

Virtual Preparatory Academy at Lucerne

BOARD OF GOVERNORS REGULAR BOARD MEETING AGENDA Wednesday, May 25, 2022 2:00 PM

Meeting Location: Conference Call +1 888-585-9008 Conference Room ID#: 404245753

NOTICE: Individuals wishing to speak at the Board Meeting are encouraged to sign up 24 hours in advance of the meeting. Individuals wishing to speak may call (888) 628-2542 and list their names for public input during the meeting.

Meeting Called to Order at: _____ PM

Welcome and Roll Call

Board Member	Present	Absent
Delores Collins, President		
Jack Pierce, Member		

Adoption of Agenda

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins					
Jack Pierce					

Seating of New Board Member

The Board will consider Rina Fernandez as a board member.

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins					
Jack Pierce					

Approval of Minutes

4/29/22 Special Meeting

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins					
Jack Pierce					
Rina Fernandez					

Public Comment

Members of the public may address the Board at regular meetings on agenda or non-agenda items that are within the subject matter jurisdiction of the Board, and at special meetings on agenda items only. Speakers should plan to call the indicated conference call number on the agenda and join by conference call at the beginning of the meeting at the time indicated. Speakers to items not on the agenda for action will be heard at the conclusion of the public input period. Each speaker is allowed a maximum of three minutes for his or her comments. Accommodations are made for translation and for those needing assistance. Each speaker may only make a single appearance at each Board Meeting. Exceptions are made for items labeled "Public Hearing".

Administrative Reports:

Michelle Romaine, Head of School

Kristen Mandell, Assistant Head of School & Operations Manager

Information Items

25.05.01 Accel School April Services vendor Invoice

Accel School Services is a vendor for services to Virtual Preparatory Academy at Lucerne. They provide the Learning Management System, IT support, Financial statements, Accounts payable and receivable, payroll processing and reporting, HR information and benefits.

25.05.02 Accel School Services vendor invoice

For accrued expenditures for school operations from Dec 2020 - Mar 2022

New Business for Action

25.05.03 Employee Non-Exempt Contract Template

This contract will be used for the hiring of Non-Exempt Virtual Preparatory Academy at Lucerne employees.

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins					
Jack Pierce					
Rina Fernandez					

25.05.04 Certificated Employee Contracts

It is recommended that the Board ratify the following employee contracts.

22230001, 22230002, 22230003, 22230004, 22230005, 22230006

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins					
Jack Pierce					
Rina Fernandez					

Motion for Adjournment

Board Member	Moved	Second	Aye	No	Abstain
Delores Collins					
Jack Pierce					
Rina Fernandez					

Meeting adjourned at: _____ P.M.



Invoice No.

EXP-VPLU20220430

Accel Online California, LLC
 1750 Tysons Blvd
 13th Floor
 McLean, VA 22102

Name **Virtual Preparatory Academy of Lucerne**
 Address **8560 Aliento Rd.**
 City **Lucerne Valley, CA 92356**
 Country _____

Date **5/1/2022**Payment Due: **Upon Receipt**

Description	TOTAL
Balance due to Accel / Pansophic	\$ 80,670.58
Lucerne school expenses paid for by Accel / Pansophic for the period Apr 2022	

Please wire payment to:

Accel School, LLC
 ABA # for WIRE 026009593
 Account # 435029094484

SubTotal	\$ 80,670.58
Shipping & Handling	\$ -
Taxes	\$ -
Other	\$ -
TOTAL	\$ 80,670.58

Amounts Lucerne owes Accel and Pansophic (period Apr 2022)

	<u>Balance Due</u>
Due to Accel	-
Due to Pansophic	80,670.58
Total	80,670.58



Invoice No.

EXP-VPLU20220331

Accel Online California, LLC
 1750 Tysons Blvd
 13th Floor
 McLean, VA 22102

Name **Virtual Preparatory Academy of Lucerne**
 Address **8560 Aliento Rd.**
 City **Lucerne Valley, CA 92356**
 Country _____

Date **4/1/2022**Payment Due: **Upon Receipt**

Description	TOTAL
Balance due to Accel / Pansophic (as of 3/31/22)	\$ 816,073.36
Lucerne school expenses paid for by Accel / Pansophic for the period Dec 2020 - Mar 2022	

Please wire payment to:

Accel School, LLC
 ABA # for WIRE 026009593
 Account # 435029094484

SubTotal	\$ 816,073.36
Shipping & Handling	\$ -
Taxes	\$ -
Other	\$ -
TOTAL	\$ 816,073.36

Amounts Lucerne owes Accel and Pansophic (as of 03/31/22)

	<u>Balance Due</u>
Due to Accel	390,747.38
Due to Pansophic	425,325.98
Total	816,073.36

Note: Support detail for due to Accel is \$387,028.57. Diff of \$3,718.81 is the balance in the BOA Lucerne account as of 03/31/22 (balance from Accel Cash Advance)

Lucerne expenses paid for by Accel

9254 Due from (to) Accel (390,747.38)

GL Extract;

