/2020	33	-	-	-	-	33
Margaret Morghen	68	10/15/2020	11/14/2020	33	-	-	-	-	33
Margaret Morghen	69	10/25/2020	11/24/2020	33	-	-	-	-	33
Margaret Morghen	71	10/15/2020	11/14/2020	33	-	-	-	-	33
Margaret Morghen	72	10/15/2020	11/15/2020	33	-	-	-	-	33
Margaret Morghen	73	10/25/2020	11/24/2020	33	-	-	-	-	33
Marianne R. Hill	35	10/15/2020	11/15/2020	200	-	-	-	-	200
Marianne R. Hill	36	10/15/2020	11/14/2020	240	-	-	-	-	240
Marnie Young	PCA0011	8/31/2020	9/30/2020	-	-	1,548	-	-	1,548

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Mary Aragon	3	10/21/2020	11/20/2020	720	-	-	-	-	720
Mary Longbottom	PCA202103	10/21/2020	11/20/2020	190	-	-	-	-	190
Mathnasium of San Marcos	33	10/8/2020	11/7/2020	600	-	-	-	-	600
Mathnasium of South Escondido	INSP-45469-001	10/20/2020	11/19/2020	232	-	-	-	-	232
Mathnasium of Vista	1268	10/1/2020	10/31/2020	299	-	-	-	-	299
Mathnasium of Vista	1269	9/1/2020	10/1/2020	-	339	-	-	-	339
McColgan & Associates Inc	3856	10/12/2020	10/12/2020	-	5,223	-	-	-	5,223
MEL Science U.S., LLC	MZ2020100901	10/9/2020	11/8/2020	279	-	-	-	-	279
MEL Science U.S., LLC	OR2020102014	10/20/2020	11/19/2020	279	-	-	-	-	279
Mercurius	91391	9/16/2020	11/15/2020	91	-	-	-	-	91
Mercurius	91392	9/16/2020	11/15/2020	45	-	-	-	-	45
Mercurius	91394	9/16/2020	11/15/2020	58	-	-	-	-	58
Mercurius	91395	9/16/2020	11/15/2020	171	-	-	-	-	171
Mercurius	91962	10/2/2020	12/1/2020	21	-	-	-	-	21
Mercurius	92363	10/19/2020	12/18/2020	36	-	-	-	-	36
Michael Dvoskin	12102020	10/12/2020	11/12/2020	280	-	-	-	-	280
Michael Kiyoshi Lim	004	10/12/2020	11/11/2020	500	-	-	-	-	500
Mojalet Dance Collective	HS10-20-2	10/12/2020	11/12/2020	200	-	-	-	-	200
Mojalet Dance Collective	IS10-20-2	10/12/2020	11/12/2020	200	-	-	-	-	200
Moving Beyond the Page	227716	10/2/2020	11/1/2020	530	-	-	-	-	530
Moving Beyond the Page	229220	10/8/2020	11/8/2020	266	-	-	-	-	266
Moving Beyond the Page	229525	10/8/2020	11/8/2020	219	-	-	-	-	219
Moving Beyond the Page	229620	10/9/2020	11/9/2020	36	-	-	-	-	36
Moving Beyond the Page	229642	10/9/2020	11/9/2020	94	-	-	-	-	94
Moving Beyond the Page	229643	10/9/2020	11/9/2020	139	-	-	-	-	139
Moving Beyond the Page	229644	10/9/2020	11/9/2020	124	-	-	-	-	124
Moving Beyond the Page	229781	10/10/2020	11/10/2020	83	-	-	-	-	83
Moving Beyond the Page	229800	10/10/2020	11/10/2020	239	-	-	-	-	239
Moving Beyond the Page	230034	10/12/2020	11/12/2020	17	-	-	-	-	17
Moving Beyond the Page	230179	10/12/2020	11/12/2020	227	-	-	-	-	227
Moving Beyond the Page	230301	10/12/2020	11/11/2020	63	-	-	-	-	63
Moving Beyond the Page	230494	10/13/2020	11/12/2020	135	-	-	-	-	135
Moving Beyond the Page	230506	10/13/2020	11/12/2020	623	-	-	-	-	623
Moving Beyond the Page	230882	10/14/2020	11/14/2020	10	-	-	-	-	10
Moving Beyond the Page	231182	10/15/2020	11/14/2020	82	-	-	-	-	82
Moving Beyond the Page	231203	10/15/2020	11/14/2020	115	-	-	-	-	115
Moving Beyond the Page	231343	10/15/2020	11/14/2020	20	-	-	-	-	20
Moving Beyond the Page	231377	10/15/2020	11/14/2020	163	-	-	-	-	163

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Moving Beyond the Page	231390	10/15/2020	11/14/2020	255	-	-	-	-	255
Moving Beyond the Page	231392	10/15/2020	11/14/2020	3	-	-	-	-	3
Moving Beyond the Page	231458	10/15/2020	11/14/2020	298	-	-	-	-	298
Moving Beyond the Page	231709	10/16/2020	11/15/2020	148	-	-	-	-	148
Moving Beyond the Page	231711	10/16/2020	11/15/2020	218	-	-	-	-	218
Moving Beyond the Page	231715	10/16/2020	11/15/2020	124	-	-	-	-	124
Moving Beyond the Page	231721	10/16/2020	11/15/2020	109	-	-	-	-	109
Moving Beyond the Page	231856	10/17/2020	11/16/2020	197	-	-	-	-	197
Moving Beyond the Page	231864	10/17/2020	11/16/2020	189	-	-	-	-	189
Moving Beyond the Page	231975	10/18/2020	11/17/2020	598	-	-	-	-	598
Moving Beyond the Page	231994	10/19/2020	11/18/2020	693	-	-	-	-	693
Moving Beyond the Page	232054	10/19/2020	11/18/2020	35	-	-	-	-	35
Moving Beyond the Page	232175	10/19/2020	11/18/2020	7	-	-	-	-	7
Moving Beyond the Page	232496	10/20/2020	11/19/2020	426	-	-	-	-	426
Moving Beyond the Page	232723	10/20/2020	11/19/2020	38	-	-	-	-	38
Moving Beyond the Page	232802	10/20/2020	11/19/2020	14	-	-	-	-	14
Moving Beyond the Page	233063	10/21/2020	11/20/2020	110	-	-	-	-	110
Moving Beyond the Page	233707	10/23/2020	11/22/2020	16	-	-	-	-	16
Moving Beyond the Page	233708	10/23/2020	11/22/2020	15	-	-	-	-	15
MoxieBox Art, Inc.	6547	10/22/2020	11/21/2020	221	-	-	-	-	221
MoxieBox Art, Inc.	6555	10/22/2020	11/21/2020	268	-	-	-	-	268
MoxieBox Art, Inc.	6556	10/22/2020	11/21/2020	151	-	-	-	-	151
Mr. D Math	1293	10/14/2020	11/13/2020	1,175	-	-	-	-	1,175
Murrieta Dance Project	166	10/21/2020	11/20/2020	300	-	-	-	-	300
Murrieta Dance Project	167	10/21/2020	11/20/2020	300	-	-	-	-	300
Mystery Science Inc.	108345	10/13/2020	11/12/2020	69	-	-	-	-	69
Mystery Science Inc.	108392	10/15/2020	11/14/2020	69	-	-	-	-	69
Mystery Science Inc.	108693	10/16/2020	11/15/2020	69	-	-	-	-	69
Natalie Pasqueralli	1022	10/8/2020	11/7/2020	210	-	-	-	-	210
Natalie Pasqueralli	3002	10/8/2020	11/7/2020	100	-	-	-	-	100
Natalie Pasqueralli	5001	10/8/2020	11/7/2020	309	-	-	-	-	309
Nataly Jewel	PCA 20202021F	10/18/2020	11/17/2020	1,325	-	-	-	-	1,325
Nathaniel Soule	22	10/10/2020	11/9/2020	140	-	-	-	-	140
Nathaniel Soule	23	10/10/2020	11/9/2020	140	-	-	-	-	140
Nathaniel Soule	24	10/13/2020	11/12/2020	105	-	-	-	-	105
Nathaniel Soule	25	10/19/2020	11/18/2020	280	-	-	-	-	280
Nichols Speech, Inc	15831	10/12/2020	11/11/2020	1,080	-	-	-	-	1,080
Nick Rail Music	101420	10/14/2020	11/14/2020	55	-	-	-	-	55

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Nicole the Math Lady, LLC.	2453	10/23/2020	11/22/2020	49	-	-	-	-	49
Nicole the Math Lady, LLC.	2727	10/14/2020	11/13/2020	79	-	-	-	-	79
Nicole the Math Lady, LLC.	2736	10/14/2020	11/13/2020	129	-	-	-	-	129
Nicole the Math Lady, LLC.	2755	10/15/2020	11/14/2020	49	-	-	-	-	49
Nicole the Math Lady, LLC.	2773	10/17/2020	11/16/2020	79	-	-	-	-	79
Nicole the Math Lady, LLC.	2785	10/17/2020	11/16/2020	79	-	-	-	-	79
Noonan Family Swim School, Inc	65857_7	10/6/2020	11/5/2020	30	-	-	-	-	30
Noonan Family Swim School, Inc	65858_7	10/6/2020	11/5/2020	30	-	-	-	-	30
Noonan Family Swim School, Inc	69087_2	10/9/2020	11/8/2020	90	-	-	-	-	90
Noonan Family Swim School, Inc	71704_2	10/23/2020	11/22/2020	120	-	-	-	-	120
Norris Performing Arts Center	1	10/8/2020	11/7/2020	525	-	-	-	-	525
Oceanside Gymnastics	270924-2020	10/19/2020	11/18/2020	200	-	-	-	-	200
Oceanside Gymnastics	294402-2020	10/19/2020	11/18/2020	303	-	-	-	-	303
Oceanside Gymnastics	294403-2020	10/19/2020	11/18/2020	152	-	-	-	-	152
Oceanside Gymnastics	294811-2020	10/19/2020	11/18/2020	173	-	-	-	-	173
Oceanside Gymnastics	294861-2020	10/19/2020	11/18/2020	105	-	-	-	-	105
Oceanside Kumon School Power Inc.	CPA-Wilson2	10/12/2020	11/12/2020	350	-	-	-	-	350
Office Depot, Inc	118587485002	9/3/2020	9/27/2020	-	-	1	-	-	1
Office Depot, Inc	124976007001	9/22/2020	10/18/2020	-	5	-	-	-	5
Office Depot, Inc	124976012001	9/25/2020	10/18/2020	-	16	-	-	-	16
Office Depot, Inc	125224802001	9/22/2020	10/18/2020	-	67	-	-	-	67
Office Depot, Inc	125896591001	9/22/2020	10/18/2020	-	93	-	-	-	93
Office Depot, Inc	125901049001	9/22/2020	10/18/2020	-	2	-	-	-	2
Office Depot, Inc	126854763001	9/28/2020	10/18/2020	-	3	-	-	-	3
Office Depot, Inc	130934890001	10/19/2020	11/8/2020	221	-	-	-	-	221
Ontrack Wellness	237	10/1/2020	10/7/2020	-	129	-	-	-	129
Othentik Gym	JD1	10/21/2020	11/5/2020	250	-	-	-	-	250
Othentik Gym	JD2	9/28/2020	10/28/2020	-	250	-	-	-	250
Othentik Gym	JD3	9/28/2020	10/28/2020	-	200	-	-	-	200
Othentik Gym	JD6	10/8/2020	11/7/2020	100	-	-	-	-	100
Othentik Gym	KD1	10/15/2020	11/14/2020	250	-	-	-	-	250
Othentik Gym	KD2	10/15/2020	11/14/2020	250	-	-	-	-	250
Othentik Gym	KD3	10/15/2020	11/14/2020	200	-	-	-	-	200
Othentik Gym	KD4	10/15/2020	11/14/2020	100	-	-	-	-	100
Othentik Gym	KD5	10/15/2020	11/14/2020	100	-	-	-	-	100
Othentik Gym	KD6	10/15/2020	11/14/2020	100	-	-	-	-	100
Othentik Gym	KL1	10/18/2020	11/17/2020	200	-	-	-	-	200
Othentik Gym	KL2	10/18/2020	11/17/2020	100	-	-	-	-	100



