

AGENDA

Method Schools Regular Meeting of the Board of Directors

Tuesday, March 10th, 2020, 6:00 PM

24620 Jefferson Ave, Murrieta, California

<https://zoom.us/j/455477713> 1-408-638-0968 Meeting ID: 455-477-713

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

Method Schools ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas and "Request to Speak" forms are available at the door to the meeting. If you wish to speak, please fill out the speaker slip and specify the agenda item on which you wish to speak. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.

2. **Public Communication on Non-Agenda Issues:** This is an opportunity for members of the audience to raise issues that are not specifically on the agenda. You will be given an opportunity to speak for a maximum of three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Due to public meeting laws, the Board can only listen to your issue and not respond or take action. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

3. **Agenda items:** To address the Board on agenda items, please specify the item on which you wish to speak on your "Request to Speak". You will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.

5. **Public Records:** Any public records relating to an agenda item for an open session of the Board that are distributed to the Board members shall be available for public inspection at the School office. Minutes of each Board meeting will also be available at the School office.

Americans with Disabilities Act (ADA): Upon request, the School will furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate assistance in order to participate in Board meetings are invited to contact Method Board Secretary Gloria Vargas at gvargas@methodschools.org by noon of the business day preceding the board meeting.

Translation services: Translation services are available by notifying the above school office by noon of the business day preceding the board meeting.

1.0 CALL TO ORDER

20 ROLL CALL

- A. Board Members present:
- B. Board Members absent:
- C. Staff:

3.0 PUBLIC COMMUNICATION ON NON-AGENDA ITEMS

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No individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

4.0 REPORTS

- 4.1 Marketing Update**
- 4.2 Staffing Update- Professional Development**
- 4.3 Product Update- i-ready Data Report**
- 4.4 Financial Report**

5.0 ANNOUNCE CLOSED SESSION ITEMS

6.0 PUBLIC COMMENT ON CLOSED SESSION ITEMS General public comments on any closed session item that will be heard. The Board will limit comments to no more than 3 minutes.

7.0 ADJOURN TO CLOSED SESSION

8.0 OPEN SESSION

9.0 DISCLOSURE OF CLOSED SESSION ACTIONS

10.0 ACTION ITEMS

- 10.1 Account Signers-** The Board will be asked to approve an authorized list of bank account signers (Mark Holley, Jessica Spallino, Tracy Robertson)
- 10.2 Conflict of Interest Code-** The Board will be presented with a revised Conflict of Interest Code, to reflect the addition of positions requiring disclosure.
- 10.3 2020/21 Calendar-** The Board will be asked to approve the Method Schools 2021/21 track calendar.
- 10.4 English Learner Reclassification Policy-** The Board will be asked to approve a revised English Learner Reclassification policy
- 10.5 Discipline of Students with Disabilities-** The Board will be presented with a proposed policy for the discipline of students with disabilities.
- 10.6 2019-20 Auditor Agreement** The Board will be asked to approve Auditor Agreement for the 2019-20 year.
- 10.7 2019-20 2nd Interim Reports** The Board will be asked to approve the 2019-20 2nd Interim Reports for Method Schools (#1617) and Method Schools, LA (#1697)

11.0 DISCUSSION ITEMS

- 11.1 Founder Evaluations**

12.0 CONSENT ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them.

12.0.1 Approval of December 10, 2019 Meeting Minutes

12.0.2 Warrants for December 2019 – February 2020

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13.0 UPCOMING AGENDA ITEMS

This is a list of known items that will appear on future agendas:

14.0 BOARD MEMBER REPORTS

Individual Board members will report on participation in school events and/or committees, District events, or attendance at special meetings or training/workshops.

16.0 ADJOURNMENT

MARKETING & FINANCE CONSOLIDATED REPORT

March 2020

MACRO TRENDS



LESS COMPETITION

Shrinking competitor base due to governmental action: school closures, no new independent study schools



ADDRESSABLE MARKET SIZE INCREASE

Increasing independent study student market size due to more parents working from home



DISTRICTS FIGHTING BACK

Districts fighting back against enrollment loss using legislation and litigation, and now diversification

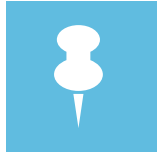


PUBLIC BACKLASH

Pent up demand, then public backlash due to lack of school choice



MICRO TRENDS



METHOD LA OVERTAKES METHOD SD

In 2019-20, for the first time, Method's LA charter overtook the San Diego charter. We expect the gap to widen as San Diego county districts are increasingly anti-charter and not open to partnerships. And although Orange County (which could count for either charter) is counted toward San Diego enrollment, the LA charter draws from a substantially larger population base.



STUDENT ATHLETES LOVE METHOD

Online school is a perfect fit for student athletes. At Method, we've seen dramatic enrollment increases of students in team sports, olympic sports, and extreme sports.



PERCENTAGE OF SHORT-TERM ENROLLMENT DECREASING

"Summer school" was a mechanism for fraud by one organization, and restrictions are likely coming as a result. School districts are already feeling the pinch. One well-known LA county high school who works closely with Method confided that "without summer school, our graduation rates would plummet." Even



TEACHERS MATTER MORE THAN EVER

Teachers are becoming less performers, and more personal consultants for students. Families who choose Method expect a personal relationship with not only the student, but with the student's family. Waiting until parent-teacher conference to get acquainted and share updates isn't acceptable anymore.



FINANCIAL POSITION REMAINS STRONG; STORM ON HORIZON



RAINY DAY FUND

Fund balance of \$9.7 million; \$4.6m Dehesa, \$5.1m Acton charters; original savings plan for learning centers for both charters has been scrapped due to AB 1507. Funds will be allocated elsewhere



NO DEBT

No debt, including receivables, provides fiscal flexibility and security.



LOW OVERHEAD, LACK OF LEGACY COSTS

No pension or OPEB, no large restricted fund balances, no maintenance costs related to aging facilities



OUR MODEL SCALES

Low overhead, no debt, and using our own online curriculum leads to margins >20% (>25% with AB 1507 enacted); more investment in curriculum and lower class sizes planned



ECONOMIC UNCERTAINTY PERSISTS

Slowing economy, population growth slowing in California, political uncertainty; deferrals?



FISCAL POLICY SHIFT AWAY FROM CHARTERS

Anti-charter legislation authored by unions, scandals with far-reaching impacts on charters, legal challenges, new governor

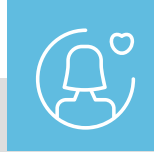


DEVELOPMENT PLATEAU

We're reaching a point where we need to invest more into systems to get them where we want, but laws don't allow for much flexibility in this budget area



MARKETING STRATEGY EVOLVING



EXPERIENCE

Focus on student & family experience (secret sauce: selective hiring)



RESEARCH

Customer satisfaction research. NPS, course and teacher feedback



WEB TRAFFIC

More traffic to website, better traffic



CHAT & FOLLOW UP

Better follow up with traffic using bots, live chat, automation



WORD OF MOUTH

Our goal has always been 2/3 of our students through word of mouth



IT'S THE PRODUCT

Product and service enhancements are continual and informed



TRAFFIC, CHATS, TICKETS UP

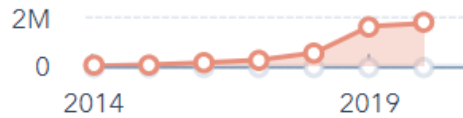
Website Performance

 Date range: All time | Frequency: Yearly

SESSIONS


1,802,609

 193.86%

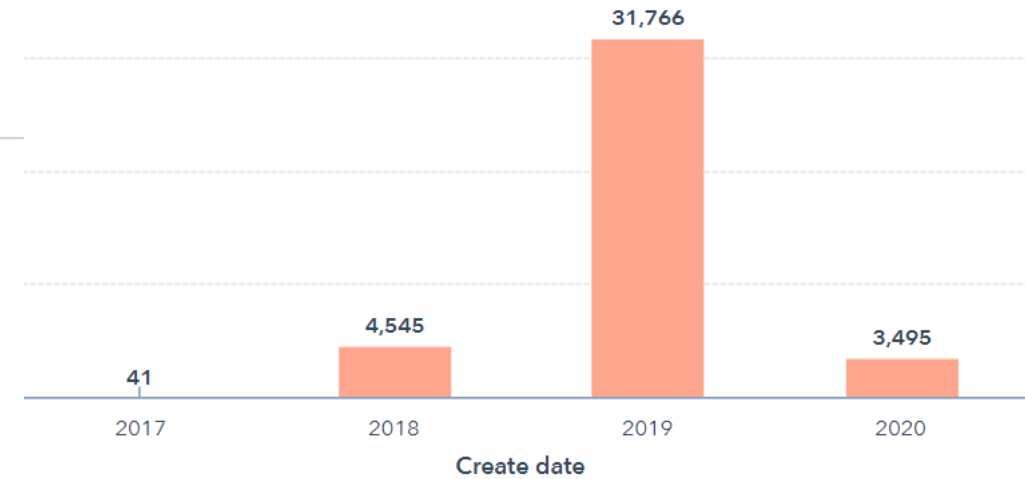


Chat conversation totals over time

 Date range: All time | Frequency: Yearly

 Count of Activities

40K



Tickets

All tickets

My open tickets

Unassigned tickets

[All saved filters >](#)

Pipeline

All 

All tickets

2,395 tickets

[Options](#) 



FOCUS ON THE CX IS PAYING OFF

KEY LCAP
COMPONENT

ONGOING RESEARCH

Your NPS score ⓘ

Date range: Custom date range

2018

😊 35% Promoters
- minus

😞 48% Detractors

= -13 NPS

Your NPS score ⓘ

Date range: Last year

2019

😊 46% Promoters
- minus

😞 29% Detractors

= 17 NPS

Your NPS score ⓘ

Date range: This year

2020

😊 65% Promoters
- minus

😞 19% Detractors

= 46 NPS



Method Schools

Professional Development 2019-20



Founders

Culture Building & Skill Enhancement

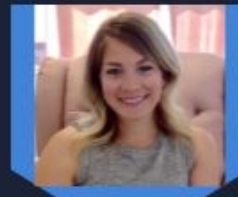
- Vision/OKRs- 7Geese
- Finance & Data Analytics
- Hubspot
- Qualtrics
- Coaching
- PD Course Development



Head of Schools

Leadership & Coaching

- Leadership Courses
- Coaching/ Training
- CDE Dashboard
- All Testing
- Data analysis
- Competency based learning
- 7 Geese



Lead Team

Leadership & Specializations

- Leadership courses
- Content creation
- CAASPP aligned content and interventions
- Ongoing diagnostic assessments
- Data analysis
- Counseling certification
- SPED credential/training
- Competency based learning
- 7 Geese

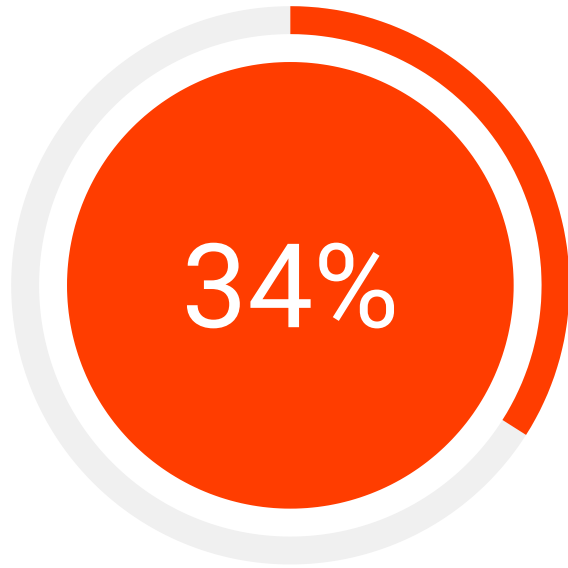


Staff

Pedagogy & Culture

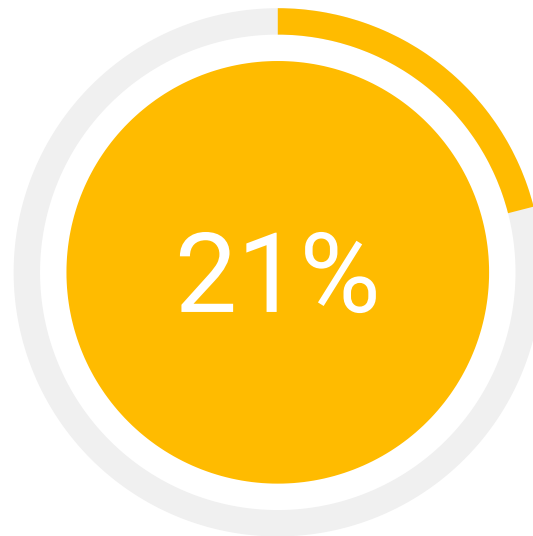
- Competency based learning
- Data driven instruction
- Content creation
- CAASPP aligned content and interventions
- Grade level collaborations
- 7 Geese

READING - iReady



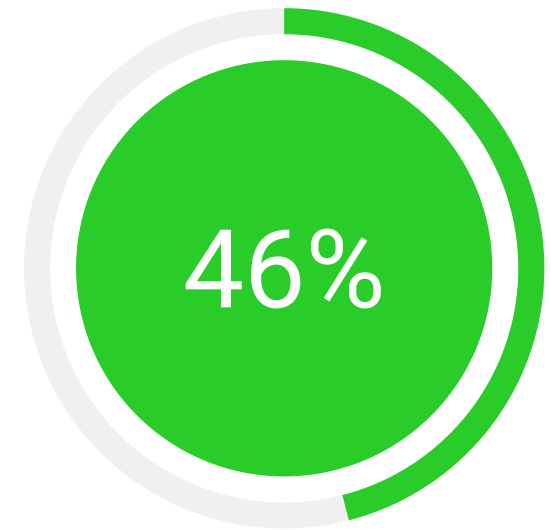
At Risk

Maintained



Tier 2

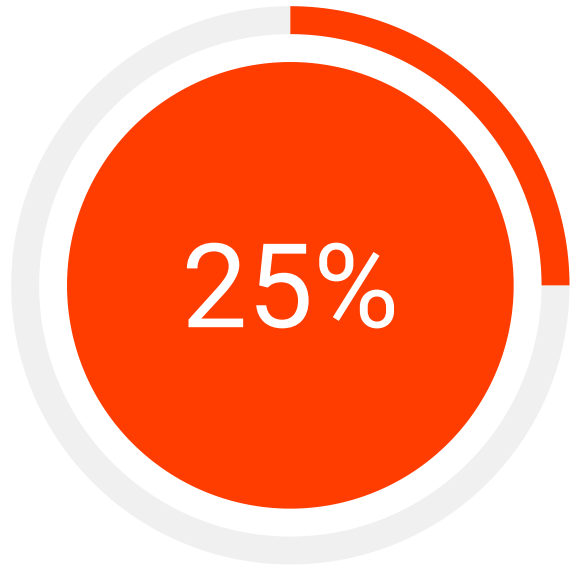
Reduced from
24%



Tier 1

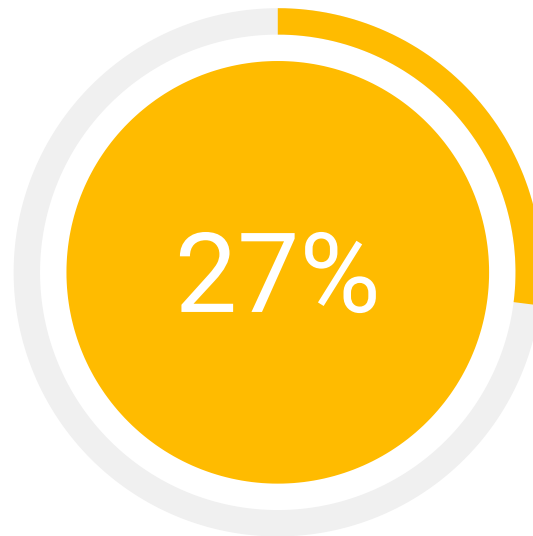
Increased from
41%

MATH - iReady



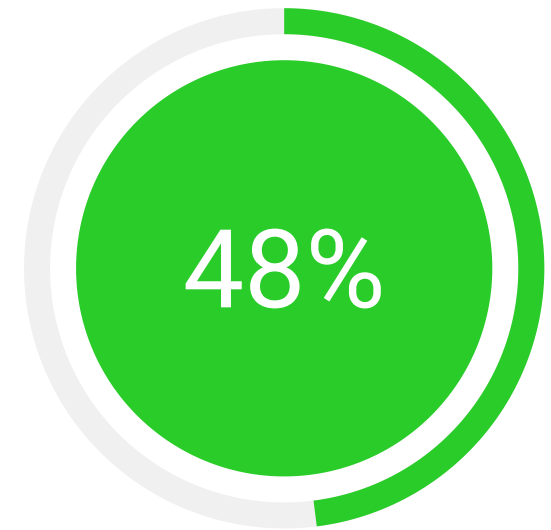
At Risk

Reduced from
26%



Tier 2

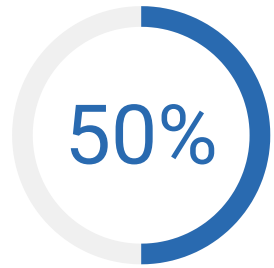
Reduced from
40%



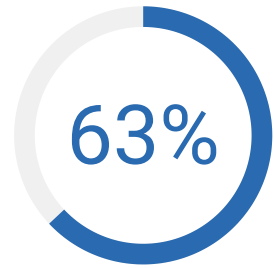
Tier 1

Increased from
34%

Reading - % of Students Showing Growth



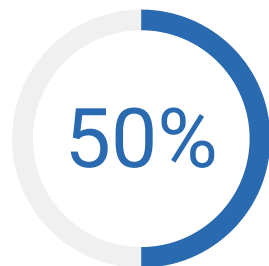
3



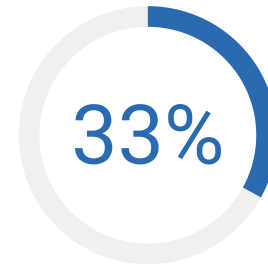
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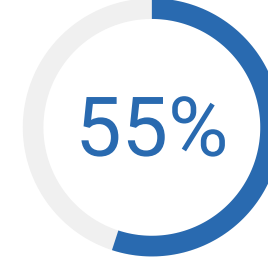
5



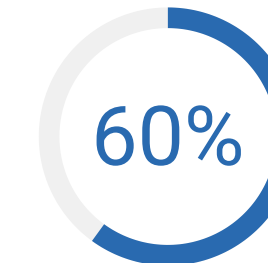
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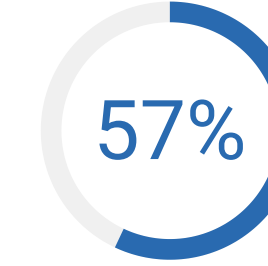
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8

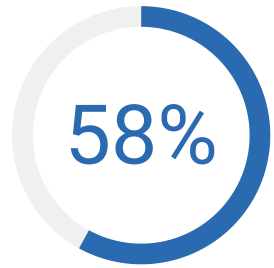


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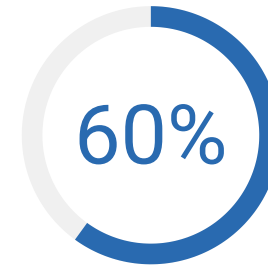


IEP

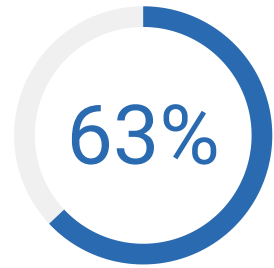
Math - % of Students Showing Growth



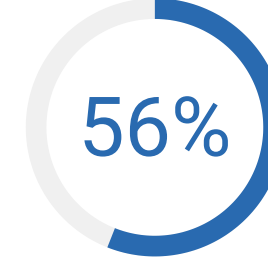
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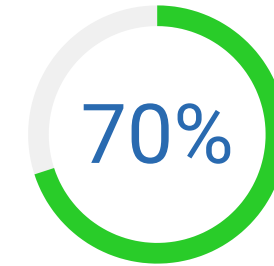
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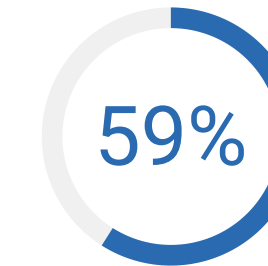
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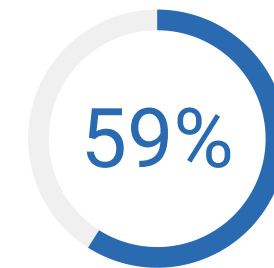
8



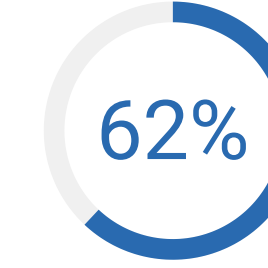
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11



6



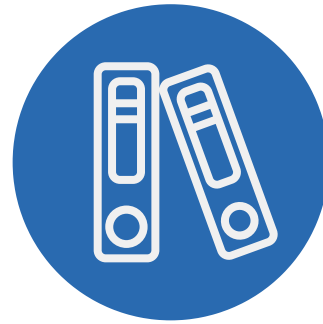
IEP

AREAS OF FOCUS



Math

Excellent overall
gains



Reading

Developing ways
to make a more
well-rounded
program



Moving Students to Green

Overall students
have moved to At
Grade Level

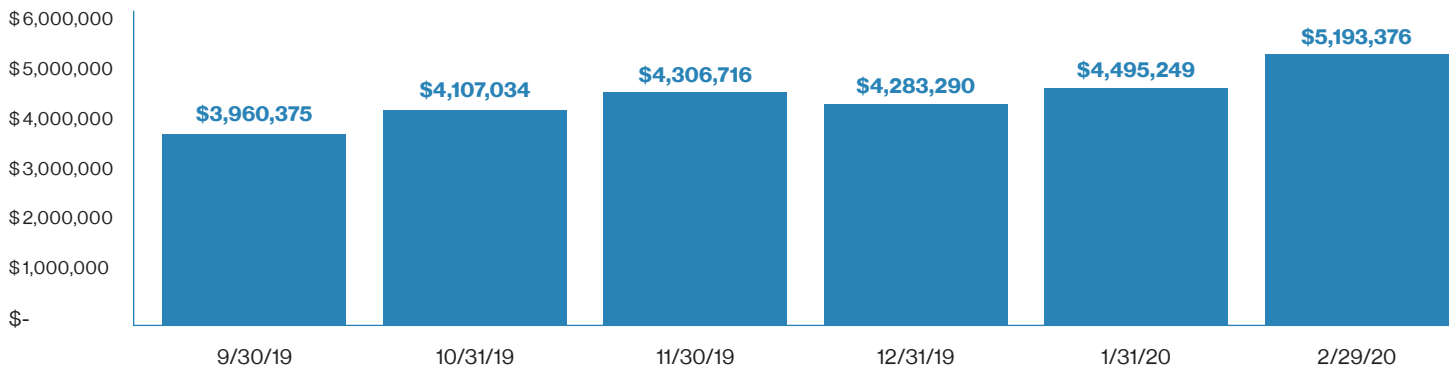
Method Schools

Board Report - March 2020



*Financials thru 2/29/2020 Balances As Of 2/29/2020: **Checking/Savings - \$415,413; Cash in County Treasury - \$4,777,963**

Monthly Cash On Hand



Budget vs. Actuals Analysis

	Actual	Budget	% of Budget
Revenue			
8011 LCFF	\$7,467,047	\$13,545,154	55 %
8012 EPA	\$73,444	\$273,400	27 %
8096 In Lieu Taxes	\$31,599	\$276,045	12 %
Other Revenue - Local	\$51,428	\$75,000	69 %
Other Revenue - Federal	\$0	\$51,150	0 %
Other Revenue - State	\$71,378	\$717,210	10 %
Total Revenue	\$7,694,895	\$14,937,959	52 %
Expenditures			
Total 1000 Certificated Employees	\$1,900,783	\$3,102,724	61 %
Total 2000 Calssified Staff	\$505,775	\$1,134,118	45 %
Total 3000 Employee Benefits	\$399,587	\$980,975	41 %
Total 4000 Books & Supplies	\$832,985	\$1,635,986	51 %
Total 5000 Services & Operating Expenses	\$875,934	\$1,851,902	47 %
Total Expenses	\$4,515,064	\$8,705,706	52 %
Net Revenue	\$3,151,572	\$6,232,253	51 %

Upcoming Calendar Items

- P2 Report: **April 15th**
- LCAP Development: **May - June**
- 2020-21 Budget Development: **May - June**



Authorized Signers for School Account

The following employees are approved by the Board as signers on the Method Schools bank account:

- 1- Jessica Spallino, CEO
- 2- Mark Holley, CBO
- 3- Tracy Robertson, Compliance Manager

Board Approval Date:

CONFLICT OF INTEREST CODE FOR METHOD SCHOOLS

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the Method Schools.

