



Pacific Coast Academy

Regular Scheduled Board Meeting

Date and Time

Thursday December 9, 2021 at 5:00 PM PST

Location

13915 Danielson St. #200, Poway, CA 92064

Meeting via Teleconference

Zoom Link

<https://us06web.zoom.us/j/84374850619>

Meeting ID:

843 7485 0619

Join by Phone

(669) 900-6833

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Call the Meeting to Order		Kelly Durso	1 m
B. Roll Call of Board Members		Kelly Durso	1 m
C. Approval of Agenda	Vote	Kelly Durso	1 m
D. Public Comments			5 m
E. Executive Director's Report		Krystin Demofonte	5 m
II. Academic Achievement			5:13 PM
A. Educator Effectiveness Grant Plan	Vote	Rupi Boyd	5 m

	Purpose	Presenter	Time
III. Finance			5:18 PM
A. American Rescue Plan Act of 2021-Homeless Children and Youth Assurances	Vote	Rupi Boyd	10 m
B. 2021-2022 1st Interim Report	Vote	Spencer Styles	10 m
C. October 2021 Financial Reports	Vote	Spencer Styles	10 m
IV. Other Business			5:48 PM
A. Executive Director Formal Check-in	FYI	Krystin Demofonte	10 m
B. Casbo Annual Conference Cost	Vote	Shari Erlendson	5 m
C. Resolution of the Governing Board of Pacific Coast Academy Regarding Board Approval for Interfund Transfers or Loans	Vote	Shari Erlendson	5 m
V. Consent Agenda			6:08 PM
The items below form our consent agenda. The items are considered by the Executive Director to be of a routine nature and are acted on with one motion. Any recommendation may be removed at the request of any Board Member and placed under new and/or unfinished business. The last item in this section is a single vote to approve the items en masse.			
A. Approve Minutes	Approve Minutes		
Approve minutes for Regular Scheduled Board Meeting on October 21, 2021			
B. Title IX Policy			
C. Harassment, Discrimination, Intimidation and Bullying Prevention Policy			
D. 2021-2022 Compensation Policy			
E. Employee Handbook			
F. Approve Consent Agenda	Vote		1 m
This Is The Vote To Approve The Consent Agenda Items.			
VI. Closed Session			6:09 PM
A. Employee Performance Evaluation: Executive Director § 54956.9	Discuss	Krystin Demofonte	20 m
VII. Closing Items			6:29 PM
A. Announcement of Next Scheduled Meeting January 27 at 5:00pm	FYI	Kelly Durso	1 m
B. Adjourn Meeting	Vote		

Prepared By:

Jennifer Faber

Noted By:

Board Secretary

Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: Pacific Coast Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Pacific Coast Academy Office at [\(619\) 749-1928](tel:6197491928) at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Cover Sheet

Educator Effectiveness Grant Plan

Section: II. Academic Achievement
Item: A. Educator Effectiveness Grant Plan
Purpose: Vote
Submitted by:
Related Material: PCA - Educator Effectiveness Budget Grant 2021.pdf

BACKGROUND:

The Educator Effectiveness Block Grant (EEBG) provides one-time funds to county offices of education, school districts, charter schools, and state special schools to provide professional learning and promote educator equity, quality, and effectiveness.

As a condition of receiving EEBG funds, local education agencies must develop a related expenditure plan and present it in a public meeting of the governing board before its adoption in a subsequent public meeting before December 30, 2021. The required public meeting was held prior to bringing this item to the Board for consideration.

Acceptable EEBG fund expenditures include professional learning for teachers, administrators, paraprofessionals who work with students, and classified staff who interact with students to promote educator equity, quality, and effectiveness.

These expenditures may occur over fiscal years 2021–22, 2022–23, 2023–24, 2024–25, and 2025–26. Expenditure oversight includes annual expenditure reports due to the state by September 30. Further, eligible entities must submit a final expenditure report by September 30, 2026.

Educator Effectiveness Block Grant 2021 Pacific Coast Academy Expenditure Plan

LEA Name:	Pacific Coast Academy
Contact Name:	Krystin Demofonte
Email Address:	krystin.demofonte@pacificcoastacademy.org
Phone Number:	858-442-0887

Total Amount of funds received by the LEA:	\$ 644,100.00
Date of Public Meeting prior to Adoption:	December 9, 2021
Date of adoption at a public meeting:	December 9, 2021

[EC 41480](#)

(a)(2) A school district, county office of education, charter school, or state special school may expend the funds received pursuant to this subdivision from the 2021–22 fiscal year to the 2025–26 fiscal year, inclusive. School districts, county offices of education, charter schools, and state special schools shall coordinate the use of any federal funds received under Title II of the federal Every Student Succeeds Act of 2015 (Public Law 114–95) to support teachers and administrators with the expenditure of funds received pursuant to this subdivision.

(b) A school district, county office of education, charter school, or state special school shall expend funds apportioned pursuant to this section to provide professional learning for teachers, administrators, paraprofessionals who work with pupils, and classified staff that interact with pupils, with a focus on any of the following areas:

(1) Coaching and mentoring of staff serving in an instructional setting and beginning teacher or administrator induction, including, but not limited to, coaching and mentoring solutions that address a local need for teachers that can serve all pupil populations with a focus on retaining teachers, and offering structured feedback and coaching systems organized around social-emotional learning, including, but not limited to, promoting teacher self-awareness, self-management, social awareness, relationships, and responsible decision-making skills, improving teacher attitudes and beliefs about one's self and others, and supporting learning communities for educators to engage in a meaningful classroom teaching experience.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Beginning Teacher Induction Program (RCOE)	\$ 32,500.00	\$ 32,500.00	\$ 32,500.00	\$ 32,500.00	\$ 32,500.00	\$ 162,500.00
New Teacher Induction Program Coordinator	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 75,000.00
Induction coaches/mentors stipends	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 75,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ 62,500.00	\$ 62,500.00	\$ 62,500.00	\$ 62,500.00	\$ 62,500.00	\$ 312,500.00

(2) Programs that lead to effective, standards-aligned instruction and improve instruction in literacy across all subject areas, including English language arts, history-social science, science, technology, engineering, mathematics, and computer science.

Planned Activity	2021-22	2022-23	2023-24	2024-25	2025-26	per Activity
Fees/costs associated with professional development specific to content areas/subjects, including registration (Conference or workshop)	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 150,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 150,000.00

(3) Practices and strategies that reengage pupils and lead to accelerated learning.

General Instructions:

This example template is provided as a resource as one way to develop a plan for the EEBG 2021. LEAs are cautioned to refer to EC 41480 for all program requirements. Please verify all calculations/formulas before finalizing the plan.

Printing/Layout

The template will print in Landscape mode. The blue instruction boxes will not print.

Page breaks can be added manually prior to final printing. To add a page break:

1. Click the cell immediately below the desired page break.
2. In the Menu/Ribbon, choose Page Layout.
3. Select Breaks >> Insert Page Break.

Note: the Summary table is preset to print on the last page.

Add/Delete rows to the table(s) as necessary:

Add: Right-click in the last row and select Insert >> Table Row Below

Delete: Unused rows can be deleted by Right-click and select Delete >> Table Rows

Deleting Sections:

If an LEA is not planning any activities in a particular category, the entire section may be eliminated:

1. Select the text and table to delete.
2. Right click, choose Delete >> Entire Row
*****Important*** - after deletion, the Summary Table will show #REF! and will not calculate until you complete the next step:**
3. Delete the corresponding row on the Summary table. The table should refresh and show the proper calculations for the remaining table(s).

Planned Activity	2021-22	2022-23	2023-24	2024-25	2025-26	per Activity
Fees/costs associated with professional development specific to student engagement strategies and instructional supports, including registration fees	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 50,000.00
Costs of professional learning material, including literature that will serve as foundation of our instructional focus	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 55,000.00

(4) Strategies to implement social-emotional learning, trauma-informed practices, suicide prevention, access to mental health services, and other approaches that improve pupil well-being.

Planned Activity	2021-22	2022-23	2023-24	2024-25	2025-26	per Activity
Fees/costs associated with professional learning specific to social-emotional supports, particularly those offered in tiers two and three of our MTSS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 50,000.00
Costs of professional learning material, including literature that will serve as foundation of our social-emotional supports, including the book	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00
Compensation for coaches who will guide implementation of social-emotional professional	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 50,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 105,000.00

(5) Practices to create a positive school climate, including, but not limited to, restorative justice, training around implicit bias, providing positive behavioral supports, multitiered systems of support, transforming a schoolsite's culture to one that values diverse cultural and ethnic backgrounds, and preventing discrimination, harassment, bullying, and intimidation based on actual or perceived characteristics, including disability, gender, gender identity, gender expression, language, nationality, race or ethnicity, religion, or sexual orientation.

Planned Activity	2021-22	2022-23	2023-24	2024-25	2025-26	per Activity
Fees/costs associated with professional learning within Communities of Practice specific to the concept of Implicit Bias and Cultural Relevance	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,100.00	\$ 4,000.00	\$ 21,600.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,100.00	\$ 4,000.00	\$ 21,600.00

(6) Strategies to improve inclusive practices, including, but not limited to, universal design for learning, best practices for early identification, and development of individualized education programs for individuals with exceptional needs.

Planned Activity	2021-22	2022-23	2023-24	2024-25	2025-26	per Activity
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

(7) Instruction and education to support implementing effective language acquisition programs for English learners, which may include integrated language development within and across content areas, and building and strengthening capacity to increase bilingual and biliterate proficiency.

Planned Activity	2021-22	2022-23	2023-24	2024-25	2025-26	per Activity
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

(8) New professional learning networks for educators not already engaged in an education-related professional learning network to support the requirements of subdivision (c).

(c) To ensure professional development meets educator and pupil needs, local educational agencies are encouraged to allow schoolsite and content staff to identify the topic or topics of professional learning. Professional learning provided pursuant to this section shall do both of the following:

(1) Be content focused, incorporate active learning, support collaboration, use models of effective practice, provide coaching and expert support, offer feedback and reflection, and be of sustained duration.

(2) As applicable, be aligned to the academic content standards adopted pursuant to Sections 51226, 60605, 60605.1, 60605.2, 60605.3, 60605.4, 60605.8, and 60605.11, and the model curriculum adopted pursuant to Section 51226.7, as those sections read on June 30, 2020, and former Section 60605.85, as that section read on June 30, 2014.

Planned Activity	2021-22	2022-23	2023-24	2024-25	2025-26	per Activity
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

(9) Instruction, education, and strategies to incorporate ethnic studies curricula adopted pursuant to Section 51226.7 into pupil instruction for grades 7 to 12, inclusive.

Planned Activity	2021-22	2022-23	2023-24	2024-25	2025-26	per Activity
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for this section:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Summary of Expenditures

Section Totals	2021-22	2022-23	2023-24	2024-25	2025-26	per Activity
Subtotal Section (1)	\$ 62,500.00	\$ 62,500.00	\$ 62,500.00	\$ 62,500.00	\$ 62,500.00	\$ 312,500.00
Subtotal Section (2)	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 150,000.00
Subtotal Section (3)	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 55,000.00
Subtotal Section (4)	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 105,000.00
Subtotal Section (5)	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,100.00	\$ 4,000.00	\$ 21,600.00
Subtotal Section (6)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Section (7)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Section (8)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Section (9)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals By Year:	\$ 129,000.00	\$ 129,000.00	\$ 129,000.00	\$ 128,600.00	\$ 128,500.00	

The Summary table should auto-calculate - please don't type directly into the summary table!

The values should populate as entries are made in the preceding tables.

If a table was deleted, delete the corresponding row in the summary table - see instructions above.

Total Planned Expenditures by the LEA:
\$ 644,100.00

Budgeting Planner:
Allocation:
\$ 644,100.00
Variance:
\$ 0.00
Expenditures and Allocation Match

Cover Sheet

American Rescue Plan Act of 2021-Homeless Children and Youth Assurances

Section: III. Finance
Item: A. American Rescue Plan Act of 2021-Homeless Children and Youth Assurances
Purpose: Vote
Submitted by:
Related Material: PCA - ARP-HCY II Assurances (CA Dept of Education).pdf

BACKGROUND:

Pacific Coast Academy, is eligible to receive funds from the American Rescue Plan – Homeless Children and Youth II (ARP-HCY II). This will provide an additional \$13,940 to support our homeless and foster youth students. Pacific Coast Academy intends to use these funds to purchase essential items for these students.

Homeless children and Youth (ARP-HCY II) Grant: The funds are used identifying homeless children and youth, to provide homeless children and youth with wrap-around services to address the challenges of COVID-19, and to enable homeless children and youth to attend school and fully participate in school activities. These funds are to address urgent needs of children and youth experiencing homelessness—including academic, social, emotional, and mental health needs. The funds will also be used by LEAs to increase capacity by hiring staff, dedicating resources, and planning partnerships with community-based organizations among other strategies.

American Rescue Plan Act of 2021 Elementary and Secondary School Emergency Relief – Homeless Children and Youth II (ARP-HCY II) Assurances



ARP-HCY II was created to assist local educational agencies (LEAs) with identifying homeless children and youth, to provide homeless children and youth with wrap-around services to address the challenges of COVID-19, and to enable homeless children and youth to attend school and fully participate in school activities. These funds are to address urgent needs of children and youth experiencing homelessness—including academic, social, emotional, and mental health needs. The funds will also be used by LEAs to increase capacity by hiring staff, dedicating resources, and planning partnerships with community-based organizations, among other strategies.

Submission Confirmation

Pacific Coast Academy (CDS Code **37680490136416**) successfully completed submission for ARP-HCY II funds on **10/28/2021 10:49:46 AM**.

You may print a copy of this confirmation for your records.

[ARP-HCY II Home](#)

[ARP-HCY II Search](#)

Pacific Coast Academy

Contact Information

LEA:

Pacific Coast Academy

DUNS Number:

081128037

First Name:

Krystin

Last Name:

Demofonte

Job Title:

Executive Director

E-mail:

krystin.demofonte@pacificcoastacademy.org

Telephone:

(619) 749-1928

Question:

What is your favorite sport?

Answer:

Football

Certification

The checkbox was selected, certifying that I have read the applicable certifications, assurances, terms, and conditions identified on this grant application and I agree to comply with all requirements as a condition of funding.

On behalf of Pacific Coast Academy, I hereby apply to the California Department of Education (CDE) for ARP-HCY II funds and agree to all of the following assurances:

PART I: General Assurances for Local Educational Agencies (LEAs)

Pacific Coast Academy will comply and have on file with the State a set of assurances of the requirements in Section 442 of the General Education Provisions Act (GEPA) [20 United States Code (U.S.C.) Section 12329(e)]:

1. The LEA will administer each program covered by the application in accordance with all applicable statutes, regulations, program plans, and applications;
2. The control of funds provided to the LEA under each program, and title to property acquired with those funds, will be in a public agency and that a public agency will administer those funds and property;
3. The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds paid to that agency under each program;
4. The LEA will make reports to the State agency or board and to the U.S. Secretary of Education, as requested, as may reasonably be necessary to enable the State agency or board and the Secretary to perform their duties and that the LEA will maintain such records, including the records required under 20 U.S.C. Section 1232(f), and provide access to those records, as the State agency or board or the Secretary deem necessary to perform their duties;
5. The LEA will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each program;
6. Any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public;
7. In the case of any project involving construction, the LEA will provide reasonable assurances that—
 - a. The project is not inconsistent with overall State plans for the construction of school facilities, and
 - b. In developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with 29 U.S.C. Section 794 in order to ensure that facilities constructed with the use of Federal funds are accessible to and usable by individuals with disabilities.
 - c. Will follow applicable federal construction regulations, such as safety and health standards (34 Code of Federal Regulations [CFR] 75.609), energy conservation (34 CFR 75.616), and Davis-Bacon prevailing wage rules. Any LEA requesting preapproval must provide documentation showing that the LEA is not able to meet the need arising from the health emergency in a more

cost-effective or efficient manner, such as leasing property or improving property already owned and in use;

d. Ensure all projects will be completed during the allowable period of the grant.

8. The LEA has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects;
9. None of the funds expended under any applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization. [20 U.S.C. Section 1232(e)]

PART II: ARP-HCY II Usage of Funds Assurances

Pacific Coast Academy assures that:

1. Funds will be used in accordance and aligned with section 2001(b) of the American Rescue Plan Act of 2021 (ARP Act) and must adhere to the allowable uses and authorized activities of funds described in 42 U.S.C. sections 11431-11435 of the Education for Homeless Children and Youth (EHCY) of Title VII-B McKinney-Vento Homeless Assistance Act (McKinney-Vento Act.)
 - a. The provision of tutoring, supplemental instruction, and enriched educational services that are linked to the achievement of the same challenging State academic standards as the State establishes for other children and youth;
 - b. The provision of expedited evaluations of the strengths and needs of homeless children and youth, including needs and eligibility for programs and services (such as educational programs for gifted and talented students, children and youth with disabilities, and English learners, services provided under title I of the Elementary and Secondary Education Act of 1965 [20 U.S.C. Section 6301 et seq.] or similar State or local programs, programs in career and technical education, and school nutrition programs);
 - c. Professional development and other activities for educators and specialized instructional support personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youth, the rights of such children and youth under this part, and the specific educational needs of runaway and homeless youth;
 - d. The provision of referral services to homeless children and youth for medical, dental, mental, and other health services;
 - e. The provision of assistance to defray the excess cost of transportation for students under 42 U.S.C. Section 11433(d)(5), not otherwise provided through Federal, State, or local funding, where necessary to enable students to attend the school selected under 42 U.S.C. Section 11432(g)(3) of this title;
 - f. The provision of developmentally appropriate early childhood education programs, not otherwise provided through Federal, State, or local funding, for preschool-aged homeless children;
 - g. The provision of services and assistance to attract, engage, and retain homeless children and youth, particularly homeless children and youth who are not enrolled in school, in public school programs and services provided to non-homeless children and youth;

- h. The provision for homeless children and youth of before- and after-school, mentoring, and summer programs in which a teacher or other qualified individual provides tutoring, homework assistance, and supervision of educational activities;
 - i. If necessary, the payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youth in school, including birth certificates, immunization or other required health records, academic records, guardianship records, and evaluations for special programs or services;
 - j. The provision of education and training to the parents and guardians of homeless children and youth about the rights of, and resources available to, such children and youth, and other activities designed to increase the meaningful involvement of parents and guardians of homeless children or youth in the education of such children or youth;
 - k. The development of coordination between schools and agencies providing services to homeless children and youth, as described in 42 U.S.C. Section 11432(g)(5) of this title;
 - l. The provision of specialized instructional support services (including violence prevention counseling) and referrals for such services;
 - m. Activities to address the particular needs of homeless children and youth that may arise from domestic violence and parental mental health or substance abuse problems;
 - n. The adaptation of space and purchase of supplies for any non-school facilities made available under 42 U.S.C. Section 11432(a)(2) to provide services;
 - o. The provision of school supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations; and,
 - p. The provision of other extraordinary or emergency assistance needed to enable homeless children and youth to attend school and participate fully in school activities.
2. In addition to the authorized activities described in the McKinney-Vento Act, LEAs can also use ARP-HCY II funds for the following:
- a. The provision of wraparound services (which could be provided in collaboration with and/or through contracts with community-based organizations, and could include academic supports, trauma-informed care, social-emotional support, and mental health services);
 - b. The provision of needed supplies [e.g., personal protective equipment (PPE), eyeglasses, school supplies, personal care items];
 - c. The provision of transportation to enable children and youth to attend classes and participate fully in school activities;
 - d. The purchase of cell phones or other technological devices for unaccompanied youth to enable the youth to attend and fully participate in school activities;
 - e. The provision of access to reliable, high-speed internet for students through the purchase of internet connected devices/equipment, mobile hotspots, wireless service plans, or installation of Community Wi-Fi Hotspots (e.g., at homeless shelters), especially in underserved communities;
 - f. Paying for short-term, temporary housing (e.g., a few days in a motel) when such emergency housing is the only reasonable option for COVID-safe temporary housing and when necessary to enable the homeless child or youth to attend school and participate fully in school activities (including summer school); and,
 - g. The provision of store cards/prepaid debit cards to purchase materials necessary for students to participate in school activities.

3. Under 42 U.S.C. Section 723(d), LEAs must ensure that all costs are reasonable and necessary and that these uses of funds align with the purpose of, and other requirements in, the McKinney-Vento Act.
4. The LEA will comply with, all reporting requirements at such time and in such manner and containing such information as the Secretary may reasonably require, including but not limited to the requirements under McKinney-Vento Act, and including but not limited to numbers of students experiencing homelessness identified and supported through ARP-HCY II funding, and specific details about supports and services received by students.
5. Activities to address the unique needs students experiencing homelessness, including how outreach and service delivery will meet the needs of each population.
6. Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of students experiencing homelessness.
7. Addressing learning loss among students, including students experiencing homelessness, of the LEA, including by—
 - a. Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiating instruction;
 - b. Implementing evidence-based activities to meet the comprehensive needs of students;
8. If your LEA does not meet the minimum formula amount of \$5,000, then your LEA is required to join a consortium with your county office of education (COE) or with LEAs within your county that are also receiving less than the minimum formula amount. All LEAs in the consortia must comply to all of these assurances and will need to work with one another to identify, enroll, and serve children and youth experiencing homelessness. This rule encourages the use of consortia to create favorable economies of scale. The lead COE and/or LEA will be the fiscal agent and may take the appropriate indirect cost to administer funds and/or services.

PART III: Programmatic, Fiscal, and Reporting Assurances

Pacific Coast Academy will comply with all of the accountability, transparency, and reporting requirements that apply to the program, which the Governor has already assured.

1. ARP Act funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.
2. The LEA receiving ARP-HCY II funds will comply with:
 - a. All reporting requirements. The CDE may require additional reporting in the future, which may include the uses of funds by the LEAs or other entities and demonstration of their compliance with these assurances.
 - b. Title 2 of the CFR Section 200.305 that requires sub-grantees to remit interest earned on advances to the federal agency.
 - c. Federal Funding Accountability and Transparency Act, as defined in 2 CFR Part 25 [Public Law (PL) 109-282; PL 110-252] regarding the establishment of a Data Universal Numbering System (DUNS) number and maintaining a current/active registration in the System for Award Management.

PART IV: Other Assurances

Pacific Coast Academy assures that:

1. The LEA will comply with all applicable assurances in Office of Management and Budget (OMB) Standard Forms 424B and D (Assurances for Non-Construction and Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood hazards; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and the general agreement to comply with all applicable Federal laws, executive orders and regulations.
2. With respect to the certification regarding lobbying in Department Form 80-0013, no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making or renewal of Federal grants under this program; the State will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 CFR Part 82, Appendix B); and the State will require the full certification, as set forth in 34 CFR Part 82, Appendix A, in the award documents for all subawards at all tiers.
3. Any LEA receiving funding under this program will have on file a set of assurances that meets the requirements of Section 442 of the GEPA. [20 U.S.C. Section 1232(e)].
4. To the extent applicable, an LEA will include a description of how the LEA will comply with the requirements of Section 427 of GEPA [20 U.S.C. 1228(a)] in future reports. The description must include information on the steps the LEA proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program.
5. The State will comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in Subpart D—Post Federal Award Requirements (2 CFR Section 200.300-345) to ensure that LEAs, including charter schools that are LEAs, are using ARP-HCY funds for purposes that are reasonable, necessary, and allocable under the ARP Act.
6. The State and other entities will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR Part 180, as adopted and amended as regulations of the Department in 2 CFR Part 3485; and the Uniform Guidance in 2 CFR Part 200, as adopted and amended as regulations of the Department in 2 CFR Part 3474.

PART V: McKinney-Vento General Assurances

Pacific Coast Academy under 42 U.S.C. sections 11431-11435 assures that:

1. The LEA will adopt policies and practices to ensure that homeless children and youth are not stigmatized or segregated on the basis of their status as homeless.
2. The LEA will designate an appropriate staff person, able to carry out the duties described in 42 U.S.C. Section 11432(6)(A), who may also be a coordinator for other Federal programs, as a LEA liaison for homeless children and youth.

3. The LEA will adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin [as determined 42 U.S.C. Section 11431(3)], in accordance with the following, as applicable:
 - a. If the child or youth continues to live in the area served by the LEA in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the LEA in which the school of origin is located.
 - b. If the child's or youth's living arrangements in the area served by LEA of origin terminate and the child or youth, though continuing the child's or youth's education in the school of origin, begins living in an area served by another LEA, the LEA of origin and the LEA in which the child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the LEAs are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.
4. The LEA will adopt policies and practices to ensure participation by liaisons described in 42 U.S.C. Section 11432(g)(1)(J)(iv) in professional development and other technical assistance activities as determined appropriate by the Office of the Coordinator.

Questions: HomelessEducation | HomelessED@cde.ca.gov

Cover Sheet

2021-2022 1st Interim Report

Section:	III. Finance
Item:	B. 2021-2022 1st Interim Report
Purpose:	Vote
Submitted by:	
Related Material:	PCA- First Interim Report.pdf 21.10-PCA - Board Presentation_First Interim Report.pdf

BACKGROUND:

As outlined and described by the California Department of Education, Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second interim report is due March 17 for the period ending January 31. The interim reports must include a certification of whether or not the LEA is able to meet its financial obligations. The certifications are classified as positive, qualified, or negative. A positive certification is assigned when the district will meet its financial obligations for the current and two subsequent fiscal years. A qualified certification is assigned when the district may not meet its financial obligations for the current or two subsequent fiscal years. A negative certification is assigned when a district will be unable to meet its financial obligations for the remainder of the current year or for the subsequent fiscal year. Charter Impact developed the First Interims reports for Pacific Coast Academy.



Pacific Coast Academy

Monthly Financial Presentation – October 2021
First Interim Report

Highlights

Highlights

- Revenue projection increased \$760k from prior month
- Projected surplus just below \$1M
- No outstanding factoring
- Estimated enrollment remains 4,500

Compliance and Reporting

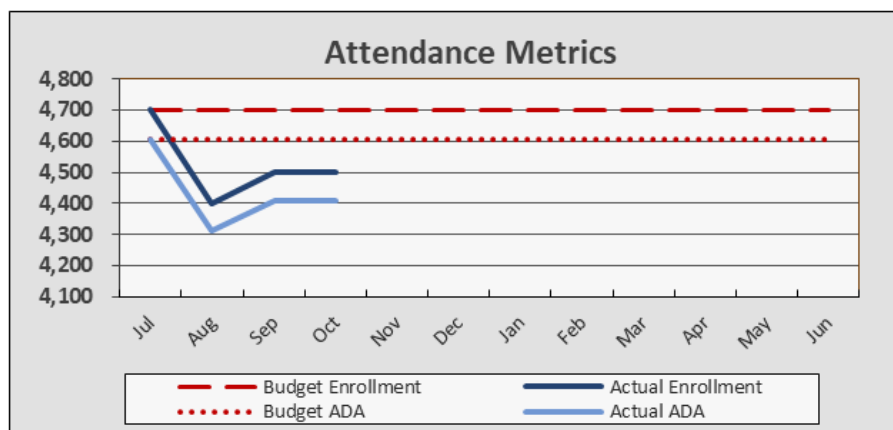
- Both 40/80 and 25:1 PTR are within compliance

Cert.	Instr.
51.2%	84.4%
5,455,390	2,166,269

Pupil:Teacher Ratio
21.30 :1

Attendance

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Enrollment	4525	4500	4700
ADA	4435	4410	4606
Attendance Rate	98.0%	98.0%	98.0%
Unduplicated %	39.4%	39.4%	39.9%
Revenue per ADA		\$11,092	\$10,715
Expenses per ADA		\$10,877	\$10,561



- Enrollment projection remains 4,500

Revenue

- Revenue projections increase from prior month due to the following:
 - **Title I:** Estimated from CDE apportionment increased **\$127k**, prior year funds received of **\$129k**.
 - **SPED (AB602):** Funding Rate increased to \$715 per ADA (**\$518k** increase)

Revenue

Year-to-Date		
Actual	Budget	Fav/(Unf)
\$ 10,653,387	\$ 10,913,770	\$ (260,383)
1,127,292	242,798	884,494
778,759	803,969	(25,211)
10,974	-	10,974
\$ 12,570,412	\$ 11,960,537	\$ 609,875

Annual/Full Year		
Forecast	Budget	Fav/(Unf)
\$ 42,224,532	\$ 44,131,513	\$ (1,906,981)
2,287,493	1,168,211	1,119,283
4,392,397	4,053,198	339,200
10,974	-	10,974
\$ 48,915,397	\$ 49,352,921	\$ (437,525)

Expenses

- Projected health and welfare costs increased \$285k after open enrollment
- Software and Office Expense slightly higher in October due to platform costs
- Special Education Services also increased in October. Forecast remains conservative.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	\$ 6,343,170	\$ 6,180,508	\$ (162,662)	\$ 19,298,368	\$ 18,541,524	\$ (756,844)
Classified Salaries	1,073,014	1,214,355	141,341	3,295,943	3,643,065	347,122
Benefits	2,047,777	2,307,693	259,915	7,019,924	6,984,370	(35,553)
Books and Supplies	2,593,983	2,824,716	230,734	8,708,980	8,657,840	(51,141)
Subagreement Services	1,398,498	2,373,754	975,256	6,672,894	7,228,465	555,571
Operations	157,476	156,467	(1,009)	478,700	469,400	(9,300)
Facilities	108,714	68,133	(40,580)	350,832	204,400	(146,432)
Professional Services	659,174	808,652	149,478	2,104,842	2,542,119	437,278
Depreciation	-	10,000	10,000	-	30,000	30,000
Interest	36,135	342,638	306,503	36,135	342,638	306,503
Total Expenses	\$ 14,417,942	\$ 16,286,917	\$ 1,868,975	\$ 47,966,617	\$ 48,643,821	\$ 677,204

Fund Balance

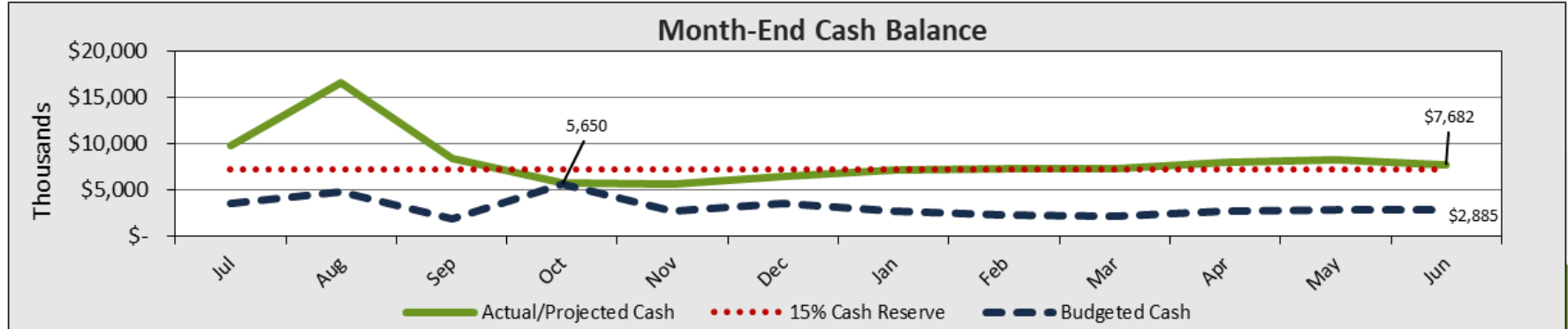
- Year-end surplus forecast **increased \$237k** from prior month .
- Projected end of year fund balance exceeds State requirements of 3% and Authorizer requirement of 5%.

