



## California Online Public Schools (CalOPS) Board Meeting Agenda

Feb 28th, 2023 3:30pm - 5:30pm PST

Dial-in: +1 888 998 2469

PIN: #

CalCA NorCal: 580 N. Wilma Avenue, Suite G, Ripon, CA 95366

CalCA SoCal: 33272 Valle Road, San Juan Capistrano, CA 92675

23091 Arden Street, Lake Forest, CA 92630

1201 Cara Road, Dinuba, CA 93618

8422 Madison Avenue, Fair Oaks, CA 95628

3753 W. Norberry Street, Lancaster, CA 93536

32946 Calle San Marcos San Juan Capistrano, 92675

9423 Reseda Blvd. Apt#230, Northridge, CA 91324

5716 Owl's Nest Drive, Santa Rosa, CA 95409

### I. Meeting Notice

This meeting is open to the public in person and via teleconference. For information about this meeting or for members of the public who require special accommodations to attend, contact the school offices: Bernie Jamero at (209) 253-1208 or Deborah Larson at (949) 461-1667 at least 24 hours prior to the meeting.

The Board packet can be made available for public review by contacting the school offices prior to the Board meeting in compliance with California open meeting law.

3:30pm

### II. Call to Order – E. Baylich

**II. Call to Order – E. Pavlich**

**III. Roll Call – E. Pavlich**

**IV. Public Comment**

The Board welcomes participation by the members of the public telephonically. To address an item on the agenda, before the scheduled start of the meeting, an individual must write their name and a short description of the agenda item on which they wish to comment on the card provided and submit this to the Chair, along with any materials they want to have distributed to Board. Individuals who wish to address the Board telephonically must contact the School Leader by phone or by email at least twenty four (24) hours before the scheduled start of the Board meeting. If the individual wants to provide any written materials to the Board, these should be emailed to the School Leader at least twenty-four (24) hours before the scheduled start of the meeting.

The total time for any individual to present, either in person or via telephone, on an item on the agenda shall not exceed three (3) minutes, or six (6) minutes if the individual requesting to comment is a non English speaker and requires a translator, unless the Board grants additional time. However, in compliance with Board policy and the Brown Act, the Board is not permitted to discuss or take action on non-agenda items.

Individuals desiring to make a formal presentation to the Board on an item not on the agenda but desiring it be placed on the agenda must provide notice and written submissions detailing the subject of the presentation to the School Leader at least fourteen (14) days prior to the meeting. Any such presentations shall not exceed fifteen (15) minutes in duration, unless otherwise permitted by the Chair.

To view the Board Public Comment Policy, visit the school's "Governance" page at <https://www.connectionsacademy.com/california-online-school/about/school-board>.

**V. Routine Business**

**a. Approval of Agenda – E. Pavlich**

**VI. Oral Reports**

**a. Superintendent's Report (MSRs attached) – R. Savage**

-  [CalCA Central Coast February 2022 MSR.pdf](#)
-  [CalCA Central Valley February 2022 MSR.pdf](#)
-  [CalCA Monterey Bay February 2022 MSR.pdf](#)
-  [CalCA North Bay February 2022 MSR.pdf](#)
-  [CalCA Ripon February 2022 MSR.pdf](#)
-  [CalCA SoCal February 2022 MSR.pdf](#)

**1. Report on DLAC**

**2. Report on Curriculum Exploration Meetings**

**b. Principals' Reports (attached)**

-  [CalCA Principals' Report 23.02.pdf](#)

**1. Elementary School – M. White**

**2. Middle School – H. Tamayo**

**3. High School – K. Mannix**

**c. CalCA Financial Report (to follow) – L. Carter**

**1. Consolidated Financial Report (attached)**

-  [California Online Public Schools January 2023 Financials.pdf](#)

**2. CalCA Central Coast Financial Report (attached)**

-  [CalCEN January 2023 Close File Board.pdf](#)

**3. CalCA Central Valley Financial Report (attached)**

-  [CENTRA~1.PDF](#)

**4. CalCA Monterey Bay Financial Report (attached)**

 [CalMB January 2023 Close File Close.pdf](#)

**5. CalCA North Bay Financial Report (attached)**

 [North Bay January 2023 Close File Board.pdf](#)

**6. CalCA Northern California Financial Report (attached)**

 [NorCal January 2023 Close File Board.pdf](#)

**7. CalCA Southern California Financial Report (attached)**

 [SoCal January 2023 Close File Board.pdf](#)

**VII. Consent Items**

**a. Approval of Minutes from the January 24, 2023 Board Meeting (attached)**

 [CalOPS Meeting Minutes\\_230124 For Board Review.pdf](#)

**b. Approval of Staffing Report (attached)**

 [CalOPS Staffing Report 2.2023.pdf](#)

 [Resume\\_Atkison Stanton.pdf](#)

 [Crystal DiMaio Resume.pdf](#)

**c. Approval of Pearson Invoice(s) (attached)**

 [SoCal January 2023 Invoice and Support.pdf](#)

 [NorCal January 2023 Invoice and Support.pdf](#)

 [CENVAL~1.PDF](#)

 [North Bay January 2023 Invoice and Support.pdf](#)

 [CALCEN~1.PDF](#)

 [CalMB January 2023 Close File Close.pdf](#)



d. **Approval of the 2023-2024 School Calendar (attached)**

- [CalOPS - Calendar Memo.pdf](#)
- [CalOPS - Student Calendar SY2324.pdf](#)

e. **Approval of 2023-2024 Teacher Calendar (attached)**

- [Teacher Calendar SY 2324.pdf](#)

f. **Approval of CalCA Attendance Deadlines (attached)**

- [CalCA Attendance Deadlines 23-24.pdf](#)

g. **Approval of Revisions to CalCA Employee Handbook (attached)**

- [Employee Handbook Revisions 2.21.23.pdf](#)
- [California Connections Academy Employee Handbook - Revisions for Board Approval 2.28.23.pdf](#)

**/III. Action Items**

a. **Approval of Addendum to COVID-19 Safety Plan (attached) - D. Hertzler**

- [Addendum to COVID Safety Plan 2.7.23.pdf](#)
- [Cal\\_OSHA - COVID-19 Prevention – Non-Emergency Regulation Publication.pdf](#)
- [CalOPS\\_COVID-19 Preparedness Prevention and Response Safety Plan\\_Part 1\\_As Revised\\_APPROVED 9-27-22 .pdf](#)
- [COVID19 Training 1\\_2023.pdf](#)

b. **Approval of Second Interims (to follow) - L. Carter**

**IX. Information Items**

a. **Outreach Plan for the 2023-2024 School Year (attached) - P. Goodnough**

 SY23-24 SL and Board Outreach Summary\_Feb2023\_CalCA (1).pdf

b. **Budget Development Process Update - D. Kozub / L. Johnson**

c. **State Accountability Update – L. Dombek**

d. **Legislative Update (attached) – R. Romero / D. Hertzler**

 CalCA Board February Policy Update.docx

e. **School Success Partner (SSP) Update – L. Johnson**

f. **Academic Success Partner (ASP) Update – C. Sanchez Reyes**

g. **Sponsoring District(s) Update – R. Savage**

X. **Adjournment and Confirmation of the Next Meeting on Tuesday,  
April 25, 2023 at 3:30 pm PT**

END  
5:30pm

# MONTHLY SCHOOL REPORT

School & Date Selection

**School**

California Connections Academy Central Coast

**Report Date**

February 28, 2022

**Currently Enrolled**

**106**

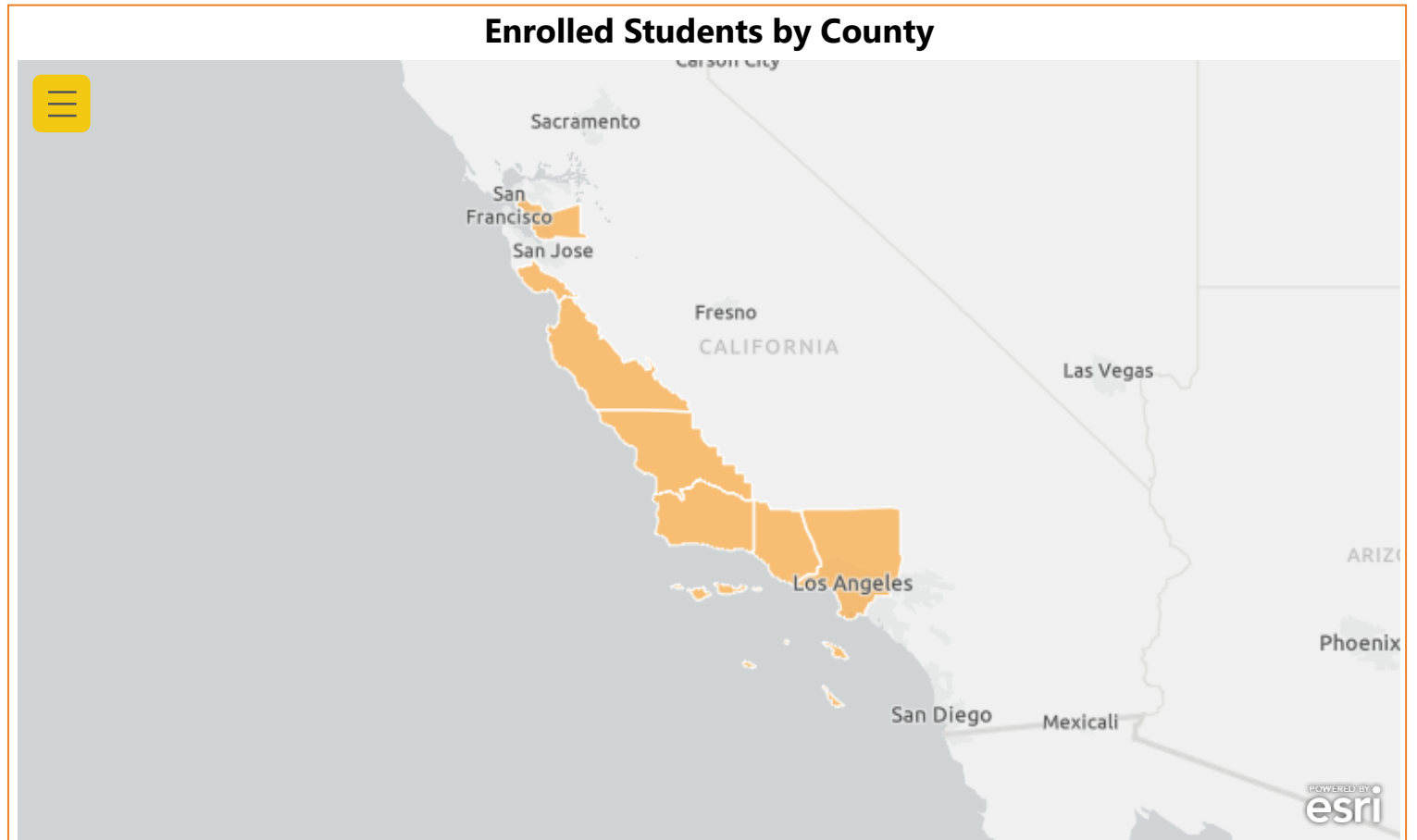
**Total YTD Enrolled**

**125**

**Enrollment Services Complete (Stage 4)**

**140**

**Enrolled Students by County**



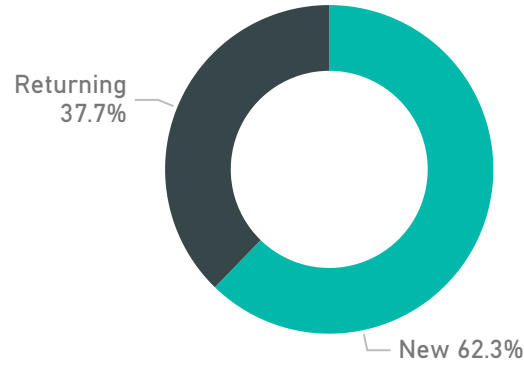
# California Connections Academy Central Coast

February 28, 2022

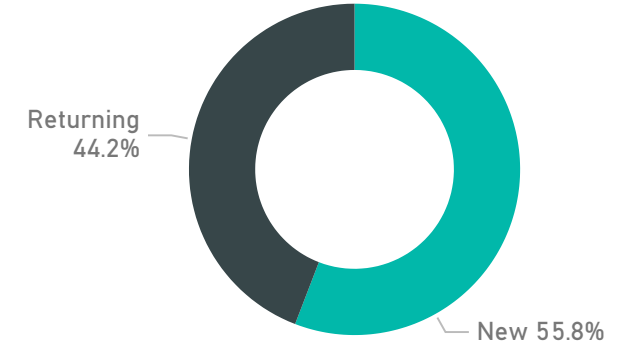
**Current Enrollment Month-Over-Month Change**  
**3%**

**Current Enrollment Year-Over-Year Change**  
**38%**

## New and Returning

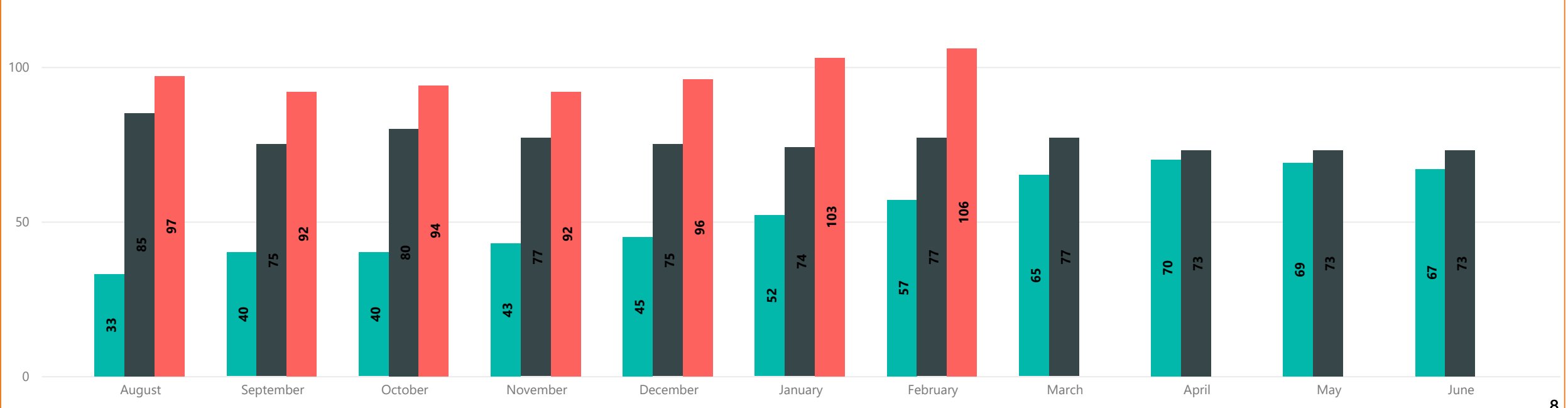


## New and Returning Prior Year



## Monthly Student Current Enrollment Comparison

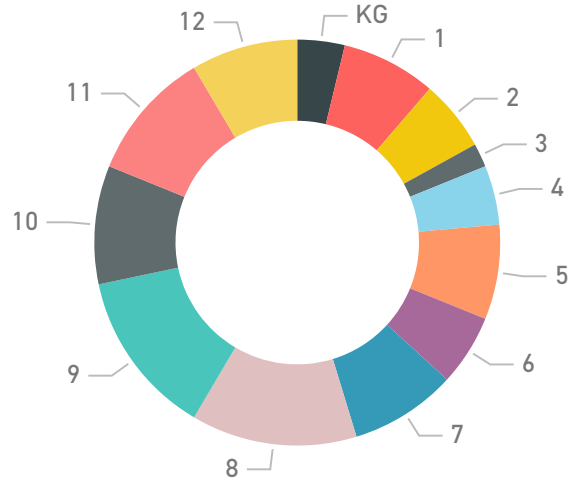
schoolYear ● 2019-2020 ● 2020-2021 ● 2021-2022



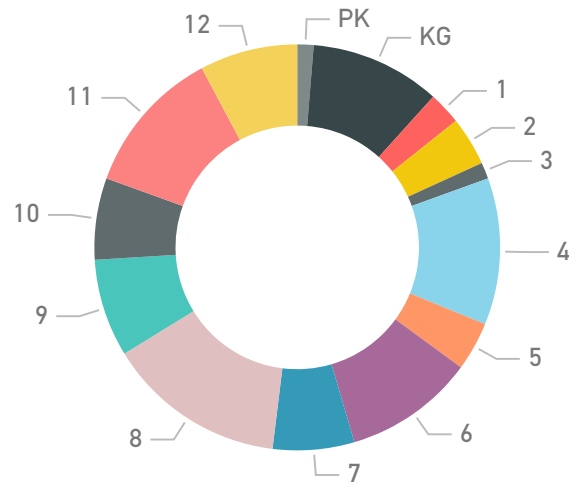
# California Connections Academy Central Coast

February 28, 2022

## Enrolled Students by Final Grade



## Enrolled Students Prior Year by Final Grade

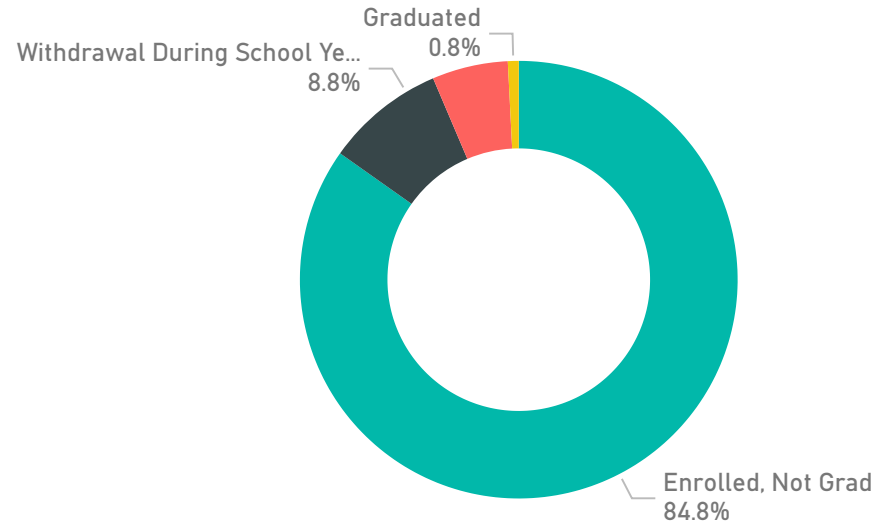


## Grade Distribution

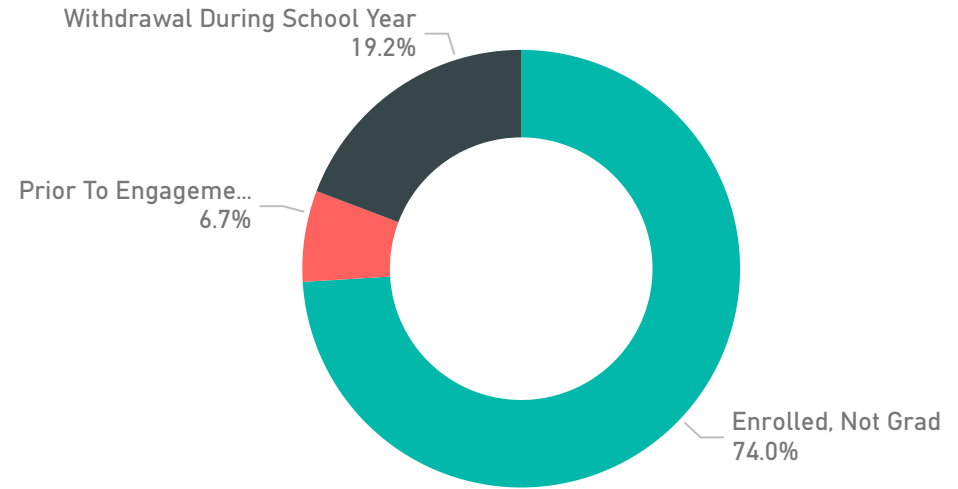
ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
GradeDistribution	Students	%CT Students	Students	%CT Students	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>14</b>	<b>18%</b>	<b>13</b>	<b>18%</b>	<b>17</b>	<b>17%</b>	<b>18</b>	<b>17%</b>
PK	1	1%	1	1%				
KG	8	10%	7	10%	4	4%	4	4%
1	2	3%	2	3%	8	8%	8	8%
2	3	4%	3	4%	5	5%	6	6%
<b>3-5</b>	<b>13</b>	<b>17%</b>	<b>12</b>	<b>16%</b>	<b>13</b>	<b>13%</b>	<b>15</b>	<b>14%</b>
3	1	1%	1	1%	2	2%	2	2%
4	9	12%	8	11%	5	5%	5	5%
5	3	4%	3	4%	6	6%	8	8%
<b>6-8</b>	<b>24</b>	<b>31%</b>	<b>24</b>	<b>33%</b>	<b>30</b>	<b>29%</b>	<b>29</b>	<b>27%</b>
6	8	10%	8	11%	6	6%	6	6%
7	5	6%	5	7%	10	10%	9	8%
8	11	14%	11	15%	14	14%	14	13%
<b>9-12</b>	<b>26</b>	<b>34%</b>	<b>24</b>	<b>33%</b>	<b>43</b>	<b>42%</b>	<b>44</b>	<b>42%</b>
9	6	8%	5	7%	12	12%	14	13%
10	5	6%	5	7%	11	11%	10	9%
11	9	12%	9	12%	10	10%	11	10%
12	6	8%	5	7%	10	10%	9	8%
<b>Total</b>	<b>77</b>	<b>100%</b>	<b>73</b>	<b>100%</b>	<b>103</b>	<b>100%</b>	<b>106</b>	<b>100%</b>

**California Connections Academy Central Coast**  
February 28, 2022

**Total YTD Enrollment by Withdrawal Category**



**Total YTD Enrollment Prior Year by Withdrawal Category**



**Total YTD Enrollment**

ReportPeriod Withdrawal Category	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	77	74%	73	72%	103	87%	106	85%
Graduated							1	1%
Prior To Engagement	7	7%	7	7%	6	5%	7	6%
Withdrawal During School Year	20	19%	22	22%	9	8%	11	9%
<b>Total</b>	<b>104</b>	<b>100%</b>	<b>102</b>	<b>100%</b>	<b>118</b>	<b>100%</b>	<b>125</b>	<b>100%</b>

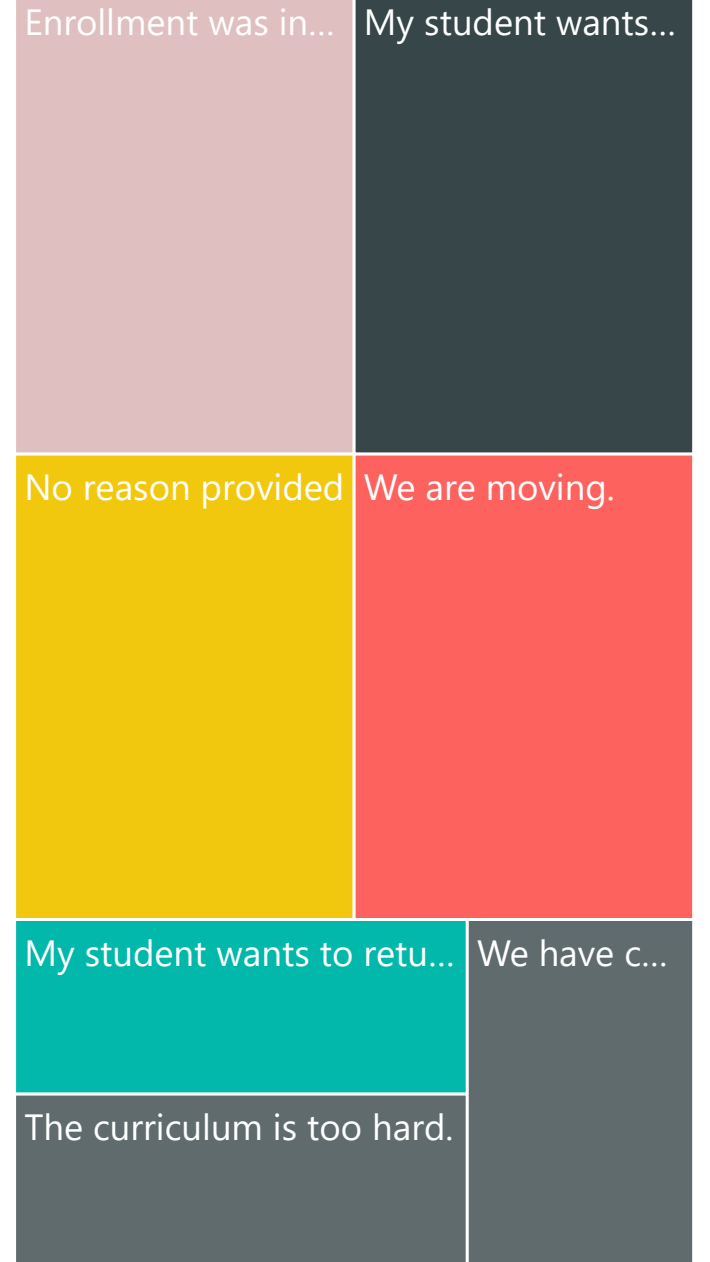
**Enrollment Services Complete (Stage 4)**

**140**

## California Connections Academy Central Coast February 28, 2022

### Withdrawal Reason

WD Reason	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Another Reason			2	2
Different/Better Schooling Option (Not related to socialization)	2	2	2	2
Generally dissatisfied with curriculum/course options	1	1		
Inactivity	5	5		
No Reason Given	6	7	2	2
Program takes too much of Learning Coach's time	1	1		
Student wants more socialization	2	3	1	1
The curriculum is too hard				1
Transition to virtual school too difficult	1	1		
We are moving	2	2	1	2
We have chosen to home school			1	1



# California Connections Academy Central Coast

## February 28, 2022

### Household Data

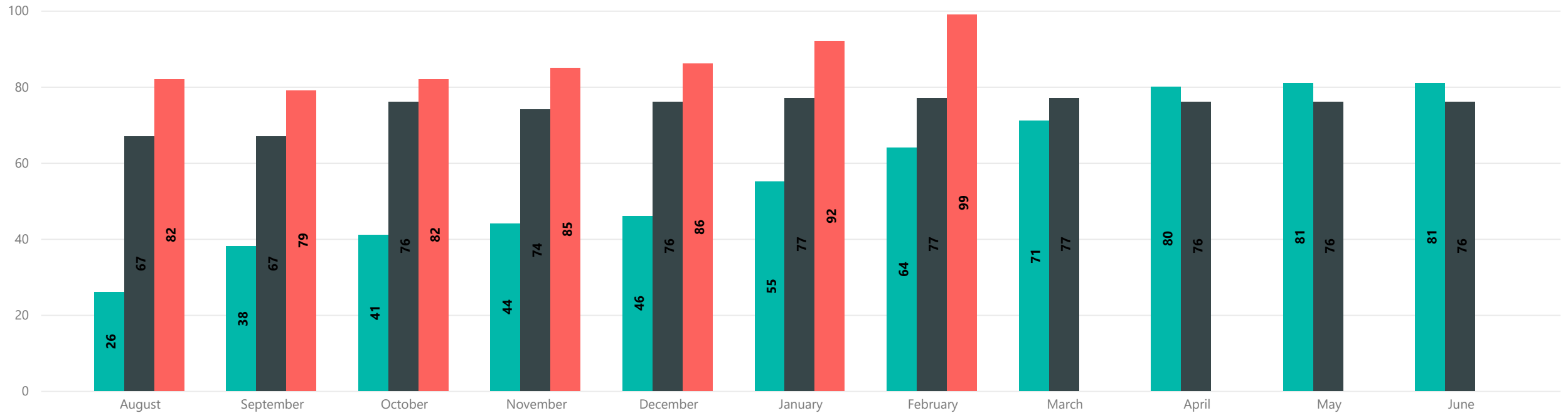
Household Data	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Active	60	57	80	83
Graduated				1
WD During School Year	14	16	8	10
WD Prior To Engagement	4	4	5	6

### Students Per Active Household

SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
1.28	1.28	1.29	1.28

### Monthly Total Households

schoolYear ● 2019-2020 ● 2020-2021 ● 2021-2022





## California Connections Academy Central Coast February 28, 2022

### Ethnicity

Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Hispanic or Latino	27	26	43	46
Not Hispanic or Latino	49	46	59	59

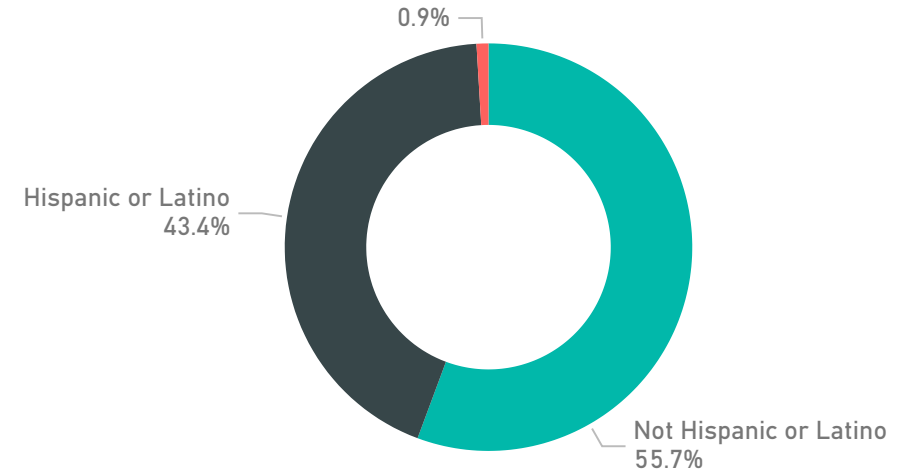
### Race

Race	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth	
American Indian or Alaskan Native		7	7	14	15
Asian		4	4	5	5
Black/African American		6	6	13	14
White		69	67	81	83

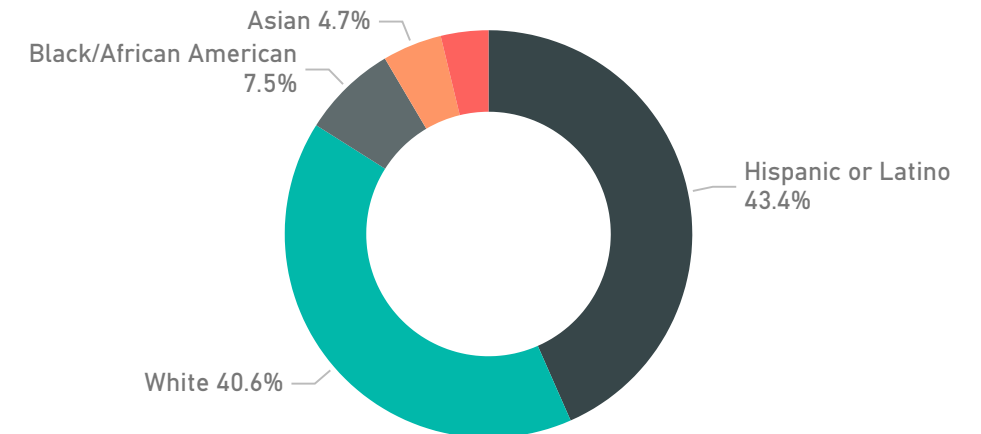
### Distinct Race/Ethnicity

Distinct Race/Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Asian	3	3	5	5
Black/African American	2	2	8	8
Hispanic or Latino	27	26	43	46
Multiple Races	4	4	3	4
Not Indicated	2			
White	39	38	44	43

### Enrolled Students by Ethnicity



### Enrolled Students by Distinct Race/Ethnicity



# California Connections Academy Central Coast

February 28, 2022

## Gender

Gender	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
F	47	44	61	61
M	30	29	42	45

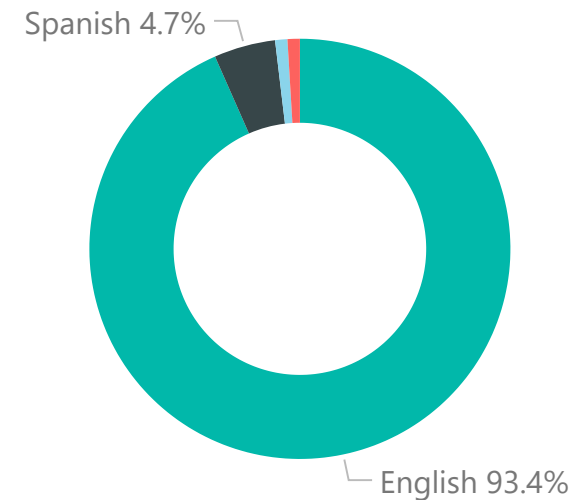
## Primary Language

Home Language	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
English	71	69	96	99
Spanish	3	3	5	5
Russian			1	1
No Language Reported	3	1	1	1

### Enrolled Students by Gender



### Enrolled Students by Language



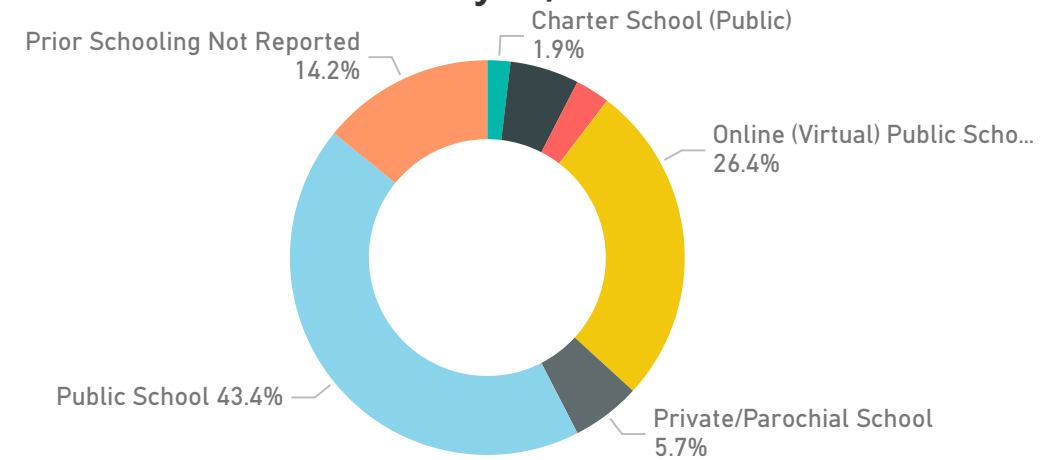
## California Connections Academy Central Coast February 28, 2022

### Prior Schooling

Prior Schooling	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Charter School (Public)			1	2
Home School	3	3	7	6
No Prior School	3	3	3	3
Online (Virtual) Public School	5	5	28	28
Private/Parochial School	7	6	6	6
Public School	36	35	43	46
Prior Schooling Not Reported	23	21	15	15

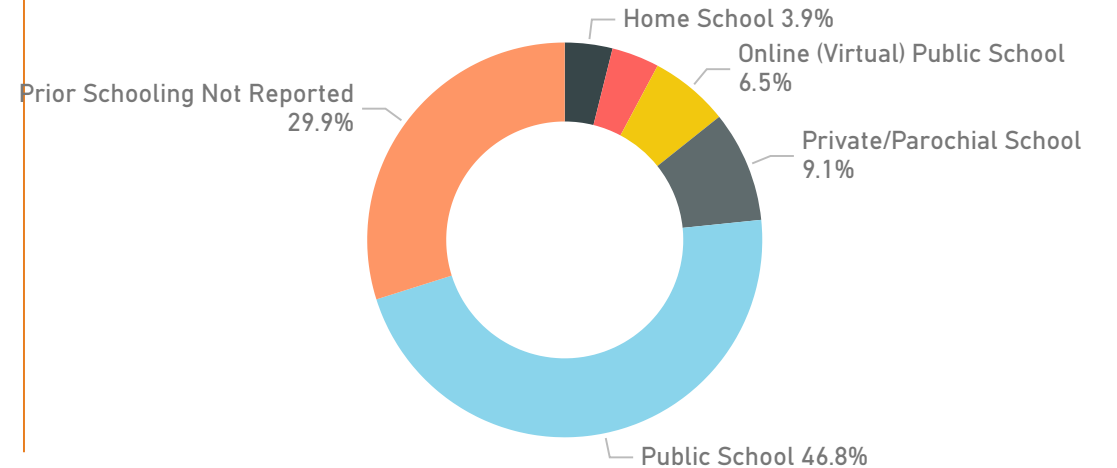
### Prior Schooling

February 28, 2022



### Prior Schooling

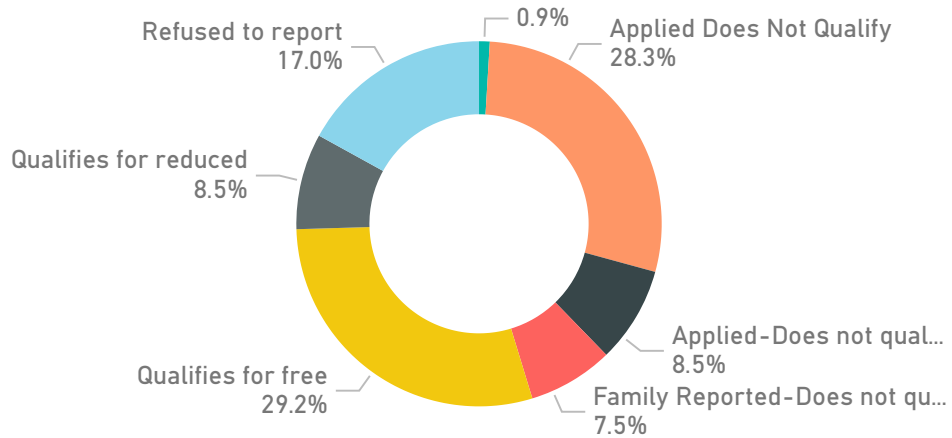
February 28, 2021



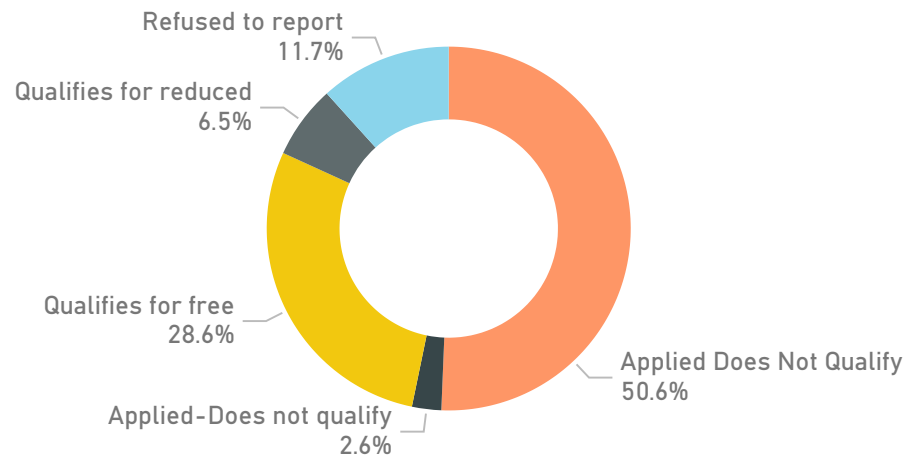
# California Connections Academy Central Coast

February 28, 2022

**FARM Eligibility**  
February 28, 2022



**FARM Eligibility**  
February 28, 2021



## Disability

Disability	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Autism	1	1	3	2
Emotionally Impaired	1	1	1	1
Specific Learning Disability			1	2
Speech/Language Impaired	1	1	2	2

Autism

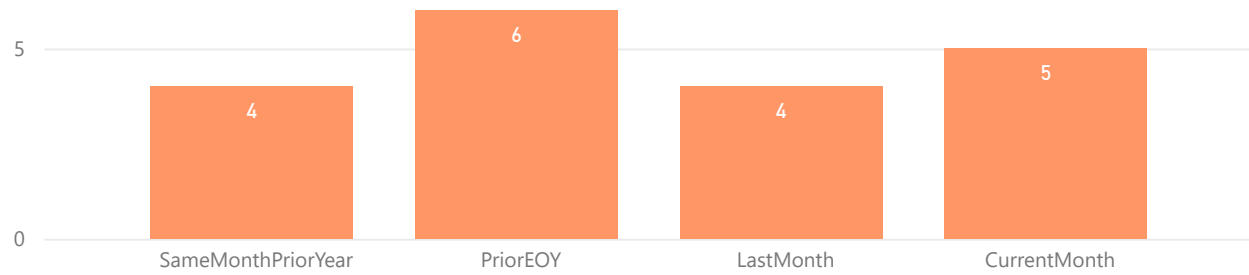
Speech/Language Impaired

Specific Learning Disability

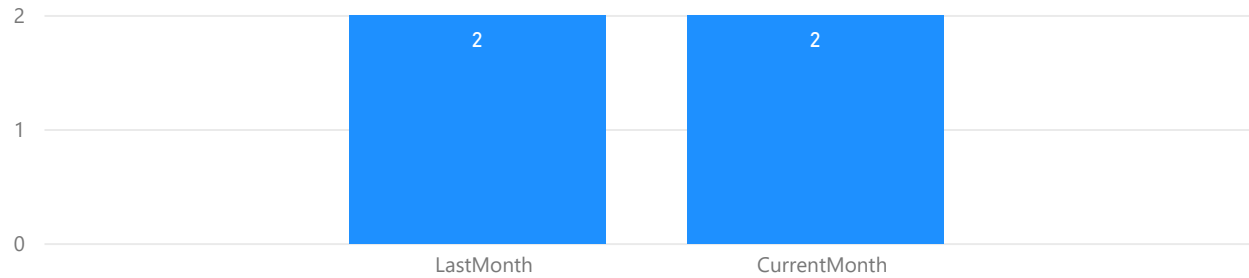
Emotionally Impaired

California Connections Academy Central Coast  
February 28, 2022

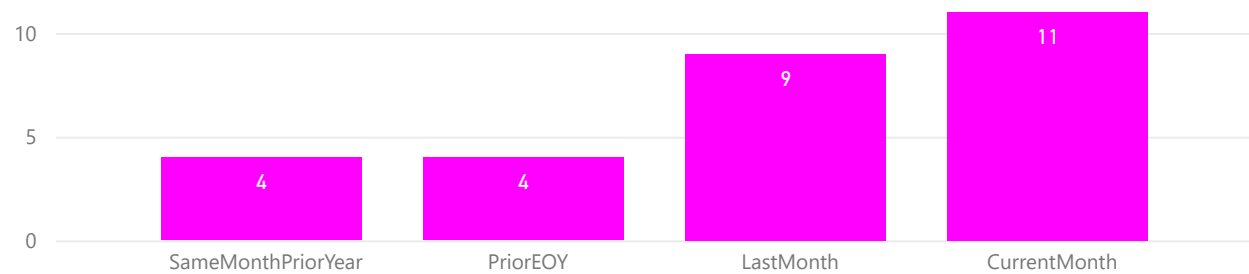
**Gifted**



**Plan504**



**IEP**



**Currently Enrolled**

**106**

**Gifted**

**5%**

**Plan504**

**2%**

**IEP**

**10%**

**Not in Special Population**

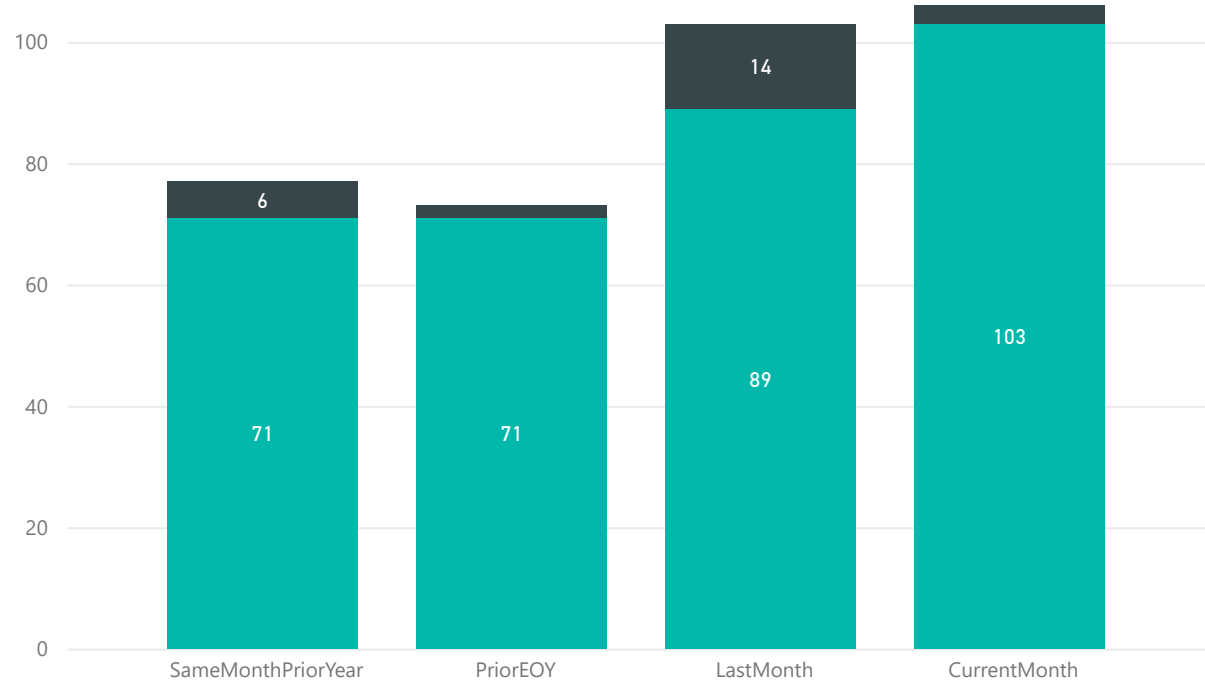
**83%**

# California Connections Academy Central Coast

February 28, 2022

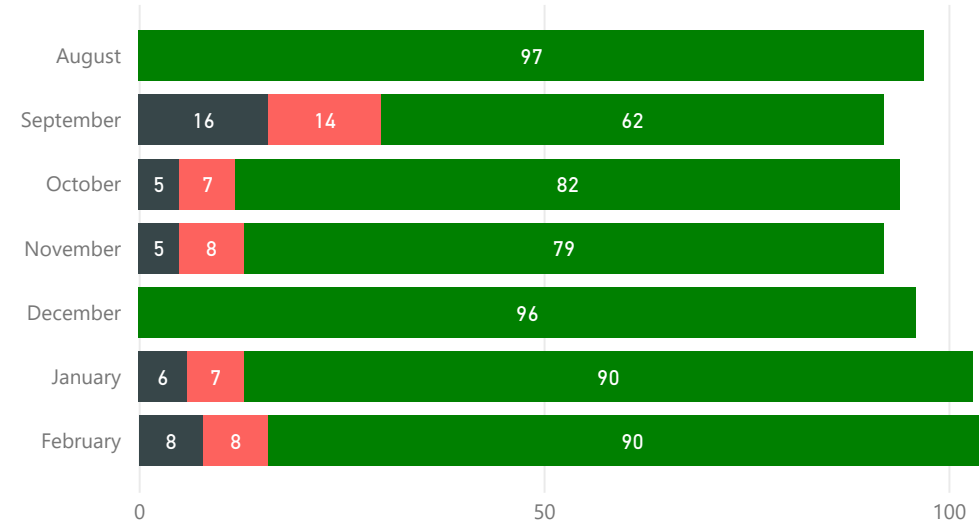
## Contacts Per Week

ContactsPerWeekWithoutWebM... ● Met ● Not Met



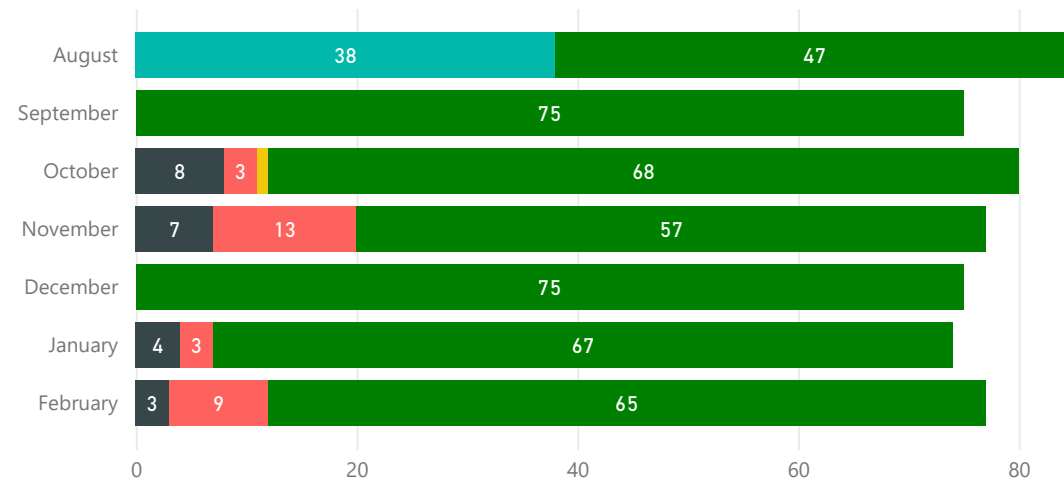
## School Year: 2021-2022

AttendanceStatusAutomated ● Alarm ● Approaching Alarm ● On Track



## School Year: 2020-2021

AttendanceStatusAutomated ● ● Alarm ● Approaching Alarm ● Exempt ● On Track



## Currently Enrolled

**106**

# California Connections Academy Central Coast

February 28, 2022

## Average Participation

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	100%	92%	99%	100%
3-5	100%	100%	96%	100%
6-8	100%	87%	102%	100%
9-12	100%	100%	94%	94%
<b>Total</b>	<b>100%</b>	<b>94%</b>	<b>98%</b>	<b>97%</b>

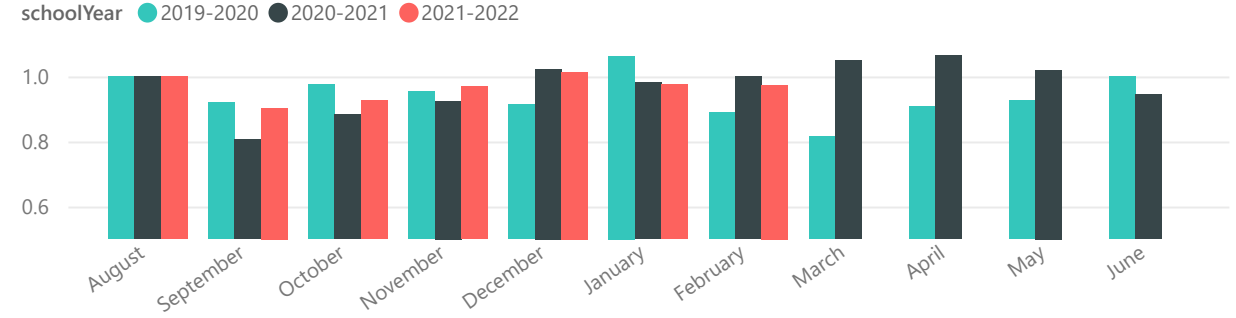
## Average Performance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	96%	92%	87%	87%
3-5	83%	84%	82%	84%
6-8	83%	83%	76%	85%
9-12	78%	83%	76%	75%
<b>Total</b>	<b>83%</b>	<b>85%</b>	<b>79%</b>	<b>81%</b>

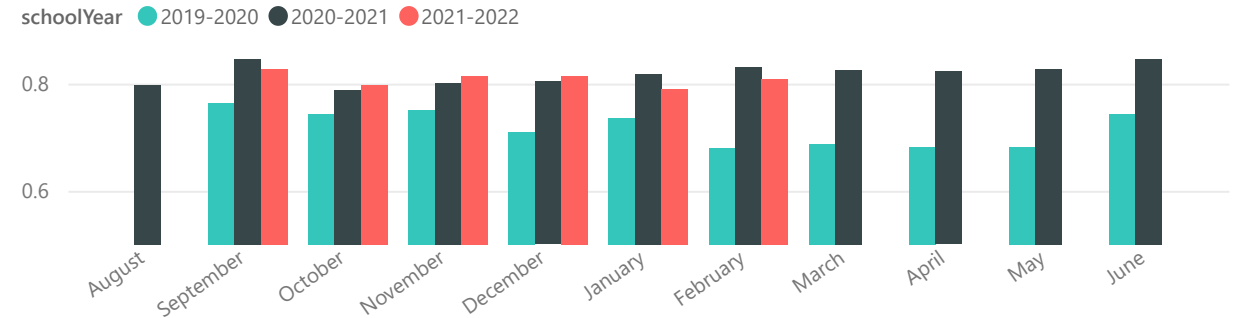
## Average Attendance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	88%	98%	96%	94%
3-5	89%	96%	96%	88%
6-8	96%	99%	98%	97%
9-12	90%	95%	92%	85%
<b>Total</b>	<b>92%</b>	<b>97%</b>	<b>95%</b>	<b>90%</b>

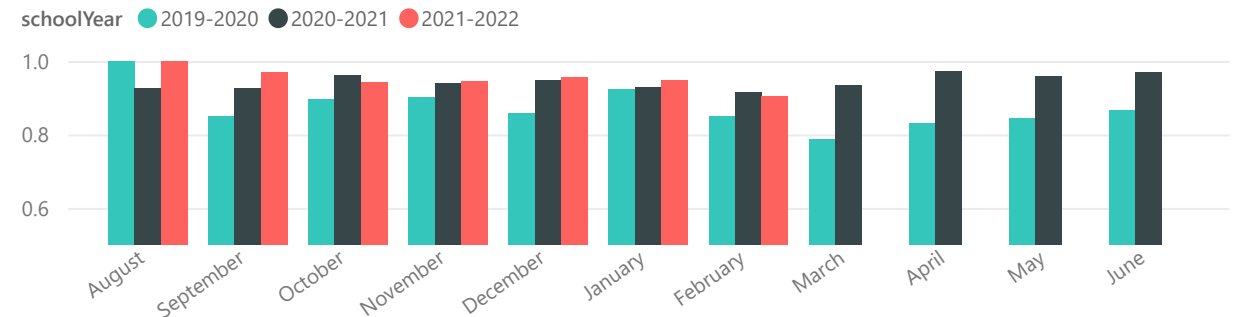
## Average Total Participation



## Average Total Performance



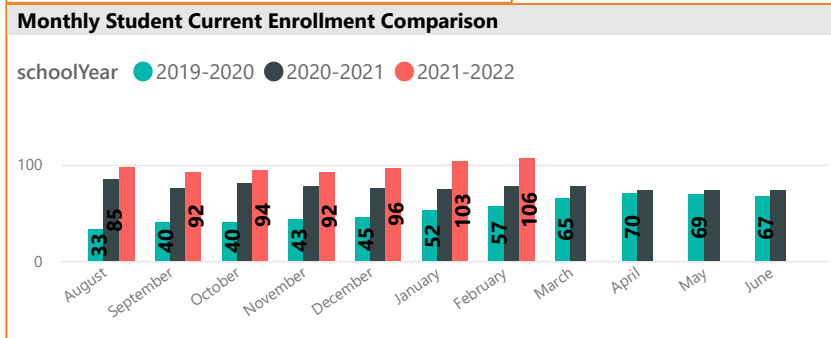
## Average Total Attendance



**California Connections Academy Central Coast**  
February 28, 2022

<b>Currently Enrolled</b>	<b>Total YTD Enrolled</b>
<b>106</b>	<b>125</b>
<b>Enrollment Services Complete (Stage 4)</b>	
<b>140</b>	

<b>Current Enrollment Month-Over-Month Change</b>
<b>3%</b>
<b>Current Enrollment Year-Over-Year Change</b>
<b>38%</b>



**Total YTD Enrollment**

ReportPeriod Withdrawal Category	SameMonthPriorYear		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	77	74%	106	85%
Graduated			1	1%
Prior To Engagement	7	7%	7	6%
Withdrawal During School Year	20	19%	11	9%
<b>Total</b>	<b>104</b>	<b>100%</b>	<b>125</b>	<b>100%</b>

**New & Returning**

ReportPeriod New or Returning	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
New	43	55.84%	66	62.26%
Returning	34	44.16%	40	37.74%

**Household Data**

Household Data	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
Active	60		83	
Graduated			1	
WD During School Year	14		10	
WD Prior To Engagement	4		6	

**Students Per Active Household**

	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
	1.28		1.28	

**Grade Distribution**

ReportPeriod GradeDistribution	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>14</b>	<b>18%</b>	<b>18</b>	<b>17%</b>
PK	1	1%		
KG	8	10%	4	4%
1	2	3%	8	8%
2	3	4%	6	6%
<b>3-5</b>	<b>13</b>	<b>17%</b>	<b>15</b>	<b>14%</b>
3	1	1%	2	2%
4	9	12%	5	5%
5	3	4%	8	8%
<b>6-8</b>	<b>24</b>	<b>31%</b>	<b>29</b>	<b>27%</b>
6	8	10%	6	6%
7	5	6%	9	8%
8	11	14%	14	13%
<b>9-12</b>	<b>26</b>	<b>34%</b>	<b>44</b>	<b>42%</b>
9	6	8%	14	13%
10	5	6%	10	9%
11	0	0%	11	10%
<b>Total</b>	<b>77</b>	<b>100%</b>	<b>106</b>	<b>100%</b>

**Withdrawal Reason**

Withdrawal Reason	SameMonth
Enrollment was intended to be short term and is no longer needed for my student.	
Generally dissatisfied with curriculum/course options	
Inactivity/Lack of Attendance	
My student wants to return to a traditional school setting for other (non-socialization related) reasons.	
My student wants to return to a traditional school setting for socialization reasons.	
No reason provided	
The curriculum is too hard.	
The program takes too much of the Learning Coach's time.	
The transition to virtual school was too difficult.	
We are moving.	
We have chosen to home school.	



**California Connections Academy Central Coast  
February 28, 2022**

<b>Gender</b>		
Gender	SameMonthPriorYear	CurrentMonth
F	47	61
M	30	45

<b>Primary Language</b>		
Home Language	SameMonthPriorYear	CurrentMonth
English	71	99
Spanish	3	5
Russian		1
No Language Reported	3	1

<b>Disability</b>		
Disability	SameMonthPriorYear	CurrentMonth
Autism	1	2
Emotionally Impaired	1	1
Specific Learning Disability		2
Speech/Language Impaired	1	2

<b>Gifted</b>		
Gifted	SameMonthPriorYear	CurrentMonth
Yes	4	5

<b>Plan 504</b>	
Plan504	CurrentMonth
504	2

<b>IEP</b>		
IEP	SameMonthPriorYear	CurrentMonth
IEP	4	11

<b>Gifted</b>	<b>Plan504</b>
<b>5%</b>	<b>2%</b>
<b>IEP</b>	<b>Not in Special Population</b>
<b>10%</b>	<b>83%</b>

<b>Ethnicity</b>		
Ethnicity	SameMonthPriorYear	CurrentMonth
Hispanic or Latino	27	46
Not Hispanic or Latino	49	59

<b>Distinct Race/Ethnicity</b>		
Distinct Race/Ethnicity	SameMonthPriorYear	CurrentMonth
Asian	3	5
Black/African American	2	8
Hispanic or Latino	27	46
Multiple Races	4	4
Not Indicated	2	
White	39	43

<b>Race</b>		
Race	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	7	15
Asian	4	5
Black/African American	6	14
White	69	83

<b>Household FARM Eligibility</b>		
HouseholdFARMEligibility	SameMonthPriorYear	CurrentMonth
Applied Does Not Qualify	37	30
Applied-Does not qualify	2	9
Family Reported-Does not qualify		7
Qualifies for free	21	28
Qualifies for reduced	5	8
Refused to report	9	16

<b>Prior Schooling</b>		
Prior Schooling	SameMonthPriorYear	CurrentMonth
Charter School (Public)		2
Home School	3	6
No Prior School	3	3
Online (Virtual) Public School	5	28
Private/Parochial School	7	6
Public School	36	46
Prior Schooling Not Reported	23	15

**California Connections Academy Central Coast  
February 28, 2022**

**Contacts Per Week**

ContactsPerWeekWithoutWebMail	SameMonthPriorYear	CurrentMonth
Met	71	103
Not Met	6	3

**Attendance Status**

AttendanceStatusAutomated	SameMonthPriorYear	CurrentMonth
Alarm	3	8
Approaching Alarm	9	8
On Track	65	90

**Average Participation**

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	100%	100%
3-5	100%	100%
6-8	100%	100%
9-12	100%	94%
<b>Total</b>	<b>100%</b>	<b>97%</b>

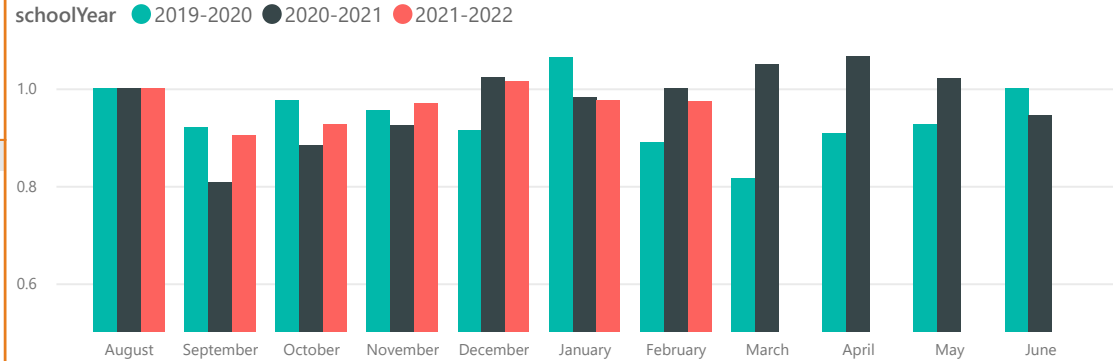
**Average Performance**

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	96%	87%
3-5	83%	84%
6-8	83%	85%
9-12	78%	75%
<b>Total</b>	<b>83%</b>	<b>81%</b>

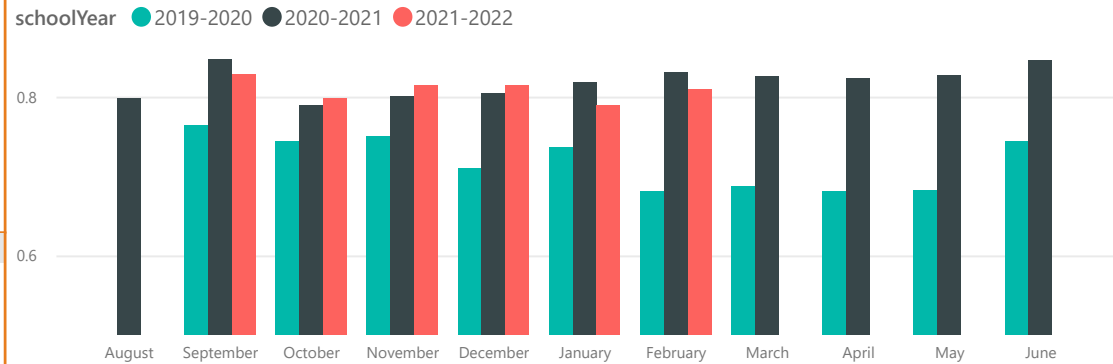
**Average Attendance**

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	88%	94%
3-5	89%	88%
6-8	96%	97%
9-12	90%	85%
<b>Total</b>	<b>92%</b>	<b>90%</b>

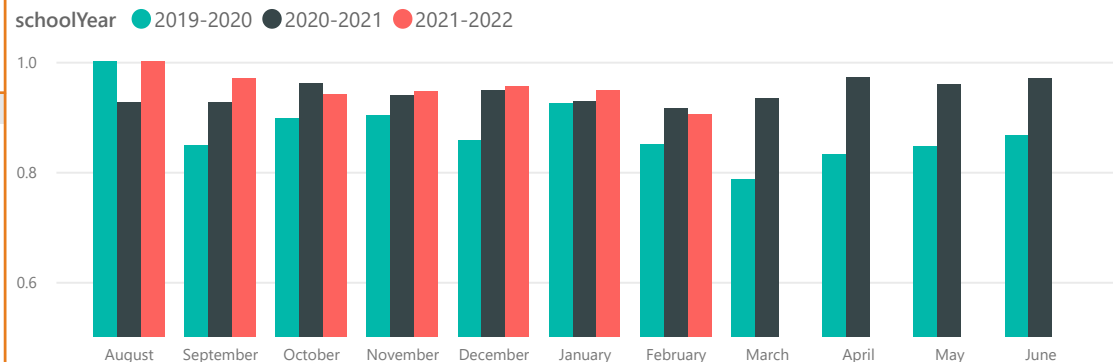
**Average Total Participation**



**Average Total Performance**



**Average Total Attendance**



# MONTHLY SCHOOL REPORT

School & Date Selection

**School**

California Connections Academy Central Valley

**Report Date**

February 28, 2022

**Currently Enrolled**

**658**

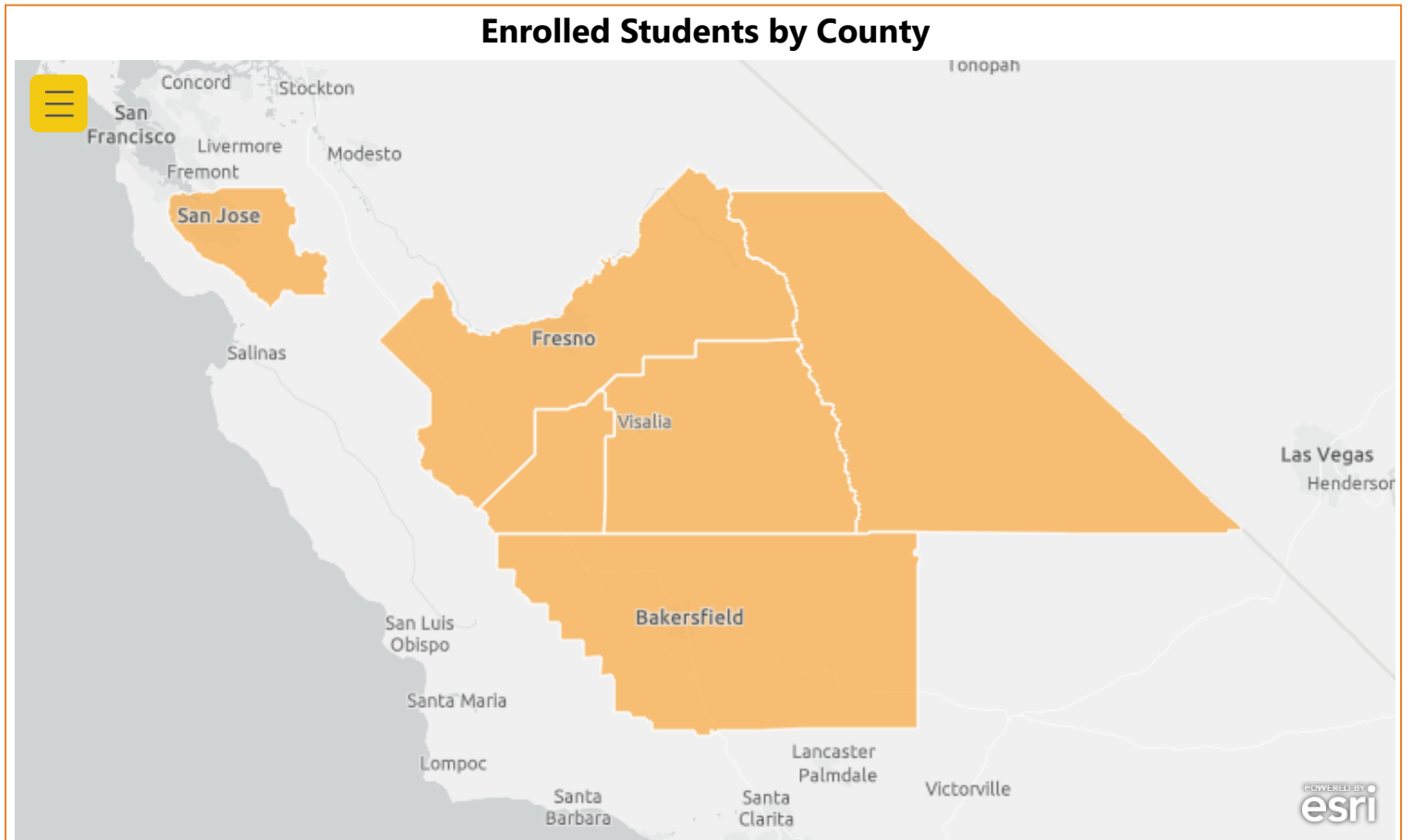
**Total YTD Enrolled**

**791**

**Enrollment Services Complete (Stage 4)**

**863**

**Enrolled Students by County**



# California Connections Academy Central Valley

February 28, 2022

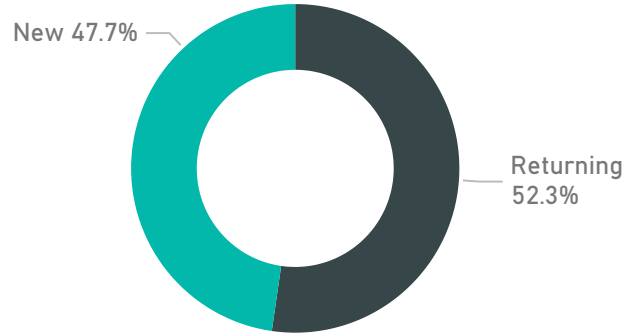
**Current Enrollment Month-Over-Month Change**

**1%**

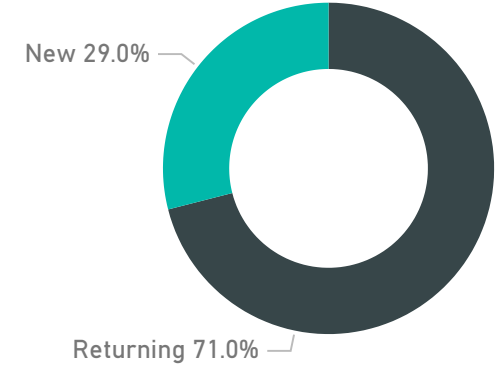
**Current Enrollment Year-Over-Year Change**

**13%**

## New and Returning

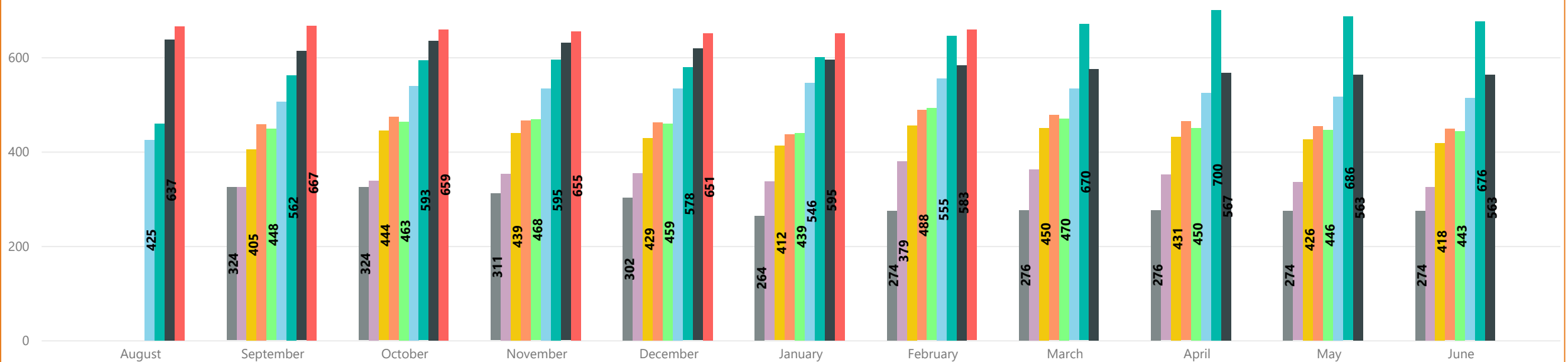


## New and Returning Prior Year



## Monthly Student Current Enrollment Comparison

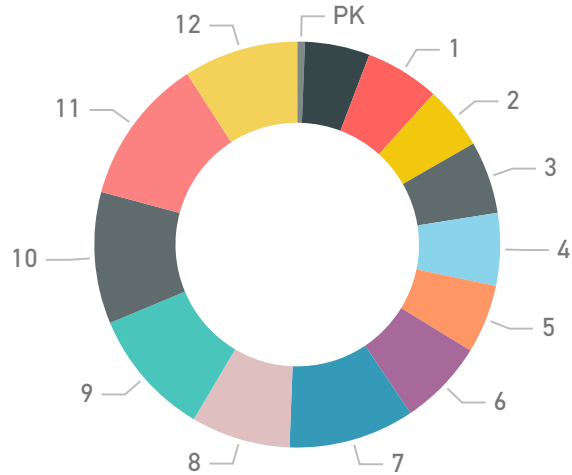
schoolYear ● 2013-2014 ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022



# California Connections Academy Central Valley

February 28, 2022

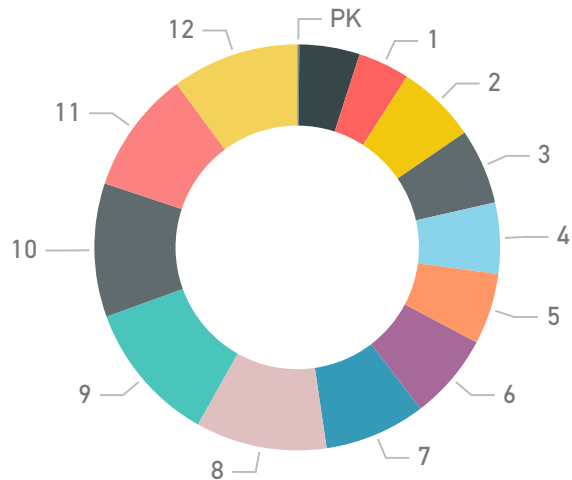
## Enrolled Students by Final Grade



## Grade Distribution

ReportPeriod GradeDistribution	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
	Students	%CT Students	Students	%CT Students	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>90</b>	<b>15%</b>	<b>86</b>	<b>15%</b>	<b>105</b>	<b>16%</b>	<b>110</b>	<b>17%</b>
PK	1	0%	2	0%	3	0%	4	1%
KG	28	5%	24	4%	33	5%	34	5%
1	24	4%	24	4%	38	6%	39	6%
2	37	6%	36	6%	31	5%	33	5%
<b>3-5</b>	<b>101</b>	<b>17%</b>	<b>100</b>	<b>18%</b>	<b>109</b>	<b>17%</b>	<b>112</b>	<b>17%</b>
3	35	6%	34	6%	37	6%	38	6%
4	33	6%	35	6%	36	6%	38	6%
5	33	6%	31	6%	36	6%	36	5%
<b>6-8</b>	<b>148</b>	<b>25%</b>	<b>145</b>	<b>26%</b>	<b>160</b>	<b>25%</b>	<b>163</b>	<b>25%</b>
6	40	7%	40	7%	44	7%	45	7%
7	47	8%	45	8%	64	10%	66	10%
8	61	10%	60	11%	52	8%	52	8%
<b>9-12</b>	<b>244</b>	<b>42%</b>	<b>230</b>	<b>41%</b>	<b>277</b>	<b>43%</b>	<b>273</b>	<b>41%</b>
9	66	11%	62	11%	68	10%	67	10%
10	62	11%	61	11%	68	10%	69	10%
11	57	10%	55	10%	80	12%	77	12%
12	59	10%	52	9%	61	9%	60	9%
<b>Total</b>	<b>583</b>	<b>100%</b>	<b>561</b>	<b>100%</b>	<b>651</b>	<b>100%</b>	<b>658</b>	<b>100%</b>

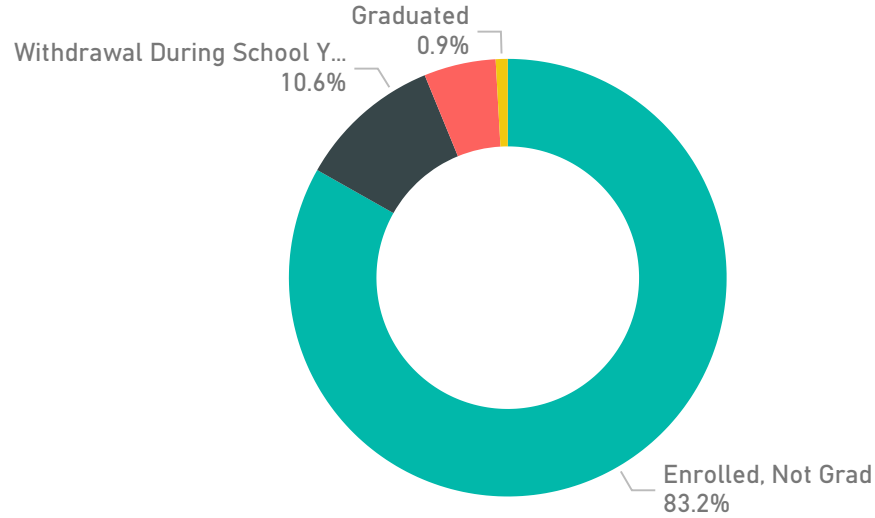
## Enrolled Students Prior Year by Final Grade



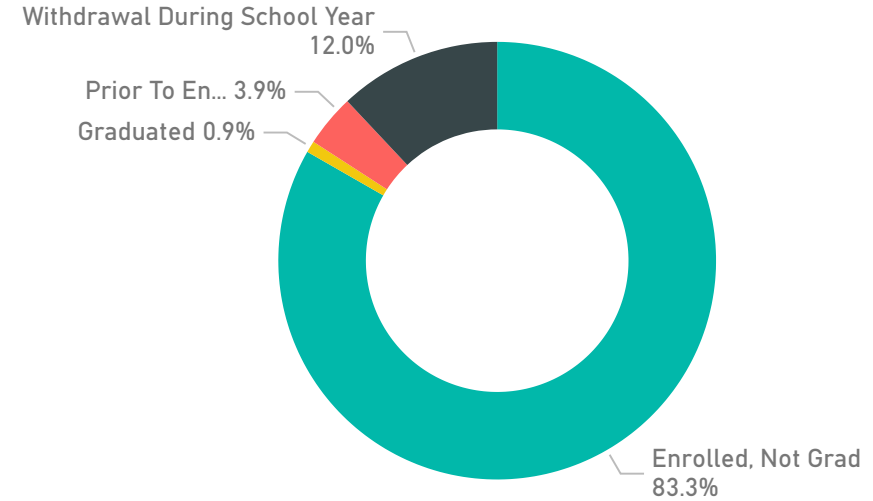
# California Connections Academy Central Valley

February 28, 2022

### Total YTD Enrollment by Withdrawal Category



### Total YTD Enrollment Prior Year by Withdrawal Category



## Total YTD Enrollment

ReportPeriod Withdrawal Category	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	583	83%	563	80%	651	86%	658	83%
Graduated	6	1%	12	2%	4	1%	7	1%
Prior To Engagement	27	4%	28	4%	40	5%	42	5%
Withdrawal During School Year	84	12%	105	15%	63	8%	84	11%
<b>Total</b>	<b>700</b>	<b>100%</b>	<b>708</b>	<b>100%</b>	<b>758</b>	<b>100%</b>	<b>791</b>	<b>100%</b>

**Enrollment Services Complete (Stage 4)**

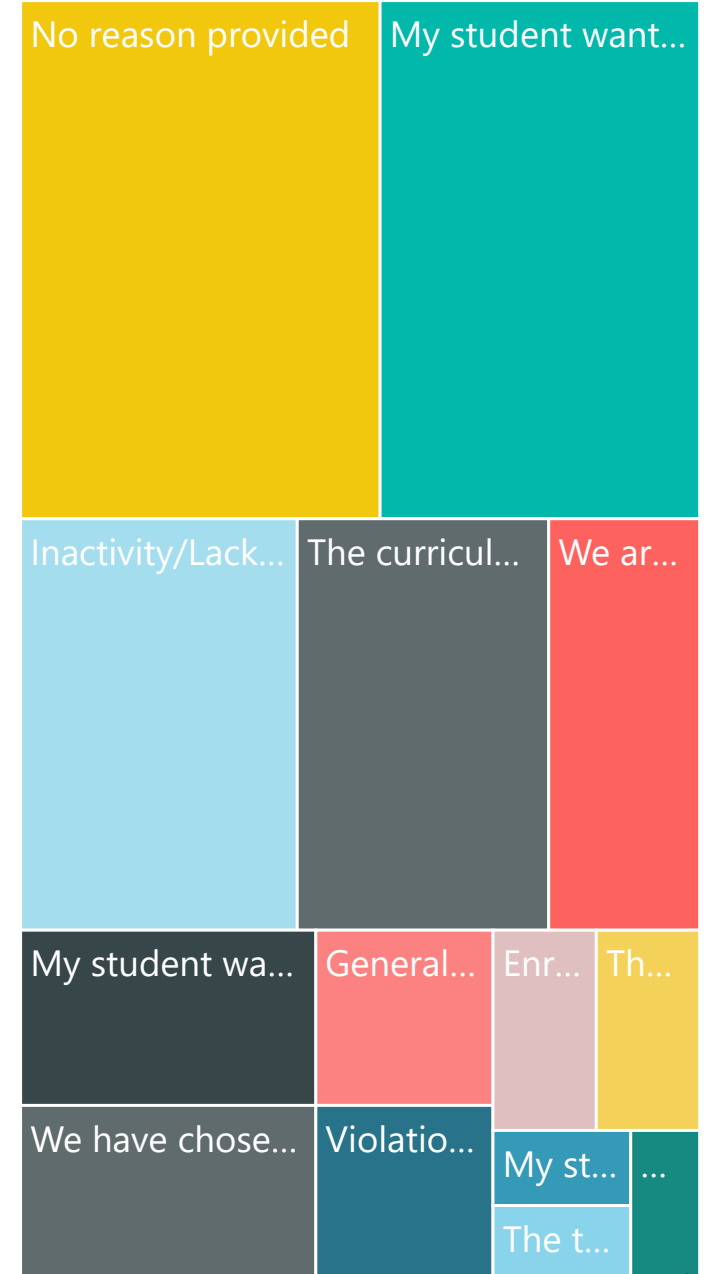
**863**

# California Connections Academy Central Valley

February 28, 2022

## Withdrawal Reason

WD Reason	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	5	5	4	4
Another Reason	1	2	1	2
Different/Better Schooling Option (Not related to socialization)	6	6	2	5
Generally dissatisfied with curriculum/course options			3	3
Inactivity	14	20	8	11
No longer able to provide a Learning Coach	3	3		
No Reason Given	22	28	15	18
Program not flexible enough	3	3		
Program takes too much of Learning Coach's time	5	5		
Program takes too much of student's time				2
Pursuing GED	1	2		1
Student wants more socialization	8	13	13	16
The curriculum is too hard	4	5	10	10
Transition to virtual school too difficult			1	1
Unhappy with the school	1	1		
We are moving	9	10	3	6
We have chosen to home school	2	2	3	5



# California Connections Academy Central Valley

February 28, 2022

## Household Data

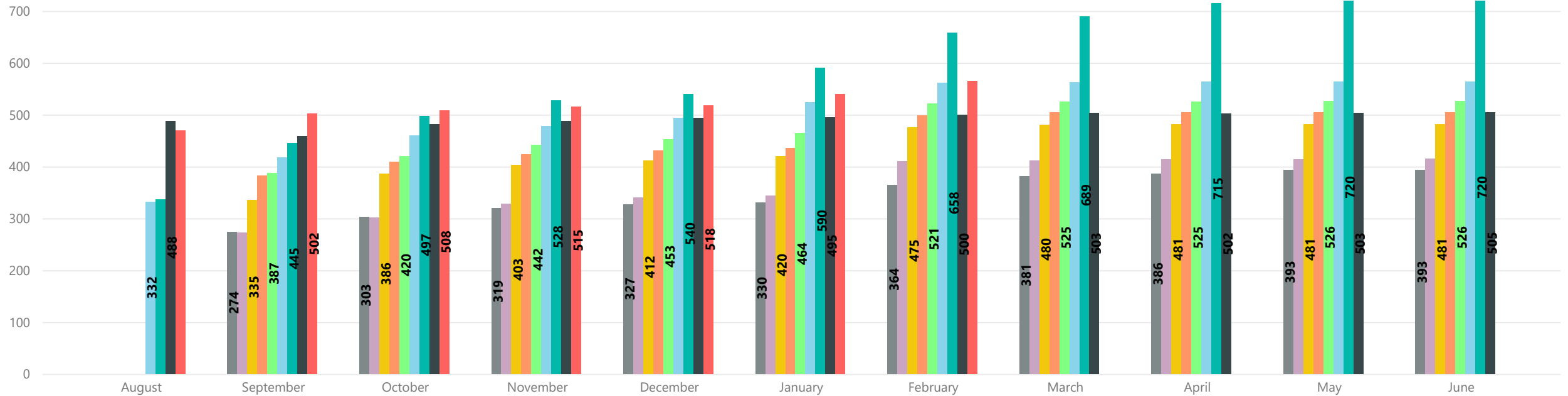
Household Data	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Active	421	406	463	474
Graduated	6	12	4	7
WD During School Year	60	77	50	65
WD Prior To Engagement	26	27	37	39

## Students Per Active Household

SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
1.38	1.39	1.41	1.39

## Monthly Total Households

schoolYear ● 2013-2014 ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022





# California Connections Academy Central Valley

February 28, 2022

## Ethnicity

Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Hispanic or Latino	247	242	332	335
Not Hispanic or Latino	335	320	319	323

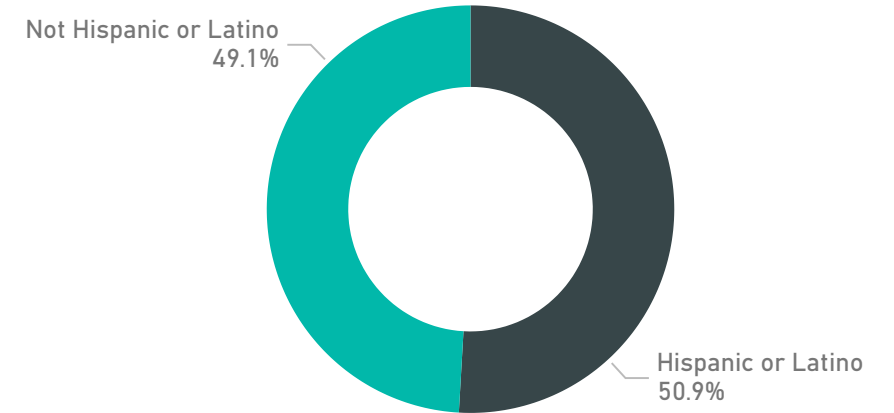
## Race

Race	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth	
American Indian or Alaskan Native		52	51	72	74
Asian		37	38	41	41
Black/African American		74	69	93	96
Native Hawaiian or Other Pacific Islander		7	7	14	17
White		483	464	520	525

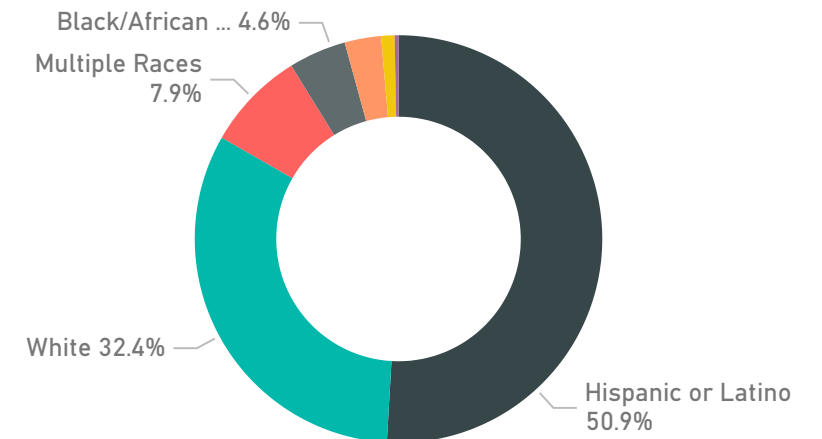
## Distinct Race/Ethnicity

Distinct Race/Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth	
American Indian or Alaskan Native		6	6	7	7
Asian		15	15	17	19
Black/African American		32	30	32	30
Hispanic or Latino		247	242	332	335
Multiple Races		44	40	50	52
Native Hawaiian or Other Pacific Islander				2	2
White		239	230	211	213

## Enrolled Students by Ethnicity



## Enrolled Students by Distinct Race/Ethnicity



# California Connections Academy Central Valley

February 28, 2022

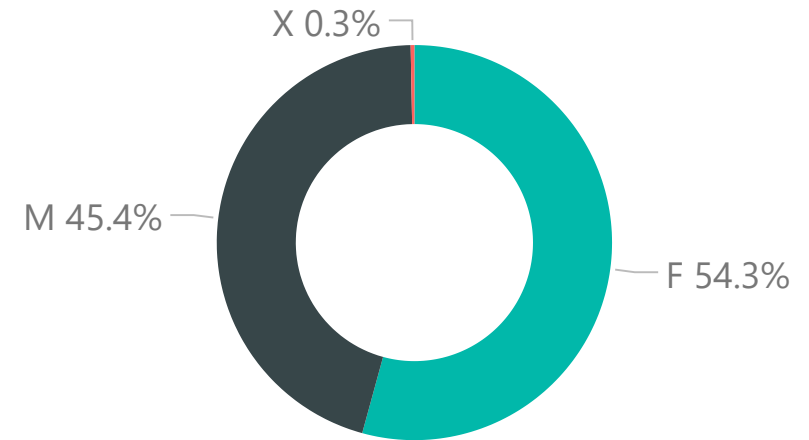
## Gender

Gender	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	1	1		
F	301	290	350	357
M	279	271	299	299
X	2	1	2	2

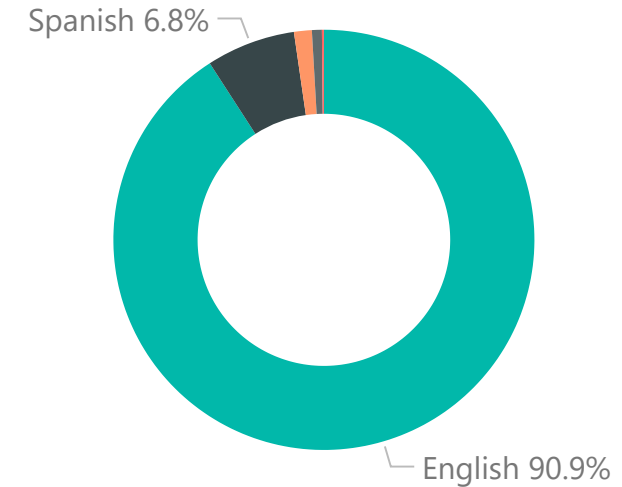
## Primary Language

Home Language	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
English	540	520	592	598
Spanish	32	32	45	45
Arabic	4	3	7	9
Another Language	6	6	5	5
No Language Reported	1	2	2	1

## Enrolled Students by Gender



## Enrolled Students by Language



# California Connections Academy Central Valley

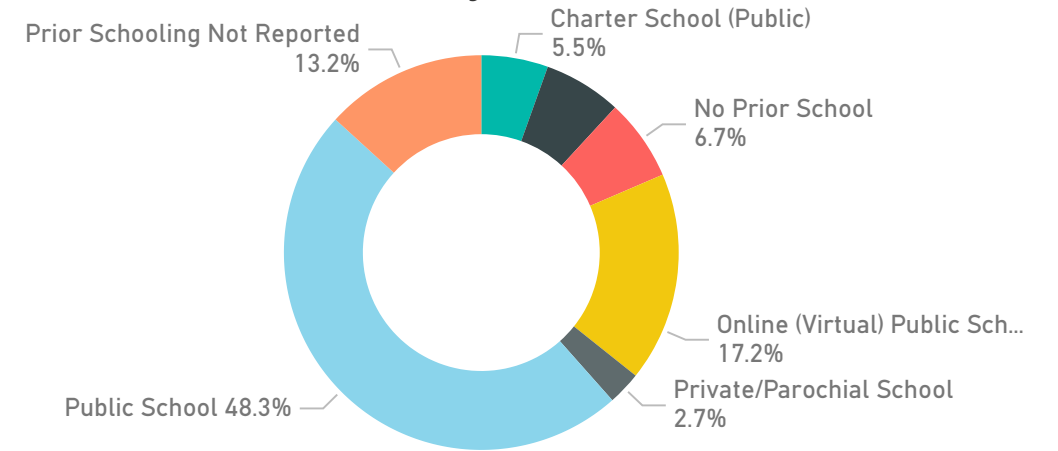
February 28, 2022

## Prior Schooling

Prior Schooling	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Charter School (Public)	30	28	34	36
Home School	29	28	43	42
No Prior School	53	49	41	44
Online (Virtual) Public School	43	45	112	113
Private/Parochial School	17	17	19	18
Public School	315	300	314	318
Prior Schooling Not Reported	96	96	88	87

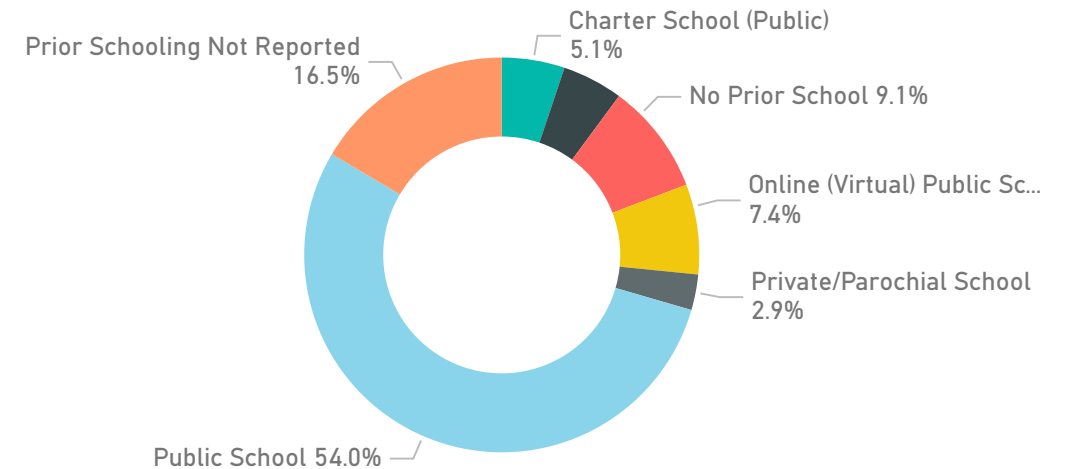
## Prior Schooling

February 28, 2022



## Prior Schooling

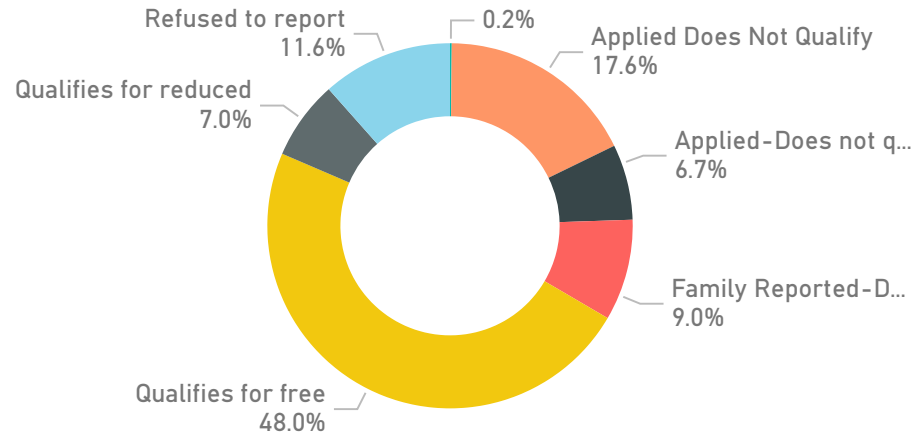
February 28, 2021



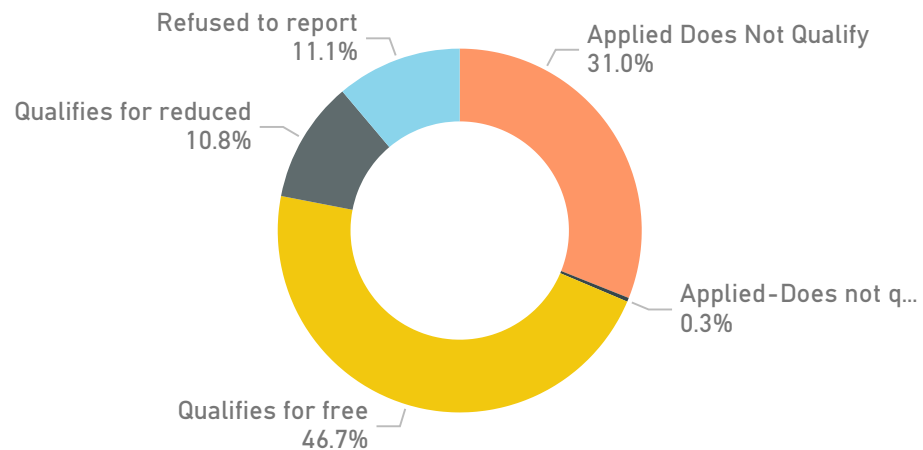
# California Connections Academy Central Valley

February 28, 2022

**FARM Eligibility**  
February 28, 2022



**FARM Eligibility**  
February 28, 2021



## Disability

Disability	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Autism	23	22	18	18
Cognitive Disability	5	5	6	6
Emotionally Impaired	5	8	7	7
Other Health Impaired	16	16	15	15
Physical Disability	1	1		
Specific Learning Disability	31	29	22	22
Speech/Language Impaired	15	14	15	13

Specific Learning Disability

Other Health Impaired

Emotionall...