Individuals holding designated positions shall file their statements of economic interests with Method Schools, which will make the statements available for public inspection and reproduction. (Gov. Code Section 81008) All statements will be retained by Method Schools.

APPENDIX "A"

DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
Chief Executive Officer	1, 2, 3
Chief Business Officer	1, 2, 3
Head of Schools	1, 2, 3
Consultant/New Position	*

*The CEO may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements above. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The CEO's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

The following positions are not covered by the code because the positions manage public investments. Individuals holding such positions must file under Government Code Section 87200 and are listed for informational purposes only. Section 87200 requires disclosure of all investments and business positions in business entities, all income, including gifts, loans and travel payments, and real property.

- Members of the Board of Directors

APPENDIX "B"

DISCLOSURE CATEGORIES

Category 1. Designated positions assigned to this category must report:

- a. Interests in real property within the jurisdiction.**
- b. Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.**

Category 2. Designated positions assigned to this category must report:

Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) from sources of the type that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized Method Schools.

Category 3. Designated positions assigned to this category must report:

Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) from sources of the type that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the designated position's department.

This is the last page of the conflict of interest code of the **Method Schools**.



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for the **Method Schools** was approved on 7/14/ 2015. This code will become effective on 8/13/ 2015.

A blue ink signature of Brian G. Lau, written over a horizontal line.

Brian G. Lau

Senior Commission Counsel

Fair Political Practices Commission

METHOD SCHOOLS TRACK CALENDAR: 2020-21

Year-round Schedule (ONE TRACK)*	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
July	1	2	W	W	W	3	4	5	6	W	W	W	7	8	9	10	W	W	W	11	12	13	14	W	W	W	15	16	17	18	W
August	W	W	19	20	21	22	23	W	W	24	25	26	27	28	W	W	29	30	31	32	33	W	W	34	35	36	37	38	W	W	39
September	40	41	42	43	W	W	H	44	45	46	47	W	W	48	49	50	51	52	W	W	53	54	55	56	57	W	W	58	59	60	
October	61	62	W	W	63	64	65	66	67	W	W	68	69	70	N	N	W	W	71	72	73	74	75	W	W	76	77	78	79	80	W
November	W	81	82	83	84	85	W	W	86	87	H	88	89	W	W	90	91	92	93	94	W	W	N	N	N	H	H	W	W	95	
December	96	97	98	99	W	W	100	101	102	103	104	W	W	N	N	N	N	N	W	W	N	N	N	H	H	W	W	N	N	N	H
January	N	W	W	105	106	107	108	109	W	W	110	111	112	113	114	W	W	H	115	116	117	118	W	W	119	120	121	122	123	W	W
February	124	125	126	127	128	W	W	129	130	131	132	133	W	W	H	134	135	136	137	W	W	138	139	140	141	142	W	W			
March	143	144	145	146	147	W	W	148	149	150	151	152	W	W	153	154	155	156	157	W	W	N	N	N	N	N	W	W	N	N	N
April	N	N	W	W	158	159	160	161	162	W	W	163	164	165	166	167	W	W	168	169	170	171	172	W	W	173	174	175	176	177	
May	W	W	178	179	180	181	182	W	W	183	184	185	186	187	W	W	188	189	190	191	192	W	W	193	194	195	196	197	W	W	H
June	198	199	200	N	W	W	N	N	N	N	N	W	W	N	N	N	N	N	W	W	N	N	N	N	N	W	W	N	N	N	

KEY

W weekend
N Non School Day
H Holiday
School Day
School Day

Key Dates

July 1: First day of school
September 7: Labor Day
October 15-16: Fall break
November 11: Veteran's Day
November 23-26: Thanksgiving Break
December 14-January 4: Winter Break
January 18: MLK Day
February 15: President's Day
March 22-April 1: Spring Break
May 31: Memorial Day
June 3: Last day of school

Method Schools Requirements for English Learner Reclassification

A student shall be reclassified from English Learner based on the following guidelines:

1. A Level 4 (well-developed) overall score on the annual summative ELPAC
2. Minimum 2.0 GPA in coursework OR Tier 1 or 2 in iReady Assessment
3. Teacher Observation and Input
4. Parent Input

If all parameters are met, student is eligible for reclassification. Parents are informed and asked for their input.

Discipline of Students with Disabilities

Table of Contents

<u>Page</u>	<u>Question</u>
2	1. What is the definition of truancy under California Education Codes?
2-5	2. What happens after truancy is determined according to California Education Codes?
5-8	3. What is the state recommended penalties according to California codes?
8-9	4. What are the legal reasons for absences?
9	5. If absences are approved by school administration what is allowed by Section 48260(b)?
9-10	6. Can Method School suspend or expel a student for truancy and tardiness?
10	7. Who can recommend expulsion for unresolved trancies and other issues?
10-11	8. What qualifies as an immediate expulsion?
11-12	9. What are all the reasons a school can suspend or expel a student?
12-13	10. What are the suspension rules for students with disabilities for 1-9 days?
13	11. What are the suspension rules for students with disabilities for 10 or more days?
13	12. Who can suspend a student?
13	13. What is a manifestation determination meeting?
13-14	14. What should teachers/staff do before a manifestation determination meeting?
14	15. Who attends a manifestation determination meeting?
14	16. What are the timelines at a glance?
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1. What is the definition of truancy under California Education Codes?

Definition of a Truant

The California Legislature defined a truant in very precise language. In summary, it states that a student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. This classification and referral help emphasize the importance of school attendance and is intended to help minimize interference with instruction. Effective January 1, 2013, the law was amended to authorize school administrators to excuse school absences due to the pupil's circumstances, even if the excuse is not one of the valid excuses listed in the California *Education Code* (EC) or the uniform standards established by the governing board of the district. The EC section that defines a truant reads as follows:

EC Section 48260(a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than 30 minutes during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or the superintendent of the school district; (b) Notwithstanding subdivision (a), the Legislature intends that school districts shall not change the method of attendance accounting provided for in existing law and shall not be required to employ period-by-period attendance accounting; (c) For purposes of this article, a valid excuse includes, but is not limited to, the reasons for which a pupil shall be excused from school according to Sections 48205 and 48225.5 and may include other reasons that are within the discretion of school administrators and, based on the facts of the pupil's circumstances, are deemed to constitute a valid excuse.

Effective January 1, 2011, EC Section 48263.6: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with EC Sections 48260, 48260.5, 48261, 48262, 48263, and 48291.

2. What happens after truancy is determined according to California Education Codes?

First Notification Mandate

In addition to the reporting requirement, the law states that the school district must notify the parent or guardian of the truant by the most cost-effective method possible and that the notification must include specific information related to the student's unexcused absences. The EC Section regarding notification reads as follows:

EC Section 48260.5: Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by using the most cost-effective method possible, which

may include electronic mail or a telephone call:

(a) That the pupil is a truant.

(b) That the parent or guardian is obligated to compel the attendance of the pupil at school. (c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.

(d) That alternative educational programs are available in the district.

(e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.

(f) That the pupil may be subject to prosecution under Section 48264.

(g) For a pupil under 18 years of age but 13 years of age or older, that the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.

(h) That it is recommended the parent or guardian accompany the pupil to school and attend classes with the pupil for one day. (Amended by Stats. 2018, Ch. 507, Sec. 8. (SB 816) Effective January 1, 2019.)

Habitual Truant Mandate

The law further requires that after a student has been reported as a truant three or more times in one school year and after an appropriate school employee has made a conscientious effort to hold at least one meeting with the parent and the student, the student is deemed a *habitual* truant. The intent is to provide solutions for students who failed to respond to the normal avenues of school intervention, and the most cost-effective method possible should be used to notify the parent or guardian about the meeting at the school. The *EC* Section outlining habitual truancy reads as follows:

EC Section 48262: Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed a habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261. For the purposes of this section, a conscientious effort means attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone call.

Suggested Interventions

When a student is a *habitual* truant, or is irregular in attendance at school, or is habitually insubordinate or disorderly during school, the student may be referred to a school attendance review board (SARB) or the county probation department pursuant to *EC* Section 48263. The student may also be referred to a probation officer or district attorney mediation program pursuant to *EC* Section 48263.5. These laws intend to provide intensive guidance to meet the special needs of students with school attendance problems or school behavior problems according to *EC* Section 48320. These interventions are

designed to divert students with serious attendance and behavioral problems from the juvenile justice system and to reduce the number of students who drop out of school.

Referral to School Attendance Review Board

EC Section 48263(a) If a minor pupil in a school district of a county is a habitual truant, or is a chronic absentee, as defined in Section 60901, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a school attendance review board, or the probation department for services if the probation department has elected to receive these referrals. The school district supervisor of attendance, or any other persons the governing board of the school district or county may designate, making the referral shall provide documentation of the interventions undertaken at the school to the pupil, the pupil's parents or guardians, and the school attendance review board or probation department and shall notify the pupil and parents or guardians of the pupil, in writing, of the name and address of the school attendance review board or probation department to which the matter has been referred and of the reason for the referral. The notice shall indicate that the pupil and parents or guardians of the pupil will be required, along with the referring person, to meet with the school attendance review board or probation officer to consider a proper disposition of the referral; (b)(1) If the school attendance review board or probation officer determines that available community services can resolve the problem of the truant or insubordinate pupil, then the school attendance review board or probation officer shall direct the pupil or the pupil's parents or guardians, or both, to make use of those community services. The school attendance review board or probation officer may require, at any time that it determines proper, the pupil or parents or guardians of the pupil, or both, to furnish satisfactory evidence of participation in the available community services; (2) If the school attendance review board or probation officer determines that available community services cannot resolve the problem of the truant or insubordinate pupil or if the pupil or the parents or guardians of the pupil, or both, have failed to respond to directives of the school attendance review board or probation officer or services provided, the school attendance review board may, pursuant to Section 48263.5, notify the district attorney or the probation officer, or both, of the county in which the school district is located, or the probation officer may, according to Section 48263.5, notify the district attorney, if the district attorney or the probation officer has elected to participate in the truancy mediation program described in that section. If the district attorney or the probation officer has not elected to participate in the truancy mediation program described in Section 48263.5, the school attendance review board or probation officer may direct the county superintendent of schools to, and, upon that direction, the county superintendent of schools shall, request a petition on behalf of the pupil in the juvenile court of the county. Upon presentation of a petition on behalf of a pupil, the juvenile court of the county shall hear all evidence relating to the petition. The school attendance review board or the probation officer shall submit to the juvenile court documentation of efforts to secure attendance as well as its recommendations on what action the juvenile court should take to bring about a proper disposition of the case; (c) In any county that has not established a school attendance review board, if the school district determines that available community resources cannot resolve the problem of the truant or insubordinate pupil, or if the pupil or the pupil's parents or guardians, or both, have failed to respond to the directives of the school district or the services provided, the school district, under Section 48260.6, may notify the district attorney or the probation officer, or both, of the county in which the school district is

located if the district attorney or the probation officer has elected to participate in the truancy mediation program described in Section 48260.6 (Amended by Stats. 2018, Ch. 507, Sec. 9. (SB 816) Effective January 1, 2019.)

3. What is the state recommended penalties according to California codes?

Student penalties

The law provides schools and school districts with discretion regarding student penalties for truancy as long as they are consistent with state law. The penalties for truancy for students defined in *EC* Section 48264.5 become progressively severe from the first time a truancy report is required through the fourth time a truancy report is required.

The *EC* Section regarding penalties for students who are truant reads as follows:

EC Section 48264.5: Any minor who is required to be reported as a truant pursuant to Section 48260 or 48261 may be required to attend makeup classes conducted on one day of a weekend according to subdivision (c) of Section 37223 and is subject to the following: (a) The first time a truancy report is required, the pupil may be personally given a written warning by any peace officer specified in Section 830.1 of the Penal Code. A record of written warning may be kept at the school for not less than two years, or until the pupil graduates or transfers, from that school. If the pupil transfers, the record may be forwarded to any school receiving the pupil's school records. A record of the written warning may be maintained by the law enforcement agency per the law enforcement agency's policies and procedures. (b) The second time a truancy report is required within the same school year, the pupil may be assigned by the school to an after school or weekend study program located within the same county as the pupil's school. If the pupil fails to complete the assigned study program, the pupil shall be subject to subdivision (c). (c) The third time a truancy report is required within the same school year, the pupil shall be classified a habitual truant, as defined in Section 48262, and may be referred to and required to attend, an attendance review board or a truancy mediation program pursuant to Section 48263 or under Section 601.3 of the Welfare and Institutions Code. If the district does not have a truancy mediation program, the pupil may be required to attend a comparable program deemed acceptable by the school district's attendance supervisor. If the pupil does not complete the truancy mediation program or another similar program, the pupil shall be subject to subdivision (d). (d) The fourth time a truancy is required to be reported within the same school year, the pupil shall be within the jurisdiction of the juvenile court which may adjudge the pupil to be a ward of the court under Section 601 of the Welfare and Institutions Code. If the pupil is adjudged a ward of the juvenile court, the pupil shall be required to do one or more of the following:

- (1) Performance at court-approved community services sponsored by either a public or private nonprofit agency for not less than 20 hours but not more than 40 hours over a period not to exceed 90 days, during a time other than the pupil's hours of school attendance or employment. The probation officer shall report to the court the failure to comply with this paragraph.*
- (2) Payment of a fine by the pupil of not more than one hundred dollars (\$100) for which a parent or guardian of the pupil may be jointly liable.*

- (3) Attendance of a court-approved truancy prevention program.*
- (4) Suspension or revocation of driving privileges pursuant to Section 13202.7 of the Vehicle Code. This subdivision shall apply only to a pupil who has attended a school attendance review board program, or a truancy mediation program pursuant to subdivision (c).*

Education Code Parent Penalties

Penalties against parents apply when any parent, guardian, or other person having control or charge of any student fails to compel the student to attend school. The penalties against parents in EC Section 48293(a) become progressively severe with a second and third conviction. The EC Section regarding penalties for parents of a truant student reads as follows:

EC Section 48293(a): Any parent, guardian, or other person having control or charge of any pupil who fails to comply with this chapter, unless excused or exempted is guilty of an infraction and shall be punished as follows:

- (1) Upon a first conviction, by a fine of not more than one hundred dollars (\$100).*
- (2) Upon a second conviction, by a fine of not more than two hundred fifty dollars (\$250).*
- (3) Upon a third or subsequent conviction, if the person has willfully refused to comply with this section, by a fine of not more than five hundred dollars (\$500). Instead of the fines prescribed in paragraphs (1), (2), and (3), the court may order the person to be placed in a parent education and counseling program.*

EC Section 48293 (b): A judgment that a person convicted of an infraction be punished as prescribed in subdivision (a) may also provide for the payment of the fine within a specified time or in specified installments or participation in the program. A judgment granting a defendant time to pay the fine or prescribing the days of attendance in a program shall order that if the defendant fails to pay the fine, or any installment thereof, on the date it is due, he or she shall appear in court on that date for further proceedings. Willful violation of this order is punishable as contempt.

EC Section 48293 (c): The court may also order that the person convicted of the violation of subdivision (a) immediately enroll or re-enroll the pupil in the appropriate school or educational program and provide proof of enrollment to the court. Willful violation of an order under this subdivision is punishable as civil contempt with a fine of up to one thousand dollars (\$1,000). An order of contempt under this subdivision shall not include imprisonment.

In addition to the EC penalties for parents in Section 48293, Penal Code Section 270.1 became effective January 1, 2011, and provides penalties for a parent or guardian of a pupil of six years of age or more who is in kindergarten or any of the grades from one to eight:

Penal Code Section 270.1. (a) A parent or guardian of a pupil of six years of age or more who is in kindergarten or any of grades one to eight, inclusive, and who is subject to compulsory full-time education or compulsory continuation education, whose child is a chronic truant as defined in Section 48263.6 of the EC, who has failed to reasonably

supervise and encourage the pupil's school attendance, and who has been offered language accessible support services to address the pupil's truancy, is guilty of a misdemeanor punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail not exceeding one year, or by both that fine and imprisonment. A parent or guardian guilty of a misdemeanor under this subdivision may participate in the deferred entry of judgment program defined in subdivision (b). (b) A superior court may establish a deferred entry of judgment program that includes the components listed in paragraphs (1) to (7), inclusive, to adjudicate cases involving parents or guardians of elementary school pupils who are chronic truants as defined in

Section 48263.6 of the EC:

- (1) A dedicated court calendar.*
- (2) Leadership by a judge of the superior court in that county.*
- (3) Meetings, scheduled and held periodically, with school district representatives designated by the chronic truant's school district of enrollment. Those representatives may include school psychologists, school counselors, teachers, school administrators, or other educational service providers deemed appropriate by the school district.*
- (4) Service referrals for parents or guardians, as appropriate to each case that may include, but are not limited to, all of the following:*
 - (A) Case management.*
 - (B) Mental and physical health services.*
 - (C) Parenting classes and support.*
 - (D) Substance abuse treatment.*
 - (E) Child care and housing.*
- (5) A clear statement that, in place of a trial, the court may grant deferred entry of judgment for the current crime or crimes charged if the defendant pleads guilty to each charge and waives time for the pronouncement of judgment and that, upon the defendant's compliance with the terms and conditions set forth by the court and agreed to by the defendant upon the entry of his or her plea, and upon the motion of the prosecuting attorney, the court will dismiss the charge or charges against the defendant and the same procedures specified for successful completion of a drug diversion program or a deferred entry of judgment program pursuant to Section 851.90 and the provisions of Section 1203.4 shall apply.*
- (6) A clear statement that failure to comply with any condition under the program may result in the prosecuting attorney or the court making a motion for entry of judgment, whereupon the court will render a finding of guilty to the charge or charges pled, enter judgment, and schedule a sentencing hearing as otherwise provided in this code.*
- (7) An explanation of criminal record retention and disposition resulting from participation in the deferred entry of judgment program and the defendant's rights relative to answering questions about his or her arrest and deferred entry of judgment following successful completion of the program. (c) Funding for the deferred entry of judgment program under this section shall be derived solely from non-state sources.*
- (d) A parent or guardian of an elementary school pupil who is a chronic truant, as defined in Section 48263.6 of the EC, may not be punished for a violation of both this section and the provisions of Section 272 that involve criminal liability for parents and guardians of truant children.*
- (e) If any district attorney chooses to charge a defendant with a violation of subdivision*

(a) and the defendant is found by the prosecuting attorney to be eligible or ineligible for deferred entry of judgment, the prosecuting attorney shall file with the court a declaration in writing, or state for the record, the grounds upon which that determination is based.

