

Serving Fremont, Chaffee and Custer Counties
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Bryana Marsicano, Chief Executive Officer

**Starpoint
Board of Directors Meeting
February 24th, 2022 at 6:00 PM**

Held at the Starpoint Admin Building and via Zoom
<https://us02web.zoom.us/j/910123456789>

Meeting ID: 268 825 6018
Passcode: 222222

Meeting Agenda

- **Call to Order** **Board President**
- **Introduction of Guests and Public Comments** **Board President**
- **Action Item – Review and acceptance of
January Meeting Minutes** **Secretary**
- **Report – Financials and Financial Report** **Colette Martin**
- **Report – Chief Executive Officer Report and Updates** **Bryana Marsicano**
- **Report - Early Head Start – Board Report** **Sadie Swisher**
- **Action Item – Review and Approval of updated EHS
Policies and procedures** **Sadie Swisher**
- **Action Item – Approval of Potential EHS Manager** **Bryana Marsicano**
- **Adjourn** **Board President**

STARPOINT

Enriching Lives Realizing Dreams

STARPOINT
BOARD OF DIRECTORS MEETING
Thursday, January 20, 2022

Board Chairperson, Danielle Frost called the regular Starpoint Board of Directors meeting to order at 6:00 PM. Those in attendance and constituting a quorum were:

Fremont County Board members present Janet Trujillo, Linda Bay, Jake Francis, Mitch McCartney, and Amy Schmisser.

Chaffee County board members present: Dustin Hughes, and Danielle Frost.

Others present in person: Bryana Marsicano, Jody Berg, Kathy Kennedy, Sadie Swisher, Colette Martin, and Jami Roy. Laura Gardner, legal counsel to the board.

INTRODUCTION OF GUESTS AND PUBLIC COMMENTS

Janie Allen, parent of someone who receives services.

Dave Studebaker, Auditor Eide Bailly.

MINUTES OF THE PREVIOUS MEETING

MOTION by Jake Francis:

Move to approve the minutes of the December 9, 2021 meeting as presented.

Seconded by Mitch McCartney and carried without dissent.

FINANCIALS

Dave Studebaker, Auditor from Eide Bailly, presented the Board with a draft of the independent 2020 audit. He reviewed consolidated financial statements and federal awards and reports in accordance with the uniform guidance.

Dave reviewed three findings with the Board:

Preparation of Financial Statements

Lack of Timely Reconciliation of Operating Bank Accounts

Material Audit Adjustments

MOTION by Janet Trujillo:

Move to approve the 2020 independent audit presented by Eide Bailly with corrected Early Head Start Heading.

Seconded by Mitch McCartney and carried without dissent.

Colette Martin explained to the Board about a glitch in our accounting software Great Plains. This problem has caused a problem with getting financials to report. She also reported that we have received forgiveness on the 1.89 million PPP loan we received. She requested that in the near future the Board has a discussion on a CD ladder. She reported that Medicaid billing is up to date but we are behind on the EHS grant.

CHIEF EXECUTIVE OFFICER REPORT AND PROGRAM UPDATES January 2022

Bryana reviewed the report she provided the board covering the following:

1. Legislative Updates

Byrana Marsicano has been appointed by Alec Garnett, Speaker of the Colorado House of Representatives, as a representative to the Medicaid Provider Rate Review Advisory Committee. This will allow a rural voice to the Medicaid Provider rates and make critical connections as we move toward Conflict Free Case Management and Rural Provider sustainability.

2. COVID Updates

3. LEC Building Sale

4. Starpoint Program Updates

A. Finance

B. Human Resources

C. Case Management SEP and CCB

D. Fremont Adult Services

E. Chaffee Adult Services

F. Children and Family Services

Bryana discussed Brenda Aguirre's retirement as an opportunity to make changes to the children's services organizational structure. The new structure will consist of an Early Head Start Manager, Family Center Manager and Childcare Manager. These are all positions that we already had established, but will allow for them to have more insight and control over their programs and budgets. Sadie Swisher, the current Early Head Start Health and Safety Manager, will step in as interim Director until interviews and selection can be made for the position.