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (1,847,530)	\$ (4,326,380)	\$ 2,478,850
Beginning Fund Balance	<u>6,144,921</u>	<u>8,506,897</u>	
Ending Fund Balance	<u>\$ 4,297,392</u>	<u>\$ 4,180,517</u>	
<i>As a % of Annual Expenses</i>	<i>9.0%</i>	<i>8.6%</i>	

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
	\$ 948,780	\$ 709,100	\$ 239,679
	<u>6,144,921</u>	<u>8,506,897</u>	
	<u>\$ 7,093,701</u>	<u>\$ 9,215,997</u>	
	<i>14.8%</i>	<i>18.9%</i>	

Cash Balance

- 10/31 cash balance: **\$5.6M**
- Current balance includes \$1.3M in restricted ELO funds
- Next projected factoring: **N/A**



Appendices

- Monthly Cash Flow / Forecast 21-22
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging

Pacific Coast Academy
Monthly Cash Flow/Forecast FY21-22
Revised 11/22/2021
ADA = 4410.00



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
															ADA = 4606.00	
Revenues																
State Aid - Revenue Limit																
8011 LCFF State Aid	1,864,947	1,864,947	3,356,904	3,356,904	3,356,904	3,356,904	3,356,904	3,972,653	3,972,653	3,972,653	3,972,653	3,972,652	-	40,377,677	42,198,697	(1,821,020)
8012 Education Protection Account	-	-	203,697	-	-	-	220,500	-	-	237,303	-	-	220,500	882,000	921,200	(39,200)
8019 State Aid - Prior Year	-	-	5,988	-	-	-	-	-	-	-	-	-	-	5,988	-	5,988
8096 In Lieu of Property Taxes	-	-	-	-	70,864	70,864	70,864	70,864	225,137	112,569	112,569	112,569	112,569	958,867	1,011,616	(52,749)
	1,864,947	1,864,947	3,566,589	3,356,904	3,427,768	3,427,768	3,648,268	4,043,517	4,197,790	4,322,524	4,085,221	4,085,220	333,069	42,224,532	44,131,513	(1,906,981)
Federal Revenue																
8181 Special Education - Entitlement	-	-	-	-	-	-	246,983	-	-	-	-	143,865	143,865	534,713	558,478	(23,765)
8290 Title I, Part A - Basic Low Income	-	-	-	100,023	-	474,922	-	-	-	-	-	-	58,284	633,229	506,480	126,749
8291 Title II, Part A - Teacher Quality	-	-	-	26,725	-	80,174	-	-	-	-	-	-	(0)	106,899	89,297	17,602
8293 Title III - Limited English	-	-	-	1,847	-	-	-	-	-	-	-	12,109	-	13,956	13,956	-
8296 Other Federal Revenue	-	-	842,627	-	-	-	-	-	-	-	-	-	-	842,627	-	842,627
8299 Prior Year Federal Revenue	3,678	22,608	-	129,784	-	-	-	-	-	-	-	-	-	156,070	-	156,070
	3,678	22,608	842,627	258,379	-	555,096	246,983	-	-	-	-	155,974	202,149	2,287,493	1,168,211	1,119,283
Other State Revenue																
8311 State Special Education	140,475	140,475	252,854	252,854	254,293	254,293	254,293	254,293	250,945	250,945	250,945	250,945	250,945	3,058,556	2,653,885	404,670
8550 Mandated Cost	-	-	-	-	-	87,893	-	-	-	-	-	-	-	87,893	87,893	-
8560 State Lottery	-	-	-	-	-	-	210,826	-	-	210,826	-	-	491,217	912,870	953,442	(40,572)
8598 Prior Year Revenue	-	3,342	7,226	(35,467)	-	-	-	-	-	-	-	-	-	(24,899)	-	(24,899)
8599 Other State Revenue	-	-	-	17,000	-	-	-	-	-	-	-	340,978	0	357,978	357,978	-
	140,475	143,817	260,080	234,387	254,293	342,186	465,120	254,293	250,945	461,771	250,945	591,923	742,162	4,392,397	4,053,198	339,200
Other Local Revenue																
8660 Interest Revenue	1,778	142	-	5,658	-	-	-	-	-	-	-	-	-	7,579	-	7,579
8980 Contributions, Unrestricted	-	79	1,710	1,607	-	-	-	-	-	-	-	-	-	3,395	-	3,395
	1,778	221	1,710	7,265	-	-	-	-	-	-	-	-	-	10,974	-	10,974
Total Revenue	2,010,878	2,031,593	4,671,006	3,856,935	3,682,061	4,325,050	4,360,370	4,297,810	4,448,735	4,784,296	4,336,166	4,833,117	1,277,380	48,915,397	49,352,921	(437,525)
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	1,079,678	1,182,444	1,228,077	1,230,167	1,204,490	1,204,490	1,204,490	1,204,490	1,204,490	1,204,490	1,204,490	1,204,490	-	14,356,286	12,737,806	(1,618,479)
1175 Teachers' Extra Duty/Stipends	13,579	68,519	71,760	78,656	73,197	73,197	73,197	73,197	73,197	73,197	73,197	73,197	-	818,093	1,489,368	671,275
1200 Pupil Support Salaries	72,067	113,647	112,500	111,768	107,722	107,722	107,722	107,722	107,722	107,722	107,722	107,722	-	1,271,757	1,407,042	135,285
1300 Administrators' Salaries	180,861	204,851	194,790	198,540	186,674	186,674	186,674	186,674	186,674	186,674	186,674	186,674	-	2,272,436	2,230,500	(41,936)
1900 Other Certificated Salaries	32,041	66,287	49,374	53,564	47,316	47,316	47,316	47,316	47,316	47,316	47,316	47,316	-	579,796	676,808	97,012
	1,378,226	1,635,748	1,656,502	1,672,695	1,619,400	1,619,400	1,619,400	1,619,400	1,619,400	1,619,400	1,619,400	1,619,400	-	19,298,368	18,541,524	(756,844)
Classified Salaries																
2100 Instructional Salaries	16,525	26,228	28,333	29,824	25,005	25,005	25,005	25,005	25,005	25,005	25,005	25,005	-	300,948	361,663	60,715
2200 Support Salaries	84,157	99,546	108,934	105,080	107,478	107,478	107,478	107,478	107,478	107,478	107,478	107,478	-	1,257,544	1,462,038	204,495
2300 Classified Administrators' Salaries	47,800	54,172	44,011	40,597	46,337	46,337	46,337	46,337	46,337	46,337	46,337	46,337	-	557,279	810,502	253,223
2400 Clerical and Office Staff Salaries	87,783	92,065	83,301	77,933	86,278	86,278	86,278	86,278	86,278	86,278	86,278	86,278	-	1,031,308	900,486	(130,821)
2900 Other Classified Salaries	9,825	11,155	13,322	12,424	12,767	12,767	12,767	12,767	12,767	12,767	12,767	12,767	-	148,864	108,376	(40,489)
	246,090	283,165	277,902	265,858	277,866	277,866	277,866	277,866	277,866	277,866	277,866	277,866	-	3,295,943	3,643,065	347,122
Benefits																
3101 STRS	227,917	266,985	270,478	252,988	261,238	261,238	261,238	261,238	261,238	261,238	261,238	261,238	-	3,108,274	2,970,390	(137,884)
3301 OASDI	14,928	17,281	16,779	15,927	17,429	17,429	17,429	17,429	17,429	17,429	17,429	17,429	-	204,347	225,875	21,528
3311 Medicare	22,786	27,075	27,232	27,276	27,721	27,721	27,721	27,721	27,721	27,721	27,721	27,721	-	326,135	321,677	(4,458)
3401 Health and Welfare	175,167	188,702	197,567	202,243	202,208	202,208	202,208	202,208	202,208	202,208	202,208	202,208	-	2,381,345	2,448,000	66,655
3501 State Unemployment	3,037	7,178	2,051	1,593	5,169	5,169	25,847	20,678	10,339	5,169	5,169	5,169	-	96,571	153,230	56,659
3601 Workers' Compensation	14,120	31,009	15,029	22,429	17,206	17,206	17,206	17,206	17,206	17,206	17,206	17,206	-	220,236	199,661	(20,574)
3901 Other Benefits	-	-	-	-	57,353	57,353	57,353	57,353	57,353	57,353	57,353	57,353	224,188	683,016	665,538	(17,478)
	457,955	538,230	529,137	522,455	588,325	588,325	609,003	603,834	593,495	588,325	588,325	588,325	224,188	7,019,924	6,984,370	(35,553)

Pacific Coast Academy
Monthly Cash Flow/Forecast FY21-22

Revised 11/22/2021

ADA = 4410.00



		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Books and Supplies																	
4100	Textbooks and Core Materials	903	8,127	913	490	702	596	649	623	636	629	632	631	-	15,530	-	(15,530)
4302	School Supplies	148,753	551,991	523,442	235,436	484,830	555,548	674,939	652,624	757,889	631,917	561,848	622,511	-	6,401,727	6,476,682	74,955
4305	Software	50,035	183,981	40,769	143,628	65,098	65,098	65,098	65,098	65,098	65,098	65,098	65,098	-	939,199	810,978	(128,221)
4310	Office Expense	1,930	12,641	7,610	32,024	3,433	3,433	3,433	3,433	3,433	3,433	3,433	3,433	-	81,672	43,100	(38,572)
4311	Business Meals	129	84	88	(58)	-	-	-	-	-	-	-	-	-	243	-	(243)
4400	Noncapitalized Equipment	3,438	93,381	530,841	23,406	60,778	69,643	84,610	81,813	95,009	79,217	70,433	78,038	-	1,270,608	1,327,080	56,471
		205,189	850,205	1,103,663	434,926	614,842	694,319	828,730	803,591	922,065	780,294	701,445	769,711	-	8,708,980	8,657,840	(51,141)
Subagreement Services																	
5101	Nursing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,300	1,300
5102	Special Education	5,397	73,741	29,117	278,898	213,175	213,175	213,175	213,175	213,175	213,175	213,175	213,175	213,175	2,305,728	2,671,700	365,972
5104	Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,200	1,200
5106	Other Educational Consultants	4,256	47,967	451,256	507,866	329,213	377,232	458,302	443,149	514,627	429,088	381,510	422,701	-	4,367,166	4,554,265	187,099
		9,653	121,709	480,372	786,765	542,388	590,407	671,477	656,324	727,802	642,263	594,685	635,876	213,175	6,672,894	7,228,465	555,571
Operations and Housekeeping																	
5201	Auto and Travel	-	285	2,008	3,654	2,983	2,983	2,983	2,983	2,983	2,983	2,983	2,983	-	29,813	12,300	(17,513)
5300	Dues & Memberships	-	17,370	183	-	150	150	150	150	150	150	150	150	-	18,753	1,900	(16,853)
5400	Insurance	27,841	29,359	31,635	27,083	34,083	34,083	34,083	34,083	34,083	34,083	34,083	34,083	-	388,585	427,200	38,615
5501	Utilities	222	1,360	4,895	812	417	417	417	417	417	417	417	417	-	10,622	5,200	(5,422)
5502	Janitorial Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500	500
5900	Communications	100	203	2,764	872	800	800	800	800	800	800	800	800	-	10,338	10,100	(238)
5901	Postage and Shipping	1,577	1,829	1,151	2,274	1,720	1,720	1,720	1,720	1,720	1,720	1,720	1,720	-	20,589	12,200	(8,389)
		29,740	50,406	42,635	34,695	40,153	40,153	40,153	40,153	40,153	40,153	40,153	40,153	-	478,700	469,400	(9,300)
Facilities, Repairs and Other Leases																	
5601	Rent	17,762	16,007	29,701	39,744	29,257	29,257	29,257	29,257	29,257	29,257	29,257	29,257	-	337,269	204,400	(132,869)
5604	Other Leases	3,095	1,008	-	-	1,008	1,008	1,008	1,008	1,008	1,008	1,008	1,008	-	12,167	-	(12,167)
5610	Repairs and Maintenance	-	-	747	650	-	-	-	-	-	-	-	-	-	1,397	-	(1,397)
		20,857	17,014	30,448	40,394	30,265	30,265	30,265	30,265	30,265	30,265	30,265	30,265	-	350,832	204,400	(146,432)
Professional/Consulting Services																	
5801	IT	472	3,062	78,979	10,352	4,237	4,237	4,237	4,237	4,237	4,237	4,237	4,237	-	126,759	592,840	466,081
5802	Audit & Taxes	-	-	-	-	5,300	5,300	5,500	-	-	-	-	-	-	16,100	16,100	-
5803	Legal	10,000	19,767	15,568	12,705	14,825	14,825	14,825	14,825	14,825	14,825	14,825	14,825	11,117	187,757	185,800	(1,957)
5804	Professional Development	4,345	4,045	1,769	560	11,069	11,069	11,069	11,069	11,069	11,069	11,069	11,069	-	99,274	115,251	15,977
5805	General Consulting	-	406	379	-	3,567	3,567	3,567	3,567	3,567	3,567	3,567	3,567	-	29,318	44,700	15,382
5806	Special Activities/Field Trips	1,759	15,951	13,925	20,687	11,449	13,119	15,939	15,412	17,898	14,923	13,268	14,701	-	169,032	54,637	(114,395)
5807	Bank Charges	2,036	1,034	1,160	1,152	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	-	20,981	24,400	3,419
5809	Other taxes and fees	3,431	530	80	3,054	4,342	4,342	4,342	4,342	4,342	4,342	4,342	4,342	-	41,828	54,400	12,572
5810	Payroll Service Fee	947	3,241	2,615	2,119	2,575	2,575	2,575	2,575	2,575	2,575	2,575	2,575	-	29,523	32,300	2,777
5811	Management Fee	77,612	83,184	78,862	76,297	80,335	80,335	80,335	80,335	80,335	80,335	80,335	80,335	-	958,635	976,476	17,841
5812	District Oversight Fee	18,649	18,649	35,606	33,569	34,278	34,278	36,483	40,435	41,978	43,225	40,852	40,852	3,391	422,245	441,315	19,070
5813	County Fees	-	-	-	-	-	-	925	-	-	925	-	-	925	2,775	3,900	1,125
		119,751	149,869	228,945	160,610	173,926	175,596	181,746	178,746	182,775	181,973	177,020	178,452	15,432	2,104,842	2,542,119	437,278
Depreciation																	
6900	Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	30,000
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	30,000
Interest																	
7438	Interest Expense	36,135	-	-	-	-	-	-	-	-	-	-	-	-	36,135	342,638	306,503
		36,135	-	-	-	-	-	-	-	-	-	-	-	-	36,135	342,638	306,503
Total Expenses		2,503,596	3,646,346	4,349,603	3,918,397	3,887,165	4,016,331	4,258,640	4,210,179	4,393,820	4,160,539	4,029,159	4,140,049	452,795	47,966,617	48,643,821	677,204
Monthly Surplus (Deficit)		(492,718)	(1,614,753)	321,404	(61,463)	(205,104)	308,719	101,730	87,631	54,915	623,757	307,008	693,068	824,585	948,779	709,100	239,679

Pacific Coast Academy
Monthly Cash Flow/Forecast FY21-22
Revised 11/22/2021
ADA = 4410.00



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Cash Flow Adjustments														1.98%		
Monthly Surplus (Deficit)	(492,718)	(1,614,753)	321,404	(61,463)	(205,104)	308,719	101,730	87,631	54,915	623,757	307,008	693,068	824,585	948,779		
Cash flows from operating activities																
Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Public Funding Receivables	3,345,520	9,497,937	(665,719)	808,663	-	526,139	682,349	-	-	-	-	-	(1,277,380)	12,917,508		
Grants and Contributions Rec.	2,221,332	257,994	-	-	-	-	-	-	-	-	-	-	-	2,479,325		
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Prepaid Expenses	(138,134)	(95,680)	101,448	(69,548)	-	-	-	-	-	-	-	-	-	(201,914)		
Other Assets	-	-	-	(999)	-	-	-	-	-	-	-	-	-	(999)		
Accounts Payable	(586,674)	(291,478)	678,574	(545,204)	-	-	-	-	-	-	-	-	452,795	(291,987)		
Accrued Expenses	62,462	217,871	93,551	(188,849)	-	-	-	-	-	-	-	-	-	185,034		
Other Liabilities	(2,453,400)	(3,342)	(167,504)	(6,431)	-	-	-	-	-	-	-	(1,295,613)	-	(3,926,291)		
Cash flows from financing activities																
Proceeds from Factoring	2,496,000	-	-	-	-	-	-	-	-	-	-	-	-	2,496,000		
Payments on Factoring	-	(1,226,700)	(8,535,300)	(2,496,000)	-	-	-	-	-	-	-	-	-	(12,258,000)		
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Change in Cash	4,454,388	6,741,848	(8,173,547)	(2,559,831)	(205,104)	834,858	784,079	87,631	54,915	623,757	307,008	(602,545)				
Cash, Beginning of Month	5,335,027	9,789,415	16,531,263	8,357,716	5,797,885	5,592,781	6,427,639	7,211,718	7,299,350	7,354,264	7,978,021	8,285,029				
Cash, End of Month	9,789,415	16,531,263	8,357,716	5,797,885	5,592,781	6,427,639	7,211,718	7,299,350	7,354,264	7,978,021	8,285,029	7,682,484				

Cert.	Instr.
51.2%	84.4%
5,455,390	2,166,269

Pupil:Teacher Ratio
21.30 :1

Pacific Coast Academy**Budget vs Actual**

For the period ended October 31, 2021

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 3,356,904	\$ 3,359,196	\$ (2,292)	\$ 10,443,702	\$ 10,450,833	\$ (7,131)	\$ 42,198,697
Education Protection Account	-	230,300	(230,300)	203,697	230,300	(26,603)	921,200
State Aid - Prior Year	-	-	-	5,988	-	5,988	-
In Lieu of Property Taxes	-	71,581	(71,581)	-	232,637	(232,637)	1,011,616
Total State Aid - Revenue Limit	3,356,904	3,661,077	(304,173)	10,653,387	10,913,770	(260,383)	44,131,513
Federal Revenue							
Special Education - Entitlement	-	44,457	(44,457)	-	93,853	(93,853)	558,478
Title I, Part A - Basic Low Income	100,023	-	100,023	100,023	126,620	(26,597)	506,480
Title II, Part A - Teacher Quality	26,725	-	26,725	26,725	22,324	4,401	89,297
Title III - Limited English	1,847	-	1,847	1,847	-	1,847	13,956
Other Federal Revenue	-	-	-	842,627	-	842,627	-
Prior Year Federal Revenue	129,784	-	129,784	156,070	-	156,070	-
Total Federal Revenue	258,379	44,457	213,922	1,127,292	242,798	884,494	1,168,211
Other State Revenue							
State Special Education	252,854	211,259	41,595	786,658	445,991	340,667	2,653,885
Mandated Cost	-	-	-	-	-	-	87,893
State Lottery	-	-	-	-	-	-	953,442
Prior Year Revenue	(35,467)	-	(35,467)	(24,899)	-	(24,899)	-
Other State Revenue	17,000	357,978	(340,978)	17,000	357,978	(340,978)	357,978
Total Other State Revenue	234,387	569,237	(334,851)	778,759	803,969	(25,211)	4,053,198
Other Local Revenue							-
Interest Revenue	5,658	-	5,658	7,579	-	7,579	-
Contributions, Unrestricted	1,607	-	1,607	3,395	-	3,395	-
Total Other Local Revenue	7,265	-	7,265	10,974	-	10,974	-
Total Revenues	\$ 3,856,935	\$ 4,274,771	\$ (417,836)	\$ 12,570,412	\$ 11,960,537	\$ 609,875	\$ 49,352,921
Expenses							
Certificated Salaries							
Teachers' Salaries	\$ 1,230,167	\$ 1,061,484	\$ (168,683)	\$ 4,720,365	\$ 4,245,935	\$ (474,430)	\$ 12,737,806
Teachers' Extra Duty/Stipends	78,656	124,114	45,458	232,515	496,456	263,942	1,489,368
Pupil Support Salaries	111,768	117,254	5,485	409,983	469,014	59,031	1,407,042
Administrators' Salaries	198,540	185,875	(12,665)	779,042	743,500	(35,542)	2,230,500
Other Certificated Salaries	53,564	56,401	2,837	201,266	225,603	24,337	676,808
Total Certificated Salaries	1,672,695	1,545,127	(127,568)	6,343,170	6,180,508	(162,662)	18,541,525
Classified Salaries							
Instructional Salaries	29,824	30,139	315	100,909	120,554	19,645	361,663
Support Salaries	105,080	121,837	16,756	397,717	487,346	89,630	1,462,038
Supervisors' and Administrators' Salaries	40,597	67,542	26,945	186,580	270,167	83,588	810,502
Clerical and Office Staff Salaries	77,933	75,041	(2,893)	341,082	300,162	(40,920)	900,486
Other Classified Salaries	12,424	9,031	(3,393)	46,726	36,125	(10,601)	108,376
Total Classified Salaries	265,858	303,589	37,731	1,073,014	1,214,355	141,341	3,643,065
Benefits							
State Teachers' Retirement System, certificated positions	252,988	247,532	(5,456)	1,018,369	990,130	(28,239)	2,970,390
OASDI/Medicare/Alternative, certificated positions	15,927	18,823	2,896	64,915	75,292	10,377	225,875
Medicare/Alternative, certificated positions	27,276	26,806	(470)	104,368	107,226	2,857	321,677
Health and Welfare Benefits, certificated positions	202,243	204,000	1,757	763,679	816,000	52,321	2,448,000
State Unemployment Insurance, certificated positions	1,593	7,662	6,069	13,859	30,646	16,787	153,230
Workers' Compensation Insurance, certificated positions	22,429	16,638	(5,791)	82,587	66,554	(16,034)	199,661
Other Benefits, certificated positions	-	55,461	55,461	-	221,846	221,846	665,538
Total Benefits	522,455	576,923	54,468	2,047,777	2,307,693	259,915	6,984,370
Books & Supplies							
Textbooks and Core Materials	490	-	(490)	10,433	-	(10,433)	-
School Supplies	235,436	497,010	261,574	1,459,622	2,108,076	648,455	6,476,682
Software	143,628	67,582	(76,046)	418,414	270,326	(148,088)	810,978
Office Expense	32,024	3,592	(28,432)	54,206	14,367	(39,839)	43,100
Business Meals	(58)	-	58	243	-	(243)	-
Noncapitalized Equipment	23,406	101,838	78,432	651,066	431,947	(219,118)	1,327,080
Total Books & Supplies	434,926	670,021	235,095	2,593,983	2,824,716	230,734	8,657,840
Subagreement Services							
Nursing	-	108	108	-	433	433	1,300
Special Education	278,898	222,642	(56,257)	387,153	890,567	503,414	2,671,700
Transportation	-	100	100	-	400	400	1,200

Pacific Coast Academy**Budget vs Actual**

For the period ended October 31, 2021

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Other Educational Consultants	507,866	349,487	(158,379)	1,011,345	1,482,354	471,009	4,554,265
Total Subagreement Services	786,765	572,337	(214,428)	1,398,498	2,373,754	975,256	7,228,465
Operations & Housekeeping							
Auto and Travel	3,654	1,025	(2,629)	5,947	4,100	(1,847)	12,300
Dues & Memberships	-	158	158	17,553	633	(16,919)	1,900
Insurance	27,083	35,600	8,517	115,918	142,400	26,482	427,200
Utilities	812	433	(378)	7,289	1,733	(5,556)	5,200
Janitorial Services	-	42	42	-	167	167	500
Communications	872	842	(30)	3,938	3,367	(571)	10,100
Postage and Shipping	2,274	1,017	(1,258)	6,831	4,067	(2,765)	12,200
Total Operations & Housekeeping	34,695	39,117	4,422	157,476	156,467	(1,009)	469,400
Facilities, Repairs & Other Leases							
Rent	39,744	17,033	(22,711)	103,214	68,133	(35,080)	204,400
Other Leases	-	-	-	4,103	-	(4,103)	-
Repairs and Maintenance	650	-	(650)	1,397	-	(1,397)	-
Total Facilities, Repairs & Other Leases	40,394	17,033	(23,360)	108,714	68,133	(40,580)	204,400
Professional/Consulting Services							
IT	10,352	49,403	39,051	92,865	197,613	104,748	592,840
Audit & Taxes	-	5,367	5,367	-	5,367	5,367	16,100
Legal	12,705	15,483	2,778	58,040	61,933	3,893	185,800
Professional Development	560	9,604	9,044	10,719	38,417	27,698	115,251
General Consulting	-	3,725	3,725	785	14,900	14,115	44,700
Special Activities/Field Trips	20,687	4,193	(16,495)	52,322	17,784	(34,539)	54,637
Bank Charges	1,152	2,033	882	5,381	8,133	2,752	24,400
Printing	115	-	(115)	615	-	(615)	-
Other Taxes and Fees	3,054	4,533	1,480	7,094	18,133	11,039	54,400
Payroll Service Fee	2,119	2,692	572	8,923	10,767	1,843	32,300
Management Fee	76,297	81,373	5,076	315,955	325,492	9,537	976,476
District Oversight Fee	33,569	36,611	3,042	106,474	109,138	2,664	441,315
County Fees	-	975	975	-	975	975	3,900
Total Professional/Consulting Services	160,610	215,992	55,383	659,174	808,652	149,478	2,542,119
Depreciation							
Depreciation Expense	-	2,500	2,500	-	10,000	10,000	30,000
Total Depreciation	-	2,500	2,500	-	10,000	10,000	30,000
Interest							
Interest Expense	-	114,213	114,213	36,135	342,638	306,503	342,638
Total Interest	-	114,213	114,213	36,135	342,638	306,503	342,638
Total Expenses	\$ 3,918,397	\$ 4,056,852	\$ 138,455	\$ 14,417,942	\$ 16,286,917	\$ 1,868,975	\$ 48,643,821
Change in Net Assets	(61,463)	217,919	(279,381)	(1,847,530)	(4,326,380)	2,478,850	709,100
Net Assets, Beginning of Period	4,358,854			6,144,921			
Net Assets, End of Period	\$ 4,297,392			\$ 4,297,392			

Pacific Coast Academy**Statement of Financial Position****October 31, 2021**

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Unrestricted Cash	\$ 4,502,272	\$ 5,335,027	\$ (832,755)	-16%
Restricted Cash	1,295,613	-	1,295,613	0%
Total Cash & Cash Equivalents	5,797,885	\$ 5,335,027	\$ 462,858	9%
Accounts Receivable	50	25,975	(25,925)	-100%
Public Funding Receivables	1,208,488	14,194,888	(12,986,400)	-91%
Factored Receivables	-	(7,308,600)	7,308,600	-100%
Due To/From Related Parties	536,911	536,911	-	0%
Prepaid Expenses	411,110	209,196	201,914	97%
Total Current Assets	7,954,443	12,993,397	(5,038,954)	-39%
Long-Term Assets				
Deposits	7,629	6,630	999	15%
Total Long Term Assets	7,629	6,630	999	15%
Total Assets	\$ 7,962,072	\$ 13,000,027	\$ (5,037,955)	-39%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 852,167	\$ 1,596,948	\$ (744,782)	-47%
Accrued Liabilities	1,516,901	1,331,866	185,034	14%
Deferred Revenue	1,295,613	3,926,291	(2,630,678)	-67%
Total Current Liabilities	3,664,681	6,855,106	(3,190,425)	-47%
Total Liabilities	3,664,681	6,855,106	(3,190,425)	-47%
Total Net Assets	4,297,392	6,144,921	(1,847,530)	-30%
Total Liabilities and Net Assets	\$ 7,962,072	\$ 13,000,027	\$ (5,037,955)	-39%

Pacific Coast Academy

Statement of Cash Flows

For the period ended October 31, 2021

	Month Ended 10/31/21	YTD Ended 10/31/21
Cash Flows from Operating Activities		
Change in Net Assets	\$ (61,463)	\$ (1,847,530)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	808,663	12,986,400
Grants, Contributions & Pledges Receivable	(2,496,000)	(7,282,675)
Prepaid Expenses	(69,548)	(201,914)
Other Assets	(999)	(999)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(545,204)	(744,782)
Accrued Expenses	(188,849)	185,034
Deferred Revenue	(6,431)	(2,630,678)
Total Cash Flows from Operating Activities	(2,559,831)	462,858
Change in Cash & Cash Equivalents	(2,559,831)	462,858
Cash & Cash Equivalents, Beginning of Period	8,357,716	5,335,027
Cash and Cash Equivalents, End of Period	\$ 5,797,885	\$ 5,797,885