Posted Dt.	Doc Dt.	Doc	Memo / Description	Department	JNL	Debit	Credit	Balance	Comments
12/11/2020	12/11/2020		12/11/20 Payroll (85%)				9,300.74	(9,300.74)	Paid from Accel Payroll Account
12/24/2020	12/24/2020		12/24/20 Payroll (85%)				11,137.45	(20,438.19)	Paid from Accel Payroll Account
1/8/2021	1/8/2021		1/8/21 Payroll (partial)				3,167.84	(23,606.03)	paid from Lucerne BOA account (funded by Accel)
1/15/2021	1/15/2021		Payroll Tax Adj				0.01	(23,606.04)	paid from Lucerne BOA account (funded by Accel)
1/20/2021	1/20/2021		1/22/21 Payroll				10,937.86	(34,543.90)	paid from Lucerne BOA account (funded by Accel)
1/21/2021	1/21/2021		1/22/21 Payroll Taxes				3,047.45	(37,591.35)	paid from Lucerne BOA account (funded by Accel)
1/26/2021	1/26/2021		Anthem - Feb				6,634.59	(44,225.94)	paid from Lucerne BOA account (funded by Accel)
2/3/2021	2/3/2021		2/3/21 Payroll				10,937.90	(55,163.84)	paid from Lucerne BOA account (funded by Accel)
2/4/2021	2/4/2021		2/3/21 Payroll Taxes				2,966.62	(58,130.46)	paid from Lucerne BOA account (funded by Accel)
2/17/2021	2/17/2021		2/17/21 Payroll				10,937.86	(69,068.32)	paid from Lucerne BOA account (funded by Accel)
2/18/2021	2/18/2021		2/17/21 Payroll Taxes				2,704.26	(71,772.58)	paid from Lucerne BOA account (funded by Accel)
2/26/2021	2/26/2021		Anthem - Mar				6,533.54	(78,306.12)	paid from Lucerne BOA account (funded by Accel)
3/3/2021	3/3/2021		3/5/21 Payroll				10,937.91	(89,244.03)	paid from Lucerne BOA account (funded by Accel)
3/4/2021	3/4/2021		3/5/21 Payroll Taxes				2,662.11	(91,906.14)	paid from Lucerne BOA account (funded by Accel)
3/18/2021	3/18/2021		3/19/21 Payroll				13,097.60	(105,003.74)	paid from Lucerne BOA account (funded by Accel)
3/18/2021	3/18/2021		3/19/21 Payroll Taxes				3,202.48	(108,206.22)	paid from Lucerne BOA account (funded by Accel)
3/26/2021	3/26/2021		Anthem - Apr				6,533.54	(114,739.76)	paid from Lucerne BOA account (funded by Accel)
3/31/2021	3/31/2021		4/2/21 Payroll				10,937.90	(125,677.66)	paid from Lucerne BOA account (funded by Accel)
4/1/2021	4/1/2021		Payroll Tax Refund			3,130.55		(122,547.11)	PR Tax Refund-Deposit into Lucerne BOA account
4/1/2021	4/1/2021		4/2/21 Payroll Taxes				2,662.13	(125,209.24)	paid from Lucerne BOA account (funded by Accel)
4/14/2014	4/14/2014		4/16/21 Payroll				15,246.19	(140,455.43)	paid from Lucerne BOA account (funded by Accel)
4/15/2021	4/15/2021		4/16/21 Payroll Taxes				3,543.81	(143,999.24)	paid from Lucerne BOA account (funded by Accel)
4/19/2021	4/19/2021		Payroll Tax				1,905.57	(145,904.81)	paid from Lucerne BOA account (funded by Accel)
4/26/2021	4/26/2021		Anthem - May				6,123.54	(152,028.35)	paid from Lucerne BOA account (funded by Accel)
4/28/2021	4/28/2021		4/30/21 Payroll				10,848.79	(162,877.14)	paid from Lucerne BOA account (funded by Accel)
4/28/2021	4/28/2021		4/30/21 Payroll Tax				2,493.10	(165,370.24)	paid from Lucerne BOA account (funded by Accel)
5/12/2021	5/12/2021		5/14/21 Payroll				10,848.81	(176,219.05)	paid from Lucerne BOA account (funded by Accel)
5/13/2021	5/13/2021		5/14/21 Payroll Taxes				2,447.13	(178,666.18)	paid from Lucerne BOA account (funded by Accel)
5/26/2021	5/26/2021		5/28/21 Payroll				13,008.54	(191,674.72)	paid from Lucerne BOA account (funded by Accel)
5/26/2021	5/26/2021		Anthem-Jun				7,198.50	(198,873.22)	paid from Lucerne BOA account (funded by Accel)
5/27/2021	5/27/2021		5/28/21 Payroll Taxes				2,987.42	(201,860.64)	paid from Lucerne BOA account (funded by Accel)
6/9/2021	6/9/2021		6/11/21 Payroll				14,160.14	(216,020.78)	paid from Lucerne BOA account (funded by Accel)
6/10/2021	6/10/2021		6/11/21 Payroll Taxes				2,960.80	(218,981.58)	paid from Lucerne BOA account (funded by Accel)
6/11/2021	6/11/2021		6/14/21 Payroll				1,364.59	(220,346.17)	paid from Lucerne BOA account (funded by Accel)
6/14/2021	6/14/2021		6/14/21 Payroll Taxes				210.40	(220,556.57)	paid from Lucerne BOA account (funded by Accel)
6/23/2021	6/23/2021		6/25/21 Payroll				8,961.35	(229,517.92)	paid from Lucerne BOA account (funded by Accel)
6/24/2021	6/24/2021		6/25/21 Payroll Taxes				2,181.69	(231,699.61)	paid from Lucerne BOA account (funded by Accel)
6/28/2021	6/28/2021		Anthem-Jul				6,659.73	(238,359.34)	paid from Lucerne BOA account (funded by Accel)
7/7/2021	7/7/2021		7/9/21 Payroll				9,204.32	(247,563.66)	paid from Lucerne BOA account (funded by Accel)
7/8/2021	7/8/2021		7/9/21 Payroll Taxes				2,308.61	(249,872.27)	paid from Lucerne BOA account (funded by Accel)
7/9/2021	7/9/2021		7/12/21 Payroll				457.87	(250,330.14)	paid from Lucerne BOA account (funded by Accel)
7/12/2021	7/12/2021		7/12/21 Payroll Taxes				14.24	(250,344.38)	paid from Lucerne BOA account (funded by Accel)
7/15/2021	7/15/2021		Payroll Tax Adj				0.04	(250,344.42)	paid from Lucerne BOA account (funded by Accel)
7/21/2021	7/21/2021		7/23/21 Payroll				11,976.83	(262,321.25)	paid from Lucerne BOA account (funded by Accel)
7/22/2021	7/22/2021		7/23/21 Payroll Taxes				3,176.62	(265,497.87)	paid from Lucerne BOA account (funded by Accel)
7/26/2021	7/26/2021		Anthem-Aug				6,750.76	(272,248.63)	paid from Lucerne BOA account (funded by Accel)
8/24/2021	8/24/2021		Tsfr from Monterey (due to Accel)				1,000.00	(273,248.63)	Cash transfer from Monterey WF account-cash belongs to Accel
8/26/2021	8/26/2021		Anthem-Sep				6,750.76	(279,999.39)	paid from Lucerne BOA account (funded by Accel)