SEC. 3. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

Investigation of School Attendance Complaints

EC Section 48290: The governing board of any school district, shall, on the complaint of any person, make a full and impartial investigation of all charges against any parent, guardian, or other person having control or charge of any child, for violation of any of the provisions of this chapter. (Enacted by Stats. 1976, Ch. 1010.)

Criminal Complaints against Parents

EC Section 48291: If it appears upon investigation that any parent, guardian, or other person having control or charge of any child has violated any of the provisions of this chapter, the secretary of the board of education, except as provided in Section 48292, or the clerk of the board of trustees, shall refer such person to a school attendance review board. If any such parent, guardian, or another person continually and willfully fails to respond to directives of the school attendance review board or services provided, the school attendance review board shall direct the school district to make and file in the proper court a criminal complaint against the parent, guardian, or other person, charging the violation, and shall see that the charge is prosecuted by the proper authority. If a criminal complaint is not prosecuted by the proper authority as recommended, the official making the determination not to prosecute shall provide the school attendance review board with a written explanation for the decision not to prosecute. (Amended by Stats. 1980, Ch. 1329, Sec. 7.)

4. What are the legal reasons for absences?

Section 48200 – 48208 explains a pupil shall be excused from school when the absence is due to (1) illness; (2) quarantine under the direction of a county or city health officer, (3) a medical, dental, optometrist, or chiropractic appointment or service; (3) attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if local or three days if the service is conducted outside California; (4) for the purpose of jury duty in the manner provided for by law; (5) due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor; (6) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats,

attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board; (7) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code; (8) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted according to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district; (9) to attend the pupil's naturalization ceremony to become a United States citizen.

5. If absences are approved by a school administrator what does subdivision (b) of Section 48260 allow?

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided, and upon satisfactory completion within a reasonable time, shall be given full credit. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

6. Can Method School expel a student for truancy and tardiness?

It is recommended that school districts provide alternatives to suspension or expulsion to address the problems of truancy, tardiness, and other absences from school activities that result in suspension or expulsion. Alternatives to suspension and/or expulsion should always be considered first [Ca. Ed. Code Sec. 48900 (w).] Expulsion may be deemed appropriate only if other means of correction fail to bring about proper conduct; however, parents may choose expulsion or withdrawal rather than facing other legal consequences of truancy [Ca. Ed. Code Sec. 48900 (v, w). An expulsion is considered a “change of placement” for a student with a disability and a student may not be expelled without first following all mandated steps and conducting a manifestation determination meeting. A charter school needs to comply with IDEA and Section 504’s discipline protections before they can remove a child from school and must comply with state and federal laws.

All truancy incidents should first be documented in the student's attendance records. If tardiness and truancy problems become an issue, a meeting should be scheduled to review truancy policies and to discuss how to help the family, which can include but is not limited to reducing class time per class(es), reducing the number of classes, considering some type of agreed-upon calendar system (calling student or emailing the student to remind him of classes), and/or the implementation of an agreed-upon monitoring program. The meeting should include school personnel (administrator and applicable teachers), the pupil's parent or guardian and the pupil. Sometimes, incentives can be considered or offered for completing successful attendance goals such as providing representational classroom store money or some type of point system.

Truancy is often considered to be related to poverty, illness, substance abuse, failing at school and unhealthy home or school environments, and to help a student feel connected and engaged, a functional behavioral analysis is often considered but must be agreed upon by the parents. A functional behavioral analysis is usually conducted by a school psychologist or a trained behavior interventionist, and a positive behavior plan should be created to identify the behavior (i.e., lack of attendance or work). The behavior plan must teach positive replacement behaviors and contain a goal or goals to target the behaviors [5 C.C. R. Sec. 3001(g)]. Once this is in place, continuous monitoring should be implemented to determine if there is progress in complying with attendance mandates, as students must be present at school to succeed.

If after repeated documented attempts have failed to increase attendance, a meeting may be held to suggest to the family that Method Schools is not an appropriate setting for their child and to discuss with the parents the option of choosing to voluntarily withdraw the student. If the parent refuses to voluntarily withdraw the child, then suspension or expulsion may be recommended and a meeting can be set up for this purpose, provided all steps are carefully followed and documented. An expulsion is considered a "change of placement" for a student with a disability and a student may not be expelled without following all mandated steps and conducting a manifestation determination meeting. It may be difficult to expel a special education student for truancy and/or lack of work compliance issues without first complying with every step provided by the California Education Code and pertinent federal laws.

7. Who can recommend expulsion for unresolved truanancies and other issues?

The expulsion process can be triggered only by the recommendation of the principal/head of schools, superintendent, or a hearing officer for truanancies if applicable [California Ed. Code 48915]. A teacher has no power to expel a disruptive or violent student from class or school; however, a teacher may present evidence and urge expulsion. Teachers should document truanancies, tardiness, or any other problems. Teachers should also document any applicable meetings as this data may be needed in the future to provide cause for student disciplinary proceedings.

8. What qualifies as an immediate expulsion?

A student may be suspended on a first offense only for reasons # 1- 5 (below) or because his or her presence will constitute a danger to persons or properties and threaten to disrupt the educational process [Ca. Ed. Code 48900.5].

- (1) *Causing or threatening physical injury to another;*
- (2) *Willfully using force or violence against someone, except in self-defense;*
- (3) *Possessing a knife, gun, or other dangerous object without school authorities' permission, or furnishing such an object;*
- (4) *Unlawfully possessing using or furnishing a controlled substance alcoholic beverage for being under the influence of such a substance or beverage;*
- (5) *Offering or furnishing a substance misrepresented to be a controlled substance or alcoholic beverages.*

Upon finding that a pupil committed one of these acts, the governing board shall expel the pupil for up to one year and shall refer that pupil to a program of study that is prepared to accommodate students who exhibit disciplinary problems and is not provided at a comprehensive elementary, middle, junior, or senior high school or at the school attended by the pupil at the time of expulsion, except a community day school. Ed. Code 48915, 48915.2. Please note that immediate suspension or expulsion is not enforceable against a special education student unless the student has been afforded the benefit of a manifestation determination meeting and all procedural safeguards have been followed as provided by California Education Codes and other applicable laws.

9. What are all the reasons a school can suspend or expel a student?

Since some students attend EM and other events sponsored by Method Schools, the grounds for suspension or a recommendation of expulsion are listed below and are the same for children with and without disabilities. Students with an IEP and/or 504 Plan have other steps that must be taken before suspension and/or expulsion. The permissible grounds for taking disciplinary action under California Education Code section 48900 are:

A student may be suspended on a first offense only for reasons #1- 5 below or because his or her presence will constitute a danger to persons or properties and threaten to disrupt the educational process [Ca. Ed. Code 48900.5]

- (1) *Causing or threatening physical injury to another;*
- (2) *Willfully using force or violence against someone, except in self-defense;*
- (3) *Possessing a knife, gun, or other dangerous object without school authorities' permission, or furnishing such an object;*
- (4) *Unlawfully possessing using or furnishing a controlled substance alcoholic beverage for being under the influence of such a substance or beverage;*
- (5) *Offering or furnishing a substance misrepresented to be a controlled substance or alcoholic beverages.*

For all other items listed below, suspension or expulsion may be recommended if other means of correction are not deemed feasible, have failed repeatedly or the student's presence causes a continuing danger to the physical safety of the students or others [Ca. Ed. Code Sec. 48915].

- (6) *Committing or attempting to commit robbery or extortion;*
- (7) *Damaging or attempting to damage school or private property;*
- (8) *Stealing or attempting to steal school or private property;*
- (9) *Possessing and using tobacco in an unauthorized manner;*
- (10) *Committing an obscene act or engaging in habitual profanity or vulgarity;*
- (11) *Dealing in drug paraphernalia;*
- (12) *Disrupting school activities or otherwise woefully defying school authorities;*
- (13) *Knowingly receiving stolen property or private property;*
- (14) *Possession of an imitation firearm that appears to be real;*
- (15) *Commission or attempt to commit a sexual assault, commission of a sexual battery;*
- (16) *Harassment threat or intimidation of a student who is a witness in a school disciplinary*

- proceeding;*
- (17) *Engaging in bullying whether in person or electronically;*
 - (18) *Engaging in hazing or attempted hazing includes rituals that can cause serious bodily harm or personal degradation or disgrace;*
 - (19) *Engaging in sexual harassment in which a reasonable person of the same gender as the victim would consider sufficiently severe or pervasive as to have a negative impact on such a victim's academic performance or to create an intimidating hostile or offensive educational environment [Ca. Ed. Code Sec 48900.2];*
 - (20) *Causing or attempting to cause or threatening to cause or participating in acts of hate violence which are defined as injuring or interfering with the persons exercise of any constitutional or other legal rights because of the persons or perception of the persons race color religion ancestry national origin disability gender or sexual orientation [Ca. Ed. Code Sec. 48900.3, Ca. Penal Code Secs. 422.6 & 422.55];*
 - (21) *Intentionally engaging in harassment threats or intimidation directed against a student or group of students that is sufficiently severe to disrupt classwork create substantial disorder an invade the rights of the student or group by creating an intimidating or hostile educational environment [Ca. Ed. Code Sec. 48900.4]; and*
 - (22) *Making terrorist threats against school officials or school property. This includes any oral or written Statement threatening to commit a crime which will result in death great bodily injury or property damage over \$1000 [[Ca. Ed. Code Sec. 48900 & 48900.1];*
 - (23) *Suspension or expulsion for any of these acts must be related to school activity or attendance. This includes misconduct which occurs on school grounds while going to or coming from school during lunch whether on or off-campus during a school-sponsored activity or while going to or coming from a school-sponsored activity [Ca. Ed. Code Sec. 48900(s)].*

10. What are the suspension rules for students with disabilities for 1-9 days?

Students with disabilities are subject to the same suspension rules as non-disabled students. Students with disabilities may be suspended for a period of 1-9 days for any of the misbehaviors listed on the preceding question #9, even if the behavior is a manifestation of the child's disability.

Typically, with suspensions, there is a pre-suspension conference involving the Principal/Head of Schools, parents/guardians, teacher, and student. At that conference, the student is told why he/she is being suspended, what the evidence is against her/him and he/she is allowed to present her/his version of the event and any evidence in his/her favor. Necessary steps should be taken to contact the parents; however, in cases where the parents cannot be reached, the law does not require the school to wait for the parents to hold a pre-suspension conference [Ca. Ed. Code Sec. 4891199(b)]. If the Principal/Head of Schools determines an emergency exists such as a clear and present danger to the lives, safety, or health of students or school staff, then a pre-suspension conference that had not been completed with parents must be held within 2 school days, and both the student and parents must be notified of this conference and the suspended student must be allowed to return to the campus to attend this meeting [California Education Code Section 489119(c)]. The family must also be informed in writing of the suspension [California Education Code Section 48911(d)]. The written notice should specify the section or sections of the

Education Code which the district states the child had violated, and parents are required to respond without delay to any request from school officials to attend a conference regarding their child's behavior [California Education Code Section 48911(f)].

11. What are the suspension rules for students with disabilities for 10 or more days?

State law defers to federal law for most of the rules governing suspension and expulsion of special education students [California Education Code Section 48915.5]. Federal and state laws allow up to 1-9 days of suspension but not more than 10 consecutive days for any special education student without a manifestation determination meeting [20 U.S.C. Sec 1415 (k)(1)(B)].

12. Who can suspend a student?

Typically, a teacher may recommend suspension for a student of up to 2 days [California Education Code Section 48911] but for longer periods, the suspension must be recommended by a Principal or Head of Schools [California Education Code Section 48911].

13. What is a manifestation determination meeting?

A charter school needs to comply with IDEA and Section 504's discipline protections before they can remove a child from school and must comply with state and federal laws which includes a manifestation determination meeting. The manifestation determination is a meeting of the relevant members of the IEP team (school administrator or administrative designee; parent/guardian, student if appropriate; school psychologist; case manager or special education teacher; general education teacher; and relevant service providers) to determine whether a student with a disability may be suspended for 10 or more days, or expelled. The meeting should be held within 10 days of the school's decision to suspend 10 or more days or expel the student. At the meeting, the IEP team reviews the relevant information from the student's file, including the IEP, and any additional information deemed necessary from teachers and/or parents. The purpose is to determine if (1) the behavior was caused by, or if it had a direct and substantial relationship with the student's disability and/or (2) if the behavior resulted from the school's failure to implement the IEP [34 C.F.R. Sec. 300.530(e)].

If the team answers "no" to both questions, the student can be referred for expulsion and an expulsion meeting can be held.

If the IEP team answers "yes" to either question, the student cannot be legally be expelled and any placement change requires the consent of the parent or hearing officer's orders. If the IEP team determines the behavior is a manifestation of the student's disability, then unless the behavior is one of the serious offenses discussed in the preceding question #11, the student cannot be suspended for over 10 days or expelled, and the student must be allowed to remain enrolled, or return to the original placement unless the parents and school agree otherwise. In addition, if the student remains, the school must also conduct a new or updated behavioral assessment for the student if agreed upon by the parent. Usually, a behavior plan is created or the existing behavior plan is updated.

14. What should teachers/staff do before a manifestation determination meeting?

Most parents claim that the behavior should have been recognized and/or known by the staff before a recommendation for suspension and/or expulsion. In order to address this issue, there should be documented meetings to record all issues and interventions that were attempted for the student. In addition, if there are behavior problems that may put the student or others at risk and the IEP does not appear to be addressing the problem, the school must acknowledge and make attempts to remedy the situation, if possible. A “serious behavior problem” is a problem which can be (1) self-injurious; (2) causes serious property damage; (3) is severe, maladaptive, pervasive and cannot be addressed just with an IEP [5 C.C.R. Sec. 3001 (a-b)]. If a potential behavior problem exists, the school must offer the parents a “functional analysis assessment” usually conducted by a qualified school psychologist or a trained behavior specialist. If the parents decline the offer, their refusal must be documented in writing. After an assessment, a behavior intervention plan is usually created to (1) identify the function of the negative behavior and (2) teach positive replacement behaviors that accomplish the same objectives in a socially appropriate way [5 C.C.R. Sec. 301(g)]. The behavior intervention plan must be positive, assure access to education in the least restrictive environment, and be designed to replace negative behaviors with positive behaviors [5 C.C. R. Sec. 3052 (a) (2)].

15. Who attends a manifestation determination meeting?

The expected attendees are a school administrator or administrative designee; parent/guardian/student (if appropriate or over 16 years of age); school psychologist; special education teacher or designee; general education teacher; and relevant service providers.

16. What are the timelines at a glance?

Within 10 school days of the date of the decision to expel, a manifestation determination review is conducted and an IEP team meeting is held. If suspension or expulsion is allowed, another meeting is held as soon as possible to continue with the proceedings.

17. What if the parents contest an expulsion?

If the IEP team recommends a referral for expulsion, the school must then hold an expulsion meeting. The hearing must be scheduled to be held within 30 days after the decision to expel the student is made [California Education Code Section 48918]. Once scheduled, the parents have the right to automatically postpone the expulsion hearing for up to 30 days to adequately prepare for the meeting [California Education Code Section 48918(a)]. The parents will attend the hearing to provide arguments against expulsion, and usually, it will be the same discussion and arguments presented at the manifestation determination meeting.

A full discussion of procedures governing expulsion hearings and appeal of the results is covered under California Education Code Sections 48918-48926.

18. What happens to students after expulsion is formally recommended?

Once expulsion is formally recommended, a detailed series of notices and hearings transpire before actual expulsion [Ca. Ed. Code 48918]. Various appeals can also be undertaken to the county's Board of Education [Ca. Ed. Code 48902-48924]. An expulsion order remains in effect until the governing board orders the pupil's readmission. The governing board must adopt rules and regulations establishing a procedure for filing and processing requests for readmission. The governing board shall set a date, not later than one year after the expulsion occurred, when the pupil may apply for readmission to the district. However, the governing board is not required to readmit a pupil. If the governing board denies readmission, the board shall determine whether the pupil shall continue in the program initially selected for him/her or to place the pupil in another program [Ca. Ed. Code 48916; Ca. Ed. Code 48916.2]. Upon voting to expel a pupil, the governing board may suspend enforcement of the expulsion order for up to one year and may assign the pupil to an appropriate rehabilitation program, which may provide for the involvement of the pupil's parents [Ca. Ed. Code 48917]. Upon expulsion of a pupil for possessing, selling or furnishing a firearm, brandishing a knife, or selling drugs, the governing board shall refer that pupil to a program of study that is prepared to accommodate pupils who exhibit discipline problems which is not housed within an elementary, middle, junior or senior high school or at the school site attended by the pupil at the time of suspension. A pupil who is expelled for a lesser offense shall be placed in a similar program unless the county superintendent certifies that such a program is not available, and then the pupil may be referred to a program of study at an elementary, middle, junior or senior high school [Ca. Ed. Code 48915].

In order to expel pupils based on other grounds for expulsion, the governing board must find that either: (1) other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or (2) due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [Ca. Ed. Code 48915]. To readmit students expelled on these grounds, the board shall hold a hearing to determine whether the student poses a continuing danger to the pupils or employees of the district. The school may request information from another district regarding the expulsion of an enrollment applicant. A parent, guardian, emancipated pupil, or pupil of legal age shall inform the receiving school district of his or her expulsion from a previous school district [Ca. Ed. Code 48915.1]. A school board can deny enrollment to a pupil who has been expelled from another school district during the expulsion period if it determines that the pupil would pose a danger to students or employees in the school district [Ca. Ed. Code 48915.1]. However, if the governing board determines that the student does not pose a danger to pupils or employees, it shall permit the individual to enroll in the district during the term of the expulsion, provided that the student has either legal residence in the district or according to an inter-district agreement [Ca. Ed. Code 48915.1].

19. Are there any circumstances in which a school can change a child's placement or recommend expulsion even if the behavior was related to a disability?

Yes, under certain circumstances a district can immediately place a student in a different placement and keep him there for up to 45 school days even if the behavior is found to be a manifestation of his disability. A district may place a student in an interim alternative educational system setting or recommend expulsion. If the district claims any of the following: (1) Student carried or possessed a weapon to or at school or on school grounds or at a school function; (2) Student knowingly possessed or used illegal drug or sold or solicited the sale of

such a drug while at school on school grounds or at a school function (3) Student inflicted serious bodily injury upon another student while at school, on school grounds or at a school function. Serious bodily injury means a substantial risk of death or extreme physical pain. It may also include protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. [20 U.S.C. Sects. 1415(k)(91)(G) & (7)(d); 24 C.F.R. Sec. 300.530 (g)]. The school must still meet within 10 days to have a manifestation determination meeting.

20. What are the general parental rights?

Parents have the right to discuss any part of the IEP as desired to determine if the IEP was properly implemented and followed, including all accommodations, modifications, supports, and services. Parents may wish to discuss behaviors, determine if an area of need was not addressed and if a behavior plan should have been written and would have helped. Parents may dispute findings that indicate behaviors were not a manifestation of their disability and insist upon a discussion or a future meeting. Parents have the right to discuss if meetings were held to discuss areas of concern and if anything was done at these meetings i.e. an IEP amendment with additional accommodations, etc. Furthermore, parents have the right to request an outside independent psychological opinion.

21. What are parental rights if they disagree with the IEP team?

Parents have the right to disagree with a manifestation determination and can file for due process to challenge the IEP team's decision regarding whether the behavior was a manifestation of disability. In most cases, until the due process proceedings have been completed, the student will remain in their current setting. The hearing must be held within 20 school days from the date of a parent request and the hearing officer must issue a decision within 10 school days, and afterwards, there must be a "resolution session" or mediation held within 7 days of the request [20 U.S.C. Sects. 1415(k)(3) (4) (A) (B); 34 C.F.R. Secs. 300.530-300.352 (b) (c)].

22. What are the rules for students with 504 Plans?

Section 504 requires that schools evaluate a student believed to have a disability before making an initial placement and before making any significant changes. The rules are similar to that of an IEP in many respects. In order to suspend a student for more than 10 days or expel a student, the school must determine whether the misconduct was caused by the student's disability and conduct a re-evaluation of the student. The determination may be made by the same group of persons who made the initial placement decisions for 504 Plan students. If the behavior was not due to a student's disability, the student may be suspended or expelled in the same manner as students without disabilities. All services or recommendations of the 504 Plan will cease at the time of suspension or expulsion.

If it is determined that the misconduct was caused by the disability, the evaluation team must continue the evaluation to determine whether the student's current placement is appropriate. Even in cases when the behavior is caused by the disability, it could be determined that the current placement is not appropriate [34 C.F. R. Sec. 104.35(a)].

23. What if the 504 Plan student's family disagrees with the meeting recommendations?

If the parents disagree with the determination or with the conclusion that the behavior is not related to the disability, they may request a Section 504 hearing. The school district obtains a hearing officer to hear and decide the case. Unlike special education disciplinary procedures, each school district establishes its own Section 504 hearing procedures. A district cannot serve as the hearing officer [18 IDELR 230 (1991)]. **Stay put is not in effect with 504 students** so a 504 student can be suspended or expelled while the Section 504 hearing is still pending. A parent is not granted a hearing if actions are due to illegal drugs or alcohol [See: Discipline of Students with Disabilities in Elementary and Secondary Schools, U.S. Department of Education, Office for Civil Rights, October 1996, revised 2/25/98].

24. Must the district continue to provide special education services if the student is suspended 10 or more days or expelled?

Yes. Unlike general education students, students with disabilities must continue to receive free appropriate public education (FAPE) during any suspension period of 10 or more days, during any period of interim placement, and any period of expulsion [20 U.S.C. Sec. 1412 (a) (1) & 1415 (k)(1)(D); 34 C.F. R. Sec. 300.530(d)]. The services special needs children receive under these circumstances must enable them to continue to participate in the general curriculum and to continue to progress toward meeting IEP goals, and to receive needed behavioral assessments and services [20 U.S.C. Sec. 1415 (l)(1)(D); 34 C.F.R. Secs. 300.530(d)(1)(i) & (ii)]. Services will continue to be provided until the student is accepted at another placement or another school.