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
18086	Academics in a Box Incorporated	10/1/2021	\$ 167.70
18087	Achieve, Inc.	10/1/2021	175.00
18088	Airshine Music School	10/1/2021	395.00
18089	Alliance Jiu Jitsu San Diego	10/1/2021	1,040.00
18090	Amber E Schreckengaust	10/1/2021	21,650.00
18091	Angela and Matthew Horak	10/1/2021	975.00
18092	Art With Larisse	10/1/2021	3,340.00
18093	Beautiful Feet Books, Inc.	10/1/2021	350.53
18094	Blue Shield of California	10/1/2021	371,142.82
18100	BookShark	10/1/2021	32,924.19
18101	Brave Writer, LLC	10/1/2021	278.00
18102	BYU Independent Study	10/1/2021	4,870.00
18103	California Music Studios	10/1/2021	190.00
18104	CDW Government	10/1/2021	24,587.70
18105	Champion Rhythmics	10/1/2021	1,380.00
18106	Charlotte Littlehales	10/1/2021	1,856.95
18107	CHLIC-CHICAGO	10/1/2021	13,180.44
18108	Cindy Warner	10/1/2021	150.00
18109	City of Champions	10/1/2021	125.00
18110	Code Ninjas Poway	10/1/2021	199.00
18111	Dance & Company	10/1/2021	185.00
18112	Demco	10/1/2021	1,127.90
18113	Department of Justice	10/1/2021	64.00
18114	Don Johnston Incorporated	10/1/2021	1,350.00
18115	Drew's Art Box LLC	10/1/2021	105.00
18116	Educational Development Corporation	10/1/2021	127.21
18118	Elise Underriter	10/1/2021	6,125.00
18119	Floaties Swim School	10/1/2021	392.00
18120	Floaties Swim School	10/1/2021	196.00
18121	Gracie Barra San Diego	10/1/2021	198.00
18122	Hidden Fox Farm	10/1/2021	170.00
18123	Hollywood Music	10/1/2021	150.00
18124	Hollywood Music	10/1/2021	360.00
18125	Homeschool Enrichment Centers	10/1/2021	1,170.00
18126	Hope for Reading	10/1/2021	110.00
18127	Image IV Systems	10/1/2021	112.13
18128	Inspire School of Ballet	10/1/2021	360.00
18129	Jerry DeMink	10/1/2021	1,452.00
18130	Kaiser Foundation Health Plan	10/1/2021	4,513.88
18131	Kari Behrendt	10/1/2021	171.00
18132	Karin Leonard	10/1/2021	5,220.00

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
18133	Kimberly Flatt	10/1/2021	146.38
18134	Kristin Snookal	10/1/2021	275.18
18135	Lakeshore	10/1/2021	427.93
18136	Learning A-Z	10/1/2021	465.00
18137	Learning Journeys Forum	10/1/2021	950.00
18138	Learning Without Tears	10/1/2021	76.45
18139	Linda Hamby	10/1/2021	1,200.00
18140	Mad Dog Math	10/1/2021	Void
18141	McGraw Hill LLC	10/1/2021	267.96
18142	Melinda J. Beebe	10/1/2021	80.00
18143	Mike Slayen	10/1/2021	552.00
18144	Misty Gonzalez	10/1/2021	240.43
18145	Ms Mariah's Music	10/1/2021	192.00
18146	Murphy Language Arts LLC	10/1/2021	510.00
18147	Mutual of Omaha	10/1/2021	7,326.74
18148	Mystery Science Inc.	10/1/2021	89.00
18149	Mystic Equine	10/1/2021	1,200.00
18150	Natalie Braun	10/1/2021	360.00
18151	Nicole the Math Lady, LLC.	10/1/2021	118.00
18152	North County Academy of Dance	10/1/2021	5,456.00
18153	Oceanside Gymnastics	10/1/2021	453.00
18154	Power of Leverage Brazilian Jiu Jitsu	10/1/2021	280.00
18155	Prodigies	10/1/2021	151.00
18156	Rachel Robinson	10/1/2021	525.00
18157	Ramona Rebels Elite	10/1/2021	2,240.00
18158	Rebecca Droigk	10/1/2021	3,740.00
18159	Robin Dapper	10/1/2021	1,725.00
18160	San Diego Danceworks	10/1/2021	425.00
18161	San Diego Horse Rentals LLC	10/1/2021	480.00
18162	San Diego Liberal Arts Academy	10/1/2021	2,475.00
18163	Sarah Lowery Piano Studio	10/1/2021	325.00
18164	Science 2 U	10/1/2021	5,140.00
18165	Sebesta's Rocking K Ranch	10/1/2021	1,035.00
18166	SHI International Corp	10/1/2021	435,699.61
18167	Shuebox Educational Services- Rebecca Shue	10/1/2021	3,540.00
18168	Singapore Math Inc.	10/1/2021	824.66
18169	Specialized Therapy Services, Inc.	10/1/2021	3,088.75
18170	Starfall Education Foundation	10/1/2021	35.00
18171	Staump Productions	10/1/2021	320.00
18172	Studies Weekly	10/1/2021	477.31
18173	Tammi Bueno	10/1/2021	177.77
18174	Teaching Textbooks	10/1/2021	153.24

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
18175	The Young Actor's Studio	10/1/2021	Void
18176	Total Raptor eXperience	10/1/2021	500.00
18177	U.S. Music Lessons	10/1/2021	135.00
18178	USKA	10/1/2021	248.00
18179	Vex Robotics, Inc	10/1/2021	127.08
18180	Wagner's School of Music, LLC	10/1/2021	2,766.40
18181	Wagner's School of Music, LLC	10/1/2021	323.00
18182	Wagner's School of Music, LLC	10/1/2021	334.00
18183	White Dragon Martial Arts	10/1/2021	464.25
18184	WriteAtHome, Inc	10/1/2021	2,495.00
18185	Xtreme Fit Temecula	10/1/2021	179.00
18186	Voya Financial FBO CalSTRS Pension2	10/4/2021	29,854.50
18187	Aja Lee	10/7/2021	660.00
18188	Ascend Music Studios	10/7/2021	480.00
18189	Aya Art Co.	10/7/2021	130.00
18190	Barbara Mulvany	10/7/2021	20.00
18191	Beautiful Feet Books, Inc.	10/7/2021	1,140.16
18192	Bitsbox	10/7/2021	203.40
18193	BookShark	10/7/2021	1,910.55
18194	Brain Builders STEM Education	10/7/2021	8,425.00
18195	California Music Studios	10/7/2021	119.50
18196	Chira Tennis Academy	10/7/2021	585.00
18197	Christine Echeverri	10/7/2021	46.47
18198	Class Technologies Inc	10/7/2021	3,000.00
18199	Classical Education Inc.	10/7/2021	700.00
18200	Companion Corporation	10/7/2021	3,563.84
18201	Cool Creations	10/7/2021	360.00
18202	Crafty School Crates	10/7/2021	188.95
18203	Danielle MacAdams	10/7/2021	20.50
18204	Edna Vazquez	10/7/2021	31.08
18205	Educational Development Corporation	10/7/2021	190.91
18206	Emily Nguyen	10/7/2021	700.00
18207	Family Karate	10/7/2021	150.00
18208	Fidelity Security Life Insurance Co.	10/7/2021	1,695.00
18209	Gracie Jiu Jitsu San Marcos LLC	10/7/2021	157.00
18210	Hands 4 Building, LLC	10/7/2021	147.99
18211	Hope Horse Ranch	10/7/2021	1,840.00
18212	House of Houck, Inc.	10/7/2021	3,830.00
18213	Ingenia Institute	10/7/2021	5,863.50
18214	Jerry DeMink	10/7/2021	102.00
18215	Kaiser Foundation Health Plan	10/7/2021	110,536.07
18216	Kimberly Flatt	10/7/2021	186.60

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
18217	Kristin Snookal	10/7/2021	90.27
18218	LaChrisha Randle	10/7/2021	10,808.00
18219	Lakeshore	10/7/2021	524.51
18220	Learning Journeys Forum	10/7/2021	587.50
18221	Learning Without Tears	10/7/2021	180.38
18222	Little Passports	10/7/2021	1,223.89
18223	Lori Sandground	10/7/2021	1,780.00
18224	LynchDanceInstitute	10/7/2021	586.00
18225	Mad Dog Math	10/7/2021	201.46
18226	Mary Resenbeck	10/7/2021	930.00
18227	McGraw Hill LLC	10/7/2021	1,200.38
18228	MEL Science U.S., LLC	10/7/2021	1,090.54
18229	Mercurius	10/7/2021	7.87
18230	Meredith Barr	10/7/2021	413.00
18231	Michael Dvoskin	10/7/2021	350.00
18232	Monart	10/7/2021	535.00
18233	Moving Beyond the Page	10/7/2021	3,491.24
18234	MoxieBox Art, Inc.	10/7/2021	755.85
18235	Murrieta Dance Project	10/7/2021	209.00
18236	Music Speaks Studio	10/7/2021	Void
18237	Mystery Science Inc.	10/7/2021	207.00
18238	Nicole the Math Lady, LLC.	10/7/2021	326.00
18239	Oak Meadow Inc	10/7/2021	1,965.09
18240	Playground Players Productions	10/7/2021	8,435.00
18241	Rachael Kone	10/7/2021	245.00
18242	Rachel Bailey	10/7/2021	958.75
18243	Rachel Fitzgerald	10/7/2021	4,360.00
18246	Rock Creek Enrichment Center	10/7/2021	44,597.00
18247	Rosemary Sorola	10/7/2021	275.00
18248	Russian School of Mathematics	10/7/2021	718.00
18249	Ruth Opilas	10/7/2021	2,100.00
18250	San Diego Harp Academy	10/7/2021	715.00
18251	San Diego Liberal Arts Academy	10/7/2021	2,425.00
18252	Sebesta's Rocking K Ranch	10/7/2021	720.00
18253	Seven Spears Martial Arts Academy	10/7/2021	509.00
18254	Shirley Stafford	10/7/2021	1,430.00
18256	Singapore Math Inc.	10/7/2021	1,813.97
18257	South Carolina Department of Revenue	10/7/2021	25.00
18258	Starfall Education Foundation	10/7/2021	35.00
18259	Studies Weekly	10/7/2021	807.05
18260	Teaching Textbooks	10/7/2021	991.44
18261	The Writenburg Door	10/7/2021	12,455.00

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
18262	The Young Actor's Studio	10/7/2021	Void
18263	Time4Learning.com	10/7/2021	12,808.62
18264	Toni Brooks	10/7/2021	5,885.00
18265	Twist N U	10/7/2021	720.00
18266	U.S. Music Lessons	10/7/2021	288.00
18267	Wagner's School of Music, LLC	10/7/2021	250.80
18268	Wagner's School of Music, LLC	10/7/2021	98.00
18269	Whitebrook Farm	10/7/2021	225.00
18270	Wieser Educational	10/7/2021	253.83
18271	YMCA of San Diego County	10/7/2021	600.00
18272	Voya Financial FBO CalSTRS Pension2	10/14/2021	28,954.50
18273	Mountain Valley Ranch	10/15/2021	368.00
18274	1802 Jiu-Jitsu	10/15/2021	340.00
18275	Academics in a Box Incorporated	10/15/2021	339.35
18276	Achieve, Inc.	10/15/2021	350.00
18277	Alliance Jiu Jitsu San Diego	10/15/2021	1,819.00
18278	Amber E Schreckengaust	10/15/2021	3,440.00
18279	Angela Aymin	10/15/2021	5,445.00
18280	April Lipsky	10/15/2021	1,410.00
18281	Aqua Tots Orange LLC	10/15/2021	124.00
18282	Archi Kapoor	10/15/2021	259.00
18283	Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc.	10/15/2021	5,251.00
18284	Artskiddoo	10/15/2021	864.00
18285	ASC - Orange County	10/15/2021	2,586.25
18286	Barbara Mulvany	10/15/2021	207.50
18287	Bigfoot Graphics	10/15/2021	40.00
18288	BookShark	10/15/2021	360.85
18289	Brain Builders STEM Education	10/15/2021	1,008.00
18290	Brave Writer, LLC	10/15/2021	59.95
18291	Bridgeway Academy	10/15/2021	1,628.07
18292	CA Productions	10/15/2021	700.00
18293	California Music Studios	10/15/2021	180.00
18294	Cameron Family YMCA	10/15/2021	598.00
18295	Champion Gymnastics	10/15/2021	359.70
18296	Champion Rhythmics	10/15/2021	200.00
18297	Chira Tennis Academy	10/15/2021	1,025.00
18298	Christine Stein	10/15/2021	2,040.00
18299	City of Champions	10/15/2021	125.00
18300	CN Eastlake LLC	10/15/2021	124.00
18301	Corona Dance Academy	10/15/2021	350.00
18302	Curriculum That Matters, Inc	10/15/2021	359.95
18303	Educational Development Corporation	10/15/2021	373.15

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
18304	Endeavor Gymnastics	10/15/2021	253.75
18305	Erin MacNabb	10/15/2021	186.47
18306	Faction Martial Arts LLC	10/15/2021	2,300.00
18307	Fagen Friedman & Fulfroast LLP	10/15/2021	805.00
18308	Floaties Swim School	10/15/2021	965.00
18309	Floaties Swim School	10/15/2021	98.00
18310	Freestyle Martial Arts	10/15/2021	394.00
18311	Gracie Jiu Jitsu San Marcos LLC	10/15/2021	785.00
18312	HBCO LLC	10/15/2021	389.50
18313	Heather Wong	10/15/2021	381.25
18314	Hollywood Music	10/15/2021	75.00
18315	Hope for Reading	10/15/2021	320.00
18316	Image IV Systems	10/15/2021	114.66
18317	Inspire School of Ballet	10/15/2021	72.00
18318	K12 Management DBA FuelEd	10/15/2021	16,975.00
18319	Kaiser Foundation Health Plan	10/15/2021	2,201.88
18320	Kathy Shoemaker	10/15/2021	570.00
18321	Kelly Hilton	10/15/2021	1,120.00
18322	Kiersten Smith	10/15/2021	4,770.00
18323	Kimberly Flatt	10/15/2021	173.82
18324	LaChrisha Randle	10/15/2021	817.00
18325	Lakeshore	10/15/2021	117.90
18326	Le Cirque, Inc.	10/15/2021	70.00
18327	Learning Unbound	10/15/2021	229.33
18328	Learning Without Tears	10/15/2021	38.51
18329	Little Passports	10/15/2021	946.43
18330	Lori Sandground	10/15/2021	640.00
18331	Lynne-Marie Friedrichs	10/15/2021	330.00
18332	Main Street Optometry	10/15/2021	600.00
18333	Marina Hayes	10/15/2021	1,680.00
18334	Mathnasium of Eastlake	10/15/2021	275.00
18335	McGrath Family YMCA	10/15/2021	1,078.00
18336	McGraw Hill LLC	10/15/2021	179.70
18337	Megan Casey	10/15/2021	155.46
18338	Michael Dvoskin	10/15/2021	1,000.00
18339	Moving Beyond the Page	10/15/2021	1,801.70
18340	MoxieBox Art, Inc.	10/15/2021	331.94
18341	Murrieta Dance Project	10/15/2021	559.00
18342	MusiKey	10/15/2021	1,078.00
18343	Mystery Science Inc.	10/15/2021	207.00
18344	Nathan & Elizabeth Hileman	10/15/2021	630.00
18345	Nicole the Math Lady, LLC.	10/15/2021	178.00

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
18346	Noonan Family Swim School, Inc	10/15/2021	2,045.50
18347	Oak Meadow Inc	10/15/2021	309.71
18348	Oxford Consulting Services	10/15/2021	135.00
18349	Renaissance	10/15/2021	77,939.00
18350	Robin Dapper	10/15/2021	1,495.00
18351	Rock Creek Enrichment Center	10/15/2021	15,434.00
18352	Rock n Tumble	10/15/2021	628.00
18353	Samantha Neary	10/15/2021	2,891.00
18354	San Diego Center for Vision Care - Optometry, P.C.	10/15/2021	740.00
18355	San Diego Circus Center	10/15/2021	3,530.00
18356	San Diego Liberal Arts Academy	10/15/2021	600.00
18357	San Diego Surfing School, Inc.	10/15/2021	832.35
18358	Scholastic Inc	10/15/2021	269.90
18359	School of Rock Otay Ranch	10/15/2021	467.00
18360	Seven Spears Martial Arts Academy	10/15/2021	851.00
18361	Shirley Stafford	10/15/2021	845.00
18362	Singapore Math Inc.	10/15/2021	699.56
18363	Small Talk OC	10/15/2021	560.00
18364	SmallTalk Pediatric Therapy	10/15/2021	2,700.00
18365	Sonya Rosenberg	10/15/2021	300.00
18366	Staump Productions	10/15/2021	775.00
18367	Studies Weekly	10/15/2021	384.87
18368	Suzanne Miller	10/15/2021	1,965.00
18369	Teaching Textbooks	10/15/2021	252.69
18370	Temecula Clay	10/15/2021	340.00
18371	Tierrasanta Little League	10/15/2021	475.00
18372	Tilghman's Academy of Music	10/15/2021	220.00
18373	Timothy B Hart	10/15/2021	50.00
18374	Toby Wells YMCA	10/15/2021	Void
18375	Up & Movin'	10/15/2021	368.00
18376	Valerie Hernandez	10/15/2021	140.00
18377	Valued Voices	10/15/2021	540.00
18378	VIP School of Music	10/15/2021	180.00
18379	Wagner's School of Music, LLC	10/15/2021	332.00
18380	Xtreme Fit Temecula	10/15/2021	179.00
18381	Yiyi Ku	10/15/2021	1,050.00
18382	YMCA Business Center	10/15/2021	549.50
18383	YMCA of San Diego County	10/15/2021	2,055.67
18384	Preferred Interpreting Service, LLC	10/22/2021	15,601.09
18385	Brian R. Sciacca, Attorney at Law	10/22/2021	6,500.00
18386	Agility Kids, LLC	10/22/2021	750.50
18387	Airshine Music School	10/22/2021	420.00

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
18388	Amanda Limon	10/22/2021	350.00
18389	Amanda Stubbs	10/22/2021	337.46
18390	Amaris Kiefner	10/22/2021	180.00
18391	Art In Motion	10/22/2021	180.00
18392	ASC - Orange County	10/22/2021	4,737.50
18393	Ascend Music Studios	10/22/2021	320.00
18394	At Play Occupational Therapy Services Inc	10/22/2021	1,500.00
18395	Barbara Ernst Ankele	10/22/2021	251.01
18396	Bird Watching Academy	10/22/2021	71.76
18397	Brave Writer, LLC	10/22/2021	1,275.80
18398	BYU Independent Study	10/22/2021	340.00
18399	CA Productions	10/22/2021	1,280.00
18400	Cadence Dance Project Inc	10/22/2021	1,016.25
18401	California Weekly Explorer, Inc	10/22/2021	399.99
18402	CDW Government	10/22/2021	1,923.34
18403	Checkmat Fallbrook Brazilian Jiu Jitsu	10/22/2021	865.00
18404	Christine I. Wyeth	10/22/2021	3,500.00
18405	Christine Stein	10/22/2021	765.00
18406	Corona Dance Academy	10/22/2021	350.00
18407	Corporation Division	10/22/2021	50.00
18408	CoVerified	10/22/2021	1,241.94
18409	Crafty School Crates	10/22/2021	100.08
18410	Dance & Company	10/22/2021	136.00
18411	Danielle MacAdams	10/22/2021	102.48
18412	Denise Mos	10/22/2021	94.64
18413	Document Tracking Services	10/22/2021	520.16
18414	Drama Kids Intl. Temecula Valley	10/22/2021	1,020.00
18415	E-Therapy LLC	10/22/2021	1,800.50
18416	Edna Vazquez	10/22/2021	176.01
18417	Education Planet, Inc.	10/22/2021	108.00
18418	eLuma	10/22/2021	9,000.00
18419	Ereflect Pty Ltd	10/22/2021	67.00
18420	Evan-Moor	10/22/2021	164.32
18421	Faction Martial Arts LLC	10/22/2021	350.00
18422	Firestorm Freerunning - Galaxy	10/22/2021	215.00
18423	Firestorm Freerunning and Acrobatics	10/22/2021	230.00
18424	Floaties Swim School	10/22/2021	279.00
18425	Greenwave Surf	10/22/2021	280.00
18426	Guo's Elite dba World Elite Gymnastics RSM	10/22/2021	212.26
18427	HBCO LLC	10/22/2021	44.50
18428	Heather Brinson	10/22/2021	275.00
18429	Heidi Steiner	10/22/2021	225.00

Pacific Coast Academy

Check Register

For the period ended October 31, 2021

Check Number	Vendor Name	Check Date	Check Amount
18430	HM Systems Inc.	10/22/2021	3,240.00
18431	Hollywood Music	10/22/2021	150.00
18433	Home Science Tools	10/22/2021	4,595.15
18434	HopSkipDrive, Inc.	10/22/2021	1,428.98
18435	iCreate Art Studio	10/22/2021	270.00
18436	Infinity Brazilian Jiu Jitsu	10/22/2021	569.00
18437	Inspire School of Ballet	10/22/2021	72.00
18438	Jennifer Neal	10/22/2021	260.00
18439	John Gibbs	10/22/2021	280.00
18440	Julia Amonette-Hinke	10/22/2021	715.00
18441	Julie Brennan	10/22/2021	270.00
18442	K.I.D.S. Therapy Associates, Inc.	10/22/2021	914.10
18443	Kidwings Nature School	10/22/2021	590.00
18444	Kimberly Flatt	10/22/2021	273.42
18445	Kristen Lee	10/22/2021	2,281.23
18446	Lakeshore	10/22/2021	303.08
18447	Laura Lisak	10/22/2021	4,284.00
18448	Leslie Erickson	10/22/2021	8,522.00
18449	Lil' Chef School	10/22/2021	24.50
18450	Lindsay Burch	10/22/2021	86.13
18451	Lorie Susan Suntree	10/22/2021	480.00
18452	Lydia Dicola	10/22/2021	6,350.00
18453	Lynne-Marie Friedrichs	10/22/2021	240.00
18454	Main Street Optometry	10/22/2021	600.00
18455	Margaret Morghen	10/22/2021	2,205.00
18456	Mathnasium of Temecula	10/22/2021	230.00
18457	MEL Science U.S., LLC	10/22/2021	564.07
18458	Mercurius	10/22/2021	7.87
18459	Michelle Gummerus	10/22/2021	64.96
18460	Mikala JvR	10/22/2021	2,500.00
18461	Miss Sue's Dance Company	10/22/2021	52.00
18462	Money Munchkids	10/22/2021	92.60
18463	Moving Beyond the Page	10/22/2021	533.31
18464	Ms. Ree Math, LLC	10/22/2021	1,180.00
18465	Murrieta Academy of Music	10/22/2021	420.00
18466	Murrieta Dance Project	10/22/2021	308.00
18467	Mystery Science Inc.	10/22/2021	207.00
18468	Mystic Equine	10/22/2021	250.00
18469	Natasha Jaksch	10/22/2021	349.89
18470	Noonan Family Swim School, Inc	10/22/2021	302.50
18471	Noonan Family Swim School, Inc.	10/22/2021	94.50
18472	North County Academy of Dance	10/22/2021	4,413.69

Pacific Coast Academy

Check Register

For the period ended October 31, 2021

Check Number	Vendor Name	Check Date	Check Amount
18473	Oceanside Gymnastics	10/22/2021	978.00
18474	Othentik Gym	10/22/2021	300.00
18475	Paper Moon Music	10/22/2021	405.00
18476	Patrick Hinke	10/22/2021	9,985.00
18477	Playground Players Productions	10/22/2021	235.00
18478	Pro-Ed, Inc.	10/22/2021	78.66
18479	Professional Tutors of America	10/22/2021	1,660.00
18480	Ramona Rebels Elite	10/22/2021	50.00
18481	Rebecca Scott	10/22/2021	510.00
18482	Rebecca Starbeck	10/22/2021	2,980.00
18483	Rebecca Zimmer Huber	10/22/2021	820.00
18484	Riffs Music	10/22/2021	260.00
18485	Rock Creek Enrichment Center	10/22/2021	8,479.00
18486	Rock Fitness Gym	10/22/2021	240.00
18487	Rock n Tumble	10/22/2021	8,750.00
18488	San Diego Danceworks	10/22/2021	60.00
18489	SCEGA Gymnastics	10/22/2021	652.00
18490	Scholastic Inc	10/22/2021	29.99
18491	Science 2 U	10/22/2021	400.00
18492	Sebesta's Rocking K Ranch	10/22/2021	1,830.00
18493	Seven Spears Martial Arts Academy	10/22/2021	314.00
18494	Singapore Math Inc.	10/22/2021	197.66
18495	Small Talk OC	10/22/2021	1,760.00
18496	Specialized Therapy Services, Inc.	10/22/2021	13,316.90
18498	Studies Weekly	10/22/2021	981.88
18499	Susan Creswell	10/22/2021	105.00
18500	Swim to Shore	10/22/2021	174.25
18501	Tammi Bueno	10/22/2021	1,016.93
18502	Terra Arts Foundation	10/22/2021	11,245.00
18503	The Salvation Army KROC Center	10/22/2021	1,469.37
18504	The Young Actor's Studio	10/22/2021	350.00
18505	Think Social Publishing, Inc.	10/22/2021	193.79
18506	Time4Learning.com	10/22/2021	2,285.15
18507	Tutorloo, Inc. dba Mathnasium of Seal Beach	10/22/2021	200.00
18508	Visago LLC	10/22/2021	211.00
18509	Wagner's School of Music, LLC	10/22/2021	3,008.80
18510	Well-Trained Mind Academy	10/22/2021	685.00
18511	Whitney Dickinson	10/22/2021	234.00
18512	Write On Webb	10/22/2021	397.00
18513	Xtreme Fit Temecula	10/22/2021	302.10
18514	YMCA of San Diego County	10/22/2021	224.00
18515	Toby Wells YMCA	10/25/2021	1,248.10

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
18516	Kimberly Flatt	10/26/2021	28,391.10
18517	Music Speaks Studio	10/27/2021	240.00
18518	The San Diego Music and Art Cooperative	10/27/2021	1,740.00
18519	The Young Actor's Studio	10/27/2021	525.00
18522	Amazon Capital Services	10/28/2021	19,244.14
18523	Voya Financial FBO CalSTRS Pension2	10/28/2021	30,132.50
18524	Academics in a Box Incorporated	10/29/2021	79.90
18525	Alison Breidenstein	10/29/2021	300.00
18526	Amanda Limon	10/29/2021	140.00
18527	Amy Martinez	10/29/2021	100.00
18528	Angela Aymin	10/29/2021	4,585.00
18529	Apex School of Movement San Diego	10/29/2021	2,733.00
18530	Archery Champs	10/29/2021	4,440.00
18531	Artskiddoo	10/29/2021	144.00
18532	ASU Preparatory Academy	10/29/2021	2,600.00
18533	Bach To Rock	10/29/2021	935.00
18534	Barbara Mulvany	10/29/2021	20.00
18535	Beautiful Feet Books, Inc.	10/29/2021	460.70
18536	Brad Bohn	10/29/2021	718.00
18537	California Music Studios	10/29/2021	816.75
18538	Caroline Murphy	10/29/2021	90.00
18539	Carolyn Hoagland	10/29/2021	90.00
18540	CDW Government	10/29/2021	897.56
18542	Champion Gymnastics	10/29/2021	9,227.65
18543	CHLIC-CHICAGO	10/29/2021	13,559.16
18544	Christine Santiago	10/29/2021	2,400.00
18545	Christine Stein	10/29/2021	4,680.00
18546	Companion Corporation	10/29/2021	1,692.54
18547	Copley - Price Family YMCA	10/29/2021	160.00
18548	Dance & Company	10/29/2021	563.00
18549	David Barnes Musician	10/29/2021	450.00
18550	Drawn2Art	10/29/2021	592.00
18551	Dunamix Dance Project	10/29/2021	420.00
18552	E-Therapy LLC	10/29/2021	3,025.75
18553	EDMC	10/29/2021	1,291.60
18554	Educational Development Corporation	10/29/2021	78.51
18555	eLuma	10/29/2021	9,000.00
18556	Emily Nguyen	10/29/2021	700.00
18557	Ereflect Pty Ltd	10/29/2021	67.00
18558	Evan-Moor	10/29/2021	65.68
18559	Gracie Barra San Diego	10/29/2021	1,166.00
18560	Gymninny Kids	10/29/2021	3,053.56

Pacific Coast Academy

Check Register

For the period ended October 31, 2021

Check Number	Vendor Name	Check Date	Check Amount
18561	Hands 4 Building, LLC	10/29/2021	647.95
18562	Heidi Steiner	10/29/2021	100.00
18563	Hollywood Music	10/29/2021	150.00
18564	Homeschool Enrichment Centers	10/29/2021	778.00
18565	JacKris Publishing, LLC	10/29/2021	39.08
18566	JKWInnovations	10/29/2021	31,081.39
18567	Judlyn Weesner	10/29/2021	265.00
18568	K.I.D.S. Therapy Associates, Inc.	10/29/2021	1,624.70
18569	Kathy Shoemaker	10/29/2021	667.50
18570	KB Music	10/29/2021	650.00
18571	Key Martial Arts	10/29/2021	264.00
18572	Kickforce Martial Arts	10/29/2021	160.00
18573	Kimberly Flatt	10/29/2021	173.82
18574	KL Music Studio	10/29/2021	560.00
18575	Leading Edge Learning Center, LLC	10/29/2021	240.00
18576	Learn to Rip	10/29/2021	200.00
18577	Learning Without Tears	10/29/2021	257.21
18578	Legion American Jiu-Jitsu	10/29/2021	447.00
18579	Legion American Jiu-Jitsu	10/29/2021	149.00
18580	Linda Hamby	10/29/2021	1,500.00
18581	Louvina Sheffield	10/29/2021	1,050.00
18582	Mad Dog Math	10/29/2021	173.92
18583	Mary C. Roberts	10/29/2021	1,200.00
18584	Master Sports	10/29/2021	180.00
18585	Melinda J. Beebe	10/29/2021	200.00
18586	Meredith Barr	10/29/2021	125.00
18587	Mike Slayen	10/29/2021	706.00
18588	Mojalet Dance Collective	10/29/2021	1,100.00
18589	Monart	10/29/2021	360.00
18590	Money Munchkids	10/29/2021	65.70
18591	Moving Beyond the Page	10/29/2021	985.95
18592	Music Speaks Studio	10/29/2021	550.00
18593	Mutual of Omaha	10/29/2021	8,050.68
18594	Mystery Science Inc.	10/29/2021	69.00
18595	Nathan & Elizabeth Hileman	10/29/2021	180.00
18596	Nathan York	10/29/2021	2,080.00
18597	Nicole the Math Lady, LLC.	10/29/2021	178.00
18598	North County Academy of Dance	10/29/2021	1,908.00
18599	Oceanside Gymnastics	10/29/2021	522.00
18600	Othentik Gym	10/29/2021	200.00
18601	Paper Moon Music	10/29/2021	270.00
18602	Paul Ciolek	10/29/2021	120.00