Posted Dt.	Doc Dt.	Doc	Memo / Description	Department	JNL	Debit	Credit	Balance	Comments
9/8/2021	9/8/2021		Tsfr from Monterey (due to Accel)				30.00	(280,029.39)	Cash transfer from Monterey WF account-cash belongs to Accel
9/27/2021	9/27/2021		Anthem-Oct				6,750.76	(286,780.15)	paid from Lucerne BOA account (funded by Accel)
10/26/2021	10/26/2021		Anthem-Nov				31,822.13	(318,602.28)	paid from Lucerne BOA account (funded by Accel)
11/26/2021	11/26/2021		Anthem-Dec				22,008.51	(340,610.79)	paid from Lucerne BOA account (funded by Accel)
12/27/2021	12/27/2021		Anthem-Jan				25,274.89	(365,885.68)	paid from Lucerne BOA account (funded by Accel)
1/26/2022	1/26/2022		Anthem-Feb				21,142.89	(387,028.57)	paid from Lucerne BOA account (funded by Accel)
							Diff	(3,718.81)	Cash in bank 03/31/22

9255 Due from (to) Pansophic (425,325.98)

GL Extract;

Posted Dt.	Doc Dt.	Doc	Memo / Description	Dep: JNL	Debit	Credit	Balance	Comments
2/1/2021	2/1/2021		Q1 (Jul20-Sep20) 401k funding-Reynolds (85%)			255.00	(255.00)	funded by Pansophic
2/1/2021	2/1/2021		True up Ultipro payroll pmt alloc (7.10.20-8.7.20 Renolds/Romaine) 85%			14,455.78	(14,710.78)	Paid via Ultipro-funded by Pansophic
2/1/2021	2/1/2021		True up check payroll pmt alloc (8.21.20; 9.4.20; 9.18.20; 10.2.20(a); 10.2.20(b); 10.30.20-Renolds) 85%			6,843.77	(21,554.55)	Paid via check from Pansophic
4/8/2021	4/8/2021		Global Teletherapy #4696 (partial) Mar 2021			196.99	(21,751.54)	Total invoice \$828-remainder funded by Lucerne cash
4/1/2021	4/1/2021		Anna Serin #0004 (see reversal on 6/30/21)			2,000.00	(23,751.54)	see offset below on 6/30/21
4/15/2021	4/15/2021		Anna Serin #0005 (see reversal on 6/30/21)			1,500.00	(25,251.54)	see offset below on 6/30/21
4/16/2021	4/16/2021		Maxim Healthcare Staffing Services, Inc E2834320679 Feb-Mar 2021			2,660.00	(27,911.54)	SPED case manager services
4/22/2021	4/22/2021		Ring Central - Telephones #194683 Dec 2020			152.79	(28,064.33)	Telephone services
4/22/2021	4/22/2021		Mutual of Omaha #001198516740 - May 2021			223.52	(28,287.85)	Life, AD&D, STD, LTD
4/23/2021	4/23/2021		San Bernardino County Superintendent of Schools #210592			125.00	(28,412.85)	Qtrly Retirement Reporting Fees (Oct20-Dec20)
4/2/2021	4/2/2021		Maxim Healthcare Serv #E2522380679 Dec 2020			1,120.00	(29,532.85)	SPED case manager services
4/2/2021	4/2/2021		Maxim Healthcare Serv #E2522920679 Jan 2021			1,925.00	(31,457.85)	SPED case manager services
4/1/2021	4/1/2021		Head of School PEX Mar 2021			1,355.47	(32,813.32)	Office supplies-\$1,080.47; Conference-\$275.00
5/5/2021	5/5/2021		Employment Development Department State of CA (Q3&Q4 2020 SDI)			2,526.13	(35,339.45)	CA Employee State Disability payment
5/6/2021	5/6/2021		San Bernardino County Superintendent of Schools (CALSTRS-APR)			9,229.86	(44,569.31)	EE & ER STRS contribution Apr 2021
5/6/2021	5/6/2021		Ring Central, Inc. CD_000237445 Apr 2021			197.13	(44,766.44)	Telephone services
5/20/2021	5/20/2021		Global Teletherapy #4834 Apr 2021			828.00	(45,594.44)	SPED speech therapy services
5/21/2021	5/21/2021		Maxim Healthcare Serv #E3005870679 Apr 2021			2,100.00	(47,694.44)	SPED case manager services
5/21/2021	5/21/2021		Maxim Healthcare Serv #E3007850679 Mar 2021			525.00	(48,219.44)	SPED case manager services
5/27/2021	5/27/2021		Mutual of Omaha #001209266272 - Jun			223.52	(48,442.96)	Life, AD&D, STD, LTD
5/28/2021	5/28/2021		San Bernardino County Superintendent of Schools (CALSTRS-MAY)			5,889.24	(54,332.20)	EE & ER STRS contribution May 2021
5/31/2021	5/31/2021		Head of School PEX Apr 2021			254.08	(54,586.28)	Office supplies-\$147.00; Conference-\$30.00; Postage & Delivery-Educational-\$77.08
6/1/2021	6/1/2021		CDW Inv#ZFJ1125A (20 Staff Computers-Jul20)			22,549.80	(77,136.08)	20 Staff Computers
6/1/2021	6/1/2021		Clifton Larson Allen 2019 Fed & State Tax Info Return			1,890.00	(79,026.08)	Filing 2019 Federal and State informational tax returns for the year ended 06.30.20
6/1/2021	6/1/2021		Verizon # 9878547787 Apr 2021			167.46	(79,193.54)	Telephone services
