



Blue Ridge Academy

955 Stanislaus Street, Maricopa, CA 93252
Ph (661) 525-1178 | Fax (661) 465-4544

Regular Scheduled Board Meeting

April 26, 2021 – 6:00 pm
625 West Covina Blvd.
San Dimas, CA 91773

Through Teleconference

<https://zoom.us/j/8698887379>

Call-In Information

669-900-6833

Meeting ID: 869 888 7379

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. Executive Director's Report
 - a) Enrichment
 - b) Testing
 - c) Enrollment
 - d) SPED/Pupil Services
 - e) Community Connections
 - f) Ceremonies
5. Consent Agenda – Consideration for Action
 - a) 21-22 Calendar
 - b) Board Meeting Minutes – March 22, 2021
 - c) Board Meeting Minutes – April 12, 2021
6. Discussion and Potential Action on the March Financials
7. Discussion and Potential Action on the Resolutions for the Sale of Additional Receivables to Charter School Capital
8. Discussion and Potential Action on the 2020-2021 Audit Report
9. Discussion and Potential Action on the Employee Handbook



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10. Discussion and Potential Action on the Vendor Contract
11. Discussion and Potential Action on the Work Sample Policy
12. Discussion and Potential Action on 21-22 Service Agreements
 - a) Renaissance
 - b) School Pathways
 - c) Procurify
13. Discussion and Potential Action to Delegate Authority to Board President to Negotiate Employment Agreements with Executive Director/Principal
14. Discussion and Potential Action on the Executive Director and Vice Principal / Special Education Director Salary Schedule
15. Board of Directors' Requests
16. Announcement of Next Regular Scheduled Board Meeting
17. Adjournment

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

Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. Members of the public may also email their comments to the Board at Board@theblueridgeacademy.com no later than 1 business day before a Board meeting. Emailed comments will be read during the public comments portion of the meeting after the spoken comments, as time allows. 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: Blue Ridge 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 657-600-0976 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)).

Executive Director's Report

Board Meeting
April 26, 2021



Enrichment

- Get snapshot of Procurify report to place here



Testing

- US Department of Education approved school districts to use local assessments or CAASPP assessments
 - Local assessments must align with similar requirements of CAASPP
 - Participation requirement has been waived
- What does this mean for us?
 - Charter schools have been advised to strongly think through implications:
 - WASC accreditation, charter renewal, FCMAT audit, scrutiny of nonclassroom-based charters, Authorizer feedback
 - We will continue to move forward with CAASPP and CAST



Enrollment

Current Families

- Re-enrollment surveys due by April 30th

Prospective Families

- Open Enrollment April 1-30th
- Info Sessions
- Potentially lottery: mid-May
- Applications to date:

More to come:

- Parent Super Sessions
- Back to School Nights



SPED/Pupil Services

- Expansion of the intervention team: Inclusion of a Writing teacher
- Newly structured Life Skills program: High School - Moderate/Severe
- New Autism program and expansion of the Social Skills program: Verbal and non-verbal students



Community Connections sneak peak

Virtual Clubs

- Examples: Art Club, Lego Club, Dance Club, Naturalist Club, Book Club, STEAM Club, etc.
- Will meet weekly or biweekly

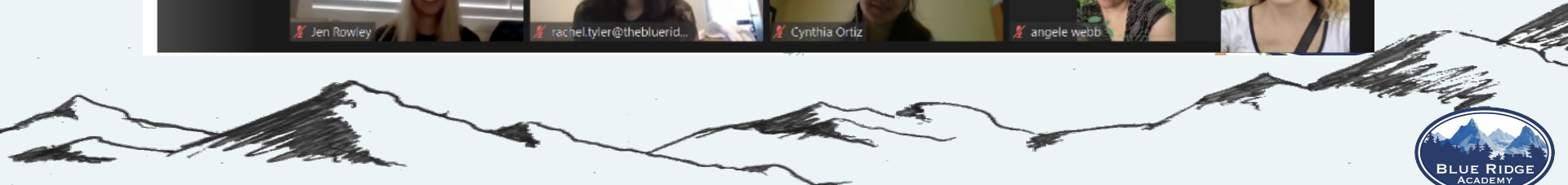
Community Day

- One a month in each area.
- May be “park day” style or can be an event like a hike or family kickball game.
- Attended by HSTs, Vendors, Lending Library



High School Graduation Committee

June 3rd at 1:00 pm



8th Grade Promotion Committee

June 4th at 1:00 pm

SAVE THE DATE!

JUNE 04 2021
PROMOTION CEREMONY WATCH PARTY @ 1:00 P.M.

If your student is interested in participating, please click the Promotion Survey link or use the QR Code to access. Complete the survey by April 23rd.

[8th Grade Promotion Survey](#)



8TH GRADE PROMOTION





21-22 Blue Ridge Calendar

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

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

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

Date	Event or Holiday
Aug 17	First Day of School
Sep 06	Labor Day
Nov 11	Veterans Day
Nov 19-26	Thanksgiving Break
Dec 16-Jan 3	Winter Break
Jan 07	Last day of First Semester
Jan 10	Beginning of Second Semester
Jan 17	Martin Luther King Day
Feb 14	Lincoln's Birthday
Feb 21	Washington's Birthday
Mar 28-Apr 4	Spring Break
May 30	Memorial Day
Jun 03	Last Day of School

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

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

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Instructional Minutes	
Kindergarten	36,000
1st - 3rd	50,400
4th - 8th	54,000
9th - 12th	64,800

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



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Regular Scheduled Board Meeting
March 22, 2021 – 6:00 pm
625 West Covina Blvd., San Dimas, CA 91773

Attendance: Jessie Maron (arrived at 6:15 pm), Arlene Nelson, Nicole Zolfo, May Hampton, Nikki Sanchez

Absent: None

Also Present: Samantha Haynes, Dr. Loretta Burns, Tyler Myers
All via Teleconference

1. Call to Order

Arlene Nelson called the meeting to order at 6:01 pm.

2. Approval of the Agenda

The Board motioned to approve the agenda.

Motion: May Hampton

Second: Nikki Sanchez

Ayes: 4 Nays: 0 Absent: 1 - Jessie Maron

3. Public Comments

None

4. Executive Director's Report

The Executive Director provided a report on:

- a) Renewal Update
- b) Special Education/COVID Update
- c) Enrollment Timeline and Update
- d) Audit Updates

Jessie Maron joined the meeting at 6:15 pm.

5. Consent Agenda – Consideration for Action

The Board motioned to approve the Consent Agenda – Consideration for Action of the following items:

- a) February 23, 2021 Board Meeting Minutes
- b) 2021 – 2022 Learning Period Calendar
- c) Educational Materials & Restitution Policy

Motion: Arlene Nelson

Second: May Hampton

Ayes: 5 Nays: 0



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6. Closed Session – Conference with Legal Counsel – Anticipated Litigation

The Board motioned to move into closed session at 6:15 pm.

Motion: Arlene Nelson

Second: May Hampton

Ayes: 5 Nays: 0

The Board motioned to move out of closed session at 6:15 pm.

Motion: Jessie Maron

Second: May Hampton

Ayes: 5 Nays: 0

The Board reported out that they voted to reject the repayment proposal from ThinkSuite.

Motion: Jessie Maron

Second: May Hampton

Ayes: 5 Nays: 0

7. Discussion and Potential Action on the February Financials

The Board motioned to approve the February Financials.

Motion: Arlene Nelson

Second: May Hampton

Ayes: 5 Nays: 0

8. Discussion and Potential Action on Budget Considerations & Growth Projections

The Board motioned to approve the Budget Considerations & Growth Projections.

Motion: Arlene Nelson

Second: Nicole Zolfo

Ayes: 5 Nays: 0

9. Discussion and Potential Action on the Compensation Policy

The Board motioned to approve the Compensation Policy with the correction made to the HST salary schedule in Column H.

Motion: May Hampton

Second: Arlene Nelson

Ayes: 5 Nays: 0

10. Discussion and Potential Action on the Auditor Selection

The Board motioned to approve the Auditor Selection.

Motion: Jessie Maron

Second: May Hampton

Ayes: 5 Nays: 0



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11. Discussion and Potential Action on the Promotion, Acceleration, and Retention Policy

The Board motioned to approve the Promotion, Acceleration, and Retention Policy

Motion: Arlene Nelson

Second: Nikki Sanchez

Ayes: 5 Nays: 0

12. Board of Directors' Requests

- None

13. Announcement of Next Regular Scheduled Board Meeting

April 12, 2021 at 6:00 pm.

14. Adjournment

The Board motioned to adjourn the meeting at 7:31 pm.

Motion: Jessie Maron

Second: May Hampton

Ayes: 5 Nays: 0

Prepared by:
Samantha Haynes

Noted by:

Board Secretary



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Regular Scheduled Board Meeting
April 12, 2021 – 6:00 pm
625 West Covina Blvd., San Dimas, CA 91773

Attendance: Jessie Maron, Arlene Nelson, Nicole Zolfo, May Hampton, Nikki Sanchez
Absent: None

Also Present: Samantha Haynes, Dr. Loretta Burns, Tyler Myers
All via Teleconference

1. Call to Order

Jessie Maron called the meeting to order at 6:09 pm.

2. Approval of the Agenda

The Board motioned to approve the agenda.

Motion: Jessie Maron

Second: Nikki Sanchez

Ayes: 4 Nays: 0

3. Public Comments

None

4. Discussion and Potential Action on the Executive Director and Vice Principal / Special Education Director Salary Schedule

The Board motioned to table this agenda item until later in the meeting.

Motion: Jessie Maron

Second: Arlene Nelson

Ayes: 5 Nays: 0

The Board returned to the agenda item and requested the Executive Director to update the salary scale based on Board feedback and to bring this item forth for consideration at the next regularly scheduled Board meeting.

Motion: Jessie Maron

Second: Arlene Nelson

Ayes: 5 Nays: 0

5. Closed Session – Public Employee Performance Evaluation: Executive Director

The Board motioned to move into closed session at 6:18 pm.

Motion: Jessie Maron

Second: Nicole Zolfo

Ayes: 5 Nays: 0

The Board motioned to move out of closed session at 7:51 pm.



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Motion: Arlene Nelson
Second: May Hampton
Ayes: 5 Nays: 0

The Board reported out that they conducted the Executive Director Evaluation in closed session.

6. Discussion and Potential Action on the Executive Director Contract, Salary, Fringe Benefits, Health / Retirement Benefits, Vacation and Sick Pay

The Board motioned to approve a three-year contract for the Executive Director. The salary, fringe benefits, health / retirement benefits, vacation and sick pay will be considered and if action taken will be read out orally at the next regularly scheduled board meeting.

Motion: May Hampton
Second: Nikki Sanchez
Ayes: 5 Nays: 0

7. Board of Directors' Requests

- None

8. Announcement of Next Regular Scheduled Board Meeting

April 26, 2021 at 6:00 pm.

9. Adjournment

The Board motioned to adjourn the meeting at 7:55 pm.

Motion: Jessie Maron
Second: May Hampton
Ayes: 5 Nays: 0

Prepared by:
Samantha Haynes

Noted by:

Board Secretary



Blue Ridge Academy

Monthly Financial Presentation – March 2021



BLUE RIDGE – Highlights

Highlights

- Forecast surplus + **3.3M** , includes additional CAREs Act revenue
- Revenue forecast exceeds budget, **\$1.3M**
- Expense forecast below budget, **\$2M**
- Cash ended month **\$4.9M**
- State payment and deferrals and ongoing economic uncertainty influence 2020/21 planning

Compliance

- SB740 Requirements:

In Compliance ✓

Cert.	Instr.
48.4%	80.1%
5,959,313	55,233

*Must exceed
40% / 80%*

In Compliance ✓

Pupil:Teacher Ratio
23.21 :1

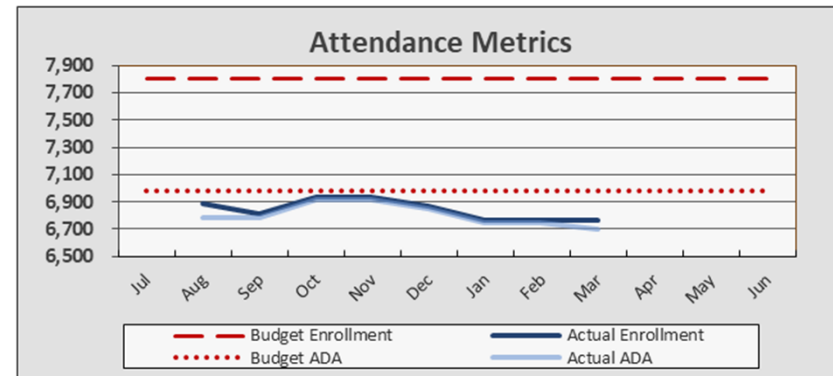
*Must be equal to or less than
25:1*

- *The above compliance projections include roll over of approx. \$9M remaining in student spend*

BLUE RIDGE – Attendance

Enrollment & Per Pupil Data			
	Actual	Forecast	Budget
Avg Enrollment	6842	6842	7800
ADA*	6805	6986	6986
Attendance Rate	99.5%	102.1%	89.6%
Unduplicated %	38.5%	38.5%	37.1%
Revenue per ADA		\$10,175	\$9,129
Expenses per ADA		\$9,499	\$8,946

*ADA will remain fixed throughout fiscal year per SB98



- Forecasted Annual Daily Attendance (ADA) – Last Year’s P2
- No ADA will be reported for 2020-21
- P1 UPP – **40.44**

BLUE RIDGE – Revenue

- Main projected annual federal revenue increased due to addition Individuals with Disabilities Education Act (IDEA) revenue **\$829K**
- Learning Loss Mitigation Funds (LMFF)
 - Coronavirus Relief Fund - **\$440K** (100% of \$440K)
 - General Fund - **\$540K** (100% of \$540K)

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Revenue						
State Aid-Rev Limit	\$ 37,717,403	\$ 37,646,508	\$ 70,895	\$ 63,282,515	\$ 63,268,565	\$ 13,950
Federal Revenue	440,395	-	440,395	1,270,013	-	1,270,013
Other State Revenue	1,529,575	3,391,174	(1,861,600)	6,530,284	6,512,714	17,570
Other Local Revenue	-	-	-	-	-	-
Total Revenue	\$ 39,687,373	\$ 41,037,682	\$ (1,350,310)	\$ 71,082,813	\$ 69,781,279	\$ 1,301,533

BLUE RIDGE – Expenses

- Salary forecast based on staffing as of 3/31.

Main variance – Salaries and Benefits \$2M+

Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 18,007,425	\$ 19,690,668	\$ 1,683,243	\$ 24,034,407	\$ 26,254,224	\$ 2,219,817
Classified Salaries	2,297,170	2,056,781	(240,388)	3,086,103	2,742,375	(343,728)
Benefits	5,985,914	6,367,527	381,613	8,258,649	8,462,017	203,368
Books and Supplies	5,594,930	5,190,337	(404,593)	8,098,488	7,346,428	(752,060)
Subagreement Services	9,399,254	12,088,439	2,689,185	17,515,689	16,970,695	(544,994)
Operations	415,745	445,001	29,256	561,712	593,335	31,623
Facilities	70,623	74,400	3,777	98,854	99,200	346
Professional Services	2,629,113	3,574,104	944,991	4,078,457	5,177,323	1,098,865
Depreciation	8,231	19,500	11,270	10,974	26,000	15,026
Interest	376,708	539,404	162,696	617,907	707,917	90,010
Total Expenses	\$ 44,785,112	\$ 50,046,162	\$ 5,261,050	\$ 66,361,240	\$ 68,379,514	\$ 2,018,275

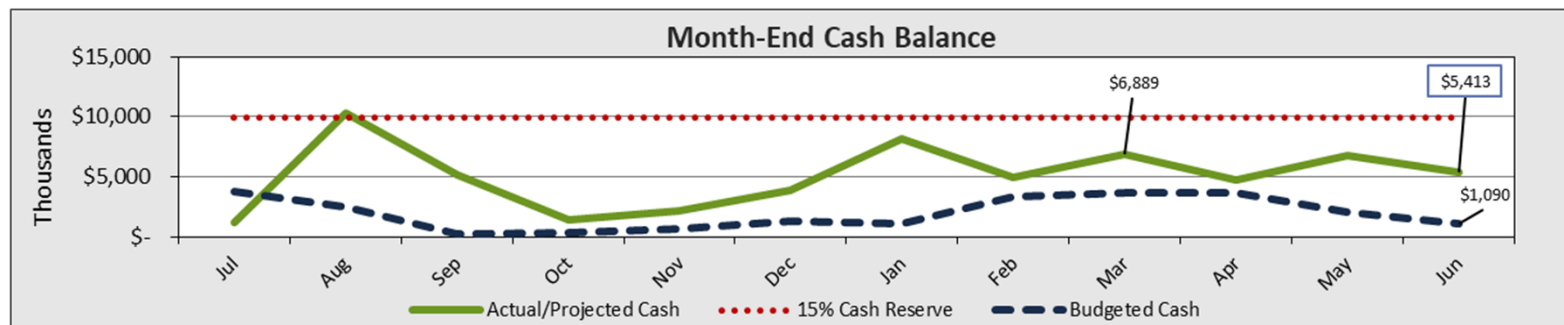
BLUE RIDGE – Fund Balance

- Year-end surplus forecasted at **7.11%** of total expenses.
- Projected end of year fund balance exceeds State requirements.
- Forecasted fund balance of is **45 days** of expenses

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (5,097,740)	\$ (9,008,480)	\$ 3,910,741	\$ 4,721,573	\$ 1,401,765	\$ 3,319,808
Beginning Fund Balance	<u>3,383,351</u>	<u>3,383,351</u>		<u>3,383,351</u>	<u>3,383,351</u>	
Ending Fund Balance	<u>\$ (1,714,388)</u>	<u>\$ (5,625,128)</u>		<u>\$ 8,104,924</u>	<u>\$ 4,785,117</u>	
<i>As a % of Annual Expenses</i>	-2.6%	-8.2%		12.2%	7.0%	

BLUE RIDGE – Cash Balance

- 3/31 cash balance: **\$6.8M**
- End of year projected cash balance positive and over budget
- Next projected factoring: **\$3.98 M (April)**
- State payment and deferrals and ongoing economic uncertainty influence 2020/21 planning



BLUE RIDGE – Other Entities

- No change to Inspire LA or Jitterbug Learning, or Triumph.
- Two payments **\$900K** occurred in February and March to Granite Mountain.
- Granite Mountain payback is currently included in forecast and payback projected April 2021.

Other Entities	Account Balance
Due (to)/from Inspire LA	2,374,515.14
Due (to)/from Inspire Charter Services	6,061,828.31
Due (to)/from Jitterbug Learning	320,000.00
Due (to)/from Granite Mountain Charter School	(1,442,711.58)
Total Due (to)/from Balance	\$ 7,313,632

BLUE RIDGE – Other Entities

- Change in Inspire Charter Services (ICS) account from 3/1 to 3/31.

ICS Activity	Account Balance
Beginning Balance	\$ 6,061,828
No Activity	
Total Due (to)/from Balance	<u>\$ 6,061,828</u>

BLUE RIDGE – 12 Month Cash

- Cash projected as positive for next 12 months.
- Cash deferrals are reflected in the projections.
- PPP still added to the projections until official forgiveness received **\$4.1M.**
 - Projected payments deferred for 10 months
 - Covered period – 7/1/21 to 11/7/21
 - Projected payments begin September 2021

	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22
Total Revenue	2,186,415	1,475,564	1,475,564	-	3,444,145	3,508,660	6,517,254	6,169,354	6,322,269	6,878,792	6,169,354	6,177,755	6,812,651
Total Expenses	6,295,341	7,523,894	7,004,979	4,116,573	5,152,312	4,727,716	5,536,235	5,500,749	5,383,965	5,543,702	5,642,083	6,093,878	5,864,959
Monthly Surplus (Deficit)	(4,108,926)	(6,048,330)	(5,529,415)	(4,116,573)	(1,708,167)	(1,219,056)	981,019	668,605	938,304	1,335,090	527,271	83,878	947,692
Cash flows from operating activities													
Depreciation/Amortization	915	915	915	915	915	915	915	915	915	915	915	915	915
Public Funding Receivables	710,120	-	-	6,113,706	3,819,390	3,819,390	3,819,390	2,728,136	692,892	5,264,994	-	-	-
Due To/From Related Parties	(886,834)	(555,877)	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable	(853,096)	-	-	(751,914)	-	-	-	-	-	-	-	-	-
Cash flows from financing activities													
Proceeds from Factoring	3,980,000	9,486,200	5,000,000	4,282,244	4,282,244	-	4,282,244	-	4,796,651	-	-	-	-
Payments on Factoring	(1,136,300)	(839,400)	(839,400)	(4,490,151)	(5,000,000)	(9,486,200)	(8,262,244)	(3,930,500)	(2,762,400)	(4,282,244)	-	(4,796,651)	-
Payments on Debt	-	-	-	3,457	3,457	(171,201)	(171,344)	(171,486)	(171,629)	(171,772)	(171,915)	(172,059)	(172,202)
Total Change in Cash	(2,294,122)	2,043,507	(1,367,900)	1,041,684	1,397,839	(7,056,152)	649,980	(704,331)	3,494,733	2,146,982	356,270	(4,883,917)	776,405
Cash, Beginning of Month	6,888,793	4,594,671	6,638,178	5,270,278	6,311,962	7,709,801	653,649	1,303,629	599,298	4,094,030	6,241,013	6,597,283	1,713,366
Cash, End of Month	4,594,671	6,638,178	5,270,278	6,311,962	7,709,801	653,649	1,303,629	599,298	4,094,030	6,241,013	6,597,283	1,713,366	2,489,771

BLUE RIDGE – Compliance Reporting

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Apr-01 or sooner based on Authorizer	Audit Firm Selection - In accordance with Education Code (EC) Section 41020, the governing board of each school shall provide for an audit of the books and accounts of the school. In the event the governing board of a school has not provided for an audit, by selecting an audit firm, by April 1, the County Office of Education, having jurisdiction over the school, shall provide for the audit.	BRA with Charter Impact support	Yes	No	http://codes.findlaw.com/ca/education-code/edc-sect-41020-2.html
FINANCE	Apr-01	File a Form 700 - Statement of Economic Interests (SEI) : The requirement is part of the Political Reform Act enacted in 1974, which was passed by California voters to promote integrity in state and local government by helping agency decision makers avoid conflicts between their personal interests and official duties. Depending on your local authorizer's conflict of interest policies, certain charter school officers and employees may be required to file Statements of Economic Interest with a filing officer by the April 1 deadline.	BRA with Charter Impact support	Yes	Yes	https://www.fppc.ca.gov/Form700.html
FINANCE	Apr-05	Learning Loss Mitigation Funding Reporting - Cycle 4 - An LEA's allocation for LLMF is comprised of funding from three different sources: Coronavirus Relief (CR) Funds, General Fund (GF), and the Governor's Emergency Education Relief I (GEER I) Fund. LEAs will need to report on the use of funds for each funding source. <ul style="list-style-type: none"> •CR Funds, Resource Code 3220: Reporting Period December 31, 2020 – March 31, 2021 •GEER I Fund, Resource Code 3215: Reporting Period January 1, 2021 – March 31, 2021 •GF, Resource Code 7420: Reporting Period January 1, 2021 – March 31, 2021 For this reporting cycle, LEAs can make corrections to previous reporting cycles (expenditures from March 1 – December 30, 2020) by making negative adjustments in their Cycle 4 reporting. The expenditures reported in Cycle 4 should reflect funds spent from December 31 – March 31, 2021, and any adjustments from Cycles 1, 2, and 3.	Charter Impact	No	No	https://www3.cde.ca.gov/caresactreporting/
FINANCE	Apr-30	Federal Cash Management - Period 4 - The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; Title III Immigrant; and Title IV programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	https://www.cde.ca.gov/fg/aa/cm/
FINANCE	May-17	Extended Due Date - Form 990 - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The form should be reviewed and accepted by the Board prior to filing.	BRA/Audit firm	Yes	No	http://www.publiccounsel.org/useful_materials?id=0025
FINANCE	May-28	Submit Charter Schools Annual Information Survey - The Charter Schools Annual Information Survey has 5 sections: location and school contact information, authorizing agency, site, curriculum and governance information, facilities, retirement and services information, and funding. The funding selection impacts how your school receives revenue payments. All charter schools must be either directly or locally funded. For example: LCFF apportionment funds for a locally funded charter school flow through its local chartering authority whereas funds for a direct funded charter school may flow directly to the county treasurer and then to the charter school. However, the funding type decision may impact the amount of other state and federal funds that a charter school receives, outside the LCFF. This decision may be reconsidered on an annual basis.	Charter Impact	No	Yes	https://www.cde.ca.gov/sp/ch/csinfosvy.asp

BLUE RIDGE – Appendix

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

BLUE RIDGE ACADEMY
Monthly Cash Flow/Forecast FY20-21

Revised 04/22/21

ADA = 6986.25



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
ADA = 6986.25																
Revenues																
State Aid - Revenue Limit																
8011 LCF State Aid	-	3,048,050	3,048,050	5,486,489	5,486,489	5,486,489	5,486,489	5,486,489	2,866,478	1,371,622	1,371,622	1,371,622	20,300,011	60,809,901	60,796,061	13,840
8012 Education Protection Account	-	-	-	349,313	-	-	349,312	-	-	349,313	-	-	349,313	1,397,250	1,397,250	-
8019 State Aid - Prior Year	-	61	-	-	100	-	-	-	(51)	-	-	-	-	110	-	110
8096 In Lieu of Property Taxes	-	64,515	129,030	-	86,020	86,020	86,020	-	172,040	103,941	103,941	103,941	139,784	1,075,254	1,075,254	-
	-	3,112,626	3,177,080	5,835,802	5,572,609	5,572,509	5,921,821	5,486,489	3,038,467	1,824,876	1,475,564	1,475,564	20,789,108	63,282,515	63,268,565	13,950
Federal Revenue																
8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	829,618	829,618	-	829,618
8296 Other Federal Revenue	-	-	321,867	-	117,813	715	-	-	-	-	-	-	-	440,395	-	440,395
	-	-	321,867	-	117,813	715	-	-	-	-	-	-	829,618	1,270,013	-	1,270,013
Other State Revenue																
8311 State Special Education	-	-	-	-	-	-	-	-	420,134	-	-	-	3,946,279	4,366,413	4,777,493	(411,081)
8550 Mandated Cost	-	-	-	-	-	152,915	-	-	-	-	-	-	-	152,915	152,915	(0)
8560 State Lottery	-	-	-	-	-	-	391,724	-	-	361,539	-	-	692,892	1,446,156	1,582,306	(136,150)
8598 Prior Year Revenue	-	963	-	-	(24,033)	-	24,914	-	-	-	-	-	-	1,844	-	1,844
8599 Other State Revenue	-	22,355	-	-	-	476,742	-	-	63,860	-	-	-	-	562,957	-	562,957
	-	23,318	-	-	(24,033)	629,657	416,638	-	483,994	361,539	-	-	4,639,171	6,530,284	6,512,714	17,570
Total Revenue	-	3,135,944	3,498,947	5,835,802	5,666,389	6,202,881	6,338,459	5,486,489	3,522,461	2,186,415	1,475,564	1,475,564	26,257,897	71,082,813	69,781,279	1,301,533
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	1,524,192	1,563,407	1,567,510	1,543,599	1,547,965	1,545,329	1,536,485	1,537,322	1,536,906	1,539,763	1,539,763	1,539,763	-	18,522,000	20,350,139	1,828,139
1175 Teachers' Extra Duty/Stipends	67,585	70,600	198,847	151,539	162,014	146,989	150,589	146,133	153,428	161,675	161,675	161,675	-	1,732,750	1,546,982	(185,768)
1200 Pupil Support Salaries	94,834	102,376	133,208	114,080	124,816	122,091	116,827	103,426	103,202	92,695	92,695	92,695	-	1,292,944	2,982,309	1,689,365
1300 Administrators' Salaries	97,799	100,417	103,667	104,016	102,067	102,067	102,603	102,353	105,053	103,553	103,553	103,553	-	1,230,697	1,135,000	(95,697)
1900 Other Certificated Salaries	82,365	88,241	106,353	96,985	103,235	111,784	110,909	110,909	111,309	111,309	111,309	111,309	-	1,256,016	239,794	(1,016,222)
	1,866,774	1,925,041	2,109,583	2,010,219	2,040,096	2,028,260	2,017,413	2,000,143	2,009,897	2,008,994	2,008,994	2,008,994	-	24,034,407	26,254,224	2,219,817
Classified Salaries																
2100 Instructional Salaries	16,134	12,977	12,417	12,977	12,387	13,567	12,387	11,873	13,717	11,873	11,873	11,873	-	154,056	-	(154,056)
2200 Support Salaries	130,209	129,678	138,972	146,920	144,747	167,210	157,750	148,437	167,027	149,712	149,712	149,712	-	1,780,084	2,270,375	490,291
2300 Classified Administrators'	-	-	-	-	-	-	-	-	-	-	-	-	-	-	126,250	126,250
2400 Clerical and Office Staff Salaries	32,494	37,200	56,265	55,306	49,078	59,411	59,106	53,578	56,065	58,087	58,087	58,087	-	632,766	196,000	(436,766)
2900 Other Classified Salaries	45,648	35,911	37,443	40,999	40,082	48,451	47,677	43,306	49,761	43,306	43,306	43,306	-	519,198	149,750	(369,448)
	224,485	215,767	245,097	256,203	246,295	288,640	276,920	257,193	286,570	262,978	262,978	262,978	-	3,086,103	2,742,375	(343,728)
Benefits																
3101 STRS	291,501	304,572	334,699	319,267	241,798	322,048	320,015	320,665	315,573	325,450	325,450	325,450	-	3,746,486	4,240,115	493,629
3301 OASDI	13,649	13,112	14,793	15,498	17,625	17,479	16,737	15,528	17,388	16,673	16,673	16,673	-	170,828	170,031	(21,797)
3311 Medicare	29,307	30,040	32,943	31,763	32,000	32,459	32,141	31,635	32,186	33,118	33,118	33,118	-	383,829	420,457	36,628
3401 Health and Welfare	177,195	306,749	355,149	281,587	427,294	248,852	305,074	121,241	281,688	300,917	300,917	300,917	-	3,407,580	2,995,850	(411,730)
3501 State Unemployment	21,224	21,632	(3,621)	2,719	1,900	1,209	89,523	4,447	914	10,148	10,148	10,148	-	170,391	210,147	39,756
3601 Workers' Compensation	21,506	10,180	15,843	15,843	17,814	15,843	15,843	15,999	15,844	20,328	20,328	20,328	-	205,698	258,073	52,376
3901 Other Benefits	-	-	-	-	-	-	-	-	-	13,244	13,244	13,244	113,106	152,837	167,344	14,506
	554,381	686,286	749,807	666,677	738,431	637,890	779,333	509,515	663,593	719,876	719,876	719,876	113,106	8,258,649	8,462,017	203,368
Books and Supplies																
4302 School Supplies	56,096	339,461	262,428	427,878	472,057	378,948	471,206	507,088	649,372	580,848	851,017	744,160	-	5,740,558	5,573,915	(166,642)
4305 Software	48,048	58,738	177,695	64,310	164,917	96,695	135,303	124,957	29,257	78,081	78,081	78,081	-	1,134,165	939,737	(194,428)
4310 Office Expense	2,888	2,046	5,007	7,235	4,490	7,225	3,573	8,772	4,620	3,683	3,683	3,683	-	56,905	50,600	(6,305)
4311 Business Meals	25	53	-	-	-	-	-	-	-	-	-	-	-	78	300	222
4400 Noncapitalized Equipment	27,097	218,087	96,362	62,815	195,079	74,447	127,013	78,967	204,677	21,952	32,163	28,124	-	1,166,783	781,876	(384,907)
	134,153	618,384	541,492	562,238	836,542	557,316	737,095	719,784	887,925	684,565	964,944	854,049	-	8,098,488	7,346,428	(752,060)
Subagreement Services																
5102 Special Education	48,806	431,751	216,473	515,961	327,285	425,089	352,984	735,086	639,981	317,067	317,067	317,067	-	4,644,616	4,246,900	(397,716)
5105 Security	-	-	-	-	122	232	348	64	64	-	-	-	-	829	-	(829)
5106 Other Educational Consultants	195,070	548,513	299,158	1,116,587	478,678	850,348	556,605	753,173	906,876	1,912,622	2,802,237	2,450,377	-	12,870,244	12,723,795	(146,449)
	243,876	980,264	515,631	1,632,548	806,085	1,275,669	909,936	1,488,323	1,546,920	2,229,688	3,119,303	2,767,444	-	17,515,689	16,970,695	(544,994)
Operations and Housekeeping																
5201 Auto and Travel	-	968	306	458	336	822	81	-	625	933	933	933	-	6,397	12,800	6,403
5300 Dues & Memberships	-	85	3,550	1,775	1,775	1,775	1,775	1,775	2,845	2,550	2,550	2,550	-	23,005	31,600	8,595
5400 Insurance	42,183	41,767	41,975	41,997	41,997	42,011	42,011	42,011	9,111	41,694	41,694	41,694	-	470,146	506,200	36,054
5501 Utilities	-	104	-	220	823	376	318	436	-	492	492	492	-	3,753	6,700	2,947
5502 Janitorial Services	-	-	-	-	146	423	159	156	156	50	50	50	-	1,189	700	(489)
5516 Miscellaneous Expense	-	-	-	(15,000)	-	-	-	-	-	-	-	-	-	(15,000)	-	15,000
5900 Communications	-	3,029	4,296	-	15,489	4,262	3,947	4,057	14,297	2,386	2,386	2,386	-	56,535	28,935	(27,600)
5901 Postage and Shipping	2,448	156	7,629	1,074	88	935	59	151	1,499	550	550	550	-	15,687	6,400	(9,287)
	44,631	46,110	57,755	30,524	60,654	50,604	48,349	48,585	28,532	48,656	48,656	48,656	-	561,712	593,335	31,623

BLUE RIDGE ACADEMY
Monthly Cash Flow/Forecast FY20-21

Revised 04/22/21



ADA = 6986.25

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Facilities, Repairs and Other Leases																
5601 Rent	3,925	3,280	11,131	5,193	9,119	9,119	9,119	9,119	9,119	9,119	9,119	9,119	-	96,479	91,900	(4,579)
5604 Other Leases	-	-	(575)	575	1,500	-	-	-	-	292	292	292	-	2,375	7,000	4,625
5610 Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	300	300
	3,925	3,280	10,556	5,768	10,619	9,119	9,119	9,119	9,119	9,410	9,410	9,410	-	98,854	99,200	346
Professional/Consulting Services																
5801 IT	36,800	37,923	42,615	37,923	36,750	46,937	32,501	36,750	41,442	50,103	50,103	50,103	-	499,952	602,340	102,388
5802 Audit & Taxes	-	2,150	-	-	5,400	-	-	-	-	-	-	-	4,800	12,350	32,000	19,650
5803 Legal	-	13,561	4,095	8,960	6,189	8,760	20,910	35,995	15,029	22,800	22,800	22,800	-	181,898	366,100	184,202
5804 Professional Development	-	910	-	1,524	3,409	-	-	7,380	1,037	6,100	6,100	6,100	-	32,559	79,900	47,341
5805 General Consulting	-	24,308	(41,242)	1,437	1,600	25,935	-	(5,498)	2,500	30,175	30,175	30,175	-	99,565	412,800	313,235
5806 Special Activities/Field Trips	(83)	4,799	1,057	(4)	10	1,818	365	1,310	862	453	664	581	-	11,832	436,287	424,455
5807 Bank Charges	2,270	1,707	1,674	2,088	1,767	1,478	1,341	2,040	1,213	558	558	558	-	17,252	8,855	(8,397)
5808 Printing	-	-	(2)	-	-	-	-	-	-	-	-	-	-	(2)	920	922
5809 Other taxes and fees	3,791	(6,261)	354	4,297	2,160	6,400	2,159	5,298	-	4,108	4,108	4,108	-	30,523	64,745	34,222
5810 Payroll Service Fee	-	2,334	1,415	6,972	3,513	3,387	2,664	3,666	3,566	4,345	4,345	4,345	-	40,552	53,946	13,394
5811 Management Fee	95,667	102,634	102,709	102,634	103,902	116,088	104,427	108,568	105,884	103,662	103,662	103,662	-	1,253,500	1,221,172	(32,328)
5812 District Oversight Fee	-	93,379	95,312	164,595	167,321	167,175	177,655	164,595	91,156	54,746	44,267	44,267	634,008	1,898,475	1,898,057	(418)
5815 Public Relations/Recruitment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200	200
	138,445	277,443	207,988	330,426	332,021	377,977	342,021	360,104	262,688	277,052	266,784	266,700	638,808	4,078,457	5,177,323	1,098,865
Depreciation																
6900 Depreciation Expense	915	915	915	915	915	915	915	915	915	915	915	915	-	10,974	26,000	15,026
	915	915	915	915	915	915	915	915	915	915	915	915	-	10,974	26,000	15,026
Interest																
7438 Interest Expense	342	49,479	2,105	565	52,656	626	32,939	126,300	111,695	53,207	122,035	65,957	-	617,907	707,917	90,010
	342	49,479	2,105	565	52,656	626	32,939	126,300	111,695	53,207	122,035	65,957	-	617,907	707,917	90,010
Total Expenses	3,211,927	4,802,968	4,440,929	5,496,083	5,124,314	5,227,016	5,154,040	5,519,982	5,807,853	6,295,341	7,523,894	7,004,979	751,914	66,361,240	68,379,514	2,018,275
Monthly Surplus (Deficit)	(3,211,927)	(1,667,024)	(941,983)	339,719	542,075	975,865	1,184,420	(33,493)	(2,285,392)	(4,108,926)	(6,048,330)	(5,529,415)	25,505,983	4,721,573	1,401,765	3,319,808
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(3,211,927)	(1,667,024)	(941,983)	339,719	542,075	975,865	1,184,420	(33,493)	(2,285,392)	(4,108,926)	(6,048,330)	(5,529,415)	25,505,983	4,721,573		
Cash flows from operating activities																
Depreciation/Amortization	915	915	915	915	915	915	915	915	915	915	915	915	-	10,974		
Public Funding Receivables	526,313	9,076,155	-	(349,313)	(4,300,978)	5,486,489	613,436	(5,486,489)	5,486,489	-	-	-	(26,257,897)	(15,205,796)		
Grants and Contributions Rec.	8,544,358	-	148,813	101,991	5,497	(37,000)	34,915	-	(4,639,993)	-	-	-	-	4,158,581		
Due To/From Related Parties	(319,000)	12,050	3,925	-	-	-	(4,075)	(900,000)	(900,000)	(886,834)	(555,877)	-	-	(3,549,812)		
Prepaid Expenses	(138,688)	(110,210)	(65,694)	72,070	(45,243)	47,151	(36,391)	(112,539)	24,989	-	-	-	-	(364,556)		
Other Assets	(3,480)	-	-	-	-	-	-	(5,839)	-	-	-	-	-	(9,319)		
Accounts Payable	(2,125,083)	(386,029)	(2,954,147)	(15,672)	(168,033)	237,969	(148,920)	80,090	472,230	-	-	-	751,914	(4,255,681)		
Accrued Expenses	547,958	(199,436)	179,105	213,206	194,251	106,007	136,953	172,694	67,038	-	-	-	-	1,417,777		
Other Liabilities	(8,515,800)	-	659,130	-	(117,813)	(477,457)	-	-	(63,860)	-	-	-	-	(8,515,800)		
Cash flows from financing activities																
Proceeds from Factoring	-	4,663,500	-	-	4,663,500	-	2,518,200	3,058,100	3,842,707	3,980,000	9,486,200	5,000,000	-	37,212,207		
Payments on Factoring	-	(2,241,000)	(2,241,000)	(4,033,800)	-	(4,663,500)	-	-	-	(1,136,300)	(839,400)	(839,400)	-	(15,994,400)		
Proceeds from Debt	-	684	-	-	342	-	-	27,656	-	-	-	-	-	28,683		
Payments on Debt	-	-	(20,491)	(20,491)	-	(41,324)	(20,491)	-	(17,380)	-	-	-	-	(120,176)		
Total Change in Cash	(4,694,435)	9,149,604	(5,231,427)	(3,691,375)	774,512	1,635,115	4,278,961	(3,198,904)	1,987,743	(2,151,145)	2,043,507	(1,367,900)				
Cash, Beginning of Month	5,878,999	1,184,564	10,334,168	5,102,742	1,411,367	2,185,878	3,820,993	8,099,954	4,901,050	6,888,793	4,737,648	6,781,154				
Cash, End of Month	1,184,564	10,334,168	5,102,742	1,411,367	2,185,878	3,820,993	8,099,954	4,901,050	6,888,793	4,737,648	6,781,154	5,413,254				