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
18603	Pro-Ed, Inc.	10/29/2021	60.05
18604	Pyle Sims Duncan & Stevenson	10/29/2021	4,815.00
18605	Rachel Bertoch	10/29/2021	510.00
18606	Ramona Rebels Elite	10/29/2021	525.00
18607	Rebecca Droigk	10/29/2021	280.00
18608	Redline Athletics 4S Ranch	10/29/2021	755.00
18609	Rock Creek Enrichment Center	10/29/2021	1,916.50
18610	Rock n Tumble	10/29/2021	592.00
18611	Sara Musick	10/29/2021	1,750.00
18612	SCEGA Gymnastics	10/29/2021	172.90
18613	School of Rock Otay Ranch	10/29/2021	652.00
18614	Sebesta's Rocking K Ranch	10/29/2021	2,640.00
18615	Shuebox Educational Services- Rebecca Shue	10/29/2021	300.00
18616	Simply Coding	10/29/2021	149.00
18617	Singapore Math Inc.	10/29/2021	1,063.12
18618	Soccer Saints & Ryan Beard	10/29/2021	159.00
18619	Susan Creswell	10/29/2021	880.00
18620	Teaching Textbooks	10/29/2021	318.64
18621	Temecula Music Teacher, LLC	10/29/2021	935.00
18622	The Advantage Group	10/29/2021	1,136.00
18623	The Animation Course, LLC	10/29/2021	1,400.00
18624	Transamerica	10/29/2021	4,667.17
18625	Up & Movin'	10/29/2021	644.00
18626	Valerie Hernandez	10/29/2021	160.00
18627	Valued Voices	10/29/2021	1,575.00
18628	Verizon	10/29/2021	490.95
18629	Verizon Wireless	10/29/2021	612.07
18630	Veronica Anne Richards	10/29/2021	288.00
18631	Wagner's School of Music, LLC	10/29/2021	98.00
18632	White Dragon of East County	10/29/2021	1,126.70
18633	Yiyi Ku	10/29/2021	350.00
18634	Ziggy's Tutoring	10/29/2021	1,630.00
EFT100421-01	Shoreline Diagnostics LLC.	10/4/2021	15,675.00
PCA211001-01	Activities for Learning, Inc.	10/1/2021	99.83
PCA211001-02	Alisha Curtin	10/1/2021	11,265.00
PCA211001-03	All About Learning Press, Inc.	10/1/2021	299.40
PCA211001-04	All About Learning Press, Inc.	10/1/2021	181.75
PCA211001-05	All About Learning Press, Inc.	10/1/2021	208.75
PCA211001-06	All About Learning Press, Inc.	10/1/2021	121.50
PCA211001-07	All About Learning Press, Inc.	10/1/2021	104.90
PCA211001-08	All About Learning Press, Inc.	10/1/2021	84.75
PCA211001-09	Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc.	10/1/2021	127.00

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
PCA211001-10	Blake Litschke	10/1/2021	195.00
PCA211001-11	Blake Litschke	10/1/2021	45.00
PCA211001-12	Brilliant Foreign Language Education	10/1/2021	275.00
PCA211001-13	Brilliant Foreign Language Education	10/1/2021	275.00
PCA211001-14	Charter Impact, Inc.	10/1/2021	1,100.00
PCA211001-15	CharterSafe	10/1/2021	44,261.00
PCA211001-16	Edmentum	10/1/2021	695.00
PCA211001-17	Golden State Ballet & Pilates	10/1/2021	50.00
PCA211001-18	Golden State Ballet & Pilates	10/1/2021	50.00
PCA211001-19	Golden State Ballet & Pilates	10/1/2021	260.00
PCA211001-20	Gracie Barra Encinitas	10/1/2021	239.00
PCA211001-21	Gracie Barra Encinitas	10/1/2021	215.00
PCA211001-22	Hooked on Phonics	10/1/2021	315.36
PCA211001-23	Institute for Excellence in Writing	10/1/2021	37.25
PCA211001-24	Institute for Excellence in Writing	10/1/2021	43.71
PCA211001-25	Institute for Excellence in Writing	10/1/2021	215.65
PCA211001-26	Institute for Excellence in Writing	10/1/2021	194.94
PCA211001-27	Joann Henrickle Horsemanship	10/1/2021	55.00
PCA211001-28	Joann Henrickle Horsemanship	10/1/2021	180.00
PCA211001-29	Laura DeSoto	10/1/2021	7,180.00
PCA211001-30	Laura DeSoto	10/1/2021	7,820.00
PCA211001-31	Law Office of Jennifer McQuarrie	10/1/2021	924.00
PCA211001-32	Leading Note Studios	10/1/2021	157.00
PCA211001-33	Leading Note Studios	10/1/2021	299.00
PCA211001-34	Leading Note Studios	10/1/2021	299.00
PCA211001-35	Leading Note Studios	10/1/2021	299.00
PCA211001-36	Leading Note Studios	10/1/2021	299.00
PCA211001-37	Leading Note Studios	10/1/2021	299.00
PCA211001-38	Leading Note Studios	10/1/2021	299.00
PCA211001-39	Leading Note Studios	10/1/2021	299.00
PCA211001-40	Lenore Johnson	10/1/2021	510.00
PCA211001-41	Lenore Johnson	10/1/2021	1,067.50
PCA211001-42	Lenore Johnson	10/1/2021	310.00
PCA211001-43	Logic of English	10/1/2021	192.73
PCA211001-44	Logic of English	10/1/2021	91.61
PCA211001-45	Marianne R. Hill	10/1/2021	234.00
PCA211001-46	Marianne R. Hill	10/1/2021	214.50
PCA211001-47	Math-U-See, Inc.	10/1/2021	41.00
PCA211001-48	Math-U-See, Inc.	10/1/2021	174.00
PCA211001-49	New West Ballet School	10/1/2021	100.00
PCA211001-50	New West Ballet School	10/1/2021	100.00
PCA211001-51	Noemi Cienega-Ovando	10/1/2021	270.00

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
PCA211001-52	Office Depot, Inc	10/1/2021	55.58
PCA211001-53	Office Depot, Inc	10/1/2021	318.60
PCA211001-54	Office Depot, Inc	10/1/2021	234.24
PCA211001-55	Office Depot, Inc	10/1/2021	2.16
PCA211001-56	Office Depot, Inc	10/1/2021	323.24
PCA211001-57	Office Depot, Inc	10/1/2021	83.23
PCA211001-58	Peace Hill Press, Inc dba Well Trained Mind Press	10/1/2021	21.85
PCA211001-59	Peace Hill Press, Inc dba Well Trained Mind Press	10/1/2021	21.85
PCA211001-60	Peace Hill Press, Inc dba Well Trained Mind Press	10/1/2021	69.00
PCA211001-61	Peace Hill Press, Inc dba Well Trained Mind Press	10/1/2021	44.85
PCA211001-62	Rachel Urbina	10/1/2021	315.00
PCA211001-63	Rainbow Resource Center	10/1/2021	43.54
PCA211001-64	Rainbow Resource Center	10/1/2021	129.41
PCA211001-65	Rainbow Resource Center	10/1/2021	382.08
PCA211001-66	Rainbow Resource Center	10/1/2021	28.46
PCA211001-67	Rainbow Resource Center	10/1/2021	112.99
PCA211001-68	Rainbow Resource Center	10/1/2021	124.17
PCA211001-69	Rainbow Resource Center	10/1/2021	72.11
PCA211001-70	Rainbow Resource Center	10/1/2021	398.13
PCA211001-71	Rainbow Resource Center	10/1/2021	383.76
PCA211001-72	Rainbow Resource Center	10/1/2021	528.94
PCA211001-73	Rainbow Resource Center	10/1/2021	517.56
PCA211001-74	Rainbow Resource Center	10/1/2021	176.12
PCA211001-75	Schaumann Studios	10/1/2021	1,767.50
PCA211001-76	Singapore Math Live, LLC	10/1/2021	100.00
PCA211001-77	Sunshine Vibes LLC	10/1/2021	200.00
PCA211001-78	Sunshine Vibes LLC	10/1/2021	200.00
PCA211001-79	Teacher Synergy, LLC	10/1/2021	32.00
PCA211001-80	Teacher Synergy, LLC	10/1/2021	18.00
PCA211001-81	Teacher Synergy, LLC	10/1/2021	49.50
PCA211001-82	Teacher Synergy, LLC	10/1/2021	49.99
PCA211001-83	Teacher Synergy, LLC	10/1/2021	15.65
PCA211001-84	Teacher Synergy, LLC	10/1/2021	52.00
PCA211001-85	Teacher Synergy, LLC	10/1/2021	26.99
PCA211001-86	Teacher Synergy, LLC	10/1/2021	31.40
PCA211001-87	Teacher Synergy, LLC	10/1/2021	28.94
PCA211001-88	Teacher Synergy, LLC	10/1/2021	76.00
PCA211001-89	Teacher Synergy, LLC	10/1/2021	11.00
PCA211001-90	Teacher Synergy, LLC	10/1/2021	159.50
PCA211001-91	Teacher Synergy, LLC	10/1/2021	31.25
PCA211005-01	Amazon Capital Services	10/5/2021	43.09
PCA211005-02	Amazon Capital Services	10/5/2021	27,050.69

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
PCA211005-03	Amazon Capital Services	10/5/2021	20.46
PCA211005-04	Amazon Capital Services	10/5/2021	9.43
PCA211005-05	Amazon Capital Services	10/5/2021	11.82
PCA211005-06	Amazon Capital Services	10/5/2021	32.27
PCA211005-07	Amazon Capital Services	10/5/2021	394.54
PCA211005-08	Amazon Capital Services	10/5/2021	9.43
PCA211005-09	Amazon Capital Services	10/5/2021	11.82
PCA211005-10	Amazon Capital Services	10/5/2021	11.82
PCA211005-11	Amazon Capital Services	10/5/2021	16.29
PCA211005-12	Amazon Capital Services	10/5/2021	11.82
PCA211005-13	Amazon Capital Services	10/5/2021	60.53
PCA211005-14	Amazon Capital Services	10/5/2021	150.84
PCA211005-15	Amazon Capital Services	10/5/2021	72.24
PCA211005-16	Amazon Capital Services	10/5/2021	93.68
PCA211005-17	Amazon Capital Services	10/5/2021	9.43
PCA211005-18	Amazon Capital Services	10/5/2021	28.45
PCA211005-19	Amazon Capital Services	10/5/2021	65.47
PCA211007-01	Activities for Learning, Inc.	10/7/2021	99.83
PCA211007-02	All About Learning Press, Inc.	10/7/2021	181.75
PCA211007-03	All About Learning Press, Inc.	10/7/2021	224.65
PCA211007-04	Art of Problem Solving	10/7/2021	96.00
PCA211007-05	Art of Problem Solving	10/7/2021	96.00
PCA211007-06	Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc.	10/7/2021	2,276.00
PCA211007-07	Barbara Martin	10/7/2021	60.00
PCA211007-08	Blake Litschke	10/7/2021	90.00
PCA211007-09	Briana Harley	10/7/2021	300.00
PCA211007-10	Cabrillo Point Academy	10/7/2021	21,976.48
PCA211007-100	Rainbow Resource Center	10/7/2021	73.24
PCA211007-101	Rainbow Resource Center	10/7/2021	48.23
PCA211007-102	Rainbow Resource Center	10/7/2021	78.31
PCA211007-103	Rainbow Resource Center	10/7/2021	33.31
PCA211007-104	Rainbow Resource Center	10/7/2021	76.23
PCA211007-105	Rainbow Resource Center	10/7/2021	46.87
PCA211007-106	Rainbow Resource Center	10/7/2021	66.17
PCA211007-107	Rainbow Resource Center	10/7/2021	39.18
PCA211007-108	Rainbow Resource Center	10/7/2021	22.37
PCA211007-109	Rainbow Resource Center	10/7/2021	219.57
PCA211007-11	Cabrillo Point Academy	10/7/2021	425.54
PCA211007-110	Rainbow Resource Center	10/7/2021	73.59
PCA211007-111	Rainbow Resource Center	10/7/2021	132.34
PCA211007-112	Rainbow Resource Center	10/7/2021	61.32
PCA211007-113	Rainbow Resource Center	10/7/2021	117.69

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
PCA211007-114	Rainbow Resource Center	10/7/2021	40.63
PCA211007-115	Rainbow Resource Center	10/7/2021	43.81
PCA211007-116	Rainbow Resource Center	10/7/2021	176.81
PCA211007-117	Rainbow Resource Center	10/7/2021	111.46
PCA211007-118	Rainbow Resource Center	10/7/2021	135.17
PCA211007-119	Rainbow Resource Center	10/7/2021	69.90
PCA211007-12	Cabrillo Point Academy	10/7/2021	992.45
PCA211007-120	Rainbow Resource Center	10/7/2021	73.71
PCA211007-121	Rainbow Resource Center	10/7/2021	52.16
PCA211007-122	Rainbow Resource Center	10/7/2021	30.07
PCA211007-123	Rainbow Resource Center	10/7/2021	116.55
PCA211007-124	Rainbow Resource Center	10/7/2021	31.73
PCA211007-125	Rainbow Resource Center	10/7/2021	54.32
PCA211007-126	Rainbow Resource Center	10/7/2021	32.66
PCA211007-127	Rainbow Resource Center	10/7/2021	33.52
PCA211007-128	Rainbow Resource Center	10/7/2021	60.57
PCA211007-129	Rainbow Resource Center	10/7/2021	56.26
PCA211007-13	Cabrillo Point Academy	10/7/2021	562.09
PCA211007-130	Rainbow Resource Center	10/7/2021	65.61
PCA211007-131	Rainbow Resource Center	10/7/2021	41.93
PCA211007-132	Rainbow Resource Center	10/7/2021	131.48
PCA211007-133	Sand n Straw LLC	10/7/2021	3,556.67
PCA211007-134	Schumacher Tutoring	10/7/2021	1,225.00
PCA211007-135	Swiftkick Martial Arts	10/7/2021	145.00
PCA211007-136	Teacher Synergy, LLC	10/7/2021	36.00
PCA211007-137	Teacher Synergy, LLC	10/7/2021	27.00
PCA211007-138	Teacher Synergy, LLC	10/7/2021	53.85
PCA211007-139	Teacher Synergy, LLC	10/7/2021	35.46
PCA211007-14	Cabrillo Point Academy	10/7/2021	341.49
PCA211007-140	Teacher Synergy, LLC	10/7/2021	90.00
PCA211007-141	Teacher Synergy, LLC	10/7/2021	31.30
PCA211007-142	Teacher Synergy, LLC	10/7/2021	7.50
PCA211007-143	Teacher Synergy, LLC	10/7/2021	177.00
PCA211007-144	Teacher Synergy, LLC	10/7/2021	9.75
PCA211007-145	Teacher Synergy, LLC	10/7/2021	90.00
PCA211007-146	Teacher Synergy, LLC	10/7/2021	14.50
PCA211007-147	Teacher Synergy, LLC	10/7/2021	15.00
PCA211007-148	Teacher Synergy, LLC	10/7/2021	4.00
PCA211007-149	Teacher Synergy, LLC	10/7/2021	27.00
PCA211007-15	Cabrillo Point Academy	10/7/2021	933.65
PCA211007-150	Teacher Synergy, LLC	10/7/2021	259.00
PCA211007-151	Teacher Synergy, LLC	10/7/2021	25.00

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
PCA211007-152	Teacher Synergy, LLC	10/7/2021	1.00
PCA211007-153	Teacher Synergy, LLC	10/7/2021	7.95
PCA211007-154	Teacher Synergy, LLC	10/7/2021	10.00
PCA211007-155	The Critical Thinking Co.	10/7/2021	80.74
PCA211007-156	Timberdoodle.com	10/7/2021	76.46
PCA211007-157	Timberdoodle.com	10/7/2021	58.65
PCA211007-158	Timberdoodle.com	10/7/2021	90.34
PCA211007-159	Timberdoodle.com	10/7/2021	995.64
PCA211007-16	DS Arts Studio & Gallery-Debi Smerdon	10/7/2021	865.00
PCA211007-160	Timberdoodle.com	10/7/2021	526.59
PCA211007-161	Timberdoodle.com	10/7/2021	524.78
PCA211007-162	Wexplore LLC	10/7/2021	3,000.00
PCA211007-163	Wexplore LLC	10/7/2021	1,800.00
PCA211007-164	Wexplore LLC	10/7/2021	1,160.00
PCA211007-17	Everyday Speech LLC	10/7/2021	1,135.97
PCA211007-18	Institute for Excellence in Writing	10/7/2021	43.71
PCA211007-19	Institute for Excellence in Writing	10/7/2021	37.25
PCA211007-20	Institute for Excellence in Writing	10/7/2021	191.70
PCA211007-21	Institute for Excellence in Writing	10/7/2021	301.85
PCA211007-22	Institute for Excellence in Writing	10/7/2021	37.25
PCA211007-23	Institute for Excellence in Writing	10/7/2021	172.55
PCA211007-24	Institute for Excellence in Writing	10/7/2021	54.49
PCA211007-25	Institute for Excellence in Writing	10/7/2021	26.47
PCA211007-26	KiwiCo, Inc.	10/7/2021	11,643.11
PCA211007-27	Laura DeSoto	10/7/2021	4,940.00
PCA211007-28	Laura DeSoto	10/7/2021	1,000.00
PCA211007-29	Leading Note Studios	10/7/2021	299.00
PCA211007-30	Leading Note Studios	10/7/2021	299.00
PCA211007-31	Leading Note Studios	10/7/2021	119.60
PCA211007-32	Lisa K. Clark-Burnell	10/7/2021	1,330.00
PCA211007-33	Logic of English	10/7/2021	121.79
PCA211007-34	Logic of English	10/7/2021	121.79
PCA211007-35	Logic of English	10/7/2021	84.21
PCA211007-36	Math-U-See, Inc.	10/7/2021	130.00
PCA211007-37	Math-U-See, Inc.	10/7/2021	174.00
PCA211007-38	Math-U-See, Inc.	10/7/2021	110.00
PCA211007-39	Math-U-See, Inc.	10/7/2021	136.00
PCA211007-40	Math-U-See, Inc.	10/7/2021	211.00
PCA211007-41	Math-U-See, Inc.	10/7/2021	119.00
PCA211007-42	Math-U-See, Inc.	10/7/2021	68.00
PCA211007-43	Math-U-See, Inc.	10/7/2021	49.00
PCA211007-44	Math-U-See, Inc.	10/7/2021	58.00

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
PCA211007-45	Math-U-See, Inc.	10/7/2021	83.00
PCA211007-46	Math-U-See, Inc.	10/7/2021	99.00
PCA211007-47	Math-U-See, Inc.	10/7/2021	58.00
PCA211007-48	Math-U-See, Inc.	10/7/2021	119.00
PCA211007-49	Math-U-See, Inc.	10/7/2021	173.00
PCA211007-50	Math-U-See, Inc.	10/7/2021	68.00
PCA211007-51	Math-U-See, Inc.	10/7/2021	68.00
PCA211007-52	Math-U-See, Inc.	10/7/2021	60.00
PCA211007-53	Math-U-See, Inc.	10/7/2021	199.00
PCA211007-54	Math-U-See, Inc.	10/7/2021	174.00
PCA211007-55	Math-U-See, Inc.	10/7/2021	174.00
PCA211007-56	Math-U-See, Inc.	10/7/2021	58.00
PCA211007-57	Math-U-See, Inc.	10/7/2021	128.00
PCA211007-58	Math-U-See, Inc.	10/7/2021	41.00
PCA211007-59	Office Depot, Inc	10/7/2021	46.84
PCA211007-60	Office Depot, Inc	10/7/2021	56.72
PCA211007-61	Office Depot, Inc	10/7/2021	223.03
PCA211007-62	Office Depot, Inc	10/7/2021	22.91
PCA211007-63	Office Depot, Inc	10/7/2021	21.04
PCA211007-64	Office Depot, Inc	10/7/2021	4.41
PCA211007-65	Office Depot, Inc	10/7/2021	192.32
PCA211007-66	Office Depot, Inc	10/7/2021	34.22
PCA211007-67	Peace Hill Press, Inc dba Well Trained Mind Press	10/7/2021	32.85
PCA211007-68	Peace Hill Press, Inc dba Well Trained Mind Press	10/7/2021	19.86
PCA211007-69	Peace Hill Press, Inc dba Well Trained Mind Press	10/7/2021	42.85
PCA211007-70	Peace Hill Press, Inc dba Well Trained Mind Press	10/7/2021	53.85
PCA211007-71	Play-Well TEKnologies	10/7/2021	2,750.00
PCA211007-72	Play-Well TEKnologies	10/7/2021	2,475.00
PCA211007-73	Play-Well TEKnologies	10/7/2021	1,650.00
PCA211007-74	Procopio, Cory, Hargreaves & Savitch LLP	10/7/2021	7,304.40
PCA211007-75	Rainbow Resource Center	10/7/2021	197.77
PCA211007-76	Rainbow Resource Center	10/7/2021	233.89
PCA211007-77	Rainbow Resource Center	10/7/2021	358.48
PCA211007-78	Rainbow Resource Center	10/7/2021	124.23
PCA211007-79	Rainbow Resource Center	10/7/2021	112.19
PCA211007-80	Rainbow Resource Center	10/7/2021	33.19
PCA211007-81	Rainbow Resource Center	10/7/2021	30.01
PCA211007-82	Rainbow Resource Center	10/7/2021	29.00
PCA211007-83	Rainbow Resource Center	10/7/2021	29.00
PCA211007-84	Rainbow Resource Center	10/7/2021	112.93
PCA211007-85	Rainbow Resource Center	10/7/2021	117.23
PCA211007-86	Rainbow Resource Center	10/7/2021	30.13

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Check Number	Vendor Name	Check Date	Check Amount
PCA211007-87	Rainbow Resource Center	10/7/2021	157.55
PCA211007-88	Rainbow Resource Center	10/7/2021	145.96
PCA211007-89	Rainbow Resource Center	10/7/2021	23.49
PCA211007-90	Rainbow Resource Center	10/7/2021	142.42
PCA211007-91	Rainbow Resource Center	10/7/2021	49.20
PCA211007-92	Rainbow Resource Center	10/7/2021	19.30
PCA211007-93	Rainbow Resource Center	10/7/2021	24.27
PCA211007-94	Rainbow Resource Center	10/7/2021	16.07
PCA211007-95	Rainbow Resource Center	10/7/2021	19.34
PCA211007-96	Rainbow Resource Center	10/7/2021	43.49
PCA211007-97	Rainbow Resource Center	10/7/2021	56.57
PCA211007-98	Rainbow Resource Center	10/7/2021	29.43
PCA211007-99	Rainbow Resource Center	10/7/2021	133.26
PCA211014-01	Amazon Capital Services	10/14/2021	3,070.00
PCA211014-02	Amazon Capital Services	10/14/2021	9.48
PCA211014-03	Amazon Capital Services	10/14/2021	11.91
PCA211014-04	Amazon Capital Services	10/14/2021	11.82
PCA211014-05	Amazon Capital Services	10/14/2021	533.98
PCA211014-06	Amazon Capital Services	10/14/2021	479.40
PCA211014-07	Amazon Capital Services	10/14/2021	22,785.63
PCA211014-08	Amazon Capital Services	10/14/2021	11.91
PCA211014-09	Amazon Capital Services	10/14/2021	152.86
PCA211014-10	Amazon Capital Services	10/14/2021	316.70
PCA211014-11	Amazon Capital Services	10/14/2021	32.33
PCA211014-12	Amazon Capital Services	10/14/2021	705.25
PCA211014-13	Amazon Capital Services	10/14/2021	156.10
PCA211014-14	Amazon Capital Services	10/14/2021	53.86
PCA211014-15	Amazon Capital Services	10/14/2021	21.63
PCA211014-16	Amazon Capital Services	10/14/2021	11.82
PCA211014-17	Amazon Capital Services	10/14/2021	353.61
PCA211014-18	Amazon Capital Services	10/14/2021	1.99
PCA211014-19	Amazon Capital Services	10/14/2021	22.11
PCA211014-20	Amazon Capital Services	10/14/2021	148.70
PCA211014-21	Amazon Capital Services	10/14/2021	61.42
PCA211014-22	Amazon Capital Services	10/14/2021	11.82
PCA211015-01	Activities for Learning, Inc.	10/15/2021	82.23
PCA211015-02	Activities for Learning, Inc.	10/15/2021	330.28
PCA211015-03	Activities for Learning, Inc.	10/15/2021	43.00
PCA211015-04	Activities for Learning, Inc.	10/15/2021	330.28
PCA211015-05	Activities for Learning, Inc.	10/15/2021	242.28
PCA211015-06	Aerial Theory	10/15/2021	160.00
PCA211015-07	All About Learning Press, Inc.	10/15/2021	212.93

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
PCA211015-08	All About Learning Press, Inc.	10/15/2021	223.92
PCA211015-09	All About Learning Press, Inc.	10/15/2021	51.00
PCA211015-10	All About Learning Press, Inc.	10/15/2021	51.00
PCA211015-100	Teacher Synergy, LLC	10/15/2021	28.00
PCA211015-101	Teacher Synergy, LLC	10/15/2021	15.00
PCA211015-102	Teacher Synergy, LLC	10/15/2021	22.75
PCA211015-103	Teacher Synergy, LLC	10/15/2021	254.98
PCA211015-104	Teacher Synergy, LLC	10/15/2021	16.00
PCA211015-105	Teacher Synergy, LLC	10/15/2021	10.00
PCA211015-106	Teacher Synergy, LLC	10/15/2021	39.00
PCA211015-107	Teacher Synergy, LLC	10/15/2021	20.00
PCA211015-108	Teacher Synergy, LLC	10/15/2021	27.50
PCA211015-109	Teacher Synergy, LLC	10/15/2021	67.44
PCA211015-11	All About Learning Press, Inc.	10/15/2021	51.00
PCA211015-110	Teacher Synergy, LLC	10/15/2021	5.00
PCA211015-111	Teacher Synergy, LLC	10/15/2021	5.99
PCA211015-112	Teacher Synergy, LLC	10/15/2021	9.00
PCA211015-113	The Stronghold	10/15/2021	100.00
PCA211015-114	The Stronghold	10/15/2021	175.00
PCA211015-115	The Stronghold	10/15/2021	100.00
PCA211015-116	The Stronghold	10/15/2021	100.00
PCA211015-117	The Stronghold	10/15/2021	256.00
PCA211015-118	Uline	10/15/2021	Void
PCA211015-119	Uline	10/15/2021	1,451.11
PCA211015-12	All About Learning Press, Inc.	10/15/2021	195.06
PCA211015-120	VM Studio	10/15/2021	360.00
PCA211015-121	WM Music Lessons	10/15/2021	405.00
PCA211015-13	All About Learning Press, Inc.	10/15/2021	25.43
PCA211015-14	All About Learning Press, Inc.	10/15/2021	283.08
PCA211015-15	All About Learning Press, Inc.	10/15/2021	45.61
PCA211015-16	All About Learning Press, Inc.	10/15/2021	60.43
PCA211015-17	All About Learning Press, Inc.	10/15/2021	171.52
PCA211015-18	All About Learning Press, Inc.	10/15/2021	223.92
PCA211015-19	All About Learning Press, Inc.	10/15/2021	155.36
PCA211015-20	All About Learning Press, Inc.	10/15/2021	156.34
PCA211015-21	Art of Problem Solving	10/15/2021	96.00
PCA211015-22	Ballet Arte	10/15/2021	1,500.00
PCA211015-23	Barbara Martin	10/15/2021	80.00
PCA211015-24	BioBox Labs LLC	10/15/2021	607.39
PCA211015-25	Cabrillo Point Academy	10/15/2021	277.60
PCA211015-26	Cabrillo Point Academy	10/15/2021	30,360.77
PCA211015-27	Charter Impact, Inc.	10/15/2021	974.50

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
PCA211015-28	Christine Alexander	10/15/2021	325.00
PCA211015-29	Coastal Music Studios	10/15/2021	4,210.00
PCA211015-30	DS Arts Studio & Gallery-Debi Smerdon	10/15/2021	300.00
PCA211015-31	Fallbrook Gymnastic Club	10/15/2021	1,443.00
PCA211015-32	Friends of Willow Tree	10/15/2021	4,288.00
PCA211015-33	Friends of Willow Tree	10/15/2021	300.00
PCA211015-34	Friends of Willow Tree	10/15/2021	1,500.00
PCA211015-35	Gracie Barra Encinitas	10/15/2021	195.00
PCA211015-36	Gracie Barra Encinitas	10/15/2021	175.00
PCA211015-37	Gracie Barra Encinitas	10/15/2021	198.00
PCA211015-38	Gym Trix, Inc.	10/15/2021	100.00
PCA211015-39	Holly Hull	10/15/2021	350.00
PCA211015-40	Holly Hull	10/15/2021	315.00
PCA211015-41	Holly Hull	10/15/2021	225.00
PCA211015-42	Hooked on Phonics	10/15/2021	215.49
PCA211015-43	Institute for Excellence in Writing	10/15/2021	54.49
PCA211015-44	Institute for Excellence in Writing	10/15/2021	301.85
PCA211015-45	Institute for Excellence in Writing	10/15/2021	104.80
PCA211015-46	Institute for Excellence in Writing	10/15/2021	301.85
PCA211015-47	Joann Henrickle Horsemanship	10/15/2021	300.00
PCA211015-48	Joann Henrickle Horsemanship	10/15/2021	225.00
PCA211015-49	Joann Henrickle Horsemanship	10/15/2021	275.00
PCA211015-50	Kristen Tjio	10/15/2021	1,056.00
PCA211015-51	Krystin Demofonte	10/15/2021	15.00
PCA211015-52	Laura Guerrero	10/15/2021	320.00
PCA211015-53	Leading Note Studios	10/15/2021	37.38
PCA211015-54	Liliana Harris	10/15/2021	240.00
PCA211015-55	Logic of English	10/15/2021	246.76
PCA211015-56	Logic of English	10/15/2021	247.84
PCA211015-57	Logic of English	10/15/2021	120.78
PCA211015-58	Logic of English	10/15/2021	187.46
PCA211015-59	Margie Enyeart	10/15/2021	45.00
PCA211015-60	Math-U-See, Inc.	10/15/2021	125.00
PCA211015-61	Math-U-See, Inc.	10/15/2021	162.00
PCA211015-62	Melissa Allen	10/15/2021	11,859.00
PCA211015-63	Mr. D Math	10/15/2021	4,701.50
PCA211015-64	Noemi Cienega-Ovando	10/15/2021	315.00
PCA211015-65	Office Depot, Inc	10/15/2021	57.03
PCA211015-66	Office Depot, Inc	10/15/2021	17.09
PCA211015-67	Office Depot, Inc	10/15/2021	28.32
PCA211015-68	Play-Well TEKnologies	10/15/2021	2,997.50
PCA211015-69	Rainbow Resource Center	10/15/2021	111.70