6/1/2021	6/1/2021		Head of School PEX May 2021			276.08	(79,469.62)	Office supplies-\$77.50; Marketing-\$94.96; Postage & Delivery-Educational-\$103.62
6/1/2021	6/1/2021		Ring Central CD_000248421 May 2021			194.63	(79,664.25)	Telephone services
6/1/2021	6/1/2021		Head of School Exp Report 5.26.21			148.11	(79,812.36)	Office supplies-\$50.00; Marketing-\$16.24; Postage & Delivery-Educational-\$53.53
6/1/2021	6/1/2021		Ring Central - Telephones #155692 Aug 2020			129.09	(79,941.45)	Telephone services
6/1/2021	6/1/2021		Ring Central - Telephones #165036 Sep 2020			129.11	(80,070.56)	Telephone services
6/1/2021	6/1/2021		Ring Central - Telephones #174693 Oct 2020			162.19	(80,232.75)	Telephone services
6/1/2021	6/1/2021		Ring Central - Telephones #184546 Nov 2020			152.75	(80,385.50)	Telephone services
6/1/2021	6/1/2021		Ring Central - Telephones #205148 Jan 2021			189.92	(80,575.42)	Telephone services
6/1/2021	6/1/2021		Ring Central - Telephones #137787 Jul 2020			201.89	(80,777.31)	Telephone services
6/1/2021	6/1/2021		Ring Central - Telephones #215768 Feb 2021			183.07	(80,960.38)	Telephone services
6/1/2021	6/1/2021		Ring Central - Telephones #226473 Mar 2021			190.28	(81,150.66)	Telephone services
6/1/2021	6/1/2021		Ring Central - Telephones #128342			6.19	(81,156.85)	Telephone services
6/1/2021	6/1/2021		Verizon #9876413073 Mar 2021			127.11	(81,283.96)	Telephone services
6/3/2021	6/3/2021		PresenceLearning #43672 Apr 2021			544.00	(81,827.96)	SPED services
6/3/2021	6/3/2021		Anna Serin #0007 (see reversal on 6/30/21)			1,900.00	(83,727.96)	see offset below on 6/30/21
6/30/2021	6/30/2021		San Bernardino County Superintendent of Schools #210873			75.00	(83,802.96)	Qtrly Retirement Reporting Fees (Jan21-Mar21)
6/30/2021	6/30/2021		Global Teletherapy #4978 May 2021			828.00	(84,630.96)	SPED speech therapy services
6/30/2021	6/30/2021		San Bernardino County Superintendent of Schools (CALSTRS-JUN)			6,051.70	(90,682.66)	EE & ER STRS contribution Jun 2021
6/30/2021	6/30/2021		Verizon # 9880694052 May 2021			80.22	(90,762.88)	Telephone services
6/30/2021	6/30/2021		Head of School PEX Jun 2021			1,393.65	(92,156.53)	Office Supplies-\$1,374.56; Postage & Delivery-Educational-\$19.09
6/30/2021	6/30/2021		Ring Central - Telephones CD_000259939 Jun 2021			194.56	(92,351.09)	Telephone services
6/30/2021	6/30/2021		RC Due from Monterey against Due to Panso		68,209.11		(24,141.98)	Monterey payroll/benefits (15%) -cash outlay by Lucerne-due from Monterey-Accel agreed to cover these costs upon Monterey closure
6/30/2021	6/30/2021		Reverse Anna Serin (Nov20-Jun21)		9,007.50		(15,134.48)	offsets \$5,400 above; remainder paid by Lucerne cash originally
7/8/2021	7/8/2021		1540311 Marsh & McLennan-CL Crime (7.1.21-7.1.22)			1,950.00	(17,084.48)	Lucerne insurance policies FY22
7/8/2021	7/8/2021		1548999 Marsh & McLennan-CL Director/Officer Liab (7.1.21-7.1.22)			4,598.76	(21,683.24)	Lucerne insurance policies FY22
7/8/2021	7/8/2021		1540393 Marsh & McLennan-CL Umbrella-Primary (7.1.21-7.1.22)			13,104.00	(34,787.24)	Lucerne insurance policies FY22
7/8/2021	7/8/2021		1540365 Marsh & McLennan-CL Package (7.1.21-7.1.22)			19,033.09	(53,820.33)	Lucerne insurance policies FY22
7/8/2021	7/8/2021		Global Teletherapy #5067 Jun 2021			207.00	(54,027.33)	SPED speech therapy services
7/8/2021	7/8/2021		Maxim Healthcare #E3225260679 May 2021			2,240.00	(56,267.33)	SPED case manager services
7/31/2021	7/31/2021		Head of School PEX Jul21			266.74	(56,534.07)	Office Supplies-\$146.59; Postage& Deliv-Educational-\$24.92; Postage& Deliv-Business-\$95.23
7/31/2021	7/31/2021		July Payroll (Jun accrual total for Monterey)		1,911.04		(54,623.03)	Monterey portion on Jun 2021 payroll accrual
8/5/2021	8/5/2021		San Bernardino County Superintendent of Schools (CALSTRS-JUL)			5,186.63	(59,809.66)	EE & ER STRS contribution Jul 2021
8/5/2021	8/5/2021		Ring Central #271681 - Telephones Jul 2021			206.97	(60,016.63)	Telephone services
8/23/2021	8/23/2021		Manual PR-S. Ramirez			1,055.26	(61,071.89)	Manual payroll - funds wired out of Pansophic account