G. Early Intervention

After 16 years with Starpoint, Jody has accepted a new Early Intervention position at the State of Colorado and her last day at Starpoint will be February 3rd.

H. Starpoint Foundation

Sadie Swisher reviewed the EHS Board Report for November 2021 and December 2021.

ADJOURNED

Chairperson, Danielle Frost adjourned the regular Starpoint Board of Directors meeting at 7:00 PM.

The next meeting will be on February 24, 2022.



Annette Nimmo, Board Secretary

**Starpoint
December 2021
Financials**

Statement of Financial Position

Assets

Cash decreased from the prior period due, in large part, to payments for the PPP loan (\$757K). (Funds that were refunded in early February 2022.)

Receivables are higher than the prior period due to the pending payment request to the EHS program for the 2021-2022 services and other grant receivables for various programs (EI, CBCAP, CCR, etc.).

Liabilities

Notes Payable is the PPP loan. As noted in prior meetings, this loan was forgiven by the Small Business Administration, and the loan payments + interest were refunded to our US Bank Account in February 2022.

Statement of Operations

Revenues

Fees and grants are higher than budget. This includes EHS revenues accrued for the EHS 2021 funding period. Fees also likely include funds that were previously attributed to Residential Fees and Tuition and/or Other Revenue. Overall revenues are tracking higher than budgeted.

Expenses

Most items are tracking to budget or are expected given the circumstances. For instance, Salaries and Wages are lower than budgeted due to open positions. Other expenses are higher than budget and include a EHS expense called the Childcare Allocation. Staff who provide services from SPIN are allocated to the EHS program as an Other Expense rather than as Salaries and Wages.

Bank Balances

The Bank Balances reflect a positive change in total balances available for Starpoint.

STARPOINT
Statement of Operations
As of 12/31/2021

| | YTD Actual | YTD Budget | YTD Budget Variance | YTD Prior Year | YTD Prior Year Variance |
|---|------------------|------------------|------------------------|-------------------|----------------------------|
| REVENUE AND SUPPORT | | | | | |
| Medicaid Funding | 3,435,805 | 3,877,740 | 441,935 | 3,546,892 | 111,087 |
| Fees and Grants | 2,541,318 | 1,515,744 | (1,025,574) | 1,554,944 | (986,374) |
| Donations | 4,335 | 70,512 | 66,177 | 40,434 | 36,099 |
| In-Kind Donations | 157,758 | 121,734 | (36,024) | (167,056) | (324,814) |
| Restricted Donations | | | | 5,000 | 5,000 |
| Residential Fees and Tuition | 160,580 | 390,036 | 229,456 | 386,314 | 225,734 |
| Other Revenue | 149,730 | 450,072 | 300,342 | 522,292 | 372,562 |
| TOTAL REVENUE AND SUPPORT | 6,449,525 | 6,425,838 | (23,687) | 5,888,819 | (560,706) |
| EXPENSES | | | | | |
| Salaries and Benefits | 3,754,594 | 4,564,068 | 809,474 | 4,181,289 | 426,695 |
| Supplies and Food | 156,167 | 262,116 | 105,949 | 172,825 | 16,658 |
| Purchased Services | 651,270 | 734,322 | 83,052 | 630,886 | (20,384) |
| Tuition and Fees | 112 | 3,588 | 3,476 | 908 | 796 |
| Minor Equipment | 18,656 | 18,270 | (386) | 68,386 | 49,731 |
| Repairs and Maintenance | 94,759 | 101,520 | 6,761 | 85,567 | (9,193) |
| Insurance | 5,920 | 62,046 | 56,126 | 44,045 | 38,126 |
| Utilities | 113,762 | 147,558 | 33,796 | 134,852 | 21,089 |
| Leases | 23,381 | 37,548 | 14,167 | 29,913 | 6,532 |
| Travel | 38,355 | 60,798 | 22,443 | 26,643 | (11,712) |
| Education and Conferences | 25,476 | 55,464 | 29,988 | 35,575 | 10,099 |
| Communications | 10,842 | 6,000 | (4,842) | 98 | (10,744) |
| Subscriptions and Dues | 35,777 | 52,248 | 16,471 | 51,169 | 15,392 |
| In-Kind Donations | 157,758 | 121,734 | (36,024) | (167,056) | (324,814) |
| Other | 232,925 | 104,502 | (128,423) | 139,855 | (93,070) |
| Operating Expenses less Depreciation | 5,319,753 | 6,331,782 | 1,012,029 | 5,434,955 | 115,201 |
| EBIDA | 1,129,772 | 94,056 | (1,035,716) | 453,865 | (675,907) |
| Depreciation | | 82,752 | 82,752 | 1,830 | 1,830 |
| Interest (Expense) | 30,284 | | (30,284) | | (30,284) |
| TOAL EXPENSES | 5,350,037 | 6,414,534 | 1,064,497 | 5,436,785 | 86,747 |
| CHANGE IN NET ASSETS | 1,099,488 | 11,304 | (1,088,184) | 452,035 | (647,453) |