Autism

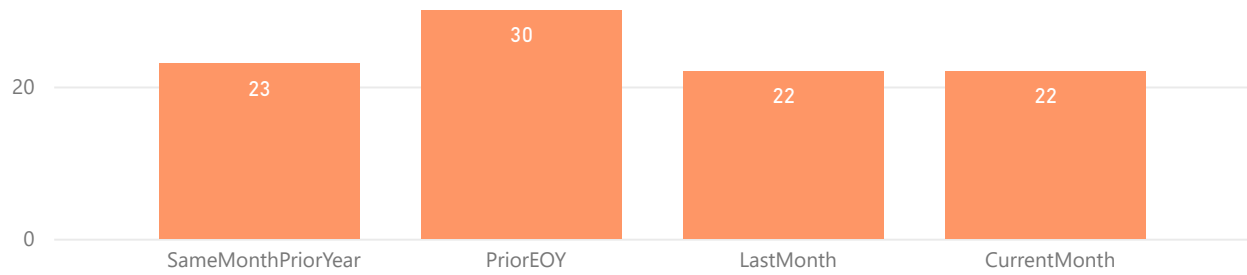
Speech/Language Impaired

Cognitive ...

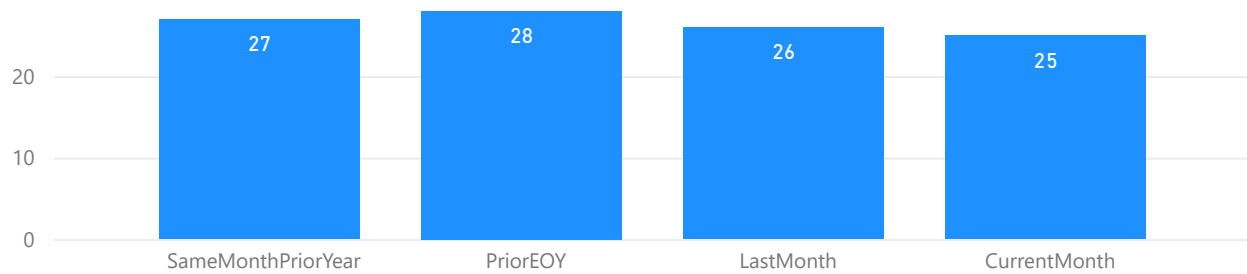
# California Connections Academy Central Valley

February 28, 2022

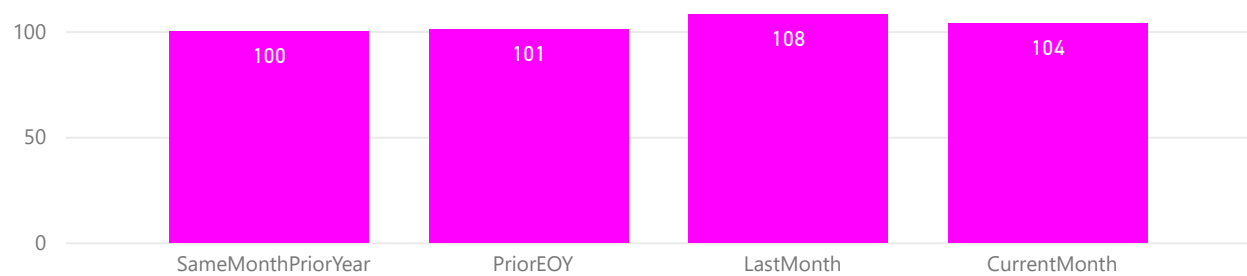
## Gifted



## Plan504



## IEP



## Currently Enrolled

**658**

### Gifted

**3%**

### Plan504

**4%**

### IEP

**16%**

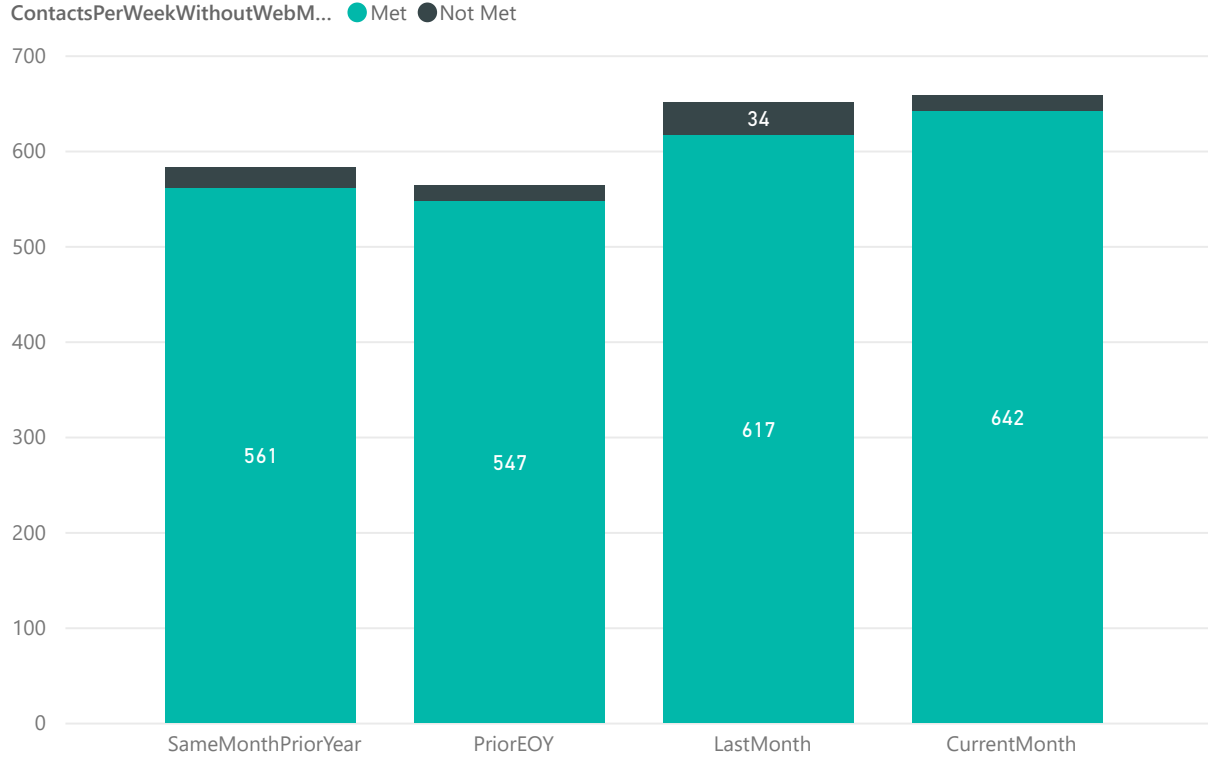
### Not in Special Population

**78%**

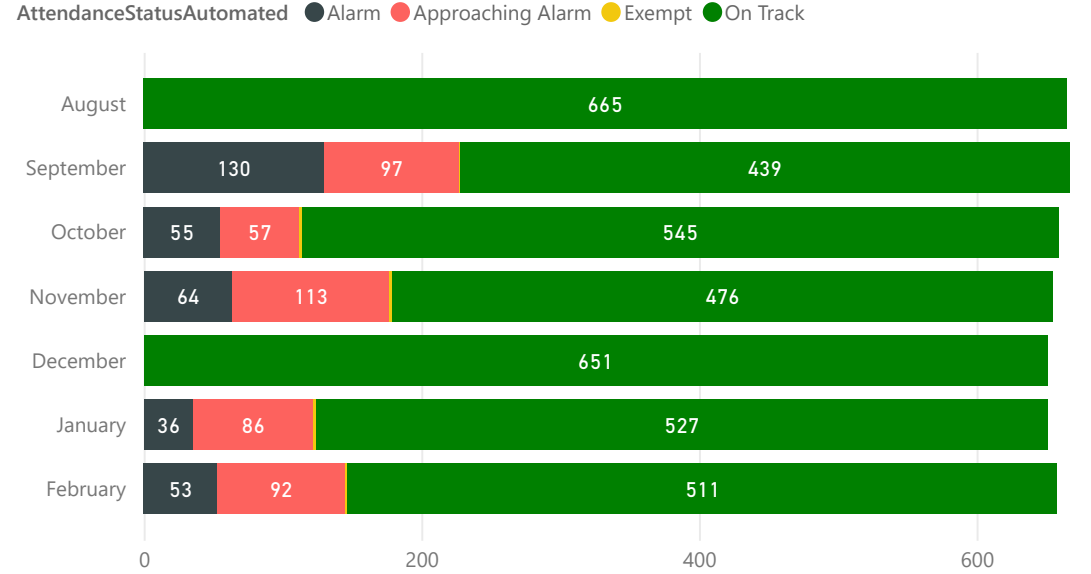
# California Connections Academy Central Valley

February 28, 2022

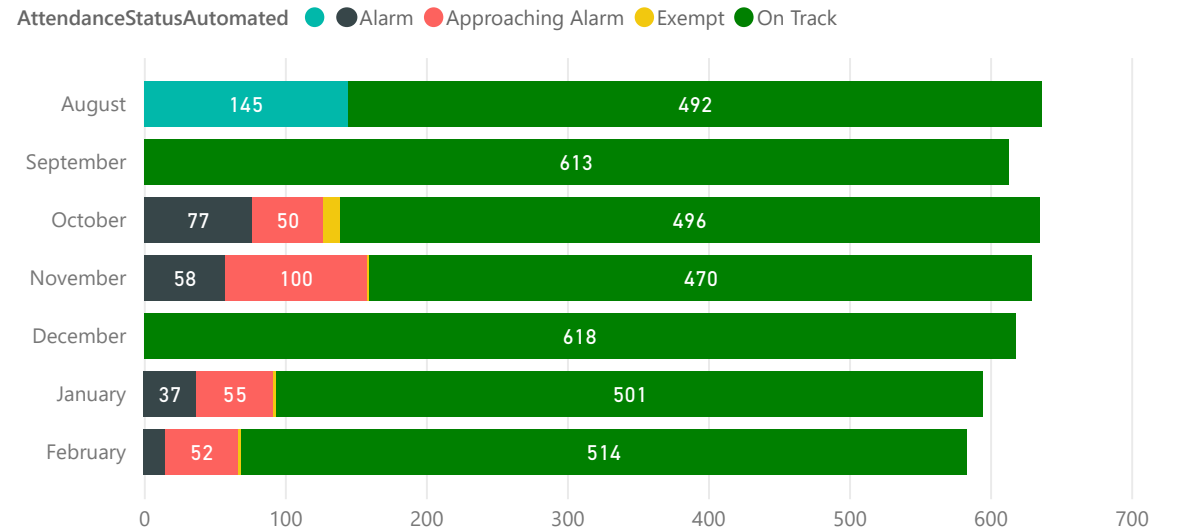
## Contacts Per Week



## School Year: 2021-2022



## School Year: 2020-2021



## Currently Enrolled

**658**

# California Connections Academy Central Valley

February 28, 2022

## Average Participation

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	100%	92%	97%	102%
3-5	100%	97%	97%	99%
6-8	100%	92%	98%	101%
9-12	99%	97%	95%	97%
<b>Total</b>	<b>100%</b>	<b>95%</b>	<b>96%</b>	<b>99%</b>

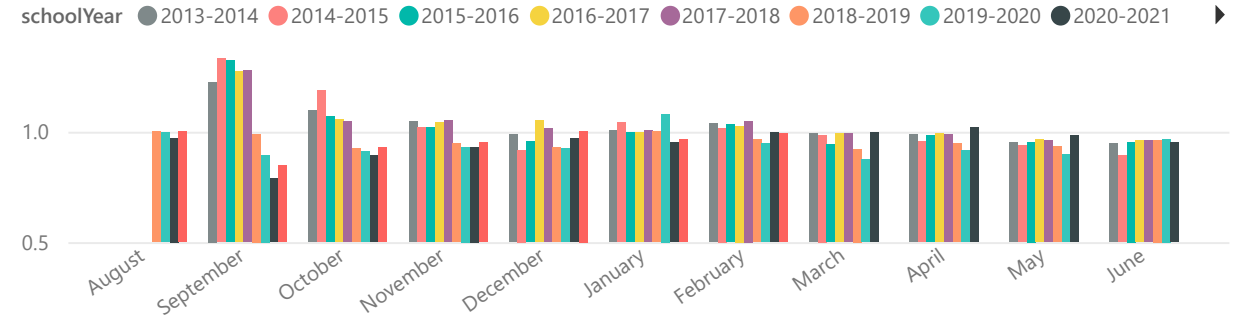
## Average Performance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	94%	93%	90%	89%
3-5	75%	75%	77%	78%
6-8	79%	77%	73%	75%
9-12	71%	76%	71%	76%
<b>Total</b>	<b>77%</b>	<b>79%</b>	<b>75%</b>	<b>78%</b>

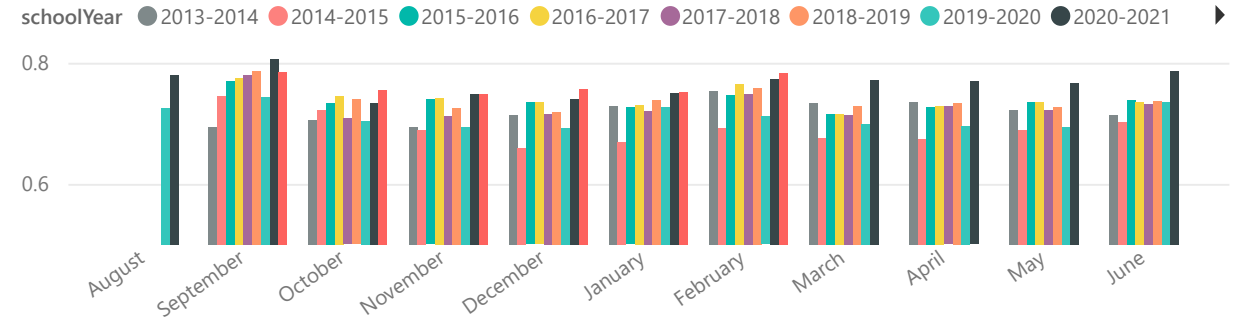
## Average Attendance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	96%	98%	96%	93%
3-5	92%	94%	95%	91%
6-8	96%	97%	96%	92%
9-12	91%	93%	92%	90%
<b>Total</b>	<b>93%</b>	<b>95%</b>	<b>94%</b>	<b>91%</b>

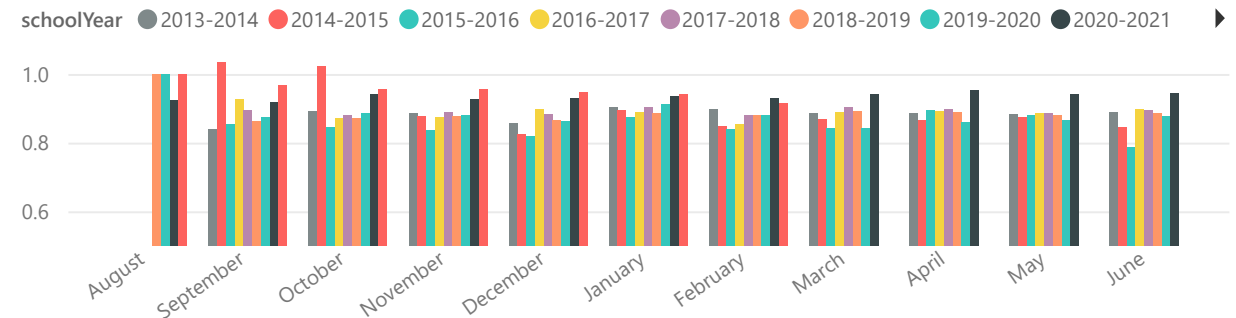
## Average Total Participation



## Average Total Performance



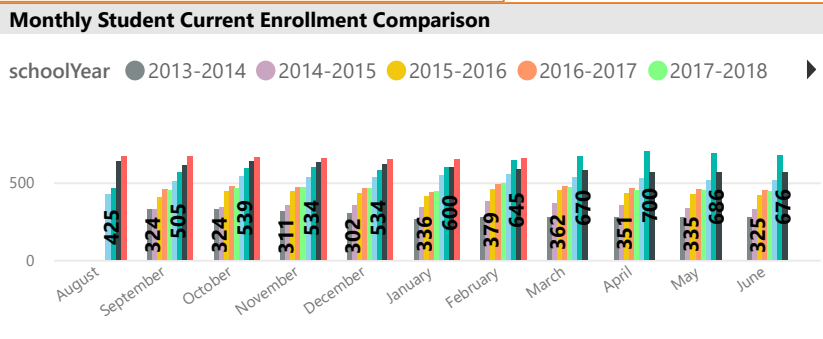
## Average Total Attendance



<b>Currently Enrolled</b>	<b>Total YTD Enrolled</b>
<b>658</b>	<b>791</b>
<b>Enrollment Services Complete (Stage 4)</b>	
<b>863</b>	

**California Connections Academy Central Valley**  
February 28, 2022

<b>Current Enrollment Month-Over-Month Change</b>
<b>1%</b>
<b>Current Enrollment Year-Over-Year Change</b>
<b>13%</b>



**Total YTD Enrollment**

ReportPeriod Withdrawal Category	SameMonthPriorYear		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	583	83%	658	83%
Graduated	6	1%	7	1%
Prior To Engagement	27	4%	42	5%
Withdrawal During School Year	84	12%	84	11%
<b>Total</b>	<b>700</b>	<b>100%</b>	<b>791</b>	<b>100%</b>

**New & Returning**

ReportPeriod New or Returning	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
New	169	28.99%	314	47.72%
Returning	414	71.01%	344	52.28%

**Household Data**

Household Data	SameMonthPriorYear		CurrentMonth	
	Active	421	474	
Graduated	6	7		
WD During School Year	60	65		
WD Prior To Engagement	26	39		

**Students Per Active Household**

	SameMonthPriorYear		CurrentMonth	
		1.38	1.39	

**Grade Distribution**

ReportPeriod GradeDistribution	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>90</b>	<b>15%</b>	<b>110</b>	<b>17%</b>
PK	1	0%	4	1%
KG	28	5%	34	5%
1	24	4%	39	6%
2	37	6%	33	5%
<b>3-5</b>	<b>101</b>	<b>17%</b>	<b>112</b>	<b>17%</b>
3	35	6%	38	6%
4	33	6%	38	6%
5	33	6%	36	5%
<b>6-8</b>	<b>148</b>	<b>25%</b>	<b>163</b>	<b>25%</b>
6	40	7%	45	7%
7	47	8%	66	10%
8	61	10%	52	8%
<b>9-12</b>	<b>244</b>	<b>42%</b>	<b>273</b>	<b>41%</b>
9	66	11%	67	10%
10	62	11%	69	10%
11	57	10%	77	12%
<b>Total</b>	<b>583</b>	<b>100%</b>	<b>658</b>	<b>100%</b>

**Withdrawal Reason**

Withdrawal Reason	SameMonthPriorYear
Enrollment was intended to be short term and is no longer needed for my student.	
Generally dissatisfied with curriculum/course options	
Inactivity/Lack of Attendance	
My student is pursuing GED	
My student wants to return to a traditional school setting for other (non-socialization related) reasons.	
My student wants to return to a traditional school setting for socialization reasons.	
No reason provided	
The curriculum is too hard.	
The program takes too much of the Learning Coach's time.	
The program takes too much of the student's time.	
The program/schedule is not flexible enough.	
The transition to virtual school was too difficult.	
Violation of state regulations	
We are moving.	
We are no longer able to provide a Learning Coach to assist our student.	



**California Connections Academy Central Valley**  
**February 28, 2022**

Gender		
Gender	SameMonthPriorYear	CurrentMonth
	1	
F	301	357
M	279	299
X	2	2

Primary Language		
Home Language	SameMonthPriorYear	CurrentMonth
English	540	598
Spanish	32	45
Arabic	4	9
Another Language	6	5
No Language Reported	1	1

Disability		
Disability	SameMonthPriorYear	CurrentMonth
Autism	23	18
Cognitive Disability	5	6
Emotionally Impaired	5	7
Other Health Impaired	16	15
Physical Disability	1	
Specific Learning Disability	31	22
Speech/Language Impaired	15	13

Gifted		
Gifted	SameMonthPriorYear	CurrentMonth
Yes	23	22

Plan 504		
Plan504	SameMonthPriorYear	CurrentMonth
504	27	25

IEP		
IEP	SameMonthPriorYear	CurrentMonth
IEP	100	104

Gifted	Plan504
<b>3%</b>	<b>4%</b>
IEP	Not in Special Population
<b>16%</b>	<b>78%</b>

Ethnicity		
Ethnicity	SameMonthPriorYear	CurrentMonth
Hispanic or Latino	247	335
Not Hispanic or Latino	335	323

Distinct Race/Ethnicity		
Distinct Race/Ethnicity	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	6	7
Asian	15	19
Black/African American	32	30
Hispanic or Latino	247	335
Multiple Races	44	52
Native Hawaiian or Other Pacific Islander		2
White	239	213

Race		
Race	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	52	74
Asian	37	41
Black/African American	74	96
Native Hawaiian or Other Pacific Islander	7	17
White	483	525

Household FARM Eligibility		
HouseholdFARMEligibility	SameMonthPriorYear	CurrentMonth
Applied Does Not Qualify	152	112
Applied-Does not qualify	2	32
Family Reported-Does not qualify		50
Qualifies for free	230	274
Qualifies for reduced	47	39
Refused to report	56	69

Prior Schooling		
Prior Schooling	SameMonthPriorYear	CurrentMonth
Charter School (Public)	30	36
Home School	29	42
No Prior School	53	44
Online (Virtual) Public School	43	113
Private/Parochial School	17	18
Public School	315	318
Prior Schooling Not Reported	96	87

**California Connections Academy Central Valley**  
February 28, 2022

**Contacts Per Week**

ContactsPerWeekWithoutWebMail	SameMonthPriorYear	CurrentMonth
Met	561	642
Not Met	22	16

**Attendance Status**

AttendanceStatusAutomated	SameMonthPriorYear	CurrentMonth
Alarm	15	53
Approaching Alarm	52	92
Exempt	2	2
On Track	514	511

**Average Participation**

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	100%	102%
3-5	100%	99%
6-8	100%	101%
9-12	99%	97%
<b>Total</b>	<b>100%</b>	<b>99%</b>

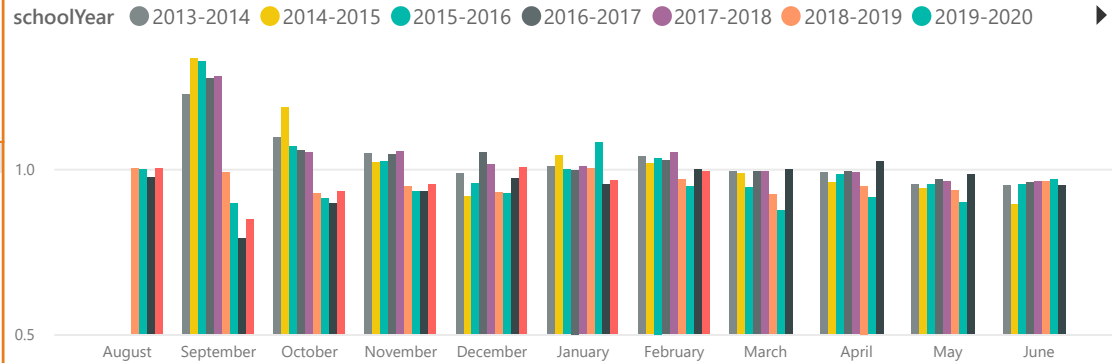
**Average Performance**

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	94%	89%
3-5	75%	78%
6-8	79%	75%
9-12	71%	76%
<b>Total</b>	<b>77%</b>	<b>78%</b>

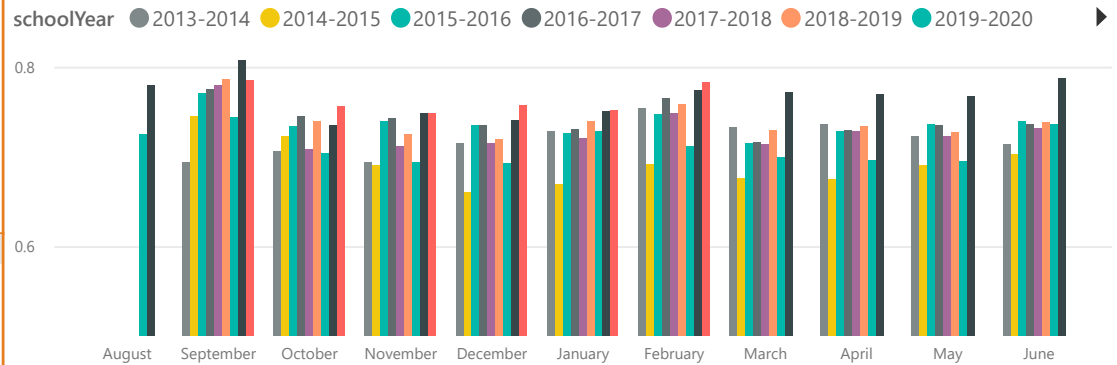
**Average Attendance**

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	96%	93%
3-5	92%	91%
6-8	96%	92%
9-12	91%	90%
<b>Total</b>	<b>93%</b>	<b>91%</b>

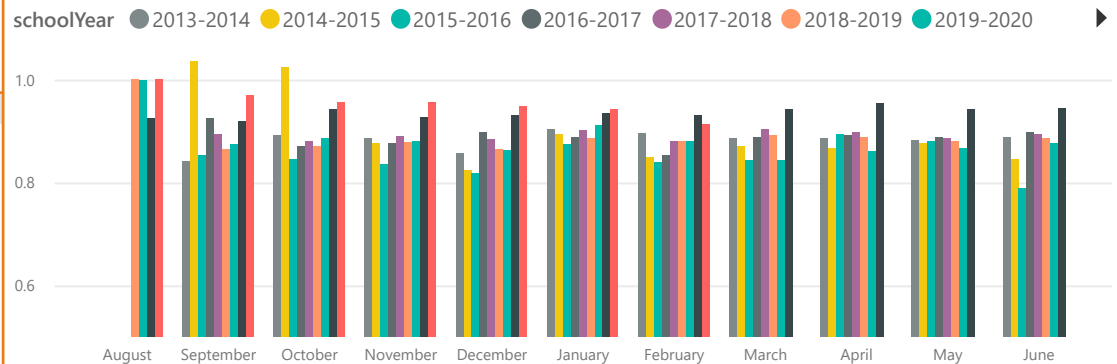
**Average Total Participation**



**Average Total Performance**



**Average Total Attendance**



# MONTHLY SCHOOL REPORT

School & Date Selection

**School**

California Connections Academy Monterey Bay

**Report Date**

February 28, 2022

**Currently Enrolled**

**437**

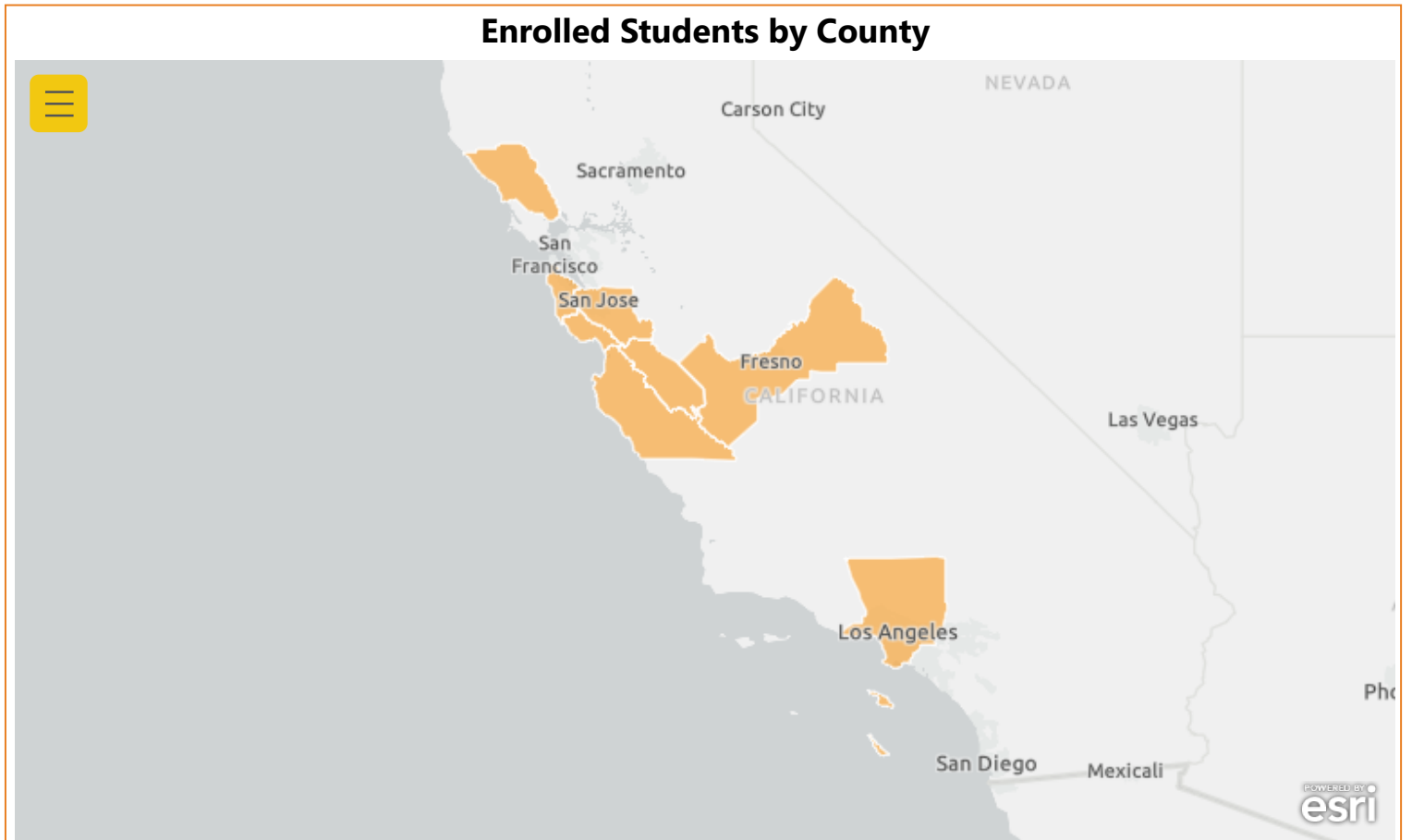
**Total YTD Enrolled**

**545**

**Enrollment Services Complete (Stage 4)**

**601**

**Enrolled Students by County**



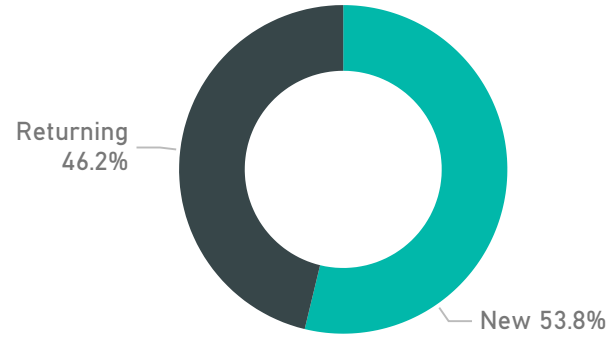
# California Connections Academy Monterey Bay

February 28, 2022

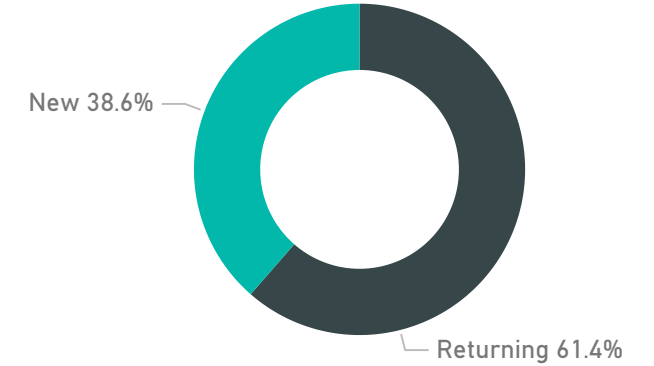
**Current Enrollment Month-Over-Month Change**  
**-2%**

**Current Enrollment Year-Over-Year Change**  
**15%**

## New and Returning

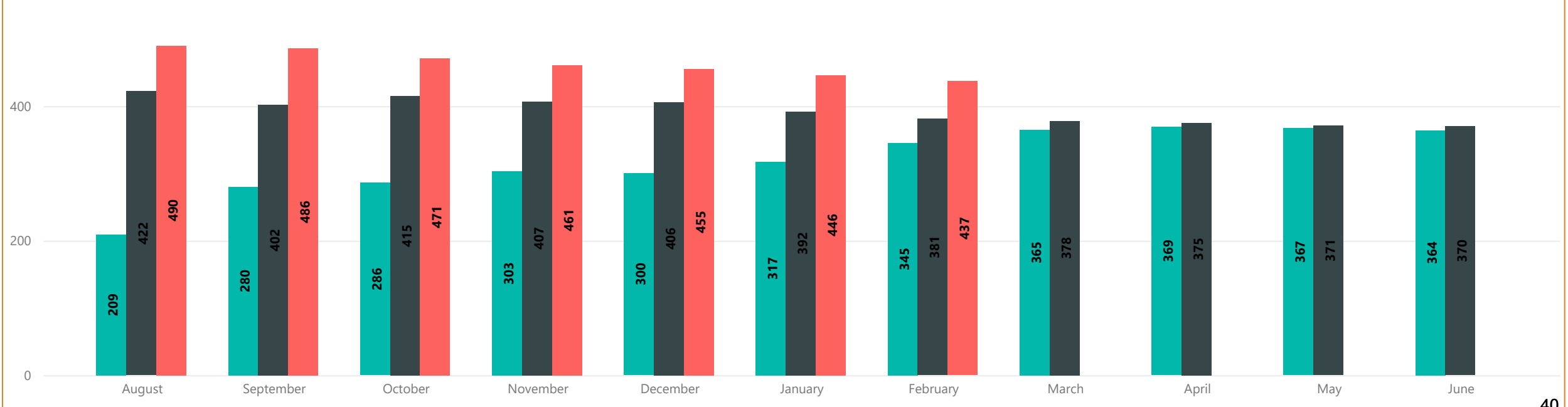


## New and Returning Prior Year



## Monthly Student Current Enrollment Comparison

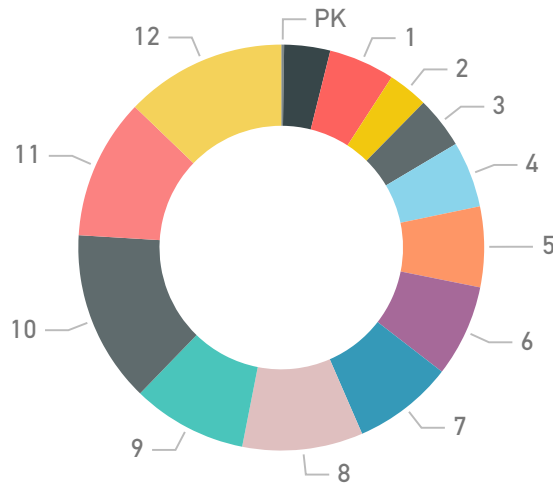
schoolYear ● 2019-2020 ● 2020-2021 ● 2021-2022



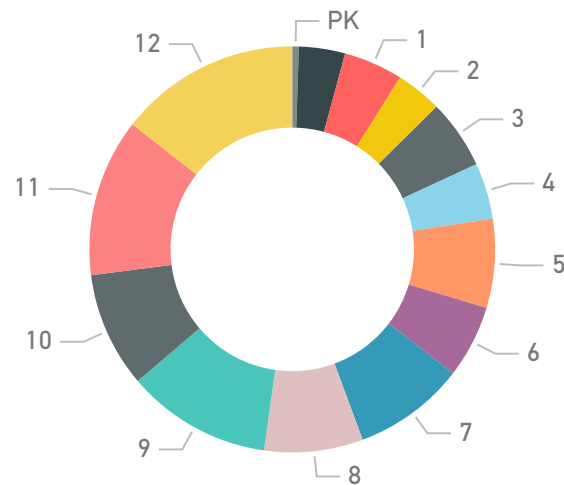
# California Connections Academy Monterey Bay

February 28, 2022

## Enrolled Students by Final Grade



## Enrolled Students Prior Year by Final Grade



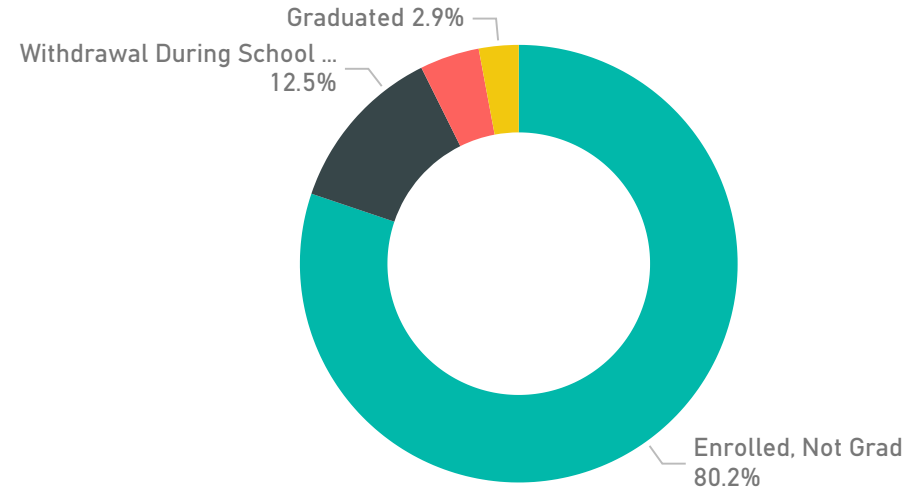
## Grade Distribution

ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
GradeDistribution	Students	%CT Students	Students	%CT Students	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>48</b>	<b>13%</b>	<b>46</b>	<b>12%</b>	<b>57</b>	<b>13%</b>	<b>54</b>	<b>12%</b>
PK	2	1%	2	1%	2	0%	1	0%
KG	14	4%	12	3%	17	4%	16	4%
1	18	5%	18	5%	23	5%	23	5%
2	14	4%	14	4%	15	3%	14	3%
<b>3-5</b>	<b>65</b>	<b>17%</b>	<b>64</b>	<b>17%</b>	<b>69</b>	<b>15%</b>	<b>69</b>	<b>16%</b>
3	21	6%	20	5%	17	4%	18	4%
4	17	4%	17	5%	24	5%	23	5%
5	27	7%	27	7%	28	6%	28	6%
<b>6-8</b>	<b>86</b>	<b>23%</b>	<b>81</b>	<b>22%</b>	<b>109</b>	<b>24%</b>	<b>109</b>	<b>25%</b>
6	22	6%	21	6%	33	7%	32	7%
7	34	9%	32	9%	36	8%	35	8%
8	30	8%	28	8%	40	9%	42	10%
<b>9-12</b>	<b>182</b>	<b>48%</b>	<b>179</b>	<b>48%</b>	<b>211</b>	<b>47%</b>	<b>205</b>	<b>47%</b>
9	44	12%	43	12%	40	9%	40	9%
10	35	9%	37	10%	59	13%	60	14%
11	48	13%	46	12%	51	11%	49	11%
12	55	14%	53	14%	61	14%	56	13%
<b>Total</b>	<b>381</b>	<b>100%</b>	<b>370</b>	<b>100%</b>	<b>446</b>	<b>100%</b>	<b>437</b>	<b>100%</b>

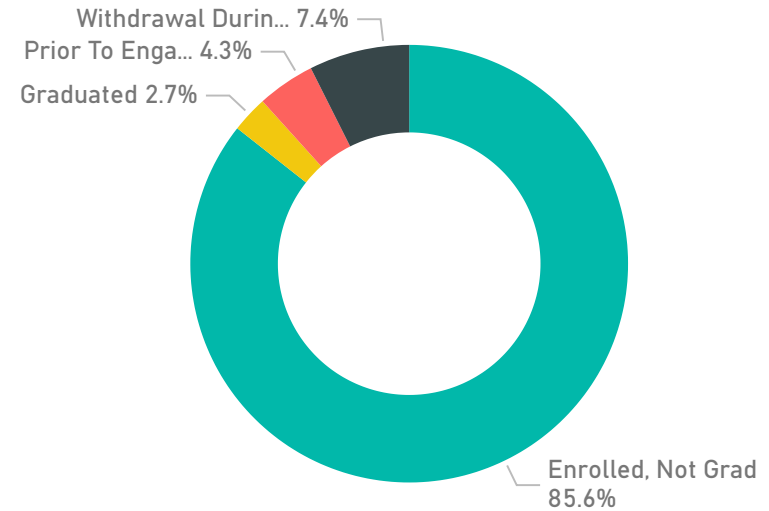
# California Connections Academy Monterey Bay

February 28, 2022

### Total YTD Enrollment by Withdrawal Category



### Total YTD Enrollment Prior Year by Withdrawal Category



### Total YTD Enrollment

ReportPeriod Withdrawal Category	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	381	86%	370	83%	446	83%	437	80%
Graduated	12	3%	13	3%	10	2%	16	3%
Not Returning			1	0%				
Prior To Engagement	19	4%	20	4%	21	4%	24	4%
Withdrawal During School Year	33	7%	44	10%	59	11%	68	12%
<b>Total</b>	<b>445</b>	<b>100%</b>	<b>448</b>	<b>100%</b>	<b>536</b>	<b>100%</b>	<b>545</b>	<b>100%</b>

**Enrollment Services Complete (Stage 4)**

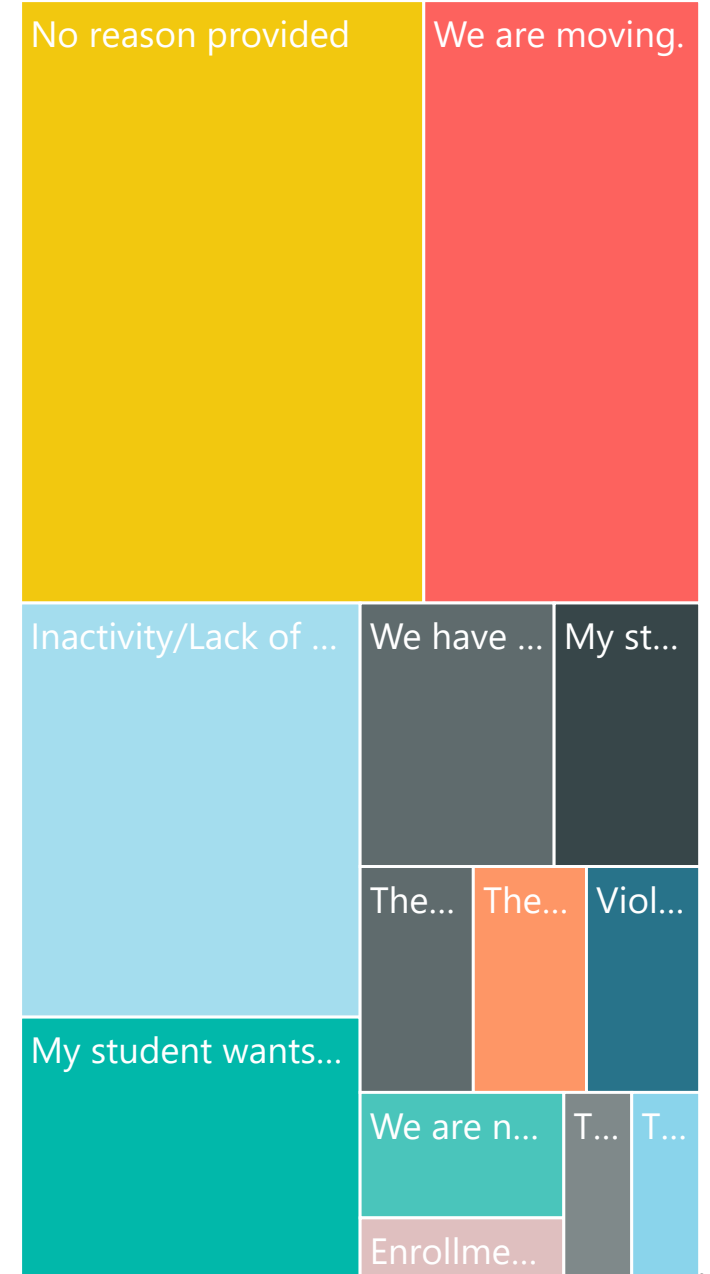
**601**

# California Connections Academy Monterey Bay

February 28, 2022

## Withdrawal Reason

WD Reason	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
			2	2
Another Reason	1	1	1	1
Different/Better Schooling Option (Not related to socialization)	4	4	2	3
Inactivity	5	7	10	11
No longer able to provide a Learning Coach		1	2	2
No Reason Given	7	7	18	19
Program not flexible enough			1	1
Program takes too much of Learning Coach's time			2	2
Pursuing GED	1	2		
Student wants more socialization	3	5	5	7
The curriculum is too hard	5	5	2	2
Transition to virtual school too difficult			1	1
We are moving	7	10	11	13
We have chosen to home school			2	4



# California Connections Academy Monterey Bay

February 28, 2022

## Household Data

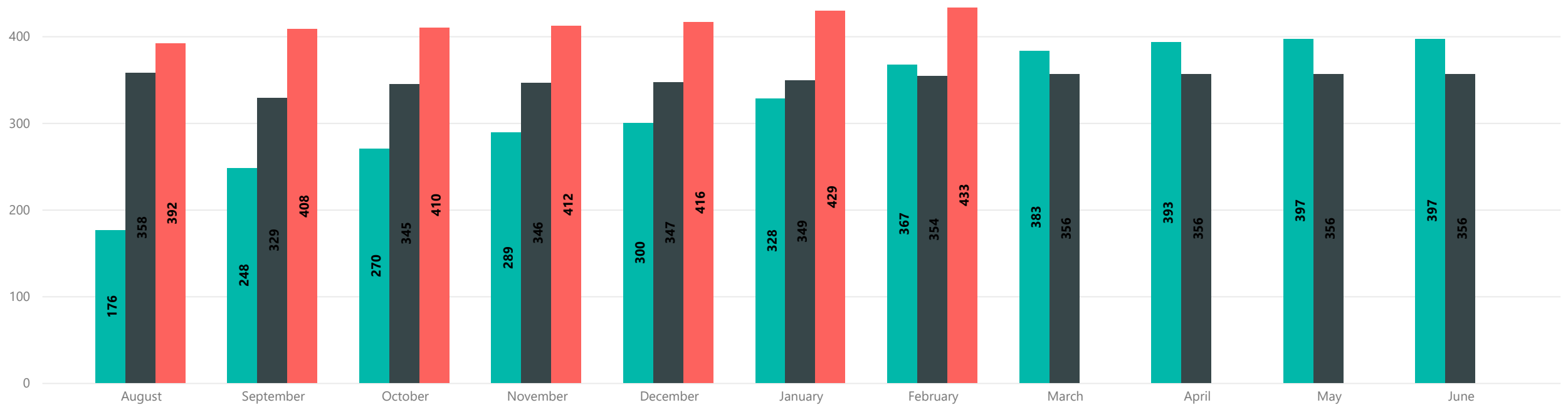
Household Data	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Active	303	295	357	345
Graduated	12	13	11	17
Not Returning		1		
WD During School Year	27	35	48	56
WD Prior To Engagement	14	15	18	21

## Students Per Active Household

SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
1.26	1.25	1.25	1.27

## Monthly Total Households

schoolYear ● 2019-2020 ● 2020-2021 ● 2021-2022





# California Connections Academy Monterey Bay

February 28, 2022

## Ethnicity

Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Hispanic or Latino	125	123	154	148
Not Hispanic or Latino	255	246	291	288

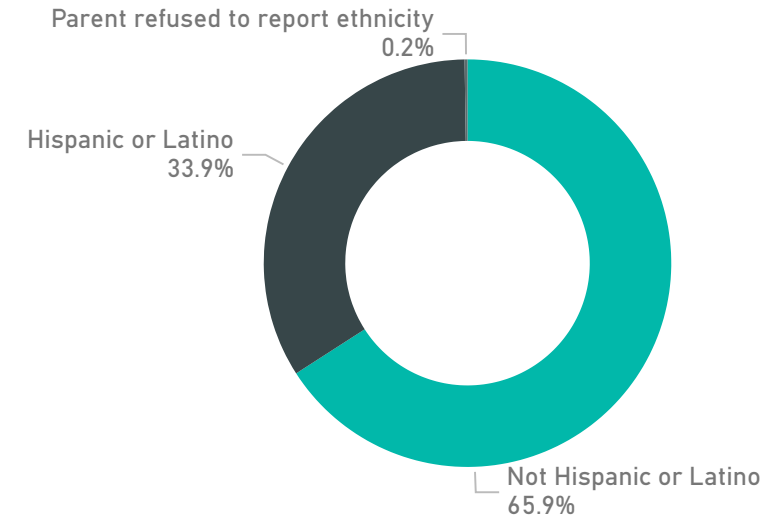
## Race

Race	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth	
American Indian or Alaskan Native		26	27	39	37
Asian		112	107	149	141
Black/African American		25	25	29	27
Native Hawaiian or Other Pacific Islander		16	15	24	22
White		260	252	296	293

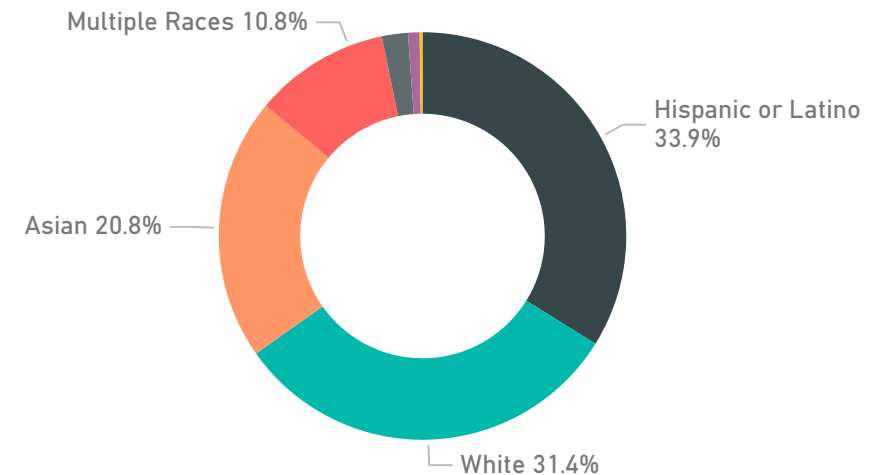
## Distinct Race/Ethnicity

Distinct Race/Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native			1	1
Asian	76	72	94	91
Black/African American	10	10	9	9
Hispanic or Latino	125	123	154	148
Multiple Races	35	34	50	47
Native Hawaiian or Other Pacific Islander	3	3	4	4
White	132	128	134	137

## Enrolled Students by Ethnicity



## Enrolled Students by Distinct Race/Ethnicity



# California Connections Academy Monterey Bay

February 28, 2022

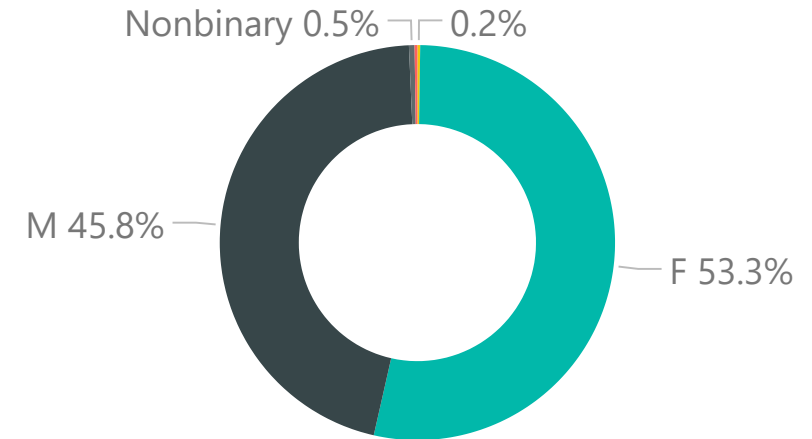
## Gender

Gender	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	1	1	1	1
F	213	205	236	233
M	167	164	206	200
Nonbinary			2	2
X			1	1

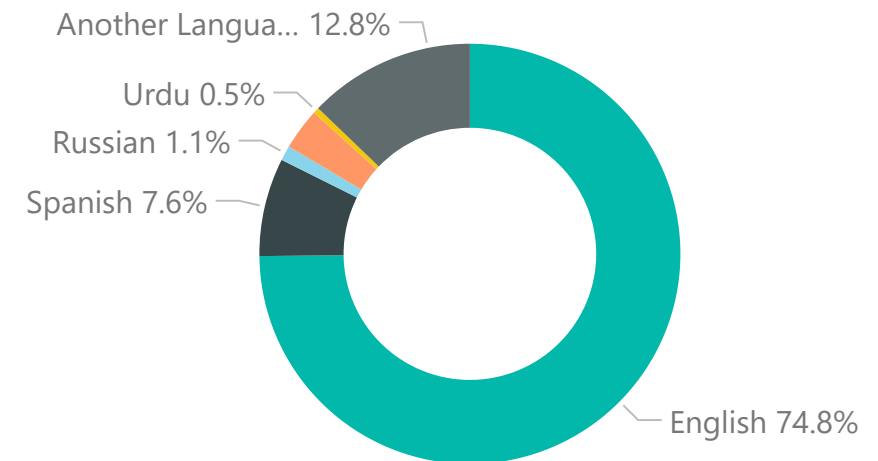
## Primary Language

Home Language	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
English	305	294	336	327
Spanish	22	22	33	33
Russian	10	10	5	5
Arabic	4	4	11	14
Urdu	2	2	2	2
Another Language	38	37	58	56
No Language Reported		1	1	

## Enrolled Students by Gender



## Enrolled Students by Language



# California Connections Academy Monterey Bay

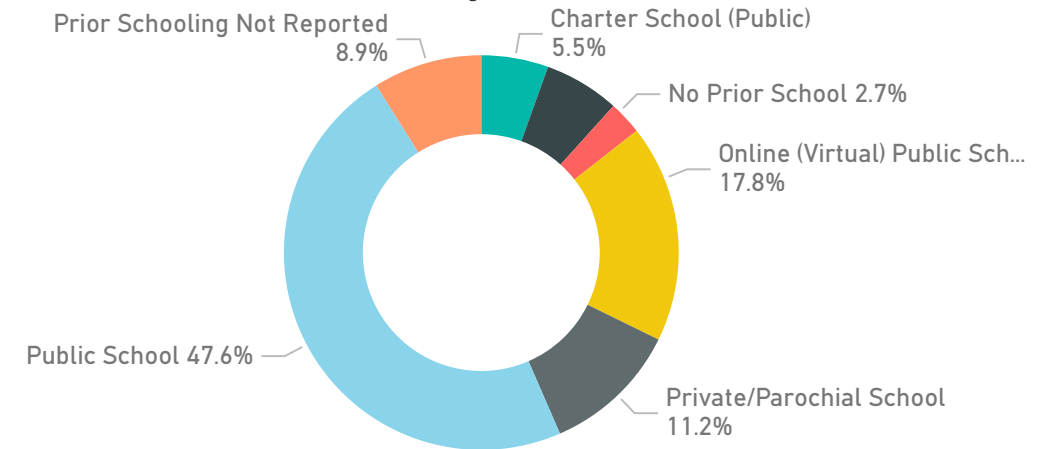
February 28, 2022

## Prior Schooling

Prior Schooling	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Charter School (Public)	15	15	23	24
Home School	11	11	28	27
No Prior School	19	19	14	12
Online (Virtual) Public School	59	58	77	78
Private/Parochial School	45	45	51	49
Public School	186	175	212	208
Prior Schooling Not Reported	46	47	41	39

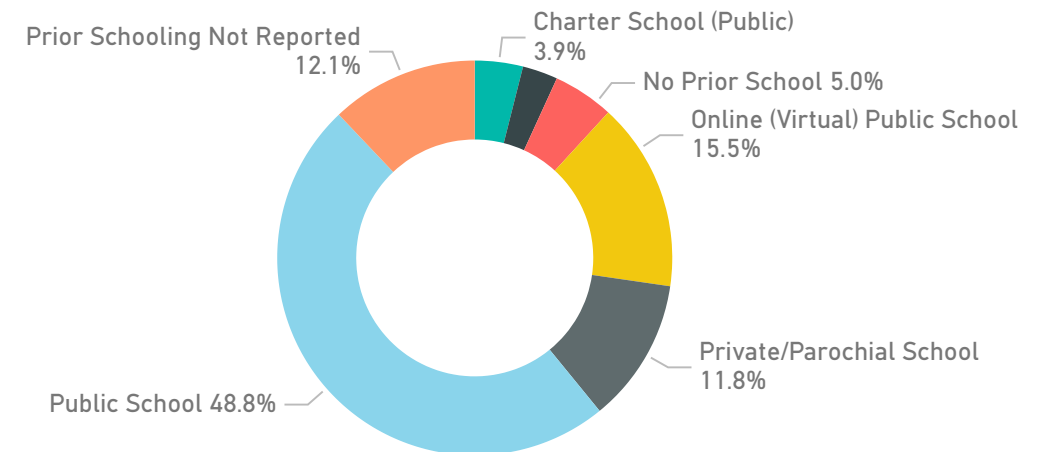
## Prior Schooling

February 28, 2022



## Prior Schooling

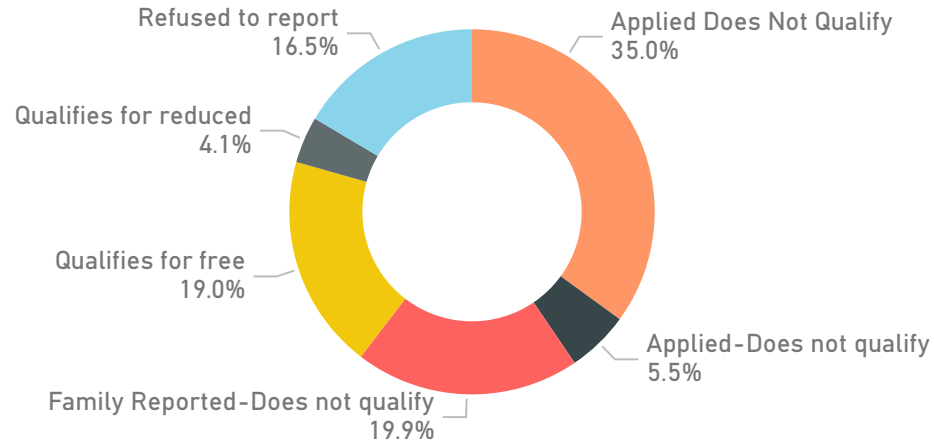
February 28, 2021



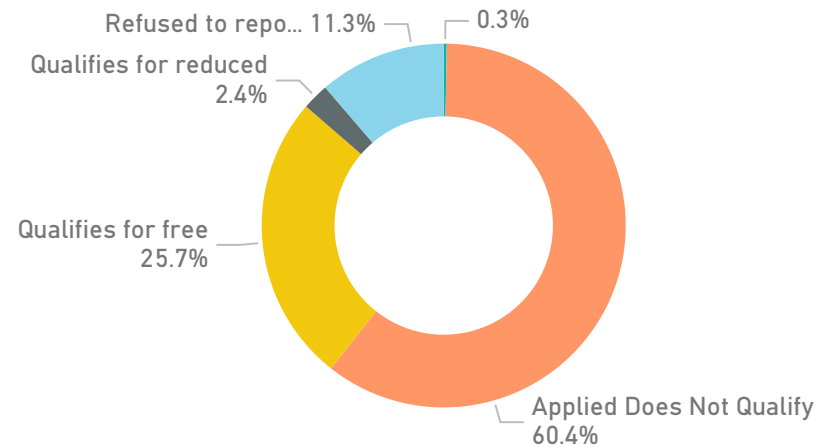
# California Connections Academy Monterey Bay

February 28, 2022

**FARM Eligibility**  
February 28, 2022



**FARM Eligibility**  
February 28, 2021



## Disability

Disability	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Autism	6	5	5	5
Emotionally Impaired	2	2	3	3
Hearing Impaired	1	1		
Other Health Impaired	8	8	6	6
Specific Learning Disability	11	12	8	8
Speech/Language Impaired	3	3	6	6

Specific Learning Disability

Speech/Language Impaired

Emoti...

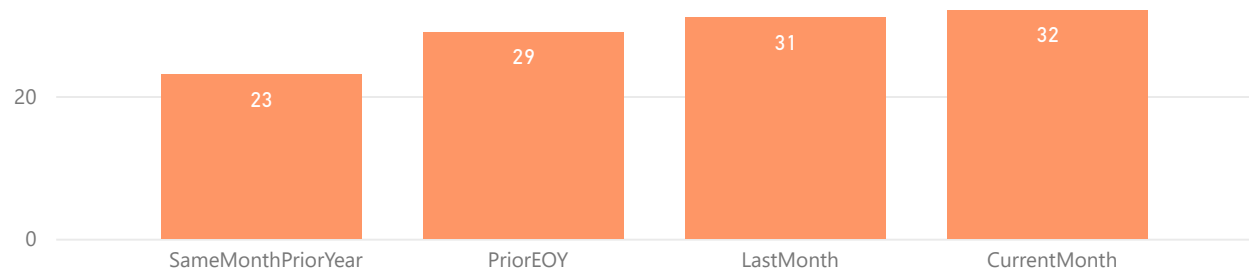
Other Health Impaired

Autism

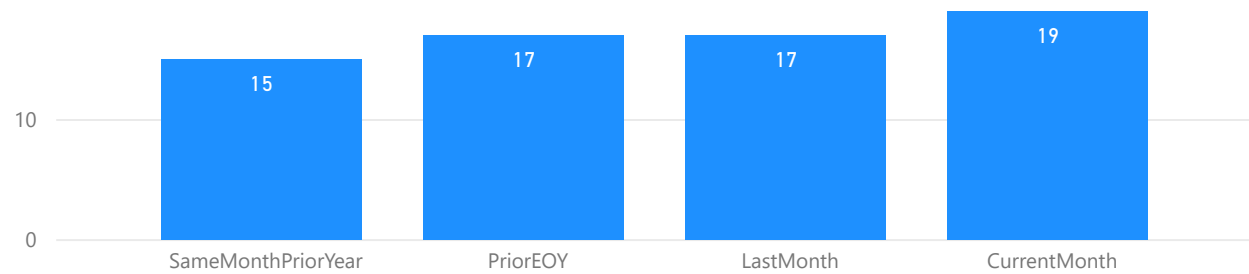
# California Connections Academy Monterey Bay

February 28, 2022

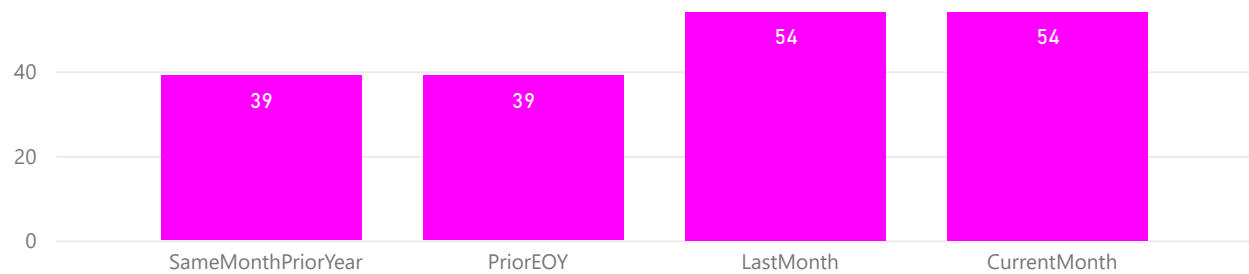
## Gifted



## Plan504



## IEP



## Currently Enrolled

**437**

### Gifted

**7%**

### Plan504

**4%**

### IEP

**12%**

### Not in Special Population

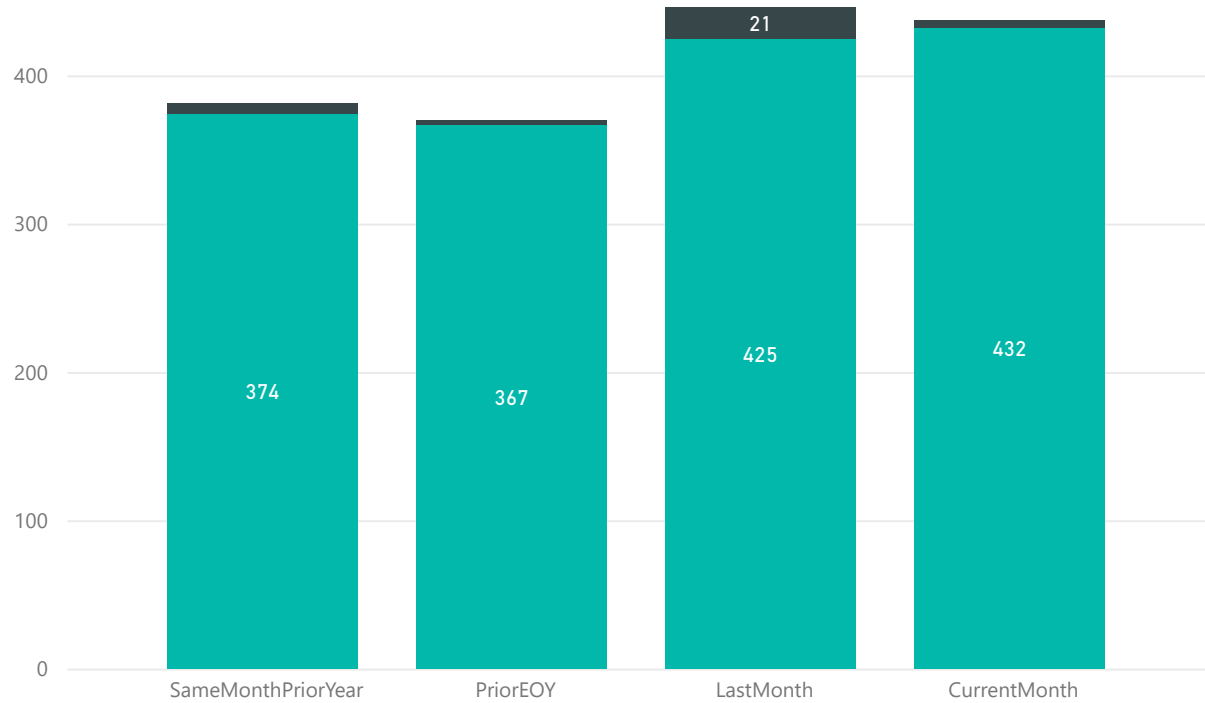
**76%**

# California Connections Academy Monterey Bay

February 28, 2022

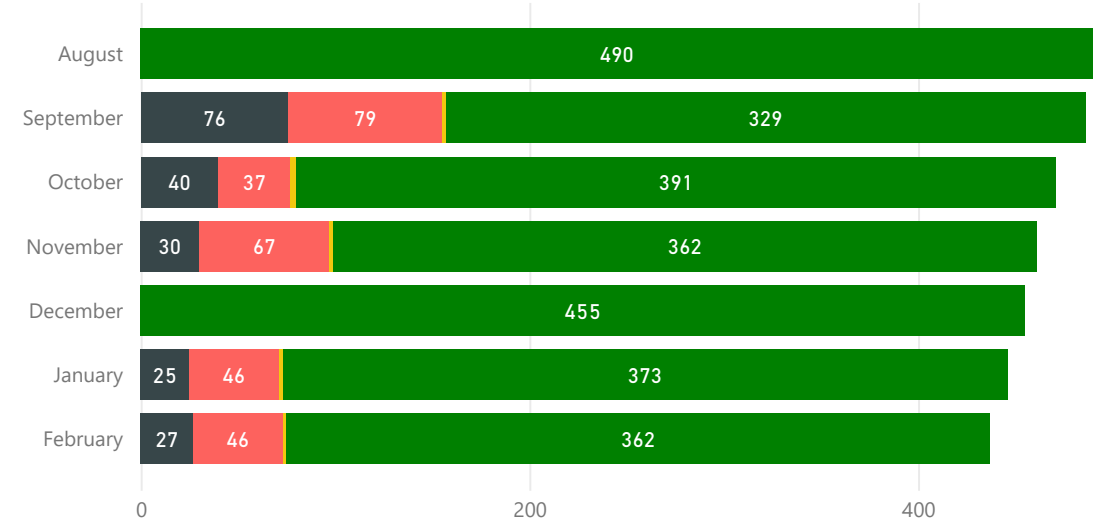
## Contacts Per Week

ContactsPerWeekWithoutWebM... ● Met ● Not Met



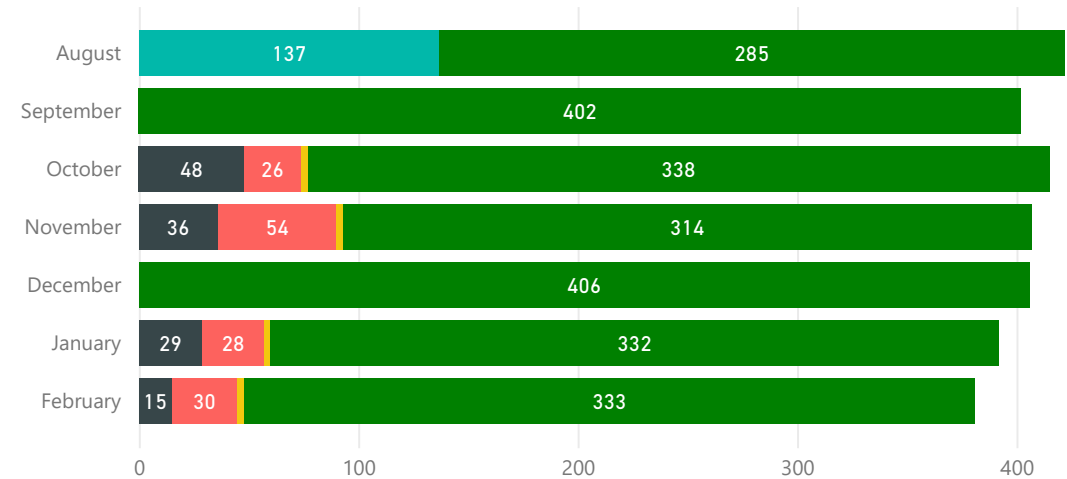
## School Year: 2021-2022

AttendanceStatusAutomated ● Alarm ● Approaching Alarm ● Exempt ● On Track



## School Year: 2020-2021

AttendanceStatusAutomated ● ● Alarm ● Approaching Alarm ● Exempt ● On Track



## Currently Enrolled

**437**

# California Connections Academy Monterey Bay

February 28, 2022

## Average Participation

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	100%	98%	100%	102%
3-5	100%	90%	98%	99%
6-8	100%	91%	100%	102%
9-12	98%	95%	95%	95%
<b>Total</b>	<b>99%</b>	<b>94%</b>	<b>97%</b>	<b>98%</b>

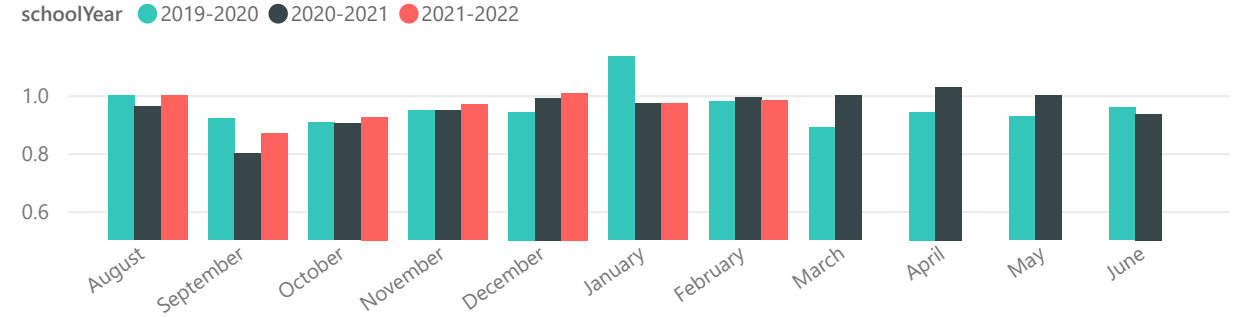
## Average Performance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	94%	94%	90%	91%
3-5	86%	85%	83%	87%
6-8	87%	85%	84%	86%
9-12	77%	82%	76%	77%
<b>Total</b>	<b>83%</b>	<b>85%</b>	<b>81%</b>	<b>83%</b>

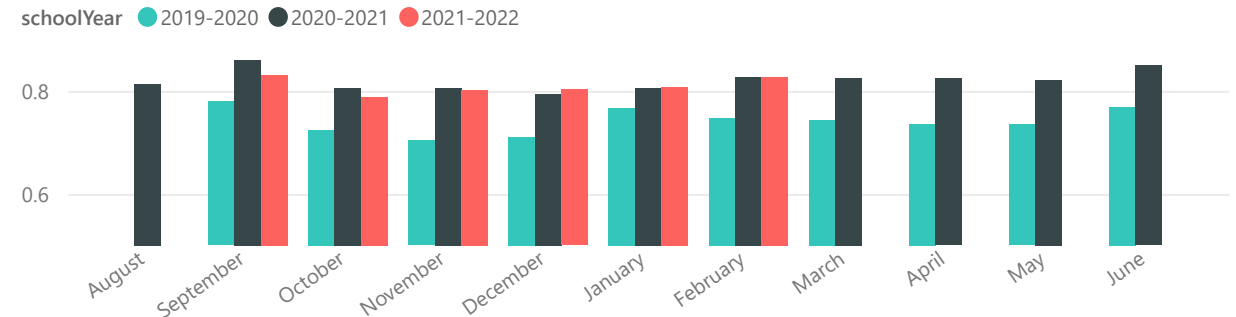
## Average Attendance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	97%	99%	98%	97%
3-5	95%	98%	97%	94%
6-8	96%	98%	98%	97%
9-12	91%	93%	94%	93%
<b>Total</b>	<b>94%</b>	<b>96%</b>	<b>96%</b>	<b>95%</b>

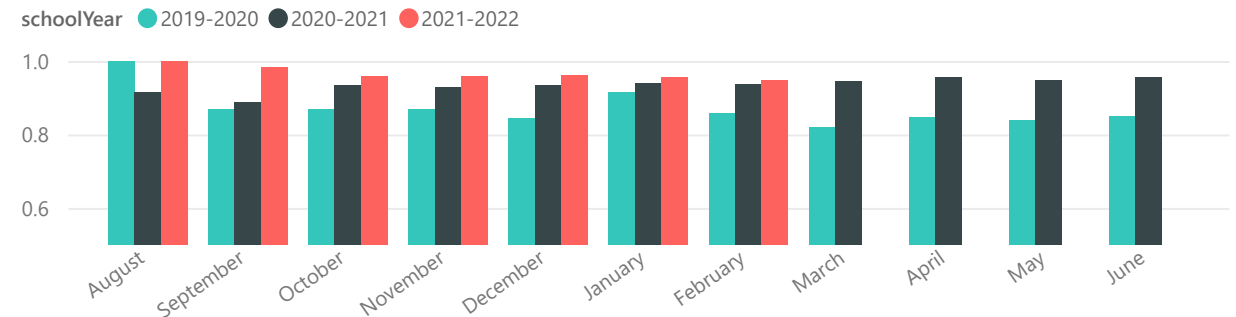
## Average Total Participation



## Average Total Performance



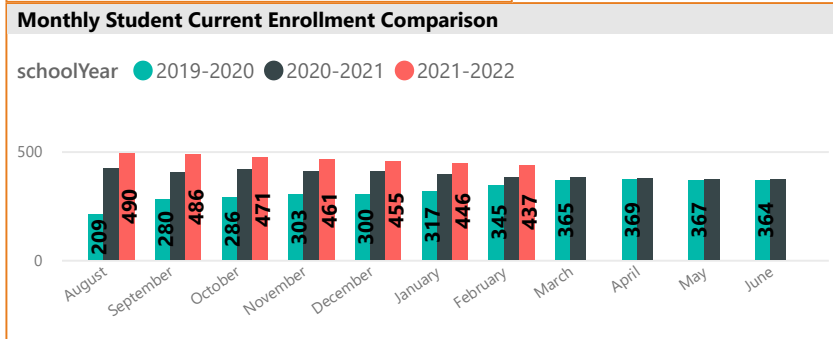
## Average Total Attendance



<b>Currently Enrolled</b>	<b>Total YTD Enrolled</b>
<b>437</b>	<b>545</b>
<b>Enrollment Services Complete (Stage 4)</b>	
<b>601</b>	

**California Connections Academy Monterey Bay**  
February 28, 2022

<b>Current Enrollment Month-Over-Month Change</b>
<b>-2%</b>
<b>Current Enrollment Year-Over-Year Change</b>
<b>15%</b>



**Total YTD Enrollment**

ReportPeriod Withdrawal Category	SameMonthPriorYear		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	381	86%	437	80%
Graduated	12	3%	16	3%
Prior To Engagement	19	4%	24	4%
Withdrawal During School Year	33	7%	68	12%
<b>Total</b>	<b>445</b>	<b>100%</b>	<b>545</b>	<b>100%</b>

**New & Returning**

ReportPeriod New or Returning	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
New	147	38.58%	235	53.78%
Returning	234	61.42%	202	46.22%

**Household Data**

Household Data	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
Active	303		345	
Graduated	12		17	
WD During School Year	27		56	
WD Prior To Engagement	14		21	

**Students Per Active Household**

	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
	1.26		1.27	

**Grade Distribution**

ReportPeriod GradeDistribution	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>48</b>	<b>13%</b>	<b>54</b>	<b>12%</b>
PK	2	1%	1	0%
KG	14	4%	16	4%
1	18	5%	23	5%
2	14	4%	14	3%
<b>3-5</b>	<b>65</b>	<b>17%</b>	<b>69</b>	<b>16%</b>
3	21	6%	18	4%
4	17	4%	23	5%
5	27	7%	28	6%
<b>6-8</b>	<b>86</b>	<b>23%</b>	<b>109</b>	<b>25%</b>
6	22	6%	32	7%
7	34	9%	35	8%
8	30	8%	42	10%
<b>9-12</b>	<b>182</b>	<b>48%</b>	<b>205</b>	<b>47%</b>
9	44	12%	40	9%
10	35	9%	60	14%
11	18	12%	10	11%
<b>Total</b>	<b>381</b>	<b>100%</b>	<b>437</b>	<b>100%</b>

**Withdrawal Reason**

Withdrawal Reason	SameMonth
Enrollment was intended to be short term and is no longer needed for my student.	
Inactivity/Lack of Attendance	
My student is pursuing GED	
My student wants to return to a traditional school setting for other (non-socialization related) reasons.	
My student wants to return to a traditional school setting for socialization reasons.	
No reason provided	
The curriculum is too hard.	
The program takes too much of the Learning Coach's time.	
The program/schedule is not flexible enough.	
The transition to virtual school was too difficult.	
Violation of state regulations	
We are moving.	
We are no longer able to provide a Learning Coach to assist our student.	
We have chosen to home school.	