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
PCA211015-70	Rainbow Resource Center	10/15/2021	20.38
PCA211015-71	Rainbow Resource Center	10/15/2021	45.39
PCA211015-72	Rainbow Resource Center	10/15/2021	153.55
PCA211015-73	Rainbow Resource Center	10/15/2021	107.96
PCA211015-74	Rainbow Resource Center	10/15/2021	73.59
PCA211015-75	Rainbow Resource Center	10/15/2021	230.55
PCA211015-76	Rainbow Resource Center	10/15/2021	215.36
PCA211015-77	Rainbow Resource Center	10/15/2021	48.64
PCA211015-78	Rainbow Resource Center	10/15/2021	225.73
PCA211015-79	Rainbow Resource Center	10/15/2021	70.90
PCA211015-80	Rainbow Resource Center	10/15/2021	19.14
PCA211015-81	Rainbow Resource Center	10/15/2021	103.58
PCA211015-82	Roberta Lenert	10/15/2021	4,605.00
PCA211015-83	San Diego Ice Arena	10/15/2021	204.00
PCA211015-84	Sara Burdge	10/15/2021	300.00
PCA211015-85	Sara Burdge	10/15/2021	240.00
PCA211015-86	Savvas Learning Company LLC	10/15/2021	39.50
PCA211015-87	Set Apart	10/15/2021	5,550.00
PCA211015-88	Singapore Math Live, LLC	10/15/2021	70.00
PCA211015-89	Singapore Math Live, LLC	10/15/2021	100.00
PCA211015-90	Sunshine Vibes LLC	10/15/2021	100.00
PCA211015-91	Sunshine Vibes LLC	10/15/2021	100.00
PCA211015-92	Sunshine Vibes LLC	10/15/2021	100.00
PCA211015-93	Swiftkick Martial Arts	10/15/2021	297.00
PCA211015-94	Teacher Synergy, LLC	10/15/2021	14.32
PCA211015-95	Teacher Synergy, LLC	10/15/2021	4.99
PCA211015-96	Teacher Synergy, LLC	10/15/2021	62.95
PCA211015-97	Teacher Synergy, LLC	10/15/2021	46.99
PCA211015-98	Teacher Synergy, LLC	10/15/2021	15.99
PCA211015-99	Teacher Synergy, LLC	10/15/2021	30.00
PCA211019-01	Amazon Capital Services	10/19/2021	11.82
PCA211019-02	Amazon Capital Services	10/19/2021	11.82
PCA211019-03	Amazon Capital Services	10/19/2021	991.33
PCA211019-04	Amazon Capital Services	10/19/2021	410.65
PCA211019-05	Amazon Capital Services	10/19/2021	11.82
PCA211019-06	Amazon Capital Services	10/19/2021	17,494.18
PCA211019-07	Amazon Capital Services	10/19/2021	484.50
PCA211019-08	Amazon Capital Services	10/19/2021	11.88
PCA211022-01	Alena Berg Music Studio	10/22/2021	1,075.00
PCA211022-02	All About Learning Press, Inc.	10/22/2021	51.00
PCA211022-03	Apple Inc.	10/22/2021	261.83
PCA211022-04	ATG Inc DBA Urban Workshop	10/22/2021	2,400.00

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
PCA211022-05	Blake Litschke	10/22/2021	112.50
PCA211022-06	Blake Litschke	10/22/2021	112.50
PCA211022-07	Blake Litschke	10/22/2021	180.00
PCA211022-08	Blake Litschke	10/22/2021	90.00
PCA211022-09	Blake Litschke	10/22/2021	90.00
PCA211022-10	Briana Harley	10/22/2021	100.00
PCA211022-11	Cabrillo Point Academy	10/22/2021	30,360.77
PCA211022-12	Charles Jones	10/22/2021	68.75
PCA211022-13	Charter Impact, Inc.	10/22/2021	75.00
PCA211022-14	CharterSafe	10/22/2021	44,261.00
PCA211022-15	Christine Alexander	10/22/2021	325.00
PCA211022-16	Christine Alexander	10/22/2021	325.00
PCA211022-17	Erika Williams	10/22/2021	2,620.00
PCA211022-18	Gym Trix, Inc.	10/22/2021	80.00
PCA211022-19	Institute for Excellence in Writing	10/22/2021	204.87
PCA211022-20	Institute for Excellence in Writing	10/22/2021	68.50
PCA211022-21	Janelle Wilson	10/22/2021	5,430.00
PCA211022-22	Jessica Moller	10/22/2021	2,717.75
PCA211022-23	Larry White	10/22/2021	480.00
PCA211022-24	Law Office of Jennifer McQuarrie	10/22/2021	535.33
PCA211022-25	Leading Note Studios	10/22/2021	314.00
PCA211022-26	Leading Note Studios	10/22/2021	314.00
PCA211022-27	Leading Note Studios	10/22/2021	314.00
PCA211022-28	Leading Note Studios	10/22/2021	157.00
PCA211022-29	Leading Note Studios	10/22/2021	157.00
PCA211022-30	Leading Note Studios	10/22/2021	157.00
PCA211022-31	Leading Note Studios	10/22/2021	157.00
PCA211022-32	Leading Note Studios	10/22/2021	157.00
PCA211022-33	Leading Note Studios	10/22/2021	192.00
PCA211022-34	Leading Note Studios	10/22/2021	157.00
PCA211022-35	Leading Note Studios	10/22/2021	74.75
PCA211022-36	Lighthouse Therapy LLC	10/22/2021	35,118.55
PCA211022-37	Liliana Harris	10/22/2021	240.00
PCA211022-38	Marianne R. Hill	10/22/2021	654.00
PCA211022-39	Marnie Young	10/22/2021	5,752.50
PCA211022-40	Mary Longbottom	10/22/2021	900.00
PCA211022-41	Michael Bottomley	10/22/2021	700.00
PCA211022-42	Peace Hill Press, Inc dba Well Trained Mind Press	10/22/2021	23.89
PCA211022-43	Peace Hill Press, Inc dba Well Trained Mind Press	10/22/2021	108.90
PCA211022-44	Piano Plus More	10/22/2021	780.00
PCA211022-45	Pich Music Studio	10/22/2021	1,015.00
PCA211022-46	Samantha Hoffman	10/22/2021	660.00

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
PCA211022-47	San Elijo Dance & Music Academy	10/22/2021	944.33
PCA211022-48	San Elijo Dance & Music Academy	10/22/2021	1,675.00
PCA211022-49	Schaumann Studios	10/22/2021	183.00
PCA211022-50	Teacher Synergy, LLC	10/22/2021	9.00
PCA211022-51	Teacher Synergy, LLC	10/22/2021	9.00
PCA211022-52	Teacher Synergy, LLC	10/22/2021	6.00
PCA211022-53	Teacher Synergy, LLC	10/22/2021	52.00
PCA211022-54	Teacher Synergy, LLC	10/22/2021	14.99
PCA211022-55	Teacher Synergy, LLC	10/22/2021	2.50
PCA211022-56	Teacher Synergy, LLC	10/22/2021	17.95
PCA211022-57	Teacher Synergy, LLC	10/22/2021	42.79
PCA211022-58	Teacher Synergy, LLC	10/22/2021	30.00
PCA211022-59	Teacher Synergy, LLC	10/22/2021	22.00
PCA211022-60	Teacher Synergy, LLC	10/22/2021	100.50
PCA211022-61	Teacher Synergy, LLC	10/22/2021	13.46
PCA211022-62	Teacher Synergy, LLC	10/22/2021	14.40
PCA211022-63	Teacher Synergy, LLC	10/22/2021	16.16
PCA211022-64	Teacher Synergy, LLC	10/22/2021	8.00
PCA211022-65	Teacher Synergy, LLC	10/22/2021	39.00
PCA211022-66	Teacher Synergy, LLC	10/22/2021	21.00
PCA211022-67	Teacher Synergy, LLC	10/22/2021	15.00
PCA211022-68	Teacher Synergy, LLC	10/22/2021	30.00
PCA211022-69	Teacher Synergy, LLC	10/22/2021	24.22
PCA211022-70	Teacher Synergy, LLC	10/22/2021	9.25
PCA211022-71	The Origin Hip Hop Performing Arts Academy	10/22/2021	220.00
PCA211029-01	All About Learning Press, Inc.	10/29/2021	171.52
PCA211029-02	All About Learning Press, Inc.	10/29/2021	224.90
PCA211029-03	All About Learning Press, Inc.	10/29/2021	78.86
PCA211029-04	All About Learning Press, Inc.	10/29/2021	74.50
PCA211029-05	All About Learning Press, Inc.	10/29/2021	172.27
PCA211029-06	All About Learning Press, Inc.	10/29/2021	171.52
PCA211029-07	All About Learning Press, Inc.	10/29/2021	171.52
PCA211029-08	All About Learning Press, Inc.	10/29/2021	225.88
PCA211029-09	All About Learning Press, Inc.	10/29/2021	171.52
PCA211029-10	All About Learning Press, Inc.	10/29/2021	96.45
PCA211029-11	Andrey Chuguev	10/29/2021	660.00
PCA211029-12	Art of Problem Solving	10/29/2021	156.24
PCA211029-13	Ashley Collins	10/29/2021	150.00
PCA211029-14	Barbara Martin	10/29/2021	60.00
PCA211029-15	Barbara Martin	10/29/2021	160.00
PCA211029-16	Creative Creatures & Co.	10/29/2021	27,962.00
PCA211029-17	Creative Creatures & Co.	10/29/2021	450.00

Pacific Coast Academy**Check Register****For the period ended October 31, 2021**

Check Number	Vendor Name	Check Date	Check Amount
PCA211029-18	Erika Williams	10/29/2021	1,566.00
PCA211029-19	Fired Up Arts	10/29/2021	240.00
PCA211029-20	Gracie Barra Encinitas	10/29/2021	220.00
PCA211029-21	Gracie Barra Encinitas	10/29/2021	220.00
PCA211029-22	Henry Doktorski	10/29/2021	3,990.00
PCA211029-23	Institute for Excellence in Writing	10/29/2021	312.94
PCA211029-24	Institute for Excellence in Writing	10/29/2021	37.25
PCA211029-25	Institute for Excellence in Writing	10/29/2021	44.06
PCA211029-26	Institute for Excellence in Writing	10/29/2021	301.85
PCA211029-27	Institute for Excellence in Writing	10/29/2021	37.54
PCA211029-28	Institute for Excellence in Writing	10/29/2021	76.00
PCA211029-29	Institute for Excellence in Writing	10/29/2021	194.10
PCA211029-30	Institute for Excellence in Writing	10/29/2021	80.07
PCA211029-31	Institute for Excellence in Writing	10/29/2021	37.25
PCA211029-32	Joann Henrickle Horsemanship	10/29/2021	55.00
PCA211029-33	Joann Henrickle Horsemanship	10/29/2021	110.00
PCA211029-34	Joann Henrickle Horsemanship	10/29/2021	110.00
PCA211029-35	Joann Henrickle Horsemanship	10/29/2021	110.00
PCA211029-36	Joann Henrickle Horsemanship	10/29/2021	110.00
PCA211029-37	KiwiCo, Inc.	10/29/2021	4,679.16
PCA211029-38	Manna's Martial Arts Inc.	10/29/2021	170.00
PCA211029-39	Marianne R. Hill	10/29/2021	312.00
PCA211029-40	New West Ballet School	10/29/2021	80.00
PCA211029-41	New West Ballet School	10/29/2021	100.00
PCA211029-42	New West Ballet School	10/29/2021	100.00
PCA211029-43	Noemi Cienega-Ovando	10/29/2021	315.00
PCA211029-44	Office Depot, Inc	10/29/2021	307.28
PCA211029-45	Office Depot, Inc	10/29/2021	60.35
PCA211029-46	Office Depot, Inc	10/29/2021	53.08
PCA211029-47	Renata Bezman	10/29/2021	1,400.00
PCA211029-48	San Diego Ice Arena	10/29/2021	204.00
PCA211029-49	Schaumann Studios	10/29/2021	1,567.50
PCA211029-50	School Pathways, LLC	10/29/2021	366.67
PCA211029-51	School Pathways, LLC	10/29/2021	54,580.30
PCA211029-52	Soaring Minds Education, LLC	10/29/2021	11,505.00
PCA211029-53	SoCal Stem LLC	10/29/2021	1,130.00
PCA211029-54	Teacher Synergy, LLC	10/29/2021	2.99
PCA211029-55	Teacher Synergy, LLC	10/29/2021	70.00
PCA211029-56	Teacher Synergy, LLC	10/29/2021	13.28
PCA211029-57	Teacher Synergy, LLC	10/29/2021	20.49
PCA211029-58	Teacher Synergy, LLC	10/29/2021	100.00
PCA211029-59	Teacher Synergy, LLC	10/29/2021	175.00

Pacific Coast Academy

Check Register

For the period ended October 31, 2021

Check Number	Vendor Name	Check Date	Check Amount
PCA211029-60	Teacher Synergy, LLC	10/29/2021	5.00
PCA211029-61	The Stronghold	10/29/2021	100.00
PCA211029-62	The Stronghold	10/29/2021	80.00
PCA211029-63	Timberdoodle.com	10/29/2021	92.58
PCA211029-64	Timberdoodle.com	10/29/2021	177.57
PCA211029-65	Timberdoodle.com	10/29/2021	589.41
PCA211029-66	Timberdoodle.com	10/29/2021	71.11
PCA211029-67	Timberdoodle.com	10/29/2021	4.40
PCA211029-68	Timberdoodle.com	10/29/2021	138.00
PCA211029-69	Timberdoodle.com	10/29/2021	10.48
PCA211029-70	Timberdoodle.com	10/29/2021	14.71
PCA211029-71	Timberdoodle.com	10/29/2021	0.41
PCA211029-72	Timberdoodle.com	10/29/2021	538.48
PCA211029-73	Timberdoodle.com	10/29/2021	551.00
PCA211029-74	Valery King	10/29/2021	375.00
PCA211029-75	Vista Music	10/29/2021	560.00
PCA211029-76	Vista Music	10/29/2021	700.00

Total Disbursement in October \$ 2,592,257.59

Pacific Coast Academy**Accounts Payable Aging****October 31, 2021**

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Activities for Learning, Inc.	384542	10/25/2021	11/24/2021	\$ 27	\$ -	\$ -	\$ -	\$ -	\$ 27
Adel Olahne-Szabo	12	10/18/2021	11/17/2021	120	-	-	-	-	120
Adel Olahne-Szabo	13	10/18/2021	11/17/2021	120	-	-	-	-	120
Al Zamora	100116	10/22/2021	11/21/2021	897	-	-	-	-	897
All About Learning Press, Inc.	909098	10/12/2021	11/11/2021	224	-	-	-	-	224
All About Learning Press, Inc.	909175	10/18/2021	11/17/2021	193	-	-	-	-	193
All About Learning Press, Inc.	909223	10/21/2021	11/20/2021	172	-	-	-	-	172
Almadayo Academic Services	1008	10/22/2021	11/21/2021	1,060	-	-	-	-	1,060
Amazon Capital Services	11QD-T67Q-13WN	10/19/2021	12/18/2021	(12)	-	-	-	-	(12)
Amazon Capital Services	133Y-CCMK-C19L	10/23/2021	12/22/2021	(15)	-	-	-	-	(15)
Amazon Capital Services	1K99-99T1-1N4V	10/19/2021	12/18/2021	(19)	-	-	-	-	(19)
Amazon Capital Services	1LW4-GYMP-9RCF	10/18/2021	12/17/2021	(27)	-	-	-	-	(27)
Amazon Capital Services	1M6R-9691-CQ37	10/18/2021	12/17/2021	(7)	-	-	-	-	(7)
Amazon Capital Services	1WHX-MJWP-3XHH	10/23/2021	12/22/2021	(181)	-	-	-	-	(181)
Anchor Counseling & Education Soluti	September 2021	10/18/2021	11/17/2021	64	-	-	-	-	64
Angela Aymin	101121	10/14/2021	11/13/2021	1,470	-	-	-	-	1,470
Apple Inc.	AG12346760	10/22/2021	11/21/2021	49	-	-	-	-	49
Aqua Tots LA LLC	96_CM	10/14/2021	11/13/2021	124	-	-	-	-	124
Art of Problem Solving	222545	10/13/2021	11/12/2021	96	-	-	-	-	96
Art of Problem Solving	222546	10/13/2021	11/12/2021	96	-	-	-	-	96
Art of Problem Solving	222664	10/19/2021	11/18/2021	96	-	-	-	-	96
Art of Problem Solving	222665	10/19/2021	11/18/2021	173	-	-	-	-	173
Art of Problem Solving	222666	10/19/2021	11/18/2021	173	-	-	-	-	173
Art of Problem Solving	222667	10/19/2021	11/18/2021	127	-	-	-	-	127
Art of Problem Solving	222668	10/19/2021	11/18/2021	31	-	-	-	-	31
Art With Larisse	7030-1	9/17/2021	10/17/2021	-	45	-	-	-	45
Arttime Studio LLC	2031	10/25/2021	11/24/2021	350	-	-	-	-	350
Barbara Mulvany	GD-04	10/25/2021	11/24/2021	30	-	-	-	-	30
Barbara Mulvany	SD04	10/27/2021	11/26/2021	30	-	-	-	-	30
Basir Ahad	20211020	10/20/2021	11/19/2021	725	-	-	-	-	725
Beakerz LLC	1974	10/20/2021	11/4/2021	240	-	-	-	-	240
Beautiful Feet Books, Inc.	15857	10/18/2021	11/17/2021	238	-	-	-	-	238
Blake Litschke	211	10/19/2021	11/18/2021	165	-	-	-	-	165
Brave Writer, LLC	PAC-75312-9	9/13/2021	9/13/2021	-	-	328	-	-	328
Brave Writer, LLC	PAC-97727-10	10/7/2021	10/7/2021	-	129	-	-	-	129
Breakthrough Sports	102421b	10/24/2021	11/23/2021	210	-	-	-	-	210
Bright Solutions for Dyslexia, LLC	88-94467	10/12/2021	11/11/2021	676	-	-	-	-	676

Pacific Coast Academy**Accounts Payable Aging****October 31, 2021**

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
CA Productions	8050	9/1/2021	10/1/2021	-	330	-	-	-	330
CA Productions	8051	9/1/2021	10/1/2021	-	250	-	-	-	250
Cabrillo Point Academy	PCA-SDGE102021-200	10/18/2021	11/17/2021	639	-	-	-	-	639
Cabrillo Point Academy	SDGE102021-103	10/20/2021	11/19/2021	173	-	-	-	-	173
California Music Studios	IM2405Are10	10/21/2021	11/20/2021	134	-	-	-	-	134
CDW Government	L586107	9/30/2021	10/30/2021	-	2,821	-	-	-	2,821
Cengage Learning Inc	72746871	12/16/2020	1/15/2021	-	-	-	-	(72)	(72)
Charter Impact, Inc.	11487	10/1/2021	10/1/2021	-	77,537	-	-	-	77,537
Charter Impact, Inc.	PR101521	10/15/2021	10/15/2021	-	1,145	-	-	-	1,145
Cherie Peacock	10182021	10/18/2021	11/17/2021	270	-	-	-	-	270
Chira Tennis Academy	100	10/19/2021	11/18/2021	320	-	-	-	-	320
Chira Tennis Academy	101	10/19/2021	11/18/2021	225	-	-	-	-	225
Chira Tennis Academy	5210	9/2/2021	10/2/2021	-	350	-	-	-	350
Chira Tennis Academy	5211	9/2/2021	10/2/2021	-	350	-	-	-	350
Chira Tennis Academy	5212	9/2/2021	10/2/2021	-	260	-	-	-	260
Christine Alexander	102	10/1/2021	10/31/2021	650	-	-	-	-	650
Christine Santiago	2	10/14/2021	11/13/2021	300	-	-	-	-	300
Code Ninjas Poway	20211018-1	10/18/2021	10/18/2021	-	199	-	-	-	199
Companion Corporation	120897	10/19/2021	11/18/2021	2,171	-	-	-	-	2,171
Crystal Torres	01 PAC 21/22	10/18/2021	11/17/2021	336	-	-	-	-	336
Daniel and Davis Optometry, Inc	230	10/15/2021	11/14/2021	1,690	-	-	-	-	1,690
Daniel and Davis Optometry, Inc	233	10/4/2021	11/3/2021	1,395	-	-	-	-	1,395
De Angelo's Music	PCA-21-09	10/20/2021	11/19/2021	420	-	-	-	-	420
Drew's Art Box LLC	2088-8020	10/19/2021	11/18/2021	140	-	-	-	-	140
eat2explore	101104	10/20/2021	11/19/2021	326	-	-	-	-	326
Effectual Educational Consulting Servi	6457	9/30/2021	10/30/2021	-	390	-	-	-	390
Elemental Science	IN-3920	10/18/2021	11/17/2021	20	-	-	-	-	20
Evan-Moor	INV330042	10/18/2021	11/17/2021	23	-	-	-	-	23
Family Karate	155	9/1/2021	10/1/2021	-	150	-	-	-	150
Family Karate	156	10/21/2021	11/20/2021	150	-	-	-	-	150
Family Karate	157	10/21/2021	11/20/2021	120	-	-	-	-	120
Family Karate	158	10/21/2021	11/20/2021	120	-	-	-	-	120
Family Karate	160	10/1/2021	10/31/2021	150	-	-	-	-	150
Family Karate	165	10/1/2021	10/31/2021	150	-	-	-	-	150
Family Karate	166	10/1/2021	10/31/2021	150	-	-	-	-	150
Family Karate	59	9/1/2021	10/1/2021	-	150	-	-	-	150
Floaties Swim School	304	10/14/2021	11/13/2021	62	-	-	-	-	62
Floaties Swim School	305	10/14/2021	11/13/2021	62	-	-	-	-	62

Pacific Coast Academy**Accounts Payable Aging****October 31, 2021**

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Floaties Swim School	306	10/14/2021	11/13/2021	62	-	-	-	-	62
Floaties Swim School	307	10/14/2021	11/13/2021	42	-	-	-	-	42
Floaties Swim School	309	10/14/2021	11/13/2021	42	-	-	-	-	42
Floaties Swim School	312	10/1/2021	10/31/2021	181	-	-	-	-	181
Green Acres Ranch Inc	2203	9/30/2021	10/30/2021	-	325	-	-	-	325
Harbottle Law Group	4360	10/13/2021	11/12/2021	3,597	-	-	-	-	3,597
HBCO LLC	1221535	8/4/2021	9/3/2021	-	-	185	-	-	185
HBCO LLC	1221536	8/4/2021	9/3/2021	-	-	25	-	-	25
HBCO LLC	1221539	10/21/2021	9/3/2021	-	-	55	-	-	55
HBCO LLC	1221540	8/4/2021	9/3/2021	-	-	105	-	-	105
HBCO LLC	1224432	8/13/2021	9/12/2021	-	-	59	-	-	59
HBCO LLC	1224830	8/17/2021	9/16/2021	-	-	151	-	-	151
HBCO LLC	1226521	9/3/2021	10/3/2021	-	119	-	-	-	119
HBCO LLC	1227932	8/22/2021	9/21/2021	-	-	167	-	-	167
HBCO LLC	1227937	8/22/2021	9/21/2021	-	-	95	-	-	95
HBCO LLC	1228572	8/24/2021	9/23/2021	-	-	85	-	-	85
HBCO LLC	1229363	8/24/2021	9/23/2021	-	-	74	-	-	74
HBCO LLC	1230612	8/27/2021	9/26/2021	-	-	167	-	-	167
HBCO LLC	1237601	9/15/2021	10/15/2021	-	130	-	-	-	130
HBCO LLC	1237603	9/15/2021	10/15/2021	-	85	-	-	-	85
HBCO LLC	1237604	9/15/2021	10/15/2021	-	45	-	-	-	45
HBCO LLC	1237605	9/15/2021	10/15/2021	-	45	-	-	-	45
HBCO LLC	1239272	9/22/2021	10/22/2021	-	25	-	-	-	25
HBCO LLC	1239485	9/23/2021	10/23/2021	-	25	-	-	-	25
HBCO LLC	1239488	9/23/2021	10/23/2021	-	25	-	-	-	25
HBCO LLC	1244487	10/19/2021	11/18/2021	95	-	-	-	-	95
HM Systems Inc.	0921PCA	10/15/2021	11/14/2021	5,673	-	-	-	-	5,673
Hollywood Music	1014CHICO	10/14/2021	11/13/2021	145	-	-	-	-	145
Hollywood Music	1015CHICO	10/15/2021	11/14/2021	145	-	-	-	-	145
Hollywood Music	1015VIDA	10/15/2021	11/14/2021	170	-	-	-	-	170
Horse Savvy Training	102021	10/9/2021	11/8/2021	180	-	-	-	-	180
Horse Savvy Training	AB102021	10/9/2021	11/8/2021	220	-	-	-	-	220
Horse Savvy Training	AC102021	10/8/2021	11/7/2021	180	-	-	-	-	180
Horse Savvy Training	JM092021	10/8/2021	11/7/2021	220	-	-	-	-	220
Horse Savvy Training	JM102021	10/8/2021	11/7/2021	220	-	-	-	-	220
Horse Savvy Training	JZ092021	10/8/2021	11/7/2021	175	-	-	-	-	175
Horse Savvy Training	JZ102021	10/8/2021	11/7/2021	220	-	-	-	-	220
Horse Savvy Training	LC102021	10/8/2021	11/7/2021	180	-	-	-	-	180

Pacific Coast Academy**Accounts Payable Aging****October 31, 2021**

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Horse Savvy Training	LK102021	10/9/2021	11/8/2021	180	-	-	-	-	180
Horse Savvy Training	ND102021	10/9/2021	11/8/2021	220	-	-	-	-	220
Horse Savvy Training	P0102021	10/9/2021	11/8/2021	65	-	-	-	-	65
Horse Savvy Training	SM102021	10/8/2021	11/7/2021	220	-	-	-	-	220
Horse Savvy Training	SMEVAL2021	10/8/2021	11/7/2021	65	-	-	-	-	65
Horse Savvy Training	TW102021	10/8/2021	11/7/2021	65	-	-	-	-	65
Horse Savvy Training	ZW102021	10/8/2021	11/7/2021	65	-	-	-	-	65
Icetown Carlsbad	115128	10/1/2021	10/31/2021	92	-	-	-	-	92
Icetown Carlsbad	115129	10/1/2021	10/31/2021	92	-	-	-	-	92
Inspire School of Ballet	222	10/14/2021	11/13/2021	72	-	-	-	-	72
Inspire School of Ballet	223	10/14/2021	11/13/2021	195	-	-	-	-	195
Institute for Excellence in Writing	837127	10/18/2021	11/17/2021	59	-	-	-	-	59
Institute for Excellence in Writing	837281	10/18/2021	11/17/2021	150	-	-	-	-	150
Institute for Excellence in Writing	837930	10/18/2021	11/17/2021	38	-	-	-	-	38
Institute for Excellence in Writing	838723	10/25/2021	11/24/2021	37	-	-	-	-	37
JKWInnovations	Fall 2021 #1002	10/1/2021	10/31/2021	4,648	-	-	-	-	4,648
Kari Behrendt	2021J-1	10/19/2021	11/18/2021	559	-	-	-	-	559
Kathy Ruiz	RUIZ102621	10/4/2021	11/3/2021	371	-	-	-	-	371
Kelly Hilton	20213	10/24/2021	11/23/2021	560	-	-	-	-	560
Kimberly Flatt	FLAT102621	10/15/2021	11/14/2021	151	-	-	-	-	151
KiwiCo, Inc.	OCT-21-PCA-1	10/15/2021	11/14/2021	7,737	-	-	-	-	7,737
Kristen Tjio	77	10/13/2021	11/12/2021	1,320	-	-	-	-	1,320
Kristen Tjio	78	10/18/2021	11/17/2021	110	-	-	-	-	110
Lakeshore	199609100621	10/6/2021	11/5/2021	22	-	-	-	-	22
Lakeshore	208898101121	10/11/2021	11/10/2021	52	-	-	-	-	52
Lakeshore	230830101421	10/14/2021	11/13/2021	79	-	-	-	-	79
Lakeshore	463580101521	10/15/2021	11/14/2021	11	-	-	-	-	11
Lakeshore	507604101221	10/12/2021	11/11/2021	193	-	-	-	-	193
Lakeshore	538971101221	10/12/2021	11/11/2021	30	-	-	-	-	30
Laura DeSoto	2021005	9/27/2021	10/27/2021	-	660	-	-	-	660
Laura Guerrero	A Murray 010	9/28/2021	10/28/2021	-	140	-	-	-	140
Laura Guerrero	Richardson #003	10/19/2021	11/18/2021	60	-	-	-	-	60
Laura Lisak	2	10/14/2021	11/13/2021	450	-	-	-	-	450
Leading Note Studios	2143	10/14/2021	10/14/2021	-	299	-	-	-	299
Leading Note Studios	2144	10/14/2021	10/14/2021	-	299	-	-	-	299
Leading Note Studios	2145	10/21/2021	10/21/2021	-	187	-	-	-	187
Leading Note Studios	2146	10/21/2021	10/21/2021	-	187	-	-	-	187
Learning Unbound	101	10/18/2021	10/17/2021	-	49	-	-	-	49

