

Program Checklist for 2018-19 Addison County PreK Contract Paperwork

Please return the below documents by July 2, 2018 (earlier is fine!) to:

MAUSD

Attn: Valli Audy

72 Munsill Ave, Suite 601

Bristol, VT 05443

Number of Copies	Paperwork
1	Completed and Signed Agreement pages 1-3
1	Current PreK staff list (Attachment A or CDD Staff Census)
1	2018-19 Program Calendar with 35 weeks of PreK clearly identified if different from school calendar
1	Sample tuition statement or annual contract provided to families showing how PreK tuition funds are applied
1 with all districts named	Current copy of your liability insurance naming <u>each</u> District as “additional insured” or “certificate holder” and listing minimum liability coverage and sexual misconduct/abuse endorsement Addison Central School District Addison Northwest School District Mount Abraham Unified School District
3	W-9 for <u>each</u> District Addison Central School District Addison Northwest School District Mount Abraham Unified School District

Mail to Individual Districts by July 2, 2018 (earlier is fine!):

Number of Copies	Paperwork
1 per child	PreK Applications & Residency Documentation for Enrolled Students

ACSD, Attn: Jill Many, 49 Charles Ave, Middlebury, VT 05753

ANWSD, Attn: Linda Douville, 11 Main St, Suite B100, Vergennes, VT 05491

MAUSD, Attn: Valli Audy, 72 Munsill Ave, Suite 601, Bristol, VT 05443

**Addison Central School District, Addison Northwest School District, and
Mount Abraham Unified School District
Publicly-Funded Prekindergarten Agreement
2018-2019**

Act 166 contemplates that Vermont public schools shall pay for Pre-kindergarten educational services at prequalified preschools for residents. Those services are to be provided pursuant to standards set forth in the statute and specified herein. This Agreement shall serve as the basis of the relationship between the Addison Central School District, Addison Northwest School District, and Mount Abraham Unified School District (hereafter District) and _____ (PreK Program Name) for the purpose of providing pre-kindergarten to children who are residents of the District.

ACSD: Bridport, Cornwall, Middlebury, Ripton, Salisbury, Shoreham, Weybridge
ANWSD: Addison, Ferrisburgh, Panton, Waltham, Vergennes
MAUSD: Bristol, Lincoln, Monkton, New Haven, Starksboro

1. Term:

The term of this Agreement is within the 2018-19 school year. There is no right of renewal. The Agreement shall be effective from the date signed by both parties until June 30, 2019 unless terminated in agreement with the specifications below.

2. PreK Program Contact Information:

PreK Program Name: _____

Mailing Address: _____

PreK Program Site Address (if different): _____

Email: _____

Telephone: _____

Fax: _____

Director/Owner/Contact: _____

Expulsion/Suspension Contact Person (if different): _____

Number of STARS & Points by Arena or NAEYC Accreditation Date: _____

Total STARS: _____

Families and communities: _____

Regulatory history: _____

Program practices: _____

Staff qualifications: _____

Program administration: _____

PreK Program Days/Hours: _____

Name of Licensed Teacher(s): _____ Endorsement Area(s): _____

License Number: _____

License Renewal Date: _____

3. Duties of the PreK Program:

The PreK Program agrees that it will maintain the standards/qualifications as identified in Act 166. While it is impossible to identify each and every responsibility, Exhibit A to this Agreement specifies many. PreK Program agrees to comply with the duties identified in Exhibit A.

The Pre-K Program shall indemnify and hold harmless the District, its employees, agents, directors, officers, member districts, and their successors and assigns from any and all claims, suits, damages, judgments and expenses arising from or related to, in whole or in part, the provision of Act 166 Pre-Kindergarten services or arising from or related to, in whole or in part, those duties and services identified in this Agreement.

4. Duties of the District:

The District agrees to provide state mandated prekindergarten compensation (\$3,267 per resident child for 10 hours/week over 35 weeks for 350 hours) to the PreK Program. The District will prorate tuition payments based on the weeks of the school calendar year for resident children who attend less than 10 hours each week over 35 weeks (350 hours/year).