25. What if the parents state their child has a disability that the district failed to recognize, do the rules regarding the discipline of special education students apply?

The rules apply if the district "had or has knowledge" that the child has a disability. There are three situations in which a district will be "deemed" to have this knowledge (if the student is not already identified as special education) and in which cases the child will be protected by the special education disciplinary rules. These include: (1) When a parent has expressed concern in writing--*before the student's misbehavior*--to a school administrator or the student's teacher that the child needs special education assistance; (2) When a parent had requested--*before the misbehavior*--that the student be evaluated for special education and the district did not do so; and (3) When a teacher or other school personnel--*before the misbehavior*--had expressed specific concerns about a pattern of behavior directly to the special education director, or other supervisory personnel [20 U.S. C. Sec. 1415(k)(5); 34 C.F.R. Sec. 300.534(b)].

26. What if parents claim to have requested a special education evaluation for their child but not in writing?

State law requires that a special education evaluation go forward even if the request is made *orally* by the parent. If parents make this claim, it is assumed that an oral request for evaluation was made and not acted on by the school, and this would indicate that the district had sufficient knowledge of a suspected disability [34 C.F.R. Sec 300.534]. However, the school staff receiving such a request must obtain a written or signed statement from the parents [Title 5

California Code of Regulations (C.C.R.) Sec. 3021(a)] and the parents must now make a request in writing [Student v. Sonoma Valley Unified School District SN 1116-99].

27. If a student is expelled before becoming eligible for special education, but parents had requested a special education evaluation immediately before or after the expulsion, what happens to the request during the period the student is suspended from school?

If parents had requested an evaluation for special education eligibility immediately before or after the behavioral incident that led to the expulsion recommendation, the evaluation period must be expedited. However, until the results of the evaluation are available, the student may be expelled and will remain in the educational placement determined by school officials until the assessments are completed and a meeting is held with the parents, and student (if applicable), to discuss findings [20 U.S.C. Sec. 1415(k)(95)(D); 34 C.F.R. Sec. 300.5343(d)(2)].

28. What are the rights of the child to remain or return to school in the district of expulsion?

The board, after voting to expel a student, may suspend enforcement of the expulsion for a period of up to one year. During this period, the student is "on probation." Probation may be revoked, and the expulsion enforced if the student commits any act that could have resulted in suspension or expulsion, or for any violation of the district's student conduct code. After one year of successful probation, the student must be reinstated. The district may, but is not required to, expunge the child's records of all information related to the waived expulsion [Ca. Ed. Code Sec. 48917].

The district board of education must adopt local rules and regulations that establish a procedure for processing requests for readmitting expelled students. However, readmission is not automatic and is discretionary with the district [Ca. Ed. Code Sec. 48916]. The order expelling the student must specify the date the child may apply for readmission. The date cannot be later than the last day of the semester following the semester in which the expulsion occurred but can be earlier. The order can include a plan of rehabilitation that the student must follow during the period of expulsion. It may also include an assessment at the time of application for readmission. The plan may also include recommendations for counseling, employment, community service or other rehabilitative programs [Ca. Ed. Code Sec. 48916]. If any of the reasons for expulsion related to controlled substances, the district may require, as a condition that the student enroll in a county-supported drug rehabilitation program [Ca. Ed Code Sec. 48916.5].

29. What are the rules governing an expelled child to a new school district?

An expelled student may be admitted to a school in another district if: (1) He/she establishes legal residence in the jurisdiction of the new district; or (2) His/her current district grants her/him an inter-district transfer [Ca. Ed. Code Secs. 46600(b) (transfer for expelled students), 46601 (appeals) & 46603 (provisional admission)].

The new district may request information and/or a recommendation from the former district and will then hold a hearing to determine whether the student poses a continuing danger to the students or employees of the new district [Ca. Ed. Code Secs. 48915.1(a)-(b)]. The hearing is conducted under the same rules and procedures as regular expulsion hearings [Ca. Ed. Code Secs. 48918]. If after the hearing, the district determines that the child *does* pose a threat or danger, it may condition enrollment or attendance in a specified program or may *deny* the admission request [Ca. Ed. Code Secs. 48915 (c)-(d)]. If the district determines that the child does not pose a continuing danger, it must admit him/her to one of its schools for the remainder of the expulsion period, provided he/she has established residency in the new district or has obtained an inter-district transfer [Ca. Ed. Code Sec. 48915.1 (3)]. If a parent enrolls a student without disclosing the expulsion and the new district later discovers this material fact, the nondisclosure must be recorded and may be discussed at the readmission hearing described above. However, if the child was expelled for any of the following reasons, he/she cannot enroll in any other California district during the period of the expulsion—unless it is a county community or juvenile court school:

1. *Causing serious physical injury to another person (except in self-defense);*
2. *Possessing a knife, explosive or other dangerous objects at school or a school activity off-campus;*
3. *Possession of a controlled substance;*
4. *Engaging in robbery or extortion;*
5. *Assault or battery;*
6. *Possession or sale of a firearm;*
7. *Brandishing a knife or weapon;*
8. *Sale of a controlled substance; or*
9. *Sexual assault*

[Ca. Ed. Code Secs. 48915.1, 48915 (a) & (c), 28915.2(a)].

After the period of expulsion (for any of the reasons above) is over, the student may be admitted to a new district if he/she meets the residence or inter-district transfer requirements. The admission would only be considered if, after a hearing, the new district determines the student does not pose a continuing danger.

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2019-20 2nd Interim Report Budget Summary – Method Schools

Projected ADA

- 1st Interim Budgeted ADA
 - Method San Diego: 405
 - Method Los Angeles: 733
- 2nd Interim Budgeted ADA
 - Method San Diego: 465
 - Method Los Angeles: 902
- Net Change in Projected ADA
 - Method San Diego: 60
 - Method Los Angeles: 169

Projected Revenue

- 2nd Interim Budget Projected Revenue
 - Method San Diego: \$5,295,582
 - Method Los Angeles: \$9,642,377

Projected Expenditures

- 2nd Interim Budget Projected Expenditures
 - Method San Diego: \$3,353,797
 - Method Los Angeles: \$5,351,910

Projected Operating Revenue

- 2nd Interim Budget 2019-20 Projected Operating Balance
 - Method San Diego: \$1,941,785
 - Method Los Angeles: \$4,290,467

Projected Ending Fund Balances

- Method SD
 - 2019-20 Audited Beginning Fund Balance: **\$2,665,995**
 - 2019-20 Projected Operating Balance: \$1,941,785
 - 2019-20 Projected Ending Fund Balance: **\$4,607,780**
- Method Los Angeles:
 - 2019-20 Audited Beginning Fund Balance: **\$867,044**
 - 2019-20 Projected Operating Balance: \$4,290,467
 - 2019-20 Projected Ending Fund Balance: **\$5,157,511**



Appendix – 2018-19 2nd Interim Report Itemized Budget Adjustments

**The changes below are net totals across both Method Schools.*

1000 Level Expenditure Adjustments

- 1100 Teacher Salaries: Increased by \$200,000

Net Change 1000 Level Expenditures Increased by: \$200,000

2000 Level Expenditure Adjustments

- 2100 Classified Administrator Salaries: Increased by \$40,000

Net Change 2000 Level Expenditures Increased by: \$40,000

3000 Level Expenditure Adjustments

- 3301 OASDI / Medicare: Increased by \$18,360
- 3501 Unemployment Insurance Expenses: Increased by \$25,200
- 3601 Workers Compensation Expenses: Increased by \$4,200
- 3901 Retirement Contribution Expenses: Increased by \$12,000

Net Change 3000 Level Expenditures Increased by: \$59,760

4000 Level Expenditure Adjustments

- 4300 Instructional Materials & Supplies Expenses: Increased by \$15,986
- 4400 Furniture & Equipment Expenses: Increased by \$50,000

Net Change 4000 Level Expenditures: \$65,986

5000 Level Expenditure Adjustments

- 5200 Travel & Conference Expenses: Decreased by \$5,025
- 5400 Dues & Membership Expenses: Increased by \$3,000
- 5505 Janitorial Service Expenses: Increased by \$4,680
- 5600 Non-Capital Site Improvements: Increased by \$8,000
- 5800 Professional & Consulting Services: Increased by \$107,199

Net Change 5000 Level Expenditures Increased \$117,854



**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
Second Interim Report - Detail**

Charter School Name: Method Schools
(continued)
CDS #: 37-68049-0129221
Charter Approving Entity: Dehesa Elementary
County: San Diego
Charter #: 1617
Fiscal Year: 2019-20

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description		Object Code	1st Interim Budget		Actuals thru 1/31		2nd Interim Budget	
			Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES								
1. LCFF Sources								
State Aid - Current Year		8011	4,010,264.00		4,010,264.00	2,046,892.00		2,046,892.00
Education Protection Account State Aid - Current Year		8012	81,000.00		81,000.00	37,519.00		37,519.00
State Aid - Prior Years		8019						
Transfers to Charter Schools in Lieu of Property Taxes		8096	68,040.00		68,040.00	31,598.50		31,598.50
Other LCFF Transfers		8091, 8097	-	-	-	-	-	-
Total, LCFFSources			4,159,304.00	-	4,159,304.00	2,116,009.50	-	2,116,009.50
2. Federal Revenues								
Every Student Succeeds Act (Title I - V)		8290	-	-	-	-	-	-
Special Education - Federal		8181, 8182	-	44,550.00	44,550.00	-	-	51,150.00
Child Nutrition - Federal		8220	-	-	-	-	-	-
Donated Food Commodities		8221	-	-	-	-	-	-
Other Federal Revenues		8110, 8260-8299	-	-	-	-	-	-
Total, Federal Revenues			-	44,550.00	44,550.00	-	-	51,150.00
3. Other State Revenues								
Special Education - State		StateRevSE	-	162,000.00	162,000.00	-	-	186,000.00
All Other State Revenues		StateRevAO	77,824.00	21,465.00	99,289.00	37,018.76		89,880.00
Total, Other State Revenues			77,824.00	183,465.00	261,289.00	37,018.76		89,880.00
4. Other Local Revenues								
All Other Local Revenues		LocalRevAO	60,000.00	-	60,000.00	51,426.92	-	51,426.92
Total, Local Revenues			60,000.00	-	60,000.00	51,426.92	-	51,426.92
5. TOTAL REVENUES			4,297,128.00	228,015.00	4,525,143.00	2,204,455.18	-	2,204,455.18
B. EXPENDITURES								
1. Certificated Salaries								
Certificated Teachers' Salaries		1100	768,777.00	40,000.00	808,777.00	520,938.35		520,938.35
Certificated Pupil Support Salaries		1200	-	-	-	-	-	-
Certificated Supervisors' and Administrators' Salaries		1300	122,091.00	9,700.00	131,791.00	54,875.00		54,875.00
Other Certificated Salaries		1900	890,868.00	49,700.00	940,568.00	575,813.35	-	575,813.35
Total, Certificated Salaries								
2. Non-certificated Salaries								
Non-certificated Instructional Aides' Salaries		2100	79,494.00		79,494.00	36,850.02		36,850.02
Non-certificated Support Salaries		2200	56,730.00		56,730.00	1,388.97		1,388.97
Non-certificated Supervisors' and Administrators' Sal.		2300	89,892.00		89,892.00	32,601.12		32,601.12
Clerical and Office Salaries		2400	181,133.00		181,133.00	78,035.94		78,035.94
Other Non-certificated Salaries		2900	407,249.00	-	407,249.00	147,487.08	-	147,487.08
Total, Non-certificated Salaries								
3. Employee Benefits								
STRS		3101-3102	-	-	-	-	-	-
PERS		3201-3202	-	-	-	-	-	-
QASDI/ Medicare / Alternative		3301-3302	97,660.00	5,448.00	103,108.00	52,578.66		52,578.66
Health and Welfare Benefits		3401-3402	102,805.00	5,735.00	108,540.00	37,978.26		37,978.26
Unemployment Insurance		3501-3502	35,406.00	1,974.00	37,380.00	20,955.88		20,955.88
Workers' Compensation Insurance		3601-3602	22,342.00	1,245.00	23,587.00	5,616.60		5,616.60
OPEB, Allocated		3701-3702	-	-	-	-	-	-
OPEB, Active Employees		3751-3752	-	-	-	-	-	-
Other Employee Benefits		3901-3902	48,204.00	2,687.00	50,891.00	8,765.58		8,765.58
Total, Employee Benefits			306,417.00	17,089.00	323,506.00	125,894.98		125,894.98
4. Books and Supplies								
Approved Textbooks and Core Curricula Materials		4100	214,500.00		214,500.00	110,642.84		110,642.84
Books and Other Reference Materials		4200	247,500.00		247,500.00	362,540.72		362,540.72
Materials and Supplies		4300	13,535.00	21,465.00	35,000.00	8,388.97		8,388.97
Noncapitalized Equipment		4400	50,000.00		50,000.00	44,195.49		44,195.49
Food		4700	-	-	-	-	-	-
Total, Books and Supplies			525,535.00	21,465.00	547,000.00	525,768.02	-	525,768.02
5. Services and Other Operating Expenditures								
Subagreements for Services		5100	-	-	-	-	-	-
Travel and Conferences		5200	42,075.00		42,075.00	27,293.05		27,293.05
Dues and Memberships		5300	3,000.00		3,000.00	1,253.30		1,253.30
Insurance		5400	10,000.00		10,000.00	7,642.10		7,642.10
Operations and Housekeeping Services		5500	27,250.00		27,250.00	12,459.37		12,459.37
Rentals, Leases, Repairs, and Noncap. Improvements		5600	284,139.00	29,900.00	314,039.00	195,225.68		195,225.68
Transfers of Direct Costs		5700-5799	-	-	-	-	-	-
Professional/Consulting Services and Operating Expend.		5800	244,043.00	110,328.00	354,371.00	126,232.13	19,268.00	145,500.13
Communications		5900	47,500.00		47,500.00	18,998.82		18,998.82
Total, Services and Other Operating Expenditures			668,007.00	140,228.00	798,235.00	389,104.45	19,268.00	408,372.45
6. Capital Outlay (Objects 6100-6170, 6200-6500 for 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	-	-	-	-	-	-
Total, Capital Outlay			-	-	-	-	-	-
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	-	-	-	-	-	-
Principal (for modified accrual basis only)		7439	-	-	-	-	-	-
Total, Other Outgo			-	-	-	-	-	-
8. TOTAL EXPENDITURES			2,788,076.00	228,482.00	3,016,558.00	1,764,067.88	19,268.00	1,783,335.88
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)			1,509,052.00	(467.00)	1,508,585.00	440,387.30	(19,268.00)	421,119.30
D. OTHER FINANCING SOURCES / USES								
1. Other Sources		8930-8979	-	-	-	-	-	-
2. Less: Other Uses		7630-7699	-	-	-	-	-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)		8980-8999	(467.00)	467.00	-	(19,268.00)	19,268.00	-
4. TOTAL OTHER FINANCING SOURCES / USES			(467.00)	467.00	-	(19,268.00)	19,268.00	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,508,585.00	-	1,508,585.00	421,119.30	-	421,119.30
F. FUND BALANCE, RESERVES								
1. Beginning Fund Balance								
a. As of July 1		9791	2,651,108.72		2,651,108.72	2,651,108.72		2,651,108.72
b. Adjustments to Beginning Balance		9793, 9795	-	-	-	14,886.00		14,886.00
c. Adjusted Beginning Balance			2,651,108.72	-	2,651,108.72	2,665,994.72		2,665,994.72
2. Ending Fund Balance, June 30 (E + F, 1.c.)			4,159,693.72	-	4,159,693.72	3,087,114.02		3,087,114.02
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	139,403.80	-	139,403.80	-	-	154,600.10
Unassigned/Unappropriated Amount		9790	4,020,289.92	-	4,020,289.92	3,087,114.02		4,453,179.62

CHARTER SCHOOL SECOND INTERIM
FINANCIAL REPORT – ALTERNATIVE FORM
July 1, 2019 to June 30, 2020

Charter School Name: Method Schools Los Angeles

CDS #: 19-73339-0137703

Charter Approving Entity: Action-Alpha Dulce Unified School District

County: Los Angeles

Charter #: 1697

This charter school uses the following basis of accounting:

Please enter an "X" in the applicable box below; check only one box

☐ **Accrual Basis** (Applicable Capital Assets/Related Long-Term Debt/Long-Term Liabilities objects are 6000, 7438, 9400-9499, and 9600-9699)

☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Original Budget	Board Approved Operating First Interim Budget (B)	Actuals to Date 1/31/20	Second Interim Budget Unrestricted	Second Interim Budget Restricted	Second Interim Budget Total (D)	Difference (Col B & D)
A. REVENUES								
1. LCFF Sources								
State Aid - Current Year	8011	3,612,079.00	7,143,197.00	1,087,585.00	8,815,262.00		8,815,262.00	1,672,085
Education Protection Account - Current Year	8012	71,850.00	146,000.00	35,925.00	180,400.00		180,400.00	33,800
State Aid - Prior Years	8019	0.00	0.00	0.00	0.00		0.00	0
Transfer of Charter Schools in Lieu of Property Taxes	8099	80,662.00	164,580.00	0.00	230,010.00		230,010.00	65,430
Other LCFF Transfers	8091, 8097	0.00	0.00	0.00	0.00		0.00	0
Total, LCFF Sources		3,764,691.00	7,454,377.00	2,023,510.00	9,223,692.00		9,223,692.00	1,771,315
2. Federal Revenues (see NOTE on last page)								
No Child Left Behind	8299	0.00	0.00	0.00		0.00	0.00	0
Special Education - Federal	8181, 8182	0.00	0.00	0.00		0.00	0.00	0
Child Nutrition - Federal	8229	0.00	0.00	0.00		0.00	0.00	0
Other Federal Revenues	8299	0.00	0.00	0.00		0.00	0.00	0
Total, Federal Revenues		0.00	0.00	0.00	0.00	0.00	0.00	0
3. Other State Revenues								
Special Education - State	StateRevSE	116,756.00	238,225.00	0.00	199,779.00		199,779.00	(41,448)
Child Nutrition Programs	8529	0.00	0.00	0.00	0.00		0.00	0
Mandated Costs Reimbursements	8559	15,863.00	32,610.00	16,006.00	0.00		0.00	(32,610)
Lobby - Unrestricted and Instructional Materials	8569	73,287.00	149,532.00	13,449.72	136,202.00	47,800.00	184,006.00	34,476
Low Performing Student Block Grant	8599	0.00	0.00	0.00	35,896.00		35,896.00	35,896
All Other State Revenues	StateRevAC	0.00	0.00	4,746.64	0.00		0.00	0
Total, Other State Revenues		206,026.00	420,367.00	34,204.36	172,100.00	244,685.00	416,685.00	(3,682)
4. Other Local Revenues								
Transfers from Sponsoring LEAs to Charter Schools	8791	0.00	0.00	0.00	0.00		0.00	0
All Other Local Revenues	LocalRevAC	0.00	0.00	0.00	0.00		0.00	0
Total, Local Revenues		0.00	0.00	0.00	0.00	0.00	0.00	0
5. TOTAL REVENUES		3,970,617.00	7,874,744.00	2,057,714.36	9,397,792.00	244,685.00	9,642,377.00	1,767,633
B. EXPENDITURES								
1. Certificated Salaries								
Teachers' Salaries	1100	1,145,420.00	1,742,063.00	1,057,662.70	1,883,938.00	58,125.00	1,942,063.00	(200,000)
Certificated Pupil Support Salaries	1200	0.00	0.00	0.00	0.00	0.00	0.00	0
Certificated Supervisors' and Administrators' Salaries	1300	196,345.00	220,064.00	111,412.50	140,094.00	80,000.00	220,094.00	0
Other Certificated Salaries	1900	0.00	0.00	0.00	0.00	0.00	0.00	0
Total, Certificated Salaries		1,341,765.00	1,962,127.00	1,169,075.20	2,024,032.00	138,125.00	2,162,157.00	(200,000)
2. Non-certificated Salaries								
Instructional Aides' Salaries	2100	41,877.00	107,970.00	74,816.73	147,970.00	0.00	147,970.00	(40,000)
Non-certificated Support Salaries	2200	67,828.00	90,688.00	0.00	90,688.00	0.00	90,688.00	0
Certificated Supervisors' and Administrators' Sal.	2300	89,852.00	120,455.00	66,190.17	120,455.00	0.00	120,455.00	0
Other and Office Salaries	2400	34,675.00	367,756.00	158,436.81	367,756.00	0.00	367,756.00	0
All Non-certificated Salaries	2900	0.00	0.00	0.00	0.00	0.00	0.00	0
Total, Non-certificated Salaries		234,122.00	686,869.00	239,443.51	726,869.00	0.00	726,869.00	(40,000)
3. Employee Benefits								
STRS	3101-3102	0.00	0.00	0.00	0.00	0.00	0.00	0
PERS	3501-3502	0.00	0.00	0.00	0.00	0.00	0.00	0
QASDI / Medicare / Alternative	3301-3302	190,479.00	202,650.00	158,750.49	208,826.00	14,185.00	223,011.00	(18,360)
Medical and Welfare Benefits	3401-3402	167,463.00	211,950.00	72,102.37	197,113.00	14,857.00	211,970.00	0
Unemployment Insurance	3501-3502	33,760.00	37,800.00	42,546.78	60,354.00	2,646.00	63,000.00	(25,200)
Workers' Compensation Insurance	3601-3602	27,561.00	46,359.00	11,403.40	47,313.00	3,245.00	50,558.00	(4,200)
Retiree Benefits	3701-3702	0.00	0.00	0.00	0.00	0.00	0.00	0
PERS Reduction (for revenue limit funded schools)	3801-3802	0.00	0.00	0.00	0.00	0.00	0.00	0
Other Employee Benefits	3901-3902	67,744.00	88,951.00	17,798.78	104,025.00	6,526.00	110,551.00	(12,000)
Total, Employee Benefits		417,644.00	597,769.00	269,694.92	619,456.00	41,839.00	661,295.00	(59,760)
4. Books and Supplies								
Approved Textbooks and Core Curricula Materials	4100	575,000.00	435,500.00	132,103.06	435,500.00	0.00	435,500.00	0
Books and Other Reference Materials	4200	75,000.00	502,500.00	75,177.96	247,500.00	0.00	247,500.00	255,000
Materials and Supplies	4300	36,000.00	35,000.00	6,223.75	0.00	47,806.00	47,806.00	(12,806)
Noncapitalized Equipment	4400	3,000.00	50,000.00	41,934.94	75,000.00	0.00	75,000.00	(25,000)
Food	4700	0.00	0.00	0.00	0.00	0.00	0.00	0
Total, Books and Supplies		710,000.00	1,023,000.00	265,439.71	758,000.00	47,806.00	805,806.00	217,194
5. Services and Other Operating Expenditures								
Subagreements for Services	5100	0.00	0.00	0.00	0.00	0.00	0.00	0
Travel and Conferences	5200	83,750.00	85,625.00	35,040.76	80,400.00	0.00	80,400.00	5,025
Dues and Memberships	5300	3,000.00	3,000.00	2,531.70	3,000.00	0.00	3,000.00	0
Insurance	5400	10,000.00	10,000.00	11,474.90	13,000.00	0.00	13,000.00	(3,000)
Operations and Housekeeping Services	5500	11,500.00	0.00	0.00	0.00	0.00	0.00	0
Repairs, Leases, and Noncap. Improvements	5600	159,763.00	159,763.00	107,519.40	159,763.00	0.00	159,763.00	0
Professional/Consulting Services and Operating Expend.	5800	438,802.00	654,606.00	264,067.43	595,946.00	100,000.00	695,946.00	(53,140)
Communications	5900	37,750.00	47,500.00	29,222.72	47,500.00	0.00	47,500.00	0
Total, Services and Other Operating Expenditures		719,865.00	948,494.00	384,856.31	899,609.00	100,000.00	999,609.00	(81,115)
6. Capital Outlay								
(Objects 6100-6170, 6200-6500 for modified accrual basis only)								
Land and Land Improvements	6100-6170	0.00	0.00	0.00	0.00	0.00	0.00	0
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00	0.00	0.00	0.00	0
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00	0.00	0.00	0.00	0.00	0
Equipment	6400	0.00	0.00	0.00	0.00	0.00	0.00	0
Equipment Replacement	6500	0.00	0.00	0.00	0.00	0.00	0.00	0
Depreciation Expense (for accrual basis only)	6900	0.00	0.00	0.00	0.00	0.00	0.00	0
Total, Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00	0
7. Other Outgo								
Tuition to Other Schools	7110-7143	0.00	0.00	0.00	0.00	0.00	0.00	0
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00	0.00	0.00	0.00	0
Transfers of Appointments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00	0.00	0.00	0.00	0
Transfers of Appointments to Other LEAs - All Other	7221-7223AC	0.00	0.00	0.00	0.00	0.00	0.00	0
All Other Transfers	7280-7299	0.00	0.00	0.00	0.00	0.00	0.00	0
Debt Service:								
Interest	7438	0.00	0.00	0.00	0.00	0.00	0.00	0
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00	0.00	0.00	0.00	0
Total, Other Outgo		0.00	0.00	0.00	0.00	0.00	0.00	0
8. TOTAL EXPENDITURES		3,426,496.00	5,218,229.00	2,384,426.95	5,624,140.00	327,770.00	5,951,910.00	(133,681)
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A8-B8)								
		544,121.00	2,656,515.00	(300,705.69)	4,373,652.00	(83,185.00)	4,290,467.00	0
D. OTHER FINANCING SOURCES / USES								
1. Other Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0
2. Less: Other Uses	7830-7899	0.00	0.00	0.00	0.00	0.00	0.00	0
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0.00	0.00	0.00	(83,185.00)	83,185.00	0.00	0
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00	(83,185.00)	83,185.00	0.00	0
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		544,121.00	2,656,515.00	(300,705.69)	4,290,467.00	0.00	4,290,467.00	0
F. FUND BALANCE, RESERVES								
1. Beginning Fund Balance								
a. As of July 1	8791	873,531.43	873,531.43		873,531.43		873,531.43	0
b. Adjustments/Restatements to Beginning Balance	8793, 8795	0.00	0.00	0.00	(6,487.00)		(6,487.00)	(6,487)
c. Adjusted Beginning Balance		873,531.43	873,531.43		867,044.43	0.00	867,044.43	0
2. Ending Fund Balance, Oct 31 (E + F 1.c.)		1,417,682.43	3,630,046.43		5,167,611.43	0.00	5,167,611.43	0
Components of Ending Fund Balance:								
Reserve for Revolving Cash (equals object 9130)	8711	0.00	0.00		0.00	0.00	0.00	0.00
Reserve for Stores (equals object 9330)	8712	0.00	0.00		0.00	0.00	0.00	0.00
Reserve for Prepaid Expenditures (equals object 9330)	8713	0.00	0.00		0.00	0.00	0.00	0.00
All Others	8719	0.00	0.00		0.00	0.00	0.00	0.00
Legally Restricted Balance	8746	0.00	0.00		0.00	0.00	0.00	0.00
Designated for Economic Uncertainties	8773	0.00	146,579.46		251,207.00		251,207.00	0.00
Other Designations	8775, 8780	0.00	0.00		0.00	0.00	0.00	0.00
Net Investment in Capital Assets (Accrual Basis Only)	8794	0.00	0.00		0.00	0.00	0.00	0.00
Undesignated / Unappropriated Amount	8799	1,417,682.43	3,383,066.96		4,906,304.43	0.00	4,906,304.43	0

AGENDA

Method Schools Regular Meeting of the Board of Directors

Tuesday, December 10th, 2019 6:00 PM

24620 Jefferson Ave, Murrieta, California

<https://zoom.us/j/569230438> 1-408-638-0968 Meeting ID: 569230438

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

Method Schools ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas and "Request to Speak" forms are available at the door to the meeting. If you wish to speak, please fill out the speaker slip and specify the agenda item on which you wish to speak. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.

2. **Public Communication on Non-Agenda Issues:** This is an opportunity for members of the audience to raise issues that are not specifically on the agenda. You will be given an opportunity to speak for a maximum of three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Due to public meeting laws, the Board can only listen to your issue and not respond or take action. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

3. **Agenda items:** To address the Board on agenda items, please specify the item on which you wish to speak on your "Request to Speak". You will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.

5. **Public Records:** Any public records relating to an agenda item for an open session of the Board that are distributed to the Board members shall be available for public inspection at the School office. Minutes of each Board meeting will also be available at the School office.

Americans with Disabilities Act (ADA): Upon request, the School will furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate assistance in order to participate in Board meetings are invited to contact Method Board Secretary Gloria Vargas at gvargas@methodschools.org by noon of the business day preceding the board meeting.

Translation services: Translation services are available by notifying the above school office by noon of the business day preceding the board meeting.

1.0 CALL TO ORDER 6:03

20 ROLL CALL

- A. Board Members present: Tyler Roberts, Steve Dorsey, Shannon, Carolyn Andrews
- B. Board Members absent:
- C. Staff: Jessica Spallino, Tracy Robertson, Mark Holley, Jade Fernandez, Cory Cavanah

3.0 PUBLIC COMMUNICATION ON NON-AGENDA ITEMS

AGENDA

Method Schools Regular Meeting of the Board of Directors

Tuesday, December 10th, 2019 6:00 PM

24620 Jefferson Ave, Murrieta, California

<https://zoom.us/j/569230438> 1-408-638-0968 Meeting ID: 569230438

No individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

4.0 REPORTS

4.1 Marketing Update- NA

4.2 Staffing Update- NA

4.3 Product Update- NA

4.4 Financial Report- NA

5.0 ANNOUNCE CLOSED SESSION ITEMS- NA

6.0 PUBLIC COMMENT ON CLOSED SESSION ITEMS General public comments on any closed session item that will be heard. The Board will limit comments to no more than 3 minutes.

7.0 ADJOURN TO CLOSED SESSION

8.0 OPEN SESSION

9.0 DISCLOSURE OF CLOSED SESSION ACTIONS

10.0 ACTION ITEMS

10.1 2019-20 1st Interim Reports The Board will be asked to approve the 2019-20 1st Interims Reports for Method School (#1617) and Method Schools High School (#1698)- ADA to increase, expenditures to increase- staff and support staff have increased accordingly.

Motion: Shannon; Second: Steve

Aye: 4

Nay:0

10.2 2018-19 Audit Report The Board will be asked to approve the 2018-19 Annual Audit Report for Method Schools as Developed by Clifton Larson Allen, LLP.

Motion: Carolyn; Second: Shannon

Aye: 4

Nay: 0

11.0 DISCUSSION ITEMS-

12.0 CONSENT ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them.

12.0.1 Approval of November 19, 2019 Meeting Minutes

Motion: Steve ; Second: Shannon

Aye: 4

Nay: 0

AGENDA

Method Schools Regular Meeting of the Board of Directors

Tuesday, December 10th, 2019 6:00 PM

24620 Jefferson Ave, Murrieta, California

<https://zoom.us/j/569230438> 1-408-638-0968 Meeting ID: 569230438

13.0 UPCOMING AGENDA ITEMS

This is a list of known items that will appear on future agendas:

i-ready data review

14.0 BOARD MEMBER REPORTS

Individual Board members will report on participation in school events and/or committees, District events, or attendance at special meetings or training/workshops.

16.0 ADJOURNMENT

6:39pm

Method Schools Corporation

CHECK DETAIL

December 2019 - February 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
9120-1	Checking					
12/02/2019	Expenditure		Anthem Blue Cross		R	-
						16,783.99
				ANTHEM BLUE I01O DES:CORP PYMT ID:FL00438977 INDN:METHOD SCHOOLS CORP CO ID:CP35214571 CCD		16,783.99
12/02/2019	Expenditure		Payroll Service Fee		R	-74.00
				Payroll Service DES:Fee ID:3516973 INDN:Holley, Mark CO ID:3943345425 CCD		74.00
12/03/2019	Bill Payment (Check)	2992	Redline Athletics		R	-447.00
						-447.00
12/03/2019	Bill Payment (Check)	2993	SC Krav Maga, Inc.		R	-278.00
						-278.00
12/03/2019	Bill Payment (Check)	2994	EM Sports, LLC		R	-
						54,092.00
						-
						54,092.00
12/03/2019	Expenditure	11/25 - 12/1/19	UPWorkEscrow		R	-5,266.05
				UpWork - 11/25 -12/1/19		2,746.05
				UpWork - 11/25 -12/1/19 (Palanca)		2,520.00
12/03/2019	Expenditure				R	-30.00
				Wire Transfer Fee		30.00
12/03/2019	Expenditure		HubSpot, Inc.		R	-
						60,574.92
				WIRE TYPE:BOOK OUT DATE:191203 TIME:1207 ET TRN:2019120300475917 RELATED REF:282377998 BNF:HUBSPOT INC ID:004640513542 PMT DET:1649939		60,574.92
12/04/2019	Bill Payment (Check)	2995	UMB Bank - FBO PlanMember Services		R	-5,164.30
						-5,164.30
12/04/2019	Expenditure		Microsoft		R	-2.66
				CHECKCARD 1203 MICROSOFT*ADVERTISING 800-518- 5689 NV 24430999337400997002059 RECURRING CKCD 7311 XXXXXXXXXXXX3553		2.66
12/05/2019	Expenditure		Adobe		R	-29.99
				CHECKCARD 1204 ADOBE CREATIVE CLOUD 800-833- 6687 CA 24431069338026776218879 RECURRING CKCD 5734 XXXXXXXXXXXX3561		29.99

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/05/2019	Expenditure		Payroll Taxes	CA PIT / SDI - 12/6/19	R	-
						11,309.28
				CA SIT - 12/6/19		9,921.98
				CA SDI - 12/6/19		1,387.30
12/05/2019	Expenditure		Payroll Taxes	CA PIT / SDI - 12/6/19	R	-5.20
				CA SDI - 12/6/19		5.20
12/06/2019	Bill Payment (Check)	2996	Alpha Therapy Center Inc.		R	-1,672.50
						-1,672.50
12/06/2019	Bill Payment (Check)	2997	Law Offices of Young, Minney & Corr LLP		R	-2,945.50
						-2,945.50
12/06/2019	Bill Payment (Check)	2998	Pamela Lam		R	-220.00
						-220.00
12/06/2019	Bill Payment (Check)	2999	Pamela G. Macleod		R	-450.00
						-450.00
12/06/2019	Bill Payment (Check)	3000	Limitless Fitness Training LLC		R	-7,256.25
						-7,256.25
12/06/2019	Expenditure	Federal Taxes - 12/6/	Payroll Taxes	Federal Taxes - 12/6/19	R	-115.73
				FIT - 12/6/19		36.17
				SS - 12/6/19		32.24
				SS Employer - 12/6/19		32.24
				Medicare - 12/6/19		7.54
				Medicare Employer - 12/6/19		7.54
12/06/2019	Expenditure		Payroll Taxes	Federal Taxes - 12/6/19	R	-
						43,021.80
				FIT - 12/6/19		21,266.02
				SS - 12/6/19		8,601.31
				SS Employer - 12/6/19		8,601.31
				Medicare - 12/6/19		2,276.58
				Medicare Employer - 12/6/19		2,276.58
12/09/2019	Bill Payment (Check)	3002	Tracy Robertson		R	-207.68
						-207.68
12/09/2019	Bill Payment (Check)	3003	Michelle Webb		R	-1,000.00
						-1,000.00
12/09/2019	Bill Payment (Check)	3004	Veritas Training Academy		R	-5,100.00
						-5,100.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/09/2019	Bill Payment (Check)	3005	Drive Happy		R	-395.00
						-395.00
12/09/2019	Bill Payment (Check)	3006	Lisa Renee Magallanes		R	-1,125.00
						-1,125.00
12/09/2019	Bill Payment (Check)	3007	White Tiger Kung Fu, LLC		R	-417.00
						-417.00
12/09/2019	Expenditure		Bank of America	Stop Payment Fee	R	-30.00
						30.00
12/10/2019	Bill Payment (Check)	3009	EMH Sports USA, Inc.		R	-765.00
						-765.00
12/10/2019	Bill Payment (Check)	3010	OverDrive, Inc.		R	-212.43
						-212.43
12/10/2019	Bill Payment (Check)	3011	Alpha Therapy Center Inc.		R	-4,526.25
						-4,526.25
12/10/2019	Bill Payment (Check)	3012	Amy Pinter		R	-139.48
						-139.48
12/10/2019	Bill Payment (Check)	3014	Dalton Hunkle		R	-300.00
						-300.00
12/10/2019	Bill Payment (Check)	3016	Creative Back Office		R	-
						15,000.00
						-
						15,000.00
12/10/2019	Bill Payment (Check)	3017	APA Benefits Inc.		R	-67.50
						-67.50
12/10/2019	Expenditure		Zenefits	ZENEFITS DES:8883960078 ID:2KDW8CB9I1LMYVE INDN:METHOD SCHOOLS CORPORA CO ID:2460645293 CCD	R	-4.50
						4.50
12/10/2019	Expenditure		Bank of America	Stop Payment Fee	R	-30.00
						30.00
12/10/2019	Expenditure		Bank of America	Stop Payment Fee	R	-30.00
						30.00
12/10/2019	Expenditure	12/2 - 12/8/19	UPWorkEscrow		R	-5,359.43

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				UpWork - 12/2 - 12/8/19 (Palanca)		2,839.43
				UpWork - 12/2 -12/8/19 (Palanca)		2,520.00
12/12/2019	Expenditure		Sebastian Mukuria	Payroll 12/15/19	R	-227.34
				Payroll 12/15/19		260.00
				Payroll 12/15/19		-10.17
				Payroll 12/15/19		-16.12
				Payroll 12/15/19		-3.77
				Payroll 12/15/19		0.00
				Payroll 12/15/19		-2.60
12/12/2019	Expenditure		Romeo Evans	Payroll 12/15/19	R	-476.26
				Payroll 12/15/19		525.00
				Payroll 12/15/19		-3.33
				Payroll 12/15/19		-32.55
				Payroll 12/15/19		-7.61
				Payroll 12/15/19		0.00
				Payroll 12/15/19		-5.25
12/12/2019	Expenditure		Milagro Pulido	Payroll 12/15/19	R	-1,016.74
				Payroll 12/15/19		1,113.00
				Payroll 12/15/19		0.00
				Payroll 12/15/19		-69.00
				Payroll 12/15/19		-16.13
				Payroll 12/15/19		0.00
				Payroll 12/15/19		-11.13
12/12/2019	Expenditure		Yvette Rios*	Payroll 12/15/19	R	-1,052.68
				Payroll 12/15/19		1,272.00
				Payroll 12/15/19 - Medical Ins Credit		75.00
				Payroll 12/15/19		-92.56
				Payroll 12/15/19		-83.51
				Payroll 12/15/19		-19.53
				Payroll 12/15/19		-17.90
				Payroll 12/15/19		-13.47
				Payroll 12/15/19		-67.35
12/12/2019	Expenditure		Rebecca Ricci	Payroll 12/15/19	R	-1,070.82
				Payroll 12/15/19		1,360.00
				Payroll 12/15/19		-135.14
				Payroll 12/15/19		-83.82
				Payroll 12/15/19		-19.61
				Payroll 12/15/19		-28.93
				Payroll 12/15/19		-13.52
				Payroll 12/15/19		-8.16
12/12/2019	Expenditure		Sally Feng	Payroll 12/15/19	R	-250.00
				Payroll 12/15/19		
				Payroll 12/15/19		
				Payroll 12/15/19 - DD Split		250.00
				Payroll 12/15/19		
				Payroll 12/15/19		
				Payroll 12/15/19		
				Payroll 12/15/19		
				Payroll 12/15/19		

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/12/2019	Expenditure		Roderick Richard	Payroll 12/15/19	R	-544.67
				Payroll 12/15/19		596.25
				Payroll 12/15/19		0.00
				Payroll 12/15/19		-36.97
				Payroll 12/15/19		-8.64
				Payroll 12/15/19		0.00
				Payroll 12/15/19		-5.97
12/12/2019	Expenditure		Sean Henderson	Payroll 12/15/19	R	-906.87
				Payroll 12/15/19		1,200.00
				Payroll 12/15/19		-109.72
				Payroll 12/15/19		-74.40
				Payroll 12/15/19		-17.40
				Payroll 12/15/19		-19.61
				Payroll 12/15/19		-12.00
				Payroll 12/15/19		-60.00
12/12/2019	Expenditure		Desiree Maldonado	Payroll 12/15/19	R	-1,281.38
				Payroll 12/15/19		1,600.00
				Payroll 12/15/19		-143.92
				Payroll 12/15/19		-99.20
				Payroll 12/15/19		-23.20
				Payroll 12/15/19		-36.30
				Payroll 12/15/19		-16.00
12/12/2019	Expenditure		Taylor Sanchez	Payroll 12/15/19	R	-1,494.59
				Payroll 12/15/19		1,781.76
				Payroll 12/15/19 - Medical Insurance Credit		75.00
				Payroll 12/15/19		-153.73
				Payroll 12/15/19		-115.11
				Payroll 12/15/19		-26.92
				Payroll 12/15/19		-47.84
				Payroll 12/15/19		-18.57
12/12/2019	Expenditure		Nicole McClain	Payroll 12/15/19	R	-1,496.86
				Payroll 12/15/19		1,953.49
				Payroll 12/15/19 - Cell Phone		50.00
				Payroll 12/15/19		-172.60
				Payroll 12/15/19		-120.07
				Payroll 12/15/19		-28.08
				Payroll 12/15/19		-52.08
				Payroll 12/15/19		-19.37
				Payroll 12/15/19		-16.76
				Payroll 12/15/19		-97.67
12/12/2019	Expenditure		Kimberly Mukuriah	Payroll 12/15/19	R	-1,559.52
				Payroll 12/15/19		1,957.47
				Payroll 12/15/19		-164.44
				Payroll 12/15/19		-120.66
				Payroll 12/15/19		-28.21
				Payroll 12/15/19		-53.73
				Payroll 12/15/19		-19.46
				Payroll 12/15/19		-11.45
12/12/2019	Expenditure		Patrick Clark	Payroll 12/15/19	R	-1,797.95