Pacific Coast Academy**Accounts Payable Aging****October 31, 2021**

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Learning Unbound	102	8/31/2021	9/30/2021	-	-	49	-	-	49
Learning Without Tears	INV130499	10/21/2021	11/20/2021	29	-	-	-	-	29
Learning Without Tears	INV30396	10/20/2021	11/19/2021	10	-	-	-	-	10
Lighthouse Therapy LLC	501	10/4/2021	11/18/2021	66,255	-	-	-	-	66,255
Liliya Sannino	2	10/14/2021	11/13/2021	350	-	-	-	-	350
Liliya Sannino	3	10/14/2021	11/13/2021	350	-	-	-	-	350
Liliya Sannino	6	10/14/2021	11/13/2021	240	-	-	-	-	240
Liliya Sannino	739	10/14/2021	11/13/2021	330	-	-	-	-	330
Little Passports	117248171	10/15/2021	11/14/2021	143	-	-	-	-	143
Little Passports	117248173	10/15/2021	11/14/2021	143	-	-	-	-	143
Little Passports	117252237	10/15/2021	11/14/2021	234	-	-	-	-	234
Little Passports	117252257	10/15/2021	11/14/2021	148	-	-	-	-	148
Little Passports	117252275	10/15/2021	11/14/2021	313	-	-	-	-	313
Logic of English	SI-135788	10/8/2021	11/7/2021	64	-	-	-	-	64
Logic of English	SI-136262	10/14/2021	11/13/2021	203	-	-	-	-	203
Logic of English	SI-136265	10/14/2021	11/13/2021	289	-	-	-	-	289
Logic of English	SI-136612	10/19/2021	11/18/2021	106	-	-	-	-	106
Logic of English	SI-135410	10/4/2021	11/3/2021	109	-	-	-	-	109
Logic of English	SI-135588	10/6/2021	11/5/2021	207	-	-	-	-	207
Logic of English	SI-136066	10/12/2021	11/11/2021	187	-	-	-	-	187
Logic of English	SI-136154	10/13/2021	11/12/2021	489	-	-	-	-	489
Logic of English	SI-136239	10/14/2021	11/13/2021	187	-	-	-	-	187
Lori Sandground	101821	10/18/2021	11/17/2021	160	-	-	-	-	160
Lori Sandground	11012021	11/1/2021	12/1/2021	700	-	-	-	-	700
LynchDanceInstitute	LDIOctober	10/1/2021	10/31/2021	586	-	-	-	-	586
Maestro Performance Products	10-21	10/10/2021	11/9/2021	570	-	-	-	-	570
Marianne R. Hill	61	10/18/2021	11/17/2021	208	-	-	-	-	208
Marnie Young	PCA0023	9/30/2021	10/30/2021	-	13,090	-	-	-	13,090
Math-U-See, Inc.	0737922-IN	9/27/2021	11/26/2021	199	-	-	-	-	199
Math-U-See, Inc.	0737924-IN	9/27/2021	11/26/2021	55	-	-	-	-	55
Math-U-See, Inc.	0737925-IN	9/27/2021	11/26/2021	49	-	-	-	-	49
Math-U-See, Inc.	0737927-IN	9/27/2021	11/26/2021	153	-	-	-	-	153
Math-U-See, Inc.	0738261-IN	9/28/2021	11/27/2021	199	-	-	-	-	199
Math-U-See, Inc.	0738267-IN	9/28/2021	11/27/2021	123	-	-	-	-	123
Math-U-See, Inc.	0738441-IN	9/29/2021	11/28/2021	58	-	-	-	-	58
Math-U-See, Inc.	0738762-IN	9/30/2021	11/29/2021	174	-	-	-	-	174
Math-U-See, Inc.	0739047-IN	10/4/2021	12/3/2021	2	-	-	-	-	2
Math-U-See, Inc.	0740075-IN	10/8/2021	12/7/2021	68	-	-	-	-	68

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Math-U-See, Inc.	0740319-IN	10/11/2021	12/10/2021	162	-	-	-	-	162
Math-U-See, Inc.	0740321-IN	10/11/2021	12/10/2021	123	-	-	-	-	123
Math-U-See, Inc.	0740322-IN	10/11/2021	12/10/2021	125	-	-	-	-	125
Math-U-See, Inc.	0740571-IN	10/12/2021	12/11/2021	58	-	-	-	-	58
Math-U-See, Inc.	0741134-IN	10/15/2021	12/14/2021	119	-	-	-	-	119
Math-U-See, Inc.	0741586-IN	10/19/2021	12/18/2021	68	-	-	-	-	68
Math-U-See, Inc.	0741633-IN	10/19/2021	12/18/2021	139	-	-	-	-	139
Mathnasium of Poway	8638	10/22/2021	11/21/2021	329	-	-	-	-	329
Mathnasium of Poway	8691	10/22/2021	11/21/2021	329	-	-	-	-	329
Mathnasium of Poway	8692	10/22/2021	11/21/2021	329	-	-	-	-	329
MEL Science U.S., LLC	CW2021102501	10/25/2021	11/24/2021	226	-	-	-	-	226
MEL Science U.S., LLC	EF2021102003	10/20/2021	11/19/2021	338	-	-	-	-	338
MEL Science U.S., LLC	TZ2021101903	10/19/2021	11/18/2021	226	-	-	-	-	226
Melinda Call	1 Granados	10/25/2021	11/24/2021	120	-	-	-	-	120
Melinda Call	1 Peter Kelley	10/25/2021	11/24/2021	240	-	-	-	-	240
Melinda Call	10 Aguilera	10/25/2021	11/24/2021	210	-	-	-	-	210
Melinda Call	10 Paul Kelley	10/25/2021	11/24/2021	150	-	-	-	-	150
Melinda Call	11 Gleason	10/25/2021	11/24/2021	210	-	-	-	-	210
Melinda Call	8 Izzo	10/25/2021	11/24/2021	120	-	-	-	-	120
Mercurius	100067	10/11/2021	12/10/2021	23	-	-	-	-	23
Mercurius	100155	10/13/2021	12/12/2021	766	-	-	-	-	766
Michael Dvoskin	20102021	10/20/2021	11/19/2021	280	-	-	-	-	280
Moving Beyond the Page	262111	10/18/2021	11/17/2021	746	-	-	-	-	746
Murrieta Dance Project	244	11/1/2021	12/1/2021	350	-	-	-	-	350
Mystery Science Inc.	159281	10/19/2021	11/18/2021	89	-	-	-	-	89
Nathan York	PAC-2021-021976	10/11/2021	11/10/2021	(225)	-	-	-	-	(225)
Nicole the Math Lady, LLC.	3946	10/22/2021	11/21/2021	59	-	-	-	-	59
Noonan Family Swim School, Inc	58627_11	10/1/2021	10/31/2021	200	-	-	-	-	200
Noonan Family Swim School, Inc	5862711	10/1/2021	10/31/2021	100	-	-	-	-	100
Noonan Family Swim School, Inc	65938 11	11/1/2021	12/1/2021	125	-	-	-	-	125
Noonan Family Swim School, Inc	66355 7	11/1/2021	12/1/2021	125	-	-	-	-	125
Noonan Family Swim School, Inc	82305 3	10/15/2021	11/14/2021	75	-	-	-	-	75
Noonan Family Swim School, Inc	82306 3	10/15/2021	11/14/2021	75	-	-	-	-	75
Noonan Family Swim School, Inc	836471	10/21/2021	11/20/2021	91	-	-	-	-	91
Oak Meadow Inc	126819	10/19/2021	11/18/2021	249	-	-	-	-	249
Office Depot, Inc	202262207001	10/13/2021	11/7/2021	66	-	-	-	-	66
Office Depot, Inc	204648833001	10/18/2021	11/7/2021	60	-	-	-	-	60
Office Depot, Inc	204741787001	10/15/2021	11/7/2021	67	-	-	-	-	67

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Office Depot, Inc	205158027001	10/18/2021	11/7/2021	114	-	-	-	-	114
Othentik Gym	SD14SEPT	9/1/2021	10/1/2021	-	150	-	-	-	150
Othentik Gym	SERD14SEPT	9/1/2021	10/1/2021	-	150	-	-	-	150
Oxford Consulting Services	142579	9/30/2021	10/30/2021	-	407	-	-	-	407
Partners in Special Education, Inc.	CINV-00031314	10/12/2021	11/11/2021	423	-	-	-	-	423
Patricia Hebert	30	10/18/2021	11/17/2021	700	-	-	-	-	700
Peace Hill Press, Inc dba Well Trained	54705	10/12/2021	11/11/2021	102	-	-	-	-	102
Peace Hill Press, Inc dba Well Trained	54724	10/15/2021	11/14/2021	37	-	-	-	-	37
Pitch Michael	4	10/19/2021	11/18/2021	1,020	-	-	-	-	1,020
Play-Well TEKnologies	11-91088-PCA	10/8/2021	11/7/2021	1,095	-	-	-	-	1,095
Play-Well TEKnologies	11-91089-PCA	10/12/2021	11/11/2021	1,925	-	-	-	-	1,925
Power of Leverage Brazilian Jiu Jitsu	122	10/20/2021	11/19/2021	140	-	-	-	-	140
Power of Leverage Brazilian Jiu Jitsu	123	10/20/2021	11/19/2021	58	-	-	-	-	58
Procopio, Cory, Hargreaves & Savitch	772754	10/8/2021	11/7/2021	6,034	-	-	-	-	6,034
Procopio, Cory, Hargreaves & Savitch	772819	10/8/2021	11/7/2021	1,224	-	-	-	-	1,224
Prodigies	12461	10/19/2021	10/19/2021	-	101	-	-	-	101
Provenance	1436	4/1/2020	5/1/2020	-	-	-	-	3,301	3,301
Provenance	1646	5/19/2020	5/19/2020	-	-	-	-	44,660	44,660
Provenance	1782	6/11/2020	6/11/2020	-	-	-	-	24,280	24,280
Provenance	1873	6/24/2020	6/24/2020	-	-	-	-	14,004	14,004
Provenance	1901	6/25/2020	6/25/2020	-	-	-	-	56,532	56,532
Provenance	2694	6/15/2020	6/15/2020	-	-	-	-	15,250	15,250
Provenance	2705	6/15/2020	6/15/2020	-	-	-	-	15,629	15,629
Provenance	2907	7/1/2020	7/1/2020	-	-	-	-	80,307	80,307
Provenance	2955	7/2/2020	7/2/2020	-	-	-	-	7,350	7,350
Provenance	3062	7/15/2020	7/15/2020	-	-	-	-	43,607	43,607
Provenance	3109	7/30/2020	7/30/2020	-	-	-	-	2,800	2,800
Provenance	3550	9/22/2020	9/22/2020	-	-	-	-	1,141	1,141
Provenance	3627	10/7/2020	11/6/2020	-	-	-	-	1,600	1,600
Provenance	3692	10/21/2020	11/21/2020	-	-	-	-	130	130
Provenance	3784	10/27/2020	10/27/2020	-	-	-	-	10,710	10,710
Provenance	3812	10/30/2020	10/30/2020	-	-	-	-	12,236	12,236
Provenance	3830	11/9/2020	12/9/2020	-	-	-	-	5,418	5,418
Provenance	3905	11/16/2020	12/16/2020	-	-	-	-	100	100
Provenance	3919	11/16/2020	12/16/2020	-	-	-	-	49,172	49,172
Provenance	4149	12/16/2020	12/16/2020	-	-	-	-	500	500
Provenance	4159	11/30/2020	12/30/2020	-	-	-	-	275	275
Provenance	4162	12/18/2020	12/18/2020	-	-	-	-	504	504

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Provenance	4176	12/18/2020	1/17/2021	-	-	-	-	12,566	12,566
Provenance	4317	1/19/2021	2/18/2021	-	-	-	-	400	400
Provenance	4329	1/19/2021	2/18/2021	-	-	-	-	673	673
Provenance	4344	1/19/2021	2/18/2021	-	-	-	-	10,374	10,374
Provenance	4356	1/20/2021	2/19/2021	-	-	-	-	1,250	1,250
Provenance	4366	1/20/2021	2/19/2021	-	-	-	-	1,316	1,316
Provenance	4372	1/20/2021	2/19/2021	-	-	-	-	6,148	6,148
Provenance	4417	1/28/2021	2/27/2021	-	-	-	-	4,706	4,706
Provenance	4425	1/28/2021	2/27/2021	-	-	-	-	141	141
Provenance	4434	1/28/2021	2/27/2021	-	-	-	-	12,650	12,650
Provenance	4439	1/29/2021	2/28/2021	-	-	-	-	650	650
Provenance	4442	1/29/2021	2/28/2021	-	-	-	-	275	275
Provenance	4443	1/29/2021	2/28/2021	-	-	-	-	48	48
Provenance	4457	2/2/2021	3/4/2021	-	-	-	-	21,140	21,140
Provenance	4491	2/11/2021	3/13/2021	-	-	-	-	2,300	2,300
Provenance	4583	2/18/2021	3/20/2021	-	-	-	-	4,306	4,306
Provenance	4593	2/23/2021	3/25/2021	-	-	-	-	54	54
Provenance	4595	2/23/2021	3/25/2021	-	-	-	-	732	732
Provenance	4619	2/25/2021	3/27/2021	-	-	-	-	301	301
Provenance	4621	2/25/2021	3/27/2021	-	-	-	-	139	139
Provenance	4622	2/25/2021	3/27/2021	-	-	-	-	72	72
Provenance	4625	2/26/2021	3/28/2021	-	-	-	-	48	48
Provenance	4648	3/12/2021	4/11/2021	-	-	-	-	48	48
Provenance	4676	3/16/2021	4/15/2021	-	-	-	-	100	100
Provenance	4761	3/23/2021	4/22/2021	-	-	-	-	4,614	4,614
Provenance	4766	3/25/2021	4/24/2021	-	-	-	-	10,094	10,094
Provenance	4774	3/26/2021	4/25/2021	-	-	-	-	4,225	4,225
Provenance	4793	3/30/2021	4/29/2021	-	-	-	-	41	41
Provenance	4799	3/31/2021	4/30/2021	-	-	-	-	650	650
Provenance	4807	3/31/2021	4/30/2021	-	-	-	-	2,465	2,465
Provenance	4830	4/12/2021	5/12/2021	-	-	-	-	945	945
Provenance	4927	4/21/2021	5/21/2021	-	-	-	-	14	14
Provenance	5037	5/18/2021	6/17/2021	-	-	-	-	4,772	4,772
Provenance	PROV041321	4/13/2021	4/13/2021	-	-	-	-	3,650	3,650
Rachel Fitzgerald	101821	10/18/2021	11/17/2021	875	-	-	-	-	875
Rachel Robinson	2	10/20/2021	11/19/2021	450	-	-	-	-	450
Rainbow Resource Center	3465943	10/12/2021	11/11/2021	35	-	-	-	-	35
Rainbow Resource Center	3465949	10/12/2021	11/11/2021	173	-	-	-	-	173

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Rainbow Resource Center	3465955	10/12/2021	11/11/2021	42	-	-	-	-	42
Rainbow Resource Center	3465980	10/12/2021	11/11/2021	207	-	-	-	-	207
Rainbow Resource Center	3466217	10/12/2021	11/11/2021	107	-	-	-	-	107
Rainbow Resource Center	3466419	10/12/2021	11/11/2021	102	-	-	-	-	102
Rainbow Resource Center	3466429	10/12/2021	11/11/2021	70	-	-	-	-	70
Rainbow Resource Center	3466438	10/12/2021	11/11/2021	33	-	-	-	-	33
Rainbow Resource Center	3466444	10/12/2021	11/11/2021	25	-	-	-	-	25
Rainbow Resource Center	3466458	10/12/2021	11/11/2021	25	-	-	-	-	25
Rainbow Resource Center	3466467	10/12/2021	11/11/2021	75	-	-	-	-	75
Rainbow Resource Center	3466472	10/12/2021	11/11/2021	25	-	-	-	-	25
Rainbow Resource Center	3466476	10/12/2021	11/11/2021	123	-	-	-	-	123
Rainbow Resource Center	3466480	10/12/2021	11/11/2021	72	-	-	-	-	72
Rainbow Resource Center	3466495	10/12/2021	11/11/2021	171	-	-	-	-	171
Rainbow Resource Center	3466498	10/12/2021	11/11/2021	265	-	-	-	-	265
Rainbow Resource Center	3466502	10/12/2021	11/11/2021	137	-	-	-	-	137
Rainbow Resource Center	3466506	10/12/2021	11/11/2021	97	-	-	-	-	97
Rainbow Resource Center	3466526	10/12/2021	11/11/2021	243	-	-	-	-	243
Rainbow Resource Center	3466713	10/12/2021	11/11/2021	55	-	-	-	-	55
Rainbow Resource Center	3467559	10/12/2021	11/11/2021	241	-	-	-	-	241
Rainbow Resource Center	3468753	10/12/2021	11/11/2021	45	-	-	-	-	45
Rainbow Resource Center	3468757	10/12/2021	11/11/2021	121	-	-	-	-	121
Rainbow Resource Center	3468760	10/12/2021	11/11/2021	35	-	-	-	-	35
Rainbow Resource Center	3468765	10/12/2021	11/11/2021	82	-	-	-	-	82
Rainbow Resource Center	3468770	10/12/2021	11/11/2021	46	-	-	-	-	46
Rainbow Resource Center	3468776	10/12/2021	11/11/2021	46	-	-	-	-	46
Rainbow Resource Center	3562546	10/4/2021	11/3/2021	39	-	-	-	-	39
Rainbow Resource Center	3562548	10/4/2021	11/3/2021	23	-	-	-	-	23
Rainbow Resource Center	3562968	10/4/2021	11/3/2021	23	-	-	-	-	23
Rainbow Resource Center	3563471	10/5/2021	11/4/2021	70	-	-	-	-	70
Rainbow Resource Center	3563477	10/5/2021	11/4/2021	28	-	-	-	-	28
Rainbow Resource Center	3563478	10/5/2021	11/4/2021	113	-	-	-	-	113
Rainbow Resource Center	3563479	10/5/2021	11/4/2021	74	-	-	-	-	74
Rainbow Resource Center	3563480	10/5/2021	11/4/2021	28	-	-	-	-	28
Rainbow Resource Center	3563698	10/5/2021	11/4/2021	39	-	-	-	-	39
Rainbow Resource Center	3564520	10/5/2021	11/4/2021	41	-	-	-	-	41
Rainbow Resource Center	3564524	10/5/2021	11/4/2021	24	-	-	-	-	24
Rainbow Resource Center	3564674	10/5/2021	11/4/2021	71	-	-	-	-	71
Rainbow Resource Center	3564697	10/6/2021	11/5/2021	284	-	-	-	-	284

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Rainbow Resource Center	3564698	10/6/2021	11/5/2021	180	-	-	-	-	180
Rainbow Resource Center	3565242	10/6/2021	11/5/2021	17	-	-	-	-	17
Rainbow Resource Center	3565476	10/6/2021	11/5/2021	51	-	-	-	-	51
Rainbow Resource Center	3566664	10/7/2021	11/6/2021	40	-	-	-	-	40
Rainbow Resource Center	3566671	10/7/2021	11/6/2021	52	-	-	-	-	52
Rainbow Resource Center	3566677	10/7/2021	11/6/2021	95	-	-	-	-	95
Rainbow Resource Center	3566685	10/7/2021	11/6/2021	41	-	-	-	-	41
Rainbow Resource Center	3567291	10/8/2021	11/7/2021	39	-	-	-	-	39
Rainbow Resource Center	3567461	10/8/2021	11/7/2021	70	-	-	-	-	70
Rainbow Resource Center	3567543	10/8/2021	11/7/2021	61	-	-	-	-	61
Rainbow Resource Center	3567991	10/8/2021	11/7/2021	95	-	-	-	-	95
Rainbow Resource Center	3569721	10/12/2021	11/11/2021	324	-	-	-	-	324
Rainbow Resource Center	3569973	10/12/2021	11/11/2021	38	-	-	-	-	38
Rainbow Resource Center	3569982	10/12/2021	11/11/2021	63	-	-	-	-	63
Rainbow Resource Center	3569989	10/12/2021	11/11/2021	26	-	-	-	-	26
Rainbow Resource Center	3571376	10/13/2021	11/12/2021	57	-	-	-	-	57
Rainbow Resource Center	3571378	10/13/2021	11/12/2021	60	-	-	-	-	60
Rainbow Resource Center	3571379	10/13/2021	11/12/2021	98	-	-	-	-	98
Rainbow Resource Center	3571380	10/13/2021	11/12/2021	177	-	-	-	-	177
Rainbow Resource Center	3571382	10/13/2021	11/12/2021	80	-	-	-	-	80
Rainbow Resource Center	3571384	10/13/2021	11/12/2021	120	-	-	-	-	120
Rainbow Resource Center	3571391	10/13/2021	11/12/2021	35	-	-	-	-	35
Rainbow Resource Center	3571392	10/13/2021	11/12/2021	79	-	-	-	-	79
Rainbow Resource Center	3571394	10/13/2021	11/12/2021	143	-	-	-	-	143
Rainbow Resource Center	3571436	10/13/2021	11/12/2021	446	-	-	-	-	446
Rainbow Resource Center	3571437	10/13/2021	11/12/2021	440	-	-	-	-	440
Rainbow Resource Center	3571620	10/13/2021	11/12/2021	23	-	-	-	-	23
Rainbow Resource Center	3573711	10/14/2021	11/13/2021	17	-	-	-	-	17
Rainbow Resource Center	3573712	10/14/2021	11/13/2021	17	-	-	-	-	17
Rainbow Resource Center	3574167	10/15/2021	11/14/2021	223	-	-	-	-	223
Rainbow Resource Center	3574178	10/15/2021	11/14/2021	335	-	-	-	-	335
Rainbow Resource Center	3575074	10/15/2021	11/14/2021	49	-	-	-	-	49
Rainbow Resource Center	3575075	10/15/2021	11/14/2021	48	-	-	-	-	48
Rainbow Resource Center	3575752	10/18/2021	11/17/2021	133	-	-	-	-	133
Rainbow Resource Center	3575911	10/18/2021	11/17/2021	39	-	-	-	-	39
Rainbow Resource Center	3576968	10/19/2021	11/18/2021	198	-	-	-	-	198
Rainbow Resource Center	3577107	10/19/2021	11/18/2021	231	-	-	-	-	231
Rainbow Resource Center	3577113	10/19/2021	11/18/2021	141	-	-	-	-	141

Pacific Coast Academy**Accounts Payable Aging****October 31, 2021**

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Rainbow Resource Center	3577243	10/19/2021	11/18/2021	16	-	-	-	-	16
Rainbow Resource Center	3577819	10/19/2021	11/18/2021	86	-	-	-	-	86
Rainbow Resource Center	3577821	10/19/2021	11/18/2021	42	-	-	-	-	42
Rainbow Resource Center	3579084	10/2/2021	11/1/2021	65	-	-	-	-	65
Rainbow Resource Center	3579603	10/21/2021	11/20/2021	103	-	-	-	-	103
Rainbow Resource Center	3579605	10/21/2021	11/20/2021	111	-	-	-	-	111
Rainbow Resource Center	3579610	10/21/2021	11/20/2021	107	-	-	-	-	107
Rainbow Resource Center	3580393	10/22/2021	11/21/2021	19	-	-	-	-	19
Rainbow Resource Center	3580744	10/22/2021	11/21/2021	18	-	-	-	-	18
Rainbow Resource Center	3581252	10/25/2021	11/24/2021	198	-	-	-	-	198
Rainbow Resource Center	3582015	10/25/2021	11/24/2021	52	-	-	-	-	52
Ramona Brazilian Jiu-Jitsu/ MMA	2021-08	10/22/2021	11/21/2021	378	-	-	-	-	378
Ramona Brazilian Jiu-Jitsu/ MMA	2021-09	10/22/2021	11/21/2021	3,213	-	-	-	-	3,213
Reshma Solbach	5040	10/3/2021	11/2/2021	560	-	-	-	-	560
Rock n Tumble	RnT007	10/18/2021	11/17/2021	415	-	-	-	-	415
Rock n Tumble	RnT008	10/20/2021	11/19/2021	285	-	-	-	-	285
Roos Music	2	10/6/2021	11/5/2021	180	-	-	-	-	180
Russian School of Mathematics	OCT920214	10/20/2021	11/19/2021	288	-	-	-	-	288
Russian School of Mathematics	OCT920215	10/20/2021	11/19/2021	288	-	-	-	-	288
San Diego Danceworks	305	10/16/2021	11/15/2021	790	-	-	-	-	790
San Diego Horse Rentals LLC	ASAPOZ3	10/20/2021	10/20/2021	-	150	-	-	-	150
San Diego Horse Rentals LLC	CNELSON4	10/20/2021	10/20/2021	-	220	-	-	-	220
San Diego Horse Rentals LLC	LIM-SCHMID 7	10/23/2021	10/23/2021	-	220	-	-	-	220
San Diego Royal Gymnastics	043	10/23/2021	11/22/2021	64	-	-	-	-	64
San Diego Royal Gymnastics	045	10/23/2021	11/22/2021	64	-	-	-	-	64
Sara Burdge	07	10/25/2021	10/25/2021	-	300	-	-	-	300
Sara Burdge	08	10/25/2021	10/25/2021	-	420	-	-	-	420
Savvas Learning Company LLC	7027774639	10/20/2021	11/11/2021	184	-	-	-	-	184
SCEGA Gymnastics	2107	10/19/2021	11/18/2021	91	-	-	-	-	91
Set Apart	160	9/28/2021	10/28/2021	-	4,100	-	-	-	4,100
SHI International Corp	B14183383	10/11/2021	11/10/2021	18,299	-	-	-	-	18,299
Shirley Stafford	A. Tran #15	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	Brit. Owen #19	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	C. De La Pena #20	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	C. Tran #2	10/25/2021	11/24/2021	65	-	-	-	-	65
Shirley Stafford	E. Torres #1	10/25/2021	11/24/2021	65	-	-	-	-	65
Shirley Stafford	G. Hornby #17	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	G. McDonald #1	10/25/2021	11/24/2021	130	-	-	-	-	130

Pacific Coast Academy**Accounts Payable Aging****October 31, 2021**

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Shirley Stafford	I. Torres #1	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	J. Martinez #13	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	Ja. French #21	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	Je. French #20	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	Jeff. French #16	10/24/2021	11/23/2021	130	-	-	-	-	130
Shirley Stafford	Ju. French #13	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	M. Martinez #15	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	Owen #35	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	P-D De La Pena #19	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	S. Hornby #2	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	S. Tran #15	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	T. Tran #14	10/25/2021	11/24/2021	130	-	-	-	-	130
Shirley Stafford	Taylor #10	10/25/2021	11/24/2021	130	-	-	-	-	130
Shuebox Educational Services- Rebec	2020-fall bernal	10/16/2021	11/15/2021	375	-	-	-	-	375
Singapore Math Inc.	430533c	10/18/2021	11/17/2021	(110)	-	-	-	-	(110)
Singapore Math Inc.	444062	10/15/2021	11/14/2021	106	-	-	-	-	106
Singapore Math Inc.	444063	10/15/2021	11/14/2021	106	-	-	-	-	106
Singapore Math Inc.	444636	10/19/2021	11/18/2021	106	-	-	-	-	106
Singapore Math Inc.	444696	10/21/2021	11/20/2021	212	-	-	-	-	212
Singapore Math Inc.	444697	10/21/2021	11/20/2021	106	-	-	-	-	106
Singapore Math Inc.	444810	10/21/2021	11/20/2021	40	-	-	-	-	40
SmallTalk Pediatric Therapy	0000175	10/12/2021	12/1/2021	1,836	-	-	-	-	1,836
SmallTalk Pediatric Therapy	0000176	10/12/2021	12/1/2021	2,160	-	-	-	-	2,160
SmallTalk Pediatric Therapy	0000178	10/12/2021	12/1/2021	864	-	-	-	-	864
SmallTalk Pediatric Therapy	0000202	10/14/2021	12/1/2021	648	-	-	-	-	648
So Cal TTC	10192021	10/19/2021	11/18/2021	900	-	-	-	-	900
Sonya Rosenberg	20	10/20/2021	10/20/2021	-	300	-	-	-	300
Sonya Rosenberg	22	10/25/2021	10/25/2021	-	140	-	-	-	140
Spanish for You!	2021 -1	10/29/2021	11/28/2021	51	-	-	-	-	51
Spanish Immersion	2021	10/25/2021	11/24/2021	200	-	-	-	-	200
Specialized Therapy Services, Inc.	PCAC01-0921	9/30/2021	10/30/2021	-	42,902	-	-	-	42,902
Starfall Education Foundation	4394-2144-8909	10/12/2021	11/11/2021	35	-	-	-	-	35
Starfall Education Foundation	5409-1471-6960	10/18/2021	11/17/2021	35	-	-	-	-	35
Staump Productions	0090721-01	10/14/2021	11/13/2021	160	-	-	-	-	160
Studies Weekly	412384	9/3/2021	9/3/2021	-	-	65	-	-	65
Studies Weekly	417400	9/23/2021	9/23/2021	-	-	65	-	-	65
Studies Weekly	417443	9/23/2021	9/23/2021	-	-	32	-	-	32
Studies Weekly	418862	9/30/2021	10/30/2021	-	15	-	-	-	15