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Othentik Gym	KL3	10/18/2020	11/17/2020	100	-	-	-	-	100
Othentik Gym	SD1	10/15/2020	11/14/2020	250	-	-	-	-	250
Othentik Gym	SD2	10/18/2020	11/17/2020	250	-	-	-	-	250
Othentik Gym	SD3	10/18/2020	11/17/2020	200	-	-	-	-	200
Othentik Gym	SD4	10/18/2020	11/17/2020	100	-	-	-	-	100
Othentik Gym	SD5	10/18/2020	11/17/2020	100	-	-	-	-	100
Othentik Gym	SD6	10/18/2020	11/17/2020	100	-	-	-	-	100
Othentik Gym	SerD6	10/1/2020	10/31/2020	100	-	-	-	-	100
Paint Box Art Studio	31	9/28/2020	10/28/2020	-	2,080	-	-	-	2,080
Paper Moon Music	0514	10/8/2020	11/7/2020	130	-	-	-	-	130
Paper Moon Music	0515	10/8/2020	11/7/2020	130	-	-	-	-	130
Paper Moon Music	0516	10/22/2020	11/21/2020	275	-	-	-	-	275
Peace Hill Press, Inc dba Well Trained	53245	10/22/2020	11/21/2020	105	-	-	-	-	105
Pixton Comics Inc.	0F0B6EBC-0001	10/8/2020	11/7/2020	99	-	-	-	-	99
Play It Safe Defense	001	10/8/2020	11/7/2020	180	-	-	-	-	180
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
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	3109	7/30/2020	7/30/2020	-	-	-	-	2,800	2,800
Provenance	3526	9/18/2020	10/18/2020	-	156	-	-	-	156
Provenance	3571	9/30/2020	10/30/2020	-	2,658	-	-	-	2,658
Provenance	3581	9/25/2020	10/25/2020	-	8,970	-	-	-	8,970
Provenance	3658	10/9/2020	11/8/2020	2,334	-	-	-	-	2,334
Rainbow Resource Center	3180134	10/21/2020	11/20/2020	109	-	-	-	-	109
Rainbow Resource Center	3180138	10/21/2020	11/20/2020	55	-	-	-	-	55
Rainbow Resource Center	3180149	10/21/2020	11/20/2020	64	-	-	-	-	64
Rainbow Resource Center	3180857	10/22/2020	11/21/2020	48	-	-	-	-	48
Rainbow Resource Center	3181767	10/22/2020	11/21/2020	23	-	-	-	-	23
Rainbow Resource Center	3181778	10/22/2020	11/21/2020	122	-	-	-	-	122
Rainbow Resource Center	3181782	10/22/2020	11/21/2020	584	-	-	-	-	584
Rainbow Resource Center	3181785	10/22/2020	11/21/2020	499	-	-	-	-	499

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Rainbow Resource Center	3181789	10/22/2020	11/21/2020	121	-	-	-	-	121
Rainbow Resource Center	3181792	10/22/2020	11/21/2020	60	-	-	-	-	60
Rainbow Resource Center	3181797	10/22/2020	11/21/2020	89	-	-	-	-	89
Rainbow Resource Center	3181801	10/22/2020	11/21/2020	26	-	-	-	-	26
Rainbow Resource Center	3181802	10/22/2020	11/21/2020	65	-	-	-	-	65
Rainbow Resource Center	3181803	10/22/2020	11/21/2020	29	-	-	-	-	29
Rainbow Resource Center	3181804	10/22/2020	11/21/2020	41	-	-	-	-	41
Rainbow Resource Center	3181807	10/22/2020	11/21/2020	35	-	-	-	-	35
Rainbow Resource Center	3182001	10/23/2020	11/22/2020	43	-	-	-	-	43
Rainbow Resource Center	3182003	10/23/2020	11/22/2020	79	-	-	-	-	79
Rainbow Resource Center	3182004	10/23/2020	11/22/2020	51	-	-	-	-	51
Rainbow Resource Center	3182007	10/23/2020	11/22/2020	120	-	-	-	-	120
Rainbow Resource Center	3182071	10/23/2020	11/22/2020	46	-	-	-	-	46
Rainbow Resource Center	3182285	10/23/2020	11/22/2020	63	-	-	-	-	63
Rainbow Resource Center	3182550	10/23/2020	11/22/2020	193	-	-	-	-	193
Rainbow Resource Center	3182551	10/23/2020	11/22/2020	65	-	-	-	-	65
Rainbow Resource Center	3182665	10/23/2020	11/22/2020	226	-	-	-	-	226
Rainbow Resource Center	3183288	10/26/2020	11/25/2020	28	-	-	-	-	28
Rainbow Resource Center	3183289	10/26/2020	11/25/2020	65	-	-	-	-	65
Rainbow Resource Center	3184059	10/26/2020	11/25/2020	25	-	-	-	-	25
Rainbow Resource Center	3184060	10/26/2020	11/25/2020	88	-	-	-	-	88
Rebecca Droigk	1	10/19/2020	11/18/2020	275	-	-	-	-	275
Rebecca Droigk	10	10/19/2020	11/18/2020	275	-	-	-	-	275
Rebecca Droigk	2	10/19/2020	11/18/2020	275	-	-	-	-	275
Rebecca Droigk	3	10/19/2020	11/18/2020	275	-	-	-	-	275
Rebecca Droigk	4	10/19/2020	11/18/2020	275	-	-	-	-	275
Rebecca Droigk	5	10/19/2020	11/18/2020	275	-	-	-	-	275
Rebecca Droigk	6	10/19/2020	11/18/2020	175	-	-	-	-	175
Rebecca Droigk	7	10/19/2020	11/18/2020	175	-	-	-	-	175
Rebecca Droigk	8	10/19/2020	11/18/2020	275	-	-	-	-	275
Rebecca Droigk	9	10/19/2020	11/18/2020	275	-	-	-	-	275
Sally Piano Music	10132020	10/14/2020	11/14/2020	321	-	-	-	-	321
Sally Piano Music	10142020	10/14/2020	11/14/2020	320	-	-	-	-	320
Sally Piano Music	10222020	10/22/2020	11/21/2020	304	-	-	-	-	304
Sally Piano Music	10232021	10/23/2020	11/22/2020	169	-	-	-	-	169
San Diego Beach Rides & Pony Land	LIM-SCHMID 1	10/1/2020	10/1/2020	-	220	-	-	-	220
San Diego Center for Vision Care - Opt 66		9/9/2020	10/9/2020	-	350	-	-	-	350
San Diego Center for Vision Care - Opt 67		10/9/2020	11/8/2020	480	-	-	-	-	480

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San Diego Center for Vision Care - Opt 69		10/9/2020	11/8/2020	940	-	-	-	-	940
San Diego Center for Vision Care - Opt 70		10/9/2020	11/8/2020	780	-	-	-	-	780
San Diego Center for Vision Care - Opt 71		10/9/2020	11/8/2020	460	-	-	-	-	460
San Diego Center for Vision Care - Opt 72		10/9/2020	11/8/2020	360	-	-	-	-	360
San Diego Center for Vision Care - Opt 73		10/9/2020	11/8/2020	360	-	-	-	-	360
San Diego Circus Center	10122020	10/12/2020	11/12/2020	700	-	-	-	-	700
San Diego Gymnastics at Grossmont C 123		10/13/2020	11/12/2020	1,139	-	-	-	-	1,139
San Diego Gymnastics at Otay Ranch 49		10/15/2020	11/14/2020	104	-	-	-	-	104
San Diego Gymnastics at Otay Ranch 50		10/15/2020	11/14/2020	560	-	-	-	-	560
San Diego Royal Gymnastics 018		10/8/2020	11/7/2020	103	-	-	-	-	103
San Diego Royal Gymnastics 019		10/14/2020	11/13/2020	354	-	-	-	-	354
Sarah Blair 4		9/28/2020	10/28/2020	-	600	-	-	-	600
Sarah Blair 5		10/1/2020	10/31/2020	240	-	-	-	-	240
Sarah Lowery Piano Studio 1		10/23/2020	11/22/2020	80	-	-	-	-	80
Sarah Lowery Piano Studio 4		10/23/2020	11/22/2020	80	-	-	-	-	80
Scholastic Inc 24013483		9/25/2020	10/25/2020	-	114	-	-	-	114
Scholastic Inc 24091704		10/1/2020	10/31/2020	15	-	-	-	-	15
Scholastic Inc M7015159 2		9/29/2020	10/29/2020	-	88	-	-	-	88
Schumacher Tutoring 170		10/17/2020	11/16/2020	2,950	-	-	-	-	2,950
Schumacher Tutoring 171		10/17/2020	11/16/2020	570	-	-	-	-	570
Sebesta's Rocking K Ranch 1009		10/18/2020	11/17/2020	400	-	-	-	-	400
Segal Speech and Language Therapy 9HD2020		10/29/2020	11/28/2020	450	-	-	-	-	450
SHI International Corp B12298876		9/17/2020	11/16/2020	6,288	-	-	-	-	6,288
SHI International Corp B12408783		10/8/2020	11/7/2020	3,013	-	-	-	-	3,013
Singapore Math Inc. 51259		10/12/2020	11/12/2020	106	-	-	-	-	106
Singapore Math Inc. 51260		10/12/2020	11/11/2020	104	-	-	-	-	104
Singapore Math Inc. 51290		10/4/2020	11/3/2020	66	-	-	-	-	66
Singapore Math Inc. 51291		10/4/2020	11/3/2020	66	-	-	-	-	66
Singapore Math Inc. 51420		10/12/2020	11/12/2020	67	-	-	-	-	67
Singapore Math Inc. 51451		10/12/2020	11/12/2020	103	-	-	-	-	103
Singapore Math Inc. 51482		10/12/2020	11/12/2020	57	-	-	-	-	57
Singapore Math Inc. 51483		10/12/2020	11/12/2020	89	-	-	-	-	89
Singapore Math Inc. 51484		10/12/2020	11/12/2020	68	-	-	-	-	68
Singapore Math Inc. 51486		10/12/2020	11/12/2020	36	-	-	-	-	36
Singapore Math Inc. 51617		10/11/2020	11/10/2020	23	-	-	-	-	23
Singapore Math Inc. 51618		10/11/2020	11/10/2020	42	-	-	-	-	42
Singapore Math Inc. 51637		10/11/2020	11/10/2020	105	-	-	-	-	105
Singapore Math Inc. 51658		10/11/2020	11/10/2020	31	-	-	-	-	31

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Singapore Math Inc.	51659	10/11/2020	11/10/2020	68	-	-	-	-	68
Singapore Math Inc.	51660	10/11/2020	11/10/2020	49	-	-	-	-	49
Singapore Math Inc.	51661	10/11/2020	11/10/2020	66	-	-	-	-	66
Singapore Math Inc.	51751	10/14/2020	11/13/2020	106	-	-	-	-	106
Singapore Math Inc.	51752	10/15/2020	11/14/2020	89	-	-	-	-	89
Singapore Math Inc.	51789	10/15/2020	11/14/2020	36	-	-	-	-	36
Singapore Math Live, LLC	1018202	10/18/2020	11/17/2020	15	-	-	-	-	15
Smart Sprouts LLC	197	10/19/2020	11/18/2020	672	-	-	-	-	672
Smart Sprouts LLC	198	10/22/2020	11/21/2020	480	-	-	-	-	480
SoundCheck Music School	20-4376-ELH	10/1/2020	10/31/2020	137	-	-	-	-	137
SoundCheck Music School	20-4376-EZH	10/1/2020	10/31/2020	137	-	-	-	-	137
Starfall Education Foundation	1524-1655-3522	10/15/2020	11/15/2020	35	-	-	-	-	35
Starfall Education Foundation	2555-9065-4643	10/21/2020	11/20/2020	35	-	-	-	-	35
Starfall Education Foundation	5493-3948-2753	10/8/2020	11/7/2020	35	-	-	-	-	35
Starfall Education Foundation	7400-4889-5626	10/20/2020	11/19/2020	35	-	-	-	-	35
Staump Productions	0102020-06	10/20/2020	11/19/2020	300	-	-	-	-	300
Staump Productions	0102020-07	10/20/2020	11/19/2020	300	-	-	-	-	300
Step X Step Dance Inc	63389	6/9/2020	7/9/2020	-	-	-	-	(40)	(40)
Studies Weekly	364450	9/24/2020	10/23/2020	-	32	-	-	-	32
Studies Weekly	364454	9/24/2020	10/23/2020	-	33	-	-	-	33
Studies Weekly	364458	9/24/2020	10/23/2020	-	33	-	-	-	33
Studies Weekly	364462	9/24/2020	10/23/2020	-	65	-	-	-	65
Studies Weekly	364476	9/24/2020	10/23/2020	-	32	-	-	-	32
Studies Weekly	364479	9/24/2020	10/23/2020	-	32	-	-	-	32
Studies Weekly	364499	9/24/2020	10/23/2020	-	65	-	-	-	65
Studies Weekly	364751	9/24/2020	10/24/2020	-	32	-	-	-	32
Studies Weekly	365256	9/28/2020	10/25/2020	-	32	-	-	-	32
Studies Weekly	365604	9/28/2020	10/28/2020	-	32	-	-	-	32
Studies Weekly	365608	9/28/2020	10/28/2020	-	32	-	-	-	32
Studio Wie, LLC	2112	10/8/2019	10/8/2019	-	-	-	-	(135)	(135)
Studio Wie, LLC	2113	10/8/2019	10/8/2019	-	-	-	-	(72)	(72)
Sunshine Vibes LLC	SunVib 1002	10/18/2020	11/17/2020	200	-	-	-	-	200
Suzanne Tieck	23	10/6/2020	11/5/2020	140	-	-	-	-	140
TalkBox.Mom	453022	10/26/2020	11/25/2020	331	-	-	-	-	331
TalkBox.Mom	453043	10/26/2020	11/25/2020	328	-	-	-	-	328
Tamberly Slagle	PCA101020	10/10/2020	11/10/2020	4,265	-	-	-	-	4,265
Tammi Bueno	5	10/16/2020	11/15/2020	971	-	-	-	-	971
Teacher Synergy, LLC	130046317	10/12/2020	11/12/2020	54	-	-	-	-	54