Cert.	Instr.
48.4%	80.1%
5,959,313	55,233

Pupil:Teacher Ratio
23.21 :1

Blue Ridge Academy

Budget vs Actual

For the period ended March 31, 2021

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 2,866,478	\$ 2,735,818	\$ 130,660	\$ 36,395,023	\$ 36,173,700	\$ 221,323	\$ 60,796,062
Education Protection Account	-	-	-	698,625	698,625	-	1,397,250
State Aid - Prior Year	(51)	-	(51)	110	-	110	-
In Lieu of Property Taxes	172,040	150,535	21,505	623,645	774,183	(150,538)	1,075,254
Total State Aid - Revenue Limit	3,038,467	2,886,353	152,114	37,717,403	37,646,508	70,895	63,268,565
Federal Revenue							
Other Federal Revenue	-	-	-	440,395	-	440,395	-
Total Federal Revenue	-	-	-	440,395	-	440,395	-
Other State Revenue							
State Special Education	420,134	475,193	(55,059)	420,134	2,876,720	(2,456,586)	4,777,493
Mandated Cost	-	-	-	152,915	152,915	(0)	152,915
State Lottery	-	-	-	391,724	361,539	30,186	1,582,306
Prior Year Revenue	-	-	-	1,844	-	1,844	-
Other State Revenue	63,860	-	63,860	562,957	-	562,957	-
Total Other State Revenue	483,994	475,193	8,801	1,529,575	3,391,174	(1,861,600)	6,512,714
Total Revenues	\$ 3,522,461	\$ 3,361,546	\$ 160,915	\$ 39,687,373	\$ 41,037,682	\$ (1,350,310)	\$ 69,781,279
Expenses							
Certificated Salaries							
Teachers' Salaries	\$ 1,536,906	\$ 1,695,845	\$ 158,939	\$ 13,902,713	\$ 15,262,604	\$ 1,359,892	\$ 20,350,139
Teachers' Extra Duty/Stipends	153,428	128,915	(24,512)	1,247,725	1,160,237	(87,488)	1,546,983
Pupil Support Salaries	103,202	248,526	145,324	1,014,859	2,236,732	1,221,873	2,982,309
Administrators' Salaries	105,053	94,583	(10,469)	920,039	851,250	(68,789)	1,135,000
Other Certificated Salaries	111,309	19,983	(91,326)	922,089	179,845	(742,244)	239,794
Total Certificated Salaries	2,009,897	2,187,852	177,956	18,007,425	19,690,668	1,683,243	26,254,224
Classified Salaries							
Instructional Salaries	13,717	-	(13,717)	118,438	-	(118,438)	-
Support Salaries	167,027	189,198	22,171	1,330,949	1,702,781	371,832	2,270,375
Supervisors' and Administrators' Salaries	-	10,521	10,521	-	94,687	94,687	126,250
Clerical and Office Staff Salaries	56,065	16,333	(39,732)	458,505	147,000	(311,505)	196,000
Other Classified Salaries	49,761	12,479	(37,282)	389,278	112,313	(276,966)	149,750
Total Classified Salaries	286,570	228,531	(58,039)	2,297,170	2,056,781	(240,388)	2,742,375
Benefits							
State Teachers' Retirement System, certificated pos	315,573	353,343	37,770	2,770,138	3,180,086	409,949	4,240,115
OASDI/Medicare/Alternative, certificated positions	17,388	14,169	(3,219)	141,809	127,523	(14,286)	170,031
Medicare/Alternative, certificated positions	32,186	35,038	2,852	284,475	315,343	30,868	420,457
Health and Welfare Benefits, certificated positions	281,688	249,654	(32,034)	2,504,830	2,246,888	(257,942)	2,995,850
State Unemployment Insurance, certificated positic	914	21,015	20,101	139,948	178,625	38,677	210,147
Workers' Compensation Insurance, certificated pos	15,844	21,506	5,662	144,715	193,555	48,840	258,073
Other Benefits, certificated positions	-	13,945	13,945	-	125,508	125,508	167,344
Total Benefits	663,593	708,671	45,078	5,985,914	6,367,528	381,613	8,462,017
Books & Supplies							
School Supplies	649,372	452,581	(196,791)	3,564,533	3,900,255	335,722	5,573,915
Software	29,257	78,311	49,055	899,921	704,803	(195,118)	939,737
Office Expense	4,620	4,217	(403)	45,855	37,950	(7,905)	50,600
Business Meals	-	25	25	78	225	147	300
Noncapitalized Equipment	204,677	63,485	(141,192)	1,084,544	547,104	(537,440)	781,876
Total Books & Supplies	887,925	598,619	(289,306)	5,594,930	5,190,337	(404,593)	7,346,428
Subagreement Services							
Special Education	639,981	353,908	(286,072)	3,693,416	3,185,175	(508,241)	4,246,900
Security	64	-	(64)	829	-	(829)	-
Other Educational Consultants	906,876	1,033,124	126,249	5,705,008	8,903,264	3,198,256	12,723,795
Total Subagreement Services	1,546,920	1,387,033	(159,888)	9,399,254	12,088,439	2,689,185	16,970,695
Operations & Housekeeping							
Auto and Travel	625	1,067	442	3,597	9,600	6,003	12,800
Dues & Memberships	2,845	2,633	(212)	15,355	23,700	8,345	31,600
Insurance	9,111	42,183	33,072	345,063	379,650	34,587	506,200
Utilities	-	558	558	2,278	5,025	2,747	6,700
Janitorial Services	156	58	(97)	1,039	525	(514)	700
Miscellaneous Expense	-	-	-	(15,000)	-	15,000	-
Communications	14,297	2,411	(11,886)	49,376	21,701	(27,675)	28,935
Postage and Shipping	1,499	533	(965)	14,037	4,800	(9,237)	6,400
Total Operations & Housekeeping	28,532	49,445	20,912	415,745	445,001	29,256	593,335
Facilities, Repairs & Other Leases							

Blue Ridge Academy

Budget vs Actual

For the period ended March 31, 2021

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Rent	9,119	7,658	(1,460)	69,123	68,925	(198)	91,900
Other Leases	-	583	583	1,500	5,250	3,750	7,000
Repairs and Maintenance	-	25	25	-	225	225	300
Total Facilities, Repairs & Other Leases	9,119	8,267	(852)	70,623	74,400	3,777	99,200
Professional/Consulting Services							
IT	41,442	50,195	8,753	349,642	451,755	102,113	602,340
Audit & Taxes	-	-	-	7,550	32,000	24,450	32,000
Legal	15,029	30,508	15,480	113,498	274,575	161,077	366,100
Professional Development	1,037	6,658	5,622	14,259	59,925	45,666	79,900
General Consulting	2,500	34,400	31,900	9,040	309,600	300,560	412,800
Special Activities/Field Trips	862	35,425	34,563	10,133	305,285	295,151	436,287
Bank Charges	1,213	770	(443)	15,577	6,545	(9,032)	8,855
Printing	-	80	80	(2)	680	682	920
Other Taxes and Fees	-	5,630	5,630	18,198	47,855	29,657	64,745
Payroll Service Fee	3,566	4,496	929	27,516	40,460	12,943	53,946
Management Fee	105,884	101,764	(4,120)	942,513	915,879	(26,634)	1,221,172
District Oversight Fee	91,156	86,591	(4,565)	1,121,187	1,129,395	8,208	1,898,057
Public Relations/Recruitment	-	17	17	-	150	150	200
Total Professional/Consulting Services	262,688	356,534	93,846	2,629,113	3,574,104	944,991	5,177,323
Depreciation							
Depreciation Expense	915	2,167	1,252	8,231	19,500	11,270	26,000
Total Depreciation	915	2,167	1,252	8,231	19,500	11,270	26,000
Interest							
Interest Expense	111,695	60,528	(51,167)	376,708	539,404	162,696	707,917
Total Interest	111,695	60,528	(51,167)	376,708	539,404	162,696	707,917
Total Expenses	\$ 5,807,853	\$ 5,587,645	\$ (220,208)	\$ 44,785,112	\$ 50,046,162	\$ 5,261,050	\$ 68,379,514
Change in Net Assets	(2,285,392)	(2,226,099)	(59,293)	(5,097,740)	(9,008,480)	3,910,740	1,401,765
Net Assets, Beginning of Period	571,004			3,383,351			
Net Assets, End of Period	(1,714,388)			\$ (1,714,388)			

Blue Ridge Academy

Statement of Financial Position

March 31, 2021

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 6,888,793	\$ 5,878,999	\$ 1,009,794	17%
Accounts Receivable	124,286	430,566	(306,281)	-71%
Public Funding Receivables	710,120	11,762,221	(11,052,101)	-94%
Factored Receivables	(9,419,007)	-	(9,419,007)	0%
Due To/From Related Parties	7,313,632	5,206,532	2,107,100	40%
Prepaid Expenses	555,048	190,492	364,556	191%
Total Current Assets	6,172,871	23,468,811	(17,295,940)	-74%
Long-Term Assets				
Property & Equipment, Net	27,435	35,666	(8,231)	-23%
Deposits	347,984	338,666	9,319	3%
Total Long Term Assets	375,419	374,331	1,088	0%
Total Assets	\$ 6,548,291	\$ 23,843,142	\$ (17,294,851)	-73%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 853,096	\$ 5,860,691	\$ (5,007,595)	-85%
Accrued Liabilities	3,100,308	1,682,531	1,417,777	84%
Deferred Revenue	11,099	8,526,899	(8,515,800)	-100%
Notes Payable, Current Portion	531,073	531,075	(2)	0%
Total Current Liabilities	4,495,576	16,601,196	(12,105,620)	-73%
Long-Term Liabilities				
Notes Payable, Net of Current Portion	3,767,103	3,858,595	(91,492)	-2%
Total Long-Term Liabilities	3,767,103	3,858,595	(91,492)	-2%
Total Liabilities	8,262,679	20,459,791	(12,197,112)	-60%
Total Net Assets	(1,714,388)	3,383,351	(5,097,740)	-151%
Total Liabilities and Net Assets	\$ 6,548,291	\$ 23,843,142	\$ (17,294,851)	-73%

Blue Ridge Academy

Statement of Cash Flows

For the period ended March 31, 2021

	Month Ended 03/31/21	YTD Ended 03/31/21
Cash Flows from Operating Activities		
Change in Net Assets	\$ (2,285,392)	\$ (5,097,740)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	915	8,231
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	5,486,489	11,052,101
Grants, Contributions & Pledges Receivable	(797,286)	9,725,288
Due from Related Parties	(900,000)	(2,107,100)
Prepaid Expenses	24,989	(364,556)
Other Assets	-	(9,319)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	472,230	(5,007,595)
Accrued Expenses	67,038	1,417,777
Deferred Revenue	(63,860)	(8,515,800)
Total Cash Flows from Operating Activities	<u>2,005,123</u>	<u>1,101,288</u>
Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	(17,380)	(91,494)
Total Cash Flows from Financing Activities	<u>(17,380)</u>	<u>(91,494)</u>
Change in Cash & Cash Equivalents	1,987,743	1,009,794
Cash & Cash Equivalents, Beginning of Period	<u>4,901,050</u>	<u>5,878,999</u>
Cash and Cash Equivalents, End of Period	<u><u>\$ 6,888,793</u></u>	<u><u>\$ 6,888,793</u></u>

Blue Ridge Academy

Check Register

For the period ended March 31, 2021

Check Number	Vendor Name	Check Date	Check Amount
15513	A Brighter Child, Inc	3/4/2021	\$ 33.32
15514	Alkawthar Learning Center	3/4/2021	515.00
15515	AllGood Driving School, Inc	3/4/2021	29.00
15543	Amazon Capital Services	3/4/2021	63,201.49
15544	Beautiful Feet Books, Inc.	3/4/2021	201.35
15545	Beverly Ann Yocky	3/4/2021	480.00
15546	Blue Shield of California	3/4/2021	188,766.19
15547	Breakthrough Sports	3/4/2021	75.00
15548	BYU Independent Study	3/4/2021	3,186.00
15549	Carlene Strathmann	3/4/2021	450.00
15550	Charter Impact, Inc.	3/4/2021	1,500.60
15551	Charter Tech Services	3/4/2021	83,687.95
15552	Dollar Driving School of Ventura	3/4/2021	40.00
15553	Educational Development Corporation	3/4/2021	808.46
15554	eDynamic Learning	3/4/2021	255.00
15555	eLuma LLC	3/4/2021	41,259.09
15556	Gloshyne Entertainment	3/4/2021	100.00
15557	GymJam	3/4/2021	330.00
15558	Heavens Ranch Rescue	3/4/2021	990.00
15559	Home Science Tools	3/4/2021	734.68
15560	Hooked on Phonics	3/4/2021	67.58
15561	HuckleBerry Center for Creative Learning	3/4/2021	2,452.00
15562	Inspyr Arts Education	3/4/2021	775.00
15563	Irish Rose Farms	3/4/2021	1,125.00
15564	Jackson Lewis P.C.	3/4/2021	598.00
15565	John Tracy Center	3/4/2021	1,821.25
15566	Josie Sutton, Educational Therapy	3/4/2021	1,000.00
15567	Justine Sherman & Associates Inc	3/4/2021	4,005.00
15568	KidsArt - Valencia, Inc.	3/4/2021	988.00
15569	KM Learning Center, INC.	3/4/2021	1,040.00
15570	Lacedfacts Training	3/4/2021	2,250.00
15571	LegalZoom Enterprises Initiatives, Inc.	3/4/2021	419.72
15572	Lincoln Learning Solutions	3/4/2021	1,413.00
15573	Little Passports	3/4/2021	2,249.43
15574	Math-U-See, Inc.	3/4/2021	179.00
15575	McGraw Hill LLC	3/4/2021	182.82
15576	McRory Pediatric Services	3/4/2021	260.00
15577	Moving Beyond the Page	3/4/2021	4,810.99
15578	Newport Sea Base	3/4/2021	559.00
15579	Parnassus Preparatory Academy	3/4/2021	23,600.04
15580	Partners in Special Educations, Inc.	3/4/2021	5,152.50
15581	Pediatric Therapy Associates	3/4/2021	8,973.75
15582	Procopio, Cory, Hargreaves & Savitch LLP	3/4/2021	8,568.00
15584	Rainbow Resource Center	3/4/2021	5,078.32
15585	Reed Idea Lab	3/4/2021	887.00
15586	Rose Writers Workshop	3/4/2021	300.00
15587	SoundCheck Music School	3/4/2021	304.00
15588	Speech Language & Educational Associates	3/4/2021	7,640.00
15589	Star Dance Center	3/4/2021	72.00
15590	Superpowers Music Academy	3/4/2021	455.00
15591	Surf Happens	3/4/2021	1,845.00
15592	Teacher Synergy, LLC	3/4/2021	69.29
15593	Teaching Textbooks	3/4/2021	452.27
15594	The Critical Thinking Co.	3/4/2021	101.96
15595	The Lampo Group, LLC	3/4/2021	73.71
15596	The Landeros Learning Co	3/4/2021	2,374.00

Blue Ridge Academy

Check Register

For the period ended March 31, 2021

Check Number	Vendor Name	Check Date	Check Amount
15597	Timberdoodle.com	3/4/2021	5,144.95
15598	Time 4 Learning	3/4/2021	2,140.60
15599	Ventura Land Trust	3/4/2021	503.00
15600	West Coast Music Academy	3/4/2021	3,565.00
15601	Winner's Gymnastics	3/4/2021	210.00
15602	Teaching Textbooks	3/5/2021	128.15
15603	CALSTRS	3/9/2021	516,772.18
15604	Franchise Tax Board	3/10/2021	490.45
15605	New Jersey Family Support Payment Center	3/10/2021	234.00
15606	KHBF dba Waterfront Education	3/10/2021	-
15607	Time 4 Learning	3/10/2021	2,538.70
15608	Ventura Land Trust	3/10/2021	792.00
15609	Academy of Dance Westlake Village	3/11/2021	2,275.00
15610	Activities for Learning, Inc.	3/11/2021	1,977.70
15611	AJ Tutoring Inc	3/11/2021	660.00
15612	Ajay K Satsangi	3/11/2021	3,450.00
15613	All About Learning Press, Inc.	3/11/2021	1,698.90
15614	Alyce's Art Studio	3/11/2021	878.00
15616	Amazon Capital Services	3/11/2021	43,348.68
15617	Amy Van Leuven	3/11/2021	3,320.00
15618	Anchor Counseling & Education Solutions, LLC	3/11/2021	18,247.50
15619	And Dance	3/11/2021	800.00
15620	Andrew Tyler	3/11/2021	840.00
15621	Angela Michael	3/11/2021	360.00
15622	Arbie Mikkelson	3/11/2021	240.00
15623	Beautiful Feet Books, Inc.	3/11/2021	290.11
15624	Beehively	3/11/2021	4,692.00
15625	Benjamin Gross, PhD	3/11/2021	1,150.00
15626	Big Little Ones LLC	3/11/2021	500.25
15627	Bitsbox	3/11/2021	1,060.75
15630	BookShark	3/11/2021	6,502.43
15631	Brave Writer, LLC	3/11/2021	833.65
15632	Bridgeway Academy	3/11/2021	16,968.00
15633	Burbank Dance Academy	3/11/2021	1,719.60
15634	Burbank Taekwondo School	3/11/2021	120.00
15635	California Dance Theatre	3/11/2021	480.00
15636	Camarillo Family YMCA	3/11/2021	1,959.00
15637	Casitas Rowing	3/11/2021	2,600.00
15638	Caustics Digital Academy	3/11/2021	800.00
15639	CF Dance Academy	3/11/2021	55.00
15640	Charter Impact, Inc.	3/11/2021	107,470.35
15641	Charter Tech Services	3/11/2021	36,750.00
15642	Children's Music Academy	3/11/2021	1,536.00
15643	Childrens Therapy Network - Ventura	3/11/2021	1,770.00
15644	Coach Patty's Gymnastics Inc	3/11/2021	75.00
15645	Conejo Recreation and Park District	3/11/2021	2,219.89
15646	Copper Horse Riding Ranch LLC	3/11/2021	1,080.00
15647	CrystalVoice Music Studio	3/11/2021	320.00
15648	Dance 1	3/11/2021	600.00
15649	Dance Magic Studios	3/11/2021	1,970.00
15650	Dave Janssen's School of Music, LLC	3/11/2021	1,935.00
15651	David F. Simpson	3/11/2021	480.00
15652	Deanna Colon	3/11/2021	405.00
15653	Drawn2Art	3/11/2021	518.00
15654	DV Therapy	3/11/2021	7,275.00
15655	E-Therapy LLC	3/11/2021	7,913.25
15656	Educational Development Corporation	3/11/2021	61.63

Blue Ridge Academy**Check Register**

For the period ended March 31, 2021

Check Number	Vendor Name	Check Date	Check Amount
15657	eDynamic Learning	3/11/2021	170.00
15658	Effectual Educational Consulting Services	3/11/2021	14,953.10
15659	Efrain Cordero	3/11/2021	320.00
15660	Elemental Science	3/11/2021	167.20
15661	Emily Cook - Build Your Library	3/11/2021	49.95
15662	Ernesta Music School	3/11/2021	360.00
15663	EverWild	3/11/2021	4,373.18
15664	Evolution Music Conservatory	3/11/2021	608.00
15665	First Dog Corp	3/11/2021	200.00
15666	Florida Virtual School	3/11/2021	475.00
15667	Getan LLC	3/11/2021	1,017.00
15668	Glendora Tennis Center	3/11/2021	640.00
15669	Glory Reins Riding School, Inc	3/11/2021	3,090.00
15670	Gloshyne Entertainment	3/11/2021	100.00
15671	Hands 4 Building, LLC	3/11/2021	653.95
15672	Haynes Family of Programs	3/11/2021	35,666.95
15673	History Unboxed LLC	3/11/2021	469.54
15674	Home Science Tools	3/11/2021	775.93
15675	Hooked on Phonics	3/11/2021	43.79
15676	Houghton Mifflin Harcourt Publishing Co.	3/11/2021	27.12
15677	HuckleBerry Center for Creative Learning	3/11/2021	1,832.00
15678	Hugos GymFitness	3/11/2021	105.00
15679	Institute for Educational Advancement	3/11/2021	375.00
15680	J.E.M.S. Dance Center	3/11/2021	324.00
15681	JackKris Publishing, LLC	3/11/2021	23.99
15682	Janis Vaile	3/11/2021	1,100.00
15683	Jann Perkins	3/11/2021	200.00
15684	Jessica Brock	3/11/2021	200.00
15685	Jessica Maron	3/11/2021	400.00
15686	Joe Ferrante Music Academy	3/11/2021	1,644.00
15687	Kaizen Dojo	3/11/2021	149.00
15688	Kaser Music	3/11/2021	4,535.00
15689	Kid's Club Spanish School, LLC	3/11/2021	1,620.00
15690	Kids Connections Developmental Therapy Center	3/11/2021	856.80
15691	KidsArt - Valencia, Inc.	3/11/2021	100.00
15692	King Harbor Boating Foundation	3/11/2021	870.00
15693	Kumon of Brea	3/11/2021	720.00
15694	Lakeshore Learning Materials	3/11/2021	3,966.37
15695	Learning A-Z	3/11/2021	993.00
15696	Learning Without Tears	3/11/2021	106.28
15697	Little Passports	3/11/2021	VOID
15698	Little Passports	3/11/2021	5,863.32
15699	Logic of English	3/11/2021	313.12
15700	Lyndsey Pyle	3/11/2021	2,640.00
15701	Maestro Performance Products - Guitar Ninja	3/11/2021	280.00
15702	Mammoth Mountain Ski and Snowboard Team	3/11/2021	1,400.00
15703	Math-U-See, Inc.	3/11/2021	VOID
15704	Math-U-See, Inc.	3/11/2021	3,791.00
15705	Mathnasium of Cypress	3/11/2021	309.00
15706	May Hampton	3/11/2021	400.00
15707	McGraw Hill LLC	3/11/2021	735.84
15708	McRory Pediatric Services	3/11/2021	650.00
15709	Momentum Dance Center LLC 2	3/11/2021	457.99
15710	Moving Beyond the Page	3/11/2021	3,388.56
15711	MoxieBox Art	3/11/2021	449.26
15712	My Math Assistant, LLC	3/11/2021	29.94
15713	Nanci Gross	3/11/2021	112.00

Blue Ridge Academy

Check Register

For the period ended March 31, 2021

Check Number	Vendor Name	Check Date	Check Amount
15714	New Form Training LLC	3/11/2021	70.00
15715	Nikolette Sanchez	3/11/2021	400.00
15716	Oak Creek Corral	3/11/2021	400.00
15717	Oak Meadow Inc.	3/11/2021	VOID
15718	Oak Meadow Inc.	3/11/2021	11,026.86
15719	Outside the Box Creation	3/11/2021	263.68
15720	Oxford Consulting Services, Inc.	3/11/2021	10,003.75
15721	Paramount Iceland	3/11/2021	2,360.00
15722	Peace Hill Press dba Well Trained Mind Press	3/11/2021	243.99
15723	Pediatric Therapy Associates	3/11/2021	9,156.25
15724	Pediatric Therapy Solutions	3/11/2021	665.88
15725	Perfect 10 Gymnastics	3/11/2021	584.00
15726	Pleasant Valley Recreation and Park District	3/11/2021	410.00
15727	Precision Gymnastics, Inc.	3/11/2021	1,932.00
15728	Professional Tutors of America	3/11/2021	4,715.00
15729	Rainbow Resource Center	3/11/2021	VOID
15730	Rainbow Resource Center	3/11/2021	VOID
15731	Rainbow Resource Center	3/11/2021	VOID
15732	Rainbow Resource Center	3/11/2021	VOID
15733	Rainbow Resource Center	3/11/2021	VOID
15734	Rainbow Resource Center	3/11/2021	VOID
15735	Rainbow Resource Center	3/11/2021	22,724.11
15736	Rancho Simi Recreation and Park District	3/11/2021	100.00
15737	Red Dragon Karate	3/11/2021	979.97
15738	Reserve Account	3/11/2021	600.00
15739	Richard Guenther	3/11/2021	253.51
15740	Robert Remedi	3/11/2021	575.00
15741	Rose Writers Workshop	3/11/2021	300.00
15742	Ryan Dorin	3/11/2021	990.00
15743	Savvas Learning Company LLC	3/11/2021	20.80
15744	Scout	3/11/2021	399.00
15745	SE23 Studios	3/11/2021	735.50
15746	Sharon Liu	3/11/2021	16.55
15747	Simi Valley Jiu Jitsu	3/11/2021	2,907.00
15748	So Cal Speech and Debate	3/11/2021	1,782.00
15749	SoCal Arts	3/11/2021	520.00
15750	SoLA Robotics	3/11/2021	1,260.00
15751	SoundCheck Music School	3/11/2021	304.00
15752	South Bay Archery Lessons, LLC	3/11/2021	480.00
15753	Specialized Therapy Services	3/11/2021	70,048.25
15754	Stacey Lin Ani	3/11/2021	150.00
15755	Stay Singing	3/11/2021	450.00
15756	Stephanie Doell Barrett Music Studio	3/11/2021	600.00
15757	Stephens Educational Services, LLC	3/11/2021	962.70
15758	Studies Weekly	3/11/2021	32.80
15759	Sunset Learning Studio	3/11/2021	1,935.00
15760	Suzuki Academy Inc.	3/11/2021	720.00
15761	T.K. Taekwondo	3/11/2021	1,050.00
15762	TalkBox.Mom, Inc	3/11/2021	332.88
15763	Teacher Synergy, LLC	3/11/2021	VOID
15764	Teacher Synergy, LLC	3/11/2021	2,547.23
15765	Teaching Textbooks	3/11/2021	503.33
15766	The Animation Course, LLC	3/11/2021	1,050.00
15767	The Hartford	3/11/2021	9,761.28
15768	The Hidden Dojo	3/11/2021	4,416.00
15769	The Lab BJJ	3/11/2021	780.00
15770	The Rage Complex	3/11/2021	325.00

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Check Number	Vendor Name	Check Date	Check Amount
15771	Timberdoodle.com	3/11/2021	271.34
15772	Time 4 Learning	3/11/2021	14,883.25
15773	Time Warner Cable	3/11/2021	71.98
15774	Time4Writing.com	3/11/2021	595.00
15775	Top Billing Entertainment	3/11/2021	973.00
15776	Urban Homeschoolers	3/11/2021	1,103.00
15777	Urban Homeschoolers	3/11/2021	3,448.00
15778	Vault PK	3/11/2021	720.00
15779	Verizon Wireless	3/11/2021	38.01
15780	Vibe Performing Arts	3/11/2021	750.00
15781	Victorum Athletics	3/11/2021	160.00
15782	Waterworks Aquatics	3/11/2021	260.00
15783	Waterworks Aquatics Pasadena	3/11/2021	202.88
15784	Waterworks Aquatics Sierra Madre	3/11/2021	2,662.63
15785	Well-Trained Mind Press	3/11/2021	94.70
15786	Wieser Educational, Inc.	3/11/2021	30.89
15787	Yarjianian & Associates, PC	3/11/2021	7,500.00
15788	Young Actors Space	3/11/2021	500.00
15789	Breakthrough Sports	3/11/2021	565.00
15790	KHBF dba Waterfront Education	3/11/2021	3,198.00
15791	Granite Mountain Charter School	3/12/2021	900,000.00
15792	Beautiful Feet Books, Inc.	3/18/2021	237.26
15793	InfoArmor, Inc	3/18/2021	258.90
15794	Rainbow Resource Center	3/18/2021	44.68
15795	A1 Driving and Traffic School	3/19/2021	49.00
15796	Alison Bjorkedal	3/19/2021	560.00
15797	All About Learning Press, Inc.	3/19/2021	1,140.35
15798	Amazon Capital Services	3/19/2021	42,142.42
15799	Anchor Counseling & Education Solutions, LLC	3/19/2021	30,607.08
15800	Angela Michael	3/19/2021	120.00
15801	BeachSide CrossFit	3/19/2021	278.00
15802	Beautiful Feet Books, Inc.	3/19/2021	103.61
15803	Bitsbox	3/19/2021	308.55
15804	BookShark	3/19/2021	VOID
15805	BookShark	3/19/2021	11,197.72
15806	Brave Writer, LLC	3/19/2021	2,299.85
15807	Breakthrough Sports	3/19/2021	320.00
15808	Burbank Dance Academy	3/19/2021	1,608.00
15809	Camarillo Academy of Performing Arts	3/19/2021	1,860.00
15810	Carlisle Music Studio	3/19/2021	235.44
15811	Center for Vision Development Optometry Inc	3/19/2021	1,215.00
15812	Cerritos Yamaha Music School	3/19/2021	676.00
15813	Charter Impact, Inc.	3/19/2021	543.09
15814	Charter Tech Services	3/19/2021	124,509.14
15815	Christina Yamada	3/19/2021	92.96
15816	Conejo Recreation and Park District	3/19/2021	2,247.00
15817	David F. Simpson	3/19/2021	480.00
15818	Dynamic Therapy Solutions and Dyslexia Center, PC	3/19/2021	215.00
15819	AP fbo Edlogical Group Corp	3/19/2021	3,561.19
15820	Edmentum Inc	3/19/2021	8,400.00
15821	Educational Development Corporation	3/19/2021	1,011.04
15822	eDynamic Learning	3/19/2021	1,760.00
15823	Elana Gallup	3/19/2021	512.00
15824	eLuma LLC	3/19/2021	40,909.09
15825	Environmental Cleaning Organization LLC	3/19/2021	1,196.00
15826	Everest Mueller	3/19/2021	750.00
15827	EverWild	3/19/2021	403.41

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Check Number	Vendor Name	Check Date	Check Amount
15828	Extensions Performing Arts Academy LLC	3/19/2021	1,035.00
15829	Fidelity Security Life Insurance Co.	3/19/2021	3,051.40
15830	Fuel Education c/o K12 Management	3/19/2021	2,775.00
15831	Guitar Center, Inc	3/19/2021	238.00
15832	Hands 4 Building, LLC	3/19/2021	548.96
15833	HDRS	3/19/2021	600.00
15834	Holly Dodson	3/19/2021	1,395.00
15835	Home Science Tools	3/19/2021	1,114.87
15836	HuckleBerry Center for Creative Learning	3/19/2021	126.00
15837	HWAA	3/19/2021	2,269.50
15838	Intro 2 Skateboarding	3/19/2021	1,620.00
15839	Irish Rose Farms	3/19/2021	360.00
15840	Jamie Butterworth	3/19/2021	1,975.00
15841	Jayne Newbold	3/19/2021	624.68
15842	Jennifer McKay, MS, CCC-SLP	3/19/2021	3,510.00
15843	Jill Sturkie	3/19/2021	448.00
15844	Karen Dupont	3/19/2021	400.00
15845	KiwiCo Inc	3/19/2021	13,196.06
15846	Klimczak Group	3/19/2021	440.00
15847	Kumon Math & Reading Center of Long Beach - Stearns	3/19/2021	960.00
15848	Lauridsen Ballet Centre	3/19/2021	588.00
15849	Learning A-Z	3/19/2021	226.00
15850	Learning Without Tears	3/19/2021	57.58
15851	Logic of English	3/19/2021	120.91
15852	Los Angeles County of Education	3/19/2021	1,734.00
15853	Loving Learning	3/19/2021	735.00
15854	Math-U-See, Inc.	3/19/2021	847.00
15855	Mathnasium of Rancho Cucamonga	3/19/2021	393.00
15856	Mathnasium of Ventura	3/19/2021	1,643.00
15857	May Hampton	3/19/2021	200.00
15858	McGraw Hill LLC	3/19/2021	596.18
15859	Michael's Fine Art Classes	3/19/2021	1,460.00
15860	Morey's Music Store, Inc	3/19/2021	29.63
15861	Moving Beyond the Page	3/19/2021	581.02
15862	Mrs. Megan's Music Studio	3/19/2021	1,395.00
15863	Music Moves In Me	3/19/2021	300.00
15864	Napa Center	3/19/2021	8,640.00
15865	Oak Meadow Inc.	3/19/2021	905.95
15866	Office Depot	3/19/2021	23.31
15867	Peace Hill Press dba Well Trained Mind Press	3/19/2021	291.55
15868	Pediatric Therapy Network	3/19/2021	8,802.00
15869	Piano Instruction and Tutoring by Kathy	3/19/2021	240.00
15870	Piano4Everyone	3/19/2021	200.00
15871	Pitney Bowes Global Financial Services LLC	3/19/2021	192.72
15872	PSPA	3/19/2021	145.00
15873	Rainbow Resource Center	3/19/2021	VOID
15874	Rainbow Resource Center	3/19/2021	VOID
15875	Rainbow Resource Center	3/19/2021	VOID
15876	Rainbow Resource Center	3/19/2021	VOID
15877	Rainbow Resource Center	3/19/2021	VOID
15878	Rainbow Resource Center	3/19/2021	VOID
15879	Rainbow Resource Center	3/19/2021	25,368.43
15880	RingCentral Inc.	3/19/2021	13,927.75
15881	Santa Monica Academy of Music	3/19/2021	520.00
15882	Singapore Math Inc.	3/19/2021	VOID
15883	Singapore Math Inc.	3/19/2021	3,009.22
15884	South Bay Archery Lessons, LLC	3/19/2021	600.00

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Check Number	Vendor Name	Check Date	Check Amount
15885	Southbay Sk8Kids	3/19/2021	1,640.00
15886	Southbay Sk8Kids	3/19/2021	1,201.75
15887	Stacey Lin Ani	3/19/2021	640.00
15888	Starfall Education Foundation	3/19/2021	35.00
15889	Sunset Learning Studio	3/19/2021	1,620.00
15890	Suzuki Academy Inc.	3/19/2021	480.00
15891	Teacher Synergy, LLC	3/19/2021	879.66
15892	Teaching Textbooks	3/19/2021	662.15
15893	Terra Arts Foundation	3/19/2021	11,490.66
15894	The House Dance Complex	3/19/2021	240.00
15895	Think Outside, LLC	3/19/2021	295.60
15896	Timberdoodle.com	3/19/2021	4,660.60
15897	Time4Writing.com	3/19/2021	119.00
15898	Tonya Hill	3/19/2021	85.05
15899	Torres Fine Arts Instruction	3/19/2021	1,180.00
15900	Urban Youth Park - Palos Verdes	3/19/2021	558.00
15901	Vault PK	3/19/2021	360.00
15902	Victory Sports Center	3/19/2021	2,205.00
15903	Well-Trained Mind Academy	3/19/2021	1,555.00
15904	WM Corporate Services, Inc.	3/19/2021	155.56
15905	WM Music Lessons	3/19/2021	5,080.00
15906	Write On Webb	3/19/2021	425.00
15907	WriteShop	3/19/2021	134.92
15908	Yuko Ray	3/19/2021	272.00
15909	Accrediting Commission for Schools	3/23/2021	1,070.00
15910	Franchise Tax Board	3/25/2021	490.45
15911	Franchise Tax Board	3/25/2021	552.07
15912	New Jersey Family Support Payment Center	3/25/2021	234.00
15913	Academics In A Box Inc	3/25/2021	287.55
15914	Activities for Learning, Inc.	3/25/2021	991.67
15915	All About Learning Press, Inc.	3/25/2021	1,471.70
15916	AMAA	3/25/2021	570.00
15917	Amazon Capital Services	3/25/2021	33,782.13
15918	American Tiger Martial Arts & Fitness	3/25/2021	657.00
15919	And Dance	3/25/2021	600.00
15920	Andrew Tyler	3/25/2021	160.00
15921	Aquatic Explorations	3/25/2021	216.00
15922	Arbie Mikkelson	3/25/2021	240.00
15923	Beautiful Feet Books, Inc.	3/25/2021	1,083.34
15924	Bitsbox	3/25/2021	428.25
15925	Bloom School of Music and Dance	3/25/2021	98.00
15926	Breakthrough Sports	3/25/2021	60.00
15927	Burbank Dance Academy	3/25/2021	994.00
15928	BYU Independent Study	3/25/2021	153.00
15929	Camarillo Academy of Performing Arts	3/25/2021	1,238.40
15930	Carlene Strathmann	3/25/2021	637.50
15931	Cecilia Kazol	3/25/2021	2,064.00
15932	Center for Vision Development Optometry Inc	3/25/2021	4,455.00
15933	Center Stage Dance Academy	3/25/2021	165.00
15934	Cerritos Yamaha Music School	3/25/2021	1,594.00
15935	CF Dance Academy	3/25/2021	65.50
15936	Charter Impact, Inc.	3/25/2021	161.64
15937	Charter Schools Development Center	3/25/2021	109.00
15938	Charter Tech Services	3/25/2021	1,708.49
15939	CharterSafe	3/25/2021	57,854.00
15940	Claremont Chefs Academy	3/25/2021	1,095.00
15941	Coach Patty's Gymnastics Inc	3/25/2021	552.00

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Check Number	Vendor Name	Check Date	Check Amount
15942	Color Your World Design Solutions	3/25/2021	1,200.00
15943	CompuScholar, Inc.	3/25/2021	120.00
15944	Conejo Recreation and Park District	3/25/2021	280.00
15945	Copper Horse Riding Ranch LLC	3/25/2021	720.00
15946	Crafty School Crates	3/25/2021	1,423.79
15947	Crafty School Crates	3/25/2021	1,105.40
15948	Dancing Shadow Conservatory	3/25/2021	560.00
15949	Day Dreams LLC	3/25/2021	199.00
15950	Debi Huber	3/25/2021	2,850.12
15951	DG Therapy Group	3/25/2021	1,000.00
15952	Drawn2Art	3/25/2021	704.00
15953	DV Therapy	3/25/2021	3,450.00
15954	Dylann Stubblefield	3/25/2021	144.00
15955	Dynamic Therapy Solutions and Dyslexia Center, PC	3/25/2021	6,410.00
15956	Educational Development Corporation	3/25/2021	167.54
15957	eDynamic Learning	3/25/2021	625.00
15958	Elemental Science	3/25/2021	486.28
15959	Emily Cook - Build Your Library	3/25/2021	39.95
15960	Erin Tillman	3/25/2021	150.00
15961	Ethos Jiu-Jitsu	3/25/2021	75.00
15962	EverWild	3/25/2021	614.60
15963	Fine Art Classes, Inc.	3/25/2021	634.76
15964	Genesis Gymnastics	3/25/2021	3,339.00
15965	Gibson Music Studio	3/25/2021	2,250.00
15966	Gloshyne Entertainment	3/25/2021	300.00
15967	Golden Oak Music Studios	3/25/2021	220.00
15968	Hands 4 Building, LLC	3/25/2021	444.97
15969	History Unboxed LLC	3/25/2021	738.93
15970	Hugos GymFitness	3/25/2021	1,050.00
15971	InfoArmor, Inc	3/25/2021	258.90
15972	Institute for Educational Advancement	3/25/2021	1,130.00
15973	International Academy of Science	3/25/2021	800.00
15974	Jackris Publishing, LLC	3/25/2021	39.09
15975	Jerycha Bohanon	3/25/2021	10.60
15976	Jessica Brock	3/25/2021	1,250.00
15977	Josie Sutton, Educational Therapy	3/25/2021	1,343.75
15978	Jump and Schout Therapy	3/25/2021	520.00
15979	Kaiser Foundation Health Plan	3/25/2021	130,479.25
15980	Karate 4 Kids USA	3/25/2021	1,500.00
15981	Kids Connections Developmental Therapy Center	3/25/2021	6,906.00
15982	KidsArt - Valencia, Inc.	3/25/2021	422.00
15983	KidsArt, Inc. - Los Angeles DBA Drawn2 Art	3/25/2021	365.00
15984	KiwiCo Inc	3/25/2021	14,762.29
15985	Kumon Math & Reading Center of Long Beach - Stearns	3/25/2021	480.00
15986	La Habra Music Center	3/25/2021	556.00
15987	Lakeshore Learning Materials	3/25/2021	1,620.67
15988	Lanterns Global	3/25/2021	720.00
15989	Lauridsen Ballet Centre	3/25/2021	2,413.49
15990	Law Office of Jennifer McQuarrie	3/25/2021	1,232.00
15991	Law Offices of Young, Minney, & Corr, LLP	3/25/2021	11,351.50
15992	Learning Without Tears	3/25/2021	366.07
15993	LEGO Education	3/25/2021	468.45
15994	Liberty Baptist Church	3/25/2021	760.00
15995	Lincoln Learning Solutions	3/25/2021	24.00
15996	Little Passports	3/25/2021	1,469.05
15997	Lyndsey Pyle	3/25/2021	1,740.00
15998	Lynne Alba Speech Therapy Solutions, P.C.	3/25/2021	403.16

