Board of Directors



Scott Moote, President Caroline Veale, Secretary Daniel Niebaum, Treasurer

Bella Mente Charter School Board Meeting Agenda December 12, 2023

Meeting Location: 1737 W. Vista Way, Vista, California 92083

Virtual participation: https://attendee.gotowebinar.com/register/1510226935415039838

(BMMA endeavors to provide virtual public participation on a voluntary basis. This option may not be provided for all Board

Meetings.)

You can also dial in using your phone.

United States: 1 (562) 247-8422 **Access Code:** 934-617-857

Closed Session: NONE Open Session: at 6:30PM

IMPORTANT NOTICE: Members of the public can view the meeting via livestream and can participate in the meeting electronically via GotoWebinar. Members of the public who would like to address the Board may do so in person at the meeting location, or may do so electronically by emailing board@bellamentecharter.org prior to start of the meeting to request a hold card / time to speak, or by responding when the Board Chair confirms public commenters for each item. The hold cards will be issued as early as 6:00pm up until the meeting is called to order. Members of the public need not submit their comments in advance.

CLOSED SESSION: (NONE) OPEN SESSION: 6:30PM

I. Call to order, roll call and establishment of quorum

Moved	Ву			Sec	conded By	
AYE	NAY	AR2 I AIN	ABSENI	Board Member		
				Scort Moore	-	

II. CLOSED SESSION (One)

A. Public comment on closed session items

- In accordance with Government Code Section 54956.8, the Board will meet in closed session to consider: REAL ESTATE MATTERS- NONE
- 2. In accordance with Government Code Section 54957.6, the Board will meet in closed session to consider: PUBLIC EMPLOYEE EVALUATION NONE

Dan Niepaum

3. In accordance with Government Code Section 54956.9, the Board will meet in closed session to consider: CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Gov. Code §54956.9(d)(2) and/or §54956.9(d)(4) - NONE

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4. In accordance with Government Code Section 54956.9, the Board will meet in closed session to consider: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION NONE

III. OPEN SESSION/REGULAR MEETING

Call to order, roll call and establishment of quorum

Moved By	Seconded By	

AYE	NAY	AR2 I AIN	ABSENI	Board Member
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				Caroline veale
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A. REPORTABLE ACTION ITEMS CONSIDERED IN CLOSED SESSION

B. NONAGENDA PUBLIC COMMENTS (20 MINUTES TOTAL)

PUBLIC COMMENTS/COMMUNITY MEMBERS: Any member of the public who wishes to speak to an agenda item not on the agenda but regarding school business may do so at this time. The hold cards will be issued as early as 6:00pm up until the meeting is called to order. Individual speakers will be allowed up to three (3) minutes to address the Board on each agenda or non-agenda item, and the Board will limit the total time for public comments on each item to twenty (20) minutes.

In an effort to hear as many speakers as possible, comment times may be shortened by the Board Chair (depending on the number of speakers on any agenda or non-agenda item). The Board Chair may also extend the time limits for comments, and/or may move additional comments beyond a specific time allotment to later in the meeting, in order to provide sufficient time for the Board to conduct the Board's business during the meeting.

Bella Mente Charter School welcomes your participation at Board meetings. Your participation assures us of continuing community interest in our school.

C. APPROVAL OF AGENDA

Recommended motion: Approve the agenda for the December 12, 2023 Board of Directors Meeting.

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				Scott Moote
				Caroline veale
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D. DISCUSSION ITEMS

- 1. **Executive Director Announcements** Erin Feeley will provide legislative, safety & risk management, special education updates and fiscal projection updates. ONE
- 2. **Monthly Financial Board Report** Janina Arruda, Associate School Business Manager from CSMC will report on CharterVision dashboard monthly report. ONE
- 3. Campus Report- Patrick Broughton, Director of Compliance will report on performance updates. ONE
- 4. Enrollment Report- Gladys Espino, Director of Support Services: ONE

E. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

All items listed under the Consent Calendar are considered by the Board in one action. There will be no discussion of these items prior to the time the Board votes on the motion, unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

- 1. Minutes from the 10/10/2023 Board of Directors Meeting
- 2. Recommended action on the personnel activity list
- Check Registers October 2023
- Check Registers November 2023
- 5. HTH Memorandum of Understanding (District Intern)
- 6. HTH Memorandum of Understanding (Induction)
- 7. Niche Invoice INV10891 08 15 2023 \$7,990.00
- 8. Pali Institute Contract \$19,680.00
- 9. Arbitrage Compliance Specialists, Inc-Bond 5th Year Arbitrage Rebate Calculation \$2,750
- 10. Integrated Property Analysis- Capital Needs Assessment-\$3,750
- 11. Top Notch Student Meal Service September- \$24,108.00
- 12. Top Notch Student Meal Service October-\$25,261.00
- 13. Top Notch Student Meal Service November- \$18,169.50
- 14. Scoot Education Invoices above \$5000 Total \$76,221.00
- 15. Summer Camp Agreement with Joe & Mary Mottino Family YMCA
- 16. Legal Counsel Updated Employee Handbook
- 17. Tri City Carpet for Kitchen Update- \$3,954
- 18. Securly- 3 year agreement- \$6,762

Executive Director's Recommendation: Approve Consent Calendar Public Comment

Move	d By				Seco	nded By	,						
AYE	NAY	AR2 I AIN	ARPENI	Board Member									

AYE	NAY	AR2 I AIN	ABSENI	Board Member
				Scott Moore
				Caroline veale
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F. DISCUSSION/ACTION ITEMS

1. Review and Approve the First Interim Budget as presented by Associate School Business Manager from Charter School Management Corporation

Executive Director's Recommendation: Approve Public Comment

Moved By	Seconded By	

AYE	NAY	AR2 I AIN	ABSENI	Board Member
				Scott Moore
				Caroline veale
				рап мераит

2. Review and Approve the 2022-2023 Audit Report as presented by Wilkinson, Hadley, King & Co LLP Executive Director's Recommendation: Approve

Public Comment

Moved	Ву			Seco	nded By	
AYE	NAT	AB9 I AIN	ARSENI	Board Member		
				Scott inloote		
				Caroline veale		

Dan Mebaum

Dan Niepaum

IV. ADJOURNMENT

Moved	Ву				Seconded By
AYE	NAT	AR2 I AIN	ARSENI	воага метрег	
				Scott Moote	

End of Meeting at:

Next Meeting: January 9, 2024

Instructions for Comments to the Board by Members of the Community

Bella Mente Charter School welcomes your participation at meetings of the Board of Directors. The purpose of the Board's public meeting is to conduct the affairs of the school in public. We hope that you will visit these meetings often and your participation assures us of continuing community interest in our school. To assist you in speaking/participating in our meetings, the following guidelines are provided.

- 1. The agenda is available to all community members. Please note that the order of consideration of items on the agenda may be changed without prior notice.
- 2. Community members who wish to speak on any agenda items or under the general category of "Public Comment" will be given an opportunity to do so.
- 3. "Public Comment" is set aside for members of the community to raise issues that are not specifically on the agenda. However, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed twenty (20) minutes. Exceptions to these time limits may be made at the discretion of the Board Chair. The Board may give direction to staff to respond to your concerns or you may be offered the option of returning with a citizen requested agenda item.
- 4. With regard to items that are on the agenda, you may speak for up to (3) minutes when the Board discusses that item. Exceptions to this time may be made at the discretion of the Board Chair.
- 5. Community members may request in writing that a topic related to school business be considered for placement on a future agenda. Requests should be addressed to the Board Chair and emailed to board@bellamentecharter.org. If such an item is placed on the agenda and publicly noticed, the Board can respond, interact, and act upon the item. There is no right to have an item placed on the agenda.
- 6. Any person with a disability who requires a modification or a reasonable accommodation, including auxiliary aids or services, to participate in a public meeting of the Board of Directors may request such modification or accommodation by contacting Bella Mente Charter School, 1737 W. Vista Way, Vista, California 92083, or by telephone at 760-621-8931, or by email at board@bellamentecharter.org. Please make any requests at least 12 hours prior to the meeting.
- 7. For more information concerning this agenda, please contact Bella Mente Charter School, 1737 W. Vista Way, Vista, California 92083, or by telephone at 760-621-8931, or by email at board@bellamentecharter.org.

Approved on:		
	Signature of Board Member	Signature of Board Member
Board Member:		Board Member:

Board of Directors



Scott Moote, President Caroline Veale, Secretary Daniel Niebaum, Treasurer

Bella Mente Charter School Board Meeting Minutes October 10, 2023

Meeting Location: 1737 W. Vista Way, Vista, California 92083

Virtual participation: https://attendee.gotowebinar.com/register/670429848369588060

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Meetings.)

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United States: 1 (415) 655-0060 **Access Code:** 941-380-032

Closed Session: at 6:30 PM

Open Session: when the closed session adjourns

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CLOSED SESSION: at 6:30 PM (NONE)

OPEN SESSION: when the closed session adjourns

I. Call to order, roll call and establishment of quorum

Moved By	cv	Seconded By	DN
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AYE	NAY	AR2 I AIN	ABSENI	воага метрег
х				Scott Moore
х				Caroline veale
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II. CLOSED SESSION (None)

A. Public comment on closed session items

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- 2. In accordance with Government Code Section 54957.6, the Board will meet in closed session to consider: PUBLIC EMPLOYEE EVALUATION NONE
- 3. In accordance with Government Code Section 54956.9, the Board will meet in closed session to consider: CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Gov. Code §54956.9(d)(2) and/or §54956.9(d)(4) NONE

Board Packet Page 6

4. In accordance with Government Code Section 54956.9, the Board will meet in closed session to consider: CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION NONE

III. OPEN SESSION/REGULAR MEETING

Call to order, roll call and establishment of quorum

Moved By CV	Seconded E	y DV
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AYE	NAY	AR9 I AIN	AR2FN1	Board Member
Х				Scott inloofe
Х				Caroline veale
Х				Dan Niepaum

A. REPORTABLE ACTION ITEMS CONSIDERED IN CLOSED SESSION

B. NONAGENDA PUBLIC COMMENTS (20 MINUTES TOTAL)

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Bella Mente Charter School welcomes your participation at Board meetings. Your participation assures us of continuing community interest in our school.

C. APPROVAL OF AGENDA

Recommended motion: Approve the agenda for the October 10, 2023 Board of Directors Meeting.

Moved By	CV	Seconded By	DN
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х				Scott IVIOOTE
х				Caroline veale
х				Dan Niepaum

D. DISCUSSION ITEMS

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- 2. **Monthly Financial Board Report** Janina Arruda, Associate School Business Manager from CSMC will report on CharterVision dashboard monthly report. ONE
- 3. Campus Report- Patrick Broughton, Director of Compliance will report on performance updates. NONE
- 4. Enrollment Report- Gladys Espino, Director of Support Services: ONE

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- 1. Minutes from the September 12, 2023 Board of Directors Meeting
- 2. Recommended action on the personnel activity list
- Check Registers July 2023
- Check Registers August 2023
- 5. Check Registers September 2023
- 6. Lifetouch Service Agreement
- 7. Top Notch August 2023 Revised Invoice \$12,903.10

Executive Director's Recommendation: Approve Consent Calendar Public Comment

Moved	Ву	CV		s	Seconded By	
AYE	NAY	AR91 AIN	ABSENI	Board Member		
x				Scori Moore		
х				Caroline veale		
х				Dan Niedaum		

F. DISCUSSION/ACTION ITEMS

1. Recognition of Caroline Veale's years of service

Executive Director's Recommendation: NA
Public Comment

IV. ADJOURNMENT

Moved	Ву	CV		s	econded By	DN
ATE	NAT	ADSTAIN	ABSENI	воага метрег		
х				Scott inloofe		
Х				Caroline veale		

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End of Meeting at:

Next Meeting: November 14, 2023

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Approved on:		
	Signature of Secretary	Signature of Board Member
	Caroline Veale	Scott Moote

Employment Changes as of December 12, 2023

New Hires Full Time: Instructional Assistant (1)

New Hires Part Time: Instructional Assistant (5)

Release: Instructional Assistant (2)
Campus Assistant (1)

Open Positions for 23-24:

Classified Positions:

Part Time: Campus Assistant

Full Time: None

Certificated Positions:

Part Time: None

Date	Payee		Document no.	Amount Cleared		
Transaction date	Transaction no.	GL account or account label	Method	Amount applied Memo	Restriction	Location
	Bank: Belle Mente General - Chase Bank	Account no: 1	31880730			
10/12/2023 09/29/2023	V007338AGRI Service Inc 120420	431500Classroom Materials an	3645 Printed Check	99.00 10/31/2023 99.00 Mulch for Garden Area	00000000-Unrestr	Mente Charter
10/19/2023 10/10/2023	V003798Amazon Capital Services 14FV-FHFF-HNQH	431500Classroom Materials an	3685 Printed Check	533.04 10/31/2023 33.36 Garden Materials	00000000-Unrestr	Mente Charter
10/11/2023	19TX-N6PY-T97F	430000Materials an Supplies	d Printed Check	19.48 Pens, Posit-It Notes Highlighters	, 00000000-Unrestr cted	Mente Charter
10/12/2023	1311-KRMT-3JGW	431500Classroom Materials an	Printed Check	227.31 Large Outdoor Bunny Cage	00000000-Unrestricted	Mente Charter
10/13/2023	1HJT-9P9X-MMD4	431500Classroom Materials an	Printed Check	252.89 Sped Chromebook for	65006500-SPED State/County/Distric	t Mente Charter
	V003798Amazon Capital Services 1HMN-3RRC-4YH7	431500Classroom Materials an	3644 Printed Check		00000000-Unrestri	Mente Charter
09/26/2023	1MC9-NFVY-1L3T	430000Materials and Supplies	d Printed Check	w/ low vision 96.48 Medical Supplies	00000000-Unrestri	Mente Charter
09/26/2023	1VCY-9TCD-67WK	430000Materials and Supplies	d Printed Check	61.69 Medical Supplies	00000000-Unrestri cted	School BMC020Bella Mente Charter School
09/28/2023	13J4-HJQX-JWLG	431500Classroom Materials an	Printed Check	436.75 Reading Program	00000000-Unrestri cted	
10/01/2023	16RT-HQ4R-6FWQ	431500Classroom Materials an	Printed Check		00000000-Unrestri cted	
	V007407American Montessori Society 754576	521000Training and Developme	3646 Printed Check	650.00 10/31/2023 650.00 AMS Early Child- hood Reading Cer- tificate	00000000-Unrestri cted	BMC020Bella Mente Charter
	V007513AT&T-Box 5019 8406833801	590000Communicati ons (Tele.,	3702 Printed Check	1,794.20 In Transit 1,794.20 Charges from	00000000-Unrestri	Mente Charter
	V007513AT&T-Box 5019 6319442800	590000Communicati ons (Tele.,	3647 Printed Check	1,183.75 10/31/2023 1,183.75 Phone Charges - 08/19/23 - 09/18/23	00000000-Unrestri cted	Mente Charter
0/31/2023 10/25/2023	V014316Bench Craft Company 10/25/23	581500Advertising/R ecruiting	3703 Printed Check	792.00 In Transit 792.00 Marketing Services for Golf Club	00000000-Unrestri cted	School BMC020Bella Mente Charter School

Date	Payee		Document no.		Amount			
Transaction date	Transaction no.	GL account or account label	Method		Amount applied	Memo	Restriction	Location
10/19/2023 09/30/2023	V013667Boonli, LLC 14522	580000Professional/ Consultin	3676 Printed Check		130.00 i	10/31/2023 Reporting Upgrade	53105310-Child Nutrition School Pro- gram	BMC020Bella -Mente Charter School
10/31/2023 10/23/2023	V007806Braille Abilities LLC 1211	581000Educational Consultant	3704 Printed Check			In Transit VI/O &M Service - Oct 2023	65006500-SPED State/County/District	BMC020Bella Mente Charter School
10/31/2023 10/24/2023	V015149Build Gates and Garage Doors Inc 1093	560100Building Maintenance	3705 Printed Check			In Transit Plastic Roller & Chain	00000000-Unrestri cted	BMC020Bella Mente Charter School
10/12/2023 10/02/2023	V007855Building Cleaning Solutions, Inc 3187	550000Operation and Housekee	3648 Printed Check	**	896.79	10/31/2023 MPR Room August 2023	00000000-Unrestri cted	BMC020Bella Mente Charter School
10/16/2023 09/30/2023	V014764California Office Cleaning, Inc. 4389	550000Operation and Housekee	3665 Printed Check		8,639.00	10/31/2023 Janitorial Services - September 2023	00000000-Unrestri cted	BMC020Bella Mente Charter School
0/24/2023 10/17/2023	V004070Cardmember Service 10/17/23- 8865	599800Unallocated Credit Car	3686 Printed Check		8,071.94	10/31/2023 Credit Card Pur- chases from 9/18/23 - 10/17/29	00000000-Unrestri 3 cted	BMC020Bella Mente Charter School
	V000003Charter School Management Corpo-		3677		14,625.00	10/31/2023		
10/15/2023	ration 43213	587300Financial Services	-Printed Check			SIS Support, & Cal- PADS		Mente Charter School
		587300Financial Ser vices	-Printed Check			SIS Support, & Cal- PADS	l, 00000000-Unrestri cted	BMC020Bella Mente Charter School
10/12/2023 10/01/2023	V006296Charter Tech Services 16183	587700IT Services	3649 Printed Check		8,400.00	10/31/2023 Managed Technol- ogy Services	00000000-Unrestri cted	BMC020Bella Mente Charter School
10/31/2023 10/29/2023	V000032CharterSAFE 44176	360300Worker Com- pensation In	3706 - Printed Check		378.00	In Transit Exposure Premium 10/29/23	-00000000-Unrestri cted	BMC020Bella Mente Charter School
10/31/2023 10/26/2023	V003242CINTAS CORPORATION - 29059 4172021251	438100Materials for Plant Ma	3707 Printed Check	W	54.51	In Transit Active Scraper, Gra Logo Mat, Gray Mai	y00000000-Unrestri t cted	BMC020Bella Mente Charter School
10/26/2023 10/19/2023	V003242CINTAS CORPORATION - 29059 4171321845	438100Materials for Plant Ma	3692 Printed Check		54.51	In Transit Active Scraper, Gra Mat, Logo Mat	ay00000000-Unrestr cted	
10/19/2023 10/12/2023	V003242CINTAS CORPORATION - 29059 4170678321	441000Software and Software	3678 Printed Check		54.51	10/31/2023 Active Scraper, Gra Mat, Logo Mat	ny53105310-Child Nutrition School Pro	BMC020Bella -Mente Charter

Date	Payee		Document no.	Amount Cleared		
Transaction date	Transaction no.	GL account or account label	Method	Amount applied Memo	Restriction	Location
10/12/2023 09/28/2023	V003242CINTAS CORPORATION - 29059 4169262981	438100Materials for	3650 Printed Check	109.02 10/31/2023 54.51 Active Scraper, Gra	gram v00000000-Uprest	School
10/05/2023	4169973316	Plant Ma 438100Materials for	Printed Cheek	Mat, Logo Mat etc.	cted	Mente Charter School
		Plant Ma		54.51 Active Scraper, Gra Mat, Logo Mat etc.		i BMC020Bella Mente Charter School
10/16/2023	V008192City of Vista		3666	500.00 In Transit		
10/04/2023	10/4/23	550000Operation and Housekee	Printed Check	500.00 Permit and False Alarm Fee - 10/1 - 10/30/23	00000000-Unresti cted	i BMC020Bella Mente Charter School
	V013597Cortez Tree Center Inc.		3693	750.00 In Transit		00/100/
10/08/2023	0203	550000Operation and Housekee	Printed Check	750.00 Tree Trimming	00000000-Unresti cted	i BMC020Bella Mente Charter School
	V013597Cortez Tree Center Inc. 0204	550000Operation	3667 Printed Check	2,800.00 10/31/2023 2,800.00 Tree Trimming &	00000000-Unrestr	i BMC020Bella
10/12/2023	V042402 Crietianas Turus M.C. 000 O.D.	and Housekee		Palm Trimming	cted	Mente Charter School
	V013192Cristianna Turvey, M.S CCC-SLP	E04000 Educational	3651	9,108.00 10/31/2023		
		581000Educational Consultant		9,108.00 LAS Services	65006500-SPED State/County/Distric	
	V008475Dental Health Services		3694	226.80 10/31/2023		
	2366435	340300Wellness Re- imbursement	98	226.80 November 2023 Premium	00000000-Unrestr cted	i BMC020Bella Mente Charter School
	V008475Dental Health Services		3652	23.00 10/31/2023		
	2358598	340300Wellness Re- imbursement	- Printed Check	23.00 October 2023 Pre- mium	00000000-Unrestr cted	i BMC020Bella Mente Charter School
	V003246Department of Justice		3668	294.00 10/31/2023		00/100/
	688384	581500Advertising/R ecruiting	Printed Check	294.00 Fingerprints	00000000-Unrestr cted	i BMC020Bella Mente Charter School
	V012752EDCO Waste & Recycling Service		3708	755.62 In Transit		
	10/31/23 - 7241	550100Utilities	Printed Check	755.62 OCt 2023 Commer- cial Service	00000000-Unrestr cted	BMC020Bella Mente Charter School
	V012752EDCO Waste & Recycling Service		3637	755.63 10/31/2023		30/100/
09/30/2023	09/30/23 - 7241	550100Utilities	Printed Check	755.63 Trash & recycle - Sept 2023	00000000-Unrestr cted	BMC020Bella Mente Charter School
	V004175EMH Sports USA Inc		3653	1,020.00 10/31/2023		00//00/
	155-256792-9	581000Educational Consultant	Printed Check	1,020.00 Service Tracking 09/01/23 - 09/30/23	65006500-SPED State/County/Distric	BMC020Bella t Mente Charter School
	V012887EPS Operations, LLC 208900008501	431500Classroom Materials an	3709 Printed Check	1,886.19 In Transit 1,886.19 Alphabet Series - Volume 2 & 3	00000000-Unrestr	BMC020Bella Mente Charter

Date	Payee		Document no.		Amount	Cleared		
	Transaction no.	GL account or	Method		Amount applied	Memo	Restriction	Location
date		account label						
								chool
10/12/2023	V009025GoBeRewarded		3654		1,581.00	10/31/2023		
09/30/2023	7434	581500Advertising/Recruiting	Printed Check			Monthly Web Desigr & Advertising Mgmn	n00000000-Unrestri tcted	MC020Bella Mente Charter School
10/12/2023	V004280Gopher Sport		3655			10/31/2023		D. 10000 D #
09/15/2023	IN317214	431500Classroom Materials an	Printed Check			Gopher Rainbow Performer - Rubber Soccer Ball, Size 4, Set of 6	00000000-Unrestri cted	Mente Charter School
10/16/2023	V009083Green Flash Pest Control		3669			10/31/2023		
09/28/2023	288471	550000Operation and Housekee	Printed Check			Monthly Pest Con- trol - 9/28/23	00000000-Unrestri cted	BMC020Bella Mente Charter School
10/24/2023	V013993Hanna Plumbing & Supply, Inc.		3687		•	10/31/2023		D140000 D #
08/30/2023	208935	560100Building Maintenance	Printed Check			Sink, Faucet, & Push Bar Installatior	00000000-Unrestri acted	Mente Charter School
10/16/2023	V006356Infinity Communications & Consulting	ı	3670		850.00	10/31/2023		
10/09/2023	Inc. 16151	550000Operation and Housekee	Printed Check			E-Rate Consulting Service Fee FY2024 - Category 1	00000000-Unrestri Icted	BMC020Bella Mente Charter School
10/31/2023	V012976JK Dots Jan Gary		3710		1,080.00	In Transit		
10/24/2023	23746	430000Materials and Supplies	Printed Check			Pre Pack Dip n Dots - Qty 15	00000000-Unrestri cted	BMC020Bella Mente Charter School
10/03/2023	V009434Johnson Controls Security Solutions		3638		2,279.26	10/31/2023		
09/09/2023	39304340	550000Operation and Housekee	Printed Check			Services 10/1/23 - 12/31/23	00000000-Unrestri cted	BMC020Bella Mente Charter School
09/09/2023	39304341	550000Operation and Housekee	Printed Check		1,083.46	Services 10/1/23 - 12/31/23	00000000-Unrestricted	
10/12/2023	V004418Kaiser Foundation Health Plan Inc		3656			10/31/2023		
09/25/2023	969835023587	340300Wellness Re- imbursement	Printed Check		28,478.39	Insurance Premium - November 2023	00000000-Unrestri cted	BMC020Bella Mente Charter School
10/19/2023	V013313Kimberly Adams		3679			10/31/2023		
10/08/2023	2023_09	581000Educational Consultant	Printed Check		2,720.49	SPED Services - September 2023	65006500-SPED State/County/Distric	BMC020Bella t Mente Charter School
10/20/2023	V013193Lathem Time		Voided - 3377	ξ.	(84.00)	10/31/2023		
05/31/2023	INV-416891	441000Software and Software	Printed Check		(84.00)	PayClock Standard Monthly & Hardware Support Monthly Subscription	00000000-Unrestri cted	i BMC020Bella Mente Charter School
10/12/2023	V004513Mad Science of San Diego		3657			10/31/2023		
04/12/2023	WREG-1583217	581000Educational Consultant	Printed Check		525.00	Spin, Pop, Boom - 10/12/23 + Travel Fee	00000000-Unrestri cted	i BMC020Bella Mente Charter School

Date	Payee		Document no.	Amount Cleared		
Transaction date	Transaction no.	GL account or account label	Method	Amount applied Memo	Restriction	Location
10/31/2023 10/25/2023	V009818Maintex, Inc. 1060329-01	438100Materials for Plant Ma	3711 Printed Check	83.63 In Transit 83.63 Tissue, Disp Foam	00000000-Unrestr	i BMC020Bella Mente Charter
10/26/2023 10/20/2023	V009818Maintex, Inc. 1060329-00	438100Materials for Plant Ma	3695 Printed Check	1,158.28 10/31/2023 1,158.28 Black Paint, Odor Digester, etc.	00000000-Unrestr	Mente Charter
10/16/2023 09/28/2023	V014765Minuteman Press Oceanside 2183	430000Materials and Supplies	3671 d Printed Check	2,393.51 10/31/2023 2,393.51 Pens, Water Bottle, Sticky Notes, etc.	00000000-Unrestri	Mente Charter
10/12/2023	V009974MJ Akerland, RN, A Professional Nursing Corporation		3658	1,305.00 10/31/2023		School
10/04/2023	12507	581000Educational Consultant	Printed Check	1,305.00 Health Services - 10/01/23	65006500-SPED State/County/Distric	
	V003326Mutual Of Omaha 001600576924	340300Wellness Re- imbursement	3712 Printed Check	3,569.72 In Transit 3,569.72 November 2023 In- surance Premium	00000000-Unrestri	Mente Charter
	V003326Mutual Of Omaha 001586488054	340300Wellness Re- imbursement	3639 Printed Check	3,460.60 10/31/2023 3,460.60 October 2023 Insur- ance Premium	00000000-Unrestri	Mente Charter
10/23/2023	V010088National Benefit Service, LLC OCT 2023 PAYROLL	966000Voluntary Deductions	3696 -Printed Check	12,887.43 In Transit 12,887.43 June 2023 Contribu- tion - For Bella Mente School		School BMC020Bella Mente Charter School
10/31/2023 09/30/2023	V010278Ontario Refrigeration, Inc. SDN26798	560100Building Maintenance	3713 Printed Check	463.71 In Transit 166.00 Prevenative Mainte- nance		BMC020Bella Mente Charter
	SDN26825	560100Building Maintenance	Printed Check	297.71 New Mini Split Evap orator		School BMC020Bella Mente Charter School
	V010278Ontario Refrigeration, Inc. SDN26554		3672 Printed Check			BMC020Bella Mente Charter
	/010336Palomar Family Counseling Service, nc.		3714	Replacement 4,840.00 In Transit		School
	12778	581000Educational Consultant	Printed Check	3,520.00 Sep 2023 - Contract Services	cted	Mente Charter
08/31/2023 1	12750	581000Educational Consultant	Printed Check	1,320.00 Aug 2023 - Contract Services	00000000-Unrestri cted	Mente Charter
10/24/2023 \ 10/24/2023	/003459Payroll	950100Accrued Salaries	Cash	44,205.06 10/31/2023 43,540.68 SM PR PE 10/15/23 PD 10/25/23 Taxes	00000000-Unrestri	School BMC020Bella Mente Charter

Date	Payee		Document no.	Amount Cleared		
	Transaction no.	GL account or	Method	Amount applied Memo	Restriction	Location
date		account label				
				ACH		School
		950100Accrued	Cash	664.38 SM PR PE 10/15/23	3 00000000-Unrestr	
		Salaries		PD 10/25/23 Pro-	cted	Mente Charter
				cessing Fee ACH		School
10/24/2023	V003459Payroll			112,090.07 10/31/2023		
10/24/2023		950100Accrued	Cash	112,090.07 SM PR PE 10/15/23		
		Salaries		PD 10/25/23 DD	cted	Mente Charter
				ACH		School
10/06/2023	V003459Payroll	050400 4	Orah	43,321.09 10/31/2023 42,792.19 SM PR PE 9/30/23	0000 0000 Unrostr	i RMC020Rella
10/06/2023		950100Accrued	Cash	42,792.19 SM PR PE 9/30/23 PD 10/10/23 Taxes		Mente Charter
		Salaries		ACH	Cleu	School
		950100Accrued	Cash	528.90 SM PR PE 9/30/23	00000000-Unrestr	
		Salaries	Casii	PD 10/10/23 Pro-	cted	Mente Charter
		Salaries		cessing Fees ACH	5,54	School
10/06/2023	V003459Payroll			110,820.21 10/31/2023		
10/06/2023	V000433i ayloli	950100Accrued	Cash	110.820.21 SM PR PE 9/30/23	00000000-Unrestr	i BMC020Bella
10/00/2023		Salaries		PD 10/10/23 DD	cted	Mente Charter
				ACH		School
10/24/2023	V000074Procopio General		3690	350.00 10/31/2023		
10/17/2023	863594	580500Legal Ser-	Printed Check	350.00 Services Rendered		
0/1//2020		vices		through 9/30/23	cted	Mente Charter
						School
10/24/2023	V000074Procopio General		3689	840.00 10/31/2023	0000 0000 11	: DMC000 Balla
10/17/2023	863593	580500Legal Ser-	Printed Check	840.00 Services Rendered		Mente Charter
		vices		through 9/30/23	cted	School
	V000074 D		3688	1.085.00 10/31/2023		GUIDOI
10/24/2023	V000074Procopio General	580500Legal Ser-	Printed Check	1,085.00 Torotrzozo 1,085.00 Services Rendered	00000000-Unrestr	i BMC020Bella
10/17/2023	863592	vices	Timed Check	through 9/30/23	cted	Mente Charter
		VICES		in ough or on Eo	0,04	School
10/19/2023	V000074Procopio General		3680	874.00 10/31/2023		
10/13/2023	863053	580500Legal Ser-	Printed Check	874.00 Services rendered	00000000-Unrestr	i BMC020Bella
10/10/2020	50000	vices		through 9/30/23	cted	Mente Charter
						School
10/03/2023	V000074Procopio General		3640	885.50 10/31/2023		: D140000
09/25/2023	861124	580500Legal Ser-	Printed Check	885.50 For Professional	00000000-Unrestr	
		vices		Services Rendered	ctea	Mente Charter School
			0740	Through 08/31/23		SCHOOL
10/31/2023	V000080San Diego Gas & Electric	550400 14444	3716	4,291.97 In Transit 4,291.97 Electric Charges -	00000000-Unrestr	i BMC020Rella
10/26/2023	10/26/23 - 9453	550100Utilities	Printed Check	4,291.97 Electric Charges - 9/26/23 - 10/24/23	cted	Mente Charter
			20	9/20/23 - 10/24/25	Cica	School
10/04/0000	MOODOO Can Diagr Can P Floatria		3715	1.964.50 In Transit		_0,,_0,
10/31/2023	V000080San Diego Gas & Electric	550100Utilities	Printed Check	1.964.50 Gas & Electric	00000000-Unrestr	i BMC020Bella
10/26/2023	10/26/23 - 3034	550 1000tilities	I THROU OFFICIA	Charges - 9/26/23 -		Mente Charter
				10/24/23		School
10/03/2023	V000080San Diego Gas & Electric		3642	2,430.24 10/31/2023		
09/27/2023	09/27/23 - 303 4	550100Utilities	Printed Check	2,430.24 Gas & Electric	00000000-Unrestr	
00/21/2020	00/2//20 000 1			Charges - 8/25/23 -	· cted	Mente Charter
				9/25/23		School

Date	Payee		Document no.	Amount Cleared		
Transaction date	Transaction no.	GL account or account label	Method	Amount applied Memo	Restriction	Location
10/03/2023 09/27/2023	V000080San Diego Gas & Electric 09/27/23 - 945 3	550100Utilities	3641 Printed Check	5,753.60 10/31/2023 5,753.60 Gas & Electric Charges - 8/25/2	00000000-Unrest 3 - cted	tri BMC020Bella Mente Charter
10/31/2023 10/25/2023	V006126Scoot Education Inc 5670 54632	581000Educational Consultant	3717 Printed Check	9/25/23 7,206.00 In Transit 5,429.00 Substitute Servic 10/16 - 10/20/23	es -65006500-SPED State/County/Distri	
10/25/2023	54666	581000Educational Consultant	Printed Check	1,777.00 Substitute Service 10/16 - 10/20/23		School BMC020Bella ct Mente Charter
10/24/2023 10/18/2023	V006126Scoot Education Inc 5670 53834	581000Educational Consultant	3691 Printed Check	8,029.00 10/31/2023 6,351.00 Substitute Service 10/11/23 - 10/13/	es -00000000-Unrest 23 cted	Mente Charter
	53859	581000Educational Consultant	Printed Check	1,678.00 Substitute Service 10/9/23 - 10/13/2		School ri BMC020Bella Mente Charter School
	V006126Scoot Education Inc 5670 52664	581000Educational Consultant	3673 Printed Check	7,236.22 10/31/2023 29.22 Past due INV No. 48721, 47541,475		ri BMC020Bella Mente Charter
10/11/2023	52940	581000Educational Consultant	Printed Check	1,810.00 Substitute Service 10/2 - 10/6/23	s -65006500-SPED State/County/Distric	ct Mente Charter
10/11/2023	52955	581000Educational Consultant	Printed Check	5,397.00 Substitute Service 10/2 - 10/6/23	s -00000000-Unresti cted	Mente Charter
	V006126Scoot Education Inc 5670 52064	581000Educational Consultant	3659 Printed Check	8,457.00 10/31/2023 1,810.00 Substitute Service 09/25/23 - 09/29/2	s 65006500-SPED 3 State/County/Distric	ct Mente Charter
10/03/2023	52117	581000Educational Consultant	Printed Check	6,647.00 Substitute Service 09/25/23 - 09/29/2		School ri BMC020Bella Mente Charter School
	V004864Scoot Education Inc 10100 49628 - BAL	581000Educational Consultant	3643 Printed Check	12,373.00 10/31/2023 1,382.00 Substitute Service 9/5/23 - 9/8/23	s -65006500-SPED State/County/Distric	BMC020Bella of Mente Charter
09/14/2023	50396 - BAL	581000Educational Consultant	Printed Check	1,810.00 Substitute Service 9/11/23 - 9/15/23	s -65006500-SPED State/County/Distric	t Mente Charter
09/27/2023	51212	581000Educational Consultant	Printed Check	1,810.00 Substitute Service 9/18 - 9/22/23	s -00000000-Unrestr cted	Mente Charter
09/27/2023	51217	581000Educational Consultant	Printed Check	7,371.00 Substitute Service 9/18 - 9/22/23	s -00000000-Unrestr cted	Mente Charter
	/000084Scripps National Spelling Bee, Inc. 1001071	580000Professional/ Consultin	3697 Printed Check	187.50 In Transit 187.50 2024 School Spelling Bee Com	00000000-Unrestr	School i BMC020Bella Mente Charter

Date	Payee		Document no.	Amount Cleared		
	Transaction no.	GL account or	Method	Amount applied Memo	Restriction	Location
date		account label				
				petition		School
10/26/2023	V004868SDTTC		3698	3,403,00 In Transit		
10/08/2023	166-100-62-00	545000Property	Printed Check	218.72 Tax Bill - Installmen	t 00000000-Unrestr	
10/00/2020		Taxes		#1 & #2	cted	Mente Holdings LL
10/25/2023	166-100-57-00	545000Property	Printed Check	184.02 Tax Bill FY 23/24	00000000-Unrestr	i BMC900Bella Mente Holdings LL
10/25/2023	166-100-56-00	Taxes 545000Property	Printed Check	3,000.26 Tax Bill FY 23/24	00000000-Unrestr	
		Taxes	2004	513.96 In Transit	cted	Mente Holdings LL
10/19/2023	V004868SDTTC	EEOOOO On a mation	3681 Printed Check	513.96 Tax Bill - Installmen	t 00000000-Unrestr	: RMC900Rella
07/12/2023	166 100 42 00	550000Operation and Housekee		#1 & #2	cted	Mente Holdings LL
10/31/2023	V011053Soliant		3718	1,410.00 In Transit		
10/22/2023	20792245	581000Educational Consultant	Printed Check	1,410.00 Services - 10/18/23 & 10/20/23	oooooooo-Unrestr cted	Mente Charter
			2000	4 440 00 40/04/0000		School
10/26/2023	V011053Soliant	E04000 Educational	3699 Printed Check	1,410.00 10/31/2023 1,410.00 SPED Services -	65006500-SPED	BMC020Bella
10/15/2023	20786574	581000Educational Consultant	Рпптеа Спеск	October 2023	State/County/Distric	
10/19/2023	V011053Soliant		3682	1,410.00 10/31/2023		
10/08/2023	20780869	581000Educational	Printed Check	1,410.00 SPED Services -	65006500-SPED	BMC020Bella
10/00/2020	20,0000	Consultant		October 2023	State/County/Distric	t Mente Charter School
10/12/2023	V011053Soliant		3660	1,410.00 10/31/2023		
10/01/2023	20774392	581000Educational Consultant	Printed Check	1,410.00 10/01/23 Period En - School COTA - Reg. Rate	d 65006500-SPED State/County/Distric	BMC020Bella t Mente Charter School
40/40/0000	V013316Terra Office Solutions		3674	164.99 10/31/2023		
10/16/2023 10/09/2023	30548	587700IT Services	Printed Check	164.99	00000000-Unrestr cted	i BMC020Bella Mente Charter School
10/19/2023	V011480Top Notch Catering-3		3683	12,903.10 10/31/2023		
09/02/2023	AUGUST 2023	470000Food and	Printed Check	12,903.10 Breakfast, Lunch &	53105310-Child	BMC020Bella
03/02/2023	7100007 2020	Food Supplies		Snacks - August 2023	Nutrition School Program	-Mente Charter School
10/31/2023	V005077Traffic Safety Store		3719	856.40 In Transit		
10/25/2023	INV908578	430000Materials an		856.40	00000000-Unrestr	
		Supplies			cted	Mente Charter
				400.00.40/24/0002		School
10/12/2023	V014670Transparent Classroom	440000 4	3661	190.60 10/31/2023 190.60 Charges 09/01/23 -	00000000-Unrestr	i BMC020Bella
10/02/2023	76103	410000Approved Textbooks and	Printed Check	09/30/23	cted	Mente Charter School
10/12/2023	V011559Two Way Direct		3662	2,451.37 10/31/2023		
09/29/2023	89794	430000Materials an Supplies		2,451.37 UHF Radios	00000000-Unrestr cted	i BMC020Bella Mente Charter School
	MOSEONA MO DES RIVERS OF A STATE		Voided - 3395	(686.00) 10/31/2023		_ 31,00
10/26/2023 05/26/2023	V005091UC San Diego Catering 160501	583000Field Trip Ex penses		(686.00) Field Trip - 5/9/23	00000000-Unrestr cted	i BMC020Bella Mente Charter School