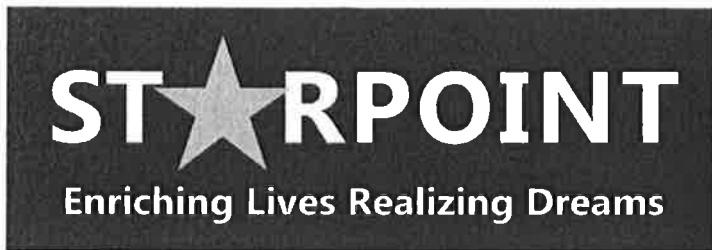
STARPOINT
Statement of Financial Position
Friday, December 31, 2021

| | Current Month December 2021 | Prior Month November 2021 | Prior Year End June 2021 |
|---|---------------------------------------|-------------------------------------|------------------------------------|
| ASSETS | | | |
| CURRENT ASSETS: | | | |
| Cash and Investments | | | |
| Cash | \$2,461,941 | \$3,348,725 | \$4,350,807 |
| Investments | | | |
| Total Cash and Investments | 2,461,941 | 3,348,725 | 4,350,807 |
| Receivables | | | |
| Client Receivables | 3,274,162 | 1,237,724 | 1,263,771 |
| Other Receivables | (15,398) | (16,157) | 75,974 |
| Total Receivables | 3,258,764 | 1,221,567 | 1,339,745 |
| Other Current Assets | | | |
| Restricted Cash | 773,562 | 751,823 | 272,721 |
| Prepaid Expenses | 560,791 | 477,566 | 297,780 |
| Total Other Current Assets | 1,334,353 | 1,229,389 | 570,501 |
| Total Current Assets | 7,055,058 | 5,799,681 | 6,261,053 |
| OTHER ASSETS: | | | |
| Property and Equipment, Net | | | |
| Property and Equipment | 7,276,694 | 7,276,694 | 7,253,447 |
| Accum. Depreciation | (3,454,334) | (3,454,334) | (3,454,334) |
| Net Property and Equipment | 3,822,360 | 3,822,360 | 3,799,113 |
| TOTAL ASSETS | 10,877,418 | 9,622,041 | 10,060,166 |
| LIABILITIES AND NET ASSETS | | | |
| CURRENT LIABILITIES: | | | |
| Accounts Payable | 328,858 | 325,749 | 372,731 |
| Accrued Expenses | 373,100 | 270,985 | 0 |
| Deferred Revenue | 89,928 | 89,928 | (72) |
| TOTAL CURRENT LIABILITIES | 791,886 | 686,662 | 372,659 |
| OTHER LIABILITIES: | | | |
| Bonds Payable | | | |
| Notes Payable | 1,216,807 | 1,459,576 | 1,918,462 |
| TOTAL LIABILITIES | 2,008,693 | 2,146,238 | 2,291,121 |
| NET ASSETS | | | |
| Beginning Balance | 7,769,044 | 7,769,044 | 6,387,233 |
| Revenues over Expenses | 1,099,686 | (293,236) | 1,381,811 |
| Other Restricted Funds | (5) | (5) | 0 |
| Ending Balance | 8,868,725 | 7,475,803 | 7,769,044 |
| TOTAL LIABILITIES AND NET ASSETS | 10,877,418 | 9,622,041 | 10,060,165 |