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Check Number	Vendor Name	Check Date	Check Amount
15999	Marnie Cooper School of Acting	3/25/2021	1,960.00
16000	Math Learning Redondo Beach	3/25/2021	2,100.00
16001	Math-U-See, Inc.	3/25/2021	VOID
16002	Math-U-See, Inc.	3/25/2021	3,573.00
16003	McGraw Hill LLC	3/25/2021	810.29
16004	Mikrokosmos Pianos and Violins	3/25/2021	1,320.00
16005	Momentum Dance Center LLC 2	3/25/2021	280.00
16006	Moving Beyond the Page	3/25/2021	4,544.50
16007	MoxieBox Art	3/25/2021	592.42
16008	MozArt Music Academy	3/25/2021	576.00
16009	Mrs. Megan's Music Studio	3/25/2021	360.00
16010	Mrs. Megan's Music Studio	3/25/2021	360.00
16011	Mundo Academy	3/25/2021	1,300.00
16012	Music Moves In Me	3/25/2021	300.00
16013	Mystery Science Inc.	3/25/2021	69.00
16014	Oaks Volleyball Club, LLC	3/25/2021	2,000.00
16015	Outside the Box Creation	3/25/2021	263.68
16016	Peace Hill Press dba Well Trained Mind Press	3/25/2021	261.17
16017	Pediatric Therapy Network	3/25/2021	1,755.00
16018	Piano Instruction and Tutoring by Kathy	3/25/2021	1,960.00
16019	Purchase Power	3/25/2021	540.82
16020	Rainbow Resource Center	3/25/2021	VOID
16021	Rainbow Resource Center	3/25/2021	VOID
16022	Rainbow Resource Center	3/25/2021	VOID
16023	Rainbow Resource Center	3/25/2021	11,551.94
16024	San-Pao Li	3/25/2021	3,900.00
16025	Singapore Math Inc.	3/25/2021	1,793.62
16026	Southbay Sk8Kids	3/25/2021	1,128.00
16027	Sports Academy	3/25/2021	1,400.00
16028	Stacey Lin Ani	3/25/2021	1,760.00
16029	Star Dance Center	3/25/2021	72.00
16030	Stay Singing	3/25/2021	540.00
16031	Storybook Binds	3/25/2021	510.00
16032	Sunset Learning Studio	3/25/2021	1,792.00
16033	Sylvan Learning Center	3/25/2021	1,032.00
16034	Teacher Synergy, LLC	3/25/2021	1,172.22
16035	The Critical Thinking Co.	3/25/2021	354.44
16036	The Elite Dance & Performing Arts Center	3/25/2021	540.00
16037	The Lampo Group, LLC	3/25/2021	59.98
16038	The Rage Complex	3/25/2021	952.50
16039	Therapy in Action, Inc	3/25/2021	1,100.00
16040	Tiffany Lamb	3/25/2021	562.50
16041	Time 4 Learning	3/25/2021	18,370.50
16042	Top Billing Entertainment	3/25/2021	565.00
16043	Torres Fine Arts Instruction	3/25/2021	1,055.00
16044	Urban Youth Park - Palos Verdes	3/25/2021	2,311.00
16045	USA TaeKwonDo Center	3/25/2021	292.50
16046	Vault PK	3/25/2021	1,160.00
16047	Ventura Land Trust	3/25/2021	1,224.00
16048	Vibe Performing Arts	3/25/2021	685.00
16049	Victorum Athletics	3/25/2021	800.00
16050	Villatoro Bushido Martial Arts	3/25/2021	1,266.00
16051	Williamsburg Learning	3/25/2021	975.00
16052	WM Music Lessons	3/25/2021	5,290.00
16053	WriteShop	3/25/2021	327.21
16054	Young Actors Space	3/25/2021	800.00
16055	Amazon Capital Services	3/26/2021	32.84

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Check Number	Vendor Name	Check Date	Check Amount
16056	Donna Zitzelberger	3/26/2021	805.00
16057	Frome Realty Fund Alpha LLC	3/29/2021	3,280.00
16058	Time Warner Cable	3/29/2021	259.94
16059	Ventura Land Trust	3/29/2021	1,854.00
16060	WATT Enterprises	3/29/2021	5,838.66
APBRA0311-202	A+ In Home Tutors	3/11/2021	650.00
APBRA0311-203	A+ In Home Tutors	3/11/2021	195.00
APBRA0311-204	A+ In Home Tutors	3/11/2021	130.00
APBRA0311-205	My Gym Children's Fitness Center	3/11/2021	771.00
APBRA0311-206	Nataly Jewel	3/11/2021	1,325.00
APBRA0311-207	Tamara Barden	3/11/2021	1,590.00
APBRA0311-208	Tanya Raisa Noordhoff	3/11/2021	600.00
APBRA0311-209	Urban Youth Park	3/11/2021	360.00
APBRA0311-210	Urban Youth Park	3/11/2021	360.00
APBRA210304-01	A to Z Soccer Academy	3/4/2021	600.00
APBRA210304-02	Academy of Music Performance and Education	3/4/2021	520.00
APBRA210304-03	Ann Zylman	3/4/2021	139.75
APBRA210304-04	Ann Zylman	3/4/2021	75.00
APBRA210304-05	Carlos Angeles	3/4/2021	2,280.00
APBRA210304-06	Center Stage Players and Arts	3/4/2021	187.50
APBRA210304-07	Center Stage Players and Arts	3/4/2021	187.50
APBRA210304-08	Chef Tech Cooking School	3/4/2021	270.00
APBRA210304-09	Chef Tech Cooking School	3/4/2021	100.00
APBRA210304-10	Chef Tech Cooking School	3/4/2021	100.00
APBRA210304-11	Chef Tech Cooking School	3/4/2021	100.00
APBRA210304-12	Chef Tech Cooking School	3/4/2021	100.00
APBRA210304-13	Cornerstone Music Conservatory	3/4/2021	455.00
APBRA210304-14	Cornerstone Music Conservatory	3/4/2021	256.00
APBRA210304-15	Cornerstone Music Conservatory	3/4/2021	324.00
APBRA210304-16	Cornerstone Music Conservatory	3/4/2021	324.00
APBRA210304-17	Cornerstone Music Conservatory	3/4/2021	324.00
APBRA210304-18	Cornerstone Music Conservatory	3/4/2021	256.00
APBRA210304-19	Frog Creek Adventure School	3/4/2021	7,350.00
APBRA210304-20	High Desert Driving School	3/4/2021	4,010.00
APBRA210304-21	Institute for Excellence in Writing	3/4/2021	7.42
APBRA210304-22	Institute for Excellence in Writing	3/4/2021	50.00
APBRA210304-23	Institute for Excellence in Writing	3/4/2021	38.11
APBRA210304-24	Jimmy Murn	3/4/2021	900.00
APBRA210304-25	Jimmy Murn	3/4/2021	975.00
APBRA210304-26	Jing Ma	3/4/2021	300.00
APBRA210304-27	John Henny Productions	3/4/2021	370.00
APBRA210304-28	John James	3/4/2021	200.00
APBRA210304-29	John James	3/4/2021	480.00
APBRA210304-30	John James	3/4/2021	480.00
APBRA210304-31	Join the Band	3/4/2021	572.00
APBRA210304-32	Joyce Billman	3/4/2021	240.00
APBRA210304-33	Joyce Billman	3/4/2021	240.00
APBRA210304-34	Los Angeles Intensive Pediatric Therapy	3/4/2021	6,200.00
APBRA210304-35	Maxwell David Music	3/4/2021	592.00
APBRA210304-36	McColgan & Associates Inc.	3/4/2021	10,037.70
APBRA210304-37	McColgan & Associates Inc.	3/4/2021	1,125.00
APBRA210304-38	McColgan & Associates Inc.	3/4/2021	385.00
APBRA210304-39	MEL Science U. S., LLC	3/4/2021	209.40
APBRA210304-40	MEL Science U. S., LLC	3/4/2021	209.40
APBRA210304-41	MEL Science U. S., LLC	3/4/2021	209.40
APBRA210304-42	MEL Science U. S., LLC	3/4/2021	209.40
APBRA210304-43	MEL Science U. S., LLC	3/4/2021	209.40

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Check Number	Vendor Name	Check Date	Check Amount
APBRA210304-44	Melissa J Diwa Enterprises	3/4/2021	90.00
APBRA210304-45	Moving Mindz	3/4/2021	400.00
APBRA210304-46	Opus Music School	3/4/2021	675.00
APBRA210304-47	Playa Music Lessons	3/4/2021	987.00
APBRA210304-48	Rockstars of Tomorrow	3/4/2021	149.00
APBRA210304-49	Rockstars of Tomorrow	3/4/2021	145.00
APBRA210304-50	Science 2 U	3/4/2021	2,710.00
APBRA210304-51	Seaside Speech Therapy Inc.	3/4/2021	520.00
APBRA210304-52	Seaside Speech Therapy Inc.	3/4/2021	650.00
APBRA210304-53	Signing in the Gap	3/4/2021	290.00
APBRA210304-54	Sue Lee	3/4/2021	108.00
APBRA210304-55	The Jazz Angels	3/4/2021	40.00
APBRA210304-56	The Literacy Room	3/4/2021	2,750.00
APBRA210304-57	The Music Junction	3/4/2021	358.00
APBRA210304-58	The REALM Creative Academy, LLC	3/4/2021	18,545.00
APBRA210304-59	True Note Music, LLC	3/4/2021	840.00
APBRA210304-60	True Note Music, LLC	3/4/2021	420.00
APBRA210304-61	Ventura Makos Surf Camp, Inc.	3/4/2021	1,600.00
APBRA210304-62	Zak Barnett Studios	3/4/2021	2,925.00
APBRA210311-01	A Lotte Horses	3/11/2021	2,630.00
APBRA210311-02	A to Z Soccer Academy	3/11/2021	300.00
APBRA210311-03	All Ships, Inc.	3/11/2021	720.00
APBRA210311-04	Ann C. Shultz	3/11/2021	245.00
APBRA210311-05	Apple & Honey Film Corp	3/11/2021	440.00
APBRA210311-06	Arlene Nelson	3/11/2021	400.00
APBRA210311-07	Arts Development School of Music	3/11/2021	405.00
APBRA210311-08	Arts Development School of Music	3/11/2021	690.00
APBRA210311-09	Arts Development School of Music	3/11/2021	450.00
APBRA210311-10	Beyond the Toolbox LLC	3/11/2021	60.00
APBRA210311-100	Loubella Farms, LLC	3/11/2021	540.00
APBRA210311-101	Loubella Farms, LLC	3/11/2021	500.00
APBRA210311-102	Loubella Farms, LLC	3/11/2021	500.00
APBRA210311-103	Lynnanne Zager Voiceover	3/11/2021	335.00
APBRA210311-104	Lynnanne Zager Voiceover	3/11/2021	335.00
APBRA210311-105	Lynnanne Zager Voiceover	3/11/2021	335.00
APBRA210311-106	Marc Majdick	3/11/2021	220.00
APBRA210311-107	Marc Majdick	3/11/2021	220.00
APBRA210311-108	Margie Haber Studio	3/11/2021	750.00
APBRA210311-109	Mary Vita-Catama	3/11/2021	597.45
APBRA210311-11	Beyond the Toolbox LLC	3/11/2021	120.00
APBRA210311-110	Mary Vita-Catama	3/11/2021	420.00
APBRA210311-111	Mathnasium of Altadena	3/11/2021	550.00
APBRA210311-112	Mathnasium of Burbank	3/11/2021	215.00
APBRA210311-113	Mathnasium of Sherman Oaks	3/11/2021	359.00
APBRA210311-114	Megan Litz Private Tutoring	3/11/2021	210.00
APBRA210311-115	Megan Litz Private Tutoring	3/11/2021	245.00
APBRA210311-116	Mel Booker Music	3/11/2021	6,122.75
APBRA210311-117	MEL Science U. S., LLC	3/11/2021	209.40
APBRA210311-118	MEL Science U. S., LLC	3/11/2021	209.40
APBRA210311-119	MEL Science U. S., LLC	3/11/2021	139.60
APBRA210311-12	Beyond the Toolbox LLC	3/11/2021	120.00
APBRA210311-120	MEL Science U. S., LLC	3/11/2021	209.40
APBRA210311-121	MEL Science U. S., LLC	3/11/2021	209.40
APBRA210311-122	MEL Science U. S., LLC	3/11/2021	209.60
APBRA210311-123	MEL Science U. S., LLC	3/11/2021	209.40
APBRA210311-124	MEL Science U. S., LLC	3/11/2021	209.40
APBRA210311-125	MEL Science U. S., LLC	3/11/2021	209.40

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APBRA210311-126	MEL Science U. S., LLC	3/11/2021	209.40
APBRA210311-127	MEL Science U. S., LLC	3/11/2021	418.80
APBRA210311-128	MEL Science U. S., LLC	3/11/2021	209.40
APBRA210311-129	MEL Science U. S., LLC	3/11/2021	209.40
APBRA210311-13	Beyond the Toolbox LLC	3/11/2021	240.00
APBRA210311-130	MEL Science U. S., LLC	3/11/2021	209.40
APBRA210311-131	MEL Science U. S., LLC	3/11/2021	209.40
APBRA210311-132	MEL Science U. S., LLC	3/11/2021	209.40
APBRA210311-133	MEL Science U. S., LLC	3/11/2021	139.60
APBRA210311-134	Miss Ayla Music LLC	3/11/2021	1,020.00
APBRA210311-135	Miss Melodee Studios, Inc.	3/11/2021	200.00
APBRA210311-136	Monarchs Gymnastics	3/11/2021	207.00
APBRA210311-137	Monarchs Gymnastics	3/11/2021	109.25
APBRA210311-138	Monica Basurto	3/11/2021	720.00
APBRA210311-139	Mr. D Math, LLC	3/11/2021	2,627.00
APBRA210311-14	Beyond the Toolbox LLC	3/11/2021	225.00
APBRA210311-140	Murphy Language Arts LLC	3/11/2021	1,426.25
APBRA210311-141	Music Freqs	3/11/2021	190.00
APBRA210311-142	Nancy Sanchez	3/11/2021	300.00
APBRA210311-143	Nazgul Shinn	3/11/2021	901.00
APBRA210311-144	Nicole Zolfo	3/11/2021	400.00
APBRA210311-145	Novascone's ATA Martial Arts	3/11/2021	297.51
APBRA210311-146	Nuestra Escuela Spanish Academy	3/11/2021	546.35
APBRA210311-147	Palmdale School of Music	3/11/2021	105.00
APBRA210311-148	PandaTree, Inc	3/11/2021	20.00
APBRA210311-149	PandaTree, Inc	3/11/2021	400.00
APBRA210311-15	Beyond the Toolbox LLC	3/11/2021	120.00
APBRA210311-150	Paseo Aquatics Sports LLC	3/11/2021	178.67
APBRA210311-151	Paseo Aquatics Sports LLC	3/11/2021	138.00
APBRA210311-152	Paula Ramirez	3/11/2021	280.00
APBRA210311-153	Petit Bizoo Art Studio	3/11/2021	2,450.00
APBRA210311-154	Petit Bizoo Art Studio	3/11/2021	1,985.00
APBRA210311-155	Petit Bizoo Art Studio	3/11/2021	1,244.00
APBRA210311-156	Prado Music Academy LLC	3/11/2021	260.00
APBRA210311-157	Prado Music Academy LLC	3/11/2021	260.00
APBRA210311-158	Quest Taekwondo	3/11/2021	417.00
APBRA210311-159	Raffia Music Studio	3/11/2021	180.00
APBRA210311-16	Beyond the Toolbox LLC	3/11/2021	110.00
APBRA210311-160	Red Dragon Karate Diamond Bar	3/11/2021	912.00
APBRA210311-161	Red Hat Cowgirl	3/11/2021	300.00
APBRA210311-162	Richter Academy of Classical Dance & Pilates	3/11/2021	600.00
APBRA210311-163	Richter Academy of Classical Dance & Pilates	3/11/2021	600.00
APBRA210311-164	Scoil Rince Daryl Rose	3/11/2021	60.00
APBRA210311-165	Seaside Learning Center	3/11/2021	700.00
APBRA210311-166	Seaside Learning Center	3/11/2021	1,125.00
APBRA210311-167	Seaside Learning Center	3/11/2021	960.00
APBRA210311-168	Seaside Learning Center	3/11/2021	240.00
APBRA210311-169	Sierra Madre Dance Center	3/11/2021	492.00
APBRA210311-17	BioBox Labs LLC	3/11/2021	188.36
APBRA210311-170	Sierra Madre Dance Center	3/11/2021	238.00
APBRA210311-171	Sierra Madre Dance Center	3/11/2021	86.00
APBRA210311-172	Sierra Madre Dance Center	3/11/2021	489.00
APBRA210311-173	Success Tutoring	3/11/2021	500.00
APBRA210311-174	Sunday Mourning LLC	3/11/2021	200.00
APBRA210311-175	Sunday Mourning LLC	3/11/2021	200.00
APBRA210311-176	Sylvia's Design Studio	3/11/2021	120.00
APBRA210311-177	Sylvia's Design Studio	3/11/2021	120.00

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Check Number	Vendor Name	Check Date	Check Amount
APBRA210311-178	Thanh Erway	3/11/2021	73.81
APBRA210311-179	The AFA Studio	3/11/2021	597.00
APBRA210311-18	BioBox Labs LLC	3/11/2021	356.88
APBRA210311-180	The Knowing Garden	3/11/2021	30.00
APBRA210311-181	The Literacy Room	3/11/2021	1,600.00
APBRA210311-182	The Paseo Club	3/11/2021	420.00
APBRA210311-183	The Paseo Club	3/11/2021	420.00
APBRA210311-184	The Writtenburg Door	3/11/2021	9,638.00
APBRA210311-185	Thrive Academics, Inc.	3/11/2021	1,100.00
APBRA210311-186	Traditional Equitation School	3/11/2021	300.00
APBRA210311-187	True Note Music, LLC	3/11/2021	420.00
APBRA210311-188	True Note Music, LLC	3/11/2021	420.00
APBRA210311-189	True Note Music, LLC	3/11/2021	140.00
APBRA210311-19	Brooklyn's Conservatory of Music	3/11/2021	335.00
APBRA210311-190	Tutu Ballet Academy LLC	3/11/2021	600.00
APBRA210311-191	Watersafe Swim School	3/11/2021	119.00
APBRA210311-192	Watersafe Swim School	3/11/2021	121.75
APBRA210311-193	Watersafe Swim School	3/11/2021	238.00
APBRA210311-194	Watersafe Swim School	3/11/2021	238.00
APBRA210311-195	Watersafe Swim School	3/11/2021	238.00
APBRA210311-196	Watersafe Swim School	3/11/2021	184.00
APBRA210311-197	Watersafe Swim School	3/11/2021	238.00
APBRA210311-198	YES Writing	3/11/2021	3,752.50
APBRA210311-199	YES Writing	3/11/2021	1,560.00
APBRA210311-20	C.E.T. Athletics	3/11/2021	390.00
APBRA210311-200	YES Writing	3/11/2021	600.00
APBRA210311-201	Young Actors Academy of Performing Arts	3/11/2021	1,580.00
APBRA210311-21	C.E.T. Athletics	3/11/2021	390.00
APBRA210311-22	Cal Heights Music	3/11/2021	2,537.50
APBRA210311-23	Charissa Saunders	3/11/2021	195.00
APBRA210311-24	Charissa Saunders	3/11/2021	195.00
APBRA210311-25	Christine HOM c/o Aloha Spirit Performing Arts	3/11/2021	540.00
APBRA210311-26	Colleen Sharpe	3/11/2021	440.00
APBRA210311-27	Colleen Sharpe	3/11/2021	960.00
APBRA210311-28	Colleen Sharpe	3/11/2021	540.00
APBRA210311-29	Colleen Sharpe	3/11/2021	540.00
APBRA210311-30	Creative Learning Place	3/11/2021	505.50
APBRA210311-31	Creative Learning Place	3/11/2021	1,100.00
APBRA210311-32	Creative Learning Place	3/11/2021	240.00
APBRA210311-33	Creative Learning Place	3/11/2021	450.00
APBRA210311-34	Creative Learning Place	3/11/2021	1,172.00
APBRA210311-35	Creative Learning Place	3/11/2021	1,050.00
APBRA210311-36	Creative Learning Place	3/11/2021	1,100.00
APBRA210311-37	Creative Learning Place	3/11/2021	900.00
APBRA210311-38	Creative Learning Place	3/11/2021	455.00
APBRA210311-39	Crescendo Performing Arts Academy	3/11/2021	1,784.00
APBRA210311-40	Dance Creations	3/11/2021	450.00
APBRA210311-41	Dance Creations	3/11/2021	450.00
APBRA210311-42	Dance Creations	3/11/2021	450.00
APBRA210311-43	Dancin' in Acton	3/11/2021	195.00
APBRA210311-44	Dancin' in Acton	3/11/2021	235.00
APBRA210311-45	DewCoach Fitness	3/11/2021	1,197.00
APBRA210311-46	Diamond Bar Country Vaulters	3/11/2021	400.00
APBRA210311-47	Dr. Jay Brunot	3/11/2021	1,905.00
APBRA210311-48	Dr. Jay Brunot	3/11/2021	690.00
APBRA210311-49	eat2explore	3/11/2021	314.52
APBRA210311-50	Evangelia Larkin	3/11/2021	530.00

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Check Number	Vendor Name	Check Date	Check Amount
APBRA210311-51	Frazier Martial Arts	3/11/2021	338.00
APBRA210311-52	Frazier Martial Arts	3/11/2021	300.00
APBRA210311-53	Game Crossing LLC	3/11/2021	900.00
APBRA210311-54	Higher Ground Skateboarding	3/11/2021	300.00
APBRA210311-55	Higher Ground Skateboarding	3/11/2021	140.00
APBRA210311-56	Hilda Cano Escamilla	3/11/2021	500.00
APBRA210311-57	Holly Noble	3/11/2021	1,900.00
APBRA210311-58	Holly Noble	3/11/2021	1,475.00
APBRA210311-59	Institute for Excellence in Writing	3/11/2021	91.92
APBRA210311-60	Institute for Excellence in Writing	3/11/2021	60.02
APBRA210311-61	Institute for Excellence in Writing	3/11/2021	197.77
APBRA210311-62	Institute for Excellence in Writing	3/11/2021	38.11
APBRA210311-63	Institute for Excellence in Writing	3/11/2021	307.27
APBRA210311-64	Institute for Excellence in Writing	3/11/2021	38.11
APBRA210311-65	Institute for Excellence in Writing	3/11/2021	240.48
APBRA210311-66	Institute for Excellence in Writing	3/11/2021	208.72
APBRA210311-67	Institute for Excellence in Writing	3/11/2021	60.02
APBRA210311-68	Institute for Excellence in Writing	3/11/2021	117.70
APBRA210311-69	Institute for Excellence in Writing	3/11/2021	93.68
APBRA210311-70	Institute for Excellence in Writing	3/11/2021	27.16
APBRA210311-71	Institute for Excellence in Writing	3/11/2021	128.51
APBRA210311-72	Institute for Excellence in Writing	3/11/2021	38.11
APBRA210311-73	Institute for Excellence in Writing	3/11/2021	38.11
APBRA210311-74	Institute for Excellence in Writing	3/11/2021	177.36
APBRA210311-75	Jeff Speakman's Kenpo 5.0 Pasadena	3/11/2021	318.00
APBRA210311-76	Jennifer Dunlap	3/11/2021	300.00
APBRA210311-77	Jennifer Dunlap	3/11/2021	300.00
APBRA210311-78	Jennifer Dunlap	3/11/2021	100.00
APBRA210311-79	Jennifer Dunlap	3/11/2021	320.00
APBRA210311-80	Jennifer Dunlap	3/11/2021	220.00
APBRA210311-81	Jimmy Murn	3/11/2021	2,550.00
APBRA210311-82	John Henny Productions	3/11/2021	892.50
APBRA210311-83	John Henny Productions	3/11/2021	892.50
APBRA210311-84	Join the Band	3/11/2021	176.00
APBRA210311-85	Join the Band	3/11/2021	690.00
APBRA210311-86	Kanor Driving School, Inc.	3/11/2021	155.00
APBRA210311-87	Kathy Grant	3/11/2021	1,200.00
APBRA210311-88	Kids First of SoCal	3/11/2021	1,000.00
APBRA210311-89	Kingi Ohana House	3/11/2021	338.46
APBRA210311-90	Kingi Ohana House	3/11/2021	338.46
APBRA210311-91	Kyung Park	3/11/2021	520.00
APBRA210311-92	Kyung Park	3/11/2021	480.00
APBRA210311-93	Kyung Park	3/11/2021	480.00
APBRA210311-94	Learn Beyond the Book, Inc.	3/11/2021	276.25
APBRA210311-95	Leonora K. Wanger	3/11/2021	810.00
APBRA210311-96	Lighthouse Therapy LLC	3/11/2021	56,769.24
APBRA210311-97	Lisa Hale	3/11/2021	240.00
APBRA210311-98	Lisa Hale	3/11/2021	200.00
APBRA210311-99	Long Beach School of Music	3/11/2021	560.00
APBRA210312-01	Allemande Music Academy, LLC	3/12/2021	4,942.00
APBRA210319-01	A Lotte Horses	3/19/2021	3,842.36
APBRA210319-02	Amy Manchel	3/19/2021	600.00
APBRA210319-03	Angelika Smirnov Piano Studio	3/19/2021	2,635.00
APBRA210319-04	Applied Music Studios	3/19/2021	2,123.10
APBRA210319-05	Arts Development School of Music	3/19/2021	405.00
APBRA210319-06	Charter's Choice Educational Services	3/19/2021	4,631.25
APBRA210319-07	Clarissa English	3/19/2021	163.63

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APBRA210319-08	CMS Education, LLC	3/19/2021	960.00
APBRA210319-09	Craft + Light Creative Arts Studio	3/19/2021	55.12
APBRA210319-10	Craft + Light Creative Arts Studio	3/19/2021	55.12
APBRA210319-11	Craft + Light Creative Arts Studio	3/19/2021	248.06
APBRA210319-12	Creative Learning Place	3/19/2021	900.00
APBRA210319-13	Creative Learning Place	3/19/2021	900.00
APBRA210319-14	Creative Learning Place	3/19/2021	1,569.50
APBRA210319-15	Creative Learning Place	3/19/2021	1,100.00
APBRA210319-16	Creative Learning Place	3/19/2021	900.00
APBRA210319-17	Creative Learning Place	3/19/2021	1,100.00
APBRA210319-18	Cynthia Bain	3/19/2021	360.00
APBRA210319-19	Cynthia Bain	3/19/2021	400.00
APBRA210319-20	Cynthia Bain	3/19/2021	800.00
APBRA210319-21	Devora Gottlieb	3/19/2021	1,500.00
APBRA210319-22	Gotta Dance Academy	3/19/2021	540.00
APBRA210319-23	High Desert Hoofin'	3/19/2021	180.00
APBRA210319-24	High School Math Live, LLC	3/19/2021	287.50
APBRA210319-25	Holly Noble	3/19/2021	2,375.00
APBRA210319-26	Inland Pacific Ballet Academy	3/19/2021	2,180.01
APBRA210319-27	Inland Pacific Ballet Academy	3/19/2021	1,632.00
APBRA210319-28	Institute for Excellence in Writing	3/19/2021	22.79
APBRA210319-29	Institute for Excellence in Writing	3/19/2021	38.11
APBRA210319-30	Institute for Excellence in Writing	3/19/2021	84.07
APBRA210319-31	Institute for Excellence in Writing	3/19/2021	142.60
APBRA210319-32	Institute for Excellence in Writing	3/19/2021	175.88
APBRA210319-33	Institute for Excellence in Writing	3/19/2021	78.07
APBRA210319-34	Institute for Excellence in Writing	3/19/2021	60.02
APBRA210319-35	Institute for Excellence in Writing	3/19/2021	38.11
APBRA210319-36	Institute for Excellence in Writing	3/19/2021	60.02
APBRA210319-37	Intentional Acting	3/19/2021	500.01
APBRA210319-38	Irma Salcido Spanish Lessons	3/19/2021	1,190.00
APBRA210319-39	Jimmy Murn	3/19/2021	900.00
APBRA210319-40	Josh Titone	3/19/2021	292.32
APBRA210319-41	Kingi Ohana House	3/19/2021	1,123.50
APBRA210319-42	Kingi Ohana House	3/19/2021	276.66
APBRA210319-43	Margie Haber Studio	3/19/2021	400.00
APBRA210319-44	Marietta Waters Pinnick	3/19/2021	675.00
APBRA210319-45	Martha Desmond	3/19/2021	710.25
APBRA210319-46	Mary Converse	3/19/2021	350.00
APBRA210319-47	Mary Converse	3/19/2021	400.00
APBRA210319-48	Mary Converse	3/19/2021	400.00
APBRA210319-49	Mathnasium	3/19/2021	340.00
APBRA210319-50	MEL Science U. S., LLC	3/19/2021	209.40
APBRA210319-51	MEL Science U. S., LLC	3/19/2021	209.40
APBRA210319-52	MEL Science U. S., LLC	3/19/2021	397.90
APBRA210319-53	MEL Science U. S., LLC	3/19/2021	209.40
APBRA210319-54	MK Education Services	3/19/2021	1,075.00
APBRA210319-55	Ni Hao Chinese	3/19/2021	379.00
APBRA210319-56	Outschool, Inc.	3/19/2021	120.00
APBRA210319-57	Paseo Aquatics Sports LLC	3/19/2021	138.00
APBRA210319-58	Playa Music Lessons	3/19/2021	658.00
APBRA210319-59	San Pedro Ballet School	3/19/2021	600.00
APBRA210319-60	San Pedro Ballet School	3/19/2021	200.00
APBRA210319-61	School of Rock South Bay LA	3/19/2021	325.00
APBRA210319-62	Thanh Erway	3/19/2021	82.15
APBRA210319-63	The Arterie	3/19/2021	600.00
APBRA210319-64	The Creativity Land	3/19/2021	712.50

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Check Number	Vendor Name	Check Date	Check Amount
APBRA210319-65	The ONE TaeKwonDo	3/19/2021	627.00
APBRA210319-66	The ONE TaeKwonDo	3/19/2021	149.00
APBRA210319-67	The REALM Creative Academy, LLC	3/19/2021	100.00
APBRA210319-68	Ventura County Music Academy	3/19/2021	805.00
APBRA210319-69	Victor Carone	3/19/2021	575.68
APBRA210319-70	Water Wings Swim School	3/19/2021	1,853.00
APBRA210319-71	White Hall Arts Academy, Inc.	3/19/2021	235.00
APBRA210319-72	WM Tutoring Services	3/19/2021	2,260.00
APBRA210323-01	Slice of Life Enrichment School, LLC	3/23/2021	110.00
APBRA210323-02	Slice of Life Enrichment School, LLC	3/23/2021	640.00
APBRA210325-01	1st Class Martial Arts	3/25/2021	278.00
APBRA210325-02	A Time for Dance	3/25/2021	1,050.00
APBRA210325-03	Academy of Music Performance and Education	3/25/2021	520.00
APBRA210325-04	All Ships, Inc.	3/25/2021	300.00
APBRA210325-05	All Ships, Inc.	3/25/2021	720.00
APBRA210325-06	Alyse Korn	3/25/2021	1,005.00
APBRA210325-07	Amy Manchel	3/25/2021	600.00
APBRA210325-08	Ann Zylman	3/25/2021	52.50
APBRA210325-09	Ann Zylman	3/25/2021	100.00
APBRA210325-10	Ann Zylman	3/25/2021	56.25
APBRA210325-100	Learn Beyond the Book, Inc.	3/25/2021	295.00
APBRA210325-101	Learn Beyond the Book, Inc.	3/25/2021	240.00
APBRA210325-102	Learn Beyond the Book, Inc.	3/25/2021	900.00
APBRA210325-103	Learn Beyond the Book, Inc.	3/25/2021	480.00
APBRA210325-104	Learn Beyond the Book, Inc.	3/25/2021	595.00
APBRA210325-105	Learn Beyond the Book, Inc.	3/25/2021	325.00
APBRA210325-106	Learn Beyond the Book, Inc.	3/25/2021	850.00
APBRA210325-107	Learn Beyond the Book, Inc.	3/25/2021	420.00
APBRA210325-108	Learn Beyond the Book, Inc.	3/25/2021	1,240.00
APBRA210325-109	Learn Beyond the Book, Inc.	3/25/2021	870.00
APBRA210325-11	Azeroual Group LLC	3/25/2021	339.00
APBRA210325-110	Learn Beyond the Book, Inc.	3/25/2021	925.00
APBRA210325-111	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-112	Learn Beyond the Book, Inc.	3/25/2021	295.00
APBRA210325-113	Learn Beyond the Book, Inc.	3/25/2021	670.00
APBRA210325-114	Learn Beyond the Book, Inc.	3/25/2021	590.00
APBRA210325-115	Learn Beyond the Book, Inc.	3/25/2021	905.00
APBRA210325-116	Learn Beyond the Book, Inc.	3/25/2021	590.00
APBRA210325-117	Learn Beyond the Book, Inc.	3/25/2021	340.00
APBRA210325-118	Learn Beyond the Book, Inc.	3/25/2021	137.00
APBRA210325-119	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-12	Azeroual Group LLC	3/25/2021	339.00
APBRA210325-120	Learn Beyond the Book, Inc.	3/25/2021	295.00
APBRA210325-121	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-122	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-123	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-124	Learn Beyond the Book, Inc.	3/25/2021	595.00
APBRA210325-125	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-126	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-127	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-128	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-129	Learn Beyond the Book, Inc.	3/25/2021	1,300.00
APBRA210325-13	Bella Musique Academy of the Arts	3/25/2021	350.00
APBRA210325-130	Learn Beyond the Book, Inc.	3/25/2021	360.00
APBRA210325-131	Learn Beyond the Book, Inc.	3/25/2021	360.00
APBRA210325-132	Learn Beyond the Book, Inc.	3/25/2021	240.00
APBRA210325-133	Learn Beyond the Book, Inc.	3/25/2021	240.00

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APBRA210325-134	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-135	Learn Beyond the Book, Inc.	3/25/2021	340.00
APBRA210325-136	Learn Beyond the Book, Inc.	3/25/2021	1,445.00
APBRA210325-137	Learn Beyond the Book, Inc.	3/25/2021	610.00
APBRA210325-138	Learn Beyond the Book, Inc.	3/25/2021	925.00
APBRA210325-139	Learn Beyond the Book, Inc.	3/25/2021	900.00
APBRA210325-14	Carlos Angeles	3/25/2021	2,815.00
APBRA210325-140	Learn Beyond the Book, Inc.	3/25/2021	430.00
APBRA210325-141	Learn Beyond the Book, Inc.	3/25/2021	155.00
APBRA210325-142	Learn Beyond the Book, Inc.	3/25/2021	1,080.00
APBRA210325-143	Learn Beyond the Book, Inc.	3/25/2021	1,080.00
APBRA210325-144	Learn Beyond the Book, Inc.	3/25/2021	855.00
APBRA210325-145	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-146	Learn Beyond the Book, Inc.	3/25/2021	300.00
APBRA210325-147	Learn Beyond the Book, Inc.	3/25/2021	300.00
APBRA210325-148	Learn Beyond the Book, Inc.	3/25/2021	393.90
APBRA210325-149	Learn Beyond the Book, Inc.	3/25/2021	393.90
APBRA210325-15	Celeste Haueter	3/25/2021	40.00
APBRA210325-150	Learn Beyond the Book, Inc.	3/25/2021	295.00
APBRA210325-151	Learn Beyond the Book, Inc.	3/25/2021	1,285.00
APBRA210325-152	Learn Beyond the Book, Inc.	3/25/2021	240.00
APBRA210325-153	Learn Beyond the Book, Inc.	3/25/2021	480.00
APBRA210325-154	Learn Beyond the Book, Inc.	3/25/2021	480.00
APBRA210325-155	Learn Beyond the Book, Inc.	3/25/2021	560.00
APBRA210325-156	Learn Beyond the Book, Inc.	3/25/2021	560.00
APBRA210325-157	Learn Beyond the Book, Inc.	3/25/2021	500.00
APBRA210325-158	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-159	Learn Beyond the Book, Inc.	3/25/2021	480.00
APBRA210325-16	Center Stage Players and Arts	3/25/2021	450.00
APBRA210325-160	Learn Beyond the Book, Inc.	3/25/2021	595.00
APBRA210325-161	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-162	Learn Beyond the Book, Inc.	3/25/2021	110.00
APBRA210325-163	Learn Beyond the Book, Inc.	3/25/2021	560.00
APBRA210325-164	Learn Beyond the Book, Inc.	3/25/2021	295.00
APBRA210325-165	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-166	Learn Beyond the Book, Inc.	3/25/2021	325.00
APBRA210325-167	Learn Beyond the Book, Inc.	3/25/2021	330.00
APBRA210325-168	Learn Beyond the Book, Inc.	3/25/2021	314.37
APBRA210325-169	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-17	Center Stage Players and Arts	3/25/2021	80.00
APBRA210325-170	Learn Beyond the Book, Inc.	3/25/2021	120.00
APBRA210325-171	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-172	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-173	Learn Beyond the Book, Inc.	3/25/2021	320.00
APBRA210325-174	Learn Beyond the Book, Inc.	3/25/2021	157.50
APBRA210325-175	Levi Trisnadi	3/25/2021	390.00
APBRA210325-176	Levi Trisnadi	3/25/2021	390.00
APBRA210325-177	Lisa Hale	3/25/2021	150.00
APBRA210325-178	Lizzie Stoxen	3/25/2021	150.00
APBRA210325-179	Loubella Farms, LLC	3/25/2021	900.00
APBRA210325-18	Center Stage Players and Arts	3/25/2021	80.00
APBRA210325-180	Margie Haber Studio	3/25/2021	600.00
APBRA210325-181	Marie Tarbet	3/25/2021	930.00
APBRA210325-182	Marie Tarbet	3/25/2021	440.00
APBRA210325-183	Mathnasium of Glendora	3/25/2021	777.00
APBRA210325-184	Mathnasium of Sherman Oaks	3/25/2021	329.00
APBRA210325-185	Mathnasium of Sherman Oaks	3/25/2021	329.00

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Check Number	Vendor Name	Check Date	Check Amount
APBRA210325-186	Mathnasium of Sherman Oaks	3/25/2021	329.00
APBRA210325-187	Megan Litz Private Tutoring	3/25/2021	490.00
APBRA210325-188	MEL Science U. S., LLC	3/25/2021	209.40
APBRA210325-189	MEL Science U. S., LLC	3/25/2021	139.60
APBRA210325-19	Center Stage Players and Arts	3/25/2021	110.00
APBRA210325-190	MEL Science U. S., LLC	3/25/2021	209.40
APBRA210325-191	MEL Science U. S., LLC	3/25/2021	209.40
APBRA210325-192	MEL Science U. S., LLC	3/25/2021	209.40
APBRA210325-193	Melissa J Diwa Enterprises	3/25/2021	160.00
APBRA210325-194	Melody & Chord Creative Learning	3/25/2021	1,240.00
APBRA210325-195	Miss Ayla Music LLC	3/25/2021	1,080.00
APBRA210325-196	Miss Melodee Studios, Inc.	3/25/2021	300.00
APBRA210325-197	Monarchs Gymnastics	3/25/2021	318.00
APBRA210325-198	Monarchs Gymnastics	3/25/2021	75.00
APBRA210325-199	Monarchs Gymnastics	3/25/2021	75.00
APBRA210325-20	Center Stage Players and Arts	3/25/2021	110.00
APBRA210325-200	Music Box	3/25/2021	455.00
APBRA210325-201	Music Freqs	3/25/2021	150.00
APBRA210325-202	My Gym Children's Fitness Center	3/25/2021	99.00
APBRA210325-203	Nuestra Escuelita Spanish Academy	3/25/2021	1,821.00
APBRA210325-204	One Spark Academy	3/25/2021	233.54
APBRA210325-205	Opus Music School	3/25/2021	776.25
APBRA210325-206	Palmdale School of Music	3/25/2021	120.00
APBRA210325-207	Pamela Lam	3/25/2021	296.00
APBRA210325-208	Pamela Lam	3/25/2021	185.00
APBRA210325-209	Pasadena Piano Academy	3/25/2021	480.00
APBRA210325-21	Center Stage Players and Arts	3/25/2021	175.00
APBRA210325-210	Precision Crossfit	3/25/2021	1,500.00
APBRA210325-211	Quest Taekwondo	3/25/2021	834.00
APBRA210325-212	Quicksilver Hill Sports Academy	3/25/2021	270.00
APBRA210325-213	Quicksilver Hill Sports Academy	3/25/2021	270.00
APBRA210325-214	Rebecca Stroup	3/25/2021	300.00
APBRA210325-215	Rebecca Stroup	3/25/2021	300.00
APBRA210325-216	Rebecca Stroup	3/25/2021	300.00
APBRA210325-217	Red Hat Cowgirl	3/25/2021	260.00
APBRA210325-218	Retter Production Inc.	3/25/2021	2,174.75
APBRA210325-219	Retter Production Inc.	3/25/2021	225.00
APBRA210325-22	Center Stage Players and Arts	3/25/2021	825.00
APBRA210325-220	Rockstars of Tomorrow	3/25/2021	149.00
APBRA210325-221	Rockstars of Tomorrow	3/25/2021	145.00
APBRA210325-222	Science 2 U	3/25/2021	1,870.00
APBRA210325-223	Seaside Learning Center	3/25/2021	512.00
APBRA210325-224	Seaside Learning Center	3/25/2021	396.00
APBRA210325-225	Seaside Learning Center	3/25/2021	360.00
APBRA210325-226	Seaside Learning Center	3/25/2021	264.00
APBRA210325-227	Seaside Learning Center	3/25/2021	264.00
APBRA210325-228	Seaside Learning Center	3/25/2021	264.00
APBRA210325-229	Seaside Learning Center	3/25/2021	240.00
APBRA210325-23	Charissa Saunders	3/25/2021	380.04
APBRA210325-230	Sing Language Foundation	3/25/2021	200.00
APBRA210325-231	Sing Language Foundation	3/25/2021	260.00
APBRA210325-232	Sing Language Foundation	3/25/2021	400.00
APBRA210325-233	South Bay Art Department	3/25/2021	50.00
APBRA210325-234	Sunday Mourning LLC	3/25/2021	250.00
APBRA210325-235	Sylvan Learning Center Long Beach	3/25/2021	1,166.00
APBRA210325-236	Tae Ryong Taekwondo Ventura	3/25/2021	134.00
APBRA210325-237	The Advantage Program	3/25/2021	3,620.00