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Payroll 12/15/19		2,227.77
				Payroll 12/15/19		-148.41
				Payroll 12/15/19		-137.22
				Payroll 12/15/19		-32.09
				Payroll 12/15/19		-75.34
				Payroll 12/15/19		-22.13
				Payroll 12/15/19		-14.63
12/12/2019	Expenditure		Amy Pinter*	Payroll 12/15/19	R	-1,863.32
				Payroll 12/15/19		2,482.92
				Payroll 12/15/19		-300.35
				Payroll 12/15/19		-153.94
				Payroll 12/15/19		-36.00
				Payroll 12/15/19		-104.48
				Payroll 12/15/19		-24.83
12/12/2019	Expenditure		Adam Corn	Payroll 12/15/19	R	-1,865.82
				Payroll 12/15/19		2,583.33
				Payroll 12/15/19		75.00
				Payroll 12/15/19		-332.52
				Payroll 12/15/19		-160.16
				Payroll 12/15/19		-37.46
				Payroll 12/15/19		-107.36
				Payroll 12/15/19		-25.84
				Payroll 12/15/19		-129.17
12/12/2019	Expenditure		Dustin Mathias	Payroll 12/15/19	R	-1,879.29
				Payroll 12/15/19		2,583.33
				Payroll 12/15/19		-360.94
				Payroll 12/15/19		-160.17
				Payroll 12/15/19		-37.46
				Payroll 12/15/19		-119.63
				Payroll 12/15/19		-25.84
12/12/2019	Expenditure		Sally Feng	Payroll 12/15/19	R	-1,887.81
				Payroll 12/15/19		2,833.33
				Payroll 12/15/19		75.00
				Payroll 12/15/19 - DD Split		-250.00
				Payroll 12/15/19		-269.27
				Payroll 12/15/19		-175.66
				Payroll 12/15/19		-41.09
				Payroll 12/15/19		-114.49
				Payroll 12/15/19		-28.34
				Payroll 12/15/19		-141.67
12/12/2019	Expenditure		Thaddeus Brown	Payroll 12/15/19	R	-1,928.57
				Payroll 12/15/19		2,666.67
				Payroll 12/15/19		-379.27
				Payroll 12/15/19		-165.34
				Payroll 12/15/19		-38.67
				Payroll 12/15/19		-128.16
				Payroll 12/15/19		-26.66
12/12/2019	Expenditure		Kim Nellum	Payroll 12/15/19	R	-1,967.12
				Payroll 12/15/19		2,583.33
				Payroll 12/15/19		-283.94

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Payroll 12/15/19		-160.16
				Payroll 12/15/19		-37.46
				Payroll 12/15/19		-108.81
				Payroll 12/15/19		-25.84
12/12/2019	Expenditure		Rachel DeSena	Payroll 12/15/19	R	-1,997.90
				Payroll 12/15/19		2,421.67
				Payroll 12/15/19		-131.43
				Payroll 12/15/19		-150.14
				Payroll 12/15/19		-35.12
				Payroll 12/15/19		-82.87
				Payroll 12/15/19		-24.21
12/12/2019	Expenditure		Bryan Reinecke	Payroll 12/15/19	R	-2,045.63
				Payroll 12/15/19		2,778.30
				Payroll 12/15/19		-241.82
				Payroll 11/30/19		-163.77
				Payroll 12/15/19		-38.30
				Payroll 12/15/19		-125.58
				Payroll 12/15/19		-26.42
				Payroll 12/15/19		-136.78
12/12/2019	Expenditure		Sabrina Godshaw	Payroll 12/15/19	R	-2,051.49
				Payroll 12/15/19		2,650.00
				Payroll 12/15/19		-242.83
				Payroll 11/30/19		-164.30
				Payroll 12/15/19		-38.43
				Payroll 12/15/19		-126.45
				Payroll 12/15/19		-26.50
12/12/2019	Expenditure		Tracy Washington	Payroll 12/15/19	R	-2,071.00
				Payroll 12/15/19		2,833.33
				Payroll 12/15/19		-377.44
				Payroll 12/15/19		-175.67
				Payroll 12/15/19		-41.08
				Payroll 12/15/19		-139.80
				Payroll 12/15/19		-28.34
12/12/2019	Expenditure		Kristen Schlotthauer	Payroll 12/15/19	R	-2,080.41
				Payroll 12/15/19		2,583.33
				Payroll 12/15/19 - Communication Stipend		75.00
				Payroll 12/15/19		-234.83
				Payroll 12/15/19		-160.16
				Payroll 12/15/19		-37.46
				Payroll 12/15/19		-119.63
				Payroll 12/15/19		-25.84
12/12/2019	Expenditure		Tracy Robertson*	Payroll 12/15/19	R	-2,111.27
				Payroll 12/15/19		2,915.00
				Payroll 12/15/19		-253.21
				Payroll 12/15/19		-169.66
				Payroll 12/15/19		-39.68
				Payroll 12/15/19		-135.30
				Payroll 12/15/19		-27.36
				Payroll 12/15/19		-178.52

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/12/2019	Expenditure		Lisa Honig	Payroll 12/15/19	R	-2,132.26
				Payroll 12/15/19		2,583.33
				Payroll 12/15/19 - Communication Stipend		75.00
				Payroll 12/15/19 - Med Credit		75.00
				Payroll 12/15/19		-243.83
				Payroll 12/15/19		-164.81
				Payroll 12/15/19		-38.54
				Payroll 12/15/19		-127.30
				Payroll 12/15/19		-26.59
12/12/2019	Expenditure		Gregory Nichavee	Payroll 12/15/19	R	-2,159.63
				Payroll 12/15/19		2,583.33
				Payroll 12/15/19 - Communication Stipend		75.00
				Payroll 12/15/19		-171.83
				Payroll 12/15/19		-160.16
				Payroll 12/15/19		-37.46
				Payroll 12/15/19		-103.41
				Payroll 12/15/19		-25.84
12/12/2019	Expenditure		Riley Leary	Payroll 12/15/19	R	-2,174.90
				Payroll 12/15/19		3,083.33
				Payroll 12/15/19		-470.94
				Payroll 12/15/19		-191.16
				Payroll 12/15/19		-44.71
				Payroll 12/15/19		-170.78
				Payroll 12/15/19		-30.84
12/12/2019	Expenditure		Natally Rodriguez	Payroll 12/15/19	R	-2,224.42
				Payroll 12/15/19		2,791.67
				Payroll 12/15/19 - Communication Stipend		75.00
				Payroll 12/15/19		-259.83
				Payroll 12/15/19		-173.09
				Payroll 12/15/19		-40.48
				Payroll 12/15/19		-140.94
				Payroll 12/15/19		-27.91
12/12/2019	Expenditure		Grace Pak	Payroll 12/15/19	R	-2,275.03
				Payroll 12/15/19		2,826.67
				Payroll 12/15/19 - Communication Stipend		75.00
				Payroll 12/15/19		-243.03
				Payroll 12/15/19		-175.25
				Payroll 12/15/19		-40.98
				Payroll 12/15/19		-139.12
				Payroll 12/15/19		-28.26
12/12/2019	Expenditure		Dalton Hunkle	Payroll 12/15/19	R	-2,302.67
				Payroll 12/15/19		2,791.67
				Payroll 12/15/19 - Mileage Stipend		75.00
				Payroll 12/15/19 - Medical Insurance Credit		75.00
				Payroll 12/15/19		-247.83
				Payroll 12/15/19		-177.73
				Payroll 12/15/19		-41.57
				Payroll 12/15/19		-143.21
				Payroll 12/15/19		-28.66

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/12/2019	Expenditure		Steven Bentley	Payroll 12/15/19	R	-2,354.31
				Payroll 12/15/19		3,502.86
				Payroll 12/15/19		-323.98
				Payroll 12/15/19		-204.01
				Payroll 12/15/19		-47.71
				Payroll 12/15/19		-152.42
				Payroll 12/15/19		-32.90
				Payroll 12/15/19		-212.39
				Payroll 12/15/19		-175.14
12/12/2019	Expenditure		Christine Young	Payroll 12/15/19	R	-2,371.99
				Payroll 12/15/19		3,416.67
				Payroll 12/15/19		-544.27
				Payroll 12/15/19		-211.83
				Payroll 12/15/19		-49.54
				Payroll 12/15/19		-204.88
				Payroll 12/15/19		-34.16
12/12/2019	Expenditure		Paula Nolan*	Payroll 12/15/19	R	-2,393.29
				Payroll 12/15/19		2,738.33
				Payroll 12/15/19		-32.17
				Payroll 12/15/19		-169.78
				Payroll 12/15/19		-39.70
				Payroll 12/15/19		-76.00
				Payroll 12/15/19		-27.39
12/12/2019	Expenditure		Elizabeth Bissett*	Payroll 12/15/19	R	-2,406.92
				Payroll 12/15/19		3,207.47
				Payroll 12/15/19		-184.29
				Payroll 12/15/19		-195.10
				Payroll 12/15/19		-45.63
				Payroll 12/15/19		-123.01
				Payroll 12/15/19		-31.47
				Payroll 12/15/19		-60.68
				Payroll 12/15/19		-160.37
12/12/2019	Expenditure		Jana Sosnowski	Payroll 12/15/19	R	-2,814.70
				Payroll 12/15/19		3,754.17
				Payroll 12/15/19		-375.33
				Payroll 12/15/19		-232.76
				Payroll 12/15/19		-54.43
				Payroll 12/15/19		-239.41
				Payroll 12/15/19		-37.54
12/12/2019	Expenditure		Surabhi Khadke	Payroll 12/15/19	R	-2,989.19
				Payroll 12/15/19		3,958.33
				Payroll 12/15/19		-669.27
				Payroll 12/15/19		0.00
				Payroll 12/15/19		0.00
				Payroll 12/15/19		-260.29
				Payroll 12/15/19		-39.58
12/12/2019	Expenditure		Suzanne Jade Fernandez	Payroll 12/15/19	R	-3,110.80
				Payroll 12/15/19		4,371.18
				Payroll 12/15/19		175.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Payroll 12/15/19		50.00
				Payroll 12/15/19		62.50
				Payroll 12/15/19		-639.56
				Payroll 12/15/19		-273.19
				Payroll 12/15/19		-63.89
				Payroll 12/15/19		-278.03
				Payroll 12/15/19		-44.07
				Payroll 12/15/19		-27.46
				Payroll 12/15/19		-221.68
12/12/2019	Expenditure		Mark Holley	Payroll 12/15/19	R	-5,324.31
				Payroll 12/15/19		7,449.33
				Payroll 12/15/19 - Employee Mileage Stipend		175.00
				Payroll 12/15/19 - Cell Phone		50.00
				Payroll 12/15/19		-1,252.47
				Payroll 12/15/19		0.00
				Payroll 12/15/19		-105.64
				Payroll 12/15/19		-455.91
				Payroll 12/15/19		0.00
				Payroll 12/15/19		-163.53
				Payroll 12/15/19		-372.47
12/12/2019	Expenditure		Jessica Spallino	Payroll 12/15/19	R	-5,677.70
				Payroll 12/15/19		8,028.40
				Payroll 12/15/19		300.00
				Payroll 12/15/19		79.00
				Payroll 12/15/19 - Adv. Edu Stipend		104.17
				Payroll 12/15/19		-1,540.64
				Payroll 12/15/19		0.00
				Payroll 12/15/19		-115.81
				Payroll 12/15/19		-625.44
				Payroll 12/15/19		0.00
				Payroll 12/15/19		-145.35
				Payroll 12/15/19		-406.63
12/13/2019	Bill Payment (Check)	3018	Adele Carvalho		R	-1,212.50
						-1,212.50
12/13/2019	Bill Payment (Check)	3019	APA Benefits Inc.		R	-67.50
						-67.50
12/13/2019	Bill Payment (Check)	3020	Steven Bentley		R	-73.83
						-73.83
12/13/2019	Expenditure		Bank of America		R	-30.00
				Stop Payment Fee		30.00
12/16/2019	Expenditure		Visme		R	-120.00
				CHECKCARD 1215 VISME 877-576-1924 MD 24492159349894200372444 RECURRING CKCD 5045 XXXXXXXXXXXX3561		120.00
12/16/2019	Expenditure		Riley Leary	Payroll 12/15/19	R	-422.58
				Payroll 12/15/19		

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Payroll 12/15/19 - Curriculum Stipend		500.00
				Payroll 12/15/19		-34.17
				Payroll 12/15/19		-31.00
				Payroll 12/15/19		-7.25
				Payroll 12/15/19		0.00
				Payroll 12/15/19		-5.00
12/17/2019	Expenditure		UPWorkEscrow	Upworks - 12/16/19	R	-2,253.64
				Upworks - 12/16/19		2,253.64
12/18/2019	Bill Payment (Check)	3021	Gregory Nilchavee		R	-44.51
						-44.51
12/18/2019	Bill Payment (Check)	3022	Louch & Langston Training, LLC (The W Training Facility)		R	-6,000.00
						-6,000.00
12/19/2019	Expenditure		Payroll Taxes	CA PIT / SDI - 12/20/19	R	-5.00
				CA Income Tax		0.00
				CA SDI		5.00
12/19/2019	Expenditure			CA PIT / SDI - 12/20/19	R	-5,875.14
				CA Income Tax		4,984.44
				CA SDI		890.70
12/20/2019	Bill Payment (Check)	3023	Alpha Therapy Center Inc.		R	-1,657.50
						-1,657.50
12/20/2019	Bill Payment (Check)	3024	BluePeak Facility Services Inc.		R	-857.00
						-857.00
12/20/2019	Bill Payment (Check)	3025	Michelle Webb		R	-1,000.00
						-1,000.00
12/20/2019	Bill Payment (Check)	3026	Temecula Vail Lake KOA		R	-650.00
						-650.00
12/20/2019	Bill Payment (Check)	3027	Elizabeth Bissett		R	-173.62
						-173.62
12/20/2019	Bill Payment (Check)	3028	Steven Bentley		R	-216.09
						-216.09
12/20/2019	Bill Payment (Check)	3029	EM Sports, LLC		R	-
						51,716.00
						-
						51,716.00
12/20/2019	Bill Payment	3030	Hatch & Cesario		R	-280.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)		Attorneys at Law			-280.00
12/20/2019	Bill Payment (Check)	3031	Steven Bentley		R	-743.68
						-743.68
12/20/2019	Expenditure		Microsoft	CHECKCARD 1219 MICROSOFT*OFFICE 365 HO MSBILL.INFO WA 24430999353091506378954 RECURRING CKCD 4816 XXXXXXXXXXXXXXX3553	R	-9.99 9.99
12/20/2019	Expenditure	Federal Tax - 12/20/19		Federal Tax - 12/20/19	R	-110.67
				FIT		34.17
				SS		31.00
				SS - Employer		31.00
				Medicare		7.25
				Medicare - Employer		7.25
12/20/2019	Expenditure	Federal Tax - 12/20/19		Federal Tax -12/20/19	R	- 25,205.38
				FIT		11,741.14
				SS		5,276.63
				SS - Employer		5,276.63
				Medicare		1,455.49
				Medicare - Employer		1,455.49
12/23/2019	Bill Payment (Check)	3032	Lisa Honig		R	-65.66
						-65.66
12/23/2019	Bill Payment (Check)	3033	Louch & Langston Training, LLC (The W Training Facility)		R	-900.00
						-900.00
12/23/2019	Expenditure		UPWorkEscrow	Upworks - 12/20/19 Upworks - 12/20/19	R	-103.00 103.00
12/23/2019	Expenditure		UPWorkEscrow	Upworks - 12/20/19 Upworks - 12/20/19	R	-10.30 10.30
12/23/2019	Expenditure		PDFCrowd	CHECKCARD 1220 PDFCROWD.COM NYMBURK 74143619355000136210359 RECURRING CKCD 5734 XXXXXXXXXXXX3553 INTERNATIONAL TRANSACTION FEE	R	-1.47 1.47
12/23/2019	Expenditure		PDFCrowd	CHECKCARD 1220 PDFCROWD.COM NYMBURK 74143619355000136210359 RECURRING CKCD 5734 XXXXXXXXXXXX3553	R	-49.00 49.00
12/24/2019	Bill Payment (Check)	3034	Golden Spring Capital		R	- 19,168.98

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-
						19,168.98
12/24/2019	Bill Payment (Check)	3035	UMB Bank - FBO PlanMember Services		R	-3,664.30
						-3,664.30
12/24/2019	Bill Payment (Check)	3036	Wen Ren LLC		R	-
						13,313.53
						-
						13,313.53
12/24/2019	Bill Payment (Check)	3037	Carolyn Andrews		R	-250.00
						-250.00
12/24/2019	Bill Payment (Check)	3038	Golden Spring Capital		R	-5,585.00
						-5,585.00
12/24/2019	Bill Payment (Check)	3039	Shannon Clark		R	-250.00
						-250.00
12/24/2019	Bill Payment (Check)	3040	Steve Dorsey		R	-250.00
						-250.00
12/24/2019	Bill Payment (Check)	3041	Tyler Roberts		R	-250.00
						-250.00
12/24/2019	Bill Payment (Check)	3042	Gloria Vargas		R	-250.00
						-250.00
12/24/2019	Expenditure		UPWorkEscrow		R	-7,582.19
				Upworks - 12/20/19		4,111.36
				Upworks - 12/20/19 (Palanca)		3,470.83
12/30/2019	Expenditure		Sebastian Mukuria	Payroll 12/31/19	R	-227.34
				Payroll 12/31/19		260.00
				Payroll 12/31/19		-10.17
				Payroll 12/31/19		-16.12
				Payroll 12/31/19		-3.77
				Payroll 12/31/19		0.00
				Payroll 12/31/19		-2.60
12/30/2019	Expenditure		Sally Feng	Payroll 12/31/19	R	-250.00
				Payroll 12/31/19		0.00
				Payroll 12/31/19		0.00
				Payroll 12/31/19 - DD Split		250.00
				Payroll 12/31/19		0.00
				Payroll 12/31/19		0.00
				Payroll 12/31/19		0.00
				Payroll 12/31/19		0.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Payroll 12/31/19		0.00
				Payroll 12/31/19		0.00
12/30/2019	Expenditure		Southern California Edison		R	-431.51
				SO CALIF EDISON DES:PAYMENTS ID:2369017991 INDN:METHOD SCHOOLS CO ID:0088778600 PPD		431.51
12/30/2019	Expenditure		Romeo Evans	Payroll 12/31/19	R	-392.80
				Payroll 12/31/19		430.00
				Payroll 12/31/19		0.00
				Payroll 12/31/19		-26.66
				Payroll 12/31/19		-6.24
				Payroll 12/31/19		0.00
				Payroll 12/31/19		-4.30
12/30/2019	Expenditure		Roderick Richard	Payroll 12/31/19	R	-472.05
				Payroll 12/31/19		516.75
				Payroll 12/31/19		0.00
				Payroll 12/31/19		-32.04
				Payroll 12/31/19		-7.50
				Payroll 12/31/19		0.00
				Payroll 12/31/19		-5.16
12/30/2019	Expenditure		Sean Henderson	Payroll 12/31/19	R	-1,076.72
				Payroll 12/31/19		1,440.00
				Payroll 12/31/19		-137.08
				Payroll 12/31/19		-89.28
				Payroll 12/31/19		-20.88
				Payroll 12/31/19		-29.64
				Payroll 12/31/19		-14.40
				Payroll 12/31/19		-72.00
12/30/2019	Expenditure		Yvette Rios*	Payroll 12/31/19	R	-1,228.75
				Payroll 12/31/19		1,526.40
				Payroll 12/31/19 - Medical Ins Credit		75.00
				Payroll 12/31/19		-123.08
				Payroll 12/31/19		-99.29
				Payroll 12/31/19		-23.22
				Payroll 12/31/19		-30.98
				Payroll 12/31/19		-16.01
				Payroll 12/31/19		-80.07
12/30/2019	Expenditure		Rebecca Ricci	Payroll 12/31/19	R	-1,272.32
				Payroll 12/31/19		1,632.00
				Payroll 12/31/19		-167.78
				Payroll 12/31/19		-100.68
				Payroll 12/31/19		-23.54
				Payroll 12/31/19		-43.28
				Payroll 12/31/19		-16.24
				Payroll 12/31/19		-8.16
12/30/2019	Expenditure		Taylor Sanchez	Payroll 12/31/19	R	-1,386.56
				Payroll 12/31/19		1,633.28
				Payroll 12/31/19 - Medical Insurance Credit		75.00
				Payroll 12/31/19		-135.91

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Payroll 12/31/19		-105.92
				Payroll 12/31/19		-24.77
				Payroll 12/31/19		-38.04
				Payroll 12/31/19		-17.08
12/30/2019	Expenditure		Milagro Pulido	Payroll 12/31/19	R	-1,449.27
				Payroll 12/31/19		1,590.00
				Payroll 12/31/19		0.00
				Payroll 12/31/19		-98.58
				Payroll 12/31/19		-23.06
				Payroll 12/31/19		-3.19
				Payroll 12/31/19		-15.90
12/30/2019	Expenditure		Nicole McClain	Payroll 12/31/19	R	-1,496.86
				Payroll 12/31/19		1,953.49
				Payroll 12/31/19 - Cell Phone		50.00
				Payroll 12/31/19		-172.60
				Payroll 12/31/19		-120.08
				Payroll 12/31/19		-28.08
				Payroll 12/31/19		-52.08
				Payroll 12/31/19		-19.36
				Payroll 12/31/19		-16.76
				Payroll 12/31/19		-97.67
12/30/2019	Expenditure		Desiree Maldonado	Payroll 12/31/19	R	-1,514.18
				Payroll 12/31/19		1,920.00
				Payroll 12/31/19		-182.32
				Payroll 12/31/19		-119.04
				Payroll 12/31/19		-27.84
				Payroll 12/31/19		-57.42
				Payroll 12/31/19		-19.20
12/30/2019	Expenditure		Kimberly Mukuriah	Payroll 12/31/19	R	-1,559.52
				Payroll 12/31/19		1,957.47
				Payroll 12/31/19		-164.44
				Payroll 12/31/19		-120.65
				Payroll 12/31/19		-28.22
				Payroll 12/31/19		-53.73
				Payroll 12/31/19		-19.46
				Payroll 12/31/19		-11.45
12/30/2019	Expenditure		Patrick Clark	Payroll 12/31/19	R	-1,797.96
				Payroll 12/31/19		2,227.77
				Payroll 12/31/19		-148.41
				Payroll 12/31/19		-137.21
				Payroll 12/31/19		-32.09
				Payroll 12/31/19		-75.34
				Payroll 12/31/19		-22.13
				Payroll 12/31/19		-14.63
12/30/2019	Expenditure		Amy Pinter*	Payroll 12/31/19	R	-1,863.32
				Payroll 12/31/19		2,482.92
				Payroll 12/31/19		-300.35
				Payroll 12/31/19		-153.94
				Payroll 12/31/19		-36.00
				Payroll 12/31/19		-104.48