Posted Dt.	Doc Dt.	Doc	Memo / Description	Dep: JNL	Debit	Credit	Balance	Comments
8/23/2021	8/23/2021		Manual PR-M. Lovell			1,172.50	(62,244.39)	Manual payroll - funds wired out of Pansophic account
8/23/2021	8/23/2021		Manual PR-M. Ibarrazea			971.50	(63,215.89)	Manual payroll - funds wired out of Pansophic account
8/23/2021	8/23/2021		Manual PR-R. Kapadia			1,036.90	(64,252.79)	Manual payroll - funds wired out of Pansophic account
8/23/2021	8/23/2021		Manual PR-T. Call			1,022.18	(65,274.97)	Manual payroll - funds wired out of Pansophic account
								Office Supplies-\$1,098.36; Conference-\$160.00; Postage& Deliv-Educational-\$55.90; Postage& Deliv-Business-\$55.23; Technology Equipment-Staff-\$360.62; Core Teaching/Student supplies-\$396.78
8/31/2021	8/31/2021		Head of School PEX Aug21			2,126.89	(67,401.86)	Teaching/Student supplies-\$396.78
9/2/2021	9/2/2021		Mutual of Omaha-Jul21			223.52	(67,625.38)	Life, AD&D, STD, LTD
9/3/2021	9/3/2021		CLA Audit Fees-FY21-1st Installment			2,625.00	(70,250.38)	FY21 Lucerne Audit Fees-1st Installment
9/3/2021	9/3/2021		Employment Development Dept #L2039438352			62.51	(70,312.89)	CA Employee State Disability payment-balance fr 2020
9/3/2021	9/3/2021		Document Tracking Services # 9235601 (07.15.21-07.15.22)			545.00	(70,857.89)	Single School District-Licence Agreement includes up to 5 documents
9/3/2021	9/3/2021		San Bernardino County Superintendent of Schools (CALSTRS-AUG)			8,311.29	(79,169.18)	EE & ER STRS contribution Aug 2021
9/9/2021	9/9/2021		SwiftReach Networks # 36147 (07.01.21-06.30.22) yr 2 of a 3 yr agreement			875.00	(80,044.18)	SwiftK 12 for PowerSchool-Unlimited Messaging & PDF Builder
9/9/2021	9/9/2021		Mutual of Omaha-Aug21			223.52	(80,267.70)	Life, AD&D, STD, LTD
9/17/2021	9/17/2021		Head of School Exp Report 09.10.21			435.76	(80,703.46)	Office Supplies-\$86.13; Other EE Benefits-\$250.00; Milage-\$92.63; Meals-\$7.00
9/30/2021	9/30/2021		Verizon # 9887180695 Aug 2021			80.22	(80,783.68)	Telephone services
								Office Supplies-\$126.44; Conference-\$90.00; Postage& Deliv-Educational-\$30.50; Postage& Deliv-Business-\$105.84; Technology Equipment-Staff-\$200.42; Core Teaching/Student supplies-\$53.15
9/30/2021	9/30/2021		Head of School PEX Sep21			606.35	(81,390.03)	supplies-\$53.15
10/7/2021	10/7/2021		Mutual of Omaha-Sep21			223.52	(81,613.55)	Life, AD&D, STD, LTD
10/8/2021	10/8/2021		San Bernardino County Superintendent of Schools (CALSTRS-SEP)			21,215.52	(102,829.07)	EE & ER STRS contribution Sep 2021
								Office Supplies-\$132.45; Postage& Deliv-Educational-\$20.34; Postage& Deliv-Business-\$135.99; Marketing-\$474.93; Mileage-\$130.53; Meals-\$12.90
10/1/2021	10/1/2021		Head of School Exp Report 07.23.21			907.14	(103,736.21)	\$135.99; Marketing-\$474.93; Mileage-\$130.53; Meals-\$12.90
10/28/2021	10/28/2021		Head of School Exp Report 10.28.21			183.15	(103,919.36)	Office Supplies-\$90.00; Mileage-\$85.45; Meals-\$7.70
								Access to EDJOIN website to post jobs, accept online applications, search EDJOIN applicant
10/1/2021	10/1/2021		N Strom PEX Aug21 (EDJOIN_1yr) (08.26.21-08.26.22)			1,200.00	(105,119.36)	bank
								Office Supplies-\$264.88; Postage& Deliv-Educational-\$301.99;Technology Equipment-Staff-\$276.19
10/31/2021	10/31/2021		Head of School PEX Oct21			843.06	(105,962.42)	\$276.19
10/1/2021	10/1/2021		Verizon # 9882844282 Jun 2021			80.22	(106,042.64)	Telephone services
10/1/2021	10/1/2021		Verizon # 9885009946 Jul 2021			80.22	(106,122.86)	Telephone services
10/1/2021	10/1/2021		Microtek (13 Staff Computers)			13,283.03	(119,405.89)	13 Staff Computers
11/4/2021	11/4/2021		Ring Central #283486 - Telephones Aug 2021			447.43	(119,853.32)	Telephone services
11/4/2021	11/4/2021		Presence Learning INV45480 Jun 2021			1,504.79	(121,358.11)	SPED services
11/4/2021	11/4/2021		Presence Learning INV46162 Aug 2021			2,439.50	(123,797.61)	SPED services
11/19/2021	11/19/2021		Blank Rome LLP # 1985890 Jul 2021			230.00	(124,027.61)	Legal services
11/19/2021	11/19/2021		Blank Rome LLP # 1991971 Aug 2021			3,121.50	(127,149.11)	Legal services
11/19/2021	11/19/2021		Ring Central # 295491 - Telephones Sep 2021			743.27	(127,892.38)	Telephone services
11/19/2021	11/19/2021		Blank Rome LLP # 1999134 Sep 2021			708.50	(128,600.88)	Legal services
11/1/2021	11/1/2021		Verizon # 9889361599 Sep 2021			320.22	(128,921.10)	Telephone services
11/11/2021	11/11/2021		San Bernardino County Superintendent of Schools (CALSTRS-OCT)			38,887.89	(167,808.99)	EE & ER STRS contribution Oct 2021
								Office Supplies-\$276.28; Conference-\$30.00; Postage& Deliv-Educational-\$356.52; Technology Equipment-Staff-\$237.16; Core Teaching/Student supplies-\$43.27; Student Assessments-\$1,293.12; Telephone-\$1,000.00
11/30/2021	11/30/2021		Head of School PEX Nov21			3,236.35	(171,045.34)	Assessments-\$1,293.12; Telephone-\$1,000.00
11/30/2021	11/30/2021		A.Mckune Expensify Nov 1-18 (Phone payoff to tsfr number)			116.64	(171,161.98)	Telephone services
12/3/2021	12/3/2021		San Bernardino County Superintendent of Schools (CALSTRS-NOV)			34,681.47	(205,843.45)	EE & ER STRS contribution Nov 2021
12/20/2021	12/20/2021		Global Teletherapy # 5375 Aug 2021			289.80	(206,133.25)	SPED speech therapy services
12/20/2021	12/20/2021		Global Teletherapy # 5445 Sep 2021			910.80	(207,044.05)	SPED speech therapy services
12/20/2021	12/20/2021		Ring Central # 308989 - Telephones Sep 2021			1,005.40	(208,049.45)	Telephone services
12/20/2021	12/20/2021		Global Teletherapy # 5609 Oct 2021			869.40	(208,918.85)	SPED speech therapy services
12/20/2021	12/20/2021		Blank Rome LLP # 2005778 Oct 2021			1,689.50	(210,608.35)	Legal services
12/20/2021	12/20/2021		CA Department of Justice # 546873 Oct 2021			49.00	(210,657.35)	Fingerprinting (reversed on 3.1.22)
12/20/2021	12/20/2021		Presence Learning INV46724 Sep 2021			5,235.76	(215,893.11)	SPED services
12/20/2021	12/20/2021		Mutual of Omaha-Oct			860.02	(216,753.13)	Life, AD&D, STD, LTD
12/20/2021	12/20/2021		Mutual of Omaha-Nov			1,475.59	(218,228.72)	Life, AD&D, STD, LTD
12/20/2021	12/20/2021		Mutual of Omaha-Dec			1,258.15	(219,486.87)	Life, AD&D, STD, LTD
12/20/2021	12/20/2021		Mutual of Omaha-Jan			1,440.95	(220,927.82)	Life, AD&D, STD, LTD
12/31/2021	12/31/2021		Verizon # 9891557720 Oct 2021			160.34	(221,088.16)	Telephone services
12/31/2021	12/31/2021		Verizon # 9893774607 Nov 2021			247.19	(221,335.35)	Telephone services
12/31/2021	12/31/2021		Head of School PEX Dec21			122.79	(221,458.14)	Telephone services
12/1/2021	12/1/2021		Microtek (6 Staff Computers + Misc Equip)			7,539.45	(228,997.59)	6 Staff Computers + Misc Equip
12/1/2021	12/1/2021		Microtek (2 Staff Computers + Misc Equip)			3,065.27	(232,062.86)	2 Staff Computers + Misc Equip
1/1/2022	1/1/2022		Microtek (3 Staff Computers + Misc Equip)			3,806.24	(235,869.10)	3 Staff Computers + Misc Equip
1/6/2022	1/6/2022		San Bernardino County Superintendent of Schools (CALSTRS-DEC)			36,498.50	(272,367.60)	EE & ER STRS contribution Dec 2021
1/6/2022	1/6/2022		Presence Learning INV47244 Oct 2021			6,884.10	(279,251.70)	SPED services
1/6/2022	1/6/2022		Berry SLP -November 2021			562.50	(279,814.20)	SPED speech therapy services
1/6/2022	1/6/2022		Ring Central #321533 - Telephones Nov 2021			1,000.66	(280,814.86)	Telephone services
1/6/2022	1/6/2022		The Stepping Stones Group #M0091716 Oct 2021			2,400.00	(283,214.86)	SPED Teacher services