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Teacher Synergy, LLC	131006095	10/19/2020	11/9/2020	21	-	-	-	-	21
Teacher Synergy, LLC	131006837	10/19/2020	11/9/2020	21	-	-	-	-	21
Teacher Synergy, LLC	131024739	10/20/2020	11/10/2020	4	-	-	-	-	4
Teacher Synergy, LLC	131024855	10/20/2020	11/10/2020	45	-	-	-	-	45
Teacher Synergy, LLC	131124218	10/20/2020	11/10/2020	5	-	-	-	-	5
Teacher Synergy, LLC	131124372	10/20/2020	11/10/2020	19	-	-	-	-	19
Teacher Synergy, LLC	131270165	10/21/2020	11/11/2020	40	-	-	-	-	40
Teacher Synergy, LLC	131270592	10/21/2020	11/11/2020	15	-	-	-	-	15
Teacher Synergy, LLC	131271944	10/21/2020	11/11/2020	40	-	-	-	-	40
Teacher Synergy, LLC	131328058	10/21/2020	11/11/2020	7	-	-	-	-	7
Teacher Synergy, LLC	131479972	10/22/2020	11/12/2020	12	-	-	-	-	12
Teacher Synergy, LLC	131480217	10/22/2020	11/12/2020	13	-	-	-	-	13
Teacher Synergy, LLC	131482298	10/22/2020	11/12/2020	11	-	-	-	-	11
Teacher Synergy, LLC	131482690	10/22/2020	11/12/2020	22	-	-	-	-	22
Teacher Synergy, LLC	131484234	10/22/2020	11/12/2020	23	-	-	-	-	23
Teacher Synergy, LLC	131636224	10/23/2020	11/13/2020	37	-	-	-	-	37
Teacher Synergy, LLC	131636263	10/23/2020	11/13/2020	45	-	-	-	-	45
Teacher Synergy, LLC	131636321	10/23/2020	11/13/2020	84	-	-	-	-	84
Teaching Textbooks	31730	10/12/2020	11/12/2020	200	-	-	-	-	200
Teaching Textbooks	31760	10/12/2020	11/11/2020	142	-	-	-	-	142
Teaching Textbooks	31779	10/12/2020	11/11/2020	200	-	-	-	-	200
Teaching Textbooks	31857	10/13/2020	11/12/2020	55	-	-	-	-	55
Teaching Textbooks	31858	10/13/2020	11/12/2020	137	-	-	-	-	137
Teaching Textbooks	31963	10/13/2020	11/12/2020	43	-	-	-	-	43
Teaching Textbooks	31964	10/13/2020	11/12/2020	55	-	-	-	-	55
Teaching Textbooks	31966	10/13/2020	11/12/2020	55	-	-	-	-	55
Teaching Textbooks	31968	10/13/2020	11/12/2020	43	-	-	-	-	43
Teaching Textbooks	32066	10/13/2020	11/12/2020	67	-	-	-	-	67
Teaching Textbooks	32067	10/13/2020	11/12/2020	43	-	-	-	-	43
Teaching Textbooks	32069	10/13/2020	11/12/2020	43	-	-	-	-	43
Teaching Textbooks	32083	10/13/2020	11/12/2020	67	-	-	-	-	67
Teaching Textbooks	32174	10/14/2020	11/13/2020	55	-	-	-	-	55
Teaching Textbooks	32269	10/16/2020	11/15/2020	43	-	-	-	-	43
Teaching Textbooks	32312	10/19/2020	11/18/2020	55	-	-	-	-	55
Temecula Music Teacher, LLC	4793	10/8/2020	11/7/2020	700	-	-	-	-	700
Temecula Valley Music for Young Children - PCA		10/12/2020	11/12/2020	253	-	-	-	-	253
Terry Tsang Optometry	89	10/6/2020	11/5/2020	168	-	-	-	-	168
The Animation Course, LLC	100720-Schoen	10/7/2020	11/7/2020	350	-	-	-	-	350

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The Lampo Group, LLC	8804328	10/16/2020	11/14/2020	30	-	-	-	-	30
The Writtenburg Door	WDPCA2019-20	10/6/2020	11/5/2020	2,208	-	-	-	-	2,208
The Writtenburg Door	WDPCAJuly	10/6/2020	11/5/2020	770	-	-	-	-	770
The Writtenburg Door	WDPCAJune	10/6/2020	11/5/2020	770	-	-	-	-	770
The Young Actor's Studio	1237	10/13/2020	11/12/2020	700	-	-	-	-	700
The Young Actor's Studio	1238	10/13/2020	11/12/2020	100	-	-	-	-	100
Timberdoodle.com	326237	7/28/2020	8/27/2020	-	-	-	1,261	-	1,261
Timberdoodle.com	328464	8/4/2020	9/3/2020	-	-	783	-	-	783
Timberdoodle.com	328718	8/5/2020	9/4/2020	-	-	1,387	-	-	1,387
Timberdoodle.com	32903	8/6/2020	9/5/2020	-	-	139	-	-	139
Timberdoodle.com	331212	8/14/2020	9/13/2020	-	-	1,261	-	-	1,261
Timberdoodle.com	332369	8/19/2020	9/18/2020	-	-	1,065	-	-	1,065
Timberdoodle.com	332695	8/20/2020	9/19/2020	-	-	480	-	-	480
Timberdoodle.com	332887	8/21/2020	9/20/2020	-	-	230	-	-	230
Timberdoodle.com	332972	8/22/2020	9/21/2020	-	-	153	-	-	153
Timberdoodle.com	341031	10/7/2020	11/6/2020	17	-	-	-	-	17
Time4Writing.com	T4W11960	10/15/2020	11/14/2020	238	-	-	-	-	238
Time4Writing.com	T4W11980	10/22/2020	11/21/2020	238	-	-	-	-	238
Trigger Memory Co., LLC	2467	10/13/2020	11/12/2020	70	-	-	-	-	70
Tutor Doctor	INS009	10/21/2020	11/20/2020	350	-	-	-	-	350
Tutor Doctor	INS010	10/21/2020	11/20/2020	350	-	-	-	-	350
U.S. Music Lessons	rmcarthur1020	10/3/2020	11/2/2020	102	-	-	-	-	102
Uline	125242341	10/8/2020	11/7/2020	544	-	-	-	-	544
UPS	0000TT6837430	10/24/2020	10/24/2020	-	742	-	-	-	742
Valery King	19	10/9/2020	11/9/2020	220	-	-	-	-	220
Veronica Gutierrez	8001	10/16/2020	11/15/2020	275	-	-	-	-	275
Villa Musica	41727	10/19/2020	10/19/2020	-	70	-	-	-	70
Wagner's School of Music, LLC	5192	8/17/2020	8/17/2020	-	-	-	1,041	-	1,041
Wagner's School of Music, LLC	5193	10/1/2020	10/1/2020	-	98	-	-	-	98
Wagner's School of Music, LLC	5194	10/1/2020	10/1/2020	-	120	-	-	-	120
White Dragon of East County	39	10/19/2020	11/18/2020	221	-	-	-	-	221
Wilkinson Hadley King & Co. LLP	27863	10/23/2020	11/22/2020	5,400	-	-	-	-	5,400
Williamsburg Learning	2163	10/13/2020	11/12/2020	375	-	-	-	-	375
Williamsburg Learning	2164	10/13/2020	11/12/2020	225	-	-	-	-	225
Williamsburg Learning	2165	10/13/2020	11/12/2020	600	-	-	-	-	600
Williamsburg Learning	2166	10/13/2020	11/12/2020	375	-	-	-	-	375
Wood & Ivory	0300	10/11/2020	11/10/2020	469	-	-	-	-	469
Wood & Ivory	0301	10/11/2020	11/10/2020	234	-	-	-	-	234

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Wood & Ivory	0305	10/14/2020	11/13/2020	458	-	-	-	-	458
Wood & Ivory	0306	10/14/2020	11/13/2020	469	-	-	-	-	469
Yiyi Ku	20211	10/8/2020	11/7/2020	700	-	-	-	-	700
<b>Total Outstanding Payables in October</b>				<b><u>\$ 169,919</u></b>	<b><u>\$ 26,981</u></b>	<b><u>\$ 8,417</u></b>	<b><u>\$ 2,858</u></b>	<b><u>\$307,691</u></b>	<b><u>\$ 515,867</u></b>

## Cover Sheet

Krystin Demofonte presented the Executive Director's report.

**Section:** IV. Executive Director Report  
**Item:** A. Krystin Demofonte presented the Executive Director's report.  
**Purpose:**  
**Submitted by:**  
**Related Material:** PCA Principal's Report - November.pdf



# Pacific Coast Academy

Board Meeting: November 19, 2020



# PCA Community






PCA DISCOVERY DAY  
• NOVEMBER •

## ZOOPENDOUS DAYS

ANIMAL STUDIES

HABITATS  
ADAPTATIONS  
LIFE CYCLES  
FOOD CHAINS  
AND MORE!

-  TK-8 Interactive & hands-on activities workshops led by PCA teachers
-  New theme each month
-  Discovery Day communities meet 2x/month



Register for November & December workshops now!  
Discovery Day is virtual. We are excited to host some in-person events as soon as we are able to!



PCA DISCOVERY DAY PRESENTS...

December

## WINTER WONDER STEM

Join a PCA teacher-led Discovery Day community for hands-on winter themed STEM activities!

REGISTER FOR NOV & DEC WORKSHOPS NOW!



Pacific Coast Academy

# TURKEY TROT

Let's show how thankful we are for our teachers and families with a friendly competition.

November 10th - November 18th

Families **Versus** Teachers

1. Choose A Day Between November 10th - 18th.
2. Dress Your Family Up In Your Most Creative Turkey Attire.
3. Trot, Walk, Run, Bike, Scooter as long as you would like that day.
4. Fill out the survey with how many minutes you "Trotted" and attach a picture that shows off your turkey attire.

1st, 2nd, and 3rd Place Prize for the Most Creative Turkey Attire!

WHO WILL WIN WITH THE MOST MINUTES Teachers or Families?

Photo: www.PacificCoastAcademy.com

# Rollover Planning Amounts



- SB 98 (2020) requires charter schools to use all monies apportioned from State school funds during a fiscal year, exclusively for support of the school for that particular year. (See Ed. Code § 41730(a).)
- Therefore, the school will not “roll over” any 2020-21 planning amount funds for use in the next school year.

# 2020-21 Dehesa Oversight Process

- Began the annual oversight process through Dehesa
- 6 areas of focus
  - Educational Program and Student Services
  - Fiscal and Business Systems
  - Governance
  - Operations and Facilities
  - Personnel
  - Special Education
- First upload of requested documentation is due on December 11, 2020



# Enrollment Update



**Current Enrollment: 4,295**

**4,315 is target**

- Only pulling from waitlist to replace any students who drop

# Family Liaison Updates

- Organization and advertising of the workshops that will be taking place through December and logging attendance numbers for all workshops that have taken place.
- Matched all students that responded to the Thanksgiving Card Exchange. Each family received an email with their student's "pal's" information, as well as some information regarding the USPS and mailing letters, for families to use as teaching tools.
- Due to the policy change with regards to vendors advertising on PCA platforms, we are now auditing our Facebook group. Notifying the vendors of the change and removing them from the group. The process is slow, due to FB limitations with member information.
- Phone calls and emails from inquiring families continue to increase.
- Ongoing translation of documents and letters to parents
- Adding and adjusting Spanish information to Parent Site
- Setting up and leading Spanish Workshops for parents

## Common Parent Concerns:

- Upset with the new restrictions with regards to in-person services.
- Frustration with all things virtual, for both students and parents.
- Due to the Facebook group audit, we have been fielding a lot of comments and concerns from vendors. They're upset that they no longer have an outlet or way to advertise to our families.



# COVID-19 Update



- San Diego, Riverside County, San Bernardino County, and Imperial County all remain in purple tier
  - All enrichment services are still virtual until they move back to red tier
- OC moved to purple tier this week
  - In-person enrichment services are virtual again until they move back to red tier
- School events, teacher meetings, & teacher created field trips will continue to be virtual

**We will continue to update parents with any changes!**

# In-Person Services Plan

- Working with legal to develop a plan to allow in-person services while in purple tier
- 2 step process
  - Vendors share reopening plan with liability waiver
    - PCA vendor team will review and approve
  - Parents sign additional waiver related specifically to COVID-19 services.



We know how important this is to you and we hope to roll out the plan ASAP!





WE ARE SO VERY  
THANKFUL  
*for you!*

We are **THANKFUL** for **YOU!**

# Cover Sheet

## Commercial Property Lease Agreement

**Section:** V. Operations  
**Item:** A. Commercial Property Lease Agreement  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Lease Agreement\_Sped Department.pdf

**BACKGROUND:**

This is a sublease agreement for a property to be used as a temporary administrative office for the Special Education Department.

English (US)

Agreement Date : November 9, 2020

Reference No : 11436485

## Business Center Details

CA, San Diego - Friars Mission

**Address** 1455 Frazee Road  
Suite 500  
San Diego  
California  
92108  
United States of America

## Client Details

Company Name Pacific Coast Academy

Contact Name John Egnor

**Address \***

**Town/City \***

**County/ State/ Province/ Municipality**

**Post Code \***

**Country \***

## Office Payment Details (exc. tax and exc. services)

Office Number	Price per Person per Day	Discount on Initial Term	Discounted Price per Person per Day	x People	Discounted Price per Office per Day
530	\$ 23.90	14.226 %	\$ 20.50	1	\$ 20.50

**Total Average Monthly Price per Person per Month** **\$ 615.00**

**Total Monthly Price** **\$ 615.00**

**Service Provision :** **Start Date** December 1, 2020 **End Date** May 31, 2021

- Invoices/Fees are charged on a monthly basis which is calculated based on a 30-day month \*
- All agreements end on the last calendar day of the month. \*\*
- A refundable service retainer equivalent to 2 x monthly office fee will be payable. \*\*\*

Comments:

\* Back to Work: Waive Activation Fee - Total Savings of \$ 49.00

Customer is not required to pay the standard Activation fee for their office(s).