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Check Number	Vendor Name	Check Date	Check Amount
APBRA210325-238	The AFA Studio	3/25/2021	741.00
APBRA210325-239	The Arbor Learning Community	3/25/2021	2,283.89
APBRA210325-24	Charissa Saunders	3/25/2021	380.04
APBRA210325-240	The Creativity Land	3/25/2021	440.00
APBRA210325-241	The Little Dance World, Inc	3/25/2021	1,527.00
APBRA210325-242	The Music Junction	3/25/2021	517.00
APBRA210325-243	The Music Junction	3/25/2021	201.50
APBRA210325-244	The Music Junction	3/25/2021	517.00
APBRA210325-245	The Music Junction	3/25/2021	201.50
APBRA210325-246	The Music Junction	3/25/2021	179.00
APBRA210325-247	The Music Junction	3/25/2021	358.00
APBRA210325-248	The Music Junction	3/25/2021	139.00
APBRA210325-249	The Music Junction	3/25/2021	119.00
APBRA210325-25	Charissa Saunders	3/25/2021	380.04
APBRA210325-250	The Music Junction	3/25/2021	119.00
APBRA210325-251	The ONE TaeKwonDo	3/25/2021	163.90
APBRA210325-252	The ONE TaeKwonDo	3/25/2021	627.00
APBRA210325-253	The Piano Studio of Katy Beth Unger, LLC	3/25/2021	120.00
APBRA210325-254	The Piano Studio of Katy Beth Unger, LLC	3/25/2021	440.00
APBRA210325-255	The Skateside	3/25/2021	702.00
APBRA210325-256	The Skateside	3/25/2021	440.00
APBRA210325-257	The Skateside	3/25/2021	56.00
APBRA210325-258	Traditional Equitation School	3/25/2021	520.00
APBRA210325-259	True Note Music, LLC	3/25/2021	140.00
APBRA210325-26	Charissa Saunders	3/25/2021	380.04
APBRA210325-260	True Note Music, LLC	3/25/2021	140.00
APBRA210325-261	Ventura Actors Studio	3/25/2021	500.00
APBRA210325-262	Watersafe Swim School	3/25/2021	357.00
APBRA210325-263	Watersafe Swim School	3/25/2021	119.00
APBRA210325-264	Watersafe Swim School	3/25/2021	92.00
APBRA210325-265	Watersafe Swim School	3/25/2021	238.00
APBRA210325-266	Watersafe Swim School	3/25/2021	238.00
APBRA210325-267	Watersafe Swim School	3/25/2021	238.00
APBRA210325-268	Watersafe Swim School	3/25/2021	184.00
APBRA210325-269	Watersafe Swim School	3/25/2021	169.00
APBRA210325-27	Charissa Saunders	3/25/2021	420.00
APBRA210325-270	Watersafe Swim School	3/25/2021	238.00
APBRA210325-271	Watersafe Swim School	3/25/2021	238.00
APBRA210325-272	Watersafe Swim School	3/25/2021	119.00
APBRA210325-273	Wendy Velasco	3/25/2021	400.00
APBRA210325-274	Whole Child Therapy Inc.	3/25/2021	3,445.00
APBRA210325-275	Whole Child Therapy Inc.	3/25/2021	600.00
APBRA210325-276	WriteAtHome, Inc.	3/25/2021	358.00
APBRA210325-277	WriteAtHome, Inc.	3/25/2021	179.00
APBRA210325-278	YES Writing	3/25/2021	1,087.50
APBRA210325-279	YES Writing	3/25/2021	150.00
APBRA210325-28	Charles Jones	3/25/2021	132.50
APBRA210325-280	Zak Barnett Studios	3/25/2021	1,125.00
APBRA210325-29	Chef Tech Cooking School	3/25/2021	100.00
APBRA210325-30	Cheri Sintay	3/25/2021	480.00
APBRA210325-31	Claremont Community School of Music	3/25/2021	1,160.00
APBRA210325-32	Common Thread Claremont	3/25/2021	168.00
APBRA210325-33	Common Thread Claremont	3/25/2021	168.00
APBRA210325-34	Craft + Light Creative Arts Studio	3/25/2021	248.06
APBRA210325-35	Crescendo Performing Arts Academy	3/25/2021	1,998.00
APBRA210325-36	Dancin' in Acton	3/25/2021	130.00
APBRA210325-37	Deborah Lemen Acting Studio	3/25/2021	405.00

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Check Number	Vendor Name	Check Date	Check Amount
APBRA210325-38	Dorothy McCandliss	3/25/2021	775.00
APBRA210325-39	Evangelia Larkin	3/25/2021	740.00
APBRA210325-40	Frazier Martial Arts	3/25/2021	600.00
APBRA210325-41	Frog Creek Adventure School	3/25/2021	1,790.00
APBRA210325-42	Glissando Music School	3/25/2021	720.00
APBRA210325-43	Glissando Music School	3/25/2021	1,200.00
APBRA210325-44	Hart Academy of Dance	3/25/2021	476.67
APBRA210325-45	High Desert Hoofin'	3/25/2021	360.00
APBRA210325-46	High Desert Hoofin'	3/25/2021	540.00
APBRA210325-47	High Desert Hoofin'	3/25/2021	180.00
APBRA210325-48	High Desert Hoofin'	3/25/2021	180.00
APBRA210325-49	Higher Ground Skateboarding	3/25/2021	210.00
APBRA210325-50	Higher Ground Skateboarding	3/25/2021	350.00
APBRA210325-51	Higher Ground Skateboarding	3/25/2021	60.00
APBRA210325-52	Hillcrest Ranch Inc.	3/25/2021	180.00
APBRA210325-53	Huckleberry Friend Productions	3/25/2021	385.00
APBRA210325-54	Institute for Excellence in Writing	3/25/2021	106.89
APBRA210325-55	Institute for Excellence in Writing	3/25/2021	174.78
APBRA210325-56	Institute for Excellence in Writing	3/25/2021	204.70
APBRA210325-57	Institute for Excellence in Writing	3/25/2021	94.26
APBRA210325-58	Institute for Excellence in Writing	3/25/2021	93.68
APBRA210325-59	Iron Fist	3/25/2021	1,215.00
APBRA210325-60	Jing Ma	3/25/2021	300.00
APBRA210325-61	John Henny Productions	3/25/2021	525.00
APBRA210325-62	John Maellaro	3/25/2021	400.00
APBRA210325-63	Join the Band	3/25/2021	572.00
APBRA210325-64	Joyce Billman	3/25/2021	300.00
APBRA210325-65	Kanor Driving School, Inc.	3/25/2021	275.00
APBRA210325-66	Katherine Friedman	3/25/2021	840.00
APBRA210325-67	Kevin Lee	3/25/2021	300.00
APBRA210325-68	Kevin Lee	3/25/2021	300.00
APBRA210325-69	Kevin Lee	3/25/2021	300.00
APBRA210325-70	King Harbor Boating Foundation	3/25/2021	2,265.00
APBRA210325-71	Kristelle Monterrosa	3/25/2021	400.00
APBRA210325-72	Kumon Math and Reading Center of Whittier	3/25/2021	825.00
APBRA210325-73	Kyung Park	3/25/2021	162.00
APBRA210325-74	Kyung Park	3/25/2021	520.00
APBRA210325-75	Laura Fischer	3/25/2021	125.00
APBRA210325-76	Laura Fischer	3/25/2021	112.50
APBRA210325-77	Laura Fischer	3/25/2021	112.50
APBRA210325-78	Laura Fischer	3/25/2021	112.50
APBRA210325-79	Laura Fischer	3/25/2021	112.50
APBRA210325-80	Learn Beyond the Book, Inc.	3/25/2021	614.00
APBRA210325-81	Learn Beyond the Book, Inc.	3/25/2021	340.00
APBRA210325-82	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-83	Learn Beyond the Book, Inc.	3/25/2021	1,100.00
APBRA210325-84	Learn Beyond the Book, Inc.	3/25/2021	920.00
APBRA210325-85	Learn Beyond the Book, Inc.	3/25/2021	1,029.68
APBRA210325-86	Learn Beyond the Book, Inc.	3/25/2021	640.00
APBRA210325-87	Learn Beyond the Book, Inc.	3/25/2021	240.00
APBRA210325-88	Learn Beyond the Book, Inc.	3/25/2021	240.00
APBRA210325-89	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-90	Learn Beyond the Book, Inc.	3/25/2021	315.00
APBRA210325-91	Learn Beyond the Book, Inc.	3/25/2021	595.00
APBRA210325-92	Learn Beyond the Book, Inc.	3/25/2021	595.00
APBRA210325-93	Learn Beyond the Book, Inc.	3/25/2021	335.00
APBRA210325-94	Learn Beyond the Book, Inc.	3/25/2021	335.00

Blue Ridge Academy

Check Register

For the period ended March 31, 2021

Check Number	Vendor Name	Check Date	Check Amount
APBRA210325-95	Learn Beyond the Book, Inc.	3/25/2021	295.00
APBRA210325-96	Learn Beyond the Book, Inc.	3/25/2021	1,300.00
APBRA210325-97	Learn Beyond the Book, Inc.	3/25/2021	295.00
APBRA210325-98	Learn Beyond the Book, Inc.	3/25/2021	4.00
APBRA210325-99	Learn Beyond the Book, Inc.	3/25/2021	<u>925.00</u>
Total Disbursements Issued in Febraury			<u>\$ 3,830,730.75</u>

Blue Ridge Academy

Accounts Payable Aging

For the period ended March 31, 2021

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
A Lotte Horses	45	3/11/2021	4/10/2021	\$ 2,059	\$ -	\$ -	\$ -	\$ -	\$ 2,059
A+ In Home Tutors	3973	2/6/2021	3/8/2021	130	-	-	-	-	130
A+ In Home Tutors	4205	3/5/2021	4/4/2021	325	-	-	-	-	325
A+ In Home Tutors	4207	3/5/2021	4/4/2021	375	-	-	-	-	375
A+ In Home Tutors	4206	3/5/2021	4/4/2021	325	-	-	-	-	325
A+ In Home Tutors	4208	3/5/2021	4/4/2021	325	-	-	-	-	325
A1 Driving and Traffic School	7	3/9/2021	3/9/2021	339	-	-	-	-	339
Academic Achievers Educational Services, Inc.	5171	3/4/2021	4/3/2021	3,405	-	-	-	-	3,405
Academy Swim Club	65	12/19/2020	1/18/2021	3,925	-	-	-	-	3,925
Activities for Learning, Inc.	382723	3/9/2021	4/8/2021	234	-	-	-	-	234
Activities for Learning, Inc.	382724	3/9/2021	4/8/2021	33	-	-	-	-	33
Activities for Learning, Inc.	382739	3/15/2021	4/14/2021	100	-	-	-	-	100
Activities for Learning, Inc.	382742	3/15/2021	4/14/2021	362	-	-	-	-	362
Activities for Learning, Inc.	382740	3/15/2021	4/14/2021	34	-	-	-	-	34
Activities for Learning, Inc.	382741	3/15/2021	4/14/2021	27	-	-	-	-	27
Alkawthar Learning Center	ALKAW-I21-2109	3/1/2021	3/31/2021	160	-	-	-	-	160
All About Learning Press, Inc.	903997	9/11/2020	10/10/2020	145	-	-	-	-	145
All About Learning Press, Inc.	905405	12/23/2020	1/22/2021	212	-	-	-	-	212
All About Learning Press, Inc.	906123	3/5/2021	4/4/2021	213	-	-	-	-	213
All About Learning Press, Inc.	906122	3/5/2021	4/4/2021	160	-	-	-	-	160
All About Learning Press, Inc.	906155	3/8/2021	4/7/2021	146	-	-	-	-	146
All About Learning Press, Inc.	906171	3/10/2021	4/9/2021	173	-	-	-	-	173
All About Learning Press, Inc.	906183	3/10/2021	4/9/2021	198	-	-	-	-	198
All About Learning Press, Inc.	906184	3/10/2021	4/9/2021	198	-	-	-	-	198
All About Learning Press, Inc.	906185	3/10/2021	4/9/2021	53	-	-	-	-	53
All About Learning Press, Inc.	906170	3/10/2021	4/9/2021	25	-	-	-	-	25
All About Learning Press, Inc.	906182	3/10/2021	4/9/2021	208	-	-	-	-	208
All About Learning Press, Inc.	906208	3/12/2021	4/11/2021	48	-	-	-	-	48
All About Learning Press, Inc.	906209	3/12/2021	4/11/2021	48	-	-	-	-	48
All Ships, Inc.	0016	3/10/2021	4/9/2021	120	-	-	-	-	120
Allemande Music Academy, LLC	922	3/2/2021	4/1/2021	5,832	-	-	-	-	5,832
Allez Fencing Studio	BRJOhjan2021	3/12/2021	4/12/2021	525	-	-	-	-	525
Alyce's Art Studio	34-2021	3/12/2021	4/11/2021	2,530	-	-	-	-	2,530
Amazon Capital Services	AMAZ032121	3/21/2021	3/21/2021	45,695	-	-	-	-	45,695
Amazon Capital Services	AMAZ032221	3/22/2021	3/22/2021	9,740	-	-	-	-	9,740
Amazon Capital Services	AMAZ032621	3/26/2021	3/26/2021	21,408	-	-	-	-	21,408
Amazon Capital Services	AMAZ032921	3/29/2021	3/29/2021	7,318	-	-	-	-	7,318
Amazon Capital Services	AMAZ032921-1	3/29/2021	3/29/2021	21,357	-	-	-	-	21,357
Amy Manchel	SW5	2/26/2021	3/28/2021	180	-	-	-	-	180
Amy Van Leuven	105	3/8/2021	4/7/2021	4,085	-	-	-	-	4,085
Andrew Tyler	7	3/8/2021	4/7/2021	770	-	-	-	-	770
Angela Michael	6	3/10/2021	4/9/2021	120	-	-	-	-	120
AP fbo Edlogical Group Corp	91359117	3/5/2021	4/4/2021	3,512	-	-	-	-	3,512
Applied Music Studios	34506	6/1/2020	7/1/2020	100	-	-	-	-	100

Blue Ridge Academy

Accounts Payable Aging

For the period ended March 31, 2021

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
ASTEME Learning Center	7000	3/4/2021	4/3/2021	36,939	-	-	-	-	36,939
Axiom Education Services	042920	4/29/2020	5/29/2020	(450)	-	-	-	-	(450)
Azeroual Group LLC	45	3/10/2021	4/9/2021	987	-	-	-	-	987
Beautiful Feet Books, Inc.	13897	3/4/2021	4/3/2021	96	-	-	-	-	96
Beautiful Feet Books, Inc.	13954	3/11/2021	4/10/2021	127	-	-	-	-	127
Beautiful Feet Books, Inc.	13956	3/12/2021	4/11/2021	109	-	-	-	-	109
Beautiful Feet Books, Inc.	13962	3/12/2021	4/11/2021	257	-	-	-	-	257
Beyond the Toolbox LLC	115	2/22/2021	3/24/2021	360	-	-	-	-	360
Beyond the Toolbox LLC	117	2/24/2021	3/26/2021	150	-	-	-	-	150
Beyond the Toolbox LLC	98	3/10/2021	4/9/2021	760	-	-	-	-	760
Beyond the Toolbox LLC	94	3/10/2021	4/9/2021	1,140	-	-	-	-	1,140
Beyond the Toolbox LLC	90	3/12/2021	4/11/2021	570	-	-	-	-	570
Beyond the Toolbox LLC	102	3/12/2021	4/11/2021	1,483	-	-	-	-	1,483
Billy Clower Dance Studio	115	3/8/2021	4/7/2021	901	-	-	-	-	901
BioBox Labs LLC	1502	3/4/2021	4/3/2021	357	-	-	-	-	357
BioBox Labs LLC	1504	3/4/2021	4/3/2021	357	-	-	-	-	357
BioBox Labs LLC	1503	3/4/2021	4/3/2021	188	-	-	-	-	188
Bitsbox	3685	3/11/2021	4/10/2021	252	-	-	-	-	252
Bitsbox	3707	3/16/2021	4/15/2021	252	-	-	-	-	252
Bloom School of Music and Dance	A0002	3/7/2021	4/6/2021	98	-	-	-	-	98
Bonfield Farm	21-0311	3/11/2021	4/10/2021	900	-	-	-	-	900
Brave Writer, LLC	PF38254	2/18/2021	2/18/2021	239	-	-	-	-	239
Brave Writer, LLC	PF38776	2/19/2021	2/19/2021	129	-	-	-	-	129
Brave Writer, LLC	PF40411	3/2/2021	3/2/2021	229	-	-	-	-	229
Brave Writer, LLC	PF40412	3/2/2021	3/2/2021	418	-	-	-	-	418
Brave Writer, LLC	PF41784	3/4/2021	3/4/2021	76	-	-	-	-	76
Bridgeway Academy	65219	3/3/2021	4/2/2021	(295)	-	-	-	-	(295)
Bridgeway Academy	BW-BRA-0019	3/10/2021	4/9/2021	295	-	-	-	-	295
Bridgeway Academy	BW-BRA-0021	3/10/2021	4/9/2021	730	-	-	-	-	730
Bridgeway Academy	BW-BRA-0020	3/10/2021	4/9/2021	730	-	-	-	-	730
Brooklyn's Conservatory of Music	INV1104	3/3/2021	3/3/2021	335	-	-	-	-	335
California Storm All Star Cheer	8	2/23/2021	3/25/2021	584	-	-	-	-	584
Carol E Johnson	2025	3/5/2021	4/4/2021	853	-	-	-	-	853
Carol E Johnson	2027	3/13/2021	4/12/2021	860	-	-	-	-	860
Center for Vision Development Optometry Inc	3860	2/4/2021	3/6/2021	278	-	-	-	-	278
Center for Vision Development Optometry Inc	3960	3/3/2021	4/2/2021	185	-	-	-	-	185
Charter Impact, Inc.	1PR031521	3/16/2021	3/16/2021	1,605	-	-	-	-	1,605
Charter Impact, Inc.	10388	3/11/2021	4/10/2021	300	-	-	-	-	300
Charter Tech Services	11437	3/9/2021	3/9/2021	82,162	-	-	-	-	82,162
Charter Tech Services	11440	3/10/2021	3/10/2021	500	-	-	-	-	500
Charter Tech Services	11456	3/17/2021	3/17/2021	9,706	-	-	-	-	9,706
Charter's Choice Educational Services	518	2/15/2021	3/17/2021	28,854	-	-	-	-	28,854
Cheri Sintay	210306BRA	3/6/2021	4/5/2021	1,680	-	-	-	-	1,680
Children's Music Academy	1039	3/10/2021	4/9/2021	95	-	-	-	-	95

Blue Ridge Academy

Accounts Payable Aging

For the period ended March 31, 2021

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
Children's Music Academy	1038	3/10/2021	4/9/2021	1,030	-	-	-	-	1,030
Childrens Therapy Network - Ventura	212311346TB	3/5/2021	4/4/2021	500	-	-	-	-	500
Childrens Therapy Network - Ventura	212319110JS	3/5/2021	4/4/2021	1,281	-	-	-	-	1,281
Childrens Therapy Network - Ventura	212307863AJ	3/5/2021	4/4/2021	625	-	-	-	-	625
Childrens Therapy Network - Ventura	212329803BL	3/5/2021	4/4/2021	1,209	-	-	-	-	1,209
Childrens Therapy Network - Ventura	212332067SH	3/5/2021	4/4/2021	438	-	-	-	-	438
Childrens Therapy Network - Ventura	212333814RR	3/5/2021	4/4/2021	289	-	-	-	-	289
Childrens Therapy Network - Ventura	212334029IB	3/5/2021	4/4/2021	625	-	-	-	-	625
Childrens Therapy Network - Ventura	212319150DS	3/5/2021	4/4/2021	875	-	-	-	-	875
Childrens Therapy Network - Ventura	212323053EB	3/5/2021	4/4/2021	250	-	-	-	-	250
Childrens Therapy Network - Ventura	212329998RL	3/5/2021	4/4/2021	125	-	-	-	-	125
Childrens Therapy Network - Ventura	212321521NM	3/5/2021	4/4/2021	875	-	-	-	-	875
CHLIC-CHICAGO	2792512	2/25/2021	3/1/2021	17,209	-	-	-	-	17,209
Chris Byers, MA, CCC-SLP	Feb-21	3/2/2021	4/1/2021	5,365	-	-	-	-	5,365
Chris Hutton	001	3/5/2021	4/4/2021	660	-	-	-	-	660
Claremont Chefs Academy	14032	3/11/2021	4/10/2021	781	-	-	-	-	781
Coach Patty's Gymnastics Inc	497	3/11/2021	4/10/2021	291	-	-	-	-	291
Coach Patty's Gymnastics Inc	498	3/11/2021	4/10/2021	258	-	-	-	-	258
Coach Patty's Gymnastics Inc	499	3/12/2021	4/11/2021	276	-	-	-	-	276
Coach Patty's Gymnastics Inc	501	3/12/2021	4/11/2021	75	-	-	-	-	75
Colleen Sharpe	522	1/12/2021	2/11/2021	720	-	-	-	-	720
Colleen Sharpe	521	1/12/2021	2/11/2021	720	-	-	-	-	720
Colleen Sharpe	803	3/8/2021	4/7/2021	390	-	-	-	-	390
Colleen Sharpe	802	3/8/2021	4/7/2021	390	-	-	-	-	390
Color Your World Design Solutions	BRA-03112022	3/11/2021	4/10/2021	960	-	-	-	-	960
Conejo Recreation and Park District	AQUA 20-26	11/2/2020	12/1/2020	249	-	-	-	-	249
Conejo Recreation and Park District	DVC21101	3/15/2021	4/14/2021	95	-	-	-	-	95
Crafty School Crates	18913	3/9/2021	4/8/2021	55	-	-	-	-	55
Crafty School Crates	18914	3/9/2021	4/8/2021	31	-	-	-	-	31
Crafty School Crates	18921	3/12/2021	4/11/2021	776	-	-	-	-	776
Creative Learning Place	258	3/5/2021	4/4/2021	730	-	-	-	-	730
Cross Country Education	DE56151	3/7/2020	3/21/2020	-	517	-	-	-	517
Dana Bisignano	8	3/10/2021	4/9/2021	413	-	-	-	-	413
Dana Rouse	31221	3/12/2021	4/11/2021	160	-	-	-	-	160
Dance Creations	144	3/5/2021	4/4/2021	395	-	-	-	-	395
Dance Creations	142	3/5/2021	4/4/2021	450	-	-	-	-	450
Dance Creations	143	3/5/2021	4/4/2021	450	-	-	-	-	450
Dance Creations	140	3/5/2021	4/4/2021	840	-	-	-	-	840
Dance Creations	141	3/9/2021	4/8/2021	900	-	-	-	-	900
Dance Magic Studios	BRA2020-07	2/24/2021	3/26/2021	1,470	-	-	-	-	1,470
Dasana Sports	10-00128	3/6/2021	4/5/2021	416	-	-	-	-	416
Dave Janssen's School of Music, LLC	66530	5/1/2020	5/31/2020	70	-	-	-	-	70
Dave Janssen's School of Music, LLC	66685	5/1/2020	5/31/2020	140	-	-	-	-	140
Dave Janssen's School of Music, LLC	66893	5/1/2020	5/31/2020	105	-	-	-	-	105
Dave Janssen's School of Music, LLC	67019	5/1/2020	5/31/2020	105	-	-	-	-	105

Blue Ridge Academy

Accounts Payable Aging

For the period ended March 31, 2021

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
Dave Janssen's School of Music, LLC	66529	5/1/2020	5/31/2020	105	-	-	-	-	105
Dave Janssen's School of Music, LLC	66835	5/1/2020	5/31/2020	105	-	-	-	-	105
Dave Janssen's School of Music, LLC	66649	5/1/2020	5/31/2020	105	-	-	-	-	105
DD & S Learning Systems dba Sylvan Learning	VCI - 2006	2/7/2021	3/9/2021	368	-	-	-	-	368
Deanna Colon	97	3/6/2021	4/5/2021	750	-	-	-	-	750
Deanna Colon	96	3/6/2021	4/5/2021	750	-	-	-	-	750
Deanna Colon	95	3/7/2021	4/6/2021	300	-	-	-	-	300
Deanna Colon	93	3/10/2021	4/9/2021	375	-	-	-	-	375
Deborah Lemen Acting Studio	40	3/10/2021	4/9/2021	414	-	-	-	-	414
Deborah Lemen Acting Studio	39	3/11/2021	4/10/2021	414	-	-	-	-	414
Delano Athletica Gymnastics	INV-284	1/23/2021	1/23/2021	260	-	-	-	-	260
Delano Athletica Gymnastics	INV-285	1/23/2021	1/23/2021	780	-	-	-	-	780
Delano Athletica Gymnastics	INV-287	2/5/2021	2/5/2021	190	-	-	-	-	190
Delano Athletica Gymnastics	INV-288	2/6/2021	2/6/2021	70	-	-	-	-	70
Delano Athletica Gymnastics	INV-290	2/19/2021	2/19/2021	70	-	-	-	-	70
Delano Athletica Gymnastics	INV-289	2/19/2021	2/19/2021	70	-	-	-	-	70
Devine Schoolhouse	03-0223-21	2/23/2021	3/25/2021	2,865	-	-	-	-	2,865
DG Therapy Group	2121987161JP	3/1/2021	3/31/2021	485	-	-	-	-	485
DG Therapy Group	2121937453MB	3/1/2021	3/31/2021	1,075	-	-	-	-	1,075
Discount School Supply	P40233720101	3/6/2021	4/5/2021	68	-	-	-	-	68
Discount School Supply	P40252750101	3/12/2021	4/11/2021	18	-	-	-	-	18
Donna Carroll-Rich	152	3/6/2021	4/5/2021	800	-	-	-	-	800
Dorothy McCandliss	20210202 - 2	2/2/2021	3/4/2021	125	-	-	-	-	125
Drawn2Art	3112021	3/11/2021	4/10/2021	325	-	-	-	-	325
DV Therapy	14	2/2/2021	3/4/2021	1,650	-	-	-	-	1,650
Dynamic Therapy Solutions and Dyslexia Center, PC	8121-02-2021	3/2/2021	4/1/2021	280	-	-	-	-	280
Edmentum Inc	INV153217CM	12/31/2020	1/15/2021	(1,100)	-	-	-	-	(1,100)
Educational Development Corporation	DIR8797061	2/16/2021	3/18/2021	18	-	-	-	-	18
Educational Development Corporation	DIR8797060	2/16/2021	3/18/2021	14	-	-	-	-	14
Educational Development Corporation	DIR8797098	2/18/2021	3/20/2021	65	-	-	-	-	65
Educational Development Corporation	DIR8797094	2/18/2021	3/20/2021	30	-	-	-	-	30
Educational Development Corporation	DIR8820062	2/23/2021	3/25/2021	305	-	-	-	-	305
Educational Development Corporation	DIR8820064	2/23/2021	3/25/2021	55	-	-	-	-	55
Educational Development Corporation	DIR8820059	2/23/2021	3/25/2021	32	-	-	-	-	32
Educational Development Corporation	DIR8820063	2/23/2021	3/25/2021	81	-	-	-	-	81
Educational Development Corporation	DIR8820054	2/23/2021	3/25/2021	96	-	-	-	-	96
Educational Development Corporation	DIR8902181	3/4/2021	4/3/2021	25	-	-	-	-	25
Educational Development Corporation	DIR8926038	3/8/2021	4/7/2021	69	-	-	-	-	69
eDynamic Learning	21-1-0376	3/15/2021	4/14/2021	85	-	-	-	-	85
eDynamic Learning	21-1-0378	3/15/2021	4/14/2021	265	-	-	-	-	265
Elemental Science	IN-3059	3/11/2021	4/10/2021	179	-	-	-	-	179
Elemental Science	IN-3078	3/17/2021	4/16/2021	296	-	-	-	-	296
Elemental Science	IN-3077	3/17/2021	4/16/2021	64	-	-	-	-	64
eLuma LLC	7428	1/13/2021	1/31/2021	41,259	-	-	-	-	41,259
eLuma LLC	7757	3/15/2021	3/15/2021	(20,960)	-	-	-	-	(20,960)
EMH Sports USA, Inc.	161-240611-2	3/5/2021	4/4/2021	11,475	-	-	-	-	11,475
Emily Cook - Build Your Library	CSO-095	3/12/2021	4/11/2021	50	-	-	-	-	50

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Eric Kogan	21- 1003	3/10/2021	4/9/2021	1,120	-	-	-	-	1,120
Eric Kogan	21- 1001	3/10/2021	4/9/2021	490	-	-	-	-	490
Eric Kogan	21- 1002	3/10/2021	4/9/2021	490	-	-	-	-	490
Ethos Jiu-Jitsu	PF43885	3/11/2021	4/10/2021	525	-	-	-	-	525
Evan-Moor	INV308140	3/8/2021	4/7/2021	15	-	-	-	-	15
Evan-Moor	INV308139	3/8/2021	4/7/2021	15	-	-	-	-	15
Evan-Moor	INV308380	3/10/2021	4/9/2021	15	-	-	-	-	15
EverWild	2428	3/11/2021	3/11/2021	425	-	-	-	-	425
EverWild	2426	3/9/2021	4/8/2021	283	-	-	-	-	283
EverWild	2427	3/9/2021	4/8/2021	188	-	-	-	-	188
Fine Art Classes, Inc.	R937977-IN	9/30/2020	10/29/2020	205	-	-	-	-	205
Fine Art Classes, Inc.	R939481-IN	10/30/2020	11/29/2020	139	-	-	-	-	139
Fine Art Classes, Inc.	R940716-IN	11/30/2020	12/29/2020	139	-	-	-	-	139
Florida Virtual School	202116-38459	3/5/2021	4/4/2021	1,900	-	-	-	-	1,900
Genesis Gymnastics	55	3/16/2021	4/15/2021	1,040	-	-	-	-	1,040
Global Teletherapy	4457	2/4/2021	3/6/2021	61,910	-	-	-	-	61,910
Gloshyne Entertainment	24	3/10/2021	4/9/2021	100	-	-	-	-	100
Golden State BJJ	19	1/12/2021	2/11/2021	689	-	-	-	-	689
GymJam	25848	2/28/2021	3/30/2021	330	-	-	-	-	330
GymJam	25849	2/28/2021	3/30/2021	95	-	-	-	-	95
GymJam	25855	2/28/2021	3/30/2021	515	-	-	-	-	515
GymJam	25852	2/28/2021	3/30/2021	235	-	-	-	-	235
GymJam	25847	2/28/2021	3/30/2021	108	-	-	-	-	108
GymJam	25850	2/28/2021	3/30/2021	95	-	-	-	-	95
GymJam	25851	2/28/2021	3/30/2021	86	-	-	-	-	86
GymJam	25853	2/28/2021	3/30/2021	39	-	-	-	-	39
GymJam	25854	2/28/2021	3/30/2021	274	-	-	-	-	274
High Desert Hoofin'	20216	3/13/2021	4/12/2021	135	-	-	-	-	135
High Desert Hoofin'	20217	3/13/2021	4/12/2021	90	-	-	-	-	90
History Unboxed LLC	wc-9322HU	1/12/2021	2/11/2021	562	-	-	-	-	562
History Unboxed LLC	wc-9626HU	3/8/2021	4/7/2021	66	-	-	-	-	66
History Unboxed LLC	wc-9655HU	3/8/2021	4/7/2021	528	-	-	-	-	528
History Unboxed LLC	wc-9656HU	3/8/2021	4/7/2021	102	-	-	-	-	102
History Unboxed LLC	wc-9724HU	3/15/2021	4/14/2021	168	-	-	-	-	168
History Unboxed LLC	wc-9742HU	3/15/2021	4/14/2021	335	-	-	-	-	335
History Unboxed LLC	wc-9743HU	3/15/2021	4/14/2021	261	-	-	-	-	261
History Unboxed LLC	wc-9725HU	3/15/2021	4/14/2021	473	-	-	-	-	473
History Unboxed LLC	wc-9723HU	3/15/2021	4/14/2021	168	-	-	-	-	168
Home Science Tools	1107067A	3/12/2021	4/11/2021	412	-	-	-	-	412
Home Science Tools	1101162A	2/17/2021	4/18/2021	170	-	-	-	-	170
Homeschool Planet	1072	6/9/2020	7/9/2020	20	-	-	-	-	20
Honor Roll BJJ	1580	3/1/2021	3/31/2021	300	-	-	-	-	300
Honor Roll BJJ	1581	3/1/2021	3/31/2021	420	-	-	-	-	420
Honor Roll BJJ	1582	3/1/2021	3/31/2021	420	-	-	-	-	420
HuckleBerry Center for Creative Learning	7489	3/11/2021	4/10/2021	50	-	-	-	-	50
HuckleBerry Center for Creative Learning	7488	3/11/2021	4/10/2021	263	-	-	-	-	263
HuckleBerry Center for Creative Learning	7490	3/12/2021	4/11/2021	364	-	-	-	-	364

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Hula From The Heart	0321L	3/15/2021	4/14/2021	150	-	-	-	-	150
Hula From The Heart	0321J	3/15/2021	4/14/2021	150	-	-	-	-	150
Hula From The Heart	0321K	3/15/2021	4/14/2021	150	-	-	-	-	150
Hula From The Heart	0321O	3/15/2021	4/14/2021	150	-	-	-	-	150
Hyht Athletics Center	BRA-1	11/22/2019	12/22/2019	-	-	-	-	(575)	(575)
Ignite Martial Arts, Inc	41584	2/15/2021	3/17/2021	350	-	-	-	-	350
InfoArmor, Inc	4857Mar21	3/31/2021	4/30/2021	251	-	-	-	-	251
Ingrid Cassady	034	3/10/2021	4/9/2021	1,855	-	-	-	-	1,855
Inner City Preparatory & Performing Arts Center	030921	3/9/2021	4/8/2021	450	-	-	-	-	450
Innovative Speech and Language Pathology	092020	10/2/2020	11/1/2020	700	-	-	-	-	700
Inspyr Arts Education	2021_0301BRA	3/5/2021	4/4/2021	118	-	-	-	-	118
Institute for Educational Advancement	INV-001567	3/15/2021	3/15/2021	790	-	-	-	-	790
Institute for Excellence in Writing	768981	3/10/2021	4/10/2021	198	-	-	-	-	198
Institute for Excellence in Writing	768987	3/10/2021	4/10/2021	60	-	-	-	-	60
Institute for Excellence in Writing	768985	3/10/2021	4/10/2021	307	-	-	-	-	307
Institute for Excellence in Writing	768968	3/10/2021	4/10/2021	76	-	-	-	-	76
Institute for Excellence in Writing	768986	3/10/2021	4/11/2021	95	-	-	-	-	95
Institute for Excellence in Writing	769103	3/11/2021	4/11/2021	101	-	-	-	-	101
Institute for Excellence in Writing	769104	3/11/2021	4/11/2021	23	-	-	-	-	23
International Taewondo College, Inc	26305	3/12/2021	4/11/2021	900	-	-	-	-	900
Irish Rose Farms	6A	2/24/2021	3/26/2021	225	-	-	-	-	225
JacKris Publishing, LLC	PF42499	3/8/2021	4/7/2021	22	-	-	-	-	22
JacKris Publishing, LLC	PF43685	3/10/2021	4/9/2021	80	-	-	-	-	80
JacKris Publishing, LLC	PF43686	3/10/2021	4/9/2021	91	-	-	-	-	91
JacKris Publishing, LLC	PF43693	3/10/2021	4/9/2021	89	-	-	-	-	89
JacKris Publishing, LLC	PF43687	3/10/2021	4/9/2021	39	-	-	-	-	39
JacKris Publishing, LLC	PF43691	3/10/2021	4/9/2021	95	-	-	-	-	95
JacKris Publishing, LLC	PF43694	3/10/2021	4/9/2021	33	-	-	-	-	33
Jackson Lewis P.C.	7730454	3/17/2021	4/16/2021	75	-	-	-	-	75
Jessica Brock	Mar5212	3/5/2021	4/4/2021	1,390	-	-	-	-	1,390
Jessica Brock	MAR521	3/5/2021	4/4/2021	600	-	-	-	-	600
Jessica Brock	Mar1021	3/10/2021	4/9/2021	50	-	-	-	-	50
Jimmy Murn	JM-118	3/8/2021	4/7/2021	1,440	-	-	-	-	1,440
Jimmy Murn	JM-119	3/10/2021	4/9/2021	980	-	-	-	-	980
Joanie Jun	1003	3/16/2021	4/15/2021	320	-	-	-	-	320
Joe Ferrante Music Academy	9017	3/14/2021	4/13/2021	2,034	-	-	-	-	2,034
John Henny Productions	BENKQ22021	3/11/2021	4/10/2021	781	-	-	-	-	781
John Henny Productions	RUDM3421	3/11/2021	4/10/2021	350	-	-	-	-	350
John Tracy Center	INV-4624	3/12/2021	4/2/2021	6,021	-	-	-	-	6,021
Join the Band	61703	3/9/2021	4/8/2021	311	-	-	-	-	311
Kaiser Foundation Health Plan	KAIS030121-6755	3/1/2021	3/1/2021	6,952	-	-	-	-	6,952
Kathy Grant	039	3/15/2021	4/14/2021	800	-	-	-	-	800
Kids in Motion Pediatric Therapy Inc.	0221	3/4/2021	4/3/2021	6,716	-	-	-	-	6,716
Kim Wineland/Horse ETC	02	3/1/2021	3/31/2021	220	-	-	-	-	220
Kimberly Veloz	35589	3/9/2021	4/8/2021	540	-	-	-	-	540
Kimberly Veloz	37221	3/9/2021	4/8/2021	480	-	-	-	-	480
King Harbor Boating Foundation	213	3/9/2021	4/8/2021	650	-	-	-	-	650

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Kristelle Monterrosa	10	3/3/2021	4/2/2021	350	-	-	-	-	350
Kumon of Brea	MILPIN09	12/8/2020	1/8/2021	720	-	-	-	-	720
Kumon of Valencia Copper Hill	1	3/1/2021	3/31/2021	900	-	-	-	-	900
Kumon of Valencia Copper Hill	2	3/1/2021	3/31/2021	900	-	-	-	-	900
Kyle Tarrats	005	3/12/2021	4/11/2021	750	-	-	-	-	750
Kyung Park	65	3/10/2021	4/9/2021	520	-	-	-	-	520
Kyung Park	64	3/10/2021	4/9/2021	520	-	-	-	-	520
Kyung Park	66	3/10/2021	4/9/2021	864	-	-	-	-	864
Kyung Park	63	3/10/2021	4/9/2021	564	-	-	-	-	564
LA Acting Studios	210	2/1/2021	3/3/2021	250	-	-	-	-	250
LA Acting Studios	212	3/13/2021	4/12/2021	250	-	-	-	-	250
Lakeshore Learning Materials	4400790321	3/5/2021	4/4/2021	353	-	-	-	-	353
Lakeshore Learning Materials	4422190321	3/8/2021	4/7/2021	320	-	-	-	-	320
Lakewood Family YMCA	A-P-00003	3/9/2021	4/8/2021	256	-	-	-	-	256
Lakewood Family YMCA	J-S-00004	3/9/2021	4/8/2021	690	-	-	-	-	690
Lakewood Family YMCA	R-J-00003	3/9/2021	4/8/2021	384	-	-	-	-	384
Lakewood Family YMCA	A-C-00013	3/9/2021	4/8/2021	256	-	-	-	-	256
Lakewood Family YMCA	R-C-00001	3/9/2021	4/8/2021	128	-	-	-	-	128
Language to Learning, Inc.	6	3/11/2021	4/10/2021	1,040	-	-	-	-	1,040
Lanterns Global	13	3/8/2021	4/7/2021	170	-	-	-	-	170
Larissa Isayo	ISAY030821	3/8/2021	3/8/2021	162	-	-	-	-	162
Law Offices of Young, Minney, & Corr, LLP	68966	1/7/2021	1/7/2021	208	-	-	-	-	208
Law Offices of Young, Minney, & Corr, LLP	69243	1/8/2021	1/8/2021	1,739	-	-	-	-	1,739
Law Offices of Young, Minney, & Corr, LLP	69753	2/5/2021	2/5/2021	423	-	-	-	-	423
Learning Without Tears	INV104309	3/4/2021	4/3/2021	200	-	-	-	-	200
Learning Without Tears	INV104404	3/5/2021	4/4/2021	94	-	-	-	-	94
Learning Without Tears	INV104487	3/9/2021	4/8/2021	10	-	-	-	-	10
Learning Without Tears	INV104678	3/11/2021	4/10/2021	92	-	-	-	-	92
Learning Without Tears	INV104726	3/12/2021	4/11/2021	29	-	-	-	-	29
LegalZoom Enterprises Initiatives, Inc.	1290787	3/1/2021	3/31/2021	420	-	-	-	-	420
LEGO Education	1190451189	2/11/2021	4/12/2021	255	-	-	-	-	255
LEGO Education	1190452702	2/19/2021	4/19/2021	255	-	-	-	-	255
LEGO Education	1190452701	2/19/2021	4/20/2021	126	-	-	-	-	126
LEGO Education	1190454028	3/9/2021	5/8/2021	369	-	-	-	-	369
LEGO Education	1190453977	3/15/2021	5/14/2021	61	-	-	-	-	61
Lighthouse Therapy LLC	346	3/1/2021	4/15/2021	55,870	-	-	-	-	55,870
Lighthouse Therapy LLC	364	3/11/2021	4/25/2021	5,270	-	-	-	-	5,270
Lights On Learning Solutions	3	3/9/2021	4/8/2021	1,700	-	-	-	-	1,700
Lilia Bogoeva	2021-01	3/10/2021	4/9/2021	615	-	-	-	-	615
Lilli Witczak	3072021	3/7/2021	4/6/2021	3,920	-	-	-	-	3,920
Limelight Acting Studio	0036	3/16/2021	4/15/2021	530	-	-	-	-	530
Limelight Acting Studio	0035	3/16/2021	4/15/2021	500	-	-	-	-	500
Limelight Acting Studio	0032	3/16/2021	4/15/2021	250	-	-	-	-	250
Limelight Acting Studio	0033	3/16/2021	4/15/2021	250	-	-	-	-	250
Limelight Acting Studio	0034	3/16/2021	4/15/2021	500	-	-	-	-	500
Lindsey Ferrell	FERR031521	3/15/2021	3/15/2021	274	-	-	-	-	274
Little Ears Therapy Center	40	2/26/2021	3/28/2021	3,220	-	-	-	-	3,220