Date	Payee		Document no	O.	Amount Cleared		
Transaction date	Transaction no.	GL account or account label	Method	<u> </u>	Amount applied Memo	Restriction	Location
10/31/2023 10/15/2023	V013194UHIC - United Healthcare of CA U0002766214	340300Wellness Re imbursement	3720 - Printed Check		5,170.58 In Transit 5,170.58 November 2023 Premium	00000000-Unresti	ri BMC020Bella Mente Charter
10/26/2023 05/26/2023	V012104University of California San Diego 160501	583000Field Trip Ex penses	3701 - Printed Check		686.00 10/31/2023 686.00 Academy Self Guided Visit	00000000-Unresti	Mente Charter
10/02/2023 09/28/2023	V014421VCA Mission Animal & Bird Hospital 783014219	580000Professional. Consultin	3636 Printed Check		296.00 10/31/2023 296.00 Exam/Consultation	00000000-Unrestr	Mente Charter
10/02/2023 09/28/2023	V014421VCA Mission Animal & Bird Hospital 783014218	580000Professional Consultin			296.00 10/31/2023 296.00 Exam/Consultation	00000000-Unrestr	School i BMC020Bella Mente Charter School
10/01/2023	V011687VendorMax, Inc. 201948	581500Advertising/F ecruiting	3700 ₹ Printed Check		120.00 In Transit 120.00 Academic Lead Fees - Qty 12	00000000-Unrestr	
10/16/2023 10/04/2023	V011719Vista Irrigation District 10/4/23 - 2001	550100Utilities	3675 Printed Check		1,191.04 10/31/2023 156.50 1901- Water Charges - 9/18/23	00000000-Unrestr	i BMC020Bella Mente Charter
10/04/2023	10/4/23 - 4000	550100Utilities	Printed Check		484.50 5062 - Water Charges- 9/18/23	00000000-Unrestr cted	School i BMC020Bella Mente Charter School
10/04/2023	10/4/23 - 4200	550100Utilities	Printed Check	(#)	105.22 Water Charges - 9/18/23 - 796	00000000-Unrestr cted	
	10/4/23 - 2500 10/4/23 - 6000	550100Utilities	Printed Check		140.15 Water Charges - 9/18/2 - 1792	00000000-Unrestri cted	Mente Charter School
	V005156Western Psychological Services	550100Utilities	Printed Check		304.67 Water Charges - 9/18/23 - 1163	00000000-Unrestri cted	i BMC020Bella Mente Charter School
09/15/2023	SO198074	431500Classroom Materials an	Voided - 3663 Printed Check	54	(585.85) 10/31/2023 (585.85) DP-4 Print Kit - QT 1	Y 65006500-SPED State/County/Distric	BMC020Bella t Mente Charter School
	V005156Western Psychological Services SO198074	431500Classroom Materials an	3663 Printed Check		585.85 10/31/2023 585.85 DP-4 Print Kit - QT 1	Y 65006500-SPED State/County/Distric	BMC020Bella t Mente Charter
10/12/2023 10/06/2023	V000018Wilkinson Hadley King & Co. LLP <i>31505</i>	580600Audit Services	3664 Printed Check		3,600.00 10/31/2023 3,600.00 Progress Bill for 2022-23 Charter	00000000-Unrestri	Mente Charter
	V013231YMCA of San Diego County 0723-ELOPBM23	581000Educational Consultant	3684 Printed Check		School Audit 1,700.32 10/31/2023 1,700.32 Grant	26002600-Expand ed Learning Oppor-	

Date	Payee		Document no.	Amount Cleared		
	Transaction no.	GL account or account label	Method	Amount applied Memo	Restriction	Location
		Applied total: Total:		552,948.24 552,948.24	tun. Prog	School

Date	Payee		ument no.	Amount Cleared		
Transaction date	Transaction no.	GL account or Met account label	hod	Amount applied Memo	Restriction	Location
	Bank: Belle Mente General - Chase Bank	Account no: 1318807	730			
11/20/2023 11/02/2023	V003798Amazon Capital Services 1HYP-7QV1-3XJD	3758 430000Materials and Printe Supplies	d Check	893.82 In Transit 263.55 Hot Dog Rollers, Chalk Board Sign, etc.	00000000-Unrestri	BMC020Bella Mente Charter School
11/02/2023	1LHX-67PR-3TPX	431500Classroom Printe Materials an	d Check	38.99 Chicken Feed	00000000-Unrestri cted	
11/02/2023	1LRQ-973F-3GHX	438100Materials for Printe Plant Ma	d Check	50.65 Hot Dog Rollers, Chalk Board Sign, etc.	00000000-Unrestri cted	
11/02/2023	1NKN-QTY3-1WHR	430000Materials and Printe Supplies	d Check	6.48 Hot Dog Rollers, Chalk Board Sign, etc.	00000000-Unrestri cted	
11/05/2023	1FP6-L7F6-H1XG	440000Noncapitalize Printe d Equipme	d Check	133.68 Keyboard	0-Unrestri 0000000cted	BMC020Bella Mente Charter School
11/12/2023	1PHM-QDFK-JCV6	443000Noncapitalize Printe d Student	d Check	125.53 Basketballs	00000000-Unrestri cted	
11/13/2023	1F4F-41JC-RH4Q	440000Noncapitalize Printe d Equipme	d Check	80.95 Flat Plug Extension Cord	00000000-Unrestri cted	
11/13/2023	1HDC-QRH4-TPM6	438100Materials for Printe Plant Ma	d Check	15.14 Cleaning Clothes	00000000-Unrestri cted	
11/14/2023	1JXF-KF9T-XT31	431500Classroom Printe Materials an	d Check	136.67 USB Camera	65006500-SPED State/County/District	BMC020Bella
11/14/2023	19H9-V7R1-4LYP	430000Materials and Printe Supplies	d Check	42.18 Lockdown Magnets	00000000-Unrestri cted	
11/02/2023 10/24/2023	V003798Amazon Capital Services 1GLC-1RYM-1J94	3721 430000Materials and Printe Supplies	d Check	1,784.68 In Transit 7.56 Alcohol Prep Pads	00000000-Unrestri cted	
10/25/2023	1R7F-9JL6-4VGQ	430000Materials and Printe Supplies	d Check	241.56 Electric Gate open- ers - Qty 6	00000000-Unrestri cted	
10/25/2023	1VRV-6KXN-34XK	430000Materials and Printe Supplies	d Check	60.21 Coffee	00000000-Unrestri cted	BMC020Bella Mente Charter
10/25/2023	1LCR-JRRC-6CJF	430000Materials and Printe Supplies	d Check	162.36 Toner Cartridges	00000000-Unrestri cted	Mente Charter
10/26/2023	1DYD-1CD7-1763	430000Materials and Printe Supplies	d Check	156.15 Icepacks	00000000-Unrestri cted	Mente Charter
10/26/2023	1RWH-7KRR-6JPV	430000Materials and Printe Supplies	d Check	132.62 File Labels, sticky notes, etc	00000000-Unrestri	School BMC020Bella Mente Charter

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Transaction date	Transaction no.	GL account or account label	Method	Amount applied Memo	Restriction	Location
0/27/2023	1CCX-K6KT-43K4	430000Materials and Supplies	Printed Check	37.72 Face Masks, Bati ies, etc	er- 00000000-Unresti cted	School ri BMC020Bella Mente Charter School
0/28/2023	1DTF-JR6H-H4VT	430000Materials and Supplies	Printed Check	83.32 Halloween Decor Skeleton Cats, et		
0/28/2023	149J-36QP-FGKN	440000Noncapitalize d Equipme	Printed Check	431.92 TV Stand	nre- stricte 00000000-Ud	BMC020Bella Mente Charter School
0/29/2023	1WCT-MCY1-KYFR	440000Noncapitalize d Equipme	Printed Check	159.68 Docking Station	0000-0000-Unrestr cted	
0/29/2023	1Y3N-KQP4-LFXT	443000Noncapitalize d Student	Printed Check	311.58 Curtain Rods - Q 18	y 00000000-Unresti cted	
1/28/2023 1/28/2023	V015966Amelie Cheatham	950100Accrued Salaries	5298 Manual Check	1,578.01 In Transit 1,578.01 Manual Ck 5298 Replace Returne 11/22/23 Direct D posit	d cted	
1/30/2023 1/19/2023	V007513AT&T-Box 5019 11/19/2023 - 6 469	590000Communications (Tele.,	3767 Printed Check	236.75 In Transit 236.75 Service Charges	00000000-Unresti cted	ri BMC020Bella Mente Charter School
1/16/2023 <i>0/31/2023</i>	V013667Boonli, LLC 14651	580000Professional/ Consultin	3742 Printed Check	130.00 In Transit 130.00 Reporting Upgrad	le 53105310-Child Nutrition School Pro gram	BMC020Bella
1/20/2023 1/15/2023	V007806Braille Abilities LLC 1212	581000Educational Consultant	3752 Printed Check	1,902.44 In Transit 1,902.44 VI/O&m Services	65006500-SPED State/County/Distric	BMC020Bella
1/09/2023 0/31/2023	V014764California Office Cleaning, Inc. 4433	550000Operation and Housekee	3722 Printed Check	16,478.00 In Transit 16,478.00 October 2023 - Cleaning Service	00000000-Unresti cted	
1/14/2023 0/06/2023	V003964California State University, Fresno 10/6/23 - 5633	521000Training and Developme	3737 Printed Check	4,332.00 In Transit 4,332.00 Previous Balance	60536053-Univers al Pre K planning Grant	
1/20/2023 1/17/2023	V004070Cardmember Service 11/17/23- 8865	599800Unallocated Credit Car	3764 Printed Check	3,857.73 In Transit 3,857.73 Credit Card Pur- chases from	00000000-Unrestr	ri BMC020Bella Mente Charter
1/20/2023	V000003Charter School Management Corpo-		3759	10/18/23 - 11/17/ 14,625.00 In Transit	23	School
1/15/2023	ration 43304	587300Financial Ser vices	-Printed Check	10,237.50 Bundled Support December 2023	- 00000000-Unrestr cted	ri BMC020Bella Mente Charter School
		587300Financial Ser	- Printed Check	4,387.50 Bundled Sup	oort - 00000000-Un	

Date	Payee		Document no.	Amount	Cleared		
Transaction date	Transaction no.	GL account or account label	Method	Amount applied	Memo	Restriction	Location
		vices			December 2023	cted	Mente Charter School
11/16/2023 11/01/2023	V006296Charter Tech Services 16533	587700IT Services	3743 Printed Check	2,940.00	In Transit Delta for months 7/23 - 11/23	00000000-Unrestricted	
11/09/2023 10/01/2023	V006296Charter Tech Services 16408	587700IT Services	3723 Printed Check	8,400.00	In Transit Managed Technol- ogy Services	00000000-Unrestricted	
11/14/2023 11/01/2023	V015761Chi Hua Huang 11/1/23 - REIMB	521000Training and Developme	3738 Printed Check	1,026.50	In Transit REIMB: Cal State Teach Student Charges	60536053-Univers al Pre K planning Grant	
11/30/2023 11/16/2023	V003242CINTAS CORPORATION - 29059 4174210535	438100Materials for Plant Ma	3768 Printed Check	109.02 <i>54.51</i>	In Transit Active Scrapper, Gray Mat, etc	00000000-Unrestricted	
11/22/2023	4174968873	438100Materials for Plant Ma	Printed Check		Active Scrapper, Gray Mat, etc	00000000-Unrestricted	
11/16/2023 11/09/2023	V003242CINTAS CORPORATION - 29059 4173440916	438100Materials for Plant Ma	3744 Printed Check	54.51	In Transit Active Scrapper, Gray mat, Logo Mat	00000000-Unrestricted	
11/09/2023 11/02/2023	V003242CINTAS CORPORATION - 29059 4172732511	438100Materials for Plant Ma	3724 Printed Check	54.51	In Transit Active Scraper, Graj Mat, Logo Mat, etc.	y00000000-Unrestri cted	
11/09/2023 10/31/2023	V013192Cristianna Turvey, M.S CCC-SLP 14 - October 2023	581000Educational Consultant	3725 Printed Check	8,534.84	In Transit LAS Services - 10/3/23 - 10/31/23	65006500-SPED State/County/Distric	BMC020Bella
11/30/2023 10/31/2023	V005426Curriculum Associates LLC 90790358	431500Classroom Materials an	3769 Printed Check		In Transit Brig Ec Comp Kit III	65006500-SPED State/County/Distric	BMC020Bella
11/20/2023 11/03/2023	V003246Department of Justice 695210	581500Advertising/F ecruiting	3753 R Printed Check		In Transit Fingerprint	00000000-Unrestri	
11/09/2023 09/14/2023	V015699ECOLIFE Conservation 09/14/23 - QUOTE	431500Classroom Materials an	3726 Printed Check	44.00	In Transit White & Blue Filters Remote Control, etc	, 00000000-Unrestri c.cted	
11/30/2023 11/30/2023	V012752EDCO Waste & Recycling Service 11/30/2023 - 7241	550100Utilities	3770 Printed Check		In Transit Waste Service	00000000-Unrestri	i BMC020Bella Mente Charter
11/16/2023 11/08/2023	V004175EMH Sports USA Inc 155-257304-10	581000Educational	3745 Printed Check	•	In Transit Service Tracking	65006500-SPED	School BMC020Bella

Date	Payee		Document no.	Amount Cleared		
Transaction date	Transaction no.	GL account or account label	Method	Amount applied Memo	Restriction	Location
		Consultant		10/1/23 - 10/31/23	State/County/District	Mente Charter School
11/20/2023 11/06/2023	V012887EPS Operations, LLC 208900023594	431500Classroom Materials an	3760 Printed Check	260.73 In Transit 260.73 Recipe for Reading Workbook	00000000-Unrestri	BMC020Bella Mente Charter School
11/09/2023 09/25/2023	V004225Fitness Finders INV13757	431500Classroom Materials an	3727 Printed Check	245.15 In Transit 2 <i>45.15 Freckle Toes, ID</i> <i>Cards,</i>	00000000-Unrestri cted	
11/09/2023 10/31/2023	V009025GoBeRewarded 7591	581500Advertising/R ecruiting		1,581.00 In Transit 1,581.00 Monthly Web Design & Advertising Mgmr		BMC020Bella Mente Charter School
11/28/2023 10/27/2023	V009083Green Flash Pest Control 292817	550000Operation and Housekee	3766 Printed Check	130.90 In Transit 130.90 Monthly Pest Con- trol - 10/27/23	00000000-Unrestri cted	BMC020Bella Mente Charter School
11/22/2023 10/27/2023	V003548Greenhouse Therapy Center 292817	550000Operation and Housekee	Voided - 3729 Printed Check	(130.90) In Transit (130.90) Monthly Pest Con- trol	00000000-Unrestri	BMC020Bella Mente Charter School
11/09/2023 10/27/2023	V003548Greenhouse Therapy Center 292817	550000Operation and Housekee	3729 Printed Check	130.90 In Transit 130.90 Monthly Pest Con- trol	00000000-Unrestri	
1/30/2023 11/01/2023	V009189High Tech High Teacher Center 1997	521000Training and Developme	3771 Printed Check	3,200.00 In Transit 3,200.00 Induction One-Time Enrollment Fee & In duction Year One Program Fee		
1/30/2023 10/19/2023	V015701Home Depot Credit Services 901234	430000Materials and Supplies	3772 I Printed Check	386.77 In Transit 335.02 Supplies & Materials	s 00000000-Unrestri cted	BMC020Bella Mente Charter School
10/20/2023	9821777	430000Materials and Supplies	Printed Check	16.75 Supplies & Materials	s 00000000-Unrestri cted	
11/09/2023	FCH-008036678	589000Interest Ex- pense/Fees	Printed Check	35.00 Late Fees	00000000-Unrestri cted	
1/14/2023 10/13/2023	V005486Home Depot Credit Services-78047 4771519 - STMT	440000Noncapitalize d Equipme	3739 Printed Check	319.04 In Transit 33.10 Statement Inv: 4771519	00000000-Unrestri	
10/13/2023	1058972 - STMT	430000Materials and Supplies	Printed Check	22.82 Statement Inv: 1058972 - 7/20/23	00000000-Unrestri cted	
10/13/2023	3901881- STMT	430000Materials and Supplies	Printed Check	58.38 Statement Invoice# 3901881 - 08/7/23		

Date	Payee	Document no.	Amount Cleared		
Transaction date	Transaction no.	GL account or Method account label	Amount applied Memo	Restriction	Location
10/13/2023	3411771- STMT	430000Materials and Printed Check Supplies	39.77 Statement Invoice# 3411771 - 09/16/23		BMC020Bella Mente Charter School
10/13/2023	1373335- STMT	430000Materials and Printed Check Supplies	38.52 Statement Invoice# 1373335 - 09/18/23		
10/13/2023	720459- STMT	430000Materials and Printed Check Supplies	37.25 Statement Invoice# 720459 - 09/19/23		
10/13/2023	4904919- STMT	430000Materials and Printed Check Supplies	23.76 Statement Invoice# 4904919 - 09/25/23		
10/13/2023	3695565- STMT	430000Materials and Printed Check Supplies	37.84 Statement Invoice# 3225036 - 09/26/23		
10/13/2023	3225036- STMT	430000Materials and Printed Check Supplies	11.38 Statement Invoice# 3225036 - 09/26/23		
10/13/2023	3894749- STMT	430000Materials and Printed Check Supplies	7.69 Statement Invoice# 3225036 - 09/26/23		
10/13/2023	3905224- STMT	430000Materials and Printed Check Supplies	0.01 Statement Invoice# 3905224 - 09/26/23		
10/13/2023	3905225- STMT	430000Materials and Printed Check Supplies	8.52 Statement Invoice# 3905224 - 09/26/23		
11/30/2023	V012976JK Dots Jan Gary	3773	792.00 In Transit		Corroor
11/27/2023	23825	430000Materials and Printed Check Supplies	792.00 Pre Pack Ice Cream	00000000-Unrestri cted	BMC020Bella Mente Charter School
11/09/2023	V009472K12 Health-2	3730	1.305.00 In Transit		
11/01/2023	12529	580000Professional/ Printed Check Consultin	1,305.00 Health Services Package - 09/1/23	65006500-SPED State/County/District	BMC020Bella Mente Charter School
11/09/2023	V004418Kaiser Foundation Health Plan Inc	3731	21,226.84 In Transit		
10/25/2023	969835027757	340300Wellness Re- Printed Check imbursement	21,226.84 Insurance Premium - December 2023	00000000-Unrestri cted	BMC020Bella Mente Charter School
11/14/2023	V009818Maintex, Inc.	3740	214.56 In Transit		
11/06/2023	1060329-02	438100Materials for Printed Check Plant Ma	214.56 Toilet Paper - Qty 3	00000000-Unrestri cted	BMC020Bella Mente Charter School
11/30/2023 11/14/2023	V003326Mutual Of Omaha 001612633030	3774 340300Wellness Re- Printed Check imbursement	3,812.53 In Transit 3,812.53 December 2023 In- surance Premium	00000000-Unrestri	
11/22/2023	V013382National Benefits Services Non- ERISA 430 W 7th	3765	13,103.86 In Transit		2330.
11/22/2023	November 2023	966000Voluntary De-Printed Check ductions	13,103.86 November 2023 Contribution - For	00000000-Unrestri	BMC020Bella Mente Charter

Date	Payee		Document no.	Amount	Cleared		
	Transaction no.	GL account or	Method	Amount applied	Memo	Restriction	Location
date		account label					
					Belle Mente School		School
11/16/2023	V010336Palomar Family Counseling Service,		3746	3,520.00	In Transit		
10/31/2023	Inc. 12797	581000Educational Consultant	Printed Check	3,520.00	Contract Services - October 2023	65006500-SPED State/County/Distric	BMC020Bella t Mente Charter School
11/21/2023	V003459Payroll			43,458.64	In Transit		30/100/
11/21/2023	·	950100Accrued Salaries	Cash		SM PR PE 11/15/23 PD 11/22/23 Taxes ACH	3 00000000-Unrestr cted	i BMC020Bella Mente Charter School
		950100Accrued Salaries	Cash	978.78		3 00000000-Unrestr cted	
11/21/2023	V003459Payroll		_	115,737.19			
11/21/2023		950100Accrued Salaries	Cash		SM PR PE 11/15/23 PD 11/22/23 DD ACH	3 00000000-Unrestri cted	i BMC020Bella Mente Charter School
11/08/2023	V003459Payroll	050400 4	0 1	45,548.25			' D1 10000 D #
11/08/2023		950100Accrued Salaries	Cash	,	SM PR PE 10/31/23 PD 11/9/23 Taxes ACH	3 00000000-Unrestri cted	Mente Charter School
		950100Accrued Salaries	Cash		SM PR PE 10/31/23 PD 11/9/23 Process ing Fee ACH	3 00000000-Unrestr s-cted	BMC020Bella Mente Charter School
11/08/2023	V003459Payroll	118,948.94 In Transit					
11/08/2023		950100Accrued Salaries	Cash	*	SM PR PE 10/31/23 PD 11/9/23 DD ACF	3 00000000-Unrestr Hoted	i BMC020Bella Mente Charter School
11/16/2023	V012973Pitney Bowes Global Financial Services LLC		3747	103.61	In Transit		Concor
11/02/2023	3106366904	560500Equipment Rental/Lease	Printed Check	103.61	Contract Charges - 12/1/23 - 2/29/24	00000000-Unrestri cted	i BMC020Bella Mente Charter School
11/20/2023 11/15/2023	V000074Procopio General 867558	580500Legal Ser- vices	3755 Printed Check	70.00	In Transit Professional Ser- vices rendered	00000000-Unrestri	Mente Charter
11/20/2023	V000074 Proposis Conoral		3754		through 10/31/23 In Transit		School
11/15/2023	V000074Procopio General 867557	580500Legal Ser- vices	Printed Check	1,330.00	Professional Ser- vices rendered	00000000-Unrestra	Mente Charter
11/16/2023	V000074Procopio General		3748		through 10/31/23 In Transit		School
11/10/2023	866588	580500Legal Ser- vices	Printed Check	402.50	Services Rendered through 10/31/23	00000000-Unrestricted	i BMC020Bella Mente Charter School
11/30/2023	V000080San Diego Gas & Electric		3776	,	In Transit		
11/27/2023	11/27/2023 - 945 3	550100Utilities	Printed Check	4,539.09	Electric Charges 10/25/23-11/22/23	00000000-Unrestricted	i BMC020Bella Mente Charter School
11/30/2023	V000080San Diego Gas & Electric		3775		In Transit		
11/27/2023	11/27/2023 - 303 4	550100Utilities	Printed Check	1,414.93	Gas & Electric	00000000-Unrestr	BMC020Bella

Date	Payee		Document no.	Amount Cleared		
Transaction date	Transaction no.	GL account or account label	Method	Amount applied Memo	Restriction	Location
11/30/2023	V006126Scoot Education Inc 5670		3777	<i>Charges</i> 10/25/23-11/22/23 6.838.00 In Transit	cted	Mente Charter School
11/20/2023	58390	581000Educational Consultant		5,397.00 Substitute Services	cted	i BMC020Bella Mente Charter School
11/20/2023	58399	581000Educational Consultant	Printed Check	1,441.00 Substitute Services	65006500-SPED State/County/Distric	BMC020Bella
11/20/2023 11/15/2023	V006126Scoot Education Inc 5670 57463	581000Educational Consultant	3761 Printed Check	5,627.00 In Transit 4,311.00 Substitute Services 11/6 - 11/9/23	s -00000000-Unrestr cted	
11/15/2023	57467	581000Educational Consultant	Printed Check	1,316.00 Substitute Services 11/6 - 11/9/23	s -65006500-SPED State/County/Distric	BMC020Bella
11/20/2023 <i>08/23/2023</i>	V006126Scoot Education Inc 5670 47541	581000Educational Consultant	3756 Printed Check	12,293.00 In Transit 2,632.00 General Education	00000000-Unrestri cted	i BMC020Bella Mente Charter School
08/23/2023	47545	581000Educational Consultant	Printed Check	4,068.00 Special Education	65006500-SPED State/County/Distric	BMC020Bella
08/29/2023	48271	581000Educational Consultant	Printed Check	5,593.00 General Education	00000000-Unrestri cted	
11/16/2023 <i>09/07/20</i> 23	V006126Scoot Education Inc 5670 48869	581000Educational Consultant	3749 Printed Check	985.21 In Transit 904.00 Substitute Services 8/31 - 9/1/23	s -65006500-SPED State/County/Distric	BMC020Bella t Mente Charter School
11/16/2023	57132	581000Educational Consultant	Printed Check	81.21 Overdue Invoices - #48869, 48271, 47541, 47545	00000000-Unrestri cted	
11/14/2023 11/08/2023	V006126Scoot Education Inc 5670 56448	581000Educational Consultant	3741 Printed Check	7,371.00 In Transit 5,726.00 Substitute Services 10/30/23 - 11/3/202		i BMC020Bella Mente Charter School
11/08/2023	56473	581000Educational Consultant	Printed Check	1,645.00 Substitute Services 10/30/23 - 11/3/23		
11/09/2023 11/01/2023	V006126Scoot Education Inc 5670 55549	581000Educational Consultant	3732 Printed Check	9,082.00 In Transit 7,371.00 Substitute Services 10/23 - 10/27/23	s -00000000-Unrestr cted	i BMC020Bella Mente Charter School
11/01/2023	55565	581000Educational Consultant	Printed Check	1,711.00 Substitute Services 10/23 - 10/27/23	s -65006500-SPED State/County/Distric	BMC020Bella
11/20/2023	V010975Shutterfly Lifetouch, LLC - Accts Receivable		3762	1,982.77 In Transit		
10/19/2023	EVTPFQ6CZ	581000Educational Consultant	Printed Check	1,982.77 Yearbook Deposit	65006500-SPED State/County/Distric	

Date	Payee		Document no.	Amount Cleared		
Transaction date	Transaction no.	GL account or account label	Method	Amount applied Memo	Restriction	Location
						School
11/30/2023 11/12/2023	V011053Soliant 20812503	581000Educational Consultant	3778 Printed Check	3,525.00 In Transit 1,457.00 School COTA	65006500-SPED State/County/Distric	Mente Charter
11/26/2023	20818870	581000Educational Consultant	Printed Check	2,068.00 School COTA	65006500-SPED State/County/Distric	
11/16/2023	V011053Soliant		3750	2,115.00 In Transit		30.730.
11/05/2023	20804767	581000Educational Consultant	Printed Check	2,115.00 Services - 10/18/23 & 10/20/23	65006500-SPED State/County/Distric	
11/09/2023	V011053Soliant		3733	1,410.00 In Transit		00.700.
10/29/2023	20798027	581000Educational Consultant		1,410.00 Services - 10/18/23 & 10/20/23	00000000-Unrestri cted	BMC020Bella Mente Charter School
11/03/2023	V014106TCI		Voided - 3618	(5,798.00) In Transit		GOTIOOI
07/12/2023	Q-18177-2	410000Approved Textbooks and	Printed Check	(5,798.00) Science & Social Studies Curriculum 6th - 8th Grade	00000000-Unrestri - cted	BMC020Bella Mente Charter School
11/16/2023	V013316Terra Office Solutions		3751	135.31 In Transit		
11/01/2023	30697	587700IT Services	Printed Check	135.31 Color Copier Charges	00000000-Unrestri cted	BMC020Bella Mente Charter School
11/09/2023 10/31/2023	V014670Transparent Classroom 77745	431500Classroom Materials an	3734 Printed Check	525.05 In Transit 525.05 October 2023 - Ser- vices	· 00000000-Unrestri cted	Mente Charter
11/30/2023 11/09/2023	V011559Two Way Direct 91118	430000Materials and Supplies	3779 d Printed Check	78.23 In Transit 78.23 XTR300-Batt	00000000-Unrestri	School BMC020Bella Mente Charter School
11/30/2023	V011599UNITED HEALTHCARE OF CALIFORNIA		3780	5,840.05 In Transit		Scriooi
11/15/2023	U0002790726	340300Wellness Re imbursement	- Printed Check	5,840.05 December 2023	00000000-Unrestri cted	BMC020Bella Mente Charter School
11/09/2023 10/25/2023	V014421VCA Mission Animal & Bird Hospital 6142609652	580000Professional Consultin	3736 Printed Check	108.80 In Transit 108.80 Vaccination - 10/25/23	00000000-Unrestri	
11/09/2023 10/04/2023	V014421VCA Mission Animal & Bird Hospital 6142608442	580000Professional, Consultin	3735 Printed Check	187.60 In Transit 187.60 Vaccination - 10/4/23	00000000-Unrestri	
11/30/2023 11/01/2023	V011687VendorMax, Inc. 204896	581500Advertising/Fecruiting	3781 R Printed Check	180.00 In Transit 180.00 Lead Fees	00000000-Unrestri	
11/20/2023 11/15/2023	V000018Wilkinson Hadley King & Co. LLP 31644	580600Audit Ser-	3757 Printed Check	875.00 In Transit 875.00 Final Billing for	00000000-Unr	estri BMC020Bella

Date	Payee		Document no.	Amount Cleared		
Transactio dat	n Transaction no. e	GL account or account label	Method	Amount applied Memo	Restriction	Location
11/20/2023	V013231YMCA of San Diego County	vices	3763	2021-22 Charter School Audit 10,285.80 In Transit	cted	Mente Charter School
09/15/2023	0823-ELOPBM23	581000Educational Consultant		10,285.80 Grant	26002600-Expand ed Learning Oppor- tun. Prog	
		Applied total:		515,708.17	-	
		Total:		515,708.17		



HTH Memorandum of Understanding (District Intern)

SECTION 1

AUTHORITY AND SCOPE

PARTIES Effective July 1, 2023, this MOU establishes a partnership between High Tech High ("HTH") and ("Employer") a CA K12 public school.

INTRODUCTION High Tech High (HTH) is a Charter School Organization operating sixteen schools in San Diego County. The HTH District Intern teacher credentialing program ("Intern Program") is accredited by the Commission on Teacher Credentialing (CTC) to prepare new teachers ("Participating Teachers") for a Single Subject, Multiple Subjects or Education Specialist (Mild/Moderate) teaching credential.

PURPOSE This partnership extends the resources of HTH's Intern Program in order that Participating Teachers may obtain a California teaching credential. Employer benefits from access to the Intern Program in several ways, including an increased percentage of teachers who comply with state and federal standards and the ability to offer new teachers an innovative credentialing program. HTH and Employer enter into this Memorandum of Understanding to support Participating Teachers in the Intern Program. Accordingly, HTH and Employer operating under this MOU, agree as follows:

SECTION 2

PROGRAM OVERVIEW

ADMISSIONS POLICY

Applicants may be "conditionally" admitted if all eligibility requirements have been met, with only CSET passage pending. Conditional admission allows participants to enroll in the summer term only. CSET must be passed by the start of the Fall term in order to be "officially" admitted.

PROGRAM FEE

Pre-Service Summer Coursework Fee \$975; Technology Fee \$25 (Total \$1000 One-Time Pre-Service fee)

- 1. Intern participants are required to have 120 hours of instruction prior to being admitted into the HTH District Intern Program.
- 2. This instruction includes foundational preparation in general pedagogy prior to the start of the program of study.
- 3. Completion of prerequisite coursework does not guarantee admission into the Intern program but is mandatory for enrollment
- 4. Participating Teachers are responsible for paying the Pre-Service fee.

Program Fee \$4,000/per year plus \$100 One-Time Book Fee

- 1. Participating Teachers are responsible for paying the annual program fee.
- 2. Payment may be made on a monthly basis, quarterly, or annual basis.
- 3. Full payment for the year must be received by end of program year **June 30**th.

Delinquent Fees: Until full payment is received

- 1. First-year Participating Teachers will be suspended from the program.
- 2. Second-year Participating Teachers will not be recommended for their preliminary credentials.

SECTION 3

SUPPORT AND SUPERVISION

PROGRAM RESPONSIBILITIES

The High Tech High District Intern Program will:

- 1. Enroll and advise qualified participants in the Intern Program as Participating Teachers.
- 2. Provide credential analyst services to Participating Teachers.
- 3. Provide 120 hours of Preservice coursework instruction prior to the beginning of school, which includes 45 hours of specialized English Learner instruction.
- 4. Provide orientation and training to Mentors who are selected to observe and support Participating Teachers.
- 5. Offer all coursework either at its San Diego, Point Loma campus or virtually, if necessary due to Covid-19.
- 6. Communicate with the Mentor about the performance of the Participating Teacher as appropriate and provide additional support when the Director determines it is needed.
- 7. Provide Intern Program quality and compliance evaluations of Participating Teachers.
- Award Participating Teachers transcript credit for all completed courses.
- 9. Recommend Participating Teachers to the California Commission on Teacher Credentialing for their District Intern Credential once all of the following program prerequisites are on file:
 - Official Transcripts verifying a conferred undergraduate degree
 - LiveScan Fingerprints on file with the CTC and valid Certificate of Clearance
 - Proof of meeting U.S. Constitution requirement by course or exam C.
 - d. Proof of meeting a Basic Skills Assessment (e.g. CBEST)
 - Proof of meeting Subject Matter Competency (e.g. CSET)
 - f. Proof of meeting RICA for all Multiple Subjects and Education Specialist Participating Teachers
 - All Participating Teachers must pass the Teaching Performance Assessment (TPA) prior to completion of the program.

EMPLOYER RESPONSIBILITIES

The Employer will:

- **Provide a Mentor** to support each Participating Teacher who possesses the following minimum qualifications:
 - a. Three or more years of successful teaching experience.
 - b. Hold a Clear or Life credential with a CLAD designation or embedded EL authorization.
 - Current knowledge in the content they teach and understand the context of public schooling.
 - Knowledgeable about diverse abilities, cultural, language, ethnic, and gender diversity.
 - Knowledgeable about academic standards (Common Core of learning and Next Generation Science standards), frameworks, and accountability systems that drive the curriculum of public schools.
 - **NOTE**: The Program requires 12 mentor observations. The Employer may need to coordinate release time to f. accommodate these activities.
- Be a Qualified Administrator: Administrators must hold a valid California Administrative credential or provide an explanation of why they are otherwise qualified administrators.

Please indicate your administrator's status below:

•	The administrator at this school site holds a valid California Administrative credential	check box	
	OR		
•	The administrator is otherwise qualified because:		

- 3. **Provide a diversity of experience across age ranges:** Multiple Subjects candidates and Ed Specialists candidates will need to experience a diversity of age ranges. During two six-week periods in the school year, candidates will be asked to work with case study students outside of their classrooms/caseloads. Release time may be needed to accommodate these activities.
- 4. **Provide Teaching Performance Assessment (TPA) Support:** All Participating Teachers must pass the Teacher Performance Assessment (TPA) prior to completion of the program. This requires that they are provided time and allowance to video tape two CAL TPA cycles within their placement.

MENTOR RESPONSIBILITIES

The assigned Mentor will:

- 1. Meet with the participating teacher weekly (min. 35 hrs) and report the content.
- 2. Conduct 12 formal observations and report the content.
- 3. Serve as the point of contact for the HTH Program and must attend HTH Mentor training and Presentations of Learning (POLs).
- 4. Model best professional practices in teaching and learning, scholarship, and service.
- 5. Provide support focused on knowledge, skills, and abilities related to supporting English learners and students with disabilities in the classroom and school environment. This includes assisting with planning lessons that are appropriately designed and differentiated for English learners, and students with disabilities, assessing language needs and progress, and supporting language accessible instruction through in-classroom modeling and coaching.
- Provide sufficient resources to Participating Teachers, including the identification of protected time for employer-provided support to mentor to work with intern within the school day including clearly defined expectations for type/frequency of support.
- 7. Emphasize the importance of the Intern Program to all Participating Teachers and mentors and support their efforts to complete the program within the two-year timeframe.
- 8. Ensure Participating Teachers attend and document professional development on their own campus in addition to the HTH District Intern Program.
- 9. Provide a minimum of 144 hours of support/mentoring and supervision to each Participating Teacher including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies.
- 10. **NOTE:** HTH does not pay a mentor stipend or provide any other compensation to partner schools. We suggest that our partner schools compensate mentors at a rate comparable to what HTH mentors receive (\$2,000 per year per mentor).

SECTION 4

GENERAL PROVISIONS

PRIVACY

HTH understands that the educational record of the Participating Teacher, employed by the listed Employer, is protected by FERPA. As a result of this Agreement, the Employer is considered a school official with a legitimate educational interest in determining the professional responsibility of the Participating Teacher. HTH agrees to protect the privacy of educational records concerning any Participating Teacher and will not transmit, share or disclose any such records without the Participating Teacher's written consent, except to other school officials who have a legitimate educational interest in the records.