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Payroll 12/31/19		-24.83
12/30/2019	Expenditure		Adam Corn	Payroll 12/31/19	R	-1,865.83
				Payroll 12/31/19		2,583.33
				Payroll 12/31/19		75.00
				Payroll 12/31/19		-332.52
				Payroll 12/31/19		-160.17
				Payroll 12/31/19		-37.45
				Payroll 12/31/19		-107.36
				Payroll 12/31/19		-25.83
				Payroll 12/31/19		-129.17
12/30/2019	Expenditure		Dustin Mathias	Payroll 12/31/19	R	-1,879.30
				Payroll 12/31/19		2,583.33
				Payroll 12/31/19		-360.94
				Payroll 12/31/19		-160.17
				Payroll 12/31/19		-37.46
				Payroll 12/31/19		-119.63
				Payroll 12/31/19		-25.83
12/30/2019	Expenditure		Sally Feng	Payroll 12/31/19	R	-1,887.82
				Payroll 12/31/19		2,833.33
				Payroll 12/31/19		75.00
				Payroll 12/31/19 - DD Split		-250.00
				Payroll 12/31/19		-269.27
				Payroll 12/31/19		-175.67
				Payroll 12/31/19		-41.08
				Payroll 12/31/19		-114.49
				Payroll 12/31/19		-28.33
				Payroll 12/31/19		-141.67
12/30/2019	Expenditure		Thaddeus Brown	Payroll 12/31/19	R	-1,928.57
				Payroll 12/31/19		2,666.67
				Payroll 12/31/19		-379.27
				Payroll 12/31/19		-165.33
				Payroll 12/31/19		-38.67
				Payroll 12/31/19		-128.16
				Payroll 12/31/19		-26.67
12/30/2019	Expenditure		Kim Nellum	Payroll 12/31/19	R	-1,967.13
				Payroll 12/31/19		2,583.33
				Payroll 12/31/19		-283.94
				Payroll 12/31/19		-160.17
				Payroll 12/31/19		-37.45
				Payroll 12/31/19		-108.81
				Payroll 12/31/19		-25.83
12/30/2019	Expenditure		Rachel DeSena	Payroll 12/31/19	R	-1,997.90
				Payroll 12/31/19		2,421.67
				Payroll 12/31/19		-131.43
				Payroll 12/31/19		-150.14
				Payroll 12/31/19		-35.11
				Payroll 12/31/19		-82.87
				Payroll 12/31/19		-24.22
12/30/2019	Expenditure		Bryan Reinecke	Payroll 12/31/19	R	-2,045.62

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Payroll 12/31/19		2,778.30
				Payroll 12/31/19		-241.82
				Payroll 12/31/19		-163.78
				Payroll 12/31/19		-38.31
				Payroll 12/31/19		-125.58
				Payroll 12/31/19		-26.41
				Payroll 12/31/19		-136.78
12/30/2019	Expenditure		Sabrina Godshaw	Payroll 12/31/19	R	-2,051.50
				Payroll 12/31/19		2,650.00
				Payroll 12/31/19		-242.83
				Payroll 12/31/19		-164.30
				Payroll 12/31/19		-38.42
				Payroll 12/31/19		-126.45
				Payroll 12/31/19		-26.50
12/30/2019	Expenditure		Tracy Washington	Payroll 12/31/19	R	-2,071.01
				Payroll 12/31/19		2,833.33
				Payroll 12/31/19		-377.44
				Payroll 12/31/19		-175.67
				Payroll 12/31/19		-41.08
				Payroll 12/31/19		-139.80
				Payroll 12/31/19		-28.33
12/30/2019	Expenditure		Kristen Schlotthauer	Payroll 12/31/19	R	-2,080.41
				Payroll 12/31/19		2,583.33
				Payroll 12/31/19 - Communication Stipend		75.00
				Payroll 12/31/19		-234.83
				Payroll 12/31/19		-160.17
				Payroll 12/31/19		-37.46
				Payroll 12/31/19		-119.63
				Payroll 12/31/19		-25.83
12/30/2019	Expenditure		Tracy Robertson*	Payroll 12/31/19	R	-2,111.27
				Payroll 12/31/19		2,915.00
				Payroll 12/31/19		-253.21
				Payroll 12/31/19		-169.66
				Payroll 12/31/19		-39.67
				Payroll 12/31/19		-135.30
				Payroll 12/31/19		-27.37
				Payroll 12/31/19		-178.52
12/30/2019	Expenditure		Lisa Honig	Payroll 12/31/19	R	-2,132.25
				Payroll 12/31/19		2,583.33
				Payroll 12/31/19 - Communication Stipend		75.00
				Payroll 12/31/19 - Med Credit		75.00
				Payroll 12/31/19		-243.83
				Payroll 12/31/19		-164.82
				Payroll 12/31/19		-38.55
				Payroll 12/31/19		-127.30
				Payroll 12/31/19		-26.58
12/30/2019	Expenditure		Gregory Nichavee	Payroll 12/31/19	R	-2,159.64
				Payroll 12/31/19		2,583.33
				Payroll 12/31/19 - Communication Stipend		75.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Payroll 12/31/19		-171.83
				Payroll 12/31/19		-160.17
				Payroll 12/31/19		-37.45
				Payroll 12/31/19		-103.41
				Payroll 12/31/19		-25.83
12/30/2019	Expenditure		Natally Rodriguez	Payroll 12/31/19	R	-2,224.42
				Payroll 12/31/19		2,791.67
				Payroll 12/31/19 - Communication Stipend		75.00
				Payroll 12/31/19		-259.83
				Payroll 12/31/19		-173.08
				Payroll 12/31/19		-40.48
				Payroll 12/31/19		-140.94
				Payroll 12/31/19		-27.92
12/30/2019	Expenditure		Grace Pak	Payroll 12/31/19	R	-2,275.01
				Payroll 12/31/19		2,826.67
				Payroll 12/31/19 - Communication Stipend		75.00
				Payroll 12/31/19		-243.03
				Payroll 12/31/19		-175.25
				Payroll 12/31/19		-40.99
				Payroll 12/31/19		-139.12
				Payroll 12/31/19		-28.27
12/30/2019	Expenditure		Dalton Hunkle	Payroll 12/31/19	R	-2,302.67
				Payroll 12/31/19		2,791.67
				Payroll 12/31/19 - Mileage Stipend		75.00
				Payroll 12/31/19 - Medical Insurance Credit		75.00
				Payroll 12/31/19		-247.83
				Payroll 12/31/19		-177.73
				Payroll 12/31/19		-41.56
				Payroll 12/31/19		-143.21
				Payroll 12/31/19		-28.67
12/30/2019	Expenditure		Steven Bentley	Payroll 12/31/19	R	-2,354.30
				Payroll 12/31/19		3,502.86
				Payroll 12/31/19		-323.98
				Payroll 12/31/19		-204.01
				Payroll 12/31/19		-47.71
				Payroll 12/31/19		-152.42
				Payroll 12/31/19		-32.91
				Payroll 12/31/19		-212.39
				Payroll 12/31/19		-175.14
12/30/2019	Expenditure		Christine Young	Payroll 12/31/19	R	-2,371.97
				Payroll 12/31/19		3,416.67
				Payroll 12/31/19		-544.27
				Payroll 12/31/19		-211.84
				Payroll 12/31/19		-49.54
				Payroll 12/31/19		-204.88
				Payroll 12/31/19		-34.17
12/30/2019	Expenditure		Paula Nolan*	Payroll 12/31/19	R	-2,393.29
				Payroll 12/31/19		2,738.33
				Payroll 12/31/19		-32.17
				Payroll 12/31/19		-169.78

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Payroll 12/31/19		-39.71
				Payroll 12/31/19		-76.00
				Payroll 12/31/19		-27.38
12/30/2019	Expenditure		Elizabeth Bissett*	Payroll 12/31/19	R	-2,406.92
				Payroll 12/31/19		3,207.47
				Payroll 12/31/19		-184.29
				Payroll 12/31/19		-195.10
				Payroll 12/31/19		-45.63
				Payroll 12/31/19		-123.01
				Payroll 12/31/19		-31.47
				Payroll 12/31/19		-60.68
				Payroll 12/31/19		-160.37
12/30/2019	Expenditure		Riley Leary	Payroll 12/31/19	R	-2,757.77
				Payroll 12/31/19		3,083.33
				Payroll 12/31/19 - Curriculum Stipend		1,000.00
				Payroll 12/31/19		-699.27
				Payroll 12/31/19		-253.17
				Payroll 12/31/19		-59.21
				Payroll 12/31/19		-273.08
				Payroll 12/31/19		-40.83
12/30/2019	Expenditure		Jana Sosnowski	Payroll 12/31/19	R	-2,814.70
				Payroll 12/31/19		3,754.17
				Payroll 12/31/19		-375.33
				Payroll 12/31/19		-232.75
				Payroll 12/31/19		-54.44
				Payroll 12/31/19		-239.41
				Payroll 12/31/19		-37.54
12/30/2019	Expenditure		Surabhi Khadke	Payroll 12/31/19	R	-2,989.19
				Payroll 12/31/19		3,958.33
				Payroll 12/31/19		-669.27
				Payroll 12/31/19		0.00
				Payroll 12/31/19		0.00
				Payroll 12/31/19		-260.29
				Payroll 12/31/19		-39.58
12/30/2019	Expenditure		Suzanne Jade Fernandez	Payroll 12/31/19	R	-3,110.81
				Payroll 12/31/19		4,371.18
				Payroll 12/31/19		175.00
				Payroll 12/31/19		50.00
				Payroll 12/31/19		62.50
				Payroll 12/31/19		-639.56
				Payroll 12/31/19		-273.19
				Payroll 12/31/19		-63.89
				Payroll 12/31/19		-278.03
				Payroll 12/31/19		-44.06
				Payroll 12/31/19		-27.46
				Payroll 12/31/19		-221.68
12/30/2019	Expenditure		Mark Holley	Payroll 12/31/19	R	-5,324.30
				Payroll 12/31/19		7,449.33
				Payroll 12/31/19 - Employee Mileage Stipend		175.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Payroll 12/31/19 - Cell Phone		50.00
				Payroll 12/31/19		-1,252.47
				Payroll 12/31/19		0.00
				Payroll 12/31/19		-105.65
				Payroll 12/31/19		-455.91
				Payroll 12/31/19		0.00
				Payroll 12/31/19		-163.53
				Payroll 12/31/19		-372.47
12/30/2019	Expenditure		Jessica Spallino	Payroll 12/31/19	R	-5,677.69
				Payroll 12/31/19		8,028.40
				Payroll 12/31/19		300.00
				Payroll 12/31/19		79.00
				Payroll 12/31/19 - Adv. Edu Stipend		104.17
				Payroll 12/31/19		-1,540.64
				Payroll 12/31/19		0.00
				Payroll 12/31/19		-115.82
				Payroll 12/31/19		-625.44
				Payroll 12/31/19		0.00
				Payroll 12/31/19		-145.35
				Payroll 12/31/19		-406.63
12/31/2019	Expenditure		UPWorkEscrow	Upworks - 12/30/19	R	-5,206.17
				Upworks - 12/30/19		2,534.97
				Upworks - 12/30/19 (Palanca)		2,671.20
12/31/2019	Expenditure		Anthem Blue Cross		R	-
						16,961.55
				ANTHEM BLUE I01O DES:CORP PYMT ID:FL00499194 INDN:METHOD SCHOOLS CORP CO ID:CP35214571 CCD		16,961.55
01/02/2020	Bill Payment (Check)	3043	Charter Safe		R	-4,163.00
						-4,163.00
01/02/2020	Bill Payment (Check)	3044	Creative Back Office		R	-7,500.00
						-7,500.00
01/02/2020	Bill Payment (Check)	3045	Valerie Smith		R	-500.00
						-500.00
01/02/2020	Bill Payment (Check)	3046	Jennifer Conerly		R	-500.00
						-500.00
01/02/2020	Bill Payment (Check)	3047	Craig A Buehler			-1,000.00
						-1,000.00
01/02/2020	Bill Payment (Check)	3048	Lisa Renee Magallanes		R	-500.00
						-500.00
01/02/2020	Bill Payment (Check)	3049	Craig A Buehler		R	-1,375.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-1,375.00
01/02/2020	Bill Payment (Check)	3050	Jennifer Conerly		R	-500.00
						-500.00
01/02/2020	Expenditure		Payroll Service Fee		R	-74.00
				Payroll Service DES:Fee ID:3516973 INDN:Holley, Mark CO ID:3943345425 CCD		74.00
01/03/2020	Expenditure		Payroll Taxes	CA PIT / SDI - 12/31/19	R	-62.88
				CA SIT - 12/31/19		38.04
				CA SDI - 12/31/19		24.84
01/03/2020	Expenditure		Payroll Taxes	CA PIT / SDI - 12/31/19 Payroll	R	-5,893.15
				CA SIT - 12/31/19 Payroll		5,040.06
				CA SDI - 12/31/19 Payroll		853.09
01/03/2020	Expenditure		Payroll Taxes	CA PIT / SDI - 12/31/19 Payroll	R	-95.71
				CA SIT - 12/31/19 Payroll		60.61
				CA SDI - 12/31/19 Payroll		35.10
01/06/2020	Bill Payment (Check)	3051	UMB Bank - FBO PlanMember Services		R	-3,713.74
						-3,713.74
01/06/2020	Expenditure		Microsoft		R	-9.03
				CHECKCARD 0103 MICROSOFT*ADVERTISING 800-518- 5689 NV 24430990003400998005731 RECURRING CKCD 7311 XXXXXXXXXXXX3553		9.03
01/06/2020	Expenditure		Adobe		R	-29.99
				CHECKCARD 0104 ADOBE CREATIVE CLOUD 800-833- 6687 CA 24431060004026861317562 RECURRING CKCD 5734 XXXXXXXXXXXX3561		29.99
01/06/2020	Expenditure		Payroll Taxes	Federal Taxes - 12/31/19 Payroll	R	-526.32
				FIT - 12/31/19 Payroll		146.08
				SS - 12/31/19 Payroll		154.08
				SS Employer - 12/31/19 Payroll		154.08
				Medicare - 12/31/19 Payroll		36.04
				Medicare Employer - 12/31/19 Payroll		36.04
01/06/2020	Expenditure		Payroll Taxes	Federal Taxes - 12/31/19 Payroll	R	-719.36
				FIT - 12/31/19 Payroll		182.32
				SS - 12/31/19 Payroll		217.62
				SS Employer - 12/31/19 Payroll		217.62
				Medicare - 12/31/19 Payroll		50.90
				Medicare Employer - 12/31/19 Payroll		50.90
01/06/2020	Expenditure		Payroll Taxes	Federal Taxes - 12/31/19 Payroll	R	-
						24,638.78
				FIT - 12/31/19 Payroll		11,748.84
				SS - 12/31/19 Payroll		5,043.91
				SS Employer - 12/31/19 Payroll		5,043.91
				Medicare - 12/31/19 Payroll		1,401.06

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Medicare Employer - 12/31/19 Payroll		1,401.06
01/07/2020	Bill Payment (Check)	3052	Surabhi Khadke		R	-2,997.63
						-2,997.63
01/07/2020	Bill Payment (Check)	3053	Surabhi Khadke		R	-90.00
						-90.00
01/07/2020	Expenditure		UPWorkEscrow		R	-2,945.96
				Upworks - 1/6/20		2,945.96
				Upworks - 1/6/20 (Palanca)		0.00
01/09/2020	Bill Payment (Check)	3055	Redline Athletics		R	-447.00
						-447.00
01/09/2020	Bill Payment (Check)	3056	Veritas Training Academy		R	-5,100.00
						-5,100.00
01/09/2020	Bill Payment (Check)	3057	White Tiger Kung Fu, LLC		R	-417.00
						-417.00
01/09/2020	Bill Payment (Check)	3058	Alpha Therapy Center Inc.		R	-1,020.00
						-1,020.00
01/09/2020	Bill Payment (Check)	3061	Richard Holec		R	-3,190.00
						-3,190.00
01/09/2020	Bill Payment (Check)	3062	Law Offices of Young, Minney & Corr LLP		R	-236.07
						-236.07
01/09/2020	Bill Payment (Check)	3063	Charter Safe		R	-4,163.00
						-4,163.00
01/09/2020	Bill Payment (Check)	3054	Limitless Fitness Training LLC		R	-4,950.00
						-4,950.00
01/09/2020	Bill Payment (Check)	3064	Pamela Lam		R	-165.00
						-165.00
01/09/2020	Bill Payment (Check)	3065	Pamela G. Macleod		R	-135.00
						-135.00
01/10/2020	Expenditure		Zenefits		R	-4.50
				Growth Contingent Workers Usage - Monthly		4.50

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/14/2020	Expenditure	1.15.20	Zenefits - Salary		R	-
				Payroll 1.15.20 - Salary		66,087.32
				Payroll 1.15.20 - Salary		59,264.31
				Payroll 1.15.20 - Salary		13,170.26
				Payroll 1.15.20 - Salary		1,957.47
				Payroll 1.15.20 - Salary		7,674.33
				Payroll 1.15.20 - Salary		8,672.66
				Payroll 1.15.20 - Salary		-1,704.80
				Payroll 1.15.20 - Salary		-
						10,239.65
				Payroll 1.15.20 - Salary		-5,444.66
				Payroll 1.15.20 - Salary		-1,273.36
				Payroll 1.15.20 - Salary		-4,168.14
				Payroll 1.15.20 - Salary		-878.16
				Payroll 1.15.20 - Salary		-942.94
01/14/2020	Expenditure	1.15.20	Zenefits - Hourly		R	-7,366.73
				Payroll 1.15.20 - Hourly		985.80
				Payroll 1.15.20 - Hourly		3,629.00
				Payroll 1.15.20 - Hourly		4,424.08
				Payroll 1.15.20 - Hourly		-11.60
				Payroll 1.15.20 - Hourly		-127.35
				Payroll 1.15.20 - Hourly		-614.43
				Payroll 1.15.20 - Hourly		-555.05
				Payroll 1.15.20 - Hourly		-129.80
				Payroll 1.15.20 - Hourly		-144.39
				Payroll 1.15.20 - Hourly		-89.53
01/14/2020	Expenditure		UPWorkEscrow		R	-
						10,033.13
				Upworks - 1/13/20		4,690.73
				Upworks - 1/13/20 (Palanca)		5,342.40
01/14/2020	Expenditure	1.15.20	Zenefits - Sal. Taxes		R	-
						34,174.29
				Payroll 1/15/20 - FIT		10,239.65
				Payroll 1/15/20 - Medicare		1,273.36
				Payroll 1/15/20 - Medicare Employer		1,273.36
				Payroll 1/15/20 - SS		5,444.66
				Payroll 1/15/20 - SS Employer		5,444.66
				Payroll 1/15/20 - CA SIT		4,168.14
				Payroll 1/15/20 - CA SDI		878.16
				Payroll 1/15/20 - CA SUTA_SC		86.53
				Payroll 1/15/20 - CA SUTA		4,846.49
				Payroll 1/15/20 - FUTA		519.28
01/14/2020	Expenditure	1.15.20	Zenefits - Hrly. Taxes		R	-2,782.04
				Payroll 1/15/20 - FIT		614.43
				Payroll 1/15/20 - Medicare		129.80
				Payroll 1/15/20 - Medicare Employer		129.80
				Payroll 1/15/20 - SS		555.05
				Payroll 1/15/20 - SS Employer		555.05