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Little School of Music	02282021	2/28/2021	3/30/2021	1,996	-	-	-	-	1,996
Logic of English	INW0314	12/3/2020	1/2/2021	121	-	-	-	-	121
Logic of English	INW0821	3/8/2021	4/7/2021	81	-	-	-	-	81
Logic of English	INW0851	3/10/2021	4/9/2021	32	-	-	-	-	32
Logic of English	INW0854	3/10/2021	4/9/2021	106	-	-	-	-	106
Logic of English	INW0856	3/11/2021	4/10/2021	129	-	-	-	-	129
Logic of English	INW0869	3/11/2021	4/10/2021	196	-	-	-	-	196
Logic of English	INW0857	3/11/2021	4/10/2021	140	-	-	-	-	140
Logic of English	INW0868	3/11/2021	4/10/2021	106	-	-	-	-	106
Logic of English	INW0871	3/11/2021	4/10/2021	256	-	-	-	-	256
Logic of English	INW0855	3/11/2021	4/10/2021	121	-	-	-	-	121
Logic of English	INW0870	3/11/2021	4/10/2021	189	-	-	-	-	189
Logic of English	INW0867	3/11/2021	4/10/2021	89	-	-	-	-	89
Lost Code, Inc	44402	3/23/2020	4/22/2020	597	-	-	-	-	597
Lost Code, Inc	061320	6/29/2020	7/28/2020	298	-	-	-	-	298
Lotus Educational Services, Inc.	1800	3/4/2021	4/3/2021	991	-	-	-	-	991
Loubella Farms, LLC	1015	3/9/2021	4/8/2021	267	-	-	-	-	267
Lucky Duck Swim School	0004	2/28/2021	3/30/2021	4,095	-	-	-	-	4,095
Maker Empire, Inc. dba Elements Dance Space	00326	3/16/2021	4/15/2021	120	-	-	-	-	120
Maker Empire, Inc. dba Elements Dance Space	00802	3/16/2021	4/15/2021	584	-	-	-	-	584
Margaret Navarro Gupta	2021-1	3/4/2021	4/3/2021	1,800	-	-	-	-	1,800
Margie Haber Studio	0068	2/26/2021	3/28/2021	750	-	-	-	-	750
Margie Haber Studio	0071	3/5/2021	4/4/2021	900	-	-	-	-	900
Marie Gayton	031502	3/15/2021	3/15/2021	550	-	-	-	-	550
Marie Gayton	150321	3/15/2021	3/15/2021	50	-	-	-	-	50
Marie Tarbet	108	3/5/2021	4/4/2021	293	-	-	-	-	293
Marie Tarbet	110	3/8/2021	4/7/2021	293	-	-	-	-	293
Marie Tarbet	109	3/8/2021	4/7/2021	293	-	-	-	-	293
Marietta Waters Pinnick	103	3/10/2021	4/9/2021	225	-	-	-	-	225
Mary Roberts	202037	3/6/2021	3/6/2021	600	-	-	-	-	600
Mary Roberts	202036	3/6/2021	4/5/2021	120	-	-	-	-	120
Mary Vita-Catama	SHMAR2021	3/5/2021	4/4/2021	195	-	-	-	-	195
Mary Vita-Catama	WBFEBMAR2021	3/9/2021	4/8/2021	270	-	-	-	-	270
Mary Vita-Catama	OBFBEMAR2021	3/11/2021	4/10/2021	270	-	-	-	-	270
Mary Vita-Catama	NBFEBMAR2021	3/11/2021	4/10/2021	270	-	-	-	-	270
Math Learning Redondo Beach	5629	3/7/2021	4/6/2021	257	-	-	-	-	257
Math-U-See, Inc.	0692580-IN	2/11/2021	4/12/2021	63	-	-	-	-	63
Math-U-See, Inc.	0692583-IN	2/11/2021	4/12/2021	68	-	-	-	-	68
Math-U-See, Inc.	0692582-IN	2/11/2021	4/12/2021	68	-	-	-	-	68
Math-U-See, Inc.	0692584-IN	2/11/2021	4/12/2021	58	-	-	-	-	58
Math-U-See, Inc.	0692816-IN	2/12/2021	4/13/2021	58	-	-	-	-	58
Math-U-See, Inc.	0692817-IN	2/12/2021	4/13/2021	119	-	-	-	-	119
Math-U-See, Inc.	0693242-IN	2/16/2021	4/17/2021	119	-	-	-	-	119
Math-U-See, Inc.	0693243-IN	2/16/2021	4/17/2021	109	-	-	-	-	109
Math-U-See, Inc.	0693244-IN	2/16/2021	4/17/2021	78	-	-	-	-	78
Math-U-See, Inc.	0693241-IN	2/16/2021	4/17/2021	153	-	-	-	-	153
Math-U-See, Inc.	0693655-IN	2/19/2021	4/20/2021	119	-	-	-	-	119

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Math-U-See, Inc.	0693647-IN	2/19/2021	4/20/2021	210	-	-	-	-	210
Math-U-See, Inc.	0693657-IN	2/19/2021	4/20/2021	173	-	-	-	-	173
Math-U-See, Inc.	0693723-IN	2/19/2021	4/20/2021	125	-	-	-	-	125
Math-U-See, Inc.	0694154-IN	2/22/2021	4/23/2021	58	-	-	-	-	58
Math-U-See, Inc.	0694567-IN	2/23/2021	4/24/2021	41	-	-	-	-	41
Math-U-See, Inc.	0694679-IN	2/24/2021	4/25/2021	174	-	-	-	-	174
Math-U-See, Inc.	0694685-IN	2/24/2021	4/25/2021	257	-	-	-	-	257
Math-U-See, Inc.	0694885-IN	2/25/2021	4/26/2021	224	-	-	-	-	224
Math-U-See, Inc.	0695836-IN	3/2/2021	5/1/2021	58	-	-	-	-	58
Math-U-See, Inc.	0695830-IN	3/2/2021	5/1/2021	59	-	-	-	-	59
Math-U-See, Inc.	0695834-IN	3/2/2021	5/1/2021	131	-	-	-	-	131
Math-U-See, Inc.	0696052-IN	3/3/2021	5/2/2021	173	-	-	-	-	173
Math-U-See, Inc.	0696296-IN	3/4/2021	5/3/2021	58	-	-	-	-	58
Math-U-See, Inc.	0696337-IN	3/4/2021	5/3/2021	119	-	-	-	-	119
Math-U-See, Inc.	0696298-IN	3/4/2021	5/3/2021	174	-	-	-	-	174
Math-U-See, Inc.	0696631-IN	3/8/2021	5/7/2021	119	-	-	-	-	119
Math-U-See, Inc.	0696633-IN	3/8/2021	5/7/2021	119	-	-	-	-	119
Math-U-See, Inc.	0696632-IN	3/8/2021	5/7/2021	119	-	-	-	-	119
Math-U-See, Inc.	0696630-IN	3/8/2021	5/7/2021	177	-	-	-	-	177
Math-U-See, Inc.	0697094-IN	3/9/2021	5/8/2021	119	-	-	-	-	119
Math-U-See, Inc.	0697098-IN	3/9/2021	5/8/2021	119	-	-	-	-	119
Math-U-See, Inc.	0697168-IN	3/9/2021	5/8/2021	41	-	-	-	-	41
Math-U-See, Inc.	0697381-IN	3/10/2021	5/9/2021	119	-	-	-	-	119
Math-U-See, Inc.	0697380-IN	3/10/2021	5/9/2021	116	-	-	-	-	116
Math-U-See, Inc.	0697382-IN	3/10/2021	5/9/2021	94	-	-	-	-	94
Math-U-See, Inc.	0697383-IN	3/10/2021	5/9/2021	58	-	-	-	-	58
Math-U-See, Inc.	0698032-IN	3/15/2021	5/14/2021	52	-	-	-	-	52
Math-U-See, Inc.	0698030-IN	3/15/2021	5/14/2021	58	-	-	-	-	58
Math-U-See, Inc.	0698145-IN	3/16/2021	5/15/2021	136	-	-	-	-	136
Mathnasium of Altadena	2865	3/5/2021	4/4/2021	1,824	-	-	-	-	1,824
Mathnasium of El Segundo	44	3/4/2021	4/3/2021	339	-	-	-	-	339
Mathnasium of Sherman Oaks	2017	5/1/2020	5/31/2020	(359)	-	-	-	-	(359)
Matthew Jimmink	BRA0004	2/28/2021	3/30/2021	70	-	-	-	-	70
Maxwell David Music	406	3/8/2021	4/7/2021	1,184	-	-	-	-	1,184
Maxwell David Music	407	3/8/2021	4/7/2021	592	-	-	-	-	592
McColgan & Associates Inc.	4078	3/10/2021	3/10/2021	11,095	-	-	-	-	11,095
McColgan & Associates Inc.	4077	3/10/2021	3/10/2021	263	-	-	-	-	263
McGraw Hill LLC	117259731001	3/12/2021	4/11/2021	92	-	-	-	-	92
McGraw Hill LLC	117250848001	3/15/2021	4/14/2021	131	-	-	-	-	131
McGraw Hill LLC	117259732001	3/16/2021	4/15/2021	98	-	-	-	-	98
McGraw Hill LLC	117261516001	3/17/2021	4/16/2021	18	-	-	-	-	18
McGraw Hill LLC	117261406001	3/17/2021	4/16/2021	199	-	-	-	-	199
MEL Science U. S., LLC	JB2021030903	3/9/2021	4/8/2021	140	-	-	-	-	140
MEL Science U. S., LLC	NW2021030911	3/9/2021	4/8/2021	209	-	-	-	-	209
MEL Science U. S., LLC	SB2021030912	3/9/2021	4/8/2021	209	-	-	-	-	209
MEL Science U. S., LLC	AB2021030902	3/9/2021	4/8/2021	140	-	-	-	-	140
MEL Science U. S., LLC	WS2021030901	3/9/2021	4/8/2021	140	-	-	-	-	140

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MEL Science U. S., LLC	NB2021031006	3/10/2021	4/9/2021	140	-	-	-	-	140
MEL Science U. S., LLC	EJ2021031005	3/10/2021	4/9/2021	140	-	-	-	-	140
MEL Science U. S., LLC	KN2021031004	3/10/2021	4/9/2021	209	-	-	-	-	209
MEL Science U. S., LLC	DS2021031103	3/11/2021	4/10/2021	140	-	-	-	-	140
MEL Science U. S., LLC	BG2021031101	3/11/2021	4/10/2021	209	-	-	-	-	209
MEL Science U. S., LLC	GG021031105	3/11/2021	4/10/2021	209	-	-	-	-	209
MEL Science U. S., LLC	JM2021031515	3/15/2021	4/14/2021	140	-	-	-	-	140
MEL Science U. S., LLC	SA2021031513	3/15/2021	4/14/2021	209	-	-	-	-	209
Melissa Jean Calderon	000006	3/12/2021	4/11/2021	2,565	-	-	-	-	2,565
Melissa Jean Calderon	000005	3/12/2021	4/11/2021	1,170	-	-	-	-	1,170
Monarchs Gymnastics	51	3/16/2021	4/15/2021	80	-	-	-	-	80
Monica Basurto	168	2/26/2021	3/28/2021	825	-	-	-	-	825
MORE Academies	0068	3/6/2021	4/5/2021	7,669	-	-	-	-	7,669
Morumbi Jiu Jitsu Academy	CM041420	4/14/2020	5/14/2020	(1,302)	-	-	-	-	(1,302)
Moving Beyond the Page	217539	8/12/2020	9/11/2020	136	-	-	-	-	136
Moving Beyond the Page	217894	8/14/2020	9/13/2020	62	-	-	-	-	62
Moving Beyond the Page	220389	8/26/2020	9/25/2020	87	-	-	-	-	87
Moving Beyond the Page	240050	12/3/2020	1/2/2021	7	-	-	-	-	7
Moving Beyond the Page	250102	3/8/2021	4/7/2021	848	-	-	-	-	848
Moving Beyond the Page	250104	3/8/2021	4/7/2021	425	-	-	-	-	425
Moving Beyond the Page	250121	3/8/2021	4/7/2021	932	-	-	-	-	932
Moving Beyond the Page	250284	3/10/2021	4/9/2021	170	-	-	-	-	170
Moving Beyond the Page	250297	3/10/2021	4/9/2021	800	-	-	-	-	800
Moving Beyond the Page	250591	3/15/2021	4/14/2021	7	-	-	-	-	7
Moving Beyond the Page	250590	3/15/2021	4/14/2021	8	-	-	-	-	8
Moving Beyond the Page	250700	3/15/2021	4/14/2021	52	-	-	-	-	52
Moving Beyond the Page	250731	3/15/2021	4/14/2021	51	-	-	-	-	51
Moving Beyond the Page	250878	3/16/2021	4/15/2021	310	-	-	-	-	310
Moving Mindz	2021-HS-BRA0005	3/7/2021	4/6/2021	180	-	-	-	-	180
Moving Mindz	2021-HS-BRA0002	3/7/2021	4/6/2021	400	-	-	-	-	400
Moving Mindz	2021-HS-BRA0004	3/7/2021	4/6/2021	120	-	-	-	-	120
Moving Mindz	2021-HS-BRA0003	3/7/2021	4/6/2021	420	-	-	-	-	420
MoxieBox Art	7331	3/5/2021	4/4/2021	153	-	-	-	-	153
MoxieBox Art	7332	3/5/2021	4/4/2021	153	-	-	-	-	153
MoxieBox Art	7351	3/6/2021	4/5/2021	153	-	-	-	-	153
MoxieBox Art	7405	3/9/2021	4/8/2021	153	-	-	-	-	153
MozArt Music Academy	12	3/8/2021	4/7/2021	1,296	-	-	-	-	1,296
MozArt Music Academy	11	3/8/2021	4/7/2021	1,152	-	-	-	-	1,152
Mr. D Math, LLC	1352	3/4/2021	4/3/2021	381	-	-	-	-	381
Music Box	0310210711	3/10/2021	4/9/2021	455	-	-	-	-	455
Music Freqs	9951	3/5/2021	4/4/2021	390	-	-	-	-	390
Music Freqs	9958	3/9/2021	4/8/2021	315	-	-	-	-	315
Nanci Gross	3037	1/22/2021	2/21/2021	800	-	-	-	-	800
Nanci Gross	3040	3/8/2021	4/7/2021	1,320	-	-	-	-	1,320
NCS Pearson Inc	38640224	4/14/2020	4/14/2020	(698)	-	-	-	-	(698)
NCS Pearson Inc	38678838	4/22/2020	4/22/2020	(177)	-	-	-	-	(177)
Neutral Grounds JiuJitsu Academy	Espina0221	3/2/2021	4/1/2021	180	-	-	-	-	180

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Neutral Grounds JiuJitsu Academy	Espina0122	3/2/2021	4/1/2021	180	-	-	-	-	180
New Form Training LLC	000027	3/10/2021	4/9/2021	70	-	-	-	-	70
New Form Training LLC	000029	3/10/2021	4/9/2021	1,080	-	-	-	-	1,080
New Form Training LLC	000028	3/10/2021	4/9/2021	600	-	-	-	-	600
Newport Sea Base	101	3/8/2021	4/7/2021	1,439	-	-	-	-	1,439
Nishalogic, LLC	371	3/10/2021	4/9/2021	300	-	-	-	-	300
Oak Creek Corral	023419	3/1/2021	3/31/2021	400	-	-	-	-	400
Oak Creek Corral	023421	3/1/2021	3/31/2021	135	-	-	-	-	135
Oak Creek Corral	023424	3/1/2021	3/31/2021	300	-	-	-	-	300
Oak Creek Corral	023422	3/1/2021	3/31/2021	135	-	-	-	-	135
Oak Creek Corral	023418	3/1/2021	3/31/2021	270	-	-	-	-	270
Oak Creek Corral	023420	3/1/2021	3/31/2021	135	-	-	-	-	135
Oak Creek Corral	023423	3/1/2021	3/31/2021	135	-	-	-	-	135
Oak Creek Corral	023425	3/1/2021	3/31/2021	400	-	-	-	-	400
Oak Meadow Inc.	118825	3/9/2021	4/8/2021	75	-	-	-	-	75
Oak Meadow Inc.	118828	3/9/2021	4/8/2021	185	-	-	-	-	185
One Spark Academy	2329	3/11/2021	4/10/2021	605	-	-	-	-	605
One Spark Academy	2331	3/15/2021	4/14/2021	167	-	-	-	-	167
Opus Music School	28	2/17/2020	3/18/2020	-	3,717	-	-	-	3,717
P.A.S.S	1	3/15/2021	4/14/2021	600	-	-	-	-	600
Paramount Iceland	36	3/6/2021	4/5/2021	350	-	-	-	-	350
Paula Ramirez	0221_Pf33725	3/10/2021	4/9/2021	140	-	-	-	-	140
Paula Ramirez	0221_Pf33500	3/10/2021	4/9/2021	140	-	-	-	-	140
Paula Ramirez	0221_Pf33503	3/10/2021	4/9/2021	140	-	-	-	-	140
Peace Hill Press dba Well Trained Mind Press	53687	3/11/2021	4/10/2021	30	-	-	-	-	30
Peace Hill Press dba Well Trained Mind Press	53688	3/11/2021	4/10/2021	30	-	-	-	-	30
Peace Hill Press dba Well Trained Mind Press	53686	3/11/2021	4/10/2021	10	-	-	-	-	10
Pearson Education Inc.	6001566241	4/24/2020	4/24/2020	(154)	-	-	-	-	(154)
Pearson Education Inc.	6001566098	4/24/2020	4/24/2020	(9)	-	-	-	-	(9)
Pearson Education Inc.	6001566100	4/24/2020	4/24/2020	(9)	-	-	-	-	(9)
Pearson Education Inc.	6001566242	4/24/2020	4/24/2020	(119)	-	-	-	-	(119)
Pediatric Therapy Associates	454	3/4/2021	4/3/2021	10,990	-	-	-	-	10,990
Perfect 10 Gymnastics	5A	3/15/2021	4/14/2021	584	-	-	-	-	584
Petit Bizoo Art Studio	2021-03	3/8/2021	4/7/2021	2,203	-	-	-	-	2,203
Petit Bizoo Art Studio	2021-04	3/15/2021	4/14/2021	460	-	-	-	-	460
Piano Instruction and Tutoring by Kathy	8	3/4/2021	4/3/2021	240	-	-	-	-	240
Piano Instruction and Tutoring by Kathy	9	3/9/2021	4/8/2021	880	-	-	-	-	880
Portal Languages - Costa Mesa	INV-4830	3/8/2021	3/31/2021	265	-	-	-	-	265
Portal Languages Fullerton LLC	12	1/2/2021	2/1/2021	2,400	-	-	-	-	2,400
Provenance	BRA093020	9/30/2020	10/30/2020	(1,650)	-	-	-	-	(1,650)
Provenance	1527A	10/27/2020	11/26/2020	(2,299)	-	-	-	-	(2,299)
PSPA	128	3/10/2021	3/10/2021	540	-	-	-	-	540
Raffia Music Studio	014	3/5/2021	4/4/2021	540	-	-	-	-	540
Rainbow Resource Center	3263191	12/22/2020	1/21/2021	13	-	-	-	-	13
Rainbow Resource Center	3332921	3/5/2021	4/4/2021	51	-	-	-	-	51
Rainbow Resource Center	3333266	3/5/2021	4/4/2021	223	-	-	-	-	223
Rainbow Resource Center	3332918	3/5/2021	4/4/2021	78	-	-	-	-	78

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Rainbow Resource Center	3332920	3/5/2021	4/4/2021	20	-	-	-	-	20
Rainbow Resource Center	3335462	3/8/2021	4/7/2021	480	-	-	-	-	480
Rainbow Resource Center	3335625	3/8/2021	4/7/2021	196	-	-	-	-	196
Rainbow Resource Center	3335643	3/8/2021	4/7/2021	84	-	-	-	-	84
Rainbow Resource Center	3334604	3/8/2021	4/7/2021	205	-	-	-	-	205
Rainbow Resource Center	3334601	3/8/2021	4/7/2021	66	-	-	-	-	66
Rainbow Resource Center	3334603	3/8/2021	4/7/2021	29	-	-	-	-	29
Rainbow Resource Center	3334738	3/8/2021	4/7/2021	141	-	-	-	-	141
Rainbow Resource Center	3334602	3/8/2021	4/7/2021	82	-	-	-	-	82
Rainbow Resource Center	3337676	3/9/2021	4/8/2021	135	-	-	-	-	135
Rainbow Resource Center	3295881	3/9/2021	4/8/2021	64	-	-	-	-	64
Rainbow Resource Center	3336122	3/9/2021	4/8/2021	23	-	-	-	-	23
Rainbow Resource Center	3336134	3/9/2021	4/8/2021	55	-	-	-	-	55
Rainbow Resource Center	3337426	3/9/2021	4/8/2021	63	-	-	-	-	63
Rainbow Resource Center	3337674	3/9/2021	4/8/2021	181	-	-	-	-	181
Rainbow Resource Center	3295886	3/9/2021	4/8/2021	630	-	-	-	-	630
Rainbow Resource Center	3295891	3/9/2021	4/8/2021	107	-	-	-	-	107
Rainbow Resource Center	3295370	3/9/2021	4/8/2021	26	-	-	-	-	26
Rainbow Resource Center	3295653	3/9/2021	4/8/2021	22	-	-	-	-	22
Rainbow Resource Center	3336116	3/9/2021	4/8/2021	29	-	-	-	-	29
Rainbow Resource Center	3336169	3/9/2021	4/8/2021	169	-	-	-	-	169
Rainbow Resource Center	3337605	3/9/2021	4/8/2021	293	-	-	-	-	293
Rainbow Resource Center	3336120	3/9/2021	4/8/2021	39	-	-	-	-	39
Rainbow Resource Center	3336130	3/9/2021	4/8/2021	97	-	-	-	-	97
Rainbow Resource Center	3337588	3/9/2021	4/8/2021	115	-	-	-	-	115
Rainbow Resource Center	3337604	3/9/2021	4/8/2021	28	-	-	-	-	28
Rainbow Resource Center	3338065	3/10/2021	4/9/2021	150	-	-	-	-	150
Rainbow Resource Center	3338194	3/10/2021	4/9/2021	36	-	-	-	-	36
Rainbow Resource Center	3338712	3/10/2021	4/9/2021	139	-	-	-	-	139
Rainbow Resource Center	3337975	3/10/2021	4/9/2021	153	-	-	-	-	153
Rainbow Resource Center	3338108	3/10/2021	4/9/2021	139	-	-	-	-	139
Rainbow Resource Center	3338062	3/10/2021	4/9/2021	306	-	-	-	-	306
Rainbow Resource Center	3338802	3/10/2021	4/9/2021	236	-	-	-	-	236
Rainbow Resource Center	3338531	3/10/2021	4/9/2021	243	-	-	-	-	243
Rainbow Resource Center	3338800	3/10/2021	4/9/2021	182	-	-	-	-	182
Rainbow Resource Center	3338157	3/10/2021	4/9/2021	141	-	-	-	-	141
Rainbow Resource Center	3338217	3/10/2021	4/9/2021	207	-	-	-	-	207
Rainbow Resource Center	3338243	3/10/2021	4/9/2021	175	-	-	-	-	175
Rainbow Resource Center	3339736	3/11/2021	4/10/2021	44	-	-	-	-	44
Rainbow Resource Center	3339860	3/11/2021	4/10/2021	128	-	-	-	-	128
Rainbow Resource Center	3339984	3/11/2021	4/10/2021	117	-	-	-	-	117
Rainbow Resource Center	3339990	3/11/2021	4/10/2021	304	-	-	-	-	304
Rainbow Resource Center	3339311	3/11/2021	4/10/2021	102	-	-	-	-	102
Rainbow Resource Center	3339832	3/11/2021	4/10/2021	164	-	-	-	-	164
Rainbow Resource Center	3340000	3/11/2021	4/10/2021	56	-	-	-	-	56
Rainbow Resource Center	3340010	3/11/2021	4/10/2021	89	-	-	-	-	89
Rainbow Resource Center	3339350	3/11/2021	4/10/2021	56	-	-	-	-	56

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Rainbow Resource Center	3339397	3/11/2021	4/10/2021	155	-	-	-	-	155
Rainbow Resource Center	3339738	3/11/2021	4/10/2021	481	-	-	-	-	481
Rainbow Resource Center	3340100	3/11/2021	4/10/2021	231	-	-	-	-	231
Rainbow Resource Center	3339398	3/11/2021	4/10/2021	157	-	-	-	-	157
Rainbow Resource Center	3339737	3/11/2021	4/10/2021	236	-	-	-	-	236
Rainbow Resource Center	3339739	3/11/2021	4/10/2021	29	-	-	-	-	29
Rainbow Resource Center	3339831	3/11/2021	4/10/2021	32	-	-	-	-	32
Rainbow Resource Center	3339863	3/11/2021	4/10/2021	78	-	-	-	-	78
Rainbow Resource Center	3339383	3/11/2021	4/10/2021	182	-	-	-	-	182
Rainbow Resource Center	3339854	3/11/2021	4/10/2021	201	-	-	-	-	201
Rainbow Resource Center	3339855	3/11/2021	4/10/2021	179	-	-	-	-	179
Rainbow Resource Center	3339865	3/11/2021	4/10/2021	26	-	-	-	-	26
Rainbow Resource Center	3339932	3/11/2021	4/10/2021	48	-	-	-	-	48
Rainbow Resource Center	3339357	3/11/2021	4/10/2021	292	-	-	-	-	292
Rainbow Resource Center	3339394	3/11/2021	4/10/2021	232	-	-	-	-	232
Rainbow Resource Center	3339829	3/11/2021	4/10/2021	32	-	-	-	-	32
Rainbow Resource Center	3339976	3/11/2021	4/10/2021	121	-	-	-	-	121
Rainbow Resource Center	3340518	3/12/2021	4/11/2021	51	-	-	-	-	51
Rainbow Resource Center	3340521	3/12/2021	4/11/2021	129	-	-	-	-	129
Rainbow Resource Center	3340520	3/12/2021	4/11/2021	84	-	-	-	-	84
Rainbow Resource Center	3340523	3/12/2021	4/11/2021	267	-	-	-	-	267
Rainbow Resource Center	3340976	3/12/2021	4/11/2021	292	-	-	-	-	292
Rainbow Resource Center	3341141	3/12/2021	4/11/2021	71	-	-	-	-	71
Rainbow Resource Center	3341170	3/12/2021	4/11/2021	334	-	-	-	-	334
Rainbow Resource Center	3340516	3/12/2021	4/11/2021	57	-	-	-	-	57
Rainbow Resource Center	3340823	3/12/2021	4/11/2021	132	-	-	-	-	132
Rainbow Resource Center	3340513	3/12/2021	4/11/2021	15	-	-	-	-	15
Rainbow Resource Center	3340983	3/12/2021	4/11/2021	120	-	-	-	-	120
Rainbow Resource Center	3341143	3/12/2021	4/11/2021	155	-	-	-	-	155
Rainbow Resource Center	3340831	3/12/2021	4/11/2021	205	-	-	-	-	205
Rainbow Resource Center	3341159	3/12/2021	4/11/2021	117	-	-	-	-	117
Rainbow Resource Center	3340820	3/12/2021	4/11/2021	85	-	-	-	-	85
Rainbow Resource Center	3340973	3/12/2021	4/11/2021	181	-	-	-	-	181
Rainbow Resource Center	3341383	3/15/2021	4/14/2021	25	-	-	-	-	25
Rainbow Resource Center	3341388	3/15/2021	4/14/2021	26	-	-	-	-	26
Rainbow Resource Center	3341412	3/15/2021	4/14/2021	62	-	-	-	-	62
Rainbow Resource Center	3341415	3/15/2021	4/14/2021	102	-	-	-	-	102
Rainbow Resource Center	3341385	3/15/2021	4/14/2021	25	-	-	-	-	25
Rainbow Resource Center	3341405	3/15/2021	4/14/2021	40	-	-	-	-	40
Rainbow Resource Center	3341386	3/15/2021	4/14/2021	16	-	-	-	-	16
Rainbow Resource Center	3341416	3/15/2021	4/14/2021	301	-	-	-	-	301
Rainbow Resource Center	3341389	3/15/2021	4/14/2021	56	-	-	-	-	56
Rainbow Resource Center	3341393	3/15/2021	4/14/2021	188	-	-	-	-	188
Rainbow Resource Center	3343789	3/16/2021	4/15/2021	32	-	-	-	-	32
Rainbow Resource Center	3343653	3/16/2021	4/15/2021	189	-	-	-	-	189
Rainbow Resource Center	3343846	3/16/2021	4/15/2021	178	-	-	-	-	178
Rainbow Resource Center	3343848	3/16/2021	4/15/2021	28	-	-	-	-	28

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Rainbow Resource Center	3343847	3/16/2021	4/15/2021	28	-	-	-	-	28
Rainbow Resource Center	3343849	3/16/2021	4/15/2021	154	-	-	-	-	154
Red Dragon Karate	20210311JA	3/11/2021	4/10/2021	270	-	-	-	-	270
Red Dragon Karate	20210311KA	3/11/2021	4/10/2021	270	-	-	-	-	270
Red Dragon Karate	20210311SS	3/11/2021	4/10/2021	318	-	-	-	-	318
Red Dragon Karate	20210311IO	3/11/2021	4/10/2021	132	-	-	-	-	132
Red Dragon Karate	20210311AB	3/11/2021	4/10/2021	464	-	-	-	-	464
Red Dragon Karate	20210311DS	3/11/2021	4/10/2021	447	-	-	-	-	447
Red Hat Cowgirl	RHC1178	3/11/2021	4/10/2021	360	-	-	-	-	360
Reed Idea Lab	SB006	3/5/2021	4/4/2021	329	-	-	-	-	329
Reed Idea Lab	FN003	3/10/2021	4/9/2021	300	-	-	-	-	300
Rene Urbanovich	33	3/11/2021	4/10/2021	600	-	-	-	-	600
Rene Urbanovich	31	3/11/2021	4/10/2021	300	-	-	-	-	300
Rene Urbanovich	32	3/11/2021	4/10/2021	100	-	-	-	-	100
Rene Urbanovich	34	3/11/2021	4/10/2021	300	-	-	-	-	300
Rene Urbanovich	39	3/11/2021	4/10/2021	300	-	-	-	-	300
Richard Guenther	GUEN030521	3/5/2021	3/5/2021	186	-	-	-	-	186
Rocket Science Educational Services	26	3/19/2021	4/18/2021	698	-	-	-	-	698
Rockstars of Tomorrow	022021-BRA	3/16/2021	4/15/2021	560	-	-	-	-	560
Rolling Robots, Inc	20210201	2/28/2021	3/30/2021	199	-	-	-	-	199
Rolling Robots, Inc	20210202	2/28/2021	3/30/2021	200	-	-	-	-	200
Roots Learning Centers LLC	4	3/7/2021	4/6/2021	23,055	-	-	-	-	23,055
Roots Learning Centers LLC	5	3/7/2021	4/6/2021	5,250	-	-	-	-	5,250
Rose Writers Workshop	RWInvoice 02	3/5/2021	4/4/2021	625	-	-	-	-	625
Rosemary Johnson & Associate Clinic	FEB21	3/1/2021	3/31/2021	4,098	-	-	-	-	4,098
Royal Academy the Sound of Music	127	3/11/2021	4/10/2021	33	-	-	-	-	33
Royal Academy the Sound of Music	125	3/11/2021	4/10/2021	132	-	-	-	-	132
Royal Academy the Sound of Music	128	3/15/2021	4/14/2021	33	-	-	-	-	33
Royal Academy the Sound of Music	126	3/15/2021	4/14/2021	132	-	-	-	-	132
Sage Spencer	04	2/4/2021	3/6/2021	8,400	-	-	-	-	8,400
SandeStrings	1472	3/1/2021	3/31/2021	250	-	-	-	-	250
SandeStrings	1473	3/1/2021	3/31/2021	200	-	-	-	-	200
SandeStrings	1515	3/6/2021	4/5/2021	300	-	-	-	-	300
SandeStrings	1514	3/6/2021	4/5/2021	200	-	-	-	-	200
SandeStrings	1510	3/6/2021	4/5/2021	260	-	-	-	-	260
Santa Monica Academy of Music	00024085	3/7/2021	4/1/2021	360	-	-	-	-	360
Santa Monica Academy of Music	00024083	3/7/2021	4/1/2021	360	-	-	-	-	360
Santa Monica Academy of Music	00024084	3/7/2021	4/1/2021	360	-	-	-	-	360
Santa Monica Academy of Music	00024086	3/7/2021	4/1/2021	360	-	-	-	-	360
Sarah Lynn Grubb	201	3/7/2021	4/6/2021	1,120	-	-	-	-	1,120
Sarah Lynn Grubb	25	3/7/2021	4/6/2021	1,368	-	-	-	-	1,368
Savage Elite Gymnastics	2262021	2/26/2021	3/28/2021	5,201	-	-	-	-	5,201
Savvas Learning Company LLC	4026207559	9/15/2020	10/15/2020	102	-	-	-	-	102
Savvas Learning Company LLC	7027314614	9/16/2020	10/16/2020	50	-	-	-	-	50
Savvas Learning Company LLC	7027340417	9/26/2020	10/25/2020	50	-	-	-	-	50
School of Rock South Bay LA	0012	3/16/2021	4/15/2021	650	-	-	-	-	650
Scoil Rince Daryl Rose	21	3/9/2021	4/8/2021	60	-	-	-	-	60

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Seaside Learning Center	PF42246	3/8/2021	4/7/2021	150	-	-	-	-	150
Seaside Learning Center	PF43225	3/9/2021	4/8/2021	270	-	-	-	-	270
Seaside Learning Center	PF44534	3/12/2021	4/11/2021	328	-	-	-	-	328
Seaside Learning Center	PF44326	3/12/2021	4/11/2021	300	-	-	-	-	300
Seaside Learning Center	PF44220	3/12/2021	4/11/2021	960	-	-	-	-	960
Seaside Learning Center	PF44235	3/12/2021	4/11/2021	1,800	-	-	-	-	1,800
Seaside Learning Center	PF44789	3/15/2021	4/14/2021	1,172	-	-	-	-	1,172
Seaside Learning Center	PF45025	3/16/2021	4/15/2021	60	-	-	-	-	60
Seaside Speech Therapy Inc.	53182	3/11/2021	4/10/2021	520	-	-	-	-	520
Seaside Speech Therapy Inc.	53186	3/11/2021	4/10/2021	1,040	-	-	-	-	1,040
Seaside Speech Therapy Inc.	53187	3/11/2021	4/10/2021	715	-	-	-	-	715
Seaside Speech Therapy Inc.	53188	3/11/2021	4/10/2021	780	-	-	-	-	780
Seaside Speech Therapy Inc.	53184	3/11/2021	4/10/2021	390	-	-	-	-	390
Seaside Speech Therapy Inc.	53189	3/11/2021	4/10/2021	943	-	-	-	-	943
Seaside Speech Therapy Inc.	53183	3/11/2021	4/10/2021	520	-	-	-	-	520
Shane Cammell	210250	3/7/2021	4/6/2021	105	-	-	-	-	105
Shane Cammell	210237	3/7/2021	4/6/2021	140	-	-	-	-	140
Shane Cammell	210218	3/7/2021	4/6/2021	140	-	-	-	-	140
Shane Cammell	210217	3/7/2021	4/6/2021	140	-	-	-	-	140
Shane Cammell	210248A	3/7/2021	4/6/2021	140	-	-	-	-	140
Shanelle Gray Studios	BR-2A	2/5/2021	3/7/2021	800	-	-	-	-	800
Shanelle Gray Studios	BR3	3/4/2021	4/3/2021	300	-	-	-	-	300
Shanna Reed	REED031721	3/17/2021	3/17/2021	8	-	-	-	-	8
Shanon Garcia	003	3/17/2021	4/16/2021	600	-	-	-	-	600
Sheroes Entertainment	740	3/17/2021	4/14/2021	85	-	-	-	-	85
Simi Valley Jiu Jitsu	128	3/14/2021	4/13/2021	450	-	-	-	-	450
Singapore Math Inc.	50650	10/1/2020	10/31/2020	36	-	-	-	-	36
Singapore Math Inc.	50797	10/1/2020	10/31/2020	36	-	-	-	-	36
Singapore Math Inc.	51308	10/4/2020	11/3/2020	36	-	-	-	-	36
Singapore Math Inc.	51303	10/4/2020	11/3/2020	108	-	-	-	-	108
Singapore Math Inc.	51310	10/4/2020	11/3/2020	80	-	-	-	-	80
Singapore Math Inc.	51266	10/4/2020	11/3/2020	67	-	-	-	-	67
Singapore Math Inc.	51306	10/4/2020	11/3/2020	135	-	-	-	-	135
Singapore Math Inc.	51307	10/4/2020	11/3/2020	23	-	-	-	-	23
Singapore Math Inc.	51301	10/4/2020	11/3/2020	80	-	-	-	-	80
Singapore Math Inc.	51304	10/4/2020	11/3/2020	80	-	-	-	-	80
Singapore Math Inc.	51309	10/4/2020	11/3/2020	63	-	-	-	-	63
Singapore Math Inc.	51299	10/4/2020	11/3/2020	78	-	-	-	-	78
Singapore Math Inc.	51300	10/4/2020	11/3/2020	80	-	-	-	-	80
Singapore Math Inc.	51302	10/4/2020	11/3/2020	105	-	-	-	-	105
Singapore Math Inc.	51305	10/4/2020	11/3/2020	73	-	-	-	-	73
Singapore Math Inc.	51395	10/5/2020	11/4/2020	63	-	-	-	-	63
Singapore Math Inc.	51393	10/5/2020	11/4/2020	79	-	-	-	-	79
Singapore Math Inc.	51394	10/5/2020	11/4/2020	63	-	-	-	-	63
Singapore Math Inc.	51396	10/5/2020	11/4/2020	88	-	-	-	-	88
Singapore Math Inc.	51544	10/7/2020	11/6/2020	66	-	-	-	-	66
Singapore Math Inc.	51543	10/7/2020	11/6/2020	108	-	-	-	-	108

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Singapore Math Inc.	51541	10/7/2020	11/6/2020	87	-	-	-	-	87
Singapore Math Inc.	51540	10/7/2020	11/6/2020	65	-	-	-	-	65
Singapore Math Inc.	52439	12/3/2020	1/2/2021	42	-	-	-	-	42
Singapore Math Inc.	52462	12/4/2020	1/3/2021	67	-	-	-	-	67
Singapore Math Inc.	52475	12/7/2020	1/6/2021	42	-	-	-	-	42
Singapore Math Inc.	52536	12/9/2020	1/8/2021	49	-	-	-	-	49
Singapore Math Inc.	52516	12/9/2020	1/8/2021	23	-	-	-	-	23
Singapore Math Inc.	52517	12/9/2020	1/8/2021	38	-	-	-	-	38
Singapore Math Inc.	402837	1/18/2021	1/18/2021	123	-	-	-	-	123
Singapore Math Inc.	402835	1/17/2021	2/16/2021	55	-	-	-	-	55
Singapore Math Inc.	409834	3/5/2021	4/4/2021	36	-	-	-	-	36
Singapore Math Inc.	410245	3/10/2021	4/9/2021	158	-	-	-	-	158
Singapore Math Inc.	410228	3/10/2021	4/9/2021	64	-	-	-	-	64
Singapore Math Inc.	410230	3/10/2021	4/9/2021	94	-	-	-	-	94
Singapore Math Inc.	410232	3/10/2021	4/9/2021	49	-	-	-	-	49
Singapore Math Inc.	410241	3/10/2021	4/9/2021	63	-	-	-	-	63
Singapore Math Inc.	410234	3/10/2021	4/9/2021	61	-	-	-	-	61
Singapore Math Inc.	410239	3/10/2021	4/9/2021	60	-	-	-	-	60
Singapore Math Inc.	410233	3/10/2021	4/9/2021	86	-	-	-	-	86
Singapore Math Inc.	410240	3/10/2021	4/9/2021	86	-	-	-	-	86
Singapore Math Inc.	410243	3/10/2021	4/9/2021	86	-	-	-	-	86
Singapore Math Live, LLC	312211	3/12/2021	4/11/2021	230	-	-	-	-	230
Singapore Math Live, LLC	312214	3/12/2021	4/11/2021	65	-	-	-	-	65
Slice of Life Enrichment School, LLC	10958	12/29/2020	1/28/2021	660	-	-	-	-	660
Slice of Life Enrichment School, LLC	11032	3/16/2021	4/15/2021	720	-	-	-	-	720
Slice of Life Enrichment School, LLC	11033	3/16/2021	4/15/2021	765	-	-	-	-	765
SoCal Arts	030221-1	3/2/2021	3/2/2021	260	-	-	-	-	260
SoCal Tutors	187	3/11/2021	3/14/2021	660	-	-	-	-	660
SoCal Tutors	186	3/11/2021	3/14/2021	620	-	-	-	-	620
SoLA Robotics	27073	3/10/2021	4/10/2021	129	-	-	-	-	129
Specialized Therapy Services	BLRA02-0221	2/28/2021	4/9/2021	560	-	-	-	-	560
Sports Academy	3092102	3/9/2021	4/8/2021	253	-	-	-	-	253
Sports Academy	3092105	3/9/2021	4/8/2021	597	-	-	-	-	597
Sports Academy	3092103	3/9/2021	4/8/2021	596	-	-	-	-	596
Sports Academy	3092104	3/9/2021	4/8/2021	179	-	-	-	-	179
Stacey Lin Ani	58	1/10/2021	2/9/2021	150	-	-	-	-	150
Stacey Lin Ani	64	3/11/2021	4/10/2021	400	-	-	-	-	400
Stacey Lin Ani	65	3/11/2021	4/10/2021	600	-	-	-	-	600
Stephanie Doell Barrett Music Studio	36172	2/28/2021	3/30/2021	100	-	-	-	-	100
Stephens Educational Services, LLC	511520	12/8/2020	1/8/2021	127	-	-	-	-	127
Stephens Educational Services, LLC	577913	3/9/2021	4/9/2021	303	-	-	-	-	303
Stephens Educational Services, LLC	444328	3/9/2021	4/9/2021	575	-	-	-	-	575
Success Tutoring	ST20210304	3/4/2021	4/3/2021	500	-	-	-	-	500
Success Tutoring	ST20210305	3/5/2021	4/4/2021	945	-	-	-	-	945
Sunset Learning Studio	1466	3/5/2021	4/4/2021	360	-	-	-	-	360
Sunset Learning Studio	1467	3/6/2021	4/5/2021	720	-	-	-	-	720
Sunset Learning Studio	1469	3/11/2021	4/10/2021	360	-	-	-	-	360