Starpoint Account Balances

As of 1/31/2022

| | | 1/31/2022 | 12/31/2021 | Change |
|-----------------------------------|-----------------------|---------------------|---------------------|-------------------|
| Unrestricted Funds | | | | |
| Description | Account Number | | | |
| ICS Funds | | | | |
| Money Market | 00S-393-705 | 259,245.79 | 259,212.77 | 33.02 |
| Money Market | 00-393-692 | 113,199.31 | 161,133.84 | (47,934.53) |
| Money Market | 1458 | 15,926.34 | 15,951.34 | (25.00) |
| Silver Business Checking | 103685090047 | 380,634.74 | 115,176.89 | 265,457.85 |
| Money Market | 103659440855 | 25,796.30 | 25,804.30 | (8.00) |
| Money Market | 103659440848 | 450,218.38 | 450,210.78 | 7.60 |
| | | 295,687.48 | 295,684.97 | 2.51 |
| | | <u>1,540,708.34</u> | <u>1,323,174.89</u> | <u>217,533.45</u> |
| Restricted Funds | | | | |
| Description | Account Number | | | |
| Payee Account | 4399 | 20,757.62 | 20,295.44 | 462.18 |
| Investments | | | | |
| Description | Account Number | | | |
| Certificate of Deposit | 370 | 1,550,192.19 | 1,550,185.52 | 6.67 |
| Description | Account Number | | | |
| Foundation | 8418 | 96,618.43 | 93,274.94 | 3,343.49 |
| Total Cash and Investments | | <u>3,208,276.58</u> | <u>2,986,930.79</u> | <u>221,345.79</u> |



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Bryana Marsicano, Chief Executive Officer

○ **Report – Chief Executive Officer Report and Program Updates February 2022**

○ **Legislative/State updates**

- ✓ The Joint Budget Committee has started figure setting and are moving at a good pace. So far, they have reviewed the Office of Early Childhood and it was suggested that the threshold for EI children be set back to the previous thresholds (thus qualifying more kids). The State is wanting to move forward with a private approach to this to create a new program to serve children who fall in this category. No decision has been made yet, but we will monitor it as it will impact which families qualify for services.
- ✓ There are several bills that we are monitoring currently but nothing that is too concerning that would require additional actions.
- ✓ We are still hoping for a slight increase in our rates this year as the budget is favorable at this time, but a lot can change from now until the budget is signed.

○ **COVID Updates**

- ✓ We have had a few additional childcare closures due to COVID-19 however we are seeing a decline in this in our staff and families. Luckily everyone has recovered and is doing well.
- ✓ HR continues to share safety/best practices for the workplace including hand washing, sanitizing and social distancing whenever possible.
- ✓ We are still wearing masks as required by the agencies that oversee our funding.

○ **LEC Building Sale Update**

- ✓ The contract for the LEC building fell through due to the buyer's loan not being approved. Bryana and Mike Butts are working closely to determine next steps.

○ **Starpoint Program Updates**

- ✓ **Finances** – We have set up a time for Telmar to come onsite to support our AP processes and train our new AP specialist. We have set up various checks and balances and reminder systems to ensure that bills are paid timely, and grants are invoiced timely. We still have some areas to create streamlined processes, but we are making progress. Various meetings have been held with Directors to help them understand the coding, requirements of their budgets and to work through processes. These will continue as we look to make more changes to get organized. It has helped

to be fully staffed. The new receptionist, Andrea, has taken on her new role and is doing very well. This has helped to complete necessary steps that were not getting done previously. The PPP loan payments were returned in full and the loan is officially forgiven. The EHS grant has been drawn down through August 2021 and Colette is monitoring for payment approval.