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Payroll 1/15/20 - CA SIT		144.39
				Payroll 1/15/20 - CA SDI		89.53
				Payroll 1/15/20 - CA SUTA_SC		8.96
				Payroll 1/15/20 - CA SUTA		501.32
				Payroll 1/15/20 - FUTA		53.71
01/14/2020	Expenditure		Paula Nolan*	Payroll 1/15/20	R	-1,154.52
				Payroll 1/15/20		1,263.85
				Payroll 1/15/20		0.00
				Payroll 1/15/20		-78.36
				Payroll 1/15/20		-18.33
				Payroll 1/15/20		0.00
				Payroll 1/15/20		-12.64
01/16/2020	Expenditure		Visme		R	-120.00
				CHECKCARD 0115 VISME 877-576-1924 MD		120.00
				24492150015894415353215 RECURRING CKCD 5045		
				XXXXXXXXXXXX3561		
01/17/2020	Bill Payment (Check)	3066	OverDrive, Inc.		R	-305.49
						-305.49
01/17/2020	Bill Payment (Check)	3067	Craig A Buehler		C	-1,875.00
						-1,875.00
01/17/2020	Bill Payment (Check)	3068	Jennifer Conerly		C	-1,000.00
						-1,000.00
01/17/2020	Bill Payment (Check)	3069	Sandra D Vaughn		R	-1,485.00
						-1,485.00
01/17/2020	Bill Payment (Check)	3070	EMH Sports USA, Inc.		R	-510.00
						-510.00
01/17/2020	Bill Payment (Check)	3071	Alpha Therapy Center Inc.		R	-555.00
						-555.00
01/17/2020	Bill Payment (Check)	3072	Qualtrics LLC		R	-
						21,525.00
						-
						21,525.00
01/17/2020	Bill Payment (Check)	3073	Pitney Bowes		R	-448.97
						-448.97
01/17/2020	Bill Payment (Check)	3074	Vision Graphics / SBR Technologies		R	-410.75
						-410.75
01/21/2020	Expenditure		PDFCrowd		R	-49.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				CHECKCARD 0120 PDFCROWD.COM NYMBURK 74143610021000231850342 RECURRING CKCD 5734 XXXXXXXXXXXX3553		49.00
01/21/2020	Expenditure		Microsoft		R	-9.99
				CHECKCARD 0119 Microsoft*Office 365 Ho msbill.info WA 24204290019000073250631 RECURRING CKCD 4816 XXXXXXXXXXXX3553		9.99
01/21/2020	Expenditure		PDFCrowd		R	-1.47
				CHECKCARD 0120 PDFCROWD.COM NYMBURK 74143610021000231850342 RECURRING CKCD 5734 XXXXXXXXXXXX3553 INTERNATIONAL TRANSACTION FEE		1.47
01/22/2020	Expenditure		UPWorkEscrow		R	-6,866.19
				Upworks - 1/20/20		4,194.99
				Upworks - 1/20/20 (Palanca)		2,671.20
01/22/2020	Expenditure			Payroll Taxes 1/23/20 - CA PIT / SDI	R	-308.03
				Payroll Taxes 1/23/20 - CA SIT		255.81
				Payroll Taxes 1/23/20 - CA SDI		52.22
01/23/2020	Expenditure	Federal	Payroll Taxes	Federal Taxes - 1/23/20	R	-858.69
		Tax - 1/23/20				
				Federal Taxes - 1/23/20		665.31
				Federal Taxes - 1/23/20		78.36
				Federal Taxes - 1/23/20		78.36
				Federal Taxes - 1/23/20		18.33
				Federal Taxes - 1/23/20		18.33
01/24/2020	Expenditure		Pitney Bowes		R	-448.97
				PITNEY BOWES DES:PITNEY3 ID:800090900981080 INDN:Mark Holley CO ID:3841386389 TEL		448.97
01/24/2020	Expenditure		Envato.com		R	-18.00
				CHECKCARD 0123 ENVATOMARKET51127856 ENVATO.COM UT 24492150023717694013152 CKCD 7311 XXXXXXXXXXXX3553		18.00
01/28/2020	Bill Payment (Check)	3075	Alpha Therapy Center Inc.		C	-1,605.00
						-1,605.00
01/28/2020	Bill Payment (Check)	3076	Michelle Webb		C	-1,000.00
						-1,000.00
01/28/2020	Bill Payment (Check)	3077	Carolyn Andrews		C	-250.00
						-250.00
01/28/2020	Bill Payment (Check)	3078	Gloria Vargas		C	-250.00
						-250.00
01/28/2020	Bill Payment	3079	Golden Spring		C	-

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)		Capital			19,168.98
						-
						19,168.98
01/28/2020	Bill Payment (Check)	3080	Shannon Clark		C	-250.00
						-250.00
01/28/2020	Bill Payment (Check)	3081	Steve Dorsey		C	-250.00
						-250.00
01/28/2020	Bill Payment (Check)	3082	Tyler Roberts		C	-250.00
						-250.00
01/28/2020	Bill Payment (Check)	3083	Wen Ren LLC		C	-
						13,313.53
						-
						13,313.53
01/28/2020	Bill Payment (Check)	3084	Craig A Buehler		C	-1,800.00
						-1,800.00
01/28/2020	Bill Payment (Check)	3085	Jennifer Conerly		C	-1,000.00
						-1,000.00
01/28/2020	Bill Payment (Check)	3086	Louch & Langston Training, LLC (The W Training Facility)		C	-8,100.00
						-8,100.00
01/28/2020	Bill Payment (Check)	3087	BluePeak Facility Services Inc.		R	-857.00
						-857.00
01/28/2020	Bill Payment (Check)	3088	K12 Management		R	-750.00
						-750.00
01/28/2020	Bill Payment (Check)	3089	Golden Spring Capital		C	-5,585.00
						-5,585.00
01/28/2020	Bill Payment (Check)	3090	UMB Bank - FBO PlanMember Services		C	-1,832.15
						-1,832.15
01/28/2020	Expenditure		UPWorkEscrow		R	-6,202.87
				Upworks - 1/27/20		3,531.67
				Upworks - 1/27/20 (Palanca)		2,671.20
01/28/2020	Expenditure		Southern California Edison		R	-425.37
				SO CALIF EDISON DES:PAYMENTS ID:2369017991		425.37

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				INDN:METHOD SCHOOLS	CO ID:0088778600 PPD	
01/29/2020	Bill Payment (Check)	3091	California Charter Schools Association		C	-1,050.00
						-1,050.00
01/29/2020	Expenditure		Ralphs		R	-9.49
				RALPHS #0 2380 01/29 #000141381 PURCHASE	RALPHS	9.49
				#0 23801 W MURRIETA CA CKCD 5411		
				XXXXXXXXXXXX3561		
01/30/2020	Expenditure	1.31.20	Zenefits	Payroll 1.31.20 - Salaried	R	-
						68,920.61
				-		
				Salaried		
						63,750.41
						13,170.24
						1,957.46
						7,674.33
						9,505.77
						-
						11,420.26
						-5,897.15
						-1,379.19
						-4,744.31
						-951.14
						-942.93
						-1,704.80
						-97.87
						0.05
				Payroll 1.31.20 - Salaried - Discrepancy		
01/30/2020	Expenditure	01.31.20	Zenefits		R	-
						36,405.21
				- Sal.		
				Taxes		
						11,420.26
						5,897.15
						5,897.15
						1,379.19
						1,379.19
						4,744.31
						951.14
						75.20
						4,210.50
						451.12
				Payroll Taxes 01.31.20 - Salaried		
				Payroll Taxes 01.31.20 - Salaried		
				Payroll Taxes 01.31.20 - Salaried		
				Payroll Taxes 01.31.20 - Salaried		
				Payroll Taxes 01.31.20 - Salaried		
				Payroll Taxes 01.31.20 - Salaried		
				Payroll Taxes 01.31.20 - Salaried		
				Payroll Taxes 01.31.20 - Salaried		
				Payroll Taxes 01.31.20 - Salaried		
				Payroll Taxes 01.31.20 - Salaried		
01/30/2020	Expenditure	1.31.20	Zenefits	Payroll 1.31.20 - Hourly	R	-9,913.98
						-
				- Hourly		
						2,003.40
						5,201.45
						4,992.96
						-864.68
						-755.76
						-176.76
						-229.23
						-121.89
						-8.16
						-127.35
				Payroll 1.31.20 - Hourly		
				Payroll 1.31.20 - Hourly		
				Payroll 1.31.20 - Hourly		
				Payroll 1.31.20 - Hourly		
				Payroll 1.31.20 - Hourly		
				Payroll 1.31.20 - Hourly		
				Payroll 1.31.20 - Hourly		
				Payroll 1.31.20 - Hourly		
				Payroll 1.31.20 - Hourly		
				Payroll 1.31.20 - Hourly		

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/30/2020	Expenditure	1.31.20	Zenefits		R	-3,848.79
		- Hrly Taxes				
				Payroll Taxes 1.31.20 - Hourly		864.68
				Payroll Taxes 1.31.20 - Hourly		755.76
				Payroll Taxes 1.31.20 - Hourly		755.76
				Payroll Taxes 1.31.20 - Hourly		176.76
				Payroll Taxes 1.31.20 - Hourly		176.76
				Payroll Taxes 1.31.20 - Hourly		229.23
				Payroll Taxes 1.31.20 - Hourly		121.89
				Payroll Taxes 1.31.20 - Hourly		12.18
				Payroll Taxes 1.31.20 - Hourly		682.63
				Payroll Taxes 1.31.20 - Hourly		73.14
01/30/2020	Expenditure		Payroll	Payroll Taxes Q4 2019 - CA SUI / ETT	R	-285.10
				Payroll Taxes Q4 2019 - CA ETT		5.00
				Payroll Taxes Q4 2019 - CA SUI		280.10
01/30/2020	Expenditure		Payroll Taxes	Payroll Taxes Q4 2019 - CA SUI / ETT	R	-84.08
				Payroll Taxes Q4 2019 - CA ETT		1.48
				Payroll Taxes Q4 2019 - CA SUI Employer		82.60
01/30/2020	Expenditure		Payroll Taxes	Payroll Taxes Q4 2019 - CA SUI / ETT	R	-29.64
				Payroll Taxes Q4 2019 - CA ETT		0.52
				Payroll Taxes Q4 2019 - CA SUI Employer		29.12
01/31/2020	Expenditure	Feb 2020	Anthem Blue Cross		R	-
				Anthem - Feb 2020		17,767.89
						17,767.89
02/03/2020	Expenditure		Payroll Service Fee		C	-74.00
				Payroll Service DES:Fee ID:3516973 CO ID:3943345425 CCD	INDN:Holley, Mark	74.00
02/04/2020	Bill Payment (Check)	3092	Limitless Fitness Training LLC		C	-7,900.00
						-7,900.00
02/04/2020	Bill Payment (Check)	3093	Alpha Therapy Center Inc.		C	-1,440.00
						-1,440.00
02/04/2020	Bill Payment (Check)	3094	EM Sports, LLC		C	-
						53,460.00
						-
						53,460.00
02/04/2020	Bill Payment (Check)	3095	Vision Graphics / SBR Technologies		C	-409.03
						-409.03
02/04/2020	Bill Payment (Check)	3096	White Tiger Kung Fu, LLC		C	-159.00
						-159.00
02/04/2020	Bill Payment (Check)	3097	Redline Athletics		C	-447.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-447.00
02/04/2020	Bill Payment (Check)	3098	Veritas Training Academy		C	-5,600.00
						-5,600.00
02/04/2020	Expenditure		UPWorkEscrow	Upworks 2/3/20 Upworks - 2/3/20	C	-3,200.90
						3,200.90
02/04/2020	Expenditure		Microsoft		C	-6.08
				CHECKCARD 0203 MICROSOFT*ADVERTISING 5689 NV 24430990034400999002839 RECURRING XXXXXXXXXXXX3553	800-518- CKCD 7311	6.08
02/05/2020	Bill Payment (Check)	3099	UMB Bank - FBO PlanMember Services		C	-5,692.19
						-5,692.19
02/05/2020	Expenditure		Adobe		C	-29.99
				CHECKCARD 0204 ADOBE CREATIVE CLOUD 6687 CA 24431060035026546195576 RECURRING XXXXXXXXXXXX3561	800-833- CKCD 5734	29.99
02/06/2020	Bill Payment (Check)	3100	Law Offices of Young, Minney & Corr LLP		C	-317.30
						-317.30
02/06/2020	Bill Payment (Check)	3101	Michelle Webb		C	-1,000.00
						-1,000.00
02/06/2020	Bill Payment (Check)	3102	Pamela G. Macleod			-112.50
						-112.50
02/06/2020	Bill Payment (Check)	3103	Pamela Lam		C	-220.00
						-220.00
02/06/2020	Bill Payment (Check)	3104	Tracy Robertson			-107.84
						-107.84
02/11/2020	Bill Payment (Check)	3105	SC Krav Maga, Inc.		C	-278.00
						-278.00
02/11/2020	Bill Payment (Check)	3106	Alpha Therapy Center Inc.		C	-2,381.25
						-2,381.25
02/11/2020	Bill Payment (Check)	3107	Craig A Buehler		C	-2,200.00
						-2,200.00
02/11/2020	Bill Payment	3108	Jennifer Conerly		C	-1,012.50

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)					-1,012.50
02/11/2020	Bill Payment (Check)	3109	Paula Nolan		C	-2,780.80
						-2,780.80
02/11/2020	Bill Payment (Check)	3110	Creative Back Office		C	-7,500.00
						-7,500.00
02/11/2020	Expenditure		UPWorkEscrow		C	-8,388.39
				Upworks 2/10/20		3,045.99
				Upworks 2/10/20 (Palanca)		5,342.40
02/11/2020	Expenditure	Monthly	Zenefits		C	-9.00
		Growth				
		Fee				
				Monthly Growth Fee		9.00
02/13/2020	Expenditure	2.14.20	Zenefits	Payroll 2.14.20 - Salaried	C	-
		-				70,022.96
		Salaried				
				Payroll 2.14.20 - Salaried		63,514.30
				Payroll 2.14.20 - Salaried		13,170.25
				Payroll 2.14.20 - Salaried		3,765.90
				Payroll 2.14.20 - Salaried		7,674.33
				Payroll 2.14.20 - Salaried		9,089.32
				Payroll 2.14.20 - Salaried		-
						11,397.73
				Payroll 2.14.20 - Salaried		-5,968.82
				Payroll 2.14.20 - Salaried		-1,395.94
				Payroll 2.14.20 - Salaried		-4,720.36
				Payroll 2.14.20 - Salaried		-962.69
				Payroll 2.14.20 - Salaried		-942.93
				Payroll 2.14.20 - Salaried		-1,802.67
02/13/2020	Expenditure	2.14.20	Zenefits	Payroll Taxes 2.14.20 - Salaried	C	-
		- Sal.				34,216.97
		Taxes				
				Payroll Taxes 2.14.20 - Salaried		11,397.73
				Payroll Taxes 2.14.20 - Salaried		5,968.82
				Payroll Taxes 2.14.20 - Salaried		5,968.82
				Payroll Taxes 2.14.20 - Salaried		1,395.94
				Payroll Taxes 2.14.20 - Salaried		1,395.94
				Payroll Taxes 2.14.20 - Salaried		4,720.36
				Payroll Taxes 2.14.20 - Salaried		962.69
				Payroll Taxes 2.14.20 - Salaried		38.20
				Payroll Taxes 2.14.20 - Salaried		2,139.27
				Payroll Taxes 2.14.20 - Salaried		229.20
02/13/2020	Expenditure	2.14.20	Zenefits	Payroll 2.14.20 - Hourly	C	-7,474.07
		- Hourly				
				Payroll 2.14.20 - Hourly		1,590.00
				Payroll 2.14.20 - Hourly		3,115.25
				Payroll 2.14.20 - Hourly		4,279.80
				Payroll 2.14.20 - Hourly		-503.40

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Payroll 2.14.20 - Hourly		-556.35
				Payroll 2.14.20 - Hourly		-130.12
				Payroll 2.14.20 - Hourly		-92.42
				Payroll 2.14.20 - Hourly		-89.74
				Payroll 2.14.20 - Hourly		-11.60
				Payroll 2.14.20 - Hourly		-127.35
02/13/2020	Expenditure	2.14.20	Zenefits - Hrly Taxes		C	-2,623.83
				Payroll Taxes 2.14.20 - Hourly		503.40
				Payroll Taxes 2.14.20 - Hourly		556.35
				Payroll Taxes 2.14.20 - Hourly		556.35
				Payroll Taxes 2.14.20 - Hourly		130.12
				Payroll Taxes 2.14.20 - Hourly		130.12
				Payroll Taxes 2.14.20 - Hourly		92.42
				Payroll Taxes 2.14.20 - Hourly		89.74
				Payroll Taxes 2.14.20 - Hourly		8.98
				Payroll Taxes 2.14.20 - Hourly		502.51
				Payroll Taxes 2.14.20 - Hourly		53.84
02/14/2020	Bill Payment (Check)	3112	Drive Happy		C	-420.00
						-420.00
02/14/2020	Bill Payment (Check)	3111	Alpha Therapy Center Inc.		C	-2,028.75
						-2,028.75
02/18/2020	Bill Payment (Check)	3113	Josef Untalan			-92.00
						-92.00
02/18/2020	Bill Payment (Check)	3114	UMB Bank - FBO PlanMember Services		C	-3,860.04
						-3,860.04
02/18/2020	Expenditure		Visme		C	-120.00
				CHECKCARD 0215 VISME 877-576-1924 MD 24492150046894653101485 RECURRING CKCD 5045 XXXXXXXXXXXX3561		120.00
02/19/2020	Expenditure		UPWorkEscrow		C	-4,592.29
				Upwork - 2/17/20		1,921.09
				Upwork - 2/17/20 - Palanca		2,671.20
02/19/2020	Expenditure		Microsoft		C	-9.99
				CHECKCARD 0219 Microsoft*Office 365 Ho msbill.info WA 24204290050000117336651 RECURRING CKCD 4816 XXXXXXXXXXXX3553		9.99
02/21/2020	Bill Payment (Check)	3116	BluePeak Facility Services Inc.		C	-857.00
						-857.00
02/21/2020	Bill Payment	3115	K12 Management		C	-688.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)					-688.00
02/21/2020	Expenditure		PDFCrowd	CHECKCARD 0220 PDFCROWD.COM NYMBURK 74657360052000236960353 RECURRING CKCD 5734 XXXXXXXXXXXX3553	C	-49.00 49.00
02/21/2020	Expenditure		PDFCrowd	CHECKCARD 0220 PDFCROWD.COM NYMBURK 74657360052000236960353 RECURRING CKCD 5734 XXXXXXXXXXXX3553 INTERNATIONAL TRANSACTION FEE	C	-1.47 1.47
02/24/2020	Bill Payment (Check)	3117	Michelle Webb		C	-1,500.00 -1,500.00
02/25/2020	Expenditure		UPWorkEscrow	Upwork - 2/24/20 Upwork - 2/24/20 - Palanca	C	-5,379.04 2,707.84 2,671.20
02/27/2020	Bill Payment (Check)	3118	Carolyn Andrews			-250.00 -250.00
02/27/2020	Bill Payment (Check)	3119	Gloria Vargas			-250.00 -250.00
02/27/2020	Bill Payment (Check)	3120	Shannon Clark			-250.00 -250.00
02/27/2020	Bill Payment (Check)	3121	Steve Dorsey			-250.00 -250.00
02/27/2020	Bill Payment (Check)	3122	Tyler Roberts			-250.00 -250.00
02/27/2020	Bill Payment (Check)	3124	Alpha Therapy Center Inc.			-1,672.50 -1,672.50
02/27/2020	Bill Payment (Check)	3125	Craig A Buehler			-2,200.00 -2,200.00
02/27/2020	Bill Payment (Check)	3126	Jennifer Conerly			-1,250.00 -1,250.00
02/27/2020	Bill Payment (Check)	3127	Louch & Langston Training, LLC (The W Training Facility)			-9,600.00 -9,600.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
02/27/2020	Bill Payment (Check)	3128	OverDrive, Inc.			-80.00
						-80.00
02/27/2020	Bill Payment (Check)	3129	Paula Nolan			-2,780.80
						-2,780.80
02/27/2020	Bill Payment (Check)	3130	SC Krav Maga, Inc.		C	-139.00
						-139.00
02/27/2020	Bill Payment (Check)	3131	White Tiger Kung Fu, LLC		C	-288.00
						-288.00
02/27/2020	Bill Payment (Check)	3132	Limitless Fitness Training LLC			-8,400.00
						-8,400.00
02/27/2020	Expenditure	2.28.20	Zenefits		C	-
		-				70,007.03
		Salaried				
				Payroll 2.28.20 - Salaried		62,764.26
				Payroll 2.28.20 - Salaried		13,170.24
				Payroll 2.28.20 - Salaried		4,540.80
				Payroll 2.28.20 - Salaried		7,674.33
				Payroll 2.28.20 - Salaried		9,089.33
				Payroll 2.28.20 - Salaried		-942.93
				Payroll 2.28.20 - Salaried		-1,802.67
				Payroll 2.28.20 - Salaried		-
						11,451.24
				Payroll 2.28.20 - Salaried		-5,970.37
				Payroll 2.28.20 - Salaried		-1,396.31
				Payroll 2.28.20 - Salaried		-4,705.51
				Payroll 2.28.20 - Salaried		-962.94
				Payroll 2.28.20 - Salaried - DISCREPENCY		0.04
02/27/2020	Expenditure	2.28.20	Zenefits		C	-
		- Salary Tax				32,233.34
				Payroll Tax 2.28.20 - Salary		11,451.24
				Payroll Tax 2.28.20 - Salary		1,396.31
				Payroll Tax 2.28.20 - Salary		1,396.31
				Payroll Tax 2.28.20 - Salary		5,970.37
				Payroll Tax 2.28.20 - Salary		5,970.37
				Payroll Tax 2.28.20 - Salary		4,705.51
				Payroll Tax 2.28.20 - Salary		962.94
				Payroll Tax 2.28.20 - Salary		6.03
				Payroll Tax 2.28.20 - Salary		338.04
				Payroll Tax 2.28.20 - Salary		36.22
02/27/2020	Expenditure	2.28.20	Zenefits		C	-7,317.03
		- Hourly				
				Payroll 2.28.20 - Hourly		1,685.40
				Payroll 2.28.20 - Hourly		2,418.50

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Payroll 2.28.20 - Hourly		4,696.60
				Payroll 2.28.20 - Hourly		-11.60
				Payroll 2.28.20 - Hourly		-127.35
				Payroll 2.28.20 - Hourly		-488.86
				Payroll 2.28.20 - Hourly		-127.44
				Payroll 2.28.20 - Hourly		-544.90
				Payroll 2.28.20 - Hourly		-95.42
				Payroll 2.28.20 - Hourly		-87.90
02/27/2020	Expenditure	Tax	Zenefits	Payroll Tax 2.28.20 - Hourly	C	-2,570.56
		2.28.20				
		- Hourly				
				Payroll Tax 2.28.20 - Hourly		488.86
				Payroll Tax 2.28.20 - Hourly		544.90
				Payroll Tax 2.28.20 - Hourly		544.90
				Payroll Tax 2.28.20 - Hourly		127.44
				Payroll Tax 2.28.20 - Hourly		127.44
				Payroll Tax 2.28.20 - Hourly		95.42
				Payroll Tax 2.28.20 - Hourly		87.90
				Payroll Tax 2.28.20 - Hourly		8.80
				Payroll Tax 2.28.20 - Hourly		492.17
				Payroll Tax 2.28.20 - Hourly		52.73