The District will send agreed-upon funds to the PreK Program three times per school year each year unless otherwise agreed to by both parties according to the following schedule:

- a. Payment 1: September 21, 2018 at \$1027/child for weeks 1-11
- b. Payment 2: December 21, 2018 at \$1120/child for weeks 12-23
- c. Payment 3: April 19, 2019 at \$1120/child for weeks 24-35

The District shall additionally comply with those duties specified in Exhibit A, attached hereto.

5. Termination and Modification:

Either party for cause, stated in writing, may terminate this agreement at any time. Without limiting the foregoing, a material or substantial breach of terms of this contract shall constitute cause for termination.

Reflecting Publicly-Funded PreK's relatively new creation under Act 166, modifications to this agreement may be deemed necessary by either party in order to remain compliant with other state or federal laws, rules, policies, or regulations. At such times, either party may request modification of the agreement and terms will be renegotiated or contract may be terminated.

It will be the joint responsibility of the District and PreK Program to notify in writing families of children affected by the termination of this agreement.

6. Governing Law, Merger and Assignment:

This Agreement shall be governed by the laws of the State of Vermont and constitutes the entire agreement of the parties hereto with respect to the subject matter hereof, and shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. No written or verbal representations shall be considered in construing the terms of this Agreement.

The duties and responsibilities under this Agreement may not be assigned or delegated by either party without written consent of the other.

School District Name:
Addison Central School District
Authorized Agent Name: Caitlin Steele
Title: Director of Teaching and Learning
Signature: _____
Date: _____

School District Name:
Mount Abraham Unified School District
Authorized Agent Name: Susan Bruhl
Title: Director of Student Support Services
Signature: _____
Date: _____

School District Name:
Addison Northwest School District
Authorized Agent Name: Kara Griswold
Title: Director of Instructional Support Services
Signature: _____
Date: _____

PreK Program Name:

Director or Designee Name:

Title: _____
Signature: _____
Date: _____

Please return your completed and signed agreement to MAUSD by **July 2, 2018 with:**

- **Completed and Signed Agreement pages 1-3**
- **Current PreK staff list (Attachment A or CDD Staff Census)**
- **2018-19 Program Calendar with 35 weeks of PreK clearly identified if different from school calendar**
- **Sample tuition statement or annual contract provided to families showing how PreK tuition funds are applied**
- **Current copy of your liability insurance naming each District as “additional insured” or “certificate holder” and listing minimum coverage amounts (Addison Central School District, Addison Northwest School District, and Mount Abraham Unified School District)**
- **W-9 for each District**

Mailed to Individual Districts by **July 2, 2018:**

- **PreK Applications & Residency Documentation for Enrolled Students**

Exhibit A

Act 166 sets forth explicitly and by reference standards for Prekindergarten education. PreK Programs are additionally expected to comply with STARS quality rating systems and CDD Child Care Licensing Regulations which may provide additional detail regarding the requirements below. For the 2018-2019 contract year, the PreK Program and District are expected to comply with the following standards, procedures and rules for payment of public funds.

Duties of the PreK Program:

- Adhere to all applicable federal and state laws and regulations, including but not limited to, Part B of the Individuals with Disabilities in Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act of 1964;
- Maintain and renew prequalification status with the appropriate State agencies;
- The PreK Program certifies that all individuals regularly present at the PreK program, including regular volunteers, have received state and national fingerprint-supported criminal record checks. The PreK Program certifies that the following statements regarding criminal record checks are accurate and true. PreK Program further certifies that the District will be contacted within 5 days to update or amend the assurances and information below:
 - All PreK Program employees, volunteers, and other individuals regularly present at the PreK program have completed state and national fingerprint-supported criminal background checks through the Child Development Division in accordance with Child Care Licensing Regulations (see section 7.2 *Background Checks and Appropriate Clearances*).
 - The Districts have a full and complete list of all individuals who are regularly present at the PreK program (Attachment A or the CDD Staff Census).
 - If new staff/volunteers are hired, a fingerprint-supported background check will be conducted prior to working with children in accordance with Child Care Licensing Regulations.
 - No individual who is prohibited as a result of background checks by CDD Child Care Licensing Regulations (7.2.6) or who has not been fingerprinted by the CDD shall be employed at or be allowed unsupervised access to children at the PreK Program.
- Maintain NAEYC accreditation; or maintain at least four stars in the DCF STARS system with a plan to get to at least two points in each arena; or maintain three stars in the STARS system with a plan, approved by the Commissioner of Children and Families and the Secretary of Education to achieve four or more stars with at least two points in each of the five arenas in no more than three years and meet all intermediate milestones;
- Implement a developmentally appropriate curriculum that is aligned with and reflective of all domains within the Vermont Early Learning Standards (VELS);
- Provide prekindergarten education for a minimum of 10 hours each week for thirty-five weeks (350 hours annually) for each enrolled child within the academic year;
- Complete reports for enrollment, attendance, child assessment, costs of prekindergarten education, finances and other areas as required by state law or requested by Agency of Education or Districts;
- Participate in training which may be required of prequalified PreK programs in general, or specifically by a District;
- Participate in the state approved prekindergarten education monitoring system;
- Use Teaching Strategies GOLD to collect documentation and evaluate children's progress at least twice per year, meet checkpoint deadlines and report the results of those assessments to the District and the Agency of Education by no later than June 30th of each year;
- Provide parents or guardians with a report of their child's developmental progress at least twice per year, and offer families at least two opportunities per year to meet with the teacher;
- Provide opportunities for effective parental involvement and participation;
- Allow school district and related service providers to work with students within the classroom setting, when reasonable or appropriate;

- Permit on-site visits, announced and unannounced, by representatives from the Agency of Education and the Agency of Human Services, and from District staff;
- Report any changes that could affect the program's status as a prequalified prekindergarten education program to the Agency of Education and District within 5 days of that change (examples include: losing a licensed teacher, change in STARS rating, proven or alleged licensing violations);
- Provide assurances to Districts of prequalification information such as program licensure, teacher licensure, staff background checks, STARS rating, or other documentation in the event of concerns and by request;
- Accept students without discrimination based on gender, race, nationality, disability, economic status, religion, or parental marital status;
- Verify child's legal name and age eligibility for PreK as listed on the parent applications using birth certificate, immunization records, insurance card, or other reasonable documentation of child name and age (children must be aged three on or before September 1, 2018 and not yet aged five or older on September 1, 2018). Programs may not prevent or discourage a child from enrolling in or attending PreK because he or she lacks a birth certificate or has records that indicate a foreign place of birth, such as a foreign birth certificate;
- Apply all of the prekindergarten funding provided by the District for 10 hours each week for 35 weeks (350 hours annually) of prekindergarten services as full tuition for those hours for each enrolled child;
- Notify the District when a child has been absent from PreK for an average of one PreK day/week over the course of two months, communicate in writing to the family that they risk the loss of PreK funding, and where necessary develop a plan with the family and District for attendance and tuition payment;
- Notify the District when a child has been absent from PreK for more than 2 consecutive weeks or for 3 weeks over the course of the school year and inform the family that they may not be eligible for PreK tuition funding for subsequent weeks of absence;
- Notify enrolled families in writing which weeks, days, and/or hours of PreK attendance are funded by the District (i.e. on a tuition statement and/or program calendar). Programs may designate alternate weeks of PreK than those designated by the District, providing that the total amount of PreK is at least 10 hours/week for 35 weeks, and understanding that payment will be made based on a school year calendar. Programs must provide a sample copy of their PreK calendar and tuition statements/annual contracts with families to the District if the weeks of PreK are different from the weeks of payment (see Addendum);
- Provide parents of eligible children information regarding this agreement and its purpose as well as enrollment, residency, and release forms in order to permit information sharing about the child between the program and schools (including TSG data, attendance, demographic data, and kindergarten transition information);
- Maintain and share with the District all academic and attendance records which the District deems appropriate for administration of Act 166 programs;
- Purchase and maintain a comprehensive general liability policy of insurance to provide coverage for the Pre-Kindergarten program, including sexual misconduct/molestation coverage, with each District identified as an additional insured under the policy. A certificate of insurance must be provided with this Agreement. As specified in CDD Licensing Regulations (2.3.8.5 *Insurance Coverage*), the liability limits of such insurance shall be of a reasonable amount for the PreK program's own protection and for the protection of children attending the PreK program.
 - The minimum coverage amounts are:
 - General Liability coverage in the amount of \$1,000,000 each occurrence; \$2,000,000 general aggregate;
 - Sexual misconduct/molestation coverage endorsements at a recommended minimum of \$1,000,000 occurrence/aggregate for commercial providers and then \$100,000 occurrence/\$300,000 aggregate for home providers.
- Purchase and maintain statutory worker's compensation insurance for all employees unless none is needed as a result of self-employment;
- Regularly attend the Addison County PreK Partnership meetings;