- ✓ **HR** – We have finally seen an increase in the applicants that are applying for various positions throughout the agency. We have departments now that are fully staffed and are focusing on the others to get those positions filled. Jami and April will continue to focus efforts on the Salida program as we have not yet seen an increase in those applicants. Jami is researching company culture programs that we may be able to implement within Starpoint. We feel that with the recent turnover it is the perfect opportunity to bring in some excitement about what we want within the organization. Jami is also working to implement the Performance module in Paylocity so that we can complete standard performance reviews across the agency. Jami is working with Children’s services to start the process to evaluate current job descriptions, duties, salary ranges, etc. to create more transparency of salaries and the professional opportunities for all of the staff.

- ✓ **Case Management (SEP and CCB)** – Rebecca has been able to fill two positions within the SEP department and is still looking to fill one more. We are working closely with HCPF now to get on track with meeting quality benchmarks that are within the contract. Due to the turnover, some of these were missed however we are committed to getting it on track and have already seen improvements on these areas. We had a fiscal review that noted various payments for Monitoring contacts did not meet the requirements and these must be paid back. This will be paid back in one lump sum that you will see on the financials. Jennifer Ruhe has been selected as the new CCB Director. She has worked in Long term care for several years and most recently was a SEP case manager. She will begin her duties soon and will train with Bryana for a few weeks. Implementation of the new Care and Case Management Tool (the state’s CM information system) has been delayed and will be closer to October now. This will be a brand new system for all CMs across the state to learn and use but will hopefully take out some of the redundancy in our current work.
We continue to work with HCPF to discuss the Conflict free case management changes that are on the horizon. Prior to 2024 we will need to make important strategic decisions regarding separating Case Management from our provider services and all the details of that decision.

- ✓ **Fremont County Adult Services** – Day program is open for limited times and has been increased in conjunction with hiring of new staff. We will start the bowling “league” on Wednesdays again and many families and consumers are looking forward to this. We continue to adjust scheduled to provide as many services as possible with the current staff available. We will look at staffing patterns as well to make sure we are

maximizing their time. We have a few residential openings in Fremont County and will be seeking RFPs for individuals who would like to move to the area to be served by Starpoint, again contingent on being fully staffed. We are meeting with Therap to move towards using their billing module for our Medicaid billing. We have used the Therap program for data collection and case files for over 7 years now. Adding the billing module is moving towards paperless supports and will allow all documentation for Medicaid billing to be maintained within one system. Many other CCBs and Providers across Colorado use Therap and the billing module and recommended its use. We will be investing in mobile devices for some of the staff in the community so that they can document supports in “Real time” as much as possible.