COMMUNICATION

One person from each organization serves as the official contact for that organization and coordinates the process of carrying out this MOU.

HTH Contact/Title: Cecilia Nevarez, Program Support Specialist

Email: credentialing@hightechhigh.org

(Please fill in the following information):

Partner Contact Name/Title: Erin Feeley, Executive Director

Email: efeeley@bellamentecharter.org

TERM

The term of this MOU is three (3) years from the effective date of this agreement and may be extended upon a written mutual agreement. It shall be reviewed annually to ensure that it is fulfilling its purpose and to make any necessary revisions. Either organization may terminate this MOU upon thirty (30) days' written notice without penalties or liabilities. Should your school no longer employ the Participating Teacher, written notification must be provided to HTH within ten (10) days. The Participating Teacher will have sixty (60) days to secure appropriate employment to remain eligible to participate in the Intern Program.

NONDISPLACEMENT OF CERTIFICATED EMPLOYEES

HTH Teacher Center and its affiliated schools certify that Interns do not displace certificated employees in the participating districts.

AUTHORIZATION The signing of this MOU is not a formal undertaking. It implies that the signatories, to the best of their ability, will strive to reach the objectives stated in this MOU. On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

(Please fill in the following information):

District/Charter Representative:

Contact/Title:

Erin Feeley, Executive Director

Organization/Address:

Bella Mente Montessori Academy 1737 W. Vista Way Vista, CA 92083

Email:

efeeley@bellamentecharter.org

Date:

10/25/2023

Signature: Erin Feeley

District Intern Program:

Contact/Title: Sarah Barnes-Shulman, Director of Intern and Induction Programs

Organization/Address: High Tech High Charter Teacher Center, 2150 Cushing Road, San Diego, CA 92106

Email: sbarnes@hightechhigh.org



HTH Memorandum of Understanding (Induction)

SECTION 1

AUTHORITY AND SCOPE

PARTIES

Effective September 15, 2023, this MOU establishes a partnership between High Tech High Teacher Center ("HTH") and ("Employer") a CA K-12 public school.

INTRODUCTION

High Tech High (HTH) is a Charter School Organization operating sixteen schools in San Diego County. The HTH Teacher Center Induction program ("Induction Program") is accredited by the Commission on Teacher Credentialing (CTC) to prepare new teachers ("Participating Teachers") for a Single Subject, Multiple Subjects or Education Specialist (Mild/Moderate) teaching credential.

PURPOSE

This partnership extends the resources of the Teacher Center's Induction Program in order that Participating Teachers may obtain a California clear teaching credential. Employer benefits from access to the Induction Program in several ways, including an increased percentage of teachers who comply with state and federal standards and the ability to offer new teachers an innovative credentialing program. HTH and Employer enter into this Memorandum of Understanding to support Participating Teachers in the Induction Program. Accordingly, HTH and Employer operating under this MOU, agree as follows:

SECTION 2

PROGRAM OVERVIEW

ADMISSIONS POLICY

To be eligible to enroll in the HTH Induction Program, an applicant must meet all eligibility criteria listed below.

- 1. Employed or offered employment as the teacher of record, 50% or more time, in a K-12 public school environment within San Diego County.
- 2. Hold a CA Preliminary Teaching Credential(s) in one or more of the following areas: Single Subject, Multiple Subjects, Education Specialist Mild/Moderate and Mod/Severe support needs.

PROGRAM FEE

Fees: \$1,000/per year plus a one-time Enrollment Fee of \$200

- 1. Participating Teachers are responsible for paying a one-time enrollment fee due upon admission.
- 2. Participating Teachers are responsible for paying the annual program fee.
- 3. Payment for the program fee may be made on a monthly basis, or annual basis.
- 4. Full payment for the year must be received by December 15th.

Refund Policy:

- 1. Right to Cancel (100% Refund of Program Fee): All candidates have the right to cancel the enrollment agreement, without penalty or obligation, and obtain a refund of charges paid through the attendance at the first meeting session, or the seventh day after enrollment, whichever is later. Non-attendance does not constitute official program cancellation.
- 2. The \$200 enrollment fee is nonrefundable after August 15th. A written request must be submitted to credentialing@hightechhigh.org within these timeframes.
- 3. Withdrawal (Pro Rata Refund): Induction program candidates may withdraw at any time up until December 15th and still receive a partial refund of the program fee. A written request must be submitted to credentialing@hightechhigh.org
 - a. The pro rata refund will be calculated based on the following Withdraw Dates:
 - i. September 15th to October 30th = 75% refund is due.
 - ii. November 1st to December 15th = 50% refund is due.

Delinquent Fees: Until full payment is received

- 1. First year Participating Teachers will be suspended from the program.
- 2. Second year Participating Teachers will not be recommended for their preliminary credential.

SECTION 3

SUPPORT AND SUPERVISION

PROGRAM RESPONSIBILITIES

The HTH Induction Program will:

- 1. Enroll and advise participants in the Induction Program as Participating Teachers.
- 2. Provide credential analyst services to Participating Teachers.
- 3. Provide eight (8) monthly meetings based upon Improvement Science research methodologies.
- 4. Provide assistance with instructional planning and development of effective teaching.
- Provide orientation and training to Mentors who are selected to observe and support Participating Teachers.
- 6. Offer all monthly meetings online.
- 7. Communicate with the Mentor about the performance of the Participating Teacher as appropriate and provide additional support when the Director determines it is needed.
- 8. Upon successful completion of the Induction Program, and having met all credential renewal requirements in addition to Induction (e.g. earn English Learner authorization), HTH Induction will:
 - a. Recommend Participating Teacher for a California Clear teaching credential.
 - b. Participants may purchase 3-semester units per year (total of 6 units) through our partnership with the High Tech High Graduate School of Education (GSE)-by request only.
 - c. Maintain Participating Teacher Induction records for up to five years.

EMPLOYER RESPONSIBILITIES

The Employer will:

- 1. **Provide a Mentor** to support each Participating Teacher who possesses the following minimum qualifications:
 - a. Three or more years of successful teaching experience
 - b. Hold a Clear or Life credential with a CLAD designation or embedded EL authorization
 - c. Current knowledge in the content they teach and understand the context of public schooling
 - d. Knowledgeable about diverse abilities, cultural, language, ethnic and gender diversity
 - e. Knowledgeable about academic standards (Common Core of learning and Next Generation Science standards), frameworks, and accountability systems that drive the curriculum of public schools
 - f. **NOTE**: The Program requires three (3) mentor observations and three (3) mentee observations. The Employer may need to coordinate release time to accommodate these activities.

MENTOR RESPONSIBILITIES

The assigned Mentor will:

- 1. Meet with the participating teacher weekly (min. 1 hr/week) and weekly report the content.
- 2. Conduct three (3) observations each year and report the content.
- 3. Attend Mentor trainings, Induction Orientation, and Celebration of Learning in May.
- 4. Model best professional practices in teaching and learning, scholarship and service.
- 5. Provide support focused on knowledge, skills, and abilities related to supporting English learners in the classroom and school environment. This includes assisting with planning lessons that are appropriately designed and differentiated for English learners, assessing language needs and progress and to support language accessible instruction through in-classroom modeling and coaching.
- 6. Provide sufficient resources to Participating Teachers, including the identification of protected time for employer-provided support/mentor to work within the school day including clearly defined expectations for type/frequency of support.
- 7. Emphasize the importance of the Induction Program to all Participating Teachers and mentors and support their efforts to complete the program within the two year timeframe.
- 8. Ensure Participating Teachers attend and document professional development on their own campus in addition to the HTH Induction Program.
- 9. **NOTE**: HTH does not pay a mentor stipend or provide any other compensation to a partner school.

SECTION 4

GENERAL PROVISIONS

PRIVACY

HTH understands that the educational record of the Participating Teacher, employed by the listed Employer, is protected by FERPA. As a result of this Agreement, the Employer is considered a school official with a legitimate educational interest in determining the professional responsibility of the Participating Teacher. HTH agrees to protect the privacy of educational records concerning any Participating Teacher and will not transmit, share or disclose any such records without the Participating Teacher's written consent, except to other school officials who have a legitimate educational interest in the records.

COMMUNICATION

One person from each organization serves as the official contact for that organization and coordinates the process of carrying out this MOU.

HTH Contact/Title: Cecilia Nevarez, Program Support Specialist

Email: credentialing@hightechhigh.org

(Please fill in the following information):

Partner Contact Name/Title:

Erin Feeley, Executive Director

Email:

efeeley@bellamentecharter.org

TERM

The term of this MOU is three (3) years from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed annually to ensure that it is fulfilling its purpose and to make any necessary revisions. Either organization may terminate this MOU upon thirty (30) days written notice without penalties or liabilities. Should your school no longer employ the Participating Teacher, written notification must be provided to HTH within ten (10) days. The Participating Teacher will have sixty (60) days to secure appropriate employment to remain eligible to participate in the Induction Program.

AUTHORIZATION

The signing of this MOU is not a formal undertaking. It implies that the signatories, to the best of their ability, will strive to reach the objectives stated in this MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

(Please fill in the following information):

District/Charter Representative:

Erin Feeley

Contact/Title:

Erin Feeley, Executive Director

Organization/Address:

Bella Mente Montessori Academy 1737 W. Vista Way Vista, CA 92083

Email:

efeeley@bellamentecharter.org

Date:

10/25/2023

Signature: Erin Feeley

Induction Program:

Contact/Title: Sarah Barnes-Shulman, Director of Intern and Induction Programs

Organization/Address: High Tech High Charter Teacher Center, 2150 Cushing Road, San Diego, CA 92106

Email: sbarnes@hightechhigh.org



FROM

Niche.com, Inc. 2840 Liberty Ave, Suite 202 Pittsburgh, PA 15222 arsupport@niche.com

BILL TO

Bella Mente Montessori Academy 1737 W Vista Way Vista, CA 92083

REMITTANCE

Niche.com, Inc. PO BOX 392796 Pittsburgh, PA 15251-9796

ACH/Wire Instructions:

Silicon Valley Bank ATTN: Niche.com Inc. Address 3003 Tasman Dr, Santa Clara, CA 95054 Acct - 3302729738 ABA – 121140399

Pay by Credit Card or ACH Here

INVOICE NUMBER INV10891

DATE 08/15/2023

TERMS Net 30 - I

DUE DATE 09/14/2023

AMOUNT DUE \$7,990.00

PO NUMBER

TERM DATES

08/01/2023 - 7/31/2024

ITEM / DESCRIPTION		AMOUNT
Premium Profile		\$7,990.00
Google Analytics Dashboard		
Standard Remarketing with Search		
Sponsored Profile Listings		
Sponsored Search Listings		
Targeted Promotion		
	Subtotal	\$7,990.00
	Sales tax	\$0.00
	Total	\$7,990.00
	AMOUNT DUE	\$7,990.00
	(USD)	

PALI INSTITUTE

Date: 11/27/2023 PO Box 2237

Running Springs, CA 92382 Phone (909) 939-0888



Contract #: 09761

Dates of Attendance: 03-27-2024 to 03-29-2024

SITE RESERVATION AGREEMENT

This is an agreement between Pali Institute, Inc. and Bella Mente Montessori Academy for the use of Pali Institute's Outdoor Education program.

Bella Mente Montessori Academy

1737 West Vista Way, Vista, California 92083-2112 (760) 621-8948

Trip Details: 3-day Trip

Attendee Type:	Quantity:	Price:	Total:
Student Payee	48	\$410.00	\$19,680.00
Student Scholarship	2	\$0.00	\$0.00
Teacher Scholarship	2	\$0.00	\$0.00
		T	otal Cost: \$19,680.00

Reservations & Deposits

Initials

Pali Institute does not officially reserve space until the deposit and signed agreement are received. The deposit amount will be deducted from the final bill. There is a 25-student minimum to reserve site facilities. Full payment is due 30 days prior to check-in. Any changes to the standard due dates and payment structure are subject to Pali Institute's approval. In exchange for the total payment listed, Pali Institute will provide your students and staff with meals starting with Lunch on 03-27-2024 through Lunch on 03-29-2024, a ten (10) to one (1) student to staff ratio, as well as instruction and supervision administered by Pali Institute Staff.

Late Payment Fees Initials

Full payment is due no later than 30 days prior to check-in. Any last-minute contract changes incurring additional fees will be submitted to Bella Mente Montessori Academy, with payment due upon receipt.

If accounts are not paid in full within 15 days following the trip, Pali Institute shall be entitled to recover all expenses (including attorneys' fees) related to the collection of overdue invoices. Any amounts not paid when due shall bear interest at a rate of 1.5% per month or the maximum amount legally allowable, whichever is greater, until such time as all outstanding amounts (including all interest and collection-related expenses) have been paid in full.

DEPOSIT SCHEDULE				
Payment Number	Amount Due	Due Date		
1	\$1,500.00	10-06-2023		
2	\$8,340.00	12-05-2023		
3	\$9,840.00	02-26-2024		

Please note that all payments made by credit card will include a 1.25% fee.

Checks should be made out to Pali Institute, and mailed to:

Pali Institute Attn: Relationship Director PO Box 2237, Running Springs, CA 92382

Hold Harmless Agreement	Initials
 School (and the District of which the School is a part) and Pali hereby mutually release and covenant not to sue the other, and release their respective directors, officers, sha employees, and agents (hereinafter referred to as "Releasees") from all liability to eac employees, students, agents, personal representatives, assigns, heirs, and next of kin damage, and any claim or demands therefor on account of injury to person or property death, except if caused by the gross negligence or willful misconduct of the Releasees Customer or its employees, clients, students, staff, agents, or representatives are in, uproperty. 	reholders, h other, its n for any loss or y or resulting in s or otherwise while
2. It is intended that the forgoing release is intended to be as broad and inclusive as is State of California and that if any portion thereof is held invalid, it is agree notwithstanding, continue in full legal force and effect.	
3. This agreement is the product of joint negotiation and drafting. No provision herei either party on the basis that a party drafted the language in question.	n will be construed against
No oral representations, statements, or inducement inconsistent with the foregoing written or effect unless contained herein.	n agreement have any force
Scholarships Pali Institute will issue scholarships to both students and teachers. For students, one (1) so every twenty-five (25) paying students. For teachers, one (1) scholarship will be allotted for students. Additionally, for every teacher that attends above the 1:25 scholarship allotment Payee will be incurred.	every twenty-five (25) paying
Cancellations Written cancellations received at least 120 days prior to check-in will be eligible for a ref cancellation received less than 120 days prior to check-in will not be eligible for a refu cancellation beyond 120 days from the arrival date and without No-Fault Cancellation or F refunds. The customer will be permitted to reschedule a trip using its initial deposits, plu provided that a rescheduled trip is accomplished within 12 months of the original arrival days such rescheduling is subject to availability. If the customer is unable to schedule a trip including the lack of availability at Pali, or any other reason, the customer shall forfeit its deposite sent directly to the business office in writing either via mail or e-mail.	nd. In those instances of a Post Insurance, there are no s a 25% Rescheduling Fee, ate and provided further that within that 12-month period
No-Fault Cancellation Insurance Pali offers a "No-Fault" cancellation insurance for the price of 15% of the contract price pa With the No-Fault Insurance in place, a customer may cancel at any time, and for any reas with impunity and receive a full refund on all deposits paid to Pali. However, we do ask that notify us at least 72 hours in advance because of food inventories and staffing. (The No-F coverage for the risks of the Pandemic & Overstay Trip Insurance described below.)	son, after the 120-day cutoff tyou use your best efforts to
Reductions The last day to reduce the number of students on your invoice is 2/11/2024 12:00:00 AM, wh Any reduction in student attendance numbers received less than 45 days prior to arrival archalf (50%) the student cost when submitted with a doctor's note. Schools are unable to reduce below 25 students. Any proposed increase in student numbers is contingent upon available by Pali Institute. All refund requests are subject to the approval of Pali Institute. A wind guarantee that a refund will be issued. If a student(s) cannot attend due to a last-minute illness, a refund of half (50%) the cost per a written refund request is submitted within five (5) days of departure with an attached of approves a refund, it will be submitted to the school or financially responsible organization submitted to bridgette@paliinstitute.com.	e only eligible for a refund of duce their payment numbers bility and must be approved ritten refund request does er student will be available if doctor's note. If Pali Institute
Guest Room Accommodations and Meals	Initials

Our guest rooms vary in size and type and are assigned to event participants based on a variety of factors. Cabins have built-in solid wood bunks, showers and full toilet and sink facilities as well as ample storage for personal belongings. The maximum number of guests in a cabin will not exceed 10 to 1 student to staff ratio.

Meals are served in our dining hall at the following times: Breakfast - 8:00 a.m., Lunch - 12:30 p.m., Dinner - 5:30 p.m. Mealtimes may change due to spacing limits in the dining hall or at the discretion of Pali Institute. Initials Smoke Free Environment Pursuant to state law, we have adopted a smoke-free policy in all buildings including guest cabins, meeting, social and dining rooms. Additionally, due to fire hazard in our mountain environment, smoking is prohibited anywhere at Pali Mountain. Student Behavior and Facility Damage Initials The school agrees to take responsibility for behavior issues that may occur on behalf of their students while attending Pali Institute. If a student violates the behavior policy of Pali Institute and/or the attending school, administrators from Pali Institute and the attending school may require a parent or guardian to remove their student. If the parent or guardian refuses to remove their student a school official will be responsible. We cannot be responsible for lost or stolen articles, and there will be a charge for any damage to facilities by your students. **Transportation Initials** The attending school will be responsible for transportation to and from Pali Mountain. The scheduled arrival time will be between 10:30AM and 11:00AM, and busses should arrive on the day of departure between 9:00AM and 10:00AM to be loaded and depart by 11:00AM. **Inclement Weather Initials** During times of snowstorms and inclement weather, the Pali site remains open and operational. During these times Route 18 and 330, our chief access roads, remain open to buses with chains. It is therefore the responsibility of the client to reach Pali for scheduled programming. If the client is unable to reach the site due to the weather conditions when Routes 18 and 330 are open, no refund will be given, and all deposits paid will be forfeited. If both Routes 18 and 330 are closed to all traffic for more than 4 hours on arrival day, Pali and the school shall use best efforts to reschedule a mutually convenient date, recognizing that it will be dependent on Pali Institute's remaining availability and may include weekend dates. If rescheduling options do not exist and Pali is unable to accommodate the school before the end of the current school year in which the trip was scheduled for, a refund will be given. **Emergency Situations** Initials If the school or Pali must cancel a trip due to a declared emergency condition such as fire, flood, earthquake, Pali shall communicate with the appropriate governmental agency(ies) having jurisdiction over Pali Institute's location (U.S. Forest Service, California Highway Patrol, San Bernardino County Sheriff, or the San Bernardino County Health and Safety Department) to ascertain the accessibility and safe operation of the program. Based on the recommendations made by the agency(ies), Pali and the school shall mutually agree on a course of action regarding the health and safety of students and staff. If the site in question is deemed inaccessible and/or considered to be unsafe for use by both Pali and the school, the trip will be postponed and rescheduled. If the inaccessible and/or unsafe condition prohibits participation from

the first (1st) day of the trip, the visit shall be rescheduled to a mutually convenient date as soon as practicable thereafter. It shall be the responsibility of school to update parents and school staff of such decisions.

Pandemic Cancellation and Overstay Trip Insurance

Pali offers Pandemic & Overstay Trip (POST) Insurance for an additional fee of 8% of the Total Cost under this Site Reservation Agreement, paid at the time of the initial deposit. With POST Insurance, if a pandemic is declared by a governmental authority and customer wishes to cancel its trip after the 120 days before arrival cutoff, but Pal remains open and operating, Pali would refund 100% of the amounts paid to Pali within (3) business days of such cancellation by Customer. Further, with POST Insurance, If Pali is required to cease operations and preventing Customer from attending Pali (after the Cancellation Period), Pali would refund 100% of the amounts paid to Pali within (3) business days of such cancellation by Customer. In the event POST Insurance is not purchased and the Customer is prevented from attending Pali after the Cancellation Period, no refund shall be issued, but Customer shall receive a credit for amounts paid, which credit must be used on a rescheduled trip within twelve months of Pali reopening to the public. In the event the credit is not used by Customer within the twelve-month period, all credit amounts shall be eliminated. Any rescheduled trip shall be subject to availability and may include weekends.

As used herein, "government authority" shall not include the school district of which Customer is affiliated or a part of and shall be limited to independent public health officials from the state agencies with the legal jurisdiction over public health decisions in the physical proximity of the school or Pali.

Initials

hool's Authorized Signature:		Date:	
inted Name:		Title:	
ali Institute's Authorized Signature:		Date:	
Please ensure initial section	ns on all three pages ar	e completed.	
ontract Notes:			

Page 4 of 4

Board Packet Page 42

In the event of an overstay at Pali, for any reason at all, Pali will continue to house, feed, and supervise the children



Ms. Erin Freeley, M.Ed., Superintendent
Bella Mente Montessori Academy, CA
155 Emerald Drive
Vista, CA 92083
on behalf of:
California Municipal Finance Authority ("Issuer")

ENGAGEMENT LETTER FOR ARBITRAGE COMPLIANCE SERVICES

CONTROL #1.00

\$15,485,000.00 CHARTER SCHOOL LEASE REVENUE BONDS (BELLA MENTE MONTESSORI ACADEMY PROJECT) TAX-EXEMPT SERIES 2018A

Arbitrage Compliance Specialists, Inc. ("ACS") is pleased to present our fees to provide arbitrage compliance services for the Issuer. Our firm has distinctive legal and accounting experience with arbitrage compliance services dating back to the inception of the arbitrage rebate regulations of 1986. ACS is one of the most prominent and well-respected providers of arbitrage compliance services in the nation. ACS' staff members are accounting professionals who have extensive knowledge of governmental accounting, accounting allocation methods and legal interpretation skills to compute the lowest permissible liability allowed. We pride ourselves on our unprecedented commitment to each and every client we represent.

ACS has provided a fee schedule, listed on page 2, to encompass the various elements that we may encounter during the calculations. ACS' fees are derived by the complexity of the issuance and the number of years included in the computation period. Each calculation includes a CPA opinion to provide assurance that the calculations were completed according to Section 148(f) of the Internal Revenue Code of 1986 that governs the arbitrage rebate requirements (the "Tax Code").

We appreciate the opportunity to assist the Issuer comply with the IRS arbitrage compliance requirements. If we may be of further assistance or if there are any questions, please do not hesitate to call us at (800) 672-9993 ext.7536.

	Sincerely, Arbitrage Compliance Special	ists, Inc.
	Robert Goubert, Director	
Please acknowledge acceptance of thi o Arbitrage Compliance Specialists, Inc. a	is engagement by signing, scanning and e-mailing the at Robert@rebatebyacs.com.	is letter in its entirety
Accepted by – Signature	Print Name, Title	Date

Page 1 of 3

Bond Compliance Program Services:		Fees
05th Year Arbitrage Rebate Calculation ("Calculation Period"): 07/11/2018 to 07/11/2023		\$2,750.00
	TOTAL	\$2,750.00

Arbitrage Rebate Calculation Services	
Comprehensive Arbitrage Compliance Analysis (Set-Up and Regulatory Updates)	Included
Spending Exception Calculations (Per 6-Month Report Period)	Included
Commingled Funds and / or Transferred Proceeds	Included
Preparation of IRS Form 8038-T and IRS Filing Instructions	
Support Services	
IRS Audit Assistance (For Bond Issues Completed By ACS)	Included
Post-Calculation Services	
Debt Compliance Monitoring Service	Included
Record Retention Service	Included

Calculation Services

- 1. Complete an in-depth analysis of the applicable bond documents and debt structure by our professional staff to determine bond elections and identify applicable exceptions
- 2. Monitor IRS filing deadlines, election requirements and restricted periods in our database tracking system to ensure timely reporting.
- 3. Review the applicable rebate, yield restriction/yield reduction or spending exceptions in compliance with Internal Revenue Code of 1986.
- 4. Provide calculations with a CPA certified professional opinion that can be relied upon by the Issuer regarding the arbitrage rebate liability. The report will provide supporting documentation to include the calculation method employed, assumptions and conclusions.

Information Provided by the Issuer:

- 1. The Issuer agrees to provide all necessary information for the debt issue as listed in this engagement letter ("Debt Issuance") within 15 days after the end of Calculation Period to provide ACS adequate time to meet the installment payment deadline as defined in the Tax Code.
 - a. Issuer agrees to provide all necessary Debt Issuance documents to include, but not limited to: Official Statement, Tax Certificate, IRS Form 8038-G, Escrow Verification Report and if applicable, letter of credit/liquidity facility and/or swap/hedge agreements.
 - b. Issuer agrees to provide all expenditures, investment earnings, and monthly cash investment balances for all gross proceeds. This includes (but is not limited to) the following funds accounts: Capital Project, Debt Service Reserve, Debt Service, Cost of Issuance, Escrow funds and if applicable all liquidity facility fees paid and/or swap/hedge payments. To accurately complete the calculations, as required by the Tax Code, data is to include:
 - i. Running balance or at the least a monthly balance.
 - ii. Expenditures by date
 - iii. Earnings by date.
 - iv. Fair Market Value, if available, on the last day of the computation period.
 - v. Exclusion of non-cash transactions such as amortization, accounts payable, and accounts receivable, etc.
 - vi. Fixed Investment records are to include:
 - 1. Settlement Date
 - 2. Purchase Amount
 - 3. Accrued interest paid on settlement date

- 4. Coupon Rate
- 5. Maturity Date
- 6. Maturity Amount
- 2. The Issuer agrees to notify ACS within 15 days after the Debt Issuance has been refunded or defeased.
- 3. The Issuer agrees to notify ACS of all debt issuances that are supported by common funds to include, but not limited to debt service and reserve funds.

Support Services:

- 1. Discuss the report and findings to ensure a complete understanding of the procedures and recommendations in such report.
- 2. Prepare a debt compliance monitoring schedule that identifies all-important relevant information by issue including prior calculations, liability amounts, future calculation due dates and important status notes
- 3. Advise on how future changes in the Tax Code may affect the debt issue.
- 4. Provide technical assistance and consultation in matters related to the arbitrage compliance regulations.

Other Terms & Conditions:

1. ACS reserves the right to withdraw or re-negotiate the terms of this engagement if our involvement is greater than originally anticipated. Examples include an increase in ACS' time, commitment resources utilized to research and/or locate missing documents or activity requested by ACS, or if information requested by ACS was not provided in the format listed in "Information Provided by Issuer," Sections 1(a), and Sections 1(b).

Integrated Property Analysis, Inc.

550 West Vista Way, Suite 212, Vista, California 92083

Tel: (949) 756-8282: Fax: (949) 756-8280

VIA EMAIL

November 30, 2023

Ms. Erin Feeley Bella Mente Montessori Academy 1737 West Vista Way and 155 Emerald Drive Vista, CA 92083

Subject: Capital Needs Assessment

For

Bella Mente Montessori Academy

1737 West Vista Way and 155 Emerald Drive

Vista, CA 92083

Dear Ms. Feeley:

Thank you for requesting our services relative to the project referenced above. The following describes the pertinent items of our agreement.

Integrated Property Analysis, Inc. (IPA) agrees to provide a Capital Needs Assessment at the subject property in accordance with ASTM and Client standards. We understand that the property is a school complex consisting of 2 buildings. The scope of services is as follows:

I. SCOPE OF SERVICES

Capital Needs Assessment

SCOPE OF SERVICES:

 Complete visual inspection to identify, describe and evaluate the project components and systems. Inspection will include the following areas subject to accessibility:

Site work Space interiors including finish work

Foundations Structural frame Roofs HVAC systems

Exterior walls Elevators
Electrical Plumbing

100% of the units at the subject property

- 2. Identify damages and deficiencies in any of the above listed components.
- 3. Review code or safety violations.
- 4. Identify non-compliant ADA issues.
- 5. Provide a preliminary cost estimate of any required repairs.
- 6. Prepare a replacement reserve schedule for the term of the loan plus two years. The length of the terms will be 15 years.
- 7. Provide representative photographs.

II. COMPLETION TIME

Access to the property shall be provided to IPA within 10 business days of the receipt of the approved proposal. Draft Reports will be transmitted via electronic mail PDF format within three weeks from the date of acceptance of this proposal.

III. LIMITATIONS

The opinions and conclusions to be contained in the report will be based on direct visual observation at the project and review of the available data.

The scope of work does not include in-depth investigation or destructive testing. Reported deficiencies will be accompanied by recommendations for further in-depth investigation if necessary. Remedial work design and environmental issues are not a part of this proposal.

IV. FEES

Capital Needs Assessment \$3,750.00

Total \$3,750.00

Fees include all travel expenses. Fees are payable upon delivery of the reports and your receipt of our invoice.

Upon acceptance of this proposal, please sign below and return to IPA via mail, or fax to (949) 756-8280. Please provide any information available about the project (e.g. old engineering or environmental reports, etc.).

If you have any questions or need additional information, please call.

Sincerely, M. Arallah	
Mike Atallah	
President	
This proposal is accepted as submitted:	Date:



BELLA MENTE MONTESSORI SEPTEMBER 2023 INVOICE

Date: October 04, 2023

Top Notch Catering 6190 Fairmount Ave Suite G San Diego, CA 92120

To: Gladys Espino

Cost per breakfast: \$2.45 Cost per lunch: \$3.75 Cost per snack: \$1.03

	PRICE	TOTAL MEALS	TOTAL AMOUNT DUE
BELLA MENTE MONTESSORI SCHOOL			
BELLA MENTE MONTESSORI SCHOOL-BREAKFAST	\$2.45	3015	\$7,386.75
BELLA MENTE MONTESSORI SCHOOL-LUNCH	\$3.75	4047	\$15,176.25
BELLA MENTE MONTESSORI SCHOOL- SNACK	\$1.03	1500	\$1,545.00
Total		8562	\$24,108.00

Total Amount Due \$24,108.00

PLEASE MAIL PAYMENT TO:

Top Notch Catering PO Box 1383 National City, CA 91951



BELLA MENTE MONTESSORI OCTOBER 2023 INVOICE

Date: November 01, 2023

Top Notch Catering 6190 Fairmount Ave Suite G San Diego, CA 92120

To: Gladys Espino

Cost per breakfast: \$2.45 Cost per lunch: \$3.75 Cost per snack: \$1.03

	PRICE	TOTAL MEALS	TOTAL AMOUNT DUE
BELLA MENTE MONTESSORI SCHOOL			
BELLA MENTE MONTESSORI SCHOOL-BREAKFAST	\$2.45	3275	\$8,023.75
BELLA MENTE MONTESSORI SCHOOL-LUNCH	\$3.75	4164	\$15,615.00
BELLA MENTE MONTESSORI SCHOOL- SNACK	\$1.03	1575	\$1,622.25
Total		9014	\$25,261.00

Total Amount Due \$25,261.00

PLEASE MAIL PAYMENT TO:

Top Notch Catering PO Box 1383 National City, CA 91951



BELLA MENTE MONTESSORI NOVEMBER 2023 INVOICE

Date: December 01, 2023

Top Notch Catering 6190 Fairmount Ave Suite G San Diego, CA 92120

To: Gladys Espino

Cost per breakfast: \$2.45 Cost per lunch: \$3.75 Cost per snack: \$1.03

	PRICE	TOTAL MEALS	TOTAL AMOUNT DUE
BELLA MENTE MONTESSORI SCHOOL			
BELLA MENTE MONTESSORI SCHOOL-BREAKFAST	\$2.45	2385	\$5,843.25
BELLA MENTE MONTESSORI SCHOOL-LUNCH	\$3.75	2935	\$11,006.25
BELLA MENTE MONTESSORI SCHOOL- SNACK	\$1.10	1200	\$1,320.00
Total		6520	\$18,169.50

Total Amount Due \$18,169.50

PLEASE MAIL PAYMENT TO:

Top Notch Catering PO Box 1383 National City, CA 91951



Our postage address for checks has changed. Please use highlighted address at bottom of invoice.

Bella Mente Montessori Academy 1737 W. Vista Way Vista 92083 California United States Tax ID: 82-1062849 5670 Wilshire Blvd Ste 1970 Los Angeles, CA 90036 P:+1 310-477-7707 F:310-933-1961

E:accounts@scoot.education

INVOICE

Invoice: 48271

Date: 08/29/2023 Type: General Education

Bella Mente Montessori Academy

Employee	Submitted By/Replacing	Grades	Date	Start/Finish	Qty	Unit Rate	Discount	Unit Total	Total
Savannah Coen	Gladys Espino		08/21/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		08/21/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Bahareh Daneshbodi	Gladys Espino	Kindergarten, TCHR GR TK	08/21/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Bahareh Daneshbodi	Gladys Espino	Kindergarten, TCHR GR TK	08/22/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		08/22/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Danielle Shelby	Gladys Espino	Kindergarten	08/22/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		08/23/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Madison Wand	Gladys Espino	Kindergarten	08/23/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Savannah Coen	Gladys Espino	Kindergarten, TCHR GR TK	08/23/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Danielle Shelby	Gladys Espino	Kindergarten	08/24/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		08/24/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Savannah Coen	Gladys Espino		08/24/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Bahareh Daneshbodi	Gladys Espino	Kindergarten, TCHR GR TK	08/24/2023	07:45 - 15:30	1	\$329.00	\$0.00	Board Packet Bage 55	\$329.00



Subtotal for Bella Mente Montessori Academy

Tax ID: 82-1062849
5670 Wilshire Blvd
Ste 1970
Los Angeles, CA 90036
P:+1 310-477-7707 F:310-933-1961
E:accounts@scoot.education

Invoice: 48271

Date: 08/29/2023 Type: General Education

\$5,593.00

\$5,593.00

Bahareh Daneshbodi	Gladys Espino	Kindergarten, TCHR GR TK	08/25/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Shadi Motaleb	Gladys Espino		08/25/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Blake Evans	Gladys Espino	Kindergarten, TCHR GR TK	08/25/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		08/25/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00

INVOICES ARE PAYABLE 7 DAYS FROM INVOICE DATE

Scoot Education Inc.

Remit ACH Payments To:

Scoot Education Inc. 3839 Main Street Culver City CA 90232 Los Angeles, CA 90036 Account Number:8003139196 Routing Number:322070381 **Remit Wire Payments To:**

Scoot Education Inc.

East West Bank 9300 Flair Drive, 4th Fl. El Monte CA 91731 Bank Account:8003139196 Bank Routing:322070381 **Remit Check Payments To:**

Scoot Education Inc. 5670 Wilshire Blvd Ste 1970 Los Angeles, CA 90036 P:+1 310-477-7707 DISCOUNT \$.00

INVOICE TOTAL \$5,593.00

SUB TOTAL

Please state the account being paid on all Remittance Advices

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P:+1 310-477-7707 F:310-933-1961 E:accounts@scoot.education

INVOICE

Invoice: 48860

Date: 09/07/2023 Type: General Education

Bella Mente Montessori Academy 1737 W. Vista Way Vista 92083 California

United States

Bella Mente Montessori	Academy								
Employee	Submitted By/Replacing	Grades	Date	Start/Finish	Qty	Unit Rate	Discount	Unit Total	Total
Bahareh Daneshbodi	Gladys Espino	Kindergarten, TCHR GR TK	08/28/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		08/28/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Carola Niehuus	Gladys Espino		08/28/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Blake Evans	Gladys Espino	Kindergarten, TCHR GR TK	08/28/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Bahareh Daneshbodi	Gladys Espino	Kindergarten, TCHR GR TK	08/29/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		08/29/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Carola Niehuus	Gladys Espino		08/29/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Alisha Carlson	Gladys Espino	Kindergarten, TCHR GR TK	08/29/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Bahareh Daneshbodi	Gladys Espino	Kindergarten, TCHR GR TK	08/30/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		08/30/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Carola Niehuus	Gladys Espino		08/30/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Savannah Coen	Gladys Espino	Kindergarten, TCHR GR TK	08/30/2023	07:45 - 15:30	1	\$329.00	\$0.00	Board Packet Rage 57	\$329.00



P:+1 310-477-7707 F:310-933-1961 E:accounts@scoot.education

Invoice: 48860 Date: 09/07/2023

Type: General Education

Subtotal for Bella Mente	Montessori Acade	my							\$6,087.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	09/01/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		09/01/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Bahareh Daneshbodi	Gladys Espino	Kindergarten, TCHR GR TK	09/01/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	08/31/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		08/31/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Bahareh Daneshbodi	Gladys Espino	Kindergarten, TCHR GR TK	08/31/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00

Scoot Education Inc.