- Using the Addison County Exit Form/process, notify District immediately if a child terminates or changes enrollment status (i.e. moves residences, leaves the PreK Program);
- Expulsion and Suspension Requirements:
 - The PreK program has designated a Point of Contact to report information to the District Point of Contact whenever a child is:
 - i. Requested to permanently leave (expulsion) a PreK program, or
 - ii. Removed from a PreK program (suspension) due to behavioral or disciplinary reasons, for 2 or more hours per week, whether within the program in a specified, supervised location (i.e. the office) or off of the premises.
 - The PreK Program Point of Contact will complete and submit the approved [*PreK Suspension and Expulsion Incident Report*](#) to the District of child's school of enrollment within 5 school calendar days from the date of incident. (See: <http://education.vermont.gov/sites/aoe/files/documents/edu-prekindergarten-suspension-expulsion-incident-report.pdf>).
 - Further, if the child is on an IEP and receiving special education services, the PreK program must also contact the District early childhood special education staff and/or director of student support services.
 - Suspensions of a PreK child, whether in-program or off the premises, shall not affect tuition payments for that child under Act 166. Expulsion of a PreK child shall cease tuition payments for that child effective from the date of expulsion.
 - The PreK Program is further responsible for fully complying with Child Development Department's (CDD) expulsion criteria as defined in Childcare Licensing Regulations 6.2.8.4 (1)(2)(3): *"The licensee shall support continuity of care and education. In the event that a child's continued enrollment is at risk the following shall apply: 1) consult with child's parents, 2) provide parents written notice at least five days prior to expulsion, 3) when child is expelled, a full copy of child's file must be provided to family and documentation retained by program."*;
- Meet all required deadlines specified for providing records, including those for academic standards and instructional standards, student attendance and billing (see the Addison County Regional Publicly-Funded PreK Timeline for details of attendance and invoicing dates and TS Gold checkpoints);
- Comply with any other reasonable request from the District.

Duties of the District:

- Inform parents of the availability of early education services;
- Provide a representative to participate in Addison County PreK Partnership meetings. Each school district will host one Addison County PreK Partnership meeting per year;
- Send the full amount of the agreed-upon tuition funding to the prequalified PreK Program the family designates to receive the tuition funds even if the child is enrolled in more than one prequalified PreK Program;
- Identify a District liaison who will maintain communication with the PreK Program throughout the terms of this contract to ensure that both parties abide by its terms;
- Inform staff of the PreK Program about relevant professional development opportunities sponsored by the District and invite their attendance at such. Additional fees may be incurred by the PreK Program for participation in such events;
- Consider requests for additional services (beyond what the PreK Program must maintain for pre-qualified status) to support the development and learning of enrolled children and negotiate any additional fees for such services (i.e. professional development, space, etc.);
- Assess referred children for special needs as warranted and provide special education services in accordance with the child's Individualized Education Plan and within District boundaries.
- Notify the PreK Program prior to reducing or removing tuition funding due to repeated or extended periods of child absence;
- Expulsion and Suspension Requirements:

- The District and school of enrollment designates the below point of contact for submitting PreK suspension and expulsion forms. The SU/SD will complete notification within the Combined Incident Reporting Software (CIRS) system and include incidents involving PreK students in its reports as required by state and federal statutes.