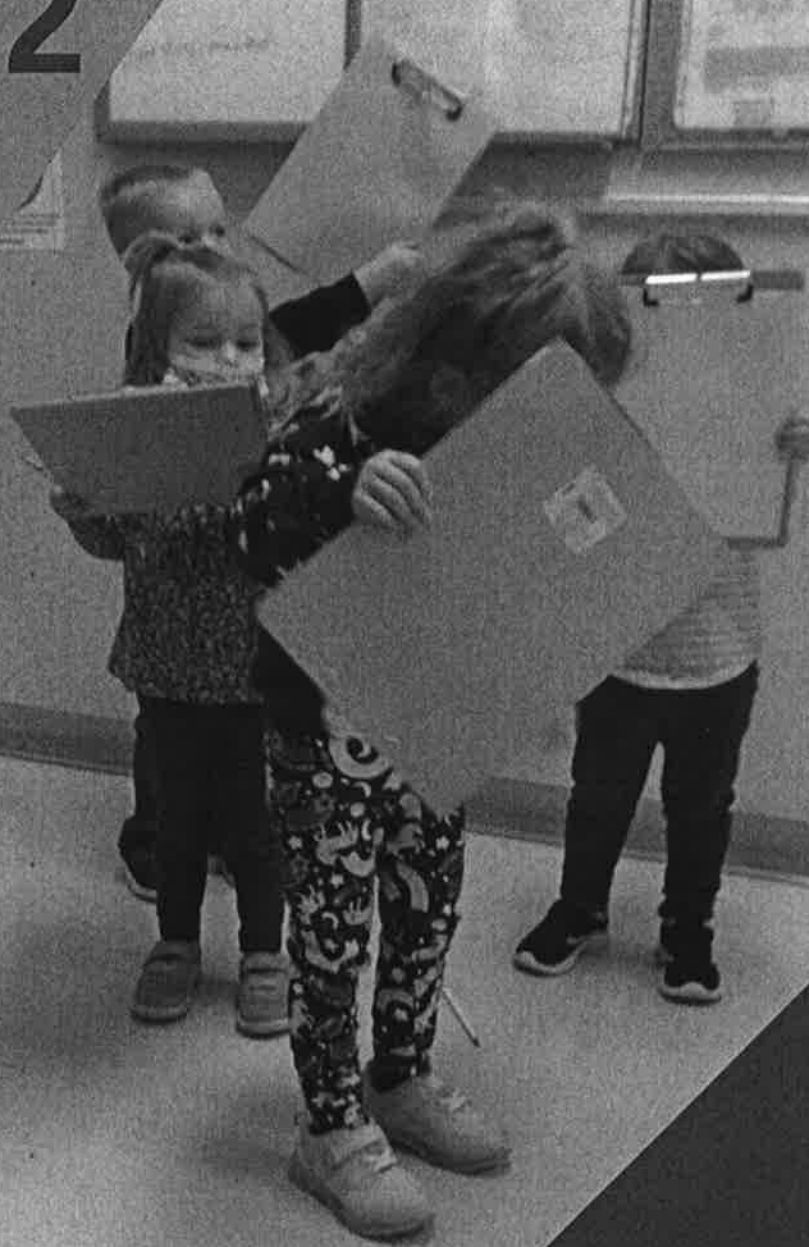
- ✓ **Chaffee County Adult Services**– We have been able to hire two additional staff at this time and they are doing well. We still need several more staff in order to meet the needs of the clients living on their own and to open the day program. We have had a few Salida consumers hospitalized due to various medical issues. They are doing well now and we will continue to offer them additional supports as they recover. Jami continues to work on recruiting in the Salida area for support staff. Alliance will be doing an “On the Road” meeting in the Salida/Buena Vista area in June and we are excited to host them. We are working with other providers in the area to determine a venue for the meeting and an after meeting fun event.
- ✓ **Early Head Start** – We have interviewed two candidates for the Early Head Start Manager Position. The resume for Martha is included in your packet and we would recommend approval of her for the position. Martha is looking to move to the area as her daughter lives in Canon City. She has extensive childcare director experience, a fiscal background as well and currently oversee a budget of \$600,000 and 20 staff. Though she has not had experience in the Early Head Start grant she is confident that she can learn the rules and regulations as she has for childcare in various states. We are working with the EHS grant Specialist to get some supports set up on site for training, support and quality improvement suggestions. All staff are eager to learn more about the grant and the expectations. Colette and Bryana will also be meeting with the EHS fiscal manager to make sure we don’t miss a requirement that we are unaware of. The office of Early Head Start has been very supportive of this transition and offering us assistance in any way they can. We have the grant deadline of June 1st in our sights and are attempting to work ahead so that we have time for changes before the submission deadline. Kudos to Sadie and her team for jumping in and learning more and more every day. They have already made positive changes!
- ✓ **SPIN Childcare** – Michelle has been able to hire most of the open positions within the childcare at this time. We received the Childcare Stabilization Grant approval on January 26th and have been approved for a total of \$154,163 to be paid in 9 equal installments. We held the Grant Kick off meeting on 2/14/2022 and determined what

we will use the grant funding for. This will be used for salaries and direct supports for families by paying off debt to SPIN on their accounts.