## Terms and Conditions

We are Regus Management Group, LLC. This Agreement incorporates our terms of business set out on attached Terms and Conditions, attached House Rules and Service Price Guide (where available) which you confirm you have read and understood. We both agree to comply with those terms and our obligations as set out in them. This agreement is binding from the agreement date and may not be terminated once it is made, except in accordance with its terms. Note that the Agreement does not come to an end automatically. See "Automatic Renewal" section of your terms and conditions for the notice terms if you wish to end your agreement.

AGREEMENT TO ARBITRATE; CLASS ACTION WAIVER: Any dispute or claim relating in any way to this agreement shall be resolved by binding arbitration administered by the American Arbitration Association in accord with its Commercial Arbitration Rules (available at [www.adr.org](http://www.adr.org)), except that you or the Provider may assert claims in small claims court and the Client and the Provider may pursue court actions to remove you, or prevent your removal, from the Center if you do not leave when this agreement terminates. The arbitrator shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, or formation of this agreement. The arbitrator shall not conduct arbitration as a class or representative action. The Client and the Provider acknowledge that this agreement is a transaction in interstate commerce governed by the Federal Arbitration Act. The Client and the Provider agree to waive any right to pursue any dispute relating to this agreement in any class, private attorney general, or other representative action.

Name (printed): .....

Title (printed): .....

Date: .....

**SIGNED on your behalf (Client)**

\* We realise that not all months have 30 days, but for convenience we use 30 days to calculate the monthly price so the amount you pay each month is the same over the term.

\*\* You can start your agreement on any day during the month and we will pro-rate the monthly fee for that month. For simplicity and clarity of invoicing, we end all agreements on the last calendar day of the month.

\*\*\* Your Service Retainer is held to cover the services that you will be using (i.e. phone calls, copies, administration support, couriers) during the month. The retainer is refunded after all invoices have been cleared 30 days after the end of the agreement.

\*\*\*\* A one time, per occupant fee for Office and Coworking (dedicated desk) customers that covers all aspects of customer onboarding, administration, and set-up.

If you need assistance call our Helpline on +1-855-400-3575



**These General Terms and Conditions apply to Office/Co-Working, Virtual Office and Membership agreements for services We supply to You.**

1. General Agreement

- 1.1. Nature of an agreement: At all times, each Center remains in Our possession and control. YOU ACCEPT THAT AN AGREEMENT CREATES NO TENANCY INTEREST, LEASEHOLD ESTATE OR OTHER REAL PROPERTY INTEREST IN YOUR FAVOR WITH RESPECT TO THE ACCOMMODATION. Occupation by You is the commercial equivalent of an agreement for accommodation in a hotel. We are giving You the right to share the use of the Center with Us and other clients.
- 1.2. House Rules: The House Rules, which are incorporated into these terms and conditions, are primarily in place and enforced to ensure that all clients have a professional environment to work in.
- 1.3. Availability at the start of an agreement: If for any unfortunate reason We cannot provide the services or accommodation in the Center stated in an agreement by the start date, We will have no liability to You for any loss or damage but You may either move to one of Our other Centers (subject to availability), delay the start of the agreement or cancel it.
- 1.4. **AUTOMATIC RENEWAL:** SO THAT WE CAN MANAGE YOUR SERVICES EFFECTIVELY AND TO ENSURE SEAMLESS CONTINUITY OF THOSE SERVICES, ALL AGREEMENTS WILL RENEW AUTOMATICALLY FOR SUCCESSIVE PERIODS EQUAL TO THE CURRENT TERM UNTIL BROUGHT TO AN END BY YOU OR US. ALL PERIODS SHALL RUN TO THE LAST DAY OF THE MONTH IN WHICH THEY WOULD OTHERWISE EXPIRE. THE FEES ON ANY RENEWAL WILL BE AT THE THEN PREVAILING MARKET RATE (PRICES ARE SET ANNUALLY SO DEPENDING ON WHEN YOUR AGREEMENT IS DUE TO RENEW, THERE MAY BE A CHANGE IN PRICE). IF YOU DO NOT WISH FOR AN AGREEMENT TO RENEW THEN YOU CAN CANCEL IT EASILY WITH EFFECT FROM THE END DATE STATED IN THE AGREEMENT, OR AT THE END OF ANY EXTENSION OR RENEWAL PERIOD, BY GIVING US PRIOR NOTICE. NOTICE MUST BE GIVEN THROUGH YOUR ONLINE ACCOUNT OR THROUGH THE APP. THE NOTICE PERIODS REQUIRED ARE AS FOLLOWS:

<u>Term</u>	<u>Notice Period</u>
Month-to-Month	no less than 1 month's notice from the 1 <sup>st</sup> day of any calendar month
3 months	no less than 2 months' notice prior to the end of the term
More than 3 months	no less than 3 months' notice prior to the end of the term

- 1.5. We may elect not to renew an agreement. If so, We will inform You by email, through the App or Your online account, according to the same notice periods specified above.
- 1.6. If the Center is no longer available: In the event that We are permanently unable to provide the services and accommodation at the Center stated in an agreement, We will offer You accommodation in one of Our other centers. In the unlikely event we are unable to find an alternative accommodation that is acceptable to You, Your agreement will end and You will only have to pay monthly fees up to that date and for any additional services You have used.
- 1.7. Ending an agreement immediately: We may put an end to an agreement immediately by giving You notice if (a) You become insolvent or bankrupt; or (b) You breach one of your obligations which cannot be remedied, or which We have given You notice to remedy and which You have failed to remedy within 14 days of that notice; or (c) Your conduct, or that of someone at the Center with Your permission or invitation, is incompatible with ordinary office use and, (i) that conduct continues despite You having been given notice, or (ii) that conduct is material enough (in Our reasonable opinion) to warrant immediate termination; or (d) You are in breach of the "Compliance With Law" clause below. If We put an end to an agreement for any of the reasons referred to in this clause, it does not put an end to any of Your financial obligations, including, without limitation, for the remainder of the period for which Your agreement would have lasted if We had not terminated it.
- 1.8. When an Office agreement ends: When an agreement ends You must vacate Your accommodation immediately, leaving it in the same state and condition as it was when You took it. Upon Your departure or if You choose to relocate to a different room within a Center, We will charge a fixed office restoration service fee to cover normal cleaning and any costs incurred to return the accommodation to its original condition and state. This fee will differ by country and is listed in the House Rules. We reserve the right to charge additional reasonable fees for any repairs needed above and beyond normal wear and tear. If You leave any property in the Center, We may dispose of it at Your cost in any way, We choose without owing You any responsibility for it or any proceeds of sale. If You continue to use the accommodation when an agreement has ended, You are responsible for any loss, claim or liability We may incur as a result of Your failure to vacate on time.
- 1.9. Transferability: Subject to availability (which shall be determined in Our sole discretion) You may transfer Your agreement to alternative accommodation in the IWG network of Centers provided that Your financial

commitment remains the same (or increases) and such transfer is not used to extend or renew an existing agreement. Such a transfer may require entry into a new agreement.

## 2. Use of the Centers:

2.1. Business Operations: You may not carry on a business that competes with Our business of providing serviced offices and flexible working. You may not use Our name (or that of Our affiliates) in any way in connection with Your business. You are only permitted to use the address of a Center as Your registered office address if it is permitted by both law and if We have given You prior written consent (given the administration there is an additional fee chargeable for this service). You must only use the accommodation for office business purposes. If We decide that a request for any particular service is excessive, We reserve the right to charge an additional fee. In order to ensure that the Center provides a great working environment for all, We kindly ask you to limit any excessive visits by members of the public.

### 2.2. Accommodation

2.2.1. Alterations or Damage: You are liable for any damage caused by You or those in the Center with Your permission, whether express or implied, including but not limited to all employees, contractors and/or agents.

2.2.2. IT Installations: We take great pride in Our IT infrastructure and its upkeep and, therefore, You must not install any cabling, IT or telecom connections without Our consent, which We may refuse at our absolute discretion. As a condition to Our consent, You must permit Us to oversee any installations (for example, IT or electrical systems) and to verify that such installations do not interfere with the use of the accommodation by other clients or Us or any landlord of the building. Fees for installation and de-installation will be at Your cost.

2.2.3. Use of the Accommodation: An agreement will list the accommodation We initially allocate for Your use. You will have a non-exclusive right to the rooms allocated to You. Where the accommodation is a Coworking desk, this can only be used by one individual, it cannot be shared amongst multiple individuals. Occasionally to ensure the efficient running of the Center, We may need to allocate different accommodation to You, but it will be of reasonably equivalent size and We will notify You with respect to such different accommodation in advance.

2.2.4. Access to the Accommodation: To maintain a high level of service, We may need to enter Your accommodation and may do so at any time, including and without limitation, in an emergency, for cleaning and inspection or in order to resell the space if You have given notice to terminate. We will always endeavor to respect any of Your reasonable security procedures to protect the confidentiality of Your business.

### 2.3. Membership:

2.3.1. If You have subscribed to a Membership Agreement, You will have access to all participating centers worldwide during standard business working hours and subject to availability.

2.3.2. Membership Usage: Usage is measured in whole days and unused days cannot be carried over to the following month. A membership is not intended to be a replacement for a full-time workspace and all workspaces must be cleared at the end of each day. You are solely responsible for Your belongings at the center at all times. We are not responsible for any property that is left unattended. Should You use more than Your membership entitlement, We will charge You an additional usage fee. You may bring in 1 guest free of charge (subject to fair usage). Any additional guests will be required to purchase a day pass.

2.3.3. As a Member, You may not use any Center as Your business address without an accompanying office or virtual office agreement in place. Any use of the Center address in such a way will result in an automatic enrollment in the Virtual Office product for the same term as Your membership and You will be invoiced accordingly.

2.4. Compliance with Law: You must comply with all relevant laws and regulations in the conduct of Your business. You must not do anything that may interfere with the use of the Center by Us or by others (including but not limited to political campaigning or immoral activity), cause any nuisance or annoyance, or cause loss or damage to Us (including damage to reputation) or to the owner of any interest in the building. If We have been advised by any government authority or other legislative body that it has reasonable suspicion that You are conducting criminal activities from the Center, or You are or will become subject to any government sanctions, then We shall be entitled to terminate any and all of Your agreements with immediate effect. You acknowledge that any breach by You of this clause shall constitute a material default, entitling Us to terminate Your agreement without further notice.

2.5. Ethical Trading: Both We and You shall comply at all times with all relevant anti-slavery, anti-bribery and anti-corruption laws.

2.6. Data Protection:

2.6.1. Each party shall comply with all applicable data protection legislation. The basis on which we will process Your personal data is set out in our privacy policies (available on our website at [www.iwgplc.com/clientprivacypolicy](http://www.iwgplc.com/clientprivacypolicy).)

2.6.2. You acknowledge and accept that we may collect and process personal data concerning You and/or your personnel in the course of our agreement for services with you. Such personal data will be processed in accordance with our privacy policy. Where you provide this data to us, you will ensure that you have the necessary consents and notices in place to allow for this.

2.7. Employees: We will both have invested a great deal in training Our staff, therefore, neither of us may knowingly solicit or offer employment to the other's staff employed in the Center (or for 3 months after they have left their employment). To recompense the other for staff training and investment costs, if either of us breaches this clause the breaching party will pay upon demand to the other the equivalent of 6 months' salary of any employee concerned.

2.8. Confidentiality: The terms of an agreement are confidential. Neither of us may disclose them without the other's consent unless required to do so by law or an official authority. This obligation continues for a period of 3 years after an agreement ends.

2.9. Assignment: An agreement is personal to You and cannot be transferred to anyone else without prior consent from Us unless such transfer is required by law. However, We will not unreasonably withhold our consent to assignment to an affiliate provided that You execute our standard form of assignment. We may transfer any agreement and any and all amounts payable by You under an agreement to any other member of Our group.

2.10. Applicable law: An agreement is interpreted and enforced in accordance with the law of the place where the Center is located other than in a few specific jurisdictions which are detailed in the House Rules. We and You both accept the exclusive jurisdiction of the courts of that jurisdiction. If any provision of these terms and conditions is held void or unenforceable under the applicable law, the other provisions shall remain in force.

3. Our liability to You and Insurance

3.1. The extent of Our liability: To the maximum extent permitted by applicable law, We are not liable to You in respect of any loss or damage You suffer in connection with an agreement, including without limitation any loss or damage arising as a result of our failure to provide a service as a result of mechanical breakdown, strike or other event outside of Our reasonable control otherwise unless We have acted deliberately or have been negligent. In no event shall We be liable for any loss or damage until You provide written notice and give Us a reasonable time to remedy it. If We are liable for failing to provide You with any service under an agreement then, subject to the exclusions and limits set out immediately below, We will pay any actual and the reasonable additional expense You have incurred in obtaining the same or similar service from elsewhere.

3.2. Your Insurance: It is Your responsibility to arrange insurance for property which You bring in to the Center, for any mail You send or receive and for Your own liability to your employees and to third parties. We strongly recommend that You put such insurance in place.