Posted Dt.	Doc Dt.	Doc	Memo / Description	Dep: JNL	Debit	Credit	Balance	Comments
1/6/2022	1/6/2022		The Stepping Stones Group #M0088674 Oct 2021			2,113.60	(285,328.46)	SPED Teacher services
1/13/2022	1/13/2022		Presence Learning INV47840 Nov 2021			6,088.60	(291,417.06)	SPED services
1/20/2022	1/20/2022		FIT #34567 Aug 2021			25.85	(291,442.91)	USB Webcam w/ Microphone
1/20/2022	1/20/2022		The Stepping Stones Group #M0093755 Nov 2021			2,140.00	(293,582.91)	SPED Teacher services
1/20/2022	1/20/2022		Ring Central-Telephone_#334357 Dec 2021			985.48	(294,568.39)	Telephone services
1/21/2022	1/21/2022		CA Department of Justice # 540943 Sep 2021			196.00	(294,764.39)	Fingerprinting (reversed on 3.1.22)
1/12/2022	1/12/2022		College Business Park - CA Office Space - Deposit - 01.12.22			8,506.33	(303,270.72)	\$7k Deposit + Feb 2022 rent for new CA office space
2/1/2022	2/1/2022		Verizon # 9896014834 Dec 2021			160.24	(303,430.96)	Telephone services
2/1/2022	2/1/2022		Microtek (1 Staff Computer + Misc Equip)			1,537.64	(304,968.60)	1 Staff Computer + Misc Equip
2/9/2022	2/9/2022		San Bernardino County Superintendent of Schools (CALSTRS-JAN)			35,180.18	(340,148.78)	EE & ER STRS contribution Jan 2022
2/10/2022	2/10/2022		Berry SLP -December 2021			1,571.25	(341,720.03)	SPED speech therapy services
2/11/2022	2/11/2022		The Stepping Stones Group # M0095654 Nov 2021			1,400.00	(343,120.03)	SPED Teacher services
2/18/2022	2/18/2022		Global Teletherapy # 5748 Nov 2021			703.80	(343,823.83)	SPED speech therapy services
2/18/2022	2/18/2022		Marsh & McLennan (add school office location 2/1/22-7/1/22)			404.74	(344,228.57)	Lucerne insurance policies FY22 - add new school office
2/24/2022	2/24/2022		The Stepping Stones Group # M0097596 Dec 2021			2,720.00	(346,948.57)	SPED Teacher services
2/24/2022	2/24/2022		The Stepping Stones Group # M0098611 Dec 2021			1,360.00	(348,308.57)	SPED Teacher services
2/24/2022	2/24/2022		Presence Learning INV48454 Dec 2021			5,960.25	(354,268.82)	SPED services
2/10/2022	2/10/2022		CLA Audit Fees-FY21-2nd Installment			3,150.00	(357,418.82)	FY21 Lucerne Audit Fees-2nd Installment
2/1/2022	2/1/2022		Installment # 1 - 2020 SS ER Tax Deferral			1,094.21	(358,513.03)	Remit payment # 1 for 2020 ER FICA Tax Deferral
2/1/2022	2/1/2022		Head of School Expensify - Dec 2021			681.93	(359,194.96)	Postage & Deliv-Business-\$250.42; Postage & Deliv-Educational-\$205.77; Office Supplies-\$225.74
2/1/2022	2/1/2022		Head of School Expensify - Jan 2022			692.97	(359,887.93)	Office Supplies-\$28.64; Legal Fees-\$42.00; Tech Equip-Staff-\$266.94; Registration Fees-Conference-\$150; Phone-\$94.82; Postage & Deliv-Educational-\$110.57
2/28/2022	2/28/2022		Head of School Expensify - Feb 2022			6,340.74	(366,228.67)	Office Supplies-\$5,770.72; Mileage-\$250.67; Travel, Lodging, & Meals-\$293.95; Postage & Deliv-Business
2/28/2022	2/28/2022		Head of School Expensify - Feb 2022_b			760.13	(366,988.80)	Office Supplies-\$154.80; Registration Fees-Conference-\$50; Travel, Lodging, & Meals-\$432.52; Postage & Deliv-Educational-\$122.81
3/1/2022	3/1/2022		Rev CA Department of Justice # 546873 Oct 2021-not school cost		49.00		(366,939.80)	Reverse Fingerprinting cost from 12.20.21
3/1/2022	3/1/2022		Rev CA Department of Justice # 540943 Sep 2021-not school cost		196.00		(366,743.80)	Reverse Fingerprinting cost from 01.21.22
3/3/2022	3/3/2022		San Bernardino County Superintendent of Schools (CALSTRS-FEB)			35,180.18	(401,923.98)	EE & ER STRS contribution Feb 2022
3/10/2022	3/10/2022		Global Teletherapy # 5900 Dec 2021			538.20	(402,462.18)	SPED speech therapy services
3/10/2022	3/10/2022		Global Teletherapy # 6098 Jan 2022			869.40	(403,331.58)	SPED speech therapy services
3/10/2022	3/10/2022		The Stepping Stones Group #M0101060 - Dec 2021 / Jan 2022			1,360.00	(404,691.58)	SPED Teacher services
3/17/2022	3/17/2022		Presence Learning INV49261 - Jan 2022			5,766.65	(410,458.23)	SPED services
3/3/2022	3/3/2022		Clifton LarsonAllen # 3134660 (Audit-Final)			4,620.00	(415,078.23)	FY21 Lucerne Audit Fees-Final Installment
3/3/2022	3/3/2022		Mutual of Omaha-Feb			1,390.65	(416,468.88)	Life, AD&D, STD, LTD
3/3/2022	3/3/2022		Mutual of Omaha-Mar			1,254.29	(417,723.17)	Life, AD&D, STD, LTD
3/17/2022	3/17/2022		Ring Central #347245 - Telephones Jan 2022			1,006.71	(418,729.88)	Telephone services
3/17/2022	3/17/2022		Ring Central #360118 - Telephones Feb 2022			1,075.56	(419,805.44)	Telephone services
3/11/2022	3/11/2022		San Bernardino County(Qtrly Retirement Rptg-Apr21-Jun21)			125.00	(419,930.44)	Qtrly Retirement Reporting Fees (Apr21-Jun21)
3/11/2022	3/11/2022		San Bernardino County(Qtrly Retirement Rptg-Jul21-Dec21)			275.00	(420,205.44)	Qtrly Retirement Reporting Fees (Jul21-Dec21)
3/31/2022	3/31/2022		Verizon # 9898253494 Jan 2022			250.97	(420,456.41)	Telephone services
3/31/2022	3/31/2022		Verizon # 9900505332 Feb 2022			831.84	(421,288.25)	Telephone services
3/1/2022	3/1/2022		College Business Park - CA Office Space - Mar22 Rent			1,506.33	(422,794.58)	CA Office Space Rent
3/1/2022	3/1/2022		Head of School PEX - Feb22			50.00	(422,844.58)	Registration Fee - SPED Conference
3/31/2022	3/31/2022		Head of School Expensify - Mar22			2,481.40	(425,325.98)	Office Supplies - \$615.82; Registration Fee-Conference - \$80.00; Mileage, Parking & Tolls - \$249.70; Travel, Lodging, & Meals - \$707.45; Technology Services & Software - Business - \$157.40; Phone/Internet - \$271.81; Postage & Delivery-Business - \$221.20; Postage & Deliv-Educational - \$178.02