ACSD: Caitlin Steele, csteele@acsdt.org, 49 Charles Ave, Middlebury, VT 05753

ANWSD: Kara Griswold, kgriswold@anwsd.org, 11 Main St, Suite B100, Vergennes, VT 05491

MAUSD: Susan Bruhl, sbruhl@anesu.org, 72 Munsill Ave, Suite 601, Bristol, VT 05443

- Further, if a PreK child on an IEP and receiving special education services is suspended or expelled for more than 10 days (consecutive or cumulative) the LEA will convene a manifestation determination hearing to determine if the removal is considered change of placement for the child. A meeting of the child's IEP team is required to determine appropriate services and placement.
- Comply with Child Care Licensing Regulations related to partner staff at the PreK Program when District staff are present:
 - By providing to the PreK Program the following information about partner staff: name, date of birth, home address, and telephone number and a signed statement verifying understanding of legal requirement to report suspected child abuse or neglect (3.4.5.3);
 - By not disclosing or permitting the use of any information regarding an individual child or family to any individual unless parent permission is specifically granted (3.8);
 - By complying with PreK Program guidelines for signing out children or not being unsupervised with children (6.2.1.7);
 - By not attending the PreK Program when they are incapacitated by illness, extreme fatigue or any condition that limits their ability to safely work with children until their condition is improved and by following the exclusion policies as set forth in the regulations related to contagious illness (7.1.1);
- Utilize TS Gold assessment data as needed, including for systems planning, kindergarten transition, and curricular and professional development decisions. Access to the data will be available as needed on both an aggregate and individual child basis to employees of the Districts.

ATTACHMENT B: Addison County Regional Publicly-Funded PreK Timeline 2018-19

March 1, 2018: PreK Applications available to families: Please make PreK Applications available to families as part of your regular enrollment paperwork as early as possible. PreK paperwork may be returned to the district as early as desired. Programs may modify the due date of the application to ensure that all forms are returned to them promptly.

July 2, 2018: Contracts and PreK Applications DUE to Districts

Forms may be completed earlier. Complete the following forms and return them to the District:

- Publicly-Funded PreK Contract
- Copy of your program's liability insurance coverage naming the SU as "additional insured" or "certificate holder"
- PreK Staff List (Attachment A or CDD Staff Census)
- 2018-19 Program calendar with 35 weeks of PreK clearly identified
- Sample tuition statement or annual contract provided to families showing how PreK tuition is applied
- W-9
- Parent Application(s) for District resident children with supporting residency documents & Household Income

PreK Programs should review PreK Applications for errors and to ensure all required documentation is there before submitting them, as this will save substantial time. Publicly funded preschool enrollment forms include:

- Publicly-funded PreK Application
- Proof of residence, including copies of the relevant documents proving residency (see application form)
- Household Income Form (optional, but encouraged - if available)

Addison County Districts will accept new PreK programs and newly enrolled children on a rolling basis; however, to ensure timely payment, Contracts and PreK Applications should be signed and submitted by July 2, 2018. Pre-K Programs should plan ahead to receive or renew prequalification status as needed.

Forms may be mailed, faxed, or delivered in-person to the District's Central Office. Contact information is at the end of this document. Please do not email confidential student information.

August 15, 2018: List of approved PreK applications

District staff will provide a list of approved PreK applications/enrolled children to each PreK Program via Google Docs. Families will also receive a letter notifying them of PreK enrollment and additional information if needed. District staff will also notify families and PreK Programs of incomplete or rejected PreK Application paperwork and steps to be taken to complete enrollment. Follow-up by the PreK Program may be needed to ensure timely completion of applications.