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Sunset Learning Studio	1468	3/11/2021	4/10/2021	1,080	-	-	-	-	1,080
Suzuki Academy Inc.	0014	3/8/2021	4/7/2021	720	-	-	-	-	720
Swords Fencing Studio, Inc.	1001	2/25/2021	3/27/2021	650	-	-	-	-	650
Sylvan Learning Center West Covina	WC0221	3/5/2021	4/4/2021	200	-	-	-	-	200
Sylvia's Design Studio	336	3/5/2021	4/4/2021	120	-	-	-	-	120
Sylvia's Design Studio	826	3/5/2021	4/4/2021	360	-	-	-	-	360
Sylvia's Design Studio	729	3/5/2021	4/4/2021	120	-	-	-	-	120
Sylvia's Design Studio	125	3/9/2021	4/8/2021	150	-	-	-	-	150
T.K. Taekwondo	40	3/12/2021	4/11/2021	459	-	-	-	-	459
T.K. Taekwondo	39	3/12/2021	4/11/2021	495	-	-	-	-	495
Tae Ryong Taekwondo Ventura	1030921	3/9/2021	4/8/2021	200	-	-	-	-	200
TalkBox.Mom, Inc	528791	3/10/2021	4/9/2021	360	-	-	-	-	360
Teacher Synergy, LLC	146709127	3/5/2021	3/26/2021	10	-	-	-	-	10
Teacher Synergy, LLC	146763550	3/5/2021	3/26/2021	6	-	-	-	-	6
Teacher Synergy, LLC	146763854	3/5/2021	3/26/2021	24	-	-	-	-	24
Teacher Synergy, LLC	146703784	3/5/2021	3/26/2021	281	-	-	-	-	281
Teacher Synergy, LLC	146707648	3/5/2021	3/26/2021	86	-	-	-	-	86
Teacher Synergy, LLC	146770049	3/6/2021	3/27/2021	15	-	-	-	-	15
Teacher Synergy, LLC	146965515	3/8/2021	3/29/2021	5	-	-	-	-	5
Teacher Synergy, LLC	146958485	3/8/2021	3/29/2021	8	-	-	-	-	8
Teacher Synergy, LLC	146958771	3/8/2021	3/29/2021	25	-	-	-	-	25
Teacher Synergy, LLC	146974292	3/8/2021	3/29/2021	17	-	-	-	-	17
Teacher Synergy, LLC	147024030	3/8/2021	3/29/2021	35	-	-	-	-	35
Teacher Synergy, LLC	147030580	3/8/2021	3/29/2021	174	-	-	-	-	174
Teacher Synergy, LLC	146957813	3/8/2021	3/29/2021	16	-	-	-	-	16
Teacher Synergy, LLC	146958991	3/8/2021	3/29/2021	10	-	-	-	-	10
Teacher Synergy, LLC	146965367	3/8/2021	3/29/2021	11	-	-	-	-	11
Teacher Synergy, LLC	146965660	3/8/2021	3/29/2021	5	-	-	-	-	5
Teacher Synergy, LLC	146965864	3/8/2021	3/29/2021	14	-	-	-	-	14
Teacher Synergy, LLC	146962060	3/8/2021	3/29/2021	15	-	-	-	-	15
Teacher Synergy, LLC	146964330	3/8/2021	3/29/2021	16	-	-	-	-	16
Teacher Synergy, LLC	147322711	3/10/2021	3/31/2021	32	-	-	-	-	32
Teacher Synergy, LLC	147339229	3/10/2021	3/31/2021	104	-	-	-	-	104
Teacher Synergy, LLC	147322826	3/10/2021	3/31/2021	39	-	-	-	-	39
Teacher Synergy, LLC	147524761	3/12/2021	4/2/2021	9	-	-	-	-	9
Teacher Synergy, LLC	147527117	3/12/2021	4/2/2021	84	-	-	-	-	84
Teacher Synergy, LLC	147594686	3/12/2021	4/2/2021	47	-	-	-	-	47
Teacher Synergy, LLC	147594109	3/12/2021	4/2/2021	3	-	-	-	-	3
Teacher Synergy, LLC	147594333	3/12/2021	4/2/2021	34	-	-	-	-	34
Teacher Synergy, LLC	147594404	3/12/2021	4/2/2021	16	-	-	-	-	16
Teacher Synergy, LLC	147524899	3/12/2021	4/2/2021	13	-	-	-	-	13
Teacher Synergy, LLC	147594061	3/12/2021	4/2/2021	15	-	-	-	-	15
Teacher Synergy, LLC	147600389	3/13/2021	4/3/2021	19	-	-	-	-	19
Teacher Synergy, LLC	147600028	3/13/2021	4/3/2021	46	-	-	-	-	46
Teacher Synergy, LLC	147838629	3/15/2021	4/5/2021	89	-	-	-	-	89
Teaching Textbooks	32958	12/17/2020	1/16/2021	43	-	-	-	-	43
Tehachapi Academy of Dramatic Arts	BlueRidge2021-2	3/8/2021	4/7/2021	325	-	-	-	-	325

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The AFA Studio	26	3/11/2021	4/10/2021	240	-	-	-	-	240
The Arterie	BR002	3/8/2021	4/7/2021	480	-	-	-	-	480
The Critical Thinking Co.	168399A	2/10/2021	3/12/2021	281	-	-	-	-	281
The Critical Thinking Co.	168662A	2/16/2021	3/18/2021	64	-	-	-	-	64
The Critical Thinking Co.	168648A	2/16/2021	3/18/2021	32	-	-	-	-	32
The Critical Thinking Co.	168650A	2/16/2021	3/18/2021	82	-	-	-	-	82
The Critical Thinking Co.	167803A	2/18/2021	3/20/2021	210	-	-	-	-	210
The Critical Thinking Co.	168781A	2/19/2021	3/21/2021	298	-	-	-	-	298
The Critical Thinking Co.	168783A	2/19/2021	3/21/2021	638	-	-	-	-	638
The Critical Thinking Co.	168782A	2/19/2021	3/21/2021	607	-	-	-	-	607
The Elite Dance & Performing Arts Center	00009	3/11/2021	4/10/2021	696	-	-	-	-	696
The Lampo Group, LLC	9223280	3/2/2021	4/2/2021	160	-	-	-	-	160
The Literacy Room	0000553	3/12/2021	3/12/2021	282	-	-	-	-	282
The Rage Complex	ES-03042021	3/4/2021	4/3/2021	120	-	-	-	-	120
The Salvation Army	092	3/16/2021	4/15/2021	210	-	-	-	-	210
Themistocles Leftheris - Ice Skating Coach	1	3/16/2021	4/15/2021	1,267	-	-	-	-	1,267
Think Outside, LLC	112141	2/24/2021	3/26/2021	148	-	-	-	-	148
Think Outside, LLC	112842	2/26/2021	3/28/2021	256	-	-	-	-	256
Think Outside, LLC	112888	3/2/2021	4/1/2021	256	-	-	-	-	256
Thrive Academics, Inc.	BRA0221	3/4/2021	4/3/2021	700	-	-	-	-	700
Tiffany Lamb	4	3/1/2021	3/31/2021	900	-	-	-	-	900
Timberdoodle.com	355870	2/19/2021	3/21/2021	97	-	-	-	-	97
Timberdoodle.com	355875	2/19/2021	3/21/2021	74	-	-	-	-	74
Timberdoodle.com	355874	2/19/2021	3/21/2021	233	-	-	-	-	233
Timberdoodle.com	355852	2/19/2021	3/21/2021	1,396	-	-	-	-	1,396
Timberdoodle.com	355855	2/19/2021	3/21/2021	403	-	-	-	-	403
Timberdoodle.com	355885	2/20/2021	3/22/2021	1,159	-	-	-	-	1,159
Timberdoodle.com	355883	2/20/2021	3/22/2021	138	-	-	-	-	138
Timberdoodle.com	356018	2/23/2021	3/25/2021	1,469	-	-	-	-	1,469
Timberdoodle.com	356008	2/23/2021	3/25/2021	947	-	-	-	-	947
Timberdoodle.com	356023	2/23/2021	3/25/2021	950	-	-	-	-	950
Timberdoodle.com	356025	2/23/2021	3/25/2021	1,014	-	-	-	-	1,014
Timberdoodle.com	356034	2/23/2021	3/25/2021	546	-	-	-	-	546
Timberdoodle.com	356278	2/28/2021	3/30/2021	917	-	-	-	-	917
Timberdoodle.com	356334	3/1/2021	3/31/2021	1,001	-	-	-	-	1,001
Timberdoodle.com	356337	3/1/2021	3/31/2021	116	-	-	-	-	116
Timberdoodle.com	356350	3/2/2021	4/1/2021	449	-	-	-	-	449
Timberdoodle.com	356358	3/2/2021	4/1/2021	115	-	-	-	-	115
Timberdoodle.com	356364	3/2/2021	4/1/2021	85	-	-	-	-	85
Timberdoodle.com	340711	10/6/2020	11/5/2021	900	-	-	-	-	900
Time4Writing.com	T4W12855	3/11/2021	4/10/2021	238	-	-	-	-	238
True Note Music, LLC	21719	3/12/2021	4/11/2021	140	-	-	-	-	140
True Note Music, LLC	21718	3/12/2021	4/11/2021	140	-	-	-	-	140
Tutorific!	02122101	2/12/2021	3/14/2021	1,192	-	-	-	-	1,192
Untouchable Dance	01032021	3/12/2021	4/11/2021	300	-	-	-	-	300
Urban Homeschoolers	F20-BRA-1189	10/8/2020	11/7/2020	1,500	-	-	-	-	1,500
Urban Homeschoolers	F20-BRA-1192	10/8/2020	11/7/2020	717	-	-	-	-	717

Blue Ridge Academy

Accounts Payable Aging

For the period ended March 31, 2021

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
Urban Homeschoolers	F20-BRA-1190	10/8/2020	11/7/2020	1,050	-	-	-	-	1,050
Urban Homeschoolers	F20-BRA-1191	10/8/2020	11/7/2020	578	-	-	-	-	578
Urban Homeschoolers	F20-BRA-1193	10/8/2020	11/7/2020	590	-	-	-	-	590
Urban Homeschoolers	F20-BRA-1195	10/9/2020	11/8/2020	426	-	-	-	-	426
Urban Homeschoolers	F20-BRA-1194	10/9/2020	11/8/2020	434	-	-	-	-	434
Urban Homeschoolers	F20-BRA-1197	10/9/2020	11/8/2020	434	-	-	-	-	434
Urban Homeschoolers	F20-BRA-1196	10/9/2020	11/8/2020	308	-	-	-	-	308
Urban Homeschoolers	F20-BRA-1198	10/9/2020	11/8/2020	426	-	-	-	-	426
Urban Homeschoolers	F20-BRA-1199	10/9/2020	11/8/2020	373	-	-	-	-	373
Urban Homeschoolers	F20-BRA-1200	10/9/2020	11/8/2020	1,098	-	-	-	-	1,098
Urban Homeschoolers	F20-BRA-1201	10/9/2020	11/8/2020	426	-	-	-	-	426
Urban Homeschoolers	F20-BRA-1205	11/5/2020	12/5/2020	439	-	-	-	-	439
Urban Homeschoolers	S21-BRA-1218	12/16/2020	1/15/2021	308	-	-	-	-	308
Urban Homeschoolers	S21-BRA-1257	3/9/2021	4/8/2021	980	-	-	-	-	980
Urban Homeschoolers	S21-BRA-1256	3/9/2021	4/8/2021	700	-	-	-	-	700
Urban Homeschoolers	S21-BRA-1255	3/9/2021	4/8/2021	1,280	-	-	-	-	1,280
Valerie Marich Music	2021-1	3/13/2021	4/12/2021	480	-	-	-	-	480
Vault PK	2097	3/11/2021	3/11/2021	95	-	-	-	-	95
Ventura Land Trust	VW-1014	3/8/2021	3/8/2021	432	-	-	-	-	432
Ventura Makos Surf Camp, Inc.	37	3/16/2021	4/15/2021	2,400	-	-	-	-	2,400
Watersafe Swim School	374	2/10/2021	3/12/2021	357	-	-	-	-	357
Williamsburg Learning	2653	3/11/2021	4/10/2021	375	-	-	-	-	375
Williamsburg Learning	2656	3/11/2021	4/10/2021	375	-	-	-	-	375
Williamsburg Learning	2659	3/11/2021	4/10/2021	225	-	-	-	-	225
Williamsburg Learning	2658	3/11/2021	4/10/2021	375	-	-	-	-	375
Williamsburg Learning	2655	3/11/2021	4/10/2021	225	-	-	-	-	225
Williamsburg Learning	2660	3/11/2021	4/10/2021	450	-	-	-	-	450
Williamsburg Learning	2654	3/11/2021	4/10/2021	750	-	-	-	-	750
Williamsburg Learning	2657	3/11/2021	4/10/2021	375	-	-	-	-	375
Williamsburg Learning	2669	3/15/2021	4/14/2021	750	-	-	-	-	750
Williamsburg Learning	2667	3/15/2021	4/14/2021	750	-	-	-	-	750
Williamsburg Learning	2672	3/15/2021	4/14/2021	375	-	-	-	-	375
Williamsburg Learning	2680	3/15/2021	4/14/2021	375	-	-	-	-	375
Williamsburg Learning	2670	3/15/2021	4/14/2021	1,125	-	-	-	-	1,125
Williamsburg Learning	2671	3/15/2021	4/14/2021	375	-	-	-	-	375
Williamsburg Learning	2681	3/15/2021	4/14/2021	1,300	-	-	-	-	1,300
Williamsburg Learning	2683	3/16/2021	4/15/2021	225	-	-	-	-	225
Williamsburg Learning	2684	3/16/2021	4/15/2021	750	-	-	-	-	750
Williamsburg Learning	2685	3/16/2021	4/15/2021	1,100	-	-	-	-	1,100
Wise Ahmad Nadjib	22621	2/26/2021	3/28/2021	380	-	-	-	-	380
WM Music Lessons	035BRA	3/15/2021	4/14/2021	670	-	-	-	-	670
WriteAtHome, Inc.	20153967	8/25/2020	9/24/2020	499	-	-	-	-	499
WriteAtHome, Inc.	20154002	8/27/2020	9/26/2020	499	-	-	-	-	499
WriteAtHome, Inc.	20154075	9/21/2020	10/21/2020	499	-	-	-	-	499
WriteAtHome, Inc.	20154128CM	10/19/2020	11/18/2020	599	-	-	-	-	599
WriteShop	21-0303	3/8/2021	4/7/2021	182	-	-	-	-	182
Xochitl Brizuela Spanish and more	PF22149-46	3/6/2021	4/5/2021	120	-	-	-	-	120

Blue Ridge Academy

Accounts Payable Aging

For the period ended March 31, 2021

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
Xochitl Brizuela Spanish and more	PF32382-39	3/6/2021	4/5/2021	210	-	-	-	-	210
Xochitl Brizuela Spanish and more	PF22150-45	3/6/2021	4/5/2021	120	-	-	-	-	120
Xochitl Brizuela Spanish and more	PF32409-44	3/6/2021	4/5/2021	48	-	-	-	-	48
Xochitl Brizuela Spanish and more	PF32412-43	3/6/2021	4/5/2021	48	-	-	-	-	48
Xochitl Brizuela Spanish and more	PF32414-42	3/12/2021	4/11/2021	48	-	-	-	-	48
Yadira Cisneros	CISN031621	3/16/2021	3/16/2021	502	-	-	-	-	502
Zaner-Bloser	10283203	2/23/2021	3/25/2021	33	-	-	-	-	33
Zaner-Bloser	10283394	2/25/2021	3/27/2021	(18)	-	-	-	-	(18)
				<u>167</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>167</u>
Total Outstanding Payables in February				\$ 849,438	\$ 4,233	\$ -	\$ -	\$ (575)	\$ 853,096

BLUE RIDGE ACADEMY
ACKNOWLEDGEMENT RESOLUTIONS

The undersigned, on behalf of Blue Ridge Academy, a California nonprofit public benefit corporation (the “Company”), hereby certifies that the resolutions set forth below were adopted by the Board of Directors (the “Board”) of the Company, in accordance with Section 5211(a) of the California Nonprofit Corporation Law and the Bylaws of the Company, at a duly noticed meeting held on April 12, 2021 at 6:00 p.m., Pacific Time via teleconference. A quorum of the Board was present at the meeting. Capitalized terms used herein and not otherwise defined have the meanings given to them in the Acknowledgment Resolution (as defined below).

Sale of Additional Receivables

WHEREAS, the Company receives and owns and will receive and own from time to time certain receivables or payments due from the State of California, Kern County, the Kern County Office of Education, the Kern County Superintendent of Schools, Maricopa Unified School District, the Special Education Local Plan Area (“SELPA”), and/or the United States federal government (in each case, the “Payor”).

WHEREAS, the Company instructs the Payor, pursuant to the Payor’s policies and procedures, as to the location and manner of payment of the Company’s receivables.

WHEREAS, the Board previously authorized the sale of receivables to Charter School Capital, Inc. (“CSC”) and wishes to increase the amount authorized at this time;

RESOLVED: That the Board deems it to be in the best interests of the Company to authorize the Company to sell additional receivables and payments (the “Receivables”) to CSC at a discount to face value in an amount not to exceed the lesser of (i) \$65,100,000.00 of gross receivables value and (ii) \$55,300,000.00 of initial purchase (face value).

RESOLVED FURTHER: That the Company is authorized and directed to sell the Receivables to CSC from time to time pursuant to one or more Receivables Purchase Agreements and related Terms Letters between the Company and CSC, substantially in the form reviewed by the Board, with such changes thereto consistent with these resolutions as an Authorized Officer of the Company shall approve, and including any amendments, supplements or modifications to the foregoing consistent with these resolutions as an Authorized Officer of the Company shall approve from time to time.

RESOLVED FURTHER: That each of Jessie Maron, as President; Arlene Nelson, as Treasurer; and Samantha Haynes, as Executive Director (such persons and their duly elected and qualified successors, the “Authorized Officers”) is authorized and directed to execute and deliver, on behalf of the Company, the Receivables Purchase Agreements, the Terms Letters, the Paying Agency Agreements and/or Account Control Agreements, and subject to the limitations set forth herein, such other agreements and other documents and instruments as may be necessary or desirable to effectuate the sale of Receivables contemplated hereby, including, without limitation, agreements or documents as may be necessary to facilitate the sale of Receivables by CSC to an affiliate or third party to finance its purchase of the Receivables, and further including, without limitation, such amendments, supplements or other modifications to any or all of the documents described in this paragraph and consistent with these resolutions as an Authorized Officer of the Company shall approve from time to time.

RESOLVED FURTHER: That the Board of the Company deems it to be in the best interests of the Company to instruct the Payor, in the form provided by CSC, to make the payment of all revenues of the Company administered and paid by the Payor in the manner described in the applicable Receivables Purchase Agreement, the Terms Letter, Paying Agency Agreement and/or Account Control Agreements.

RESOLVED FURTHER: That any two Authorized Officers will execute instructions to the Payor, in the form provided by CSC, directing the payment of all revenues of the Company in the manner described in the Receivables Purchase Agreement, the Terms Letter, the Paying Agency Agreement and/or Account Control Agreements.

RESOLVED FURTHER: That the instructions described in the immediately preceding paragraph will not be altered in any manner nor any other instructions substituted in their place without the prior written approval of the two Authorized Officers and without the express written consent of CSC and that the Payor is to disregard any change in disbursement instructions that are not counter-signed by such two Authorized Officers and CSC.

RESOLVED FURTHER: That the Authorized Officers are, and each of them is, hereby authorized and directed, on behalf and in the name of the Company and subject to the limitations set forth herein, to make all such arrangements, to do and perform all such acts and things, and to execute and deliver all such instruments, certificates and other documents as he or she may deem necessary or appropriate in order to effectuate fully the purpose of each and all of the foregoing resolutions and the transactions contemplated thereby (hereby ratifying and confirming any and all actions taken heretofore and hereafter by such officers to accomplish such purposes).

The foregoing resolutions were passed by a vote of the Board of Directors and adopted at the meeting of the Board of Directors of the Company on the date referred to above, by the following vote:

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

* * *

The undersigned certifies further that the foregoing resolutions have not been modified, amended or rescinded and are in full force and effect as of the date hereof.

BLUE RIDGE ACADEMY

By: _____

Name:

Title:

Date: April ____, 2021



Blue Ridge Academy

#1816

Kern County

Bakersfield, California

Audit Report

June 30, 2020



WILKINSON HADLEY
KING & CO. LLP
CPAs AND ADVISORS



BLUE RIDGE ACADEMY
Financial Statements and Supplemental Information
Year Ended June 30, 2020

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Independent Auditor's Report

To the Board of Trustees of
Blue Ridge Academy
Bakersfield, California

Report on the Financial Statements

We have audited the accompanying financial statements of Blue Ridge Academy, which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Blue Ridge Academy as of June 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information identified in the table of contents, as required by the *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 30, 2021, on our consideration of Blue Ridge Academy' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

Wilkinson Hadley King + LLP

El Cajon, California

March 30, 2021

Financial Statements

BLUE RIDGE ACADEMY
Statement of Financial Position
June 30, 2020

Assets

Cash and cash equivalents	\$ 5,879,686
Accounts receivable	12,192,787
Accounts receivable - related entities	8,768,243
Prepaid expenses	190,492
Security deposits	338,666
Property and equipment, net	35,666
Total Assets	<u>\$ 27,405,540</u>

Liabilities and Net Assets

Liabilities

Accounts payable	\$ 3,632,326
Accounts payable - related entities	6,625,561
Accrued expenses and other liabilities	847,735
Notes payable	4,389,670
Short term loan payable	8,526,899
Total Liabilities	<u>24,022,191</u>

Net Assets

Without donor restrictions	
Undesignated	3,347,683
Invested in property and equipment, net of related debt	35,666
	<u>3,383,349</u>

With donor restrictions	<u>-</u>
-------------------------	----------

Total Net Assets	3,383,349
Total Liabilities and Net Assets	<u>\$ 27,405,540</u>

The accompanying notes are an integral part of this statement.

BLUE RIDGE ACADEMYStatement of Activities
Year Ended June 30, 2020

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Revenue, Support, and Gains			
Local Control Funding Formula (LCFF) sources			
State aid	\$ 60,961,325	\$ -	\$ 60,961,325
Education protection account state aid	1,397,250	-	1,397,250
Transfers in lieu of property taxes	1,075,254	-	1,075,254
Total LCFF sources	<u>63,433,829</u>	<u>-</u>	<u>63,433,829</u>
Federal contracts and grants	-	619,594	619,594
State contracts and grants	1,687,098	3,631,475	5,318,573
Local contracts and grants	30	-	30
Net assets released from restriction -			
Grant restrictions satisfied	<u>4,251,069</u>	<u>(4,251,069)</u>	<u>-</u>
Total revenue, support, and gains	<u>69,372,026</u>	<u>-</u>	<u>69,372,026</u>
Expenses and Losses			
Program services expense	58,101,202	-	58,101,202
Supporting services expense	8,074,557	-	8,074,557
Total expenses and losses	<u>66,175,759</u>	<u>-</u>	<u>66,175,759</u>
Change in Net Assets	3,196,267	-	3,196,267
Net Assets, Beginning of Year	<u>187,082</u>	<u>-</u>	<u>187,082</u>
Net Assets, End of Year	<u>\$ 3,383,349</u>	<u>\$ -</u>	<u>\$ 3,383,349</u>

The accompanying notes are an integral part of this statement.

BLUE RIDGE ACADEMY
Statement of Functional Expenses
Year Ended June 30, 2020

	<u>Program Services</u>	<u>Supporting Services</u>	<u>Total</u>
	Educational Programs	Management and General	
Salaries and Wages	\$ 24,274,948	\$ 1,255,799	\$ 25,530,747
Pension expense	3,675,386	190,136	3,865,522
Other employee benefits	2,755,124	142,529	2,897,653
Payroll taxes	390,352	20,194	410,546
Fees for services:			
Management	-	2,260,411	2,260,411
Legal	-	337,652	337,652
Audit	-	7,200	7,200
Other fees - Professional consulting	16,637,601	376,803	17,014,404
Other fees - District oversight	-	1,903,015	1,903,015
Other fees - Banking and service charges	-	66,680	66,680
Advertising and promotion	-	223	223
Office expenses	1,859	-	1,859
Information technology	11,077	-	11,077
Occupancy	8,259	-	8,259
Travel	-	11,672	11,672
Conferences, conventions, and meetings	49,742	-	49,742
Interest	-	1,253,297	1,253,297
Depreciation	10,974	-	10,974
Insurance	-	241,486	241,486
Other expenses:			
Books and supplies	5,980,890	-	5,980,890
Equipment rental and repair	-	-	-
Special education encroachment	3,976,527	-	3,976,527
Student events	328,463	-	328,463
Miscellaneous	-	7,460	7,460
Total expenses by function	<u>\$ 58,101,202</u>	<u>\$ 8,074,557</u>	<u>\$ 66,175,759</u>

The accompanying notes are an integral part of this statement.

BLUE RIDGE ACADEMY

Statement of Cash Flows

Year Ended June 30, 2020

Cash Flows from Operating Activities	
Receipts from federal, state, and local contracts and grants	\$ 60,526,485
Receipts from property taxes	1,075,254
Payments for salaries and benefits	(33,233,899)
Payments to vendors	(27,159,778)
Net Cash Used For Operating Activities	<u>1,208,062</u>
Cash Flows from Financing Activities	
Increase in notes payable	4,139,670
Increase in short term loan payable	1,227,589
Interest paid	(1,253,297)
Net Cash From Financing Activities	<u>4,113,962</u>
Net Change in Cash and Cash Equivalents	5,322,024
Cash and Cash Equivalents, Beginning of Year	<u>557,662</u>
Cash and Cash Equivalents, End of Year	<u>\$ 5,879,686</u>
Reconciliation of Change in Net Assets to Net Cash Used For Operating Activities	
Change in net assets	\$ 3,196,267
Adjustments to reconcile change in net assets to net cash:	
Depreciation and amortization	10,974
Interest paid	1,253,297
Changes in operating assets and liabilities	
(Increase) Decrease in assets	
Accounts receivable	(7,770,287)
Accounts receivable - related entities	(1,389,154)
Prepaid expenses	(134,942)
Security deposits	(122,850)
Increase (Decrease) in liabilities	
Accounts payable	2,510,065
Accounts payable - related entities	4,184,123
Accrued expenses and other liabilities	(529,431)
Net Cash Used For Operating Activities	<u>\$ 1,208,062</u>

The accompanying notes are an integral part of this statement.

BLUE RIDGE ACADEMY
Notes to the Financial Statements
Year Ended June 30, 2020

A. Principal Activity and Summary of Significant Accounting Policies

Organization

Inspire Charter School - Kern (the School) was formed on April 14, 2016 as a charter school pursuant to California Education Code §47600 under a charter agreement with Maricopa Unified School District (the District). The School became a nonprofit public benefit corporation in 2016. The charter agreement was approved by Westside School District and submitted to the California Board of Education in September 2016. The School began operations on September 1, 2016.

Inspire Charter School - Kern is a tuition-free, K-12 independent study charter school. The School offers both online and offline based curricula, academically accelerated instructional program with thematic units, project based learning, and enriched to support students who have the desire to work ahead or work deeper in their studies.

Basis of Accounting

The financial statements were prepared in accordance with accounting principles generally accepted in the United States of America as applicable to not-for-profit organizations. The School uses the accrual basis of accounting, under which revenues are recognized when they are earned, and expenditures are recognized in the accounting period in which the liability is incurred.

Cash and Cash Equivalents

The School considers all cash and highly liquid financial instruments with original maturities of three months or less, which are neither held for nor restricted by donors for long-term purposes, to be cash and cash equivalents.

Accounts Receivable

Accounts receivables consist primarily of noninterest-bearing amounts due to the School for federal, state, and local grants and contracts receivable. The amounts in accounts receivable are considered fully collectable and as such there has not been an allowance for uncollectable accounts or discount established for the School.

Property and Equipment

The School records property and equipment additions over \$5,000 at cost, or if donated, at fair value on the date of donation. Depreciation and amortization are computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 30 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation or amortization are removed from the accounts, and any resulting gain or loss is included in the statements of activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed in the current period.

BLUE RIDGE ACADEMY
Notes to the Financial Statements
Year Ended June 30, 2020

The School reviews the carrying values of property and equipment for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment during the year ended June 30, 2020.

Investments

The School records investment purchases at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values on the statement of financial position. Net investment return/(loss) is reported in the statement of activities and consists of interest and dividend income, realized and unrealized capital gains and losses, less external and direct internal investment expenses.

Net Assets

Net assets, revenues, gains and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue and Revenue Recognition

The School recognizes revenue from sales when the products are transferred, and services are provided. The school records special events revenue equal to the cost of direct benefits to donors, and contribution revenue for the difference. Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. The School's federal, state, and local contracts and grants are conditioned upon certain performance requirements and the incurrence of allowable qualifying expense. Consequently, at June 30, 2020 there were no conditional contributions, federal, state and local contracts recognized in the accompanying financial statements.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to the School's program services, administration, and fundraising and developing activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by generally accepted accounting principles.

BLUE RIDGE ACADEMY
Notes to the Financial Statements (Continued)
Year Ended June 30, 2020

Advertising

Advertising costs are expensed as incurred and approximated \$223 during the year ended June 30, 2020.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the program and supporting services benefited.

Income Taxes

The School is a 509(a)(1) publicly supported non-profit organization that is exempt from income taxes under Sections 501(a) and 501(c)(3) of the Internal Revenue Code. The School is also exempt from California franchise or income tax under Section 23701d of the California Revenue and Taxation Code. The School may be subject to tax on income which is not related to its exempt purpose. For the year ended June 30, 2020, no such unrelated business income was reported and, therefore, no provision for income taxes has been made.

The School follows provisions of uncertain tax positions as addressed in ASC 958. The School recognizes accrued interest and penalties associated with uncertain tax positions as part of the income tax provision, when applicable. There are no amounts accrued in the financial statements related to uncertain tax positions for the year ended June 30, 2020.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the School to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates, and those differences could be material.

Financial Instruments and Credit Risk

The School manages deposit concentration risk by placing cash with financial institutions believed by the School to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investments in money market mutual funds. To date, the School has not experienced losses in any of these accounts. Credit risk associated with contributions receivable is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from board members and individuals supportive of the Schools mission.

LCFF Revenues and Payments in Lieu of Property Taxes

The School's primary funding source is a combination of local property taxes and state revenues. The California Department of Education computes the local control funding formula (LCFF) on statewide charter school rates multiplied by the School's average daily attendance (ADA) as reported at the second principal apportionment period (P2). The result is then reduced by property tax revenues transferred from the District to the School, which is funding in lieu of property taxes, and education protection account funds paid by the state under Proposition 30. The remaining balance is paid from the state general fund, in the form of LCFF State Aid. LCFF funding sources, inclusive of state and local sources, made up 91.44% of the School's revenue.

BLUE RIDGE ACADEMY
Notes to the Financial Statements (Continued)
Year Ended June 30, 2020

The School is not at risk of losing these funding sources, as long as the schools maintain a steady level of ADA, as these funding sources are mandated by the California State Constitution to fund schools.

New Accounting Guidance

The Financial Accounting Standards Board (FASB) has issued the following Accounting Standards Updates (ASU) that became effective during the 2019-20 fiscal year:

1. FASB ASU 2014-09 *Revenue from Contracts with Customers (Topic 606)*
2. FASB ASU 2015-14 *Revenue from Contracts with Customers (Topic 606): Deferral of the Effective Date*
3. FASB ASU 2016-01 *Financial Instruments – Overall (Subtopic 825-10): Recognition and Measurement of Financial Assets and Financial Liabilities.*
4. FASB ASU 2016-04 *Liabilities – Extinguishments of Liabilities (Subtopic 405-20): Recognition of Breakage for Certain Prepaid Stored-Value Products* (a consensus of the Emerging Issues Task Force).
5. FASB ASU 2016-08 *Revenue from Contracts with Customers (Topic 606): Principal versus Agent Considerations (Reporting Revenue Gross versus Net).*
6. FASB ASU 2016-10 *Revenue from Contracts with Customers (Topic 606): Identifying Performance Obligations and Licensing.*
7. FASB ASU 2016-12 *Revenue from Contracts with Customers (Topic 606): Narrow-Scope Improvements and Practical Expedients.*
8. FASB ASU 2016-15 *Statement of Cash Flows (Topic 230) Classification of Certain Cash Receipts and Cash Payments* (a consensus of the Emerging Issues Task Force).
9. FASB ASU 2016-16 *Income Taxes (Topic 740): Intra-Entity Transfers of Assets Other than Inventory*
10. FASB ASU 2016-20 *Technical Corrections and Improvements to Topic 606, Revenue from Contracts with Customers.*
11. FASB ASU 2017-01 *Business Combinations (Topic 805): Clarifying the Definition of a Business*
12. FASB ASU 2017-05 *Other Income – Gains and Losses from the Derecognition of Nonfinancial Assets (Subtopic 610-20): Clarifying the Scope of Asset Derecognition Guidance and Accounting for Partial Sales of Nonfinancial Assets.*
13. FASB ASU 2017-07 *Compensation – Retirement Benefits (Topic 715): Improving Presentation of Net Periodic Pension Cost and Net Periodic Postretirement Benefit Cost.*
14. FASB ASU 2018-03 *Technical Corrections and Improvements to Financial Instruments – Overall (Subtopic 825-10): Recognition and Measurement of Financial Assets and Financial Liabilities.*
15. FASB ASU 2018-09 *Codification Improvements*
16. FASB ASU 2020-04 *Reference Rate Reform (Topic 848) Facilitation of the Effects of Reference Rate Reform on Financial Reporting.*
17. FASB ASU 2020-05 *Revenue from Contracts with Customers (Topic 606) and Leases (Topic 842): Effective Dates for Certain Entities.*

These updates were issued to provide clarification and simplification in accounting for certain transactions. In addition, they provide for additional note disclosures to create transparency involving these transactions. The updates effective during the 2019-20 fiscal year did not impact the financial accounting or presentation for the School.

Subsequent Events

In preparing these financial statements, the School has evaluated events and transactions for potential recognition or disclosure through March 30, 2021, the date the financial statements were available to be issued.

BLUE RIDGE ACADEMY
Notes to the Financial Statements (Continued)
Year Ended June 30, 2020

B. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

Cash and cash equivalents	\$	5,879,686
Accounts receivable		12,192,787
Accounts receivable - related entities		8,768,243
		8,768,243
	\$	26,840,716

C. Cash and Cash Equivalents

Cash and cash equivalents at June 30, 2020 consisted of the following:

Cash in bank accounts	\$	5,879,686
Total cash and cash equivalents	\$	5,879,686

Cash in Bank

The School's remaining cash (\$5,879,686 as of June 30, 2020) is held in financial institutions which are either insured by the Federal Deposit Insurance Corporation (FDIC) up to a limit of \$250,000 per depositor or certain non-interest-bearing accounts that are fully insured by the FDIC. As of June 30, 2020, the School held 6,024,345 in excess of the FDIC insured amounts. The School reduces its exposure to risk by maintaining such deposits with high quality financial institutions. The School has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk.

D. Accounts Receivable

As of June 30, 2020, accounts receivable consisted of the following:

Federal Government		
Special Education	\$	478,978
Other Federal Programs		92,084
State Government		
Education Protection Account		355,371
State Aid		8,808,578
Lottery Funding		1,006,115
Special Education		526,313
Local Government		
Property tax payments		494,782
Other Local Sources		
Other local sources		430,566
Total Accounts Receivable	\$	12,192,787

BLUE RIDGE ACADEMY
Notes to the Financial Statements (Continued)
Year Ended June 30, 2020

E. Prepaid Expenses

As of June 30, 2020, prepaid expenses consisted of the following:

DIVVY Account	\$	185,195
Service contracts		5,297
Total Prepaid Expenses	\$	<u>190,492</u>

F. Property and Equipment

Property and equipment consisted of the following at June 30, 2020:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Depreciable Capital Assets				
Leasehold Improvements	\$ 54,870	\$ -	\$ -	\$ 54,870
Total Depreciable Capital Assets	<u>54,870</u>	<u>-</u>	<u>-</u>	<u>54,870</u>
Total Capital Assets	54,870	-	-	54,870
Less Accumulated Depreciation	(8,230)	(10,974)	-	(19,204)
Capital Assets, Net	<u>\$ 46,640</u>	<u>\$ (10,974)</u>	<u>\$ -</u>	<u>\$ 35,666</u>

G. Accounts Payable

As of June 30, 2020, accounts payable consisted of the following:

Vendors	\$	1,752,926
Bank account overdraft		686
Maricopa Unified School District - Oversight fees		1,878,714
Total Accounts Payable	\$	<u>3,632,326</u>

H. Accrued Expenses and Other Benefits

As of June 30, 2020, accounts payable and accrued expenses and other benefits consisted of the following:

Accrued salaries	\$	62,546
Accrued benefits		626,061
Accrued payroll tax		159,128
Total Accrued Expenses and Other Benefits	\$	<u>847,735</u>

BLUE RIDGE ACADEMY
Notes to the Financial Statements (Continued)
Year Ended June 30, 2020

I. Notes Payable

Paycheck Protection Program

On April 29, 2020 Blue Ridge Academy was approved for \$4,148,439 in Paycheck Protection Program (PPP) Loan from the Small Business Administration. The PPP, established as part of the Coronavirus Aid, Relief and Economic Securities Act (CARES Act), provides for loans to qualifying businesses for amounts up to 2.5 times of the average monthly payroll expenses of the qualifying business. The loans and accrued interest are forgivable after 24 weeks as long as the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains its payroll levels. The amount of loan forgiveness will be reduced if the borrower terminates employees or reduces salaries.

The unforgiven portion of the PPP loan is payable over two years at an interest rate of 1%, with a deferral of payments for the first six months. The School intends to use the proceeds for purposes consistent with the PPP. While the School currently believes that its use of the loan proceeds will meet the conditions for forgiveness of the loan, there is not a guarantee that the School will not take actions that could cause the School to be ineligible for forgiveness of the loan, in whole or in part.

Note Payable

Inspire Charter School Kern entered into a loan agreement with California School Finance Authority during the 2018-19 year for \$250,000. The interest rate is 2.44%. The future payments are as follows:

<u>Year Ending</u> <u>June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 125,002	\$ 2,405	\$ 127,407
	<u>\$ 125,002</u>	<u>\$ 2,405</u>	<u>\$ 127,407</u>

Short Term Loan Payable

During the 2019-20 year the School entered into agreements with Charter School Capital (CSC), whereby CSC provided discounted cash up front secured by future accounts receivables. The receivables get collected by the School following which a payment is made to CSC. The total face value and discount of receivables is shown below.

<u>Date of Agreement</u>	<u>Face Value</u> <u>of Receivable</u>	<u>Discount of</u> <u>Receivable</u>	<u>Cash</u> <u>Received</u>	<u>Effective</u> <u>Interest Rate</u>
7/1/2019	\$ 7,719,600	\$ 491,179	\$ 7,228,421	4.77%
6/22/2020	<u>8,515,800</u>	<u>228,681</u>	<u>8,287,119</u>	14.51%
Total	<u>\$ 16,235,400</u>	<u>\$ 719,860</u>	<u>\$ 15,515,540</u>	

BLUE RIDGE ACADEMY
Notes to the Financial Statements (Continued)
Year Ended June 30, 2020

The amount of the short term loan that is outstanding as of June 30, 2020 is as follows:

	Beginning Balance	New Agreements	Amounts Paid	Ending Balance
2019-20 Short Term Loans	\$ 7,299,310	\$ 16,235,400	\$ 15,007,811	\$ 8,526,899

J. Employee Retirement System

Qualified employees are covered under a multiple-employer defined benefit pension plan by agencies of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS). The risks of participating in this multi-employer plan are different from single-employer plans in the following aspects:

- a. Assets contributed to the multi-employer plan by one employer may be used to provide benefits to employees of the other participating employers.
- b. If a participating employer stops contributing to the plan, the unfunded obligations of the plan may be borne by the remaining participating employers.
- c. If the Schools choose to stop participating in some of its multi-employer plans, the Schools may be required to pay those plans an amount based on the underfunded status of the plan, referred to as a withdrawal liability.