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8. Licensure

The Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials.

9. Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, the Employee acknowledges he/she is a child care custodian and is certifying that he/she has knowledge of California Penal Code section 11166 and will comply with its provisions.

10. Fingerprinting/TB Clearance

Fingerprint clearance for the Employee will be acquired through submitting the Employee's fingerprints to the California Department of Justice. The Employee will be required to assume the cost of all fees related to the fingerprinting process. The Employee will be required to submit evidence from a licensed physician and/or licensed entity that the Employee was found to be free from tuberculosis risk factors, or active tuberculosis, if risk factors were identified. Both clearances must be in place prior to the first day of service.

11. Conflicts of Interest

The Employee understands that, while employed at Virtual Prep, he/she will have access to confidential and proprietary information. The Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his/her employment with Virtual Prep.

12. Outside Professional Activities

Upon obtaining prior written approval of the Executive Director, the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. Virtual Prep shall in no way be responsible for any expenses attendant to the performance of such outside activities.



C. EMPLOYMENT AT-WILL

Virtual Prep may terminate this Agreement and the Employee's employment at any time with or without cause, with or without advance notice, and at Virtual Prep's sole and unreviewable discretion. Either party may immediately terminate this Agreement and the Employee's employment upon written notice to the other party.

The Employee also may be demoted or disciplined and the terms of his/her employment may be altered at any time, with or without cause, at the discretion of Virtual Prep. No one other than the Board has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the terms of this Agreement, and any such agreement must be in writing and must be signed by the Board and by the affected employee and must specifically state the intention to alter this "at-will" relationship.

In the event of charter revocation or non-renewal, all contractual obligations under this Agreement cease immediately upon the effective date of revocation or non-renewal.