3.3. IT Services and Obligations: Whilst We have security internet protocols in place and strive to provide seamless internet connectivity, WE DO NOT MAKE ANY REPRESENTATION AND CANNOT GUARANTEE ANY MAINTAINED LEVEL OF CONNECTIVITY TO OUR NETWORK OR TO THE INTERNET, NOR THE LEVEL OF SECURITY OF IT INFORMATION AND DATA THAT YOU PLACE ON IT. You should adopt whatever security measures (such as encryption) You believe are appropriate to Your business. Your sole and exclusive remedy in relation to issues of reduced connectivity which are within Our reasonable control shall be for Us to rectify the issue within a reasonable time following notice from You to Us.

3.4. EXCLUSION OF CONSEQUENTIAL LOSSES: WE WILL NOT IN ANY CIRCUMSTANCES HAVE ANY LIABILITY TO YOU FOR LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF ANTICIPATED SAVINGS, LOSS OF OR DAMAGE TO DATA, THIRD PARTY CLAIMS OR ANY CONSEQUENTIAL LOSS. WE STRONGLY RECOMMEND THAT YOU INSURE AGAINST ALL SUCH POTENTIAL LOSS, DAMAGE, EXPENSE OR LIABILITY.

3.5. Financial limits to our liability: In all cases, our liability to You is subject to the following limits:

3.5.1. without limit for personal injury or death;

3.5.2. up to a maximum of GBP 1 million (or USD 1.5 million or EUR 1 million or other local equivalent) for any one event or series of connected events for damage to Your personal property; and



- 3.5.3. in respect of any other loss or damage, up to a maximum equal to 125% of the total fees paid between the date services under an agreement commenced and the date on which the claim in question arises; or if higher, for office agreements only, GBP 50,000 / USD 100,000 / EUR 66,000 (or local equivalent).

#### 4. Fees

- 4.1. Service Retainer/Deposit: Your service retainer / deposit will be held by Us without generating interest as security for performance of all Your obligations under an agreement. All requests for the return must be made through Your online account or App after which the service retainer/deposit or any balance will be returned within 30 days to You once your agreement has ended and when You have settled Your account. We will deduct any outstanding fees and other costs due to Us before returning the balance to You. We may require You to pay an increased retainer if the monthly office or virtual office fee increases upon renewal, outstanding fees exceed the service retainer/deposit held and/or You frequently fail to pay invoices when due.
- 4.2. Taxes and duty charges: You agree to pay promptly (i) all sales, use, excise, consumption and any other taxes and license fees which You are required to pay to any governmental authority (and, at Our request, You will provide to Us evidence of such payment) and (ii) any taxes paid by Us to any governmental authority that are attributable to Your accommodation, where applicable, including, without limitation, any gross receipts, rent and occupancy taxes, tangible personal property taxes, duties or other documentary taxes and fees.
- 4.3. Payment: We are continually striving to reduce our environmental impact and support You in doing the same. Therefore, We will send all invoices electronically and You will make payments via an automated method such as Direct Debit or Credit Card, wherever local banking systems permit.
- 4.4. Late payment: If You do not pay fees when due, a fee will be charged on all overdue balances. This fee will differ by country and is listed in the House Rules. If You dispute any part of an invoice, You must pay the amount not in dispute by the due date or be subject to late fees. We also reserve the right to withhold services (including for the avoidance of doubt, denying You access to the Center where applicable) while there are any outstanding fees and/or interest, or You are in breach of an agreement.
- 4.5. Insufficient Funds: Due to the additional administration We incur, You will pay a fee for any returned or declined payments due to insufficient funds. This fee will differ by country and is listed in the House Rules.
- 4.6. Activation: An activation fee is payable in respect of each agreement You have with Us (including any new agreements entered into under clause 1.9 above). This fee covers the administrative cost of the client onboarding process and account setup. This fee is set out in each Local Services Agreement and is charged on a per occupant basis for Serviced Office and Coworking (dedicated desk), on a per location basis for Virtual Office and on a per person basis for Membership. Further information is set out in the House Rules.
- 4.7. Indexation: If an agreement is for a term of more than 12 months, We will increase the monthly fee on each anniversary of the start date in line with the relevant inflation index detailed in the House Rules.
- 4.8. Standard services: Monthly fees, plus applicable taxes, and any recurring services requested by You are payable monthly in advance. Where a daily rate applies, the charge for any such month will be 30 times the daily fee. For a period of less than one month, the fee will be applied on a daily basis.
- 4.9. Pay-as-you-use and Additional Variable Services: Fees for pay-as-you-use services, plus applicable taxes, are payable monthly in arrears at our standard rates which may change from time to time and are available on request.
- 4.10. Discounts, Promotions and Offers: If You benefited from a special discount, promotion or offer, We will discontinue that discount, promotion or offer without notice if You materially breach Your agreement.

# Cover Sheet

## Registration of Visitors/Guests Policy

**Section:** V. Operations  
**Item:** B. Registration of Visitors/Guests Policy  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Registration of Vistors Policy v1.pdf

**BACKGROUND:**

This is a new policy being added as needed for our audit. The law does not provide an opt out option for non-classroom based schools.





## Registration of Visitors/Guests Policy

Pacific Coast Academy is committed to ensuring the safety and security of all students and staff members by adopting model policies for monitoring and receiving visitors onto campus through Education Code section 234.7.

The purpose of the Pacific Coast Academy Governing Board approving this Registration of Visitors/Guests Policy is to accomplish the following:

1. Establish the Posting of Notice
2. Outline Procedures for Visitors to Charter School Premises

**1. Posting of Notice:** The Charter School Executive Director or his or her designee shall post at every entrance a notice setting forth school hours, visitor registration location and requirements, penalties for refusing to leave the Charter School premises, and any other announcements required by the local law enforcement agency in order to pursue the arrest of persons found loitering or trespassing.

**2. Procedures for Visitors to Charter School Premises:**

- Any person who is not a student of the Charter School or a Charter School officer or employee shall register his or her presence and the reason for visiting the Charter School to the Executive Director or designee immediately upon entering the Charter School premises.
- The Executive Director or designee shall provide identification to be used by all visitors at all times while on Charter School premises. The visitor shall make this identification visible at all times.
- All visitors registering with the Executive Director or designee, including immigration-enforcement officers (unless exigent circumstances necessitate immediate action and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit) will provide the Executive Director or designee with his or her name, address, occupation, age, if less than twenty-one years-old, his or her purpose for entering the Charter school premises, and present proof of identity and any other information as required by law.
- No person who furnishes the information set forth in this policy and who provides proof of identity shall be denied registration except if the Executive Director or designee has reasonable basis for concluding that the visitor's presence will or is likely to disrupt the Charter School, its students, its teachers, or its other employees or volunteers or result in damage to property or will result in the distribution or use of unlawful or controlled substances.
- The Executive Director or designee may revoke a visitor's registration if the Executive Director or designee has reasonable basis for concluding that the visitor's presence on Charter school premises would likely interfere or is interfering with the peaceful conduct of Charter

School activities, is interrupting classroom activities or is disrupting the Charter School, its students, its teachers, or its other employees or volunteers.

- Charter School employees and volunteers should at all times watch for strangers on the Charter school premises. Employees or volunteers who encounter a visitor not displaying the appropriate identification should ask the visitor whether he or she has registered with the Executive Director or designee. Employees and volunteers should immediately inform the Executive Director or designee of any visitor who refuses to comply with registration requirements.
- Any possession of unauthorized dangerous instruments, weapons, or devices on school grounds shall be reported immediately to the Executive Director or designee and may be reported to the local law enforcement agency.
- Any person who fails to register within a reasonable time after entering the Charter School premises, who fails to leave upon the request of the Executive Director or designee, or who returns after leaving pursuant to such a request has committed an unlawful act and may be prosecuted according to law.
- School personnel shall report entry by immigration-enforcement officers to any on-site police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

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

# Cover Sheet

## English Learner Master Plan

<b>Section:</b>	VI. Academic Excellence
<b>Item:</b>	A. English Learner Master Plan
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	PCA EL Master Plan 2020-2021.pdf



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# ENGLISH LEARNER MASTER PLAN

## 2020-2021

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## **Master Plan for Services to English Learners**

### **2020-2021**

Pacific Coast Academy aims for outstanding programs for all our students. English Learners have enormous challenges and have the opportunity to develop the asset of bilingualism within a global community. They face the double task of learning the challenging state standards and mastering a new language.

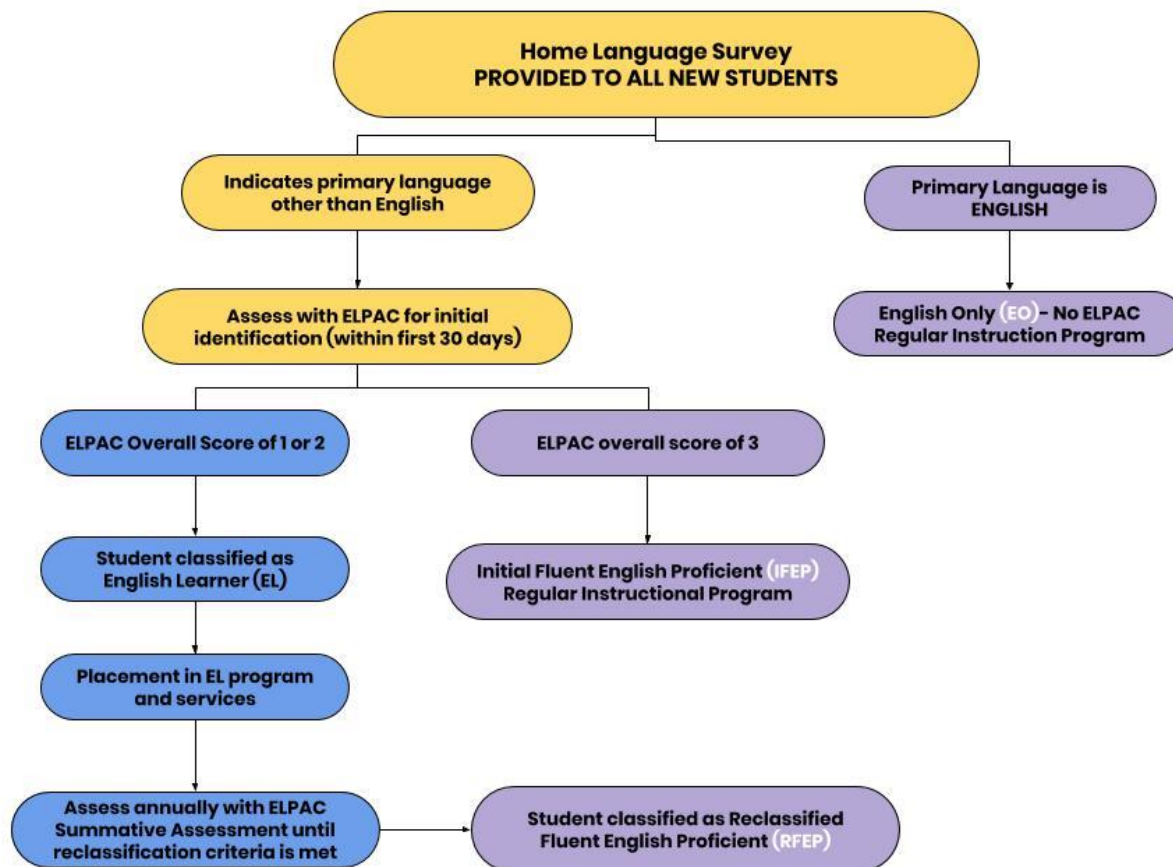
To ensure we reach optimal results for English Learners, we developed this Master Plan to ensure that they learn English, have full access to a challenging academic curriculum, and build the multicultural proficiency necessary in today's complex and challenging world. This plan is a practical guide for all staff to ensure that we provide consistent, coherent services to each and every English Learner in our school.

This plan describes how we identify, serve, and support students who initially enroll in our school with limited proficiency in the English language. The plan sets forth five goals for this work:

1. English Learner (EL) programs will be fully implemented.
2. Parents of English Learners and Reclassified Fluent English Proficient Students (RFEPs) will participate meaningfully in their children's education.
3. English Learners will master the English language as efficiently and effectively as possible.
4. English Learners will achieve academic success comparable to English Only (EO) students.
5. English Learners and Reclassified Fluent English Proficient Students will be at no greater risk for school failure than English Only Students.
6. Form an English Learners Advisory Committee to foster a better involvement of EL parents, thereby increasing the academic achievement of the EL population, advise the School Board, principal, and EL Coordinator, on issues pertaining to English Learners (ELs), assist in the development of the school's needs assessment, and provide input on formal school plans, such as WASC self-study and LCAP.

### **Identification Tools:**

- Home Language Survey upon enrollment
- Additionally, look in CALPADS and cumulative folders.



### Step 1: Registration, including Completion of the Home Language Survey

Upon enrollment, parents complete a Home Language Survey or HLS as required by state law. This survey is completed the first time the parent enrolls the child in Pacific Coast Academy, and the results are maintained thereafter in the charter school's student information system and the English Learner folder in the child's cumulative record (CUM).

If the answers to Items 1, 2, 3 on the HLS are "English," the child is classified as English Only or EO. The parent is notified of the result and is given an explanation of the placement options open to the student. The default option is Mainstream English.