**California Connections Academy Monterey Bay  
February 28, 2022**

Gender		
Gender	SameMonthPriorYear	CurrentMonth
	1	1
F	213	233
M	167	200
Nonbinary		2
X		1

Primary Language		
Home Language	SameMonthPriorYear	CurrentMonth
English	305	327
Spanish	22	33
Russian	10	5
Arabic	4	14
Urdu	2	2
Another Language	38	56

Disability		
Disability	SameMonthPriorYear	CurrentMonth
Autism	6	5
Emotionally Impaired	2	3
Hearing Impaired	1	
Other Health Impaired	8	6
Specific Learning Disability	11	8
Speech/Language Impaired	3	6

Gifted		
Gifted	SameMonthPriorYear	CurrentMonth
Yes	23	32

Plan 504		
Plan504	SameMonthPriorYear	CurrentMonth
504	15	19

IEP		
IEP	SameMonthPriorYear	CurrentMonth
IEP	39	54

Gifted	Plan504
<b>7%</b>	<b>4%</b>
IEP	Not in Special Population
<b>12%</b>	<b>76%</b>

Ethnicity		
Ethnicity	SameMonthPriorYear	CurrentMonth
Hispanic or Latino	125	148
Not Hispanic or Latino	255	288

Distinct Race/Ethnicity		
Distinct Race/Ethnicity	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native		1
Asian	76	91
Black/African American	10	9
Hispanic or Latino	125	148
Multiple Races	35	47
Native Hawaiian or Other Pacific Islander	3	4
White	132	137

Race		
Race	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	26	37
Asian	112	141
Black/African American	25	27
Native Hawaiian or Other Pacific Islander	16	22
White	260	293

Household FARM Eligibility		
HouseholdFARMEligibility	SameMonthPriorYear	CurrentMonth
Applied Does Not Qualify	219	149
Applied-Does not qualify		24
Family Reported-Does not qualify		80
Qualifies for free	84	72
Qualifies for reduced	8	15
Refused to report	38	69

Prior Schooling		
Prior Schooling	SameMonthPriorYear	CurrentMonth
Charter School (Public)	15	24
Home School	11	27
No Prior School	19	12
Online (Virtual) Public School	59	78
Private/Parochial School	45	49
Public School	186	208
Prior Schooling Not Reported	46	39

**California Connections Academy Monterey Bay**  
February 28, 2022

**Contacts Per Week**

ContactsPerWeekWithoutWebMail	SameMonthPriorYear	CurrentMonth
Met	374	432
Not Met	7	5

**Attendance Status**

AttendanceStatusAutomated	SameMonthPriorYear	CurrentMonth
Alarm	15	27
Approaching Alarm	30	46
Exempt	3	2
On Track	333	362

**Average Participation**

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	100%	102%
3-5	100%	99%
6-8	100%	102%
9-12	98%	95%
<b>Total</b>	<b>99%</b>	<b>98%</b>

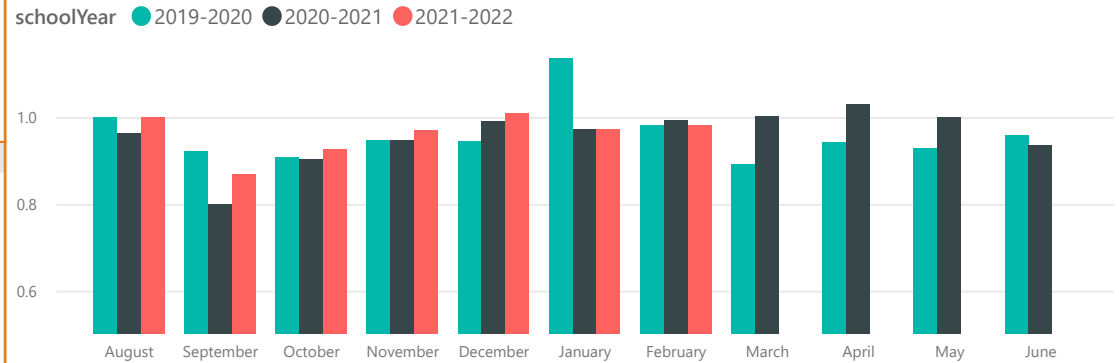
**Average Performance**

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	94%	91%
3-5	86%	87%
6-8	87%	86%
9-12	77%	77%
<b>Total</b>	<b>83%</b>	<b>83%</b>

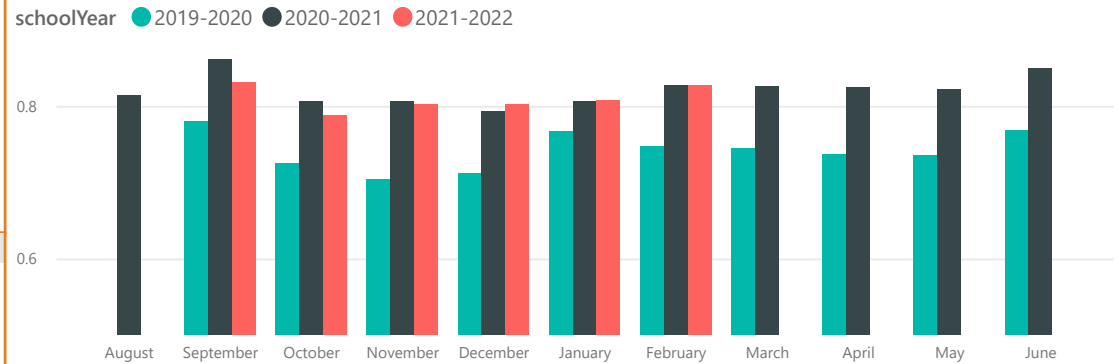
**Average Attendance**

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	97%	97%
3-5	95%	94%
6-8	96%	97%
9-12	91%	93%
<b>Total</b>	<b>94%</b>	<b>95%</b>

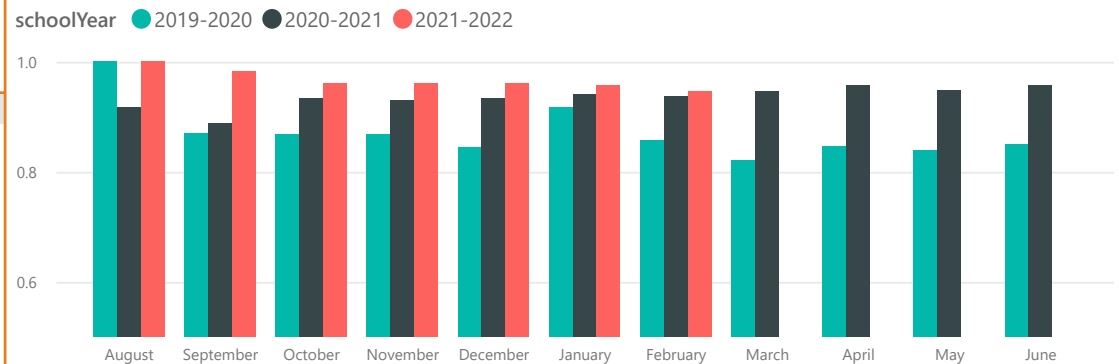
**Average Total Participation**



**Average Total Performance**



**Average Total Attendance**



# MONTHLY SCHOOL REPORT

## School & Date Selection

**School**

California Connections Academy North Bay

**Report Date**

February 28, 2022

### Currently Enrolled

**170**

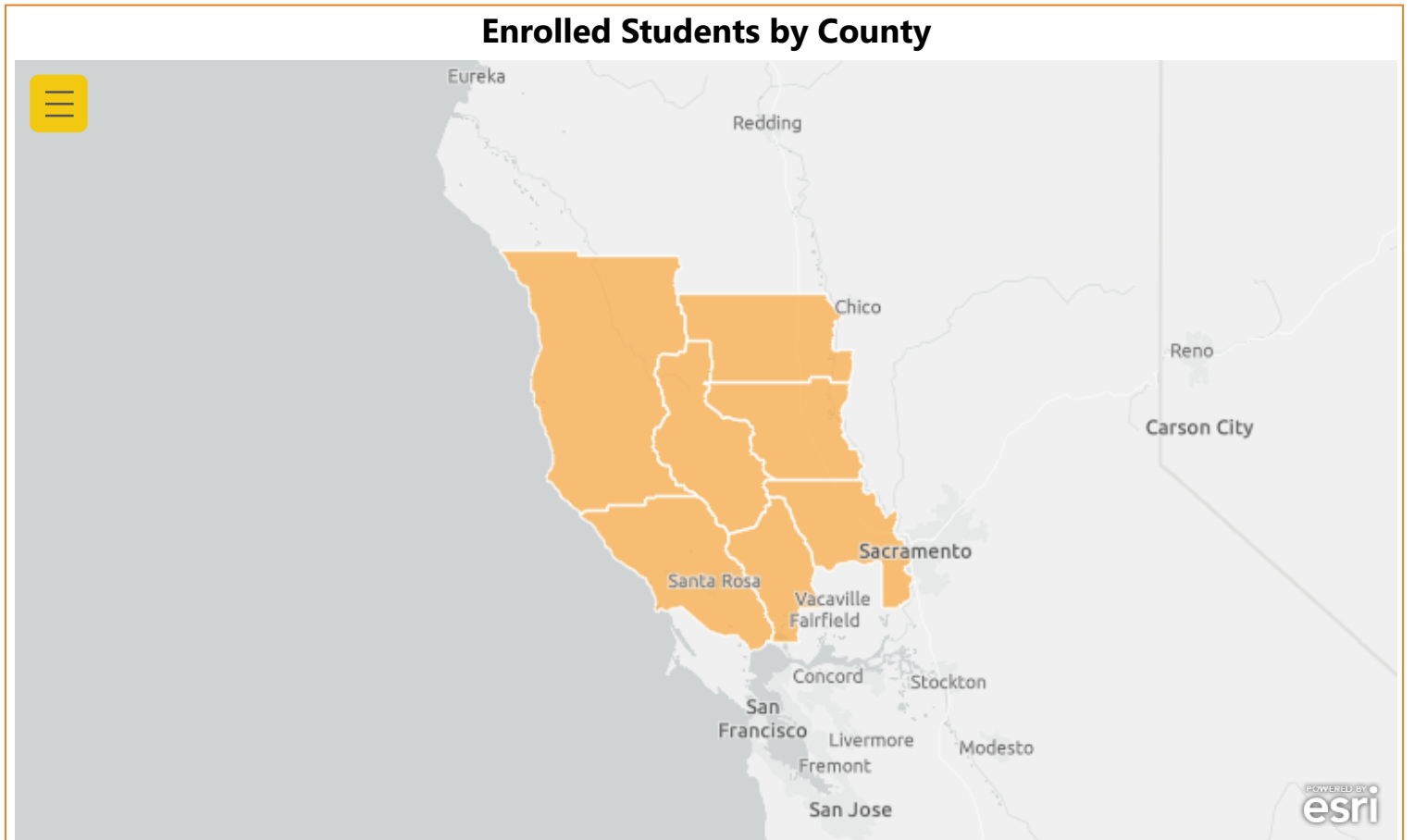
### Total YTD Enrolled

**205**

### Enrollment Services Complete (Stage 4)

**223**

### Enrolled Students by County



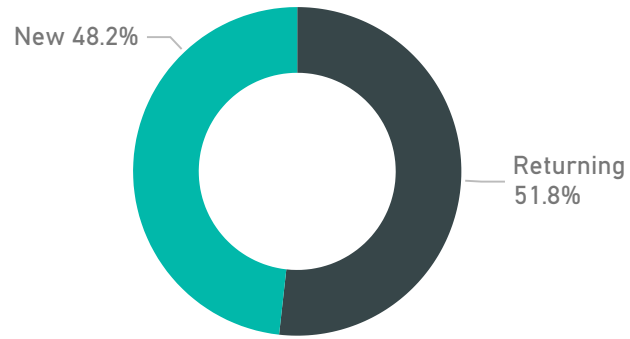
# California Connections Academy North Bay

February 28, 2022

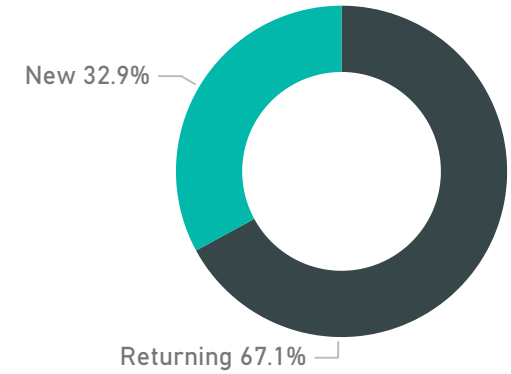
**Current Enrollment Month-Over-Month Change**  
**3%**

**Current Enrollment Year-Over-Year Change**  
**4%**

## New and Returning

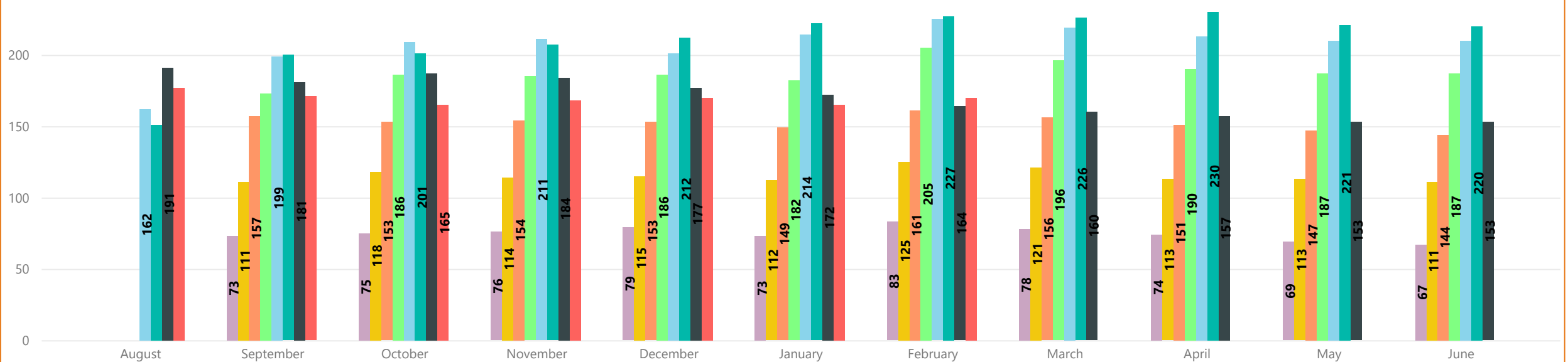


## New and Returning Prior Year



## Monthly Student Current Enrollment Comparison

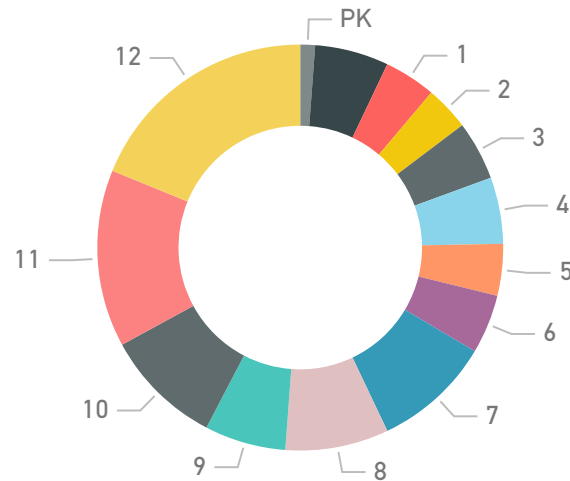
schoolYear ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022



# California Connections Academy North Bay

February 28, 2022

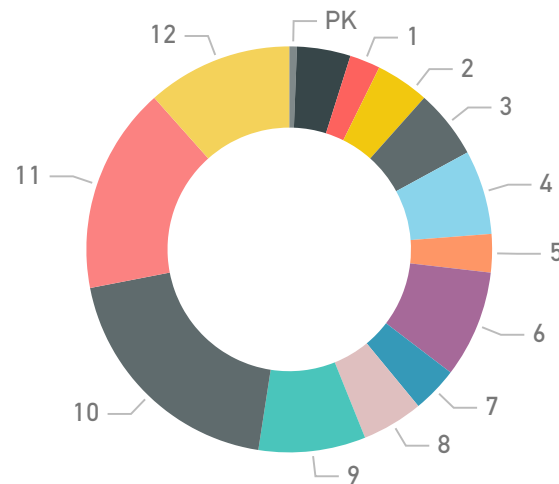
## Enrolled Students by Final Grade



## Grade Distribution

ReportPeriod GradeDistribution	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
	Students	%CT Students	Students	%CT Students	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>19</b>	<b>12%</b>	<b>16</b>	<b>11%</b>	<b>26</b>	<b>16%</b>	<b>25</b>	<b>15%</b>
PK	1	1%	1	1%	3	2%	2	1%
KG	7	4%	5	3%	10	6%	10	6%
1	4	2%	3	2%	7	4%	7	4%
2	7	4%	7	5%	6	4%	6	4%
<b>3-5</b>	<b>25</b>	<b>15%</b>	<b>23</b>	<b>15%</b>	<b>24</b>	<b>15%</b>	<b>24</b>	<b>14%</b>
3	9	5%	8	5%	8	5%	8	5%
4	11	7%	10	7%	8	5%	9	5%
5	5	3%	5	3%	8	5%	7	4%
<b>6-8</b>	<b>28</b>	<b>17%</b>	<b>27</b>	<b>18%</b>	<b>36</b>	<b>22%</b>	<b>38</b>	<b>22%</b>
6	14	9%	13	9%	8	5%	8	5%
7	6	4%	6	4%	16	10%	16	9%
8	8	5%	8	5%	12	7%	14	8%
<b>9-12</b>	<b>92</b>	<b>56%</b>	<b>85</b>	<b>56%</b>	<b>79</b>	<b>48%</b>	<b>83</b>	<b>49%</b>
9	14	9%	14	9%	10	6%	11	6%
10	32	20%	32	21%	13	8%	16	9%
11	27	16%	25	17%	24	15%	24	14%
12	19	12%	14	9%	32	19%	32	19%
<b>Total</b>	<b>164</b>	<b>100%</b>	<b>151</b>	<b>100%</b>	<b>165</b>	<b>100%</b>	<b>170</b>	<b>100%</b>

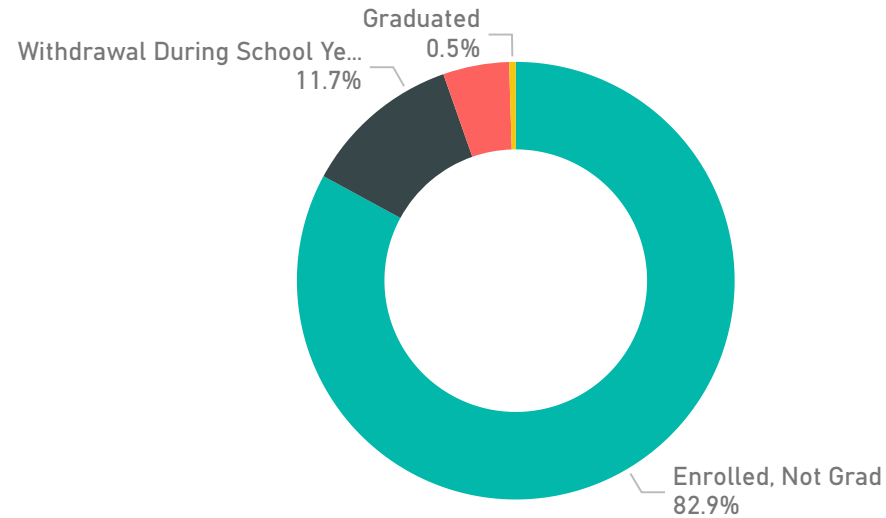
## Enrolled Students Prior Year by Final Grade



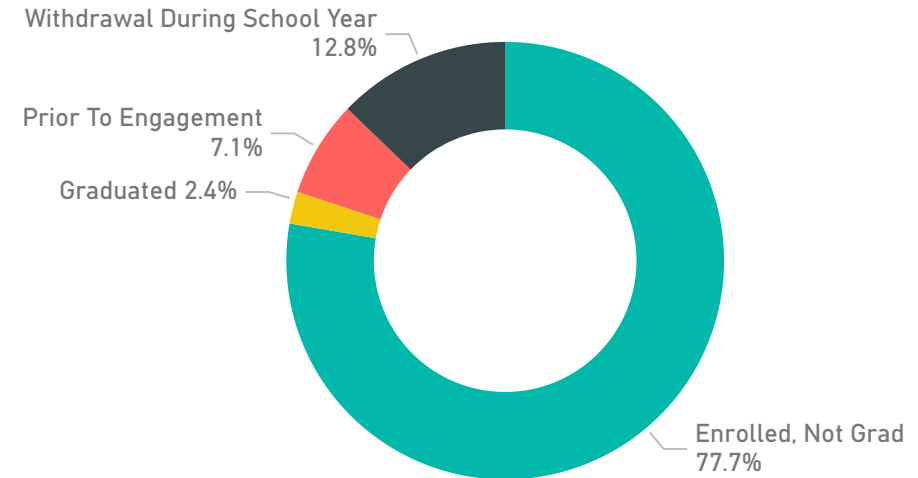
# California Connections Academy North Bay

February 28, 2022

### Total YTD Enrollment by Withdrawal Category



### Total YTD Enrollment Prior Year by Withdrawal Category



## Total YTD Enrollment

ReportPeriod Withdrawal Category	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	164	78%	154	72%	165	83%	170	83%
Graduated	5	2%	8	4%	1	1%	1	0%
Prior To Engagement	15	7%	15	7%	10	5%	10	5%
Withdrawal During School Year	27	13%	37	17%	22	11%	24	12%
<b>Total</b>	<b>211</b>	<b>100%</b>	<b>214</b>	<b>100%</b>	<b>198</b>	<b>100%</b>	<b>205</b>	<b>100%</b>

**Enrollment Services Complete (Stage 4)**

**223**

## California Connections Academy North Bay February 28, 2022

### Withdrawal Reason

WD Reason	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Another Reason	1	1		
Different/Better Schooling Option (Not related to socialization)	1	1	3	4
Inactivity	4	9		
No Reason Given	9	9	8	8
Program takes too much of Learning Coach's time	2	2	1	1
Program takes too much of student's time			1	1
Pursuing GED	1	2		
Student wants more socialization	2	2	1	2
The curriculum is too hard	3	3		
Transition to virtual school too difficult		1		
Unhappy with the school			1	1
We are moving	4	7	7	7

No reason provided

We are moving.

My student wants to retu...

The...

The...

My student wants to retu...

We are not...

# California Connections Academy North Bay

February 28, 2022

## Household Data

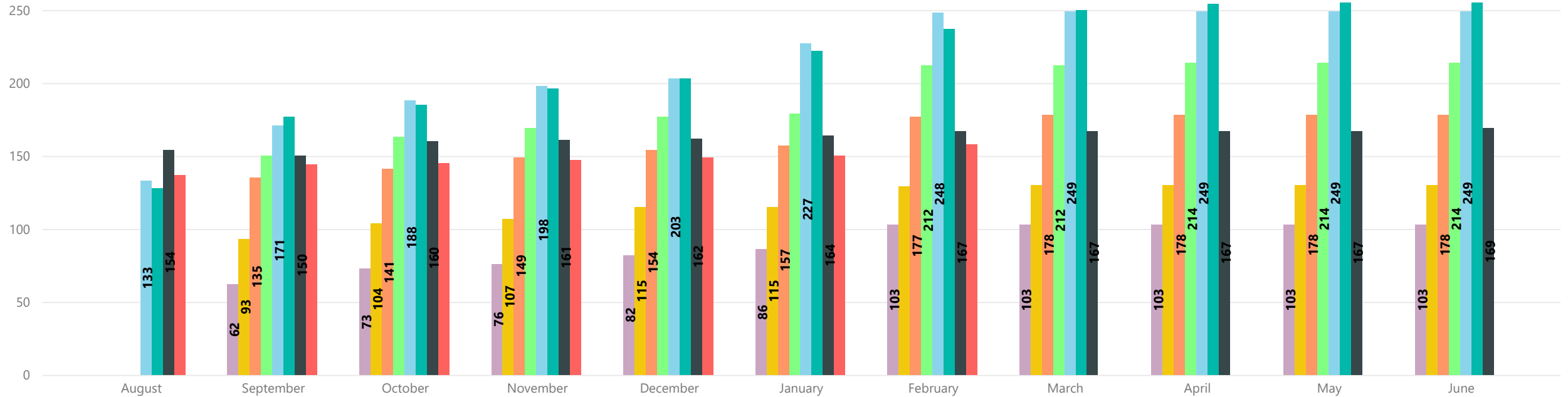
Household Data	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Active	127	116	129	135
Graduated	5	8	1	1
WD During School Year	23	32	13	15
WD Prior To Engagement	15	15	8	8

## Students Per Active Household

SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
1.29	1.33	1.28	1.26

## Monthly Total Households

schoolYear ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022





## California Connections Academy North Bay

February 28, 2022

### Ethnicity

Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Hispanic or Latino	46	44	55	58
Not Hispanic or Latino	117	108	110	112

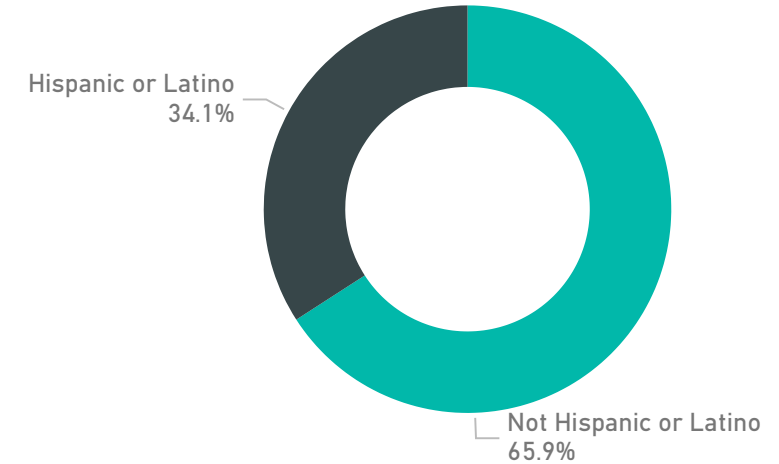
### Race

Race	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth	
American Indian or Alaskan Native		7	5	7	10
Asian		10	9	12	11
Black/African American		17	16	28	28
Native Hawaiian or Other Pacific Islander		6	6	9	9
White		147	138	135	139

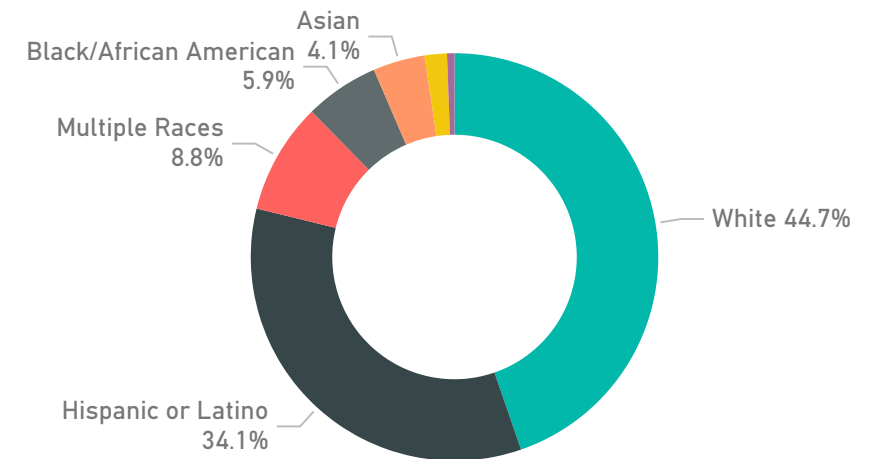
### Distinct Race/Ethnicity

Distinct Race/Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth	
American Indian or Alaskan Native		2	1	2	3
Asian		2	2	8	7
Black/African American		4	4	10	10
Hispanic or Latino		46	44	55	58
Multiple Races		16	14	14	15
Native Hawaiian or Other Pacific Islander		1	1	1	1
White		93	87	75	76

### Enrolled Students by Ethnicity



### Enrolled Students by Distinct Race/Ethnicity



# California Connections Academy North Bay

February 28, 2022

## Gender

Gender	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
F	92	84	84	87
M	72	69	81	83

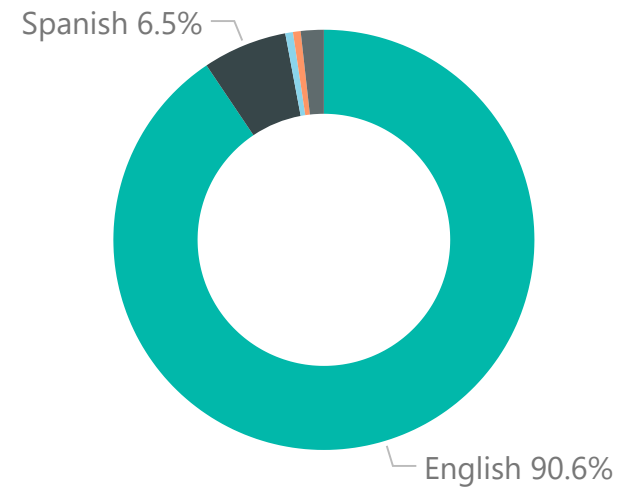
## Primary Language

Home Language	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
English	151	141	148	154
Spanish	6	5	11	11
Russian	1	1	1	1
Arabic	5	5	1	1
Another Language	1	1	4	3

## Enrolled Students by Gender



## Enrolled Students by Language



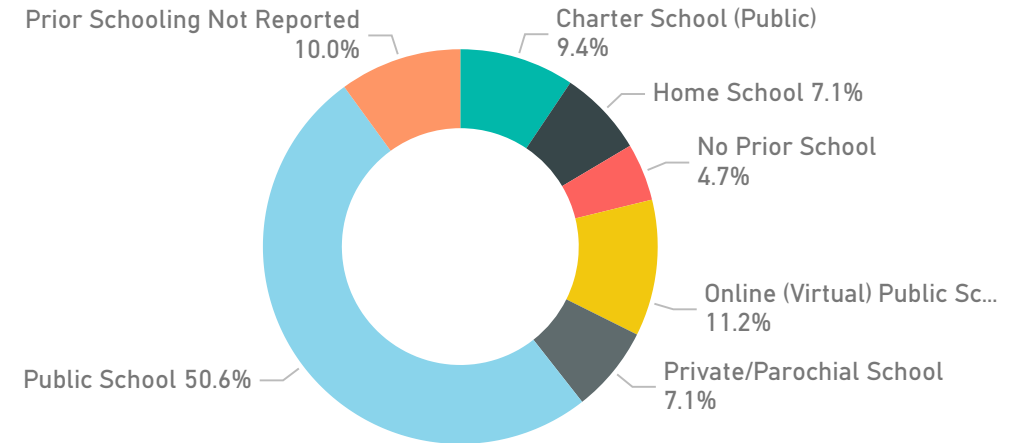
## California Connections Academy North Bay February 28, 2022

### Prior Schooling

Prior Schooling	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Charter School (Public)	18	18	16	16
Home School	7	7	12	12
No Prior School	8	7	8	8
Online (Virtual) Public School	6	8	18	19
Private/Parochial School	7	6	12	12
Public School	92	85	82	86
Prior Schooling Not Reported	26	22	17	17

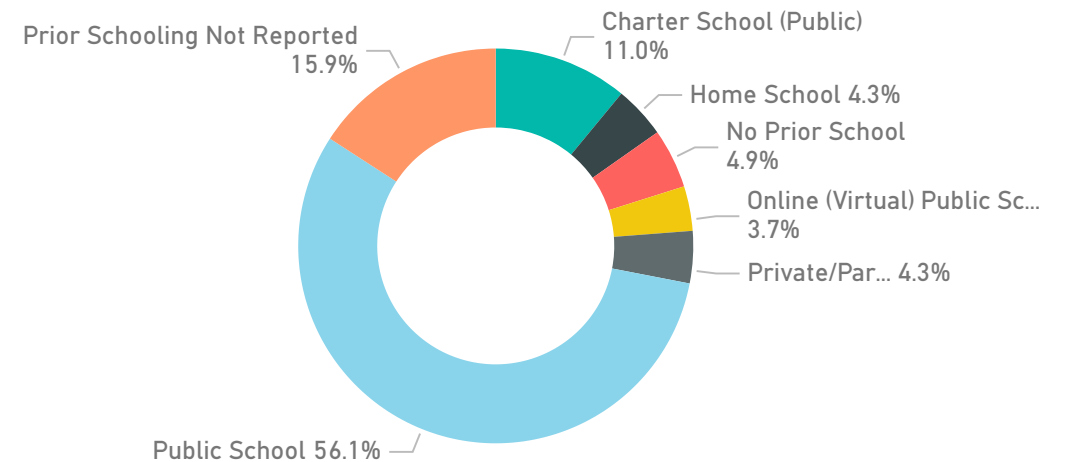
### Prior Schooling

February 28, 2022



### Prior Schooling

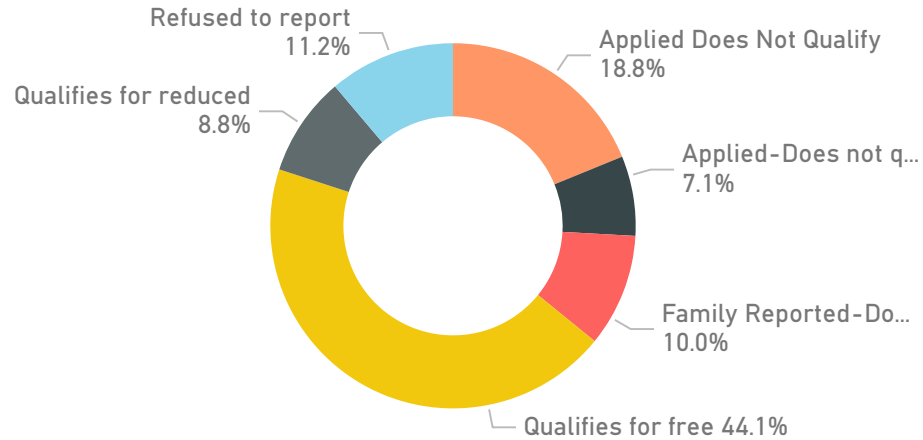
February 28, 2021



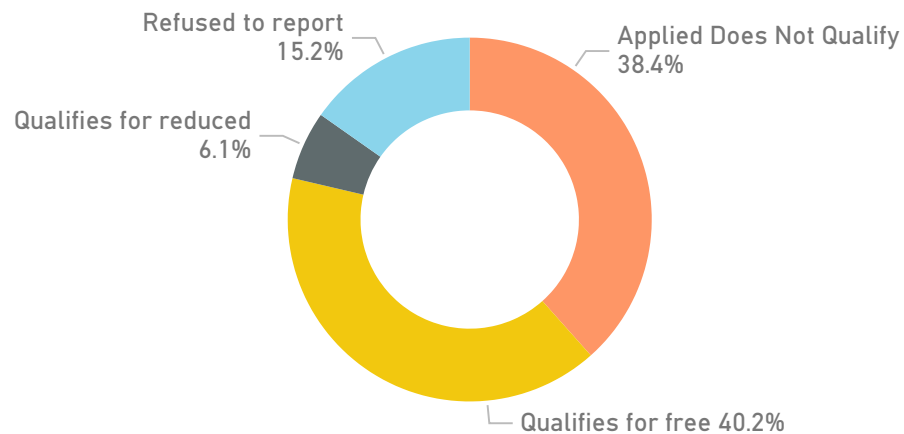
# California Connections Academy North Bay

February 28, 2022

**FARM Eligibility**  
February 28, 2022



**FARM Eligibility**  
February 28, 2021



## Disability

Disability	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Autism	2	2	1	1
Cognitive Disability	2	2	2	2
Emotionally Impaired	1			
Other Health Impaired	3	2	1	1
Specific Learning Disability	6	6	3	3
Speech/Language Impaired	3	3	3	4

Speech/Language Impaired

Specific Learning Disability

Autism

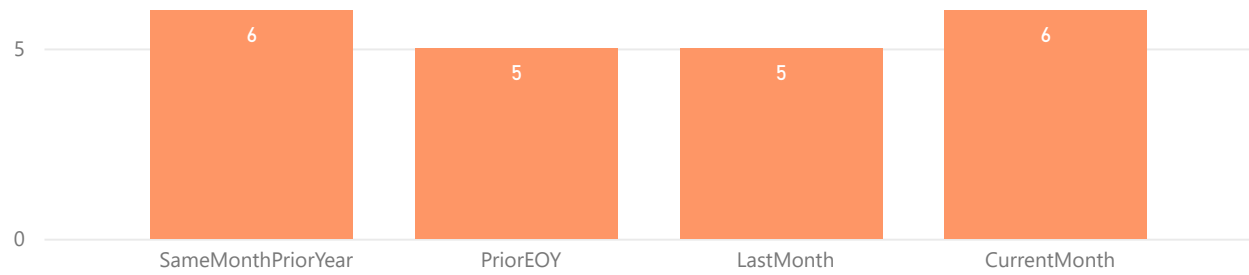
Cognitive Disability

Other Health...

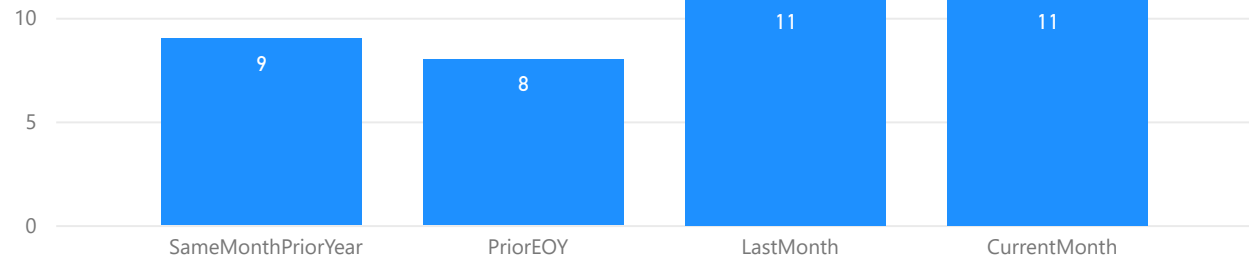
# California Connections Academy North Bay

February 28, 2022

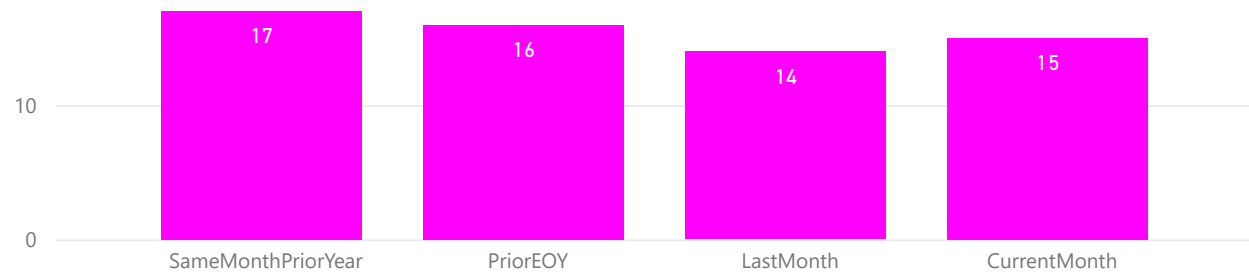
## Gifted



## Plan504



## IEP



## Currently Enrolled

**170**

### Gifted

**4%**

### Plan504

**6%**

### IEP

**9%**

### Not in Special Population

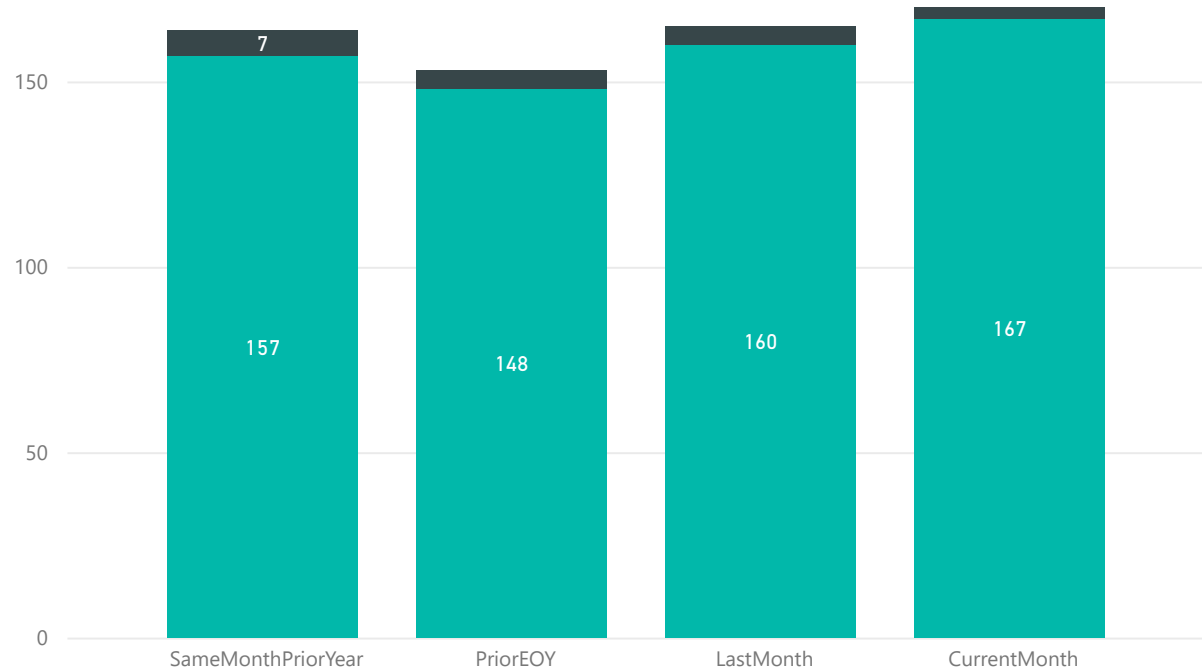
**81%**

# California Connections Academy North Bay

February 28, 2022

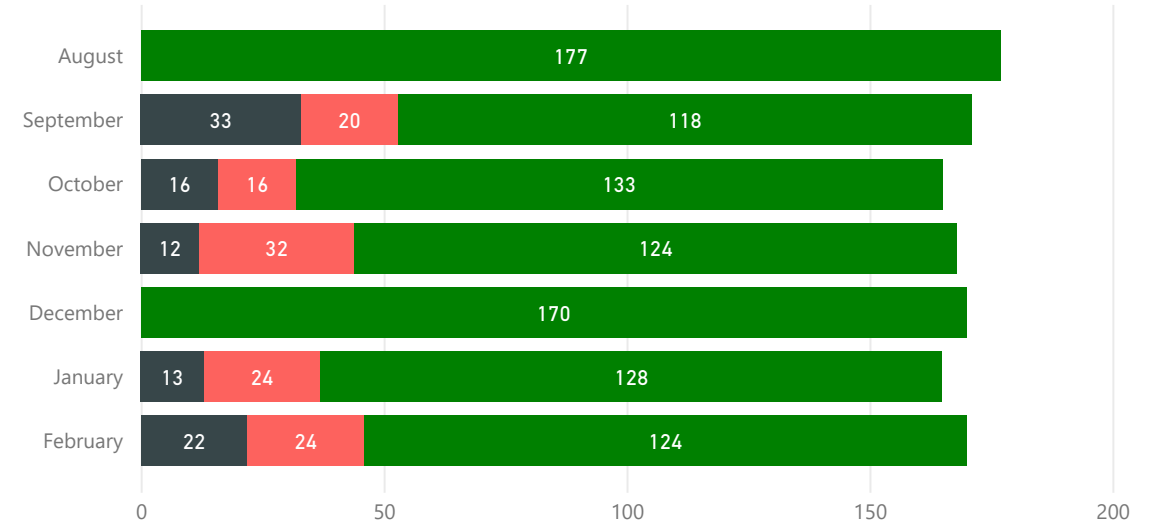
## Contacts Per Week

ContactsPerWeekWithoutWebM... ● Met ● Not Met



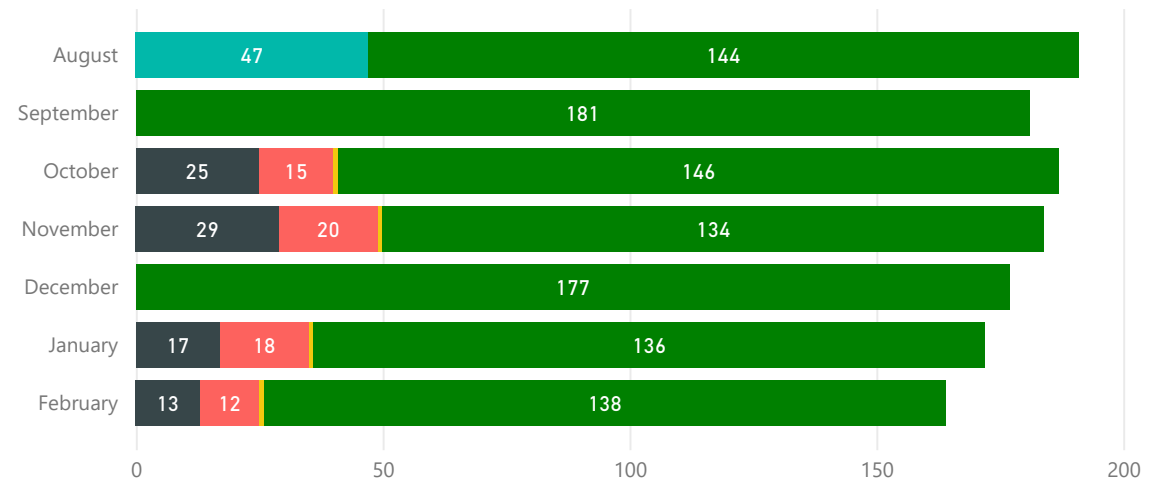
## School Year: 2021-2022

AttendanceStatusAutomated ● Alarm ● Approaching Alarm ● On Track



## School Year: 2020-2021

AttendanceStatusAutomated ● ● Alarm ● Approaching Alarm ● Exempt ● On Track



## Currently Enrolled

**170**

# California Connections Academy North Bay

February 28, 2022

## Average Participation

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	100%	94%	96%	100%
3-5	100%	91%	100%	95%
6-8	100%	78%	99%	101%
9-12	100%	98%	92%	92%
<b>Total</b>	<b>100%</b>	<b>93%</b>	<b>95%</b>	<b>96%</b>

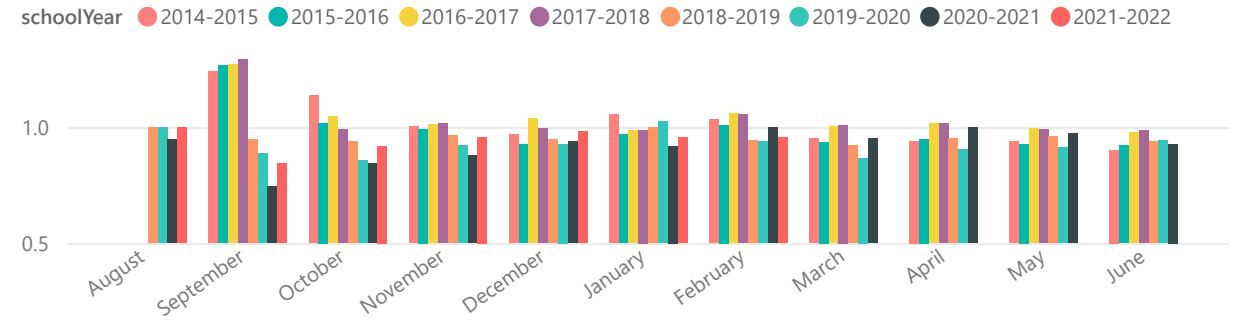
## Average Performance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	93%	95%	90%	91%
3-5	86%	86%	81%	83%
6-8	81%	80%	77%	78%
9-12	71%	78%	74%	75%
<b>Total</b>	<b>77%</b>	<b>81%</b>	<b>78%</b>	<b>79%</b>

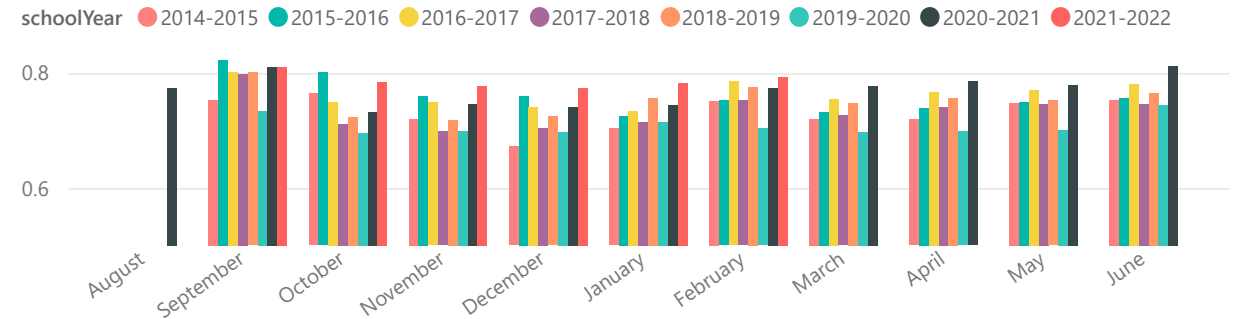
## Average Attendance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	96%	98%	93%	92%
3-5	96%	99%	97%	94%
6-8	97%	98%	97%	92%
9-12	87%	90%	92%	89%
<b>Total</b>	<b>91%</b>	<b>94%</b>	<b>94%</b>	<b>91%</b>

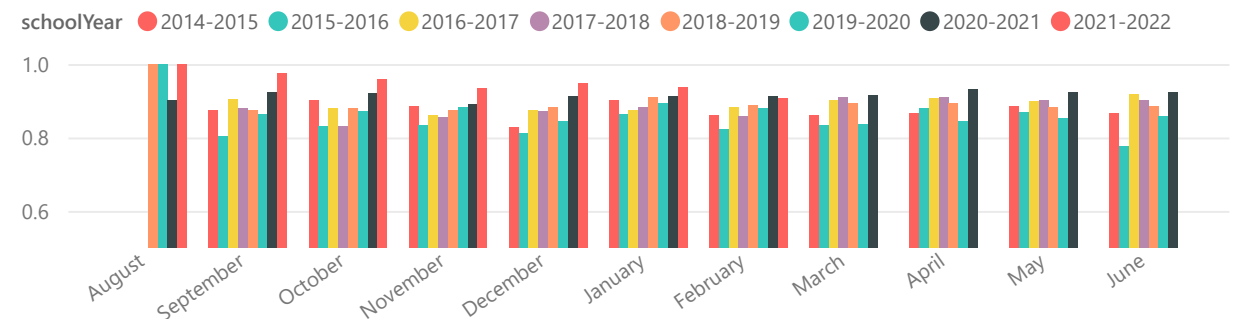
## Average Total Participation



## Average Total Performance



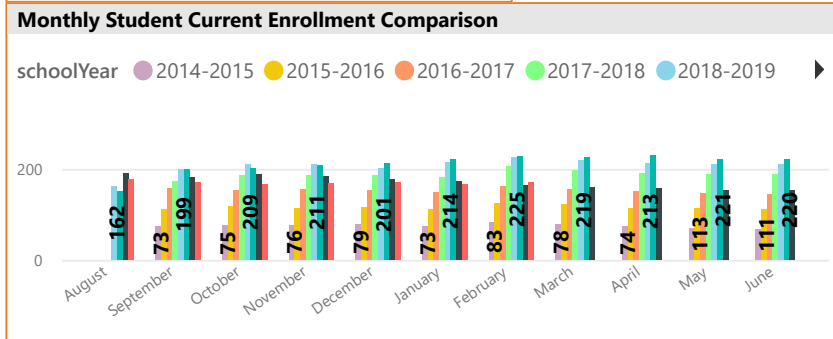
## Average Total Attendance



<b>Currently Enrolled</b>	<b>Total YTD Enrolled</b>
<b>170</b>	<b>205</b>
<b>Enrollment Services Complete (Stage 4)</b>	
<b>223</b>	

**California Connections Academy North Bay**  
February 28, 2022

<b>Current Enrollment Month-Over-Month Change</b>
<b>3%</b>
<b>Current Enrollment Year-Over-Year Change</b>
<b>4%</b>



**Total YTD Enrollment**

ReportPeriod Withdrawal Category	SameMonthPriorYear		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	164	78%	170	83%
Graduated	5	2%	1	0%
Prior To Engagement	15	7%	10	5%
Withdrawal During School Year	27	13%	24	12%
<b>Total</b>	<b>211</b>	<b>100%</b>	<b>205</b>	<b>100%</b>

**New & Returning**

ReportPeriod New or Returning	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
New	54	32.93%	82	48.24%
Returning	110	67.07%	88	51.76%

**Household Data**

Household Data	SameMonthPriorYear		CurrentMonth	
	Active	127	135	1.29
Graduated	5	1		
WD During School Year	23	15		
WD Prior To Engagement	15	8		

**Students Per Active Household**

	SameMonthPriorYear		CurrentMonth	
		1.29	1.26	

**Grade Distribution**

ReportPeriod GradeDistribution	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>19</b>	<b>12%</b>	<b>25</b>	<b>15%</b>
PK	1	1%	2	1%
KG	7	4%	10	6%
1	4	2%	7	4%
2	7	4%	6	4%
<b>3-5</b>	<b>25</b>	<b>15%</b>	<b>24</b>	<b>14%</b>
3	9	5%	8	5%
4	11	7%	9	5%
5	5	3%	7	4%
<b>6-8</b>	<b>28</b>	<b>17%</b>	<b>38</b>	<b>22%</b>
6	14	9%	8	5%
7	6	4%	16	9%
8	8	5%	14	8%
<b>9-12</b>	<b>92</b>	<b>56%</b>	<b>83</b>	<b>49%</b>
9	14	9%	11	6%
10	32	20%	16	9%
11	27	16%	24	14%
<b>Total</b>	<b>164</b>	<b>100%</b>	<b>170</b>	<b>100%</b>

**Withdrawal Reason**

Withdrawal Reason	SameMont
Enrollment was intended to be short term and is no longer needed for my student.	
Inactivity/Lack of Attendance	
My student is pursuing GED	
My student wants to return to a traditional school setting for other (non-socialization related) reasons.	
My student wants to return to a traditional school setting for socialization reasons.	
No reason provided	
The curriculum is too hard.	
The program takes too much of the Learning Coach's time.	
The program takes too much of the student's time.	
We are moving.	
We are not satisfied with our student's teachers.	



**California Connections Academy North Bay  
February 28, 2022**

<b>Gender</b>		
Gender	SameMonthPriorYear	CurrentMonth
F	92	87
M	72	83

<b>Primary Language</b>		
Home Language	SameMonthPriorYear	CurrentMonth
English	151	154
Spanish	6	11
Russian	1	1
Arabic	5	1
Another Language	1	3

<b>Disability</b>		
Disability	SameMonthPriorYear	CurrentMonth
Autism	2	1
Cognitive Disability	2	2
Emotionally Impaired	1	
Other Health Impaired	3	1
Specific Learning Disability	6	3
Speech/Language Impaired	3	4

<b>Gifted</b>		
Gifted	SameMonthPriorYear	CurrentMonth
Yes	6	6

<b>Plan 504</b>		
Plan504	SameMonthPriorYear	CurrentMonth
504	9	11

<b>IEP</b>		
IEP	SameMonthPriorYear	CurrentMonth
IEP	17	15

<b>Gifted</b>	<b>Plan504</b>
<b>4%</b>	<b>6%</b>
<b>IEP</b>	<b>Not in Special Population</b>
<b>9%</b>	<b>81%</b>

<b>Ethnicity</b>		
Ethnicity	SameMonthPriorYear	CurrentMonth
Hispanic or Latino	46	58
Not Hispanic or Latino	117	112

<b>Distinct Race/Ethnicity</b>		
Distinct Race/Ethnicity	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	2	3
Asian	2	7
Black/African American	4	10
Hispanic or Latino	46	58
Multiple Races	16	15
Native Hawaiian or Other Pacific Islander	1	1
White	93	76

<b>Race</b>		
Race	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	7	10
Asian	10	11
Black/African American	17	28
Native Hawaiian or Other Pacific Islander	6	9
White	147	139

<b>Household FARM Eligibility</b>		
HouseholdFARMEligibility	SameMonthPriorYear	CurrentMonth
Applied Does Not Qualify	57	31
Applied-Does not qualify		12
Family Reported-Does not qualify		15
Qualifies for free	58	70
Qualifies for reduced	9	13
Refused to report	23	18

<b>Prior Schooling</b>		
Prior Schooling	SameMonthPriorYear	CurrentMonth
Charter School (Public)	18	16
Home School	7	12
No Prior School	8	8
Online (Virtual) Public School	6	19
Private/Parochial School	7	12
Public School	92	86
Prior Schooling Not Reported	26	17

**California Connections Academy North Bay**  
February 28, 2022

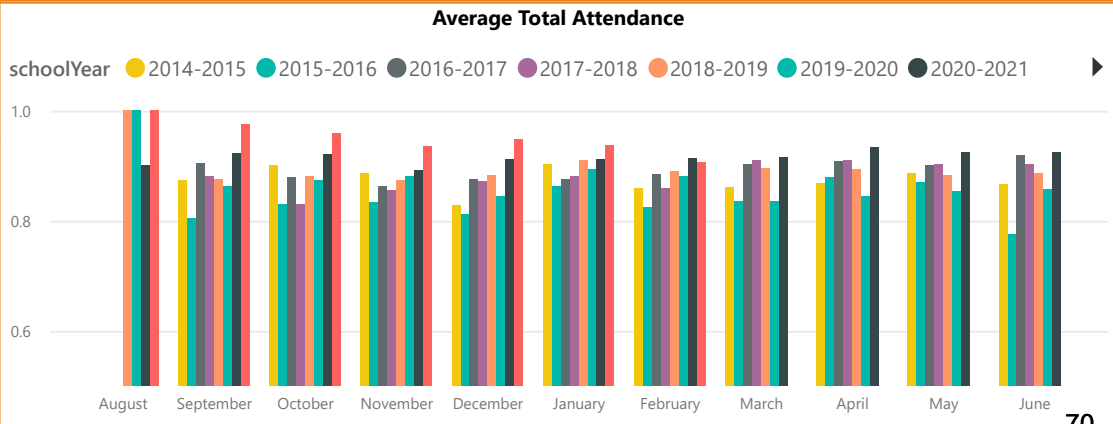
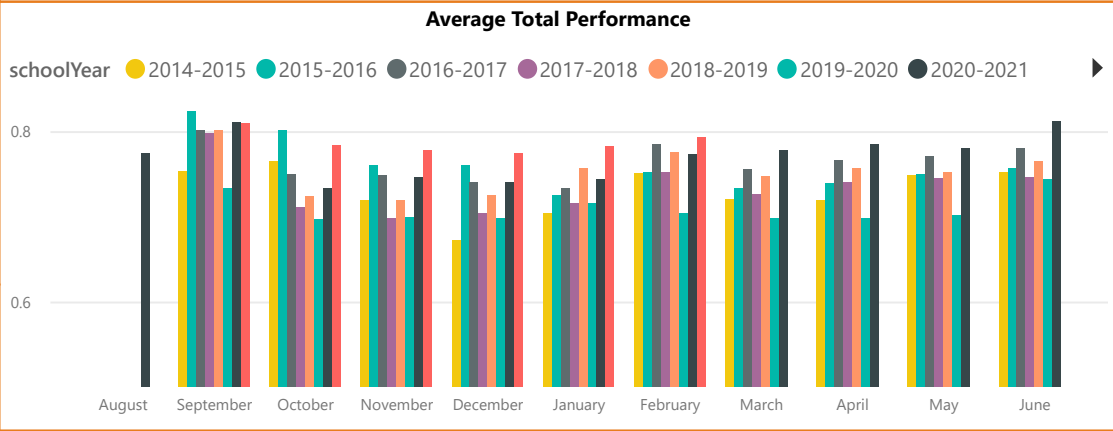
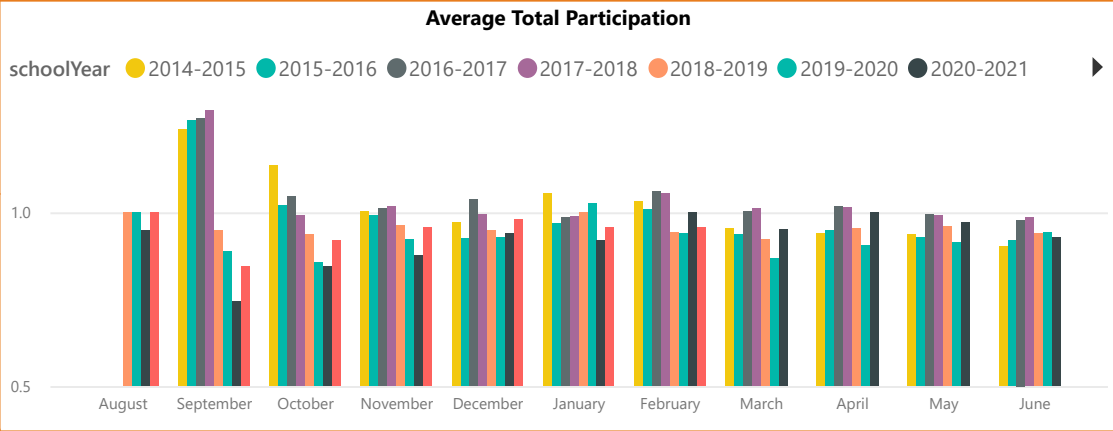
Contacts Per Week		
ContactsPerWeekWithoutWebMail	SameMonthPriorYear	CurrentMonth
Met	157	167
Not Met	7	3

Attendance Status		
AttendanceStatusAutomated	SameMonthPriorYear	CurrentMonth
Alarm	13	22
Approaching Alarm	12	24
Exempt	1	
On Track	138	124

Average Participation		
GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	100%	100%
3-5	100%	95%
6-8	100%	101%
9-12	100%	92%
<b>Total</b>	<b>100%</b>	<b>96%</b>

Average Performance		
GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	93%	91%
3-5	86%	83%
6-8	81%	78%
9-12	71%	75%
<b>Total</b>	<b>77%</b>	<b>79%</b>

Average Attendance		
GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	96%	92%
3-5	96%	94%
6-8	97%	92%
9-12	87%	89%
<b>Total</b>	<b>91%</b>	<b>91%</b>



# MONTHLY SCHOOL REPORT

School & Date Selection

**School**

California Connections Academy Ripon

**Report Date**

February 28, 2022

**Currently Enrolled**

**1636**

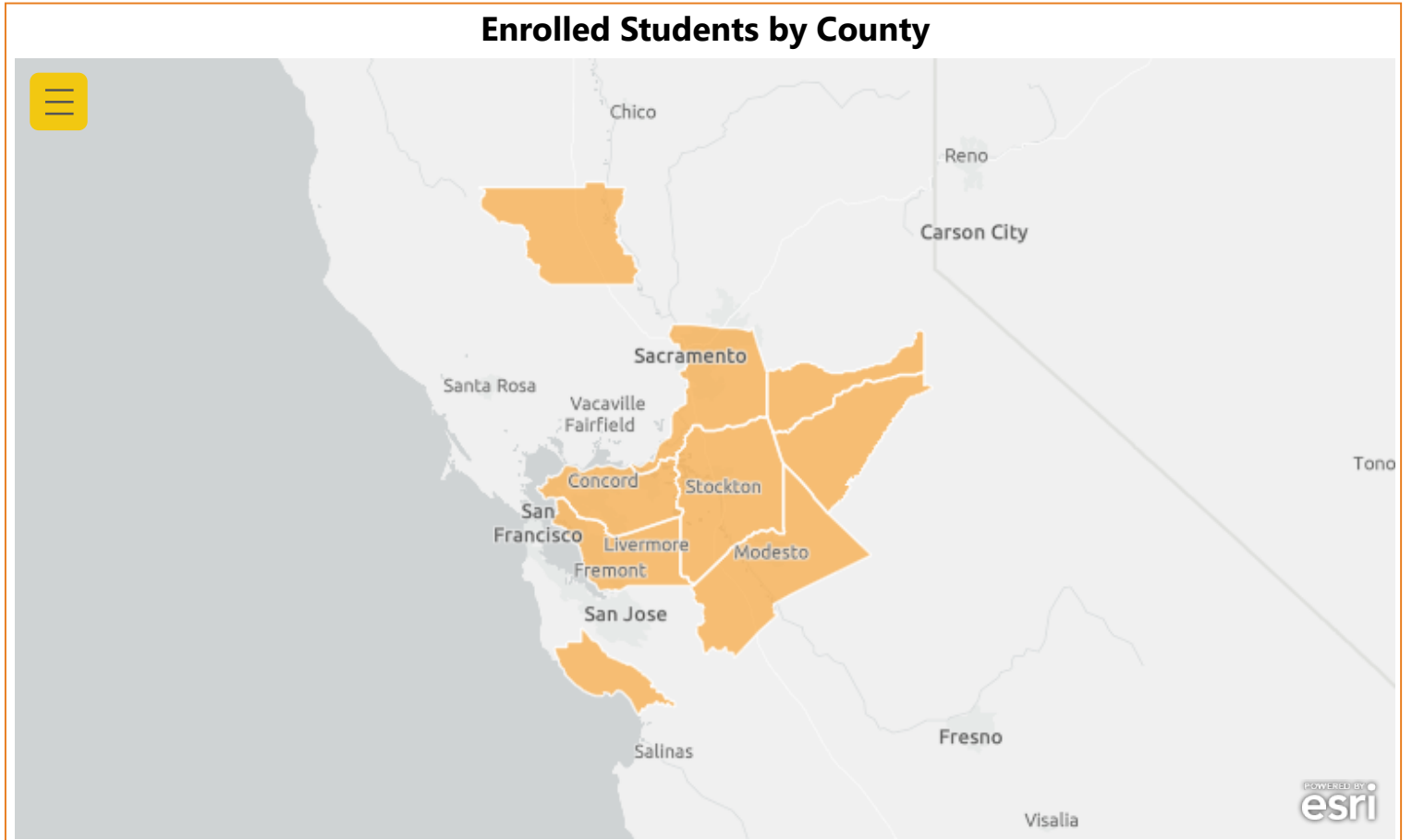
**Total YTD Enrolled**

**1944**

**Enrollment Services Complete (Stage 4)**

**2114**

**Enrolled Students by County**



# California Connections Academy Ripon

February 28, 2022

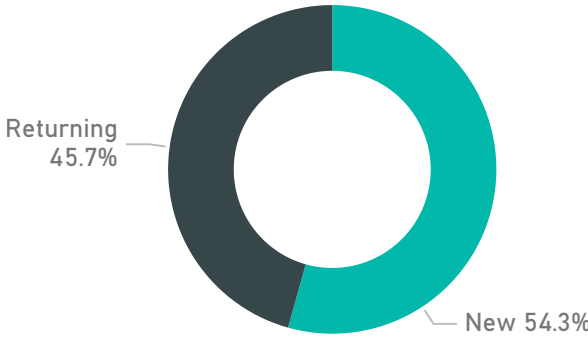
**Current Enrollment Month-Over-Month Change**

**1%**

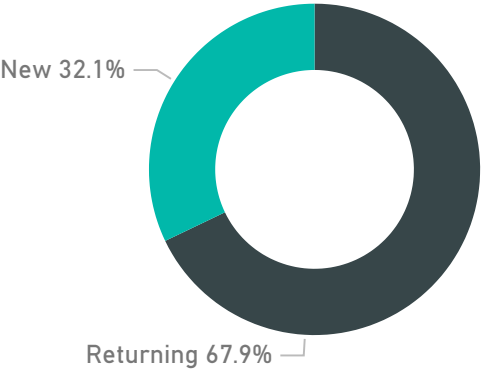
**Current Enrollment Year-Over-Year Change**

**18%**

## New and Returning

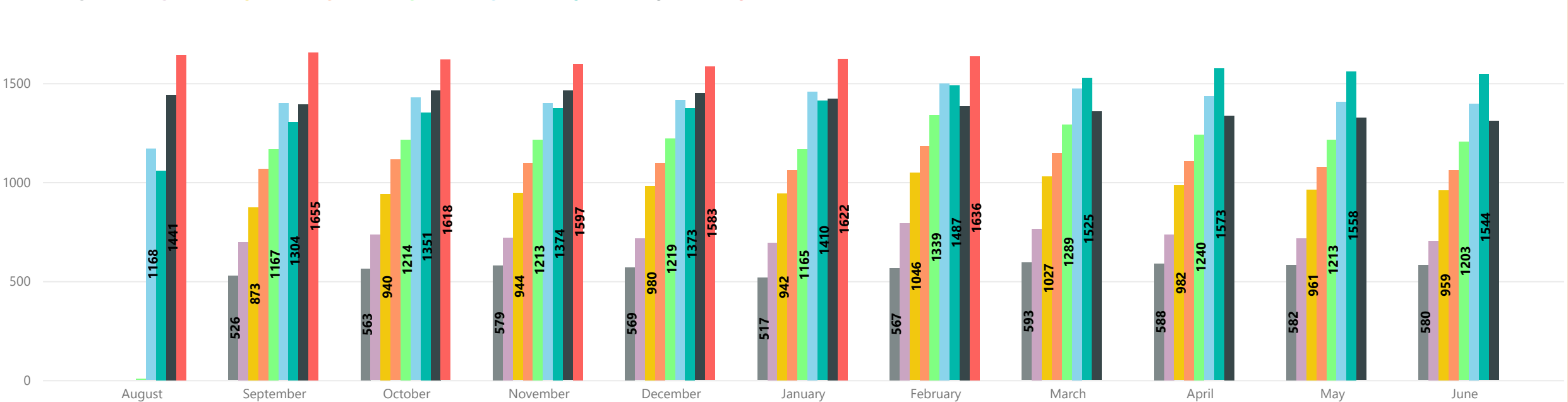


## New and Returning Prior Year



## Monthly Student Current Enrollment Comparison

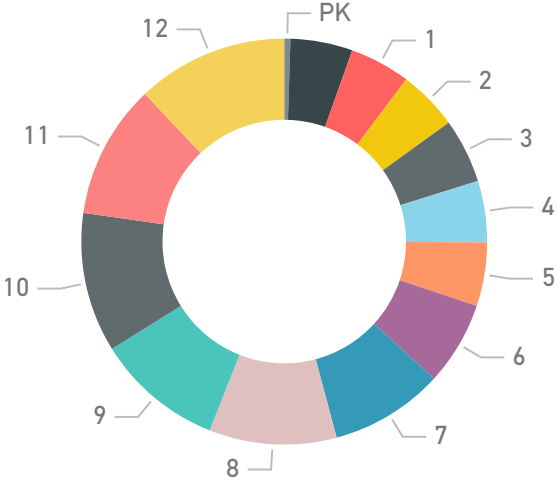
schoolYear ● 2013-2014 ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022



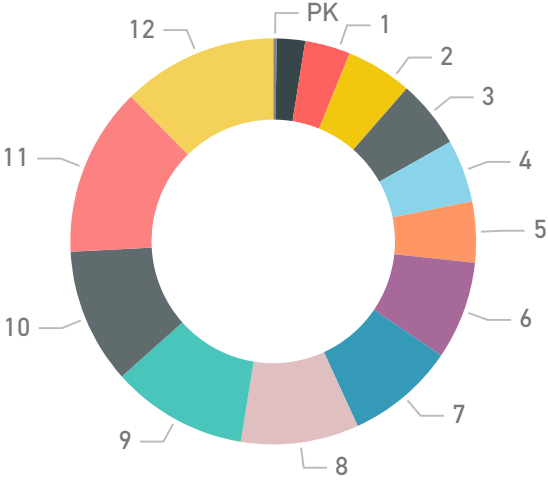
# California Connections Academy Ripon

February 28, 2022

## Enrolled Students by Final Grade



## Enrolled Students Prior Year by Final Grade



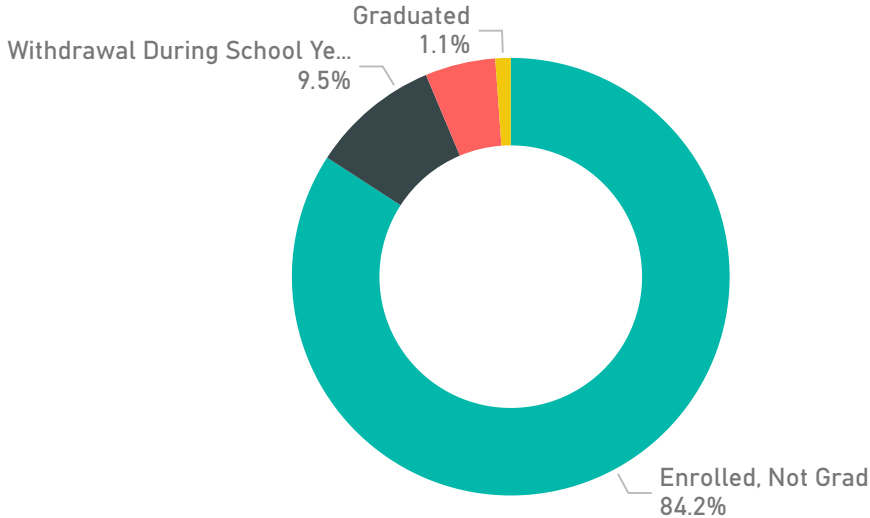
## Grade Distribution

ReportPeriod	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
GradeDistribution	Students	%CT Students	Students	%CT Students	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>158</b>	<b>11%</b>	<b>154</b>	<b>12%</b>	<b>236</b>	<b>15%</b>	<b>246</b>	<b>15%</b>
PK	4	0%	4	0%	7	0%	8	0%
KG	31	2%	31	2%	79	5%	81	5%
1	50	4%	47	4%	74	5%	79	5%
2	73	5%	72	6%	76	5%	78	5%
<b>3-5</b>	<b>211</b>	<b>15%</b>	<b>196</b>	<b>15%</b>	<b>246</b>	<b>15%</b>	<b>247</b>	<b>15%</b>
3	75	5%	71	5%	85	5%	84	5%
4	69	5%	64	5%	79	5%	80	5%
5	67	5%	61	5%	82	5%	83	5%
<b>6-8</b>	<b>358</b>	<b>26%</b>	<b>348</b>	<b>27%</b>	<b>420</b>	<b>26%</b>	<b>423</b>	<b>26%</b>
6	108	8%	105	8%	104	6%	109	7%
7	120	9%	119	9%	151	9%	148	9%
8	130	9%	124	9%	165	10%	166	10%
<b>9-12</b>	<b>656</b>	<b>47%</b>	<b>610</b>	<b>47%</b>	<b>720</b>	<b>44%</b>	<b>720</b>	<b>44%</b>
9	150	11%	146	11%	162	10%	166	10%
10	149	11%	139	11%	180	11%	182	11%
11	186	13%	175	13%	170	10%	175	11%
12	171	12%	150	11%	208	13%	197	12%
<b>Total</b>	<b>1383</b>	<b>100%</b>	<b>1308</b>	<b>100%</b>	<b>1622</b>	<b>100%</b>	<b>1636</b>	<b>100%</b>

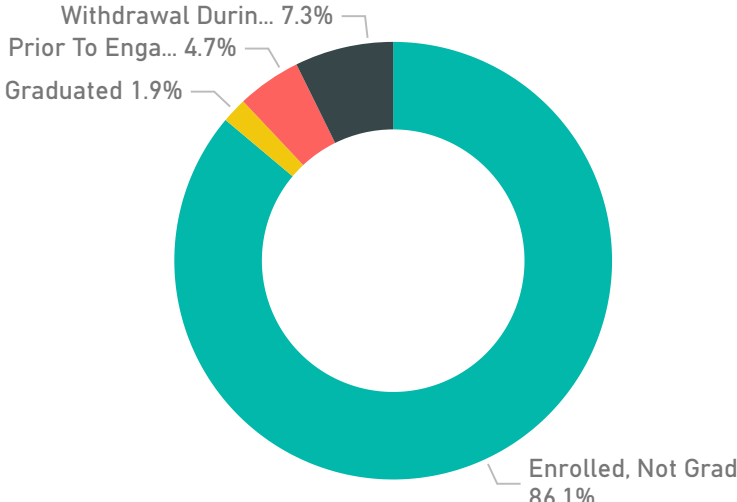
# California Connections Academy Ripon

February 28, 2022

### Total YTD Enrollment by Withdrawal Category



### Total YTD Enrollment Prior Year by Withdrawal Category



### Total YTD Enrollment

ReportPeriod Withdrawal Category	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	1383	86%	1309	81%	1622	87%	1636	84%
Graduated	30	2%	46	3%	8	0%	22	1%
Not Returning			3	0%				
Prior To Engagement	76	5%	77	5%	94	5%	101	5%
Withdrawal During School Year	117	7%	176	11%	145	8%	185	10%
<b>Total</b>	<b>1606</b>	<b>100%</b>	<b>1611</b>	<b>100%</b>	<b>1869</b>	<b>100%</b>	<b>1944</b>	<b>100%</b>

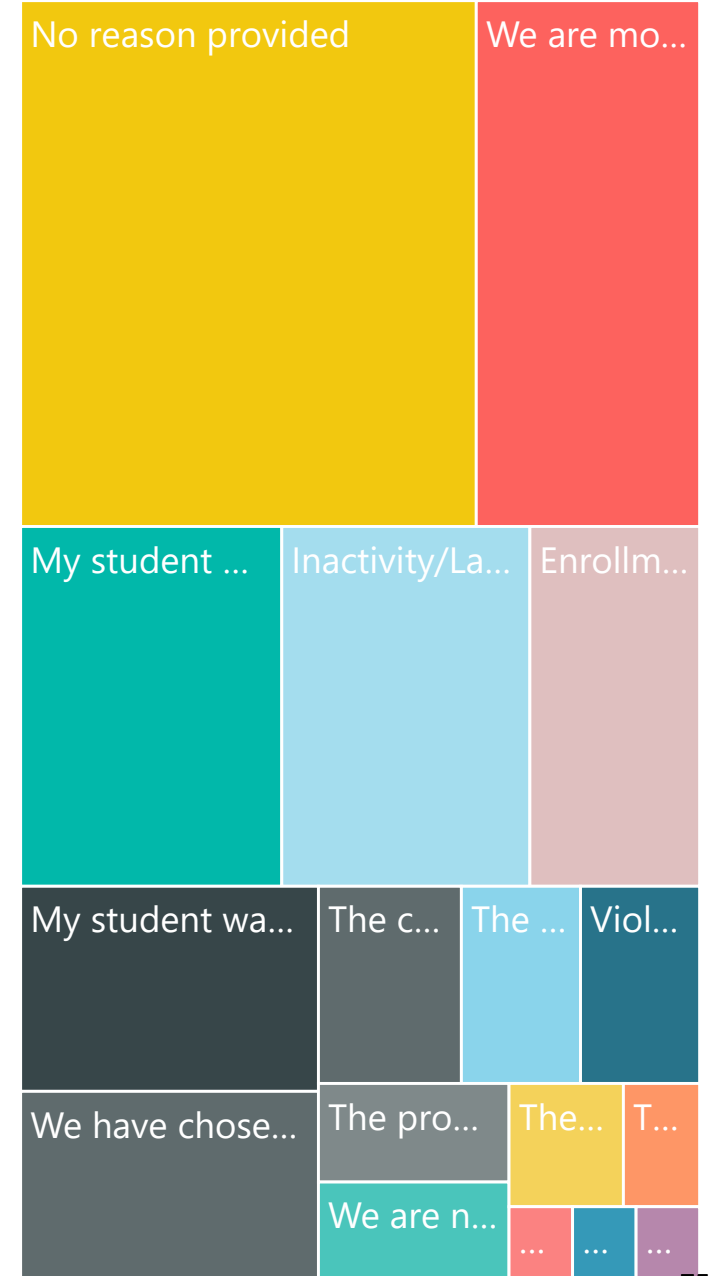
**Enrollment Services Complete (Stage 4)**  
**2114**

## California Connections Academy Ripon

February 28, 2022

### Withdrawal Reason

WD Reason	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	2	3	4	5
Another Reason	7	7	12	13
Different/Better Schooling Option (Not related to socialization)	13	19	7	13
Generally dissatisfied with curriculum/course options			1	1
Inactivity	18	41	13	19
No longer able to provide a Learning Coach	1	1	3	4
No Reason Given	31	36	39	51
Program not flexible enough	2	2	3	4
Program takes too much of Learning Coach's time	5	6	1	2
Program takes too much of student's time	1	1	3	3
Pursuing GED	3	5	1	1
Student wants more socialization	1	7	16	20
The curriculum is too hard	3	3	5	6
Transition to virtual school too difficult	2	2	5	5
Unhappy with the school			1	1
We are moving	26	40	19	25
We have chosen to home school	2	2	12	12



# California Connections Academy Ripon

February 28, 2022

## Household Data

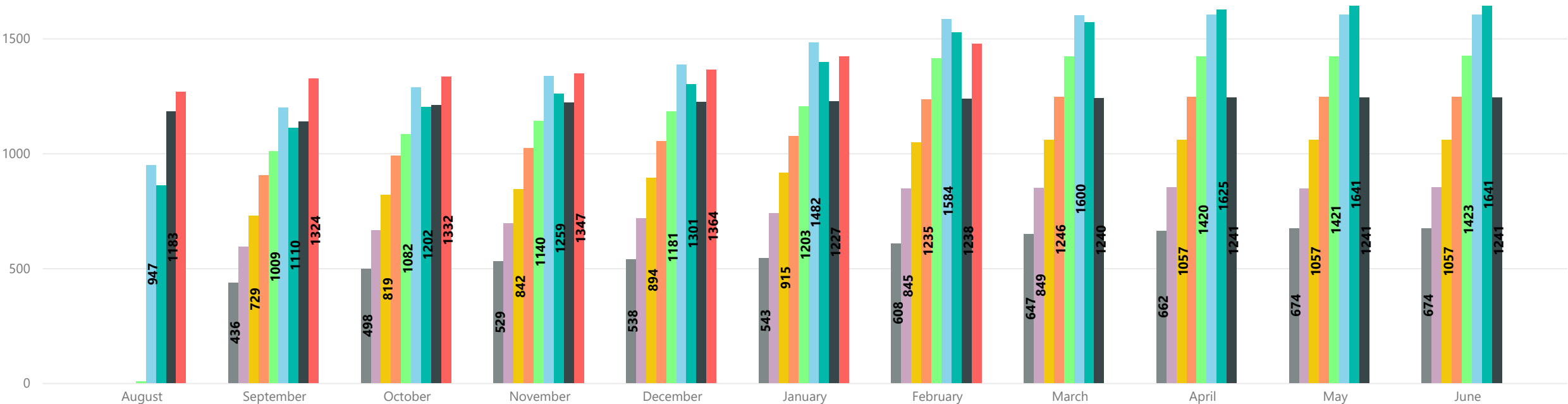
Household Data	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Active	1077	1022	1234	1244
Graduated	30	45	8	22
Not Returning		3		
WD During School Year	87	138	119	148
WD Prior To Engagement	63	64	85	92

## Students Per Active Household

SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
1.28	1.28	1.31	1.32

## Monthly Total Households

schoolYear ● 2013-2014 ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022





# California Connections Academy Ripon

February 28, 2022

## Ethnicity

Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Hispanic or Latino	385	359	471	487
Not Hispanic or Latino	996	947	1151	1149

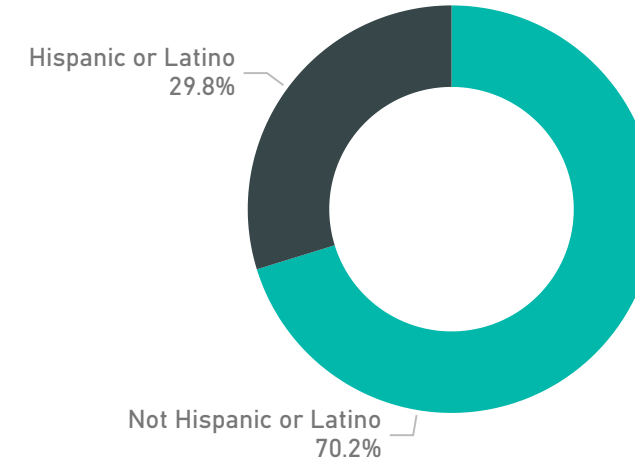
## Race

Race	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	116	108	155	158
Asian	222	216	296	299
Black/African American	310	295	391	394
Native Hawaiian or Other Pacific Islander	69	61	86	87
White	932	880	1036	1047

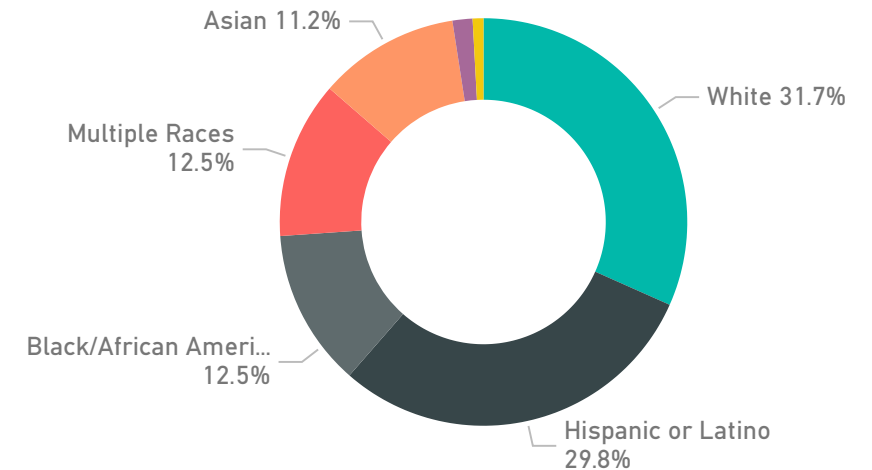
## Distinct Race/Ethnicity

Distinct Race/Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
American Indian or Alaskan Native	16	15	15	14
Asian	138	136	183	183
Black/African American	170	161	206	204
Hispanic or Latino	385	359	471	487
Multiple Races	159	153	201	204
Native Hawaiian or Other Pacific Islander	15	11	26	26
White	500	473	520	518

## Enrolled Students by Ethnicity



## Enrolled Students by Distinct Race/Ethnicity



# California Connections Academy Ripon

February 28, 2022

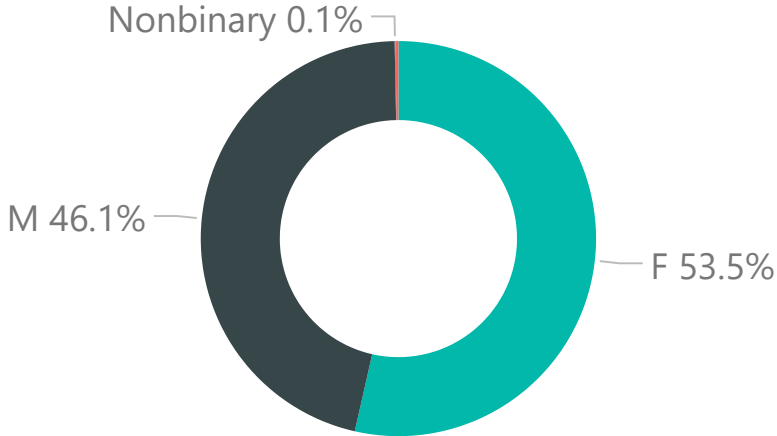
## Gender

Gender	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	2	2		
F	763	725	869	876
M	617	579	747	755
Nonbinary			1	1
X	1	2	5	4

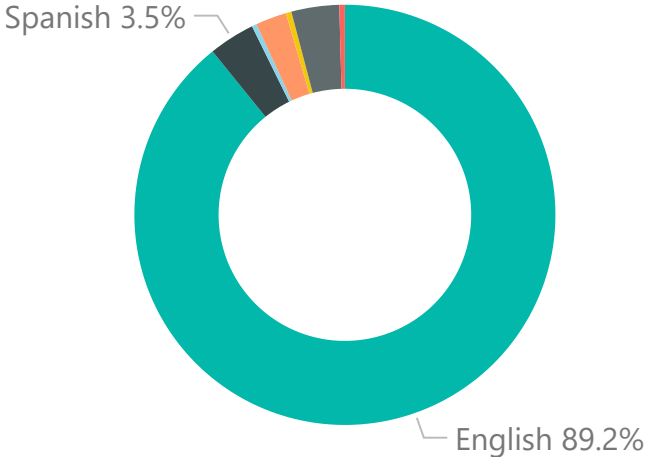
## Primary Language

Home Language	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
English	1240	1173	1443	1459
Spanish	50	46	53	58
Russian	8	8	6	6
Arabic	30	26	40	39
Urdu	7	7	7	7
Another Language	48	48	61	60
No Language Reported			12	7

## Enrolled Students by Gender



## Enrolled Students by Language



# California Connections Academy Ripon

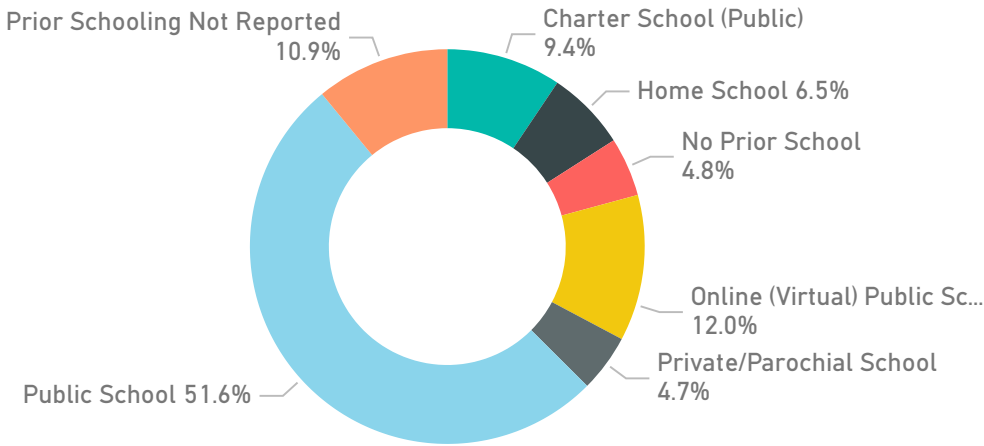
February 28, 2022

## Prior Schooling

Prior Schooling	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Charter School (Public)	103	99	155	154
Home School	74	70	105	107
No Prior School	80	76	71	79
Online (Virtual) Public School	67	60	190	196
Private/Parochial School	64	63	79	77
Public School	811	764	842	844
Prior Schooling Not Reported	184	176	180	179

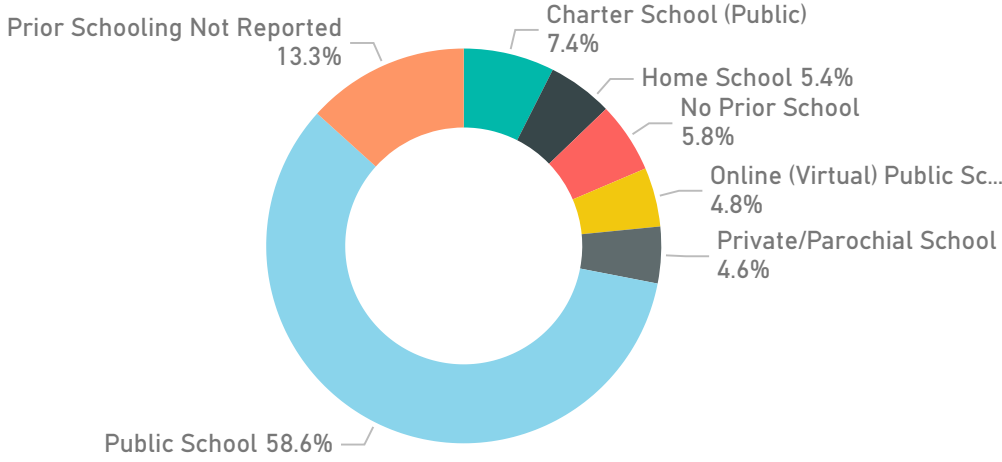
### Prior Schooling

February 28, 2022



### Prior Schooling

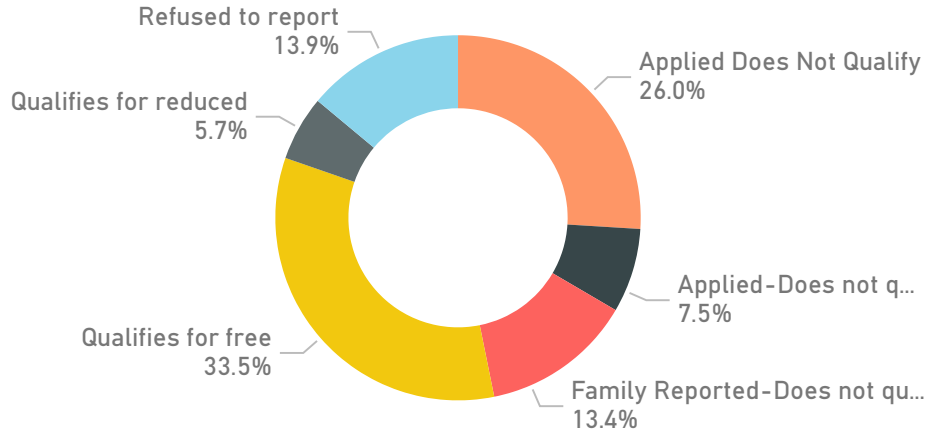
February 28, 2021



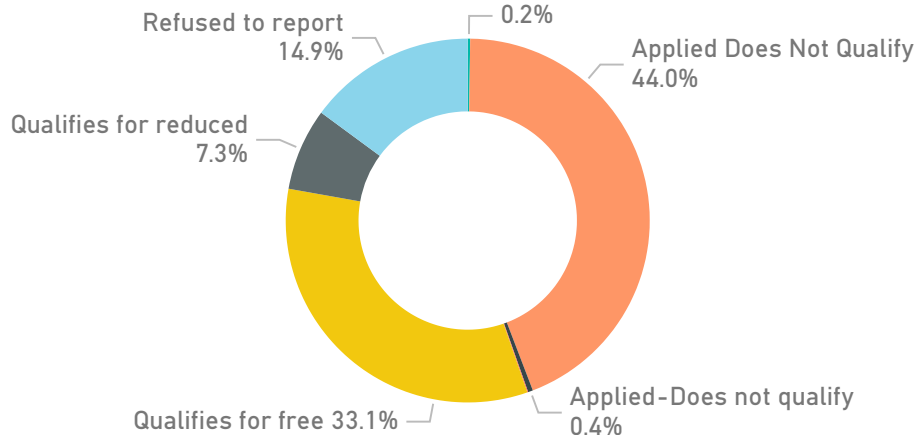
# California Connections Academy Ripon

February 28, 2022

**FARM Eligibility**  
February 28, 2022



**FARM Eligibility**  
February 28, 2021



## Disability

Disability	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Autism	33	33	32	35
Cognitive Disability	7	5	3	3
Emotionally Impaired	19	19	10	10
Hearing Impaired	3	3	2	2
Other	2	2	2	2
Other Health Impaired	37	36	30	29
Specific Learning Disability	54	52	39	40
Speech/Language Impaired	25	24	37	38
Visually Impaired	1			

Specific Learning Disability

Autism

Emoti...

Speech/Language Impaired

Other Health Impaired

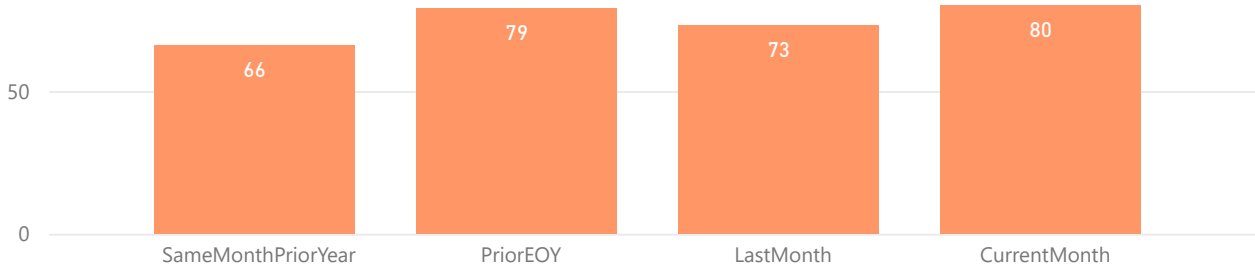
C...