D. GENERAL PROVISIONS

1. Waiver of Breach

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

2. Assignment

The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.

3. Governing Law

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

4. Partial Invalidity

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial



invalidity or unenforceability would defeat an essential business purpose of the Agreement.



E. ACCEPTANCE OF EMPLOYMENT

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with Virtual Prep on the terms specified herein.
2. All information I have provided to Virtual Prep related to my employment is true and accurate.
3. A copy of the job description is attached hereto.
4. This is the entire agreement between Virtual Prep and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: _____

Date: _____

Employee Name: _____

Virtual Prep Approval:

Date: _____

Delores Collins
President, Board of Directors

This Employment Agreement is subject to ratification and approval by the Governing Board of Virtual Prep.



Job Title: Registrar
Location: Virtual Prep
Status: Full-Time
Classification: Non-Exempt

Responsible for the accuracy, security, maintenance, confidentiality, and integrity of physical and electronic student records. The Registrar will frequently interact with staff, students, and external parties regarding student records content. In addition, the Registrar is responsible for observing and monitoring school and proper adhere to all reporting guidelines

Essential Duties and Responsibilities:

- Create and maintain student files in accordance with California laws and regulations
- Track receipt of student records and follow up with prior schools to obtain any missing documents
- Receive incoming student records and add to student files
- Receive requests for records for withdrawn students and prepare and send student files
- Upon receipt of records enter any needed student information into the Student Information System (SIS)
- Act as point of contact for all requests for student information from schools and county agencies, and collaborate with administrative team to prepare any information needed to respond to such requests
- Ensure completion of withdraw forms and process of student withdraws daily in the school Student Information System (SIS)
- Assist with all state reporting, including but not limited to CBEDS, P1, P2, and interim reports.
- Ensure students and staff are in the state testing system
- Track new enrollment approvals and inform school stakeholders of student start dates
- Establish and maintain a positive rapport with, students, parents, staff, school administration, and other stakeholders
- Maintain confidentiality concerning all student information and any professional matters
- Utilize effective time management
- Checking the transcript and the student enrollment documents to determine that:
 - Each student has an official transcript for grades transferred in
 - Transcripts have appropriate progression plans, signatures, and seals
 - All grades and courses are posted and up to date
 - State test scores are accurately portrayed in the school LMS
 - Posting correspondence, credit by exam, distance learning, and summer school grades to the external tool within the acceptable time frame, notify school counselors, and distribute copies
- Complying with procedures for the requesting and retrieval of grades for transfer students, the recording of these grades, and the distribution of grades to all appropriate school personnel involved in the data flow process.
- Communicate with parents as needed, which includes but is not limited to:



- Calling students and parents
- Emailing and texting students and parents
- Meeting students and parents in virtual setting
- Returning all communication ASAP but no longer than 24 business hours later Monday through Friday
- Communicate with teachers and administration as needed, which includes but is not limited to:
 - Calling and/or emailing teachers as needed
 - Returning phone calls/e-mails ASAP but no longer than 24 business hours later
 - Attending all in-person meetings as scheduled
 - Attending all staff meetings; attending and participating in all school trainings and meetings
 - Fulfilling all other duties as assigned
- **Requirements/Experience:**
 - Reside in the state of California and in the service area of the school.
 - Bachelor's degree, or equivalent
 - Strong knowledge of CALPADS, CEBDS, and CA State reporting process and guidelines
 - Ability to support and guide adults, as well as students
 - Strong written and verbal communication skills
 - Organization and time-management skills
 - Excellent writing and grammar skills
 - Flexible schedule
 - Proficiency in MS Excel, MS Word, and Outlook, PowerPoint and experience using them in a professional capacity

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Equal Employment Opportunity

It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely or in part on a person's race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender, gender identity, gender expression, medical condition (including cancer and genetic characteristics), genetic information, protected medical leaves, domestic violence victim status, political affiliation, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, or any other protected status except where a reasonable, bonafide occupational qualification exists.



EMPLOYEE	
Employee Name:	
Start Date:	
EMPLOYER	
Legal Name of Hiring Employer:	Elite Academic Academy – Adult Workforce Investment
Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Names Hiring Employer is "doing business as" (if applicable):	Virtual Preparatory Academy at Lucerne
Physical Address of Hiring Employer's Main Office:	8560 Aliento Rd. Lucerne Valley, CA 92356
Hiring Employer's Mailing Address (if different than above):	
Hiring Employer's Telephone Number:	(888) 885-0284
If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:	
Name	
Physical Address or Main Office	
Mailing Address	
Telephone Number	
WAGE INFORMATION	
Rate(s) of Pay:	
Overtime Rate(s) of Pay	
Rate by (check box)	<input checked="" type="checkbox"/> Hour <input type="checkbox"/> Shift <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Salary <input type="checkbox"/> Piece Rate <input type="checkbox"/> Commission <input type="checkbox"/> Other (provide specifics)
Does a written agreement exist providing the rate(s) of pay?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



If yes, are all rate(s) of pay and bases thereof contained in that written agreement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):	
(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)	
WORKERS' COMPENSATION	
Insurance Carrier's Name:	State Compensation Insurance Fund
Address:	P.O. Box 65005 Fresno, CA 93650
Telephone Number:	(888) 782-8338
Policy Number:	9277637
Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure:	N/A
PAID SICK LEAVE	
<p>Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee</p> <ol style="list-style-type: none"> May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year; May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and Has the right to file a complaint against an employer who retaliates or discriminates against an employee for: <ol style="list-style-type: none"> requesting or using accrued sick days; attempting to exercise the right to use accrued paid sick days; filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code; cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code. 	
<p>The following applies to the employee identified on this notice: (Check one box)</p> <ol style="list-style-type: none"> <input checked="" type="checkbox"/> Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave. <input type="checkbox"/> Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246. 	



- 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption)

ACKNOWLEDGEMENT OF RECEIPT

Employer Representative Name	Michelle Romaine
Employer Representative Signature	
Date	
Employee Name	
Employee Signature	
Date	

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.