Pacific Coast Academy**Accounts Payable Aging****October 31, 2021**

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Studies Weekly	418865	9/30/2021	10/30/2021	-	15	-	-	-	15
Studies Weekly	419104	10/4/2021	10/31/2021	32	-	-	-	-	32
Studies Weekly	419111	10/4/2021	10/31/2021	65	-	-	-	-	65
Studies Weekly	419532	10/7/2021	11/4/2021	65	-	-	-	-	65
Studies Weekly	419539	10/7/2021	11/4/2021	65	-	-	-	-	65
Studies Weekly	419540	10/7/2021	11/4/2021	65	-	-	-	-	65
Studies Weekly	419542	10/7/2021	11/4/2021	32	-	-	-	-	32
Studies Weekly	419710	10/7/2021	11/5/2021	32	-	-	-	-	32
Studies Weekly	419733	10/7/2021	11/5/2021	65	-	-	-	-	65
Studies Weekly	419840	10/8/2021	11/6/2021	32	-	-	-	-	32
Studies Weekly	419842	10/8/2021	11/6/2021	32	-	-	-	-	32
Studies Weekly	419848	10/8/2021	11/6/2021	32	-	-	-	-	32
Studies Weekly	419918	10/8/2021	11/6/2021	32	-	-	-	-	32
Studies Weekly	420059	10/11/2021	11/7/2021	32	-	-	-	-	32
Studies Weekly	420102	10/11/2021	11/7/2021	32	-	-	-	-	32
Studies Weekly	420242	10/13/2021	11/10/2021	32	-	-	-	-	32
Studies Weekly	420244	10/13/2021	11/10/2021	65	-	-	-	-	65
Studies Weekly	420264	10/13/2021	11/27/2021	32	-	-	-	-	32
Studies Weekly	420266	10/13/2021	11/10/2021	32	-	-	-	-	32
Studies Weekly	420368	10/13/2021	11/27/2021	32	-	-	-	-	32
Studies Weekly	420370	10/13/2021	11/27/2021	32	-	-	-	-	32
Studies Weekly	420428	10/13/2021	11/27/2021	32	-	-	-	-	32
Studies Weekly	420434	10/13/2021	11/11/2021	32	-	-	-	-	32
Studies Weekly	420437	10/13/2021	11/27/2021	32	-	-	-	-	32
Studies Weekly	420467	10/13/2021	11/27/2021	32	-	-	-	-	32
Studies Weekly	420472	10/13/2021	11/11/2021	65	-	-	-	-	65
Studies Weekly	420473	10/13/2021	11/27/2021	65	-	-	-	-	65
Studies Weekly	420474	10/13/2021	11/27/2021	65	-	-	-	-	65
Studies Weekly	420684	10/14/2021	11/12/2021	32	-	-	-	-	32
Studies Weekly	420769	10/14/2021	11/13/2021	32	-	-	-	-	32
Studies Weekly	420770	10/14/2021	11/13/2021	32	-	-	-	-	32
Studies Weekly	420771	10/15/2021	11/12/2021	32	-	-	-	-	32
Studies Weekly	420971	10/15/2021	11/14/2021	32	-	-	-	-	32
Studies Weekly	420990	10/18/2021	11/14/2021	32	-	-	-	-	32
Studies Weekly	421149	10/18/2021	11/17/2021	65	-	-	-	-	65
Studies Weekly	421261	10/19/2021	11/17/2021	33	-	-	-	-	33
Studies Weekly	421800	10/25/2021	12/9/2021	32	-	-	-	-	32
Sunshine Vibes LLC	SunVib 1043	10/14/2021	11/13/2021	200	-	-	-	-	200

Pacific Coast Academy**Accounts Payable Aging****October 31, 2021**

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Sunshine Vibes LLC	SunVib 1044	10/14/2021	11/13/2021	229	-	-	-	-	229
Sunshine Vibes LLC	SunVib 1045	10/14/2021	11/13/2021	200	-	-	-	-	200
Sunshine Vibes LLC	SunVib 1046	10/14/2021	11/13/2021	200	-	-	-	-	200
Swiftkick Martial Arts	2026	10/7/2021	11/6/2021	645	-	-	-	-	645
Teacher Synergy, LLC	169667739	10/19/2021	11/9/2021	15	-	-	-	-	15
Teacher Synergy, LLC	169671847	10/19/2021	11/9/2021	13	-	-	-	-	13
Teacher Synergy, LLC	169675612	10/19/2021	11/9/2021	72	-	-	-	-	72
Teacher Synergy, LLC	169692819	10/19/2021	11/9/2021	21	-	-	-	-	21
Teacher Synergy, LLC	169693679	10/19/2021	11/9/2021	32	-	-	-	-	32
Teacher Synergy, LLC	169715796	10/19/2021	11/9/2021	19	-	-	-	-	19
Teacher Synergy, LLC	169729108	10/19/2021	11/9/2021	5	-	-	-	-	5
Teacher Synergy, LLC	169731152	10/19/2021	11/9/2021	20	-	-	-	-	20
Teacher Synergy, LLC	169731277	10/19/2021	11/9/2021	49	-	-	-	-	49
Teacher Synergy, LLC	169901736	10/20/2021	11/10/2021	14	-	-	-	-	14
Teacher Synergy, LLC	170023992	10/21/2021	11/11/2021	27	-	-	-	-	27
Teacher Synergy, LLC	170039423	10/21/2021	11/11/2021	27	-	-	-	-	27
Teacher Synergy, LLC	170041703	10/21/2021	11/11/2021	86	-	-	-	-	86
Teacher Synergy, LLC	170090916	10/21/2021	11/11/2021	34	-	-	-	-	34
Teacher Synergy, LLC	170233004	10/22/2021	11/12/2021	17	-	-	-	-	17
Teacher Synergy, LLC	170233072	10/22/2021	11/12/2021	2	-	-	-	-	2
Teacher Synergy, LLC	170233281	10/22/2021	11/12/2021	2	-	-	-	-	2
Teacher Synergy, LLC	170460490	10/25/2021	11/15/2021	10	-	-	-	-	10
Teacher Synergy, LLC	170523815	10/25/2021	11/15/2021	11	-	-	-	-	11
Teaching Textbooks	40944	10/20/2021	11/19/2021	55	-	-	-	-	55
The Coder School La Jolla	103176	10/19/2021	11/18/2021	149	-	-	-	-	149
The Critical Thinking Co.	180025A	10/19/2021	11/18/2021	23	-	-	-	-	23
The Critical Thinking Co.	180027A	10/19/2021	11/18/2021	79	-	-	-	-	79
The Origin Hip Hop Performing Arts Academy	11	10/1/2021	10/31/2021	225	-	-	-	-	225
The San Diego Music and Art Cooperative	53	10/15/2021	11/14/2021	2,070	-	-	-	-	2,070
The Sk8 Coach LLC	015	10/25/2021	10/25/2021	-	280	-	-	-	280
The Stronghold	0925215	9/25/2021	10/25/2021	-	350	-	-	-	350
The Stronghold	0925300	9/25/2021	10/25/2021	-	176	-	-	-	176
The Stronghold	925301	9/25/2021	10/25/2021	-	176	-	-	-	176
The Stronghold	925302	9/25/2021	10/25/2021	-	176	-	-	-	176
Tilghman's Academy of Music	618176289112	10/19/2021	11/18/2021	275	-	-	-	-	275
Timberdoodle.com	375674	10/13/2021	11/12/2021	504	-	-	-	-	504
TK Fitness	008-2021	10/22/2021	11/21/2021	75	-	-	-	-	75
TK Fitness	009-2021	10/22/2021	11/21/2021	75	-	-	-	-	75

Pacific Coast Academy**Accounts Payable Aging****October 31, 2021**

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Total Education Solutions	3928710	10/5/2021	11/18/2021	116	-	-	-	-	116
Total Raptor eXperience	O00054	10/14/2021	11/13/2021	250	-	-	-	-	250
Total Raptor eXperience	O000546	10/14/2021	11/13/2021	250	-	-	-	-	250
Valued Voices	210108	8/31/2021	9/30/2021	-	-	675	-	-	675
Verizon	9890303228	10/10/2021	11/9/2021	(231)	-	-	-	-	(231)
Visago LLC	PCA10002	10/15/2021	11/14/2021	480	-	-	-	-	480
Waterworks Aquatics	183	10/15/2021	11/14/2021	982	-	-	-	-	982
Well-Trained Mind Academy	1135	10/15/2021	11/14/2021	735	-	-	-	-	735
Wood & Ivory	0421	9/7/2021	10/7/2021	-	458	-	-	-	458
Wood & Ivory	0422	9/7/2021	10/7/2021	-	469	-	-	-	469
Wood & Ivory	0425	9/10/2021	10/10/2021	-	78	-	-	-	78
Wood & Ivory	0427	10/1/2021	10/31/2021	78	-	-	-	-	78
Wood & Ivory	0432	10/4/2021	11/4/2021	156	-	-	-	-	156
Wood & Ivory	0433	10/18/2021	11/17/2021	469	-	-	-	-	469
Total Outstanding Payables in September				\$ 196,849	\$151,594	\$ 2,381	\$ -	\$501,342	\$ 852,167

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Detail

Charter School Name: Pacific Coast Academy
(continued)
CDS #: 37 68049 0136416
Charter Approving Entity: Dehesa Elementary
County: San Diego
Charter #: 1892
Fiscal Year: 2021/22

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)
- ☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439 and 9711-9789)

Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES										
1. LCFF Sources										
State Aid - Current Year	8011	42,198,697.00	-	42,198,697.00	10,443,702.00	-	10,443,702.00	40,377,677.00	-	40,377,677.00
Education Protection Account State Aid - Current Year	8012	921,200.00	-	921,200.00	203,697.00	-	203,697.00	882,000.00	-	882,000.00
State Aid - Prior Years	8019	-	-	-	5,988.00	-	5,988.00	5,988.00	-	5,988.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,011,616.00	-	1,011,616.00	-	-	-	958,867.00	-	958,867.00
Other LCFF Transfers	8091, 8097	-	-	-	-	-	-	-	-	-
Total, LCFFSources		44,131,513.00	-	44,131,513.00	10,653,387.00	-	10,653,387.00	42,224,532.00	-	42,224,532.00
2. Federal Revenues										
Every Student Succeeds Act (Title I - V)	8290	-	506,480.00	506,480.00	-	100,023.00	100,023.00	-	633,229.00	633,229.00
Special Education - Federal	8181, 8182	-	558,478.00	558,478.00	-	-	-	-	534,713.00	534,713.00
Child Nutrition - Federal	8220	-	-	-	-	-	-	-	-	-
Donated Food Commodities	8221	-	-	-	-	-	-	-	-	-
Other Federal Revenues	8110, 8260-8299	-	103,253.00	103,253.00	-	1,027,269.00	1,027,269.00	-	1,119,551.00	1,119,551.00
Total, Federal Revenues		-	1,168,211.00	1,168,211.00	-	1,127,292.00	1,127,292.00	-	2,287,493.00	2,287,493.00
3. Other State Revenues										
Special Education - State	StateRevSE		2,653,885.00	2,653,885.00	-	786,658.00	786,658.00		3,058,556.00	3,058,556.00
All Other State Revenues	StateRevAO	850,645.66	548,666.40	1,399,312.06	(14,724.00)	6,825.00	(7,899.00)	803,465.00	530,377.00	1,333,842.00
Total, Other State Revenues		850,645.66	3,202,551.40	4,053,197.06	(14,724.00)	793,483.00	778,759.00	803,465.00	3,588,933.00	4,392,398.00
4. Other Local Revenues										
All Other Local Revenues	LocalRevAO	-	-	-	10,974.00	-	10,974.00	10,974.00	-	10,974.00
Total, Local Revenues		-	-	-	10,974.00	-	10,974.00	10,974.00	-	10,974.00
5. TOTAL REVENUES		44,982,158.66	4,370,762.40	49,352,921.06	10,649,637.00	1,920,775.00	12,570,412.00	43,038,971.00	5,876,426.00	48,915,397.00
B. EXPENDITURES										
1. Certificated Salaries										
Certificated Teachers' Salaries	1100	11,456,857.70	2,770,316.30	14,227,174.00	4,345,353.00	607,527.00	4,952,880.00	11,906,300.00	3,268,079.00	15,174,379.00
Certificated Pupil Support Salaries	1200	272,975.74	1,134,066.26	1,407,042.00	138,872.00	271,111.00	409,983.00	315,442.00	956,315.00	1,271,757.00
Certificated Supervisors' and Administrators' Salaries	1300	1,815,000.00	415,500.00	2,230,500.00	737,843.00	41,199.00	779,042.00	1,871,500.00	400,936.00	2,272,436.00
Other Certificated Salaries	1900	152,478.00	524,330.00	676,808.00	30,851.00	170,415.00	201,266.00	111,121.00	468,675.00	579,796.00
Total, Certificated Salaries		13,697,311.44	4,844,212.56	18,541,524.00	5,252,919.00	1,090,252.00	6,343,171.00	14,204,363.00	5,094,005.00	19,298,368.00
2. Non-certificated Salaries										
Non-certificated Instructional Aides' Salaries	2100	160,520.49	201,142.51	361,663.00	64,422.00	36,487.00	100,909.00	170,788.00	130,160.00	300,948.00
Non-certificated Support Salaries	2200	1,366,667.84	95,370.16	1,462,038.00	367,751.00	29,966.00	397,717.00	1,113,553.00	143,991.00	1,257,544.00
Non-certificated Supervisors' and Administrators' Sal.	2300	760,582.00	49,920.00	810,502.00	186,580.00	-	186,580.00	557,279.00	-	557,279.00
Clerical and Office Salaries	2400	900,486.00		900,486.00	324,458.00	16,624.00	341,082.00	1,014,684.00	16,624.00	1,031,308.00
Other Non-certificated Salaries	2900	108,376.00		108,376.00	46,726.00	-	46,726.00	148,864.00		148,864.00
Total, Non-certificated Salaries		3,296,632.33	346,432.67	3,643,065.00	989,937.00	83,077.00	1,073,014.00	3,005,168.00	290,775.00	3,295,943.00
3. Employee Benefits										
STRS	3101-3102	2,194,347.15	776,042.85	2,970,390.00	843,438.00	174,931.00	1,018,369.00	2,291,620.00	816,654.00	3,108,274.00
PERS	3201-3202			-	-	-	-	-	-	-
OASDI / Medicare / Alternative	3301-3302	450,808.82	96,743.18	547,552.00	148,050.00	21,233.00	169,283.00	434,342.00	96,140.00	530,482.00
Health and Welfare Benefits	3401-3402	1,920,000.00	528,000.00	2,448,000.00	763,679.00	-	763,679.00	1,790,031.00	591,314.00	2,381,345.00
Unemployment Insurance	3501-3502	119,070.00	34,160.00	153,230.00	10,036.00	3,823.00	13,859.00	62,577.00	33,994.00	96,571.00
Workers' Compensation Insurance	3601-3602	152,945.19	46,715.81	199,661.00	82,587.00	-	82,587.00	171,449.00	48,787.00	220,236.00
OPEB, Allocated	3701-3702			-	-	-	-	-	-	-
OPEB, Active Employees	3751-3752			-	-	-	-	-	-	-
Other Employee Benefits	3901-3902	644,806.08	20,731.92	665,538.00	-	-	-	661,128.00	21,888.00	683,016.00
Total, Employee Benefits		5,481,977.24	1,502,393.76	6,984,371.00	1,847,790.00	199,987.00	2,047,777.00	5,411,147.00	1,608,777.00	7,019,924.00
4. Books and Supplies										
Approved Textbooks and Core Curricula Materials	4100	-	-	-	10,433.00	-	10,433.00	15,530.00	-	15,530.00
Books and Other Reference Materials	4200	-	-	-	-	-	-	-	-	-
Materials and Supplies	4300	6,914,008.15	416,751.85	7,330,760.00	1,882,978.00	49,506.00	1,932,484.00	6,990,726.00	432,115.00	7,422,841.00
Noncapitalized Equipment	4400	1,327,080.00		1,327,080.00	26,789.00	624,277.00	651,066.00	646,331.00	624,277.00	1,270,608.00
Food	4700	-	-	-	-	-	-	-	-	-
Total, Books and Supplies		8,241,088.15	416,751.85	8,657,840.00	1,920,200.00	673,783.00	2,593,983.00	7,652,587.00	1,056,392.00	8,708,979.00
5. Services and Other Operating Expenditures										
Subagreements for Services	5100	4,399,329.00	2,829,135.00	7,228,464.00	990,218.00	408,280.00	1,398,498.00	4,201,985.00	2,470,909.00	6,672,894.00
Travel and Conferences	5200	12,300.00		12,300.00	1,028.00	4,919.00	5,947.00	24,894.00	4,919.00	29,813.00
Dues and Memberships	5300	1,900.00		1,900.00	17,553.00	-	17,553.00	18,753.00	-	18,753.00
Insurance	5400	427,200.00		427,200.00	115,918.00	-	115,918.00	388,585.00	-	388,585.00
Operations and Housekeeping Services	5500	5,700.00		5,700.00	7,289.00	-	7,289.00	10,622.00	-	10,622.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	204,400.00		204,400.00	107,715.00	999.00	108,714.00	349,833.00	999.00	350,832.00
Transfers of Direct Costs	5700-5799	5,657,460.44	(5,657,460.44)	-	799,443.00	(799,443.00)	-	4,789,920.00	(4,789,920.00)	-
Professional/Consulting Services and Operating Expend.	5800	2,452,822.00	89,297.00	2,542,119.00	552,495.00	106,679.00	659,174.00	1,968,823.00	136,019.00	2,104,842.00
Communications	5900	22,300.00		22,300.00	7,218.00	3,551.00	10,769.00	27,376.00	3,551.00	30,927.00
Total, Services and Other Operating Expenditures		13,183,411.44	(2,739,028.44)	10,444,383.00	2,598,877.00	(275,015.00)	2,323,862.00	11,780,791.00	(2,173,523.00)	9,607,268.00

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CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Summary

Charter School Name: Pacific Coast Academy
 (continued) _____
 CDS #: 37 68049 0136416
 Charter Approving Entity: Dehesa Elementary
 County: San Diego
 Charter #: 1892
 Fiscal Year: 2021/22

					1st Interim vs. Adopted Budget Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
A. REVENUES						
1. LCFF/Revenue Limit Sources						
State Aid - Current Year	8011	42,198,697.00	10,443,702.00	40,377,677.00	(1,821,020.00)	-4.32%
Education Protection Account State Aid - Current Year	8012	921,200.00	203,697.00	882,000.00	(39,200.00)	-4.26%
State Aid - Prior Years	8019	-	5,988.00	5,988.00	5,988.00	New
Transfers to Charter Schools Funding in Lieu of Property Taxes	8096	1,011,616.00	-	958,867.00	(52,749.00)	-5.21%
Other LCFF Transfers	8091, 8097	-	-	-	-	
Total, LCFF Sources		44,131,513.00	10,653,387.00	42,224,532.00	(1,906,981.00)	-4.32%
2. Federal Revenues						
Every Student Succeeds Act (Title I-V)	8290	506,480.00	100,023.00	633,229.00	126,749.00	25.03%
Special Education - Federal	8181, 8182	558,478.00	-	534,713.00	(23,765.00)	-4.26%
Child Nutrition - Federal	8220	-	-	-	-	
Donated Food Commodities	8221	-	-	-	-	
Other Federal Revenues	8110, 8260-8299	103,253.00	1,027,269.00	1,119,551.00	1,016,298.00	984.28%
Total, Federal Revenues		1,168,211.00	1,127,292.00	2,287,493.00	1,119,282.00	95.81%
3. Other State Revenues						
Special Education - State	StateRevSE	2,653,885.00	786,658.00	3,058,556.00	404,671.00	15.25%
All Other State Revenues	StateRevAO	1,399,312.06	(7,899.00)	1,333,842.00	(65,470.06)	-4.68%
Total, Other State Revenues		4,053,197.06	778,759.00	4,392,398.00	339,200.94	8.37%
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	-	10,974.00	10,974.00	10,974.00	New
Total, Local Revenues		-	10,974.00	10,974.00	10,974.00	New
5. TOTAL REVENUES		49,352,921.06	12,570,412.00	48,915,397.00	(437,524.06)	-0.89%
B. EXPENDITURES						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	14,227,174.00	4,952,880.00	15,174,379.00	947,205.00	6.66%
Certificated Pupil Support Salaries	1200	1,407,042.00	409,983.00	1,271,757.00	(135,285.00)	-9.61%
Certificated Supervisors' and Administrators' Salaries	1300	2,230,500.00	779,042.00	2,272,436.00	41,936.00	1.88%
Other Certificated Salaries	1900	676,808.00	201,266.00	579,796.00	(97,012.00)	-14.33%
Total, Certificated Salaries		18,541,524.00	6,343,171.00	19,298,368.00	756,844.00	4.08%
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	361,663.00	100,909.00	300,948.00	(60,715.00)	-16.79%
Non-certificated Support Salaries	2200	1,462,038.00	397,717.00	1,257,544.00	(204,494.00)	-13.99%
Non-certificated Supervisors' and Administrators' Sal.	2300	810,502.00	186,580.00	557,279.00	(253,223.00)	-31.24%
Clerical and Office Salaries	2400	900,486.00	341,082.00	1,031,308.00	130,822.00	14.53%
Other Non-certificated Salaries	2900	108,376.00	46,726.00	148,864.00	40,488.00	37.36%
Total, Non-certificated Salaries		3,643,065.00	1,073,014.00	3,295,943.00	(347,122.00)	-9.53%
3. Employee Benefits						
STRS	3101-3102	2,970,390.00	1,018,369.00	3,108,274.00	137,884.00	4.64%
PERS	3201-3202	-	-	-	-	
OASDI / Medicare / Alternative	3301-3302	547,552.00	169,283.00	530,482.00	(17,070.00)	-3.12%
Health and Welfare Benefits	3401-3402	2,448,000.00	763,679.00	2,381,345.00	(66,655.00)	-2.72%
Unemployment Insurance	3501-3502	153,230.00	13,859.00	96,571.00	(56,659.00)	-36.98%
Workers' Compensation Insurance	3601-3602	199,661.00	82,587.00	220,236.00	20,575.00	10.30%
OPEB, Allocated	3701-3702	-	-	-	-	
OPEB, Active Employees	3751-3752	-	-	-	-	
Other Employee Benefits	3901-3902	665,538.00	-	683,016.00	17,478.00	2.63%
Total, Employee Benefits		6,984,371.00	2,047,777.00	7,019,924.00	35,553.00	0.51%

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Summary

Charter School Name: Pacific Coast Academy
 (continued) _____
 CDS #: 37 68049 0136416
 Charter Approving Entity: Dehesa Elementary
 County: San Diego
 Charter #: 1892
 Fiscal Year: 2021/22

					1st Interim vs. Adopted Budget Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	-	10,433.00	15,530.00	15,530.00	New
Books and Other Reference Materials	4200	-	-	-	-	
Materials and Supplies	4300	7,330,760.00	1,932,484.00	7,422,841.00	92,081.00	1.26%
Noncapitalized Equipment	4400	1,327,080.00	651,066.00	1,270,608.00	(56,472.00)	-4.26%
Food	4700	-	-	-	-	
Total, Books and Supplies		8,657,840.00	2,593,983.00	8,708,979.00	51,139.00	0.59%
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	7,228,464.00	1,398,498.00	6,672,894.00	(555,570.00)	-7.69%
Travel and Conferences	5200	12,300.00	5,947.00	29,813.00	17,513.00	142.38%
Dues and Memberships	5300	1,900.00	17,553.00	18,753.00	16,853.00	887.00%
Insurance	5400	427,200.00	115,918.00	388,585.00	(38,615.00)	-9.04%
Operations and Housekeeping Services	5500	5,700.00	7,289.00	10,622.00	4,922.00	86.35%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	204,400.00	108,714.00	350,832.00	146,432.00	71.64%
Transfers of Direct Costs	5700-5799	-	-	-	-	
Professional/Consulting Services and Operating Expend.	5800	2,542,119.00	659,174.00	2,104,842.00	(437,277.00)	-17.20%
Communications	5900	22,300.00	10,769.00	30,927.00	8,627.00	38.69%
Total, Services and Other Operating Expenditures		10,444,383.00	2,323,862.00	9,607,268.00	(837,115.00)	-8.01%
6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only)						
Land and Land Improvements	6100-6170	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	
Equipment	6400	-	-	-	-	
Equipment Replacement	6500	-	-	-	-	
Depreciation Expense (for accrual basis only)	6900	30,000.00	-	-	(30,000.00)	(100%)
Total, Capital Outlay		30,000.00	-	-	(30,000.00)	(100%)
7. Other Outgo						
Tuition to Other Schools	7110-7143	-	-	-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	
All Other Transfers	7281-7299	-	-	-	-	
Transfers of Indirect Costs	7300-7399	-	-	-	-	
Debt Service:						
Interest	7438	342,638.00	36,135.00	36,135.00	(306,503.00)	-89.45%
Principal (for modified accrual basis only)	7439	-	-	-	-	
Total, Other Outgo		342,638.00	36,135.00	36,135.00	(306,503.00)	-89.45%
8. TOTAL EXPENDITURES		48,643,821.00	14,417,942.00	47,966,617.00	(677,204.00)	-1.39%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		709,100.06	(1,847,530.00)	948,780.00	239,679.94	33.80%

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Summary

Charter School Name: Pacific Coast Academy
 (continued) _____
 CDS #: 37 68049 0136416
 Charter Approving Entity: Dehesa Elementary
 County: San Diego
 Charter #: 1892
 Fiscal Year: 2021/22

					1st Interim vs. Adopted Budget Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	-	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)						
	8980-8999	-	-	-	-	
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		709,100.06	(1,847,530.00)	948,780.00	239,679.94	33.80%
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	8,587,015.00	5,839,915.32	5,839,915.32	(2,747,099.68)	-31.99%
b. Adjustments/Restatements	9793, 9795	-	305,005.99	305,005.99	305,005.99	New
c. Adjusted Beginning Fund Balance		8,587,015.00	6,144,921.31	6,144,921.31		
2. Ending Fund Balance, June 30 (E + F.1.c.)		9,296,115.06	4,297,391.31	7,093,701.31		
Components of Ending Fund Balance :						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	-	-	-	-	
Stores (equals object 9320)	9712	-	-	-	-	
Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
All Others	9719	-	-	-	-	
b. Restricted	9740	-	-	-	-	
c. Committed						
Stabilization Arrangements	9750	-	-	-	-	
Other Commitments	9760	-	-	-	-	
d. Assigned						
Other Assignments	9780	-	-	-	-	
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	1,459,314.63	1,438,998.51	1,438,998.51	(20,316.12)	-1.39%
Unassigned/Unappropriated Amount	9790	7,836,800.43	2,858,392.80	5,654,702.80	(2,182,097.63)	-27.84%

**CHARTER SCHOOL
MULTI-YEAR PROJECTION - ALTERNATIVE FORM
First Interim Report - MYP**

Charter School Name: Pacific Coast Academy
(continued) _____
CDS #: 37 68049 0136416
Charter Approving Entity: Dehesa Elementary
County: San Diego
Charter #: 1892
Fiscal Year: 2021/22

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service /Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439 and 9711-9789)

Description	Object Code	FY 2021/22			Totals for 2022/23	Totals for 2023/24
		Unrestricted	Restricted	Total		
A. REVENUES						
1. LCFF Sources						
State Aid - Current Year	8011	40,377,677.00	0.00	40,377,677.00	42,313,163.00	44,559,574.00
Education Protection Account State Aid - Current Year	8012	882,000.00	0.00	882,000.00	899,640.00	917,633.00
State Aid - Prior Years	8019	5,988.00	0.00	5,988.00	0.00	0.00
Transfers of Charter Schools in Lieu of Property Taxes	8096	958,867.00	0.00	958,867.00	978,044.00	997,605.00
Other LCFF Transfers	8091, 8097	0.00	0.00	0.00	0.00	0.00
Total, LCFF Sources		42,224,532.00	0.00	42,224,532.00	44,190,847.00	46,474,812.00
2. Federal Revenues						
Every Student Succeeds Act (Title I - V)	8290	0.00	633,229.00	633,229.00	645,894.00	658,811.00
Special Education - Federal	8181, 8182	0.00	534,713.00	534,713.00	545,407.00	556,315.00
Child Nutrition - Federal	8220	0.00	0.00	0.00	0.00	0.00
Donated Food Commodities	8221	0.00	0.00	0.00	0.00	0.00
Other Federal Revenues	8110, 8260-8299	0.00	1,119,551.00	1,119,551.00	2,134,759.00	2,792,099.00
Total, Federal Revenues		0.00	2,287,493.00	2,287,493.00	3,326,060.00	4,007,225.00
3. Other State Revenues						
Special Education - State	StateRevSE	0.00	3,058,556.00	3,058,556.00	3,119,727.00	3,182,121.00
All Other State Revenues	StateRevAO	803,465.00	530,377.00	1,333,842.00	1,001,409.00	1,021,438.00
Total, Other State Revenues		803,465.00	3,588,933.00	4,392,398.00	4,121,136.00	4,203,559.00
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	10,974.00	0.00	10,974.00	11,193.00	11,417.00
Total, Local Revenues		10,974.00	0.00	10,974.00	11,193.00	11,417.00
5. TOTAL REVENUES		43,038,971.00	5,876,426.00	48,915,397.00	51,649,236.00	54,697,013.00
B. EXPENDITURES						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	11,906,300.00	3,268,079.00	15,174,379.00	15,638,894.00	15,951,671.00
Certificated Pupil Support Salaries	1200	315,442.00	956,315.00	1,271,757.00	1,318,515.00	1,344,885.00
Certificated Supervisors' and Administrators' Salaries	1300	1,871,500.00	400,936.00	2,272,436.00	2,284,892.00	2,330,590.00
Other Certificated Salaries	1900	111,121.00	468,675.00	579,796.00	579,152.00	590,735.00
Total, Certificated Salaries		14,204,363.00	5,094,005.00	19,298,368.00	19,821,453.00	20,217,881.00
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	170,788.00	130,160.00	300,948.00	306,059.00	312,180.00
Non-certificated Support Salaries	2200	1,113,553.00	143,991.00	1,257,544.00	1,315,535.00	1,341,846.00
Non-certificated Supervisors' and Administrators' Sal.	2300	557,279.00	0.00	557,279.00	567,170.00	578,514.00
Clerical and Office Salaries	2400	1,014,684.00	16,624.00	1,031,308.00	1,056,045.00	1,077,166.00
Other Non-certificated Salaries	2900	148,864.00	0.00	148,864.00	156,272.00	159,397.00
Total, Non-certificated Salaries		3,005,168.00	290,775.00	3,295,943.00	3,401,081.00	3,469,103.00

CHARTER SCHOOL
MULTI-YEAR PROJECTION - ALTERNATIVE FORM
First Interim Report - MYP

Charter School Name: Pacific Coast Academy

(continued) _____

CDS #: 37 68049 0136416

Charter Approving Entity: Dehesa Elementary

County: San Diego

Charter #: 1892

Fiscal Year: 2021/22

Description	Object Code	FY 2021/22			Totals for 2022/23	Totals for 2023/24
		Unrestricted	Restricted	Total		
3. Employee Benefits						
STRS	3101-3102	2,291,620.00	816,654.00	3,108,274.00	3,587,724.00	3,659,478.00
PERS	3201-3202	0.00	0.00	0.00	-	0.00
OASDI / Medicare / Alternative	3301-3302	434,342.00	96,140.00	530,482.00	547,598.00	558,550.00
Health and Welfare Benefits	3401-3402	1,790,031.00	591,314.00	2,381,345.00	2,475,030.00	2,524,531.00
Unemployment Insurance	3501-3502	62,577.00	33,994.00	96,571.00	102,479.00	101,549.00
Workers' Compensation Insurance	3601-3602	171,449.00	48,787.00	220,236.00	209,003.00	213,183.00
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0.00
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00
Other Employee Benefits	3901-3902	661,128.00	21,888.00	683,016.00	696,676.00	710,610.00
Total, Employee Benefits		5,411,147.00	1,608,777.00	7,019,924.00	7,618,510.00	7,767,901.00
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	15,530.00	0.00	15,530.00	16,158.00	16,811.00
Books and Other Reference Materials	4200	0.00	0.00	0.00	0.00	0.00
Materials and Supplies	4300	6,990,726.00	432,115.00	7,422,841.00	7,722,724.00	8,034,722.00
Noncapitalized Equipment	4400	646,331.00	624,277.00	1,270,608.00	1,586,329.00	2,310,583.00
Food	4700	0.00	0.00	0.00	0.00	0.00
Total, Books and Supplies		7,652,587.00	1,056,392.00	8,708,979.00	9,325,211.00	10,362,116.00
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	4,201,985.00	2,470,909.00	6,672,894.00	6,853,388.00	8,856,833.00
Travel and Conferences	5200	24,894.00	4,919.00	29,813.00	31,018.00	32,271.00
Dues and Memberships	5300	18,753.00	0.00	18,753.00	19,510.00	20,298.00
Insurance	5400	388,585.00	0.00	388,585.00	404,284.00	420,617.00
Operations and Housekeeping Services	5500	10,622.00	0.00	10,622.00	11,051.00	11,498.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	349,833.00	999.00	350,832.00	365,006.00	379,752.00
Transfers of Direct Costs	5700-5799	4,789,920.00	(4,789,920.00)	0.00	0.00	0.00
Professional/Consulting Services and Operating Expend.	5800	1,968,823.00	136,019.00	2,104,842.00	2,188,324.00	2,277,476.00
Communications	5900	27,376.00	3,551.00	30,927.00	32,176.00	33,476.00
Total, Services and Other Operating Expenditures		11,780,791.00	(2,173,523.00)	9,607,268.00	9,904,757.00	12,032,221.00
6. Capital Outlay (Obj. 6100-6170, 6200-6500 for mod. accr. basis only)						
Land and Land Improvements	6100-6170	0.00	0.00	0.00	0.00	0.00
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00	0.00	0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00	0.00	0.00	0.00
Equipment	6400	0.00	0.00	0.00	0.00	0.00
Equipment Replacement	6500	0.00	0.00	0.00	0.00	0.00
<i>Depreciation Expense (for accrual basis only)</i>	6900	0.00	0.00	0.00	0.00	0.00
Total, Capital Outlay		0.00	0.00	0.00	0.00	0.00
7. Other Outgo						
Tuition to Other Schools	7110-7143	0.00	0.00	0.00	0.00	0.00
Transfers of Pass-through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00	0.00	0.00
All Other Transfers	7280-7299	0.00	0.00	0.00	0.00	0.00
Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00	0.00	0.00
Debt Service:						
Interest	7438	36,135.00	0.00	36,135.00	0.00	0.00
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00	0.00	0.00
Total, Other Outgo		36,135.00	0.00	36,135.00	0.00	0.00
8. TOTAL EXPENDITURES		42,090,191.00	5,876,426.00	47,966,617.00	50,071,012.00	53,849,222.00
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND.						