The School's participation in this plan for the fiscal year ended June 30, 2020, is outlined in the table below. The "EIN/Pension Plan Number" column provides the Employee Identification Number (EIN) and the three-digit plan number, if applicable. Unless otherwise noted, the most recent Pension Protection Act (PPA) zone status available in 2020, 2019 and 2018 is for the plan's year-end at June 30, 2020, 2019 and 2018, respectively. The zone status is based on information that the School received from the plan and is certified by the plan's actuary. Among other factors, plans in the red zone are generally less than 65% funded, plans in the yellow zone are less than 80% funded, and plans in the green zone are at least 80% funded. The "FIP/RP Status Pending/Implemented" column indicates plans for which a financial improvement plan (FIP) or a rehabilitation plan (RP) is either pending or has been implemented.

Period to Period Comparability:

Blue Ridge Academy for the Arts and Sciences decreased in CalSTRS contributions from 2018 to 2019 by 29.34% followed by an increase in 2020 of 184.27%. The increase in 2020 were in large due to rising contribution rates and completion of extra hiring.

Pension Fund	EIN/ Pension Plan Number	Pension Protection Act Zone Status Year Ended June 30,			FIP/RP Status Pending/ Implemented
		2020	2019	2018	
CalSTRS	15048	Yellow	Yellow	Yellow	No
Pension Fund	Contributions			Number of Employees	Surcharge Imposed
CalSTRS	2020	2019	2018		
Total	\$ 3,865,522	\$ 1,359,816	\$ 1,924,450	404	No

BLUE RIDGE ACADEMY
Notes to the Financial Statements (Continued)
Year Ended June 30, 2020

CalSTRS:

The School contributes to the California State Teachers' Retirement System (CalSTRS), a cost-sharing multiple employer public employee retirement system defined benefit pension plan administered by CalSTRS. Required contribution rates are set by the California Legislature and detailed in Teachers' Retirement Law. Contribution rates are expressed as a level of percentage of payroll using the entry age normal actuarial cost method. CalSTRS also uses the level of percentage of payroll method to calculate the amortization of any unfunded liability. Copies of the STRS annual report may be obtained from the STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

For the fiscal year ended June 30, 2020, active plan members were required to contribute between 10.205% and 10.25% of their salary, depending on their hire date. The employer contribution rate was 17.1% of annual payroll. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. The School made contributions as noted above. For the year ended June 30, 2020 the State contributed \$2,314,340 (10.328% of certificated salaries plus a supplemental on behalf amount) on behalf of the School.

K. Related Party Transaction

Related parties as defined by generally accepted accounting standards include:

1. Affiliates of the entity,
2. Management and members of their immediate families, or
3. Other parties that can significantly influence management or operating policies.

Cabrillo Charter School, Clarksville Charter School, Feather River Charter School, Heartland Charter School, Inspire Charter School Los Angeles, Pacific Coast Academy, The Cottonwood School, Triumph Academy, Winship Community School, Yosemite Valley Charter School, Inspire District Office, Inspire Charter Services, Inspire Foundation and Jitterbug Learning are related parties through common executive leadership and activities. These organizations utilize efficiency in purchasing and payroll through macro transactions that benefit all the schools within the Inspire umbrella and then having each individual school be responsible for their portion. This saves money through eliminating extra intermediary costs and lets the group utilize discounted bulk purchasing options.

The following represent related party accounts receivable at June 30, 2020:

<u>Affiliated Organization</u>	<u>Receivable</u>	<u>Purpose</u>	<u>Repayment Term</u>
Inspire District Office	\$ 6,073,728	Operating expenditures	Due within 90 days
Jitterbug Learning	320,000	Operating expenditures	Due within 90 days
Total	<u>\$ 6,393,728</u>		

BLUE RIDGE ACADEMY
Notes to the Financial Statements (Continued)
Year Ended June 30, 2020

The following represent related party accounts payable at June 30, 2020:

<u>Affiliated Organization</u>	<u>Payable</u>	<u>Purpose</u>	<u>Repayment Term</u>
Granite Mountain Charter	\$ 3,242,712	Operating expenditures	Due within 90 days
Cabrillo Point Academy	771,903	Operating expenditures	Due within 90 days
Monarch Academy	510,500	Operating expenditures	Due within 90 days
The Cottonwood School	496,760	Operating expenditures	Due within 90 days
Pacific Coast Academy	453,694	Operating expenditures	Due within 90 days
Provenance	438,892	Operating expenditures	Due within 90 days
Heartland Charter School	613,548	Operating expenditures	Due within 90 days
Clarksville Charter School	97,552	Operating expenditures	Due within 90 days
Total	<u>\$ 6,625,561</u>		

L. Upcoming Changes in Accounting Pronouncements

The Financial Accounting Standards Board (FASB) has issued the following Accounting Standards Updates (ASU) that become effective over the next few fiscal years:

1. FASB ASU 2016-02 *Leases (Topic 842)* – Effective Fiscal Year Ending June 30, 2022
2. FASB ASU 2016-13 *Financial Instruments – Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments* – Effective Fiscal Year Ending June 30, 2024
3. FASB ASU 2017-04 *Intangibles – Goodwill and Other (Topic 350): Simplifying the Test for Goodwill Impairment* – Effective Fiscal Year Ending June 30, 2024
FASB ASU 2017-08 *Receivables – Nonrefundable Fees and Other Costs (Subtopic 310-20): Premium Amortization on Purchased Callable Debt Securities* – Effective Fiscal Year Ending June 30, 2021
4. FASB ASU 2017-11 *Earnings Per Share (Topic 260); Distinguishing Liabilities from Equity (Topic 480); Derivatives and Hedging (Topic 815): (Part I) Accounting for Certain Financial Instruments with Down Round Features, (Part II) Replacement of the Indefinite Deferral for Mandatorily Redeemable Financial Instruments of Certain Nonpublic Entities and Certain Mandatorily Redeemable Noncontrolling Interests with a Scope exception.* – Effective Fiscal Year Ending June 30, 2021
5. FASB ASU 2017-12 *Derivatives and Hedging (Topic 815): Targeted Improvements to Accounting for Hedging Activities* – Effective Fiscal Year Ending June 30, 2022
7. FASB ASU 2018-01 *Leases (Topic 842): Land Easement Practical Expedient for Transition to Topic 842* – Effective Fiscal Year Ending June 30, 2022
8. FASB ASU 2018-07 *Compensation – Stock Compensation (Topic 718): Improvements to Nonemployee Share Based Payment Accounting.* – Effective Fiscal Year Ending June 30, 2021.
9. FASB ASU 2018-08 *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made.* – Effective Fiscal Year Ending June 30, 2021
10. FASB ASU 2018-10 *Codification Improvements to Topic 842, Leases* – Effective Fiscal Year Ending June 30, 2022
11. FASB ASU 2018-11 *Leases (Topic 842): Targeted Improvements* – Effective Fiscal Year Ending June 30, 2022
12. FASB ASU 2018-12 *Financial Service – Insurance (Topic 944): Targeted Improvements to the Accounting for Long-Duration Contracts* – Effective Fiscal Year Ending June 30, 2025

BLUE RIDGE ACADEMY
Notes to the Financial Statements (Continued)
Year Ended June 30, 2020

13. FASB ASU 2018-13 *Fair Value Measurement (Topic 820): Disclosure Framework – Changes to the Disclosure Requirements for Fair Value Measurement* – Effective Fiscal Year Ending June 30, 2021
14. FASB ASU 2018-14 *Compensation – Retirement Benefits – Defined Benefit Plans – General (Subtopic 715-20): Disclosure Framework – Changes to the Disclosure Requirements for Defined Benefit Plans* – Effective Fiscal Year Ending June 30, 2023
15. FASB ASU 2018-15 *Intangibles – Goodwill and Other – Internal Use Software (Subtopic 350-40): Customer’s Accounting for Implementation Costs Incurred in a Cloud Computing Arrangement That is a Service Contract (a consensus of the FASB Emerging Issues Task Force)* – Effective Fiscal Year Ending June 30, 2022
16. FASB ASU 2018-16 *Derivatives and Hedging (Topic 815): Inclusion of the Secured Overnight Financing Rate (SOFR) Overnight Index Swap (OIS) Rate as a Benchmark Interest Rate for Hedge Accounting Purposes* – Effective Fiscal Year Ending June 30, 2022
17. FASB ASU 2018-17 *Consolidation (Topic 810): Targeted Improvements to Related Party Guidance for Variable Interest Entities* – Effective Fiscal Year Ending June 30, 2021
18. FASB ASU 2018-18 *Collaborative Arrangements (Topic 808): Clarifying the Interaction between Topic 808 and Topic 606* – Effective Fiscal Year Ending June 30, 2022
19. FASB ASU 2018-19 *Codification Improvements to Topic 326, Financial Instruments – Credit Losses* – Effective Fiscal Year Ending June 30, 2024
20. FASB ASU 2018-20 *Leases (Topic 842): Narrow Scope Improvements for Lessors* – Effective Fiscal Year Ending June 30, 2022
21. FASB ASU 2019-01 *Leases (Topic 842): Codification Improvements* – Effective Fiscal Year Ending June 30, 2022.
22. FASB ASU 2019-02 *Entertainment – Films – Other Assets – Film Costs (Subtopic 926-20) and Entertainment – Broadcasters – Intangibles – Goodwill and Other (Subtopic 920-350): Improvements to Accounting for Costs of Films and License Agreements for Program Materials (a consensus of the Emerging Issues Task Force)* – Effective Fiscal Year Ending June 30, 2022
23. FASB ASU 2019-03 *Not-For-Profit Entities (Topic 958): Updating the Definition of Collections* – Effective Fiscal Year Ending June 30, 2021
FASB ASU 2019-04 *Codification Improvements to Topic 326, Financial Instruments – Credit Losses, Topic 815, Derivatives and Hedging, and Topic 825, Financial Instruments* – Effective Fiscal Year Ending June 30, 2021
24. FASB ASU 2019-05 *Financial Instruments – Credit Losses (Topic 326): Targeted Transition Relief* – Effective Fiscal Year Ending June 30, 2021
25. FASB ASU 2019-08 *Compensation – Stock Compensation (Topic 718) and Revenue from Contracts with Customers (Topic 606): Codification Improvements – Share Based Consideration Payable to a Customer* – Effective Fiscal Year Ending June 30, 2021
26. FASB ASU 2019-09 *Financial Services – Insurance (Topic 944): Effective Date* – Effective Fiscal Year Ending June 30, 2025
27. FASB ASU 2019-10 *Financial Instruments – Credit Losses (Topic 326), Derivatives and Hedging (Topic 815), and Leases (Topic 842): Effective Dates* - Effective Fiscal Years Ending June 30, 2022 and June 30, 2024
28. FASB ASU 2019-11 *Codification Improvements to Topic 326, Financial Instruments – Credit Losses* – Effective Fiscal Year Ending June 30, 2024
29. FASB ASU 2019-12 *Income Taxes (Topic 740): Simplifying the Accounting for Income Taxes* – Effective Fiscal Year Ending June 30, 2024
30. FASB ASU 2020-01 *Investments – Equity Securities (Topic 321), Investments – Equity Method and Joint Ventures (Topic 323), and Derivatives and Hedging (Topic 815) – Clarifying the Interactions between Topic 321, Topic 323, and Topic 815 (a consensus of the Emerging Issues Task Force).* – Effective Fiscal Year Ending June 30, 2022

BLUE RIDGE ACADEMY
Notes to the Financial Statements (Continued)
Year Ended June 30, 2020

31. FASB ASU 2020-03 *Codification Improvements to Financial Instruments* – Effective Fiscal Years Ending June 30, 2021 and June 30, 2024

These updates were issued to provide clarification and simplification in accounting for certain transactions. In addition, they provide for additional note disclosures to create transparency involving these transactions. The updates effective during the future fiscal years are not expected to impact the financial accounting or presentation for the School.

M. COVID-19 Impact and Considerations

In March 2020 the World Health Organization declared the outbreak of the novel coronavirus COVID-19 a global pandemic. The nature of the pandemic resulted in a mandatory school property closure affecting the Blue Ridge Academy from March 306, 2020 and continuing into the Fall of 2020-21 school year. California Governor Gavin Newsom issued a state-wide executive order mandating that schools remain closed until the county in which the school is located is off the COVID-19 watch list for fourteen consecutive days. The 2020-21 fiscal year opened in a fully distance learning model, until such time as campuses can be re-opened. At this point in time the Blue Ridge Academy campuses remain closed until San Diego County meets the benchmark requirements.

In addition to school closures, new regulations and safety measures were required to be put in place by all schools in California as part of a re-opening plan. The Blue Ridge Academy has established a re-opening plan that they believe will provide a safe environment for the students and teachers.

The federal and state government have established temporary funding to assist in the additional costs that resulted from the COVID-19 pandemic. All California schools are eligible for these funds. Due to timing of the grant disbursements, the Blue Ridge Academy did not expend any of the funds in the 2019-20 fiscal year. The funds remain available for the 2020-21 fiscal year. Additionally, for the 2019-20 fiscal year, the state placed all schools in a hold harmless state shifting attendance reporting periods to a point prior to the pandemic to prevent sudden losses of attendance from impacting funding for the 2019-20 fiscal year. Finally, funding for the 2020-21 fiscal year is frozen at amounts provided in 2019-20 for all California schools, with adjustments based on the Governor's budget. The School has established their 2020-21 budget with this in consideration.

Supplementary Information

BLUE RIDGE ACADEMY

Organization Structure
Year Ended June 30, 2020

Blue Ridge Academy began operations in the 2016-17 school year (#1816) and was authorized by Maricopa Unified School District.

GOVERNING BOARD

<u>Name</u>	<u>Office</u>	<u>Term and Term Expiration</u>
Jessie Maron	Chairman	One Year Term Expires June 2020
Arlene Nelson	Treasurer	One Year Term Expires June 2020
Nicole Zolfo	Secretary	One Year Term Expires June 2020
May Hampton	Member	One Year Term Expires June 2020
Nikolette Sanchez	Member	One Year Term Expires June 2020

ADMINISTRATION

Samantha Haynes
Principal

BLUE RIDGE ACADEMY
Schedule of Average Daily Attendance
Year Ended June 30, 2020

	Second Period Report		Annual Report	
	Original 6A82BB4E	Revised N/A	Original E503B9B2	Revised N/A
Non-Classroom Based Attendance				
Grades TK/K-3	2,877.31	N/A	2,877.31	N/A
Grades 4-6	1,812.31	N/A	1,812.31	N/A
Grades 7-8	1,126.12	N/A	1,126.12	N/A
Grades 9-12	1,170.51	N/A	1,170.51	N/A
Total Non-Classroom Based Attendance	<u>6,986.25</u>	<u>N/A</u>	<u>6,986.25</u>	<u>N/A</u>
Total ADA	<u><u>6,986.25</u></u>	<u><u>N/A</u></u>	<u><u>6,986.25</u></u>	<u><u>N/A</u></u>

N/A – There were no audit findings which resulted in revisions to the second period or annual reports of attendance.

On March 307, 2020 Governor Newsom signed Senate Bill (SB) 117 which mitigated the effect of lost attendance due to COVID19 that occurred after February 29, 2020. For the purpose of preventing losses of attendance-based funding as a result of reductions in average daily attendance (ADA) due to COVID19, this legislation provided that the ADA used for both the second period (P2) and the Annual period apportionment include all full school months from July 1, 2019 to February 29, 2020 for all local education agencies (LEAs).

BLUE RIDGE ACADEMY
Schedule of Instructional Time
Year Ended June 30, 2020

<u>Grade Level</u>	<u>Minutes Requirement</u>	<u>2019-20 Actual Minutes</u>	<u>Number of Traditional Days</u>	<u>Status</u>
N/A	N/A	N/A	N/A	N/A

N/A – The School operates as a non-classroom based charter school. The requirements for annual minutes do not apply to non-classroom based charter schools.

BLUE RIDGE ACADEMY
Schedule of Financial Trends and Analysis
Year Ended June 30, 2020

	Budget 2021	2020	2019	2018
Revenues	\$ 70,304,016	\$ 69,372,026	\$ 37,234,638	\$ 40,732,042
Expenses	68,823,132	66,175,759	33,446,872	37,694,514
Change in Net Assets	<u>1,480,884</u>	<u>3,196,267</u>	<u>3,787,766</u>	<u>3,037,528</u>
Ending Net Assets	<u>\$ 4,864,233</u>	<u>\$ 3,383,349</u>	<u>\$ 187,082</u>	<u>\$ (3,600,684)</u>
Unrestricted Net Assets	<u>\$ 4,864,233</u>	<u>\$ 3,383,349</u>	<u>\$ 187,082</u>	<u>\$ (3,600,684)</u>
Unrestricted net assets as a percentage of total expenses	<u>7.07%</u>	<u>5.11%</u>	<u>0.56%</u>	<u>-9.55%</u>
Total Long Term Debt	<u>\$ 3,858,595</u>	<u>\$ 3,858,595</u>	<u>\$ 250,000</u>	<u>\$ -</u>
ADA at P2	<u>6,986</u>	<u>6,986</u>	<u>3,694</u>	<u>4,435</u>

The School's ending net assets has increased by \$6,984,033 (193.96%) over the past two fiscal years. The significant increase is in large due to the increase in revenue sources coupled with a commitment to build reserves to protect the School from changes in economic trends in future years. The average daily attendance (ADA) reported by the School has increased by 2,551 (57.52%) over the past two years. The 2020-21 fiscal year budget projects an increase in net assets of \$1,480,884 (43.77%) and no change in ADA.

BLUE RIDGE ACADEMY

Reconciliation of Unaudited Financial Report Alternative Form with Audited Financial Statements
Year Ended June 30, 2020

June 30, 2020 annual financial alternative form net assets:	\$	3,247,449
Adjustments and reclassifications:		
Understatement of cash		893
Understatement of accounts receivable		3,653,794
Understatement of accounts payable		(3,567,320)
Overstatement of long term debt		48,532
Rounding		1
Total adjustments and reclassifications		<u>135,900</u>
June 30, 2020 audited financial statements net assets:	\$	<u><u>3,383,349</u></u>

BLUE RIDGE ACADEMY
Notes to Supplementary Information
Year Ended June 30, 2020

A. Purpose of Schedules

Organization Structure

This schedule provides information about the School's charter numbers, district of authorization, members of the governing board, and members of administration.

Schedule of Average Daily Attendance

Average daily attendance (ADA) is a measure of the number of pupils attending classes of the School. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

Schedule of Instructional Time

This schedule presents information on the amount of instructional time offered by the School and whether they complied with the provisions of Education Code Section 47612.5.

Schedule of Financial Trends and Analysis

Budget information for 2021 is presented for analysis purposes only and is based on estimates of the 2020-21 fiscal year. The information has not been subject to audit.

This schedule discloses the School's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the School's ability to continue as a going concern for a reasonable period of time.

Reconciliation of Unaudited Financial Report Alternative Form with Audited Financial Statements

This schedule provides the information necessary to reconcile the fund balance as reported on the Unaudited Financial Report Alternative Forms prepared by the School to the net assets reported in the audited financial statements.

Other Independent Auditors' Reports

Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards*

To the Board of Education
Blue Ridge Academy
Bakersfield, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Blue Ridge Academy (School), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 30, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Blue Ridge Academy's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Blue Ridge Academy's internal control. Accordingly, we do not express an opinion on the effectiveness of Blue Ridge Academy's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Blue Ridge Academy's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Wilkinson Hadley King + LLP

El Cajon, California
March 30, 2021

Independent Auditor's Report on State Compliance

To the Board of Education
Blue Ridge Academy
Bakersfield, California

Report on State Compliance

We have audited Blue Ridge Academy's compliance with the types of compliance requirements described in the *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810, that could have a direct and material effect on each of the School's state programs identified below for the fiscal year ended June 30, 2020.

Management's Responsibility for State Compliance

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its state programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each applicable program as identified in the State's Audit Guide *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance*, prescribed in Title 5, *California Code of Regulations*, Section 19810. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the comptroller General of the United States; and the State's audit guide *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810. Those standards and audit guide require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on the state programs noted below. An audit includes examining, on a test basis, evidence about each school's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the School's compliance with those requirements.

In connection with the audit referred to above, we selected and tested transactions and records to determine the School's compliance with state laws and regulations applicable to the following items:

Description	Procedures Performed
Local Education Agencies Other Than Charter Schools	
A. Attendance.....	N/A
B. Teacher Certification and Misassignments.....	N/A
C. Kindergarten Continuance.....	N/A
D. Independent Study.....	N/A
E. Continuation Education.....	N/A
F. Instructional Time.....	N/A
G. Instructional Materials.....	N/A
H. Ratio of Administrative Employees to Teachers.....	N/A
I. Classroom Teacher Salaries.....	N/A
J. Early Retirement Incentive.....	N/A
K. Gann Limit Calculation.....	N/A
L. School Accountability Report Card.....	N/A
M. Juvenile Court Schools.....	N/A
N. Middle or Early College High Schools.....	N/A
O. K-3 Grade Span Adjustment.....	N/A
P. Transportation Maintenance of Effort.....	N/A
Q. Apprenticeship: Related and Supplemental Instruction.....	N/A
R. Comprehensive School Safety Plan.....	N/A
S. District of Choice.....	N/A
School Districts, County Offices of Education, and Charter Schools	
T. California Clean Energy Jobs Act.....	N/A
U. After/Before School Education and Safety Program.....	N/A
V. Proper Expenditure of Education Protection Account Funds.....	Yes
W. Unduplicated Local Control Funding Formula Pupil Counts.....	Yes
X. Local Control and Accountability Plan.....	Yes
Y. Independent Study - Course Based.....	N/A
Charter Schools	
AA. Attendance.....	Yes
BB. Mode of Instruction.....	N/A
CC. Nonclassroom Based Instruction/Independent Study.....	Yes
DD. Determination of Funding for Nonclassroom Based Instruction.....	Yes
EE. Annual Instructional Minutes - Classroom Based.....	N/A
FF. Charter School Facility Grant Program.....	N/A

The term N/A is used above to mean either the School did not offer the program during the current fiscal year or the program applies to a different type of local education agency.

Opinion on State Compliance

In our opinion, Blue Ridge Academy complied, in all material respects, with the compliance requirements referred to above that are applicable to the statutory requirements listed in the schedule above for the year ended June 30, 2020.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing. This report is an integral part of an audit performed in accordance with *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810. Accordingly, this report is not suitable for any other purpose.

Wilkinson Hadley King + LLP

El Cajon, California
March 30, 2021

Auditor's Results, Findings & Recommendations

BLUE RIDGE ACADEMY
Schedule of Auditor's Results
Year Ended June 30, 2020

FINANCIAL STATEMENTS

Type of auditor's report issued:	<u>Unmodified</u>		
Internal control over financial reporting:			
One or more material weakness(es) identified?	<u> </u> Yes	<u> X </u> No	
One or more significant deficiencies identified that are not considered material weakness(es)?	<u> </u> Yes	<u> X </u> No	
Noncompliance material to financial statements noted?	<u> </u> Yes	<u> X </u> No	

STATE AWARDS

Any audit findings disclosed that are required to be reported in accordance with <i>2019-20 Guide for Annual Audits of California K-12 Local Education Agencies</i> ?	<u> </u> Yes	<u> X </u> No	
Type of auditor's report issued on compliance for state programs:	<u>Unmodified</u>		

BLUE RIDGE ACADEMY
 Schedule of Findings and Questioned Costs
 Year Ended June 30, 2020

Findings represent significant deficiencies, material weaknesses, and/or instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*, or the *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Finding codes as identified in the *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* are as follows:

Five Digit Code	AB 3627 Finding Type
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities
43000	Apprenticeship: Related and Supplemental Instruction
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

A. Financial Statement Findings

None

B. State Award Findings

None

BLUE RIDGE ACADEMY
Schedule of Prior Year Audit Findings
Year Ended June 30, 2020

<u>Finding/Recommendation</u>	<u>Status</u>	<u>Explanation if Not Implemented</u>
There were no findings in the prior year audit.	N/A	N/A



EMPLOYEE HANDBOOK

~~2020-2021~~

2021-2022

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SECTION 1 – WELCOME

Welcome to Blue Ridge Academy!

We are happy to have you join us at Blue Ridge Academy. 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 BR, its personnel policies and procedures, and your benefits as an BR 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 BR guideline, practice, manual or rule may alter the “at-will” status of your relationship with BR.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, BR reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever BR 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 BR.

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 BR.

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 BR document confers any contractual right, either express or implied, to remain in BR'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 BR or you may resign for any reason at any time.

No supervisor or other representative of BR 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

BR exists to foster learning so children realize their potential to become extraordinary and active members of society.

~~CORE VALUES~~

~~The following three core values are what distinguish BR 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 Blue Ridge Academy is to provide a safe, collaborative, and individualized learning experience in partnership with families and the community. Our independent study model allows our students opportunities to grow in an environment of inclusion, individualization, and accountability. We will provide support and resources to students and families to ensure success towards their goals academically, emotionally, and socially.

VISION STATEMENT

The vision of Blue Ridge Academy is to support and empower students to demonstrate the values and skills that promote knowledge and critical thinking. Our students are prepared to thrive in and contribute to their communities with kindness, respect, integrity, and purpose.

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, BR 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 BR strive to achieve the School-wide Learning Objectives (SLOs). Each year, BR will assess student progress towards attainment of the SLOs and review and revise the SLOs, as necessary. BR 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 virtual 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

BR is an equal opportunity employer. In accordance with applicable law, BR 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, BR 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. BR 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, BR 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 BR.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, BR 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 BR. 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. BR 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 BR 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.

BR 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 BR (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:

Unlawful Harassment: Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to any of the above protected categories:

- Verbal conduct such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and

- employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) (“hostile work environment” harassment).
 - Disrespectful or unprofessional conduct based on any of the protected categories listed above (“hostile work environment” harassment).
 - Comments or conduct that consistently target one gender, even if the content is not sexual (“hostile work environment” harassment).
 - Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, social media, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment).
 - Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of any protected basis (“hostile work environment” harassment).
 - Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment).
- Sexually harassing conduct does need not to be motivated by sexual desire and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

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, 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. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing an employee’s work assignments for identifying harassment or other forms of discrimination in the workplace; treating an employee differently such as denying an accommodation; not talking to an employee (the “cold shoulder”) when otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

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

Reporting

BR 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, or Human Resources. In addition, BR 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. BR 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. BR is serious about enforcing its policy against harassment; however, BR cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to BR’s attention so it can take whatever steps are necessary to correct the problems.

Investigation/Complaint Procedure

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

BR’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 BR'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, BR will provide regular progress updates, as appropriate, to those directly involved. BR 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.

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

Any conduct which BR 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 BR believes appropriate under the circumstances. Due to privacy protections, BR 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 work in an environment free from harassment, discrimination, abusive conduct and retaliation. Any employee who has questions or concerns about these policies should talk with Human Resources, the Principal or the Executive Director.

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.

[Title IX](#)

[Title IX provides for separate processes and procedures for sexual harassment and sexual assault when the type of conduct falls within the definitions of sexual harassment and sexual assault as provided in 34 C.F.R. § 106.30. In addition, the conduct must have taken place at school locations, event,s or circumstances over which the School exercised substantial control over both the individual who has been accused of sexual harassment and/or assault and the context in which the sexual harassment occurs. For these types of complaints, the School will follow the Title IX policy](#)

processes and procedures, which may be found in the School's Title IX grievance policy. If the conduct does not fall within Title IX, this policy will be followed. There may be instances where the conduct falls within both policies and the School will follow both policies. The School's Title IX Coordinator is [insert the name and contact information (including phone and email) for the Title IX Coordinator].

Training Requirements

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

OPEN COMMUNICATION POLICY

We want to hear from you. BR 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. BR 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. BR 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

The Blue Ridge Academy provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child.

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom; be free from intrusion; be shielded from view; be safe, clean, and free of hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, the School shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, the School may provide another cooling device suitable for storing milk, such as a School-provided cooler.

An employee who would like to request an accommodation to express milk should complete an accommodation request form and contact the employee's supervisor or Human Resources. The School will respond accordingly, generally within two business days. 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, Principal, or Executive Director. Discrimination against and harassment of lactating employees in any form is unacceptable, a form of prohibited sex/gender discrimination, will not be tolerated at BR and will be handled in accordance with BR's policy on discrimination and harassment.

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may also file a complaint with his or her supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone or visit a local office by finding the nearest one on our website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

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 BR and its interest in our school will be formed in part, by BR 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, BR, and our school's services.

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

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

BR 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 BR policy, specifically the policies contained in BR's Employee Handbook.

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

BR 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 BR 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 Executive Director, Principal, or Human Resources. Any supervisor,

manager, or human resources staff member that receives complaints of retaliation must immediately inform the Executive Director or Principal.

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

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

Exempt

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

Non-Exempt

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

Certificated Employee

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

Classified Employee

Classified Employees include those employees hired by BR that do not primarily instruct students, nor require state certification, such as 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 Executive Director or Principal.

BR 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

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

WORK LOCATIONS

Employees must remain available to be physically present in any county that the Charter School is authorized to serve as needed by School operations. Employees may not work remotely from other states or countries which prevent physical presence without written permission.

SPECIAL VIRTUAL CLASSROOM EMPLOYMENT CONDITIONS

Position Responsibilities:

1. Teachers may be assigned a “Virtual Class” or “Virtual Classes”
2. Teachers are provided, at BR’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 BR 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.

BR 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 BR's normal business hours with no additional pay.

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

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

TIME RECORDS (NON-EXEMPT EMPLOYEES)

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

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

OVERTIME

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime or 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 nonexempt employees for all hours worked.

OFF THE CLOCK WORK

BR 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 timesheet. 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 BR), 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 an 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 BR for one of our employees, we are obligated by law to comply with the demand. The affected employee will receive notice from his or her supervisor or Human Resources as soon as possible.

PAYROLL WITHHOLDINGS

BR 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, BR 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 BR 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

BR 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 BR 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, certificate of clearance, official transcripts, and/or test scores prior to your first day of actual work, and if already employed, prior to the start of the academic year, if applicable. 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 recertification, training, or testing, or otherwise fails to maintain the necessary credential for your assignment, 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

All employees must have Live Scan fingerprint results on file with The Blue Ridge Academy in accordance with applicable law. Live Scan fingerprinting will be required of all job applicants,

employees, and volunteers as required by California and federal law. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Civil or criminal background checks may be also be required of applicants and/or employees based on job duties or any other factors in accordance with applicable law.

All fingerprint and background information must be completed and the results in the possession of BR before the first day of employment. Failure to complete this process will delay the employee's ability to begin work.

Employees with adverse background information (such as certain specific criminal conviction) may be ineligible for employment with BR.

BR shall also request subsequent arrest notification from the Department of Justice and take all appropriate action based upon such further notification in accordance with applicable law.

For additional information on background checks, please contact the Human Resources department.

CHILD ABUSE AND NEGLECT REPORTING ACT

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Failure to meet these obligations can result in a monetary fine and/or jail.

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. It is extremely important that the Blue Ridge Academy 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.

The Human Resources manager 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 BR's assistance, he or she is required to notify BR 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 BR.

[All employees that are mandated reporters are required to participate in approved mandated reporter training provided by the School within six weeks of the employee's hire date and annually thereafter within the first six weeks of each school year. If the employee attends an approved mandated reporter training that is not offered by the School using a sign-in sheet confirming participation, the employee is required to provide a copy of any certificate of completion to the human resources department of the School after completion.](#)

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 BR. 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 BR 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 BR's charter, and standards for teaching performance developed by the Principal, the BR's Board of Directors, and/or other BR staff.

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

BR'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 BR'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 BR. Accordingly, either the employee or BR 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, BR encourages you and your supervisor to discuss your job performance on an ongoing basis.

SECTION 8 – LEAVES

FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT¹

The School complies with the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), both of which require the School to permit each eligible employee to take up to 12 work weeks of leave in any 12-month period for the birth or adoption of a child, the employee’s own serious health condition or for the serious health condition of the employee’s child, parent, or spouse. CFRA further allows for 12 work weeks of leave to care for the serious health condition of the employee’s grandchild, grandparent, domestic partner, or sibling.

Child means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis. Parent means a biological, foster, or adoptive parent, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

For ease of reference in this policy, all leave taken under FMLA and CFRA will be referred to as “FMLA Leave,” except to the extent that leave under FMLA and CFRA do not overlap. It is also the policy of the School that it will not interfere with, restrain, or deny any employee’s rights provided by FMLA and CFRA. FMLA leave runs concurrently with Pregnancy Disability Leave, while CFRA leave does not.

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, for purposes of FMLA only, 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”;

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

3. Care for a grandchild, grandparent, domestic partner, or sibling with a serious health condition. Leave taken pursuant to this section is available only through CFRA and not FMLA. As such, FMLA does not run concurrently with leave taken for the employee's grandchild, grandparent, domestic partner, or sibling with a serious health condition.

43. The “serious health condition” of the employee;

54. 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 incurred in the line of duty on active duty or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty; or

65. Any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, domestic partner, 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. Domestic partner leave under this section is only available through CFRA and not FMLA.

A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves one that requires inpatient care in a hospital, hospice, or other medical care or residential health care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraphs (2) or (3) above only if due to a serious health condition, your spouse, child, grandchild, grandparent, sibling, 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 (43) 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 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. (e.g., for example, any period in which you are not receiving a wage supplement through the EDD). 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 the employee out on leave chooses not to return to work from a leave allowed by this policy after the expiry of the leave, the employee will be required to repay the School the premium amounts it paid during leave, unless the employee does not return to work because of circumstances beyond his/her control or because of recurrence, continuation, or onset of a serious health condition.](#)

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.

[Before an employee will be permitted to return from leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.](#)

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

PREGNANCY DISABILITY LEAVE

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

The School will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a healthcare provider. When an employee's healthcare 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 an 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 (e.g., for example, any period in which you are not receiving a wage supplement through the EDD). 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.

Additionally, if an employee does not return to work after the expiration of the pregnancy disability leave, and the reasons for failure to return to work do not include one of the following: 1) the employee is on CFRA leave; or 2) the continuation, recurrence or onset of a health condition entitling the employee to pregnancy disability leave in the first instance, non-pregnancy-related medical conditions requiring other leave or other circumstances beyond the control of the employee, the School reserves the right to recover from the employee the premium the School paid for the employee's group health plan coverage while out on 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 ceases 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 if the employee would not have otherwise have been employed if leave had not been taken.

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 during this unpaid time off.

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

BR 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 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 to vote. If employees are unable to vote in an election during their non-working hours, then the School will grant up to two hours of paid time off to vote. The request must be made at least two (2) working days in advance. The time must be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule unless the School and the employee agree otherwise.

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. Accrued unused may be paid to the employee for this time off.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off. Nothing in this policy requires the employee to bring his or her mail (absentee) ballot to work, including mailing such absentee ballot from work.

SCHOOL ACTIVITIES LEAVE

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

The leave is subject to all of the following conditions:

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

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present the school's letter, which requests the employee's appearance at the school, to his or her supervisor at least two days before the requested time off.

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 for various reasons related to crime or abuse if: 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:

- The employee is a victim of such a crime;
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, adoptive child, foster child, legal ward of the court, adopted child, a child of a domestic partner, a child to whom the employee stands in loco parentis, a person to whom the employee stood in loco parentis when the person was a minor, sibling, step-sibling, foster sibling, adoptive sibling, half-sibling, parent, adoptive parent, legal guardian of an employee or an employee's spouse or domestic partner, person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child, parent, step-parent, or the child or a registered domestic partner, or any other individual whose close association with the employee is the equivalent of any of these family relationships) of an employee is a victim of such a crime.
- "Victim" means a victim of stalking, domestic violence, or sexual assault; a victim of crime that caused physical injury or that caused mental injury and a direct threat of physical injury; a person whose immediate family member is deceased as the direct result of crime.

Leave may be taken for the following reasons:

- Any employee may take leave to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding;
- An employee victim may take time off to obtain or attempting to obtain any relief, which includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child;
- An employee victim to seek medical attention for injuries caused by crime or abuse;
- An employee victim to obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
- An employee victim to obtain psychological counseling or mental health services related to an experience of crime or abuse;
- An employee victim to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

When an employee is a victim as defined as follows: A person against whom one of the following crimes has been committed: A violent felony as defined in Penal Code section 667.5(c); A serious felony as defined in Penal Code section 1192.7(c); A felony provision of law proscribing theft or embezzlement, the employee shall be allowed to attend judicial

proceedings related to that crime or those crimes against an immediate family member victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

When an unscheduled absence occurs, the School shall not take any action against the employee if the employee, within a reasonable time after the absence, provides a certification to the employer. Documentation may be from any of the following:

- A police report indicating that the employee was a victim;
- A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court;
- Documentation from a licensed medical professional, domestic violence counselor, a sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse; or
- Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized by this Crime Victim Leave

An employee must give reasonable advance notice to the School by providing documentation of the proceeding, unless advanced notice is not feasible. 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.

The School will also, to the extent possible and allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT LEAVE/STALKING LEAVE

If you are the victim of domestic violence, sexual assault, or stalking, you may be entitled to a reasonable accommodation for your safety while at work. Reasonable accommodations may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone changed work station, installed lock, assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime, or referral to a victim assistance organization. The School is not required to undertake an action that constitutes an undue hardship on its business operations.

If you require a reasonable accommodation in line with this policy, please contact the School's human resources manager.

You will not be discharged, discriminated against, or retaliated against because of a request for an accommodation under this policy.

~~If you are a victim of domestic violence, sexual assault and/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. 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.~~

~~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 or stalking;~~
- ~~• 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 or stalking.~~

~~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 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.~~

~~BR 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 BR for help or changes in the workplace to ensure safety at work.~~

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and/or the Labor Commissioner's Office.

For more information, contact the Labor Commissioner's Office by phone at 213-897-6595 or visit a local office by finding the nearest one on website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

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

The School will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, the School will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months. 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 accrued paid leave (PSL/PTO) for organ donation and up to five (5) days accrued paid leave (PSL/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.

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

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

BR 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 BR's right to discipline an employee, up to and including termination of employment, for violation of BR's Substance and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE/TRAINING

In California, no employee shall receive discipline for taking time off to perform emergency duty/training as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If you are participating in this kind of emergency duty/training, please alert your supervisor so that he or she may be aware of the fact that you may have to take unpaid time off for emergency duty/training. In the event that you need to take time off for emergency duty/training, please alert your supervisor before doing so whenever possible. Time off for emergency training may not exceed 14 days per calendar year.

Emergency Duty/Training Leave is unpaid. You may choose to use your accrued PTO/RTO if you wish to receive compensation for this time off, but you are not required to do so.

If you feel you have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, you should contact your supervisor or any other manager, as appropriate

CIVIL AIR PATROL LEAVE

BR 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 BR 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 are required to give the School as much notice as possible of the intended dates upon which the leave would begin and end. The School will restore the employee to the position he or she held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued PTO/RTO.

SECTION 9 – BENEFITS

SCHOOL HOLIDAYS

The School observes 25 paid holidays during the year including:

- 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

*Please see the classified calendar for additional paid holidays

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

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

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

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

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

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

PAID TIME OFF (PTO) - A BASIS ONLY

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

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

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

All full-time A-Basis (12 Months) employees may be eligible to receive up to ten (10) days (i.e., 80 hours) of PTO each school year (July 1 – June 30). On July 1 of each year, eligible employees will be allotted ten days (80 hours) of PTO per school year (July 1 – June 30), which unused PTO days will carryover year to year subject to a cap of 20 days (160 hours). Employees hired after July but before December 31 will receive ten days (80 hours) of PTO on his or her first day of employment. Employees hired after December 31 will receive six days (48 hours) of PTO on his or her first day of employment. 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, vacation time may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday, he or she will be required to use available PTO to make up for the absence.
- In the event an employee has exhausted his or her PTO, any additional time off must be approved by their supervisor and will be taken without pay.
- Any employee who misses three (3) consecutive days of work without notice to their supervisor may be deemed to have abandoned his/her job and voluntarily resigned from employment.
- Upon separation of employment, employees will be paid their earned PTO based on their date of separation and their regular rate of pay.
- To the extent permitted by law, PTO accumulated prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

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

SICK LEAVE

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

Eligible Employees

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

Permitted Use

Eligible employees may use their allotted PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee’s family member.

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

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

Allotment and Maximum/Carryover

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 six days (48 hours) of PSL on his or her first day of employment.

- All other eligible employees:

All other eligible employees will be allotted six days (48 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. Employees may carry over and maintain up to 72 hours of allotted PSL.

Once the employee's PSL reaches the maximum, further allotment of PSL is suspended. Unused PSL will carry over from year to year, subject to this maximum. If the employee has less than the maximum on the date when PSL is allotted (e.g., on July 1), then the employee will be allotted a partial amount of the annual PSL, up to the maximum.

By way of example, if a part-time employee (allotted PSL under the "other eligible employees" category), has a balance of 56 hours of PSL as of July 1, the employee will be allotted an additional 16 hours of PSL. If an employee has a balance of 72 hours of PSL as of July 1, the employee will be allotted 0 hours of PSL.

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.

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. **For both non-exempt and exempt employees paid sick leave (PSL) and/or paid time off (PTO) an excess of 5 consecutive days must be requested 60 days prior to the first day of leave. Approval requested with less than 60 days notice will need written approval from Human Resources for unforeseen circumstances.**

Donations of Paid Leave

Employees who have more than 48 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 accrued paid leave 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 48 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 BR. 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 BR. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

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

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

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under BR'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 BR group rates plus an administration fee. BR or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under BR's health insurance plan. The notice contains important information about the employee's rights and obligations.