Remit ACH Payments To:

Scoot Education Inc. 3839 Main Street Culver City CA 90232

Account Number:8003139196 Routing Number:322070381 **Remit Wire Payments To:**

Scoot Education Inc. East West Bank 9300 Flair Drive, 4th Fl. El Monte CA 91731

Bank Account:8003139196 Bank Routing:322070381 **Remit Check Payments To:**

Scoot Education Inc. 10100 Venice Blvd Culver City CA 90232

P:+1 310-477-7707

SUB TOTAL

<u>\$6,087.00</u>

DISCOUNT

\$.00

INVOICE TOTAL

\$6.087.00

Please state the account being paid on all Remittance Advices

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P:+1 310-477-7707 F:310-933-1961 E:accounts@scoot.education

INVOICE

Invoice: 50396 Date: 09/20/2023

Type: General Education

Bella Mente Montessori Academy 1737 W. Vista Way Vista 92083 California

United States

Bella Mente Montesso	ori Academy	Note: The amounts for Carola Niehuus shall be billed on a separate invoice due to Sped Ed. Spec. Grade.								
Employee	Submitted By/Replacing	Grades	Date	Start/Finish	Qty	Unit Rate	Discount	Unit Total	Total	
Kinsey McCabe	Gladys Espino	Kindergarten, TCHR GR TK	09/11/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00	
Lauren Ward	Gladys Espino	Grade 4, Grade 5, Grade 6	09/11/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00	
Carola Niehuus	Gladys Espino		09/11/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00	
Brady Lorber	Gladys Espino		09/11/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00	
Emily Watts	Gladys Espino	Kindergarten, TCHR GR TK	09/12/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00	
Lauren Ward	Gladys Espino	Grade 4, Grade 5, Grade 6	09/12/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00	
Carola Niehuus	Gladys Espino		09/12/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00	
Brady Lorber	Gladys Espino		09/12/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00	
Lauren Ward	Gladys Espino	Grade 4, Grade 5, Grade 6	09/13/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00	
Carola Niehuus	Gladys Espino		09/13/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00	
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	09/13/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00 Board Packet Page 59	\$362.00	
Brady Lorber	Gladys Espino		09/13/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00	



P:+1 310-477-7707 F:310-933-1961 E:accounts@scoot.education

Invoice: 50396 Date: 09/20/2023

Type: General Education

Subtotal for Bella Mente	Montessori Acade	my							\$7,338.00
Brady Lorber	Gladys Espino		09/15/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	09/15/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Carola Niehuus	Gladys Espino		09/15/2023	07:45 - 15:30	1-	\$362.00	\$0.00	\$362.00	\$362.00
Tracey Steele	Gladys Espino	Grade 4, Grade 5, Grade 6	09/15/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Shadi Motaleb	Gladys Espino	Grade 4, Grade 5, Grade 6	09/15/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		09/14/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	09/14/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Carola Niehuus	Gladys Espino		09/14/2023	07:45 - 15:30	1_	\$362.00	\$0.00	\$362.00	\$362.00
Lauren Ward	Gladys Espino	Grade 4, Grade 5, Grade 6	09/14/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00

Updated Subtotal: \$5,528.00



P:+1 310-477-7707 F:310-933-1961 E:accounts@scoot.education

Invoice: 50396

Date: 09/20/2023

Type: General Education

INVOICES ARE PAYABLE 7 DAYS FROM INVOICE DATE

Scoot Education Inc.

Remit ACH Payments To:

Scoot Education Inc. 3839 Main Street Culver City CA 90232

Account Number:8003139196 Routing Number:322070381 **Remit Wire Payments To:**

Scoot Education Inc. East West Bank 9300 Flair Drive, 4th Fl. El Monte CA 91731 Bank Account:8003139196

Bank Routing:322070381

P:+1 310-477-7707

Remit Check Payments To:

Scoot Education Inc. 10100 Venice Blvd Culver City CA 90232

INVOICE TOTAL \$7,338.00

SUB TOTAL

DISCOUNT

UPDATED TOTAL: \$5,528.00

\$7,338.00

\$.00

Please state the account being paid on all Remittance Advices

Board Packet Page 61



Our postage address for checks has changed. Please use highlighted address at bottom of invoice.

Bella Mente Montessori Academy 1737 W. Vista Way Vista 92083 California United States Tax ID: 82-1062849 5670 Wilshire Blvd Ste 1970 Los Angeles, CA 90036 P:+1 310-477-7707 F:310-933-1961

E:accounts@scoot.education

INVOICE

Invoice: 56448

Date: 11/08/2023 Type: General Education

Bella Mente Montessori Academy

Employee	Submitted By/Replacing	Grades	Date	Start/Finish	Qty	Unit Rate	Discount	Unit Total	Total
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/30/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Kinsey McCabe	Gladys Espino	Grade 1, Grade 2, Grade 3	10/30/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		10/30/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/31/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	10/31/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		10/31/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	11/01/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	11/01/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		11/01/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	11/02/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	11/02/2023	07:30 - 16:00	1	\$362.00	\$0.00	Board Packet Page 62 \$362.00	\$362.00



Subtotal for Bella Mente Montessori Academy

Tax ID: 82-1062849
5670 Wilshire Blvd
Ste 1970
Los Angeles, CA 90036
P:+1 310-477-7707 F:310-933-1961
E:accounts@scoot.education

Invoice: 56448

Date: 11/08/2023 Type: General Education

\$5,726.00

\$.00

Brady Lorber	Gladys Espino		11/02/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	11/03/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	11/03/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Kinsey McCabe	Heidi Metzler	Grade 1, Grade 2, Grade 3	11/03/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		11/03/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00

INVOICES ARE PAYABLE 7 DAYS FROM INVOICE DATE

Scoot Education Inc.

Remit ACH Payments To:

Scoot Education Inc. 3839 Main Street Culver City CA 90232 Los Angeles, CA 90036 Account Number:8003139196 Routing Number:322070381 **Remit Wire Payments To:**

Scoot Education Inc.
East West Bank
9300 Flair Drive, 4th Fl.
El Monte CA 91731
Bank Account:8003139196
Bank Routing:322070381

Remit Check Payments To:

Scoot Education Inc. 5670 Wilshire Blvd Ste 1970 Los Angeles, CA 90036 P:+1 310-477-7707 SUB TOTAL \$5,726.00

INVOICE TOTAL \$5,726.00

DISCOUNT

Please state the account being paid on all Remittance Advices

Board Packet Page 63



Our postage address for checks has changed. Please use highlighted address at bottom of invoice.

Bella Mente Montessori Academy 1737 W. Vista Way Vista 92083 California United States Tax ID: 82-1062849
5670 Wilshire Blvd
Ste 1970
Los Angeles, CA 90036
P:+1 310-477-7707 F:310-933-1961
E:accounts@scoot.education

INVOICE

Invoice: 58390

Date: 11/20/2023 Type: General Education

Bella Mente Montessori Academy

Employee	Submitted By/Replacing	Grades	Date	Start/Finish	Qty	Unit Rate	Discount	Unit Total	Total
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	11/13/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Nina Hebert	Gladys Espino	Grade 1, Grade 2, Grade 3	11/13/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		11/13/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	11/14/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	11/14/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		11/14/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	11/15/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	11/15/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		11/15/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	11/16/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	11/16/2023	07:30 - 16:00	1	\$362.00	\$0.00	Board Packet Page 64	\$362.00



Subtotal for Bella Mente Montessori Academy

Tax ID: 82-1062849
5670 Wilshire Blvd
Ste 1970
Los Angeles, CA 90036
P:+1 310-477-7707 F:310-933-1961
E:accounts@scoot.education

Invoice: 58390 Date: 11/20/2023

Type: General Education

\$5,397.00

Brady Lorber	Gladys Espino		11/16/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	11/17/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	11/17/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		11/17/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00

INVOICES ARE PAYABLE 7 DAYS FROM INVOICE DATE

Scoot Education Inc.

Remit ACH Payments To:

Scoot Education Inc. 3839 Main Street Culver City CA 90232 Los Angeles, CA 90036 Account Number:8003139196 Routing Number:322070381 **Remit Wire Payments To:**

Scoot Education Inc.
East West Bank
9300 Flair Drive, 4th Fl.
El Monte CA 91731
Bank Account:8003139196
Bank Routing:322070381

Remit Check Payments To:

Scoot Education Inc. 5670 Wilshire Blvd Ste 1970 Los Angeles, CA 90036 P:+1 310-477-7707
 SUB TOTAL
 \$5,397.00

 DISCOUNT
 \$.00

INVOICE TOTAL \$5,397.00

Please state the account being paid on all Remittance Advices

Board Packet Page 65



Our postage address for checks has changed. Please use highlighted address at bottom of invoice.

Bella Mente Montessori Academy 1737 W. Vista Way Vista 92083 California United States Tax ID: 82-1062849
5670 Wilshire Blvd
Ste 1970
Los Angeles, CA 90036
P:+1 310-477-7707 F:310-933-1961
E:accounts@scoot.education

INVOICE

Invoice: 52955

Date: 10/11/2023 Type: General Education

Bella Mente Montessori Academy

Employee	Submitted By/Replacing	Grades	Date	Start/Finish	Qty	Unit Rate	Discount	Unit Total	Total
Jade Joiner	Gladys Espino	Grade 4, Grade 5, Grade 6	10/02/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		10/02/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/02/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Jade Joiner	Gladys Espino	Grade 4, Grade 5, Grade 6	10/03/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		10/03/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/03/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Kinsey McCabe	Gladys Espino	Grade 4, Grade 5, Grade 6	10/04/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		10/04/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/04/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Jade Joiner	Gladys Espino	Grade 4, Grade 5, Grade 6	10/05/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		10/05/2023	07:45 - 15:30	1	\$362.00	\$0.00	Board 36262e0 P age 66	\$362.00



Invoice: Data:

52955 10/11/2023

Date.		10/11/2023
Type:	General	Education

Madison Wand Glady		Kindergarten, TCHR GR TK	10/05/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Jade Joiner Glady	ve Fenino	Grade 4, Grade 5, Grade 6	10/06/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber Glady	ys Espino		10/06/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand Glady		Kindergarten, TCHR GR TK	10/06/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00

Subtotal for Bella Mente Montessori Academy \$5,397.00

INVOICES ARE PAYABLE 7 DAYS FROM INVOICE DATE

Scoot Education Inc.

Remit ACH Payments To:

Scoot Education Inc. 3839 Main Street Culver City CA 90232 Los Angeles, CA 90036 Account Number:8003139196 Routing Number:322070381

Remit Wire Payments To:

Scoot Education Inc. East West Bank 9300 Flair Drive, 4th Fl. El Monte CA 91731 Bank Account:8003139196 Bank Routing:322070381

Remit Check Payments To:

Scoot Education Inc. 5670 Wilshire Blvd Ste 1970 Los Angeles, CA 90036 P:+1 310-477-7707

SUB TOTAL \$5,397.00

DISCOUNT \$.00

INVOICE TOTAL \$5.397.00

Please state the account being paid on all Remittance Advices

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INVOICE

Invoice: 51217

Date: 09/27/2023 Type: General Education

Bella Mente Montessori Academy 1737 W. Vista Way Vista 92083 California United States

Bella Mente Montess	ori Academy								
Employee	Submitted By/Replacing	Grades	Date	Start/Finish	Qty	Unit Rate	Discount	Unit Total	Total
Jade Joiner	Gladys Espino	Grade 4, Grade 5, Grade 6	09/18/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Sierra Moore	Leona Wolf	Grade 1, Grade 2, Grade 3	09/18/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		09/18/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	09/18/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Jade Joiner	Gladys Espino	Grade 4, Grade 5, Grade 6	09/19/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Shadi Motaleb	Gladys Espino	Grade 4, Grade 5, Grade 6	09/19/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Natalie Smith	Gladys Espino	Kindergarten, TCHR GR TK	09/19/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		09/19/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	09/19/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Jade Joiner	Gladys Espino	Grade 4, Grade 5, Grade 6	09/20/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00 Board Packet Page 6	\$362.00



Invoice: 51217 09/27/2023 Date:

Type: General Education

Subtotal for Bella Mente Montessori Academy \$7,								\$7,371.00	
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	09/22/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		09/22/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Savannah Coen	Leona Wolf	Grade 1, Grade 2, Grade 3	09/22/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Jade Joiner	Gladys Espino	Grade 4, Grade 5, Grade 6	09/22/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	09/21/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		09/21/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Nicholas Cafrelli	Gladys Espino	Kindergarten	09/21/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Shadi Motaleb	Gladys Espino	Grade 4, Grade 5, Grade 6	09/21/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	09/20/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		09/20/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Sierra Moore	Gladys Espino	Grade 4, Grade 5, Grade 6	09/20/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00



Invoice: 51217

Date: 09/27/2023

Type: General Education

INVOICES ARE PAYABLE 7 DAYS FROM INVOICE DATE

Scoot Education Inc.

Remit ACH Payments To:

Scoot Education Inc. 3839 Main Street Culver City CA 90232 Los Angeles, CA 90036 Account Number:8003139196 Routing Number:322070381 **Remit Wire Payments To:**

Scoot Education Inc.

East West Bank 9300 Flair Drive, 4th Fl. El Monte CA 91731 Bank Account:8003139196 Bank Routing:322070381 **Remit Check Payments To:**

Scoot Education Inc. 5670 Wilshire Blvd Ste 1970 Los Angeles, CA 90036 P:+1 310-477-7707 **SUB TOTAL** \$7,371.00

\$.00

DISCOUNT

INVOICE TOTAL \$7,371.00

Please state the account being paid on all Remittance Advices

Board Packet Page 70



INVOICE

Invoice: 52117

Date: 10/03/2023 Type: General Education

Bella Mente Montessori Academy 1737 W. Vista Way Vista 92083 California United States

Bella Mente Montessori Academy									
Submitted By/Replacing	Grades	Date	Start/Finish	Qty	Unit Rate	Discount	Unit Total	Total	
Gladys Espino	Grade 4, Grade 5, Grade 6	09/25/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00	
Susan Croniser	Grade 7, Grade 8	09/25/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00	
Gladys Espino		09/25/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00	
Gladys Espino	Kindergarten, TCHR GR TK	09/25/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00	
Gladys Espino	Grade 4, Grade 5, Grade 6	09/26/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00	
Gladys Espino	Grade 6, Grade 7, Grade 8	09/26/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00	
Gladys Espino		09/26/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00	
Gladys Espino	Kindergarten, TCHR GR TK	09/26/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00	
Gladys Espino	Grade 4, Grade 5, Grade 6	09/27/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00	
Gladys Espino	Grade 7, Grade 8, Science	09/27/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00	
Gladys Espino		09/27/2023	07:45 - 15:30	1	\$362.00	\$0.00	Board \$262e09 age 71	\$362.00	
	Submitted By/Replacing Gladys Espino Susan Croniser Gladys Espino Gladys Espino	Submitted By/Replacing Grades Gladys Espino Grade 4, Grade 5, Grade 6 Susan Croniser Grade 7, Grade 8 Gladys Espino Kindergarten, TCHR GR TK Gladys Espino Grade 6, Grade 5, Grade 6 Gladys Espino Grade 6, Grade 7, Grade 8 Gladys Espino Grade 8 Gladys Espino Grade 6, Grade 7, Grade 8 Gladys Espino Grade 4, Grade 5, Grade 6 Gladys Espino Grade 6 Gladys Espino Grade 6, Grade 7, Grade 8 Gladys Espino Grade 4, Grade 5, Grade 6 Gladys Espino Grade 4, Grade 5, Grade 6 Gladys Espino Grade 7, Grade 8, Science	Submitted By/ReplacingGradesDateGladys EspinoGrade 4, Grade 5, Grade 609/25/2023Susan CroniserGrade 7, Grade 809/25/2023Gladys Espino09/25/2023Gladys EspinoKindergarten, TCHR GR TK09/25/2023Gladys EspinoGrade 4, Grade 5, Grade 5, Grade 609/26/2023Gladys EspinoGrade 6, Grade 7, Grade 709/26/2023Gladys Espino09/26/2023Gladys EspinoKindergarten, TCHR GR TK09/26/2023Gladys EspinoGrade 4, Grade 5, Grade 5, Grade 609/27/2023Gladys EspinoGrade 4, Grade 5, Grade 8, Science09/27/2023	Submitted By/Replacing Grades Date Start/Finish Gladys Espino Grade 4, Grade 5, Grade 6 09/25/2023 07:30 - 16:00 Susan Croniser Grade 7, Grade 8 09/25/2023 07:30 - 16:00 Gladys Espino 09/25/2023 07:45 - 15:30 Gladys Espino Kindergarten, TCHR GR TK 09/25/2023 07:45 - 16:00 Gladys Espino Grade 4, Grade 5, Grade 7, Grade 8 09/26/2023 07:30 - 16:00 Gladys Espino Grade 6, Grade 7, Grade 8 09/26/2023 07:45 - 15:30 Gladys Espino Kindergarten, TCHR GR TK 09/26/2023 07:45 - 16:00 Gladys Espino Grade 4, Grade 5, Grade 7, Grade 8, Grade 6 09/27/2023 07:30 - 16:00 Gladys Espino Grade 4, Grade 5, Grade 8, Grade 7, Grade 8, Grade 6 09/27/2023 07:30 - 16:00	Submitted By/Replacing Grades Date Start/Finish Qty Gladys Espino Grade 4, Grade 5, Grade 6 09/25/2023 07:30 - 16:00 1 Susan Croniser Grade 7, Grade 8 09/25/2023 07:30 - 16:00 1 Gladys Espino 09/25/2023 07:45 - 15:30 1 Gladys Espino Kindergarten, TCHR GR TK 09/25/2023 07:45 - 16:00 1 Gladys Espino Grade 4, Grade 5, Grade 7, Grade 8 09/26/2023 07:30 - 16:00 1 Gladys Espino Grade 6, Grade 7, Grade 8 09/26/2023 07:45 - 15:30 1 Gladys Espino Kindergarten, TCHR GR TK 09/26/2023 07:45 - 16:00 1 Gladys Espino Grade 4, Grade 5, Grade 7, Grade 8 09/27/2023 07:30 - 16:00 1 Gladys Espino Grade 7, Grade 8, Grade 7, Grade 8 09/27/2023 07:30 - 16:00 1 Gladys Espino Grade 7, Grade 8, Grade 7, Grade 8, Science 09/27/2023 07:30 - 16:00 1	Submitted By/Replacing Grades Date Start/Finish Qty Unit Rate Gladys Espino Grade 4, Grade 5, Grade 6 09/25/2023 07:30 - 16:00 1 \$362.00 Susan Croniser Grade 7, Grade 8 09/25/2023 07:30 - 16:00 1 \$329.00 Gladys Espino 09/25/2023 07:45 - 15:30 1 \$329.00 Gladys Espino Kindergarten, TCHR GR TK 09/25/2023 07:45 - 16:00 1 \$362.00 Gladys Espino Grade 4, Grade 5, Grade 7, Grade 8 09/26/2023 07:30 - 16:00 1 \$329.00 Gladys Espino Grade 6, Grade 7, Grade 8 09/26/2023 07:30 - 16:00 1 \$329.00 Gladys Espino Kindergarten, TCHR GR TK 09/26/2023 07:45 - 15:30 1 \$362.00 Gladys Espino Kindergarten, TCHR GR TK 09/26/2023 07:45 - 16:00 1 \$362.00 Gladys Espino Grade 4, Grade 5, Grade 6 09/27/2023 07:30 - 16:00 1 \$329.00 Gladys Espino Grade 7, Grade 8, Grade 7, Grade 8, Science 09/27/2023 0	Bubmitted By/Replacing Grades Date Start/Finish Qty Unit Rate Discount Gladys Espino Grade 4, Grade 5, Grade 6 09/25/2023 07:30 - 16:00 1 \$362.00 \$0.00 Susan Croniser Grade 7, Grade 8 09/25/2023 07:30 - 16:00 1 \$329.00 \$0.00 Gladys Espino Kindergarten, TCHR GR TK 09/25/2023 07:45 - 15:30 1 \$362.00 \$0.00 Gladys Espino Grade 4, Grade 5, Grade 5, Grade 6 09/26/2023 07:30 - 16:00 1 \$362.00 \$0.00 Gladys Espino Grade 6, Grade 7, Grade 8 09/26/2023 07:30 - 16:00 1 \$362.00 \$0.00 Gladys Espino Grade 6, Grade 7, Grade 8 09/26/2023 07:45 - 15:30 1 \$362.00 \$0.00 Gladys Espino Kindergarten, TCHR GR TK 09/26/2023 07:45 - 16:00 1 \$362.00 \$0.00 Gladys Espino Grade 4, Grade 5, Grade 7, Grade 8, Grade 7, Grade 8, Grade 6 09/27/2023 07:30 - 16:00 1 \$362.00 \$0.00 Gladys Espino	Submitted By/Replacing Grades Date Start/Finish Qty Unit Rate Discount Unit Total Gladys Espino Grade 4, Grade 5, Grade 6 09/25/2023 07:30 - 16:00 1 \$362.00 \$0.00 \$362.00 Susan Croniser Grade 7, Grade 8 09/25/2023 07:30 - 16:00 1 \$329.00 \$0.00 \$329.00 Gladys Espino Kindergarten, TCHR GR TK 09/25/2023 07:45 - 16:00 1 \$362.00 \$0.00 \$362.00 Gladys Espino Grade 4, Grade 5, Grade 6 09/26/2023 07:30 - 16:00 1 \$362.00 \$0.00 \$362.00 Gladys Espino Grade 6, Grade 7, Grade 8 09/26/2023 07:30 - 16:00 1 \$362.00 \$0.00 \$329.00 Gladys Espino Kindergarten, TCHR GR TK 09/26/2023 07:45 - 15:30 1 \$362.00 \$0.00 \$362.00 Gladys Espino Kindergarten, TCHR GR TK 09/26/2023 07:45 - 16:00 1 \$362.00 \$0.00 \$362.00 Gladys Espino Grade 6, Grade 5, Grade 6, Grade 5, Grade 6 <	



Invoice: 52117 Date: 10/03/2023

Type: General Education

Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	09/27/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Nicholas Cafrelli	Gladys Espino	Grade 4, Grade 5, Grade 6	09/28/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		09/28/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	09/28/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Bryan Espinoza	Gladys Espino	Grade 4, Grade 5, Grade 6	09/29/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Nicholas Cafrelli	Leona Wolf	Grade 1, Grade 2, Grade 3	09/29/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		09/29/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	09/29/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Subtotal for Bella Mente	Montessori Acade	my							\$6,647.00



Invoice: 52117

Date: 10/03/2023

Type: General Education

INVOICES ARE PAYABLE 7 DAYS FROM INVOICE DATE

Scoot Education Inc.

Remit ACH Payments To:

Scoot Education Inc. 3839 Main Street Culver City CA 90232 Los Angeles, CA 90036 Account Number:8003139196 Routing Number:322070381 **Remit Wire Payments To:**

Scoot Education Inc.

East West Bank 9300 Flair Drive, 4th Fl. El Monte CA 91731 Bank Account:8003139196 Bank Routing:322070381 **Remit Check Payments To:**

Scoot Education Inc. 5670 Wilshire Blvd Ste 1970 Los Angeles, CA 90036 P:+1 310-477-7707 **SUB TOTAL** \$6,647.00

DISCOUNT

<u>\$.00</u>

INVOICE TOTAL \$6,647.00

Please state the account being paid on all Remittance Advices

Board Packet Page 73



Our postage address for checks has changed. Please use highlighted address at bottom of invoice.

Bella Mente Montessori Academy 1737 W. Vista Way Vista 92083 California United States Tax ID: 82-1062849
5670 Wilshire Blvd
Ste 1970
Los Angeles, CA 90036
P:+1 310-477-7707 F:310-933-1961
E:accounts@scoot.education

INVOICE

Invoice: 53834

Date: 10/18/2023 Type: General Education

Bella Mente Montessori Academy

Employee	Submitted By/Replacing	Grades	Date	Start/Finish	Qty	Unit Rate	Discount	Unit Total	Total
Taylor Mac Manus	Gladys Espino	Grade 4, Grade 5, Grade 6	10/09/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Lakeith Ingram	Gladys Espino	Kindergarten, TCHR GR TK	10/09/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		10/09/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/09/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Jade Joiner	Gladys Espino	Grade 4, Grade 5, Grade 6	10/10/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Kinsey McCabe	Gladys Espino	Kindergarten, TCHR GR TK	10/10/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Ensie Blume	Susan Croniser	Kindergarten	10/10/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Nicholas Cafrelli	Susan Croniser	Grade 4, Grade 5, Grade 6	10/10/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		10/10/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/10/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Kinsey McCabe	Gladys Espino	Kindergarten, TCHR GR TK	10/11/2023	07:30 - 16:00	1	\$329.00	\$0.00	Board Packet Page 74	\$329.00
Kinsey McCabe	Gladys Espino		10/11/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00°	\$329.00



Invoice: 53834

Date: 10/18/2023 Type: General Education

Nicholas Cafrelli	Gladys Espino	Grade 1, Grade 2, Grade 3	10/11/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		10/11/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/11/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		10/12/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/12/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		10/13/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/13/2023	07:45 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Subtotal for Bella Mente	Montessori Acade	my							\$6,351.00



Invoice: 53834

Date: 10/18/2023

Type: General Education

INVOICES ARE PAYABLE 7 DAYS FROM INVOICE DATE

Scoot Education Inc.

Remit ACH Payments To:

Scoot Education Inc. 3839 Main Street Culver City CA 90232 Los Angeles, CA 90036 Account Number:8003139196 Routing Number:322070381 **Remit Wire Payments To:**

Scoot Education Inc.

East West Bank 9300 Flair Drive, 4th Fl. El Monte CA 91731 Bank Account:8003139196 Bank Routing:322070381 **Remit Check Payments To:**

Scoot Education Inc. 5670 Wilshire Blvd Ste 1970 Los Angeles, CA 90036 P:+1 310-477-7707 SUB TOTAL \$6,351.00

DISCOUNT \$.00

INVOICE TOTAL \$6,351.00

Please state the account being paid on all Remittance Advices

Board Packet Page 76



Our postage address for checks has changed. Please use highlighted address at bottom of invoice.

Bella Mente Montessori Academy 1737 W. Vista Way Vista 92083 California United States Tax ID: 82-1062849
5670 Wilshire Blvd
Ste 1970
Los Angeles, CA 90036
P:+1 310-477-7707 F:310-933-1961
E:accounts@scoot.education

INVOICE

Invoice: 54632

Date: 10/25/2023 Type: General Education

Bella Mente Montessori Academy

Employee	Submitted By/Replacing	Grades	Date	Start/Finish	Qty	Unit Rate	Discount	Unit Total	Total
Natalie Smith	Gladys Espino	Kindergarten, TCHR GR TK	10/16/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		10/16/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Kindergarten, TCHR GR TK	10/17/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Kinsey McCabe	Gladys Espino	Kindergarten, TCHR GR TK	10/17/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Colleen Mounts	Heidi Metzler	Grade 1, Grade 2, Grade 3	10/17/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		10/17/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith		Kindergarten, TCHR GR TK	10/18/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Kinsey McCabe	Gladys Espino	Kindergarten, TCHR GR TK	10/18/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		10/18/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Kindergarten, TCHR GR TK	10/19/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Kinsey McCabe	Gladys Espino	Kindergarten, TCHR GR TK	10/19/2023	07:30 - 16:00	1	\$329.00	\$0.00	Board Packet Page 77	\$329.00



Subtotal for Bella Mente Montessori Academy

Tax ID: 82-1062849
5670 Wilshire Blvd
Ste 1970
Los Angeles, CA 90036
P:+1 310-477-7707 F:310-933-1961
E:accounts@scoot.education

Invoice: 54632 Date: 10/25/2023

Type: General Education

\$5,429.00

Brady Lorber	Gladys Espino		10/19/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Kindergarten, TCHR GR TK	10/20/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Kinsey McCabe	Gladys Espino	Kindergarten, TCHR GR TK	10/20/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Danielle Shelby	Guillermo Yamasaki		10/20/2023	07:45 - 15:30	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		10/20/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00

INVOICES ARE PAYABLE 7 DAYS FROM INVOICE DATE

Scoot Education Inc.

Remit ACH Payments To:

Scoot Education Inc. 3839 Main Street Culver City CA 90232 Los Angeles, CA 90036 Account Number:8003139196 Routing Number:322070381 **Remit Wire Payments To:**

Scoot Education Inc.
East West Bank
9300 Flair Drive, 4th Fl.
El Monte CA 91731
Bank Account:8003139196
Bank Routing:322070381

Remit Check Payments To:

Scoot Education Inc. 5670 Wilshire Blvd Ste 1970 Los Angeles, CA 90036 P:+1 310-477-7707 SUB TOTAL <u>\$5,429.00</u>

DISCOUNT \$.00

INVOICE TOTAL \$5,429.00

Please state the account being paid on all Remittance Advices

Board Packet Page 78



Our postage address for checks has changed. Please use highlighted address at bottom of invoice.

Bella Mente Montessori Academy 1737 W. Vista Way Vista 92083 California United States Tax ID: 82-1062849
5670 Wilshire Blvd
Ste 1970
Los Angeles, CA 90036
P:+1 310-477-7707 F:310-933-1961
E:accounts@scoot.education

INVOICE

Invoice: 55549

Date: 11/01/2023 Type: General Education

Bella Mente Montessori Academy

Employee	Submitted By/Replacing	Grades	Date	Start/Finish	Qty	Unit Rate	Discount	Unit Total	Total
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/23/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Kinsey McCabe	Gladys Espino	Kindergarten, TCHR GR TK	10/23/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Ashlin Eddington-Bothía	Gladys Espino	Grade 4, Grade 5, Grade 6	10/23/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		10/23/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/24/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Kinsey McCabe	Gladys Espino	Kindergarten, TCHR GR TK	10/24/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	10/24/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		10/24/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/25/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Kinsey McCabe	Gladys Espino	Kindergarten, TCHR GR TK	10/25/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00

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Invoice: 55549

Date: 11/01/2023

Type: General Education

Subtotal for Bella Ment	e Montessori Acade	mv							\$7,371.00
Brady Lorber	Gladys Espino		10/27/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Lakeith Ingram	Mark Wagner	Grade 4, Grade 5, Grade 6	10/27/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	10/27/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Tracey Steele	Gladys Espino	Kindergarten, TCHR GR TK	10/27/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/27/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		10/26/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	10/26/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Kinsey McCabe	Gladys Espino	Kindergarten, TCHR GR TK	10/26/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	10/26/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Brady Lorber	Gladys Espino		10/25/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	10/25/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00



Invoice: 55549

Date: 11/01/2023

Type: General Education

INVOICES ARE PAYABLE 7 DAYS FROM INVOICE DATE

Scoot Education Inc.

Remit ACH Payments To:

Scoot Education Inc. 3839 Main Street Culver City CA 90232 Los Angeles, CA 90036 Account Number:8003139196 Routing Number:322070381 **Remit Wire Payments To:**

Scoot Education Inc.
East West Bank
9300 Flair Drive, 4th Fl.
El Monte CA 91731
Bank Account:8003139196
Bank Routing:322070381

Remit Check Payments To:

Scoot Education Inc. 5670 Wilshire Blvd Ste 1970 Los Angeles, CA 90036 P:+1 310-477-7707 **SUB TOTAL** \$7,371.00

DISCOUNT \$.00

INVOICE TOTAL \$7.371.00

Please state the account being paid on all Remittance Advices

Board Packet Page 81



Our postage address for checks has changed. Please use highlighted address at bottom of invoice.

Bella Mente Montessori Academy 1737 W. Vista Way Vista 92083 California United States Tax ID: 82-1062849
5670 Wilshire Blvd
Ste 1970
Los Angeles, CA 90036
P:+1 310-477-7707 F:310-933-1961
E:accounts@scoot.education

INVOICE

Invoice: 59382

Date: 12/06/2023 Type: General Education

Bella Mente Montessori Academy

Employee	Submitted By/Replacing	Grades	Date	Start/Finish	Qty	Unit Rate	Discount	Unit Total	Total
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	11/27/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	11/27/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Carola Niehuus	Gladys Espino	Grade 1, Grade 2, Grade 3	11/27/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Shadi Motaleb	Kathleen Kennedy	Grade 4, Grade 5, Grade 6	11/27/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Brady Lorber	Gladys Espino		11/27/2023	07:45 - 15:30	1	\$362.00	\$0.00	\$362.00	\$362.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	11/28/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	11/28/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Carola Niehuus	Gladys Espino	Grade 1, Grade 2, Grade 3	11/28/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Shadi Motaleb	Kathleen Kennedy	Grade 4, Grade 5, Grade 6	11/28/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Nicholas Cafrelli		Grade 7, Grade 8, Math	11/28/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00 Board Packet Page 82	\$329.00



Invoice: 59382 Date: 12/06/2023

Type: General Education

Brady Lorber	Gladys Espino		11/28/2023	07:45 - 10:30	1	\$242.00	\$0.00	\$242.00	\$242.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	11/29/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	11/29/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Carola Niehuus	Gladys Espino	Grade 1, Grade 2, Grade 3	11/29/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Shadi Motaleb	Kathleen Kennedy	Grade 4, Grade 5, Grade 6	11/29/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	11/30/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	11/30/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Carola Niehuus	Gladys Espino	Grade 1, Grade 2, Grade 3	11/30/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Katrina Baughman	Violet Bombolo	Art	11/30/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Charles Williamson	Susan Croniser	Grade 7, Grade 8, Science	11/30/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Madison Wand	Gladys Espino	Kindergarten, TCHR GR TK	12/01/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Natalie Smith	Gladys Espino	Grade 1, Grade 2, Grade 3	12/01/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00	\$362.00
Carola Niehuus	Gladys Espino	Grade 1, Grade 2, Grade 3	12/01/2023	07:30 - 16:00	1	\$362.00	\$0.00	\$362.00 Board Packet Page 83	\$362.00



Invoice: 59382

Date: 12/06/2023 Type: General Education

Kyle Story	Marian Horton	Grade 4, Grade 5, Grade 6	12/01/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Charles Williamson	Newton DeLeon	Grade 7, Grade 8, Science	12/01/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Dyann Duling	Guillermo Yamasaki	Grade 4, Grade 5, Grade 6	12/01/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00
Vanessa Berry	Jennifer Lucia	Kindergarten, TCHR GR TK	12/01/2023	07:30 - 16:00	1	\$329.00	\$0.00	\$329.00	\$329.00

Subtotal for Bella Mente Montessori Academy \$9,324.00

INVOICES ARE PAYABLE 7 DAYS FROM INVOICE DATE

Scoot Education Inc.

Remit ACH Payments To:

Scoot Education Inc. 3839 Main Street Culver City CA 90232 Los Angeles, CA 90036 Account Number:8003139196 Routing Number:322070381 **Remit Wire Payments To:**

Scoot Education Inc.
East West Bank
9300 Flair Drive, 4th Fl.
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Bank Account:8003139196
Bank Routing:322070381

Remit Check Payments To:

Scoot Education Inc. 5670 Wilshire Blvd Ste 1970 Los Angeles, CA 90036 P:+1 310-477-7707 SUB TOTAL \$9,324.00

DISCOUNT \$.00

INVOICE TOTAL \$9,324.00

Please state the account being paid on all Remittance Advices

Board Packet Page 84

Camp Agreement Joe & Mary Mottino Family YMCA

Bella Mente Montessori Academy

This Camp Agreement is made by and between the YMCA of San Diego County, on behalf of the Joe & Mary Mottino Family YMCA (YMCA) and the Bella Mente Montessori Academy (Academy), collectively referred to as the "Parties" for the intended use of operating a day camp program at Academy's school site.

Under the terms of this Camp Agreement, the YMCA shall:

- a) Hold day camp at Academy during the days listed below, in accordance to the terms and standards provided by the American Camping Association. YMCA shall hold day camp at Academy during following days of the summer 2024 year:
 - a. June 10, 11, 12, 13, 14
 - b. June 17, 18, 19, 20, 21
 - c. June 24, 25, 26, 27, 28
 - d. July 8, 9, 10, 11, 12
 - e. July 15, 16, 17, 18, 19
 - f. July 22, 23, 24, 25, 26
 - g. July 29, 30, 31, August 1, 2
- b) Provide instructional day camp for approximately 50 to 150 children per day between the ages of 5 and 15.
- c) Provide a minimum staff to child ratio of 1: 10, plus at least one site supervisor or Camp Coordinator to oversee YMCA activities.

Academy shall:

- a) Provide a safe environment during the hours of 7:30am until 5:00pm. Ensure that the gates to the campus are opened each morning of camp by 7am. Academy acknowledges that the facility to be used by YMCA is in safe and good working condition, without any known defects.
- b) Provide access to adult and student restroom facilities during the hours governed by this agreement.
- c) Provide access to Academy campus gates, which will be opened each morning of camp by 7:00 am for setup, and closed no earlier than 5:30pm for clean-up. 2 Summer Camp 2023 hours: 7:30am 5:00pm.

- d) Provide use of two classrooms, outdoor playground area, MPR, outdoor soccer field, outdoor basketball area and outdoor picnic area for on-site camp programs.
- e) Provide access and use of Academy's water spigot and internet access.
- f) Provide at least one custodian staff member from Academy to assist the YMCA staff with daily operations and provide maintenance and janitorial support during the hours of camp - one during the day and one in the evening.

The YMCA agrees to pay Academy \$900/per week. The total amount of this agreement shall not exceed five thousand four hundred (\$6,300) dollars. The YMCA will make a payment in full by the end of the 1st week in September 2024.

YMCA agrees to indemnify, defend and hold harmless Academy, its board of trustees, officers, agents, and employees against any and all claims, cost, demands, expenses (including attorney's fees), losses, damages, injuries, and liabilities arising from any accident, death or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the negligent acts or omissions related to the YMCA. It is understood that such indemnity shall survive the termination of the Camp Agreement.

Academy agrees to indemnify, defend and hold harmless the YMCA, its board of trustees, directions, officers, agents, and employees against any and all claims, cost, demands, expenses (including attorney's fees), losses, damages, injuries, and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the negligent acts or omissions related to Academy or its employees. It is understood that such indemnity shall survive the termination of this Camp Agreement.

The parties will provide evidence of Commercial General Liability coverage with limits of at least \$2,000,000 per occurrence/\$4,000,000 aggregate; coverage for sexual abuse and molestation will be included. The Parties shall name one another as an "additional insured" on a primary and noncontributory basis at the start of this agreement

This agreement is the entire agreement between the parties, superseding all prior and contemporaneous agreements, representations and promises, whether oral or in writing. Time is of the essence. This agreement is subject to the laws of the State of California.

YMCA of San Diego County, By:	Date:	
Roby Trada		
Executive Director		
Joe and Mary Mottino Family YMCA		
By:	Date:	
Erin Feeley		
Executive Director		
Bella Mente Montessori Academy		



A Free Public Charter School

Bella Mente Montessori Academy

Staff Handbook of Policies and Procedures

Effective January 1, 2024

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1. INTRODUCTORY POLICIES

1.1 Introductory Statement

Welcome! As an employee of Bella Mente Montessori Academy Charter School (the "School"), we hope you will find your employment to be both rewarding and challenging.

Because the quality of our employees is the key to our success, we carefully select our new employees. In turn, we expect employees to contribute to the success of the School.

This Employee Handbook ("Handbook") sets forth the terms and conditions of employment for all employees of the School. The School reserves the right to change, suspend, revoke, terminate, or supersede provisions of this Handbook, or the policies and procedures on which they may be based, at any time. However, no modification or change to this Handbook will modify the policy of at-will employment unless specifically set forth in a writing, signed by the Executive Director of the School and the affected employee, and approved by the Board of Directors. Some employees of the School may be covered by employment agreements. If terms contained in a specific employment agreement conflict with the policies and procedures contained in this Handbook, the employee shall adhere to his or her employment agreement.