Other

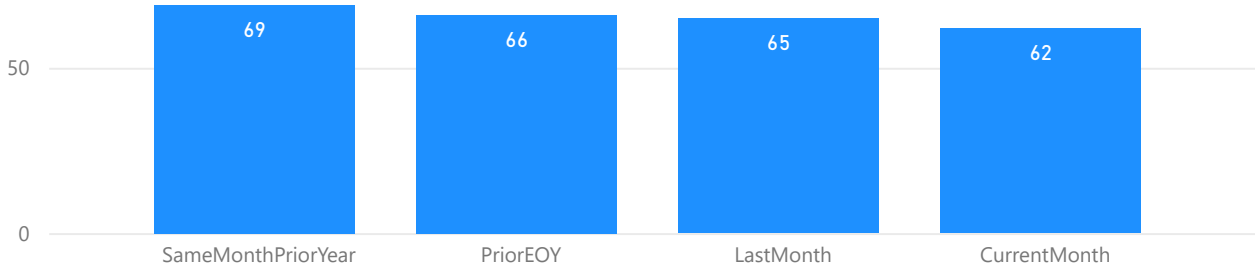
# California Connections Academy Ripon

February 28, 2022

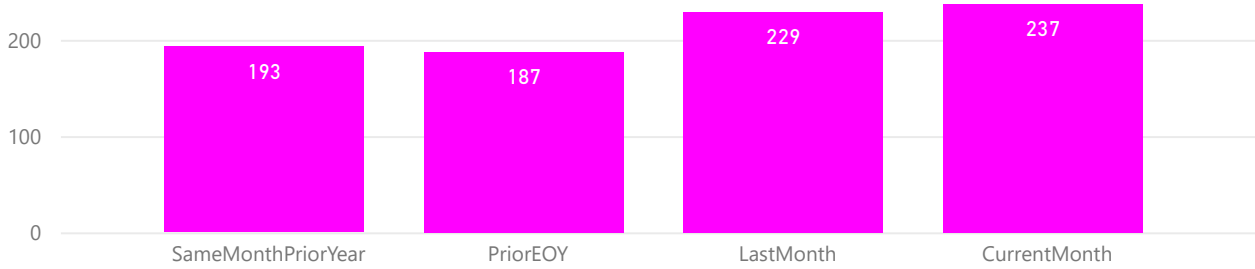
## Gifted



## Plan504



## IEP



## Currently Enrolled

**1636**

### Gifted

**5%**

### Plan504

**4%**

### IEP

**14%**

### Not in Special Population

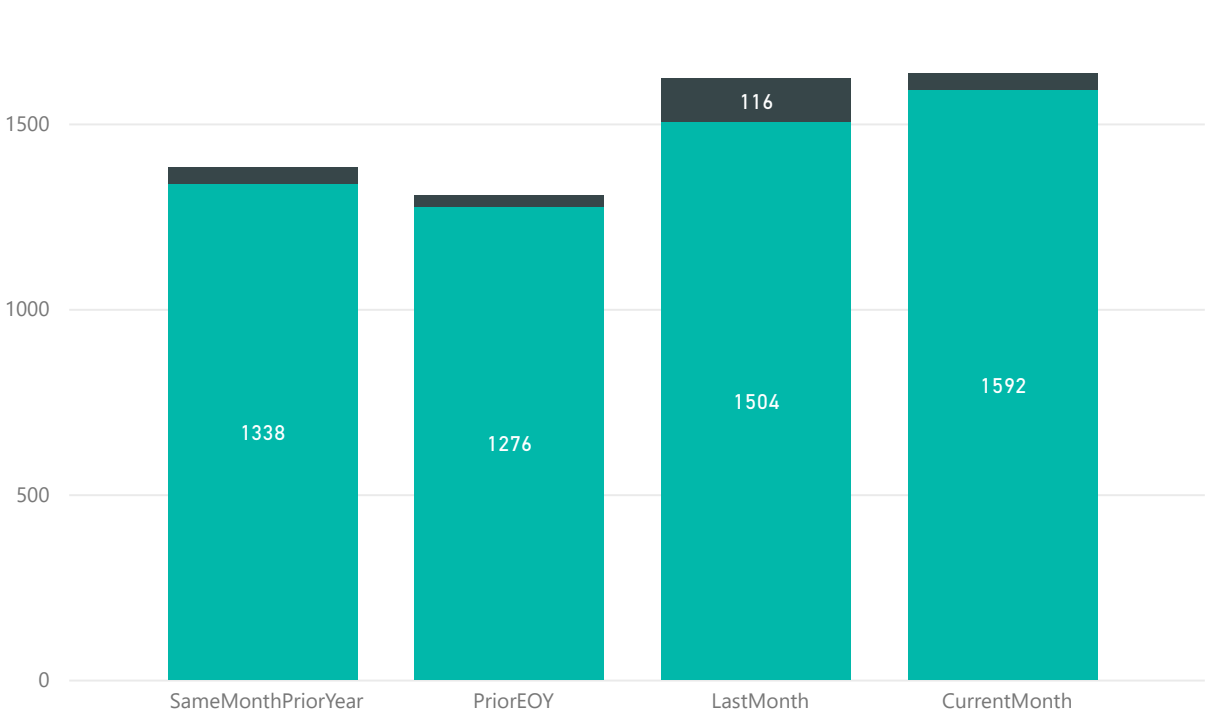
**77%**

# California Connections Academy Ripon

February 28, 2022

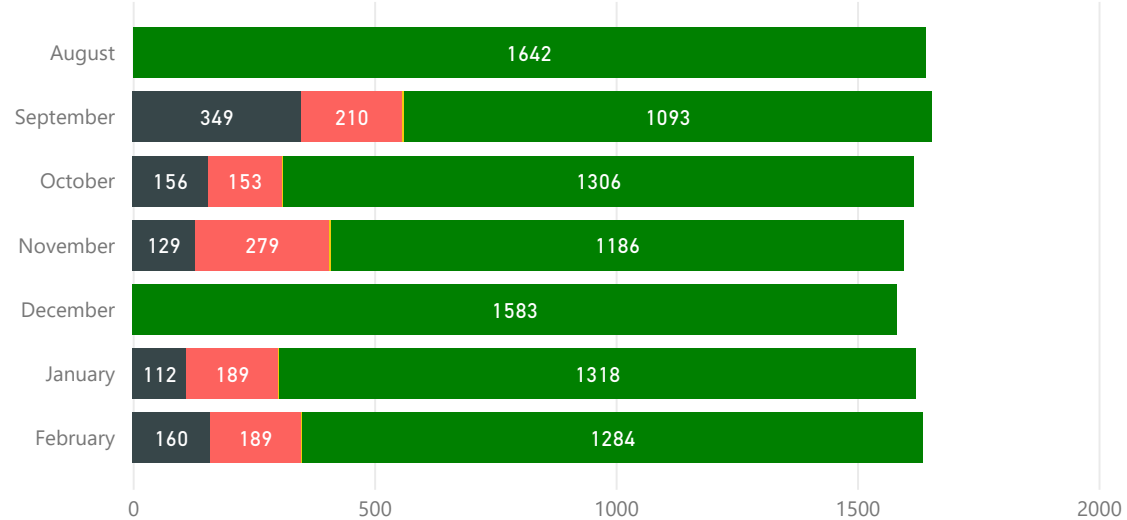
## Contacts Per Week

ContactsPerWeekWithoutWebM... ● Met ● Not Met



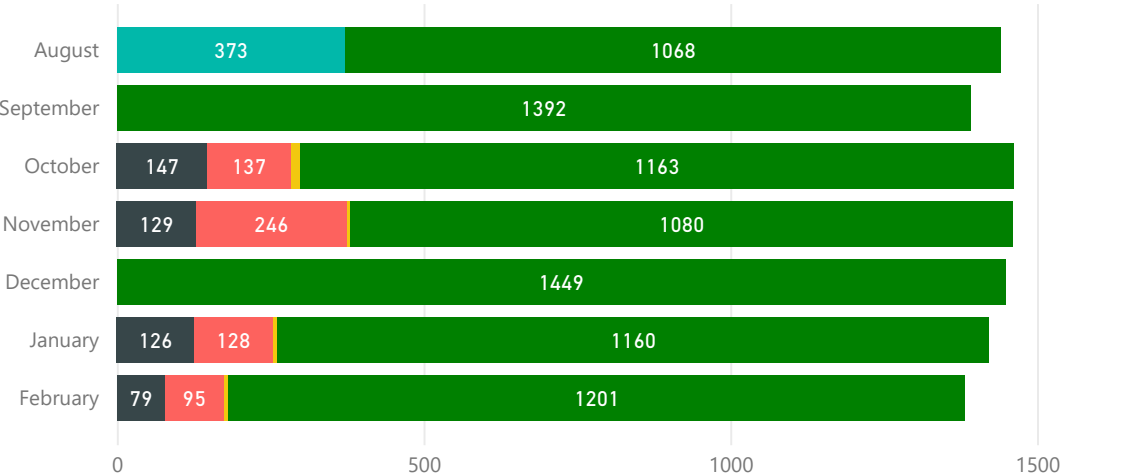
## School Year: 2021-2022

AttendanceStatusAutomated ● Alarm ● Approaching Alarm ● Exempt ● On Track



## School Year: 2020-2021

AttendanceStatusAutomated ● Alarm ● Approaching Alarm ● Exempt ● On Track



## Currently Enrolled

**1636**

# California Connections Academy Ripon

## February 28, 2022

### Average Participation

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	100%	93%	97%	100%
3-5	100%	89%	97%	98%
6-8	100%	90%	98%	100%
9-12	97%	97%	95%	94%
<b>Total</b>	<b>99%</b>	<b>93%</b>	<b>96%</b>	<b>97%</b>

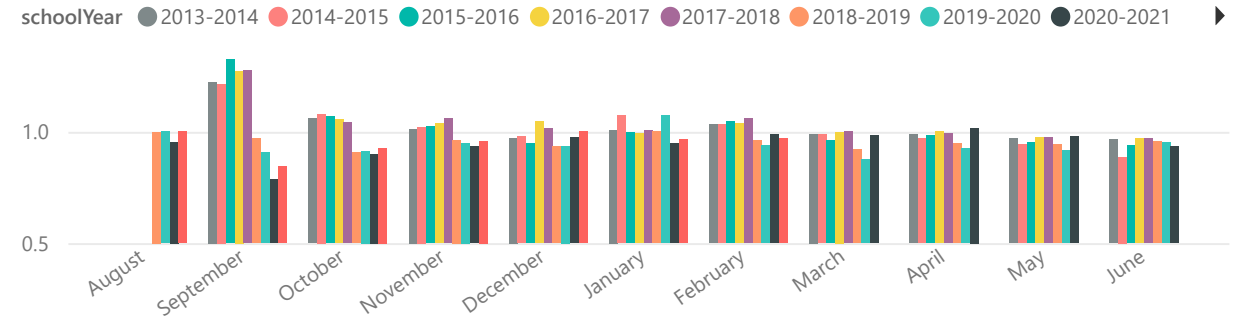
### Average Performance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	92%	92%	88%	91%
3-5	80%	80%	81%	83%
6-8	82%	80%	77%	79%
9-12	72%	78%	72%	72%
<b>Total</b>	<b>78%</b>	<b>80%</b>	<b>77%</b>	<b>78%</b>

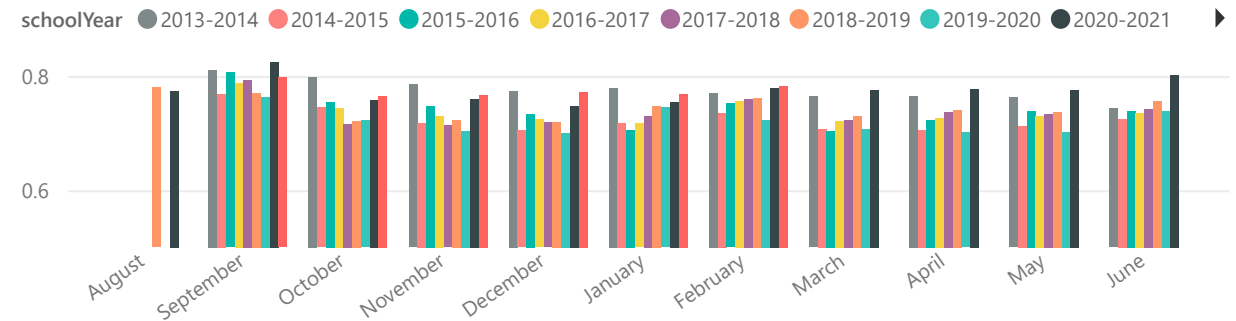
### Average Attendance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	96%	97%	95%	92%
3-5	95%	97%	97%	95%
6-8	95%	96%	96%	94%
9-12	91%	92%	93%	89%
<b>Total</b>	<b>93%</b>	<b>95%</b>	<b>94%</b>	<b>91%</b>

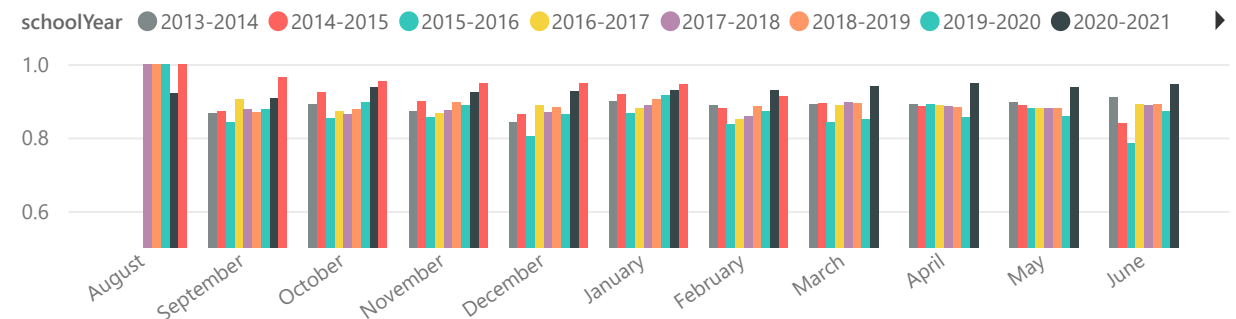
### Average Total Participation



### Average Total Performance



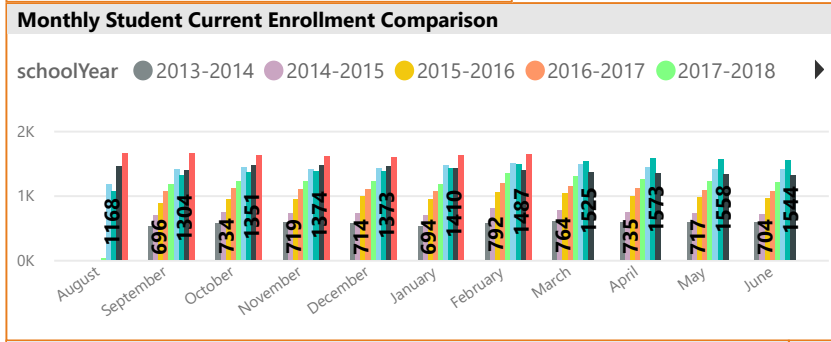
### Average Total Attendance



<b>Currently Enrolled</b>	<b>Total YTD Enrolled</b>
<b>1636</b>	<b>1944</b>
<b>Enrollment Services Complete (Stage 4)</b>	
<b>2114</b>	

**California Connections Academy Ripon**  
February 28, 2022

<b>Current Enrollment Month-Over-Month Change</b>
<b>1%</b>
<b>Current Enrollment Year-Over-Year Change</b>
<b>18%</b>



**Total YTD Enrollment**

ReportPeriod Withdrawal Category	SameMonthPriorYear		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	1383	86%	1636	84%
Graduated	30	2%	22	1%
Prior To Engagement	76	5%	101	5%
Withdrawal During School Year	117	7%	185	10%
<b>Total</b>	<b>1606</b>	<b>100%</b>	<b>1944</b>	<b>100%</b>

**New & Returning**

ReportPeriod New or Returning	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
New	444	32.10%	889	54.34%
Returning	939	67.90%	747	45.66%

**Household Data**

Household Data	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
Active	1077		1244	
Graduated	30		22	
WD During School Year	87		148	
WD Prior To Engagement	63		92	

**Students Per Active Household**

	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
	1.28		1.32	

**Grade Distribution**

ReportPeriod GradeDistribution	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>158</b>	<b>11%</b>	<b>246</b>	<b>15%</b>
PK	4	0%	8	0%
KG	31	2%	81	5%
1	50	4%	79	5%
2	73	5%	78	5%
<b>3-5</b>	<b>211</b>	<b>15%</b>	<b>247</b>	<b>15%</b>
3	75	5%	84	5%
4	69	5%	80	5%
5	67	5%	83	5%
<b>6-8</b>	<b>358</b>	<b>26%</b>	<b>423</b>	<b>26%</b>
6	108	8%	109	7%
7	120	9%	148	9%
8	130	9%	166	10%
<b>9-12</b>	<b>656</b>	<b>47%</b>	<b>720</b>	<b>44%</b>
9	150	11%	166	10%
10	149	11%	182	11%
11	186	12%	175	11%
<b>Total</b>	<b>1383</b>	<b>100%</b>	<b>1636</b>	<b>100%</b>

**Withdrawal Reason**

Withdrawal Reason	SameMonthPriorYear	CurrentMonth
Enrollment was intended to be short term and is no longer needed for my student.		
Generally dissatisfied with curriculum/course options		
Inactivity/Lack of Attendance		
My student is pursuing GED		
My student wants to return to a traditional school setting for other (non-socialization related) reasons.		
My student wants to return to a traditional school setting for socialization reasons.		
No reason provided		
The curriculum is too hard.		
The program takes too much of the Learning Coach's time.		
The program takes too much of the student's time.		
The program/schedule is not flexible enough.		
The transition to virtual school was too difficult.		
There was not enough help/guidance setting us up in the school.		
Violation of state regulations		
We are moving.		



**California Connections Academy Ripon  
February 28, 2022**

Gender		
Gender	SameMonthPriorYear	CurrentMonth
	2	
F	763	876
M	617	755
Nonbinary		1
X	1	4

Primary Language		
Home Language	SameMonthPriorYear	CurrentMonth
English	1240	1459
Spanish	50	58
Russian	8	6
Arabic	30	39
Urdu	7	7
Another Language	48	60
No Language Reported		7

Disability		
Disability	SameMonthPriorYear	CurrentMonth
Autism	33	35
Cognitive Disability	7	3
Emotionally Impaired	19	10
Hearing Impaired	3	2
Other	2	2
Other Health Impaired	37	29
Specific Learning Disability	54	40
Speech/Language Impaired	25	38
Visually Impaired	1	

Gifted		
Gifted	SameMonthPriorYear	CurrentMonth
Yes	66	80

Plan 504		
Plan504	SameMonthPriorYear	CurrentMonth
504	69	62

IEP		
IEP	SameMonthPriorYear	CurrentMonth
IEP	193	237

Gifted	Plan504
<b>5%</b>	<b>4%</b>
IEP	Not in Special Population
<b>14%</b>	<b>77%</b>

Ethnicity		
Ethnicity	SameMonthPriorYear	CurrentMonth
Hispanic or Latino	385	487
Not Hispanic or Latino	996	1149

Distinct Race/Ethnicity		
Distinct Race/Ethnicity	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	16	14
Asian	138	183
Black/African American	170	204
Hispanic or Latino	385	487
Multiple Races	159	204
Native Hawaiian or Other Pacific Islander	15	26
White	500	518

Race		
Race	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	116	158
Asian	222	299
Black/African American	310	394
Native Hawaiian or Other Pacific Islander	69	87
White	932	1047

Household FARM Eligibility		
HouseholdFARMEligibility	SameMonthPriorYear	CurrentMonth
Applied Does Not Qualify	544	402
Applied-Does not qualify	5	106
Family Reported-Does not qualify	1	190
Qualifies for free	379	493
Qualifies for reduced	88	82
Refused to report	183	204

Prior Schooling		
Prior Schooling	SameMonthPriorYear	CurrentMonth
Charter School (Public)	103	154
Home School	74	107
No Prior School	80	79
Online (Virtual) Public School	67	196
Private/Parochial School	64	77
Public School	811	844
Prior Schooling Not Reported	184	179

**California Connections Academy Ripon**  
**February 28, 2022**

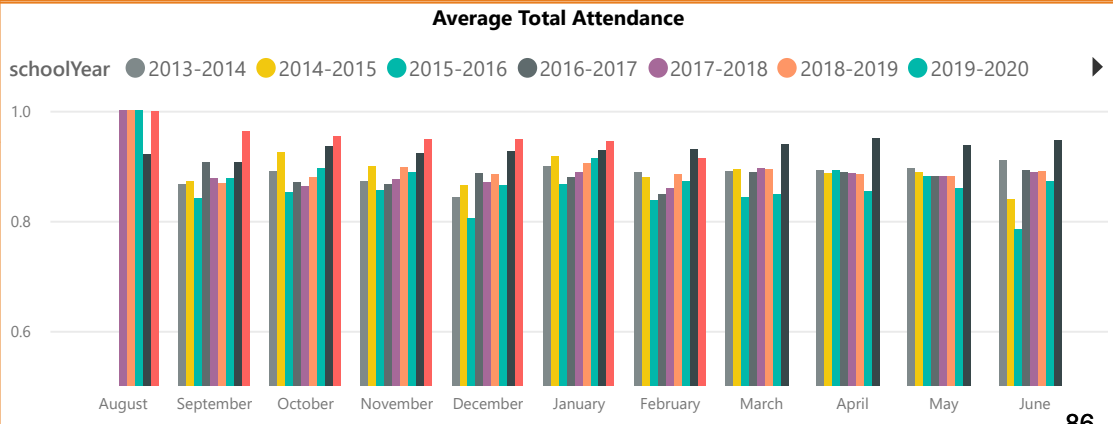
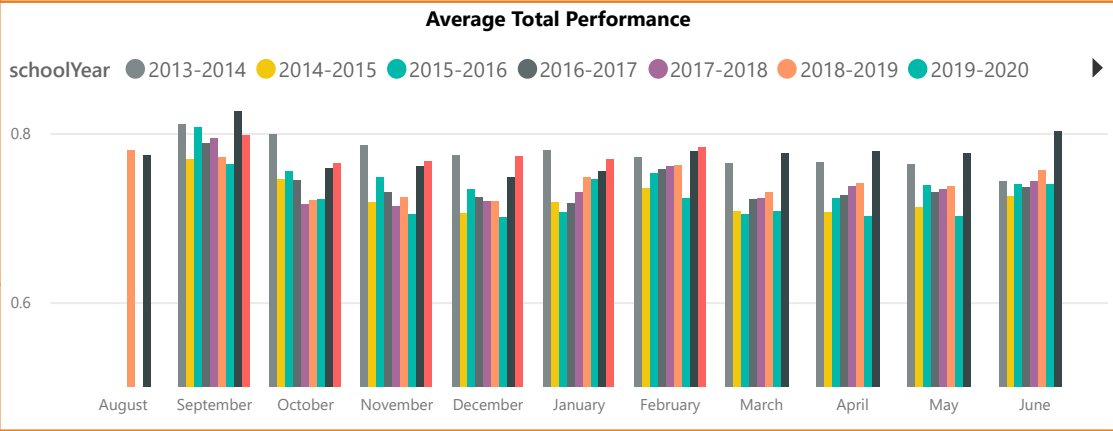
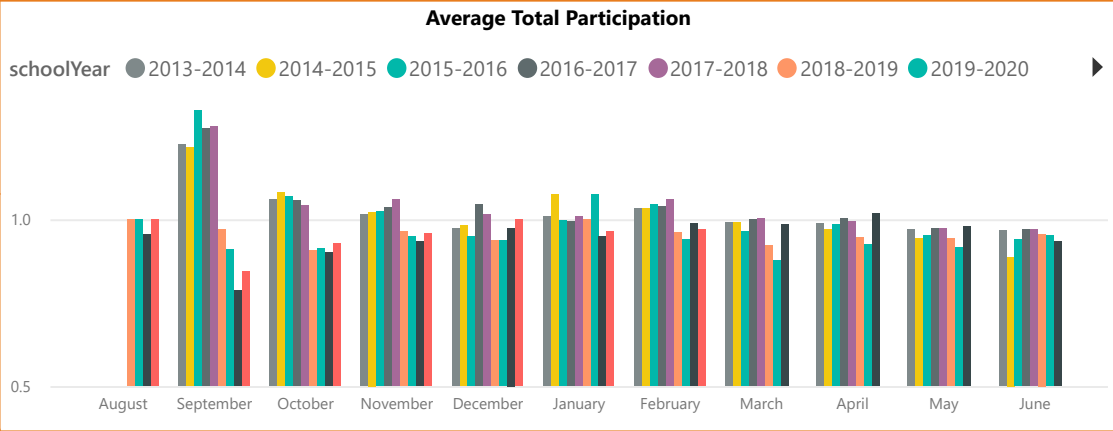
Contacts Per Week		
ContactsPerWeekWithoutWebMail	SameMonthPriorYear	CurrentMonth
Met	1338	1592
Not Met	45	44

Attendance Status		
AttendanceStatusAutomated	SameMonthPriorYear	CurrentMonth
Alarm	79	160
Approaching Alarm	95	189
Exempt	8	3
On Track	1201	1284

Average Participation		
GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	100%	100%
3-5	100%	98%
6-8	100%	100%
9-12	97%	94%
<b>Total</b>	<b>99%</b>	<b>97%</b>

Average Performance		
GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	92%	91%
3-5	80%	83%
6-8	82%	79%
9-12	72%	72%
<b>Total</b>	<b>78%</b>	<b>78%</b>

Average Attendance		
GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	96%	92%
3-5	95%	95%
6-8	95%	94%
9-12	91%	89%
<b>Total</b>	<b>93%</b>	<b>91%</b>



# MONTHLY SCHOOL REPORT

School & Date Selection

School

California Connections Academy Southern California ▾

Report Date

February 28, 2022 ▾

Currently Enrolled

**4945**

Total YTD Enrolled

**5758**

Enrollment Services Complete (Stage 4)

**6183**

Enrolled Students by County



# California Connections Academy Southern California

February 28, 2022

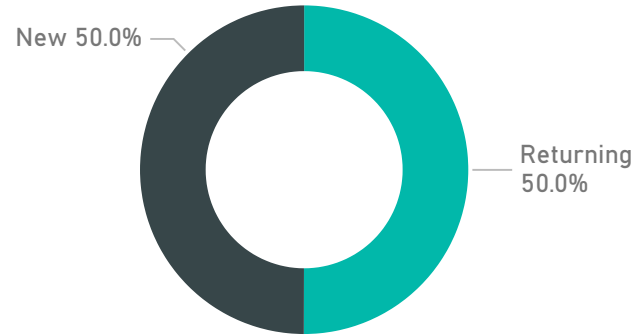
**Current Enrollment Month-Over-Month Change**

**1%**

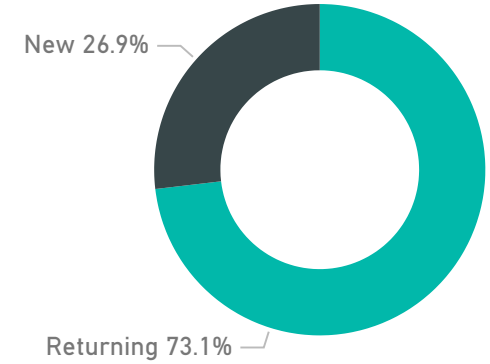
**Current Enrollment Year-Over-Year Change**

**18%**

## New and Returning

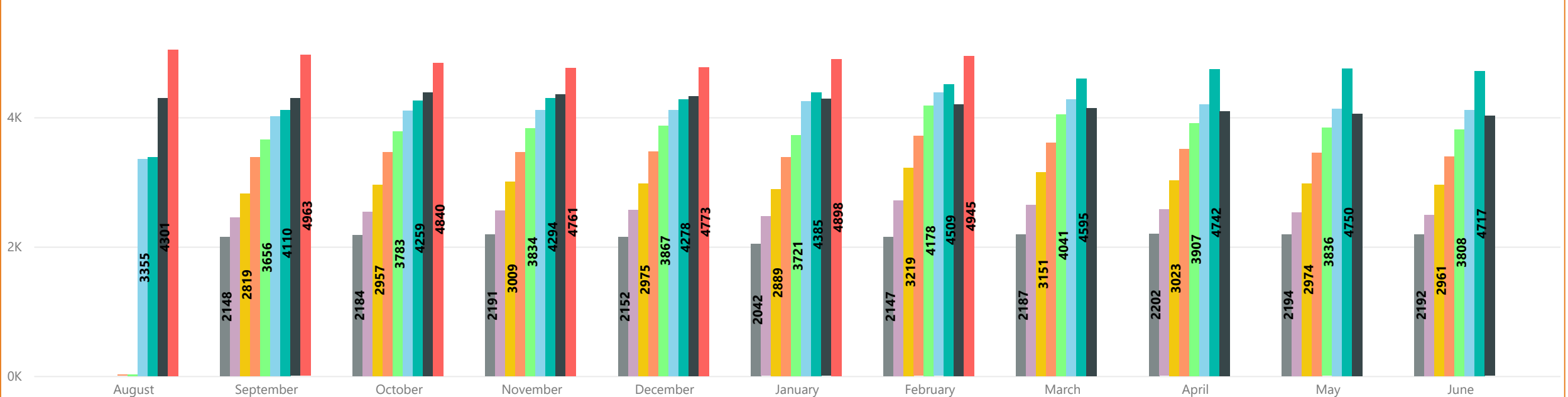


## New and Returning Prior Year



## Monthly Student Current Enrollment Comparison

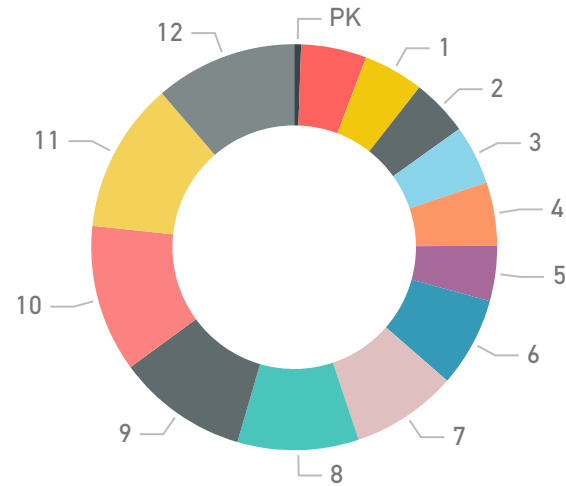
schoolYear ● 2013-2014 ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022



# California Connections Academy Southern California

## February 28, 2022

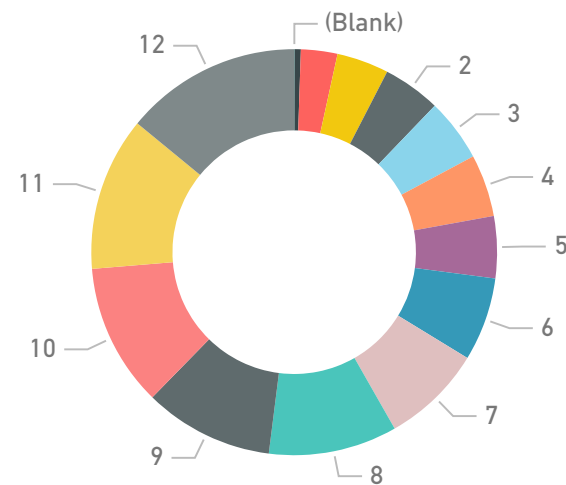
### Enrolled Students by Final Grade



### Grade Distribution

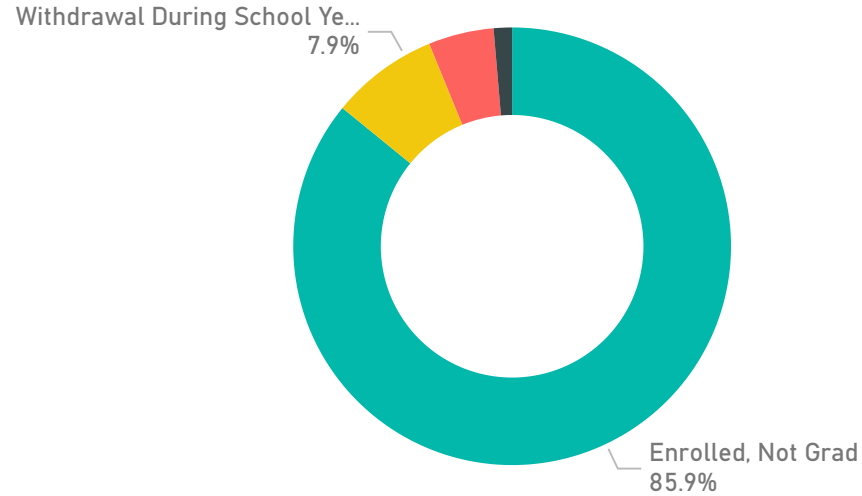
ReportPeriod GradeDistribution	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
	Students	%CT Students	Students	%CT Students	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>510</b>	<b>12%</b>	<b>493</b>	<b>12%</b>	<b>735</b>	<b>15%</b>	<b>747</b>	<b>15%</b>
PK	21	1%	19	0%	25	1%	27	1%
KG	122	3%	117	3%	250	5%	258	5%
1	174	4%	170	4%	237	5%	238	5%
2	193	5%	187	5%	223	5%	224	5%
<b>3-5</b>	<b>625</b>	<b>15%</b>	<b>599</b>	<b>15%</b>	<b>697</b>	<b>14%</b>	<b>701</b>	<b>14%</b>
3	210	5%	197	5%	235	5%	234	5%
4	208	5%	200	5%	247	5%	249	5%
5	207	5%	202	5%	215	4%	218	4%
<b>6-8</b>	<b>1046</b>	<b>25%</b>	<b>1008</b>	<b>25%</b>	<b>1215</b>	<b>25%</b>	<b>1248</b>	<b>25%</b>
6	279	7%	266	7%	347	7%	353	7%
7	337	8%	327	8%	411	8%	417	8%
8	430	10%	415	10%	457	9%	478	10%
<b>9-12</b>	<b>2014</b>	<b>48%</b>	<b>1920</b>	<b>48%</b>	<b>2251</b>	<b>46%</b>	<b>2249</b>	<b>45%</b>
9	433	10%	428	11%	506	10%	515	10%
10	477	11%	462	11%	568	12%	581	12%
11	514	12%	502	12%	589	12%	594	12%
12	590	14%	528	13%	588	12%	559	11%
<b>Total</b>	<b>4195</b>	<b>100%</b>	<b>4020</b>	<b>100%</b>	<b>4898</b>	<b>100%</b>	<b>4945</b>	<b>100%</b>

### Enrolled Students Prior Year by Final Grade

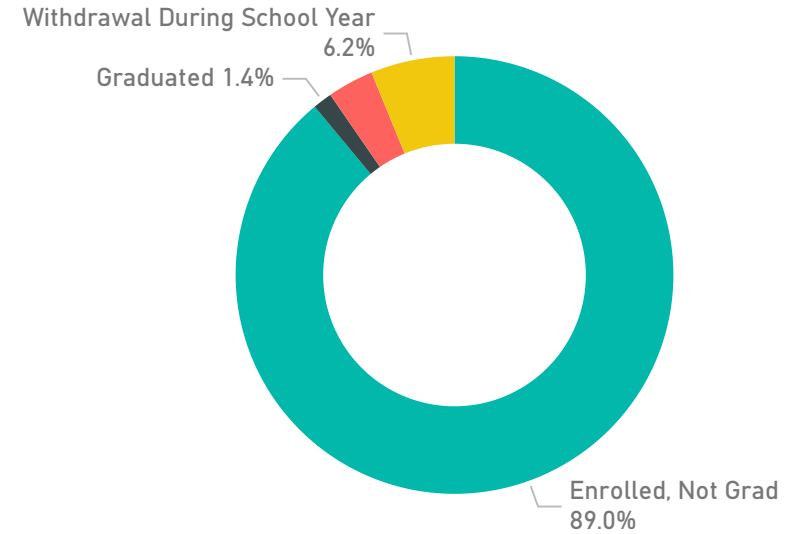


**California Connections Academy Southern California**  
February 28, 2022

**Total YTD Enrollment by Withdrawal Category**



**Total YTD Enrollment Prior Year by Withdrawal Category**



**Total YTD Enrollment**

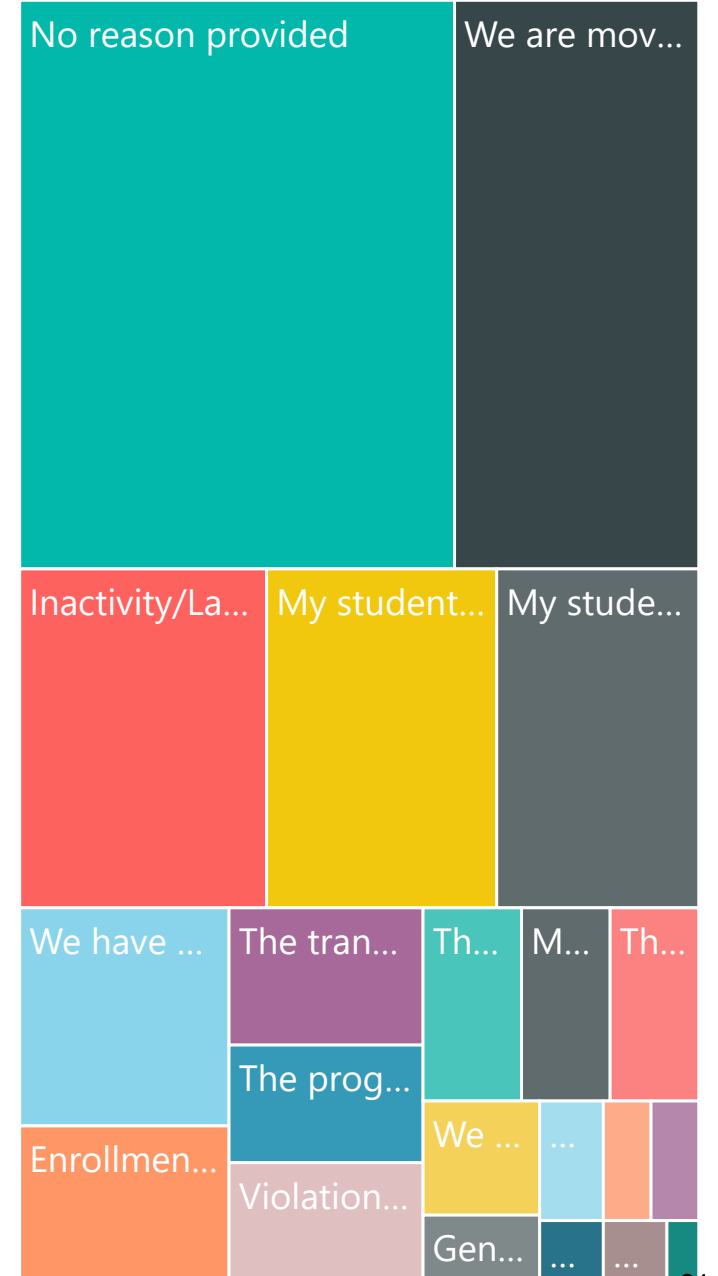
ReportPeriod Withdrawal Category	SameMonthPriorYear		PriorEOY		LastMonth		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	4196	89%	4022	85%	4898	88%	4945	86%
Graduated	67	1%	106	2%	40	1%	78	1%
Not Returning			1	0%				
Prior To Engagement	161	3%	161	3%	254	5%	278	5%
Withdrawal During School Year	292	6%	435	9%	368	7%	457	8%
<b>Total</b>	<b>4716</b>	<b>100%</b>	<b>4725</b>	<b>100%</b>	<b>5560</b>	<b>100%</b>	<b>5758</b>	<b>100%</b>

**Enrollment Services Complete (Stage 4)**  
**6183**

## California Connections Academy Southern California February 28, 2022

### Withdrawal Reason

WD Reason	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	5	6	14	17
Another Reason	4	11	16	20
Deceased	1	1		
Different/Better Schooling Option (Not related to socialization)	24	32	31	41
Generally dissatisfied with curriculum/course options	2	3	3	4
Inactivity	36	69	38	44
No longer able to provide a Learning Coach	6	8	6	7
No Reason Given	95	122	109	130
Program not flexible enough	1	1	1	2
Program takes too much of Learning Coach's time	3	6	12	12
Program takes too much of student's time	2	2	7	10
Pursuing GED	6	18	6	9
Required Documentation Incomplete			1	1
Student wants more socialization	19	36	27	36
The curriculum is too hard	4	5	7	9
Transition to virtual school too difficult	9	11	11	14
Unhappy with the school		2	4	4
We are moving	60	85	53	73
We have chosen to home school	15	16	22	24



# California Connections Academy Southern California

## February 28, 2022

### Household Data

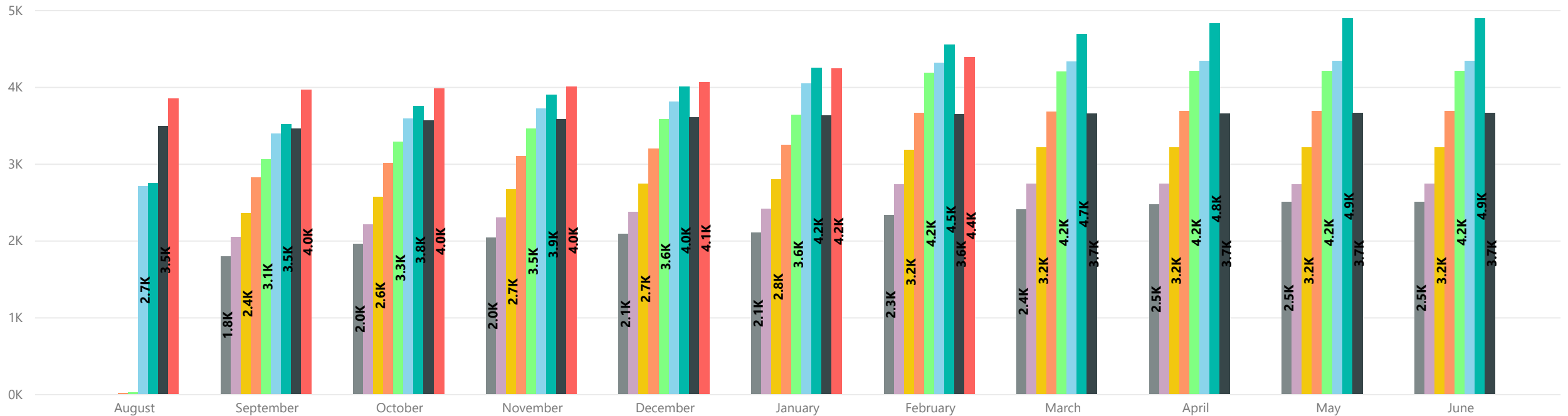
Household Data	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Active	3264	3140	3769	3792
Graduated	67	106	40	78
Not Returning		1		
WD During School Year	227	347	287	360
WD Prior To Engagement	134	136	216	237

### Students Per Active Household

SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
1.29	1.28	1.30	1.30

### Monthly Total Households

schoolYear ● 2013-2014 ● 2014-2015 ● 2015-2016 ● 2016-2017 ● 2017-2018 ● 2018-2019 ● 2019-2020 ● 2020-2021 ● 2021-2022





## California Connections Academy Southern California

February 28, 2022

### Ethnicity

Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Hispanic or Latino	1585	1525	2072	2093
Not Hispanic or Latino	2597	2482	2816	2842

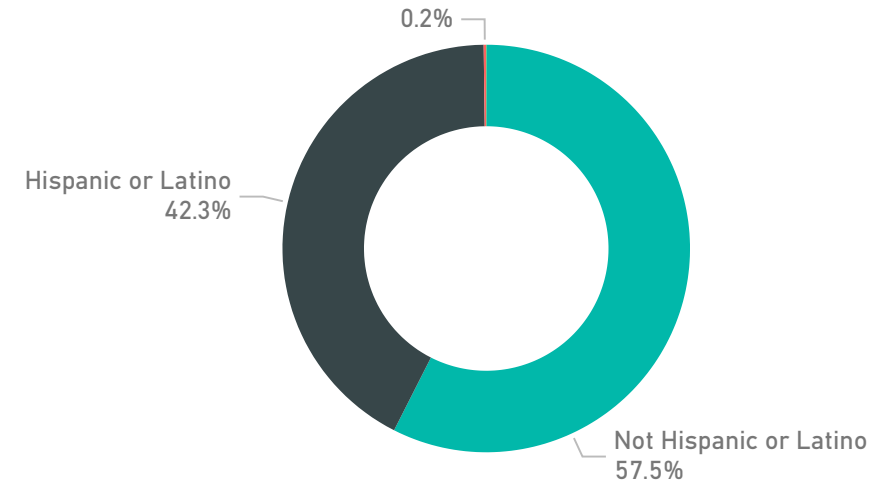
### Race

Race	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth	
American Indian or Alaskan Native		282	265	382	395
Asian		542	516	621	615
Black/African American		812	764	1029	1064
Native Hawaiian or Other Pacific Islander		143	137	158	156
White		2932	2819	3362	3373

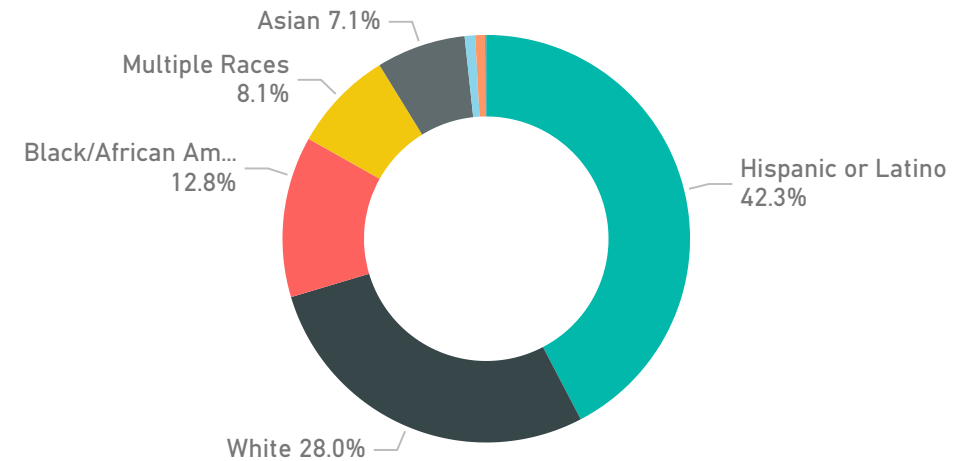
### Distinct Race/Ethnicity

Distinct Race/Ethnicity	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth	
American Indian or Alaskan Native		32	31	38	39
Asian		352	342	350	350
Black/African American		474	446	604	632
Hispanic or Latino		1585	1525	2072	2093
Multiple Races		328	314	394	399
Native Hawaiian or Other Pacific Islander		40	39	42	41
Not Indicated		2	1	3	3
Parent refused to report race		1	1	1	1
White		1382	1321	1394	1387

### Enrolled Students by Ethnicity



### Enrolled Students by Distinct Race/Ethnicity



# California Connections Academy Southern California

February 28, 2022

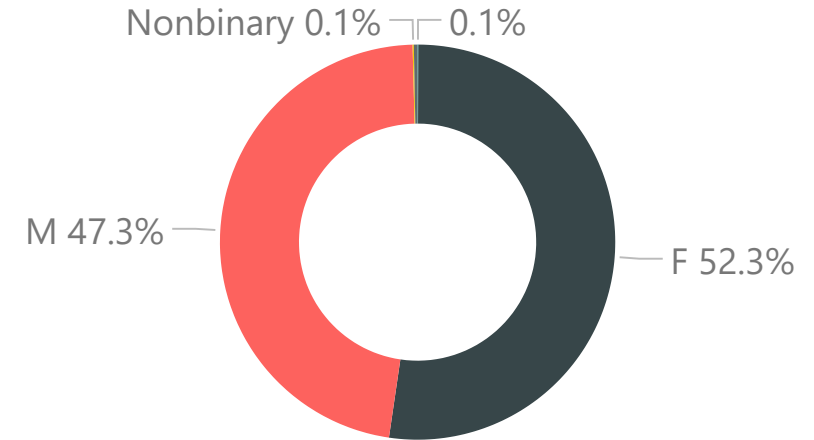
## Gender

Gender	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
	9	8	3	3
F	2176	2099	2555	2584
M	2008	1910	2317	2338
Nonbinary			5	5
X	3	3	18	15

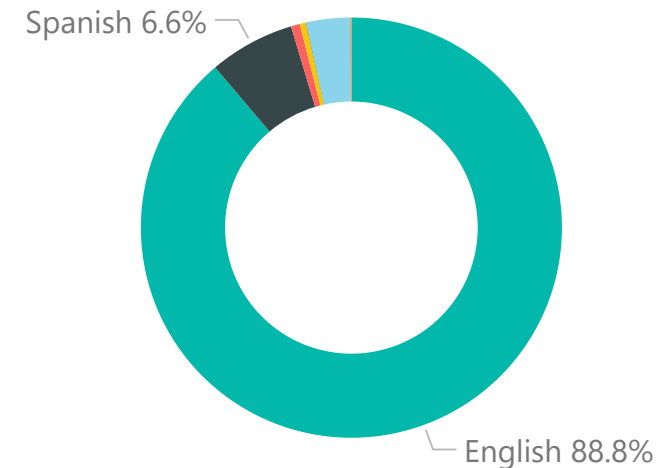
## Primary Language

Home Language	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
English	3742	3577	4334	4391
Spanish	246	242	323	325
Russian	27	25	34	34
Arabic	13	12	23	23
Urdu	3	2	2	2
Another Language	160	156	162	164
No Language Reported	5	6	20	6

## Enrolled Students by Gender



## Enrolled Students by Language



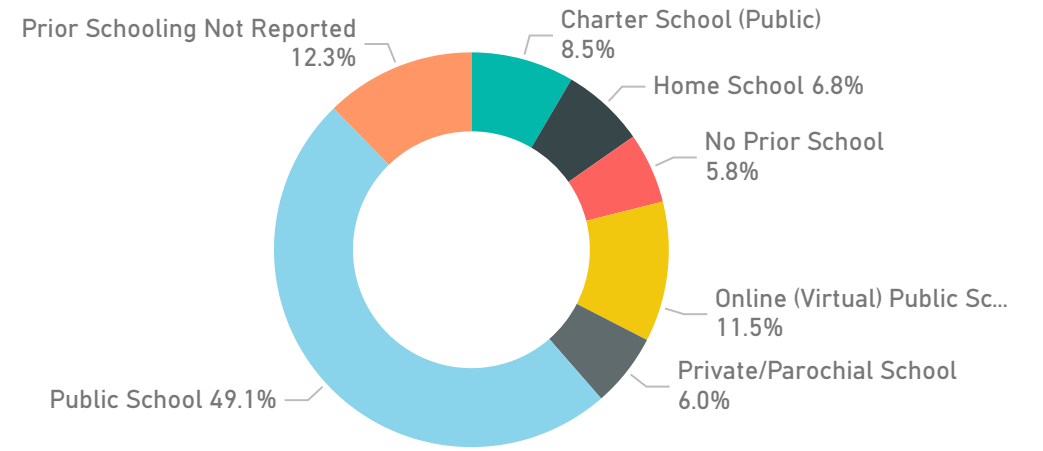
## California Connections Academy Southern California February 28, 2022

### Prior Schooling

Prior Schooling	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Charter School (Public)	258	244	418	418
Home School	250	240	341	338
No Prior School	348	337	283	286
Online (Virtual) Public School	227	214	549	568
Private/Parochial School	322	309	297	298
Public School	2281	2178	2392	2430
Prior Schooling Not Reported	510	498	618	607

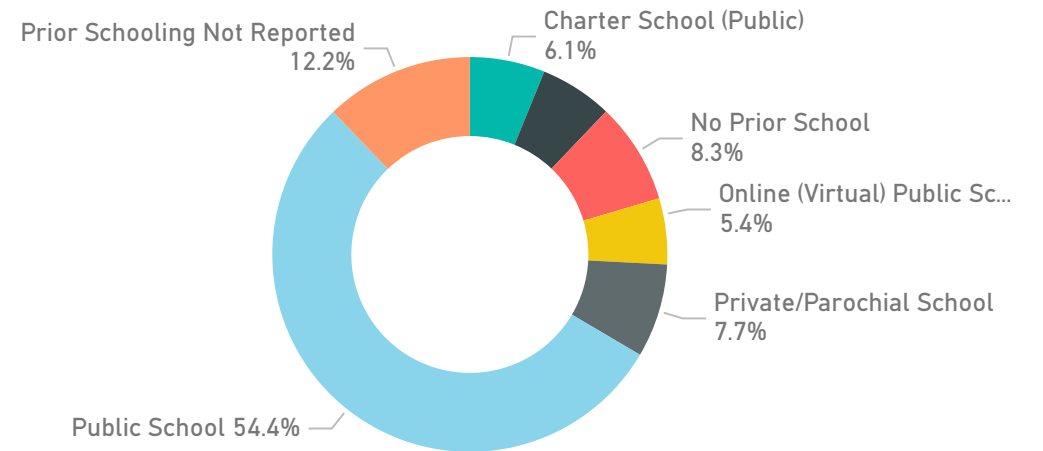
### Prior Schooling

February 28, 2022



### Prior Schooling

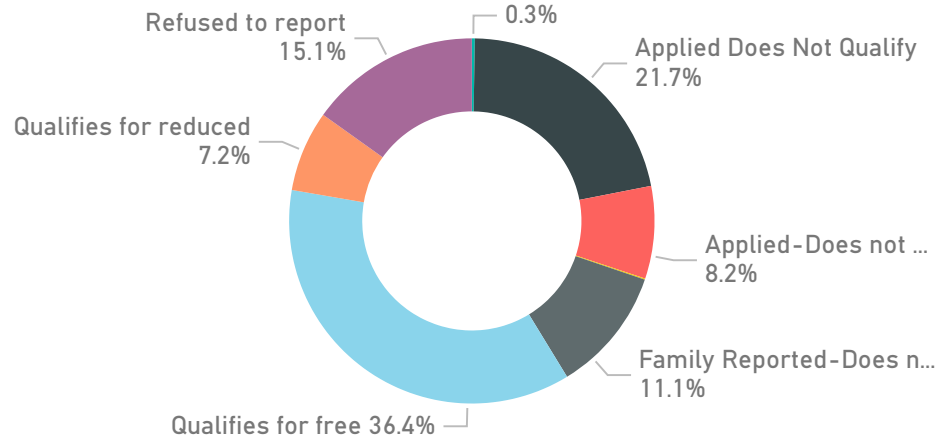
February 28, 2021



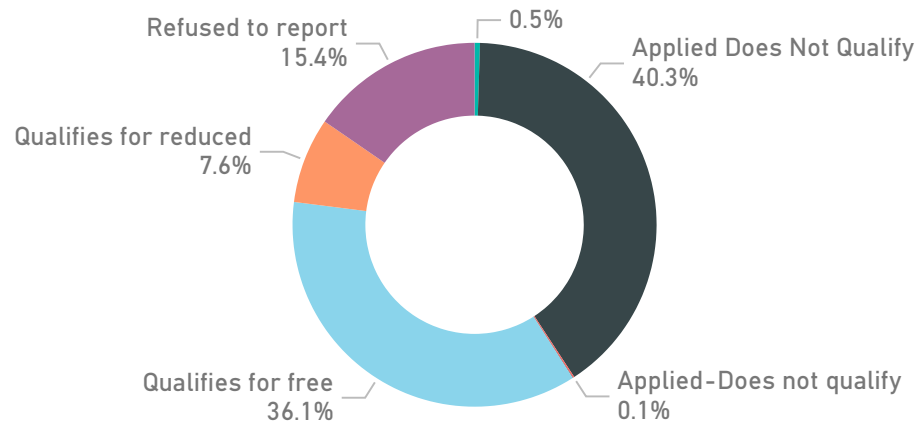
# California Connections Academy Southern California

## February 28, 2022

**FARM Eligibility**  
February 28, 2022



**FARM Eligibility**  
February 28, 2021



### Disability

Disability	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
Autism	100	96	97	97
Cognitive Disability	10	10	12	12
Emotionally Impaired	31	26	18	18
Hearing Impaired	5	5	7	7
Multiple Disabilities				1
Other Health Impaired	118	113	82	82
Physical Disability	2	2	3	3
Specific Learning Disability	184	174	128	124
Speech/Language Impaired	69	66	80	84
Traumatic Brain Injury	1	1	1	1
Visually Impaired	7	6	2	2

Specific Learning Disability

Speech/Language Impaired

Emoti...

Autism

Other Health Impaired

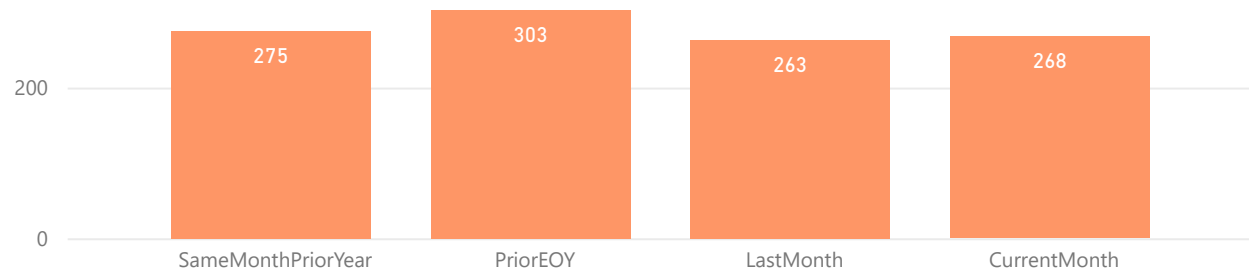
Cogni...

He...

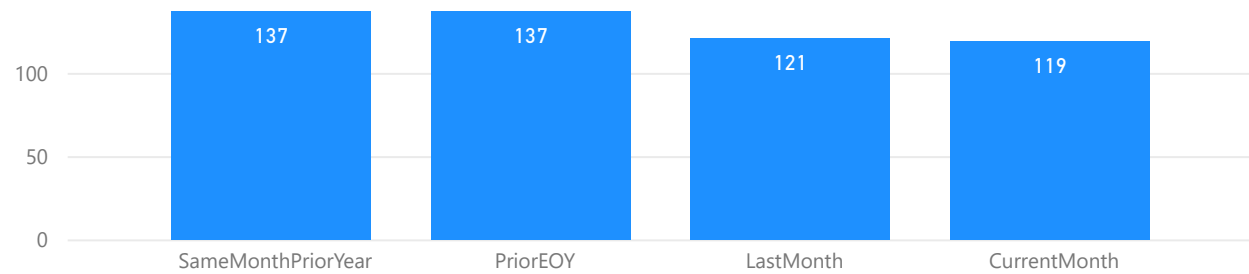
# California Connections Academy Southern California

February 28, 2022

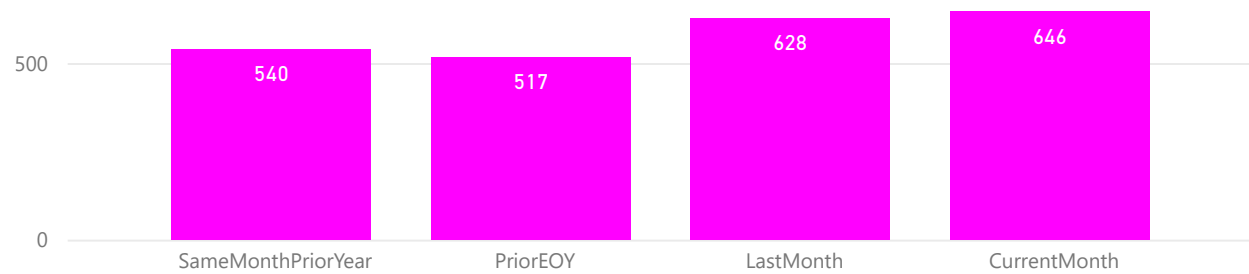
## Gifted



## Plan504



## IEP



## Currently Enrolled

**4945**

### Gifted

**5%**

### Plan504

**2%**

### IEP

**13%**

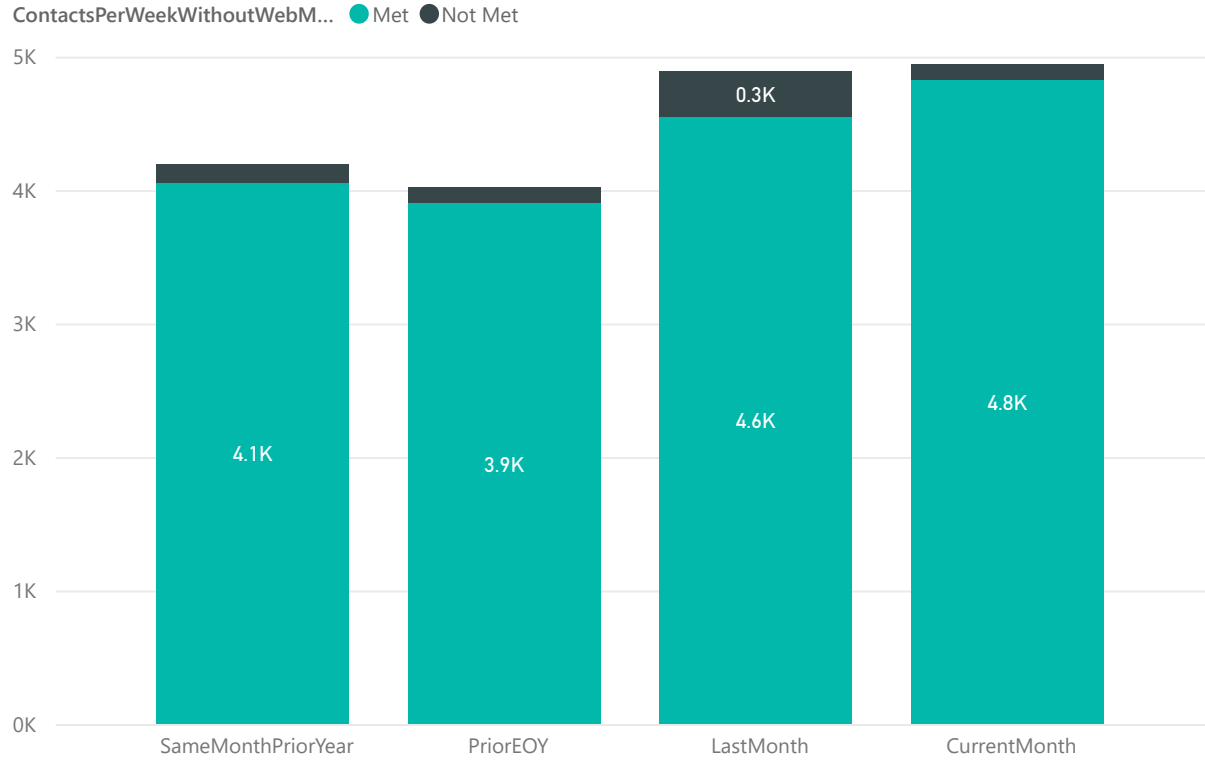
### Not in Special Population

**79%**

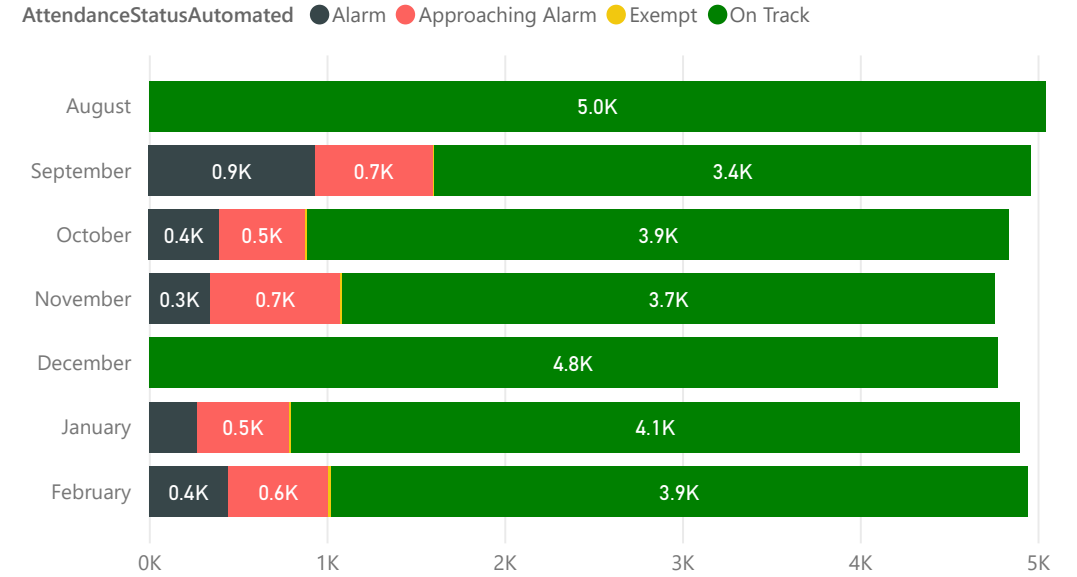
# California Connections Academy Southern California

## February 28, 2022

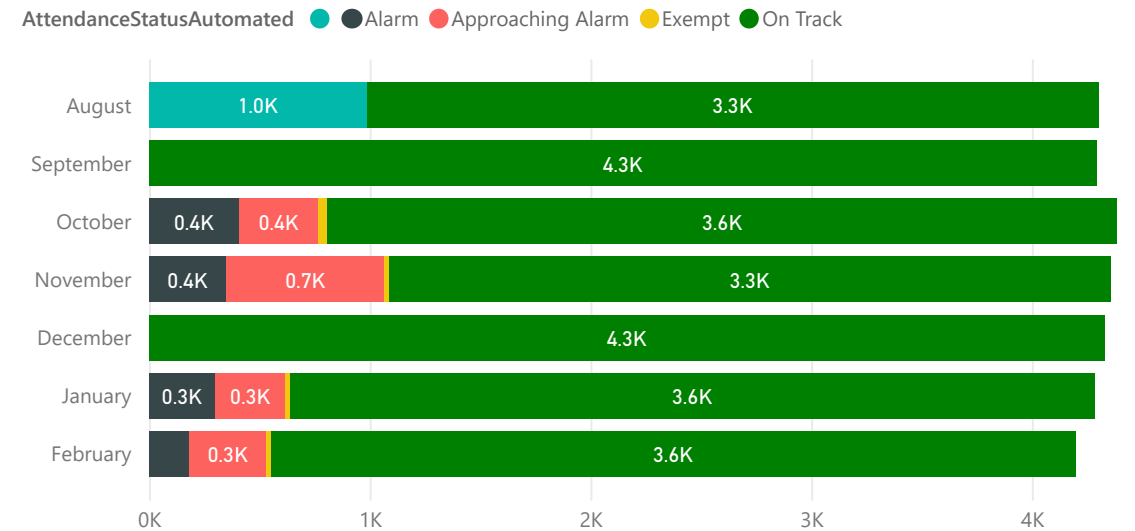
### Contacts Per Week



### School Year: 2021-2022



### School Year: 2020-2021



### Currently Enrolled

**4945**

# California Connections Academy Southern California

## February 28, 2022

### Average Participation

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	100%	94%	99%	101%
3-5	100%	94%	99%	99%
6-8	100%	90%	99%	101%
9-12	98%	97%	95%	94%
<b>Total</b>	<b>99%</b>	<b>94%</b>	<b>97%</b>	<b>97%</b>

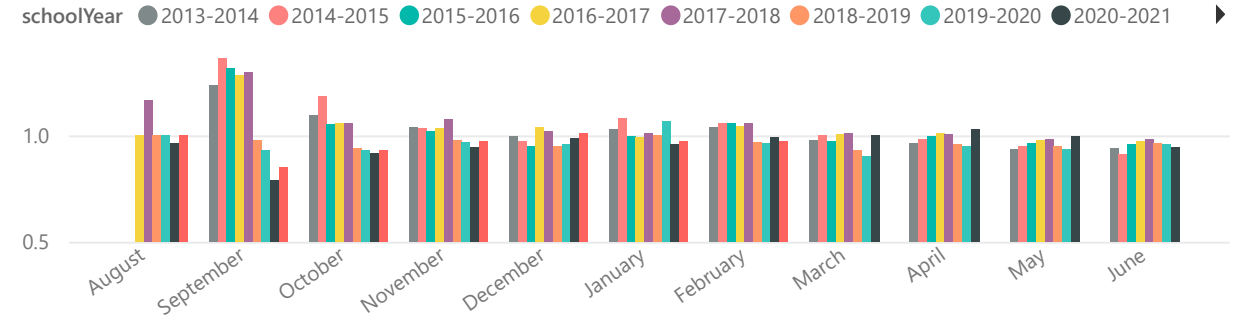
### Average Performance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	92%	92%	91%	91%
3-5	82%	82%	81%	84%
6-8	82%	80%	78%	80%
9-12	75%	80%	73%	76%
<b>Total</b>	<b>80%</b>	<b>82%</b>	<b>78%</b>	<b>80%</b>

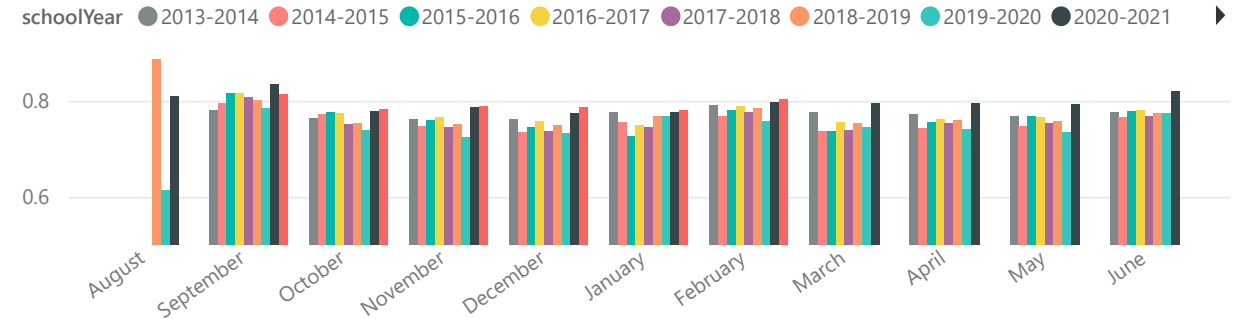
### Average Attendance

GradeDistribution	SameMonthPriorYear	PriorEOY	LastMonth	CurrentMonth
PK-2	95%	97%	96%	94%
3-5	97%	98%	97%	95%
6-8	96%	97%	97%	94%
9-12	91%	92%	93%	89%
<b>Total</b>	<b>93%</b>	<b>95%</b>	<b>95%</b>	<b>92%</b>

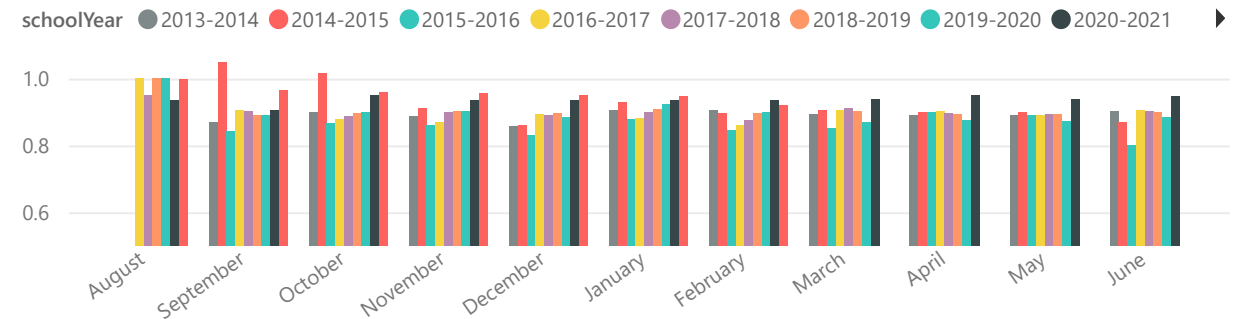
### Average Total Participation



### Average Total Performance



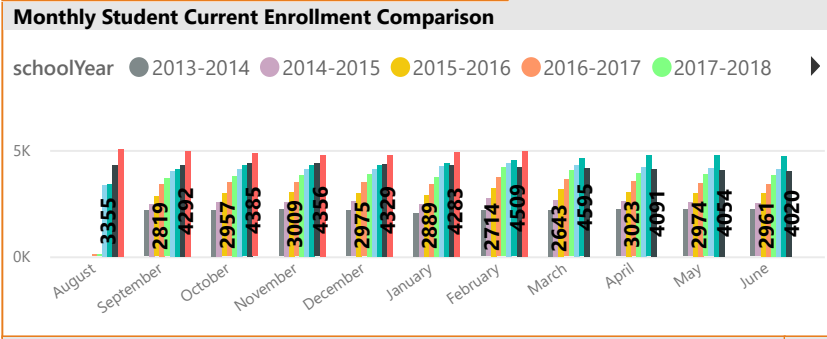
### Average Total Attendance



**California Connections Academy Southern Califo...**  
February 28, 2022

<b>Currently Enrolled</b>	<b>Total YTD Enrolled</b>
<b>4945</b>	<b>5758</b>
<b>Enrollment Services Complete (Stage 4)</b>	
<b>6183</b>	

<b>Current Enrollment Month-Over-Month Change</b>
<b>1%</b>
<b>Current Enrollment Year-Over-Year Change</b>
<b>18%</b>



**Total YTD Enrollment**

ReportPeriod Withdrawal Category	SameMonthPriorYear		CurrentMonth	
	Student Count	%CT Student Count	Student Count	%CT Student Count
Enrolled, Not Grad	4196	89%	4945	86%
Graduated	67	1%	78	1%
Prior To Engagement	161	3%	278	5%
Withdrawal During School Year	292	6%	457	8%
<b>Total</b>	<b>4716</b>	<b>100%</b>	<b>5758</b>	<b>100%</b>

**New & Returning**

ReportPeriod New or Returning	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
New	1127	26.86%	2471	49.97%
Returning	3069	73.14%	2474	50.03%

**Household Data**

Household Data	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
Active	3264		3792	
Graduated	67		78	
WD During School Year	227		360	
WD Prior To Engagement	134		237	

**Students Per Active Household**

	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
	1.29		1.30	

**Grade Distribution**

ReportPeriod GradeDistribution	SameMonthPriorYear		CurrentMonth	
	Students	%CT Students	Students	%CT Students
<b>PK-2</b>	<b>510</b>	<b>12%</b>	<b>747</b>	<b>15%</b>
PK	21	1%	27	1%
KG	122	3%	258	5%
1	174	4%	238	5%
2	193	5%	224	5%
<b>3-5</b>	<b>625</b>	<b>15%</b>	<b>701</b>	<b>14%</b>
3	210	5%	234	5%
4	208	5%	249	5%
5	207	5%	218	4%
<b>6-8</b>	<b>1046</b>	<b>25%</b>	<b>1248</b>	<b>25%</b>
6	279	7%	353	7%
7	337	8%	417	8%
8	430	10%	478	10%
<b>9-12</b>	<b>2014</b>	<b>48%</b>	<b>2249</b>	<b>45%</b>
9	433	10%	515	10%
10	477	11%	581	12%
11	514	12%	594	12%
<b>Total</b>	<b>4195</b>	<b>100%</b>	<b>4945</b>	<b>100%</b>

**Withdrawal Reason**

Withdrawal Reason	SameMonthPriorYear	CurrentMonth
Deceased		
Enrollment was intended to be short term and is no longer needed for my student.		
Generally dissatisfied with curriculum/course options		
Inactivity/Lack of Attendance		
My student is pursuing GED		
My student wants to return to a traditional school setting for other (non-socialization related) reasons.		
My student wants to return to a traditional school setting for socialization reasons.		
No reason provided		
Required Documentation Incomplete		
The curriculum is too easy.		
The curriculum is too hard.		
The program takes too much of the Learning Coach's time.		
The program takes too much of the student's time.		
The program/schedule is not flexible enough.		
The transition to virtual school was too difficult.		



**California Connections Academy Southern Califo...  
February 28, 2022**

Gender		
Gender	SameMonthPriorYear	CurrentMonth
	9	3
F	2176	2584
M	2008	2338
Nonbinary		5
X	3	15

Primary Language		
Home Language	SameMonthPriorYear	CurrentMonth
English	3742	4391
Spanish	246	325
Russian	27	34
Arabic	13	23
Urdu	3	2
Another Language	160	164
No Language Reported	5	6

Disability		
Disability	SameMonthPriorYear	CurrentMonth
Autism	100	97
Cognitive Disability	10	12
Emotionally Impaired	31	18
Hearing Impaired	5	7
Multiple Disabilities		1
Other Health Impaired	118	82
Physical Disability	2	3
Specific Learning Disability	184	124
Speech/Language Impaired	69	84
Traumatic Brain Injury	1	1
Visually Impaired	7	2

Gifted		
Gifted	SameMonthPriorYear	CurrentMonth
Yes	275	268

Plan 504		
Plan504	SameMonthPriorYear	CurrentMonth
504	137	119

IEP		
IEP	SameMonthPriorYear	CurrentMonth
IEP	540	646

Gifted	Plan504
<b>5%</b>	<b>2%</b>
IEP	Not in Special Population
<b>13%</b>	<b>79%</b>

Ethnicity		
Ethnicity	SameMonthPriorYear	CurrentMonth
Hispanic or Latino	1585	2093
Not Hispanic or Latino	2597	2842

Race		
Race	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	282	395
Asian	542	615
Black/African American	812	1064
Native Hawaiian or Other Pacific Islander	143	156
White	2932	3373

Household FARM Eligibility		
HouseholdFARMEligibility	SameMonthPriorYear	CurrentMonth
Applied Does Not Qualify	1494	1040
Applied-Does not qualify	4	338
Bad override		4
Family Reported-Does not qualify	2	477
Qualifies for free	1280	1617
Qualifies for reduced	287	323
Refused to report	584	704

Distinct Race/Ethnicity		
Distinct Race/Ethnicity	SameMonthPriorYear	CurrentMonth
American Indian or Alaskan Native	32	39
Asian	352	350
Black/African American	474	632
Hispanic or Latino	1585	2093
Multiple Races	328	399
Native Hawaiian or Other Pacific Islander	40	41
Not Indicated	2	3
Parent refused to report race	1	1
White	1382	1387

Prior Schooling		
Prior Schooling	SameMonthPriorYear	CurrentMonth
Charter School (Public)	258	418
Home School	250	338
No Prior School	348	286
Online (Virtual) Public School	227	568
Private/Parochial School	322	298
Public School	2281	2430
Prior Schooling Not Reported	510	607

**Contacts Per Week**

ContactsPerWeekWithoutWebMail	SameMonthPriorYear	CurrentMonth
Met	4059	4828
Not Met	136	117

**Attendance Status**

AttendanceStatusAutomated	SameMonthPriorYear	CurrentMonth
Alarm	183	447
Approaching Alarm	349	565
Exempt	21	12
On Track	3643	3921

**Average Participation**

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	100%	101%
3-5	100%	99%
6-8	100%	101%
9-12	98%	94%
<b>Total</b>	<b>99%</b>	<b>97%</b>

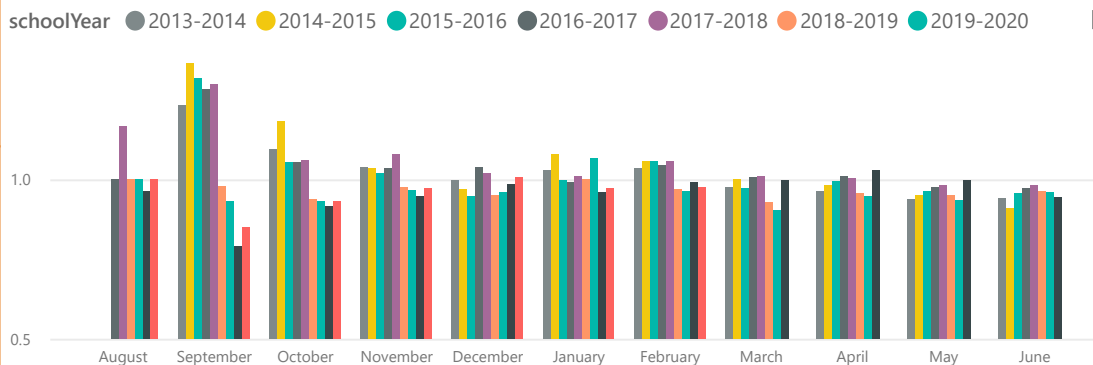
**Average Performance**

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	92%	91%
3-5	82%	84%
6-8	82%	80%
9-12	75%	76%
<b>Total</b>	<b>80%</b>	<b>80%</b>

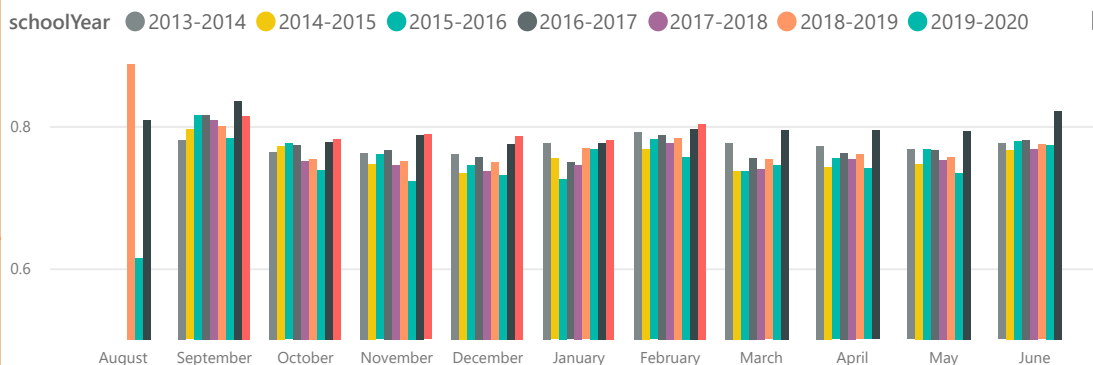
**Average Attendance**

GradeDistribution	SameMonthPriorYear	CurrentMonth
PK-2	95%	94%
3-5	97%	95%
6-8	96%	94%
9-12	91%	89%
<b>Total</b>	<b>93%</b>	<b>92%</b>

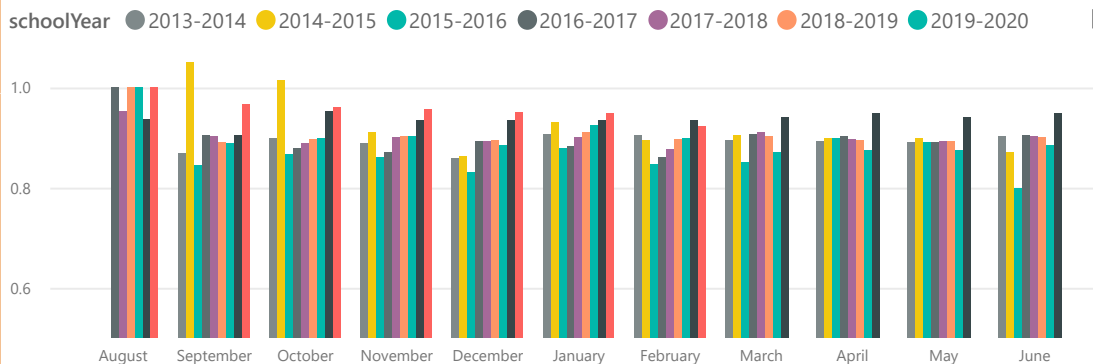
**Average Total Participation**



**Average Total Performance**



**Average Total Attendance**





**Principals' Report**  
**California Connections Academy Schools**  
**2022-23**

**Month for Report: February**  
**Enrollment Update**

DATA as of February 15, 2023

	SoCal	NorCal	Central Valley	North Bay	Central Coast	Monterey Bay	All CalCA
<b>Enrolled</b>	5194	1799	694	152	114	499	8452
<b>Approved</b>							
<b>Pre-Approved</b>	1						1
<b>Applicant</b>	511	215	174	32	34	60	1026



## Field Trips

### Upcoming Field Trips

Northern Region - Monterey Bay, North Bay and Ripon

03/15/2023: Ripon Mistlin Park

Central Region - Central and Central Coast

04/2023: Elementary Park Day

Southern Region - Southern California

03/08/23: Top of the World Hike - Laguna Beach

03/15/23: 2nd Grade Park Play Day - Orange

03/15/23: California Science Center - Los Angeles

03/2023: Huntington Beach Fire Department (Marine Safety)

03/2023: Long Beach Airport Tour

03/2023: Cal State Fullerton Campus Tour

### Upcoming Virtual Field Trips

03/2023: TBD



## **Total Attendance\* for Recent Field Trips:**

\*Includes students, staff, adults, and non-CA students

### **Recent Field Trips**

Northern Region - Monterey Bay, North Bay and Ripon

Mid-Year Festival (264 attendees)

Central Region - Central and Central Coast

Mid-Year Festival (172 attendees)

02/10/23: UCSB Tour (4 attendees)

Southern Region - Southern California

Mid-Year Festival - Irvine (525 attendees)

Mid-Year Festival - Rancho Cucamonga (462 attendees)

01/25/23: OC Zoo/Irvine Park (96 attendees)

02/16/23: California Baptist University Tour (6 attendees)

### **Recent Virtual Field Trips**

01/18/23: Museum of the Rockies: Digging Deep, Archeology of North America (7 attendees)

01/31/23: Australian Environment Education: Fabulous Frogs (8 attendees)

02/06/23: Snack, Snooze, Skedaddle - How Animals Get Ready for Winter (6 attendees)

02/16/23: A Mammoth Mystery (TBD)

02/23/23: Journey to Freedom - The Underground Railroad (TBD)



## **Outreach Update**

National Counseling Week was celebrated extensively on our public social media pages by showcasing counselor interviews and quotes.

Mid-Year festivals have been showcased on social media showing parent, student and teacher engagement efforts at our popular bowling events!

Master teacher and middle school homeroom teacher, Mrs. Amber Cambria, was featured in the [Los Angeles Times](#)' Daily Pilot for literacy related volunteer efforts she has spearheaded in her community.

Our February open-enrollment press release features a quote from senior Isabelle Bart-Williams, who received the National African American Recognition Award from the College Board.

A California Connections Academy-specific Instagram page is now available!  
[@CaliforniaConnectionsAcademy](#)



## **SITE REPORTS**

### **Northern Region:**

**Kara Mannix, High School Principal**

**Site Administrator for Monterey Bay, North Bay, and Northern California**

We had an amazing “Launch” meeting with our career ladder team and everyone is very focused and excited about investigating and selecting new curriculum. We have a strong team of thoughtful leaders and educators and know these decisions are in good hands with the high school leadership team. The second semester has arrived and with it a fresh start for students. Many have taken advantage of this and are off to a strong start. We are also already seeing great success and participation with MAP testing, and we are hoping to meet our goal of 99% student participation. Spring semester tends to fly by, so before we know it, graduation will be here!

### **Central Region:**

**Marcus White, Elementary Principal**

**Site Administrator for Central and Central Coast**

Greetings from Elementary! Second semester is underway and we are loving it. Our team is quickly gathering assessment data both synchronously and asynchronously in order to support our children this semester. Our teachers utilize this data to drive daily instruction through interactive lessons delivered on the Zoom platform. Our team is also utilizing Nearpod, Classkick, i-Ready, and other programs designed to engage students in their learning. I am so excited about the quality of instruction our team is delivering this year.



**Southern Region:**  
**Heather Tamayo, Middle School Principal**  
**Site Administrator of Southern California**

As is true of every school year, the first semester came and went quickly, and we find ourselves off and running in the second semester. The testing season has already begun with ELPAC, and Physical Fitness Testing (PFT) rapidly approaching. With the help of our talented Assessment Team, staff assignments for PFT have already been provided, with CAASPP staff assignments soon to follow. Our staff is grateful for knowing where they will be testing and being able to make plans for their students while they are out. We know how much planning goes into this season, and we appreciate our A-Team.

Our middle school teachers continue to provide synchronous instruction 4-5 days a week. We are in the second year of implementing Nearpod, Classkick & Edulastic, and continue to grow within each. Our engaging instruction is the best that it has ever been, and our staff continues to want to learn more and evolve with these cutting edge tools. Additionally, we are looking at ways to stream our virtual promotion in-person for families. The hope is that they can use this opportunity to gather, pick up certificates and celebrate their student. The online promotion has absolutely proven to be the most inclusive approach, yet we see value in providing an opportunity for families to gather in-person and watch together. More details to come.