- ✓ **Family Center** – Kathy is currently updating budgets and narratives for several of the grants that are up for renewal in June. We continue to work on making sure that the correct items are being invoiced to each grant and not shifted or changed throughout the year. She is working closely with Kim in accounting to ensure that we have sufficient documentation of all expenses for each grant to remain in compliance with the PIP. Kathy was recently notified that Starpoint scored a 42 (High) on the Family Pathway Essential Requirements Score for the Family Center. This indicated high quality work that is meeting timelines, data entry requirements, and the expectations of the families. This score also allows us to get a 20% discount on Family Center dues that we pay each year as a member of the Family Resource Center Association.
- ✓ **Early Intervention** – Dustin Elliot has hit the ground running with his new role as the EI Director. We have met to determine what positions we need to refill in the transition and if these will be part time or full time to meet the need. He has been very busy getting familiar with all of his new responsibilities. The RFP for Early Intervention Evaluations was released. We have had several meetings with other CCBs to discuss the RFP. Starpoint will be reposting to the RFP for the counties that we currently serve and we are hoping that the state values the local presence. We have been completing these evaluations already in our areas, but they would now be paid directly to Starpoint and not be passed through the school district. The Early Intervention Quarter 1 report is out with another great report for our program. We are on track for meeting requirements of the contract and are providing quality services.
- ✓ **Starpoint Foundation** – Mary has collaborated with the Colfax Marathon in Denver as a Charity partner. If 20 individuals sign up for the race and choose Starpoint as their charity we will get significant exposure for our Rim 2 Rim race and will also receive donations from the race. We hope this charity partnership will continue for several years. Mary has switched our sign up program to a newer one that doesn't have as many fees as the "Classy" page that we were previously using. The new program is very user friendly and we have already received great feedback. The Special Olympics Basketball team will play the Canon City Police Department on March 4th at Mountain View Core Knowledge School. This event is always a fun one and a great community partnership. The Mad Hatter Tea Part for the consumers is in the planning stages. This will be in place of the canceled Night to Shine and will be held in Macon Plaza. The foundation team is working on getting a caterer and other details in order. If you are interested in volunteering please let us know! Mary and Ron are working with the City of Canon City to participate in the 150th birthday celebrations. We will have a table that represents all of the services we provide as a unified front and are excited to offer some vintage games of ring toss, double Dutch jump rope and more. This will be a great opportunity to promote our services as well and recruit new families for each of

our programs. The table will have information for all of our programs for others to take with them as well.

January
2022



Early Head Start
Board Report

January 2022



EHS Enrollment: 54

- Center-Based: 9
- Home-Based: 41
- Pregnant Women: 4
- Waiting List: 11

EHS children receiving EI services-7

- Getting close to our 10% of EI children served. If we drop below 7 children receiving EI services we will need apply for a waiver from the Office of Head Start.

EHS Center-based Option

- Attendance for January was at 64% with 9 children attending. COVID affecting our numbers a lot. We have 5 kids out for at least a week due to COVID

(CACFP) Food program reimbursement: \$0

- Providing snacks left over from Fall Festival due to the time of Socialization.

SocializationFocus

- January 4, 2022 Socialization was held at the Canon City Library. No one in attendance.
- January 18, 2022 Socialization was held at Canon City Library. Healthy snacks were provided for 2 adults, 3 EHS children and 0 siblings.

Correspondence with the Regional Office

- Samantha Lyons Program Specialist Region VIII, Office of Head Start has been checking in frequently for the last 2 months. Samantha is working on getting us a "Deployment" For Early Head Start. A "Deployment" means we would be assigned a specialist from the Office of Head Start to help us from the ground up. The "Deployment" will provide training to Policy Council, Starpoint Board of Directors and program staff. Sadie has been working with all the Training and Technical Assistants from Region VII to get our program up to compliance in every area.