This Handbook contains the policies in effect at the time of publication. All previously issued handbooks and any inconsistent policies or memoranda are superseded. With the exception of the statement of at-will status, nothing in this Handbook constitutes, nor should be construed as, an implied or express contract of employment.

It is important that all employees read, understand, and follow the provisions of the Handbook. If you need further information, or if you wish to discuss any policy in this Handbook, please feel free to contact the Executive Director of the School or Human Resources.

Again, welcome to the School.

1.2 Mission

The mission of the School is to provide students with the opportunity to acquire an education based on a quality curriculum founded on the educational philosophy of Dr. Maria Montessori.

- We promote an educational atmosphere that encourages cultural, linguistic and socioeconomic diversity.
- We provide an environment where children reach their full potential as independent lifelong learners with the skills, knowledge, and values to be compassionate members of a peaceful world.
- We prepare children to care for their bodies through healthy eating and living.

At Bella Mente, we are a Leader in Me School. We feel the following are important for all of our students to embody:

- I am a Responsible Scholar because I take ownership and am accountable for my academic and social choices
- I am a Respectful Scholar because I speak and act with care and treat all people and things with kindness.
- I am a Safe Scholar because I am considerate and I value myself, my school, and others.
- I am a Productive Scholar because I am prepared, organized, and focused on reaching my goals.
- As a Scholar my education is important to me and I strive to achieve my full potential.

1.3 Statement of At-Will Employment Status

Employment at the School is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the School. Similarly, your status (for example, position, duties, salary, promotions, demotions, etc.) may be changed at-will, with or without cause and with or without notice at any time. Nothing in this Handbook or in any document or statement shall limit the right to terminate your employment at-will or limit the School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of your employment at its sole discretion. No manager, supervisor, or employee of the School has authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Any agreement that alters the "at-will" nature of employment must be set forth in writing signed by the Executive Director and affected employee and approved by the Board of Directors.

1.4 Open Door Policy

At some time or another, you may have a suggestion, complaint, or question about the School, your job, your working conditions, or the treatment you are receiving. We welcome your concerns, suggestions, complaints and questions, and encourage you to bring them to our attention. For issues other than prohibited harassment, discrimination, or retaliation, we ask that you take your concerns first to your supervisor, who will address the matter and provide a solution or explanation. If the problem is still not resolved, you may present it to Human Resources or the Executive Director of the School, preferably in writing, who will address your concerns.

1.5 Hiring Requirements

1.5.1 Certification

The School's teachers are required to hold a current California Commission on Teacher Credentialing certificate, permit, or other document required for the teacher's certificated assignment in accordance with applicable law. The School's teachers must obtain a Certificate of Clearance satisfying the requirements for professional fitness pursuant to Education Code sections 44339, 44340, and 44341.

1.5.2 Tuberculosis Testing

No person shall be employed by the School unless he or she provides proof of having submitted to a tuberculosis (TB) risk assessment within the past 60 days and that no risk factors have been identified. If TB risk factors are identified, or as an alternative to the assessment, the applicant must submit proof that a qualified professional has determined he or she is free of infectious TB following testing and examination. The examination, if required, shall consist of an approved intradermal tuberculin test or any other test for infectious TB that is recommended by the federal Centers for Disease Control and Prevention and licensed by the federal Food and Drug Administration. If the test is positive, it shall be followed by an X-ray of the lungs. Each employee shall cause to be on file with the School a certificate from a qualified professional showing the employee was assessed or examined and found free of risk factors or of infectious TB (as applicable).

A person who transfers employment from another public school can meet these requirements by providing a certificate from a qualified professional that shows the person was found to be free of infectious TB within 60 days of initial hire, or the school previously employing the person verifies that the person has a certificate on file showing that the person is free from infectious TB.

An employee who has no identified risk factors or who tests negative for TB shall undergo the TB risk assessment and, if risk factors are identified, the examination, at least once every four years or more often if directed by the School's Board upon recommendation by the local health officer.

The risk assessment, and examination if necessary, is a condition of initial employment, and the expense incident thereto shall be borne by the applicant. The School shall reimburse current employees for the cost, if any, of the tuberculosis risk assessment and the examination.

1.5.3 Criminal Background Checks

It is the policy of the School to require fingerprinting and background checks for its employees consistent with legal requirements.

Human Resources and/or the Executive Director shall, on a case-by-case basis determine whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

1.5.4 Immigration Compliance

The School is committed to full compliance with federal and state immigration laws. These laws require that all individuals pass an employment verification procedure before they are permitted to work. This procedure has been established by law and requires that every individual provide satisfactory evidence of his or her identity and legal authority to work in the United States no later than three business days after he or she begins work. Accordingly, all new hires must go through this procedure.

1.6 Workplace Anti-Violence Policy

The School is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, the School has established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on School-related business, or while operating any vehicle or equipment owned or leased by the School.

Acts or threats of physical violence, including, but not limited to, intimidation, harassment, and/or coercion, that involve or affect the School, occur on School property, or occur in the conduct of School business off property will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in School operations, including, but not limited to, School students, parents, employees, independent contractors, limited employees, vendors and anyone else on School property or conducting School business off property. Compliance with this anti-violence policy is a condition of employment. Due to the importance of this policy, employees who violate any of its terms, who engage in or contribute to violent behavior, or who threaten others with violence may be subject to disciplinary action, up to and including immediate termination and/or legal action as appropriate.

1.6.1 Workplace Violence Defined

Workplace violence includes, but is not limited to, threats of any kind; threatening, physically aggressive, or violent behavior, such as intimidation or attempts to instill fear in others; other behavior that suggests a propensity toward violence, including belligerent speech, excessive arguing or swearing, sabotage, threats of sabotage of School property; defacing School property or causing physical damage to the facilities; and bringing weapons or firearms of any kind on School premises or while conducting School business on or off School property.

1.6.2 Enforcement/Complaint Procedure

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, student, parent, visitor, or anyone else, he or she must immediately

notify his or her supervisor, Human Resources, or the Executive Director. If these individuals are not available, report the incident to any other supervisor and report the incident to the Executive Director as soon as he or she is available.

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 incident to the Executive Director.

Employees should immediately inform their supervisor or Executive Director about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

Furthermore, employees should notify Human Resources or the Executive Director if any restraining order involving the employee is in effect or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

Any person who violates this policy on School property may be removed from the premises as quickly and safely as possible, at the School's discretion, and may be required to remain off School premises pending the outcome of an investigation of the incident.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the School will inform the reporting individual of the results of the investigation. To the extent feasible, the School will maintain the confidentiality of the reporting employee. However, the School may need to disclose information in appropriate circumstances (for example, in order to protect individual safety).

If the School determines that workplace violence has occurred, the School will take appropriate corrective action and may impose disciplinary action, up to and including termination. 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. Furthermore, employees should notify Human Resources or the Executive Director if any restraining order is in effect or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

There will be no retaliation against any employee who brings a complaint in good faith under the Workplace Anti-Violence 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.

2. REASONABLE ACCOMMODATIONS, DISCRIMINATION, UNLAWFUL HARASSMENT, RETALIATION, AND COMPLAINT PROCEDURES

The School is committed to providing a professional work environment free from discrimination, unlawful harassment, and retaliation. Accordingly, the School has adopted the following policies pursuant to the California Fair Employment and Housing Act, which are designed to prevent unlawful conduct in the workplace, encourage professional and respectful behavior in the workplace, promote the reporting of potential violations, and foster taking corrective action where appropriate.

All employees are expected to assume responsibility for maintaining a professional work environment in accordance with the following policies. As such, all employees who experience potential violations of the following policies are strongly encouraged to promptly report so that the School may have an opportunity to address and resolve any concerns. All other employees (particularly supervisors) are required to immediately report any potential violations of the following policies. The School is committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

2.1 Equal Employment Opportunity (Requests for Reasonable Accommodations)

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School 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 the School. 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. The School will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

The School will not discriminate against any individual in regards to compensation or any term or condition of employment because of a conflict with an individual's religious beliefs or observance and any employment requirement. To the extent an employment requirement conflicts with an individual's religious beliefs or observance, the School will explore potential reasonable accommodations and will make a good faith effort to implement reasonable accommodations unless an undue hardship would result. An applicant or employee who believes he or she requires a religious accommodation in order to perform any job requirement should notify Human Resources and request an accommodation.

Pregnancy and lactation accommodations may also be requested. Please refer to the Lactation and Pregnancy Disability Leave policies set forth herein for further information.

2.2 Equal Employment Opportunity (Discrimination)

<u>Covered Individuals</u>: 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, management, and co-workers.

<u>Discrimination</u>: As used in this policy, "discrimination" means taking any adverse employment action against an employee or applicant in any aspect of employment, solely or in part based on the individual's protected characteristics. Discrimination may include, but is not necessarily limited to, factoring an individual's protected characteristics in hiring, promotion, compensation, or other terms and conditions of employment unless otherwise permitted by law.

Adverse Employment Action: As used in this policy, "adverse employment action" may include, but is not necessarily limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusal to promote or consider for promotion; denial of employment opportunities; change of an employee's work assignments; failure to provide a workplace accommodation when required (i.e., disability, pregnancy, religion, transgender); failure to provide a leave of absence when required (i.e., medical, pregnancy, workers' compensation, military, domestic violence); or any other unequal treatment based on the individual's protected characteristics resulting in an adverse employment action.

Protected Categories: The School's policy prohibits discrimination based on race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), religious creed (which includes 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, reproductive health decision making, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status (which includes undocumented individuals and victims of human trafficking) or related protected activities, protected medical leaves, domestic violence victim status, political affiliation, use of cannabis during non-working hours and away from the workplace as long as the employee is not impaired during working hours, or any other consideration made unlawful by federal, state, or local laws, ordinances, or 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.

<u>Scope of Policy</u>: The School is an equal employment opportunity employer and is committed to complying with all applicable laws providing equal employment opportunities. As such, the School makes employment decisions, including, but not limited to, hiring, recruiting, firing, promotion, demotion, training, compensation, qualifications/job requirements, on the

basis of merit and/or business necessity. Employment decisions are based on an individual's qualifications as they relate to the job under consideration pursuant to legitimate business purposes.

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

2.3 Unlawful Harassment

Covered Individuals: 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, management, and co-workers. In addition, this policy prohibits unlawful harassment by any third parties. The School will take all reasonable steps to prevent or eliminate unlawful harassment by non-employees, including parents, students, vendors, contractors, and suppliers, who have workplace contact with our employees.

Protected Categories: The School's policy prohibits harassment based on race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), religious creed (which includes 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, reproductive health decision making, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status (which includes undocumented individuals and victims of human trafficking) or related protected activities, 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.

<u>Unlawful Harassment:</u> 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 posts, 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.

Scope of Policy: The School is committed to providing a work environment free of unlawful harassment. This policy applies to all phases of employment, including, but not limited to, recruiting, testing, hiring, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. In addition, this policy extends to conduct with a connection to an employee's work, even when the conduct takes place away from the School's premises, such as a School trip, off-site training, School-related social function, or social media activity (depending on the circumstances).

If you believe you have been subjected to, witnessed, or have knowledge about unlawful harassment, please follow the complaint procedure outlined below.

2.4 Retaliation

<u>Covered Individuals:</u> 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, management, and co-workers.

Retaliation: As used in this policy, "retaliation" means taking any adverse employment action against an employee because he or she engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, the following: opposing a practice or conduct the employee reasonably believes to be unlawful; reporting or assisting in reporting suspected violations of this policy (Section 2 of this Handbook);

cooperating or participating in investigations or proceedings arising out of a violation of this policy (Section 2 of this Handbook); refusing to report to, or leaving, the workplace place during an emergency condition (as defined by law) because the employee reasonably believes that the workplace or worksite is unsafe; or engaging in any other activity protected by applicable law.

Adverse Employment Action: As used in this policy, "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 protected activity may be unlawful and will not be tolerated. If you believe you have been subjected to, witnessed, or have knowledge about retaliation, please follow the complaint procedure outlined below.

2.5 Complaint Procedure—Discrimination, Unlawful Harassment, Retaliation

<u>Duty to Report:</u> All employees who believe they have been subjected to discrimination, unlawful harassment, and/or retaliation are <u>strongly encouraged</u> to promptly report the alleged violation(s) in accordance with the procedures set forth below. All employees (particularly supervisors) who believe they have witnessed or have knowledge of discrimination, unlawful harassment, and/or retaliation are required to immediately report the alleged violation(s) in accordance with the procedures set forth below. Immediate reporting allows the School to quickly and fairly resolve any complaints in the workplace.

As explained below in the Title IX Statement, Title IX of the Educational Amendments of 1972 ("Title IX"), which prohibits discrimination on the basis of sex, provides for separate processes and procedures for formal complaints of sexual harassment falling within the definitions provided in Title IX regulations. The School will review all complaints of sexual harassment to determine whether they should be investigated under Title IX's grievance procedures. Please refer to the Title IX statement below for more information, including the contact information of the School's Title IX Coordinator

In addition to reporting, any employee who experiences or witnesses conduct that the individual believes is unlawful is encouraged to tell the offending individual that the behavior is inappropriate and must be stopped, if the employee is comfortable doing so.

Where to Report Complaint to the School: Submit a complaint to your supervisor, Human Resources, any other supervisor within the School, or the Executive Director. There is no requirement to report your complaint to any designated supervisor within the School. Select the individual with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint.

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

<u>Contents of Complaint:</u> All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously.

Response to Complaint (Investigation): Upon notice of conduct requiring an investigation, the School will look into the facts and circumstances of the alleged violation, as appropriate. The School will attempt to resolve the situation by promptly undertaking an effective, thorough, and objective investigation through the use of "qualified personnel" and using methods that provide all parties with "appropriate due process." The School's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. 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.

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

All employees are required to fully cooperate with the School'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, the School will provide regular progress updates, as appropriate, to those directly involved. The School 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. At the completion of its investigation, the School will inform the complainant(s) and the accused of its findings to the extent permitted by applicable law.

Corrective Action: If the School determines that violations have occurred, the School will take appropriate corrective action in accordance with the circumstances involved, including appropriate action to deter future conduct. Examples of potential corrective action include, but are not limited to, written or verbal disciplinary action, suspension, reassignment, demotion, or termination, among others. In addition, the offending individual may be legally liable for his or her conduct, depending on the circumstances. Due to privacy protections, the School is not able to fully disclose its entire decision regarding corrective action to the complainant.

No Retaliation: There will be no retaliation against any employee who brings a complaint in good faith 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. Please refer to the School's Retaliation Policy above for further information.

How to Report Complaint to Government Agencies: Employees who believe that they have experienced unlawful conduct under these policies may also file a complaint with the local office of the California Civil Rights Department ("CRD") or the U.S. Equal Employment Opportunity Commission ("EEOC"). The CRD and the California Civil Rights Council ("CRC") as well as the EEOC can also order an employer to hire, reinstate, or promote a victim of discrimination, unlawful harassment, and/or retaliation or make other changes in the School's policies. The address and phone number of the local CRD and EEOC offices can be found online or dialing 800-FREE-411.

2.6 Title IX Statement

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by the School including, but not limited its employment policies and practices. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

In accordance with Title IX and its implementing regulations, the School does not discriminate on the basis of sex in its educational programs and activities, including employment. Individuals who have questions about Title IX and its application to the School's program and activities may contact the U.S. Department of Education's Office for Civil Rights ("OCR") Assistant Secretary at OCR@ed.gov or (800) 421-3481 or the School's Title IX Coordinator.

Susan Croniser Title IX Coordinator 155 Emerald Dr Vista, CA 92083 760-621-8948 x303

Scroniser@bellamentecharter.org

Additional information about the School's Title IX policies and procedures, including its complaint procedures, can be found on the School's website at: www.bellamentecharter.org/title-ix

2.7 Training Requirements

The School 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.

2.8 Whistleblower Protection

In accordance with applicable law, the School prohibits retaliation against any employee because of the employee's refusal to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation, or for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation. The School also prohibits any retaliation against an applicant or employee, and does not discriminate against any applicant or employee, based on that applicant or employee's "whistleblowing" activity against a former employer.

Employees with concerns about practices that are believed to be illegal or violate the School's policies are encouraged to report them to their supervisor or Human Resources. Employees who come forward with credible information on practices believed to be illegal or violations of School policy will be protected from retaliation.

Any employee who reasonably believes that he or she is a victim of retaliation may also call a State of California "whistle-blower hotline" to report the retaliation: (800) 952-5665.

3. EMPLOYMENT POLICIES AND PRACTICES

3.1 Employee Classifications

Upon hiring, all employees are classified as exempt or non-exempt, full-time or part-time, and regular or limited. All employees are either exempt or non-exempt according to provisions of applicable wage and hour laws. An employee will not change from one status to any other status or classification simply because of the number of hours that the employee is scheduled to work or the length of time spent as an employee. Because all employees are hired for an unspecified duration, these classifications do not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the School.

Accordingly, either the employee or the School can terminate the employment relationship atwill, at any time, with or without cause or advance notice.

3.2 Exempt Employees

Pursuant to the federal Fair Labor Standards Act and applicable state laws, exempt employees are those who exercise the requisite degree of discretion and independent judgment and perform certain administrative, professional, and/or executive duties. Exempt employees are not entitled to overtime pay. Exempt employees are expected to report for work and perform their jobs in a regular and timely manner.

3.3 Non-Exempt Employees

Pursuant to the Fair Labor Standards Act and applicable state laws, non-exempt employees are entitled to overtime pay in accordance with applicable law. Non-exempt employees may have to work hours beyond their normal schedules as work demands require. Non-exempt employees are required to take meal and rest periods in the manner described in this Handbook.

3.4 Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

3.5 Regular Full-Time Employees

An employee who is regularly scheduled to work and regularly works at least 35 hours per week is considered a regular full-time employee. Generally, full-time employees may be eligible for School benefits, such as health care plans, vacation, holidays, and sick leave. Eligibility and/or entitlements to certain benefits may vary depending on the number of hours the full-time employee is regularly scheduled to work (i.e., hours regularly scheduled each week between 30 and 40 hours). However, eligibility for each School benefit is ultimately governed by the applicable policy, plan document, and/or applicable law. Thus, there may be an instance in which a full-time employee is eligible for some but not all of these benefits.

3.6 Regular Part-Time Employees

An employee who is regularly scheduled to work and regularly works less than 35 hours per week is considered a regular part-time employee. Regular part-time employees are eligible for paid sick leave as provided in this Handbook, but are generally not eligible for other School benefits, except as otherwise required by law. However, eligibility for each School benefit is ultimately governed by the applicable policy, plan document, and/or applicable law. Thus, there may be an instance in which a regular part-time employee is eligible for one or more of these benefits.

3.7 Temporary Employees

An employee who is hired for a particular project or job of temporary or definite duration is considered a limited employee. A temporary employee is not eligible to earn, accrue, or participate in any School benefits program, except as otherwise required by law.

A temporary employee will not change from one status to any other status or classification simply because of the number of hours that the employee is scheduled to work or the length of time spent as an employee. The status of a temporary employee may change only if the employee is notified of the change in status, in writing, by Human Resources.

3.8 Job Duties

Your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of your department or the School. Your cooperation and assistance in performing such additional work is expected.

The School reserves the right, at any time, with or without notice, to transfer, demote, suspend, administer discipline, change job responsibilities, and change the terms and conditions of employment at its sole discretion.

3.9 Payment of Wages

Employees are paid semi-monthly (twice a month) on the 10th and 25th of each month. If a payday falls on a weekend or holiday, employees will be paid on the preceding workday. Employees are required to report any overpayment of wages to Human Resources. Any discrepancies or shortages in the calculation of wages should be reported as soon as possible after payday. The School reserves the right to change its payroll schedule at any time as it deems necessary.

Teachers working a full school year may elect a Summer Hold Back (salary deferral) during orientation. Summer Hold Back will "hold back" salary for the employee so that the employee will receive equal payments over 12 months instead of 10 months.

3.10 Overtime

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime. Failure to obtain such approval may subject an employee to discipline, up to and including termination. Overtime compensation will be paid in accordance with all state and federal laws. Exempt employees are not entitled to overtime.

3.11 Work at Home (Non-Exempt Employees)

Non-exempt employees may not take work home after regular working hours. All work must be performed at approved School work sites and during regularly scheduled hours

unless otherwise directed by an employee's supervisor. Any exceptions require advanced written approval from Human Resources. The School expects that all non-exempt employees will accurately record all of the time that they work, regardless of where they perform the work. Working remotely without advanced written approval may result in disciplinary action, up to and including termination.

3.11.1 Accessing the School's Information Systems Remotely

In general, non-exempt employees should not access the School's information systems remotely. If a non-exempt employee is specifically authorized by his/her Supervisor to remotely access the School's information systems for any reason, all time that the employee spends performing School-related work must be recorded by the employee as time worked on his/her time card. Non-exempt employees are prohibited from working remotely or accessing the School's information systems remotely without the actual knowledge and written approval of their direct Supervisor and Human Resources.

Additionally, any employee who is given remote access to the School's information systems must abide by the School's policies and procedures as they relate to information security. If there is any breach of the School's information systems, the employee must immediately report the suspected breach to the employee's supervisor and/or Human Resources.

3.12 Workday and Workweek

For purposes of calculating overtime, the School's standard workweek begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. The School's standard workday is 12:00 a.m. to 11:59 p.m. each day.

3.13 Meal and Rest Periods

The School prioritizes compliance with California's meal and rest period laws. All non-exempt employees are required to abide by these requirements.

3.13.1 Meal Periods

All non-exempt employees must take an uninterrupted unpaid meal period of at least 30 minutes for each work period in excess of 5 hours in accordance with this policy. Further, all non-exempt employees must take a second uninterrupted unpaid meal period of at least 30 minutes for each work period in excess of 10 hours in accordance with this policy.

Employees must begin their first unpaid meal period within five hours of starting 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 before 12:00 p.m. (noon). Further, employees must begin their second unpaid meal period (if applicable) within ten hours of starting work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her second meal period before 5:00 p.m.

An employee whose work period is 5 to 6 hours may waive, in writing, his or her right to a first meal period. Further, an employee may waive his or her right to a second meal period for a work period as long as the employee does not work more than 12 hours and did not waive his or her first meal period for that work period. The School offers written Meal Period Waiver Agreements that govern an employee's entire employment, which are voluntary and may be revoked at any time, to document the employee's waiver of first or second meal periods.

Employees are eligible for the following number of meal periods:

Length of Work Period in Hours	# of Meal Periods	Explanation
0 to ≤ 5	0	An employee whose work period is 5 hours or less is not entitled to a meal period.
> 5 to ≤10	1	An employee whose work period is more than 5 hours up to and including 10 hours is eligible to take a 30-minute uninterrupted unpaid meal period, unless the employee's work period is 6 or fewer hours and voluntarily waives his or her first meal period.
> 10	2	An employee whose work period is more than 10 hours is eligible to take a second uninterrupted unpaid 30-minute meal period, unless the employee's work period is 12 or fewer hours, did not waive his or her first meal period, and voluntarily waives his or her second meal period.

Employees must take their meal periods according to the following schedule:

Which Meal Period	When
First Meal Period	An employee's first unpaid meal period must begin within 5 hours of starting work for that work period (in other words, by the end of the fifth hour of work or 5 hours and 0 minutes on the clock). By way of example, if an employee clocks in at 8:00 a.m., then the employee must clock out and start his or her meal period no later than 1:00 p.m.

Which Meal Period	When
Second Meal Period	An employee's second unpaid meal period must begin within 10 hours of starting work for that work period (in other words, by the end of the tenth hour of work or 10 hours and 0 minutes on the clock). By way of example, if an employee clocks in at 8:00 a.m., then the employee must clock out and start his or her second meal period no later than 6:00 p.m.

During meal periods, employees are absolutely prohibited from performing work of any kind or any amount. Employees are excused from all duties and are free to leave the premises. Employees must record the exact start and stop times of each meal period through the School's timekeeping system so that the School may monitor time records for compliance. Employees may not join together required meal periods to take a longer break.

3.13.2 Rest Periods

All non-exempt employees are authorized, permitted, and strongly encouraged to take a 10-minute paid rest period for every 4 hours worked or major fraction thereof. Ordinarily, this amounts to two 10-minute rest periods per 8-hour work period.

Employees are eligible for the following number of rest periods:

Length of Work Period in Hours	# of Rest Periods	Explanation
0 to < 3.5	0	An employee whose work period is less than 3.5 hours is not entitled to a rest period.
\geq 3.5 to \leq 6	1	An employee whose work period is 3.5 hours up to and including 6 hours is eligible to take one paid rest period.
> 6 to ≤ 10	2	A non-exempt employee whose work period is more than 6 hours up to and including 10 hours is eligible to take two paid rest periods.
> 10 to ≤ 14	3	A non-exempt employee whose work period is more than 10 hours up to and including 14 hours is eligible to take three paid rest periods.

Employees whose work period is more than 14 hours may be eligible for additional rest periods. Please contact Human Resources for more information.

Whenever practicable, non-exempt employees should take their rest periods near the middle of each 4-hour work period. Non-exempt employees may not accumulate rest periods or use rest periods as a basis for starting work late, leaving work early, or extending a meal period. Because rest periods are paid, non-exempt employees should not clock out for them.

3.13.3 Daily Meal Period and Rest Period Reporting Form

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 to his or her supervisor and complete a Daily Meal Period and Rest Period Reporting Form. Employees may obtain the Daily Meal Period and Rest Period Reporting Forms from Human Resources. The employee must fill out all fields on the form, including providing a thorough explanation for the non-compliant meal or rest period. The employee must complete and turn in this form to his or her supervisor on the same workday that he or she experienced the non-compliant meal or rest period. The employee's supervisor is required to review and approve the form and submit the completed form to Human Resources by the end of the following business day.

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 the School), 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 attend a 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 on the Daily Meal Period and Rest Period Form.

3.13.4 Responsibilities

Non-exempt employees are required to take their meal and rest periods in accordance with this policy. If you encounter any challenges with taking meal or rest periods in accordance with this policy, please immediately contact your supervisor or Human Resources.

Supervisors may not pressure or coerce employees to take late, short, or interrupted meal and rest periods or to skip their meal and rest periods. If you feel pressured or coerced, report it to Human Resources.

3.13.5 Discipline

Failure to comply with the School's policy regarding meal and/or rest periods can lead to discipline, up to and including termination.

3.14 Timekeeping

To ensure compliance with all applicable laws, non-exempt employees must accurately record all hours worked using the School's timekeeping system. This means they must clock in and out using the electronic time clock whenever they begin, cease, or resume working during the course of a workday. While employees need not clock out and in during rest periods, all non-exempt employees must clock out and in during their meal periods. Under no circumstances may one employee clock in or out for another employee. Exempt employees may also be expected to clock in and out or record their total time worked and report absences from work due to personal needs or illness.

Employees are prohibited from doing the following:

- Recording inaccurate time on your electronic or paper timesheet
- Recording time on another employee's electronic or paper time-sheet
- Working "off the clock"
- Failing to record all time worked
- Falsification of any timesheet

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

3.15 Personnel Records

To keep our personnel records accurate and to comply with state and federal laws, you must notify your supervisor immediately of any change(s) in the following personnel information:

- Your name (whether by marriage or otherwise).
- Your email address, home address, and telephone number.
- Whom to inform in case of an emergency, including names and home/cell and work telephone numbers and addresses.
- Withholding tax information (your marital status and correct number of dependents).
- Status of certifications/licenses/credentials.
- Change of beneficiary on group life insurance.

3.16 Employee References

All requests for references must be directed to Human Resources. No other manager, supervisor, or employee is authorized to release references for current or former employees. The School's policy as to references for employees who have left the School is to disclose only the dates of employment and the title of the last position held. If you authorize disclosure in writing, the School will also provide a prospective employer with the information on the amount of salary or wage you last earned.

3.17 Performance Evaluations

Employees will receive periodic performance evaluations. The Executive Director or your immediate supervisor will conduct the evaluation and discuss it with you. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations should help you become aware of your progress, areas for improvement, and objectives or goals for future work performance.

Positive performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the School and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you and discussed with you by your supervisor and that you are aware of its contents.

The School's provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate your employment at-will or limit the School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of your employment at its sole discretion. Failure by the School to evaluate the employee will not prevent the School from transferring, demoting, disciplining, or terminating an employee. Employment is at the mutual consent of the employee and the School. Accordingly, either the employee or the School can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

3.18 Conflicts of Interest

While employed by the School, employees owe a duty of loyalty to the School and are required to avoid any situation that presents an actual or potential conflict of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the School's business dealings. For purposes of this policy, "relatives" are defined to include spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Instances where an actual or potential conflict of interest may arise include, but are not limited to, the acceptance of gifts, engaging in outside activities, and personal and familial relationships.

Notwithstanding this policy, if an employee is a "designated employee" under the Board's Conflicts of Interest Code (adopted pursuant to the Political Reform Act), then the employee must comply with those provisions in addition to this policy.

3.18.1 Gifts

Improper personal gain may result not only where an employee or relative has a significant ownership interest in a company with which the School does business but also when an employee or relative of the employee receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the School. The receipt of occasional flowers, candy or gifts worth less than \$50.00 in connection with school business falls outside the intent of this policy and acceptance of such items is permissible. However, employees must obtain written approval from Human Resources before accepting any item worth in excess of \$50.00 from students or parents. Teaching staff and other staff members are not permitted to give gifts of significant value to students or parents.

3.18.2 Outside Activities

The School recognizes the right of employees to engage in activities outside of their employment that are of a private nature and unrelated to the School's business. However, employees may not engage in any outside activity, including outside employment, which presents an actual or potential conflict of interest. Such outside activities must not affect the employee's work hours, interfere or conflict with the employee's job duties, raise any ethical or conflict of interest concerns, or create any conditions that may impact the employee's job performance. Each employee must disclose to the Executive Director any outside activities he or she believes presents an actual or potential conflict interest so that the School may assess and prevent potential or actual conflicts of interest from arising. The employee is required to obtain written approval that such outside activities does not create an actual or potential conflict of interest from Human Resources before engaging in such outside activities.

Employees also may not use the School's name, logo, supplies, equipment, or other property in connection with any outside activities. If you have any questions regarding the potential impact of any outside activities, including outside employment, please contact Human Resources prior to engaging in such activity.

3.18.3 Personal and Familial Relationships

Employees have an obligation to place the School's interests before their own and to exercise good judgment on behalf of the School. Personal involvement with a parent, vendor, supplier, or subordinate employee of the School, which impairs an employee's ability to exercise good judgment on behalf of the School, creates an actual or potential conflict of interest. An employee involved in any such relationship must immediately and fully disclose the circumstances to Human Resources for a determination as to whether a conflict exists. If an actual or potential conflict of interest exists, the School will take appropriate corrective action according to the circumstances, up to and including termination.

Relatives of employees may be eligible for employment with the School only if the individuals involved do not work in a direct supervisory relationship or in job positions in which an actual or potential conflict of interest could arise. Current employees who marry will be permitted to continue working in the same job positions held only if they do not work in direct supervisory relationship with one another or in job positions involving conflicts of interest. If relatives are found to be employed in any of these prohibited job positions, the School will take appropriate action to eliminate the conflict, including possibly requiring one or both employees to accept a transfer to another position or to resign.

Failure to comply with the Conflicts of Interest Policy may result in disciplinary action, up to and including termination.

3.19 Discipline

Inappropriate conduct, such as violation of School policies and rules and/or poor performance, may warrant disciplinary action. Under appropriate circumstances, the School may subject an employee to a range of disciplinary action that includes, but is not limited to, verbal warnings, written warnings, suspension, or termination. The system is not formal, and the School may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including immediate termination of employment. The School's use of varying forms of discipline does not alter the at-will employment relationship in any way. Employment is at the mutual consent of the employee and the School. Accordingly, either the employee or the School can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

3.20 Voluntary Termination

Although employment with the School is at-will, the School requests that an employee who intends to voluntarily leave his or her employment with the School provide appropriate written notice to their supervisor or Human Resources. This advance notice will provide your supervisor adequate time to complete the termination process and ensure a smooth transition for your departure from the School. All School-owned property (laptops, cell phones, student files, student grades and work product, lesson plans, keys, files, identification badges, credit cards, etc.) must be returned immediately upon termination of employment.

Except as otherwise provided by law, an employee who fails to report to work for three or more consecutively scheduled workdays without notice to, or approval by his or her supervisor, will, in most cases, be deemed to have voluntarily terminated his or her employment with the School.

4. STANDARDS OF CONDUCT

4.1 Prohibited Conduct

The following conduct is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only; other types of conduct injurious to security,

personal safety, employee welfare, and the School's operations also may be prohibited. Violation of the following standards may result in disciplinary action, up to and including immediate termination:

- Falsification of employment records, employment information, or other School records. This includes making false statements or omitting material information in the application procedure for employment.
- Falsifying any time record.
- Theft, damage, or destruction of any School property or the property of any employee, student or parent.
- Removing or borrowing School property without prior authorization.
- Unauthorized use of School equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on School property or during a School-related activity.
- Participating in horseplay on School time or on School premises.
- Carrying firearms or any other dangerous weapons on School premises at any time or during a School-related activity.
- Causing, creating, or participating in a disruption of any kind during working hours on School property or during a School-related activity.
- Insubordination, including, but not limited to, failure or refusal to obey the legitimate orders or instructions of a supervisor or administrator, or the use of abusive or threatening language toward a supervisor or administrator.
- Using abusive, profane, threatening, indecent, or foul language and/or having inappropriate physical contact with students, parents, or other employees at any time on School premises or during a School-related activity.
- Unreported and/or unexcused absences.
- Failure to observe working schedules, including meal and rest periods.
- Sleeping or malingering on the job.
- Working overtime without authorization or refusing to work assigned overtime (non-exempt employees only).

- Working "off the clock" or failing to record or report all hours worked (non-exempt employees only).
- Failing to keep confidential information pertaining to parents, students, employees, or vendors.
- Violation of any safety, health, security, or other School policies, rules, or procedures.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Engaging in unlawful harassment, discrimination, or retaliation.
- Making false or malicious statements about any employee, parent or student, or about the School.
- Poor personal hygiene and grooming habits unless otherwise protected by law.
- Gambling of any type on School premises or during a School-related activity.
- Violation of the Drug and Alcohol Abuse Policy, including, but not limited to, refusing to submit to a drug/alcohol test mandated by the School to the extent permitted by law.
- Unauthorized use of cameras or other recording devices on School premises or during a School-related activity.
- Intentionally supplying false information in order to obtain a leave of absence or other benefits from the School.
- Poor attendance, including, but not limited to, habitual tardiness and/or absenteeism, leaving early without permission, absence from work without permission, and abuse of time during work hours, to the extent permitted by law.
- Unsatisfactory work performance.
- Unfit for service, including the inability to appropriately instruct or associate with students.
- Performing unauthorized work on School time.
- Failure to observe designated areas limiting smoking, eating, drinking, or other activities.

Smoking or using tobacco products on School property.

This statement of prohibited conduct does not alter the School's policy of at-will employment. The School and you retain the right to terminate the employment relationship at any time, with or without reason or advance notice.

4.2 Employee-Student Relations Policy

While the use of appropriate touching is part of daily life and is important for student development, teachers and other staff members must ensure that they do not exceed appropriate boundaries. If a student specifically requests that he or she not be touched, then that request should be honored to the extent possible.

4.2.1 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/staff relationship is deemed an abuse of power and a betrayal of public trust.

4.2.2 Unacceptable and Acceptable Behavior

Some activities may seem innocent from an employee's perspective, but may be perceived as an inappropriate interaction from a student or parental point of view. The purpose of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between employees and students but to prevent relationships that could lead to, or may be perceived as inappropriate or sexual misconduct or "grooming." Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Employees must understand their own responsibilities for ensuring that 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 these 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.

(a) Unacceptable Behavior

This list (and any subsequent lists) is not meant to be all-inclusive, but rather, illustrative of the types of behavior we intend to address 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 the Principal or School Leader. It is recommended that any such gifts be approved by Human Resources along with the rationale therefor;

- 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 to a student or failing to report knowledge of such conduct;
- "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;
- Leaving campus alone with a student for lunch;
- Undressing in front of a student;
- Making, or participating in, sexually inappropriate comments;
- Sexual jokes or jokes/comments with sexual overtones or double entendres;

- Sharing a bed, mat, or sleeping bag with a student;
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of a school employee;
- Listening to or telling stories that are sexually oriented;
- Discussing your personal troubles or intimate issues with a student;
- Becoming involved with a student such 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 the Executive Director and the student's parent or legal guardian;
- Being alone in a room with a student at the School with the door closed and/or windows blocked from view;
- Allowing students at your home and/or in rooms or areas within your home without signed parental permission for a preplanned and pre-communicated educational activity which must include the presence of another educator, parent, or designated School volunteer;
- Excessive attention toward a particular student;
- Mirroring the immature behavior of minors;
- Sending e-mails, text messages, instant messages, social media messages, or letters to students or making phone calls or sending notes if the content is not about School activities. Communication via private social media accounts is prohibited;
- Being "friends" with a student on any personal or non-School social media website;
- Communicating with students or parents/guardians in violation of the School's Social Media Policy;
- Engaging in inappropriate and/or unprofessional communications with students on School social media;
- Using profanity with or to a student;
- Involving students in non-educational or non-school related issues, including, but not limited to, the employee's employment issues; and

• Inflicting, or causing to inflict, corporal punishment upon a student. "Corporal punishment" means willful infliction of, or willfully causing the infliction of, physical pain on a pupil.

(b) Acceptable Behavior

The following is an illustrative list of acceptable and recommended behavior, which includes, but is not limited to:

- Pats on the shoulder or back;
- Side hugs;
- 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;
- Obtaining parents' written consent for any after-school activity on or off campus (exclusive of tutorials);
- 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 Principal to take students off School property for activities such as field trips or competitions, including parental written permission and waiver form for any sponsored after-school activity whether on or off campus;
- E-mails, text messages, phone conversations, and other communications, if permitted, to and with students 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 your 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 administrators (such as the Principal) if you find yourself in a difficult situation related to boundaries;
- Involving your supervisor if conflict arises with a student;
- Involving the Principal in discussions about situations related to boundaries that have the potential to become more severe (including, but not limited to, grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult);
- Making detailed notes about an incident that, in your best judgment, could evolve into a more serious situation later;
- Recognizing the responsibility to stop unacceptable behavior of students and/or coworkers;
- Asking another employee to be present if you will be alone with any student who may have severe social or emotional challenges;
- Asking another employee 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.