SOCIAL SECURITY/MEDICARE

Social Security is an important part of every employee's retirement benefit. The School pays a matching contribution to each eligible employee's Social Security taxes.

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 eight 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 BR policy and applicable law.

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

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

WORKER'S COMPENSATION INSURANCE

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

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 BR’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 BR and have been provided for use in conducting BR business. All communications and information transmitted by, received from, created, or stored in its BR’s Communication Systems are records and property of BR. The Communication Systems are to be used for School purposes only. Employees may, however, use BR 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 BR business, and does not violate any BR 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

BR 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, BR may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of BR’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 BR’s Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish BR’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 BR upon request for any reason that BR, 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 BR 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 Executive Director or 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 BR letterhead.

Offensive and Inappropriate Material

BR's policy against discrimination and harassment, sexual or otherwise, applies fully to BR'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 BR's computers. Employees encountering or receiving this kind of material should immediately report the incident to their Principal.

BR may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by BR 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 BR's blocking software.

Solicitations

BR'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 BR 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 BR's "Confidential Information" policy, contained herein, for a general description of what BR 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

BR'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 Executive Director or 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 BR approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices.

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.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to BR'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 BR's network.

Files obtained from sources outside BR 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 BR's computer network. Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non-BR sources, without first

scanning the material with BR approved virus checking software. If you suspect that a virus has been introduced into the BR 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

BR reserves the right to modify this policy at any time, with or without notice. BR 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

BR 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.

This policy is intended to supplement, not replace, the School's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the School.
- Do not post confidential information (as defined in this Handbook) about the School, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.

- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the School’s background check procedures.
 - Be knowledgeable about and comply with the School’s reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the School.
 - We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School, or that might constitute harassment or bullying.
 - Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the School, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the School, or competitors.
 - Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that you are not speaking on behalf of the School and that your views do not represent those of the School, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the School.”
- Never be false or misleading with respect to your professional credentials.
 - Do not take any photos, videos, or other media in the workplace or on the School’s premises or at School functions without permission of the School. It is your responsibility to ensure that your posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.
 - Supervisors who “friend” subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to our Human Resources Manager. Failure to do so may result in disciplinary action, up to and including termination.

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

Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to the School.

Employees should weigh whether a particular posting puts his/her effectiveness as a School employee at risk. BR 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.

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 Assistant and/or the Executive Directors.

In the event you have any questions about whether a particular social media activity may involve or implicate the School, or may violate this policy, please contact the Human Resources Manager.

Social media is in a state of constant evolution, and the School recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

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

EQUIPMENT POLICY

BR 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.

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.

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 review, monitoring, and auditing by the School.

Non-compliance with any policies or procedures will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School if resulting from an employee's willful misconduct.

CELL PHONE POLICY

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

If you are required to perform business on a cell phone for BR 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, BR 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 BR.

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.

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 BR.

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. BR must approve any postings prior to posting.

BR 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

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 BR 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 BR 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 BR board members, employees, individual consultants hired or retained by BR, and School Services Providers hired or retained by BR.

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

- (a) Family Members of BR 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 BR's 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 BR's 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 BR, and in the case of an organization shall mean be the responsible individual at such organization that provides school services to BR.

Procedures

When a Family Member of a current BR 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 BR’s best interests would be served otherwise.

When a Family Member of a current BR board member, employee, individual consultant, or School Services Provider applies for a transfer to a new employment position within BR, 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 BR, 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, BR 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 BR. If a mutual agreement is unattainable, the Board will determine, in BR’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 BR'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.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to any building or office are responsible for their safekeeping.

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any School key is not allowed and strictly prohibited. It is against School policy to loan or distribute your assigned keys to another employee or non-employee of the School. If your school keys are lost, misplaced, destroyed, or stolen, you must report it immediately to the Executive Director.

The last employee, or a designated employee, who leaves the office and /or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on school property before or after hours without prior authorization.

INTERNAL INVESTIGATIONS & SEARCHES

From time to time BR may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

In BR's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for BR property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to BR. Employees have no expectation of privacy in their work areas.

VIOLENCE IN THE WORKPLACE

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

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 BR property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

BR's prohibition against threats and acts of violence applies to all persons involved in BR's operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers, and anyone else, including parents on BR property. Violations of this policy by any individual on BR 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.

In certain circumstances, the School may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

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

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

DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS

It is the policy of The Blue Ridge Academy that no teacher or other staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting, tying, taping, or the use of any other physical force as retaliation or correction for inappropriate behavior.

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. If a student specifically requests that he or she not be touched, then that request must be honored. Violations could subject the teacher or staff member to discipline up to and including termination. 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. **Additional information can be found in the Blue Ridge Conduct and Civility Policy.**

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 (including photographs); or items such as money, food, outings, electronics, etc.

without the written pre-approval of a School Leader. It is recommended that any such gifts be filtered through the Regional Coordinator along with the rationale.

- Kissing of ANY kind
- Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one's lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- "Dating" or "going out with" a student
- Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- 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 your personal troubles or intimate issues with a student
- 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 the express, advance written permission of Regional Coordinator and the student's parent or legal guardian
- Being alone in a room with a student at school with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.

Acceptable and Recommended Behaviors

- Pats on the shoulder or back
- Handshakes
- “High-fives” and hand slapping
- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one's lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Obtaining formal written pre-approval from **Administrative Designee** to take students off school property for activities such as field trips or competitions, including parent's written permission and waiver form for any sponsored after-school activity whether on or off campus
- 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 transparent [non-private] school-based technology and equipment)

- Keeping the door wide 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, including touching legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- 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 situations 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 judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors 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.*

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of misconduct, he or she must report the suspicion to the Human Resources Manager promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is

based on facts that 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 Human Resources Manager will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior by a staff member, using such support staff or outside assistance, as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all others 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. The investigating administrator shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the Executive Director shall report to the Governing Board any conclusions reached. The investigating administrator shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

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.

STANDARDS OF CONDUCT AND CIVILITY

At The Blue Ridge Academy, we are committed to upholding the highest standards of personal integrity and conduct. These standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines us and how we are perceived by others. As school employees, we also serve as role models to our students.

BR employees are accountable for integrity in conduct and for the consequences of their actions or inactions. The highest of ethical standards are expected in all matters internal, as well as with students, parents, and the community at large. All BR employees and any individuals acting on behalf of BR are required to conduct themselves in compliance with the essence of this Standards of Conduct and Civility policy. Any concerns must be promptly reported to a supervisor or the

Executive Director. Failure to comply with this policy may result in disciplinary action, up to and including termination.

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 absent extenuating circumstances
- 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
- Violation of the Standards of Conduct and Civility 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, fundraising, 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.

Upon an extended leave of absence, request from the School or termination of employment, employees are required to immediately return to the School all property of the School in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the School. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act.

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.

BR expects employees to devote their best efforts to the interests of our school. BR 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 BR 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 BR 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 BR'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 BR. 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 BR's interests. In general, outside work activities are not allowed when they:

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

Your obligations to BR must be given priority. Full time employees are hired and continue employment with the understanding that BR 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 BR 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 BR. 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 BR if any of the following apply:

1. It involves the use of BR time, facilities, equipment, supplies, or the officer's or employee's position or influence with BR, 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 BR.
3. It involves the performance of an act as part of the outside activity that involves services performed for BR.
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 BR'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 BR, 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

BR will reimburse employees for certain reasonably necessary business expenses incurred in the furtherance of BR 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 BR that BR 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. BR 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 BR in order to obtain funds or thing of value from BR. For example, this policy prohibits an individual from utilizing his or her status as a parent or guardian to obtain a vendor contract with BR 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 BR, 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 BR, resulting in the individual's receipt of funds or thing of value from BR.

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

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

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

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event;
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the School’s premises;
- Refusing to submit to an inspection or testing when requested by administration;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School’s premises and/or attending a School function or event.
- Conviction under any criminal drug statute for a violation occurring in the workplace, including failure to notify the School in writing of employee’s conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction; or
- Failure to keep all prescribed medicine in its original container.

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. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

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

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

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

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

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

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

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

SMOKING

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

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

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. All staff is expected to question any unknown person seen in the workplace who does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of your Principal, other employees or call 911. Report any suspicious persons or activities to your Principal. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Immediately contact your supervisor or school administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on school property without the prior written approval of the Principal and the written consent of the individual being recorded.

Please report any problems with our security systems to your Principal.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on BR 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

BR 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 BR's premises, including the parking area, or away from school property while on school business BR employees are prohibited from using personal property for work-related purposes unless approved in advance by the Principal.

SAFETY POLICY

BR 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.

BR has in place a written Injury and Illness Prevention Program as required by law. It is located in the main office for review.

ERGONOMICS

BR 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 immediate supervisor or 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 immediate supervisor or Principal.

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

BR 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 BR; (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 BR for three consecutive work days. BR requests that employees provide at least two weeks written notice of a voluntary termination. All BR property must be returned immediately upon terminating employment. BR 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 BR's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, BR 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 BR may be asked to take part in an exit interview with their supervisor to communicate their challenges and growth while employed at BR. 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, BR will disclose only the dates of employment and the title of the last position held. BR will verify or disclose an employee's salary only if the employee provides written authorization for BR to provide the information. However, BR will provide information about current or former employees as required by law or court order. BR 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 Blue Ridge Academy's ("BR") 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 BR'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 BR's policies.

In particular, I have read and understand BR'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 BR at any time, BR, 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 BR 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 Executive Director of BR, 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 Executive Director. This is the entire agreement between BR and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with BR, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

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

Employee Name (print): _____

Employee Signature: _____

Date: _____

VENDOR AGREEMENT



This Vendor Agreement ("Agreement") is made between **Blue Ridge Academy** ("School"), a California nonprofit public corporation that operates a public charter school and _____ ("Vendor").

RECITALS

WHEREAS, School fosters successful student achievement through a quality, personalized, and standards-based education program featuring unique and hands-on experiential learning experiences;

WHEREAS, Vendor is engaged in the businesses of providing experienced and qualified educational services as set forth in **Exhibit A**; and

WHEREAS, School desires to retain Vendor for the purpose of providing the services described herein for the benefit of the School, families, and students.

NOW, THEREFORE, in consideration of the foregoing recitals, the promises and the mutual covenants contained herein, and for other good, valuable and sufficient consideration, the parties agree as follows:

SECTION 1. TERM and TERMINATION.

- a. Term: This Agreement shall be effective as of July 1, 2021 until June 30, 2022.
- b. Termination: Vendor may terminate this Agreement for cause after providing sixty (60) days advance written notice to School. School may terminate this Agreement at any time, with or without cause in its sole discretion with same-day written notice. Upon termination, School shall pay Vendor for all necessary and approved Services rendered pursuant to this Agreement and relevant "Enrichment Certificate(s)" (defined below) up to the effective date of termination. School has no obligation to pay Vendor for any Services provided after the effective date of termination. The termination of this Agreement constitutes a termination of any active invoices and Enrichment Certificates.

SECTION 2. SERVICES.

- a. Scope of Services: Vendor is hereby engaged by School to perform the student enrichment services specified in **Exhibit A**, incorporated herein by reference ("Services"), subject to the terms and conditions contained herein. Vendor assumes full responsibility for the performance of the Services provided under the terms of this Agreement. School does not guarantee any minimum amount of work by this Agreement. **Vendor is required to maintain a publicly accessible website describing Vendor's educational Services.**
- b. No Authority to Bind School: Vendor understands and agrees that Vendor lacks the authority to bind School contractually, conduct business on School's behalf, or incur any obligations on behalf of School. Specifically, Vendor agrees not to represent himself/herself or any Vendor employees, agents, or contractors as an employee of School in any capacity, including, but not limited to, when interacting with School students, parents, vendors, or employees.

- c. Responsibility for Performance: Vendor assumes full responsibility for the performance of Vendor's duties under the terms of this Agreement and warrants that Vendor and its employees, contractors, and other agents are fully qualified in Vendor's specialized skill or expertise to perform such duties. Vendor will not enter into any contract or engagement that conflicts or interferes with Vendor's duties under this Agreement.
- d. Compliance with Charter Petition and Law: Except when otherwise expressly required by applicable law, School shall not be responsible for monitoring Vendor's compliance with the law, charter petition, and Agreement. Vendor acknowledges that School must comply with Education Code § 220's prohibitions against discrimination, obligations to provide a free appropriate education to students with exceptional needs pursuant to the Individuals with Disabilities Education Act ("IDEA") and Section 504 of the Rehabilitation Act, and be non-sectarian in its programs. Vendor must be non-sectarian in any Services provided to School students. Vendor shall ensure its performance of its Services complies with these legal and charter petition requirements. If Vendor performs any Services in a manner that is contrary to law, Vendor shall bear all claims, costs, losses and damages (including, but not limited to, reasonable attorneys' fees and costs) arising therefrom.
- e. Service Limitations: Vendor shall not serve a School student for more than twelve (12) core academic hours including math, language arts, social studies, science and world language during the school week (Monday to Friday from 8:00 am to 2:30 pm) under this Agreement or any other arrangement (e.g., Student participation in a Vendor program outside of School activities); ~~excepting~~ **except for** visual and performing arts, CTE pathways, robotics, and physical activities including dance, gymnastics, karate, and other similar activities, as approved by the supervising teacher.
- f. No Private School Affiliation: Vendor certifies that it is not, nor is it affiliated with, a private school that submitted an affidavit to register with the California Department of Education and is listed on the state's Private School Directory ("Private School"). Vendor affirms the Services shall not be provided at a Private School. Vendor affirms that it will not confer any compensation received for performing Services under this Agreement to a Private School. **Vendor shall not require participants to wear school uniforms or conduct similar practices that would suggest Vendor is a school as opposed to an educational services provider.**
- g. Prohibited Conflicts: Vendor is prohibited from providing Services under this Agreement to a relative (e.g., child, grandchild, niece/nephew, sibling, etc.) of the Vendor (or its employees). School shall not be responsible for paying Vendor for the prohibited **Services** described herein.

SECTION 3. PAYMENT.

- a. Enrichment Certificate: School requests Services from Vendor through **S**chool's issuance of an Enrichment Certificate. School is not responsible to pay for any costs of Services without issuance of an Enrichment Certificate. The Enrichment Certificate will detail requested Services, dates of Services, fees for Services, and other relevant information. Vendors must first receive an Enrichment Certificate before providing Services to students. School does not pay for Services in advance. If an Enrichment Certificate expires, Vendor must cease providing Services until it receives another Enrichment Certificate.

- b. Vendor Invoice: School shall pay Vendor for Services performed through invoices. Vendor will remit one (1) itemized invoice ~~after completing the no~~ ~~earlier than the first day of~~ Services pursuant to an Enrichment Certificate. Vendors should submit invoices ~~via to~~ <http://tinyurl.com/BRinvoices> or by some other means as determined by the School. School will endeavor to pay undisputed invoice amounts within thirty (30) days of receipt of an accurate invoice.
- c. Termination of Enrichment Certificate: School may terminate an Enrichment Certificate at any time, with or without cause in its sole discretion with same-day written notice. School shall pay Vendor the undisputed amounts for Services already performed under the Enrichment Certificate.
- d. Incurred Costs: Any damages or costs incurred by School, including replacement costs, as a result of Vendor's failure to competently perform under this Agreement may be deducted by School from any amounts owed to Vendor.
- e. Use of School's Name: Vendor shall not use the name, insignia, mark, or any facsimile of the School for any purpose, including but not limited to advertising, client lists, or references, without the advance written authorization of the School.
- f. Unapproved Services and Fees: Vendor shall not require students or parents/guardians to volunteer to support the Vendor, sign any contracts that create a financial obligation, or take any other action the School deems unreasonable as a condition of receiving Services. The following are unapproved Services (non-exhaustive): memberships or registration fees (e.g. late fees), therapy related services, registration/administrative fees (late fees), non-secular items/services, food and/or transportation, competition fees, uniforms/clothing, Services provided to a relative (e.g., child, grandchild, niece/nephew, sibling, etc.) of the Vendor (or its employees).

SECTION 4. GENERAL CONDITIONS FOR VENDOR PERFORMANCE.

- a. Vendor Qualifications: Vendor represents it has the qualifications, skills and, if applicable, the certification and licenses necessary to perform the Services in a competent, and professional manner, without the advice or direction of School. Upon School's request, Vendor shall provide copies of certification or licensure. Subject to the terms of this Agreement, Vendor shall render all Services hereunder in accordance with this Agreement and **Exhibit A**, Vendor's independent and professional judgment and in compliance with all applicable laws and with the generally accepted practices and principles of Vendor's trade. Vendor is customarily engaged in the independently established trade, occupation, or business of the same nature as the Services performed. Vendor affirms they (or their employees, contractors, or agents) who interact with students unsupervised are at least eighteen years of age.
- b. Relationship: The School is not an employer of Vendor or its employees, contractors, or agents and shall not supervise individuals as such in carrying out the Services to be performed by Vendor under the terms of this Agreement. It is expressly understood between the parties that Vendor and its employees, contractors, and agents are not employee(s) of School.

- c. Licenses: Vendor warrants that Vendor is engaged in an independent and bona fide business operation, markets him/her/itself as such, is in possession of a valid business license/insurance when required, and is providing or capable of providing similar services as set forth in **Exhibit A** to others.
- d. No Training or Instruction: Although School may at times provide information concerning its business and students to Vendor, School will not provide any training or instruction to Vendor concerning the manner and means of providing the Services that are subject to this Agreement because Vendor warrants that Vendor is highly skilled in its industry.
- e. Site Visits: School may visit the Vendor at any time during the operating hours with or without prior notification to the Vendor.

SECTION 5. TAXES. Because Vendor is not an employee of School, all compensation called for under this Agreement shall be paid without deductions or withholdings, and will be accompanied by an IRS Form 1099, as applicable, at year end. Vendor is responsible for the reporting and payment of any state and/or federal income tax or other withholdings on the compensation provided under this Agreement or any related assessments. In addition, Vendor shall fill out and

execute a Form W-9. In the event that the Internal Revenue Service or the State of California should determine that Vendor or its employee(s) is/are an employee of School subject to withholding and social security contributions, Vendor acknowledges consistent with this Agreement that all payments due to Vendor under this Agreement are gross payments, and the Vendor is solely responsible for all income taxes, social security payments, or other applicable deductions thereon.

SECTION 6. BENEFITS. Vendor and its employees, contractors, and agents are not entitled to the rights or benefits that may be afforded to School employees including, but not limited to, disability, workers' compensation, unemployment benefits, sick leave, vacation leave, medical insurance and retirement benefits. Vendor is solely responsible for providing at Vendor's own expense, disability, unemployment, workers' compensation and other insurance for Vendor and any of its employees, contractors, and agents.

SECTION 7. MATERIALS. Vendor will furnish at its own expense all materials, equipment and supplies used to provide the Services.

SECTION 8. BACKGROUND CHECK AND SAFETY REQUIREMENTS.

- a. Background Check: Vendor shall ensure its employees, agents, and contractors working directly with School students complete a criminal background check through the Department of Justice ("DOJ") in accordance with applicable law (Education Code section 45125.1). Following clearance (e.g., through Department of Justice), Vendor will certify ~~Vendor certifies~~ to School that no one working on behalf of Vendor (e.g., Vendor employees, agents, or contractors) working with School students have been convicted or have pending charges of a violent or serious felony as defined in Penal Code sections 667.5(c) and 1192.7(c). The cost of the background check is the Vendor's responsibility.
- b. First Aid & CPR Certification: Upon School's request, Vendor shall ensure its employees, agents, or contractors obtain First-Aid and CPR Certification.

Vendors shall implement safety policies and procedures related to emergency response and accident reporting reasonable for the Services.

- c. Supervision: Vendor is responsible for supervising and ensuring students have a safe environment from the time they are dropped off to receive Services and until the responsible party picks them up.

Students may not be left unattended during Vendor's provision of Services. Students shall not interact in one-on-one settings with Vendor (or its employees) without the School's express written permission. Vendor may not transport students without School's express written permission.

- d. Student Discipline: Vendor acknowledges that School is responsible for managing and overseeing the education program, which incorporates the Vendor's enrichment services. Vendor must immediately notify School when students act inappropriately and may require discipline. School is responsible for issuing discipline to students. If Vendor wishes to remove a participant from their Services, the Vendor shall notify School and the parties will discuss appropriate measures.
- e. Reporting Bullying and Harassment Incidents to School: To the fullest extent allowed by law, Vendor shall immediately notify School if it becomes aware of any incident of bullying, discrimination, harassment, or sexual harassment at Vendor's place of business, during Vendor's provision of Services, or otherwise involving School students, Vendor, or Vendor's employees, contractors, or agents in any way. If Vendor learns a student may pose a health or safety threat to himself/herself or to other individuals, Vendor must immediately notify the School.
- f. Training: Vendor shall ensure its employees, contractors, or agents who interact with School students participate in sexual harassment prevention training before providing Services under this Agreement. Upon School's request, Vendor shall provide proof of compliance with this training requirement

SECTION 9. INDEMNIFICATION AND INSURANCE.

- a. Indemnification: To the maximum extent allowable by law, Vendor will indemnify, defend, and hold harmless School, its officers, directors, employees, agents and volunteers from and against all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, attorneys' fees, and costs that such entities or persons may incur that arise out of or relate to this Agreement or the alleged negligence, recklessness or willful misconduct of Vendor, including of Vendor's officers, directors, employees, subcontractors, agents, representatives, volunteers, successors, assigns or anyone for whom Vendor is legally responsible. Vendor's indemnity, defense and hold harmless obligations shall survive the termination of this Agreement. To the maximum extent allowable by law, Vendor also agrees to hold harmless, indemnify, and defend School from any and all liability, damages, or losses (including reasonable attorneys' fees, costs, penalties, and fines) School suffers as a result of (a) Vendor's failure to meet its obligations under Sections 4-6, or (b) a third party's designation of Vendor or Vendor's employees, agents, or contractors as an employee of School regardless of any actual or alleged negligence by School.

- b. General Liability Insurance Limits: Vendor agrees to maintain general liability insurance coverage, including both bodily injury and property damage, with at least the following coverage limits:
- i. \$1,000,000 per occurrence
 - ii. \$2,000,000 general aggregate
 - iii. \$500,000 personal & advertising injury
- c. Additional Insurance Requirements: Vendor's insurance shall constitute primary coverage for any loss or liability arising from or relating to this Agreement and any insurance held by School shall constitute secondary, excess coverage. School may require additional insurance coverage depending on the Services and shall communicate these insurance requirements to the Vendor in conjunction with the provision of an Enrichment Certificate. Vendor's insurance policies required under this Agreement shall name School as additionally insured.

SECTION 10. CONFIDENTIALITY.

- a. Confidential Information: Vendor acknowledges that during the course of performing Services, Vendor may become privy to confidential, privileged and/or proprietary information important to the School. Vendor further acknowledges its obligations under the Family Educational Rights and Privacy Act ("FERPA") and California Uniform Trade Secrets Act. Vendor shall ensure that all of its employees, agents and contractors agree to the requirements of this section prior to receiving any Confidential Information (defined below). Vendor shall not use or disclose during or after the term of this Agreement, without the prior written consent of School, any information relating to School's employees, directors, agents, students or families, or any information regarding the affairs or operations of School, including School's confidential/proprietary information and trade secrets ("Confidential Information"). Confidential Information, whether prepared by or for the School, includes, without limitation, all of the following: education records, student rosters, medical records, personnel records, information technology systems, financial and accounting information, business or marketing plans or strategies, methods of doing business, curriculum, lists, email addresses and other information concerning actual and potential students or vendors and/or any other information Vendor reasonably should know is treated as confidential by the School. The only allowed disclosures of Confidential Information are (i) with prior written consent of School; (ii) after the information is generally available to the public other than by reason of a breach by Vendor of this agreement to maintain confidentiality; (iii) after the information has been acquired by Vendor through independent means and without a breach of Vendor's duties to School under this Agreement or otherwise; or (iv) pursuant to the order of a court or other tribunal with jurisdiction if Vendor has given School adequate notice so that School may contest any such process. Personally identifiable student information may only be used as necessary to meet Vendor's obligations under this Agreement. Vendor shall not use any Confidential Information (e.g., student or parent contact information) to market any products or services to School parents or students without School's express written permission. Vendor must take all necessary and appropriate steps to protect and safeguard all of School's

Confidential Information and proprietary information from unauthorized disclosure.

- b. Disclosure of Records: School will provide Vendor with those records requested by Vendor that are reasonably necessary to allow Vendor to perform the Services. Vendor shall use any such records only for the purpose provided and not for the benefit of any other person or entity. Upon termination of this Agreement or School's request, Vendor will immediately surrender to School or destroy all Confidential Information and other materials provided to Vendor by School, including all physical copies, drafts, digital or computer versions.

SECTION 11. ENTIRE AGREEMENT. This Agreement and its incorporated exhibits constitute the entire agreement between the parties with respect to the subject matter contained herein and supersede all agreements, representations and understandings of the parties with respect to such subject matter made or entered into prior to the date of this Agreement.

SECTION 12. DISPUTE RESOLUTION.

- a. Informal Dispute Resolution: If there is any dispute or controversy between the parties arising out of or relating to this Agreement, the parties shall first meet and confer informally in an attempt to resolve the issue.
- b. Mediation: If reasonable efforts at informal resolution are unsuccessful, the parties shall participate in a mediation with a mutually-agreed upon mediator. Any costs and fees, other than attorneys' fees, associated the mediation shall be shared equally by the parties.
- c. Arbitration: If School has paid more than \$25,000 to Vendor for Services since the start of the previous fiscal year, and efforts to resolve the dispute at mediation are unsuccessful, the parties agree that such dispute will be submitted to private and confidential arbitration by a single neutral arbitrator through Judicial Arbitration and Mediation Services, Inc. ("JAMS") at the nearest JAMS location, or other service agreed upon by both parties, and that such arbitration will be the exclusive final dispute resolution method under this Agreement. The JAMS Streamlined Arbitration Rules & Procedures in effect at the time the claim or dispute is arbitrated will govern the procedure for the arbitration proceedings between the parties. The arbitrator shall not have the power to modify any of the provisions of this Agreement. The decision of the arbitrator shall be final, conclusive and binding upon the parties hereto, and shall be enforceable in any court of competent jurisdiction. The party initiating the arbitration shall advance the arbitrator's initial fee. Otherwise and thereafter, each party shall bear their own costs of the arbitration proceeding or litigation to enforce this Agreement, including attorneys' fees and costs. Except where clearly prevented by the area in dispute, both parties agree to continue performing their respective obligations under this Agreement until the dispute is resolved, subject to the right to terminate this Agreement. Nothing in this Agreement is intended to prevent either party from obtaining injunctive or equitable relief in court to prevent irreparable harm pending the conclusion of any such arbitration.

SECTION 13. MODIFYING THE AGREEMENT. No supplement, modification, or amendment of this Agreement shall be binding unless in writing and executed by both parties.

SECTION 14. NO WAIVER. No waiver of any provision of this Agreement shall constitute, or be deemed to constitute, a waiver of any other provision, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

SECTION 15. NO ASSIGNMENT. No party shall assign this Agreement, any interest in this Agreement, or its rights or obligations under this Agreement without the express prior written consent of the other party. This Agreement shall be binding on, and shall inure to the benefit of, the parties and their respective permitted successors and assigns.

SECTION 16. SEVERABILITY. If any provision of this Agreement is invalid or contravenes applicable law, such provision shall be deemed not to be a part of this Agreement and shall not affect the validity or enforceability of its remaining provisions, unless such invalidity or unenforceability would defeat an essential business purpose of this Agreement.

SECTION 17. GOVERNING LAW. This Agreement shall be governed by and interpreted under the laws of the State of California.

SECTION 18. AUTHORITY TO CONTRACT. Each party warrants to the other that it has the authority to enter into this Agreement, that it is a binding and enforceable obligation of said party, and that the undersigned has been duly authorized to execute this Agreement.

SECTION 19. NOTICES. All notices and other communications in connection with this Agreement shall be in writing and shall be considered given as follows:

(a) When delivered personally to the recipient's address as stated on this Agreement; (b) three days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated on this Agreement; (c) via email address as stated on this Agreement.

Notice is effective upon receipt provided that a duplicate copy of the notice is promptly given by first class mail, or the recipient delivers a written confirmation of receipt.

If to Vendor:

If to School:

(Please fill in with your information)

Business: _____

Kimberly Clift

Name: _____

Vendor Relations Coordinator

Title: _____

625 W. Covina Blvd.

Address: _____

San Dimas, CA 91773

Email: _____

vendorsupport@theblueridgeacademy.com

Phone: _____

SECTION 20. COUNTERPARTS. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument. A faxed or emailed .pdf or other electronic copy of the fully executed original version of this Agreement shall have the same legal effect as an executed original for all purposes.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date above.

Blue Ridge Academy

Vendor

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Students will be permitted to cancel and/or reschedule services with 24hour notice. Cancellations are subject to a full refund. Refunds must be submitted to

_____.

Name of Owner/Director: _____

Signature: _____ Date: _____



Work Sample Policy

Blue Ridge Academy offers independent study to meet the needs of pupils enrolled in the charter school; and as such, teachers must collect work samples from students to ensure that all students meet the State student academic achievement standards. This policy ensures that student work samples contain the information necessary to ensure the student's learning success.

The purpose of the Blue Ridge Academy Governing Board approving this Work Sample Policy is to accomplish the following:

1. Provide an overview for the Work Sample Policy
 2. Explain the requirements of an Acceptable Work Sample
 3. Identify criteria for Non-Compliant Work Samples
1. **Overview:** As an independent study program, Blue Ridge Academy is required to collect work samples from each of its students as a condition of apportionment. Work samples allow the student's supervising teacher to determine the time value of the completed student work. Work samples are turned in to the student's supervising teacher in accordance with the student's Master Agreement.
2. **Procedures:** Homeschool teacher must verify that each work samples ~~must~~ contains the following information:
1. Student's First Name and Last Name (~~recognizable~~ nicknames are allowable ~~okay~~)
 2. Date that the work was completed, including the year. ~~Dates should fall during school days (no weekends or holidays)~~
 3. The work sample must be the student's original work. If anything gets changed on the original work sample, the student must initial such changes. All initialed changes mean that the student made the changes, not the parent/guardian/caretaker or teacher.
 4. ~~Student submits samples every Learning Period to their teacher.~~

The supervising teacher must verify the work sample by including the following:

1. Homeschool teacher's name
 2. Student's full name (~~if nickname was used~~)
 3. Course name (must ~~clearly connect to match~~ the Master Agreement)
 4. ~~Date the teacher reviewed the material~~
 5. ~~Date the student completed the sample~~
 6. ~~HST grade~~
3. **Acceptable Work Sample Criteria:**
- Includes student's full name and date, including year, in the top portion
 - Original or scanned PDF version
 - Demonstrates neat and organized work
 - Demonstrates a good reflection of ~~your child's~~ the student's learning and abilities
 - ~~Includes student's name and date in the top right hand corner~~

- The sample needs to be completed and dated within the collection Learning Period
- Must be non-sectarian (non-religious)
- Photographs ~~must include a summary from the student's perspective~~ are accepted for projects and may contain a summary
- Samples may be typed or handwritten by the student. Younger students may dictate to the parent to write or type for them
- Online curriculum samples should come from platform with a secured login
- Online curriculum samples must include all necessary information
- Online curriculum samples cannot combine snippets in order to display all necessary information
- Students may sign their name and date including year, on online worksheets if not from a platform with a secured login
- Students may use digital pens to sign their name and date including year

4. Non-Compliant Work Samples Include:

- Scanned documents that are difficult to read or are very light
- ~~A scanned or printed document of a certificate of completion or report from an online learning platform~~
- Samples completed and dated not within the Learning Period
- ~~A photograph which does not include the student's summary of the project/concept~~
- ~~Incomplete worksheets or work~~
- Online curriculum samples that are not from a platform with a secured login
- Students full name and date, including year, are missing
- Snapshots and snippets of online curriculum merged into a document

PO Box 8036, Wisconsin Rapids, WI 54495-8036
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Blue Ridge Academy - 7142238

955 Stanislaus Street
Maricopa, CA 93252
Contact: Dawn Gordon - (661) 525-1178
Email: dawn@theblueridgeacademy.com

Reference ID: 476068

Quote Summary

School Count: 1

Renaissance Products & Services Total	\$159,080.00
Applied Discounts	\$(12,371.00)
Shipping and Processing	\$0.00
Sales Tax	\$0.00
Grand Total	USD \$146,709.00

This quote includes: Renaissance Accelerated Reader and Renaissance Star 360.

To receive applicable discounts, all orders included on this quote must be received at the same time.

By signing below, you


- agree that this Quote, any other quotes issued to you during the Subscription Period and your use of the Applications, the Hosting Services and Services are subject to the Renaissance Terms of Service and License located at <https://doc.renlearn.com/KMNet/R003981304GH3CB5.pdf> which are incorporated herein by reference;
- consent to the Terms of Service and License; and
- consent to the collection, use, and disclosure of the personal information of children under the age of 13 as discussed in the applicable Application Privacy Policy located at <https://www.renaissance.com/privacy-policy/>.

To accept this offer and place an order, [please sign and return this Quote](#).

Renaissance will issue an invoice pursuant to this Quote on the Invoice Date you specify below. If no Invoice Date is listed, Renaissance will issue an invoice within 30 days from the date of this Quote. If your organization requires a purchase order prior to invoicing, please check the box below and issue your purchase order to the Renaissance address below no later than 15 days prior to the Invoice Date. Payment is due net 30 days from the Invoice Date.

If your billing address is different from the address at the top of this Quote, please add that billing address below.

Please check here if your organization requires a purchase order prior to invoicing: []

Renaissance Learning, Inc.	Blue Ridge Academy - 7142238
	By:
Name: Ted Wolf	Name:
Title: VP - Corporate Controller	Title:
Date: 03/29/2021	Date:
	Invoice Date:

Mail: PO Box 8036, Wisconsin Rapids, WI 54495-8036
Fax: (877)280-7642
Email: electronicorders@renaissance.com
Phone: (877)444-3172

If changes are necessary, or additional information is required, please contact your account executive Landon Smith at (800)290-7844, Thank You.

RENAISSANCE[®]

PO Box 8036, Wisconsin Rapids, WI 54495-8036
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Quote
2545929

Use your Prop 98 funding to lock in multi-year discounts on the solutions you need.

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This quote is valid until 05/28/2021. All quotes and orders are subject to availability of merchandise. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax (TPT). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Students can become their most amazing selves – only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom – transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

PO Box 8036, Wisconsin Rapids, WI 54495-8036
 Phone: (800) 338-4204 | Fax: (877) 280-7642
 Federal I.D. 39-1559474
www.renaissance.com

Quote Details					
Blue Ridge Academy - 7142238					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Accelerated Reader Subscription	08/01/2021 - 07/31/2022	5,500	\$7.35	\$(3,245.00)	\$37,180.00
Star 360 Subscription	08/01/2021 - 07/31/2022	7,800	\$14.60	\$(9,126.00)	\$104,754.00
Platform Services					
Annual All Product Renaissance Platform	08/01/2021 - 07/31/2022	1	\$750.00	\$0.00	\$750.00
Data Integration Services					
Custom Data Integration Level 4 (1,501 - 15,000 Subscriptions) Maintenance	08/01/2021 - 07/31/2022	1	\$3,125.00	\$0.00	\$3,125.00
Professional Services					
60-minute Remote Session		3	\$300.00	\$0.00	\$900.00
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
Blue Ridge Academy Total				\$(12,371.00)	\$146,709.00

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 All logos, designs, and brand names for Renaissance's products and services, including but not limited to Accelerated Reader, Freckle, myIGDIs, myON, myON News, Renaissance-U, Renaissance Place, Schoolzilla, Smart Start, Star Assessments, Star Custom, Star Early Literacy, Star Math, Star Reading, Star CBM, and Renaissance, are trademarks of Renaissance Learning, Inc., and its subsidiaries, registered, common law, or pending registration in the United States. All other product and company names should be considered the property of their respective companies and organizations.



School Pathways, LLC
 181 Commercial Street, Portola, CA 96122
 Phone: 866-200-6936

Customer Name:	Blue Ridge Academy	Enrollment:	6,757
Customer Contact Name:	Giovanna Arzaga	Customer Contact Title:	Assistant Director
Contact Email:	giovanna.arzaga@theblueridgeacademy.com	Number of Schools:	1
Customer Contact Phone:	626-387-3217	Contract Term:	12 months
Proposal Issue Date:	3/8/2021	Start Date:	7/1/2021
Proposal Expiration Date:	6/15/2021	End Date:	6/30/2022

Product Subscriptions	Quantity	Unit	Annual Subscription Fee
National Student Clearinghouse Bridge - Software	1	School	\$500.00
PLS - Software Subscription	6,757	Student	\$324,336.00
PLSIS - Software Subscription	6,757	Student	\$33,785.00
Renaissance Learning Bridge - Software Subscription	1	School	\$500.00
SPArchiving - Software Subscription	6,757	Student	\$44,596.20
Total Annual Subscription Fees:			\$403,717.20

Professional Services & Custom Development	Quantity	Unit	One-Time Training, Services, Development Fee
CALPADS Hourly Support	NA	Hour	\$175.00
Total One-Time Setup and Training Fees:			NA

Subscription, Services, Custom Development Totals:

Product/Service	Total Quote	Discount	Annual Term Total after Discount
Product Subscriptions	\$403,717.20	55%	\$181,099.87
Total Quote	\$403,717.20		\$181,099.87

School Pathways will review enrollment prior to term end date to adjust subscription fees for enrollment increases as needed.
 Any applicable state sales tax has not been added to this quote.

Invoices shall be issued: Annually Bi-Annually Quarterly.

Invoices will be sent out bi-annually (7/1 and 1/1), or quarterly (7/1, 10/1, 1/1, 4/1), based upon your chosen preference.

Payment is due within 30 days of the invoice date.

By execution of this quote, School Pathways subscriptions and/or services listed herein shall be provided to the Customer subject to the terms and conditions found at: link to www.schoolpathways.com/msa

IN WITNESS WHEREOF, the parties hereto have executed this Order Form on the dates indicated below.

Blue Ridge Academy

School Pathways, LLC.

By:

By:

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

ORDER FORM | Renewal

Procurify Technologies Inc.
#300 - 455 Granville Street
Vancouver, BC V6C 1T1
Canada

Prepared Date: 2021-04-06
(yyyy-mm-dd)

Customer:

Name:	Blue Ridge Academy
Contact:	Nikki Kohlenberger
Phone:	714 926 2507
Email:	nikki@theblueridgeacademy.com

Bill To:

Name:	Blue Ridge Academy
Address:	955 Stanislaus St Maricopa, CA 93252 United States
Contact:	
Email:	samantha@theblueridgeacademy.com / CC nikki@theblueridgeacademy.com

Order Information:

Contract Term (months):	12
Service Start Date: (yyyy-mm-dd)	2021-05-15
Billing Date (yyyy-mm-dd):	2021-05-15
Currency:	USD
Billing Frequency:	Annual
Payment Method:	Invoice
Payment Terms:	50% (\$60,000) on July 15th 2021, and 50% (\$60,000) on Aug 15th 2021

Product	Quantity	Discount	Total Price
Enterprise Advanced User	300	0%	\$120,000.00
Enterprise Advanced User	18	100%	\$0.00
<i>(18 free Enterprise Advanced users in perpetuity)</i>			
Unlimited Requester Users	8,000	0%	\$0.00
			Subtotal \$120,000.00

Terms & Conditions

Subscription Services Agreement:	https://www.procurify.com/terms
Special Terms:	<p>This Agreement constitutes the entire agreement between the Parties and replaces and supersedes all existing agreements as of the Service Start Date listed on this Order Form.</p> <p>Upon renewal on May 15, 2022 the recurring annual fee will be \$120,000</p>

Signatures

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed by their authorized representatives:

Blue Ridge Academy

Procurify

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Blue Ridge Academy

July 1, 2021 – Executive Director Salary Table

A – Basis – 12-month Calendar*

PAY SCALE LEVEL

Pay Scale Group	1	2	3	4	5	6	7	8	9	10
Vice Principal/SPED Director										
A	\$177,675	\$177,675	\$181,300	\$181,300	\$185,000	\$185,000	\$188,700	\$188,700	\$192,474	\$192,474
B	\$181,300	\$181,300	\$185,000	\$185,000	\$188,700	\$188,700	\$192,474	\$192,474	\$196,323	\$196,323
C	\$185,000	\$185,000	\$188,700	\$188,700	\$192,474	\$192,474	\$196,323	\$196,323	\$200,250	\$200,250
Executive Director										
D	\$190,000	\$190,000	\$193,800	\$193,800	\$197,676	\$197,676	\$201,630	\$201,630	\$205,662	\$205,662
E	\$193,800	\$193,800	\$197,676	\$197,676	\$201,630	\$201,630	\$205,662	\$205,662	\$209,775	\$209,775
F	\$197,676	\$197,676	\$201,630	\$201,630	\$205,662	\$205,662	\$209,775	\$209,775	\$213,970	\$213,970

NBC or Doctorate Differential is \$3000 paid in two installments in January and June.

*Annualized salary includes 233 work days. The 233 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.

**Board may consider past experience when determining initial placement and promotion.

Pay Scale Group Key:

A – Vice Principal/SPED Director with minimum requirements, Bachelor’s Degree

B – Vice Principal/SPED Director with Master’s Degree or Administrative Credential

C – Vice Principal/SPED Director with Master’s Degree and Administrative Credential

D – Executive Director with minimum requirements, Bachelor’s Degree

E – Executive Director with Master’s Degree or Administrative Credential

F – Executive Director with Master’s Degree and Administrative Credential