**California Online Public Schools  
Revenue and Expense Statement  
For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Annual Budget	Forecast vs Budget
<b>Enrollment</b>					
ADM			8,278	8,276	2
Total Enrollment			10,818	10,908	(90)
Funded Enrollment			7,937	7,964	(27)
<b>Revenue</b>					
State Funding	5,508,953.12	24,904,929.80	51,963,825.81	51,615,458.18	348,367.63
Federal & Other Program Funding	757,870.00	925,816.33	7,822,345.30	7,835,692.97	(13,347.67)
Local Aid	5,293,274.48	24,011,009.26	49,113,428.00	49,012,173.00	101,255.00
Other Funding Sources	14,390.29	42,721.70	43,890.23	20,754.12	23,136.11
<b>Total Revenue</b>	<b>11,574,487.89</b>	<b>49,884,477.09</b>	<b>108,943,489.34</b>	<b>108,484,078.27</b>	<b>459,411.07</b>
<b>Program Expenses</b>					
<b>Compensation Expense</b>					
Administration Staff	532,821.09	4,069,738.47	6,895,681.61	6,780,400.28	(115,281.33)
Instructional Staff	3,023,469.01	18,544,936.60	39,410,138.63	39,406,963.59	(3,175.04)
<b>Total Compensation Expense</b>	<b>3,556,290.10</b>	<b>22,614,675.07</b>	<b>46,305,820.24</b>	<b>46,187,363.87</b>	<b>(118,456.37)</b>
<b>Fee Based Expenses</b>					
Enrollment/Unit Based Fees	2,508,514.15	15,580,660.46	21,480,369.24	26,977,481.13	5,497,111.90
Revenue Based Fees	737,708.11	5,048,394.85	8,588,322.14	8,548,869.98	(39,452.16)
<b>Total Fee Based Expenses</b>	<b>3,246,222.26</b>	<b>20,629,055.31</b>	<b>30,068,691.38</b>	<b>35,526,351.11</b>	<b>5,457,659.73</b>
<b>Other School Expenses</b>					
Assessment	32,165.68	205,956.14	1,326,923.00	1,313,683.70	(13,239.30)
Authorizer Oversight	104,170.87	723,113.11	1,243,967.58	1,239,994.15	(3,973.43)
Employee Related	109,861.08	1,054,862.91	1,420,227.65	1,420,227.65	-
Facilities	97,407.19	446,258.59	1,227,597.51	1,228,429.35	831.84
Governance	2,134.96	142,248.61	204,561.51	189,933.37	(14,628.14)
Internet Service Provider	-	124,676.01	391,152.17	443,795.94	52,643.77
Instructional	-	215,637.48	602,103.96	883,333.40	281,229.44
Professional Services	79,798.05	412,734.84	820,690.70	612,180.95	(208,509.75)
Student Related	733,331.76	3,149,202.29	6,826,603.56	6,812,606.94	(13,996.62)
Other (Income) and Expense	-	(84,581.00)	(84,581.00)	(84,581.00)	-
Taxes	55,148.83	318,092.57	546,586.23	520,107.94	(26,478.29)
Pending Allocation	68,932.81	152,180.38	-	-	-
<b>Total Other School Expenses</b>	<b>1,282,951.23</b>	<b>6,860,381.93</b>	<b>14,525,832.87</b>	<b>14,579,712.39</b>	<b>53,879.52</b>
<b>Total Program Expenses</b>	<b>8,085,463.59</b>	<b>50,104,112.31</b>	<b>90,900,344.49</b>	<b>96,293,427.38</b>	<b>5,393,082.89</b>
<b>Net Increase (Decrease)</b>	<b>3,489,024.30</b>	<b>(219,635.22)</b>	<b>18,043,144.85</b>	<b>12,190,650.89</b>	<b>5,852,493.96</b>
<b>Beginning fund balance</b>	<b>14,720,822.90</b>	<b>14,720,822.90</b>	<b>14,720,822.90</b>		
<b>Ending fund balance</b>	<b>18,209,847.20</b>	<b>14,501,187.68</b>	<b>32,763,967.75</b>		

**California Online Public Schools  
Balance Sheet  
January 31, 2023**

**ASSETS**

**Cash and Short Term Investments:**

Checking	\$	889,130.41
Payroll		1,531,318.78
CALOPS - Operating		3,809,904.95
CALOPS - Holding		22,134,204.31
Savings - CALOPS		4,641,339.09
State Holding Account		439,005.70
OCDE Cash Account		2,745,932.85
Petty Cash		600.75

<b>Total Cash and Short Term Investments</b>	<b>36,191,436.84</b>
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**Other Current Assets:**

Pupil Funding	3,779,567.65
SPED Funding State	(386,174.59)
Other State Receivables	(171,032.08)
Federal Programs	1,115,191.00
Due from CalOPS Schools	(3,030.00)
Chase-JP Morgan Receivable	3,030.00
Prepaid Expenses	258,324.51

<b>Total Other Current Assets</b>	<b>4,595,876.49</b>
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<b>Total Current Assets</b>	<b>40,787,313.33</b>
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**Fixed Assets:**

Office Equipment - Shelving System	32,521.50
Accumulated Depreciation	(9,575.98)

<b>Net Fixed Assets</b>	<b>22,945.52</b>
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**Other Assets:**

Deposits	20,387.30
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<b>Total Other Assets</b>	<b>20,387.30</b>
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<b>Total Assets</b>	<b>\$ 40,830,646.15</b>
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**California Online Public Schools  
Balance Sheet  
January 31, 2023**

**LIABILITIES**

**Current Liabilities:**

Due to (from) Pearson Online and Blended Learning	\$	13,260,714.86
CalOPS Payroll Liability		352.74
CalOPS Pass Through Expense Liability		(0.24)
Pension Payable		815,915.99
Accrued Expenses		164,249.46
Accrued Credit Card Expenses		152,180.38
Deferred Rent		41,840.00
Deferred Revenue		8,330,266.45
Accounts Payable		3,563,938.83

<b>Total Current Liabilities</b>		<b>26,329,458.47</b>
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<b>Total Liabilities</b>		<b>26,329,458.47</b>
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**FUND BALANCE**

Beginning Fund Balance		14,720,822.90
Change in Fund Balance		(219,635.22)

<b>Ending Fund Balance</b>		<b>14,501,187.68</b>
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<b>Total Liabilities and Fund Balance</b>	<b>\$</b>	<b>40,830,646.15</b>
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**California Connections Academy Central Coast  
Revenue and Expense Statement  
For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget \$	Forecast vs Budget %
<b>Forecasted Enrollment</b>						
Forecasted ADM			116	117	(1)	-1.01%
Forecasted Total Enrollment			163	159	4	2.24%
Forecasted Funded Enrollment			110	111	(1)	-0.78%
<b>Revenue</b>						
State Funding	67,069.70	305,511.45	655,182.80	655,596.81	(414.01)	-0.06%
Federal & Other Program Funding	-	67.66	9,517.66	9,550.00	(32.34)	-0.34%
Local Aid	80,175.49	364,755.11	746,090.00	745,421.00	669.00	0.09%
Other Funding Sources	1,832.99	3,113.67	3,113.67	500.00	2,613.67	522.73%
<b>Total Revenue</b>	<b>149,078.18</b>	<b>673,447.90</b>	<b>1,413,904.13</b>	<b>1,411,067.81</b>	<b>2,836.32</b>	<b>0.20%</b>
<b>Program Expenses</b>						
<b>Compensation Expense</b>						
Administration Staff	6,659.44	50,865.45	86,299.98	84,857.66	(1,442.32)	-1.70%
Instructional Staff	40,383.77	242,482.89	521,174.52	489,179.89	(31,994.63)	-6.54%
<b>Total Compensation Expense</b>	<b>47,043.21</b>	<b>293,348.34</b>	<b>607,474.49</b>	<b>574,037.55</b>	<b>(33,436.94)</b>	<b>-5.82%</b>
<b>Fee Based Expenses</b>						
Enrollment/Unit Based Fees	29,405.64	207,361.28	383,652.64	373,313.45	(10,339.19)	-2.77%
Revenue Based Fees	9,857.00	65,535.73	111,300.90	111,221.70	(79.20)	-0.07%
<b>Total Fee Based Expenses</b>	<b>39,262.64</b>	<b>272,897.01</b>	<b>494,953.54</b>	<b>484,535.15</b>	<b>(10,418.39)</b>	<b>-2.15%</b>
<b>Other School Expenses</b>						
Assessment	0.67	10,137.45	19,743.56	11,671.59	(8,071.97)	-69.16%
Authorizer Oversight	1,405.55	9,483.65	16,511.41	16,525.02	13.61	0.08%
Employee Related	1,511.33	13,523.38	17,750.65	17,750.65	-	0.00%
Facilities	1,280.08	5,717.69	15,144.24	15,144.24	-	0.00%
Governance	105.59	1,618.99	4,687.30	4,687.30	-	0.00%
Internet Service Provider	-	1,597.54	4,692.39	4,692.39	-	0.00%
Instructional	-	2,686.11	7,435.30	11,040.30	3,605.00	32.65%
Professional Services	1,097.76	5,006.30	12,080.31	7,642.41	(4,437.90)	-58.07%
Student Related	5,812.89	15,555.29	85,557.19	85,557.19	-	0.00%
Taxes	567.06	4,161.36	7,185.42	6,883.73	(301.69)	-4.38%
<b>Total Other School Expenses</b>	<b>11,780.93</b>	<b>69,487.76</b>	<b>190,787.78</b>	<b>181,594.83</b>	<b>(9,192.95)</b>	<b>-5.06%</b>
<b>Total Program Expenses</b>	<b>98,086.78</b>	<b>635,733.11</b>	<b>1,293,215.81</b>	<b>1,240,167.53</b>	<b>(53,048.29)</b>	<b>-4.28%</b>
<b>Net Increase (Decrease)</b>	<b>50,991.40</b>	<b>37,714.78</b>	<b>120,688.32</b>	<b>170,900.28</b>	<b>(50,211.96)</b>	
<b>Beginning fund balance</b>	<b>23,872.49</b>	<b>23,872.49</b>	<b>23,872.49</b>		<b>23,872.49</b>	
<b>Ending fund balance</b>	<b>74,863.89</b>	<b>61,587.27</b>	<b>144,560.81</b>		<b>144,560.81</b>	

**California Connections Academy Central Coast  
Balance Sheet  
January 31, 2023**

**ASSETS**

**Cash and Short Term Investments:**

Operating Account	\$	59,342.75
Holding Account		25,723.84
State Holding Account		439,005.70
		-----
<b>Total Cash and Short Term Investments</b>		<b>524,072.29</b>

**Other Current Assets:**

Pupil Funding	501,794.22	
SPED Funding State	19,061.97	
Other State Receivables	(2,462.68)	
Federal Programs	10,052.00	
Due from CalOPS Schools	(5,631.84)	
		-----
<b>Total Other Current Assets</b>	<b>522,813.67</b>	

<b>Total Current Assets</b>	<b>1,046,885.96</b>
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<b>Total Assets</b>	<b>\$</b>	<b>1,046,885.96</b>
		=====

**LIABILITIES**

**Current Liabilities:**

Due to (from) Pearson Online and Blended Learning	345,987.00	
CalOPS Payroll Liability	397,770.86	
CalOPS Pass-Through Expense Liability	82,581.73	
Accrued Expenses	1,597.54	
Deferred Rent	487.00	
Deferred Revenue	114,931.00	
Accounts Payable	41,943.56	
		-----
<b>Total Current Liabilities</b>	<b>985,298.69</b>	

<b>Total Liabilities</b>	<b>985,298.69</b>
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**FUND BALANCE**

Beginning Fund Balance	23,872.49	
Change in Fund Balance	37,714.78	
		-----

<b>Ending Fund Balance</b>	<b>61,587.27</b>
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<b>Total Liabilities and Fund Balance</b>	<b>\$</b>	<b>1,046,885.96</b>
		=====

**California Connections Academy Central Coast  
Schedule of Revenue  
For the Period Ended January 31, 2023**

<u>Revenue</u>	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>State Funding</b>					
LCFF / General Purpose Block Grant - State	51,861.36	235,916.73	482,556.94	481,932.00	624.94
LCFF / General Purpose Block Grant - State EPA	2,363.93	10,779.54	22,049.06	22,222.00	(172.94)
Lottery	2,801.26	12,773.76	26,128.13	26,333.07	(204.94)
Mandated Cost Reimbursement	303.03	1,333.32	2,727.23	2,727.23	-
Special Education Pass through funds - State	9,692.12	44,196.11	90,401.14	91,110.21	(709.07)
A-G Completion Improvement Grant	-	-	1,297.00	1,297.00	-
Educator Effectiveness Block Grant	-	-	3,178.33	3,178.33	-
ERMHS	-	464.00	1,516.97	1,516.97	-
Star Testing Reimbursement	48.00	48.00	48.00	-	48.00
Universal TK Grant	-	-	25,280.00	25,280.00	-
<b>Total State Funding</b>	<b>67,069.70</b>	<b>305,511.45</b>	<b>655,182.80</b>	<b>655,596.81</b>	<b>(414.01)</b>
<b>Federal &amp; Other Programs Funding</b>					
IDEA	-	-	9,450.00	9,450.00	-
E-Rate	-	67.66	67.66	100.00	(32.34)
<b>Total Federal &amp; Other Programs Funding</b>	<b>-</b>	<b>67.66</b>	<b>9,517.66</b>	<b>9,550.00</b>	<b>(32.34)</b>
<b>Local Funding</b>					
LCFF / General Purpose Block Grant - Local	80,175.49	364,755.11	746,090.00	745,421.00	669.00
<b>Total Local Funding</b>	<b>80,175.49</b>	<b>364,755.11</b>	<b>746,090.00</b>	<b>745,421.00</b>	<b>669.00</b>
<b>Other Funding</b>					
Interest	1,832.99	2,986.72	2,986.72	500.00	2,486.72
Miscellaneous	-	126.95	126.95	-	126.95
<b>Total Other Funding</b>	<b>1,832.99</b>	<b>3,113.67</b>	<b>3,113.67</b>	<b>500.00</b>	<b>2,613.67</b>
<b>Total Revenue</b>	<b>149,078.18</b>	<b>673,447.90</b>	<b>1,413,904.13</b>	<b>1,411,067.81</b>	<b>2,836.32</b>

**California Connections Academy Central Coast**  
**Schedule of Fees**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>SCHEDULE OF COMPENSATION:</b>					
<b>Administrative Compensation</b>					
Salaries	4,588.94	36,842.32	61,764.47	60,958.60	(805.87)
Benefits	1,170.18	9,394.79	15,749.94	15,544.44	(205.50)
Pension	623.84	3,196.43	6,144.41	5,641.20	(503.21)
Taxes	276.48	1,431.89	2,641.16	2,713.42	72.26
<b>Total Administrative Compensation</b>	<b>6,659.44</b>	<b>50,865.45</b>	<b>86,299.98</b>	<b>84,857.66</b>	<b>(1,442.32)</b>
<b>Instructional Compensation</b>					
Salaries	26,460.37	172,299.95	361,998.07	343,012.36	(18,985.71)
Benefits	6,747.39	44,274.75	92,647.77	87,806.41	(4,841.36)
Pension	5,918.25	22,612.30	59,438.82	51,799.25	(7,639.57)
Taxes	1,257.75	3,295.89	7,089.85	6,561.87	(527.98)
<b>Total Instructional Compensation</b>	<b>40,383.77</b>	<b>242,482.89</b>	<b>521,174.52</b>	<b>489,179.89</b>	<b>(31,994.63)</b>
<b>Total Compensation</b>	<b>47,043.21</b>	<b>293,348.34</b>	<b>607,474.49</b>	<b>574,037.55</b>	<b>(33,436.94)</b>
<b>SCHEDULE OF FEES:</b>					
<b>Enrollment/Unit-Based Fees</b>					
Accounting and Regulatory Reporting	512.50	3,412.50	5,793.70	5,852.94	59.20
Connexus Annual License (EMS)	6,150.00	40,950.00	69,524.36	70,235.28	710.90
Curriculum Postage	357.50	2,964.51	5,373.04	5,255.48	(117.50)
Direct Course Instruction Support	275.00	1,157.75	2,368.13	1,609.87	(758.20)
Educational Resource Center	1,291.50	8,599.49	14,600.12	14,749.41	149.20
Enrollment and Records Management	433.33	3,593.34	6,512.77	6,370.28	(142.40)
Facility Support Services	25.00	175.00	374.95	374.95	-
Hardware/Software - Employees	600.00	2,100.00	3,550.23	3,283.84	(266.30)
Human Resources Support	1,250.00	4,375.00	7,396.31	6,841.34	(554.90)
ISP Processing Fee	103.48	820.16	1,482.77	1,430.85	(51.90)
School Curriculum Supplies	458.33	1,458.33	2,597.89	2,405.33	(192.50)
Short-Term Sub Teaching Services	66.72	3,468.41	14,210.00	14,210.00	-
Special Populations Consultative Services	2,250.00	8,550.00	20,255.84	17,706.03	(2,549.80)
Student Technology Assistance- Laptops	3,018.75	23,143.75	43,125.00	40,825.00	(2,300.00)
Tangible/Intangible Instr. Materials	11,076.03	92,355.54	166,976.32	162,633.69	(4,342.60)
Technical Support and Repairs	1,537.50	10,237.50	17,381.09	17,558.82	177.70
Voice Over IP Services	-	-	2,130.14	1,970.31	(159.80)
<b>Total Enrollment/Unit Based Fees</b>	<b>29,405.64</b>	<b>207,361.28</b>	<b>383,652.64</b>	<b>373,313.45</b>	<b>(10,339.19)</b>
<b>Revenue-Based Fees</b>					
Marketing Services	1,159.65	7,710.08	13,094.22	13,084.91	(9.32)
School Administration	6,957.88	46,260.52	78,565.34	78,509.44	(55.90)
Treasury Services	1,739.47	11,565.13	19,641.34	19,627.36	(13.98)
<b>Total Revenue Based Fees</b>	<b>9,857.00</b>	<b>65,535.73</b>	<b>111,300.90</b>	<b>111,221.70</b>	<b>(79.20)</b>
<b>Total Fee-Based Expenses</b>	<b>39,262.64</b>	<b>272,897.01</b>	<b>494,953.54</b>	<b>484,535.15</b>	<b>(10,418.39)</b>

**California Connections Academy Central Coast**  
**Schedule Other Expenses**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>SCHEDULE OF OTHER SCHOOL EXPENSES:</b>					
<b>Assessment</b>					
Student Testing & Assessment Facilities & Services	-	9,933.50	12,433.50	4,361.53	(8,071.97)
Student Testing & Assessment Travel	0.67	203.95	5,358.70	5,358.70	-
Student Testing Technology	-	-	1,951.36	1,951.36	-
<b>Total Assessment</b>	<b>0.67</b>	<b>10,137.45</b>	<b>19,743.56</b>	<b>11,671.59</b>	<b>(8,071.97)</b>
<b>Authorizer Oversight</b>					
District Oversight	1,063.77	7,188.11	12,506.96	12,495.75	(11.20)
SELPA Admin Fee	303.74	2,029.21	3,547.88	3,572.70	24.80
STRS Reporting	38.04	266.33	456.57	456.57	-
<b>Total Authorizer Oversight</b>	<b>1,405.55</b>	<b>9,483.65</b>	<b>16,511.41</b>	<b>16,525.02</b>	<b>13.60</b>
<b>Employee Related</b>					
Staff Recruiting/Background Checks	17.96	124.54	536.23	536.23	-
Staff Training/Prof. Dvlpmt	1,443.28	12,533.67	13,135.49	13,135.49	-
Team Building	0.73	354.82	999.88	999.88	-
Travel and Conferences - Administration	43.87	314.73	1,058.94	1,058.94	-
Travel and Conferences - Teachers	5.49	195.62	2,020.11	2,020.11	-
<b>Total Employee Related</b>	<b>1,511.33</b>	<b>13,523.38</b>	<b>17,750.65</b>	<b>17,750.65</b>	<b>-</b>
<b>Facilities</b>					
Copiers/ Reproduction	9.58	125.67	335.50	335.50	-
Equipment/Supplies	268.23	268.23	1,786.58	1,786.58	-
Expensed Furniture and Equipment	202.03	371.67	3,137.92	3,137.92	-
High-Speed Internet	9.92	112.91	725.96	725.96	-
Maintenance & Repairs	22.90	189.15	884.09	884.09	-
Office Postage	13.74	258.52	470.96	470.96	-
Office Rent	413.05	2,891.35	5,106.73	5,106.73	-
Office Supplies	48.19	592.98	720.83	720.83	-
Phone	158.01	351.71	538.68	538.68	-
Rent Operating Expense	42.79	303.34	570.19	570.19	-
Rent Storage Unit	72.08	197.98	362.33	362.33	-
Utilities	19.56	54.18	504.47	504.47	-
<b>Total Facilities</b>	<b>1,280.08</b>	<b>5,717.69</b>	<b>15,144.24</b>	<b>15,144.24</b>	<b>-</b>
<b>Governance</b>					
Accreditation	-	-	1,402.96	1,402.96	-
Banking Fees	95.00	440.00	1,626.13	1,626.13	-
Board-Related Expenses	-	-	202.09	202.09	-
Dues - School	10.59	843.91	925.27	925.27	-
Dues - Staff	-	196.42	392.19	392.19	-
Insurance Expenses	-	138.66	138.66	138.66	-
<b>Total Governance</b>	<b>105.59</b>	<b>1,618.99</b>	<b>4,687.30</b>	<b>4,687.30</b>	<b>-</b>
<b>Internet Service Provider</b>					
ISP Payment Reimbursement	-	1,597.54	4,692.39	4,692.39	-
<b>Total Internet Service Provider</b>	<b>-</b>	<b>1,597.54</b>	<b>4,692.39</b>	<b>4,692.39</b>	<b>-</b>
<b>Instructional</b>					
Other Curriculum	-	2,686.11	7,435.30	7,435.30	-
Summer School	-	-	-	3,605.00	3,605.00
<b>Total Instructional</b>	<b>-</b>	<b>2,686.11</b>	<b>7,435.30</b>	<b>11,040.30</b>	<b>3,605.00</b>
<b>Professional Services</b>					
Accounting Services/Audit	531.56	913.78	913.78	805.14	(108.64)
AERIES	-	766.26	766.26	766.26	-
Legal Services	6.41	128.96	3,793.26	3,793.26	-
Legal Special Education	-	383.34	1,249.85	1,249.85	-
Other School Contracted Services	559.79	2,776.27	5,276.27	947.01	(4,329.26)
Other School Expense	-	37.69	80.89	80.89	-
<b>Total Professional Services</b>	<b>1,097.76</b>	<b>5,006.30</b>	<b>12,080.31</b>	<b>7,642.41</b>	<b>(4,437.90)</b>
<b>Student Related</b>					
Graduation Expense	-	209.63	4,336.35	4,336.35	-
SPED Related Services	5,790.88	14,003.02	68,505.80	68,505.80	-
Student Activities	22.01	1,342.64	12,715.04	12,715.04	-
<b>Total Student Related</b>	<b>5,812.89</b>	<b>15,555.29</b>	<b>85,557.19</b>	<b>85,557.19</b>	<b>-</b>
<b>Taxes</b>					
Sales Tax And Use	567.06	4,161.36	7,185.42	6,883.73	(301.69)
<b>Total Taxes</b>	<b>567.06</b>	<b>4,161.36</b>	<b>7,185.42</b>	<b>6,883.73</b>	<b>(301.69)</b>
<b>Total Other Expenses</b>	<b>11,780.93</b>	<b>69,487.76</b>	<b>190,787.78</b>	<b>181,594.83</b>	<b>(9,192.95)</b>



**California Connections Academy Central Valley  
Revenue and Expense Statement  
For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget \$	Forecast vs Budget %
<b>Forecasted Enrollment</b>						
Forecasted ADM			681	671	10.07	1.50%
Forecasted Total Enrollment			888	909	(20.90)	-2.31%
Forecasted Funded Enrollment			659	648	10.44	1.61%
<b>Revenue</b>						
State Funding	943,396.27	4,064,969.27	8,446,975.13	8,128,499.33	318,475.80	3.92%
Federal & Other Program Funding	-	437.79	843,182.30	844,244.51	(1,062.21)	-0.13%
Local Aid	50,310.38	216,693.16	443,236.00	425,259.00	17,977.00	4.23%
Other Funding Sources	70.56	2,358.74	2,358.74	1,200.00	1,158.74	96.56%
<b>Total Revenue</b>	<b>993,777.21</b>	<b>4,284,458.96</b>	<b>9,735,752.17</b>	<b>9,399,202.84</b>	<b>336,549.33</b>	<b>3.00%</b>
<b>Program Expenses</b>						
<b>Compensation Expense</b>						
Administration Staff	43,126.65	329,405.51	558,880.15	549,539.90	(9,340.25)	-1.70%
Instructional Staff	250,095.97	1,523,398.49	3,249,330.84	3,193,956.27	(55,374.57)	-1.73%
<b>Total Compensation Expense</b>	<b>293,222.63</b>	<b>1,852,804.00</b>	<b>3,808,210.99</b>	<b>3,743,496.17</b>	<b>(64,714.82)</b>	<b>-1.73%</b>
<b>Fee Based Expenses</b>						
Enrollment/Unit Based Fees	216,062.09	1,277,243.62	2,281,281.38	2,233,174.93	(48,106.46)	-2.15%
Revenue Based Fees	68,449.32	447,576.06	771,704.81	743,924.00	(27,780.81)	-3.73%
<b>Total Fee Based Expenses</b>	<b>284,511.41</b>	<b>1,724,819.68</b>	<b>3,052,986.20</b>	<b>2,977,098.92</b>	<b>(75,887.27)</b>	<b>-2.55%</b>
<b>Other School Expenses</b>						
Assessment	5,136.77	76,303.17	122,110.28	122,110.28	-	0.00%
Authorizer Oversight	9,085.71	60,574.18	106,002.73	102,452.93	(3,549.79)	-3.46%
Employee Related	9,080.81	85,796.42	114,953.54	114,953.54	-	0.00%
Facilities	7,958.11	36,379.44	99,157.98	99,157.98	-	0.00%
Governance	291.73	14,318.58	17,637.38	16,507.38	(1,130.00)	-6.85%
Internet Service Provider	-	11,595.76	34,000.00	34,000.00	-	0.00%
Instructional	-	17,417.36	48,206.13	71,497.19	23,291.06	32.58%
Professional Services	6,595.89	30,586.96	70,458.76	49,492.29	(20,966.47)	-42.36%
Student Related	124,094.25	260,273.32	748,695.00	748,695.00	-	0.00%
Taxes	4,940.26	27,429.02	51,022.81	48,906.92	(2,115.89)	-4.33%
Pending Allocation	-	-	-	-	-	0.00%
<b>Total Other School Expenses</b>	<b>167,183.53</b>	<b>620,674.21</b>	<b>1,412,244.61</b>	<b>1,407,773.51</b>	<b>(4,471.09)</b>	<b>-0.32%</b>
<b>Total Program Expenses</b>	<b>744,917.57</b>	<b>4,198,297.89</b>	<b>8,273,441.80</b>	<b>8,128,368.61</b>	<b>(145,073.19)</b>	<b>-1.78%</b>
<b>Net Increase (Decrease)</b>	<b>248,859.64</b>	<b>86,161.07</b>	<b>1,462,310.38</b>	<b>1,270,834.23</b>	<b>191,476.14</b>	
<b>Beginning fund balance</b>	<b>1,777,523.19</b>	<b>1,777,523.19</b>	<b>1,777,523.19</b>			
<b>Ending fund balance</b>	<b>2,026,382.83</b>	<b>1,863,684.26</b>	<b>3,239,833.57</b>			

**California Connections Academy Central Valley  
Balance Sheet  
January 31, 2023**

<b>ASSETS</b>		
<b>Cash and Short Term Investments:</b>		
Checking	\$	889,350.41
Savings		4,466,144.36
		-----
<b>Total Cash and Short Term Investments</b>		<b>5,355,494.77</b>
 <b>Other Current Assets:</b>		
Pupil Funding		240,698.18
SPED Funding State		(8,512.37)
Other State Receivables		1,249.87
Federal Programs		96,618.00
Due from CalOPS Schools		(11,175.70)
Prepaid Expenses		8,290.18
		-----
<b>Total Other Current Assets</b>		<b>327,168.16</b>
		-----
<b>Total Current Assets</b>		<b>5,682,662.93</b>
 <b>Other Assets:</b>		
Utilities Deposit		100.00
		-----
<b>Total Other Assets</b>		<b>100.00</b>
		-----
<b>Total Assets</b>	<b>\$</b>	<b>5,682,762.93</b>
		=====
 <b>LIABILITIES</b>		
<b>Current Liabilities:</b>		
Due to (from) Pearson Online and Blended Learning	\$	780,944.90
CalOPS Payroll Liability		1,150,216.81
CalOPS Pass-Through Expense Liability		487,577.72
Accrued Expenses		51,169.21
Deferred Rent		3,517.00
Deferred Revenue		1,007,439.00
Accounts Payable		338,214.03
		-----
<b>Total Current Liabilities</b>		<b>3,819,078.67</b>
		-----
<b>Total Liabilities</b>		<b>3,819,078.67</b>
 <b>FUND BALANCE</b>		
Beginning Fund Balance		1,777,523.19
Change in Fund Balance		86,161.07
		-----
<b>Ending Fund Balance</b>		<b>1,863,684.26</b>
		-----
<b>Total Liabilities and Fund Balance</b>	<b>\$</b>	<b>5,682,762.93</b>
		=====

**California Connections Academy Central Valley**  
**Schedule of Revenue**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>Revenue</b>					
<b>State Funding</b>					
LCFF / General Purpose Block Grant - State	634,779.49	2,734,077.38	5,592,431.00	5,365,610.00	226,821.00
LCFF / General Purpose Block Grant - State EPA	224,531.33	967,085.29	1,978,129.00	1,897,899.00	80,230.00
Star Testing Reimbursement	394.00	394.00	394.00	-	394.00
Lottery	17,689.45	76,304.72	156,077.83	153,604.51	2,473.32
Mandated Cost Reimbursement	2,000.00	8,800.00	18,000.00	18,000.00	-
Special Education Pass through funds - State	61,204.00	264,007.89	540,016.14	531,458.65	8,557.48
A-G Completion Improvement Grant	-	-	50,000.00	50,000.00	-
Educator Effectiveness Block Grant	-	-	25,427.00	25,427.00	-
ERMHS	2,798.00	14,300.00	32,697.16	32,697.16	-
Universal TK Grant	-	-	53,803.00	53,803.00	-
<b>Total State Funding</b>	<b>943,396.27</b>	<b>4,064,969.27</b>	<b>8,446,975.13</b>	<b>8,128,499.33</b>	<b>318,475.80</b>
<b>Federal &amp; Other Programs Funding</b>					
Title I	-	-	136,142.00	136,142.00	-
Title II	-	-	22,278.00	22,278.00	-
Title IV	-	-	10,721.00	10,721.00	-
IDEA	-	-	81,800.00	81,800.00	-
E-Rate	-	404.79	404.79	1,500.00	(1,095.21)
ESSER Funding	-	-	591,803.51	591,803.51	-
Prior Year Revenue	-	33.00	33.00	-	33.00
<b>Total Federal &amp; Other Programs Funding</b>	<b>-</b>	<b>437.79</b>	<b>843,182.30</b>	<b>844,244.51</b>	<b>(1,062.21)</b>
<b>Local Funding</b>					
LCFF / General Purpose Block Grant - Local	50,310.38	216,693.16	443,236.00	425,259.00	17,977.00
<b>Total Local Funding</b>	<b>50,310.38</b>	<b>216,693.16</b>	<b>443,236.00</b>	<b>425,259.00</b>	<b>17,977.00</b>
<b>Other Funding</b>					
Interest	70.56	1,603.50	1,603.50	1,200.00	403.50
Miscellaneous	-	755.24	755.24	-	755.24
<b>Total Other Funding</b>	<b>70.56</b>	<b>2,358.74</b>	<b>2,358.74</b>	<b>1,200.00</b>	<b>1,158.74</b>
<b>Total Revenue</b>	<b>993,777.21</b>	<b>4,284,458.96</b>	<b>9,735,752.17</b>	<b>9,399,202.84</b>	<b>336,549.33</b>

**California Connections Academy Central Valley  
Schedule of Fees  
For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>SCHEDULE OF COMPENSATION:</b>					
<b>Administrative Compensation</b>					
Salaries	29,718.05	238,591.53	399,987.75	394,768.99	(5,218.76)
Benefits	7,578.10	60,840.84	101,996.88	100,666.10	(1,330.78)
Pension	4,040.02	20,700.17	39,791.31	36,532.58	(3,258.73)
Taxes	1,790.49	9,272.98	17,104.21	17,572.23	468.02
<b>Total Administrative Compensation</b>	<b>43,126.65</b>	<b>329,405.51</b>	<b>558,880.15</b>	<b>549,539.90</b>	<b>(9,340.25)</b>
<b>Instructional Compensation</b>					
Salaries	163,868.62	1,082,232.65	2,257,029.82	2,238,808.67	(18,221.15)
Benefits	41,786.50	277,985.35	577,558.62	572,912.23	(4,646.39)
Pension	36,651.64	142,481.44	370,547.41	339,391.51	(31,155.90)
Taxes	7,789.21	20,699.04	44,194.99	42,843.86	(1,351.13)
<b>Total Instructional Compensation</b>	<b>250,095.97</b>	<b>1,523,398.49</b>	<b>3,249,330.84</b>	<b>3,193,956.27</b>	<b>(55,374.57)</b>
<b>Total Compensation</b>	<b>293,222.63</b>	<b>1,852,804.00</b>	<b>3,808,210.99</b>	<b>3,743,496.17</b>	<b>(64,714.82)</b>
<b>SCHEDULE OF FEES:</b>					
<b>Enrollment/Unit-Based Fees</b>					
Accounting and Regulatory Reporting	3,045.83	19,745.83	34,060.83	33,557.10	(504.00)
Community Outreach	2,083.33	14,583.33	25,000.00	25,000.00	-
Connexus Annual License (EMS)	36,550.00	236,950.00	408,729.91	402,685.18	(6,045.00)
Curriculum Postage	2,824.25	17,113.25	29,298.50	29,990.06	692.00
Direct Course Instruction Support	1,155.00	4,504.50	13,422.39	13,422.39	-
Educational Resource Center	7,675.50	49,759.50	85,833.28	84,563.89	(1,269.00)
Enrollment and Records Management	3,423.33	20,743.33	35,513.34	36,351.59	838.00
Facility Support Services	200.00	1,400.00	2,428.21	2,428.21	-
Hardware/Software - Employees	2,100.00	12,600.00	21,986.50	21,266.23	(720.00)
Human Resources Support	4,375.00	26,250.00	45,805.21	44,304.65	(1,501.00)
ISP Processing Fee	1,327.08	8,589.58	14,677.20	15,154.03	477.00
School Curriculum Supplies	1,291.67	9,041.67	16,088.69	15,576.94	(512.00)
Short-Term Sub Teaching Services	400.89	21,453.69	21,453.69	10,127.57	(11,326.00)
Special Populations Consultative Services	18,000.00	71,400.00	184,259.34	168,708.88	(15,550.00)
Student Technology Assistance- Laptops	34,691.67	186,491.67	328,325.00	300,150.00	(28,175.00)
Tangible/Intangible Instr. Materials	87,781.04	517,379.77	899,024.90	916,457.16	17,432.00
Technical Support and Repairs	9,137.50	59,237.50	102,182.48	100,671.30	(1,511.00)
Voice Over IP Services	-	-	13,191.90	12,759.74	(432.00)
<b>Total Enrollment/Unit Based Fees</b>	<b>216,062.09</b>	<b>1,277,243.62</b>	<b>2,281,281.38</b>	<b>2,233,174.93</b>	<b>(48,106.46)</b>
<b>Revenue-Based Fees</b>					
Marketing Services	8,052.86	52,656.01	90,788.80	87,520.47	(3,268.00)
School Administration	48,317.17	315,936.04	544,732.81	525,122.82	(19,610.00)
Treasury Services	12,079.29	78,984.01	136,183.20	131,280.71	(4,902.00)
<b>Total Revenue Based Fees</b>	<b>68,449.32</b>	<b>447,576.06</b>	<b>771,704.81</b>	<b>743,924.00</b>	<b>(27,780.81)</b>
<b>Total Fee-Based Expenses</b>	<b>284,511.41</b>	<b>1,724,819.68</b>	<b>3,052,986.20</b>	<b>2,977,098.92</b>	<b>(75,887.27)</b>

**California Connections Academy Central Valley  
Schedule Other Expenses  
For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>SCHEDULE OF OTHER SCHOOL EXPENSES:</b>					
<b>Assessment</b>					
Student Testing & Assessment Facilities & Services	5,132.73	10,580.61	23,000.00	23,000.00	-
Student Testing & Assessment Travel	4.04	1,315.28	34,703.00	34,703.00	-
Student Testing Technology	-	64,407.28	64,407.28	64,407.28	-
<b>Total Assessment</b>	<b>5,136.77</b>	<b>76,303.17</b>	<b>122,110.28</b>	<b>122,110.28</b>	<b>-</b>
<b>Authorizer Oversight</b>					
District Oversight	6,873.45	45,770.73	80,137.96	76,887.68	(3,250.28)
SELPA Admin Fee	1,965.86	13,078.64	22,907.97	22,608.45	(299.51)
STRS Reporting	246.40	1,724.80	2,956.80	2,956.80	-
<b>Total Authorizer Oversight</b>	<b>9,085.71</b>	<b>60,574.18</b>	<b>106,002.73</b>	<b>102,452.93</b>	<b>(3,549.79)</b>
<b>Employee Related</b>					
Staff Recruiting/Background Checks	107.87	793.97	3,472.64	3,472.64	-
Staff Training/Prof. Dvlpmnt	8,672.01	79,547.79	85,065.66	85,065.66	-
Team Building	4.36	2,294.55	6,475.22	6,475.22	-
Travel and Conferences - Administration	263.57	1,905.98	6,857.72	6,857.72	-
Travel and Conferences - Teachers	33.00	1,254.13	13,082.30	13,082.30	-
<b>Total Employee Related</b>	<b>9,080.81</b>	<b>85,796.42</b>	<b>114,953.54</b>	<b>114,953.54</b>	<b>-</b>
<b>Facilities</b>					
Copiers/ Reproduction	57.54	778.03	2,172.73	2,172.73	-
Equipment/Supplies	1,611.66	1,611.66	13,000.00	13,000.00	-
Expensed Furniture and Equipment	1,213.90	2,232.30	20,321.20	20,321.20	-
High-Speed Internet	59.63	724.92	4,701.34	4,701.34	-
Maintenance & Repairs	148.33	1,224.82	5,725.36	5,725.36	-
Office Postage	82.58	1,621.93	3,049.92	3,049.92	-
Office Rent	2,674.90	18,724.30	33,071.29	33,071.29	-
Office Supplies	289.48	3,702.82	4,668.14	4,668.14	-
Phone	949.45	2,161.11	3,488.47	3,488.47	-
Rent Operating Expense	277.14	1,964.59	3,692.56	3,692.56	-
Rent Storage Unit	466.80	1,282.09	2,000.00	2,000.00	-
Utilities	126.70	350.87	3,266.97	3,266.97	-
<b>Total Facilities</b>	<b>7,958.11</b>	<b>36,379.44</b>	<b>99,157.98</b>	<b>99,157.98</b>	<b>-</b>
<b>Governance</b>					
Accreditation	-	2,260.00	2,260.00	1,130.00	(1,130.00)
Banking Fees	228.08	795.80	1,000.00	1,000.00	-
Board-Related Expenses	-	-	1,308.73	1,308.73	-
Dues - School	63.65	9,097.71	9,630.84	9,630.84	-
Dues - Staff	-	1,267.12	2,539.86	2,539.86	-
Insurance Expenses	-	897.95	897.95	897.95	-
<b>Total Governance</b>	<b>291.73</b>	<b>14,318.58</b>	<b>17,637.38</b>	<b>16,507.38</b>	<b>(1,130.00)</b>
<b>Internet Service Provider</b>					
ISP Payment Reimbursement	-	11,595.76	34,000.00	34,000.00	-
<b>Total Internet Service Provider</b>	<b>-</b>	<b>11,595.76</b>	<b>34,000.00</b>	<b>34,000.00</b>	<b>-</b>
<b>Instructional</b>					
Other Curriculum	-	17,362.36	48,151.13	48,151.13	-
Summer School	-	55.00	55.00	23,346.06	23,291.06
<b>Total Instructional</b>	<b>-</b>	<b>17,417.36</b>	<b>48,206.13</b>	<b>71,497.19</b>	<b>23,291.06</b>
<b>Professional Services</b>					
Accounting Services/Audit	3,193.88	5,582.59	5,582.59	5,214.09	(368.50)
AERIES	-	4,962.31	4,962.31	4,962.31	-
Legal Services	38.52	786.59	24,565.19	24,565.19	-
Legal Special Education	-	2,280.53	8,094.02	8,094.02	-
Other School Contracted Services	3,363.49	16,730.83	26,730.83	6,132.86	(20,597.97)
Other School Expense	-	244.11	523.82	523.82	-
<b>Total Professional Services</b>	<b>6,595.89</b>	<b>30,586.96</b>	<b>70,458.76</b>	<b>49,492.29</b>	<b>(20,966.47)</b>
<b>Student Related</b>					
Graduation Expense	-	904.34	7,000.00	7,000.00	-
SPED Related Services	123,712.02	249,203.45	728,000.00	728,000.00	-
Student Activities	382.23	10,165.53	13,695.00	13,695.00	-
<b>Total Student Related</b>	<b>124,094.25</b>	<b>260,273.32</b>	<b>748,695.00</b>	<b>748,695.00</b>	<b>-</b>
<b>Taxes</b>					
Sales Tax And Use	4,940.26	27,429.02	51,022.81	48,906.92	(2,115.89)
<b>Total Taxes</b>	<b>4,940.26</b>	<b>27,429.02</b>	<b>51,022.81</b>	<b>48,906.92</b>	<b>(2,115.89)</b>
<b>Total Other Expenses</b>	<b>167,183.53</b>	<b>620,674.21</b>	<b>1,412,244.61</b>	<b>1,407,773.51</b>	<b>(4,471.09)</b>

**California Connections Academy Monterey Bay  
Revenue and Expense Statement  
For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget \$	Forecast vs Budget %
<b>Enrollment</b>						
ADM			483	459	23	5.11%
Total Enrollment			653	629	24	3.79%
Funded Enrollment			454	451	4	0.79%
<b>Revenue</b>						
State Funding	282,257.71	1,375,865.92	2,872,256.14	2,829,427.22	42,828.92	1.51%
Federal & Other Program Funding	-	284.51	52,534.51	52,850.00	(315.49)	-0.60%
Local Aid	278,467.40	1,361,319.42	2,784,517.00	2,737,397.00	47,120.00	1.72%
Other Funding Sources	-	1,087.74	1,087.74	554.12	533.62	96.30%
<b>Total Revenue</b>	<b>560,725.11</b>	<b>2,738,557.59</b>	<b>5,710,395.39</b>	<b>5,620,228.34</b>	<b>90,167.05</b>	<b>1.60%</b>
<b>Program Expenses</b>						
<b>Compensation Expense</b>						
Administration Staff	35,075.56	267,910.52	454,545.74	446,949.16	(7,596.58)	-1.70%
Instructional Staff	180,664.23	1,171,398.77	2,418,177.10	2,632,351.61	214,174.51	8.14%
<b>Total Compensation Expense</b>	<b>215,739.79</b>	<b>1,439,309.29</b>	<b>2,872,722.84</b>	<b>3,079,300.77</b>	<b>206,577.93</b>	<b>6.71%</b>
<b>Fee Based Expenses</b>						
Enrollment/Unit Based Fees	154,046.40	882,245.58	1,558,413.86	1,455,277.05	(103,136.81)	-7.09%
Revenue Based Fees	44,083.40	267,918.79	446,292.98	438,922.80	(7,370.18)	-1.68%
<b>Total Fee Based Expenses</b>	<b>198,129.80</b>	<b>1,150,164.37</b>	<b>2,004,706.83</b>	<b>1,894,199.84</b>	<b>(110,506.99)</b>	<b>-5.83%</b>
<b>Other School Expenses</b>						
Assessment	2.90	18,201.33	62,606.63	57,439.30	(5,167.33)	-9.00%
Authorizer Oversight	6,552.12	46,627.71	79,388.34	78,424.17	(964.17)	-1.23%
Employee Related	6,510.28	67,553.87	93,493.46	93,493.46	-	0.00%
Facilities	6,061.44	28,807.26	75,972.77	75,972.77	-	0.00%
Governance	45.63	7,829.05	10,793.85	10,793.85	-	0.00%
Internet Service Provider	-	6,220.61	21,103.55	21,103.55	-	0.00%
Instructional	-	14,186.84	39,272.05	58,149.76	18,877.71	32.46%
Professional Services	4,728.76	22,617.17	62,220.68	40,252.83	(21,967.85)	-54.57%
Student Related	65,553.10	235,921.73	312,854.75	312,854.75	-	0.00%
Taxes	3,266.29	17,674.39	28,838.18	25,877.31	(2,960.87)	-11.44%
<b>Total Other School Expenses</b>	<b>92,720.52</b>	<b>465,639.96</b>	<b>786,544.26</b>	<b>774,361.76</b>	<b>(12,182.51)</b>	<b>-1.57%</b>
<b>Total Program Expenses</b>	<b>506,590.11</b>	<b>3,055,113.61</b>	<b>5,663,973.94</b>	<b>5,747,862.37</b>	<b>83,888.43</b>	<b>1.46%</b>
<b>Net Increase (Decrease)</b>	<b>54,135.00</b>	<b>(316,556.02)</b>	<b>46,421.46</b>	<b>(127,634.03)</b>	<b>174,055.49</b>	
<b>Beginning fund balance</b>	<b>384,465.13</b>	<b>384,465.13</b>	<b>384,465.13</b>			
<b>Ending fund balance</b>	<b>438,600.13</b>	<b>67,909.11</b>	<b>430,886.59</b>			

**California Connections Academy Monterey Bay  
Balance Sheet  
January 31, 2023**

**ASSETS**

<b>Cash and Short Term Investments:</b>		
Operating Account	\$	206,768.95
Holding		728,358.93
		-----
<b>Total Cash and Short Term Investments</b>		<b>935,127.88</b>
 <b>Other Current Assets:</b>		
Pupil Funding		944,438.04
SPED Funding State		8,020.11
Other State Receivables		99,814.48
Federal Programs		55,566.00
Due from CalOPS Schools		(7,902.94)
		-----
<b>Total Other Current Assets</b>		<b>1,099,935.69</b>
		-----
<b>Total Current Assets</b>		<b>2,035,063.57</b>
		-----
<b>Total Assets</b>	<b>\$</b>	<b>2,035,063.57</b>
		=====

**LIABILITIES**

<b>Current Liabilities:</b>		
Due to (from) Pearson Online and Blended Learning	\$	539,199.61
CalOPS Payroll Liability		833,226.09
CalOPS Pass Through Expense Liability		339,506.55
Accrued Expenses		6,220.61
Deferred Rent		2,327.00
Deferred Revenue		67,177.00
Accounts Payable		179,497.60
		-----
<b>Total Current Liabilities</b>		<b>1,967,154.46</b>
		-----
<b>Total Liabilities</b>		<b>1,967,154.46</b>
		-----

**FUND BALANCE**

Beginning Fund Balance		384,465.13
Change in Fund Balance		(316,556.02)
		-----
<b>Ending Fund Balance</b>		<b>67,909.11</b>
		-----
<b>Total Liabilities and Fund Balance</b>	<b>\$</b>	<b>2,035,063.57</b>
		=====

**California Connections Academy Monterey Bay**  
**Schedule of Revenue**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>Revenue</b>					
<b>State Funding</b>					
LCFF / General Purpose Block Grant - State	221,736.80	1,083,939.02	2,217,148.00	2,178,803.00	38,345.00
LCFF / General Purpose Block Grant - State EPA	9,079.51	44,431.20	90,882.00	90,169.00	713.00
Lottery	10,759.36	52,651.22	107,695.68	106,850.16	845.52
Mandated Cost Reimbursement	1,493.57	6,571.70	13,442.11	13,442.11	(0.00)
Special Education Pass through funds - State	37,226.47	182,168.78	372,617.95	369,692.54	2,925.41
A-G Completion Improvement Grant	-	-	7,135.00	7,135.00	-
Educator Effectiveness Block Grant	-	-	3,178.33	3,178.33	-
ERMHS	1,962.00	6,104.00	33,934.08	33,934.08	-
Universal TK Grant	-	-	26,223.00	26,223.00	-
<b>Total State Funding</b>	<b>282,257.71</b>	<b>1,375,865.92</b>	<b>2,872,256.14</b>	<b>2,829,427.22</b>	<b>42,828.92</b>
<b>Federal &amp; Other Programs Funding</b>					
IDEA	-	-	52,250.00	52,250.00	-
E-Rate	-	284.51	284.51	600.00	(315.49)
<b>Total Federal &amp; Other Programs Funding</b>	<b>-</b>	<b>284.51</b>	<b>52,534.51</b>	<b>52,850.00</b>	<b>(315.49)</b>
<b>Local Funding</b>					
LCFF / General Purpose Block Grant - Local	278,467.40	1,361,319.42	2,784,517.00	2,737,397.00	47,120.00
<b>Total Local Funding</b>	<b>278,467.40</b>	<b>1,361,319.42</b>	<b>2,784,517.00</b>	<b>2,737,397.00</b>	<b>47,120.00</b>
<b>Other Funding</b>					
Interest	-	554.12	554.12	554.12	-
Miscellaneous	-	533.62	533.62	-	533.62
<b>Total Other Funding</b>	<b>-</b>	<b>1,087.74</b>	<b>1,087.74</b>	<b>554.12</b>	<b>533.62</b>
<b>Total Revenue</b>	<b>560,725.11</b>	<b>2,738,557.59</b>	<b>5,710,395.39</b>	<b>5,620,228.34</b>	<b>90,167.05</b>



**California Connections Academy Monterey Bay**  
**Schedule of Fees**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>SCHEDULE OF COMPENSATION:</b>					
<b>Administrative Compensation</b>					
Salaries	24,170.14	194,050.12	325,316.13	321,071.62	(4,244.51)
Benefits	6,163.39	49,482.78	82,955.61	81,873.28	(1,082.33)
Pension	3,285.81	16,835.76	32,362.88	29,712.50	(2,650.38)
Taxes	1,456.23	7,541.85	13,911.11	14,291.76	380.65
<b>Total Administrative Compensation</b>	<b>35,075.56</b>	<b>267,910.52</b>	<b>454,545.74</b>	<b>446,949.16</b>	<b>(7,596.58)</b>
<b>Instructional Compensation</b>					
Salaries	118,375.35	832,136.63	1,680,786.14	1,844,107.70	163,321.56
Benefits	30,185.71	213,602.01	430,007.64	471,654.63	41,646.99
Pension	26,476.40	109,895.97	274,646.17	281,278.72	6,632.55
Taxes	5,626.77	15,764.17	32,737.16	35,310.56	2,573.40
<b>Total Instructional Compensation</b>	<b>180,664.23</b>	<b>1,171,398.77</b>	<b>2,418,177.10</b>	<b>2,632,351.61</b>	<b>214,174.51</b>
<b>Total Compensation</b>	<b>215,739.79</b>	<b>1,439,309.29</b>	<b>2,872,722.84</b>	<b>3,079,300.77</b>	<b>206,577.93</b>
<b>SCHEDULE OF FEES:</b>					
<b>Enrollment/Unit-Based Fees</b>					
Accounting and Regulatory Reporting	2,258.33	13,883.33	24,147.53	22,973.66	(1,173.87)
Connexus Annual License (EMS)	27,100.00	166,600.00	289,770.37	275,683.90	(14,086.47)
Curriculum Postage	2,230.25	12,608.75	21,537.48	20,751.93	(785.55)
Direct Course Instruction Support	2,145.00	8,596.50	26,287.73	26,287.73	-
Educational Resource Center	5,691.00	34,986.00	60,851.78	57,893.62	(2,958.16)
Enrollment and Records Management	2,703.33	15,283.33	26,106.04	25,153.85	(952.18)
Facility Support Services	150.00	1,050.00	1,974.90	1,974.90	-
Hardware/Software - Employees	700.00	9,100.00	13,200.00	13,200.00	-
Human Resources Support	1,458.33	18,958.33	27,500.00	27,500.00	-
ISP Processing Fee	752.08	5,264.58	9,044.54	9,044.54	-
School Curriculum Supplies	166.67	6,416.67	9,500.00	9,500.00	-
Short-Term Sub Teaching Services	287.41	16,159.96	16,159.96	3,538.36	(12,621.60)
Special Populations Consultative Services	11,100.00	42,750.00	109,434.27	100,912.17	(8,522.10)
Student Technology Assistance- Laptops	20,939.58	98,277.08	175,950.00	144,900.00	(31,050.00)
Tangible/Intangible Instr. Materials	69,589.42	390,661.05	666,586.67	639,121.41	(27,465.25)
Technical Support and Repairs	6,775.00	41,650.00	72,442.59	68,920.98	(3,521.62)
Voice Over IP Services	-	-	7,920.00	7,920.00	-
<b>Total Enrollment/Unit Based Fees</b>	<b>154,046.40</b>	<b>882,245.58</b>	<b>1,558,413.86</b>	<b>1,455,277.05</b>	<b>(103,136.81)</b>
<b>Revenue-Based Fees</b>					
Marketing Services	5,186.28	31,519.86	52,505.06	51,637.98	(867.08)
School Administration	31,117.69	189,119.14	315,030.34	309,827.86	(5,202.48)
Treasury Services	7,779.43	47,279.79	78,757.58	77,456.96	(1,300.62)
<b>Total Revenue Based Fees</b>	<b>44,083.40</b>	<b>267,918.79</b>	<b>446,292.98</b>	<b>438,922.80</b>	<b>(7,370.18)</b>
<b>Total Fee-Based Expenses</b>	<b>198,129.80</b>	<b>1,150,164.37</b>	<b>2,004,706.83</b>	<b>1,894,199.84</b>	<b>(110,506.99)</b>

**California Connections Academy Monterey Bay**  
**Schedule Other Expenses**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>SCHEDULE OF OTHER SCHOOL EXPENSES:</b>					
<b>Assessment</b>					
Student Testing & Assessment Facilities & Services	-	17,138.32	22,138.32	16,970.99	(5,167.33)
Student Testing & Assessment Travel	2.90	1,063.01	28,224.49	28,224.49	-
Student Testing Technology	-	-	12,243.82	12,243.82	-
<b>Total Assessment</b>	<b>2.90</b>	<b>18,201.33</b>	<b>62,606.63</b>	<b>57,439.30</b>	<b>(5,167.33)</b>
<b>Authorizer Oversight</b>					
District Administrative Fees	833.33	5,833.32	10,000.00	10,000.00	-
District Oversight	4,182.89	30,011.02	50,925.47	50,063.69	(861.78)
SELPA Admin Fee	1,335.50	9,380.57	16,058.07	15,955.68	(102.39)
STRS Reporting	200.40	1,402.80	2,404.80	2,404.80	-
<b>Total Authorizer Oversight</b>	<b>6,552.12</b>	<b>46,627.71</b>	<b>79,388.34</b>	<b>78,424.17</b>	<b>(964.17)</b>
<b>Employee Related</b>					
Staff Recruiting/Background Checks	77.33	630.07	2,824.35	2,824.35	-
Staff Training/Prof. Dvlpmnt	6,217.20	62,672.93	69,185.20	69,185.20	-
Team Building	3.13	1,862.07	5,266.39	5,266.39	-
Travel and Conferences - Administration	188.96	1,385.20	5,577.49	5,577.49	-
Travel and Conferences - Teachers	23.66	1,003.60	10,640.03	10,640.03	-
<b>Total Employee Related</b>	<b>6,510.28</b>	<b>67,553.87</b>	<b>93,493.46</b>	<b>93,493.46</b>	<b>-</b>
<b>Facilities</b>					
Copiers/Reproduction	41.25	587.79	1,767.12	1,767.12	-
Equipment/Supplies	1,155.45	1,155.45	6,196.68	6,196.68	-
Expensed Furniture and Equipment	870.28	1,593.16	16,527.54	16,527.54	-
High-Speed Internet	42.75	613.42	3,823.67	3,823.67	-
Maintenance & Repairs	120.64	996.18	4,656.52	4,656.52	-
Office Postage	59.20	1,254.44	2,480.55	2,480.55	-
Office Rent	2,175.54	15,228.78	26,897.38	26,897.38	-
Office Supplies	207.54	2,840.19	3,796.67	3,796.67	-
Phone	680.68	1,611.95	2,837.23	2,837.23	-
Rent Operating Expense	225.40	1,597.82	3,003.21	3,003.21	-
Rent Storage Unit	379.66	1,042.73	1,329.13	1,329.13	-
Utilities	103.05	285.35	2,657.07	2,657.07	-
<b>Total Facilities</b>	<b>6,061.44</b>	<b>28,807.26</b>	<b>75,972.77</b>	<b>75,972.77</b>	<b>-</b>
<b>Governance</b>					
Accreditation	-	1,130.00	1,130.00	1,130.00	-
Banking Fees	-	-	417.74	417.74	-
Board-Related Expenses	-	-	1,064.41	1,064.41	-
Dues - School	45.63	4,944.38	5,385.67	5,385.67	-
Dues - Staff	-	1,024.35	2,065.71	2,065.71	-
Insurance Expenses	-	730.32	730.32	730.32	-
<b>Total Governance</b>	<b>45.63</b>	<b>7,829.05</b>	<b>10,793.85</b>	<b>10,793.85</b>	<b>-</b>
<b>Internet Service Provider</b>					
ISP Payment Reimbursement	-	6,220.61	21,103.55	21,103.55	-
<b>Total Internet Service Provider</b>	<b>-</b>	<b>6,220.61</b>	<b>21,103.55</b>	<b>21,103.55</b>	<b>-</b>
<b>Instructional</b>					
Other Curriculum	-	14,076.84	39,162.05	39,162.05	-
Summer School	-	110.00	110.00	18,987.71	18,877.71
<b>Total Instructional</b>	<b>-</b>	<b>14,186.84</b>	<b>39,272.05</b>	<b>58,149.76</b>	<b>18,877.71</b>
<b>Professional Services</b>					
Accounting Services/Audit	2,289.78	4,116.56	4,116.56	4,240.70	124.14
AERIES	-	4,035.92	4,035.92	4,035.92	-
Legal Services	27.61	574.90	19,979.24	19,979.24	-
Legal Special Education	-	1,611.31	6,582.99	6,582.99	-
Other School Contracted Services	2,411.37	12,079.94	27,079.94	4,987.95	(22,091.99)
Other School Expense	-	198.54	426.03	426.03	-
<b>Total Professional Services</b>	<b>4,728.76</b>	<b>22,617.17</b>	<b>62,220.68</b>	<b>40,252.83</b>	<b>(21,967.85)</b>
<b>Student Related</b>					
Graduation Expense	-	836.74	9,874.41	9,874.41	-
SPED Related Services	65,458.30	232,874.55	296,603.35	296,603.35	-
Student Activities	94.80	2,210.44	6,376.99	6,376.99	-
<b>Total Student Related</b>	<b>65,553.10</b>	<b>235,921.73</b>	<b>312,854.75</b>	<b>312,854.75</b>	<b>-</b>
<b>Taxes</b>					
Sales Tax And Use	3,266.29	17,674.39	28,838.18	25,877.31	(2,960.87)
<b>Total Taxes</b>	<b>3,266.29</b>	<b>17,674.39</b>	<b>28,838.18</b>	<b>25,877.31</b>	<b>(2,960.87)</b>
<b>Total Other Expenses</b>	<b>92,720.52</b>	<b>465,639.96</b>	<b>786,544.26</b>	<b>774,361.76</b>	<b>(12,182.51)</b>

**California Connections Academy North Bay  
Revenue and Expense Statement  
For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget \$	Forecast vs Budget %
<b>Forecasted Enrollment</b>						
Forecasted ADM			150	148	(25)	1.51%
Forecasted Total Enrollment			205	201	(45)	1.83%
Forecasted Funded Enrollment			143	141	(25)	0.96%
<b>Revenue</b>						
State Funding	123,954.61	580,843.41	1,224,947.77	1,212,298.18	12,649.59	1.04%
Federal & Other Program Funding	-	20,646.48	225,536.06	225,847.58	(311.52)	-0.14%
Local Aid	67,116.36	311,987.38	638,156.00	631,104.00	7,052.00	1.12%
Other Funding Sources	2.83	532.38	668.91	500.00	168.91	33.78%
<b>Total Revenue</b>	<b>191,073.80</b>	<b>914,009.65</b>	<b>2,089,308.74</b>	<b>2,069,749.76</b>	<b>19,558.98</b>	<b>0.94%</b>
<b>Program Expenses</b>						
<b>Compensation Expense</b>						
Administration Staff	11,178.69	85,383.87	144,865.07	142,444.02	(2,421.05)	-1.70%
Instructional Staff	55,970.49	355,398.77	741,655.59	825,616.81	83,961.22	10.17%
<b>Total Compensation Expense</b>	<b>67,149.17</b>	<b>440,782.64</b>	<b>886,520.65</b>	<b>968,060.83</b>	<b>81,540.18</b>	<b>8.42%</b>
<b>Fee Based Expenses</b>						
Enrollment/Unit Based Fees	46,145.87	280,789.23	578,401.77	567,107.39	(11,294.38)	-1.99%
Revenue Based Fees	16,346.20	97,559.58	164,994.75	163,441.19	(1,553.56)	-0.95%
<b>Total Fee Based Expenses</b>	<b>62,492.07</b>	<b>378,348.81</b>	<b>743,396.52</b>	<b>730,548.58</b>	<b>(12,847.94)</b>	<b>-1.73%</b>
<b>Other School Expenses</b>						
Assessment	0.91	5,698.64	27,995.23	27,995.23	-	0.00%
Authorizer Oversight	1,848.00	13,220.12	22,460.12	22,238.50	(221.62)	-1.00%
Employee Related	2,040.94	21,457.08	29,796.64	29,796.64	-	0.00%
Facilities	1,915.87	9,137.67	29,814.24	29,814.24	-	0.00%
Governance	14.30	3,525.53	6,230.33	6,230.33	-	0.00%
Internet Service Provider	-	2,402.21	8,000.00	8,000.00	-	0.00%
Instructional	-	4,539.17	18,532.50	18,532.50	-	0.00%
Professional Services	1,482.44	7,149.22	20,768.01	13,542.43	(7,225.58)	-53.36%
Student Related	18,857.12	70,956.00	152,500.00	152,500.00	-	0.00%
Taxes	1,036.06	6,099.79	16,752.94	16,348.83	(404.11)	-2.47%
Pending Allocation	-	-	-	-	-	0.00%
<b>Total Other School Expenses</b>	<b>27,195.64</b>	<b>144,185.43</b>	<b>332,850.01</b>	<b>324,998.70</b>	<b>(7,851.31)</b>	<b>-2.42%</b>
<b>Total Program Expenses</b>	<b>156,836.88</b>	<b>963,316.88</b>	<b>1,962,767.18</b>	<b>2,023,608.11</b>	<b>60,840.93</b>	<b>3.01%</b>
<b>Net Increase (Decrease)</b>	<b>34,236.92</b>	<b>(49,307.23)</b>	<b>126,541.56</b>	<b>46,141.65</b>	<b>126,490.56</b>	
<b>Beginning fund balance</b>	<b>622,558.99</b>	<b>622,558.99</b>	<b>622,558.99</b>			
<b>Ending fund balance</b>	<b>656,795.91</b>	<b>573,251.76</b>	<b>749,100.55</b>			

**California Connections Academy North Bay  
Balance Sheet  
January 31, 2023**

**ASSETS**

<b>Cash and Short Term Investments:</b>		
Checking	\$	(220.00)
Operating		862,255.94
Savings		175,194.73
		-----
<b>Total Cash and Short Term Investments</b>		<b>1,037,230.67</b>

<b>Other Current Assets:</b>		
Pupil Funding		328,226.30
SPED Funding State		10,432.04
Other State Receivables		(14,018.32)
Federal Programs		46,857.00
Due from CalOPS Schools		(2,480.58)
Chase-JP Morgan Receivable		3,030.00
Prepaid Expenses		1,501.09
		-----
<b>Total Other Current Assets</b>		<b>373,547.53</b>

<b>Total Current Assets</b>		<b>1,410,778.20</b>
		-----

<b>Total Assets</b>	<b>\$</b>	<b>1,410,778.20</b>
		=====

**LIABILITIES**

<b>Current Liabilities:</b>		
Due to (from) Pearson Online and Blended Learning	\$	170,818.34
CalOPS Payroll Liability		260,943.53
CalOPS Pass-Through Expense Liability		133,165.42
Accrued Expenses		2,402.21
Deferred Rent		1,245.00
Deferred Revenue		116,101.00
Accounts Payable		152,850.94
		-----
<b>Total Current Liabilities</b>		<b>837,526.44</b>

<b>Total Liabilities</b>		<b>837,526.44</b>
		-----

**FUND BALANCE**

Beginning Fund Balance		622,558.99
Change in Fund Balance		(49,307.23)
		-----

<b>Ending Fund Balance</b>		<b>573,251.76</b>
		-----

<b>Total Liabilities and Fund Balance</b>	<b>\$</b>	<b>1,410,778.20</b>
		=====

**California Connections Academy North Bay**  
**Schedule of Revenue**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>Revenue</b>					
<b>State Funding</b>					
LCFF / General Purpose Block Grant - State	103,720.47	482,204.31	986,327.00	975,384.00	10,943.00
LCFF / General Purpose Block Grant - State EPA	3,016.47	13,957.29	28,549.00	28,277.00	272.00
Lottery	3,574.53	16,539.24	33,830.27	33,508.61	321.66
Mandated Cost Reimbursement	555.56	2,444.45	5,000.00	5,000.00	-
Special Education Pass through funds - State	12,367.58	57,224.39	117,049.89	115,936.96	1,112.92
A-G Access Grant	-	-	6,356.67	6,356.67	-
Educator Effectiveness Block Grant	-	-	16,319.67	16,319.67	-
ERMHS	720.00	8,473.72	6,075.27	6,075.27	-
Universal TK Grant	-	-	25,440.00	25,440.00	-
<b>Total State Funding</b>	<b>123,954.61</b>	<b>580,843.41</b>	<b>1,224,947.77</b>	<b>1,212,298.18</b>	<b>12,649.59</b>
<b>Federal &amp; Other Programs Funding</b>					
Title I	-	-	32,766.00	32,766.00	-
Title II	-	-	4,866.00	4,866.00	-
Title IV	-	-	10,000.00	10,000.00	-
IDEA	-	-	24,400.00	24,400.00	-
ESSER Funding	-	20,558.00	153,415.58	153,415.58	-
E-Rate	-	88.48	88.48	400.00	(311.52)
<b>Total Federal &amp; Other Programs Funding</b>	<b>-</b>	<b>20,646.48</b>	<b>225,536.06</b>	<b>225,847.58</b>	<b>(311.52)</b>
<b>Local Funding</b>					
LCFF / General Purpose Block Grant - Local	67,116.36	311,987.38	638,156.00	631,104.00	7,052.00
<b>Total Local Funding</b>	<b>67,116.36</b>	<b>311,987.38</b>	<b>638,156.00</b>	<b>631,104.00</b>	<b>7,052.00</b>
<b>Other Funding</b>					
Interest	2.83	363.47	500.00	500.00	-
Miscellaneous	-	168.91	168.91	-	168.91
<b>Total Other Funding</b>	<b>2.83</b>	<b>532.38</b>	<b>668.91</b>	<b>500.00</b>	<b>168.91</b>
<b>Total Revenue</b>	<b>191,073.80</b>	<b>914,009.65</b>	<b>2,089,308.74</b>	<b>2,069,749.76</b>	<b>19,558.98</b>

**California Connections Academy North Bay**  
**Schedule of Fees**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>SCHEDULE OF COMPENSATION:</b>					
<b>Administrative Compensation</b>					
Salaries	7,703.09	61,844.35	103,679.21	102,326.48	(1,352.73)
Benefits	1,964.29	15,770.31	26,438.20	26,093.25	(344.95)
Pension	1,047.20	5,365.61	10,314.15	9,469.46	(844.69)
Taxes	464.11	2,403.61	4,433.51	4,554.83	121.32
<b>Total Administrative Compensation</b>	<b>11,178.69</b>	<b>85,383.87</b>	<b>144,865.07</b>	<b>142,444.02</b>	<b>(2,421.05)</b>
<b>Instructional Compensation</b>					
Salaries	36,673.15	253,050.36	515,965.31	578,785.90	62,820.59
Benefits	9,351.65	65,065.68	132,108.99	148,128.24	16,019.25
Pension	8,202.49	32,519.37	83,559.63	87,627.82	4,068.19
Taxes	1,743.19	4,763.36	10,021.66	11,074.85	1,053.19
<b>Total Instructional Compensation</b>	<b>55,970.49</b>	<b>355,398.77</b>	<b>741,655.59</b>	<b>825,616.81</b>	<b>83,961.22</b>
<b>Total Compensation</b>	<b>67,149.17</b>	<b>440,782.64</b>	<b>886,520.65</b>	<b>968,060.83</b>	<b>81,540.18</b>
<b>SCHEDULE OF FEES:</b>					
<b>Enrollment/Unit-Based Fees</b>					
Accounting and Regulatory Reporting	754.17	4,404.17	7,486.96	7,375.90	(111.00)
Connexus Annual License (EMS)	9,050.00	52,850.00	89,843.50	88,510.82	(1,332.68)
Curriculum Postage	629.75	3,946.25	6,763.37	6,641.56	(122.00)
Direct Course Instruction Support	275.00	1,149.50	6,939.66	6,939.66	-
Educational Resource Center	1,900.50	11,098.50	18,867.14	18,587.27	(280.00)
Enrollment and Records Management	763.33	4,783.33	8,198.03	8,050.37	(148.00)
Facility Support Services	75.00	525.00	629.41	629.41	-
Hardware/Software - Employees	100.00	2,350.00	4,920.49	5,512.33	591.84
Human Resources Support	208.33	5,833.33	10,251.03	11,484.03	1,233.00
ISP Processing Fee	285.58	1,693.19	2,898.59	2,847.57	(51.00)
School Curriculum Supplies	41.67	2,041.67	3,600.59	4,037.64	437.05
Short-Term Sub Teaching Services	90.10	5,105.58	5,105.58	2,605.96	(2,499.62)
Special Populations Consultative Services	2,550.00	10,050.00	23,417.98	23,674.11	256.13
Student Technology Assistance- Laptops	7,475.00	38,237.50	152,643.00	147,468.00	(5,175.00)
Tangible/Intangible Instr. Materials	19,684.94	123,508.71	211,423.28	207,307.65	(4,116.00)
Technical Support and Repairs	2,262.50	13,212.50	22,460.88	22,127.71	(333.00)
Voice Over IP Services	-	-	2,952.30	3,307.40	355.11
<b>Total Enrollment/Unit Based Fees</b>	<b>46,145.87</b>	<b>280,789.23</b>	<b>578,401.77</b>	<b>567,107.39</b>	<b>(11,294.38)</b>
<b>Revenue-Based Fees</b>					
Marketing Services	1,923.08	11,477.60	19,411.15	19,228.38	(182.77)
School Administration	11,538.49	68,865.58	116,466.88	115,370.25	(1,096.63)
Treasury Services	2,884.63	17,216.40	29,116.72	28,842.56	(274.16)
<b>Total Revenue Based Fees</b>	<b>16,346.20</b>	<b>97,559.58</b>	<b>164,994.75</b>	<b>163,441.19</b>	<b>(1,553.56)</b>
<b>Total Fee-Based Expenses</b>	<b>62,492.07</b>	<b>378,348.81</b>	<b>743,396.52</b>	<b>730,548.58</b>	<b>(12,847.94)</b>

**California Connections Academy North Bay**  
**Schedule Other Expenses**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>SCHEDULE OF OTHER SCHOOL EXPENSES:</b>					
<b>Assessment</b>					
Student Testing & Assessment Facilities & Services	-	5,360.00	14,000.00	14,000.00	-
Student Testing & Assessment Travel	0.91	338.64	8,995.23	8,995.23	-
Student Testing Technology	-	-	5,000.00	5,000.00	-
<b>Total Assessment</b>	<b>0.91</b>	<b>5,698.64</b>	<b>27,995.23</b>	<b>27,995.23</b>	<b>-</b>
<b>Authorizer Oversight</b>					
District Oversight	1,353.75	9,761.58	16,530.32	16,347.65	(182.67)
SELPA Admin Fee	430.38	3,011.47	5,163.38	5,124.43	(38.95)
STRS Reporting	63.87	447.07	766.42	766.42	-
<b>Total Authorizer Oversight</b>	<b>1,848.00</b>	<b>13,220.12</b>	<b>22,460.12</b>	<b>22,238.50</b>	<b>(221.62)</b>
<b>Employee Related</b>					
Staff Recruiting/Background Checks	24.25	200.21	900.13	900.13	-
Staff Training/Prof. Dvlpmt	1,949.05	19,907.59	22,049.53	22,049.53	-
Team Building	0.98	593.32	1,678.41	1,678.41	-
Travel and Conferences - Administration	59.24	436.74	1,777.56	1,777.56	-
Travel and Conferences - Teachers	7.42	319.22	3,391.01	3,391.01	-
<b>Total Employee Related</b>	<b>2,040.94</b>	<b>21,457.08</b>	<b>29,796.64</b>	<b>29,796.64</b>	<b>-</b>
<b>Facilities</b>					
Copiers/ Reproduction	12.93	185.94	563.19	563.19	-
Equipment/Supplies	362.22	362.22	4,000.00	4,000.00	-
Expensed Furniture and Equipment	272.83	498.71	5,267.37	5,267.37	-
High-Speed Internet	17.44	184.46	1,218.61	1,218.61	-
Maintenance & Repairs	34.40	313.44	1,484.05	1,484.05	-
Office Postage	18.56	398.20	790.56	790.56	-
Office Rent	693.35	4,853.45	8,572.27	8,572.27	-
Office Supplies	65.07	900.25	1,210.01	1,210.01	-
Phone	213.39	508.49	904.23	904.23	-
Rent Operating Expense	71.84	509.24	957.13	957.13	-
Rent Storage Unit	121.00	332.32	4,000.00	4,000.00	-
Utilities	32.84	90.95	846.82	846.82	-
<b>Total Facilities</b>	<b>1,915.87</b>	<b>9,137.67</b>	<b>29,814.24</b>	<b>29,814.24</b>	<b>-</b>
<b>Governance</b>					
Accreditation	-	-	1,000.00	1,000.00	-
Banking Fees	-	4.00	1,000.00	1,000.00	-
Board-Related Expenses	-	-	339.23	339.23	-
Dues - School	14.30	2,962.49	3,000.00	3,000.00	-
Dues - Staff	-	326.29	658.35	658.35	-
Insurance Expenses	-	232.75	232.75	232.75	-
<b>Total Governance</b>	<b>14.30</b>	<b>3,525.53</b>	<b>6,230.33</b>	<b>6,230.33</b>	<b>-</b>
<b>Internet Service Provider</b>					
ISP Payment Reimbursement	-	2,402.21	8,000.00	8,000.00	-
<b>Total Internet Service Provider</b>	<b>-</b>	<b>2,402.21</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>-</b>
<b>Instructional</b>					
Other Curriculum	-	4,484.17	12,481.06	12,481.06	-
Summer School	-	55.00	6,051.44	6,051.44	-
<b>Total Instructional</b>	<b>-</b>	<b>4,539.17</b>	<b>18,532.50</b>	<b>18,532.50</b>	<b>-</b>
<b>Professional Services</b>					
Accounting Services/Audit	717.83	1,294.33	1,351.52	1,351.52	-
AERIES	-	1,286.26	2,000.00	2,000.00	-
Legal Services	8.66	180.08	6,367.44	6,367.44	-
Legal Special Education	-	510.03	2,098.02	2,098.02	-
Other School Contracted Services	755.95	3,815.25	8,815.25	1,589.67	(7,225.58)
Other School Expense	-	63.27	135.78	135.78	-
<b>Total Professional Services</b>	<b>1,482.44</b>	<b>7,149.22</b>	<b>20,768.01</b>	<b>13,542.43</b>	<b>(7,225.58)</b>
<b>Student Related</b>					
Graduation Expense	-	1,482.71	5,000.00	5,000.00	-
SPED Related Services	18,827.40	68,773.26	137,000.00	137,000.00	-
Student Activities	29.72	700.03	10,500.00	10,500.00	-
<b>Total Student Related</b>	<b>18,857.12</b>	<b>70,956.00</b>	<b>152,500.00</b>	<b>152,500.00</b>	<b>-</b>
<b>Taxes</b>					
Sales Tax And Use	1,036.06	6,099.79	16,752.94	16,348.83	(404.11)
<b>Total Taxes</b>	<b>1,036.06</b>	<b>6,099.79</b>	<b>16,752.94</b>	<b>16,348.83</b>	<b>(404.11)</b>
<b>Total Other Expenses</b>	<b>27,195.64</b>	<b>144,185.43</b>	<b>332,850.01</b>	<b>324,998.70</b>	<b>(7,851.31)</b>

**California Connections Academy Northern California  
Revenue and Expense Statement  
For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget \$	Forecast vs Budget %
<b>Forecasted Enrollment</b>						
Forecasted ADM			1,761	1,766	(5)	-0.30%
Forecasted Total Enrollment			2,301	2,372	(71)	-2.98%
Forecasted Funded Enrollment			1,676	1,691	(14)	-0.84%
<b>Revenue</b>						
State Funding	1,951,492.45	8,881,454.42	18,355,737.96	18,364,010.48	(8,272.52)	-0.05%
Federal & Other Program Funding	-	143,489.02	1,737,746.33	1,740,993.31	(3,246.98)	-0.19%
Local Aid	301,446.87	1,381,099.87	2,824,977.00	2,823,803.00	1,174.00	0.04%
Other Funding Sources	-	8,920.65	9,952.65	8,000.00	1,952.65	24.41%
<b>Total Revenue</b>	<b>2,252,939.32</b>	<b>10,414,963.96</b>	<b>22,928,413.94</b>	<b>22,936,806.79</b>	<b>(8,392.85)</b>	<b>-0.04%</b>
<b>Program Expenses</b>						
<b>Compensation Expense</b>						
Administration Staff	114,422.99	873,973.72	1,473,642.70	1,448,976.96	(24,665.74)	-1.70%
Instructional Staff	648,974.25	4,011,052.17	8,489,675.50	8,499,518.16	9,842.66	0.12%
<b>Total Compensation Expense</b>	<b>763,397.24</b>	<b>4,885,025.90</b>	<b>9,963,318.21</b>	<b>9,948,495.12</b>	<b>(14,823.09)</b>	<b>-0.15%</b>
<b>Fee Based Expenses</b>						
Enrollment/Unit Based Fees	485,980.25	3,286,374.48	5,799,831.14	5,756,496.84	(43,334.30)	-0.75%
Revenue Based Fees	145,267.25	1,065,092.50	1,806,546.91	1,806,434.35	(112.56)	-0.01%
<b>Total Fee Based Expenses</b>	<b>631,247.50</b>	<b>4,351,466.98</b>	<b>7,606,378.05</b>	<b>7,562,931.19</b>	<b>(43,446.86)</b>	<b>-0.57%</b>
<b>Other School Expenses</b>						
Assessment	12,607.26	32,352.19	264,073.51	264,073.51	-	0.00%
Authorizer Oversight	22,085.77	156,710.23	267,139.09	267,468.09	329.00	0.12%
Employee Related	23,444.78	226,219.62	304,992.97	304,992.97	-	0.00%
Facilities	20,809.92	96,047.18	239,286.63	239,286.63	-	0.00%
Governance	644.73	26,146.32	45,843.44	45,763.44	(80.00)	-0.17%
Internet Service Provider	-	26,503.66	89,000.00	89,000.00	-	0.00%
Instructional	-	46,374.78	128,083.86	189,695.28	61,611.42	32.48%
Professional Services	17,029.21	92,173.96	179,145.54	131,312.19	(47,833.35)	-36.43%
Student Related	328,292.13	767,596.62	1,375,996.62	1,362,000.00	(13,996.62)	-1.03%
Taxes	10,947.69	69,518.13	115,183.35	111,013.13	(4,170.22)	-3.76%
<b>Total Other School Expenses</b>	<b>435,861.49</b>	<b>1,539,642.69</b>	<b>3,008,745.01</b>	<b>3,004,605.24</b>	<b>(4,139.77)</b>	<b>-0.14%</b>
<b>Total Program Expenses</b>	<b>1,830,506.22</b>	<b>10,776,135.57</b>	<b>20,578,441.26</b>	<b>20,516,031.55</b>	<b>(62,409.72)</b>	<b>-0.30%</b>
<b>Net Increase (Decrease)</b>	<b>422,433.10</b>	<b>(361,171.60)</b>	<b>2,349,972.68</b>	<b>2,420,775.25</b>	<b>(70,802.57)</b>	
<b>Beginning fund balance</b>	<b>2,304,528.42</b>	<b>2,304,528.42</b>	<b>2,304,528.42</b>		<b>2,304,528.42</b>	
<b>Ending fund balance</b>	<b>2,726,961.52</b>	<b>1,943,356.82</b>	<b>4,654,501.10</b>		<b>4,654,501.10</b>	



**California Connections Academy Northern California**  
**Balance Sheet**  
**January 31, 2023**

**ASSETS**

**Cash and Short Term Investments:**

Operating	\$	485,553.47
Holding		5,661,527.35
Petty Cash		300.75
		-----
<b>Total Cash and Short Term Investments</b>		<b>6,147,381.57</b>

**Other Current Assets:**

Pupil Funding	3,563,826.23	
SPED Funding State	(30,751.93)	
Other State Receivables	106,848.25	
Federal Programs	303,325.00	
Due from CalOPS Schools	37,007.63	
Prepaid Expenses	187,751.81	
		-----
<b>Total Other Current Assets</b>	<b>4,168,006.99</b>	

<b>Total Current Assets</b>	<b>10,315,388.56</b>	
		-----

<b>Total Assets</b>	<b>\$</b>	<b>10,315,388.56</b>
		=====

**LIABILITIES**

**Current Liabilities:**

Due to (from) Pearson Online and Blended Learning	\$	1,929,885.83
CalOPS Payroll Liability		2,995,570.59
CalOPS Pass Through Expense Liability		1,219,063.07
Accrued Expenses		26,503.66
Deferred Rent		8,658.00
Deferred Revenue		1,378,483.75
Accounts Payable		813,866.84
		-----
<b>Total Current Liabilities</b>		<b>8,372,031.74</b>

<b>Total Liabilities</b>	<b>8,372,031.74</b>	
		-----

**FUND BALANCE**

Beginning Fund Balance	2,304,528.42	
Change in Fund Balance	(361,171.60)	
		-----

<b>Ending Fund Balance</b>	<b>1,943,356.82</b>	
		-----

<b>Total Liabilities and Fund Balance</b>	<b>\$</b>	<b>10,315,388.56</b>
		=====

**California Connections Academy Northern California**  
**Schedule of Revenue**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>Revenue</b>					
<b>State Funding</b>					
LCFF / General Purpose Block Grant - State	1,211,848.71	5,552,161.02	11,356,693.00	11,351,969.00	4,724.00
LCFF / General Purpose Block Grant - State EPA	525,040.73	2,405,509.33	4,920,360.00	4,918,314.00	2,046.00
Lottery	42,362.44	194,234.44	397,297.70	400,670.53	(3,372.83)
Mandated Cost Reimbursement	5,111.11	22,488.89	46,000.00	46,000.00	-
Special Education Pass through funds - State	146,570.46	672,034.75	1,374,616.53	1,386,286.22	(11,669.70)
A-G Completion Improvement Grant	-	-	41,382.67	41,382.67	-
Educator Effectiveness Block Grant	-	-	59,690.33	59,690.33	-
ERMHS	20,559.00	35,026.00	103,851.73	103,851.73	-
Universal TK Grant	-	-	55,846.00	55,846.00	-
<b>Total State Funding</b>	<b>1,951,492.45</b>	<b>8,881,454.42</b>	<b>18,355,737.96</b>	<b>18,364,010.48</b>	<b>(8,272.52)</b>
<b>Federal &amp; Other Programs Funding</b>					
Title I	-	-	238,019.00	238,019.00	-
Title II	-	-	40,655.00	40,655.00	-
Title IV	-	-	16,266.00	16,266.00	-
IDEA	-	-	186,500.00	186,500.00	-
E-Rate	-	1,053.02	1,053.02	4,300.00	(3,246.98)
ESSER Funding	-	142,436.00	1,255,253.31	1,255,253.31	-
<b>Total Federal &amp; Other Programs Funding</b>	<b>-</b>	<b>143,489.02</b>	<b>1,737,746.33</b>	<b>1,740,993.31</b>	<b>(3,246.98)</b>
<b>Local Funding</b>					
LCFF / General Purpose Block Grant - Local	301,446.87	1,381,099.87	2,824,977.00	2,823,803.00	1,174.00
<b>Total Local Funding</b>	<b>301,446.87</b>	<b>1,381,099.87</b>	<b>2,824,977.00</b>	<b>2,823,803.00</b>	<b>1,174.00</b>
<b>Other Funding</b>					
Interest	-	6,968.00	8,000.00	8,000.00	-
Miscellaneous	-	1,952.65	1,952.65	-	1,952.65
<b>Total Other Funding</b>	<b>-</b>	<b>8,920.65</b>	<b>9,952.65</b>	<b>8,000.00</b>	<b>1,952.65</b>
<b>Total Revenue</b>	<b>2,252,939.32</b>	<b>10,414,963.96</b>	<b>22,928,413.94</b>	<b>22,936,806.79</b>	<b>(8,392.85)</b>

**California Connections Academy Northern California**  
**Schedule of Fees**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>SCHEDULE OF COMPENSATION:</b>					
<b>Administrative Compensation</b>					
Salaries	78,847.47	633,027.44	1,061,241.47	1,047,395.10	(13,846.37)
Benefits	20,106.10	161,421.99	270,616.57	267,085.77	(3,530.80)
Pension	10,718.91	54,921.37	105,573.71	96,927.69	(8,646.02)
Taxes	4,750.50	24,602.92	36,210.95	37,568.40	1,357.45
<b>Total Administrative Compensation</b>	<b>114,422.99</b>	<b>873,973.72</b>	<b>1,473,642.70</b>	<b>1,448,976.96</b>	<b>(24,665.74)</b>
<b>Instructional Compensation</b>					
Salaries	425,222.82	2,849,492.89	5,897,975.04	5,956,987.18	59,012.14
Benefits	108,431.82	731,799.43	1,509,162.38	1,524,210.47	15,048.09
Pension	95,107.38	375,384.58	967,193.16	904,307.60	(62,885.56)
Taxes	20,212.23	54,375.28	115,344.92	114,012.91	(1,332.01)
<b>Total Instructional Compensation</b>	<b>648,974.25</b>	<b>4,011,052.17</b>	<b>8,489,675.50</b>	<b>8,499,518.16</b>	<b>9,842.66</b>
<b>Total Compensation</b>	<b>763,397.24</b>	<b>4,885,025.90</b>	<b>9,963,318.21</b>	<b>9,948,495.12</b>	<b>(14,823.09)</b>
<b>SCHEDULE OF FEES:</b>					
<b>Enrollment/Unit-Based Fees</b>					
Accounting and Regulatory Reporting	6,983.33	51,683.33	88,047.63	88,309.89	262.25
Community Outreach	4,166.67	29,166.67	50,000.00	50,000.00	-
Connexus Annual License (EMS)	83,800.00	620,200.00	1,056,571.59	1,059,718.69	3,147.09
Curriculum Postage	6,184.75	44,332.75	75,946.87	78,275.71	2,328.83
Direct Course Instruction Support	4,400.00	17,723.75	47,824.95	47,824.95	-
Educational Resource Center	17,598.00	130,242.00	221,880.03	222,540.92	660.89
Enrollment and Records Management	7,496.67	53,736.67	92,056.82	94,879.64	2,822.82
Facility Support Services	525.00	3,675.00	6,442.48	6,442.48	-
Hardware/Software - Employees	4,350.00	32,550.00	57,052.79	56,423.25	(629.54)
Human Resources Support	9,062.50	67,812.50	118,859.99	117,548.43	(1,311.55)
ISP Processing Fee	3,006.86	20,949.76	35,880.27	36,532.26	651.98
School Curriculum Supplies	3,125.00	23,625.00	41,748.56	41,328.51	(420.05)
Short-Term Sub Teaching Services	1,035.01	56,219.13	56,219.13	25,835.74	(30,383.39)
Special Populations Consultative Services	43,500.00	170,250.00	430,695.12	416,102.34	(14,592.78)
Student Technology Assistance- Laptops	77,577.08	440,402.08	777,400.00	708,400.00	(69,000.00)
Tangible/Intangible Instr. Materials	192,219.38	1,368,755.84	2,344,830.31	2,407,550.41	62,720.10
Technical Support and Repairs	20,950.00	155,050.00	264,142.90	264,929.67	786.77
Voice Over IP Services	-	-	34,231.68	33,853.95	(377.72)
<b>Total Enrollment/Unit Based Fees</b>	<b>485,980.25</b>	<b>3,286,374.48</b>	<b>5,799,831.14</b>	<b>5,756,496.84</b>	<b>(43,334.30)</b>
<b>Revenue-Based Fees</b>					
Marketing Services	17,090.26	125,305.00	212,534.93	212,521.69	(13.24)
School Administration	102,541.59	751,830.00	1,275,209.58	1,275,130.13	(79.45)
Treasury Services	25,635.40	187,957.50	318,802.40	318,782.53	(19.86)
<b>Total Revenue Based Fees</b>	<b>145,267.25</b>	<b>1,065,092.50</b>	<b>1,806,546.91</b>	<b>1,806,434.35</b>	<b>(112.56)</b>
<b>Total Fee-Based Expenses</b>	<b>631,247.50</b>	<b>4,351,466.98</b>	<b>7,606,378.05</b>	<b>7,562,931.19</b>	<b>(43,446.86)</b>

**California Connections Academy Northern California**  
**Schedule Other Expenses**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>SCHEDULE OF OTHER SCHOOL EXPENSES:</b>					
<b>Assessment</b>					
Student Testing & Assessment Facilities & Services	12,596.83	28,866.61	131,000.00	131,000.00	-
Student Testing & Assessment Travel	10.43	3,485.58	92,073.51	92,073.51	-
Student Testing Technology	-	-	41,000.00	41,000.00	-
<b>Total Assessment</b>	<b>12,607.26</b>	<b>32,352.19</b>	<b>264,073.51</b>	<b>264,073.51</b>	<b>-</b>
<b>Authorizer Oversight</b>					
District Administrative Fees	833.33	5,833.33	10,000.00	10,000.00	-
District Oversight	15,737.86	112,330.99	191,020.30	190,940.86	(79.44)
SELPA Admin Fee	4,860.83	33,969.71	58,273.89	58,682.33	408.44
STRS Reporting	653.74	4,576.19	7,844.90	7,844.90	-
<b>Total Authorizer Oversight</b>	<b>22,085.77</b>	<b>156,710.23</b>	<b>267,139.09</b>	<b>267,468.09</b>	<b>329.00</b>
<b>Employee Related</b>					
Staff Recruiting/Background Checks	278.49	2,096.12	9,213.55	9,213.55	-
Staff Training/Prof. Dvlpmt	22,389.35	209,761.90	225,694.93	225,694.93	-
Team Building	11.27	6,085.49	17,179.95	17,179.95	-
Travel and Conferences - Administration	680.48	4,957.89	18,194.79	18,194.79	-
Travel and Conferences - Teachers	85.19	3,318.22	34,709.75	34,709.75	-
<b>Total Employee Related</b>	<b>23,444.78</b>	<b>226,219.62</b>	<b>304,992.97</b>	<b>304,992.97</b>	<b>-</b>
<b>Facilities</b>					
Copiers/ Reproduction	148.55	2,037.98	5,764.66	5,764.66	-
Equipment/Supplies	4,160.98	4,160.98	11,000.00	11,000.00	-
Expensed Furniture and Equipment	3,134.04	5,783.44	53,915.89	53,915.89	-
High-Speed Internet	153.96	1,970.24	12,473.52	12,473.52	-
Maintenance & Repairs	393.56	3,249.73	15,190.43	15,190.43	-
Office Postage	213.20	4,263.60	8,092.00	8,092.00	-
Office Rent	7,097.02	49,679.14	87,744.24	87,744.24	-
Office Supplies	747.39	9,721.10	12,385.43	12,385.43	-
Phone	2,451.27	5,636.08	9,255.55	9,255.55	-
Rent Operating Expense	666.35	5,212.39	9,797.04	9,797.04	-
Rent Storage Unit	1,307.45	3,401.61	5,000.00	5,000.00	-
Utilities	336.15	930.89	8,667.87	8,667.87	-
<b>Total Facilities</b>	<b>20,809.92</b>	<b>96,047.18</b>	<b>239,286.63</b>	<b>239,286.63</b>	<b>-</b>
<b>Governance</b>					
Accreditation	80.00	1,250.00	1,250.00	1,170.00	(80.00)
Banking Fees	400.41	1,787.42	5,000.00	5,000.00	-
Board-Related Expenses	-	-	3,472.30	3,472.30	-
Dues - School	164.32	17,368.06	27,000.00	27,000.00	-
Dues - Staff	-	3,358.41	6,738.71	6,738.71	-
Insurance Expenses	-	2,382.43	2,382.43	2,382.43	-
<b>Total Governance</b>	<b>644.73</b>	<b>26,146.32</b>	<b>45,843.44</b>	<b>45,763.44</b>	<b>(80.00)</b>
<b>Internet Service Provider</b>					
ISP Payment Reimbursement	-	26,503.66	89,000.00	89,000.00	-
<b>Total Internet Service Provider</b>	<b>-</b>	<b>26,503.66</b>	<b>89,000.00</b>	<b>89,000.00</b>	<b>-</b>
<b>Instructional</b>					
Other Curriculum	-	46,044.78	127,753.86	127,753.86	-
Summer School	-	330.00	330.00	61,941.42	61,611.42
<b>Total Instructional</b>	<b>-</b>	<b>46,374.78</b>	<b>128,083.86</b>	<b>189,695.28</b>	<b>61,611.42</b>
<b>Professional Services</b>					
Accounting Services/Audit	8,245.93	14,529.28	14,529.28	13,833.96	(695.32)
AERIES	-	13,165.91	13,165.91	13,165.91	-
Legal Services	99.45	13,986.58	65,175.98	65,175.98	-
Legal Special Education	-	6,207.21	21,474.94	21,474.94	-
Other School Contracted Services	8,683.83	43,409.65	63,409.65	16,271.62	(47,138.03)
Other School Expense	-	875.33	1,389.78	1,389.78	-
<b>Total Professional Services</b>	<b>17,029.21</b>	<b>92,173.96</b>	<b>179,145.54</b>	<b>131,312.19</b>	<b>(47,833.35)</b>
<b>Student Related</b>					
Graduation Expense	19,690.12	23,725.05	23,725.05	10,000.00	(13,725.05)
SPED Related Services	307,410.63	715,600.00	1,324,000.00	1,324,000.00	-
Student Activities	1,191.38	28,271.57	28,271.57	28,000.00	(271.57)
<b>Total Student Related</b>	<b>328,292.13</b>	<b>767,596.62</b>	<b>1,375,996.62</b>	<b>1,362,000.00</b>	<b>(13,996.62)</b>
<b>Taxes</b>					
Sales Tax And Use	10,947.69	69,518.13	115,183.35	111,013.13	(4,170.22)
<b>Total Taxes</b>	<b>10,947.69</b>	<b>69,518.13</b>	<b>115,183.35</b>	<b>111,013.13</b>	<b>(4,170.22)</b>
<b>Total Other Expenses</b>	<b>435,861.49</b>	<b>1,539,642.69</b>	<b>3,008,745.01</b>	<b>3,004,605.24</b>	<b>(4,139.77)</b>

**California Connections Academy Southern California**  
**Revenue and Expense Statement**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget \$	Forecast vs Budget %
<b>Forecasted Enrollment</b>						
Forecasted ADM			5,087	5,114	(27)	0.00%
Forecasted Total Enrollment			6,608	6,638	(30)	0.00%
Forecasted Funded Enrollment			4,894	4,922	(27)	-0.56%
<b>Revenue</b>						
State Funding	2,140,782.38	9,696,285.33	20,408,726.00	20,425,626.15	(16,900.16)	0.00%
Federal & Other Program Funding	757,870.00	760,890.87	4,953,828.44	4,962,207.57	(8,379.13)	-0.17%
Local Aid	4,515,757.98	20,375,154.31	41,676,452.00	41,649,189.00	27,263.00	0.07%
Other Funding Sources	12,483.91	26,708.52	26,708.52	10,000.00	16,708.52	167.09%
<b>Total Revenue</b>	<b>7,426,894.27</b>	<b>30,859,039.03</b>	<b>67,065,714.96</b>	<b>67,047,022.72</b>	<b>18,692.23</b>	<b>0.03%</b>
<b>Program Expenses</b>						
<b>Compensation Expense</b>						
Administration Staff	322,357.76	2,462,199.41	4,177,447.97	4,107,632.58	(69,815.39)	-1.70%
Instructional Staff	1,847,380.30	11,241,205.50	23,990,125.08	23,766,340.85	(223,784.23)	-0.94%
<b>Total Compensation Expense</b>	<b>2,169,738.06</b>	<b>13,703,404.91</b>	<b>28,167,573.05</b>	<b>27,873,973.43</b>	<b>(293,599.62)</b>	<b>-1.05%</b>
<b>Fee Based Expenses</b>						
Enrollment/Unit Based Fees	1,576,873.90	9,646,646.27	10,878,788.44	16,592,111.49	5,713,323.04	34.43%
Revenue Based Fees	453,704.94	3,104,712.19	5,287,481.80	5,284,925.94	(2,555.86)	-0.05%
<b>Total Fee Based Expenses</b>	<b>2,030,578.84</b>	<b>12,751,358.46</b>	<b>16,166,270.24</b>	<b>21,877,037.43</b>	<b>5,710,767.18</b>	<b>26.10%</b>
<b>Other School Expenses</b>						
Assessment	14,417.17	63,263.36	830,393.79	830,393.79	-	0.00%
Authorizer Oversight	63,193.73	436,497.23	752,465.89	752,885.44	419.55	0.06%
Employee Related	67,272.94	640,312.54	859,240.39	859,240.39	-	0.00%
Facilities	59,381.77	270,169.35	768,221.65	769,053.49	831.84	0.11%
Governance	1,032.98	88,810.14	119,369.21	105,951.07	(13,418.14)	-12.66%
Internet Service Provider	-	76,356.23	234,356.23	287,000.00	52,643.77	18.34%
Instructional	-	130,433.22	360,574.12	534,418.37	173,844.25	32.53%
Professional Services	48,863.99	255,201.23	476,017.40	369,938.80	(106,078.60)	-28.67%
Student Related	190,722.27	1,798,899.33	4,151,000.00	4,151,000.00	-	0.00%
Other (Income) and Expense	-	(84,581.00)	(84,581.00)	(84,581.00)	-	0.00%
Taxes	34,391.47	193,209.88	327,603.52	311,078.01	(16,525.51)	-5.31%
Pending Allocation	68,932.81	152,180.38	-	-	-	0.00%
<b>Total Other School Expenses</b>	<b>548,209.13</b>	<b>4,020,751.89</b>	<b>8,794,661.20</b>	<b>8,886,378.36</b>	<b>91,717.16</b>	<b>1.03%</b>
<b>Total Program Expenses</b>	<b>4,748,526.03</b>	<b>30,475,515.26</b>	<b>53,128,504.49</b>	<b>58,637,389.22</b>	<b>5,508,884.72</b>	<b>9.39%</b>
<b>Net Increase (Decrease)</b>	<b>2,678,368.24</b>	<b>383,523.77</b>	<b>13,937,210.47</b>	<b>8,409,633.51</b>	<b>5,527,576.96</b>	
<b>Beginning fund balance</b>	<b>9,607,874.68</b>	<b>9,607,874.68</b>	<b>9,607,874.68</b>			
<b>Ending fund balance</b>	<b>12,286,242.92</b>	<b>9,991,398.45</b>	<b>23,545,085.15</b>			