Upcoming

February 23rd - Paula Buser will be doing SRP Training for Front Desk and New Staff @ 12:30

March 8th – Parent Workshop with Sadie @ 1:00 – Life Hacks & Money

March 17th – Speak-Up For Kids – Large Virtual Event – 8:00-12:00

April 2nd – Canon City’s 150th Birthday Celebration @ CCHS

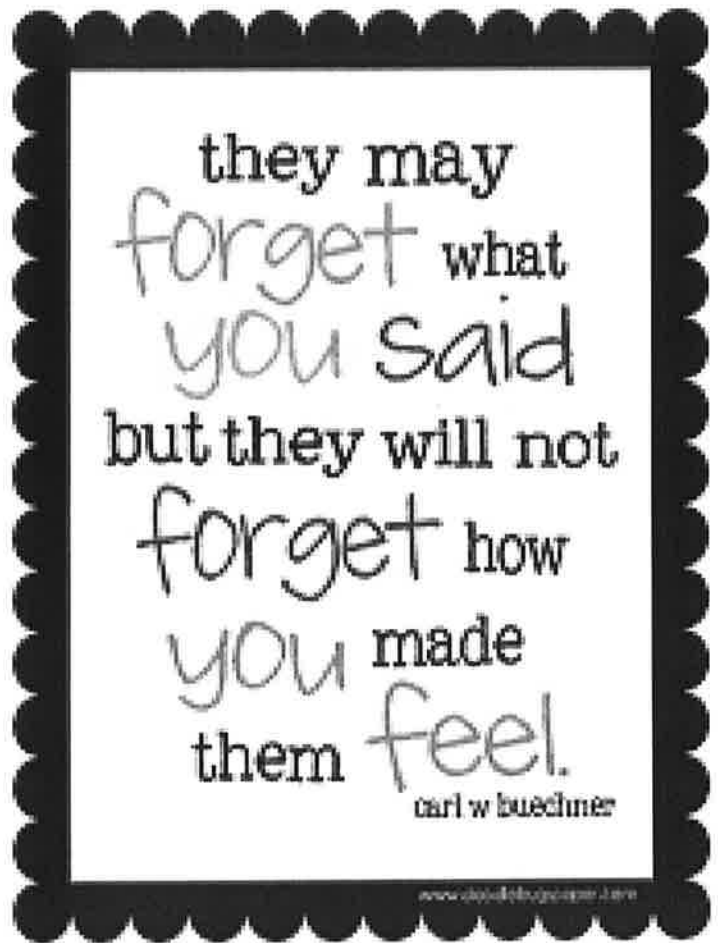
April 5th-7th - ERSEA Institute – Virtual (Registration begins February 2022)

April 6th - 7th - Home Visitation State Conference – Denver

April 14th - Fairy Tale Night 2022

April 21st – CASA Luncheon – Ask Event

June 9th - Health Advisory Council



Expenses 22 January

| | | |
|-----------|---------------------|------------|
| 1/31/2022 | Martha Rosenau | \$75.00 |
| 1/27/2022 | Black Hills | \$7.56 |
| 1/27/2022 | Black Hills | \$223.20 |
| 1/21/2022 | Red Ball | \$449.26 |
| 1/18/2022 | Atmos | \$138.06 |
| 1/18/2022 | Spectrum | \$153.18 |
| 1/14/2022 | Walmart | \$189.06 |
| 1/12/2022 | Spectrum | \$153.18 |
| 1/5/2022 | Safe Kids Worldwide | \$95.00 |
| 1/4/2022 | Black Hills | \$7.56 |
| 1/4/2022 | Black Hills | \$223.20 |
| 1/2/2022 | Parents as Teachers | \$1,025.00 |
| 1/2/2022 | Parents as Teachers | \$265.00 |

Total \$3,004.26