August 29, 2018: Enrollment Confirmation and Invoice DUE from providers to SU central offices

1. Confirmation of enrolled PreK Students (crosschecked with approval list above)
2. First Invoice for weeks 1-11 @ \$1027/child*

*Please note that enrolled PreK students must have a completed PreK Application and residency documentation approved by the District in order to be included on the first invoice payment. Children who have not completed the PreK Application by this date will receive the first payment amount included in the second invoice payment for the weeks that were not paid in this invoice. The amount will be prorated as needed based on enrollment completion. This year's weekly prorated tuition amount is \$93.34/week (see Attachment C).

September 5, 2018: Regional Pre-K Partnership Meeting #1 3:30-5pm– Hosted by Addison Central SD in Middlebury

September 21, 2018: First tuition payment cut to PreK programs from Districts (\$1027/child)

September 28, 2018: First Attendance DUE from providers to SD central offices

November 7, 2018: Regional Pre-K Partnership Meeting #2 3:30-5pm– Hosted by Mount Abraham SD in Bristol

November 30, 2018: Attendance and Invoices DUE from providers to SD central offices

1. Second attendance for all Addison County PreK students
2. Second Invoice for weeks 12-23 @ \$1120/child

Estimated December 3, 2018: TS Gold Fall Checkpoint

Please plan to finalize your fall checkpoints by around this date (or earlier). Final dates will be set to align with the Agency of Education Fall Checkpoint schedule. A final report will be run for Districts by the Universal PreK Coordinator.

December 21, 2018: Second tuition payment cut to PreK programs from Districts (\$1120/child)

February 6, 2019: Regional Pre-K Partnership Meeting #3 3:30-5pm– Hosted by Addison Northwest SD in Vergennes

March 22, 2019: Attendance and Invoices DUE from providers to SD central offices

1. Third attendance for all Addison County PreK students
2. Third Invoice for weeks 24-35@ \$1120/child

April 3, 2019: Regional Pre-K Partnership Meeting #4 3:30-5pm– Hosted by Addison Central SD in Middlebury

April 19, 2019: Third tuition payment cut to PreK programs from Districts (\$1120/child)

Estimated June 7, 2019 (*subject to change depending on last day of school): TS Gold Spring checkpoint

Please plan to finalize your spring checkpoints by around this date (or earlier). Final dates will be set to align with the Agency of Education Fall Checkpoint schedule.

June 7, 2019 (*subject to change depending on last day of school): DUE from providers to SD central offices (Failure to submit final paperwork may affect future contracts)

1. Final attendance for all Addison County PreK students
2. Reconciliation payments as needed

***** Regional Pre-K Partnership meeting participation is expected; please contact Meg Baker if you are unable to attend.**

Paperwork may be mailed, faxed, or scanned and emailed directly to the Districts. Please be sensitive to emailing confidential student information such as birth dates, addresses, or other identifying information.

ACSD: Bridport, Cornwall, Middlebury, Ripton, Salisbury, Shoreham, Weybridge
Addison Central SD, Attn Jill Many, 49 Charles St, Middlebury, VT 05753
Jill Many: jmany@acsdtvt.org
Phone: 382-1274
Fax: 802-388-0024, Attn Jill Many

ANWSD: Addison, Ferrisburgh, Panton, Waltham, Vergennes
Addison Northwest SD, Attn Linda Douville, 11 Main St, Suite B100, Vergennes, VT 05491
Linda Douville: ldouville@anwsd.org
Phone: 877-3332 x 114
Fax: 802-877-3628, Attn Linda Douville

MAUSD: Bristol, Lincoln, Monkton, New Haven, Starksboro
Addison Northeast SU, Attn Valli Audy, 72 Munsill Ave #601, Bristol, VT 05443
Valli Audy: vaudy@anesu.org
Phone: 453-3657
Fax: 802-453-2029, Attn Valli Audy