If Item 1, 2, or 3 on the Home Language Survey is answered with a language other than English or ASL, the child is tested for English proficiency. (Continue to Step 2)

However, if the parent's response to the first three questions on the HLS is English, and the response to the fourth question is other than English, then reasonable doubt may exist as to the student's home language. If there is evidence of significant non-English exposure, then the pupil must be



administered the state English language proficiency assessment, currently known as the English Language Proficiency Assessments for California (ELPAC). The parent will be consulted by a certificated staff member regarding the need to administer the assessment, the results, and the subsequent program placement of the child.

**NOTE:** When reasonable doubt is established, the school must annotate the HLS to document the reasons for ELPAC administration. The school administrator/EL Director must sign and date the annotations provided.

The parent has the right to amend the HLS at any time. However, if the student has already been administered the initial ELPAC, any changes to the HLS will not affect the student's official language classification. If the parent amends the HLS prior to initial ELPAC administration, the school must honor the changes made while continuing to take reasonable doubt into consideration, given the probable impact of the change relative to the parent's or student's observed linguistic behavior.

Parents who enroll their child in Pre-Kindergarten must complete the HLS as part of the enrollment process. The first HLS (e.g., Pre-K) on file for a student supersedes all HLS forms completed at later times. Therefore, the answers provided on the **initial** HLS are documented permanently in CALPADS.

### Assessment

Assessment		
Initial ELPAC	Within 30 days of enrollment	July 1-May 30
Initial ELPAC score report and Notification Letter will be mailed after testing. See Appendix		
Summative ELPAC	Given to current EL students	Feb 1- May 30

### Step 2: English Language Proficiency Assessment

State regulations require that if the student's Home Language Survey indicates that a language other than English is used at home in Item 1, 2, or 3, the student's English language proficiency level must be assessed within 30 calendar days of initial enrollment.

The ELPAC is a standardized language proficiency test designed to measure the English proficiency of Non-native speakers in four areas: Listening, Speaking, Reading and Writing. The child receives a score for each part of the test that is taken (Listening, Speaking, Reading and Writing) as well as an overall score. The score types include scaled scores and proficiency levels.





After a student is tested with the computer-based ELPAC Initial, the Listening and Reading domains are scored automatically in the test delivery system and school staff enter Speaking and Writing domain scores into the Data Entry Interface (DEI) and the Teacher Hand Scoring System (THSS). The Test Operations Management System (TOMS) then produces test results, which determines the default program and placement options. These results, including proficiency level results for each subtest, are communicated to the parents on the Parent Notification of English Language Testing Form. A copy of the student's Student Score Report (SSR) is included with the form. ELPAC results are maintained in the school's student information system for future use in the monitoring of student progress and in the program evaluation.

If an Individual Education Plan (IEP) team has determined that a student has a significant cognitive disability, that the student is or will be learning content aligned with CA CCSS, CA NGSS, and 2012 CA ELD Standards, and the student is or will be receiving extensive direct individualized instruction and substantial supports to achieve measurable gain, the student will be given The Alternative ELPAC assessment.

On the basis of the English language assessment, students are classified as either English Learner (EL) or Initially Fluent English Proficient (IFEP).

### Criteria for reasonable fluency in English

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



	“Expanding” proficiency level and to the lower range of the “Bridging” proficiency level, as described in the 2012 <i>ELD Standards</i> .
<b>Novice English Learner</b>	Students at this level have <b>minimally developed</b> oral (listening and speaking) and written (reading and writing) English skills. They tend to rely on learned words and phrases to communicate meaning at a basic level. They need substantial-to-moderate linguistic support to communicate in familiar social and academic contexts; they need substantial linguistic support to communicate on less familiar tasks and topics. This test performance level corresponds to the “Emerging” proficiency level, as described in the 2012 <i>ELD Standards</i> .

NOTE: Students classified as IFEP are not eligible to receive EL services and will receive grade-level instruction in an instructional program designed for Native-English and Fluent-English speakers.

IFEP Students - The parents of IFEP students are informed of the results and given the same program options as those given EO students: the default program is Mainstream English. Placement is made on the same basis as for EOs.

*English Learners* proceed to primary language assessment. Parents of ELs will be notified each year of their child’s current language classification along with the annual assessment results. A student will remain an EL until he or she has met the criteria for reclassification.

### **Parent Notification**

- Results of assessments
- Student Placement

### **Step 3: Parent Notification of Results**

#### **Parent Notification of Initial Assessment Results and Program Placement**

Parents of students (ELs and IFEPs) who are administered the **initial** ELPAC will receive an official notification informing them of their child’s:

- Initial English language proficiency level and how it was assessed
- Official language classification
- Instructional program placement

In addition to the above, parents must also receive information regarding the:

- Various instructional program options, educational strategies, and educational materials to be used in each program
- Reclassification, or program exit, criteria



- Instructional program for ELs with a disability (with an IEP) and how such a program will meet the objectives of the IEP
- Expected rate of graduation for ELs

## Parent Notification of Annual Assessment Results and Program Placement

### Program Placement/Instructional

- **English Language Mainstream (ELM)**—A classroom setting for English learners who have acquired reasonable fluency in English, as defined by the school district. In addition to ELD instruction, English learners continue to receive additional and appropriate educational services in order to recoup any academic deficits that may have been incurred in other areas of the core curriculum as a result of language barriers.
- Core Instruction in English
- DDesignated ELD 30 minutes daily, independently at home through BrainPopELL program with teacher monitoring progress.
- SDAIE strategies/vocabulary development will be embedded in the curriculum and enhanced with teacher support in person or during online sessions. One to three half-hour sessions weekly. (SDAIE Strategies for English Learner Intervention is attached).
- Monitor student progress and evaluate program regularly.
- Virtual ELD/ODI Classes-based on student need and EL level
- BrainPop ELL- brings English language learning to life in your classroom! To help you make the most of this product, explore this rich collection of support resources, from ELL-specific graphic organizers and action images to learning strategies, lesson plans, vocabulary activities, and more. Proficiency-based English language learning program appropriate for all ages, at no cost to students.
- Reading Horizons—this program provides an assessment of the student, then offers differentiated and individualized assignments to help them build foundational skills in the English language.
- Reading Eggs- Is a comprehensive online curriculum providing a range of research-based online reading lessons, activities, and books that teach children aged 2–13 the literacy skills needed for a lifetime of reading success. The comprehensive reading program is grounded in solid educational research and covers the five pillars of reading – phonics, phonemic awareness, vocabulary, comprehension, and fluency.
- Mathseeds/Mathletics- It is a comprehensive online mathematics program for children aged 3-13. It offers a vast range of carefully structured lessons and activities that build mathematical skills over a broad range of numbers, shapes, and measurement topics. This program can be used for intervention in math. This eligibility is dependent on their STAR360 scores and is only given to students who score in the yellow intervention or red urgent intervention categories.
- MobyMax- creates digital curriculum, assessments, and learning tools for teachers and students in grades K-8.
- In addition, any other school-provided online programs.

### Step 4: Program Placement

The following process is used to identify the most appropriate program for the English Learner. ELPAC results indicate whether the student is *reasonably fluent in English* or not.



The criteria for reasonable fluency in English are the same as the ELPAC Performance Level Descriptors. They include:

1. Student's *overall* proficiency level is moderately developed or higher, *and*
2. Proficiency in each domain area is somewhat developed or higher. The skill areas are Listening, Speaking, Reading, and Writing (Kindergarten through 12th grade).

If the child is *reasonably fluent in English* by these criteria, then the default placement is the *mainstream English program*. Additional support services may be recommended, as appropriate. The child will normally continue in this placement until reclassified. Support services in the mainstream program must include English Language Development and may include one or more of the following:

- Content instruction using SDAIE strategies
- Specialized instruction by an English Learner Development teacher
- Participation in Benchmark, Strategic, or Intensive interventions in a variety of settings based on student need
- McGraw Hill Flex Curriculum (EL supports based on Level)

### **AT Promise EL STUDENTS & LTEL's (Long Term English Learners)**

Pacific Coast Academy will annually run a list of at-promise ELs ( 4-5 years as an EL) and our LTELs (6+ years as EL) and work with HSTs to strongly encourage the following supports:

\*Virtual Reading Comprehension virtual classes offered by qualified instructors

\*Mathseeds/Mathletics

\*Reading Eggs

\*BrainPopELL

\*Reading Horizons option

\*ELD Support Class option

\*Rosetta Stone English

\*PCA's EL Director will collaborate with HSTs and parents to determine best practices to encourage and support each student to show English fluency and be able to reclassify

### **STAFFING**

Per state and federal law, all teachers of our EL students hold a valid CA teaching credential with authorization to instruct English Learners. This CLAD or English Learner authorization is met through coursework completion, passing scores on the 3 CTEL examinations. EL students are not assigned to teachers who have not yet earned this authorization, or, as in the case of a new teacher, with a preliminary credential, who is still working to clear their credential. Pacific Coast Academy will:

- Ensure appropriate assignments of teachers for English Learners
- Assure that teachers hold proper California Teacher Credentialing (CTC) authorizations
- Provide information regarding approved programs and exam preparation to teachers who do not hold appropriate certification.



## **PROFESSIONAL DEVELOPMENT FOR STAFF AND ADMINISTRATORS ON INITIAL IDENTIFICATION, PLACEMENT, AND RELATED PARENTAL RIGHTS/INFORMED CONSENT**

Pacific Coast Academy is committed to providing ongoing annual professional development for administrators and staff, including special education teachers and staff, on legal requirements and district procedures relating to the implementation of the identification and placement requirements of this *English Learner Master Plan*, including but not limited to:

- Initial identification
- Placement options and procedures
- Communicating assessment results to families effectively.
- Parental rights and informed consent regarding initial identification and placement, including the parental exception waiver process.

Those who must participate in the training include but are not limited to: administrators, teaching staff, counselors, Enrichment Center staff, staff members who work with ELs' student records, office staff members responsible for registration, special education teachers, paraprofessionals and specialists, and other support staff as necessary. The training places special emphasis on sensitivity to parents, including how to make parents feel welcome and how to ensure that they are truly informed and able to take an active role in the process of determining the appropriate instructional program for their child.

The professional development offered will be designed to improve the instruction and assessment of ELs; designed to enhance the ability of teachers, principals, and other school leaders to understand and implement curricula, assessment practices and measures and instructional strategies for ELs; effective in increasing the student's English language proficiency or substantially increasing the teacher's subject matter knowledge, teaching knowledge and teaching skills, as demonstrated through classroom observation.

## **INITIAL ELPAC-ELAS CORRECTION POLICY AND PROCESS**

Local Educational Agencies are allowed to make one correction per student per lifetime to an English Language status. This process can be used if a parent/guardian or certificated employee of the LEA requests a review of the student's classification on the basis of the results of the Initial ELPAC. Typically, the process will be used if a parent/guardian or certificated employee can provide evidence that a student who was classified as English Learner (EL) after taking the Initial ELPAC should be classified as Initially Fluent English Proficient (IFEP). This process must occur before the first administration of the Summative ELPAC, starting in February.

If a student was tested with the Initial ELPAC and was designated EL but, based on evidence and observation, you feel that they are proficient in English, the HST can request a status correction to IFEP (Initially Fluent English Proficient).

1. HST submits the Google Survey--ELAS Correction Request for Initial ELPAC; found in the EL Resources Folder.



2. If the request is approved for further review, HST will receive an Evidence Form and info sheet.
3. HST and family review the examples of possible evidence for the student's grade span.
4. HST and family gather appropriate, grade-level evidence in all domains to illustrate student's English Language Proficiency
5. Complete the Evidence Form, signed by HST and Parent, then email, along with evidence, to the school's EL Director or coordinator.

## **RECLASSIFICATION**

Pacific Coast Academy reclassifies EL students to Reclassified English Fluent Proficient (RFEP) at the point when specialized language and academic support services are deemed no longer needed for ELs to be successful in their educational program at a level commensurate to non-ELs. This decision is made using criteria that include assessment of English language proficiency using the ELPAC, Smarter Balanced Assessment Consortium (SBAC) or California Alternative Assessment (CAA) scores in English-Language Arts, teacher evaluation, and parent consultation.

Once ELs are reclassified, they retain RFEP status for the rest of their educational careers. However, the academic progress of RFEP students must be monitored for a minimum of four years, as required by state and federal guidelines, and if their continued linguistic and academic performance declines or stalls, interventions are provided to ensure that these students reach and maintain grade-level academic proficiency. A full description of the reclassification process is detailed below.

ELPAC proficiency level, in addition, common, grade-level standards-based assessments, and English language development (ELD) assessments are examined to determine if the student is able to function at a level commensurate with his or her English-speaking peers.

### **Reclassification Policy, Criteria, and Process:**

The EL Director for Pacific Coast Academy or coordinator, in conjunction with teacher input, will specifically evaluate students who are potentially qualified for reclassification. This will occur upon the release of ELPAC scores by the state.

Per the California Department of Education recommendations and requirements, EL Reclassification will be based on the following four criteria:

- 1) ELPAC Score - Students must have an Overall Performance Level score of 4 (The statewide standardized ELP criterion).
- 2) Teacher Evaluation - Student progress as observed by the teacher, as well as the student's grades and progress on AWRs in math and English. A grade of C or higher is required in both courses. In the case of TK-8 students, their progress toward standard mastery must be Meeting or Exceeding Expectations.
- 3) Parent Opinion and Consultation - Parents will be strongly encouraged to provide their input and opinion on their child's readiness for reclassification.