**California Connections Academy Southern California  
Balance Sheet  
January 31, 2023**

**ASSETS**

**Cash and Short Term Investments:**

Payroll	\$	1,531,318.78
Operating Account		2,195,983.84
Holding		15,718,594.19
OCDE Cash Account		2,745,932.85
Petty Cash		300.00

<b>Total Cash and Short Term Investments</b>	<b>22,192,129.66</b>
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**Other Current Assets:**

Pupil Funding	(1,799,415.32)
SPED Funding State	(384,424.41)
Other State Receivables	(362,463.68)
Federal Programs	602,773.00
Due from CalOPS Schools	(12,846.57)
Prepaid Expenses	60,781.43

<b>Total Other Current Assets</b>	<b>(1,895,595.55)</b>
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<b>Total Current Assets</b>	<b>20,296,534.11</b>
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**Fixed Assets:**

Office Equipment - Shelving System	32,521.50
Accumulated Depreciation	(9,575.98)

<b>Net Fixed Assets</b>	<b>22,945.52</b>
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**Other Assets:**

Rent Deposit InterPres Corporation	20,287.30
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<b>Total Other Assets</b>	<b>20,287.30</b>
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<b>Total Assets</b>	<b>\$ 20,339,766.93</b>
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**LIABILITIES**

**Current Liabilities:**

Due to (from) Pearson Virtual Schools	\$	9,493,879.18
CalOPS Payroll Liability		(5,637,375.14)
CalOPS Pass Through Expense Liability		(2,261,894.72)
Pension Payable		815,915.99
Accrued Expenses		76,356.23
Accrued Credit Card Expenses		152,180.38
Deferred Rent		25,606.00
Deferred Revenue		5,646,134.70
Accounts Payable		2,037,565.86

<b>Total Current Liabilities</b>	<b>10,348,368.48</b>
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<b>Total Liabilities</b>	<b>10,348,368.48</b>
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**FUND BALANCE**

Beginning Fund Balance	9,607,874.68
Change in Fund Balance	383,523.77

<b>Ending Fund Balance</b>	<b>9,991,398.45</b>
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<b>Total Liabilities and Fund Balance</b>	<b>\$ 20,339,766.93</b>
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**California Connections Academy Southern California**  
**Schedule of Revenue**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget \$
<b>Revenue</b>					
<b>State Funding</b>					
LCFF / General Purpose Block Grant - State	1,456,957.04	6,573,041.68	13,444,858.00	13,429,941.00	14,917.00
LCFF / General Purpose Block Grant - State EPA	105,891.62	478,549.38	978,851.00	984,332.00	(5,481.00)
Lottery	125,481.20	567,080.78	1,159,937.96	1,166,433.07	(6,495.12)
Mandated Cost Reimbursement	15,666.67	68,933.34	141,000.00	141,000.00	-
Special Education Pass through funds - State	434,154.35	1,962,051.64	4,013,287.45	4,035,759.99	(22,472.55)
A-G Completion Improvement Grant	-	-	116,494.00	116,494.00	-
Educator Effectiveness Block Grant	-	-	178,141.67	178,141.67	-
ERMHS	-	43,997.00	257,613.42	257,613.42	-
Star Testing Reimbursement	2,631.50	2,631.50	2,631.50	-	2,631.50
Universal TK Grant	-	-	115,911.00	115,911.00	-
<b>Total State Funding</b>	<b>2,140,782.38</b>	<b>9,696,285.33</b>	<b>20,408,726.00</b>	<b>20,425,626.15</b>	<b>(16,900.16)</b>
<b>Federal &amp; Other Programs Funding</b>					
Title I	670,425.00	670,425.00	776,266.00	776,266.00	-
Title II	32,567.00	32,567.00	129,900.00	129,900.00	-
Title IV	54,878.00	54,878.00	54,862.00	54,862.00	-
IDEA	-	-	568,050.00	568,050.00	-
E-Rate	-	3,020.87	3,020.87	11,400.00	(8,379.13)
ESSER Funding	-	-	3,421,729.57	3,421,729.57	-
<b>Total Federal &amp; Other Programs Funding</b>	<b>757,870.00</b>	<b>760,890.87</b>	<b>4,953,828.44</b>	<b>4,962,207.57</b>	<b>(8,379.13)</b>
<b>Local Funding</b>					
LCFF / General Purpose Block Grant - Local	4,515,757.98	20,375,154.31	41,676,452.00	41,649,189.00	27,263.00
<b>Total Local Funding</b>	<b>4,515,757.98</b>	<b>20,375,154.31</b>	<b>41,676,452.00</b>	<b>41,649,189.00</b>	<b>27,263.00</b>
<b>Other Funding</b>					
Interest	12,483.91	21,095.87	21,095.87	10,000.00	11,095.87
Miscellaneous	-	5,612.65	5,612.65	-	5,612.65
<b>Total Other Funding</b>	<b>12,483.91</b>	<b>26,708.52</b>	<b>26,708.52</b>	<b>10,000.00</b>	<b>16,708.52</b>
<b>Total Revenue</b>	<b>7,426,894.27</b>	<b>30,859,039.03</b>	<b>67,065,714.96</b>	<b>67,047,022.72</b>	<b>18,692.23</b>

**California Connections Academy Southern California**  
**Schedule of Fees**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget \$
<b>SCHEDULE OF COMPENSATION:</b>					
<b>Administrative Compensation</b>					
Salaries	222,132.75	1,783,394.33	2,989,778.80	2,950,770.21	(39,008.59)
Benefits	56,643.85	454,765.54	762,393.59	752,446.45	(9,947.14)
Pension	30,197.81	154,727.05	297,427.17	273,069.20	(24,357.97)
Taxes	13,383.34	69,312.49	127,848.42	131,346.72	3,498.30
<b>Total Administrative Compensation</b>	<b>322,357.76</b>	<b>2,462,199.41</b>	<b>4,177,447.97</b>	<b>4,107,632.58</b>	<b>(69,815.39)</b>
<b>Instructional Compensation</b>					
Salaries	1,210,445.95	7,991,613.77	16,669,471.00	16,662,288.39	(7,182.61)
Benefits	308,663.72	2,053,651.45	4,266,505.05	4,264,673.48	(1,831.57)
Pension	270,734.17	1,043,511.77	2,728,163.37	2,520,576.74	(207,586.63)
Taxes	57,536.46	152,428.51	325,985.66	318,802.24	(7,183.42)
<b>Total Instructional Compensation</b>	<b>1,847,380.30</b>	<b>11,241,205.50</b>	<b>23,990,125.08</b>	<b>23,766,340.85</b>	<b>(223,784.23)</b>
<b>Total Compensation</b>	<b>2,169,738.06</b>	<b>13,703,404.91</b>	<b>28,167,573.05</b>	<b>27,873,973.43</b>	<b>(293,599.62)</b>
<b>SCHEDULE OF FEES:</b>					
<b>Enrollment/Unit-Based Fees</b>					
Accounting and Regulatory Reporting	21,858.33	149,508.33	254,367.98	255,721.81	1,353.83
Community Outreach	45,833.33	320,833.33	550,000.00	550,000.00	-
Connexus Annual License (EMS)	262,300.00	1,794,100.00	3,052,415.77	3,068,661.72	16,245.96
Curriculum Postage	20,765.25	127,685.25	218,063.73	219,041.46	977.73
Direct Course Instruction Support	14,300.00	57,257.75	154,844.33	154,844.33	-
Educational Resource Center	55,083.00	376,761.00	641,007.31	644,418.96	3,411.65
Enrollment and Records Management	25,170.00	154,770.00	264,319.67	265,504.80	1,185.13
Facility Support Services	1,525.00	10,675.00	18,150.06	18,150.06	-
Hardware/Software - Employees	14,600.00	93,800.00	162,407.38	158,958.19	(3,449.19)
Human Resources Support	30,416.67	195,416.67	338,348.71	331,162.90	(7,185.81)
ISP Processing Fee	10,622.84	63,592.47	108,852.58	108,641.33	(211.25)
Special Populations Consultative Services	114,000.00	445,950.00	1,137,140.21	1,095,899.77	(41,240.44)
School Curriculum Supplies	10,291.67	68,541.67	118,842.12	116,432.61	(2,409.51)
Short-Term Sub Teaching Services	2,969.88	160,043.23	160,043.23	32,518.85	(127,524.38)
Student Technology Assistance- Laptops	242,075.00	1,249,762.50	2,199,950.00	1,990,650.00	(209,300.00)
Tangible/Intangible Instr. Materials	639,487.93	3,929,424.07	639,487.00	6,718,964.35	6,079,477.35
Technical Support and Repairs	65,575.00	448,525.00	763,103.94	767,165.43	4,061.49
Voice Over IP Services	-	-	97,444.43	95,374.92	(2,069.51)
<b>Total Enrollment/Unit Based Fees</b>	<b>1,576,873.90</b>	<b>9,646,646.27</b>	<b>10,878,788.44</b>	<b>16,592,111.49</b>	<b>5,713,323.04</b>
<b>Revenue-Based Fees</b>					
Marketing Services	53,377.05	365,260.26	622,056.68	621,755.99	(300.69)
School Administration	320,262.31	2,191,561.54	3,732,340.09	3,730,535.96	(1,804.13)
Treasury Services	80,065.58	547,890.39	933,085.02	932,633.99	(451.03)
<b>Total Revenue Based Fees</b>	<b>453,704.94</b>	<b>3,104,712.19</b>	<b>5,287,481.80</b>	<b>5,284,925.94</b>	<b>(2,555.86)</b>
<b>Total Fee-Based Expenses</b>	<b>2,030,578.84</b>	<b>12,751,358.46</b>	<b>16,166,270.24</b>	<b>21,877,037.43</b>	<b>5,710,767.18</b>



**California Connections Academy Southern California  
Schedule of Other Expenses  
For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget \$
<b>SCHEDULE OF OTHER SCHOOL EXPENSES:</b>					
<b>Assessment</b>					
Student Testing & Assessment Facilities & Services	14,387.23	111,348.03	316,000.00	316,000.00	-
Student Testing & Assessment Travel	29.94	9,828.89	259,393.79	259,393.79	-
Student Testing Technology	-	(57,913.56)	255,000.00	255,000.00	-
<b>Total Assessment</b>	<b>14,417.17</b>	<b>63,263.36</b>	<b>830,393.79</b>	<b>830,393.79</b>	<b>-</b>
<b>Authorizer Oversight</b>					
District Oversight	47,024.58	325,878.72	561,001.61	560,634.62	(366.99)
SELPA Admin Fee	14,327.40	97,726.26	169,363.28	170,149.82	786.54
STRS Reporting	1,841.75	12,892.25	22,101.00	22,101.00	-
<b>Total Authorizer Oversight</b>	<b>63,193.73</b>	<b>436,497.23</b>	<b>752,465.89</b>	<b>752,885.44</b>	<b>419.55</b>
<b>Employee Related</b>					
Staff Recruiting/Background Checks	799.11	5,926.51	25,956.85	25,956.85	-
Staff Training/Prof. Dvlpmt	64,244.46	593,679.24	635,838.25	635,838.25	-
Team Building	32.33	17,149.74	48,400.15	48,400.15	-
Travel and Conferences - Administration	1,952.59	14,187.67	51,259.21	51,259.21	-
Travel and Conferences - Teachers	244.45	9,369.38	97,785.93	97,785.93	-
<b>Total Employee Related</b>	<b>67,272.94</b>	<b>640,312.54</b>	<b>859,240.39</b>	<b>859,240.39</b>	<b>-</b>
<b>Facilities</b>					
Copiers/ Reproduction	426.25	5,800.88	16,240.48	16,240.48	-
Depreciation	180.68	1,264.76	2,168.16	3,000.00	831.84
Equipment/Supplies	20,053.48	20,053.48	124,000.00	124,000.00	-
Expensed Furniture and Equipment	879.02	8,474.21	151,894.35	151,894.35	-
High-Speed Internet	441.78	5,380.72	35,140.98	35,140.98	-
Maintenance & Repairs	1,108.74	9,155.26	42,795.20	42,795.20	-
Office Postage	611.77	12,098.97	22,797.16	22,797.16	-
Office Rent	19,994.04	139,958.28	247,197.15	247,197.15	-
Office Supplies	2,144.56	25,015.48	34,892.80	34,892.80	-
Phone	7,033.72	16,076.54	26,075.18	26,075.18	-
Rent Operating Expense	2,071.53	14,684.63	27,600.68	27,600.68	-
Rent Storage Unit	3,489.17	9,583.16	13,000.00	13,000.00	-
Utilities	947.03	2,622.98	24,419.51	24,419.51	-
<b>Total Facilities</b>	<b>59,381.77</b>	<b>270,169.35</b>	<b>768,221.65</b>	<b>769,053.49</b>	<b>831.84</b>
<b>Governance</b>					
Accreditation	-	1,130.00	1,130.00	1,130.00	-
Banking Fees	561.47	4,738.26	11,000.00	11,000.00	-
Board-Related Expenses	-	-	9,782.33	9,782.33	-
Dues - School	471.51	66,760.38	71,760.38	58,342.24	(13,418.14)
Dues - Staff	-	9,469.61	18,984.61	18,984.61	-
Insurance Expenses	-	6,711.89	6,711.89	6,711.89	-
<b>Total Governance</b>	<b>1,032.98</b>	<b>88,810.14</b>	<b>119,369.21</b>	<b>105,951.07</b>	<b>(13,418.14)</b>
<b>Internet Service Provider</b>					
ISP Payment Reimbursement	-	76,356.23	234,356.23	287,000.00	52,643.77
<b>Total Internet Service Provider</b>	<b>-</b>	<b>76,356.23</b>	<b>234,356.23</b>	<b>287,000.00</b>	<b>52,643.77</b>
<b>Instructional</b>					
Other Curriculum	-	129,773.22	359,914.12	359,914.12	-
Summer School	-	660.00	660.00	174,504.25	173,844.25
<b>Total Instructional</b>	<b>-</b>	<b>130,433.22</b>	<b>360,574.12</b>	<b>534,418.37</b>	<b>173,844.25</b>
<b>Professional Services</b>					
Accounting Services/Audit	23,661.04	41,503.49	41,503.49	38,973.66	(2,529.83)
AERIES	-	37,091.62	37,091.62	37,091.62	-
Legal Services	285.35	13,500.89	183,616.81	183,616.81	-
Legal Special Education	-	36,659.27	60,500.19	60,500.19	-
Other School Contracted Services	24,917.60	124,389.94	149,389.94	45,841.17	(103,548.77)
Other School Expense	-	2,056.02	3,915.35	3,915.35	-
<b>Total Professional Services</b>	<b>48,863.99</b>	<b>255,201.23</b>	<b>476,017.40</b>	<b>369,938.80</b>	<b>(106,078.60)</b>
<b>Student Related</b>					
Graduation Expense	-	8,043.25	55,000.00	55,000.00	-
SPED Related Services	184,291.59	1,728,405.95	3,997,000.00	3,997,000.00	-
Student Activities	6,430.68	62,450.13	99,000.00	99,000.00	-
<b>Total Student Related</b>	<b>190,722.27</b>	<b>1,798,899.33</b>	<b>4,151,000.00</b>	<b>4,151,000.00</b>	<b>-</b>
<b>Other (Income) and Expense</b>					
Gain from Insurance Claims	-	(84,581.00)	(84,581.00)	(84,581.00)	-
<b>Total Other (Income) and Expense</b>	<b>-</b>	<b>(84,581.00)</b>	<b>(84,581.00)</b>	<b>(84,581.00)</b>	<b>-</b>
<b>Taxes</b>					
Sales Tax And Use	34,391.47	193,209.88	327,603.52	311,078.01	(16,525.51)
<b>Total Taxes</b>	<b>34,391.47</b>	<b>193,209.88</b>	<b>327,603.52</b>	<b>311,078.01</b>	<b>(16,525.51)</b>
<b>Pending Allocation</b>					
Expenses Pending Allocation	68,932.81	152,180.38	-	-	-
<b>Total Pending Allocation</b>	<b>68,932.81</b>	<b>152,180.38</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Expenses</b>	<b>548,209.13</b>	<b>4,020,751.89</b>	<b>8,794,661.20</b>	<b>8,886,378.36</b>	<b>91,717.16</b>



## California Online Public Schools (CalOPS) Board Meeting Minutes

**DATE:** Jan 24th, 2023

**TIME:** 3:30pm

**LOCATION:** CalCA NorCal: 580 N. Wilma Avenue, Suite G, Ripon, CA 95366  
CalCA SoCal: 33272 Valle Road, San Juan Capistrano, CA 92675  
23091 Arden Street, Lake Forest, CA 92630  
1201 Cara Road, Dinuba, CA 93618  
8422 Madison Avenue, Fair Oaks, CA 95628 3753 W. Norberry Street, Lancaster, CA 93536  
32946 Calle San Marcos San Juan Capistrano, 92675  
9423 Reseda Blvd. Apt#230, Northridge, CA 91324 5716  
Owl's Nest Drive, Santa Rosa, CA 95409

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### I. Call to Order

As there was no quorum at the start of the meeting, those present reviewed oral reports, and all other items were postponed to a point later in the meeting when all participants were present and able to hear each other. It was noted that both the SoCal and NorCal offices were open for in person attendance by members of the public.

### II. Roll Call

Board Members Present at Roll Call: Diana Rivas, Eric Wickliffe, and Melissa Nunez (all via phone);

Board Members Absent: Elaine Pavlich, Paul Hedrick, and Michael Henjum;

Board Members joined during the Meeting: Adam Pulsipher (via phone);

Guests Present: Lachelle Carter (in person at CalCA Southern California); Bernie Jamero (in person at NorCal Office); Dr. Richard Savage, Superintendent; Dr. Richie Romero, Deputy Superintendent; Leslie Dombek, Tara Mannix, Dan Hertzler, Marcus White, and Heather Tamayo, School staff; Laura Johnson, Donna Kozub, and Tanya Snyder, Pearson Virtual Schools staff (all via phone).

### III. Public Comment

There were no public comments at this time.

### IV. Oral Reports

#### a. Superintendent's Report

Dr. Savage provided the Board with an update from school leadership.

b. Principals' Reports

1. Elementary School

Dr. Savage asked the Board whether they had any questions or comments on the written report received by the Elementary School Principal, Mr. White. There were no questions from the Board at this time.

2. Middle School

Dr. Savage asked the Board whether they had any questions or comments on the written report received by the Middle School Principal, Ms. Tamayo. There were no questions from the Board at this time.

3. High School

Dr. Savage asked the Board whether they had any questions or comments on the written report received by the High School Principal, Ms. Mannix. There were no questions from the Board at this time.

[Mr. Pulsipher joined the meeting at 3:40 pm, thereby giving the Board quorum.]

c. CalCA Financial Report

1. Consolidated Financial Report

Ms. Carter provided the Board with an update on all the CalCA School's financials. Ms. Pavlich asked the Board whether they had any questions or comments on the consolidated financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

2. CalCA Central Coast Financial Report

Ms. Carter asked the Board whether they had any questions or comments on the written CalCA Central Coast financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

3. CalCA Central Valley Financial Report

Ms. Carter asked the Board whether they had any questions or comments on the written CalCA Central Valley financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

4. CalCA Monterey Bay Financial Report

Ms. Carter asked the Board whether they had any questions or comments on the written CalCA Monterey Bay financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

5. CalCA North Bay Financial Report

Ms. Carter asked the Board whether they had any questions or comments on

the written CalCA North Bay financial report, as included in the Board meeting materials. There were no questions from the Board at this time.

6. CalCA Northern California Financial Report

Ms. Carter asked the Board whether they had any questions or comments on the written CalCA Northern California Financial Report, as included in the Board meeting materials. There were no questions from the Board at this time.

7. CalCA Southern California Financial Report

Ms. Carter asked the Board whether they had any questions or comments on the written CalCA Southern California Financial Report, as included in the Board meeting materials. There were no questions from the Board at this time.

8. 1099 Update

Ms. Carter provided the Board with an update on the annual review and filing process for the Form 1099, as detailed within her written report.

[Ms. Rivas called the meeting to order at 3:54 pm and conducted a roll call for the record before the Board continued with its agenda.]

d. Policy and Compliance Report

After Ms. Rivas called the meeting to order and conducted the roll call, Mr. Hertzler reviewed with the Board the policy and compliance items, as included in the Board meeting materials.

1. P1 Attendance Reporting Update

Mr. Hertzler provided the Board with an update on the P1 attendance reporting submission, including the enrollment reported for each school and expectations for the P2 attendance reporting based on historical trends. He explained that the attendance team was able to submit these documents before the required date and noted that he was satisfied with how smoothly the process went.

2. Form 700 Reminders

Mr. Hertzler provided the Board with a reminder on their annual filing process for the Statement of Economic Interest, also known as the Form 700. He explained that Board members should have gotten an email regarding these forms, and that Mr. Wickliffe and Ms. Nunez do not need to complete this form as they have recently joined the Board and the document is not required until next year. He noted that the deadline for this form for other Board members is April 1, 2023.

**V. Ratification of Board Actions Taken from September 27, 2022 to October 25, 2022**

Ms. Rivas presented to the Board the ratification of Board actions taken from September 27, 2022 – October 25, 2022. There being no further discussion or changes

noted, a motion was made and seconded as follows:

RESOLVED, the ratification of Board actions taken from September 27, 2022 – October 25, 2022, as presented, is hereby approved.

A roll call vote was conducted the motion passed unanimously.

## **VI. Routine Business**

### a. Approval of Agenda

Ms. Rivas asked the Board to review the Agenda distributed prior to the meeting and posted in compliance with the Brown Act requirements. There being no changes noted, the following motion was made and seconded as follows:

RESOLVED, that the Agenda for the January 24, 2023 Board meeting, as presented, is hereby approved.

The motion was approved unanimously via a roll call vote.

## **VII. Consent Items**

Ms. Pavlich asked Board Members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the December 6, 2022 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Pearson Invoice(s);
- d. Approval of School Accountability Report Cards (SARC); and
- e. Approval of 2023-2024 Master Agreement; are hereby approved.

The motion was approved unanimously via a roll call vote.

## **VIII. Action Items**

### a. Approval of Outreach Recruitment Targets and Board Resolution Regarding Enrollment Limits for the 2023-2024 School Year

Dr. Savage reviewed with the Board the proposed school enrollment limits and Board resolution for the 2023-2024 school year as included in the Board materials. Dr. Savage noted that the overall enrollment goal is 9,000 students, and he expressed confidence that they will be able to meet this goal. The Board discussed the proposed targets and growth percentage from the current school year with Dr. Savage. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the outreach recruitment target of 9,000 students and Board resolution regarding enrollment limits for the 2023-2024 School Year, as discussed, are hereby approved.

The motion passed unanimously via a roll call vote.

**IX. Information Items**

a. State Accountability Update

1. School Enhancement Target (SET) Quarter One

Ms. Dombek presented the School Enhancement Target (SET) Quarter One to the Board, as included in the Board meeting materials. The Board discussed these numbers at length.

b. Legislative Update

Mr. Hertzler provided the Board with an update on predicted legislative activities in the state. He explained that his update was focused on budget and funding, and he noted that the school will continue to follow legislative activities as they further develop.

c. School Success Partner (SSP) Update

Ms. Johnson presented to the Board on behalf of the School Success Partner (SSP) team. She explained that enrollment would open on February 1, 2023 and that there are many preparations being made to support second semester enrollment. Ms. Johnson also noted that retention is key and that changes may be made through marketing to adapt to the changing post covid environment. She explained more information would be provided as this effort develops.

d. Sponsoring District(s) Update

Dr. Savage explained that there have been staffing changes in Cayuga Unified School District and that the superintendent will be replaced. He explained that he will be able to provide more information once a new Superintendent is appointed.

Dr. Savage informed the Board that the school presented at the Scott's Valley Unified School District, as they do annually, and that this went very well.

e. Academic Success Partner (ASP) Update

Ms. Sanchez-Reyes presented to the Board on behalf of the School Success Partner (SSP) team. She noted that there is a new instructional support position within Pearson Virtual Schools, and the Instructional Partner has been introduced to the CalCA leadership team.

f. Sponsoring District(s) Update

Dr. Savage discussed this item at an earlier point in the meeting.

[Everyone left the meeting at 4:50 pm with the exception of Diana Rivas, Eric Wickliffe, Melissa Nunez, Adam Pulsipher, Chandre S. Reyes and Tanya Snyder.]

**X. CLOSED SESSION - Brown Act; Cal. Gov't Code §54957(b) – to consider appointment, employment, evaluation of performance, discipline of an employee, Title: Executive Director of California Connections Academies**

The Board entered into closed session at 4:51 pm upon a motion being made, seconded and confirmed via a roll call vote of all Board members present pursuant to Brown Act § 54957(b) to consider appointment, employment, evaluation of performance, discipline or dismissal of an employee; Title: Executive Director of California Connections Academies. Board members in attendance were: Diana Rivas, Eric Wickliffe, Melissa Nunez, and Adam Pulsipher. Guests invited by the Board to attend were: Chandre Sanchez Reyes and Tanya Snyder. All closed session participants either used headsets or were alone in a room for privacy purposes. All others left the meeting at this time.

The Board ended closed session and entered open session at 5:10 pm upon a motion being made, seconded and confirmed via roll call vote of all Board members present. No action was taken during closed session.

**XI. Adjournment and Confirmation of the Next Meeting on Tuesday, February 28, 2023 at 3:30 pm PT**

There being no further business to discuss, the meeting was adjourned at 5:11 pm. The next meeting is scheduled for Tuesday, February 28, 2023 at 3:30 pm PT.

**CalOPS Staffing Report**

New Hires

Employee Name (Last Suffix, First MI)	Job Title	Hourly Rate or Annual Salary	Last Hire Date
Atkison Stanton, Leif	Teacher—Secondary	\$58,970.00	01/23/2023
Di Maio, Crystal	Teacher—Special Ed	\$63,470.00	01/23/2023

Departing Employees

Employee Name (Last Suffix, First MI)	Job Title	Termination Date	Termination Reason
Chaidez, Christopher I.	Teacher—Special Ed	02/06/2023	Personal Reasons
Clark, Jacqueline M.	Teacher—Special Ed	02/02/2023	No Reason Given
Simmons, Hollie B.	Teacher—Secondary	02/02/2023	Personal Reasons
Ziegler, Kaitlyn	School Counselor	02/10/2023	Career Change

Departing Employees

Commented [AJ1]:

Employee Name (Last Suffix, First MI)	Old Value Description	New Value Description	Hourly Rate or Annual Salary	Date In Job
Anderson, Britnie C.	School Admin Asst I	School Admin Asst III	\$24.00	02/09/2023
Kain, Jamie M.	Teacher—Special Ed	Coord St Services	\$74,000.00	02/01/2023
Kelm, Jerri J.	Teacher—Secondary	Asst Dir of Student Services	\$85,000.00	02/01/2023



# Leif Elias Atkison Stanton

They/Them/Theirs

(661)304-1456

[lstanton@pearsoneducator.com](mailto:lstanton@pearsoneducator.com)

## Education

August 2014 - August 2021

**B.A. Gender and Sexuality Studies** - *University of California, Irvine, 2019*

**B.A. Education Sciences** - *University of California, Irvine, 2019*

**M.A. Teaching** - *University of California, Irvine, 2021*

## Work Experience

September 2022 - Current

**California Connections Academy** - *Substitute Teacher*

- Supported the English department as a substitute teacher for English 11.
- Attended all PCR, Staff, and Department meetings as well as biweekly meetings with my Substitute Supervisor and her substitutes.

August 2021 - March 2022

**Shoreline Public Schools** - *Certificated English Teacher*

- Full-time teaching work as a 9th and 11th Grade English Teacher for Shorecrest High School.
- Independently taught four classes of students, and co-taught one section of English Language Learner students.
- Worked closely with transgender and other LGBTQ2S+ students by advising for the Gender and Sexuality Alliance and for the Consent Club.
- Actively worked with peers and administration to make the curriculum more BIPOC and LGBTQ2S+ centered, and to have more diverse cultures celebrated in the classroom.

August 2020 - June 2021

**Santa Ana Public School District** - *Student Teacher*

- Middle College High School served a low-income population of dual-language students who largely lived in housing and food insecurity.
- Student taught virtually via Zoom for Middle College High School in Santa Ana, California.
- Taught for 11th grade English, and all levels of Drama Theater classes.
- Worked closely with transgender and other LGBTQ2S+ students.

July 2019- April 2020

**Joann Fabrics and Crafts, Huntington Beach CA** - *Classroom Instructor*

- Part-time teacher in a classroom setting for ages 8+ teaching Sewing, Embroidery, Painting and other craft skills.

## Volunteer Experience

January 2018, 2019, and 2020

### **T\* Camp, Southern California - Student Facilitator**

- Supervised and led discussions with transgender college students over a three-day camp in Southern California lead and run by transgender people in January of 2018, 2019, and 2020.
- Led discussions and panels on subjects relating to gender identity, sexual health and wellness, and relationships.

April 2018-June 2018

### **Independent Study, UC Irvine - Senior Research Thesis**

- Completed research project titled “Dysphoria Does Not Define Us: Towards the Gender Euphoria Model of Transness” which focuses on the historical malpractice against transgender individuals and queering the current DSM-V model of transgender identity.

June 2014 - April 2015

### **Res\*Q Net - Social Media Advisor, Activist**

- Volunteered with the now defunct 501(c)3 organization *Res\*Q Net* which aimed to provide online resources for transgender youth in the United States who could not access in-person transgender resources due to family.
- Wrote and scheduled the weekly newsletter to the organization’s supporters, researched and scripted video content for their YouTube channel.

## Languages

**English - Fluent**

**Spanish - Proficient in reading and writing**

# Crystal DiMaio

Special Education and Elementary Education Teacher

gdimaio79@gmail.com  
559-575-1781

I am hardworking, a fast learner, versatile, and ambitious. I have experience working with students from many different backgrounds and cultures, as well as differing academic levels, including students with special needs. I enjoy working with students and helping them become as independent as their present emotional and intellectual level allows. I enjoy seeing them be successful in their academic, and social/emotional endeavors. I have experience in teaching in a Special Day Classroom and with Co-teaching in a RSP position. I have experience with managing a classroom paraprofessional as well as a one-on-one aide, and with close collaboration with general education teachers.

## Work Experience

### Certificated Education Specialist – Special Day Class and Resource Specialist Teacher 7th Grade Math

*Fresno Unified School District - Clovis, CA*

*January 2021 - June 2022*

- Plan lessons based on students needs and aligned with the California State Standards through a variety of modalities and with differing strategies
- ✚ Plan lessons with a co-teacher and implement them when co-teaching
- ✚ Proctor the SBAC/CAASSP
- ✚ Meet with the Special Education PLC and the 7<sup>th</sup> grade Math PLC
- ✚ Assess English Language Learners progress on their acquisition of the English Language and report on that progress twice a year
- ✚ Assess and write Individualized Educational Plans, and plan, organize and hold IEP meetings: Annuals, Triennials, Amendments, Exiting Special Education, Initials, and Manifestation Determination meetings
- ✚ Continuously do progress monitoring on student's IEP goals and report on that progress quarterly
- ✚ Collaborate with the school psychologist about students on my caseload and their needs
- ✚ Meet with and collaborate with the school therapist (onsite counseling services), Speech Therapist and Occupational Therapist about students on my caseload
- ✚ Collaborate with General Education teachers about students in their class who are on my caseload
- ✚ Manage my classroom aides and their daily duties, as well as the one-on-one aide working with a student on my caseload
- ✚

- # Write and implement Behavior Intervention Plans
- # Regularly monitor and check in with students on my caseload with Behavior Intervention Plans
- # Participate in SST meetings on students in General Education when asked
- # Manage classroom behaviors consistently and effectively
- # Cover for other teachers when needed, Special Education and General Education
- # Teach Social Emotional Lessons as directed by administration and leadership

## Substitute Teacher K-12/Special Education & Substitute SPED Instructional Assistant

*Clovis Unified School District - Clovis, CA*

*January 2021 - June 2021*

- # Teach small groups of students or one-on-one in the Special Education setting
- # Help with teacher prep for upcoming lessons
- # Manage student behaviors when necessary
- # Keep students on task and learning

## Student Teacher (Grade 3 General Education and Grade 8 Special Education)

*Fresno Unified School District - Fresno, CA*

*August 2020 - December 2020*

- # Work under the direction of the master teacher
- # Teach students lessons that the teacher and I created
- # Create lesson plans for multiple subjects
- # Create lesson plans with accommodations for students with disabilities and English Language Learners
- # Create Assessments and use data to plan small group instruction
- # Track student progress to plan for small group instruction
- # Lead the classroom instruction with the master teacher acting as an assistant
- # Co-teach in general education setting for students in an RSP program (Grade 8 Sped)
- # Work with students on IEP goals in one-on-one setting (Grade 8 Sped)
- # Collaborate with grade level PLC
- # Review Individualized Educational Plans with the Special Education Master Teacher and create new goals when necessary
- # Observed a Triennial and Initial Assessment
- # Observed IEP meetings, both Annual and an Initial
- # Participated in School staff meetings

## Special Education Paraprofessional - Level 2

*Clovis Unified School District - Clovis, CA*

*August 2018 - June 2020*

- # Assisted students with special needs in a general education setting
- # Provided guidance to students in meeting their IEP goals
- # Tracked student progress in meeting IEP goals
- # Tracked and managed student behaviors using the ABA technique and collaborated with the school and district psychologist regarding those behaviors and the data collected

- ✚ Collaborated with other specialized service providers about the students I worked with and provided support to the students in meeting their specialized service goals.
- ✚ Collaborated with my immediate supervisor and the school GIS (Vice Principal) regarding students' placement and needs.
- ✚ Advocated for the students I worked with in meetings with my immediate supervisor and my school site GIS (i.e., a lower soap dispenser for a student that is in a wheelchair and could not reach the soap dispenser on the wall)
- ✚ Modeled ways and strategies for teachers on how to manage unwanted classroom behaviors from students who were diagnosed as being on the Autism Spectrum
- ✚ During this time, I was highly regarded at my school for my effectiveness in working with students on the spectrum in a general education setting, as well as working with students with social/behavioral concerns.

### Special Education Paraprofessional – Level 3

*Koogler Middle School - Aztec, NM*

*August 2016 - June 2017*

- ✚ Adapted classroom activities based on students' needs and teacher direction.
- ✚ Made copies of lessons, managed classroom behaviors, tracked student performances on meeting IEP goals
- ✚ Implemented academic instruction and lead small group instructional groups as needed
- ✚ Maintained instructional materials and student files
- ✚ Maintained composure when dealing with students' outbursts and defiant behaviors, redirecting them with strategies I was trained to use in those circumstances
- ✚ Maintained a safe classroom environment for all staff and students
- ✚ Regularly monitor and check in with students on my caseload with Behavior Intervention Plans
- ✚ Monitored special education students when they were at lunch, or during the adaptive PE period that I planned and implemented
- ✚ Participated in the reporting and gathering of information for IEP meetings and updates for specialized service providers
- ✚ Responded to emergency situations such as fights and lockdowns, as well as out of control Special Education students
- ✚ CPI certificate
- ✚ CPR/First Aide Certificate

### Library Assistant (Teacher Assistant)

*McCoy Avenue Elementary - Aztec, NM*

*November 2015 - May 2016*

- ✚ Taught the daily lessons for each grades K-3 with STEM lessons on Fridays
- ✚ Ran regular reports for teachers on past due materials and students who had a balance due to damaged or lost materials
- ✚ Ran the front desk and checked books in and out of the library

- Expedited running reports by adding them to a favorites list and generated reports to help with tracking the total monetary loss for the year for lost and damaged materials
- ✚ Sorted and shelved books according to their categorization
- ✚ Registered new students maintained and updated current ones and removed students and teachers that were no longer at the school
- ✚ Cataloged new arrivals
- ✚ Repaired damaged books
- ✚ Managed requests from teacher on specific materials and made recommendations as needed
- ✚ Assisted with cataloging audio-visual materials and other mediums.
- ✚ Managed payment of fines
- ✚ Managed classrooms and the students' behaviors while they were in the library and resolving disputes between students
- ✚ Created a friendly atmosphere through decorating the library with educational materials and bulletin boards to establish a more inviting place for all students and staff
- ✚ CPI certificate
- ✚ CPR/First Aide Certificate

## School Bus Driver

*Aztec Municipal School District No. 2 - Aztec, NM August 2013 - November 2015*

- ✚ Transport students to and from school/home
- ✚ Always maintain safety of students and other passengers
- ✚ Obey all traffic laws
- ✚ Always maintain and clean and mechanically sound bus
- ✚ Assist students with Special Needs with getting on and off the bus: running the wheelchair lift and securing wheelchairs as needed
- ✚ Discipline students as needed to maintain a safe environment
- ✚ Perform inspections of the bus before and after each route
- ✚ Attend safety meetings as required
- ✚ CPI certificate
- ✚ CPR/First Aide Certificate

## Education

### **BACHELOR OF ARTS IN SPECIAL EDUCATION (K-12) M/M WITH LICENSURE IN ELEMENTARY EDUCATION**

*Western Governors University - Utah October 2017 - January 2021*

- ✚ Maintained between a 3.0 and 4.0 GPA (a competency-based program)
- ✚ Received awards for exemplary performance on assessments on two occasions

### **ASSOCIATES IN LIBERAL ARTS**

*San Juan Community College - Farmington, NM January 2012 - May 2014*

- ✚ Maintained between a 3.5 and 4.0 GPA

- ✚ Made the Dean's Honor Roll in two out of four semesters
- ✚ Made the Honor Roll in two out of four semesters
- ✚ Member of Phi Theta Kappa National Honor Society
- ✚ Participated in Phi Theta Kappa events on campus

## **HIGH SCHOOL DIPLOMA**

*Kirtland Central High School - Kirtland, NM*

*August 1994 - May 1997*

- ✚ Member of Teens Advocating for Sexual Abstinence (paid position)

## Certifications and Licenses

### **ELEMENTARY EDUCATION - UTAH**

01/28/2021 – 06/30/2026

### **SPECIAL EDUCATION (K-12+) MILD/MODERATE - UTAH**

01/28/2021 to 02/01/2026

### **MULTIPLE SUBJECT TEACHING CREDENTIAL - PRELIMINARY LICENSURE - CA**

01/28/2021 to 02/01/2026

### **EDUCATION SPECIALIST INSTRUCTION CREDENTIAL – LEVEL 1 - CA**

01/28/2021 to 02/01/2026

### **CERTIFICATE OF CLEARANCE - CA**

07/15/2019 to 08/01/2024

### **CROSS-CULTURAL LANGUAGE AND ACADEMIC DEVELOPMENT PERMIT - CA**

08/01/2021 to 09/01/2022



Pearson

**INVOICE**

**Customer Bill-to:**  
California Connections Academy Southern  
California  
33272 Valle Road  
San Juan Capistrano, CA 92675

**Attention:**  
Accounts Payable

**Customer Ship-to:**  
California Connections Academy  
Southern California  
33272 Valle Road  
San Juan Capistrano, CA 92675

**Connections Education LLC dba  
Pearson Virtual Schools USA**  
509 S Exeter Street, Suite 202  
Baltimore, MD 21202  
**Tel:** 1-800-843-0019  
**Email:** poblsalesops@pearson.com  
**Tax ID No:**  
68-0519943

**Invoice Number :** 91000012543  
**Date :** 10-FEB-2023  
**Due Date :**  
**Payment Terms :**  
**Customer Account :** 3921999  
**Project Number :** 82067684  
**Currency :** USD  
**Shipment Terms :**  
**Purchase Order Number :** CAPOCA  
**Number of Pages :** Page 1 of 2

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	<b>Bank Address</b> :																																						
	<b>ABA ACH No</b> : 071000039																																						
	<b>ABA Wire No</b> : 026009593																																						
	<b>SWIFT Code</b> : BOFAUS3N																																						
	<b>A/C No</b> : 8188290225																																						
	<b>Bank Account Name</b> : Connections Education LLC dba Pearson Virtual Schools USA																																						



Invoice Number: 91000012543							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82067684	CAPOCA	Direct Charges	26		2,631,251.67	34,391.47	2,665,643.14
82067684	CAPOCA	Pass Through	15		402,046.92	0.00	402,046.92

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 Already registered? Access your online account by visiting <https://ipay2.bizsys.pearson.com>

Invoice Total	Total Quantity	Subtotal	CGST	SGST	IGST	Total Tax	Invoice Total
		USD	USD	USD	USD	USD	USD
	41	\$3,033,298.59	\$	\$	\$	\$34,391.47	\$3,067,690.06

Invoice Total	Subtotal	Total Tax	Invoice Total
	USD	USD	USD
	\$3,033,298.59	\$34,391.47	\$3,067,690.06



# Pearson

Charges for the Following Period:

January 2023

<b>Compensation Expenses</b>	
Benefits - Administration	93,625.91
Benefits - Instructional	505,166.79
Credit for Nonbillable Earnings Paid by the School	(33,351.71)
Withholdings	240,090.68
	<b>805,531.68</b>
<b>Enrollment/Unit Based Charges</b>	
Accounting and Regulatory Reporting	21,858.33
Community Outreach	45,833.33
Connexus™ Annual License (EMS)	262,300.00
Curriculum Postage	20,765.25
Direct Course Instruction Support	14,300.00
Educational Resource Center	55,083.00
Enrollment and Records Management	25,170.00
Facility Support Services	1,525.00
Hardware/Software - Employees	14,600.00
Human Resources Support	30,416.67
Internet Subsidy Payment Processing	10,622.84
Monthly Fee per Student on an IEP	114,000.00
School Curriculum Supplies	10,291.67
Short Term Substitute Teaching Services	4,850.00
Student Technology Assistance	242,075.00
Tangible and Intangible Instructional Materials	639,487.93
Technical Support and Repairs	65,575.00
	<b>1,578,754.02</b>
<b>Revenue Based Charges</b>	
Marketing Services	53,377.05
School Administration	320,262.31
Treasury Services	80,065.58
	<b>453,704.94</b>
<b>Pass Through Expenses</b>	
Miscellaneous	195,307.95
	<b>195,307.95</b>
<b>Total Amount Due</b>	<b>3,033,298.59</b>



Pearson

**INVOICE**

**Customer Bill-to:**  
California Connections Academy Northern  
California  
33272 Valle Road  
SAN JUAN CAPISTRANO, CA 92675-  
4842

**Attention:**  
Accounts Payable

**Customer Ship-to:**  
California Connections Academy  
Northern California  
33272 Valle Road  
SAN JUAN CAPISTRANO, CA  
92675-4842

**Connections Education LLC dba  
Pearson Virtual Schools USA**  
509 S Exeter Street, Suite 202  
Baltimore, MD 21202  
**Tel:** 1-800-843-0019  
**Email:** poblsalesops@pearson.com  
**Tax ID No:**  
68-0519943

**Invoice Number :** 91000012546  
**Date :** 10-FEB-2023  
**Due Date :**  
**Payment Terms :**  
**Customer Account :** 3922560  
**Project Number :** 82067686  
**Currency :** USD  
**Shipment Terms :**  
**Purchase Order Number :** CALCAR  
**Number of Pages :** Page 1 of 2

<table> <tr> <td><b>Total Ordered Quantity (No. Of Items)</b></td> <td>:</td> <td></td> <td>1</td> </tr> <tr> <td><b>Net Amount</b></td> <td>:</td> <td>USD</td> <td>\$630,212.49</td> </tr> <tr> <td><b>Tax Total</b></td> <td>:</td> <td>USD</td> <td>\$10,947.69</td> </tr> <tr> <td><b>Invoice Total</b></td> <td>:</td> <td>USD</td> <td>\$641,160.18</td> </tr> <tr> <td><b>Amount Due</b></td> <td>:</td> <td>USD</td> <td>\$641,160.18</td> </tr> </table>	<b>Total Ordered Quantity (No. Of Items)</b>	:		1	<b>Net Amount</b>	:	USD	\$630,212.49	<b>Tax Total</b>	:	USD	\$10,947.69	<b>Invoice Total</b>	:	USD	\$641,160.18	<b>Amount Due</b>	:	USD	\$641,160.18	<table border="1"> <thead> <tr> <th colspan="2" style="text-align: center;">REMITTANCE INFORMATION</th> </tr> </thead> <tbody> <tr> <td style="border: 1px dashed black;"><b>Make Checks Payable to:</b></td> <td style="border: 1px dashed black;"><b>Bank Wire to:</b></td> </tr> <tr> <td style="border: 1px dashed black;">Pearson Virtual Schools USA 32369 Collection Center Drive Chicago, IL 60693-0323</td> <td style="border: 1px dashed black;"><b>Bank Name</b> : Bank of America N A</td> </tr> <tr> <td style="border: 1px dashed black;"></td> <td style="border: 1px dashed black;"><b>Bank Address</b> :</td> </tr> <tr> <td style="border: 1px dashed black;"></td> <td style="border: 1px dashed black;"><b>ABA ACH No</b> : 071000039</td> </tr> <tr> <td style="border: 1px dashed black;"></td> <td style="border: 1px dashed black;"><b>ABA Wire No</b> : 026009593</td> </tr> <tr> <td style="border: 1px dashed black;"></td> <td style="border: 1px dashed black;"><b>SWIFT Code</b> : BOFAUS3N</td> </tr> <tr> <td style="border: 1px dashed black;"></td> <td style="border: 1px dashed black;"><b>A/C No</b> : 8188290225</td> </tr> <tr> <td style="border: 1px dashed black;"></td> <td style="border: 1px dashed black;"><b>Bank Account Name</b> : Connections Education LLC dba Pearson Virtual Schools USA</td> </tr> </tbody> </table>	REMITTANCE INFORMATION		<b>Make Checks Payable to:</b>	<b>Bank Wire to:</b>	Pearson Virtual Schools USA 32369 Collection Center Drive Chicago, IL 60693-0323	<b>Bank Name</b> : Bank of America N A		<b>Bank Address</b> :		<b>ABA ACH No</b> : 071000039		<b>ABA Wire No</b> : 026009593		<b>SWIFT Code</b> : BOFAUS3N		<b>A/C No</b> : 8188290225		<b>Bank Account Name</b> : Connections Education LLC dba Pearson Virtual Schools USA
<b>Total Ordered Quantity (No. Of Items)</b>	:		1																																				
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<b>Tax Total</b>	:	USD	\$10,947.69																																				
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<b>Amount Due</b>	:	USD	\$641,160.18																																				
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Pearson Virtual Schools USA 32369 Collection Center Drive Chicago, IL 60693-0323	<b>Bank Name</b> : Bank of America N A																																						
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	<b>A/C No</b> : 8188290225																																						
	<b>Bank Account Name</b> : Connections Education LLC dba Pearson Virtual Schools USA																																						

Invoice Number: 91000012546							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82067686	CALCAR	Direct Charges	24		630,212.49	10,947.69	641,160.18

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 Already registered? Access your online account by visiting <https://ipay2.bizsys.pearson.com>

Invoice Total	Total Quantity	Subtotal	CGST	SGST	IGST	Total Tax	Invoice Total
			USD	USD	USD	USD	USD
	24	\$630,212.49	\$	\$	\$	\$10,947.69	\$641,160.18

Invoice Total	Subtotal	Total Tax	Invoice Total
	USD	USD	USD
	\$630,212.49	\$10,947.69	\$641,160.18



# Pearson

Charges for the Following Period:

January 2023

## Enrollment/Unit Based Charges

Accounting and Regulatory Reporting	6,983.33
Community Outreach	4,166.67
Connexus™ Annual License (EMS)	83,800.00
Curriculum Postage	6,184.75
Direct Course Instruction Support	4,400.00
Educational Resource Center	17,598.00
Enrollment and Records Management	7,496.67
Facility Support Services	525.00
Hardware/Software - Employees	4,350.00
Human Resources Support	9,062.50
Internet Subsidy Payment Processing	3,006.86
Monthly Fee per Student on an IEP	43,500.00
School Curriculum Supplies	3,125.00
Student Technology Assistance	77,577.08
Tangible and Intangible Instructional Materials	192,219.38
Technical Support and Repairs	20,950.00
	<hr/>
	484,945.24

## Revenue Based Charges

Marketing Services	17,090.26
School Administration	102,541.59
Treasury Services	25,635.40
	<hr/>
	145,267.25

*Total Amount Due*

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**630,212.49**



Pearson

**INVOICE**

**Customer Bill-to:**  
California Connections Academy Central Valley  
33272 Valle Road  
San Juan Capistrano, CA 92675

**Attention:**  
Accounts Payable

**Customer Ship-to:**  
California Connections Academy Central Valley  
33272 Valle Road  
San Juan Capistrano, CA 92675

**Connections Education LLC dba Pearson Virtual Schools USA**  
509 S Exeter Street, Suite 202  
Baltimore, MD 21202  
**Tel:** 1-800-843-0019  
**Email:** poblsalesops@pearson.com  
**Tax ID No:**  
68-0519943

**Invoice Number :** 91000012545  
**Date :** 10-FEB-2023  
**Due Date :**  
**Payment Terms :**  
**Customer Account :** 3922001  
**Project Number :** 82067685  
**Currency :** USD  
**Shipment Terms :**  
**Purchase Order Number :** CENCA  
**Number of Pages :** Page 1 of 2

<b>Total Ordered Quantity (No. Of Items) :</b> 1	<b>REMITTANCE INFORMATION</b>
<b>Net Amount :</b> USD \$284,110.52	<b>Make Checks Payable to:</b> Pearson Virtual Schools USA 32369 Collection Center Drive Chicago, IL 60693-0323
<b>Tax Total :</b> USD \$4,940.26	<b>Bank Wire to:</b> <b>Bank Name :</b> Bank of America N A
<b>Invoice Total :</b> USD \$289,050.78	<b>Bank Address :</b>
<b>Amount Due :</b> USD \$289,050.78	<b>ABA ACH No :</b> 071000039
	<b>ABA Wire No :</b> 026009593
	<b>SWIFT Code :</b> BOFAUS3N
	<b>A/C No :</b> 8188290225
	<b>Bank Account Name :</b> Connections Education LLC dba Pearson Virtual Schools USA

Invoice Number: 91000012545							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82067685	CENCA	Direct Charges	24		284,110.52	4,940.26	289,050.78

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 Already registered? Access your online account by visiting <https://ipay2.bizsys.pearson.com>

Invoice Total	Total Quantity	Subtotal	CGST	SGST	IGST	Total Tax	Invoice Total
		USD	USD	USD	USD	USD	USD
	24	\$284,110.52	\$	\$	\$	\$4,940.26	\$289,050.78

Invoice Total	Subtotal	Total Tax	Invoice Total
	USD	USD	USD
	\$284,110.52	\$4,940.26	\$289,050.78



# Pearson

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Charges for the Following Period:

January 2023

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**Enrollment/Unit Based Charges**

Accounting and Regulatory Reporting	3,045.83
Community Outreach	2,083.33
Connexus™ Annual License (EMS)	36,550.00
Curriculum Postage	2,824.25
Direct Course Instruction Support	1,155.00
Educational Resource Center	7,675.50
Enrollment and Records Management	3,423.33
Facility Support Services	200.00
Hardware/Software - Employees	2,100.00
Human Resources Support	4,375.00
Internet Subsidy Payment Processing	1,327.08
Monthly Fee per Student on an IEP	18,000.00
School Curriculum Supplies	1,291.67
Student Technology Assistance	34,691.67
Tangible and Intangible Instructional Materials	87,781.04
Technical Support and Repairs	9,137.50
	<hr/>
	215,661.20

**Revenue Based Charges**

Marketing Services	8,052.86
School Administration	48,317.17
Treasury Services	12,079.29
	<hr/>
	68,449.32

***Total Amount Due***

**284,110.52**





Pearson

**INVOICE**

**Customer Bill-to:**  
California Connections Academy North Bay  
33272 Valle Road  
SAN JUAN CAPISTRANO, CA 92675-4842

**Attention:**  
Accounts Payable

**Customer Ship-to:**  
California Connections Academy North Bay  
33272 Valle Road  
SAN JUAN CAPISTRANO, CA 92675-4842

**Connections Education LLC dba Pearson Virtual Schools USA**  
509 S Exeter Street, Suite 202  
Baltimore, MD 21202  
**Tel:** 1-800-843-0019  
**Email:** poblsalesops@pearson.com  
**Tax ID No:**  
68-0519943

**Invoice Number :** 91000012547  
**Date :** 10-FEB-2023  
**Due Date :**  
**Payment Terms :**  
**Customer Account :** 3903212  
**Project Number :** 82067687  
**Currency :** USD  
**Shipment Terms :**  
**Purchase Order Number :** CalCAN  
**Number of Pages :** Page 1 of 2

<table> <tr> <td><b>Total Ordered Quantity (No. Of Items)</b></td> <td>:</td> <td></td> <td>1</td> </tr> <tr> <td><b>Net Amount</b></td> <td>:</td> <td>USD</td> <td>\$62,401.97</td> </tr> <tr> <td><b>Tax Total</b></td> <td>:</td> <td>USD</td> <td>\$1,036.06</td> </tr> <tr> <td><b>Invoice Total</b></td> <td>:</td> <td>USD</td> <td>\$63,438.03</td> </tr> <tr> <td><b>Amount Due</b></td> <td>:</td> <td>USD</td> <td>\$63,438.03</td> </tr> </table>	<b>Total Ordered Quantity (No. Of Items)</b>	:		1	<b>Net Amount</b>	:	USD	\$62,401.97	<b>Tax Total</b>	:	USD	\$1,036.06	<b>Invoice Total</b>	:	USD	\$63,438.03	<b>Amount Due</b>	:	USD	\$63,438.03	<table border="1"> <thead> <tr> <th colspan="2" style="text-align: center;">REMITTANCE INFORMATION</th> </tr> </thead> <tbody> <tr> <td style="border: 1px dashed black;"><b>Make Checks Payable to:</b></td> <td style="border: 1px dashed black;"><b>Bank Wire to:</b></td> </tr> <tr> <td style="border: 1px dashed black;">Pearson Virtual Schools USA 32369 Collection Center Drive Chicago, IL 60693-0323</td> <td style="border: 1px dashed black;"><b>Bank Name</b> : Bank of America N A</td> </tr> <tr> <td style="border: 1px dashed black;"></td> <td style="border: 1px dashed black;"><b>Bank Address</b> :</td> </tr> <tr> <td style="border: 1px dashed black;"></td> <td style="border: 1px dashed black;"><b>ABA ACH No</b> : 071000039</td> </tr> <tr> <td style="border: 1px dashed black;"></td> <td style="border: 1px dashed black;"><b>ABA Wire No</b> : 026009593</td> </tr> <tr> <td style="border: 1px dashed black;"></td> <td style="border: 1px dashed black;"><b>SWIFT Code</b> : BOFAUS3N</td> </tr> <tr> <td style="border: 1px dashed black;"></td> <td style="border: 1px dashed black;"><b>A/C No</b> : 8188290225</td> </tr> <tr> <td style="border: 1px dashed black;"></td> <td style="border: 1px dashed black;"><b>Bank Account Name</b> : Connections Education LLC dba Pearson Virtual Schools USA</td> </tr> </tbody> </table>	REMITTANCE INFORMATION		<b>Make Checks Payable to:</b>	<b>Bank Wire to:</b>	Pearson Virtual Schools USA 32369 Collection Center Drive Chicago, IL 60693-0323	<b>Bank Name</b> : Bank of America N A		<b>Bank Address</b> :		<b>ABA ACH No</b> : 071000039		<b>ABA Wire No</b> : 026009593		<b>SWIFT Code</b> : BOFAUS3N		<b>A/C No</b> : 8188290225		<b>Bank Account Name</b> : Connections Education LLC dba Pearson Virtual Schools USA
<b>Total Ordered Quantity (No. Of Items)</b>	:		1																																				
<b>Net Amount</b>	:	USD	\$62,401.97																																				
<b>Tax Total</b>	:	USD	\$1,036.06																																				
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<b>Make Checks Payable to:</b>	<b>Bank Wire to:</b>																																						
Pearson Virtual Schools USA 32369 Collection Center Drive Chicago, IL 60693-0323	<b>Bank Name</b> : Bank of America N A																																						
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	<b>A/C No</b> : 8188290225																																						
	<b>Bank Account Name</b> : Connections Education LLC dba Pearson Virtual Schools USA																																						

Invoice Number: 91000012547							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82067687	CalCAN	Direct Charges	23		62,401.97	1,036.06	63,438.03

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 Already registered? Access your online account by visiting <https://ipay2.bizsys.pearson.com>

Invoice Total	Total Quantity	Subtotal	CGST	SGST	IGST	Total Tax	Invoice Total
			USD	USD	USD	USD	USD
	23	\$62,401.97	\$	\$	\$	\$1,036.06	\$63,438.03

Invoice Total	Subtotal	Total Tax	Invoice Total
	USD	USD	USD
	\$62,401.97	\$1,036.06	\$63,438.03



# Pearson

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Charges for the Following Period:

January 2023

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**Enrollment/Unit Based Charges**

Accounting and Regulatory Reporting	754.17
Connexus™ Annual License (EMS)	9,050.00
Curriculum Postage	629.75
Direct Course Instruction Support	275.00
Educational Resource Center	1,900.50
Enrollment and Records Management	763.33
Facility Support Services	75.00
Hardware/Software - Employees	100.00
Human Resources Support	208.33
Internet Subsidy Payment Processing	285.58
Monthly Fee per Student on an IEP	2,550.00
School Curriculum Supplies	41.67
Student Technology Assistance	7,475.00
Tangible and Intangible Instructional Materials	19,684.94
Technical Support and Repairs	2,262.50
	<hr/>
	46,055.77

**Revenue Based Charges**

Marketing Services	1,923.08
School Administration	11,538.49
Treasury Services	2,884.63
	<hr/>
	16,346.20

***Total Amount Due***

**62,401.97**



Pearson

**INVOICE**

**Customer Bill-to:**  
California Connections Academy Central  
Coast  
33272 VALLE RD  
SAN JUAN CAPISTRANO, CA 92675

**Attention:**  
Accounts Payable

**Customer Ship-to:**  
California Connections Academy  
Central Coast  
33272 VALLE RD  
SAN JUAN CAPISTRANO, CA 92675

**Connections Education LLC dba  
Pearson Virtual Schools USA**  
509 S Exeter Street, Suite 202  
Baltimore, MD 21202  
**Tel:** 1-800-843-0019  
**Email:** poblsalesops@pearson.com  
**Tax ID No:**  
68-0519943

**Invoice Number :** 91000012548  
**Date :** 10-FEB-2023  
**Due Date :**  
**Payment Terms :**  
**Customer Account :** 4235156  
**Project Number :** 82067676  
**Currency :** USD  
**Shipment Terms :**  
**Purchase Order Number :** CALCACC  
**Number of Pages :** Page 1 of 2

<b>Total Ordered Quantity (No. Of Items) :</b> 1	<b>REMITTANCE INFORMATION</b>	
<b>Net Amount :</b> USD \$39,195.92	<b>Make Checks Payable to:</b>	
<b>Tax Total :</b> USD \$567.06	Pearson Virtual Schools USA	
<b>Invoice Total :</b> USD \$39,762.98	32369 Collection Center Drive	
<b>Amount Due :</b> USD \$39,762.98	Chicago, IL 60693-0323	
	<b>Bank Wire to:</b>	
	<b>Bank Name</b>	: Bank of America N A
	<b>Bank Address</b>	:
	<b>ABA ACH No</b>	: 071000039
	<b>ABA Wire No</b>	: 026009593
	<b>SWIFT Code</b>	: BOFAUS3N
	<b>A/C No</b>	: 8188290225
	<b>Bank Account Name</b>	: Connections Education LLC dba Pearson Virtual Schools USA

Invoice Number: 91000012548							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82067676	CALCACC	Direct Charges	23		39,195.92	567.06	39,762.98

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 Already registered? Access your online account by visiting <https://ipay2.bizsys.pearson.com>

Invoice Total	Total Quantity	Subtotal	CGST	SGST	IGST	Total Tax	Invoice Total
			USD	USD	USD	USD	USD
	23	\$39,195.92	\$	\$	\$	\$567.06	\$39,762.98

Invoice Total	Subtotal	Total Tax	Invoice Total
	USD	USD	USD
	\$39,195.92	\$567.06	\$39,762.98



# Pearson

Charges for the Following Period:		January 2023
<b>Enrollment/Unit Based Charges</b>		
Accounting and Regulatory Reporting		512.50
Connexus™ Annual License (EMS)		6,150.00
Curriculum Postage		357.50
Direct Course Instruction Support		275.00
Educational Resource Center		1,291.50
Enrollment and Records Management		433.33
Facility Support Services		25.00
Hardware/Software - Employees		600.00
Human Resources Support		1,250.00
Internet Subsidy Payment Processing		103.48
Monthly Fee per Student on an IEP		2,250.00
School Curriculum Supplies		458.33
Student Technology Assistance		3,018.75
Tangible and Intangible Instructional Materials		11,076.03
Technical Support and Repairs		1,537.50
		<b>29,338.92</b>
<b>Revenue Based Charges</b>		
Marketing Services		1,159.65
School Administration		6,957.88
Treasury Services		1,739.47
		<b>9,857.00</b>
<b>Total Amount Due</b>		<b>39,195.92</b>

**California Connections Academy Monterey Bay  
Revenue and Expense Statement  
For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget \$	Forecast vs Budget %
<b>Enrollment</b>						
ADM			483	459	23	5.11%
Total Enrollment			653	629	24	3.79%
Funded Enrollment			454	451	4	0.79%
<b>Revenue</b>						
State Funding	282,257.71	1,375,865.92	2,872,256.14	2,829,427.22	42,828.92	1.51%
Federal & Other Program Funding	-	284.51	52,534.51	52,850.00	(315.49)	-0.60%
Local Aid	278,467.40	1,361,319.42	2,784,517.00	2,737,397.00	47,120.00	1.72%
Other Funding Sources	-	1,087.74	1,087.74	554.12	533.62	96.30%
<b>Total Revenue</b>	<b>560,725.11</b>	<b>2,738,557.59</b>	<b>5,710,395.39</b>	<b>5,620,228.34</b>	<b>90,167.05</b>	<b>1.60%</b>
<b>Program Expenses</b>						
<b>Compensation Expense</b>						
Administration Staff	35,075.56	267,910.52	454,545.74	446,949.16	(7,596.58)	-1.70%
Instructional Staff	180,664.23	1,171,398.77	2,418,177.10	2,632,351.61	214,174.51	8.14%
<b>Total Compensation Expense</b>	<b>215,739.79</b>	<b>1,439,309.29</b>	<b>2,872,722.84</b>	<b>3,079,300.77</b>	<b>206,577.93</b>	<b>6.71%</b>
<b>Fee Based Expenses</b>						
Enrollment/Unit Based Fees	154,046.40	882,245.58	1,558,413.86	1,455,277.05	(103,136.81)	-7.09%
Revenue Based Fees	44,083.40	267,918.79	446,292.98	438,922.80	(7,370.18)	-1.68%
<b>Total Fee Based Expenses</b>	<b>198,129.80</b>	<b>1,150,164.37</b>	<b>2,004,706.83</b>	<b>1,894,199.84</b>	<b>(110,506.99)</b>	<b>-5.83%</b>
<b>Other School Expenses</b>						
Assessment	2.90	18,201.33	62,606.63	57,439.30	(5,167.33)	-9.00%
Authorizer Oversight	6,552.12	46,627.71	79,388.34	78,424.17	(964.17)	-1.23%
Employee Related	6,510.28	67,553.87	93,493.46	93,493.46	-	0.00%
Facilities	6,061.44	28,807.26	75,972.77	75,972.77	-	0.00%
Governance	45.63	7,829.05	10,793.85	10,793.85	-	0.00%
Internet Service Provider	-	6,220.61	21,103.55	21,103.55	-	0.00%
Instructional	-	14,186.84	39,272.05	58,149.76	18,877.71	32.46%
Professional Services	4,728.76	22,617.17	62,220.68	40,252.83	(21,967.85)	-54.57%
Student Related	65,553.10	235,921.73	312,854.75	312,854.75	-	0.00%
Taxes	3,266.29	17,674.39	28,838.18	25,877.31	(2,960.87)	-11.44%
<b>Total Other School Expenses</b>	<b>92,720.52</b>	<b>465,639.96</b>	<b>786,544.26</b>	<b>774,361.76</b>	<b>(12,182.51)</b>	<b>-1.57%</b>
<b>Total Program Expenses</b>	<b>506,590.11</b>	<b>3,055,113.61</b>	<b>5,663,973.94</b>	<b>5,747,862.37</b>	<b>83,888.43</b>	<b>1.46%</b>
<b>Net Increase (Decrease)</b>	<b>54,135.00</b>	<b>(316,556.02)</b>	<b>46,421.46</b>	<b>(127,634.03)</b>	<b>174,055.49</b>	
<b>Beginning fund balance</b>	<b>384,465.13</b>	<b>384,465.13</b>	<b>384,465.13</b>			
<b>Ending fund balance</b>	<b>438,600.13</b>	<b>67,909.11</b>	<b>430,886.59</b>			

**California Connections Academy Monterey Bay  
Balance Sheet  
January 31, 2023**

**ASSETS**

<b>Cash and Short Term Investments:</b>		
Operating Account	\$	206,768.95
Holding		728,358.93
		-----
<b>Total Cash and Short Term Investments</b>		<b>935,127.88</b>
 <b>Other Current Assets:</b>		
Pupil Funding		944,438.04
SPED Funding State		8,020.11
Other State Receivables		99,814.48
Federal Programs		55,566.00
Due from CalOPS Schools		(7,902.94)
		-----
<b>Total Other Current Assets</b>		<b>1,099,935.69</b>
		-----
<b>Total Current Assets</b>		<b>2,035,063.57</b>
		-----
<b>Total Assets</b>	<b>\$</b>	<b>2,035,063.57</b>
		=====

**LIABILITIES**

<b>Current Liabilities:</b>		
Due to (from) Pearson Online and Blended Learning	\$	539,199.61
CalOPS Payroll Liability		833,226.09
CalOPS Pass Through Expense Liability		339,506.55
Accrued Expenses		6,220.61
Deferred Rent		2,327.00
Deferred Revenue		67,177.00
Accounts Payable		179,497.60
		-----
<b>Total Current Liabilities</b>		<b>1,967,154.46</b>
		-----
<b>Total Liabilities</b>		<b>1,967,154.46</b>
		-----

**FUND BALANCE**

Beginning Fund Balance		384,465.13
Change in Fund Balance		(316,556.02)
		-----
<b>Ending Fund Balance</b>		<b>67,909.11</b>
		-----
<b>Total Liabilities and Fund Balance</b>	<b>\$</b>	<b>2,035,063.57</b>
		=====



**California Connections Academy Monterey Bay**  
**Schedule of Revenue**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>Revenue</b>					
<b>State Funding</b>					
LCFF / General Purpose Block Grant - State	221,736.80	1,083,939.02	2,217,148.00	2,178,803.00	38,345.00
LCFF / General Purpose Block Grant - State EPA	9,079.51	44,431.20	90,882.00	90,169.00	713.00
Lottery	10,759.36	52,651.22	107,695.68	106,850.16	845.52
Mandated Cost Reimbursement	1,493.57	6,571.70	13,442.11	13,442.11	(0.00)
Special Education Pass through funds - State	37,226.47	182,168.78	372,617.95	369,692.54	2,925.41
A-G Completion Improvement Grant	-	-	7,135.00	7,135.00	-
Educator Effectiveness Block Grant	-	-	3,178.33	3,178.33	-
ERMHS	1,962.00	6,104.00	33,934.08	33,934.08	-
Universal TK Grant	-	-	26,223.00	26,223.00	-
<b>Total State Funding</b>	<b>282,257.71</b>	<b>1,375,865.92</b>	<b>2,872,256.14</b>	<b>2,829,427.22</b>	<b>42,828.92</b>
<b>Federal &amp; Other Programs Funding</b>					
IDEA	-	-	52,250.00	52,250.00	-
E-Rate	-	284.51	284.51	600.00	(315.49)
<b>Total Federal &amp; Other Programs Funding</b>	<b>-</b>	<b>284.51</b>	<b>52,534.51</b>	<b>52,850.00</b>	<b>(315.49)</b>
<b>Local Funding</b>					
LCFF / General Purpose Block Grant - Local	278,467.40	1,361,319.42	2,784,517.00	2,737,397.00	47,120.00
<b>Total Local Funding</b>	<b>278,467.40</b>	<b>1,361,319.42</b>	<b>2,784,517.00</b>	<b>2,737,397.00</b>	<b>47,120.00</b>
<b>Other Funding</b>					
Interest	-	554.12	554.12	554.12	-
Miscellaneous	-	533.62	533.62	-	533.62
<b>Total Other Funding</b>	<b>-</b>	<b>1,087.74</b>	<b>1,087.74</b>	<b>554.12</b>	<b>533.62</b>
<b>Total Revenue</b>	<b>560,725.11</b>	<b>2,738,557.59</b>	<b>5,710,395.39</b>	<b>5,620,228.34</b>	<b>90,167.05</b>

**California Connections Academy Monterey Bay**  
**Schedule of Fees**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>SCHEDULE OF COMPENSATION:</b>					
<b>Administrative Compensation</b>					
Salaries	24,170.14	194,050.12	325,316.13	321,071.62	(4,244.51)
Benefits	6,163.39	49,482.78	82,955.61	81,873.28	(1,082.33)
Pension	3,285.81	16,835.76	32,362.88	29,712.50	(2,650.38)
Taxes	1,456.23	7,541.85	13,911.11	14,291.76	380.65
<b>Total Administrative Compensation</b>	<b>35,075.56</b>	<b>267,910.52</b>	<b>454,545.74</b>	<b>446,949.16</b>	<b>(7,596.58)</b>
<b>Instructional Compensation</b>					
Salaries	118,375.35	832,136.63	1,680,786.14	1,844,107.70	163,321.56
Benefits	30,185.71	213,602.01	430,007.64	471,654.63	41,646.99
Pension	26,476.40	109,895.97	274,646.17	281,278.72	6,632.55
Taxes	5,626.77	15,764.17	32,737.16	35,310.56	2,573.40
<b>Total Instructional Compensation</b>	<b>180,664.23</b>	<b>1,171,398.77</b>	<b>2,418,177.10</b>	<b>2,632,351.61</b>	<b>214,174.51</b>
<b>Total Compensation</b>	<b>215,739.79</b>	<b>1,439,309.29</b>	<b>2,872,722.84</b>	<b>3,079,300.77</b>	<b>206,577.93</b>
<b>SCHEDULE OF FEES:</b>					
<b>Enrollment/Unit-Based Fees</b>					
Accounting and Regulatory Reporting	2,258.33	13,883.33	24,147.53	22,973.66	(1,173.87)
Connexus Annual License (EMS)	27,100.00	166,600.00	289,770.37	275,683.90	(14,086.47)
Curriculum Postage	2,230.25	12,608.75	21,537.48	20,751.93	(785.55)
Direct Course Instruction Support	2,145.00	8,596.50	26,287.73	26,287.73	-
Educational Resource Center	5,691.00	34,986.00	60,851.78	57,893.62	(2,958.16)
Enrollment and Records Management	2,703.33	15,283.33	26,106.04	25,153.85	(952.18)
Facility Support Services	150.00	1,050.00	1,974.90	1,974.90	-
Hardware/Software - Employees	700.00	9,100.00	13,200.00	13,200.00	-
Human Resources Support	1,458.33	18,958.33	27,500.00	27,500.00	-
ISP Processing Fee	752.08	5,264.58	9,044.54	9,044.54	-
School Curriculum Supplies	166.67	6,416.67	9,500.00	9,500.00	-
Short-Term Sub Teaching Services	287.41	16,159.96	16,159.96	3,538.36	(12,621.60)
Special Populations Consultative Services	11,100.00	42,750.00	109,434.27	100,912.17	(8,522.10)
Student Technology Assistance- Laptops	20,939.58	98,277.08	175,950.00	144,900.00	(31,050.00)
Tangible/Intangible Instr. Materials	69,589.42	390,661.05	666,586.67	639,121.41	(27,465.25)
Technical Support and Repairs	6,775.00	41,650.00	72,442.59	68,920.98	(3,521.62)
Voice Over IP Services	-	-	7,920.00	7,920.00	-
<b>Total Enrollment/Unit Based Fees</b>	<b>154,046.40</b>	<b>882,245.58</b>	<b>1,558,413.86</b>	<b>1,455,277.05</b>	<b>(103,136.81)</b>
<b>Revenue-Based Fees</b>					
Marketing Services	5,186.28	31,519.86	52,505.06	51,637.98	(867.08)
School Administration	31,117.69	189,119.14	315,030.34	309,827.86	(5,202.48)
Treasury Services	7,779.43	47,279.79	78,757.58	77,456.96	(1,300.62)
<b>Total Revenue Based Fees</b>	<b>44,083.40</b>	<b>267,918.79</b>	<b>446,292.98</b>	<b>438,922.80</b>	<b>(7,370.18)</b>
<b>Total Fee-Based Expenses</b>	<b>198,129.80</b>	<b>1,150,164.37</b>	<b>2,004,706.83</b>	<b>1,894,199.84</b>	<b>(110,506.99)</b>

**California Connections Academy Monterey Bay**  
**Schedule Other Expenses**  
**For the Period Ended January 31, 2023**

	January-23 Actual	YTD Actual	Annual Forecast	Revised Budget 10/25/2022	Forecast vs Budget
<b>SCHEDULE OF OTHER SCHOOL EXPENSES:</b>					
<b>Assessment</b>					
Student Testing & Assessment Facilities & Services	-	17,138.32	22,138.32	16,970.99	(5,167.33)
Student Testing & Assessment Travel	2.90	1,063.01	28,224.49	28,224.49	-
Student Testing Technology	-	-	12,243.82	12,243.82	-
<b>Total Assessment</b>	<b>2.90</b>	<b>18,201.33</b>	<b>62,606.63</b>	<b>57,439.30</b>	<b>(5,167.33)</b>
<b>Authorizer Oversight</b>					
District Administrative Fees	833.33	5,833.32	10,000.00	10,000.00	-
District Oversight	4,182.89	30,011.02	50,925.47	50,063.69	(861.78)
SELPA Admin Fee	1,335.50	9,380.57	16,058.07	15,955.68	(102.39)
STRS Reporting	200.40	1,402.80	2,404.80	2,404.80	-
<b>Total Authorizer Oversight</b>	<b>6,552.12</b>	<b>46,627.71</b>	<b>79,388.34</b>	<b>78,424.17</b>	<b>(964.17)</b>
<b>Employee Related</b>					
Staff Recruiting/Background Checks	77.33	630.07	2,824.35	2,824.35	-
Staff Training/Prof. Dvlpmnt	6,217.20	62,672.93	69,185.20	69,185.20	-
Team Building	3.13	1,862.07	5,266.39	5,266.39	-
Travel and Conferences - Administration	188.96	1,385.20	5,577.49	5,577.49	-
Travel and Conferences - Teachers	23.66	1,003.60	10,640.03	10,640.03	-
<b>Total Employee Related</b>	<b>6,510.28</b>	<b>67,553.87</b>	<b>93,493.46</b>	<b>93,493.46</b>	<b>-</b>
<b>Facilities</b>					
Copiers/Reproduction	41.25	587.79	1,767.12	1,767.12	-
Equipment/Supplies	1,155.45	1,155.45	6,196.68	6,196.68	-
Expensed Furniture and Equipment	870.28	1,593.16	16,527.54	16,527.54	-
High-Speed Internet	42.75	613.42	3,823.67	3,823.67	-
Maintenance & Repairs	120.64	996.18	4,656.52	4,656.52	-
Office Postage	59.20	1,254.44	2,480.55	2,480.55	-
Office Rent	2,175.54	15,228.78	26,897.38	26,897.38	-
Office Supplies	207.54	2,840.19	3,796.67	3,796.67	-
Phone	680.68	1,611.95	2,837.23	2,837.23	-
Rent Operating Expense	225.40	1,597.82	3,003.21	3,003.21	-
Rent Storage Unit	379.66	1,042.73	1,329.13	1,329.13	-
Utilities	103.05	285.35	2,657.07	2,657.07	-
<b>Total Facilities</b>	<b>6,061.44</b>	<b>28,807.26</b>	<b>75,972.77</b>	<b>75,972.77</b>	<b>-</b>
<b>Governance</b>					
Accreditation	-	1,130.00	1,130.00	1,130.00	-
Banking Fees	-	-	417.74	417.74	-
Board-Related Expenses	-	-	1,064.41	1,064.41	-
Dues - School	45.63	4,944.38	5,385.67	5,385.67	-
Dues - Staff	-	1,024.35	2,065.71	2,065.71	-
Insurance Expenses	-	730.32	730.32	730.32	-
<b>Total Governance</b>	<b>45.63</b>	<b>7,829.05</b>	<b>10,793.85</b>	<b>10,793.85</b>	<b>-</b>
<b>Internet Service Provider</b>					
ISP Payment Reimbursement	-	6,220.61	21,103.55	21,103.55	-
<b>Total Internet Service Provider</b>	<b>-</b>	<b>6,220.61</b>	<b>21,103.55</b>	<b>21,103.55</b>	<b>-</b>
<b>Instructional</b>					
Other Curriculum	-	14,076.84	39,162.05	39,162.05	-
Summer School	-	110.00	110.00	18,987.71	18,877.71
<b>Total Instructional</b>	<b>-</b>	<b>14,186.84</b>	<b>39,272.05</b>	<b>58,149.76</b>	<b>18,877.71</b>
<b>Professional Services</b>					
Accounting Services/Audit	2,289.78	4,116.56	4,116.56	4,240.70	124.14
AERIES	-	4,035.92	4,035.92	4,035.92	-
Legal Services	27.61	574.90	19,979.24	19,979.24	-
Legal Special Education	-	1,611.31	6,582.99	6,582.99	-
Other School Contracted Services	2,411.37	12,079.94	27,079.94	4,987.95	(22,091.99)
Other School Expense	-	198.54	426.03	426.03	-
<b>Total Professional Services</b>	<b>4,728.76</b>	<b>22,617.17</b>	<b>62,220.68</b>	<b>40,252.83</b>	<b>(21,967.85)</b>
<b>Student Related</b>					
Graduation Expense	-	836.74	9,874.41	9,874.41	-
SPED Related Services	65,458.30	232,874.55	296,603.35	296,603.35	-
Student Activities	94.80	2,210.44	6,376.99	6,376.99	-
<b>Total Student Related</b>	<b>65,553.10</b>	<b>235,921.73</b>	<b>312,854.75</b>	<b>312,854.75</b>	<b>-</b>
<b>Taxes</b>					
Sales Tax And Use	3,266.29	17,674.39	28,838.18	25,877.31	(2,960.87)
<b>Total Taxes</b>	<b>3,266.29</b>	<b>17,674.39</b>	<b>28,838.18</b>	<b>25,877.31</b>	<b>(2,960.87)</b>
<b>Total Other Expenses</b>	<b>92,720.52</b>	<b>465,639.96</b>	<b>786,544.26</b>	<b>774,361.76</b>	<b>(12,182.51)</b>



To: California Online Public Schools Board  
From: Shandis Steele  
Re: 2023-2024 School Calendar  
Date: February 15, 2023

Attached is a draft calendar for the 2023-2024 school year. This calendar has been carefully reviewed by your Executive Director and the Director of Schools, and represents 180 student days. Once board-approved, this calendar will become the official school calendar for 2023-2024 and will be added to the California Connections Academy School Handbook Supplement.

## CalCA School Calendar

Note: The School Status Legend below the calendar reflects the possible school statuses for each event. All events which show a status of School In Session indicates they are school days for students. All events which show any other status indicates they are NOT school days for students. Please refer to the legend to determine whether teachers and/or administrator staff are available for each event according to its status.

Event	School Status	Date
<i>First Day of School</i>	School and Office Open	September 5, 2023
<b>Veterans' Day</b>	School and Office Closed	November 10, 2023
<b>Fall Break</b>	School Closed/Office Open	November 20-21, 2023
	School and Office Closed	November 22-24, 2023
<b>Winter Break</b>	School Closed/Office Open	December 18-22, 2023
	School and Office Closed	December 25, 2023 - January 1, 2024
<b>Martin Luther King, Jr. Day</b>	School and Office Closed	January 15, 2024
<i>First Semester End Date</i>	NA	January 31, 2024
<b>Teacher Work Day</b>	Staff Work Day	February 1, 2024
<b>Mid Semester Recess</b>	School Closed/Office Open	February 2, 2024
<i>Second Semester Start Date</i>	NA	February 5, 2024
<b>Presidents' Day</b>	School and Office Closed	February 19, 2024
<b>Spring Break</b>	School Closed/Office Open	April 8-12, 2024
<b>Memorial Day</b>	School and Office Closed	May 27, 2024
<b>Juneteenth</b>	School and Office Closed	June 19, 2024
<i>Last Day of School</i>	School and Office Open	June 20, 2024

**School Closed - Additional Administrator/12 Month Employee Days:** July 3, 2023; July 5-7, 2023; November 10, 2023; November 22, 2023; February 19, 2024; June 24-28, 2024

### School Status Legend:

School Closed/Office Open = Students and Teachers are not in school but Admin are on duty

School and Office Closed = No one is in school

School and Office Open = Everyone is in school

Staff Work Day = Students are not in school but Admin and Teachers are on duty

## Teacher Calendar

Name of School: California Connections Academy Schools  
 School Leader: Richard Savage, Superintendent  
 School Hours: 8:00 a.m. - 4:00 p.m.

Event	School Status	Date
<i>First Day of School (Teachers)</i>	Staff Work Day	August 15, 2023
<b>Teacher Holiday</b>	School Closed/Office Open	September 1, 2023
<b>Labor Day</b>	School and Office Closed	September 4, 2023
<i>First Day of School (Students)</i>	School and Office Open	September 5, 2023
<b>Veterans' Day</b>	School and Office Closed	November 10, 2023
<b>Fall Break</b>	School Closed/Office Open	November 20-21, 2023
	School and Office Closed	November 22-24, 2023
<b>Winter Break</b>	School Closed/Office Open	December 18-22, 2023
	School and Office Closed	December 25, 2023 - January 1, 2024
<b>Martin Luther King, Jr. Day</b>	School and Office Closed	January 15, 2024
<i>First Semester End Date</i>	NA	January 31, 2024
<i>First Semester Sections Close</i>	NA	January 31, 2024
<b>Teacher Work Day</b>	Staff Work Day	February 1, 2024
<b>Mid Semester Recess</b>	School Closed/Office Open	February 2, 2024
<i>Second Semester Start Date</i>	NA	February 5, 2024
<i>Second Semester Sections Open</i>	NA	February 5, 2024
<b>Presidents' Day</b>	School and Office Closed	February 19, 2024
<b>Spring Break</b>	School Closed/Office Open	April 8-12, 2024
<b>Memorial Day</b>	School and Office Closed	May 27, 2024
<b>Juneteenth</b>	School and Office Closed	June 19, 2024
<i>Last Day of School (Students)</i>	School and Office Open	June 20, 2024
<i>Last Day of School (Teachers)</i>	Staff Work Day	June 21, 2024
<b>School Closed - Additional Administrator/12 Month Employee Days:</b> July 3, 2023; July 5, 2023; July 6, 2023; July 7, 2023; November 10, 2023; November 22, 2023; February 19, 2024; June 24, 2024; June 25, 2024; June 26, 2024; June 27, 2024; June 28, 2024		

### School Status Legend:

School Closed/Office Open = Students and Teachers are not in school but Admin are on duty

School and Office Closed = No one is in school

School and Office Open = Everyone is in school

Staff Work Day = Students are not in school but Admin and Teachers are on duty

# California Connections Academy

## Attendance Deadlines

### 2023-2024 School Year

Month	# Days	Dates for Attendance Month	MWR ready for Teachers in Drive	Participation Notices have been sent	MWR due from Teachers, uploaded to IA	Data in Aeries completed by Attendance Team	Attendance Notices have been sent
1	19	9/5 – 9/29	10/3	10/4	10/10	10/27	10/30
2	20	10/2 – 10/27	10/31	11/1	11/7	11/24	11/27
3	14	10/30 – 11/24	11/28	11/29	12/5	12/15	1/8
4	19	11/27 – 1/5	1/9	1/10	1/16	2/6	2/5
5	17	1/8 – 2/2	2/6	2/7	2/13	3/5	3/4
6	19	2/5 – 3/1	3/5	3/6	3/12	3/29	4/1
7	20	3/4 – 3/29	<b>4/1*</b>	4/3	<b>4/3*</b>	<b>4/12*</b>	<b>4/15*</b>
8	15	4/1 – 4/26	4/30	5/1	5/7	5/24	5/28
9	20	4/29 – 5/24	5/28	5/29	6/4	6/21	6/21
10	17	5/27 – 6/20	<b>6/20*</b>	<b>6/20*</b>	<b>6/21*</b>	7/12	7/12^

\* Attendance timeline adjusted due to state deadlines

^ Communication regarding Month 10 Attendance Notices will go out with Month 10 Participation Notices

# CALIFORNIA ONLINE PUBLIC SCHOOLS

## Revision to CalCA Employee Handbook

Revised 2.21.23

For Board Approval 2.28.23

California Online Public Schools, a California non-profit public benefit corporation, operates the following charter schools:

California Connections Academy Southern California  
California Connections Academy Central Valley  
California Connections Academy North Bay  
California Connections Academy Northern California  
California Connections Academy Central Coast  
California Connections Academy Monterey Bay

*These schools, plus any others operated by California Online Public Schools (CalOPS), are collectively known and referred to as "California Connections Academy Schools."*

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### Effective Changes to the CalCA Employee handbook

- **Page 6 Changes**

Addition of the following line.

#### **Residency Requirements**

##### *Hiring*

All employees of California Online Public Schools hired after September 1, 2022 must reside within the state of California. The School Leader or designee may make an exception and give hiring consideration to a candidate if the candidate resides outside of California in either the Pacific or Mountain time zone. **Other time zones may be considered in extraordinary circumstances with exceptions being made and approved by the Superintendent or a designee.** All candidates will be hired under the stated eligibility guidelines as set forth in this handbook.



## **Timeline**

These changes will take effect immediately upon approval by the Board of Directors.

## **Fiscal Impact**

This change will have very little, if any, impact on the current year budget.

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*\*\*\*Prepared by Dan Hertzler, Director of Business Services on 2.21.23\*\*\**

**Attachment 1: California Connections Academy Employee Handbook - Revised for Board Approval  
2.28.23**



## EMPLOYEE HANDBOOK

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# Introduction

## California Connections Academy Schools

California Online Public Schools (CalOPS) is a nonprofit public benefit corporation that operates the California Connections Academy Schools. California Online Public Schools has received a tax-exempt determination as a 501(c)3 from the IRS. Any references in this handbook to “we”, “our”, “the school(s)”, “employer” “CalCA Schools” and “the organization” shall mean California Online Public Schools and the California Connections Academy Schools and programs it operates. Employees of California Connections Academy Schools are employed by California Online Public Schools. California Online Public Schools contracts with Connections Education (dba Pearson Virtual Schools K-12 USA) for certain products and services, including human resource services. Connections Education® is a leading accredited provider of high-quality; highly accountable virtual and blended education solutions for students in grade K–12.

## California Connections Academy and Connections Education’s Core Mission and Values

### Mission Statements

**California Connections Academy Schools educate to empower compassionate global citizens by leveraging 21st century education resources on behalf of students who need a more personalized approach to learning to maximize these students’ potential and meet the highest performance standards.**

We strive to provide a work environment built upon the following cultural pillars:

- Empowerment: We believe in giving our employees the autonomy to make decisions and providing them with the tools and resources necessary to feel empowered to make those decisions
- Accountability: We believe in holding our employees accountable for their own work product and quality service.
- Anticipate Outcomes: We believe in challenging our employees to explore all possible outcomes of any given situation and to plan accordingly to proactively overcome any negative impacts.
- Reward Success: We believe in celebrating the success of our employees and recognizing their contributions.
- Rapid Response: We believe in responding to feedback quickly

### Purpose of the Handbook

These policies have been prepared for all full-time and part-time employees, unless otherwise noted herein.

This handbook does not create any expressed or implied contract concerning your employment nor does it guarantee your employment for any term. It is intended to assist employees in acquainting themselves with the school, and to serve as a reference manual for information about employment policies and procedures.

The organization reserves the right to add to, suspend, delete, or modify any part of the handbook, at any time and without notice. However, employees will be kept apprised of important changes in our policies, procedures, and practices, although you may not always be notified in advance of a change or the reason for the change. Furthermore, the organization reserves the right to respond to each situation in the manner we determine will best serve the interests of fairness and responsible business management.

If you have specific questions about the interpretation or application of a particular provision of this handbook, please consult Human Resources.

The most current version of this handbook is always available in the document repository. Federal, state, or local laws prevail in the event there is a conflict with the content of this handbook.

To be effective, any agreement altering the terms and provisions of this handbook must be in writing and signed by the Vice President of Human Resources. If you sign additional agreements related to your employment, you will be required to comply with their provisions even if they are different than the information that is contained in the employee handbook.

Any individual who violates any policy in this handbook will be subject to disciplinary action, up to and including termination. After reading this handbook, you will be asked to acknowledge that you have read, understand and agree to abide by the handbook's contents.

## Residency Requirements

### *Hiring*

All employees of California Online Public Schools hired after September 1, 2022 must reside within the state of California. The School Leader or designee may make an exception and give hiring consideration to a candidate if the candidate resides outside of California in either the Pacific or Mountain time zone. Other time zones may be considered in extraordinary circumstances with exceptions being made and approved by the Superintendent or a designee. All candidates will be hired under the stated eligibility guidelines as set forth in this handbook.

### *Employee Relocation*

If a current employee requires relocation to a different state of residence at any time during the course of their employment with California Online Public Schools, they must first seek written approval from the School Leader or designee. Approval may be granted if the new state of residency is a state in either the Pacific or Mountain time zones. School needs will be taken into consideration upon relocation request, and relocation may only be permitted on a temporary basis (i.e. completing the school year or semester). Relocation expenses are the responsibility of the employee.

### *Employee Travel*

All employees of California Online Public Schools must attend in-person events throughout the school year, including but not limited to:

- CalCA's Back To School event at the beginning of the school year;
- All state testing assignments within the designated testing windows as determined by the Statewide Assessment Schedule, and;
- School festivals (Beginning, Mid-Year and End-of-Year) with School Leader or designee approval.

**Employees of California Online Public Schools are eligible for all mileage and travel reimbursement as described in the Expense Reimbursement section of this handbook and the organization's current Fiscal Policies and procedures.**

## At-Will Employment

No policy or provision in this handbook is intended to create a contract binding you or the employer to an agreement of employment for a specified period of time. Employment can be terminated by either the employee or the employer at any time, for any reason, with or without notice. No representative or agent of the employer, other than the Vice President of Human Resources, can authorize or sign an employment agreement contrary to the above terms and otherwise make any binding offer of employment for a specific term.

## Job Responsibilities

Each employee is required to perform their job duties applicable to their position in a satisfactory manner. At any time, an employee may be asked to perform duties outside of the job description consistent with the culture of collaboration and teamwork within our organization. Employees are expected to perform additional duties in the same manner as listed in their job description.

## Manager Responsibilities

### Reporting Obligations

Any employee whose title is manager or higher and/or who supervises other employees, for purposes of this section referred to as “Management”, must follow the policies set forth within this handbook. Management MUST immediately (within twenty-four (24) hours) report complaints of harassment, discrimination or retaliation, requests for accommodations, workplace injuries and any suspected or known policy violations of any sort to the school’s designated Human Resources Partner.

### Manager/Employee Relations

Management is expected to maintain appropriate and professional relationships with all employees. Managers should remain objective in all interactions with employees and should never show any preference or favoritism.

### Disclosure of Confidential Employee Information

Management is prohibited from disclosing personal employee information to internal or external parties without prior approval from Human Resources and/or the School Leader. State law may mandate disclosure of select confidential information.

In addition, management is not permitted to provide reference checks and all inquiries of this type should be forwarded to Human Resources. If an employee asks management for a letter of recommendation, the letter must be routed to Human Resources for approval prior to release. Lastly, management is strictly prohibited from requesting medical documentation or a doctor’s note, these requests must come from Human Resources.