ATTACHMENT C: Anticipated 2018-19 PreK Weekly Tuition Payments

Week #	Start Date	End Date	Weekly Tuition	Running Total	Amt Remaining	Payment Date
N/A	8/29/2018	9/1/2018	\$0.00	\$0.00	\$3,267.00	
1	9/3/2018	9/7/2018	\$93.34	\$93.34	\$3,267.00	
2	9/10/2018	9/14/2018	\$93.34	\$186.68	\$3,173.66	9/21/18
3	9/17/2018	9/21/2018	\$93.34	\$280.02	\$3,080.32	wks 1-11: \$1027
4	9/24/2018	9/28/2018	\$93.34	\$373.36	\$2,986.98	
5	10/1/2018	10/5/2018	\$93.34	\$466.70	\$2,893.64	
6	10/8/2018	10/12/2018	\$93.34	\$560.04	\$2,800.30	
7	10/15/2018	10/19/2018	\$93.34	\$653.38	\$2,706.96	
8	10/22/2018	10/26/2018	\$93.34	\$746.72	\$2,613.62	
9	10/29/2018	11/2/2018	\$93.34	\$840.06	\$2,520.28	
10	11/5/2018	11/9/2018	\$93.34	\$933.40	\$2,426.94	
11	11/12/2018	11/16/2018	\$93.34	\$1,026.74	\$2,333.60	
N/A	11/19/2018	11/23/2018	\$0.00	\$1,026.74	\$2,240.26	
12	11/26/2018	11/30/2018	\$93.34	\$1,120.08	\$2,240.26	
13	12/3/2018	12/7/2018	\$93.34	\$1,213.42	\$2,146.92	
14	12/10/2018	12/14/2018	\$93.34	\$1,306.76	\$2,053.58	12/21/18
15	12/17/2018	12/21/2018	\$93.34	\$1,400.10	\$1,960.24	wks 12-23: \$1120
N/A	12/24/2018	12/28/2018	\$0.00	\$1,400.10	\$1,866.90	
N/A	12/31/2018	1/4/2019	\$0.00	\$1,400.10	\$1,866.90	
16	1/7/2019	1/11/2019	\$93.34	\$1,493.44	\$1,866.90	
17	1/14/2019	1/18/2019	\$93.34	\$1,586.78	\$1,773.56	
18	1/21/2019	1/25/2019	\$93.34	\$1,680.12	\$1,680.22	
19	1/28/2019	2/1/2019	\$93.34	\$1,773.46	\$1,586.88	
20	2/4/2019	2/8/2019	\$93.34	\$1,866.80	\$1,493.54	
21	2/11/2019	2/15/2019	\$93.34	\$1,960.14	\$1,400.20	
N/A	2/18/2019	2/22/2019	\$0.00	\$1,960.14	\$1,306.86	
22	2/25/2019	3/1/2019	\$93.34	\$2,053.48	\$1,306.86	
23	3/4/2019	3/8/2019	\$93.34	\$2,146.82	\$1,213.52	
24	3/11/2019	3/15/2019	\$93.34	\$2,240.16	\$1,120.18	
25	3/18/2019	3/22/2019	\$93.34	\$2,333.50	\$1,026.84	
26	3/25/2019	3/29/2019	\$93.35	\$2,426.85	\$933.50	
27	4/1/2019	4/5/2019	\$93.35	\$2,520.20	\$840.15	
28	4/8/2019	4/12/2019	\$93.35	\$2,613.55	\$746.80	4/19/18
29	4/15/2019	4/19/2019	\$93.35	\$2,706.90	\$653.45	wks 24-35: \$1120
N/A	4/22/2019	4/26/2019	\$0.00	\$2,706.90	\$560.10	
30	4/29/2019	5/3/2019	\$93.35	\$2,800.25	\$560.10	
31	5/6/2019	5/10/2019	\$93.35	\$2,893.60	\$466.75	
32	5/13/2019	5/17/2019	\$93.35	\$2,986.95	\$373.40	
33	5/20/2019	5/24/2019	\$93.35	\$3,080.30	\$280.05	
34	5/27/2019	5/31/2019	\$93.35	\$3,173.65	\$186.70	
35	6/3/2019	6/7/2019	\$93.35	\$3,267.00	\$93.35	

N/A	6/10/2019	6/14/2019	\$0.00	\$3267.00	\$0	
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