4.2.3 Reporting Violations

When any employee becomes aware of another employee (or volunteer, guest or vendor) having crossed the boundaries specified in this policy, or has a reasonable suspicion of misconduct, he or she must promptly report the suspicion to the Principal or Human Resources. Prompt reporting is essential to protect students, the suspected employee, 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. All reports will be kept as confidential to the extent possible.

4.2.4 Investigating

The Executive Director will promptly investigate any allegation of a violation of the Employee-Student Relations Policy, using such support staff or outside assistance as he or she deems necessary and appropriate under the circumstances, unless the allegation also constitutes a reportable allegation under California Penal Code section 11166. In the event the allegation also constitutes such a reportable allegation, the Executive Director shall comply with the legal requirements of immediately reporting the allegation to a child protective agency and shall follow up such report with a written report within thirty-six (36) hours.

If the allegation is only a violation of the Employee-Student Relations Policy, but not a violation of California Penal Code section 11166, the Executive Director or other appropriate administrator shall conduct an investigation as set forth above. Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, will protect the privacy interests of any affected student(s) and/or employee(s), including any potential witnesses, to the fullest extent possible.

4.2.5 Violations

Violations of this policy may result in disciplinary action, up to and including termination. When appropriate, violations of this policy may also be reported to authorities for potential legal action.

4.3 Child Physical/Sexual Abuse and Neglect Reporting

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. Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on the person's training and experience, to suspect child abuse or neglect. It does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. 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. Internal reporting to the Executive Director occurs after the phone-in report.

4.4 Solicitations, Distributions, and Access

In order to maintain and promote efficient operations, discipline, and security, the School maintains rules applicable to all employees that govern solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply with these rules, which will be strictly enforced. Any employee who is in doubt concerning the application of these rules should immediately consult with his or her supervisor. These rules are:

- 1. No employee shall sell merchandise or solicit or promote support for any cause or organization during his or her working time or during the working time of the employee(s) at whom such activity is directed. As used in these rules, working time excludes meal and rest break periods.
- 2. No employee shall distribute or circulate any written or printed material, other than those approved by management for School purposes, in work areas at any time or during his or her working time or during the working time of the employee(s) at whom such activity is directed. As used in this section, working areas excludes designated meal and break rooms.
- 3. No employee shall enter or remain in School work areas for any purpose except to report for, be present during, and conclude a work period. Non-exempt employees must not begin work and clock in at his or her working area more than 10 minutes before they are scheduled to begin and must stop work and clock out from his or her work area no later than 10 minutes after their work scheduled for the day is completed. Work area does not include School parking lots, gates, or other similar outside areas unless an employee is assigned to work in such areas.
- 4. Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on School property.
- 5. Non-employees must sign in at the front office before entering School property.

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

4.5 Bulletin Boards

The School uses bulletin boards to communicate important business information such as safety rules, statutory and legal notices, School policies, and management memos. Each employee has the responsibility to read the information that is posted on bulletin boards. Employees may not post material on bulletin boards without the approval of Human Resources.

4.6 Drug and Alcohol Abuse Policy

It is the intent of the School to promote a safe, healthy and productive work environment for all employees. We believe our employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol or drugs are a danger to themselves and to other employees. We are therefore committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs. We hope all employees will join with us in achieving our goal of a safe and productive drug-free workplace.

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, and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Marijuana" means and includes medicinal marijuana, marijuana vaping or other recreational marijuana use. "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, marijuana 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, marijuana, 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, marijuana, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, marijuana, drug paraphernalia, or alcohol while attending a School function or event;
- Storing alcohol (if unauthorized), illegal drugs, marijuana, 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 the School;
- Being under the influence of illegal drugs, marijuana, 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; or
- Failure to keep all prescribed medicine in its original container.

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 the safety of you, other employees and students.

This policy will not be construed to prohibit the use of alcohol at social or School-related functions sponsored by the School where alcohol is served. 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, marijuana, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. The School's property includes, but is not limited to, desks, cabinets, lockers, any furniture, storage space or room, and rooms normally used to store employees' personal property. The School reserves the right to search and inspect the School's property for business-related purposes and/or to ensure compliance with School policies. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Drug and Alcohol Abuse 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 Drug and Alcohol Abuse 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.

To the extent permitted by law, the School may require a test by intoxilator, blood test, urinalysis, medical examination, or other drug/alcohol screening of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol. Such testing will be conducted if two or more employees observe an employee acting in such a manner to raise suspicion that the employee is under the influence of an illegal drug, marijuana or alcohol or is acting in such a manner that they may harm themselves, another employee or students. Any refusal to submit to such testing will be considered a positive screen unless prohibited by law. 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 unless prohibited by law. 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 also 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. In addition, employees have an obligation to notify the School of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction. Failure to do so may result in discipline, up to and including termination.

4.7 Schedule and Working Hours

The School's administration office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday, however some departments may vary. 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 Executive Director or your supervisor will assign your individual work schedule. In order to accommodate the needs of our school, 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.

4.7.1 Teachers

The work schedule for teachers shall include onsite hours. A normal workday for teachers begins at least one hour before scheduled class start time and continues until at least one hour after class end time. It is expected that teachers will attend professional development days, night performances, parent meetings in the evening, orientation, and other school events that may occur on the weekend. Teachers shall be present at additional times as may be reasonably necessary.

4.7.2 All Other Employees

Normal operating hours at the School are 8:00 a.m. to 4:00 p.m. Monday through Friday. Your supervisor will assign your work schedule. Once assigned, this work schedule can be changed by your supervisor at any time for such reasons as to better serve the students, fluctuations in the School's calendar, or the reorganization of your responsibilities.

4.8 Punctuality and Attendance

Each of our employees plays an important role in getting the day's work done. Therefore, each employee is expected to be at his or her work station on time each day and to remain there throughout his or her scheduled hours. Tardiness, even for good reasons, is

disruptive to our operations and interferes with our ability to satisfy our students' needs. Excessive tardiness can result in discipline, up to and including termination, to the extent allowed by applicable law.

If you are going to be late for work for any reason, please personally notify your supervisor as far in advance as possible and in any case no less than one hour before your shift starts so that proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those circumstances, please notify your supervisor as soon as possible. Because voice mail messages may go unheard for significant periods of time, leaving a voice mail message is not a sufficient method of notifying your supervisor—you must personally contact your supervisor in a timely manner. If you are required to leave work early, you must also personally contact your supervisor and obtain his or her permission. If you are a teacher and will be late or absent for non-illness related reasons, you must follow all applicable substitute teacher policies and procedures. Teachers are required to keep an up-to-date substitute folder in their classroom with lesson plans and pertinent class and student information.

As an employee of the School, you are also expected to be regular in attendance. Any absence causes problems for those whom you serve and your fellow colleagues as well as your supervisor. When you are absent, others must perform your workload, just as you must assume the workload of others who are absent. Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal and rest periods when appropriate or when required to leave on authorized School business. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. In all cases of absence, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the expected duration of any absence. Absent extenuating circumstances, you must call in on any day you are scheduled to work and will not report to work. Excessive, unexcused absenteeism will not be tolerated and, to the extent allowed by applicable law, may result in disciplinary action, up to and including termination.

Except as otherwise provided by law, if you fail to report for work without any notification to your supervisor and your absence continues for a period of three consecutively scheduled workdays, the School will, in most cases, consider that you have abandoned your employment and have voluntarily resigned.

4.9 Personal Standards

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, clean, tasteful and professional appearance at all times. Employees should wear clothing appropriate for the nature of our operations and the type of work performed. Supervisors may issue more specific guidelines.

Employees are expected to maintain a professional appearance and to wear clothing appropriate to their position and suitable to the work performed without compromising safety. Visible facial and body piercings, other than piercings of the ears, and/or shirts with

pictures or words depicting violence, racial or gender discrimination, drugs/alcohol, or sex related items are not allowed. Visible tattoos are not permitted and must be covered at all times. The intent is to represent the School in the best possible light. Check with your supervisor if you have any questions regarding appropriate dress standards.

It is the intent of the School that all employees present themselves to our students, parents, and general public in a manner which enhances their professional position. It is also the intent of the School to ensure all employees model, for students, attire appropriate to success.

All employees are expected to dress in a professional manner. Clothing should be neat, clean, in good repair, and appropriate for on the job appearances at all times. Employees shall not wear on the outside of their clothing any jewelry or similar artifacts that are obscene, distracting, or may cause disruptions to the educational environment. Employees must adhere to the following guidelines:

- Clothing with short sleeves must cover all undergarments. Shorts are not considered appropriate attire (exception for the physical education instructor).
- "Casual Fridays" attire will be at the discretion of the Executive Director.
- Jeans in presentable condition may only be worn on Fridays. No jeans that are well-worn or contain holes, rips, or tears will be permitted. Skinny or tight fitting jeans or jeggings are not permitted.
- Leggings may be worn under other articles of clothing (such as a top) which covers to the mid-thigh or longer.
- Dresses and skirts which are no shorter than three inches above the knee. Dresses and skirts which are ankle length and tight enough to hinder walking are not acceptable attire. The slit of a dress or skirt must come no higher than three inches above the knee.
- Athletic shoes are not acceptable for nonphysical education teachers. However, special needs foot attire, to accommodate foot problems or appropriate activities may be addressed by the principal. Athletic shoes are allowed on the playground and during other times (such as field trips and physical education) when regular dress shoes may be a hazard.
- Shoes and sandals without a back strap are not acceptable. Closed toe is preferred. Beach style flip flops are not acceptable attire.
- Hats are not to be worn inside.
- Jeans, tennis shoes, and shorts (no shorter than three inches above the knee) shall be allowed on field trips that involve outdoor activities and at appropriate after school events.

• Custodians and Maintenance Workers shall wear appropriate safe, casual clothing which is respectful of all staff and students.

By enacting this dress code policy, the School Board recognizes that there are occasions when individuals may need to wear specific clothing due to medical reasons or due to a sincerely held religious practice, belief, or observance. When such is the case, the employee should notify in writing his or her supervisor of the medical necessity or his or her sincerely held religious practice belief, or observance that gives rise to the need for deviation from this dress code policy.

All attire must be in compliance with the School's dress code policy. Any attire deemed inappropriate by Human Resources is prohibited. The employee may be asked to return to work with the appropriate attire.

The Executive Director may, in his or her sole discretion, permit employees to deviate from the dress code policy when school is not in session and students are not present. Employees will be notified by the Executive Director when such a deviation is permitted, defining the parameters of the dress code policy based on seasonal weather conditions, special events, and the like.

4.10 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, all parent and student information, parent and student lists, lesson plans, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all knowhow and show-how whether or not protected by patent, copyright, or trade secret law. Personal, private information about other employees and personnel matters are also confidential, if learned as a part of the employee's job performance. 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.

The School prohibits audio and/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 from the Executive Director. Any and all school property, trade secrets or confidential information

shall be returned to the School upon request, during extended leaves of absence or upon termination of employment.

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.

Employees must refer any person seeking School records or information to Human Resources for handling.

Confidential Mail: Mail and other forms of correspondence that have been labeled "Confidential" are not to be opened by anyone other than the addressee or an individual designated by the addressee, unless otherwise directed by School management.

Disposal of Confidential Materials: All confidential/proprietary paper must be shredded in a timely manner and consistent with applicable retention policies, if any. The School provides shredders in the administration office for this purpose. Under no circumstances are any confidential materials to be placed in normal trash containers.

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

4.11 Legal

Any employee of the School who receives notice of any possible legal claim against the School, including threatened or actual litigation, investigation or inspection ("legal proceeding"), must immediately notify the Executive Director.

4.12 Data Security and Privacy Policy

The School maintains confidential student information in both written and electronic form. The School is committed to safeguarding the School's confidential corporate and student information and has implemented certain technical and organizational measures to protect such information against accidental, unauthorized or unlawful loss, alteration, access or disclosure.

Many employees have been granted access to such information as may be necessary to perform their job duties. It is a violation of the School's policy to take any measures to disable or circumvent any of the access controls designed to protect the School's confidential information, or to use another employee's password to gain access to such information, or to otherwise attempt to or gain access to any information to which the employee has not been granted access. It is also a violation of the School's policy to disseminate any of the School's confidential corporate, student, or other information to an unauthorized person or entity, or to any unauthorized e-mail accounts outside of the School's network.

4.13 Computer Usage and Privacy

Every user who is provided access to the School's Communications Systems is responsible for using the Communications Systems in accordance with this policy. Any questions about this policy should be addressed to Human Resources.

4.13.1 Definitions

The School's electronic communications systems ("Communications Systems") includes, but is not limited to, computers, laptops, e-mail, telephones, cellular phones, tablets, chromebooks, PDAs, text messaging, instant messaging, video conferencing, voice mail, facsimiles, and connections to the Internet and other internal or external networks and/or servers.

4.13.2 Ownership and Conditions of Use

The Communications Systems is the property of the School. It has been provided by the School for the sole purpose of conducting School-related business as well as other business that is approved by the Executive Director of the School. All communications and information transmitted by, received from, or stored in these systems are School records and the property of the School.

Electronic communications are a means of business communication. The School requires all employees to conduct themselves in a professional manner. Employees should conduct all electronic communications with the same care, judgment, and responsibility that they would use when sending letters or memoranda written on School letterhead. Special care must be taken when posting any information on the Internet because of the potentially broad distribution of and access to such information.

To protect the integrity of the School's Communications Systems and the users thereof against unauthorized or improper use of these systems, the School reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of its Communications Systems upon authorization of the Executive Director or his or her delegatee. The School also reserves the right periodically to monitor the use of its Communications Systems and to access employees' voice mail, Internet access, and email for that purpose or any other business-related purpose upon authorization of the Executive Director or his or her delegatee.

Erasing an e-mail message from a mailbox does not necessarily erase all copies of the message on the network. Archived copies may be stored for substantial periods of time and are subject to the provisions of this policy regarding content, review, access, and disclosure.

Employees are required to comply with the School's Computer Usage and Privacy Policy and agree to be bound by this policy by using the School's Communications Systems.

4.13.3 Confidentiality and Privileges

Information stored on the Communications Systems is intended to be kept confidential within the School. The School has taken all reasonable steps to assure confidentiality and security. Like other means of communication, however, it is not possible to guarantee complete security of electronic communications either within or outside the School, and care should be exercised when sending or receiving sensitive, privileged, or confidential information electronically. For example, information sent through the Internet can be monitored by external systems en route to its final destination. All employees must keep this in mind when forwarding sensitive, confidential, and/or privileged information. Where appropriate, this fact should be disclosed to outside contacts.

4.13.4 Prohibited Use

Employees are prohibited from using the Communications Systems for any unauthorized or unlawful purpose, including, but not limited to, the following:

- Employees are strictly prohibited from using the Communications Systems to deliver a message that is harassing or offensive on the basis of any protected category as defined in the School's Discrimination, Unlawful Harassment, Retaliation and Complaint Reporting Procedures Policy herein or any other consideration made unlawful by federal, state, or local laws, ordinances or regulations. The School's policies against discrimination, harassment, and retaliation apply to the use of the Communications Systems.
- Employees are prohibited from using the Communications Systems for transmitting or making accessible annoying, offensive, defamatory, or harassing material or intentionally damaging or violating the privacy of information of others.
- Employees are prohibited from using the Communications Systems to transmit, display, store, publish, or purposely receive any pornographic, obscene, or sexually explicit material.
- Employees are prohibited from using the Communications Systems for visiting, or transmitting or receiving data to or from, social networking websites, including, but not limited to, Facebook, Twitter, Pinterest, LinkedIn, SnapChat, Instagram, YouTube, TikTok, and instant messaging, games and music download programs.
- Employees must respect all copyrights and licenses to software and other online information, and may not upload, download, or copy software or other material through the Communications Systems without the prior written authorization of the Executive Director of the School.
- Employees may not waste computer resources, including, but not limited to, unfairly
 monopolizing resources to the exclusion of others (including sending mass mailings or
 chain letters, spending excessive amounts of time on the internet, playing games,

engaging in online chat groups, instant messaging, printing unauthorized multiple copies of documents, or otherwise creating unnecessary network traffic).

- Employees must not alter, copy, transmit, or remove School information, proprietary software, or other files without proper authorization from the School.
- Employees are prohibited from reading, copying, recording, or listening to messages and information delivered to another person's e-mail and voice mail mailboxes without proper authorization, based on legitimate business reasons, from the Executive Director or his or her delegatee. Anyone who receives an electronic communication for which he or she is not the intended recipient must immediately inform the sender that the message was sent improperly and must delete the message from their e-mail and voice mail mailboxes.

4.13.5 Access and Disclosure

The Communications Systems is provided solely for the purpose of conducting the School business. Incidental and occasional personal use of the Communications Systems is prohibited and users <u>do not have any expectation of personal privacy in any matters stored in, created, received, or sent over the Communications Systems.</u>

The School, as owner of the Communications Systems, to protect the integrity of its systems from unauthorized or improper use, reserves the right to monitor, access, retrieve, download, copy, listen to, or delete anything stored in, created, received, or sent over its Communications Systems without the permission of, or prior notice to, any employee.

Although the School entrusts employees with the use of voice mail, e-mail, computer files, software, or similar School property, employees should keep in mind that these items have been installed and maintained at great expense to the School and are only intended for business purposes. At all times, they remain School property. Likewise, all records, files, software, and electronic communications contained in these systems also are School property. Employees are advised that electronic files, records, and communications on School computer systems, electronic communication systems, or through the use of School telecommunications equipment are not private. Although they are a confidential part of School property, employees should not use this equipment or these systems for confidential messages. The use of passwords to limit access to these systems is only intended to prevent unauthorized access to voice mail, e-mail, and computer systems, files, and records. Passwords do not imply privacy. Additionally, these systems are subject to inspection, search, and/or monitoring by School personnel for any number of reasons. As a result, employees do not have an expectation of privacy in this regard. The School is not responsible for costs incurred when employees use School telephones or e-mail systems for personal matters.

Employees should be advised to use voice mail and e-mail as cautiously as they would use any more permanent communication medium such as a memorandum or letter. Employees should realize that e-mail messages:

- May be saved and read by third parties.
- May be retrieved even after "deletion."
- May be accessed by authorized service personnel.
- May be examined by management without notice.

There will be times when the School, in order to conduct business, will utilize its ability to access an employee's e-mail, voice mail, computer files, software, or other School property. The School also may inspect the contents of an employee's voice mail, e-mail, computers, computer files, or software to monitor job performance, for training or quality control purposes, or when the School suspects that School property is being used in an unauthorized manner.

The School reserves the right to use and disclose any electronic non-privileged communication on its Communications Systems without the permission of or any prior notice to any employee, including disclosure to law enforcement officials.

4.13.6 Personal Devices

Employees of School who are provided with a School-owned device are not permitted to use a personal device to complete job duties. No School employee may save School related files on personal devices. All documents used to complete work functions may only be accessed or saved on the School provided Google Drive or other authorized Communication Systems. Exceptions to this policy may only be granted by the Executive Director and must be in writing.

4.13.7 Discipline for Violations of Policy

Any person who discovers misuse of the Internet access or any of the School's Communications Systems should immediately contact Human Resources or the Executive Director of the School. Any employee who violates any part of this policy will be subject to discipline, up to and including immediate termination.

4.13.8 Policy May Be Amended at Any Time

The pace of technological change and growth in electronic communications is rapid. This policy applies to all present and future electronic communications systems and devices and to improvements and innovations to existing systems and devices and to completely new technologies, devices, and systems. The School reserves the right to amend this policy at any time through an authorized writing from an authorized School representative.

4.14 Social Media

4.14.1 Scope

In light of the explosive growth and popularity of social media technology in today's society, the School has developed the following policy to establish rules and guidelines regarding the appropriate use of social media by employees. This policy applies to situations when you: (1) make a post to a social media platform that is related to the School; (2) engage in social media activities during working hours; (3) use School equipment or resources while engaging in social media activities; (4) use your School e-mail address to make a post to a social media platform; (5) post in a manner that reveals your affiliation with the School; (6) interact with School students or parents/guardians of School students (regarding School-related business) on the Internet and on social media sites or (7) create or use a School-affiliated social media account.

For the purposes of this policy, the phrase "social media" refers to the use of a website or other electronic application to connect with other people, including, but not limited to, Facebook, Twitter, SnapChat, Instagram, Pinterest, LinkedIn, TikTok, and YouTube, as well as related web-based media, such as blogs, wikis, and any other form of user-generated media or web-based discussion forums. Social media may be accessed through a variety of electronic devices, including computers, cell phones, smart phones, PDAs, tablets, and other similar devices.

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.

Employees are required to comply with *all* School policies whenever your social media activities may involve or implicate the School in any way, including, but not limited to, the policies contained in this Handbook.

4.14.2 Standards of Conduct

Employees 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 School-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.
- You may not engage in social media activities during working hours. 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. Do not "research" job candidates on the Internet or social media websites without prior approval from Administration.
- 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 Administration.
- We encourage employees to be fair and courteous to fellow employees, students, parents, vendors, suppliers, or other people who work on behalf of the School. We also encourage employees 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, suppliers, or other people or organizations who work on behalf of the School, or that might constitute harassment or bullying.
- Employees must make sure to always 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, suppliers, people or organizations who work 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, suppliers, or other people or organizations who work 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.

4.14.3 Creating and Using School Social Media

Employees are only permitted to communicate and connect with students on social media that is owned and operated by the School, including Google Classroom platform. Employees are only permitted to communicate and connect with students' parents or guardians or students regarding School-related matters on social media that is owned and operated by the School including the School's Google Classroom platform. Classroom social media pages including, but not limited to, Classroom Facebook pages are not considered School operated and may not be created or managed by a School employee, unless otherwise approved by the Executive Director and provided the employee follows this policy. All communications with parents or guardians regarding School-related matters on non-School or personal social media may result in disciplinary action, up to and including termination. Any communication whatsoever with students on non-School or personal social media may result in disciplinary action, up to and including termination.

The IT Department, in addition to Administration, are responsible for approving requests for School social media accounts, monitoring School social media accounts for inappropriate and unprofessional content, and maintaining the social media account information (including, but not limited to, username and password). The School owns, operates, and controls all School-affiliated social media accounts. The School has final approval over all content and reserves the right to close the social media account at any time, with or without notice. Any unlawful, inappropriate or unprofessional communications may result in disciplinary action, up to and including termination.

To set up social media account that is owned and operated by the School in compliance with this policy, employees must adhere to the following procedures:

- Request and obtain permission to create a School social media account from the School.
- Contact the IT Department to set up the social media account. Provide the
 IT Department with the username and password that you would like
 assigned to the account. If you change the username and/or password, you
 must immediately update this information with the IT Department. Failure
 to do so may result in disciplinary action, up to and including termination.

Any social media account created and/or used in violation of this policy may result in disciplinary action, up to and including termination.

4.14.4 Access

Employees are reminded that the School's various electronic communications systems, including, but not limited to, its electronic devices, computers, telephones, e-mail accounts, video conferencing, voice mail, facsimiles, internal and external networks, computers,

cell phones, smart phones, PDAs, tablets, and other similar devices, are the property of the School. All communications and information transmitted by, received from, or stored in these systems are School property.

As a result, the School may, and does, monitor its employees' use of these electronic communication systems, including for social media activities, from time to time. The School may monitor such activities randomly, periodically, and/or in situations when there is reason to believe that someone associated with the School has engaged in a violation of this, or any other, School policy. As a result, employees do not have a reasonable expectation of privacy in their use of or access to the School's various electronic communications systems.

4.14.5 Discipline

Any violation of this Social Media Policy may result in disciplinary action, up to and including immediate termination.

4.14.6 Retaliation Is Prohibited

The School prohibits retaliation against any employee for reporting a possible violation of this policy or for cooperating in an investigation of a potential violation of this policy. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

4.14.7 Questions

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 Administration.

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.

5. OPERATIONAL CONSIDERATIONS

5.1 Employer Property

Desks, files, copiers, lockers, and supplies, both office and household, are School property and must be maintained according to School rules and regulations. They must be kept clean and are to be used only for work-related purposes. Employees do not have any expectation of personal privacy in any School property. The School reserves the right to inspect all School property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence.

Prior authorization must be obtained before any School property may be removed from the premises. All School property must be immediately returned upon request, an extended leave of absence, and/or termination of the employment relationship.

5.2 Employee Property

For security reasons, employees should not leave personal belongings of value in the workplace. Employees are responsible for the security of their personal belongings. The School is not responsible for any lost or stolen personal items at work. Terminated employees should remove any personal items at the time they leave the School. Personal items left in the workplace by previous employees are subject to disposal if not claimed at the time of the employee's termination, unless the parties have arranged otherwise.

5.3 Security

The security of the premises, as well as the welfare of employees and students, requires that you be constantly aware of potential security risks. Therefore, please comply with the following security procedures to ensure a secure workplace. Be aware of persons loitering for no apparent reason (e.g., in parking areas, walkways, entrances/exits, and classrooms). If you notice such a person, report it to Human Resources, the Executive Director of the School, or your supervisor. Secure your work area when called away from it for any length of time, and do not leave valuable and/or personal articles in or around your work area. You should immediately notify the Principal, Human Resources or the Executive Director when any person(s) are acting in a suspicious manner in or around the facilities or when keys, security passes, or identification badges are missing.

Always ensure that all visitors have signed in at the front office through the Raptor System and are wearing appropriate visitor tags/badges. Suspicious persons or activities should be reported to the Principal, Human Resources or the Executive Director. Secure your desk or office and lock your classroom at the end of the day. When called away from your work area for an extended length of time, do not leave valuables and/or personal articles in or around your workstation that may be accessible. The Faculty Lounge has been established as a place where employees can go to relax, eat, or meet in a relaxed atmosphere. Access to this area should be restricted to employees only so that security concerns can be minimized. The security of facilities and the welfare of our students and employees depend on the alertness and sensitivity of every individual to potential security risks.

5.4 Health and Safety

Every employee is responsible for the safety of himself or herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with California law and to promote the concept of a safe workplace, the School maintains an Injury and Illness Prevention Program ("IIPP"). The IIPP is available for review by employees and/or employee representatives. Contact Human Resources if you wish to review the IIPP or if you have any additional questions concerning this policy.

Employees shall not be prohibited from accessing their mobile device or other communication device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to confirm their safety during an emergency condition. An emergency condition means: (i) conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or (ii) an order to evacuate a workplace, a worksite, a worker's home, or the school of a worker's child due to natural disaster or a criminal act.

5.5 Smoking Policies

All School buildings and facilities are non-smoking facilities. Smoking is prohibited on the School's premises or within 20 feet of a School building and within 25 feet of a school playground, whichever is farther. This includes, but is not limited to, nicotine and non-nicotine cigarettes including herbal cigarettes, marijuana, cigars, pipes as well as e-cigarettes and vaping. Employees who wish to smoke must limit their smoking to tobacco products during meal and rest periods off premises.

5.6 Housekeeping

All employees are expected to keep their work areas clean and organized. Common areas such as lunchrooms and restrooms should be kept clean by those using them. Please clean up after meals. Dispose of trash properly.

5.7 Lactation Accommodation

The School supports breastfeeding mothers by accommodating any employee who wishes to express breast milk during her workday when separated from her newborn child.

Employees have the right to reasonable time and access to a private area during the workday to express milk, as set forth below. Employees may use their meal and/or rest periods for the purpose of expressing breast milk. If required, a reasonable amount of additional time will be provided. Such additional time will be unpaid.

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.

To request the above, please contact Human Resources. The School will respond accordingly, generally within two business days.

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 their website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

5.8 Parking

Employees may use parking facilities as directed by their supervisors. The School is not responsible for any loss or damage to employee vehicles or contents while parked on School property.

5.9 Conducting Personal Business

Employees are to conduct only School business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours. Any employee who violates this policy will be subject to appropriate disciplinary action, up to and including termination.

5.10 Media Contacts

Members of the media may contact the School to inquire about our school. In all cases, inquiries by the media are to be referred to the Executive Director. No employee may discuss, confirm or deny any general or specific matters with the media without prior authorization.

5.11 Advertising

The School's trademarks and logos may not be used in any way without prior written approval from the Executive Director. This would include usage in newspaper advertisements, audio or videotaped announcements or ads, posters, fliers, or any other print medium used for promotion.

Promotional items may only be purchased and disbursed with prior written approval.

5.12 Employees Who Are Required to Drive

Employees who are required to drive their own vehicle on approved School business will be required to show proof of a current, valid license and proof of current, effective insurance coverage. If at any time an employee's license or insurance is terminated, revoked, cancelled or suspended, s/he must notify his/her supervisor immediately and refrain from driving a School vehicle until his/her license and/or insurance is reinstated. To the extent permitted by

law, the School retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked or who fails to maintain personal automobile insurance coverage.

Pursuant to applicable law and safety standards, employees whose job responsibilities include regular or occasional driving must refrain from using their cell phone while driving unless they are using a hands-free device. Safety must come before all other concerns. Thus, unless an employee is using a hands-free device in a safe-manner, he or she must safely pull off to the side of the road and safely stop the vehicle before placing, accepting, or continuing a call. Sending or reviewing text messages or emails while driving is also prohibited.

Drivers are expected to follow state laws while driving vehicles, including obeying speed limits and observing rules of the road. Moving violations, parking tickets, and accidents are an employee's responsibility and the School will not reimburse for fines, tickets, or traffic school that are imposed as consequences of driving behaviors. Specific citations, restrictions, suspensions and revocations of driving privileges, may result in loss of School driving privileges and discipline up to and including termination.

Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business purposes, whether issued by the School or not, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves, students, or others at risk to fulfill business needs.

Any employee who fails to comply with this policy will be deemed to have engaged in grossly negligent conduct beyond the course and scope of his or her employment. As a result, any employee who is charged with a traffic violation or incurs any other form of liability resulting from a violation of this policy will, to the extent allowed by applicable law, be solely responsible for any such liability.

Violations of this policy will be subject to disciplinary action, up to and including termination.

5.13 Expense Reimbursements

The School's policy is to reimburse its employees for all necessary expenditures incurred in direct consequence of the discharge of their duties. The School requests that employees submit their reimbursements within 30 days of incurring the cost.

5.13.1 Cell Phones

Some employees may be eligible to participate in the School cell phone plan, rather than receive reimbursement for a personal cell phone plan. Employees who receive a School cell phone should not use a personal phone to conduct School-related business. Employees who are not provided with a School-issued cell phone are discouraged from conducting School-related business on their personal cell phones. If an employee is required, out

of necessity, to use the employee's personal cell phone, the employee may be eligible to receive reimbursement for the charges for such business-related usage. To receive reimbursement, the employee must provide the School with a copy of his or her cell phone bill, indicating which charges are business-related. The employee will either receive reimbursement for those charges or, if the usage is included in the employee's cell phone plan, the employee will receive reimbursement for the phone plan in proportion to his or her business use. For instance, if an employee pays \$100 per month for a cell phone plan and 10% of his or her use is business-related, the employee will receive a reimbursement of \$10.

6. EMPLOYEE BENEFITS/LEAVES

6.1 Holidays

Regular full-time employees working 12 months are eligible for holiday pay. All other employees, i.e., regular full-time employees and hourly employees who work less than 12 months out of the year are ineligible for holiday benefits, part-time employees, limited employees, exempt employees, and teachers are not eligible for holiday pay. Exempt employees will receive their regularly scheduled pay during School-recognized holidays. To be eligible for holiday pay, an employee must be working must work both the business day before and after the holiday unless absent due to use of paid sick leave:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
June 19
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas Day

Eligible employees will receive time off with pay at their regular rate of pay on the School-observed holidays listed below. 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.

Employees on unpaid leaves of absence do not earn holiday pay.

6.2 Vacations

All regular full-time employees begin to earn and accrue vacation starting on the first day of employment as a regular full-time employee. Employees in any other classification (e.g., part-time, temporary, etc.) and hourly employees who work 10 months out of the year are ineligible for vacation benefits. Vacation accrues on an as-worked basis. Therefore, employees who only work 10 months will only accrue during those 10 months. Vacation will not accrue during any unpaid leave of absence, inactive time, unpaid time, or non-working time.

All regular full-time	employ	vees will accru	e vacation	as follows:

Classification	Vacation Accrual Rate	Vacation Accrual Cap
12-Month Employees	Up to 10 days (80 hours) per year	120 hours
Superintendent	Up to seven days (56 hours) per year	84 hours
Assistant Superintendent/ Directors (215 day employees)	Up to five days (40 hours) per year	60 hours
Director of Special Education/ School Principal/Assistant Principal (210 day employees)	Up to three days (24 hours) per year	36 hours
10 -Month Employees (including teachers and support providers)	Up to three days (24 hours) per year	36 hours

Although regular full-time employees begin accruing vacation the first day of employment in full-time status, they will be ineligible to take time off and receive vacation benefits until they complete at least six months of service. Employees must receive approval from their supervisor before they may take time off for vacation.

Unused vacation may be carried over from one year to the next. However, as noted in the charts above, there is a cap on vacation accrual. Although employees are encouraged to use all earned vacation time each year, employees may accrue up to their maximum accrual as set forth above. Once the employee's vacation time reaches the maximum accrual cap, further accrual of vacation time is suspended until the employee has reduced the vacation time balance below the accrual cap. If the employee later uses enough vacation time to fall below the maximum accrual cap, the employee will resume earning paid vacation time from that date forward. In such a case, no vacation time will be earned for the period in which the employee's vacation time was at the maximum.

For both exempt and non-exempt employees, vacation time is suggested to be taken in minimum increments of four hours. If an exempt employee absents himself or herself from work for part or all of a workday, he or she may be required to use accrued vacation to make up for the absence.

All employees must have supervisory approval before taking vacation, which must be requested at least ten business days in advance of the beginning of the anticipated vacation period. Employees should submit a Time Off Request online for approval to their supervisors and then to Human Resources. Vacations shall be scheduled in such a way as to provide adequate coverage of job responsibilities and staffing requirements.

Although the School will attempt to accommodate vacation request to the greatest extent possible, there is no guarantee that any given vacation request will be granted, and the School reserves the right to deny a vacation request based on operational needs of the School. At the start of the school year, employees are expected to submit vacation requests. Approval of these is subject to the School's discretion and will be based on operational needs and seniority. Thereafter and throughout the year, vacation requests will be granted on a first-come, first serve basis.

It is preferable for employees at site-dependent programs to take vacations when students are not in school such as winter break, spring break, and for applicable employees, during the summer. For applicable employees, vacations for the summer may not begin until the program has officially closed out the year with central administration. Also, employees need to prepare to participate in numerous trainings during the month of August. Vacation time taken in August must be scheduled around training dates.

The School reserves the right to schedule vacation time for employees or to compensate employees for accrued, unused vacation time at any time in its sole discretion. For those employees that are eligible for holiday pay, if a holiday occurs during your vacation period, you will receive holiday compensation for that day.

Employees who terminate their employment for any reason will be paid for any accrued but unused vacation time in accordance with this policy. Vacation time is paid at the employee's final rate of pay at the time of the employee's separation.

As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise amend this policy at its sole and absolute discretion to the extent allowed by law. Please consult Human Resources with questions regarding this policy.

6.3 Sick Leave

The School enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave ("PSL") to eligible employees.

6.3.1 Eligible Employees

All employees (including part-time and temporary) who work for the School more than 30 days within a year in California are eligible to receive PSL as set forth in this policy.

6.3.2 Permitted Use

Eligible employees may use their accrued 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, sibling of the employee, or a designated person. "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. "Designated person" means a person identified by the employee at the time the employee requests paid sick days. Only one individual may be a "designated person" per 12-month period.

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

6.3.3 Allotment Amount and Carryover

Eligible employees will be allotted PSL days as follows:

- Certificated (Teachers) Employees: Teachers that work a full academic school year shall be allotted eight PSL days (or 64 hours) each school year (First day of school year-June 30) on August 16.
- Administration Exempt Employees Working the Entire School Year (12 month employees): On July 1, all eligible employees will be allotted six PSL days (or 48 hours) per school year (July 1-June 30).
- All Other Employees: On July 1, all eligible employees will be allotted five PSL days (or 40 hours) per school year (July 1-June 30).

PSL days for all employees are not accrued on an as-worked basis but rather are allotted to the eligible employees on the first day of work for the school year as noted above. If an employee is hired after the start of the school year (i.e., July 1 or August 16 for teachers), the employee shall receive a prorated amount of PSL based on the employee's first day of work, but in no event shall be less than five (5) days or 40 hours, whichever is greater. PSL days are "use it or lose it" and, as such, do not carry over from year to year.

6.3.4 Limits on Use

Exempt eligible employees may use PSL beginning on the first day of employment.

Non-Exempt eligible employees may use PSL beginning on the 90th day of employment.

PSL may be taken in minimum increments of one hour. If an exempt or non-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 PSL to make up for the absence.

6.3.5 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. Upon return from an unexpected sick leave absence, employees must complete an Absentee Report.

If you expect to be absent from work for more than five days or if you have an expectation of periodic absences due to a specific medical condition, please contact Human Resources.

6.3.6 Termination

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

6.3.7 No Discrimination or Retaliation

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

6.4 Bereavement Leave

All employees who have worked with the School for at least 30 days prior to the commencement of the leave may be eligible for up to five days of leave upon the death of a family member. Regular full-time employees will receive pay for up to three days during the leave of absence. All other employees will receive time off without pay. Eligible employees may use any accrued leave, such as paid time off, vacation, or sick leave during the unpaid leave of absence.

The School may request documentation to certify the need for such leave. Upon request, employees must provide documentation of the death of the family member within 30 days of the first day of the leave. "Documentation" may include, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services

from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

For the purposes of this policy, "family members" include: a spouse or a child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. "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 parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. "Sibling" means a person related to another person by blood, adoption, or affinity through a common legal or biological parent. "Grandchild" means a child of the employee's child. "Grandparent" means a parent of the employee's parent.