- 4) English Language Proficiency - EL student's English language proficiency will be compared with that of an English Proficient Student. This will take the form of the STAR 360 Assessment and SBAC scores. The cut score requirements/criteria is indicated below.

Grade	Minimum ELA SBAC Score	Minimum Reading Score on STAR360	Minimum Math SBAC Score	Minimum Math Score on STAR360
TK/K	n/a	50	n/a	n/a
1st	n/a	166	n/a	418
2 <sup>nd</sup>	n/a	338	n/a	529
3 <sup>rd</sup>	Standard nearly met	455	Standard nearly met	621
4 <sup>th</sup>	Standard nearly met	531	Standard nearly met	696
5 <sup>th</sup>	Standard nearly met	600	Standard nearly met	782
6 <sup>th</sup>	Standard nearly met	692	Standard nearly met	808
7 <sup>th</sup>	Standard nearly met	773	Standard nearly met	831
8 <sup>th</sup>	Standard nearly met	858	Standard nearly met	852
9 <sup>th</sup>	n/a	919	n/a	853
10 <sup>th</sup>	n/a	958	n/a	859
11 <sup>th</sup>	Standard nearly met	993	Standard nearly met	874
12 <sup>th</sup>	n/a	1080	n/a	891

### Process

1. The EL Director or coordinator will complete the Reclassification Form for students who meet the first criteria. (See Appendix)
2. The Reclassification Form will then be sent to the teacher for further input and completion of grades, test scores, etc.
3. Parent opinion/feedback is gathered and entered on the form. They may also consult with the EL Director or coordinator, and/or teacher regarding their child's reclassification.
4. At this point, if everyone is in agreement, the student is then redesignated RFEP. A Parent Notification Letter of Reclassification is mailed to parents. (See Appendix)
5. If a student has not met criteria 1, 2, or 4, they will remain EL and will be reevaluated the next school year.



## RECLASSIFYING ENGLISH LEARNERS WITH DISABILITIES

The reclassification criteria and the process is the same for Special Education students being considered for reclassification, except in those cases where the IEP team feels that the student's disability, more so than a language barrier, is the reason why the student is not qualifying for reclassification. In such cases, it is the responsibility of the IEP team, case carrier, or teacher to initiate contact with the EL Director or coordinator to consider the alternative reclassification criteria and form. The IEP team, including the parent and the EL Director or coordinator, will discuss and complete the form. If the student is found to meet this criterion, he/she will then be reclassified to RFEP, and four-year monitoring will commence, as with all other RFEP students. (See Appendix)

### RFEP Monitoring

Per the California Department of Education requirements, once a student is reclassified as RFEP, they are no longer required to take the Summative ELPAC, but there is a requirement for four years of continuous monitoring of that student.

Pacific Coast Academy will monitor RFEPs once per year over the course of the four years, using the Reclassification Monitoring form. Below is the RFEP Monitoring Schedule, based on student last name:

### RFEP Monitoring Schedule

Student's Last Name	Monitoring Month, Annually for Four Years	Student's Last Name	Monitoring Month, Annually for Four Years
A-C	October	M-O	February
D-F	November	P-R	March
G-H	December	S-V	April
I-L	January	W-Z	May

If at any point the student is scoring below grade level. In that case, intervention measures will be put in place so as to ensure that the student is receiving as much support as possible toward maintaining English language proficiency and academic growth. (See Appendix)

In addition to the formal monitoring, there will be a minimum of three times per year that the EL Director or coordinator works in tandem with the HST to monitor student progress. During these times, a review of the following will take place: core curriculum, specific curriculum for designated ELD, Star 360 scores, and any other intervention resources that the student might be utilizing.





Furthermore, HSTs are specifically monitoring EL student progress during their monthly LP meetings and then documenting in the Roster Checklist, which will be reviewed by the HST's Regional Coordinator and EL Director, when appropriate.

As advised by the County Office of Education, Pacific Coast Academy meets the requirement for DELAC only. The ELAC and DELAC Bylaws are included below, however, PCA will incorporate the ELAC into the DELAC for one overarching advisory committee.

## **English Learner Advisory Committee (ELAC) Bylaws**

### **Article I: Name of Committee**

The name of the committee shall be Pacific Coast Academy English Learner Advisory Committee (ELAC) or PCA ELAC.

### **Article II: Purpose and Responsibilities**

The purpose of the ELAC is to:

- advise the principal, Director of ELD, and other staff on issues pertaining to English Learners (ELs)
- foster a better involvement of EL parents, thereby increasing academic achievement of the EL population
- assist in the development of the school's needs assessment and Language Census Report
- provide input on formal school plans, such as WASC self-study and LCAP.

### **Article III: Membership**

- members are elected by parents or guardians of English Learners
- each member may serve for a one-year term and is entitled to one vote, when matters are voted upon
- composition of the ELAC will constitute at least the same percentage of ELAC membership as their children represent of the student body
- ELAC members will vote to select at least one member to serve on the District English Learner Advisory Committee (DELAC)

### **Article IV: Officers**

1. Nominations for the two officer positions will be solicited at the first ELAC meeting of the school year.
2. All Nominees will be added to a ballot, which will be voted on by members of the ELAC. As such, officers are elected by EL parents
3. The Role of President shall:



- Consult with parents and ELAC members to solicit feedback for topics of interest or need at future meetings
  - Collaborate with principal or Director of ELD to plan meeting agendas
  - Opens meetings and welcomes members
  - Adjourns meetings and reminds committee of the date of next meeting
  - Hold the position for two years
4. The Role of Vice-President shall:
- Fill in for the president, in his/her absence
  - Read for approval of minutes from previous meeting
  - Hold the position for two years
5. A member's membership in the ELAC ceases once they no longer have an EL student at the school, due to reclassification, graduation, or withdrawal.
6. In case of officer vacancies, re-elections will be held.

#### **Article V: Training**

Officers and members of ELAC will receive training as needed, in order to effectively carry out their responsibilities. There will also be trainings on a variety of topics to better educate EL parents on all the nuances and programs of the EL department.

#### **Article VI: Meetings and Quorum**

- Meetings will occur a minimum of four times per school year.
- Meeting agendas will be posted on the school's website and are open to the public
- ELAC members will receive an email invite and reminder of the meeting, in addition to the posting.
- Meetings will still take place with less than 51%, a quorum, of the members present, but no official action or vote will be considered valid unless a quorum is met.

#### **Article VII: Ratification and Amendments of Bylaws**

Bylaws will be ratified and adopted every two years when a quorum of the committee votes to adopt. In the event that an amendment is required, it too will be brought to the vote of the committee members and passed with a quorum, 51% vote.

## **District English Learner Advisory Committee (DELAC) Bylaws**

#### **Article I: Name of Committee**



The name of the committee shall be Pacific Coast Academy District English Learner Advisory Committee (DELAC) or PCA DELAC.

### **Article II: Purpose and Responsibilities**

The purpose of the DELAC is to:

- Advise the School Board, principal, and Director of ELD, on issues pertaining to English Learners (ELs)
- Foster a better involvement of EL parents, thereby increasing academic achievement of the EL population
- Assist in the development of the school's needs assessment and Language Census Report
- Provide input on formal school plans, such as WASC self-study and LCAP.

### **Article III: Membership**

- Members are elected by parents or guardians of English Learners
- Each member may serve for a one-year term and is entitled to one vote, when matters are voted upon
- Composition of the DELAC will constitute no less than 51% parents of EL students

### **Article IV: Officers**

1. Nominations for the two officer positions will be solicited.
2. All Nominees will be added to a ballot, which will be voted on by the EL Parent body. As such, officers are elected by EL parents.
3. The Role of President shall:
  - Consult with parents and DELAC members to solicit feedback for topics of interest or need at future meetings
  - Collaborate with principal or Director of ELD to plan meeting agendas
  - Opens meetings and welcomes members
  - Adjourns meetings and reminds committee of the date of next meeting
  - Hold the position for two years
4. The Role of Vice-President shall:
  - Fill in for the president, in his/her absence
  - Read for approval of minutes from previous meeting



- Hold the position for two years
- 5. A member's membership in the DELAC ceases once they no longer have an EL student at the school, due to reclassification, graduation, or withdrawal.
- 6. In case of officer vacancies, re-elections will be held.

#### **Article V: Meetings and Quorum**

- Meetings will occur a minimum of four times per school year
- Meeting agendas will be posted on the school's website and are open to the public
- DELAC members will receive an email invite and reminder of the meeting, in addition to the posting.
- Meetings will still take place with less than 51%, a quorum, of the members present, but no official action or vote will be considered valid unless a quorum is met.

#### **Article VI: Ratification and Amendments of Bylaws**

Bylaws will be ratified and adopted every two years when a quorum of the committee votes to adopt. In the event that an amendment is required, it too will be brought to the vote of the committee members and passed with a quorum, 51% vote.



## INITIAL ELPAC NOTIFICATION LETTER

To the parent(s)/guardian(s) of:  
 <<First\_Name>> <<Last\_Name>>  
 <<Address1>>  
 <<Address2>>

Student ID#: <<SSID>>  
 Grade: <<Tested\_Grade>>  
 School: <<LEA\_Name>>  
 Test Date: <<Date\_Testing\_Completed>>

**Dear Parent(s) or Guardian(s):** A language other than English was noted on your child's Home Language Survey when your child first enrolled in our school. State and federal law requires us to assess your child and notify you of your child's proficiency level in English. We are required to inform you of the language acquisition program options available. From these options, you may choose the one that best suits your child (California *Education Code [EC]* Section 310). This letter also explains the criteria for a student to exit the English learner (EL) status (20 United States Code [U.S.C.] Section 6312[e][3][A][i],[vi]).

### Language Assessment Results (20 U.S.C Section 6312[e][3][A][ii])

Composite Domains	English Language Proficiency Assessments for California (ELPAC) Initial ELPAC Performance Level
<b>Overall</b>	Status: <<Overall_Performance_Level>> Score: <<Overall_Score>>
Oral Language (Listening and Speaking)	<<Oral_Level>>
Written Language (Reading and Writing)	<<Written_Level>>

Based on results of the English language proficiency assessment, your child has been identified as an <<Calculated\_ELAS>> student.

### Program Placement

If your student was identified as **IFEP**, he/she is assigned to a regular academic program, will not need to participate in an English language instructional support program, will not be designated as an English Learner (EL student), nor will he/she need to take the ELPAC exam again. Please note, that this does not change your student's homeschool teacher.

If your student was identified as an **English Learner (EL)**, he/she has been assigned to an appropriate English language instructional support program based on the results. The goal of this program is to help your child become proficient in English and succeed in the school's academic curriculum. Instructional support is added by your child's teacher as needed, according to the ELPAC results. Please note, that this does not change your student's homeschool teacher.

### Exit (Reclassification) Criteria

The goal of language acquisition programs is for students to become proficient in English as rapidly as possible and to meet state academic achievement measures. This district's exit (reclassification) criteria are listed below. (20 U.S.C. Section 6312[e][3][A][vi])

Required Criteria (California <i>Education Code [EC]</i> Section 313[f])	LEA Criteria <b>Inspire Charter Schools EL Master Plan</b>
English Language Proficiency Assessment	ELPAC Overall Performance Level 4
Teacher Evaluation	Student progress as observed by a teacher, as well as student's grades/progress indicators in math and English. Grade must be a



	C or higher in both courses. Progress in standards must be Meeting or Exceeding Expectations.
Parental Opinion and Consultation	Parents will be invited to, and are strongly encouraged to participate in a phone conference, as noted in the Parent Notification Letter of Reclassification.
Comparison of Performance in Basic Skills	EL student's English language proficiency will be compared with that of an English Proficient Student. This will take the form of the STAR 360 Assessment and SBAC scores.

### Intervention and Support Option

In addition to the instructional support provided by your homeschool teacher, <<school>> offers other programs to help your student with their English fluency and academic achievement goals. Below is a list of options, which you can discuss with your teacher, if interested.

1. **BrainPOP ELL**— is a comprehensive English language learning program for students of all ages. It is comprised of short, animated movies as well as games, quizzes, and interactive features. It encompasses the four main language skills: listening, speaking, reading, and writing.
2. **Curriculum supplemental support**—check with the student's chosen curriculum platform, as some have a built-in ELD/intervention component. For example, Edgenuity students can access MyPath.
3. **MathSeeds/Mathletics**—It is a comprehensive online mathematics program for children aged 3-13. It offers a vast range of carefully structured lessons and activities that build mathematical skills over a broad range of numbers, shapes and measurement topics. This program can be used for intervention in math. This eligibility is dependent on their STAR360 scores and is only given to students who score in the yellow intervention or red urgent intervention categories
4. **Reading Eggs**--instructs students in the five core literacy areas outlined by the National Reading Panel as essential components of reading instruction. These include: Phonemic Awareness, Phonics, Fluency, Vocabulary, and Comprehension. It develops essential reading skills in a progression that will take a non-reader through to a grade 2 reading level.
5. **Reading Horizons**--When a student is more than 2-grade levels behind in ELA. This is also a great support for EL students.
6. **Learning Ally**—this program is an audiobook program which reads books to students, so they can hear what it should sound like, as it is read by an English fluent person.

Should you have questions regarding these programs, test results, or your child's instructional placement, please contact your child's teacher, or me, at the number or email listed below.