### Hiring Practices

Any level of management charged with hiring must comply with the Equal Employment Opportunity policy. Please refer to the myLearning portal for further information.

Additionally, a manager who has a personal or professional relationship with an applicant for employment must disclose this relationship to Human Resources in writing at the outset of the hiring process. In order to maintain objectivity in hiring decisions, it may be necessary for the manager to be excused from the interview process. Specifically, if a manager is making any decisions related to qualifications of an applicant which they have a personal or professional relationship with, it is imperative that Human Resources is involved in discussions with the applicant.

## Outside Employment

Outside employment is additional employment for which compensation is paid by a third-party source. This employment must not interfere with job performance or interfere with an assigned work schedule or occur during an employee’s standard school work hours. Please contact your manager if you have any questions pertaining to your standard school work hours. Outside employment should be consistent with generally accepted activities for an educational institution and may not be conducted on our property nor use our property or resources.



## Required Employee Training Programs

We value our employees and strive to prepare them for a long and successful career by offering a well-rounded training program. As a result, there are several optional and mandatory training courses available. All mandatory training must be completed in the timeframe established. Employees who need an extension should work with their manager in conjunction with Human Resources to have the request for an extension approved.

Employees should expect to take training including, but not limited to, suicide prevention, child abuse, and cyberbullying as mandated by state laws.

## Termination of Employment

- **Notice and Severance:** We request that employees who plan to resign notify their manager in writing at least two (2) working weeks prior to their last day. For Management employees, three (3) weeks of notice is requested. Vacation and other forms of leave are not to be used during the notice period. The purpose for advance notice is to provide for an orderly transition of duties in a professional manner. The right to work through the end of a notice period is at our discretion.
- **Last Pay and Payout of Earned Leave:** Employees who resign or are terminated will be paid through the last day worked, including any overtime worked. Employees will be paid for unused vacation leave according to the terms of the Vacation policy. Medical, dental, and vision benefits end on the last day of the month in which the employee has terminated employment.
- **Return of Property and Equipment:** As provided in the Property and Equipment policy, an employee must return any of these items in their possession no later than the last regular day of employment. If an employee fails to return the organization's property, they may be billed for the value of any property and equipment issued and not returned in working condition equivalent to when it was received, excluding normal wear and depreciation.
- **Continuation of Benefits.** The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows eligible employees to extend health insurance for up to eighteen (18) months (at their own expense) following termination of employment. Additional information about COBRA is provided in the Employee Benefits Guide.
- **Exit Interviews:** In instances where an employee voluntarily leaves, we would like to discuss the reasons for leaving and any other feedback. All information will be kept confidential to the extent possible.

# Equal Employment Opportunity, Hiring, and Transfer Policies

## Equal Opportunity Policy

The principles of equal employment opportunity are vital to our success. These principles extend to all aspects of employment including recruitment, hiring, assignment, training, compensation, benefits, terminations, educational assistance, social and recreational programs, promotions, and transfers. We are committed to creating and fostering a work environment free from unlawful discrimination, harassment and retaliation and one in which decisions and terms of employment are not based in any way on race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks and twists), religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

### Responsibilities

Continued success in equal employment opportunity depends not only on the commitment and involvement of those directly responsible for the implementation but also on the dedication of all employees. Assuring equal employment opportunity is a fundamental and direct responsibility of all levels of management. All managers and supervisory personnel are responsible for making a personal commitment to practice and enforce the principles of this policy, including the following:

- Recruit, hire, train, promote, transfer, and provide opportunities without regard to any consideration made unlawful by federal, state, or local laws, ordinances, or regulations, or the perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics;
- Ensure that promotion decisions are made in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities; and
- Ensure that all personnel actions relating to compensation, benefits, transfers, terminations, layoffs, training and education assistance are administered in a nondiscriminatory manner.

This policy applies to all employees, supervisors, or managers, at any level.

Any manager or supervisor who becomes aware of allegations of unlawful discrimination or harassment must bring the allegations to the attention of their manager or Human Resources.

### Unlawful Harassment

The organization will not tolerate any form of harassment based on any protected characteristic or other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. This policy applies in the workplace or in any work-related settings, such as school trips, conferences, or school-related social events. The organization expects employees to conduct themselves in a professional manner in the workplace and at any other time they are representing the school. Such conduct is essential to promote quality work, and to ensure an environment free of discrimination.

This policy protects all employees of the organization as well as interns, volunteers, and potential employees (applicants). All employees of the organization are required to abide by this policy, regardless of position or

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

Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to any of the above protected characteristics:

- Verbal conduct such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) (“hostile work environment” harassment).
- Disrespectful or unprofessional conduct based on any of the protected characteristics listed above (“hostile work environment” harassment).
- Comments or conduct that consistently target one gender, even if the content is not sexual (“hostile work environment” harassment).
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, social media, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment).
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of any protected basis (“hostile work environment” harassment).
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment).
- Sexually harassing conduct does not need to be motivated by sexual desire and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

## **Retaliation**

The organization prohibits retaliation against any employee because of the employee’s opposition to a practice or conduct the employee reasonably believes to be unlawful or because of the employee’s lawfully protected participation in an investigation or proceeding or otherwise protected activity. Any retaliatory adverse action because of such opposition or participation may be unlawful and will not be tolerated.

If you believe you have been subjected to retaliation, please follow the complaint procedure outlined below.

## **Internal Complaint Procedures**

If an employee believes they have been unlawfully discriminated against or harassed, they should immediately inform their manager. If the employee believes their manager is the source of the problem or is uncomfortable with this approach for any reason whatsoever, they should contact the school’s designated Human Resources Partner. All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously.

If a manager learns that an employee is suffering potentially harassing behavior, the manager must act expediently to ensure that the harassing behavior is investigated, and if necessary, promptly stopped. All managers are responsible for preventing employees from being subjected to harassment, and for reporting any complaint or incident of harassment to Human Resources immediately and at the very least within twenty-four (24) hours using the above outlined procedures. If an incident is not reported, but a manager is aware of potential harassment, this must also be reported immediately and at the very least within twenty-four (24) hours to Human Resources.

Managers and supervisors must immediately report any allegations of harassment, even if the allegations are against the individual required to report the allegations. Managers have a legal duty to report harassing behavior, even if the complaining employee requests that the matter be kept confidential. The matter will be kept as private as possible, and the employee will be protected from retaliation. Managers and supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

Managers should follow up with the employee periodically during the investigative process, as well as after the investigation has been completed, to ensure that they are not experiencing retaliation or further harassment.

Complaints will be kept confidential to the extent reasonable and possible under the circumstances, and will be investigated and handled promptly, impartially, and appropriately. The organization's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors.

If an employee perceives someone to be acting in a way inconsistent with the Code of Conduct, including complaints about the violation of this policy, do not hesitate to report it to the Human Resources Department.

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

Retaliation for bringing a good faith complaint forward or for participating in an investigation under this policy will not be tolerated. Any employee that violates this policy or makes a false or malicious complaint of sexual harassment, regardless of position at the school, will be subject to discipline, up to and including termination.

Please reference the document repository for contact information to report a concern to Human Resources.

### **Training Requirements**

The School requires all employees to abide by applicable federal and state training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

### **Required Documentation**

Except as otherwise provided, any required documentation or forms, either paper or electronic, must be completed and returned to Human Resources within three (3) business days of the first date of employment. Required documentation may vary depending on the employee's position, or the state in which the employee works or lives. If it is found after employment begins that any information provided on the application was false or misleading, or that information that could be detrimental to the school was withheld during the interview and/or hiring process, employment may be terminated.

### **Proof of U.S. Citizenship and/or Right to Work**

Federal regulations require that within three (3) business days of the first date of employment, all employees must complete and sign Federal Form I-9 Employment Eligibility Verification Form and must present documents of identity and eligibility to work in the United States. Additionally, some states may require E-verification.

### **Reference and Criminal Background Check Policy**

Offers of employment are contingent upon satisfactory reference and criminal background checks including receipt of fingerprint clearances, consistent with legal requirements.

## **Educational Credentials**

Some employees, as a condition of employment, must maintain and provide proof of a valid credential as required for the employee's position. It is the employee's responsibility to be aware of the expiration date(s) associated with such credentials and to take steps to renew credentials as needed. Compliance Services will monitor the expiration of such credentials and provide employees with any notice required by federal or state law or regulation of such expiration.

Failure to maintain and/or renew required credentials may result in disciplinary action, up to and including unpaid leave, suspension or termination. School employees should reach out to their manager or Human Resources with any questions on required credentials.

Noncompliance with this policy could result in unpaid suspension beginning the day after the expiration date of your credential(s). If after thirty (30) days of unpaid suspension you have not submitted the required credentials, your employment could be terminated.

## **Tuberculosis Testing**

No person shall be initially employed by the school unless they provide proof of having submitted to a tuberculosis (TB) risk assessment within the past 60 days and that no risk factors have been identified. If TB risk factors are identified, or as an alternative to the assessment, the applicant must submit proof that a qualified professional has determined they are free of infectious TB following testing and examination. The examination, if required, shall consist of an approved intra-dermal tuberculin test that, if positive, shall be followed by an X-ray of the lungs. Each employee shall be on file with the school a certificate from a qualified professional showing the employee was assessed or examined and found free of risk factors or of infectious TB (as applicable). A person who transfers employment from another school can meet these requirements by providing a certificate from a qualified professional, or a verification from the prior school employer, that shows they are found to be free of infectious TB within 60 days of initial hire.

An employee who has no identified risk factors or who tests negative for TB shall undergo the TB risk assessment and, if risk factors are identified, the examination, at least once every four (4) years or more often if recommended by the local health officer.

As the risk assessment, and examination, if necessary, is a condition of initial employment, new employees are responsible for associated costs. The school shall reimburse current employees for the cost, if any, of the tuberculosis risk assessment and the examination.

## **Internal Applications, Promotions, and Transfers**

### **Internal Applications**

The organization is committed to posting job opportunities as they become available. Internal and external recruitment may occur simultaneously or separately.

As with external hiring, equal consideration for internal transfer or promotion is given to all who apply in accordance with the Equal Opportunity Policy. Additional consideration may be granted to internal applicants dependent upon their duration of service with the organization.

### **Eligibility**

Generally, employees should be in their current position for at least one (1) full school year before applying for another internal position.

In addition to the time in their current position, an employee must satisfy all the minimum requirements listed on the job posting and must meet current performance expectations. Additionally, employees must not have had disciplinary action against them within the current school year.

## Timing

For schools to adequately serve student needs, an employee is generally prevented from transferring positions at any time during the school year. Transfers typically occur at the beginning of a new school year.

It is important to maintain continuity in service to our students. Management has discretion in these decisions as they are empowered to determine what best suits the student's needs.

Effective dates for transfers or promotions must occur at the beginning of a pay period. A transfer or promotion should occur within four (4) to six (6) weeks after the acceptance of a new position. The current manager will have the ability to indicate if the standard transition time will not be sufficient.

## Exceptions to Eligibility Requirements

The minimum service requirement is waived for transfers and promotions occurring within the same department. Employees transferring from a part-time to full-time position may also be waived from the minimum service requirement based on organizational need.

If an employee is a unique fit for an internal transfer based on skills, expertise and performance, as determined by management in coordination with Human Resources, or there is a specific need/urgency, an exception may be made.

## Procedure

If an employee desires to pursue a different position in the school, the employee should submit an Internal Application (available on the Virtual Library) to Human Resources via an Issue Aware ticket. The employee must first send the Issue Aware ticket to his or her current manager to confirm notification of his or her intent to interview for another opportunity prior to interviewing with the hiring manager. The current manager will generally indicate in the Issue Aware ticket whether the standard transition period noted above is sufficient or insufficient due to business needs and if insufficient, must indicate what time frame is needed. The current manager should then send the Issue Aware ticket to Human Resources. A Human Resources representative will assign the Issue Aware ticket to the hiring manager.

## Filing the Position

Before making an offer, the hiring manager will typically review the candidate's performance documentation with Human Resources and may discuss the candidate's work performance with the candidate's current manager. Human Resources will review the employee's personnel file. If the candidate is selected for the position, the hiring manager will generally contact the employee's current manager prior to the conveyance of the offer to discuss the timing of the transition. Discussions or negotiations of details such as salary, grade, title and timing of transfer are coordinated by Human Resources. The managers will decide on a mutually agreeable transition date which will typically be within four (4) to six (6) weeks from the date of acceptance of the offer, unless business needs dictate otherwise. Human Resources will provide transferees with written confirmation of their new position, salary, job title and reporting relationship.

Employees offered a position through an internal job posting should accept or decline the position within three (3) working days.

Lateral moves in and of themselves are not appropriate rationale for salary increases (including one-time bonuses and special payments, which are not permitted in lateral transfers). The only permissible rationale is when the competitive pay rates for the new job have been found to be significantly higher than the previous job. All salary actions must be discussed with and approved by Human Resources in advance of communication with the employee. Monetary counter-offers by the employee's current department will not be permitted.



## Familial and Personal Relationships Between Employees

Unless approved as set forth below, any employee involved in a non-work-related personal or romantic relationship with another employee should not be the manager or have perceived or actual influence or authority over the career advancement, compensation, or performance appraisal of the other. A non-work-related relationship is defined as a family relationship including a spouse, former spouse, parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, in-law (brother, sister, father, mother, son, daughter), domestic partner, shared custodial responsibilities, or a romantic relationship, an external business relationship, or any other relationship that could create the potential for a conflict of interest in the workplace.

Exceptions to this policy must be approved by the Vice President of Human Resources and/or the School Leader or their designee. If there is a question concerning if a relationship constitutes a conflict of interest, please contact Human Resources.

## Staff with Children Enrolled in a Connections Academy School

### Communication Tools

Employees who have children enrolled in a Connections Academy school may not use instant messaging systems or other forms of communication that are not available to other families when communicating with their children's instructors. Employees should communicate with their children's instructors through the methods available to all Learning Coaches as indicated in the School Handbook.

Keeping the methods of communication separate for the Learning Coach role ensures proper tracking of parent and instructor communications to maintain a clear process for parent and student feedback, questions, and for school staff to best address parent concerns.

### Confidential Information

Access granted in the Education Management System is to be used solely for the purposes of performing tasks related to the employee's position and should not be used to access data related to their child(ren) or for any purpose outside of their job duties.

# Compensation, Wage, Hour, and Benefits Policies

## Categories of Employment

- **Regular Full-Time:** A regular full-time employee is an employee who is regularly scheduled to work at least thirty (30) hours per week. Teachers are considered full-time employees even if they are not scheduled to work during the summer or other school holidays. There are two (2) types of regular full-time employees.
  - **School Administrative Employee:** A school administrative employee is a regular full-time employee who works on a twelve (12) month basis.
  - **School Non-Administrative Employee:** A school non-administrative employee is a regular full-time employee who works on a ten (10) month school calendar.
- **Regular Part-Time:** A regular part-time employee is an employee who is regularly scheduled to work fewer than thirty (30) hours per week.
- **Temporary:** A temporary employee is on the payroll but is expected to be employed for a specific period of time. Temporary employees are not eligible for benefits, unless required by applicable law.
- **Term of Project:** A Term of Project employee is an employee hired for the purpose of working on a specific, defined-term project. Employment will terminate when the project is completed. A Term of Project employee could be full-time or part-time and can be a school administrative or school non-administrative employee classification. In certain limited, extraordinary situations, the Term of Project assignment can be extended for added periods of time. Term of project employees are not eligible for incentive compensation.

## Employee Classification

- **Exempt:** Exempt employees are those employees who exercise the requisite degree of discretion and independent judgment and perform certain administrative, professional, and/or executive duties pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws. These employees are typically paid on a salaried basis for carrying out their position responsibilities regardless of the hours worked. Exempt employees are not eligible for and will not be paid overtime pay.
- **Non-Exempt:** Non-exempt employees are those employees who, regardless of title or function, are eligible for overtime pay, in accordance with applicable law. Non-exempt employees must take meal and rest periods as described herein. Part-time teachers who do not qualify as exempt will be classified as non-exempt and will be paid on an hourly basis.

## Workday and Workweek

For purposes of calculating overtime, the School's standard workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 a.m. (midnight). The School's standard workday is 12:01 a.m. to 12:00 a.m. (midnight) each day.

## Overtime

Unless otherwise required by law, non-exempt employees are paid one and one-half times their regular hourly rate for hours worked in excess of eight (8) hours per workday or over forty (40) hours per work week. Employees are compensated only for hours worked. All non-exempt employees are required to obtain approval from their manager prior to working overtime. Failure to obtain such approval may subject an employee to discipline, up to and including termination. Overtime compensation will be paid in accordance with all state and federal laws. Exempt employees are not entitled to overtime.



## Paydays/Paychecks

Employees are paid semi-monthly on the fifteenth (15th) and the final day of each month if the pay date falls on a Saturday or Sunday, employees will be paid the Friday before the fifteenth (15th) or final day of each month. Advances in pay are not permitted. Employees will have their compensation payments spread over twenty-four (24) payments, except where state statutes or regulations require otherwise.

In accordance with the law, all mandatory federal, state, local, and other deductions will be withheld from an employee's semi-monthly pay.

Payroll information must be submitted by the established due date for timely processing. These due dates are listed on the Payroll Calendar which is available in the document repository. If changes to payroll information are received after the established due date, they will be processed during the next scheduled pay period.

### Non-Exempt/Hourly Employees

Hourly employees are paid for hours worked in a pay period within seven (7) calendar days after the close of that pay period.

Hourly employees are required to record start/end time and meal breaks on a daily basis on a timesheet. Hourly employees are also responsible for reporting accurate hours on their timesheets. Falsification of timesheet hours is strictly prohibited. Employees must submit their timesheet to their immediate manager for approval of hours worked.

## Ten-Month Staff Pay Structures

### Exempt Ten-Month Staff Pay Structure

Exempt ten-month employees' annual salaries will be paid over a twelve-month period, to include pay during the summer months. Employees will continue to receive normal payments for a twelve month period. STRS benefits, however, will be deducted during the 10 month period (or portion thereof) the employee works in the applicable school year.

If a ten (10)-month exempt employee does not work the entire school year their pay will be prorated based on time actually worked. Normal deductions for taxes and benefits will reduce this gross amount.

### Non-Exempt Ten-Month Staff Pay Structure

Non-exempt ten-month employees are paid based on hours worked. Therefore, they receive pay only during the ten (10)- month period in which they perform work.

### Merit Increases

For all exempt and non-exempt ten-month employees eligible for merit increases, the merit increase eligibility amount in the first year of employment is prorated based on the time of year in which the employee is hired.

Hired July 1 – September 30: eligible for 100% of the merit increase pool

Hired October 1 – December 31: eligible for 75% of the merit increase pool

Hired January 1 – March 31: eligible for 50% of the merit increase pool

Hired April 1 or after: Not eligible for a merit increase in the year in which hired

Employees who are on a leave of absence on the date merit increases are scheduled to take effect, will not receive their merit increase until they return to work.

## Expense Reimbursement

The organization's policy is to reimburse its employees for all necessary expenditures or losses incurred in direct consequence of the discharge of their duties.

### Mileage Reimbursement

Staff members required to travel for business purposes (such as state testing and field trips) are eligible for mileage reimbursement at the current reimbursement rate established by the IRS. Staff requesting reimbursement are required to maintain a detailed record of miles driven during the scope and course of their work duties. Commuting to and from the office is not eligible for reimbursement.

### Work from Home Stipend

In order to provide expense reimbursement for potential out of pocket costs incurred while working from home, California Online Public Schools will provide a monthly Work from Home Stipend payment to full time staff members who work 100% of their time from home (UltiPro work location: HOME) CalOPS employees are provided with equipment to work from home, but the organization recognizes that some costs may be incurred, including the use of the internet during work hours. This stipend is intended to replace the need for employees to submit receipts for work from home expenses and is calculated using an average cost of pro-rated internet services throughout various regions in California, plus additional funds for minor out of pocket expenses. The stipend is not designed to cover the full cost of an employee's internet service. The amount of the Work from Home Stipend will be determined annually and will be updated as needed based on research into average costs incurred. The stipend will be divided evenly across all paychecks for each fiscal year. If an employee believes they are entitled to an additional amount to cover work from home costs, they should contact Human Resources.

Employees will be reimbursed for certain reasonable and approved business related travel expenses. Manager's authorization is required prior to incurring the expense. To be reimbursed for authorized expenses, submit an approved expense report along with appropriate supporting documentation within thirty (30) days of incurring the expense according to the school's policies and procedures. Please review related materials on the document repository.

## Non-Exempt Employee Travel Policy

Some non-exempt positions require occasional travel within the United States. Employees in positions classified as non- exempt are eligible for compensation for the time they spend traveling outside of their normal work hours, to be paid at the employee's regular rate of pay. Time worked while traveling includes all necessary, non-personal time spent in transit from your home to your work destination, excluding your assigned home office, if any.

### Tracking and Reporting Travel Time

Employees are responsible for accurately tracking, calculating, and reporting travel time in accordance with this policy.

Meal breaks should be deducted from all travel time. If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized, only the estimated travel time associated with the schedule, route and mode of transportation authorized should be reported.

## Social Security

You may be required by law to contribute a set amount of your wages to Social Security and Medicare. The organization contributes as required by law. Some employees may be exempt from contributing to Social Security because of their participation in STRS.

## Workers' Compensation

Consistent with federal and state law, workers' compensation insurance coverage is provided for all employees who become injured while on the job.

### Reporting a Workplace Injury

- **Report Your Injury Immediately:** Notify your manager of any work-related injury or illness. It is your manager's responsibility to notify Human Resources. A written report on the injury or illness must be provided to Human Resources within twenty-four (24) hours after the event. The organization will notify the workers' compensation insurance carrier. Human Resources will be responsible for submitting all paperwork to the workers' compensation insurance carrier.
- **Medical Care:** If the injury requires first-aid treatment, you should use the first-aid kit located in each office. If the injury is serious, or you wish to seek further medical treatment, paramedic services may be called, or you can go to an urgent care facility. If you feel that immediate medical treatment is not necessary and prefer to see your private physician, you may do so at your discretion.
- **Disability Income:** If your doctor states you are unable to return to work for a certain length of time, you may be entitled to receive worker's compensation pay. In those serious cases requiring extended absence(s) from work, it is your obligation to keep your Human Resources Partner informed of your status.

## Work Hours

Teachers and some other school staff work approximately ten (10) months per year as outlined in the school calendar, which contains a minimum of 195 workdays. The standard work hours for all school-based employees are established by the School Leader and are noted accordingly in the School Handbook for parents and students. The support staff must also be made aware of the approved schedule. The standard work hours are established as the hours in which teachers are expected to be available to families. As professional, exempt employees, teachers and administrators should expect their actual working hours to be determined by the amount of time required to complete the job.

Unless otherwise noted in the offer letter, both exempt and non-exempt full time employees are expected to work a minimum of forty (40) hours per week. Exempt and non-exempt employees may periodically request an adjustment to their standard work schedule. Non-exempt employees may use Paid Time Off for schedule adjustments that exceed eight (8) hour workdays, make-up time (see immediate section below) or obtain manager approval for overtime. Prior to any adjustment being made, the employee must gain manager approval. If an employee obtains approval to leave work early or to come in late, their time should be made up within the same workweek as the approved time away from work.

## Make-up Time Policy

Non-exempt employees may request approval to miss scheduled work due to personal obligations and make-up the time missed on another day in the same workweek. The employee must submit a request in writing to their manager for each occasion the employee seeks to make-up time. To qualify for approval the make-up time must, at a minimum, not cause the employee to work more than eleven (11) hours in any workday or more than forty (40) hours in a workweek. Such requests may be granted at the manager's sole discretion. If granted, make-up time under this policy will be compensated at the employee's hourly rate.

## Attendance

Each employee has a primary work location and work schedule for the purposes of this policy.

An employee is responsible for being on time as defined by their manager and the needs of the school. Employees are responsible for submitting a leave request for any absence as required by Human Resources. All leave requests must be made in minimum increments of two (2) hours.

Employees must call their manager each day they will be absent or late and must gain manager approval to leave work early. Notifying a fellow employee is not sufficient. If you are unable to make the contact yourself because of illness, emergency, or for some other reason, you must have someone make the contact on your behalf. This is only proper if you are completely unable to make contact yourself.

The school holds certain events that must be attended by employees in person throughout the year. Attendance at these events is mandatory, and if an employee must be absent or cannot attend in person, they must have a valid reason pre-approved by their employee's manager. If absences at these mandatory events exceed 50% of the scheduled events during any school year, regardless of the reason for the absence, disciplinary action may be taken against the employee.

## Absence

If you are absent five (5) or more successive days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you are allowed to return to work. These absences may be designated as family/medical leave depending on the circumstances.

Absence from work for three (3) successive days without notifying your manager or Human Resources will be considered a voluntary resignation. In general, five (5) unexcused absences in a ninety (90) day period, or a consistent pattern of absence, except as allowed by law, will be considered excessive, and the reasons for the absences may come under question.

## Punctuality

Tardiness or leaving early, without permission from your manager, can be detrimental to the school. Three (3) such incidents in a ninety (90) day period will be considered a "tardiness pattern" and will carry the same weight as an unexcused absence. Other factors, like the degree of lateness, may be considered.

## Meal and Rest Breaks

In accordance with applicable law, the organization provides a thirty (30) minute unpaid meal break to non-exempt employees who work more than five (5) hours per day unless the total work period for the day is six (6) hours and the meal period is waived in writing by mutual consent between the school and the employee. If a non-exempt employee works a period of more than ten (10) hours, they are required to have a second meal break of thirty (30) minutes unless the total work period is twelve (12) hours and the meal period is waived in writing by mutual consent of the school AND the employee did not waive the first meal break. Non-exempt employees must record the beginning and end time of each meal break.

Non-exempt employees are required to take a paid ten (10) minute rest break for every four (4) hours worked or major fraction thereof. Whenever practicable, non-exempt employees should take their rest periods near the middle of each four-hour work period.

Any employee who misses a meal or rest break or who experiences a late, short, or interrupted meal break—for any reason—must immediately report this issue to their manager in writing and provide an explanation for the non-compliant meal or rest break. The employee must make this report on the same workday that they experienced the non-compliant meal or rest break.

Failure to comply with this policy regarding meal and/or rest breaks may lead to discipline, up to and including termination.

## Lactation Breaks

Employees working at a physical site in California have the right to reasonable time and access to a private area during the workday to express milk, as set forth below.

Employees may use their meal and/or rest periods for the purpose of expressing breast milk. If required, a reasonable amount of additional time will be provided. Such additional time will be unpaid.

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements not to be a bathroom; be free from intrusion; be shielded from view; be safe, clean and free of hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices including but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, the School shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, the School may provide another cooling device suitable for storing milk, such as a School-provided cooler.

Please contact Human Resources for assistance. The School will respond accordingly, generally within two (2) business days.

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone at 213-897-6595 or visit a local office by finding the nearest one on their website: [www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm). The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

## Office Closure

In the event that the school's office(s) must unexpectedly close (such as hazardous weather conditions or a widespread health crisis) an email notice will be sent from the school to all employees explaining the details of the office closure. The school will also record a voicemail message announcing the details of the office closure on the school's voicemail system.

If you have permission to work from home as home-based employee on a regular or occasional basis, you will be expected to work a full day regardless of whether the office is open or closed. Any employee with such permission is expected to work at full capacity to the best of their ability. The organization understands that depending on the situation, you may not be able to work from home at your usual capacity for reasons specific to the situation (i.e. having children home from school).

Since employees are provided with a web-based Education Management System (EMS) and remote access capability, there may be an opportunity for office-based employees to also work from home. The ability to work from home will be determined by your manager on an individual basis for each day in question.

For all other employees, please follow your school's policy or contact your manager to determine work expectations during office closures. Typically, the school's teachers can work from an alternate location, and are available for families via email and an alternate phone number. More specific details about teacher support will be provided in the email message.

If the office is open and you decide not to attempt to come to work due to inclement weather, you must contact your manager in accordance with your school's call out policy/procedure. Please make sure you have accurate contact information for your manager.

## Compensation During an Emergency Office Closure

If an employee is expected or requested to work from home, that employee will receive standard compensation for hours worked. If an employee who is expected or requested to work from home is unable to work because of exigent circumstances, the employee must use paid time off or take the time unpaid. Exempt employees who have no accrued paid time off will be paid for any week in which they perform any work.

During a partial-day office closure due to an emergency, employees without work at home privileges are not expected to work during the time period of the closure and would not be required to use paid time off and would be compensated for the duration of the partial-closure.

## Employee Health Benefits

All available employee benefits are described in the Employee Benefits Guide. The most up to date version of the Employee Benefits Guide is located on the document repository.

## Leave Benefits

Leave benefits can be found on the Virtual Library under [Paid Time Off & Other Leave Benefits for California Staff](#).

- Paid time off: Holidays, Vacation, Sick Personal Leave
- Bereavement Leave
- Jury Duty Leave
- Leave for a Legal Proceeding
- Military & Military Spouse Leave
- Emergency Duty
- Civil Air Patrol Leave
- Leave for Crime Victims and Their Family Members
- Time Off for Voting
- Suspended Pupil/Child
- School and Daycare Leave
- Rights for Victims of Crime and Abuse
- Adult Literacy Leave
- Alcohol and Drug Rehabilitation Leave
- Leave for Bone Marrow and Organ Donors
- Compensatory Time
- FMLA & CFRA
- Pregnancy Disability Leave
- Unpaid Leave of Absence



# Performance and Disciplinary Action Policies

## Employee Performance Management

Performance refers to work performance, attendance and punctuality, conduct, and compliance with policies and procedures. Employee performance is the key to achieving school results and organizational productivity. Informal and formal performance feedback tools are utilized to assist employees in developing high levels of performance.

Employees receive a performance review in advance of their salary review date. Performance reviews are conducted annually at the end of the school year and may also be conducted mid-year, usually in December or January. Employees also receive periodic feedback both formally and informally from their manager. This feedback may be written or verbal.

Based on those reviews and other factors (e.g., position level, general market condition, internal equity, the school's overall performance and merit increase pool, etc.), employees may be eligible for a merit increase. All salary increases must be reviewed and approved by two (2) levels in the organization and by Human Resources. A performance review does not guarantee an increase in salary or promotion. Salary increases or other incentive payments, if any, are solely within the school's discretion.

Given that salary reviews are performed on a "common review date," an employee's first merit increase is prorated based on their start date.

Merit increases for ten (10) month employees are prorated based on date of hire in the first year of employment.

For all exempt and non-exempt ten (10)-month employees eligible for merit increases, the merit increase eligibility amount in the first year of employment is prorated based on the time of year in which the employee is hired.

Hired July 1 – September 30: eligible for 100% of the School's annual designated merit increase

Hired October 1 – December 31: eligible for 75% of the designated merit increase

Hired January 1 – March 31: eligible for 50% of the designated merit increase

Hired April 1 or after: Not eligible for a merit increase in the year in which hired

## Disciplinary Process

Employees are expected to meet certain standards of work performance and conduct. These include, but are not limited to, those outlined in this handbook as well as in the employee's job description. Employees who do not meet the standards and expectations may be given the opportunity to improve performance and/or conduct through the disciplinary process.

The nature of the discipline, up to and including immediate termination of employment, will depend upon the employee's conduct and the relevant circumstances. It is not a guarantee of continued employment to be placed on an improvement plan as part of the disciplinary process. Employees are expected to meet their performance obligations daily. Certain cases involving serious policy violations warrant a written warning with probationary status. This type of disciplinary action carries a contingency stating any further violations of policy or unacceptable performance or behavior will be grounds for termination.

This disciplinary process does not alter the organization's policy of at-will employment. Both the school and school employees retain the right to terminate the employment relationship at any time, with or without reason or advance notice.

# Workplace Conduct Policies

## Standards of Conduct

To provide employees with comfortable and safe working conditions, the organization maintains standards of professional behavior that all employees must follow. Although it is impossible to identify every possible example of prohibited conduct, the following is a **partial** list of infractions that may result in disciplinary action, up to and including termination of employment.

- Perpetrating fraud against the organization, its schools, and/or Connections, affiliated entities or persons
- Theft, misappropriation, unauthorized possession, use /removal of organization, school or Connections property
- Carrying weapons or explosives, violating any criminal law while on school property or on school business
- Fighting or otherwise threatening, intimidating, coercing, or interfering with managers, co-workers, or guests
- Sleeping during working hours
- Gambling or other immoral or disorderly conduct while on school property or on school business
- A pattern of chronic or excessive absenteeism, tardiness, leaving work early, or any other violation of the attendance policy
- Failure to properly notify an absence
- Failure to satisfactorily perform job duties, including insubordination or refusal to comply with instructions
- Hiring a third party to perform an employee's assigned job duties
- Intentional abuse, negligence, or destruction of school property
- Violation of any safety rule, policy, practice, or procedure
- Causing injury to a person or damaging property, machinery, equipment, supplies, or negatively impacting the reputation of the school
- False, fraudulent, misleading, or harmful statements or omissions in any medium, including social media platforms concerning, the California Connections Academy education program, another employee or students, parents, colleagues, teachers, vendors, or any statement that is harmful or disloyal to the school or places the school, including the education program, in a negative light
- Dishonesty or providing false information to your manager or other employees
- Misuse of private or confidential information and data created in the course of school operations concerning employees, students or their families.
- Conduct, in our sole opinion, that reflects adversely on you or the school
- Failure to properly follow any rule or procedure, or violating any policy in this handbook
- Other acts, in the opinion of school management and/or Human Resources, that warrant disciplinary action

## Respect for Others

The organization expects the employees to treat each other, students, teachers, vendors, regulators, legislators or any third party during the course of their job duties with respect and consideration. Lack of respect can be shown through words, conduct, acts or demeanor. Some examples of lack of respect towards other employees include snide remarks, inappropriate jokes, direct comments and avoidance of particular individuals. The above examples by no means describe all types of disrespectful behavior. As a rule, behaviors that affect another employee's ability to work depart from our standard for respect.



## Language in the Workplace

The use of obscenity, profanity, sexual innuendoes, coarse language or language that could be perceived as offensive in the workplace is highly unprofessional and unacceptable. All employees are cautioned to avoid such language. Persons improperly subjected to offensive language should report the incident, using the harassment complaint procedure above.

## Professional Ethical Standards

Employees must maintain high standards of personal and professional conduct and behavior in all interactions and communications.

Employees are required to use sound professional judgment when communicating with students and parents while handling situations requiring sensitivity. All school policies and protocols must be followed regarding privacy and other dealings with students, parents, learning coaches and any agencies which may be associated with a CalCA school family.

Employees must display the highest integrity and the best judgment and ethics and use professional skills to the best interests of all. Employees must use only legal and ethical means when seeking to influence governmental legislation or regulations. No employees shall engage in political campaign activities while engaged in school business or with school resources.

## Reporting Unethical Behavior

### Ethics Hotline

The school's ongoing success depends on maintaining high ethical standards of conduct. To reinforce the commitment to the highest standards of ethics, the organization has made the Ethics Hotline available. The Ethics Hotline is a phone and web-based communications tool that offers employees a confidential way to raise a concern or report suspected unethical, unprofessional, illegal, or fraudulent activity by others associated with the organization or school. The hotline number is 833-710-0718 and the confidential web address is [www.lighthouse-services.com/pearson](http://www.lighthouse-services.com/pearson).

### Who should use the Ethics Hotline?

Any employee who has information about possible criminal activities, ethical violations, or other work-related incidents should use the Ethics Hotline. **An employee's first option is to report suspicions to a member of school management or Human Resources**, but if they are uncomfortable with the direct approach, the Ethics Hotline may be utilized.

### What types of incidents should be reported?

Employees are encouraged to report situations or events that could potentially harm students, the school(s), employees, or the organization. Examples include violations related to:

- Compliance with Regulations
- Conflicts of Interest
- Accounting and Auditing Practices
- Gifts and Bribes
- Disclosure of Confidential Information
- Privacy of Student Records
- Theft
- Copyright Laws and Software Piracy
- Misuse of Resources or Funds
- Intellectual Property Infringement
- Falsification of Information
- Threats and Physical Violence

## How it works

Concerns reported to the Ethics Hotline are received by an independent third-party communication specialist who will then report the information anonymously to Human Resources. At no point will the identity of the individual reporting the concern be revealed without their consent. Raising a concern or reporting misconduct in good faith is the right thing and such action will not be subject to discipline or retaliation. If the investigation of a concern reported through the Ethics Hotline reveals the initial report was done with malice or ill intent, it will be deemed the reporter will waive their right to anonymity and be subject to disciplinary action.

## You are the key to an ethical workplace

While the Ethics Hotline is an ongoing program for concerned employees; the school encourages direct communication with colleagues, managers, and/or members of school management. For employees who prefer to remain anonymous, the Ethics Hotline is available at any time, twenty-four (24) hours a day, seven (7) days a week.

## Whistleblower Policy

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

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

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

## Conflicts of Interest

Employees are prohibited from engaging or appearing to engage in any activities that conflict with the school's interests. A conflict of interest, or the appearance thereof, may occur when an interest in, association with, and/or employment by another school or educational management organization, suppliers of goods or services, etc., is such that the ability to act in the best interests of the school may be called into question.

Please discuss any questions or concerns regarding conflicts of interest with your manager and/or Human Resources.

Conduct that may constitute a conflict of interest includes, but is not limited to:

- Directly or indirectly borrowing from, lending to, investing in, or engaging in any substantial financial transaction with an existing or potential customer, student, supplier, etc.
- Performing outside work for another entity while working for the school or a Connections program
- Working for another educational agency or institution, school, academy, etc., during the same standard work hours as the organization;
- Transmitting confidential information to a student/parent/caretaker, vendor, competitor, or other individual who is not an employee and who does not have authorization to receive it; and
- Using organizational facilities, equipment, labor, or supplies to conduct outside activities
- Having an intimate relationship with any student, parent/caretaker of a student, employee under direct supervision, except when such individual is a member of your family or when you have no work

responsibilities associated with the individual, and the relationship is not prohibited by law or regulation, such as a relationship with an under-age student

## Gifts

Employees are to avoid any conduct that gives rise to a conflict of interest or the appearance of a conflict of interest. Specifically, employees must comply with laws that preclude giving gifts to government employees even when the gift is given without any intention of influencing the recipient. For purposes of this policy, a gift is defined as anything of value given or reimbursed by the organization for which goods or services are not provided in return as part of an ordinary business transaction. This may include tangible items, meals, and/or travel expenses. Accordingly, employees must have all gifts reviewed by Human Resources.

Employees may not give, solicit or accept gifts to or from any other person or entity that has sought or seeks a business relationship with the school or organization unless approved through the Issue Aware process. Giving gifts to vendors, students, and government officials is prohibited.

In no event should any gift of cash, including gift cards, be accepted or made.

If an employee receives an unsolicited gift, they must promptly notify their immediate manager, and Human Resources in writing, and take the following action:

- Return the gift with a letter to the donor explaining the Gift policy
- When a gift cannot be returned because it is perishable and may become damaged or spoiled, send the donor a letter noting this fact explaining the Gift policy
- When it is necessary to write a letter as prescribed above, the recipient should provide a copy of the letter to their manager and should submit it to Connections services supported legal team.

## Authorizations and Approvals

Under no circumstances is an employee, other than those who have purchasing responsibility authorized in writing, to commit to any purchase or agreement that financially obligates the school or organization. If an employee is required to procure goods and services, the appropriate authorizations from the employee's manager must be obtained in accordance with the school's fiscal policies. Failure to obtain the proper authorizations/approvals will result in disciplinary action and/or a requirement the individual accept personal responsibility for an obligation wrongfully made in the school's name.

## Solicitation and Distributions

Employees are prohibited from soliciting and/or distributing of non-school material in work areas and during school hours. Bulletin boards, internal directories, interoffice mail, e-mail, and other organizational resources are to be used only for school business purposes unless designated otherwise.

Employees may not solicit or distribute ANY information in work areas on behalf of a business, club, school, society, religious group, nonprofit organization, or political party during work time or during the work time of the employee(s) to whom such activity is directed.

If the activity is not disruptive, employees may distribute information about nonprofit fundraising efforts or distribute small items, such as cookies or candy for sale, if the proceeds will be received by a nonprofit organization. Permitted activities will be determined by school management. Requests to conduct fundraising activities must be approved in advance by the School Leader.

The school reserves the right to sponsor certain nonprofit fundraising events. However, employee participation will not be required.

## Appearance and Dress

The school strives to provide a work environment that is both professional and comfortable. Employee's dress, grooming, and personal hygiene should be appropriate to the school environment in accordance with guidelines set forth by the manager. In general, employees are expected to dress and present themselves in a manner that is acceptable in a school setting.

When meeting with families/students, and/or external parties, or visitors at the school, employees should dress in accordance with the expectations of those individuals. Employees who are dressed inappropriately may be asked to return home to select suitable attire. Any questions concerning the dress code should be directed to an immediate manager or Human Resources.

## Animals in the Workplace

Pets are not permitted at the school office or at school related events, unless they are the employee's registered service animal. If you have questions regarding registered service animals, please contact Human Resources for additional information and requirements.

## Employee Conduct While Driving

Employees are completely responsible for any accidents, fines, or traffic violations incurred while operating personal vehicles. While driving a personal vehicle, the employee's personal automobile insurance will be considered primary and any organizational-provided coverage secondary. When renting a car for business purposes, employees must obtain insurance from the rental agency or make other arrangements with the School.

Employees who are driving while on school business are expected to conduct themselves in a safe and legal manner, obeying posted speed limits and avoiding distractions while driving.

## Social Media Policy

The school believes in utilizing social media sites to foster online collaboration and share what the school does, but employees are expected to do so responsibly. As online communication platforms continue to evolve, so will school policies. Employees should speak freely, but also responsibly. This policy is focused on social media activities in or outside of work that could affect work performance, the performance of other employees, or the school's interests. The policy provides standards for employees who choose to contribute or participate in blogs, wikis, social networks (Facebook, Instagram, Twitter, etc.), virtual worlds, user-generated audio and video (YouTube), or other social media. The standards of conduct apply to online activities. Remember that our rules of conduct apply to online activities and any information or comments posted publicly may be escalated to Human Resources for review.

Employees are discouraged from participating in one-on-one communication or sharing personal information with students through social media sites. It is not appropriate for teachers or other staff members to deviate from their professional role with students at any time. If teachers or other staff members choose to interact with students through social media sites, the interaction should be logged and use filters or other mechanisms to preserve the professional nature of the student-teacher relationship. While such precautions might limit a student's access to employee's personal information, employees may still have access to the personal information of a student. In such a case, information learned about students through these networking and social media sites may trigger a duty under applicable law to report suspected abuse, neglect or other conduct to the authorities.

This policy shall not be construed or applied to interfere with Section Seven (7) of the National Labor Relations Act.

## Participation in Social Media Sites

1. Write about what you know. Ensure that statements you make are accurate and factual. Be exciting and creative when talking about the organization or school, but do not exaggerate or guess. If someone asks you a question you do not know the answer to, forward it to an expert within the organization.
2. Present yourself well. Take into consideration that anything you post is made public and could be misconstrued by readers. Assume that your colleagues, manager, school's students and their parents will read it. Keep that in mind as you post and present yourself in a way that you would in the school. Be sure the image you portray is consistent with the work you do. Social media sites tend to blur the lines between personal and professional lives, and public and private information. Be aware of that line and communicate accordingly.
3. Do not post information that is derogatory or disrespectful to the school or the school community or that places the school in a negative light.
4. Restrict access if appropriate. Many social sites have privacy settings. Think about using them.
5. Represent your school and organization well. Just by identifying yourself as an employee, you are creating perceptions about the school and organization. Make sure that content associated with the school is consistent with the school's values and standards of conduct.
6. Respect your audience. It is fine to have a healthy debate, but do not disparage others. Carry the customer service model through to your social media content. Outside parties CAN pursue legal action against you personally for content you post.
7. Correct mistakes. If you made a mistake, correct it. Just make sure you indicate that you have done so before modifying postings.
8. Identify yourself appropriately. Do not misrepresent who you are – if you are commenting about your school, let others know your role and status. Make it clear that you are speaking for yourself and not on behalf of your school. Only employees officially designated by the school have the authority to speak on behalf of the school.

## School Social Media Accounts

Employees must disclose to a supervisor any and all known passwords for the school's various electronic communications systems, including any school social media or other accounts, upon request of a supervisor and upon termination of employment.

## Prohibited Activities on Social Media Sites

1. Do not violate your confidentiality agreement. Follow the official policies protecting the school's proprietary and confidential information. Things you absolutely cannot disclose on social media sites include financial information, trade secrets, customer information, and confidential or personally identifiable information about students. View the Confidential Records-Access, Retention, and Disclosure Policies, if applicable, for more details.
2. Do not violate copyright or fair use laws. It is extremely important that you respect the laws governing copyright and fair use of copyrighted material owned by the school or others, for our protection as well as your own.
3. Never conduct school business on a social media site. Our internal Education Management System (EMS) and other communication tools provided are the appropriate venues for work-related activities. **All contacts with students or parents should occur on and be tracked using the school's communication tools, not social media sites.**
4. Do not disrupt or denigrate the learning environment. Teachers and school administrators should maintain a supervisory, professional, and respectful relationship with students and the school community.
5. Do not publish information about students.
6. Do not publish personally identifiable information, including photos, about your colleagues without their consent.
7. Do not let social media interfere with your work performance.

8. Know your obligations. It is your responsibility to understand and be familiar with the reporting requirements, for example child abuse and neglect, consistent with the laws of the state in which you work and the school's policy.

Social media should never be used in a way that violates any other policies or employee obligations. If your social media activity would violate any of the School's policies in any other forum, it will also violate them in an online forum. Employees who violate the School's policies may be subject to discipline, up to and including termination.

## Drug-Free and Alcohol-Free Workplace

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

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana and marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The School complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event;
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the School's premises;
- Refusing to submit to an inspection or testing when requested by the School;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School's premises and/or attending a School function or event;
- Conviction under any criminal drug statute for a violation occurring in the workplace; or
- Failure to keep all prescribed medicine in its original container.

In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Human Resources. Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students.



## Searches

The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

## Testing

The School may require a test by intoxilator, blood test, urinalysis, medical examination, or other drug/alcohol screening of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol. Such testing will be conducted if two or more employees observe an employee acting in such a manner to raise suspicion that the employee is under the influence of an illegal drug or alcohol or is acting in such manner that they may harm themselves, or another employee or students.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The School shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

## Violations

Compliance with this policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, or submit to any inspection or testing will result in discipline, up to and including termination. Furthermore, any violations of this policy may result in disciplinary action, up to and including termination, at the School's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, School may report such illegal drug activities to an appropriate law enforcement agency.

## Employee Student Relations Policy

### Boundaries Defined

For the purposes of this policy the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

### Acceptable and Unacceptable Behaviors

Some activities may seem innocent from a staff member's perspective but may be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable

and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. If a student specifically requests that he or she not be touched, then that request must be honored. Violations could subject the teacher or staff member to discipline up to and including termination. Disagreeing with the wording or intent of these established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

These lists (and any subsequent lists) are not meant to be all-inclusive, but rather, illustrative of the types of behavior we intend to address by this policy.

### **Acceptable Behaviors**

- Pats on the shoulder or back
- Side hugs
- Handshakes
- “High-fives” and hand slapping
- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one’s lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent, non-private, school-based technology and equipment)
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries, including touching your legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student’s fixation on an adult)



- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career

## Unacceptable Behaviors

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the School Leader.
- Kissing of ANY kind
- Massage (Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan)
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one's lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Furnishing alcohol, tobacco products, or drugs to a student or failing to report knowledge of such
- "Dating" or "going out with" a student
- Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]"
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving a school event alone with a student
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- Listening to or telling stories that are sexually oriented
- Discussing your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior

- Being alone in a room with a student at a school event with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable
- Providing transportation to students for any purpose

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardiopulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend oneself, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

### **Boundaries Reporting**

When any staff member becomes aware of another staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a reasonable suspicion of misconduct, he or she must report the suspicion to a supervisor and Human Resources promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

### **Child Abuse/Sexual Abuse Reporting**

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, Penal Code Section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on the person's training and experience, to suspect child abuse or neglect. It does not require certainty that child abuse or neglect has occurred, nor does it require specific medical indication of child abuse or neglect. The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Internal reporting to the School Leader occurs after the phone-in report. Failure to meet these obligations can result in a monetary fine and/or jail.

### **Investigating**

The organization will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior by a staff member, using such support staff or outside assistance, as it deems necessary and appropriate under the circumstances.

### **Consequences**

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

# Confidential Records – Access, Retention, and Disclosure Policies

## Handling Confidential Information

### Personally Identifiable Information

The school and all school employees must comply with the Family Educational Rights and Privacy Act (FERPA) in the handling of student data (see discussion below). Personally identifiable information must be protected, including sensitive personally identifiable information such as social security and financial account numbers, under state and federal privacy laws. Failure to comply with these requirements may result in legal liability to the organization and/or the school. Furthermore, the confidence of, regulators and students and their families depend upon fully exhibiting these responsibilities.

As a user of the Education Management System or other organizational information or systems, employees must comply with the following:

- NEVER store personally identifiable information that includes social security or financial account numbers locally on a laptop or other removable media such as USB and flash drives unless the data is encrypted and password protected. Note that when viewing an export file in the Education Management System it creates a file which is automatically saved in the local temporary folder in the download folder. Employees should only view export files when connected to the network. Use must be temporary and be followed by prompt deletion, as specified in the next bullet.
- To the extent student information does not include a social security or a financial account number must, for legitimate reasons, be temporarily saved on a computer that does not have an encrypted hard drive, this information must be permanently deleted – by deleting the file(s) and then emptying the Recycle Bin (or your system's equivalent) from the computer immediately after use.
- NEVER send emails that contain personally identifiable information that includes social security or financial account numbers. If it is required by any regulatory authority or vendor to transmit a file that contains this kind of information, contact the MIS helpdesk and request assistance to appropriately encrypt or otherwise store the file.
- Laptops and other electronic devices such as smartphones that receive organizational school emails must be password protected.
- Laptops and other electronic devices such as smartphones that receive organizational/school emails must be properly stored and secured when not in the direct control and use of the employee.
- Failure to comply with the above requirements will be considered a serious breach of responsibility and may be grounds for termination of employment or other action(s) as provided by school rules and policies, including discontinuing access to the Education Management System or organization's network.

### Family Educational Rights and Privacy Act (FERPA)

Employees are subject to the requirements of the Family Educational Rights and Privacy Act (FERPA). A link to the most current Policy is always located on the document repository.

Employees are responsible for reviewing the requirements and only disclosing student information if specifically required by regulation and when such disclosure is permitted by FERPA. Employees are never permitted to remove any FERPA-protected information from school property in print or electronic form except for legally permitted purposes and when specifically authorized by a manager.

## Confidential and Proprietary Information

Employees are responsible for limiting disclosures of confidential and proprietary information to those individuals who require this knowledge to perform their job responsibilities for the benefit of the school and/or organization. Confidential information may not be disclosed to anyone except as approved by the services support legal team.

Employees must conspicuously label confidential information with the applicable classification notice (e.g., "California Connections Academy Confidential"). In addition, all confidential information must be safeguarded and kept secure and disposed of in a secure manner (subject to records retention requirements).

Employees should not accept information or other materials from a contractor, vendor or other non-employee that may be trade secret information obtained or provided without the owner's consent.

Certain information available to employees including content contained in the Education Management System® is protected by various copyrights, trademarks, service marks, patents, trade secrets, or other intellectual property rights and laws and may only be used as permitted by law and with the permission of the owner. Except as expressly authorized by Connections, employees may not sell, license, rent, modify, distribute, copy, reproduce, transmit, publicly display, publicly perform, publish, adapt, edit, or create derivative works from or otherwise exploit the Content or features in the Education Management System® in any form or medium. Users are fully responsible for their own use and for ensuring such use does not infringe on the rights of Connections or third parties. Any unauthorized use including copying or reposting of Connections or third-party intellectual property may result in termination of employment and other legal action

## Intellectual Property Policy

Intellectual property is defined as an intangible creation of the human mind, expressed or translated into tangible form that is assigned certain rights of property such as inventions (patents), literary and artistic works (copyrighted works), and symbols, names, images, and designs used in commerce (trademarks). The organization is committed to the enforcement and protection of intellectual property rights as both a legal and an ethical imperative. All employees are expected to adhere to the United States ("U.S.") copyright and trademark laws and to be mindful of the limited rights conferred by licenses and permissions granted by third parties. All employees are also expected to take appropriate steps to protect the rights of the school and/or organization in its trademarks and works of authorship developed for or on behalf of the school and/or organization and to timely notify the of any potentially patentable inventions.

## Using Copyrighted and Trademarked Materials

Employees must ensure their work product is original and does not include material owned by third parties unless covered by a license agreement approved by the services support legal team. Employees must ensure they do not use trademarks owned by third parties for commercial purposes without the consent of the owner of the trademark. Questions on the use of third party copyrighted material and trademarks should be referred to the services support legal team.

**Plagiarism:** Plagiarism occurs when an employee claims or implies original authorship or incorporates material from someone else's written or creative work, in whole or in part, regardless of copyright notice, into their work product without adequate acknowledgement. Plagiarism is strictly prohibited and may represent a violation of law, exposing the employee to criminal and/or civil prosecution.

**False Information:** Employees are expected to exercise honesty and integrity in all aspects of employment. Employees are prohibited from providing false information to other employees, students, or parents/caretakers. Employees are also required to immediately report to Human Resources if they suspect that another employee has provided false information to other employees, students, or families. Employees are strictly prohibited from falsifying data in the Education Management System, or any other system used for reporting to an authorizer, regulatory body or external agency. Falsification of such data may result in disciplinary action up to and including immediate termination. If an employee is

aware of another employee falsifying data and fails to report the infraction, they may be subject to disciplinary action up to and including immediate termination.

**Ownership and Rights to Materials Developed by Employees:** Work product and ideas developed by employees as part of their work for the school are owned by the organization.

Teachers are encouraged to contribute materials they have developed during their employment for use by the larger organization. Teachers are encouraged to collaborate with one another and share instructional resources to enhance professional practice and ultimately improve the academic success of the students. Materials that could be shared by the broader organization include, but are not limited to lesson plans, worksheets, problem sets, newsletters, presentations such as PowerPoints, recorded LiveLesson® presentations and resources. By providing these through the EMS or other provided online applications or templates (e.g., software for LiveLesson® presentations and LiveLesson® templates) or communications tools (e.g., email), teachers agree that the organization has a non-exclusive license to use and modify these materials and such modified materials are organizational owned derivative works. Any such materials so contributed may be edited and formatted by the organization and used in any way deemed appropriate. In addition, where a teacher places any approved content in the EMS, any such modifications and/or content will be organizational owned derivative works. The organization will have the right to use such materials, modifications and/or content in any way deemed appropriate. Employees are free to retain a copy of their original (unedited) materials when they terminate employment, but any templates or third-party materials used or incorporated under an organizational license with permission from a third party must be removed.

## External Inquiries

Any employee who receives an external inquiry or request for documents from a regulatory or legal authority from the press; or who receives an inquiry concerning information not routinely provided during the normal course of work should refer such inquiries as follows.

- Refer all media inquiries to Public Relations
- Refer all Public Records Act requests and inquiries from lawyers or government agencies to the services support legal team.
- Refer all employment references requested to Human Resources. The school does not respond to oral requests for references. All requests must be in writing accompanied by a signed authorization.
- Do not under any circumstances respond to requests for information regarding another employee. If you receive a request for a reference, you should forward the request to Human Resources.

## Records Retention

The school maintains a variety of records, including student and employee records. Record retention requirements and policies have been established for maintaining records. Employees must never destroy any record except in accordance with these policies. Records are not to be kept longer than the policy duration in any form unless they have received direct authorization from the department manager, School Leader, Human Resources or if they are subject to a hold notice received from the organization.

## Personnel Files

An employee's personnel file consists of physical documentation as well as electronic information stored on the Human Resources Information System. The original information in a personnel file will be kept by Human Resources.

Additional copies of certain documents in a personnel file may also be kept in the school office.

An employee may request a copy of their personnel file. The request must be made in writing to Human Resources and the file will be made available upon request within a reasonable amount of time.

## Access to Employee Exposure Records and Employee Medical Records

Under the Occupational Safety and Health Act (“OSHA”), employees have the right to examine and copy relevant “employee exposure records” and “employee medical records,” as those terms are defined under federal statute. Human Resources is responsible for maintaining these records. If you wish to access your records, or review relevant OSHA regulations, please contact Human Resources.

## Work Arrangement Policies

### Accommodation of Disabilities

The school adheres to the requirements and regulations of all applicable federal, state and local laws protecting employees with disabilities. Qualified individuals with disabilities may be entitled to reasonable accommodation in the workplace.

We are committed to providing an accessible workplace for all employees. We will make reasonable accommodations on behalf of individuals who qualify under ADA. The accommodation must improve the staff member’s ability to perform their essential job functions. If exact accommodation cannot be met, an alternative that is as effective in removing the workplace barrier will be offered. Written requests for accommodation should be directed to your manager and/or Human Resources. All requests will be reviewed and approved on a case-by-case basis.

Any information regarding a disability will be kept confidential to the extent possible.

### Work-At-Home Policy

Under certain circumstances, employees may be eligible to work at home on a full-time, part-time, or occasional basis. Specific information regarding work-at-home arrangements offered are provided below. The decision whether to allow an employee to work at home is within the sole discretion of the organization. Work from home privileges may be revoked at any time for any reason within the sole discretion of the organization. Categories of work at home arrangements are defined in the Work-at-Home Classifications Policy. A manager can require an employee with work-at-home privileges to come into the office at any time. If an employee is requested to come into the office and fails to do so, disciplinary action may be taken.

This policy does not apply to employees who request to work at home as an accommodation for a disability under the ADA. For information regarding such requests, please refer to the Accommodation of Disabilities policy in this handbook.

### Work-at-Home Guidelines

1. **Work Environment:** Employees are required to establish an appropriate work environment within their homes, in accordance with the requirements described in this Policy. Employees’ residences generally must be located in the same state as their assigned work location. Exceptions must be approved in advance by Human Resources.
2. **Work Hours:** Employees who work at home are required to work the same “core hours” (e.g., 8:00 am – 5:00 pm), the same number of hours (40 hours per week), and the same calendar days as other employees.
3. **Contact Information:** Employees who work at home must provide Human Resources with their best contact phone number(s) and mailing address. Any changes in contact information must be immediately reported to Human Resources by updating UltiPro. Employees who work from home must display their instant message status daily with their contact information.
4. **Communication:** Employees who work at home are required to communicate with their Managers in a manner and frequency consistent with any other employee. Employees should consult with their Managers to discuss their respective expectations, as well as logistical issues that may arise.
5. **Accessibility:** Employees who work at home must be accessible by phone and internet within a reasonable time during the agreed upon work schedule (“core hours”). If an employee will not be



available for a period of time greater than one (1) hour during their core hours, the employee must notify their manager.

6. Phone Calls: All work numbers should be answered professionally and by the employee only. All work numbers should have a professional voicemail message that indicates the employee's name and role/department.
7. Responding to Voice Mails
  - a. Requirement: Employees who work at home are required to check their work voice mailboxes at least three (3) times per day and return calls from their managers within three (3) hours during normal work hours.
8. Responding to Instant Messages: Employees who work at home are required to respond to Instant Messages within (20) minutes during normal work hours.
9. Off-Site Responsibilities: Employees who work at home will be given an "assigned office/hub location." Employees must be available to conduct home visits, attend field trips and other school-related events, act as proctors for state testing, and perform other duties as assigned.
10. Evaluation: Evaluation of an employee's performance while working at home may include daily interaction by phone and email. Evaluations will be similar in content and frequency to the evaluations received by other employees, but with additional focus on work output and the completion of objectives, and less focus on time-based performance.
11. Confidentiality: Employees who work at home must take steps to prevent proprietary and/or confidential information regarding the organization, its employees, and its clients from being stolen or otherwise accessed. Employees should use locked file cabinets, disk boxes, and desks; practice regular password maintenance; and take other steps, as appropriate. Portable Media such as flash drives, floppy disks, CDRs, etc. should not be used to store or transport confidential data under any circumstances without authorization from the services supported technology team. Employees must still abide by our Information System Policies. It is recommended that no confidential data be printed from the employee's residence. If confidential data is printed, it must either be 1) returned to office or 2) shredded.
12. Contact with Students and Other Individuals
  - a. Home Telephone Numbers: All work numbers should be answered professionally and by the teacher only. All work numbers should have a professional voicemail message that indicates the teacher's name and school. Families who need to contact a teacher may also request a phone call via email, leave a message in the teacher's work voice mailbox, or, if the request is urgent, call the employer's toll-free number and speak with a support representative. It is the employee's responsibility to ensure the safety and security of that phone line.
  - b. Home Office: Employees who work at home are prohibited from granting access to their homework location to students, potential students, their families or caregivers.
13. Child / Dependent Care: Working at home should not be used as a means of providing and/or replacing child / dependent care.\* The purpose of the work-at-home arrangement is to facilitate job performance and meet the school's business needs. Employees working at home should not act as primary caregivers for dependents during work hours. Dependents may be present at home; however, the dependents must not require the employee's attention during normal work hours. Employees considering a work-at-home arrangement are encouraged to discuss expectations of telecommuting with family members prior to entering such an arrangement.
14. Expenses
  - a. Mail: Upon request, employees who work at home will be reimbursed for costs incurred in mailing materials to their students. A receipt from the post office is required for reimbursement.
  - b. Travel: Travel expenses are only reimbursable if the location where the employee is traveling is farther away (in miles) than the employee's assigned office location. Expenses associated with traveling to the employee's "assigned work location" for a meeting with their manager are not reimbursable.
  - c. Home Office: Employees are responsible for all costs and expenses associated with the setup of a home office / workspace (e.g., remodeling, furniture, lighting, repairs, modifications, etc.). Repair, upgrade and/or replacement costs and liability for employee-owned equipment and furniture used during the work-at-home arrangement is the responsibility of the employee.

- d. Terminating a Work-at-Home Arrangement: The school reserves the right to discontinue a work-at-home arrangement at any time, with or without notice, in our sole discretion. The school will generally attempt to provide thirty (30) days' notice before making such a change.

## Technology

### 1. Computers

- a. Home-Based Employees (FT): Generally, home-based employees will be provided with a laptop computer and related equipment. Equipment supplied by the organization is for business purposes only. Employees must take appropriate steps to protect all organization-owned equipment from damage and theft. The organization will maintain an inventory of all equipment and/or materials that are provided to employees working at home. Such equipment will remain the property of the school/organization. Upon termination of employment, return of all school/organization-owned equipment and property to us is required, unless other arrangements have been made.
  - b. Other Work-at-Home Employees: Employees who work at home (i) on a short-term or occasional basis, or (ii) as Home-Based Part-time Employee are responsible for providing their own computers and related equipment. The school is not responsible for loss, damage to or repairs of any employee-owned equipment. Employee owned equipment must meet certain minimum requirements, as determined by our services supported technology team. The school reserves the right to modify equipment requirements with or without notice, in our sole discretion.
2. Broadband Service: All employees who work at home (on a full-time basis, a part-time basis, on a short-term basis, or on an occasional basis) are required to maintain broadband access to the Internet, as well as a dedicated phone line that is available during working hours.

## Regulatory Compliance/Risk Management

1. On-Site Inspection: Employees who work at home are required to permit an on-site review of their home office/ workspace upon request, whether it is a scheduled or unscheduled visit, as long as it is during the employee's core work hours
2. Equipment and Workspace Design: Equipment and workspace design must meet all applicable standards and requirements. Upon request, the organization will assist in setting up a workstation.
3. Reporting Injuries: Injuries sustained by an employee while working at home may be covered by our workers' compensation policy. If you are injured while working at home, you must contact your manager and Human Resources immediately, in accordance with school procedures.
4. Injuries to Visitors: The organization is not responsible or liable for injuries sustained by visitors to an employee's home office or assigned office location.
5. Tax Considerations: Employees are responsible for all federal, state, and local tax obligations associated with their particular work-at-home arrangements.

## Work-At-Home Classifications

### Home Based Employees (Full-Time)

1. Definition: "Home-based employees (FT)" are full-time employees who work at home five (5) days per week. For recordkeeping, training, meeting and administrative purposes, home-based employees are assigned to a specific office or hub ("assigned office location").
2. Eligibility: Almost all full-time employees of the organization are hired immediately to work from home. There are specific limited exceptions and reporting to an office location will be tied to a position and be a condition of such employment.
3. Duration: Home-based arrangements are considered indefinite. Home-based employees who wish to revise their classification the following school year should inform their manager who will review the request and try to accommodate based on business needs.



## Short-Term Work-at-Home Arrangements

1. **Definition:** For the purposes of this policy, the phrase “short-term work-at-home arrangement” refers to situations in which (1) an employee is permitted to work at home for a defined period of time due to a personal need or a return from short-term disability, and (2) the duration of the work-at-home arrangement is less than one full school year.
2. **Eligibility:** For employees returning from a leave of absence due to a short-term disability (i.e., maternity leave), the following eligibility requirements apply:
  - a. Employees who have been on a leave of absence due to a short-term disability may be permitted to work-at-home for up to three (3) months after the date the disability began, IF the employee’s performance and job duties meet the criteria.
  - b. Employee must submit an authorization to return to work from a physician to Human Resources before work-at-home arrangement will be approved.
3. **Procedure:** Employees who wish to work at home on a short-term basis should contact Human Resources.
4. **Duration:** Employees should provide Human Resources with information regarding the expected duration of their work-at-home arrangement.
5. **Terminating a Work-at-Home Arrangement:** The organization reserves the right to discontinue a work-at-home arrangement at any time, with or without notice, in our sole discretion. The organization will generally attempt to provide thirty (30) days’ notice before making such a change.

## Flex Work-at-Home Days

1. **Definition:** For the purposes of this policy, the phrase “occasional work-at-home days” refers to situations in which an employee is permitted to work at home on an occasional or periodic basis, or an employee is in a “cube-sharing” arrangement where they share a workspace in an office with another employee, and alternate working from the office and working from home.
2. **Eligibility:** Some employees can earn work-at-home days based on their performance from the previous year. Eligibility requirements are determined at the school level.
3. **Number of Work-at-Home Days:** Generally, the number of work-at-home days available to an employee is determined by and dependent upon their performance during the prior school year. Employees may only use the number of work-at-home days allotted to them. The organization reserves the right to increase or decrease an employee’s work-at-home days, with or without notice, in our sole discretion.  
**Procedure:** Employees who wish to use a work-at-home day must obtain approval in advance from their manager or have a regular work-at-home schedule or cube-share arrangement that has been approved by the manager. The organization may, in their sole discretion, deny an employee’s request to work at home on a particular day.

# Workplace Safety and Security Policies

## Workplace Safety

All employees must practice safety awareness by anticipating unsafe situations and reporting such conditions immediately. If a crisis or near-crisis situation arises at any school site, employees should not attempt to handle it on their own. Immediately consult a manager and/or Human Resources and Compliance. If there is a medical emergency, call 911.

Practice safety around the office by not adjusting or repairing machines and equipment, unless authorized and qualified to do so. Be alert for tripping or slipping hazards. Keep walking areas clear of carts, boxes and other obstacles. Know the locations, contents and use of first-aid kits. Be familiar with the school's emergency action plans and report all injuries, illnesses, and accidents that are sustained while performing school-related work or while on school property immediately, no matter how minor. If a position necessitating the operation of machinery or equipment that requires specific training or certification, the appropriate certification and/or training must be completed prior to use.

## Security

Employees are responsible for the security of their personal belongings. The school is not liable for the loss, theft, or damage of employee's personal property. The school reserves the right to inspect and search all areas of school premises at any time without notice and to question individuals on school premises concerning safety and/or security matters. Furthermore, in order to promote the safety of employees and school visitors, as well as the security of the school's facilities, video surveillance may be conducted of any portion of the premises at any time, the only exception being private areas such as restrooms.

Security inspections, searches and investigations can include, without limitation, examining offices, computers, CDs, disks, files, file cabinets, desks, closets, storage areas, restrooms, and all other areas of the facilities and premises as well as the person, vehicles, purses, packages, parcels, and other containers of individuals entering, leaving, or located on school property. The school may conduct these investigations, inspections, and searches to detect illegal or unauthorized drugs, drug paraphernalia, alcohol, weapons, removal of school property, or for other reasons at the school's discretion. For these reasons, duplicates of all keys issued to employees are kept.

The school reserves the right to access and inspect any personal computer or related device if such equipment is used to conduct school business. This right is limited to the work-related information that may be contained on these devices. Please note in no case should work-related electronic content be stored on personal computers at home except when an employee is specifically assigned to work at home and to use personal equipment.

Employee assistance with efforts to provide for security—including authorization to conduct security inspections or cooperation with school security inspections—is expected as a condition of continued employment and is greatly appreciated. The school reserves the right to occasionally review “swipe” records at buildings where key cards are used for access as well as question employees about office entry at abnormal hours.

## Workplace Violence Prevention

The school does not tolerate acts of workplace violence committed by or against employees, associates, or families. The school prohibits employees from making threats or engaging in violent acts.

### Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury in another person;

- Engaging in behavior that subjects an individual to extreme emotional distress;
- Possessing, brandishing, or using a weapon while on our premises or engaged in school business;
- Damaging property intentionally; and
- Threatening to injure an individual or damage property

The school may seek the prosecution of all those who engage in violence on school premises or against employees while they are engaged in school business. In certain circumstances, the School may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

## Employee Guidelines and Procedures

### General Security Practices

- Never hesitate to call 911 if confronted with a potentially violent situation. It is better to have called 911 unnecessarily than not to have the police available when a threatening situation turns violent.
- Never attempt to physically restrain or physically remove a threatening or violent individual. Doing so puts you in danger and leaves you and the school vulnerable to possible lawsuits.
- Always report violent, threatening, or harassing behavior to your manager and Human Resources. Alert your manager or Human Resources to the presence of strangers or of any suspicious packages in your work area.

## Outside Threats

If an employee is the recipient of a threat against the school or school staff, they are required to report the incident immediately. Please use the following guidelines for dealing with threats.

### Threat over the Phone

If a threatening call is received, send an instant message to your Manager or Human Resources immediately, noting a caller is on the phone and a threat is being made. Note the caller's phone number from the caller ID.

### Threatening Email

If a threatening e-mail is received, immediately forward the e-mail to your Manager and Human Resources.

### Mail Threat

If a threat is received through the mail, notify your Manager and Human Resources immediately. Save the letter and the envelope. If possible, do not handle, open, smell, or taste the suspicious mail or packages. If a suspicious item (package, box, briefcase, etc.) is found that does not belong in the work area, immediately notify Human Resources. If you suspect the package contains a bomb, radiological, biological, or chemical threat; isolate the area immediately, call 911, and wash your hands with soap and water.

### In-Person Threat

Please call 911 immediately.

# Property, Equipment, and Information Systems Policies

## Property and Equipment

Organizational property or equipment and/or the property and equipment of the school (the “property or equipment”) is not for personal use and may not be removed from the premises without permission. The organization reserves the right to access and search all equipment. Computer systems, telephone systems, e-mail and voicemail are to be used for school purposes only and will be monitored as appropriate. The organization reserves the right to bill an employee for the cost of unreturned property or equipment upon separation and/or the amount of personal telephone calls, if any, charged to a work phone account.

Office based employees must follow the procedures set forth by building management in owned or leased facilities including a non-smoking policy. Employees are also prohibited from smoking in the presence of any students or families enrolled in the school or attending a school function.

### Parking Options

Parking options are made available to all employees when working from an office location. The school is not responsible for lost, stolen, or damaged property while parking in one of these areas. Employees are responsible for locking their car and ensuring that valuables are stored out of sight.

## Software/Hardware Policy

### Acceptable Use

This section defines the boundaries for the “acceptable use” of the organization’s electronic resources, including software, hardware devices, and network systems. By using these hardware, software, and network systems, employees assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable organizational policies, as well as local, state, and federal laws and regulations.

### Software

All software acquired for or developed by employees or contract personnel on behalf of the organization shall be deemed organizational property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

Under no circumstances should any user install or download any software onto the organization’s computers without specific permission.

### Purchasing

All purchasing of the organization’s software shall be centralized with the services supported technology team to ensure all applications conform to software standards and are purchased at the best possible price. All requests for software must be submitted to the employee’s manager for approval. The approved request is forwarded to the services supported technology team to determine and purchase the standard software that best accommodates the desired request.

### Licensing

The organization are responsible for enforcing all applicable licenses, notices, contracts, and agreements for software that is used on school issued computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. License compliance is strictly enforced. Any violation by a user may cause the organization to be liable for the consequences of such violation.

## Hardware

All hardware devices acquired for or developed by employees or contract personnel on behalf of the school or organization shall be deemed organizational property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

## Purchasing

All purchasing of teacher or student computer hardware devices shall be centralized with the services supported technology team to ensure all equipment conforms to hardware standards and is purchased at the best possible price using volume discounts or national accounts. All requests for computing hardware devices must be submitted to the employee's manager for approval. The approval request is forwarded to the services supported technology team to determine hardware that best accommodates the desired request.

## Outside Equipment

No outside equipment or hardware may be plugged into the organization's network without specific permission from the technology team (including USB peripherals and Flash Drives).

## Electronic Communications, Telephone Communications, and Access Control Security Policy

### Organization Property

As a productivity enhancement tool, the organization encourages the use of electronic communications (including phone, voicemail, e-mail, instant message, and fax). Electronic communications systems and all messages generated on or handled by electronic communications systems, including back-up copies, are considered the property of the organization's, and are not the property of users of the electronic communications services.

Employees may be required to use the phone number provided by Connections for any telecommunication with students, families, or work-related tasks.

### Authorized Usage

The organization's electronic communications and telecommunications systems are used predominantly for school business activities. Incidental personal use is permissible so long as:

1. It does not preempt any business activity.
2. It does not consume more than a trivial amount of time and/or resources.
3. It does not interfere with productivity.

Users are prohibited from using the organization's electronic communications and telecommunications systems for charitable endeavors, private business activities, or amusement/entertainment purposes unless expressly approved by the VP of Human Resources. Employees are reminded that the use of organization resources, including electronic communications and telecommunications systems, should never create either the appearance or the reality of inappropriate use.

### Student and Family Communications

All educational and/or school related communications with students and families are required to be conducted via the organization's provided and approved tools and platforms. School staff are required to adhere to professional standards of conduct and must exercise good judgment and maintain professional boundaries when interacting with students and families. All communications must be appropriate and related to matters

within the scope of their professional responsibilities. A list of approved communication platforms and tools, and more information on communication methods may be found on the document repository.

## Specific Communication Systems Requirements

### Email

Another important reminder concerns the use of the organization's email. Any emails that are sent using the organization's email system are the property of the third party provider and may be viewed by members of management or others with administrative rights to the system. Furthermore, services supported technology team is instructed to forward to management any emails that violate the Internet usage policy or represent activities that could be detrimental to the organization's operations. It is essential that all email correspondence be able to pass a common sense test, a good common sense test is to ensure that anything that is written in an email could be printed in a public newspaper without any embarrassment to the sender, recipient, or the organization.

### Telephones

Phones provided for school business purposes may be monitored or recorded to ensure quality service. Depending on the nature of work being performed, business phones may not be used for personal calls. In certain employment settings, personal cell phones may only be used in break areas during employees' scheduled breaks and lunches.

## General Electronic Communications Provisions

Employees are reminded that the school's various electronic communications systems, including, but not limited to, its Education Management System (EMS), electronic devices, computers, telephones, e-mail accounts, video conferencing, voice mail, facsimiles, internal and external networks, computers, cell phones, smart phones, PDAs, tablets, and other similar devices, are the property of the organization. All communications and information transmitted by, received from, or stored in these systems are school records.

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

Employees must disclose to a supervisor any and all known passwords for the school's various electronic communications systems, including any school social media or other accounts, upon request of a supervisor and upon termination of employment.

Employees must perform work only on the organization's electronic communication systems and only using accounts and software authorized by the organization. Employee are prohibited from performing work on personal devices, including computers, laptops, tablets and cell phones, and from personal accounts.

### Default Privileges

User privileges on electronic communications systems must be assigned so that only those capabilities necessary to perform a job are granted. This approach is widely known as the concept of "least privilege." Except for emergencies and regular system maintenance notices, broadcast facilities (including the "All-Employees" distribution list) must only be used after permission of your manager or School Leader has been obtained.

## User Accountability

Regardless of the circumstances, individual user account passwords must never be shared or revealed to anyone. This includes logging into an organizational resource as yourself to allow another user to access those resources. If another user does not have access to a resource and asks you to log in for them, deny the request and notify services supported technology team immediately.

If users need to share computer resident data, they should utilize public directories on local area network servers, SharePoint, or the document repository in the EMS. Users should also refrain from sending attachments to internal users for review and comment if the resource is available in the public folder or SharePoint on the organization's network.

## Access Control

To prevent unauthorized parties from obtaining access to electronic communications, users must choose passwords that are difficult to guess (not a dictionary word, not a personal detail, and not a reflection of work activities). The password policy requires users to choose a password that is at least eight (8) characters long and a combination of letters, numbers and/or symbols. Employees will be required to change their passwords every ninety (90) days and are not permitted to re-use the previous five (5) passwords.

## No Guaranteed Privacy

The school cannot guarantee electronic and telephone communications will be private. Employees should be aware that electronic and telephone communications could, depending on the technology, be forwarded, intercepted, printed, and stored by others. Furthermore, others may require access to electronic and telephone communications in accordance with this policy.

## Statistical Data

Consistent with generally accepted practices, the organization collects statistical data about electronic communications. As an example, call-detail-reporting information collected by telephone switching systems indicates the numbers dialed, the duration of calls, the time of day when calls are placed, etc. Using such information, technology support staff monitors the use of electronic communications to ensure the ongoing availability and reliability of these systems.

## Incidental Disclosure

It may be necessary for technology support staff to review the content of an individual employee's communications during problem resolution. technology support staff may not review the content of an individual's communications out of personal curiosity or at the behest of individuals who have not gone through proper approval channels.

## Message Forwarding

Recognizing that some information is intended for specific individuals and may not be appropriate for general distribution, electronic communications users should exercise caution when forwarding messages. Sensitive information must not be forwarded to any external party without the prior approval of the manager or School Leader. Blanket message forwarding to parties outside of the organization is prohibited unless prior permission of the VP of Human Resources has been obtained.

## Internet Security and Usage Policy

### Specific Policy



All information traversing the organization's computer networks that has not been specifically identified as the property of other parties will be treated as an organizational asset. It is the organization's policy to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information.

In addition, it is the organization's policy to protect information belonging to third parties that has been entrusted in confidence as well as in accordance with applicable non-disclosure agreements, contracts and industry standards.

### **Authorized Usage**

Generally, the computer network must be used for school business activities only. Incidental personal use of internet on the organization's network should be limited to employee break times.

Some departments may explicitly prohibit personal internet usage on the organization's network. This will be outlined in a department specific policy.

### **Information Movement**

At no time should an employee download anything from the Internet without direct permission from the services supported technology team. All approved software downloaded from non-Connections sources via the Internet must be screened with virus detection software prior to being opened or run. Whenever the provider of the software is not trusted, downloaded software should be tested on a stand-alone (not connected to the network) non-production machine. If this software contains a virus, worm, or Trojan horse, then the damage will be restricted to the involved machine.

Information from the Internet should be considered suspect until confirmed separately from another source. There is no quality control process on the Internet, and a considerable amount of its information is outdated or inaccurate.

Unless tools like privacy enhanced mail (PEM) are used, it is relatively easy to spoof another user on the Internet. Likewise, contacts made over the Internet should not be trusted with organizational information unless a due diligence process has first been performed. This due diligence process applies to the release of any internal information (see the following section).

Employees must not place the organization's material on any publicly accessible Internet computer that supports anonymous file transfer protocol (FTP) or similar services unless the technology team and the employee's manager has first approved the posting of these materials.

In more general terms, internal information should not be placed in any location, on machines connected to internal networks, or on the Internet, unless the persons who have access to that location have a legitimate need-to-know.

All publicly writable (common/public) directories on internal Internet-connected computers will be reviewed and cleared periodically. This process is necessary to prevent the anonymous exchange of information inconsistent with school business. Users are prohibited from being involved in any way with the exchange of the material described in this policy.

### **Information Protection**

The organization's confidential, proprietary, or private information must not be sent over the Internet unless it has first been encrypted by approved methods. Unless specifically known to be in the public domain, source code must always be encrypted before being sent over the Internet.



Credit card numbers, telephone calling card numbers, log in passwords, and other parameters that can be used to gain access to goods or services must not be sent over the Internet in readable form. Unless an encryption algorithm like PGP (pretty good privacy), or another algorithm approved by the technology team is used to protect these parameters, employees should never put this information into an email, or instant message. This policy does not apply when logging into the machine that provides Internet services.

In keeping with the confidentiality agreements signed by all employees, organizational software, documentation, and all other types of internal information must not be sold or otherwise transferred to any third party any purposes other than school business purposes expressly authorized by management.

Exchanges of software and/or data between an employee and any third party may not proceed unless a non-disclosure agreement has first been signed. Such an agreement must specify the terms of the exchange, as well as the ways in which the software and/or data is to be handled and protected. Regular business practices, such as shipment of software in response to a customer purchase order, need not involve such a specific agreement since the terms are implied.

Likewise, off-hours participation in pirate software bulletin boards and similar activities represent a conflict of interest with the school's mission and are therefore prohibited. Similarly, reproduction of words posted or otherwise available over the Internet must be done only with the permission of the author/owner.

### **Copyright and Licensing Restrictions**

Computer software protected by copyright is not to be copied from, into, or by using organizational computing facilities, except as permitted by law or by contract with the owner of the copyright. This means that such computer and microcomputer software may only be copied to make back-up copies, if permitted by the copyright owner.

The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased by that department.

The school strongly supports strict adherence to software vendors' license agreements. The school abides by all applicable federal and state statutes and regulations pertaining to the use of computer hardware and software including, but not limited to, federal copyright laws. Unauthorized copying, altering, modifying, merging, transferring, de-compiling, or reverse assembly of licensed software is strictly prohibited. State laws may further govern the use of any computer resource (including software).

Most copyright licenses for software contain single CPU usage restrictions. These restrictions must be honored. In some instances, the software copyright owner may grant a variance from these restrictions to school environments.

However, without explicit written variance, single usage restrictions in the license apply to all users.

### **Expectation of Privacy**

Employees accessing organizational information systems and/or the Internet should realize that communications are not automatically protected from viewing by third parties. Unless encryption is used, staff should not send private information over the Internet.

The organization expressly reserves the right to monitor Internet use from all computers and devices connected to any organization-provided network.

At any time and without prior notice, the organization reserves the right to examine e-mail, personal file directories, and other information stored on the organization's computers. This examination assures compliance with internal policies, supports the performance of internal investigations, and assists with the management of information systems.

## Access Control

All users wishing to establish a connection with organizational computers via the Internet must authenticate themselves at a firewall before gaining access to the internal network. This authentication process must be done via a dynamic password system approved by the service supported technology team.

Employees are prohibited from establishing wireless access points, electronic data interchange (EDI) arrangements, FTP sites, web servers, peer-to-peer networks or any other external network connections that could allow external users to gain access to our systems and information.

## Reporting Security Problems

If sensitive organizational information is lost, disclosed to unauthorized parties, or suspected of being lost or disclosed to unauthorized parties, the technology team must be notified immediately.

If any unauthorized use of our information systems has taken place, or is suspected of taking place, the technology team must be notified immediately. Similarly, whenever passwords or other system access control mechanisms are lost, stolen, or disclosed, or are suspected of being lost, stolen, or disclosed, technology team must be notified immediately.

Because it may indicate a computer virus infection or similar security problem, all unusual systems behavior, such as missing files, frequent system crashes, misrouted messages, and the like must also be immediately reported. The specifics of security problems should not be discussed widely but should instead be shared on a need-to-know basis.

Users must not probe security mechanisms "test the doors" at either Connections website or other Internet sites unless they have first obtained permission from the technology team. If users probe security mechanisms, alarms may be triggered, and resources will needlessly be spent tracking the activity.

## Remote Access Policy

Remote access is a generic term used to describe the accessing of the computer network by individuals not located at the primary office. The organization provides several options for access to school resources. This remote access may be required for traveling employees, employees who regularly work from home, or employees who work both from the school office and from home. In many cases, both the school and the employee will benefit from the increased flexibility provided by a remote access program. Each user's need to access school resources remotely will be reviewed and approved by the employee's manager and the technology team on a case-by-case basis.

## Equipment and Tools

The organization may provide tools and equipment for remotely accessing the computer network. This may include computer hardware, software, phone lines, e-mail, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment and software provided for remotely accessing the 's computer network is limited to authorized persons and for purposes relating to school business. The organization will provide for repairs to organizational equipment. When the employee uses their own equipment, they are responsible for maintenance and repair of equipment.

## Use of Personal Computers and Equipment

The school may only be able to provide limited support for equipment and software that is not purchased or owned by the organization.

The organization will bear *no* responsibility if the installation or use of any necessary software causes system lockups, crashes, or complete or partial data loss. The employee is solely responsible for backing up data on their personal machine before beginning any work. At its discretion, the organization will disallow remote access for any employee using a personal home computer that proves incapable, *for any reason*, of working correctly with the -provided software, or being used in a production environment. There are several key requirements that an employee must meet before gaining remote-access privileges to organizational resources.

### **Anti-Virus Software**

All computers accessing the organization's school resources are required to have active anti-virus software installed and configured to automatically update each time the computer is connected to the Internet. Employees will need to coordinate with the technology team to install the required software. If another anti-virus package is installed, the employee must verify that they are paying for an active subscription to pattern updates or they will be required to uninstall that application and install the organization's anti-virus application. No trial software will be accepted as proper protection.

The service supported technology team reserves the right to routinely inspect and verify that the proper safeguards are in place on the employee's home network and computer, and to revoke VPN access to the network at any time the technology team finds or suspects that an employee is maintaining the computer or network in an unsecured environment.

# Acknowledgement

## Employee Acknowledgement of Policies

I acknowledge that:

1. I have been advised that the organization has an employee handbook which sets forth various policies regarding my employment by California Online Public schools, which operates the California Connections Academy schools and programs.
2. I understand that I have access to and can obtain a copy of the employee handbook for review at any time online in the document repository or by contacting Human Resources or my manager.
3. I understand and agree that I am responsible for knowing and understanding the handbook contents and abiding by the policies set forth in this employee handbook.
4. I understand that the handbook does not create a contract of employment, either express or implied, or a guarantee of any benefit, and that the handbook contains only a summary of benefits and an overview of policies and procedures.
5. I understand that all employment policies, practices, wages and benefits, whether they are in the handbook or not, may be unilaterally changed, amended, modified, reduced, or discontinued at any time in my employer's sole judgment and discretion.
6. I understand that any amendment of the handbook will always govern and supersede any prior versions.
7. I understand, in accordance with the handbook policies, that if I should have questions or concerns regarding my terms of employment or working conditions, I should contact Human Resources or my manager.
8. I have read and understand the policies contained in this handbook and I agree to abide by all policies as well as immediately report any perceived violations of policies to my manager and/or Human Resources.
9. I understand that the organization has the right to use disciplinary action for any violation of policy or perceived violation of policy contained in this handbook.
10. I understand that the details of any benefits available to me as an employee are contained in the Benefits Guide.
11. Finally, I agree that my employment continues to be at-will and for no definite duration, that I can terminate my employment at any time, with or without cause or notice, and that the employer reserves the right to do the same.

You will be directed to acknowledge the policies contained within this handbook via electronic signature upon beginning employment.

# CALIFORNIA ONLINE PUBLIC SCHOOLS

## Addendum to COVID Safety Plan

Revised 2.7.23

For Board Approval 2.28.23

California Online Public Schools, a California non-profit public benefit corporation, operates the following charter schools:

California Connections Academy Southern California  
California Connections Academy Central Valley  
California Connections Academy North Bay  
California Connections Academy Northern California  
California Connections Academy Central Coast  
California Connections Academy Monterey Bay

*These schools, plus any others operated by California Online Public Schools (CalOPS), are collectively known and referred to as "California Connections Academy Schools."*

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### BACKGROUND

- On December 15, 2022, the Occupational Safety and Health Standards Board voted to adopt non-emergency COVID-19 prevention regulations. These regulations took effect on February 3, 2023 and will remain in effect for two years after the effective date, except for the recordkeeping subsections that will remain in effect for three years.

### Effective Changes to the COVID Safety Plan

#### COVID-19 Prevention Regulation Changes...

- No longer need to do temperature checks and questionnaires at offices and in person events.
- COVID-19 Standalone Prevention Plan is no longer needed.
- Masks will still be available upon request at all offices and in person events.

### **Employees Must Continue...**

- To report positive cases to HR and their supervisor.
- To refrain from in person contact at the workplace if testing positive for COVID-19 and until they are no longer an infection risk to other employees.

### **As your Employer we will continue...**

- To provide masks upon request when at one of the office locations or at indoor, in person events.
- Make testing available at no cost to you as an employee.
- Support those who test positive to ensure they are not an exposure risk to other employees.
- Follow all reporting requirements as set forth by Cal/OSHA

## **Timeline**

These changes were communicated via email to all employees on 1.12.2023. In this email the COVID 19 Training (Attachment 2) was also included and all employees were encouraged to read through the presentation and bring any questions to the attention of Dan Hertzler, Director of Business Services and/or Jesse Hodge, Health & Safety Coordinator. No significant questions or concerns were brought up.

## **Fiscal Impact**

This change will have very little, if any, impact on the current year budget.

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*\*\*\*Prepared by Dan Hertzler, Director of Business Services on 2.7.23\*\*\**

**Attachment 1: CalOPS\_COVID-19 Preparedness Prevention and Response Safety Plan\_Part 1\_As Revised\_APPROVED 9-27-22**

**Attachment 2: COVID 19 Training 1/2023**

**Attachment 3: Cal/OSHA - COVID-19 Prevention – Non-Emergency Regulation Publication**

## UPDATE - COVID-19 Prevention – Non-Emergency Regulation

### What Employers Need to Know

December 15, 2022

On December 15, 2022, the Occupational Safety and Health Standards Board voted to adopt non-emergency COVID-19 Prevention regulations. These regulations will take effect once they are approved by the Office of Administrative Law (OAL) in the month of January 2023 and will remain in effect for two years after the effective date, except for the recordkeeping subsections, which will remain in effect for three years. These regulations include some of the same requirements found in the COVID-19 Prevention Emergency Temporary Standards (ETS), plus new provisions aimed at making it easier for employers to provide consistent protections to workers and allow for flexibility if changes are made to CDPH guidance in the future.

**Note:** These regulations apply to most workers in California who are not covered by the [Aerosol Transmissible Diseases standard](#).

#### Important requirements from the ETS that are also part of the COVID-19 Prevention regulations include:

- Employers must provide face coverings and ensure they are worn by employees when CDPH requires their use.
  - Employers must review [CDPH Guidance for the Use of Face Masks](#) to learn when employees must wear face coverings.
  - **Note:** Employees still have the right to wear face coverings at work and to request respirators from the employer when working indoors and during outbreaks.
- Employers must report information about employee deaths, serious injuries, and serious occupational illnesses to Cal/OSHA, consistent with existing regulations.
- Employers must make COVID-19 testing available at no cost and during paid time to employees following a close contact.
- Employers must exclude COVID-19 cases from the workplace until they are no longer an infection risk and implement policies to prevent transmission after close contact.
- Employers must review CDPH and Cal/OSHA guidance regarding ventilation, including [CDPH and Cal/OSHA Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). Employers must also develop, implement, and maintain effective methods to prevent COVID-19 transmission by improving ventilation.

## Important changes to the COVID-19 Prevention regulations include:

- Employers are no longer required to maintain a standalone COVID-19 Prevention Plan. Instead, employers must now address COVID-19 as a workplace hazard under the requirements found in [section 3203 \(Injury and Illness Prevention Program, IIPP\)](#), and include their COVID-19 procedures to prevent this health hazard in their written IIPP or in a separate document.
  - Employers must do the following:
    - Provide effective COVID-19 hazard prevention training to employees.
    - Provide face coverings when required by CDPH and provide respirators upon request.
    - Identify COVID-19 health hazards and develop methods to prevent transmission in the workplace.
    - Investigate and respond to COVID-19 cases and certain employees after close contact.
    - Make testing available at no cost to employees, including to all employees in the exposed group during an outbreak or a major outbreak.
    - Notify affected employees of COVID-19 cases in the workplace.
    - Maintain records of COVID-19 cases and immediately report serious illnesses to Cal/OSHA and to the local health department when required.
- Employers must now report major outbreaks to Cal/OSHA.
- The COVID-19 Prevention regulations do not require employers to pay employees while they are excluded from work. Instead, the regulations require employers to provide employees with information regarding COVID-19 related benefits they may be entitled to under federal, state, or local laws; their employer's leave policies; or leave guaranteed by contract.