Bereavement leave as stated above must be approved by the Executive Director in advance and must be completed within three months of the date of the death of the family member, but need not be consecutive. Under extenuating circumstances, employees who are not eligible for paid bereavement leave or eligible employees who wish to extend their bereavement leave beyond five days may request to do so in advance from their supervisors. In the event that the School approves such an advance request at its discretion, the absence or extended absence will be charged to the employee's vacation. If the employee does not accrue vacation or has used all his or her accrued vacation, the absence of extended absence will be without pay.

6.5 Reproductive Leave Loss

All employees who have worked with the School for at least 30 days prior to the commencement of the leave may be eligible for up to five days of unpaid leave following a reproductive loss event. For the purposes of this policy, "reproductive loss event" means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction, as these terms are defined by law.

The leave must be taken within three months of the reproductive loss event, but need not be consecutive. However, if an employee is on, or chooses to take, leave pursuant to the California Family Rights Act, the Pregnancy Disability Leave law, or any other leave entitlement provided under state or federal law, the employee must complete their reproductive leave loss within three months of the end date of the other leave. If an employee experiences more than one reproductive loss event within a 12-month period, the School may deny unpaid time off requested under this policy in excess of 20 days within a 12-month period.

Reproductive loss leave is unpaid. However, eligible employees may use any accrued leave, such as paid time off, vacation, or sick leave during the unpaid leave of absence.

The School shall maintain the confidentiality of any employee requesting leave under this policy. Any information provided to the School pursuant to this policy shall be maintained as confidential and shall not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

The School prohibits retaliation against any individual who exercises their right to reproductive loss leave or who gives information or testimony as to their own reproductive loss leave, or another person's reproductive loss leave, in an inquiry or proceeding related to rights guaranteed under applicable law.

6.6 Family and Medical Leave Act (FMLA) / California Family Rights Act (CFRA)

Under the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA), 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) and have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence. For purposes of FMLA leave only, an eligible employee must also be 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 practicable. 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 care of the employee's newborn child (i.e., baby bonding) or t a child placed with the employee for foster care or adoption. Leves for these reasons must be completed within 12 months of the birth or placement of the child;
- 2. the care of the employee's spouse, child or parent¹ with a "serious health condition" and for purposes of CFRA only, the care of the employee's grandparent, grandchild, sibling registered domestic partner, or a designated person² with a "serious health condition";
- 3. the "serious health condition" of the employee (including serious health condition resulting from an on-the job illness or injury) that makes the employee unable to perform any one or more of the essential functions of their job. For FMLA leave only, a serious health condition also includes a disability caused by pregnancy,

¹ For purposes of FMLA only, the term "parent" does not extend to parents-in-law. Further, for purposes of FMLA only, a child does not refer to a child who is over 18 years of age (unless they are incapable of self-care because of a medical or physical disability) nor does it include the child of a registered domestic partner unless the employee stands in loco parentis to the child.

² "Designated person" means any individual related by blood or whose association with the employee is the equivalent of a family relationship. Only one individual may be a "designated person" per 12-month period.

childbirth, or related medical conditions, which runs concurrently with the School's separate pregnancy disability policy;

- 4. (FMLA ONLY) the care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- 5. any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, registered domestic partner (CFRA only) or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

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

FMLA/CFRA leave may be taken for up to 12 workweeks during the designated 12-month period (with the exception of FMLA 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. FMLA 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 accrued vacation during unpaid family and medical leave. You will also be required to use any accrued PSL during unpaid family and medical leave that is due to your own serious health condition. If mutually agreed upon between the School and the employee, PSL may be used for the care of a qualifying family member or in connection with the birth (including baby bonding), adoption or foster care of a child. 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 vacation and/or PSL.

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

If you do not return to work on the first workday following the expiration of an approved FMLA/CFRA 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 a comparable position and will receive pay and benefits equivalent to those you received prior to the leave, as may be required by law. In certain circumstances under FMLA leave only, "key" employees may not be eligible for reinstatement following a family and medical leave. The School will provide written notice to any "key" employee who is not eligible for reinstatement.

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

6.7 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 the School. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

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

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any accrued sick time during any unpaid portion of pregnancy disability leave. Employees may also elect to use any accrued vacation time 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 vacation and/or sick leave.

Benefit accrual, such as vacation, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

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

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

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

6.8 Unpaid Leave of Absence (Medical)

In an effort to comply with its duty to accommodate employees with qualifying disabilities, the School may provide leaves of absence without pay when an employee is temporarily unable to work due to a mental or physical disability, certified in writing by his or her health care provider, unless such leave would cause an undue hardship to the School. Approved absences of less than two weeks are not treated as medical leaves of absences but rather as excused absences without pay.

Employees will be required to use any accrued vacation and PSL during any unpaid portion of this leave. Benefit accrual, such as vacation, paid sick leave, and holiday benefits, will be suspended during an unpaid medical leave period and will resume upon return to active employment. Unless otherwise required by law, the School does not continue to pay premiums for health insurance coverage for employees on unpaid medical leave. However, if eligible, you may self-pay the premiums under the provisions of COBRA.

6.9 Discretionary Unpaid Leave of Absence (Non-Medical)

The School may grant a discretionary unpaid leave of absence to employees in certain unusual circumstances. It is important to request any leave in writing as far in advance as possible, to keep in touch with your supervisor and Human Resources during your leave, and to give prompt notice if there is any change in your return date.

The School has complete discretion to deny a personal leave of absence in any circumstance. All requests for personal leave will be evaluated on an individual basis by management and Human Resources. In evaluating a request for unpaid leave, the School will consider various factors, including but not limited to the following:

- School/department needs and the impact on the organization
- Reason for requesting the leave
- Length of service
- Work performance record
- Attendance record

During a personal leave, you will earn no compensation. However, you must use accrued vacation time.

Unless otherwise required by law, the School does not continue to pay premiums for health insurance coverage for employees on discretionary unpaid leaves of absence. However, if eligible, you may self-pay for premiums under the provisions of COBRA. Thus, during the period of your unpaid personal leave, you remain responsible for the payment of the entire amount of your health benefit premiums.

If your leave expires and you have not contacted your supervisor or the School, the School will assume that you do not plan to return and that you have voluntarily terminated your employment. Employees do not continue to accrue vacation, sick leave, or holiday benefits while they are on unpaid discretionary leaves of absence.

Employees taking a personal leave of absence are not guaranteed reinstatement. The School will have complete discretion to fill their position. Only the Executive Director has authority to commit the School to any arrangement contrary to this and will do so only in writing.

Additional types of leave may also be available pursuant to applicable federal, state or local laws. Please contact Human Resources for more information.

6.10 Military Leave

All employees who leave the School for active military service or military reserve duty will be placed on an unpaid military leave of absence. Employees are entitled to reinstatement upon completion of such military service or duty, provided an application for reinstatement is made within 90 days of discharge, or as otherwise provided by law.

You may use accrued vacation time during military leave. Time spent on military leave counts for purposes of determining "length of service." However, you will not accrue vacation or sick leave or receive holiday pay during military leave.

6.11 Jury Duty/Witness Duty

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. Recognizing that schools are seasonal, the courts allow postponement of service to a date chosen by the employee during non school hours.

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 accrued vacation 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.

6.12 Time Off for Voting

The School encourages its employees to fulfill their civic responsibilities by participating in elections. Because polls are open from 7:00 a.m. until 8:00 p.m., employees generally are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours and have not requested an absentee ballot, then the School will grant up to two hours of paid time off to vote.

Employees must request time off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

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.

6.13 Emergency Duty/Training Leave

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 vacation 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.

6.14 Suspended Pupil/Child Leave

California law requires employers to provide time off for parents required to visit a child's school when the child has served a period of suspension from school. 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. Employees may use accrued vacation while attending a child's school under these circumstances. If not, suspended pupil/child leave will be unpaid.

6.15 Leave for Crime Victims and Their Family Members

If you are the victim—or an immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child of a registered domestic partner) of the victim—of a violent felony, serious felony (as defined by the California Penal Code), or felonies related to theft or embezzlement, you are permitted to be absent from work to attend judicial proceedings related to the crime.

You must provide your supervisor with written notification for each scheduled proceeding, unless advance notice is not possible. This time off is unpaid. You may choose to use your accrued vacation, but this is not required.

6.16 Military Spouse Leave

Qualified employees are eligible for up to 10 days of unpaid leave when their spouse or registered domestic partner is on leave from military deployment. A qualified

employee is one who regularly works more than 20 hours per week and whose spouse or registered domestic partner is a member of the Armed Forces, National Guard, or Reserves and is on leave from deployment during a period of military conflict.

If you are eligible for such leave, please submit a written request for leave to Human Resources within two business days of receiving official notice that your spouse or registered domestic partner will be on leave from deployment. You will also be required to provide written documentation certifying that your spouse or registered domestic partner will be on leave from deployment.

Non-exempt employees must use accrued vacation time in order to receive compensation for this time off. If no vacation time is available, the employee may take this time off without pay. An exempt employee is required to charge any absence of four or more hours under this policy to his or her vacation bank, if any. Otherwise, exempt employees will be compensated to the extent required by applicable law. Employees who need time off to participate in a qualifying event resulting from a family member's deployment to a foreign country may be eligible for Paid Family Leave benefits through the California Employment Development Department ("EDD"). Please contact the EDD for more information.

6.17 School and Daycare Leave

If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed day care facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or day care facility, to find, enroll or reenroll your child in a school or with a licensed child care provider and/or to address a child care provider or school emergency. You may take no more than eight hours off for this purpose in any one calendar month. Unless it is to address an emergency, you should schedule this time off with your supervisor in advance. You may be asked to provide documentation from the school or day care facility to confirm your attendance at its facility for reasons covered under this policy on the specific date and time that you took the leave. This time off is unpaid. You may choose to use your accrued vacation, but this is not required.

6.18 Rights for Victims of Crime or Abuse

6.18.1 Right to Time Off

If you are the victim of stalking, domestic violence, sexual assault, or a crime that caused physical injury or that caused mental injury and a threat of physical injury, or if your immediate family member is deceased because of a crime, you are permitted to be absent from work to seek relief related to the crime or abuse. Relief includes, but is not limited to, obtaining a temporary restraining order, a restraining order, or other injunctive relief to help ensure the health, safety, or welfare of you or your child. You are permitted to take leave for this purpose whether or not any person is arrested for, prosecuted for, or convicted of committing the crime. All employees can also 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.

Employees may use available vacation (if applicable) or accrued PSL. Otherwise, the time off is unpaid. In general, employees are not required to provide documentation for time off under this policy. However, employees shall provide reasonable advance notice of their intent to take time off, unless advance notice is not feasible. If employees are unable to provide advance notice for time off under this policy, they can provide certification of their absence (such as a police report, court order, or health care provider certification, or other documentation that reasonably verifies that the crime or abuse occurred and your absence was for an authorized purpose) within a reasonable time period thereafter.

If employees provide reasonable advance notice or provide documentation within a reasonable time period thereafter for an unscheduled absence, they will not be subject to any disciplinary action for time off under this policy.

6.18.2 Right to Reasonable Accommodation for Victims of Domestic Violence, 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 maintain confidentiality regarding any requests for accommodations under this policy.

6.18.3 Prohibition on Retaliation and Discrimination

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

- The employee is a victim of a crime or abuse.
- The employee asked for time off to get help.
- The employee asked the School for help or changes in the workplace to ensure safety at work.

6.18.4 Right to File a Complaint

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 619-220-5451 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.

6.19 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 accrued vacation if you want compensation for this time off. If you do not have accrued vacation available, you will be permitted to take the time off without pay.

6.20 Alcohol and Drug Rehabilitation Leave

Pursuant to California law, the School will reasonably accommodate any eligible employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation 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 alcohol or drug rehabilitation program. However, you may utilize accrued vacation if you want compensation for this time off. If you do not have accrued vacation available, you will be permitted to take the time off without pay.

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

6.21 Civil Air Patrol Leave

Pursuant to California law, the School will provide unpaid leave to employees who are volunteer members of the California Wing of the Civil Air Patrol and who have been duly directed and authorized to respond to an emergency operational mission of the California Wing of the Civil Air Patrol. Employees must be employed for at least 90 days immediately preceding the commencement of leave in order to be eligible.

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 vacation.

6.22 Leave for Bone Marrow and Organ Donors

Pursuant to California law, 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.

The School requires that bone marrow donors use up to five days of available accrued PSL or vacation time during the course of the leave. Organ donors must use up to ten days of available accrued PSL or vacation time during the course of the leave.

To qualify for this leave, an employee must have been employed for at least 90 days prior to the commencement of the leave and must provide the School with written verification of his or her status as an organ or bone marrow donor and the medical necessity for the donation. During such leave, the School will continue coverage under its group medical insurance plan, if applicable. However, employees must continue to pay their portion of the applicable premiums. Employees should give the School as much notice as possible of the intended dates upon which the leave would begin and end.

7. INSURANCE BENEFITS

7.1 Medical Insurance

Eligible employees may participate in the School's medical insurance plan, subject to plan and eligibility requirements. Subject to applicable law, there is no guarantee that the School will continue to maintain a medical insurance plan or that the terms and conditions of any such plan will not be changed at any time. Further, in order to continue participation in any such plan, employees may be required to pay a part of the premium. Eligible dependents and spouses of the employee may be eligible to enroll in the medical insurance plan pursuant to the specific terms and conditions of the plan, which ultimately govern all aspects of the employee's eligibility for and participation in the plan.

7.2 Disability Insurance (Wage Supplement)

The School contributes to the State of California to provide you with State Disability Insurance ("SDI") pursuant to the California Unemployment Insurance Code. Contributions are made through a payroll deduction. SDI is payable when you cannot work because of illness or injury not caused by employment with the School or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount.

SDI is a wage supplement provided concurrently while an employee takes an eligible leave of absence under School policy and applicable law. 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.

7.3 Paid Family Leave Insurance Benefits (Wage Supplement)

Under California law, eligible employees may participate in the Paid Family Leave ("PFL") insurance 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, or adoption), or to participate in a qualifying event because of a family member's (i.e. a spouse, registered domestic partner, parent or child) military deployment to a foreign country. 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 School policy and applicable law.

The School may require you to take up to two weeks of accrued but unused vacation 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.

7.4 Unemployment Compensation

The School contributes a significant amount of money each year to the California Unemployment Insurance Fund on behalf of its employees. Under certain circumstances, you may be eligible for unemployment insurance benefits.

7.5 Social Security

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

7.6 Workers' Compensation Insurance

At no cost to you, you are protected by the School's workers' compensation insurance policy while employed by the School. This policy covers you in case of occupational injury or illness.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND AT-WILL AGREEMENT

ALL EMPLOYEES MUST READ THIS EMPLOYEE HANDBOOK AND FILL OUT AND RETURN THIS PORTION TO HUMAN RESOURCES WITHIN ONE WEEK OF RECEIPT.

I have received a copy of Bella Mente Montessori Academy's Employee Handbook. I understand that it is my responsibility to carefully read and understand its contents and I agree to follow the policies stated therein. Unless specified otherwise in an agreement between me and the School, I understand that I am an at-will employee and that the School and I both have the right to terminate my employment at any time, with or without notice, and with or without cause. I further understand that transfers, demotions, suspensions, employee discipline, and changes in the terms and conditions of employment may be administered at the sole and absolute discretion of the School. I understand that these conditions of my employment may not be modified orally and may only be modified in a writing signed by the Executive Director of the School and me and approved by the School's Governing Board.

I understand that nothing in the Handbook is intended, nor should be construed, as a limitation of my right and the School's right to terminate the employment relationship at any time, with or without notice, and with or without cause, or the School's absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. I understand that nothing in the Handbook is intended, nor should be construed, to create an implied or express contract of employment contrary to this express at-will agreement or to the School's absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. I understand that the School reserves the right to depart from and modify the policies stated in the Handbook at its sole discretion, with the exception of my at-will status and the School's absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment. The foregoing constitutes the entire terms of the agreement between me and the School regarding the duration and at-will nature of my employment and the School's absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion.

Date:	Signed:		
		Employee	
	Employee Printed Name:		



October 20, 2023

Erin Feeley Re: Sheet Vinyl Installation 1737 W. Vista Way Vista, CA 92083

Below is an estimate to install new glued down sheet vinyl at the above listed address.

(Sheet Vinyl - OPTION #1)

Areas: Kitchen

Product: Shaw Commercial Sheet Vinyl **Style:** 6ft Commercial Vinyl

Color: Sandstone **Underlayment:** Glue down installation

Labor includes:

- Demolition and disposal of existing glued down flooring
- Basic floor preparation
- 4x Large appliance moving
- Installation of Shaw Commercial 6ft wide glued down vinyl
- Installation of new 6-inch cove base
- Installation of rubber reducer at doorway transition

Job Total: \$3,954.00

The above totals reflect out-the-door pricing with all material and labor included. Please let me know if you have any questions or would like to move forward with this project.

Greg Schlaifer
Tri-City Carpet #1 Inc.
1455 W. Vista Way
Vista, Ca 92083
(760)724-5595
Greg@tricitycarpet.com



SECURLY

Dept LA 24957

Pasadena, CA 91185-4957 (Billing Address)

United States

Prepared By

Brendan Liou

Email

brendan.liou@securly.com

Quote Number 00031319 11/30/2023 **Expiration Date**

Bill To Name

Bella Mente Montessori Academy CA (Vista, CA)

Bill To 1737 W Vista Way

Vista, California 92083-2112

United States

School Name Bella Mente Montessori Academy CA (Vista, CA)

Contact Name Carlitos Carmona

ORDER INFORMATION

Subscription Start 11/1/2023

3

Date

Subscription End 10/31/2026

Date

Term (years)

Payment Schedule Upfront

PRODUCTS & SERVICES

Product	Quantity	Sales Price	Subtotal
1. Classroom Premium 1-499	322.00	USD 21.00	USD 6,762.00

Grand Total USD 6,762.00

CHARTER SCHOOL INTERIM FINANCIAL REPORT - ALTERNATIVE FORM First Interim Report - Summary

Charter School Name: Bella Mente Montessori

(continued) Academy
CDS #: 37-68452-0128223
Charter Approving Entity: Vista Unified
County: San Diego
Charter #:

Fiscal Year: 2023/24

					1st Interim vs. A	-
					Increase, (
		7/1 Adopted	Actuals thru	1st Interim	\$ Difference	% Change
Description A. REVENUES	Object Code	Budget (X)	10/31 (Y)	Budget (Z)	(Z) vs. (X)	(Z) vs. (X)
LCFF Revenue Sources						
State Aid - Current Year	8011	3,007,624.00	787.254.00	3,145,592.00	137,968.00	4.59%
Education Protection Account State Aid - Current Year	8012	77.220.00	17,151.00	73,620.00	(3.600.00)	-4.66%
State Aid - Prior Years	8019	77,220.00	17,131.00	73,020.00	(3,000.00)	-4.00 /6
Transfer of Charter Schools In Lieu of Property Taxes	8096	1,421,597.00	364,088.66	1,495,384.00	73,787.00	5.19%
Other LCFF Transfers	8091, 8097	1,421,397.00	304,000.00	1,493,304.00	73,707.00	3.1370
Total, LCFF Sources	0031, 0037	4,506,441.00	1,168,493.66	4,714,596.00	208,155.00	4.62%
Total, Lot 1 Godioco		4,000,441.00	1,100,400.00	4,7 14,000.00	200,100.00	4.0270
2. Federal Revenues						
No Child Left Behind/Every Student Succeeds Act	8290	128,389.00	-	116,492.00	(11,897.00)	-9.27%
Special Education - Federal	8181, 8182	53,000.00	_	51,740.00	(1,260.00)	-2.38%
Child Nutrition - Federal	8220	135,586.00	78.67	135,586.00	(1,200.00)	0.00%
Donated Food Commodities	8221	-	-	-	-	0.0070
Other Federal Revenues	8110, 8260-8299	338,293.00	_	338,293.00	_	0.00%
Total, Federal Revenues	0110, 0200 0233	655,268.00	78.67	642,111.00	(13,157.00)	-2.01%
rotal, redefairtevendes		000,200.00	70.01	042,111.00	(10,107.00)	2.0170
3. Other State Revenues						
Special Education - State	StateRevSE	292,555.00	148,644.00	315,300.00	22,745.00	7.77%
All Other State Revenues	StateRevAO	1,430,691.00	325,187.53	1,467,209.00	36,518.00	2.55%
Total. Other State Revenues	StateNevAO	1,723,246.00	473,831.53	1,782,509.00	59,263.00	3.44%
Total, Other State Revenues		1,723,240.00	473,031.33	1,762,509.00	59,205.00	3.44%
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	-	168,367.51	168,368.00	168,368.00	New
Total, Local Revenues	Localitevito	_	168,367.51	168,368.00	168,368.00	New
Total, Local Nevenues			100,507.51	100,300.00	100,300.00	New
5. TOTAL REVENUES		6,884,955.00	1,810,771.37	7,307,584.00	422,629.00	6.14%
B. EXPENDITURES						
Certificated Salaries						
Certificated Teachers' Salaries	1100	2,209,402.00	508,733.06	1,991,306.00	(218,096.00)	-9.87%
Certificated Pupil Support Salaries	1200	186,013.00	33,269.58	116,433.00	(69,580.00)	-37.41%
Certificated Supervisors' and Administrators' Salaries	1300	451,686.00	152,230.72	326,704.00	(124,982.00)	-27.67%
Other Certificated Salaries	1900	-	-	-	-	
Total, Certificated Salaries		2,847,101.00	694,233.36	2,434,443.00	(412,658.00)	-14.49%
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	299,009.00	89,323.40	415,982.00	116,973.00	39.12%
Non-certificated Support Salaries	2200	182,076.00	54,424.99	169,321.00	(12,755.00)	-7.01%
Non-certificated Supervisors' and Administrators' Sal.	2300	149,931.00	49,977.71	149,931.00	-	0.00%
Clerical and Office Salaries	2400	336,183.00	109,705.51	365,590.00	29,407.00	8.75%
Other Non-certificated Salaries	2900	16,731.00	4,992.29	16,731.00	-	0.00%
Total, Non-certificated Salaries		983,930.00	308,423.90	1,117,555.00	133,625.00	13.58%
3. Employee Benefits						
STRS	3101-3102	-	-	-	-	
PERS	3201-3202	-	-	-	-	
OASDI / Medicare / Alternative	3301-3302	225,009.00	76,013.91	271,617.00	46,608.00	20.71%
Health and Welfare Benefits	3401-3402	385,811.00	136,549.61	249,525.00	(136,286.00)	-35.32%
Unemployment Insurance	3501-3502	32,300.00	6,193.27	38,000.00	5,700.00	17.65%
Workers' Compensation Insurance	3601-3602	55,816.00	39,345.26	42,961.00	(12,855.00)	-23.03%
OPEB, Allocated	3701-3702	-	-	-	-	
OPEB, Active Employees	3751-3752	-	-		-	
Other Employee Benefits	3901-3902	145,537.00	20,999.72	72,522.00	(73,015.00)	-50.17%
Total, Employee Benefits	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	844,473.00	279,101.77	674,625.00	(169,848.00)	-20.11%

CHARTER SCHOOL INTERIM FINANCIAL REPORT - ALTERNATIVE FORM First Interim Report - Summary

Charter School Name: Bella Mente Montessori

(continued) Academy
CDS #: 37-68452-0128223
Charter Approving Entity: Vista Unified
County: San Diego
Charter #:

Fiscal Year: 2023/24

					1st Interim vs. A	
					Increase, (
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	65,753.00	22,181.17	65,753.00	-	0.00
Books and Other Reference Materials	4200	4,870.00	-	4,870.00	-	0.00
Materials and Supplies	4300	114,524.00	63,255.04	114,524.00	-	0.00
Noncapitalized Equipment	4400	109,007.00	29,126.30	109,007.00	-	0.00
Food	4700	155,000.00	13,002.30	155,000.00	-	0.00
Total, Books and Supplies		449,154.00	127,564.81	449,154.00	-	0.00
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	-	-	-	-	
Travel and Conferences	5200	50,203.00	66,427.00	71,427.00	21,224.00	42.28
Dues and Memberships	5300	17,939.00	14,536.40	17,939.00	-	0.00
Insurance	5400	145,610.00	136,405.00	145,610.00	-	0.00
Operations and Housekeeping Services	5500	255,000.00	96,635.64	255,000.00	-	0.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	142,500.00	77,440.60	142,600.00	100.00	0.07
Transfers of Direct Costs	5700-5799	-	-	-	-	
Professional/Consulting Services and Operating Expend.	5800	1,228,918.00	384,602.70	1,298,476.00	69,558.00	5.66
Communications	5900	65,136.00	7,554.12	39,083.00	(26,053.00)	-40.00
Total, Services and Other Operating Expenditures		1,905,306.00	783,601.46	1,970,135.00	64,829.00	3.40
6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only)						
Land and Land Improvements	6100-6170	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	
Books and Media for New School Libraries or Major						
Expansion of School Libraries	6300	-	-	-	-	
Equipment	6400	-	-	-	-	
Equipment Replacement	6500	-	-	-	-	
Depreciation Expense (for accrual basis only)	6900	397,633.00	133,767.54	397,633.00	-	0.00
Amorization Expense-Lease Assets	6910	-	-	-	-	
Total, Capital Outlay		397,633.00	133,767.54	397,633.00	-	0.00
7. Other Outgo						
Tuition to Other Schools	7110-7143	-	-	-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	
All Other Transfers	7281-7299	-	-	-	-	
Transfers of Indirect Costs	7300-7399	-	-		-	
Debt Service:						
Interest	7438	840,444.00	231,170.76	840,444.00	-	0.00
Principal (for modified accrual basis only)	7439	-	-	-	-	
Total, Other Outgo		840,444.00	231,170.76	840,444.00	-	0.00
8. TOTAL EXPENDITURES		8,268,041.00	2,557,863.60	7,883,989.00	(384,052.00)	-4.65
EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND.						
BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(1,383,086.00)	(747,092.23)	(576,405.00)	806,681.00	-58.32

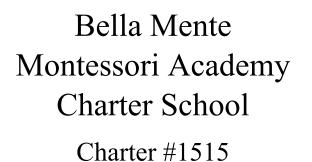
CHARTER SCHOOL INTERIM FINANCIAL REPORT - ALTERNATIVE FORM First Interim Report - Summary

Charter School Name: Bella Mente Montessori

(continued) Academy
CDS #: 37-68452-0128223
Charter Approving Entity: Vista Unified
County: San Diego
Charter #:

Fiscal Year: 2023/24

					1st Interim vs. A	
					Increase, (,
		7/1 Adopted	Actuals thru	1st Interim	\$ Difference	% Change
Description	Object Code	Budget (X)	10/31 (Y)	Budget (Z)	(Z) vs. (X)	(Z) vs. (X)
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979					
2. Less: Other Uses	7630-7699	-	-	-	-	
Contributions Between Unrestricted and Restricted Accounts	7030-7099	-	-	-	-	
	8980-8999				_	
(must net to zero)	8980-8999	-	-	-	-	
4. TOTAL OTHER FINANCING SOURCES / USES		_		_	_	
4. TOTAL OTTILIT INANGING SOURCES / COLO		_	_		_	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(1,383,086.00)	(747,092.23)	(576,405.00)	806,681.00	-58.32%
, , , , , , , , , , , , , , , , , , , ,		()===,====,	()/	(= = , = = = -,		
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	7.531.661.91	7,531,661.91	7,531,661.91	-	0.00%
b. Adjustments to Beginning Balance	9793, 9795	-	(84,302.77)	(254,990.00)	(254,990.00)	New
c. Adjusted Beginning Balance		7,531,661.91	7,447,359.14	7,276,671.91		
2. Ending Fund Balance, June 30 (E + F.1.c.)		6,148,575.91	6,700,266.91	6,700,266.91		
Components of Ending Fund Balance :						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	-	-		-	
Stores (equals object 9320)	9712	-	-	-	-	
Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
All Others	9719	-	-		-	
b. Restricted	9740	-	-		-	
c Committed						
Stabilization Arrangements	9750	-	-	-	-	
Other Commitments	9760	-	-	-	-	
d Assigned						
Other Assignments	9780	-	-	-	-	
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	-	-	-	-	
Unassigned/Unappropriated Amount	9790	6,148,575.91	6,700,266.91	6,700,266.91	551,691.00	8.97%



Audit Report June 30, 2023



Bella Mente Montessori Academy Charter SchoolFinancial Statements and Supplemental Information (Continued) Year Ended June 30, 2023

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Brian K. Hadley, CPA Aubrey W. Mann, CPA Kevin A. Sproul, CPA

Independent Auditor's Report

To the Board of Directors of Bella Mente Montessori Academy Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Bella Mente Montessori Academy Charter School (a nonprofit organization), which comprise the statement of consolidated financial position as of June 30, 2023, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Bella Mente Montessori Academy Charter School as of June 30, 2023, 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.

Basis for Opinion

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Bella Mente Montessori Academy Charter School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter - Changes in Accounting Principle and Policy

As described in Note A to the financial statements, in the fiscal year ended June 30, 2023, the School adopted new accounting guidance, *Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC)* 842, Leases. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Bella Mente Montessori Academy Charter School's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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
 Bella Mente Montessori Academy Charter School's internal control. Accordingly, no such opinion is
 expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Bella Mente Montessori Academy Charter School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information, as identified in the Table of Contents and as required by the 2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, 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 accompanying supplementary information, as identified in the Table of Contents, are 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 January 25, 2023, on our consideration of Bella Mente Montessori Academy Charter School's 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 Bella Mente Montessori Academy Charter 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 Bella Mente Montessori Academy Charter School's internal control over financial reporting and compliance.

El Cajon, California January 25, 2023 Financial Statements

Consolidated Statement of Financial Position June 30, 2023

Assets		
Cash and cash equivalents	\$	10,653,799
Accounts receivable		533,956
Accounts receivable - finance leases		14,127,570
Prepaid expenses		86,287
Other assets cost of issuance		714,398
Property and equipment, net		3,602,607
Right-of-use assets, financing leases		
Facilities and equipment		11,478,222
Accumulated amortization		(1,910,641)
Total Assets	\$	39,286,198
Liabilities and Net Assets		
Liabilities	Φ	(21.057
Accounts payable - vendors	\$	631,057
Accounts payable - grantor government		145,542
Accrued payroll expenses		104,444
Unearned revenue		1,473,201
Lease payable		14,127,570
Bonds and notes payable		15,915,006
Total Liabilities		32,396,820
Net Assets		
Without donor restrictions		
Undesignated		17,340,793
Invested in property and equipment, net of related debt		(10,524,963)
		6,815,830
With donor restrictions		
Restricted for state programs		73,548
		73,548
Total Net Assets		6,889,378
Total Liabilities and Net Assets	\$	39,286,198

Consolidated Statement of Activities Year Ended June 30, 2023

	Without Donor Restrictions	With Donor Restrictions	Total
Revenue, Support, and Gains			
Local Control Funding Formula (LCFF) sources			
State aid	\$ 2,488,579	\$ -	\$ 2,488,579
Education protection account state aid	68,604	-	68,604
Transfers in lieu of property taxes	1,257,819		1,257,819
Total LCFF sources	3,815,002	-	3,815,002
Federal contracts and grants	-	674,919	674,919
State contracts and grants	-	3,214,732	3,214,732
Local contracts and grants	28,426	-	28,426
Donations	44,836	-	44,836
Rental income	25,862	-	25,862
FMV adjustment	(254,990)	-	(254,990)
Interest income	145,102	-	145,102
Net assets released from restriction -			
Grant restrictions satisfied	3,908,064	(3,908,064)	-
Total revenue, support, and gains	7,712,302	(18,413)	7,693,889
Expenses and Losses			
Program services expense	6,182,656	-	6,182,656
Supporting services expense	1,747,962	-	1,747,962
Total expenses and losses	7,930,618		7,930,618
Change in Net Assets	(218,316)	(18,413)	(236,729)
Net Assets, Beginning of Year	7,034,146	91,961	7,126,107
Net Assets, End of Year	\$ 6,815,830	\$ 73,548	\$ 6,889,378

Consolidated Statement of Functional Expenses Year Ended June 30, 2023

Salaries and Wages Educational Programs Management and General Total Salaries and Wages \$ 2,223,867 \$ 774,067 \$ 2,997,934 Other employee benefits 276,068 96,092 372,160 Payroll taxes 166,993 58,126 225,119 Fees for services: T 244,126 244,126 Legal - 230,251 230,251 Audit - 8,950 8,950 Professional consulting 895,103 100,796 995,899 District oversight - 37,903 37,903 Banking and service charges - 12,087 12,087 Advertising and promotion - 38,829 38,829 Office expenses 130,889 - 130,889 Information technology 20,282 - 20,282 Amortization 409,430 - 409,430 Occupancy 188,441 - 188,441 Conferences, conventions, and meetings 86,548 3,327 89,875 <		Program Services		Supp	orting Services		
Salaries and Wages \$ 2,223,867 \$ 774,067 \$ 2,997,934 Other employee benefits 276,068 96,092 372,160 Payroll taxes 166,993 58,126 225,119 Fees for services: **** **** 244,126 225,119 Management - 244,126 244,126 244,126 124,126 12,025 12,027 12,027 12,027 12,027 12,027 12,027 12,027 12,027 12,027 12,027 12,027 12,027 12,028 12,027 12,027 12,027 <th></th> <th></th> <th></th> <th>Mana</th> <th>agement and</th> <th>_</th> <th></th>				Mana	agement and	_	
Other employee benefits 276,068 96,092 372,160 Payroll taxes 166,993 58,126 225,119 Fees for services: Tees for services: 244,126 244,126 244,126 244,126 244,126 124,126 244,126 1230,251 230,251 Audit - 230,251 230,251 Audit - 8,950 8,950 8,950 8,950 8,950 8,950 995,899 Professional consulting 895,103 100,796 995,899 995,899 995,899 995,899 995,899 995,899 12,087 12,087 12,087 12,087 Advertising and service charges - 12,087 12,087 12,087 Advertising and promotion - 130,889 - 130,889 - 130,889 Information technology 20,282 - 20,282 - 20,282 - 409,430 - 409,430 - 409,430 - 4		Educational Programs		(General		Total
Payroll taxes 166,993 58,126 225,119 Fees for services: Tees for services: Management - 244,126 244,126 Legal - 230,251 230,251 Audit - 8,950 8,950 Professional consulting 895,103 100,796 995,899 District oversight - 37,903 37,903 Banking and service charges - 12,087 12,087 Advertising and promotion - 38,829 38,829 Office expenses 130,889 - 130,889 Information technology 20,282 - 409,430 Occupancy 188,441 - 409,430 Octuberecis, conventions, and meetings 86,548 3,327 89,875 Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses:	Salaries and Wages	\$	2,223,867	\$	774,067	\$	2,997,934
Fees for services: Management - 244,126 244,126 Legal - 230,251 230,251 Audit - 8,950 8,950 Professional consulting 895,103 100,796 995,899 District oversight - 37,903 37,903 Banking and service charges - 12,087 12,087 Advertising and promotion - 38,829 38,829 Office expenses 130,889 - 130,889 Information technology 20,282 - 20,282 Amortization 409,430 - 409,430 Occupancy 188,441 - 188,441 Conferences, conventions, and meetings 86,548 3,327 89,875 Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760	Other employee benefits		276,068		96,092		372,160
Management - 244,126 244,126 Legal - 230,251 230,251 Audit - 8,950 8,950 Professional consulting 895,103 100,796 995,899 District oversight - 37,903 37,903 Banking and service charges - 12,087 12,087 Advertising and promotion - 38,829 38,829 Office expenses 130,889 - 130,889 Information technology 20,282 - 20,282 Amortization 409,430 - 409,430 Occupancy 188,441 - 188,441 Conferences, conventions, and meetings 86,548 3,327 89,875 Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses: - - -	Payroll taxes		166,993		58,126		225,119
Legal - 230,251 230,251 Audit - 8,950 8,950 Professional consulting 895,103 100,796 995,899 District oversight - 37,903 37,903 Banking and service charges - 12,087 12,087 Advertising and promotion - 38,829 38,829 Office expenses 130,889 - 130,889 Information technology 20,282 - 20,282 Amortization 409,430 - 409,430 Occupancy 188,441 - 188,441 Conferences, conventions, and meetings 86,548 3,327 89,875 Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses: - 118,760 118,760	Fees for services:						
Audit - 8,950 8,950 Professional consulting 895,103 100,796 995,899 District oversight - 37,903 37,903 Banking and service charges - 12,087 12,087 Advertising and promotion - 38,829 38,829 Office expenses 130,889 - 130,889 Information technology 20,282 - 20,282 Amortization 409,430 - 409,430 Occupancy 188,441 - 188,441 Conferences, conventions, and meetings 86,548 3,327 89,875 Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses: - 118,760 118,760	Management		-		244,126		244,126
Professional consulting 895,103 100,796 995,899 District oversight - 37,903 37,903 Banking and service charges - 12,087 12,087 Advertising and promotion - 38,829 38,829 Office expenses 130,889 - 130,889 Information technology 20,282 - 20,282 Amortization 409,430 - 409,430 Occupancy 188,441 - 188,441 Conferences, conventions, and meetings 86,548 3,327 89,875 Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses: - - 118,760	Legal		-		230,251		230,251
District oversight - 37,903 37,903 Banking and service charges - 12,087 12,087 Advertising and promotion - 38,829 38,829 Office expenses 130,889 - 130,889 Information technology 20,282 - 20,282 Amortization 409,430 - 409,430 Occupancy 188,441 - 188,441 Conferences, conventions, and meetings 86,548 3,327 89,875 Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses: - - 118,760	Audit		-		8,950		8,950
Banking and service charges - 12,087 12,087 Advertising and promotion - 38,829 38,829 Office expenses 130,889 - 130,889 Information technology 20,282 - 20,282 Amortization 409,430 - 409,430 Occupancy 188,441 - 188,441 Conferences, conventions, and meetings 86,548 3,327 89,875 Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses: - - -	Professional consulting		895,103		100,796		995,899
Advertising and promotion - 38,829 38,829 Office expenses 130,889 - 130,889 Information technology 20,282 - 20,282 Amortization 409,430 - 409,430 Occupancy 188,441 - 188,441 Conferences, conventions, and meetings 86,548 3,327 89,875 Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses:	District oversight		-		37,903		37,903
Office expenses 130,889 - 130,889 Information technology 20,282 - 20,282 Amortization 409,430 - 409,430 Occupancy 188,441 - 188,441 Conferences, conventions, and meetings 86,548 3,327 89,875 Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses: - - -	Banking and service charges		-		12,087		12,087
Information technology 20,282 - 20,282 Amortization 409,430 - 409,430 Occupancy 188,441 - 188,441 Conferences, conventions, and meetings 86,548 3,327 89,875 Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses: - - -	Advertising and promotion		-		38,829		38,829
Amortization 409,430 - 409,430 Occupancy 188,441 - 188,441 Conferences, conventions, and meetings 86,548 3,327 89,875 Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses:	Office expenses		130,889		-		130,889
Occupancy 188,441 - 188,441 Conferences, conventions, and meetings 86,548 3,327 89,875 Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses: - - -	Information technology		20,282		-		20,282
Conferences, conventions, and meetings 86,548 3,327 89,875 Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses: - - -	Amortization		409,430		-		409,430
Debt sevice interest 1,181,295 965 1,182,260 Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses: - - -	Occupancy		188,441		-		188,441
Depreciation 14,481 - 14,481 Insurance - 118,760 118,760 Other expenses: -	Conferences, conventions, and meetings		86,548		3,327		89,875
Insurance - 118,760 118,760 Other expenses:	Debt sevice interest		1,181,295		965		1,182,260
Other expenses:	Depreciation		14,481		-		14,481
•	Insurance		-		118,760		118,760
Dealer and annualisa	Other expenses:						
Books and supplies 515,830 - 515,830	Books and supplies		515,830		-		515,830
Equipment rental and repair 3,814 - 3,814	Equipment rental and repair		3,814		-		3,814
Student transportation 69,615 - 69,615	Student transportation		69,615		-		69,615
Dues and memberships - 19,275 19,275	Dues and memberships		-		19,275		19,275
Miscellaneous - 4,408 4,408	Miscellaneous				4,408		4,408
Total expenses by function 6,182,656 1,747,962 7,930,618	Total expenses by function		6,182,656		1,747,962		7,930,618

Consolidated Statement of Cash Flows Year Ended June 30, 2023

Receipts from Property taxes Receipts from donations and fundraising Receipts from rental income	\$ 8,118,202 1,257,819 44,836
Receipts from property taxes Receipts from donations and fundraising	1,257,819
Receipts from donations and fundraising	
•	44,836
Receipts from rental income	•
	25,862
Receipts from operating interest	(109,888)
Payments for salaries, benefits and payroll taxes	(3,638,802)
Payments to vendors	(12,022,063)
et Cash Provided by Operating Activities	(6,324,034)
sh Flows from Investing Activities	
Sale of operating investments	1,171,493
Purchases of property and equipment	9,914,148
et Cash Provided by Investing Activities	11,085,641
ash Flows from Financing Activities	
Payments on bonds	(310,008)
Interest paid	(1,182,260)
et Cash Used for Financing Activities	(1,492,268)
Coust of the court	(1,172,200)
et Change in Cash and Cash Equivalents	3,269,339
sh and Cash Equivalents, Beginning of Year	7,384,460
sh and Cash Equivalents, End of Year	\$ 10,653,799
econciliation of Change in Net Assets to Net Cash	
Jsed For Operating Activities	
Change in net assets	\$ (236,729)
Depreciation	14,481
Interest paid	1,182,260
Adjustments to reconcile change in net assets to net cash:	
(Increase) Decrease in assets	
Accounts receivable	531,837
Accounts receivable - finance leases	(14,127,570)
Prepaid expenses	113,920
Other assets cost of issuance	26,823
Right-of-use assets, financing leases	(9,567,581)
Increase (Decrease) in liabilities	
Accounts payable - vendors	543,439
Accounts payable - grantor government	89,309
Accrued expenses and other liabilities	(43,589)
Unearned revenue	1,021,796
Leases payable	14,127,570
et Cash Provided by Operating Activities	\$ (6,324,034)

Notes to the Consolidated Financial Statements Year Ended June 30, 2023

A. Principal Activity and Summary of Significant Accounting Policies

Organization Structure

Bella Mente Montessori Academy (the School) was formed on September 9, 2011, as a charter school pursuant to California Education Code §47600 under a charter agreement with Vista Unified School District (the District). The school became a nonprofit public benefit corporation on September 9, 2011. The charter agreement was approved by Vista Unified School District and submitted to the California Board of Education in May 2013. The school began operations on September 3, 2013.