Sincerely,

Maria Kirkbride, M.Ed  
 Director of School Support & Development  
 951-336-1604 x 1507  
[Maria.Kirkbride@PacificCoastAcademy.org](mailto:Maria.Kirkbride@PacificCoastAcademy.org)



### *Annual English Learner Notification Letter 2020-2021*

**Dear Parent(s) or Guardian(s) of <<First>>:**

**Your child continues to be identified as an English learner.**

Each year, we are required by State and federal laws, to assess your child and notify you of your child's proficiency level in English. Identifying students who need help learning English is important so they can get the support they need to do well in English language arts/literacy, mathematics, science, and other subject areas in school.

The Summative English Language Proficiency Assessments for California, or "Summative ELPAC," is the annual test used to measure how well students understand English when it is not the language they speak at home. This assessment measures how each student is progressing in the areas of listening, speaking, reading, and writing. Information from the ELPAC tells your child's teacher about the areas in which your child needs extra support.

**This spring, your child will take the Summative ELPAC.**

Students in kindergarten through grade twelve who are classified as English learners will take the Summative ELPAC every year until they are reclassified as proficient in English. Students are tested on their skills in listening, speaking, reading, and writing. Your child's voice is being recorded as part of the Speaking test. A small percentage of student responses will be used to validate the accuracy of scoring and will not be used for identification. All recorded responses will be destroyed after the scores are validated.

**The Summative ELPAC test window is February 1-May 31 each year. Specific test locations and times will be released closer to the opening of the testing window.**

You are an important part of your child's education. To help your child get ready for the test, you can:

- Read to your child, or have them read to you on a regular basis.
- Use pictures and ask your child to tell you what they see, or what is happening in each picture.
- Provide your child with opportunities to use language outside of school.
- Talk with your child's teacher about your child's listening, speaking, reading and writing skills to help support their progress.

Your child has been assigned to an appropriate English language instructional support program based on their ELPAC results. The goal of this program is to help your child become proficient in English and succeed in the school's academic curriculum. Instructional support is added by your child's teacher as needed. Please note that this does not change your student's homeschool teacher. **Pacific Coast Academy also offers additional supports to those students who require additional intervention.**



The goal of language acquisition programs is for EL students to become proficient in English as rapidly as possible and to meet state academic achievement measures. The Pacific Coast Academy exit (reclassification) criteria are listed below.

Required Criteria (EC Section 313[7])	Pacific Coast Academy Criteria
English Language Proficiency Assessment	ELPAC Overall Performance Level 4
Teacher Evaluation	Student progress as observed by the teacher, as well as student's grades/progress indicators in math and English. The grade must be a C or higher in both courses. Progress in standards must be Meeting or Exceeding Expectations
Parental Opinion and Consultation	Parent Opinion and Consultation - Parents will be invited to, and are strongly encouraged to participate in a phone conference, as noted in the Parent Notification Letter of Reclassification.
Comparison of Performance in Basic Skills	English Language Proficiency - EL student's English language proficiency will be compared with that of an English Proficient Student. This will take the form of the STAR 360 Assessment and SBAC scores. The cut score requirements/criteria are indicated in the chart below.
Comparison of Performance in Math Skills	Math Proficiency- EL students should be performing at or above grade level in math. The student should perform at standard nearly met on SBAC math and/or have a Min. Math score for STAR 360 that is provided in the chart, per grade level.

To learn more about the ELPAC, go to the California Department of Education Parent Guides to Understanding web page at <https://www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp>.

You also can look at sample test questions on the practice tests, which can be found on the ELPAC Starting Smarter website at <https://elpac.startingsmarter.org/>.

Should you have questions regarding your child's instructional placement, programs or taking the ELPAC, please contact your child's teacher, or me, at the number or email listed below.

Sincerely,

Maria Kirkbride, M.Ed  
Director of School Support & Development  
951-336-1804 x 1507  
Maria.Kirkbride@PacificCoastAcademy.org

*Evidence Form*





*Initial ELPAC Correction: Correcting ELAS from EL to IFEP*

Complete all information below and email, along with evidence documentation to Maria Kirkbride at maria.kirkbride@pacificcoastacademy.org.

HST Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

SSID: \_\_\_\_\_ Grade Level: \_\_\_\_\_

**List of evidence attached:**

1. Reading:

2. Writing:

3. Listening:

4. Speaking:

**Additional teacher comments and observations:**

--



Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Final Outcome:**

Student ELAS will be corrected to IFEP: Yes

No

Director of ELD: \_\_\_\_\_

Date: \_\_\_\_\_



## Pacific Coast Academy

13915 Danielson Street, Suite 103, Poway, CA 92064

Ph (619) 749-1928 | Fax (619) 749-1792

### English Language Learner Reclassification Form

<b>Student Name:</b> Click or tap here to enter text.	<b>Grade:</b> Click or tap here to enter text. <b>SSID:</b> Click or tap here to enter text.
<b>HST Name:</b> Click or tap here to enter text.	<b>Date:</b> Click or tap here to enter text.
<b>Process Participants:</b> Click or tap here to enter text.	<b>Number of Years in EL Program:</b> <b>EL (1-3):</b> Click or tap here to enter text. <b>At promise (4-5):</b> Click or tap here to enter text. <b>LTEL (6 +):</b> Click or tap here to enter text.

#### 1. ELPAC Scores

##### Performance

<b>Overall Performance Level Score of 4?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Comparison of Basic Skills Data</b>	<b>English</b>	<b>Math</b>
<b>Domain Scores: Reading</b>	Click or tap here to enter text.	<b>Grades/Progress on AWRs</b>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Writing</b>	Click or tap here to enter text.	<b>SBAC Scores</b>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Listening</b>	Click or tap here to enter text.	<b>Star 360 Scores</b>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Speaking</b>	Click or tap here to enter text.	<b>Other:</b>	Click or tap here to enter text.	Click or tap here to enter text.



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### **3. Teacher Evaluation of Academic Progress (including, but not limited to curriculum mastery)**

Click or tap here to enter text.

### **4. Parent/Guardian Opinion and Consultation**

Click or tap here to enter text.

**Final Outcome:** Student will be reclassified: Yes No

Teacher Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Director of ELD: \_\_\_\_\_

Official RFEP Date: \_\_\_\_\_



## Pacific Coast Academy

13915 Danielson Street, Suite 103, Poway, CA 92064  
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### Parent Notification Letter of Reclassification

Date

Dear Parent or Guardian of:

State and federal laws require all school districts in California to give a state test of English proficiency each year to every student who is identified as an English Learner. In California, the name of this test is the English Language Proficiency Assessments for California (ELPAC). The results of the ELPAC help to measure how each student is progressing toward proficiency in English in the areas of listening, speaking, reading, and writing.

Your child has been administered the ELPAC for this year, and we have received those scores. We reviewed your child's performance on this test and took into consideration the following criteria: an evaluation of your child's academic performance by the teacher; your child's English proficiency as measured by the SBAC, Star 360, and/or iReady assessments, and your opinion as the parents or guardians about your child's proficiency in English and readiness to be reclassified. Based on all of this data, your child qualifies for reclassification out of the program. We will reclassify your child as reclassified fluent English proficient (RFEP).

We thank you for your input and involvement in this process and congratulate your family on this achievement. If you have questions about the ELPAC or this letter, you can ask your HST, or they can also be directed to me as well.

Sincerely,

|

Maria Kirkbride, M. Ed.  
Director of School Support  
Pacific Coast Academy  
760-458-7289  
[maria.kirkbride@pacificcoastacademy.org](mailto:maria.kirkbride@pacificcoastacademy.org)



## Pacific Coast Academy

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### Reclassification Form for English Learners with Disabilities

<b>Student Name:</b> Click or tap here to enter text.	<b>Grade:</b> Click or tap here to enter text. <b>SSID:</b> Click or tap here to enter text.
<b>HST Name:</b> Click or tap here to enter text.	<b>Date:</b> Click or tap here to enter text.
<b>Process Participants:</b> Click or tap here to enter text.	<b>Number of Years in EL Program:</b> <b>EL (1-3):</b> Click or tap here to enter text. <b>At promise (4-5):</b> Click or tap here to enter text. <b>LTEL (6 +):</b> Click or tap here to enter text.

*Policy, from Inspire EL Master Plan:*

#### RECLASSIFYING ENGLISH LEARNERS WITH DISABILITIES

The reclassification criteria and process is the same for Special Education students being considered for reclassification, except in those cases where the IEP team feels that the student's disability, more so than a language barrier, is the reason for why the student is not qualifying for reclassification. In such cases, it is the responsibility of the IEP team, case carrier, or teacher to initiate contact with the EL Designee or Coordinator to consider the alternative reclassification criteria and form. The IEP team, to include parent(s)/guardian(s) and the EL Designee/Coordinator, will discuss and complete the form. If the student is found to meet this criteria, he/she will then be reclassified to RFEP and four year monitoring will commence, as with all other RFEP students.



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1. Indicate which assessment the student took: ELPAC ☐ Alternate version ☐

### 2. ELPAC Scores

### 3. English Language Proficiency/ Academic Performance

Overall Performance Level Score of 4?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i><b>Comparison of Basic Skills Data</b></i>	<i><b>English</b></i>	<i><b>Math</b></i>
<b>Domain Scores:</b> <b>Reading</b>	Click or tap here to enter text.	<b>Grades/Progress on AWRs</b>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Writing</b>	Click or tap here to enter text.	<b>SBAC or CAA Scores</b>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Listening</b>	Click or tap here to enter text.	<b>Star 360 Scores</b>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Speaking</b>	Click or tap here to enter text.	<b>Other:</b>	Click or tap here to enter text.	Click or tap here to enter text.

4. Has student met language proficiency criteria as assessed by ELPAC? Yes ☐ No ☐

5. If student's overall proficiency level was below level 4, list other informal measures of proficiency the reclassification team used to determine that it is likely the student is proficient in English. Click or tap here to enter text.

6. Does the IEP/reclassification team believe the student's disability impedes the student's ability to demonstrate English proficiency on the ELPAC? Yes ☐ No ☐



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### 7. If so, in which domains? Reading ☐ Writing ☐ Listening ☐ Speaking ☐

Provide an explanation below by using the following criteria to help determine if factors other than English language proficiency are responsible for limited achievement on ELPAC and/or ELA: [Click or tap here to enter text.](#)

- ☐ Student's performance is commensurate with his/her ability, due to his/her disability.
- ☐ Student's performance is commensurate with that of peers who have a similar learning disability and are NOT English Learners.
- ☐ Student's errors are indicative of a student with his/her disability versus a language barrier.
- ☐ Other/also: [Click or tap here to enter text.](#)

### 8. Was an English proficiency goal written into the student's IEP? Yes ☐ No ☐

### 9. Did the student meet the English proficiency goal in their IEP? Yes ☐ No ☐

### 10. Is it the belief of the IEP/reclassification team that the student has reached an appropriate level of English proficiency and should be reclassified?

Yes ☐ No ☐





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### **11. Teacher Evaluation**

Click or tap here to enter text.

### **12. Parent Opinion**

Click or tap here to enter text.

**Final Outcome:** Student will be reclassified: Yes ☐ No ☐

Teacher Signature: \_\_\_\_\_ Director of ELD: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Official RFEP Date: \_\_\_\_\_

Case Carrier: \_\_\_\_\_ IEP Team Member: \_\_\_\_\_

IEP Team Member: \_\_\_\_\_ IEP Team Member: \_\_\_\_\_

**Pacific Coast Academy**

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**English Language Learner RFEP Monitoring Form**

<b>Student Name:</b> Click or tap here to enter text.	<b>Grade:</b> Click or tap here to enter text.	<b>Evaluation Interval:</b> Year 1 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 4 <input type="checkbox"/>
<b>Teacher Name:</b> Click or tap here to enter text.	<b>Today's Date:</b> Click or tap here to enter text.	<b>RFEP Date:</b> Click or tap here to enter text.
<b>Reclassified through IEP process?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes, date of IEP:</b> Click or tap here to enter text.	<b>ELPAC Test Date:</b>	<b>ELPAC Overall Scale Score:</b>



The results of the benchmarks listed below are used by staff to ascertain if RFEP students are making expected growth in acquiring academic content knowledge and to take appropriate steps to assist students who are not adequately progressing toward those goals.

<b>Academic Achievement</b>				
	<i>English</i>	<i>Math</i>	<i>Science</i>	<i>History/ Social Studies</i>
<b>Classroom Grades/Progress on AWRs</b>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>SBAC Scores</b>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Star 360 Scores</b>	Click or tap here to enter text.	Click or tap here to enter text.	<b>N/A</b>	<b>N/A</b>
<b>Other:</b>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

- Is student making expected growth in acquiring academic content knowledge?  
☐Yes ☐No
- Are supports beyond tier 1 necessary? ☐Yes ☐No  
\*If yes to # 2, please fill out chart below:



### Pacific Coast Academy

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<b>Targeted Intervention (if required)</b>		
Specific Academic Need: Click or tap here to enter text.	Description of Specific support beyond tier 1: Click or tap here to enter text.	Performance target (SMART Goal): Click or tap here to enter text.
Specific Academic Need: Click or tap here to enter text.	Description of Specific support beyond tier 1: Click or tap here to enter text.	Performance target (SMART Goal): Click or tap here to enter text.
Specific Academic Need: Click or tap here to enter text.	Description of Specific support beyond tier 1: Click or tap here to enter text.	Performance target (SMART Goal): Click or tap here to enter text.

<b>Additional Teacher Comments on Student's Overall Academic Progress</b>
Click or tap here to enter text.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of ELD Signature

\_\_\_\_\_  
Date