## Important changes to definitions

- “Close contact” is now defined by looking at the size of the workplace in which the exposure takes place. For indoor airspaces of 400,000 or fewer cubic feet, “close contact” is now defined as sharing the same indoor airspace with a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period. For indoor airspaces of greater than 400,000 cubic feet, “close contact” is defined as being within six feet of a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period.
- “Exposed group” was clarified to include employer-provided transportation and employees residing within employer-provided housing that are covered by the COVID-19 Prevention standards.

This guidance is an overview, for full requirements see Title 8 sections [3205](#), [3205.1](#), [3205.2](#), and [3205.3](#)





*COVID-19*

Preparedness, Prevention and  
Response Safety Plan

Revisions APPROVED by California Online Public Schools ("CalOPS") Board of Directors, operating California Connections Academy Schools, on September 27, 2022

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# I. Introduction

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A pandemic is a global disease outbreak. A pandemic outbreak occurs when a new virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily from person to person, causing serious illness, and can sweep across the country and around the world in a very short time. It is difficult to predict when the next pandemic will occur or how severe it will be.

On March 11, 2020, the novel coronavirus, COVID-19, was declared a worldwide pandemic by the World Health Organization. Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus, distinct from other diseases caused by coronaviruses, such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). COVID-19 is reported to be extremely contagious.

The state of medical knowledge is evolving but the virus spreads from person-to-person contact and/or by contact with contaminated surfaces, objects and predominantly through respiratory droplets in the air. People can be infected and show no symptoms and therefore spread the disease. There are currently several approved treatments for COVID-19. Vaccines have now been introduced under emergency authorization and are being offered at no charge to anyone through a variety of channels.

## Purpose

California Online Public Schools (“CalOPS”), doing business as California Connections Academy Schools (“CalCA”) is committed to providing a safe and healthy workplace for all staff-members. To ensure we have a safe and healthy workplace, CalCA has developed the following COVID-19 Plan (“Plan”) in accordance with Cal/Osha COVID-19 Prevention Emergency Temporary Standards under Cal. Code Regs. tit. 8 § 3205.

This Plan is designed to provide a framework of policies, procedures, guidelines, and organizational structure as well as steps the school should take to safeguard the health and well-being of staff-members during a pandemic, while ensuring the school's ability to maintain essential operations and continue providing essential services to students and families.

## Scope

California Connections Academy Schools (“CalCA”) are governed by the California Online Public Schools Board of Directors and encompass six charter schools with students and employees located across the state. Each charter school is authorized by a different school district authorizer and is able to serve students in a specific geographic region under current state law. For most purposes, the schools are referred to by their regional name; however some of the schools have a different legal name which must be used when looking up the school on any official websites, such as the California Department of Education, the WASC accreditation website, the UC Doorways website, etc. In addition, the legal name of each school is used on official school transcripts.

While each school is a separate legal entity, they all work together closely and share staffing, policies and other resources, and all of them contract with Connections Academy, doing business as Pearson Virtual Schools (“PVS”) to provide many aspects of the high-quality virtual school program, including some operational and compliance support.

The following chart shows the legal name as well as the acronym and common name for each of the charters. It should be noted that CalOPS employees may be working from counties that are not listed here.

Legal Name	CalCA Name	Acronym	Authorizer	Counties Served
California Connections Academy Northern California	California Connections Academy NorCal	CalCA NorCal	Ripon Unified School District	Alameda, Amador, Calaveras, Contra Costa, Sacramento, San Joaquin, Stanislaus
California Connections Academy North Bay	California Connections Academy North Bay	CalCA North Bay	Middletown Unified School District	Colusa, Glenn, Lake, Mendocino, Napa, Sonoma, Yolo
California Connections Academy Southern California	California Connections Academy SoCal	CalCA SoCal	Capistrano Unified School District	Los Angeles, Orange, Riverside, San Bernardino, San Diego
California Connections Academy Central Valley	California Connections Academy Central Valley	CalCA Central Valley	Alpaugh Unified School District	Fresno, Inyo, Kern, Kings, Tulare
California Connections Academy Central Coast	California Connections Academy Central Coast	CalCA Central Coast	Cuyama Joint Unified School District	Santa Barbara, San Luis Obispo, Ventura
California Connections Academy Monterey Bay	California Connections Academy Monterey Bay	CalCA Monterey Bay	Scotts Valley Unified School District	Monterey, San Benito, San Mateo, Santa Clara, Santa Cruz

## Facility Overview

CalCA has the following administrative office facilities:

### **Southern California office**

33272 Valle Rd.  
San Juan Capistrano, CA 92675

### **Northern California office**

580 N. Wilma, Suite G  
Ripon, CA 95366

Administrative activities take place in the office facilities. This Plan shall be applicable to all buildings and grounds for all events that occur, regardless of the time of day or day of the week.

## School Population and In-person school activities

Since CalCA is a network of virtual public charter schools providing online instruction, no students are in attendance at the office locations and most staff members work remotely from their home location. All in-person school activities that involve students and/or staff will be held in accordance with applicable public health guidelines and requirements. This includes educational field trips, in-person educational services or assessments (including services provided to Special Education Students who require in-person services to implement their Individual Educational Program or for assessments related to their Special Education status and progress), school festivals, state testing, graduation/promotion ceremonies and staff trainings or meetings. Generally, in-person activities are not considered to be in a “classroom,” as CalCA offers a fully non-classroom based online educational program. However, in certain circumstances for purposes of this COVID Safety Plan, some in-person activities may be considered to be a classroom type environment for purposes of COVID guidelines applicable to California public schools.

The School Leader, in consultation with the CalCA Safety Committee, will determine when, where and how these types of activities will take place to ensure the safety of students, caretakers and school staff. Parents/legal guardians of students attending in-person events or receiving services will typically be asked to sign a waiver and will be required to adhere to all COVID-19 health and safety precautions CalCA has implemented for the duration of the in-person service.

## Organizational Roles and Responsibilities

### Worksite Supervisor

The School Leader is ultimately responsible for the various elements and implementation of this Plan. The Worksite Supervisor or designee(s) is responsible for day to day implementation of this Plan in accordance with state, local and Center for Disease Control (“CDC”) guidelines as well as to:

- Implement, monitor, and report on the COVID-19 control strategies;
- Conduct periodic inspections of the office facilities to insure safety protocols are in place;
- Remain on-site when staff are present and/or otherwise monitor on-site staff;
- Provide COVID-19 training to employees that covers, at a minimum:
  - Workplace infection-control practices.
  - The proper use of personal protective equipment.
  - Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
  - How to report unsafe working conditions without fear of reprisal.
  - Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers’ compensation law.
  - Information on vaccines
- Conduct **a daily entry self-screening protocol**<sup>1</sup> for all employees or contractors or visitors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Ensure staff are aware of their right to request a respirator (also known as an N95 mask) at no cost, for voluntary use without fear of retaliation.
- Maintain a record of these requirements in accordance with state law.
- Make necessary corrections to any COVID hazards identified through inspection, observation or employee reporting
- Work with local health officials as necessary.

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<sup>1</sup> See Appendix A for Sample COVID-19 Screening Questionnaire

- Maintain a line of communication with the COVID-19 Response Committee and the CalCA Safety Committee.

### COVID-19 Response Committee and CalCA Safety Committee

In order to maximize support and resources to ensure the safety, well-being of staff and students and maintain compliance with the rapidly changing state, local and federal guidelines, Pearson Virtual Schools has developed a COVID-19 Response Committee. The Committee will:

- Act as a partner to provide guidance and resources to prepare for and respond to situations as they relate to the COVID-19 Pandemic;
- Provide advice and guidance on how to address staff questions or issues;
- Work with state and local health agencies to provide information in the event of a COVID-19 outbreak in the workplace;
- Monitor emergencies and facilitate major decisions which need to be made.;
- Provide guidance and assistance with release of information to the media if necessary;
- Monitor the rapidly changing COVID-19 regulatory environment and provide updates as appropriate.

PVS COVID 19 Response Committee			
	Name/Title	Organization	Contact
<b>Health, Safety &amp; Risk Management</b>	Jeff Budny, Health & Safety Manager	Pearson- North America Organizational Risk and Resilience	<a href="mailto:Jeff.budny@pearson.com">Jeff.budny@pearson.com</a>
<b>Compliance</b>	Tara Burns, Senior Compliance Analyst	Pearson Virtual Schools Compliance Services	<a href="mailto:Tara.burns@pearson.com">Tara.burns@pearson.com</a>
<b>Facilities</b>	Dion Golatt, Specialist Facilities/Real Estate	School Facilities Management	<a href="mailto:Dion.Golatt@pearson.com">Dion.Golatt@pearson.com</a>
<b>Benefits</b>	Julie Fivas, Benefits Manager	HR-Pearson Virtual Schools	<a href="mailto:julie.fivas@pearson.com">julie.fivas@pearson.com</a>
<b>General HR</b>	Kristen Teeter, HR-Partner	HR-Pearson Virtual Schools	<a href="mailto:kristen.teeter@pearson.com">kristen.teeter@pearson.com</a>

In addition, CalCA has formed a Safety Committee to address a variety of health and safety issues for the organization, including a response to COVID-19. Members of the Safety Committee monitor the day-to-day activities and response of CalCA employees and implementation of the Plan. Employees may also contact the Safety Committee with suggestions or to report issues or hazards. They also coordinate with the PVS COVID-19 Response Committee as needed.

CalCA Safety Committee			
	Name/Title	Organization	Contact
<b>Committee Lead</b>	Dan Hertzler, Assistant Principal	California Connections Academy Schools	<a href="mailto:dhertzler@calca.connectionsacademy.org">dhertzler@calca.connectionsacademy.org</a>
<b>Compliance Officer and Worksite Supervisor</b>	TBD, Director of Business Services	California Connections Academy Schools	<a href="mailto:xxx@calca.connectionsacademy.org">xxx@calca.connectionsacademy.org</a>
<b>Safety Coordinator</b>	Jesse Hodge, Teacher, Safety Coordinator and Public Health Nurse	California Connections Academy Schools	<a href="mailto:jesshodge@calca.connectionsacademy.org">jesshodge@calca.connectionsacademy.org</a>

<b>Lead Administrator</b>	Richie Romero, Deputy Superintendent	California Connections Academy Schools	<a href="mailto:rromero@calca.connectionsacademy.org">rromero@calca.connectionsacademy.org</a>
<b>School Leader</b>	Richard Savage, Superintendent	California Connections Academy Schools	rsavage@calca.connectionsacademy.org

## II. Prevention

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### How COVID-19 Spreads

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes or even speaks. These droplets can land in the mouths or noses of people who are nearby or be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread is also possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus and this likely contributes to community spread of the virus.

There is more to consider than whether you were less than 6 feet away from an infected person for 15 minutes. Additional factors include the intensity, frequency, and duration of exposure to someone contagious with COVID-19. Were you exposed to enough virus that your immune system couldn't fight it off and you end up getting sick?

#### Intensity of Exposure

The intensity of exposure refers to the quantity of virus fragments you were exposed to. For instance, was the sick person actively contagious when you were with them? Were they coughing and sneezing without a mask on versus having no symptoms with a mask on? Did you share personal items like a drink? Did you sit right next to them and have a face-to-face conversation or were you 6 feet away with your back to them? Some situations can increase a person's exposure to the virus than other situations, including which virus variant is involved, which as a result, can increase the likelihood of becoming infected.

#### Frequency of Exposure

The frequency of exposure refers to how often you had contact with someone who was contagious. If you had a brief face-to-face conversation with a colleague each day for several days while the person was contagious with COVID-19, those exposures may add up to be enough to overwhelm your system and lead to an infection.

#### Duration of Exposure

The duration of exposure refers to how long you were exposed. If you were in close contact with someone contagious with COVID-19 for 6 hours a day for several days, yet your seat was not within 6 feet of them, you may still have had a long enough duration of exposure to that person to be at higher risk for developing COVID-19.

## **Personal Health**

Your personal health, such as the strength of your immune system, plays a part in whether or not you will be infected, as does whether you are following COVID-19 risk reduction methods.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur. The CDC website provides the latest information about COVID-19 transmission: [www.cdc.gov/coronavirus/2019-ncov/about/transmission.html](https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html)

## **General Preventative Measures**

In order to prevent the transmission of COVID-19, the following protocols in the office facilities are recommended:

- Take steps to reduce entry congestion and to ensure the effectiveness of screening:
  - Reduce the number of staff members assigned to report to the office facilities each day
  - Assign dedicated entry point(s) for all employees to ensure screening
  - Provide visual indicators of appropriate spacing for employees outside the building for any event which is anticipated to lead to congestion.
- Require symptom screening prior to entering the office facility
- Ensure face coverings are available to employees and worn when required by orders from the CDPH or any local public health agency.
- Provide disinfecting supplies and require employees and/or janitorial staff to wipe down their workstations regularly. Disinfecting agents should be approved for use against COVID-19
- Post signs and provide training about the importance of personal hygiene, including hand washing.
- Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- Institute cleaning and communications protocols when employees are sent home with symptoms.
- Notify employees if the employer learns that an individual (including an employee, customer, contractor, or visitor) with a confirmed case of COVID-19 has visited the office (or potentially another venue where an in person school event has taken place) and created a potential exposure of more than 15 minutes.

## **Building Access for Visitors**

In addition to the daily security procedures and protocols in place to ensure a safe and secure environment, prevent crime, and to deter persons from gaining unauthorized access to the building, the additional measures listed below shall be taken in response to and to prevent further spread of infectious disease. The administrative office facilities may be closed to the public until conditions at the state and local level are deemed safe to re-open and re-opening protocols are in place. The decision as to when it is safe to re-open to the public will be made by the school leader or designee.



## Responsibilities:

### Worksite Supervisor

The Worksite Supervisor will ensure there is adequate signage alerting visitors, such as vendors or delivery persons, of the requirements in order to enter the building, as well as alerting staff members and anyone who will be in the building more than 15 minutes of the requirement of the ongoing screening protocols, which include:

- Confirming they have not had any close contact in the past 14 days with anyone who is either confirmed or suspected of being infected with COVID-19, including anyone who was experiencing or displaying any of the known symptoms of COVID-19;
- They do not have a fever over 100 degrees;
- They do not currently experience or display, and have not in the last 14 days experienced or displayed, any of the following symptoms:
  - Fever or chills
  - Cough
  - Shortness of breath and/or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headaches
  - New loss of smell and/or taste
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Anyone who answers yes to any of these statements may NOT enter the building without otherwise getting clearance from the Worksite Supervisor or designee.
- Symptom screening will also be used for other in person activities for employees, who are expected to complete the screening prior to reporting for an assigned in person event.

[Click here for a link to CalCA office COVID screening procedures](#)

### Staff

All staff are encouraged to be active participants in preventing the spread of infectious disease by restricting access to the administrative office facilities for anyone who may have recently been exposed to the virus as well as any non-essential visitors. These temporary security measures shall remain in place on a daily basis, to ensure the safety of the school community until otherwise communicated by the School Leader or designee. Temporary visitors will be considered unvaccinated (since their vaccination status is unknown) and must wear an appropriate face covering while inside the office whenever such requirements are in place at the state or local level. Disposable face coverings, as well as N95 respirators, are provided at the front lobby for use by employees or visitors.

CalCA staff who are office based or partially office based (designated as “flex” location) will follow an office schedule developed by the Worksite Supervisor or designee(s). Other CalCA staff who are designated as “work from home” employees will notify the Worksite Supervisor (or designee) in advance when they plan to work in either of the two office locations and are subject to the daily symptom screening and other safety protocols in place at that time, including mask guidelines in place at that time.

Additionally, staff should:

- Ensure that everyone is aware of the building security policy and do not permit unauthorized persons into the building.
- Report any conditions, concerns or problems that were reported to or observed by them.
- Ensure that all visitors observe the new signage when entering the building.

Additionally, staff are encouraged to identify and report unhealthy or unsafe work conditions to the Director of Business Services who will work with the PVS Facilities Team via Issue Aware (IA) Ticket or by contacting [dion.golatt@pearson.com](mailto:dion.golatt@pearson.com) so these issues may be corrected expediently.

### III. Preparedness

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#### Reopening California

As of June 15, 2021, the Governor terminated the executive orders that put into place the Stay Home Order and the Blueprint for a Safer Economy. He also phased out the vast majority of executive actions put in place since March 2020 as part of the pandemic response, leaving a subset of provisions that facilitate the ongoing recovery.

As of May 2, 2022, CDPH has updated the [Beyond the Blueprint Industry and Business Sectors](#) to reflect the recent emergence of the [Omicron variant](#) and these updates will supersede all prior guidance.

The state and CDPH may alter this framework in response to changing conditions of the pandemic. CalCA will adapt this Plan as needed to accommodate such changes.

#### Cal/OSHA COVID-19 Revised Emergency Temporary Standards

[Cal/OSHA's Emergency Temporary Standards \(ETS\)](#) on COVID-19 were revised on April 21, 2022. These emergency standards include important revisions to make the workplace rules consistent with the latest requirements and recommendations from the California Department of Public Health (CDPH). The most recent revisions to the emergency standards took effect on May 6, 2022. Most of the requirements provided by the previous ETS remain unchanged and are in effect until December 31, 2022. In addition to the ETS, employers must also continue to follow public health orders on COVID-19 from the California Department of Public Health. As the pandemic continues, employers should work closely with counsel to monitor local, state, and federal health departments for further changes to COVID-19 health and safety requirements.

#### Revised ETS changes effective January 14 and May 6, 2022 include:

- **Face Coverings**
  - Definition of “face cover” means surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
  - The requirements for face covering will follow the current recommendations of CDPH and local health care agencies.
  
- **Quarantining and Testing**

- “COVID-19 test” means a test for SARS-CoV-2 that is: Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test);
  - Administered in accordance with the authorized instructions; and
  - Not both self-administered and self-read unless observed by the employer or an authorized telehealth proctor
- Employers must make COVID-19 testing available at no cost during paid time to employees who have had a close contact, whether or not they exhibit COVID-19 symptoms and regardless of vaccination status.
- Self administered tests (e.g. rapid antigen tests) are allowable, however, employees may not “self attest” the results and must report results as directed by the employer.
- **Exclusion from Worksite (see also [Table 1 and 2 of the current CDPH Guidance](#))**
  - Employees who are on leave due to a positive COVID-19 test, may return to the workplace:
    - After at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without medications, **and**
    - COVID-19 symptoms have resolved or improved, **and**
    - The employee has a negative COVID test on or after day 5 (from either the first day of symptoms OR the dates of the positive test if there are no symptoms) OR at least 10 days have passed since the onset of symptoms or the date of the positive test.
  - Employees returning must wear a mask in the workplace and maintain six feet from others for 10 days following a positive test result or the last date of close contact.
  - If employees have been exposed to COVID-19, they should not report to the workplace until receiving a negative COVID-19 test taken 3 to 5 days after the most recent date of possible exposure/close contact.
  - If the employee develops symptoms, they must be excluded from the workplace until after a negative test OR after the above criteria have been met (see the first two bullet points above). Re-testing may be required every 1 to 2 days following exposure and symptoms.
- Notwithstanding both the ETS and CDPH guidance, CalCA reserves the right to allow employees to work from home and therefore continue their job duties during a quarantine or isolation period without reporting to an in-person location. The Worksite Supervisor will make the final determination of when employees who have tested positive or who have had exposure may return to work in the office setting or any other venue used for in-person activities.

**Requirements from the original June 2021 ETS which still remain the same (although the differentiation between vaccinated and unvaccinated employees was removed in the May 6 revision):**

- **Face Coverings**
  - In outbreaks, all employees must wear face coverings indoors and outdoors when six-foot physical distancing cannot be maintained, regardless of vaccination status.
  - Employers must provide employees with approved respirators (also known as N95 masks) for voluntary use when working indoors or in a vehicle with others, upon request.
  - Employers may not retaliate against employees for wearing face coverings.
- **Physical Distancing**
  - No physical distancing or barrier requirements regardless of employee vaccination status with the following exceptions:
    - Employers must evaluate whether it is necessary to implement physical distancing and barriers during an outbreak (3 or more cases in an exposed group of employees).
    - Employers must implement physical distancing and barriers during a major outbreak (20 or more cases in an exposed group of employees).
- **Engineering Controls**

- The employer shall evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system; and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.
- **Quarantining and Testing**
  - Employers must make COVID-19 testing available at no cost during paid time to employees with COVID-19 symptoms or close contact/exposure..
- **COVID-19 Prevention Training**
  - Training must now include information on how the vaccine is effective at preventing COVID-19 and protecting against both transmission and serious illness or death.
- Notwithstanding both the ETS and CDPH guidance, CalCA reserves the right to allow employees to work from home and therefore continue their job duties during a quarantine or isolation period without reporting to an in-person location. CalCA may also ask employees to take a COVID test regardless of vaccination status if the employee is known to be exposed. The Worksite Supervisor will make the final determination of when employees will be asked to take a COVID 19 test in order to report to work in the office setting or any other venue used for in-person activities. Employees who take a COVID test required by CalCA are eligible for reimbursement of any expenses incurred in taking the test(s).

**Requirements from the November 2020 ETS which still remain the same:**

- Establish, implement, and maintain an effective written COVID-19 Prevention Program that includes:
  - Identifying and evaluating employee exposures to COVID-19 health hazards.
  - Implementing effective policies and procedures to correct unsafe and unhealthy conditions (such as safe physical distancing, modifying the workplace and staggering work schedules).
- Provide effective training and instruction to employees:
  - On their rights under the ETS
  - How COVID-19 is spread
  - Infection prevention techniques, and information regarding COVID-19-related benefits that affected employees may be entitled to under applicable federal, state, or local laws.
- Requirements for responding to COVID-19 cases and outbreaks
- Providing notification to employees of exposure and close contacts
- Requirements to offer testing after potential exposures
- Quarantine and exclusion pay requirements.

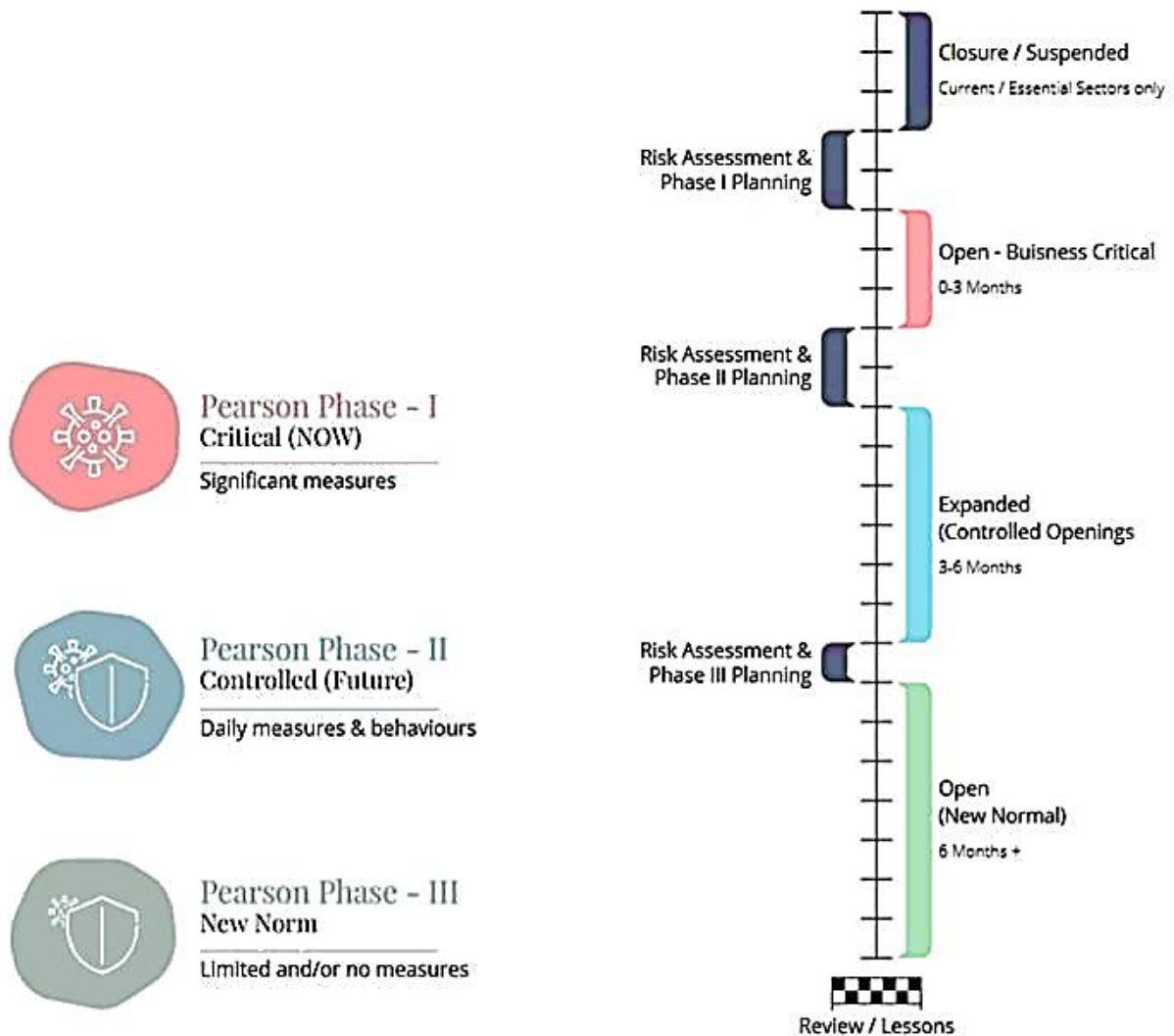
**CDPH COVID Guidance for K-12 Schools**

The CDPH issued updated [Guidance for K-12 schools](#) for the 2022-23 school year on June 30, 2022. This guidance re-affirms the ability of the Local Educational Agencies, such as CalCA, to make, maintain or establish additional guidance within their jurisdiction. In addition, the update recommends that unless otherwise directed by local health departments or local educational agencies, students and staff should follow [CDPH masking guidance for the general public](#), as well as masking guidance for specific situations (e.g., when having symptoms, being infected, or exposed). Another change is that CDPH now recommends that antigen tests be considered the primary option for detecting COVID-19 in schools. Effective September 17, 2022, the state lifted the public health order requiring that school employees have weekly COVID-19 testing if unvaccinated. The CalCA Testing Protocols have been updated accordingly.

As a public school organization, CalCA will follow both CDPH school guidelines in conjunction with the CalOSHA guidelines, with implementation protocols developed to adapt to the online nature of the CalCA program.

### PVS Facilities Management-Phased Approach to Re-Entering the Workplace

In addition to State guidelines the PVS Facilities Team has implemented a phased approach to assist the organization in safely returning to the office facilities as outlined below:



#### Phase I

- Local COVID response site planning
  - ✓ Reporting
  - ✓ On-site point of contacts identified
  - ✓ Plan for a possible exposure or reported exposure
  - ✓ Impact/Exposure Assessment plan
  - ✓ Cleaning Plans and response
  - ✓ Employee communications
- Technology readiness support
- Supplies and PPE
  - ✓ Legal review to ensure all requirements are being met
  - ✓ Availability of cleaning suppliers i.e. sanitizer, wipes, etc.
  - ✓ Face coverings required for California
  - ✓ Gloves (likely limited to specific tasks and available for self-cleaning where appropriate).
  - ✓ Temperature checks using a non-contact thermometer – As appropriate/required

- Other
  - ✓ Costs to maintain facility (e.g. cleaning) suspend operations from an exposure
  - ✓ Employee readiness to return (childcare, health concerns, public transportation)
  - ✓ Certain Cities and building landlords may require PPE and have additional building access controls

#### Prepare office

- Implement site startup check list
- Start-up Cleaning
- Post Signage
- Building systems start ups
- Check AV equipment
- Check copiers
- Prepare workspaces for Physical distancing
- Storage furniture
- Distribute supplies- wipes, sanitizers, etc.

#### Entering Building (and Landlord) Guidelines

- Confirm cleaning service changes for each office
- Contact Landlord and confirm building restrictions

#### Common Area Guidelines

- Coffee Service/kitchen Areas are closed or limited
- Conference/Meeting rooms remain closed with seating modifications to comply with social distance guidelines during phase 2
- Group meetings in Phase 1 highly discouraged, most conference rooms closed
- In Phase II**, conference room use may expand but remain limited
- Large rooms 8+ will be posted at ½ or no more than 10 capacity and chairs removed
- No large meetings over 10 people until state and local guidelines allow
- Training and/or signage for wiping common area equipment before and after will be posted

#### Site Services

- Use disposables items for eating and drinking
- Cleaning of high touch points
- Packages/mail
  - Shipping and Receiving Areas:
    - ✓ Before reopening the Worksite Supervisor should review current processes for inbound and outbound deliveries (parcels, mail, food deliveries, couriers, etc.) and develop a revised plan to align to COVID-19 safety precautions.
    - ✓ Routine instructions and plans for deliveries through areas that will minimize contact to the greatest extent possible.
    - ✓ Separating shipping and receiving areas from the general population.
    - ✓ Require staff handling mail and parcels to wear PPE, face-covering or other protective gear to receive parcels, mail and other deliveries and provide training on proper use and disposal of PPE.
    - ✓ If appropriate, remove items from boxes and discard accordingly
- Employees should use every precaution- wipes and wash hands- if using refrigerators.

#### Phase II

- Slowly expand operational scope and head count not to exceed 50% capacity.
- Timeline: 3 to 6 months

#### Phase III

- Transition to 'new normal' use of the office
- Timeline: 6 months+

## Ongoing Virus Transmission Prevention Strategies:

- Where possible, increasing ventilation rates and circulation throughout the facility;
- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Providing hand sanitizer in each work-station as well as high-traffic areas.

## Engineering Controls

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement such as:

- Installing high-efficiency air filters and/or sanitizers.
- Increasing ventilation rates in the work environment.

CalCA offices have had Bi-Polar Ionization systems installed in the HVAC system which has been shown to be effective against viruses. HVAC fans can be turned on to circulate office air through the sanitizing equipment.

## Spatial Changes<sup>2</sup>

In order to prevent the spread of infection, it may be necessary to temporarily alter workspaces in order to facilitate maintenance of social distancing and physically separating staff-members. Some strategies may include:

- Implement flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time and the number taking meal breaks at the same time).
- Increase physical space between employees at the worksite by modifying the workspace.
- Increase physical space between employees and customers (e.g. physical barriers such as partitions).
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events in accordance with state and local regulations and guidance).
- Close or limit access to common areas where employees are likely to congregate and interact.
- Discourage handshaking.
- Encourage employees to sit more than 6 feet apart, and/or eat outside and/or open the doors during meal breaks. Doors should not be opened and employees should not eat outside if the local air quality is considered hazardous. In those cases, the HVAC should be set to allow increased air circulation in the building.
- In order to minimize risk when planning staff meetings and gatherings:
  - Staff-members are strongly encouraged to avoid in-person meetings and gatherings when possible and instead to utilize videoconferencing or teleconferencing.
- If in-person meetings are unavoidable, please consider the following:
  - How many staff-members will be in attendance?
  - Does the meeting room have adequate space to allow for proper social distancing?
  - Is there proper ventilation?
  - What are the current state and local requirements for gatherings?

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<sup>2</sup> Cal/OSHA Revised ETS Effective June 17, 2021 removed the requirement for physical distancing and barriers regardless of vaccination status except in the case of an outbreak.

- If the answer is “no” to any of these questions, an alternative meeting location should be considered.

**Staff are expected to minimize COVID-19 exposure by:**

- Notify the Worksite Supervisor in advance of any planned visit by employees to the administrative offices and of all planned in-person events so that proper COVID protocols can be put in place
- Cleaning workstations (or confirming cleaning has been done by janitorial staff) regularly;
- Avoiding, when possible, the use of other employees’ phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on premises;
- Complying with daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms;
- Complying with self-isolation or quarantine orders.



**Social Distancing Measures<sup>2</sup>**

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings



## Administrative Controls

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).
- Collaborate with staff to designate effective means of communicating important COVID-19 information.

## Training

Training and instruction will be provided to staff to include the following:

- CalCA's COVID-19 policies and procedures to protect employees from COVID-19 hazards and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vacation leave, if available, workers' compensation law and the employer's leave policies
- That:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors and respiratory protection decrease the spread of COVID-19, but are most effective when used in combination.
- The right of employees to request a respirator (also known as an N95 mask) for voluntary use without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use:
  - How to properly wear the respirator provided
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on the employer's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.
- Stress management for staff impacted by COVID-19

[Click here for a copy of a CalCA COVID training presentation](#)

## Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, *when appropriate*.

During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required. Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

## Face Coverings

CDPH updated statewide masking guidance on December 13, 2021 adding a recommendation for universal masking indoors statewide irrespective of vaccination status, from December 13, 2021 through February 15, 2022.<sup>3</sup> Surgical masks or higher-level respirators (N95 or equivalent) are recommended. This new measure brings an added layer of mitigation as the Omicron variant, a Variant of Concern as labeled by the World Health Organization, is detected across California, the United States, and the world and is likely to spread more easily than the original SARS-CoV-2 virus and the Delta variant. Additionally, this new measure brings additional protection to individuals, families and communities during the holidays when more travel occurs, and time is spent indoors. Additionally, some local jurisdictions such as counties, have additional guidelines for mask usage. Employees should continue to wear appropriate face coverings as directed by the employer for specific circumstances, and when required by state or local public health orders. .

Employees may request a face covering or respirator at any time at no cost to them, regardless of vaccination status without fear of retaliation.

*The following individuals are exempt from wearing a face covering at all times:*

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

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<sup>3</sup> See Appendix E for more information regarding COVID-19 vaccination

Persons exempted from wearing a face covering due to a medical condition whose job duties involve regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it and when there is otherwise a requirement for face coverings. In order to report to an in-person event with an alternative face covering, employees should engage in the process with Human Resources to obtain a medical accommodation. This accommodation may include an alternative assignment that does not involve face to face interaction.

If their condition or disability does not permit a non-restrictive alternative, the employee shall be at least six feet apart from all other persons and have taken a COVID-19 test immediately prior to the event, during paid time and at no cost to the employee.

## Classifying Worker Exposure to SARS-CoV-2



Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with COVID-19, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with COVID-19. Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Generally, the nature of the CalCA organization is such that employees are considered low risk while engaged in work activities.

### High Risk Employees

Everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others to become severely ill, which means that they may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die. We learn more about COVID-19 every day, and as more information becomes available, CDC will continue to update and share information about risk for severe illness.

- Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk. Severe illness means that the person with COVID-19 may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die.
- People of any age with [certain medical conditions](#) are at increased risk of severe illness from COVID-19.
- By understanding the factors that put you at an increased risk, you can make decisions about what kind of precautions to take in your daily life.

In general, the more people you interact with, the more closely you interact with them, and the longer that interaction, the higher the risk of COVID-19 spread. The following should be considered:

- How many people will you interact with?
- Can you keep 6 feet of space between you and others?
- Will you be outdoors or indoors?
- What's the length of time that you will be interacting with people?

CalCA is committed to ensuring the safety and well-being of staff. Therefore, any staff-members with questions regarding reasonable accommodations under the ADA, should reach out to their supervisor and a the school's HR Partner for assistance.

## IV. Response

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### Process for Employee with Positive (or suspected positive) COVID-19 Test

COVID-19 is a nationally notifiable disease, and when diagnosed or identified, must be reported to local health departments. Health departments are responsible for leading case investigations, contact tracing, and outbreak investigations. If the health department learns a person is a confirmed or probable case of COVID-19 and was in a workplace where close contact with may have occurred, the health department may contact the employer or employees to let them know of potential exposures.

[Employers can assist the health department](#) by providing further identification of potential contacts who worked in the same area and on the same shift, hosting a site visit for health department personnel to observe the workplace in order to make workplace-operation recommendations to help prevent further spread of the virus, and facilitating communication with employees.

Upon learning of an employee who has tested positive (or is suspected positive) for Covid-19, the following steps should be taken by the School Leader or designee:

- Immediately notify your HR Partner for sick leave and benefit information to support infected staff-member.
- If the employee is currently on site, separate them from the rest of the staff and document the following information:
  - Recent dates/time employee was in a school facility or at an in-person event
  - Specific area(s) that employee accessed, and equipment used.
  - Staff that may have been within 6 ft of the employee for at least 10-15 min.
  - Confirm employee's current contact information
- For confirmed positive cases which meet the definition of an outbreak, contact your [local department of health](#) ("DOH")
- OR**
- If the Department of Health initiates contact:
  - Provide findings from employee assessment
  - Request guidance on:
    - Contact tracing
    - Employee notifications
    - Entire facility vs. area closure
    - Cleaning and disinfection recommendations
- Based on risk assessment and guidance from the Department of Health, determine if partial or full closure of office is appropriate.
- Contact the Worksite Supervisor who will work with the Compliance Office and who will contact a member of the Facilities Team either through existing IA or via email [dion.golatt@pearson.com](mailto:dion.golatt@pearson.com) for assistance, if needed, with:
  - Equipment shutdown
  - Isolation of closure areas with signs and barricade tape
  - Scheduling of cleaning and disinfection
- Provide instruction as to who can enter the building, adjust building access control system as needed.
- There may also be additional reporting requirements pursuant to state or local agency rules. Please inquire with the Compliance Team.

[Cal/OSHA Emergency Standards for COVID-19](#) require employers to contact the local health department immediately but no longer than 48 hours after learning of three or more COVID-19 cases (defined as an outbreak) to obtain guidance on preventing the further spread of COVID-19 within their workplace.

Additionally, any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment must be reported to [Cal/OSHA](#).

### **Notifying Employees**

- Following a confirmed COVID-19 case, all employees who work in the office location or who were present in close proximity at an in person event where the employee was present will be notified of their exposure to the virus within 24 hours.
- It is important to note that privacy laws exist to protect an individual’s confidential medical information. Communications must be carefully worded in order to avoid revealing the employee’s identity, unless the employee has signed an authorization to disclose their diagnoses.
- Please consult with your HR Partner prior to issuing employee communications to ensure compliance with state and federal privacy laws.

### **COVID-19 Testing (see also COVID 19 Testing Policy in Appendix)**

CalCA will arrange for testing of all staff members who have had close contact with suspected or confirmed COVID-19 case. CalCA should seek guidance from the local health department (“LHD”) when developing a testing strategy, including how testing can be arranged and how to prioritize testing of workers. Examples of strategies may include testing close contacts of laboratory-confirmed cases first; prioritizing workers in parts of the workplace with higher case counts; or, if testing capacity is limited, sample pooled testing, also known as "group testing," should be conducted to obtain critical information about the extent of infection with fewer testing resources. Staff-members who prefer to contact their personal medical provider or visit a CA Coronavirus Testing Task Force site ([testing.covid19.ca.gov](https://testing.covid19.ca.gov)) for testing. LHDs may also be able to help facilitate testing options, if needed. When required by state or local health orders, CalCA will arrange for COVID testing for employees when circumstances dictate this is appropriate.

### **Exceptions to COVID-19 Testing**

- If an employee continues to have positive tests after more than ten days from the initial positive test, they may be allowed to return to in person assignments, and may be exempted from further testing for 90 days, if they have remained free of COVID-19 symptoms. The 90 days is counted starting with either the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after the first positive test. This exception only applies if these employees wear a face covering and maintain six feet of distance from others while at the workplace for at least 10 days following the last date of close contact.

### **Cleaning and Disinfecting**

Develop Cleaning & Disinfection Plan in consultation with the Facilities Team and cleaning service providers, to include the following provisions:

- Increase of fresh air make-up in HVAC system
- Allowing targeted areas to sit idle for at least 24 hours, if possible. If area can be isolated for at least 7 days, no additional cleaning (beyond standard touch point/surface) is required.

- Ensure cleaning plan includes common areas and equipment/surfaces within isolation area. Identify equipment that may be sensitive to chemicals or a cleaning method. Confirm that disinfecting agent is approved for use against COVID-19.
  - Determine scope/method of cleaning based on recommendations from Public Health
  - Contact/Schedule appropriate service provider
  - Share any concerns with vendor and agree to cleaning plan
  - Ensure equipment to be cleaned is powered down (and locked out, if appropriate)
  - Brief cleaning staff on any machine specific hazards
  - Execute Cleaning & Disinfection Plan
  - Confirm cleaning/disinfection is complete and anticipated return to operations date with LDH, if required.
- In consultation with LDH when appropriate, and COVID-19 Response Committee, the Worksite Supervisor should determine/confirm staff that should NOT return to work and/or remain in quarantine.
- Determine operational modifications that can be implemented to facilitate social distancing for those that return. Consider:
  - Staggering shift times
  - Staggering lunch/break times
  - Increasing employee distance to maintain at least 6ft of space between employees wherever practical
- Coordinate return communications with your HR Partner.

## Return-To-Work Requirements

CDPH recommends adherence to the [current CDC guidance on discontinuing isolation](#) and returning to work or school, summarized here for easy reference. CalCA may allow staff to return in accordance with applicable CDC and CDPH guidelines, even if not expressly addressed herein. CalCA reserves the right to modify the guidance to be more conservative if circumstances allow.

Key points from current CDC guidance:

- People who are infected but asymptomatic or people with mild COVID-19 should isolate through at least day 5 (**day 0 is the day symptoms appeared or the date the specimen was collected for the positive test for people who are asymptomatic**). They should wear a mask through day 10. A [test-based strategy](#) may be used to remove a mask sooner.
- People with [moderate](#) or [severe](#) COVID-19 should isolate through at least day 10. Those with severe COVID-19 may remain infectious beyond 10 days and may need to extend isolation for up to 20 days.
- People who are [moderately or severely immunocompromised](#) should isolate through at least day 20. Consultation with an infectious disease specialist is recommended prior to ending isolation.
- If symptoms recur or worsen, the isolation period should restart at day 0.
- People who [cannot wear a mask](#), including children < 2 years of age and people of any age with certain disabilities, should isolate for 10 days.
- If a person is initially asymptomatic but then develops [symptoms](#) within 10 days of testing positive, their 5-day isolation period should start over (day 0 changes to the first day of symptoms).

**Persons with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:

- They have a negative COVID test at day 5 or later OR at least 10 days have passed since symptom onset **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- Other symptoms have improved.

Persons returning to work within 10 days of testing positive or the onset of symptoms must wear an appropriate face covering for at least 10 days.

**Persons infected with SARS-CoV-2 who never develop any COVID-19 symptoms** may discontinue isolation and other precautions in accordance with the above recommendations regarding obtaining a negative test for an earlier end to isolation.

**Staff members who have had close contact with someone with COVID-19** should stay home for at least 10 days after their last exposure to that person. However, anyone who has had close contact with someone with COVID-19 and meets the below criteria may not be required to stay home:

- 10 days have passed since the last known close contact and the person wears a face covering and maintains six feet of distance from others while at the workplace for 10 days following the last date (most recent possible date) of close contact. For example, if the person is exposed within their own household, the last date of close contact would be counted from when the household member tests negative.
- The person does not have any symptoms, and has a negative COVID test result within 3 to 5 days after the last known close contact; and the person wears a face covering and maintains six feet of distance from others while at the workplace for at least 10 days following the last date of close contact.
- Re-testing may be required every 1 to 2 days following exposure.

*Notwithstanding both the CDC and CDPH guidance, CalCA reserves the right to allow employees to work from home and therefore continue their job duties during a quarantine or isolation period without reporting to an in-person work location. CalCA may also ask employees to take a COVID test regardless of vaccination status if the employee is known to be exposed. The Worksite Supervisor will make the final determination of when employees will be asked to take a COVID 19 test in order to report to work in the office setting or any other venue used for in-person activities. Employees who take a COVID test required by CalCA are eligible for reimbursement of any expenses incurred in taking the test(s). In accordance with current public health guidelines, CalCA will rely mostly on the use of COVID antigen (rapid) tests to determine if an employee is positive and potentially still contagious when making decisions regarding quarantine and isolation.*

## **Benefits for Staff Affected by COVID-19**

There are many resources available to school staff on the [Virtual Library](#). These resources include information related to available leave under the programs, and wellness resources focused on staff mental and physical wellbeing. For specific questions regarding benefits eligibility please contact [the benefits team](#). Employees will be notified of any state or federal COVID sick leave in effect during the pandemic. Note that



the additional COVID leave granted by the state of California is set to expire on September 30, 2022, unless extended.

#### **California Department of Industrial Relations (DIR)/Labor & Workforce Resources for Staff:**

- [Summary Chart: Benefit for Workers Impacted by COVID-19](#)
- [COVID-19 Unemployment Benefits Guide](#)
  - [Benefits Frequently Asked Questions](#)
- [Support Services for those who are Sick or Quarantined, Caregiving, or Dealing with Reduced Work Hours](#)
- [Supportive Services for Basic Needs, Re-Employment, and Rapid Response](#)
- [Resources for Injured Workers](#)
  - [Injured worker benefits](#)
  - [Employer requirements](#)
  - [Details on workers' compensation and COVID-19](#)
  - [Workers' Compensation Presumption \(SB 1159\) Frequently Asked Questions](#)

#### **Rights and Protections for Workers**

- [Laws Enforced by the Labor Commissioner's Office](#)
- **VIDEOS:** [Know Your Rights and Responsibilities](#)
- [Update on Essential and Non-essential Workers](#)
- [ABB 685 FAQ on Cal/OSHA Enforcement Authority and Employee Notification](#) *Posted* September 17, 2020

#### **COVID-19 Testing Resources**

- [Testing for COVID-19: PCR, Antigen, and Serology](#)
- [Finding a Testing Site](#)

#### **Plan Implementation, Updates and Expiration**

This Plan responds to the COVID-19 outbreak. As the pandemic progresses, CalCA will update this Plan and its corresponding processes. The School Leader is responsible for implementation of the Plan, in consultation with the CalCA Safety Committee. This Plan will expire upon conclusion of its need, as determined by CALCA and in accordance with guidance from local, state, and federal health officials.

## Appendix A-Sample Employee Questionnaire to Evaluate Employee for COVID-19

Ask employees reporting to work to submit answers to the following questions via the Google Form provided: [INSTRUCTIONS](#) and link to screening form

### Symptom Screening Form-CalCA Offices

Please add in your recorded temperature and answer the questions below. Fill this in as your first activity of the day for each day you are working at the office. Do this again for each day you are reporting to one of the two CalCA Offices.

1. Please provide your full name
2. What is your temperature? (answer with one decimal point included; do not round)

3. Have you or anyone in your household had contact in the past 14 days with an individual who is in quarantine, or is a presumptive positive, or has tested positive for COVID-19, that you know of?
4. Are you or anyone in your household currently experiencing any of the following symptoms associated with COVID-19? • a fever over 100.3 degrees • chills • muscle pain • difficulty breathing • sore throat • cough • loss of taste or smell • headache • gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite.
5. (Optional) If you feel your symptom noted above is related to a different cause and wish to provide an explanation, please feel free to do so. (Example: feeling nausea due to pregnancy)
6. Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?

## Appendix B—Sample COVID-19 Case Investigation Form

Name of Person Completing the Investigation: \_\_\_\_\_ Date: \_\_\_\_\_

Staff-Member/Employee/Contractor Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Specific area(s) that employee accessed, and equipment used: \_\_\_\_\_

Staff that may have been within 6 ft of the infected employee for at least 10-15 minutes: \_\_\_\_\_

Was COVID-19 test offered?  Yes  No

Date and time the infected individual was last present in the workplace: \_\_\_\_\_

Date of the positive or negative test and/or diagnosis: \_\_\_\_\_

Date the case first had one or more COVID-19 symptoms: \_\_\_\_\_

Information received regarding COVID-19 test results and onset of symptoms (attach documentation)

Yes  No

Notice of the potential COVID-19 exposure provided to the following staff-members: \_\_\_\_\_

Date: \_\_\_\_\_

Did workplace conditions contribute to the risk of COVID-19 exposure?  Yes  No

If yes, explain: \_\_\_\_\_

Was Local Health Department Notified?  Yes  No Date: \_\_\_\_\_

## Appendix C—Authorization to Disclose COVID-19 Diagnosis or Exposure

I understand that the Americans with Disabilities Act, the Family and Medical Leave Act, the California Confidentiality of Medical Information Act, and other privacy laws prohibit California Connections Academy (“CalCA”) from disclosing my medical/health information. However, should I test positive for the COVID-19 virus, receive a positive COVID-19 diagnosis from a licensed health care provider, or be ordered to isolate by a public health official for reasons including, exposure to someone suspected of having COVID-19, I authorize CalCA’s Human Resources Department and/or senior management to disclose that information as outlined in this document. I understand that this authorization shall apply:

1. Upon my receipt of a laboratory-confirmed case of COVID-19;
2. Upon my receipt of a positive COVID-19 diagnosis from a licensed health care provider; or
3. Upon issuance of an order for me to isolate by a public health official for reasons including exposure to COVID-19 by being in close contact with someone who is suspected of having the virus and CalCA receiving notice regarding the same (“Triggering Events”).

In the interest of the health of others, and upon occurrence of one of the Triggering Events, I authorize the CalCA’s Human Resources Department and/or senior management to disclose that information to staff at my worksite, employers of subcontracted staff, and to others whom I may have encountered or come in close contact with at my worksite, including, but not limited to, vendors, visitors, students, and caretakers.

CalCA has advised me that I am not required to do so and that there would be no adverse consequences to my employment if I chose not to do so. Further, the CalCA did not coerce or pressure me to permit this disclosure. In disclosure, CalCA will take reasonable measures to keep my name and identity confidential to the extent possible. However, I recognize circumstances may require identifying me as the infected or exposed individual in order to comply with applicable law or properly warn others so they may take precautionary measures to help prevent further spread of the virus, and there may be times when it is not possible to inform others they may have been exposed to the virus without them learning that it was through contact with me.

I understand that upon occurrence of one of the Triggering Events, this authorization applies without the need for me to sign an additional authorization. This authorization expires on [INSERT DATE], after which the Company will no longer be authorized to disclose this information. I have been advised that I have a right to receive a copy of this authorization.

---

Signature of Staff-Member

---

Date

---

Printed Name

## Appendix D—Model Announcement to Employees about Positive Test

We learned [today] that one of our staff-members has tested positive for/contracted the novel coronavirus, COVID-19. [Identify the area(s) where and the date(s) when the individual frequently worked].

If you develop [symptoms](#) including dry cough and fever, please contact your medical provider, and do not come to work. Notify your supervisor as soon as possible. If you test positive for COVID-19, contact the schools HR Partner immediately.

Due to privacy laws we are not permitted to identify the individual who tested positive for the virus. However, we have gathered the names of those individuals who worked in close proximity to the infected staff-member, during the potential time period of exposure. Those individuals should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home. The CalCA Safety Coordinator can also provide additional guidance regarding isolation and quarantine procedures.

### IF INDICATED BY SEVERITY OF OUTBREAK, THE FOLLOWING MAY BE INCLUDED:

The health and well-being of our CalCA staff is paramount. Out of an abundance of caution, we are closing the [LOCATION] office effective [DATES]. While the office is closed, we will clean and disinfect the [LOCATION] office.

All [LOCATION] staff are expected to work from home while the office is closed. Each staff-member should consult with their supervisor for additional instructions.

Should you have any questions or concerns, please contact [INSERT APPROPRIATE CONTACT].

## Appendix E—COVID-19 Testing Policy

### Policy:

California Connections Academy (“CalCA”) has a duty to provide and maintain a workplace that is free of recognized hazards.

For purposes of this COVID-19 Testing Policy (“Policy”), “workers” are paid or unpaid adults who physically interact with CalCA students or staff in furtherance of CalCA functions (e.g., staff interacting in administrative offices, etc.).

### Vaccination Status Survey:

- CalCA will survey all workers asking if they are fully vaccinated.
- An individual is considered “fully vaccinated” two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).
- CalCA will monitor for updates to the definitions of “fully vaccinated” and collect additional information as needed if the definition is updated by the applicable public health agencies.
- Vaccination status, including boosters, may be needed in order to determine appropriate quarantine procedures

### Access to COVID-19 Vaccine:

- CalCA is not requiring workers to become vaccinated, but encourages workers to get fully vaccinated. If you are interested in more information about the COVID-19 vaccine, locations of walk-in clinics, and opportunities to book an appointment for the COVID-19 vaccine, please visit <https://myturn.ca.gov/> website.
- You may also search [vaccines.gov](https://vaccines.gov), text your ZIP code to 438829, or call 1-800-232-0233 to find locations near you in the U.S.

### Acceptable Evidence of Full Vaccination:

- A worker must provide acceptable evidence of vaccination to CalCA in order to be considered fully vaccinated. CalCA can accept one of the following as acceptable evidence of full vaccination:
  - COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered; OR
  - a photo of a Vaccination Record Card as a separate document; OR
  - a photo of the individual’s Vaccination Record Card stored on a phone or electronic device; OR
  - documentation of COVID-19 vaccination from a health care provider; OR
  - digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
  - documentation of vaccination from other contracted employers who follow CDPH vaccination records guidelines and standards.
- Workers can submit evidence of full vaccination through Ultipro, using the instructions provided by the HR Partner for attestation of vaccine status, and for uploading an acceptable proof of vaccine, as listed above.

- When providing proof of vaccination, workers must not provide any other medical or genetic information to CalCA, including but not limited to underlying conditions or a diagnosis of a medical condition.
- **COVID-19 Diagnostic Screening Testing for Workers** CalCA employees may be required by the organization's current policies and procedures to undergo testing following exposure to COVID, and/or to attend an in-person event or work from one of the school offices.
- This testing will be provided at no cost, either through the provision of antigen test kits and/or through reimbursement to employees for out of pocket costs. CalCA will share information with workers regarding the specifics of testing administration. Workers may choose to seek out a test with their own health care provider or testing center, as long as the test meets CalCA requirements and the test date and results are within the required timeframes.
- Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.
- Any exemption from vaccination does not waive this requirement for testing.

**Enforcement:**

- Workers who do not comply with this Policy or who are not otherwise eligible for a reasonable accommodation to the testing requirement consistent with applicable law and this Policy may, depending on their position, be placed on unpaid/inactive status until compliance.
- If a worker believes they may be entitled to an accommodation consistent with applicable law and this Policy, they can contact the Director of Business Services . If requested, CalCA will engage in an interactive process with that individual, and work to identify any possible accommodations as appropriate (e.g., unpaid leave of absence, modified work assignment, etc.). CalCA may not provide an accommodation should it result in a direct threat to health and safety of others or to the individual, and/or if the accommodation will cause an undue hardship for CalCA.
- CalCA may modify enforcement options based on the specific circumstances.

**Future Revisions:**

- As public health and legal guidance regarding COVID-19 testing at schools evolves, CalCA may revise this Policy accordingly. Upon any revision to this Policy, CalCA will provide notice in writing to workers. This Policy shall be implemented in a manner that is consistent with current federal, state, and local law.



## Appendix F—Self-Certification of Vaccination Status-Sample

Employer/Business/Entity Name: California Online Public Schools (CalOPS) dba California Connections Academy Schools

Employee First Name: \_\_\_\_\_

Employee Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Pursuant to Cal/OSHA’s Emergency Temporary Standards (ETS) on COVID-19 (Cal. Code of Regs. Title 8 §3205), employers are required to document the COVID-19 vaccination status of all employees (as described in the COVID-19 Testing Policy). Employers must also keep proper records to demonstrate compliance.

An individual is considered “fully vaccinated” if they provide acceptable evidence of one of the following:

- 2 weeks after completing the 2<sup>nd</sup> dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna), or
- 2 weeks upon receiving a single dose vaccine (e.g., Johnson & Johnson/Janssen).

Please indicate your vaccination status in response to the questions below. This information will be used to determine various COVID protocols, such as whether you will be required to wear a face covering while at one of the school offices and/or at in-person events or to determine if COVID testing is required.

In order to be considered fully vaccinated and/or currently boosted, an employee must provide acceptable evidence, which includes a photo of the COVID-19 Vaccination Record Card or acceptable digital record (see COVID-19 Testing Policy for more information). This evidence is to be uploaded to Ultipro, per the directions provided to all CalCA employees.

Please select the statement below that accurately describes your vaccination status as of the date indicated below:	
<input type="checkbox"/>	I am fully vaccinated. <b>Type of vaccine:</b> _____ <b>Dates of vaccine:</b> _____
<input type="checkbox"/>	I received my second dose of the Pfizer or Moderna vaccine or my single dose of a Johnson & Johnson vaccine less than two weeks ago.
<input type="checkbox"/>	I received my first dose of Moderna or Pfizer, and my second appointment is scheduled.
<input type="checkbox"/>	I have not yet been vaccinated, but I have already scheduled an appointment to receive my first dose of vaccine.
<input type="checkbox"/>	I have not been vaccinated.
<input type="checkbox"/>	I have received the following boosters: <b>Type of vaccine:</b> _____ <b>Dates of vaccine:</b> _____
<input type="checkbox"/>	I decline to answer whether I have been vaccinated.

All staff are required to comply with all applicable provisions of the guidance from CDPH and with the CalCA COVID 19 Testing Policy. If you decline to provide information about your vaccination status, you are assumed to be unvaccinated for purposes of rules and requirements, which may differ between vaccinated or unvaccinated staff and may differ depending on the status of receipt of booster vaccines as well.

I understand that I am required to provide accurate information in response to the question above. I hereby affirm that I have accurately and truthfully answered the question above. I also understand that if I stated that I am fully vaccinated, my employer may also request, or may be required to collect, documentation of my vaccination status (e.g., a copy of my vaccine card or other similar official document confirming vaccination status). I understand that I may submit updated vaccination information at any time by completing and signing this form, which will then supersede all previous forms submitted.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix G—Request for Medical Exemption/Accommodation Related to COVID-19 Vaccine

California Online Public Schools dba California Connections Academy (CalCA) (“Employer” or “School”) is committed to providing equal employment opportunities without regard to any protected status and a work environment that is free of unlawful harassment, discrimination, and retaliation. As such, the school is committed to complying with all laws protecting individuals with disabilities or medical conditions. When requested, the Employer will provide an exemption/reasonable accommodation for any known medical condition or disability of a qualified individual which prevents the employee from receiving a COVID-19 vaccine, provided the requested accommodation is reasonable and does not create an undue hardship for the School and/or pose a direct threat to the health or safety of others in the workplace and/or to the requesting employee.

To request an Exemption/Accommodation, please complete Part 1 of this form, have your healthcare provider complete Part 2 (the certification portion), and return them to [fsassin@calca.connectionsacademy.org](mailto:fsassin@calca.connectionsacademy.org). This information will be used by HR or other appropriate personnel to engage in an interactive process to determine whether an employee is eligible for such exemption/accommodation and if so, to determine the reasonable accommodations which can be provided that would enable the employee to perform the essential functions of their position without posing a threat of harm to self or others.

If an employee refuses to provide such information, the employee’s refusal may impact the Employer’s ability to adequately understand the employee’s request or to effectively engage in the interactive process to identify possible accommodations. Medical exemptions/accommodations for the COVID-19 vaccine will be considered if the employee provides a written certification by a licensed, treating medical provider [a physician (MD or DO), nurse practitioner (NP), or physician’s assistant (PA)], of one of the following:

1. The applicable CDC contraindication for the COVID-19 vaccine, or
2. The applicable contraindication found in the manufacturer’s package insert for the COVID-19 vaccine, or
3. A statement that the physical condition of the person or medical circumstances relating to the person are such that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization with the COVID-19 vaccine.

Part 1 – To Be Completed by Employee:

Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

### Verification and Accuracy

I verify that the information I am submitting in support of my request for an accommodation is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I also understand that my request for an accommodation may not be granted if it is not reasonable, if it poses a direct threat to the health and/or safety of others in the workplace and/or to me, or if it creates an undue hardship on the School.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Part 2 – To be completed by Employee’s Medical Provider

Employee Name: \_\_\_\_\_

Attention Medical Provider: \_\_\_\_\_

California Online Public Schools dba California Connections Academy (“Employer”), as a public school organization, may be mandated or may choose to require a COVID-19 vaccination as a condition of employment. The above-named employee is requesting an exemption from this vaccination requirement. A medical exemption from the COVID-19 vaccination may be allowed for certain recognized contraindications.

Please complete the form below. Should you have any questions, please contact the Director of Business Services for CalCA.

The above person should not be immunized for COVID-19 for the following reasons (Please check all that apply):

- History of previous allergic reaction to indicate an immediate hypersensitivity reaction to a component of the vaccine.
- The physical condition of the person or medical circumstances relating to the person are such that immunization is not considered safe. Please indicate the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization with the COVID-19 vaccine.
- Other – Please provide this information in a separate narrative that describes the exemption in detail.

I certify that \_\_\_\_\_ has the above contraindication and request a medical exemption from the COVID-19 vaccination.

Medical Provider Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

## Appendix H—Request for Religious Exemption/Accommodation Related to COVID-19 Vaccine

California Connections Academy (CalCA) is committed to providing equal employment opportunities without regard to any protected status and a work environment that is free of unlawful harassment, discrimination, and retaliation. As such, the School is committed to complying with all laws protecting employees’ religious beliefs and practices. California Online Public Schools dba California Connections Academy (“Employer” or “School”), as a public school organization, may be mandated or may choose to require a COVID-19 vaccination as a condition of employment.

When requested, the Employer will consider an exemption/reasonable accommodation for employees’ sincerely held religious beliefs and practices which prohibit the employee from receiving a COVID-19 vaccine, provided the requested accommodation is reasonable and does not create an undue hardship for the School or pose a direct threat to the health and/or safety of others in the workplace and/or to the requesting employee. Objections to COVID-19 vaccines that are for social, political or economic reasons, for personal preferences or for nonreligious concerns regarding possible side effects of the COVID-19 vaccine, are not considered “religious beliefs” under federal law.

To request an Exemption/Accommodation, please complete this form and return it to Human Resources. This information will be used by Human Resources or other appropriate personnel to engage in an interactive process to determine eligibility for and to identify possible accommodations. If an employee refuses to provide such information, the employee’s refusal may impact the School’s ability to adequately understand the employee’s request or effectively engage in the interactive process to identify possible accommodations.

### -Part 1 – To Be Completed by Employee-

Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Please explain below why you are requesting an Exemption/Accommodation: In some cases, we will need to obtain additional information and/or documentation about your sincerely held religious practice(s) or belief(s). We may need to discuss the nature of your religious belief(s), practice(s) and accommodation with your religion’s spiritual leader (if applicable) or religious scholars to address your request for an exception.

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If requested, can you provide documentation to support your belief(s) and need for an accommodation and contact information for your religion’s spiritual leader?

Yes  No

If no, please explain why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verification and Accuracy

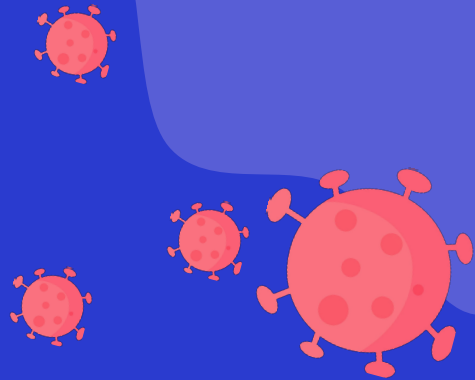
I verify that the information I am submitting in support of my request for an accommodation is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I also understand that my request for an accommodation may not be granted if it is not reasonable, if it is determined that the belief is not sincerely held or is not religious in nature, if it poses a direct threat to the health and/or safety of others in the workplace and/or to me, or if it creates an undue hardship on the School.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# CORONAVIRUS COVID19

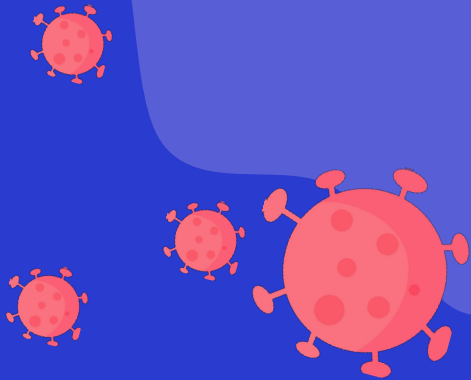
Updated 01/10/2023



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## Content

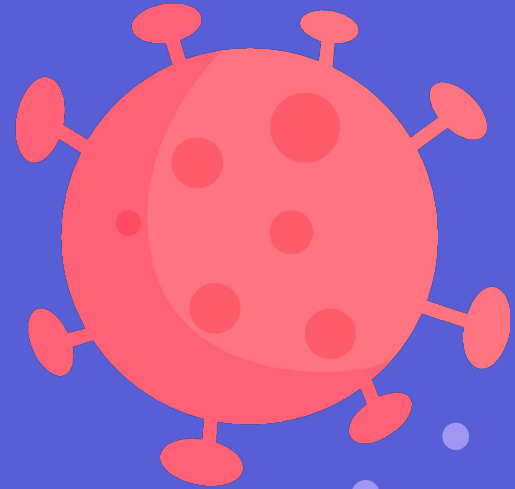
- What is COVID-19?
- 
- How to Avoid Getting It
- 
- Symptoms & Treatment
- 
- Cal/OSHA Updates
- 





# What is COVID-19?

- Is a virus spread through droplets released into the air when an infected person coughs or sneezes or close, prolonged face-to-face interactions with someone that is infected (usually around 15 minutes or more).
- The coronavirus disease (COVID-19) is caused by the coronavirus.
  - Coronaviruses are a large family of viruses that are known to cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).



# How can you prevent getting or spreading it?

- Wear a mask over your nose and mouth
- Stay at least 6 feet away from others
- Avoid crowds
- Avoid poorly ventilated spaces
- Get vaccinated
- Wash your hands often
  - Use hand sanitizer when hand washing is not available



# Masks Facts



Make sure your nose and mouth are fully covered; you don't want air escaping from the sides  
CalOSHA had now defined some types of cloth face coverings that are NOT acceptable, such as bandanas. See the COVID Safety Plan for more info.

# Use Tissue

- ❖ To wipe your nose
- ❖ To cough or sneeze
  - Use inside of elbow if tissue is not available
- ❖ Throw tissue away
- ❖ Wash hands immediately (for 20 seconds)
  - Sanitize if hand washing is not an option

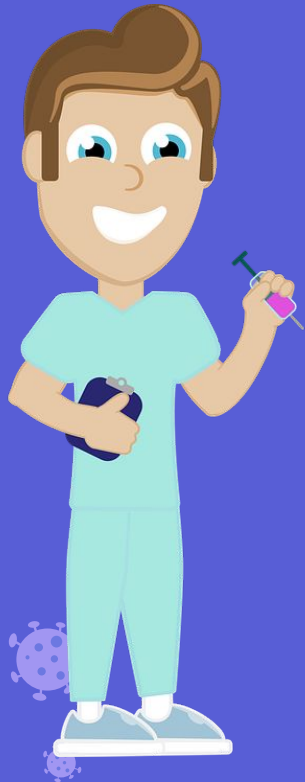


# Getting Vaccinated



- ❖ Helps protect yourself and others
  - Decreases risk of contracting and spreading COVID-19
- ❖ Ideal to get even if already had COVID-19
- ❖ It will work with your immune system so it will be ready to fight the virus if you are exposed
- ❖ There are many myths, check with your healthcare provider

# Getting Vaccinated



The U.S. Food and Drug Administration (FDA) has granted full approval for COVID-19 vaccines which have been shown to be safe and effective. Data shows known and potential benefits of this vaccine.  
--CDC

("Full FDA Approval of a COVID-19 Vaccine: What You Should Know")

# COVID Vaccine

- The main type of COVID-19 vaccines do not contain any part of the actual virus that causes COVID-19. They contain a molecule called messenger RNA which gives instructions to cells in your body to create an immune response. This response helps protect you from getting sick with COVID-19 in the future. After the body produces an immune response, it discards all the vaccine ingredients just as it would discard any information that cells no longer need. This process is a part of normal body functioning.
  - COVID-19 vaccines do NOT contain ingredients like preservatives, tissues (like aborted fetal cells), antibiotics, food proteins, medicines, latex, or metals.
  - Getting a COVID-19 vaccination is a safer and more dependable way to build immunity to COVID-19 than getting sick with COVID-19.
  - COVID-19 vaccines do not change or interact with your DNA in any way.
  - Because none of the authorized COVID-19 vaccines in the United States contain the live virus that causes COVID-19, the vaccine cannot make you sick with COVID-19.
- New variants of a virus happen because the virus that causes COVID-19 constantly changes through a natural ongoing process of mutation (change). As the virus spreads, it has more opportunities to change. High vaccination coverage in a population reduces the spread of the virus and helps prevent new variants from emerging. CDC recommends that everyone 5 years of age and older get vaccinated as soon as possible.

# COVID Vaccine

- Vaccine breakthrough infections are expected. COVID-19 vaccines are effective at preventing most infections. However, like other vaccines, they are not 100% effective.
  - While they are not 100% effective, they reduce the risk and greatly reduce the risk of severe symptoms and death.
- Fully vaccinated people with a vaccine breakthrough infection are less likely to develop serious illness than those who are unvaccinated and get COVID-19.
- Even when fully vaccinated people develop symptoms, they tend to be less severe symptoms than in unvaccinated people. This means they are much less likely to be hospitalized or die than people who are not vaccinated.
- Getting vaccinated helps to avoid “long COVID” which can result from a COVID infections, even if someone does not have severe COVID symptoms.
- For the following chart, please note the significant lower number of cases in vaccinated in comparison to unvaccinated.
  - There was a rise with Omicron variant in both populations, but take special note of the significant decrease in death rates with Omicron in vaccinated in comparison to those that are unvaccinated.



# Identify Symptoms

## Low-risk: general symptoms



Fever ( $\geq 100.4^{\circ}\text{F}$ )



Sore throat



Congestion/runny nose



Headache



Nausea/vomiting/diarrhea



Fatigue/muscle  
or body aches

## High-risk: red flag symptoms



Cough



Difficulty breathing



Loss of taste/smell

# Treatment



# When to Seek Medical Attention



If you have emergency COVID-19 signs and symptoms, seek care immediately. Emergency signs and symptoms can include:

- Trouble breathing
- Persistent chest pain or pressure
- Inability to stay awake
- New confusion
- Blue lips or face
- If you have signs or symptoms of COVID-19, contact your doctor or clinic for guidance.

--Mayo Clinic



# Cal/OSHA Updates as of 01/2023

- Employers must provide face coverings and ensure they are worn by employees when CDPH requires their use.
- Employers must report information about employee deaths, serious injuries, and serious occupational illnesses to Cal/OSHA, consistent with existing regulations.
  - Employees should notify HR if they become positive for COVID.
- Employers must make COVID-19 testing available at no cost and during paid time to employees following a close contact.
- Employers must exclude COVID-19 cases from the workplace until they are no longer an infection risk and implement policies to prevent transmission after close contact.
- Employers are no longer required to maintain a standalone COVID-19 Prevention Plan. Instead, employers must now address COVID-19 as a workplace hazard under the requirements found in [section 3203 \(Injury and Illness Prevention Program, IIPP\)](#), and include their COVID-19 procedures to prevent this health hazard in their written IIPP or in a separate document.
- Employers must now report major outbreaks to Cal/OSHA.

# What does this mean for us?

- We no longer have to do temperature checks and screenings in the office or for in-person events.

# Updated Mask Recommendations

CDC COVID-19 Community Level	CDPH recommended actions
<p><b>Low</b></p> <p>There is lower community spread and impact on healthcare system of COVID-19</p>	<p><b>Everyone:</b></p> <p>People can wear a mask based on personal preference, informed by their own personal level of risk.</p> <p><b>Vulnerable people*:</b></p> <p>Consider wearing a mask in crowded indoor public places. Ensure your mask provides the best <a href="#">fit and filtration</a> (respirators like N95s, KN95s and KN94s are best).</p> <p>If you are a vulnerable person* or live with a vulnerable person*, consider taking additional precautions.</p>

# Updated Mask Recommendations



## Medium

There is medium community spread and impact on healthcare system of COVID-19

### Everyone:

- Consider wearing a mask in indoor public places. Ensure your mask provides the best **fit and filtration** (respirators like N95, KN95 and KN94 are best).

### Vulnerable people\*:

- Wearing a mask is recommended in crowded indoor public places. Ensure your mask provides the best **fit and filtration** (respirators like N95s, KN95s and KN94s are best).

If you have household or social contact with a vulnerable person\*, wearing a mask is recommended when indoors with them

# Updated Mask Recommendations

## High

There is high community spread and impact on healthcare system of COVID-19

## Everyone:

- Wearing a mask is recommended in indoor public places. Ensure your mask provides the best **fit and filtration** (respirators like N95, KN95 and KN94 are best).

## Vulnerable people\*:

- Wearing a mask is strongly recommended in indoor public places. Ensure your mask provides the best **fit and filtration** (respirators like N95s, KN95s and KN94s are best).

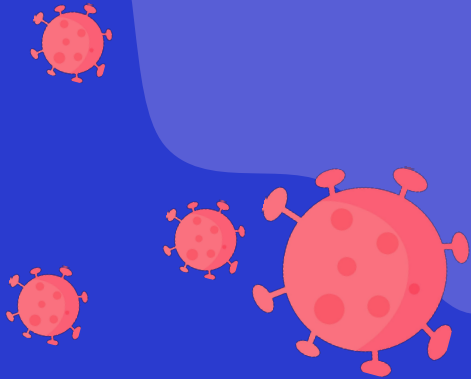
If you have household or social contact with a vulnerable person\*, wearing a mask is recommended when indoors with them.



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**Thank you and let me know if you have any questions and stay safe!**





# High-Level Outreach Summary for SY23-24


PVS Outreach | Feb 2023



# Index

- 1 | A Look Back at SY22-23
- 2 | Looking ahead to SY23-24
- 3 | Implementation & Timeline
- 4 | Appendix





# A Look Back at SY22-23



## The Dawn of a New Era

The year 2022 was a pivotal moment in history. It marked the start of the post-pandemic era. We said goodbye to the "old normal" and welcomed a new way of life, one where the world embraced the remote revolution, and the flexibility and convenience of remote education and remote work. The end of the pandemic brought permanent change and this marked the beginning of a new era in virtual education.



# 2022 Consumer Insights: Key Learnings

## Meeting Parents' Post-Pandemic Needs and Expectations

The pandemic illuminated inadequacies not only in traditional education, but also in workforce readiness. Our comprehensive insights led the PVS Executive Team to create a **full-time online career school model**.

This model will debut in selected schools for SY23-24, with plans for expansion to meet the evolving needs of students, parents, and the U.S. global workforce.



## Market Share is Recalibrating

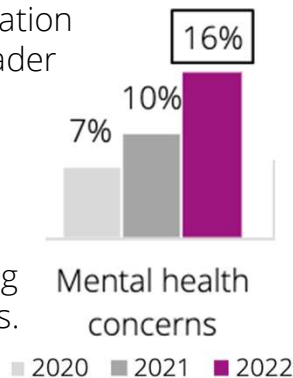
New competitors emerged during Covid, particularly in schools and districts. While still present, their number is decreasing, providing opportunity for PVS to regain market share.

NCES data shows a **decline in public schools offering remote options**: 40% in Jan 2022, 33% in June, 16% in Nov.

## Flexibility is Driving Consideration

**Flexibility** returned as the main driver of consideration on the other side of Covid, but with new and broader definitions of the word—to incorporate into the outreach strategy.

**Mental health and student academic struggles** grew YOY as student well-being connects to academic achievement more than before, creating opportunity to target families with these concerns.



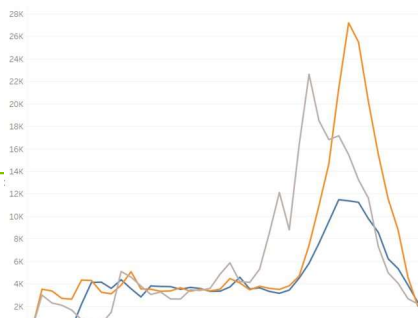
# 2022 Analytics: Key Learnings

From SY22-23 outreach & Enrollment Performance



## Reduced Covid Impact

Enrollment peak (blue) was shorter & lower than SY21-22 (orange) and SY20-21 (grey):  
No surge in July/Aug/Sept like the prior two years.



## Higher New ST WDs

- New Student Withdrawal rates increased 4.2% vs. SY21-22 (14.4% vs. 10.2%)
- Most families left CA after the start of school.
- Returning Student DSY WD rates outperformed (lower than) SY21-22.



## Outreach Optimization

Lower market demand and increased competition from Covid years requires strategy adaptation and market testing to determine the most effective audience, message and channel for optimal market positioning.



# Turning '22 Learnings into '23 Actions:



## Forecast Smoothing

SY22-23 most resembled pre-COVID years SY18-19 and SY19-20.

Going forward, school forecasts will weigh pre-COVID years as a performance guide for SY23-24.



## Demand Creation

We will shift our focus from demand capture to demand creation as we move out of COVID. We will refine messaging towards CA consideration drivers (like flexibility and student well-being) and grow audiences by expanding into popular social channels throughout the funnel.



## Maximize Outreach

To achieve more efficient results, we will innovate and optimize our outreach strategy, channels and media mix to drive higher volume and enhance lead quality across the funnel.



## Enrollment Efficiency

A new enrollment system pilot will be trialed in 25% of select schools in fall 2023, with the aim of boosting conversion rates.

Outperformed the competition and demonstrated market leadership

## Competitive Edge

Connections Academy outperformed the competition in most states in SY22-23 despite overall market decline and falling short on most school enrollment goals on 9/30/22.

## Positive Outcome

PVS significantly outperformed its major competitor, with a **6% increase in market share** compared to Stride.



## Educational Excellence

Our ultimate benchmark is not just to surpass our competitors, but to lead the education space and provide the best K-12 education in the country.

## Poised for Success

A strong market position, combined with valuable insights and key learnings from our performance in 2022, amidst the challenges, has provided a clear roadmap for success in a post-COVID market in 2023.



# Looking Ahead to SY23-24

# 2023 Outreach Improvements



## New Agency

Jan 2023



## New Media Plan

Feb 2023



## New Process

March 2023

## Pivoting to Success

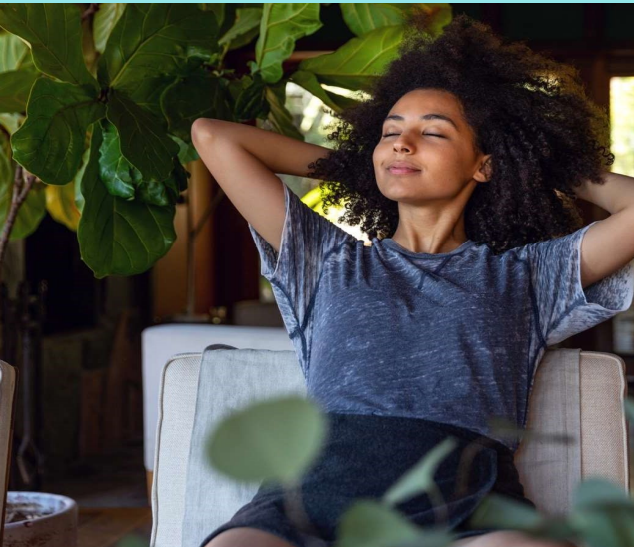
By partnering with VaynerMedia, we're shifting our strategy to utilize modern media channels that enable us to connect and communicate directly with our target audiences, while also allowing us to adapt messaging based on location.



## Improving Process

Pods will streamline communication between PVS marketing and school partners to maximize transparency and keep everyone informed of:

- High level summary of plans
- Progress updates on current efforts
- Meetings for school leaders with channel marketing teams as necessary



## Maximizing Performance

VaynerMedia boosts media performance by testing new messages and channels in market. Prioritizing successful campaigns and allocating media spend accordingly will lead to increased audience relevance. Campaigns will be deployed via online advertising, paid search and other priority channels.



# 2023 Paid Media Approach



## The Old Way

We will use less of these channels:



Over the Air TV



Over the Air Radio



Billboards



Direct Mail



## The New Way

We will use more of these channels:



Connected TV



Streaming Audio



Online Video



Social Media

\*Paid strategies and tactics may shift during the season depending on market demand, changing consumer behavior, and campaign testing and analysis.



# 2023 Paid Media Approach Cont'd

Strategically leveraging flexibility to expand audience reach:

## The Old Way



How can we attract families to Connections Academy?



Brand-centric plan catering to a broad audience through a top-down approach

Broad target message runs consistently across all channels and markets

Plan is measured and optimized solely against demand capture goals

Traditional channels offer limited flexibility once committed

Traditional channels difficult to measure and compare against other channels

## The New Way



How can Connections Academy benefit families?



Audiences, messages and channels can be easily compared and optimized against one another

Audiences, messages and channels can be adjusted, added or removed based on testing and learning

Plan is measured and optimized against both demand creation and demand capture goals

Tailored messages run in channels and markets most relevant to each target audience

Customer-centric plan aligning market-specific and needs-based audiences through a bottom-up approach

# 2023 Organic Outreach Approach

Always-on, year-round channels drive awareness and interest of every school:

01

## Brand

Partnering with VaynerMedia to produce creative campaigns aligned to new media approach.

- Digital guide and promotional literature.

02

## Website

Core focus on improving CA school website infrastructure for a faster, more seamless user experience.

- Upgrading content, banners and request Info forms to be more attractive to prospective families/students
- Increasing organic traffic to key landing pages to drive higher school awareness and lead volume.

03

## Social Media

Ongoing content strategy and publishing, user question and comment moderation, and overall channel management. Expanding Instagram pilot.

04

## PR

Ongoing national and local media outreach, reputation management, education media landscape monitoring, and crisis communication support.

05

## WOM/Referrals

The new platform, [Referral Rock](#), will track and reward schools. [Google Drive folder](#) houses centralized communications plan, resources, and best practices to increase referrals.

**NEW**

06

## Virtual Events

- Live national webinar events to be hosted monthly by PVS events team.
- School-specific events to be hosted by schools and facilitated by PVS events team.

07

## Inbound/Outbound Lead Nurturing

Lead and applicant nurturing via email, direct mail and SMS campaigns, and calls or live chats with family enrollment counselors.

08

## Consumer Insights + Data & Analytics

Ongoing consumer insights & surveys, competitor research, primary and secondary research, data management and campaign performance analysis.



# 2023 CalCA Family Journey via Outreach Funnel

## NATIONAL



National advertising campaigns drive families to **local** websites and **local** social pages to capture their interest.

## LOCAL



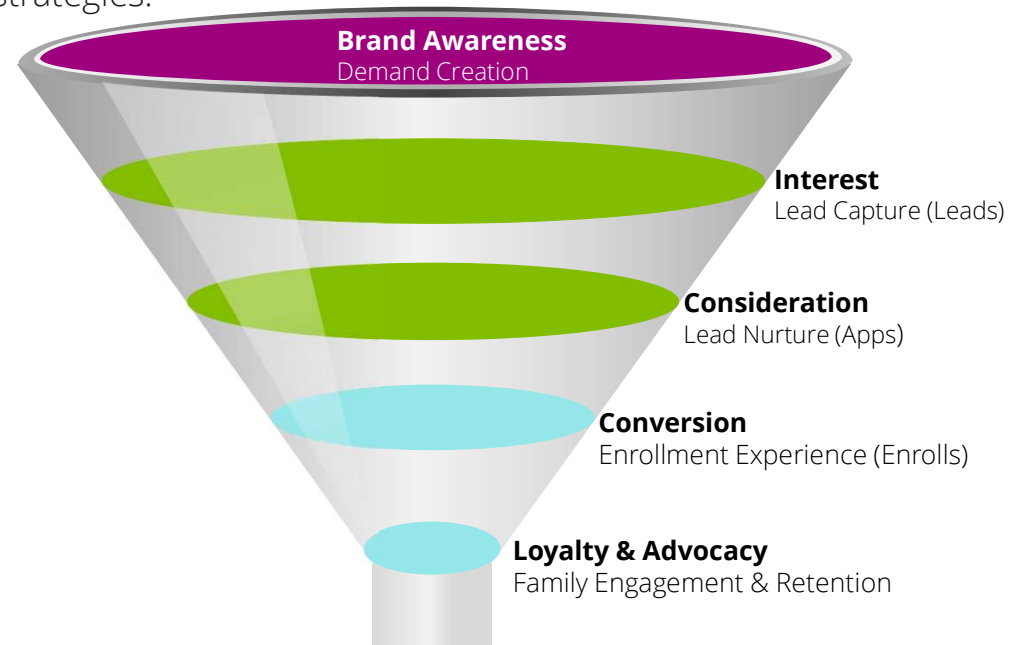
**California-based campaigns** target audiences, demographics, interests and needs to convert interested families into CalCA prospects.

## HYPERLOCAL



Hyperlocal campaigns provide customized CalCA messaging to CalCA families for enhanced engagement and student retention.

The Outreach Funnel tracks the journey of potential CalCA **families** from awareness to enrollment and retention, optimized through collaboration between PVS and CalCA **teams** using a blend of national, local, and hyperlocal strategies:





# Implementation & Timeline

# Implementation

## **CRAWL, WALK, RUN APPROACH**

Q1 is a period of testing, validating and optimizing campaigns based on real-time performance. Top performing campaigns will be scaled in Q2.

1

## **YEAR-ROUND ORGANIC OUTREACH VS. SEASONAL PAID MEDIA**

Organic channels are always active while paid media is used during peak enrollment months to maximize lead volume. Paid media may also be used in second semester as needed.

2

3

## **SCHOOL PROJECTIONS**

New and Returning student projections will start to arrive in June.

# 2023 Timeline

Semester 1 of SY23-24  
Enrollment Season Opens

2/1  
Count  
Day

Launch & Validate  
market test  
campaigns through  
VaynerMedia.

Launch Brand-  
formance  
cross-channel  
with multiple  
platforms

Scale &  
Optimize top  
performing  
campaigns  
based on  
performance

Amplify & Drive  
Enrollments  
leveraging  
proven top  
assets and  
channels

Scale Up paid media spend  
through peak months until  
"Last Day to Open an  
Account"

Semester 2 of SY23-24  
Enrollment Season Opens

Scale down  
media spend,  
focus on Brand-  
formance

9/30  
Count  
Day

Review, Adapt & Continue  
strategy for 2nd semester  
as needed

Feb 23

Mar 23

Apr 23

May 23

Jun 23

Jul 23

Aug 23

Sep 23

Oct 23

Nov 23

National and Local Paid  
Search (Brand and Non-  
Brand) activation continues,  
Paid Social launches across  
Meta, online video launches  
across YouTube and Roku.  
Brandformance kicks off.

Launch New Channels and  
Linear TV, new Paid creative  
launches in-market



Pearson



# Appendix

# 2023 School Marketing Rep Responsibilities

Reps serve as the main point of contact between the school and channel marketing teams:



# 2023 School Merchandise: Helpful Links

## School Store

Family-facing website to order clothing, accessories, blankets, and mascot gear. Linked on school website:

<https://connectionsacademyschools.itemorder.com/shop/sale/>

## Bulk Orders

Bulk order bags, writing instruments, tech products, and drinkware.

<https://admechanics.espsite.com/>

## Heritage Printing

Order business cards, stationary, and postcards.

<http://ca.clickheritage.com/login>

Select "Create an account" if first-time logging in.

*\*Please note the vendors will invoice the school directly.*



# 2022 Family Outreach School Satisfaction Results

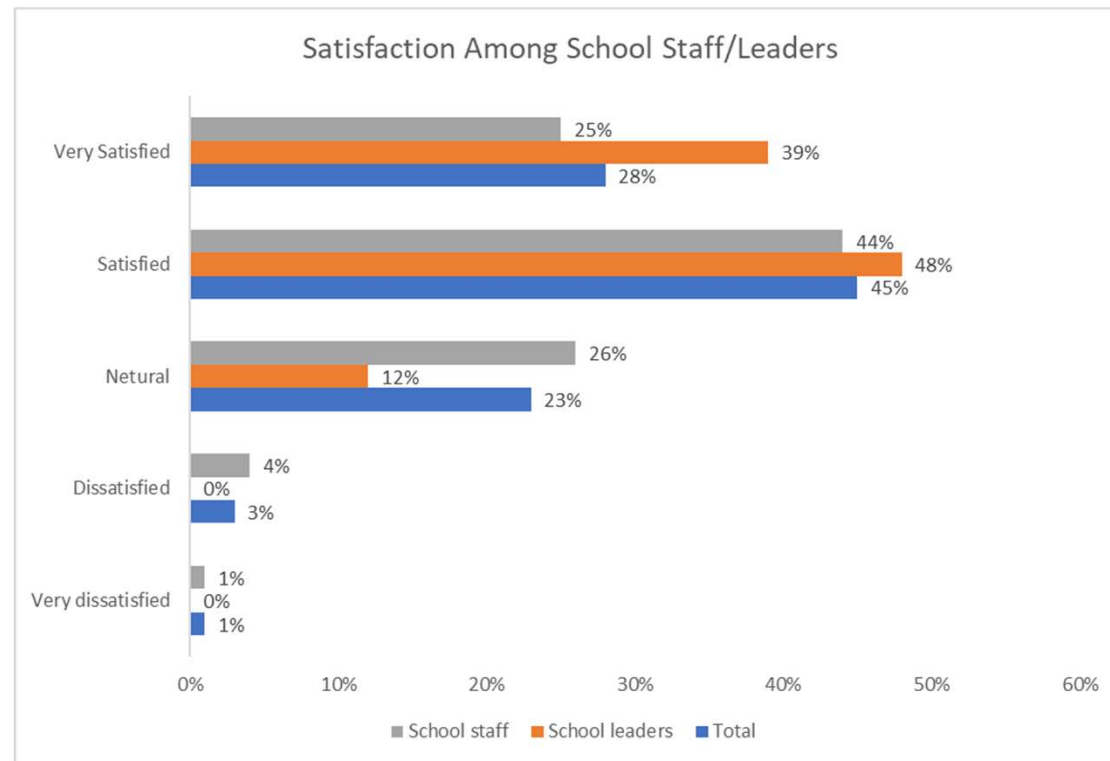
## Key Takeaways

- Outside of School leaders and Marketing reps, staff doesn't interact much w/ Pearson Marketing.
- Schools feel supported but seek more information on an overall plan and evidence of current advertising and outreach efforts.
- School leaders seek more channel updates outside of IAs with either the website, social or PR teams.

## Action Plan / Progress

Pods will streamline communication between PVS marketing and school partners to keep all schools informed of:

- High level summary of plans
- Progress updates of current efforts and intended outcomes.
- Meetings for school leaders with web, social or PR teams as necessary.



\*Conducted in Oct 2022 w/ school staff surveyed alongside 33/35 school leaders.

## February 2023 Policy Update

### **Budget:**

California legislature began budget discussions: The week before the budget committees began meeting, the State’s nonpartisan Legislative Analyst’s Office (LAO) published its **Proposition 98 Overview and K-12 Spending Plan** in response to the Governor’s Budget Proposal. The LAO notes that although the Governor’s budget reflects a decrease in the guarantee relative to the previously enacted budget, Proposition 98 funding remains strong by historical standards. However, they offer caution about future deficits and recommend the Legislature develop a budget for the coming year that does not rely on one-time funding for ongoing costs, suggesting more cuts may be needed.

### **California Connections Academy charter renewals:**

The State Board of Education plans to revisit its approved list of valid and reliable assessments and measures of postsecondary outcomes, also referred to as the “verified data list,” and consider the addition of other assessments to the verified data list. The State Board and the California Department of Education have convened a workgroup, led by WestEd, to potentially update the verified data guidance. California Charter Schools Association submitted a letter to the State Board urging it to move quickly given upcoming renewals and emphasizing that verified data is optional for the charter school to provide (particularly given that California Department of Education will not be issuing renewal tracks to schools expiring in 2024).

### **California’s Mathematics Framework:**

After multiple delays and heated debate, the revision to California’s K-12 mathematics framework is set to move forward in 2023, although it’s unclear what the ongoing process signals for the state’s future instructional material adoptions.

There is no definite timeline for when the latest draft of the framework — which is still facing criticism despite being updated last year to reflect opponents’ concerns — will be moving forward, with the state department of education only saying action is expected sometime this year. [Read more here.](#)