Bella Mente Montessori is a tuition-free, TK-8 Charter school in Vista. Bella Mente is proud to offer a quality Montessori education with classroom limited to a 1:28 teacher/student ratio. An educational atmosphere is provided that encourages socioeconomic diversity by providing all students with the opportunity to obtain a quality public education via Montessori and project-based learning philosophies. The School strives to foster forward thinking students prepared with 21st century skills while enriching and nurturing the whole child.

BM Holdings LLC was created in 2018 in order to finance the purchase of the building the school resides in.

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.

Basis of Consolidation

The accompanying consolidated financial statements include accounts of Bella Mente Montessori Academy Charter School and its related entity, BM Holdings LLC. All significant intercompany accounts and transactions have been eliminated in consolidation. Management makes estimates and assumptions that affect the amounts reported in the financial statements and footnotes. Actual results could differ from those estimates.

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.

Notes to the Consolidated Financial Statements (Continued) Year Ended June 30, 2023

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.

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, 2023.

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 those 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.

Notes to the Consolidated Financial Statements (Continued) Year Ended June 30, 2023

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. Some federal, state, and local contracts and grants are conditioned upon certain performance requirements and the incurrence of allowable qualifying expense. In such cases the revenue is recognized once all performance requirements have been met.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to our 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.

Advertising

Advertising costs are expensed as incurred and approximated \$38,829 during the year ended June 30, 2023.

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, 2023, 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, 2023.

Notes to the Consolidated Financial Statements (Continued) Year Ended June 30, 2023

Unearned Revenue

Unearned revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the School prior to the occurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the School has a legal claim to the resources, the liability for unearned revenue is removed from the combined balance sheet and revenue is recognized.

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, money market accounts, and certificates of deposit 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 government agencies.

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 schools' 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 49.58% of the School's revenue.

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

Notes to the Consolidated Financial Statements (Continued) Year Ended June 30, 2023

New Accounting Guidance

The Financial Accounting Standards Board (FASB) issues accounting standards updates and additional guidance for not-for-profit and for-profit agencies to establish consistent accounting across all organizations in the United States. The following table represents items that have been issued by FASB that became effective in the 2022-23 fiscal year:

Description	Date Issued
FASB Accounting Standards Update 2016-02 - Leases (Topic 842)	Feb-16
FASB Accounting Standards Update 2018-01 - Leases (Topic 842)	Jan-18
FASB Accounting Standards Update 2018-11 - Leases Targeted Improvements (Topic 842)	Jul-18
FASB Accounting Standards Update 2018-14 - Compensation, Retirement Benefits - Defined Benefit Plans (Topic 715-20)	Aug-18
FASB Accounting Standards Update 2018-20 - Leases (Topic 842)	Dec-18
FASB Accounting Standards Update 2019-01 - Leases (Topic 842)	Mar-19
FASB Accounting Standards Update 2019-12 - Income Taxes (Topic 740)	Dec-19
FASB Accounting Standards Update 2020-01 - Investments (Topics 321, 323, and 815)	Jan-20
FASB Accounting Standards Update 2020-05 - Revenue from Contracts with Customers (Topic 606)	Jun-20
FASB Accounting Standards Update 2020-05 - Leases (Topic 842)	Jun-20
FASB Accounting Standards Update 2020-08 - Codification Improvements for Receivables (Topic 310-20)	Oct-20
FASB Accounting Standards Update 2021-02 - Franchisors Revenue (Topic 952-606)	Jan-21
FASB Accounting Standards Update 2021-04 - Earnings Per Share (Topic 260)	May-21
FASB Accounting Standards Update 2021-04 - Debt Modifications and Extinguishments (Topic 470-50)	May-21
FASB Accounting Standards Update 2021-04 - Stock Compensation (Topic 718)	May-21
FASB Accounting Standards Update 2021-04 - Derivatives and Hedging (Topic 815-40)	May-21

Notes to the Consolidated Financial Statements (Continued) Year Ended June 30, 2023

Description	Date Issued
FASB Accounting Standards Update 2021-05 - Leases (Topic 842)	Jul-21
FASB Accounting Standards Update 2021-07 - Stock Compensation (Topic 718)	Oct-21
FASB Accounting Standards Update 2021-09 - Leases (Topic 842)	Nov-21
FASB Accounting Standards Update 2021-10 - Government Assistance (Topic 832)	Nov-21
FASB Accounting Standards Update 2022-06 - Reference Rate Reform (Topic 848): Deferral of the Sunset Date of Topic 848	Dec-22
FASB Accounting Standards Update 2023-03 - Financial Statement Reporting Amendments to SEC Paragraphs of Multiple Topics	Jul-23
FASB Accounting Standards Update 2023-04 - Liabilities (Topic 405): Amendments to SEC Paragraphs	Aug-23

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 School has adopted provisions of effective Accounting Standards Updates. The implementation of these items did not result in a change to financial presentation for the School.

Leases

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Codification (ASC) 842, *Leases* to increase transparency and comparability among organizations by requiring the recognition of right-of-use assets and lease liabilities on the Statement of Financial Position. Most prominent among the changes in the standard is the recognition of right-of-use assets and lease liabilities by lessees for those leases classified as operating leases. Under the standard, disclosures are required to meet the objective of enabling users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases.

The School adopted the standard effective July 1, 2022 and recognized and measured leases existing at, or entered into after, July 1, 2022 using a modified retrospective approach. The standard had a material impact on the statement of financial position but did not have an impact on the statement of activities, statement of functional expenses, or statement of cash flows.

Subsequent Events

In preparing these financial statements, the School has evaluated events and transactions for potential recognition or disclosure through January 25, 2023, the date the financial statements were available to be issued.

Notes to the Consolidated Financial Statements (Continued) Year Ended June 30, 2023

B. Liquidity and Availability

The School's 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:

	Bella Mente arter School	B	M Holdings LLC	Total
Cash and cash equivalents Accounts receivable	\$ 9,482,717 533,956	\$	1,171,082 -	\$ 10,653,799 533,956
	\$ 10,016,673	\$	1,171,082	\$ 11,187,755

C. Fair Value Measurements and Disclosures

The School reports certain assets and liabilities at fair value in the financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities that we can access at the measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.

Level 3: Unobservable inputs for the asset or liability. In these situations, the Corporation develops inputs using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset, or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the measurement. Assessing the significance of a particular input to entire measurement requires judgment, considering factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to the School's assessment of the quality, risk, or liquidity profile of the asset or liability.

Notes to the Consolidated Financial Statements (Continued) Year Ended June 30, 2023

The following table presents assets and liabilities measured at fair value on a recurring basis at June 30, 2023:

Assets	Total	Activ Ide	oted Prices in we Markets for ntical Assets (Level 1)	Obs	nificant Other ervable Inputs (Level 2)	Unob It	nificant eservable aputs evel 3)
Treasury and Operating investments:							
Cash in county treasury	\$ 8,983,795	\$	-	\$	8,983,795	\$	-
Money market and equivalent funds (at cost)	1,171,127		1,171,127		-		-
by community foundation	\$ 10,154,922	\$	1,171,127	\$	8,983,795	\$	-

D. Cash and Cash Equivalents

The School's cash and cash equivalents on June 30, 2023, consisted of the following:

	Bella Mente Charter School				Total
Cash in county treasury	\$	9,238,785	\$	-	\$ 9,238,785
FMV adjustment		(254,990)		-	-
Cash in bank accounts		498,922		(45)	498,877
Investments		-		1,171,127	1,171,127
Total cash and investments	\$	9,482,717	\$	1,171,082	\$ 10,908,789

Cash in County Treasury

The School is a voluntary participant and therefore maintains a portion of its cash in the San Diego County Treasury as part of the common investment pool (\$9,238,785 as of June 30, 2023). The County Treasury is restricted by Government Code §53635 pursuant to §53601 to invest in time deposits, U.S. Government Securities, state registered warrants, notes or bonds, State Treasurer's investment pool, banker's acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse agreements.

The fair value of the School's investment in this pool is \$8,983,795, which is based upon the School's pro-rata share of the fair value provided by the County Treasury for the entire County Treasury portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasury, which are recorded on an amortized cost basis. Cash may be added or withdrawn from the investment pool without limitation.

Cash Equivalents and Investments

The School maintains a portion of their funds in short term investments, money market funds and mutual funds (\$1,171,131 as of June 30, 2023). These cash equivalents consist of United States Government Money Market Funds. These funds are not FDIC insured and are therefore exposed to custodial credit risk. The School does not anticipate any losses as a result of this risk. Cash may be added or withdrawn from the money market accounts without limitation.

Notes to the Consolidated Financial Statements (Continued) Year Ended June 30, 2023

Cash in Bank

The remainder of the School's cash (\$498,877 as of June 30, 2023) is held in financial institutions which are insured by the Federal Deposit Insurance Corporation (FDIC) up to a limit of \$250,000 per depositor. As of June 30, 2023, the School held \$420,603 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 believe it is not exposed to any significant credit risk.

E. Accounts Receivable

As of June 30, 2023, the School's accounts receivable consisted of the following:

	Bella Mente	
	Charter School	
Federal Government		
Child Nutrition	\$	60,289
Special Education		145,616
Other Federal Programs		1,257
State Government		
Special Education		5,702
EPA Funding		17,329
Lottery Funding	15,79	
SB740	124,173	
CALSHAPE		33,652
Child Nutrition	32,490	
Other Local Sources		
Interest		15,004
Other local sources	82,649	
Total Accounts Receivable	\$ 533,956	

F. Prepaid Expenses

As of June 30, 2023, the School's prepaid expenses consisted of the following:

	201101	Bella Mente Charter School		
Service contracts	\$	78,021		
Insurance		8,266		
Total Prepaid Expenses	\$	86,287		

Notes to the Consolidated Financial Statements (Continued) Year Ended June 30, 2023

G. Property and Equipment

Property and equipment for Bella Mente Montessori Academy Charter School consisted of the following at June 30, 2023:

	Beginning			Ending
	Balance	Additions	Deletions	Balance
Non-Depreciable Capital Assets		·		
Land	\$ 3,352,414	\$ -	\$ -	\$ 3,352,414
Total Non-Depreciable Capital Assets	3,352,414	<u> </u>		3,352,414
Depreciable Capital Assets				
Buildings and Improvements	11,739,702	36,041	11,478,222	297,521
Equipment, Furniture, and Fixtures	60,471		15,016	45,455
Total Depreciable Capital Assets	11,800,173	36,041	11,493,238	342,976
Total Capital Assets	15,152,587	36,041	11,493,238	3,695,390
Less Accumulated Depreciation	(1,621,351)	(14,481)	(1,543,049)	(92,783)
Capital Assets, Net	13,531,236	21,560	9,950,189	3,602,607

H. Unearned Revenue

At year end the School had performance obligations remaining to expend funds for multiple federal and state grants. As such, unexpended cash received is reflected in unearned revenue.

The following table provides information about significant changes in unearned revenue for the year ended June 30, 2023:

Unearned Revenue, beginning of period	\$ 451,405
Increases in unearned revenue due to cash	
received during the period	1,110,641
Decreases in unearned revenue due to	
performance obligations met during the	
period	 (88,845)
Unearned Revenue, end of period	\$ 1,473,201

As of June 30, 2023, unearned revenue consisted of the following:

Federal	
ESSER III	\$ 309,852
ARP Assistance	1,783
State	
Learning Recovery Grant	517,434
Arts & Music Grant	139,810
Kitchen Infrastructure	117,224
Universal Pre-K Planning	50,980
Expanded Learning Opportunities	336,118
Total Unearned Revenue	\$ 1,473,201

Notes to the Consolidated Financial Statements (Continued) Year Ended June 30, 2023

I. Bonds Payable

On July 1, 2018, the California Municipal Financing Authority (the Authority) issued \$15,485,000 of Series A 2018 Charter School Lease Revenue Bonds (the Bonds). The Bonds are 30-year serial bonds maturing on July 1, 2048, with Series A rates being 5.00%, provisions for optional and mandatory redemption sinking funds, and a provision for early redemption. Payment of principal and interest on the Bonds is guaranteed by a lease agreement, which provides the Authority with the rights and title to program revenues and is secured by the school building.

Bonds payable consist of the following at June 30, 2023:

Principal amount	\$ 15,110,000
Plus unamortized premium	787,330
	\$ 15,897,330

Future maturities of bonds payable are as follows:

Year Ending			
June 30,	Principal	Interest	Total
2024	320,000	747,500	1,067,500
2025	335,000	731,125	1,066,125
2026	350,000	714,000	1,064,000
2027	370,000	696,000	1,066,000
2028	390,000	677,000	1,067,000
2029-2033	2,195,000	3,076,625	5,271,625
2034-2038	2,855,000	2,445,125	5,300,125
2039-2043	3,640,000	1,636,500	5,276,500
2044-2048	4,655,000	604,875	5,259,875
	\$ 15,110,000	\$ 11,328,750	\$ 26,438,750

Notes to the Consolidated Financial Statements (Continued) Year Ended June 30, 2023

J. Net Assets With Donor Restrictions

The School receives grants from federal and state agencies that are restricted for specific purposes. Once the restricted purpose has been fulfilled, the assets are released from restriction. During the 2021-22 fiscal year the School received Child Nutrition and K-12 Health Education, which are multi-year restricted grants. At June 30, 2023, net assets were restricted for the following purposes:

Subject to expenditure for specified state purposes:	
K-12 Health Education	\$ 28,063
National School Lunch Program	 45,485
Total net assets with donor restrictions	\$ 73,548

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose as follows for the year ended June 30, 2023.

Beginning restricted net assets	\$ 91,961
Restricted grants received	3,889,651
Net assets released from restriction:	
Restricted purpose satisfied	 (3,908,064)
Ending restricted net assets	\$ 73,548

K. Leases

The School entered into a lease for its building from BM Holdings LLC, a related party, in 2018 after the building was purchased from the previous lessor. At the end of the lease the building will transfer ownership to the School.

The components of the leases were as follows:

Operating lease cost		
Amortization of right-of-use assets	\$	-
Interest on lease liabilities		-
Total operating lease cost		-
Short-term lease cost		3,814
Finance lease cost		
Amortization of right-of-use assets	11	,478,222
Interest on lease liabilities	(1	,910,641)
Total finance lease cost	9	,567,581
Total lease expense	\$ 9	,571,395

Notes to the Consolidated Financial Statements (Continued) Year Ended June 30, 2023

The following represents additional information related to the School's leases:

Right-of-use assets obtained in exchange for lease obligations:

Operating leases	\$	-
Finance leases	11,478,2	222
Total	\$ 11,478,2	222
Weighted average remaining lease term:		
Operating leases	N/A	
Finance leases	299 Months	3
Weighted average discount rate:		
Operating leases	N/A	

5.7225%

Future minimum lease payments on the School's leases are as follows:

Finance leases

	Оре	Financing		
Year Ended June 30,	Le	eases	Leases	
2024	\$	-	\$ 1,075,417	
2025		-	1,074,354	
2026		-	1,072,958	
2027		-	1,075,375	
2028		-	1,073,042	
Thereafter		-	21,355,729	
Total future minimum lease payments		-	26,726,875	
Less imputed interest			(12,511,150)	
Net future minimum lease payments	\$	-	\$ 14,215,725	

L. Related Party Transactions

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.

Bella Mente Montessori Academy Charter School and BM Holdings LLC are affiliated through common executive management. The LLC holds part of the building and debt on its books and facilitates the lease for the School. The following represents material transactions between the affiliated organizations that occurred during the 2021-22 fiscal year:

Transfer From	Transfer To	 Amount	Purpose
Bella Mente Montessori			
Charter School	BM Holdings LLC	\$ 769,579	Rent and Interest

Notes to the Consolidated Financial Statements (Continued) Year Ended June 30, 2023

M. 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:

Description	Date Issued	Fiscal Year Effective
FASB Accounting Standards Update 2016-13 - Credit Losses (Topic326)	Jun-16	2023-24
FASB Accounting Standards Update 2017-04 - Intangibles, Goodwill & Other (Topic 350)	Jan-17	2023-24
FASB Accounting Standards Update 2018-12 - Financial Services Insurance (Topic 944)	Aug-18	2024-25
FASB Accounting Standards Update 2018-19 - Codification Improvements for Credit Losses (Topic 326)	Nov-18	2023-24
FASB Accounting Standards Update 2019-09 - Financial Services, Insurance (Topic 944)	Nov-19	2024-25
FASB Accounting Standards Update 2019-10 - Financial Instruments, Credit Losses	Nov-19	2023-24
FASB Accounting Standards Update 2020-06 - Debt (Topic 470-20)	Aug-20	2024-25
FASB Accounting Standards Update 2020-06 - Derivatives and Hedging (Topic 815-40)	Aug-20	2024-25
FASB Accounting Standards Update 2020-10 - Codification Improvements	Nov-20	2025-26
FASB Accounting Standards Update 2021-08 - Business Combinations (Topic 805)	Oct-21	2024-25
FASB Accounting Standards Update 2022-01 - Derivatives and Hedging (Topic 815): Fair Value Hedging - Portfolio Layer Method	Mar-22	2024-25
FASB Accounting Standards Update 2022-02 - Financial Instruments-Credit Losses (Topic 326): Troubled Debt Restructurings and Vintage Disclosures	Mar-22	2023-24
FASB Accounting Standards Update 2022-03 - Fair Value Measurement (Topic 820): Fair Value Measurement of Equity Securities Subject to Contractual Sale Restrictions	Jun-22	2025-26
FASB Accounting Standards Update 2022-04 - Liabilities-Supplier Finance Programs (Subtopic 405-50): Disclosure of Supplier Finance Program Obligations	Sep-22	2023-24
FASB Accounting Standards Update 2022-05 - Financial Services - Insurance (Topic 944): Transition for Sold Contracts	Dec-22	2025-26
FASB Accounting Standards Update 2023-01 - Leases (Topic 842): Common Control Arrangements	Mar-23	2024-25
FASB Accounting Standards Update 2023-02 - Investments (Topic 323): Accounting for Investments in Tax Credit Structures	Mar-23	2025-26
FASB Accounting Standards Update 2023-05 - Business Combinations - Joint Venture Formations (Subtopic 805-60)	Aug-23	2024-25

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.

Supplementary Information

Consolidating Statement of Financial Position June 30, 2023

	Bella Mente Charter School		BM Holdings LLC		Elimination		Total	
Assets			•					
Cash and cash equivalents	\$	9,482,717	\$	1,171,082	\$	-	\$	10,653,799
Accounts receivable		533,956		-		-		533,956
Accounts receivable - finance leases		-		14,127,570		-		14,127,570
Prepaid expenses		86,287		-		-		86,287
Other assets cost of issuance		-		714,398		-		714,398
Property and equipment, net		3,602,607		-		-		3,602,607
Right-of-use assets, financing leases								
Facilities and equipment		11,478,222		-		-		11,478,222
Accumulated amortization		(1,910,641)				-		(1,910,641)
Total Assets	\$	23,273,148	\$	16,013,050	\$		\$	39,286,198
Liabilities and Net Assets Liabilities								
Accounts payable - vendors	\$	145,715	\$	485,342	\$	_	\$	631,057
Accounts payable - grantor government	Ψ	145,542	Ψ	-05,542	Ψ	_	Ψ	145,542
Accrued payroll expenses		104,444		_		_		104,444
Unearned revenue		1,473,201		_		_		1,473,201
Leases payable		14,127,570		_		_		14,127,570
Bonds and notes payable		-		15,915,006		_		15,915,006
Total Liabilities		15,996,472	-	16,400,348	-		-	32,396,820
Net Assets		10,550,.72	-	10,100,210		_	-	22,230,020
Without donor restrictions								
Undesignated		17,728,091		(387,298)		_		17,340,793
Invested in property and equipment, net of related debt		(10,524,963)		-		_		(10,524,963)
		7,203,128		(387,298)		_		6,815,830
With donor restrictions		, , -	-	· / -/.				, , , , , , , , , , , ,
Restricted for state programs		73,548		-		-		73,548
. 0		73,548		-		-		73,548
Total Net Assets		7,276,676		(387,298)				6,889,378
Total Liabilities and Net Assets	\$	23,273,148	\$	16,013,050	\$	-	\$	39,286,198

Consolidating Statement of Activities June 30, 2023

	Bella Mente Cha		Charter S	School	ВМ Н	Ioldings LLC	Eli	mination	
	Witho	ut Donor	Wi	th Donor	Wit	hout Donor	With	nout Donor	
	Rest	rictions	Res	strictions	Re	estrictions	Re	strictions	Total
Revenue, Support, and Gains									
Local Control Funding Formula (LCFF) sources									
State aid	\$	2,488,579	\$	-	\$	-	\$	-	\$ 2,488,579
Education protection account state aid		68,604		-		-		-	68,604
Transfers in lieu of property taxes		1,257,819							1,257,819
Total LCFF sources		3,815,002		-		-			3,815,002
Federal contracts and grants		-		674,919		-		-	674,919
State contracts and grants		-		3,214,732		-		-	3,214,732
Local contracts and grants		28,426		-		-		-	28,426
Donations		44,836		-		-		-	44,836
Rental income		25,862		-		769,579		(769,579)	25,862
FMV adjustment		(254,990)		-		-		-	(254,990)
Interest income		145,102		-		-		-	145,102
Net assets released from restriction -									
Grant restrictions satisfied		3,908,064		(3,908,064)		-		-	-
Total revenue, support, and gains	,	7,712,302		(18,413)		769,579		(769,579)	7,693,889
Expenses and Losses									
Program services expense	:	5,744,117		-		1,208,118		(769,579)	6,182,656
Supporting services expense		1,747,555		-		407		-	1,747,962
Total expenses and losses		7,491,672				1,208,525		(769,579)	7,930,618
Change in Net Assets		220,630		(18,413)		(438,946)		-	(236,729)
Net Assets, Beginning of Year		5,982,498		91,961		51,648		-	7,126,107
Net Assets, End of Year	\$	7,203,128	\$	73,548	\$	(387,298)	\$	-	\$ 6,889,378

Consolidating Statement of Functional Expenses June 30, 2023

	Bel	la Mente Montes	ssori Char	ter School		BM Hold	lings LLC				
	Progr	am Services	Supp	orting Services	Prog	ram Services	Supporti	ng Services			
		ucational rograms		agement and General		ducational Programs	-	gement and eneral	El	imination	Total
Salaries and Wages	\$	2,223,867	\$	774,067	\$	-	\$	-	\$	-	\$ 2,997,934
Other employee benefits		276,068		96,092		-		-		-	372,160
Payroll taxes		166,993		58,126		-		-		-	225,119
Fees for services:											
Management		-		244,126		-		-		-	244,126
Legal		-		230,251		-		-		-	230,251
Audit		-		8,950		-		-		-	8,950
Professional consulting		895,103		100,796		-		-		-	995,899
District oversight		-		37,903		=		-		-	37,903
Banking and service charges		-		12,087		-		-		-	12,087
Advertising and promotion		-		38,829		-		-		-	38,829
Office expenses		130,889		-		-		-		-	130,889
Information technology		20,282		-		=		-		-	20,282
Amortization		382,607		-		26,823		-		-	409,430
Occupancy		958,020		-		-		-		(769,579)	188,441
Conferences, conventions, and meetings		86,548		3,327		-		-		-	89,875
Debt sevice interest		-		965		1,181,295		-		-	1,182,260
Depreciation		14,481		-		-		-		-	14,481
Insurance		-		118,760		-		-		-	118,760
Other expenses:											
Books and supplies		515,830		-		-		-		-	515,830
Equipment rental and repair		3,814		-		-		-		-	3,814
Student transportation		69,615		-		-		-		-	69,615
Dues and memberships		-		19,275		-		-		-	19,275
Miscellaneous				4,001		=		407		-	4,408
Total expenses by function	\$	5,744,117	\$	1,747,555	\$	1,208,118	\$	407	\$	(769,579)	\$ 7,930,618

LEA Organization Structure Year Ended June 30, 2023

Bella Mente Montessori Academy (Charter #1515) was established in 2013 and serves students TK through eighth grade. The authorizing entity is Vista Unified School District.

GOVERNING BOARD

Name	Office	Term and Term Expiration
Scott Moote	President	Three Year Term Expires June 30, 2025
Caroline Veale	Secretary	Three Year Term Expires June 30, 2025
Dan Niebaum	Treasurer	Three Year Term Expires June 30, 2024
Vacant		

ADMINISTRATION

Erin Feeley, M. ED Executive Director & Principal

Schedule of Average Daily Attendance Year Ended June 30, 2023

	Second Perio	d Report	Annual Re	eport
	Original	Revised	Original	Revised
<u> </u>		N/A		N/A
Classroom Based Attendance				
Grades TK/K-3	161.28	N/A	165.33	N/A
Grades 4-6	116.81	N/A	117.03	N/A
Grades 7-8	56.99	N/A	56.96	N/A
Total Classroom Based Attendance	335.08	N/A	339.32	N/A
Non-Classroom Based Attendance				
Grades TK/K-3	4.06	N/A	3.93	N/A
Grades 4-6	2.52	N/A	2.09	N/A
Grades 7-8	1.36	N/A	1.09	N/A
Total Non-Classroom Based Attendance	7.94	N/A	7.11	N/A
Total ADA	343.02	N/A	346.43	N/A

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

Schedule of Instructional Time Year Ended June 30, 2023

Grade Level	Annual Minutes Requirement	Actual Minutes Offered	J-13A Minutes	Total Minutes	Number of Actual Days Offered (Traditional)	J-13A Days	Total Instructional Days	Status
Transitional Kindergarten	36,000	50,970	0	50,970	180	0	180	Complied
Kindergarten	36,000	50,970	0	50,970	180	0	180	Complied
1st Grade	50,400	58,920	0	58,920	180	0	180	Complied
2nd Grade	50,400	58,920	0	58,920	180	0	180	Complied
3rd Grade	50,400	63,420	0	63,420	180	0	180	Complied
4th Grade	54,000	63,420	0	63,420	180	0	180	Complied
5th Grade	54,000	63,420	0	63,420	180	0	180	Complied
6th Grade	54,000	70,320	0	70,320	180	0	180	Complied
7th Grade	54,000	70,320	0	70,320	180	0	180	Complied
8th Grade	54,000	70,320	0	70,320	180	0	180	Complied

Schedule of Financial Trends & Analysis Year Ended June 30, 2023

	Budget 2024	2023	2022	2021
Revenues Expenses Change in Net Assets	\$ 6,884,956 8,268,041 (1,383,085)	\$ 7,693,889 7,491,672 202,217	\$ 6,390,117 5,724,984 665,133	\$ 7,444,333 5,696,342 1,747,991
Ending Net Assets	\$ 5,893,590	\$ 7,276,675	\$ 7,074,458	\$ 6,409,325
Unrestricted Net Assets	\$ 5,893,590	\$ 7,203,128	\$ 6,982,498	\$ 6,377,223
Unrestricted net assets as a percentage of total expenses	71.28%	96.15%	121.97%	111.95%
Total Long Term Debt	\$ 13,858,687	\$ 14,127,570	\$ -	\$ -
ADA at P2	386	343	420	N/A

The School's ending net assets has increased by \$867,350 (13.53%) over the past two fiscal years. The increase is in large due to additional funding received as a result of the COVID-19 pandemic during those fiscal years.

Average daily attendance (ADA) has decreased by 77 over the past year. As a result of the COVID-19 pandemic there was no reporting for the 2020-21 fiscal year. Each LEA was funded based on the 2019-20 average daily attendance (ADA) reported.

The 2023-24 budget is presented for purposes of analysis only and has not been audited. Net assets are projected to decrease by \$1,383,085 and ADA is projected to be 386 for the 2023-24 fiscal year.

Reconciliation of Unaudited Actual Financial Report to Audited Financial Statements Year Ended June 30, 2023

June 30, 2023 annual financial alternative form net assets:	\$ 7,531,662
Adjustments and reclassifications:	
Overstatement of cash	(254,990)
Rounding	4
Total adjustments and reclassifications	(254,986)
June 30, 2023 audited financial statements net assets:	\$ 7,276,676

Notes to Supplementary Information Year Ended June 30, 2023

A. Purpose of Schedules

Consolidating Statement of Financial Position

This schedule provides the information which consolidates the School's overall statement of net position, with eliminations for activities between the School and the LLC.

Combining Statement of Activities

This schedule provides the information by subdivision which combines into the School's overall statement of activities.

Combining Statement of Functional Expenses

This schedule provides the information by subdivision which combines into the School's overall statement of functional expenses.

LEA Organization Structure

This schedule provides information about the School's charter number, 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 provides the information necessary to determine if the Charter Schools have complied with Education Code §47612 & §47612.5 which require the following:

- 1) EC §47612: As a condition of apportionment 175 school days must be offered for traditional calendar. If a multi-track calendar is utilized, each track must offer 175 school days.
- 2) EC §47612.5: As a condition of apportionment the following annual instructional minutes must be offered:

•	To pupils in Kindergarten	36,000 minutes
•	To pupils in grades 1 to 3	50,400 minutes
•	To pupils in grades 4 to 8	54,000 minutes
•	To pupils in grades 9 to 12	64,800 minutes

Notes to Supplementary Information (Continued) Year Ended June 30, 2023

Compliance with Education Code §47612 involves offering a minimum number of annual instructional minutes as defined by grade level.

An LEA that closed due to a qualifying emergency in the 2021-22 fiscal year may submit a Form J-13A to avoid a penalty for not meeting the annual instructional day requirements. The School did not have an emergency closure and as such there are no credited days to account for on the Schedule of Instructional Time.

Schedule of Financial Trends & Analysis

This schedule displays summarized information from the current year and two previous years, along with budget information for the upcoming year. The information from this schedule is used to evaluate whether there are any financial indicators the School will not be able to continue operations in the next fiscal year. Based upon the information presented, the School appears to have sufficient reserves to continue operations for the 2023-24 fiscal year.

Reconciliation of Unaudited Actual Financial Report to Audited Financial Statements

This schedule provides information necessary to reconcile between the audited financial statements and the financial data submitted to the sponsoring school district via the unaudited actual financial report.

Other Independent Auditor's 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 Directors Bella Mente Montessori Academy Charter School

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 Bella Mente Montessori Academy Charter School (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 25, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Bella Mente Montessori Academy Charter School's internal control over financial reporting (internal control) as a basis for designing 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 Bella Mente Montessori Academy Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Bella Mente Montessori Academy Charter School'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 or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Bella Mente Montessori Academy Charter School'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.

El Cajon, California January 25, 2023

Brian K. Hadley, CPA Aubrey W. Mann, CPA Kevin A. Sproul, CPA

Independent Auditor's Report on State Compliance and on Internal Control Over State Compliance

To the Board of Directors Bella Mente Montessori Academy Charter School

Report on Compliance for Applicable State Programs

Opinion on Each Applicable State Program

We have audited Bella Mente Montessori Academy Charter School's compliance with the requirements specified in the 2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, prescribed in Title 5, California Code of Regulations, Section 19810 applicable to the Charter School's statutory requirements identified below for the year ended June 30, 2023.

In our opinion, Bella Mente Montessori Academy Charter School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its applicable state programs for the year ended June 30, 2023.

Basis for Opinion on Each Applicable State Program

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 audit requirements of 2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, prescribed in Title 5, California Code of Regulations, Section 19810 (the Audit Guide). Our responsibilities under those standards and the Audit Guide are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Bella Mente Montessori Academy Charter School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each applicable state program. Our audit does not provide a legal determination of Bella Mente Montessori Academy Charter School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Bella Mente Montessori Academy Charter School's state programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Bella Mente Montessori Academy Charter School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Audit Guide will always detect material noncompliance when it exists. 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:

The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Bella Mente Montessori Academy Charter School's compliance with the requirements of each applicable state program as a whole.

In performing an audit in accordance with generally accepted auditing standards, Government Auditing Standards, and the Audit Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Bella Mente Montessori Academy Charter School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Bella Mente Montessori Academy Charter School's internal control over state compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Audit Guide, but not for the purpose of expressing an opinion on the effectiveness of Bella Mente Montessori Academy Charter School's internal control over compliance. Accordingly, no such opinion is expressed.
- Select and test transactions and records to determine the Charter School's compliance with the state laws and regulations applicable to the following items:

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
Z. Immunizations	Yes
AZ. Educator Effectiveness.	Yes
BZ. Expanded Learning Opportunities Grant (ELO-G)	Yes
CZ. Career Technical Education Incentive Grant.	N/A
DZ. In Person Instruction Grant.	Yes
EZ. Transitional Kindergarten.	Yes
Charter Schools	
AA. Attendance	Yes
BB. Mode of Instruction.	Yes
CC. Nonclassroom Based Instruction/Independent Study	Yes
DD. Determination of Funding for Nonclassroom Based Instruction	N/A
EE. Annual Instructional Minutes - Classroom Based	Yes
FF. Charter School Facility Grant Program.	Yes

N/A – The Charter School did not offer the program during the current fiscal year or the program applies to a different type of Local Education Agency.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over State Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Audit Guide. Accordingly, this report is not suitable for any other purpose.

El Cajon, California January 25, 2023 Auditor's Results, Findings & Recommendations

Summary of Auditor's Results Year Ended June 30, 2023

FINANCIAL STATEMENTS		
Type of auditor's report issued:	Unmodified	
Internal control over financial reporting:		
One or more material weakness(es) identified?	Yes X	No
One or more significant deficiencies identified that are		
not considered material weakness(es)?	Yes X	No
Noncompliance material to financial statements noted?	Yes X	_No
STATE AWARDS		
Any audit findings disclosed that are required to be reported		
in accordance with 2022-23 Guide for Annual Audits		
of California K-12 Local Education Agencies?	Yes X	_No
Type of auditor's report issued on compliance for state programs:	Unmodified	

Schedule of Findings and Questioned Costs Year Ended June 30, 2023

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 2022-23 Guide for Annual Audits of California K-12 Local Education Agencies and State Compliance Reporting (the Audit Guide). Finding codes as identified in the Audit Guide 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. Federal Award Findings

None

C. State Award Findings

None

Schedule of Prior Year Audit Findings Year Ended June 30, 2023

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