CHARTER SCHOOL
MULTI-YEAR PROJECTION - ALTERNATIVE FORM
First Interim Report - MYP

Charter School Name: Pacific Coast Academy
(continued) _____
CDS #: 37 68049 0136416
Charter Approving Entity: Dehesa Elementary
County: San Diego
Charter #: 1892
Fiscal Year: 2021/22

BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		948,780.00	0.00	948,780.00	1,578,224.00	847,791.00
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**CHARTER SCHOOL
MULTI-YEAR PROJECTION - ALTERNATIVE FORM
First Interim Report - MYP**

Charter School Name: Pacific Coast Academy
(continued) _____
CDS #: 37 68049 0136416
Charter Approving Entity: Dehesa Elementary
County: San Diego
Charter #: 1892
Fiscal Year: 2021/22

Description	Object Code	FY 2021/22			Totals for 2022/23	Totals for 2023/24
		Unrestricted	Restricted	Total		
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	0.00	0.00	0.00	0.00	0.00
2. Less: Other Uses	7630-7699	0.00	0.00	0.00	0.00	0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0.00	0.00	0.00	0.00	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00	0.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		948,780.00	0.00	948,780.00	1,578,224.00	847,791.00
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	5,839,915.32	0.00	5,839,915.32	7,093,701.31	8,671,925.31
b. Adjustments/Restatements	9793, 9795	305,005.99	0.00	305,005.99	0.00	0.00
c. Adjusted Beginning Balance		6,144,921.31	0.00	6,144,921.31	7,093,701.31	8,671,925.31
2. Ending Fund Balance, June 30 (E + F.1.c.)		7,093,701.31	0.00	7,093,701.31	8,671,925.31	9,519,716.31
Components of Ending Fund Balance:						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	0.00	0.00	0.00	0.00	0.00
Stores (equals object 9320)	9712	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures (equals object 9330)	9713	0.00	0.00	0.00	0.00	0.00
All Others	9719	0.00	0.00	0.00	0.00	0.00
b. Restricted	9740		0.00	0.00	0.00	0.00
c. Committed						
Stabilization Arrangements	9750	0.00	0.00	0.00	0.00	0.00
Other Commitments	9760	0.00	0.00	0.00	0.00	0.00
d. Assigned						
Other Assignments	9780	0.00	0.00	0.00	0.00	0.00
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	1,438,998.51	0.00	1,438,998.51	1,502,130.36	1,615,476.66
Unassigned/Unappropriated Amount	9790	5,654,702.80	0.00	5,654,702.80	7,169,794.95	7,904,239.65

Cover Sheet

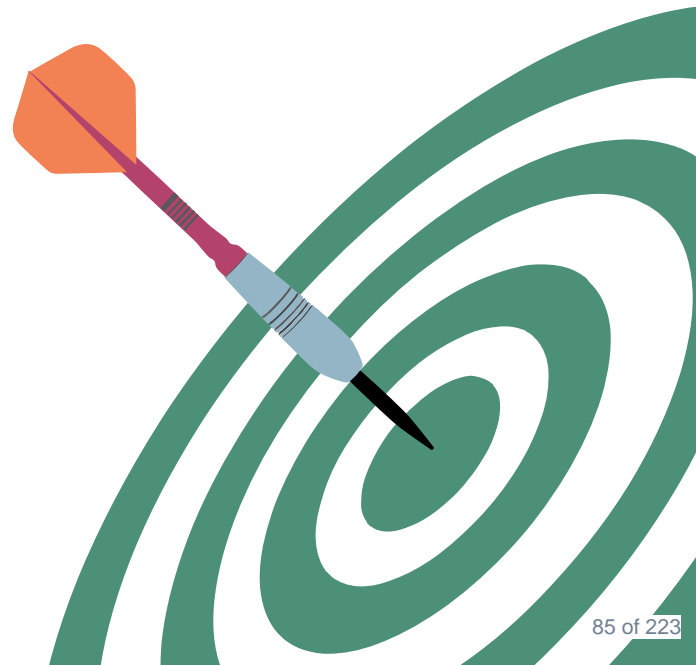
Executive Director Formal Check-in

Section:	IV. Other Business
Item:	A. Executive Director Formal Check-in
Purpose:	FYI
Submitted by:	
Related Material:	Executive Director Formal Checkin 12_9.pdf

Pacific Coast Academy

Formal Check-in

December 9, 2021



Organizational Goal #1 - Conference - *Completed*

S

M

A

R

T



SPECIFIC

I will attend one charter conference in order to be up to date with charter governance, fiscal, and legal updates.



MEASURABLE

I will attend the CSDC annual conference and attend relevant sessions relating to independent study.



ACHIEVABLE

I am a member of CSDC and can enroll in the conference.



REALISTIC

By attending the financial, legal and governance sessions, I will gain the knowledge needed to make appropriate decisions for the school.



TIME BOUND

The annual CSDC update is held in December.

Organizational Goal #2 - Parent Survey - *Completed*

01

SPECIFIC

I will survey parents to see why they are enrolled with PCA and what they need from our school. Consider implementation of possible changes based on the survey results.

02

MEASURABLE

I will create, send, and gather the data of a parent survey.

03

ACHIEVABLE

We have access to google forms, and will train teachers to complete the survey with their families at their first meeting.



REALISTIC

By gathering this data, our school will be able to involve it's most important stakeholders in decisions about programs, activities, and allocation of school funds.

04

TIME BOUND

Survey will be completed by Aug 3.

05

Organizational Goal #2 - Analyze Survey Data - *Revised*

01

SPECIFIC

I will review survey data and consider implementation of possible changes based on the survey results.

02

MEASURABLE

I will aggregate data and find at least one strength and one area of improvement to address.

03

ACHIEVABLE

We have access to google forms, and will work with SDs to identify trends.



REALISTIC

By gathering this data, our school will be able to involve it's most important stakeholders in decisions about programs, activities, and allocation of school funds.

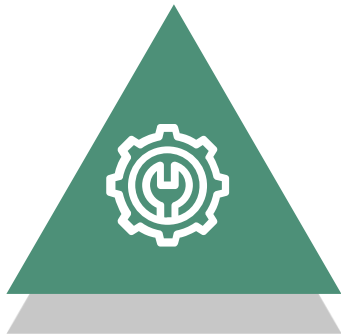
04

TIME BOUND

Items will be identified by Feb.1

05

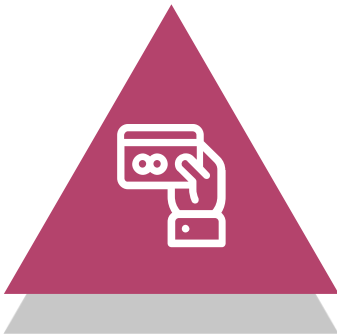
Organizational Goal #3 - Success - *Completed*



S

SPECIFIC

I will gather information about curriculum vs achievement success rates. Create an internal list of which curriculum is connected to most success in students.



M

MEASURABLE

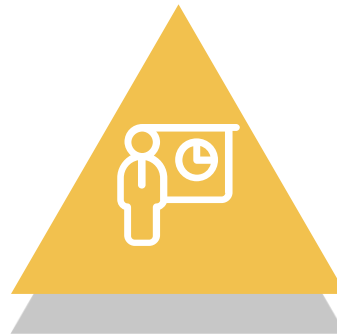
I will create, send, and gather the data of a parent survey.



A

ACHIEVABLE

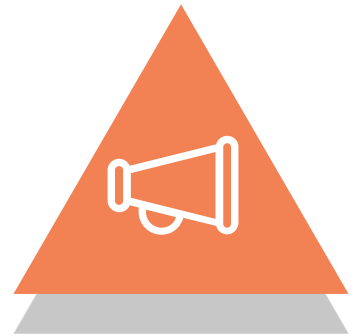
We have access to google forms, and will train teachers to complete the survey with their families at their first meeting
Powered by BoardOnTrack



R

REALISTIC

By gathering this information, our staff will have access to a tried and true set of curriculum that will be able to help struggling students, new to homeschooling parents, and our staff to increase achievement.

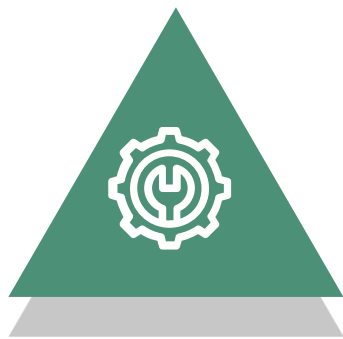


T

TIME BOUND

Survey will be completed by Aug 3.

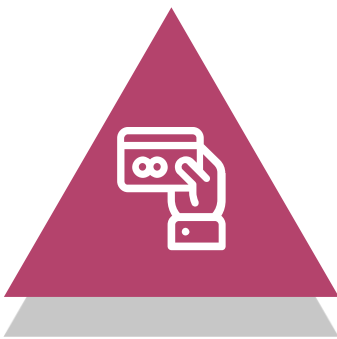
Organizational Goal #3 - Success - *Revised*



S

SPECIFIC

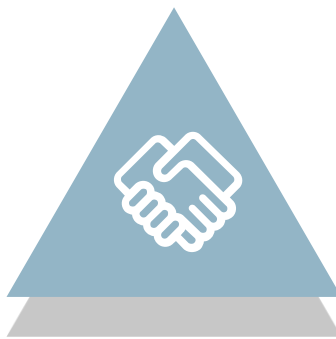
I will gather information about curriculum vs achievement success rates. Create an internal list of which curriculum is connected to most success in students.



M

MEASURABLE

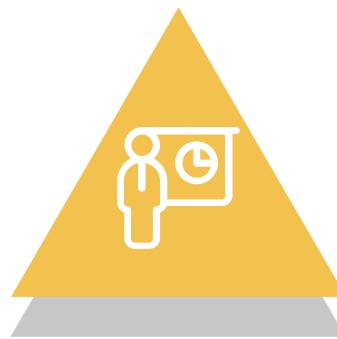
I will aggregate survey data and add testing information from STAR360 and CAASPP.



A

ACHIEVABLE

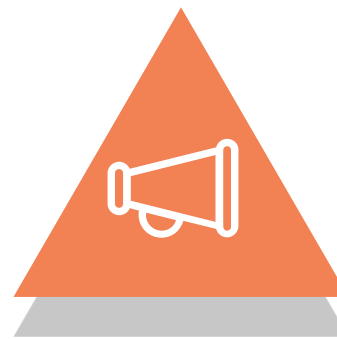
We have access to google sheets and data from surveys and testing.



R

REALISTIC

By gathering this information, our staff will have access to a tried and true set of curriculum that will be able to help struggling students, new to homeschooling parents, and our staff to increase achievement.



T

TIME BOUND

List will be finalized by June 2022.

Organizational Goal #4 - Governance Plan



S

SPECIFIC

I will create a year long governance plan including check-ins with board members at least quarterly.



M

MEASURABLE

I will produce a final plan for board members which will be updated when new items are required each month.



A

ACHIEVABLE

Using resources from Charter Impact, CSDC, and Dehesa, I will have all pertinent information.
Powered by BoardOnTrack



R

REALISTIC

Streamlining our board processes is of vital importance in order to retain board members, as well as to keep our board actively engaged in PCA.

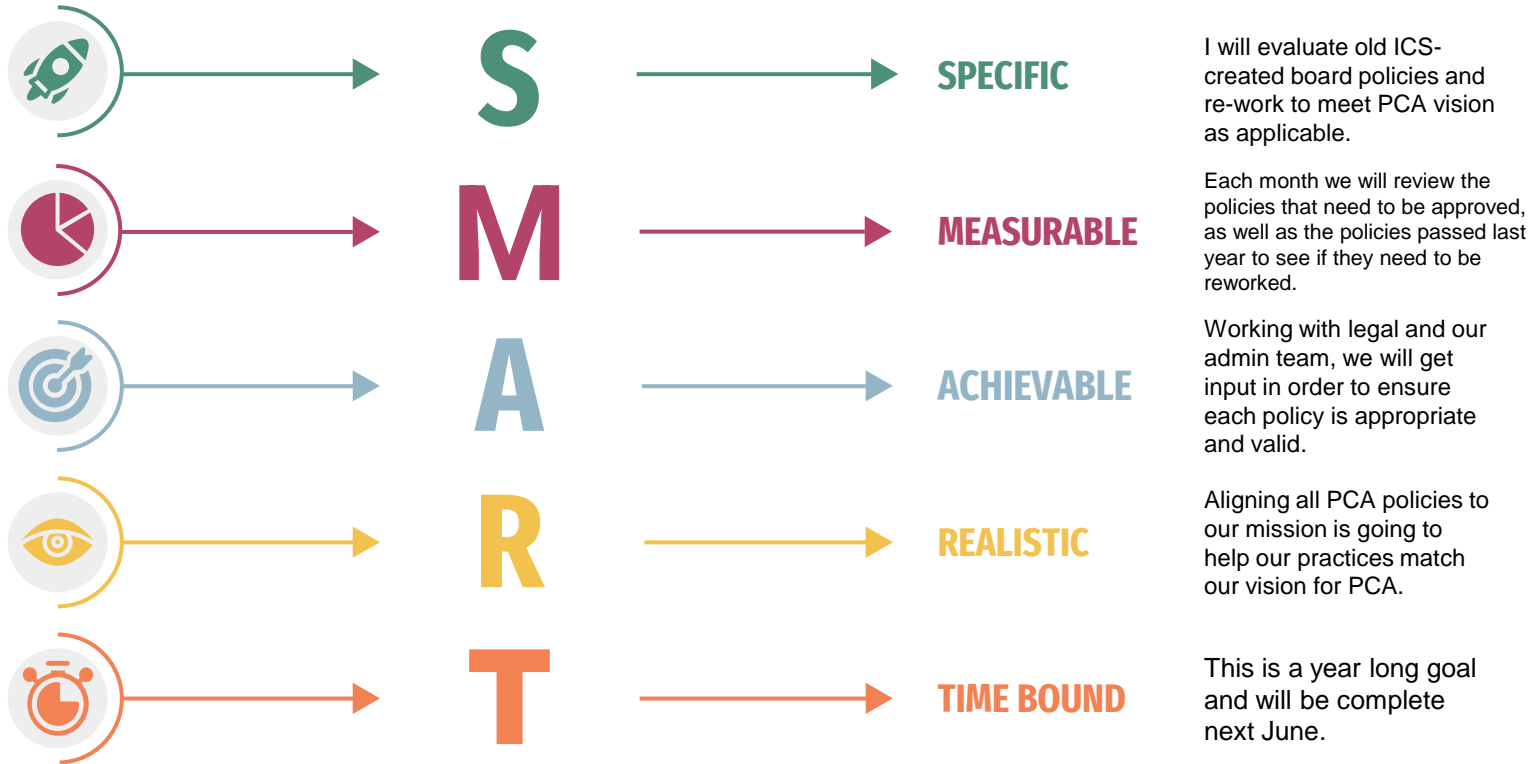


T

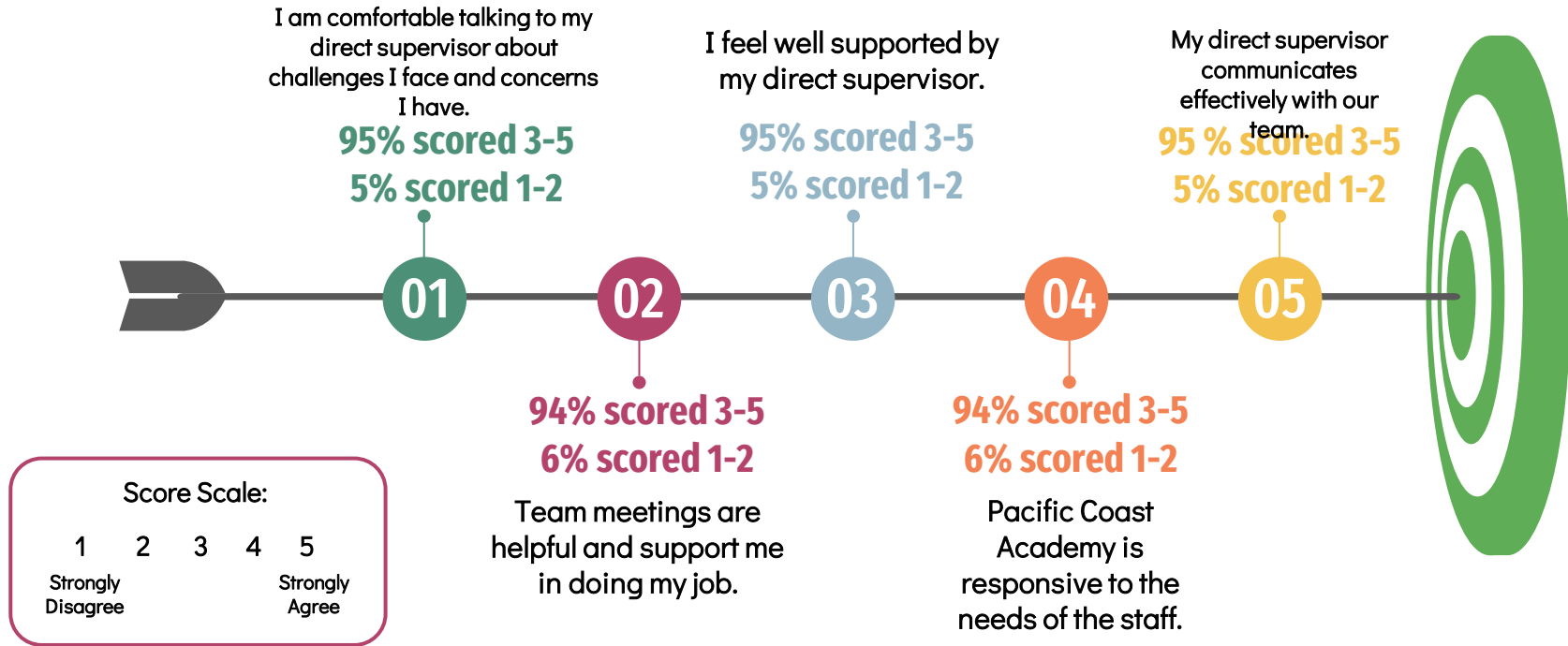
TIME BOUND

September for the plan, check-ins will take place quarterly with board members.

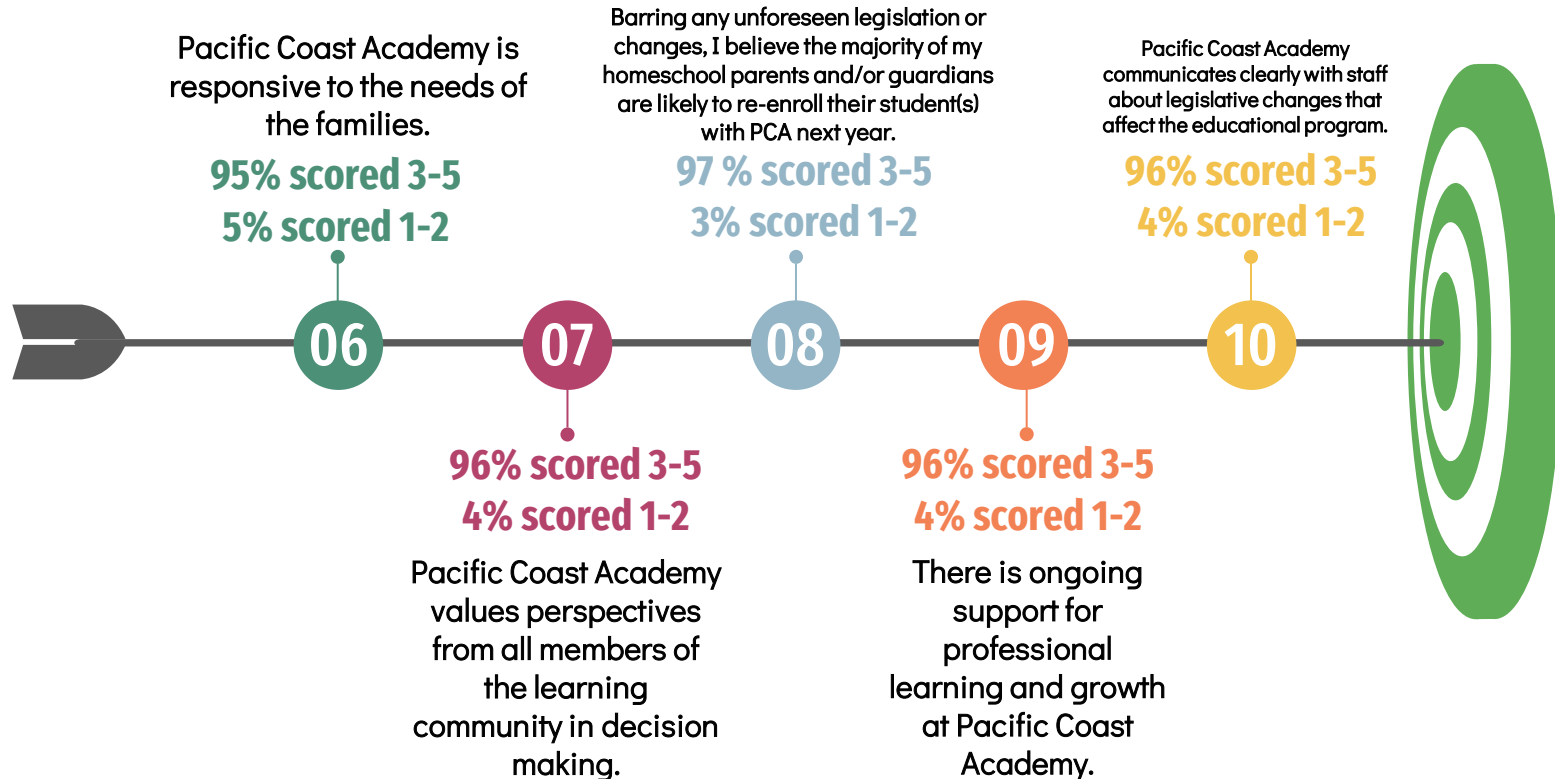
Organizational Goal #5 - Board Policies



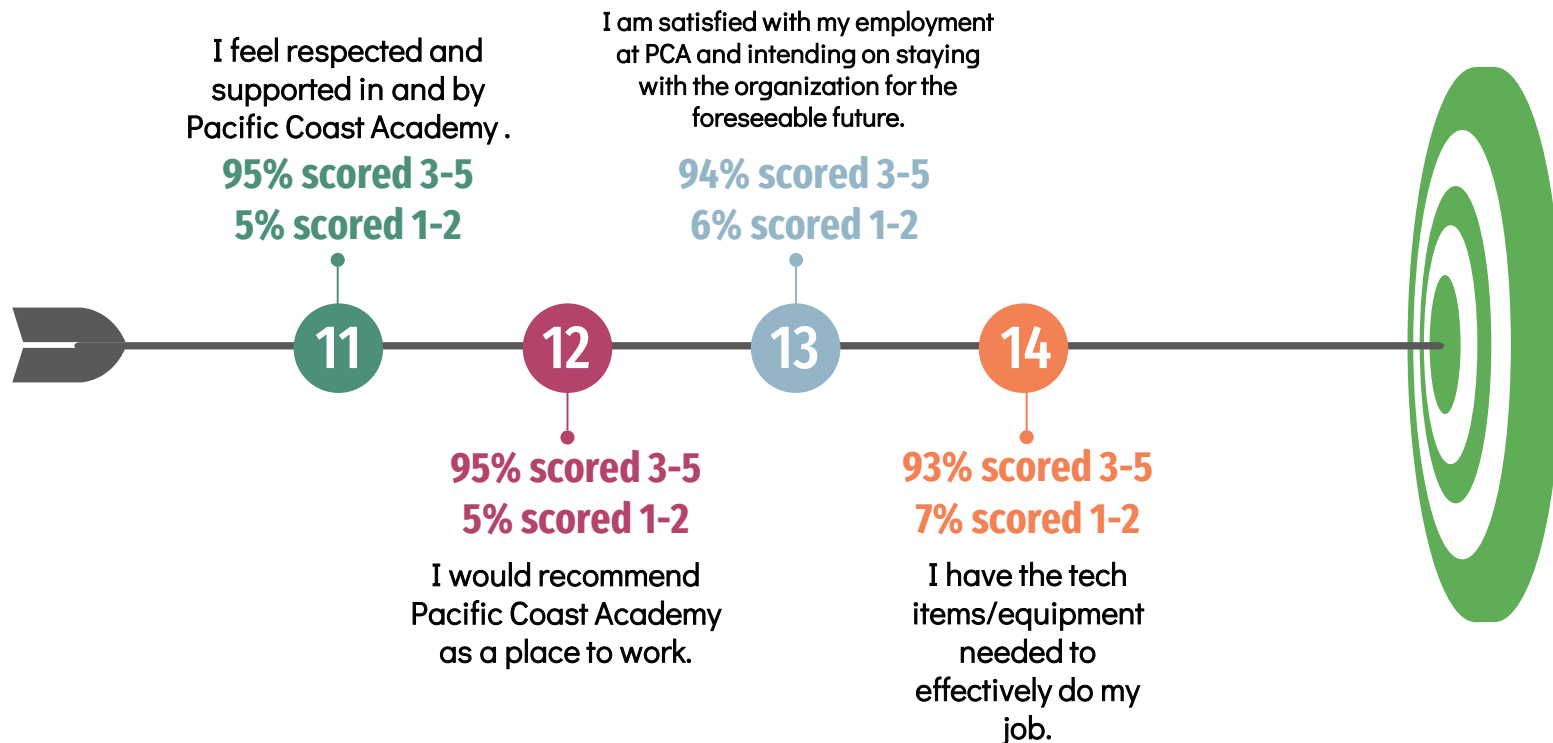
Staff Survey Data



Staff Survey Data



Staff Survey Data



Cover Sheet

Casbo Annual Conference Cost

Section: IV. Other Business
Item: B. Casbo Annual Conference Cost
Purpose: Vote
Submitted by:
Related Material: CASBO Annual Conference Attendance.pdf

BACKGROUND:

The board has requested that Krystin Demofonte attend the California Association of School Businesses (CASBO). Both Shari Erlandson and Krystin Demofonte will be attending from March 29th-April 1st and outlined are the anticipated costs.

CASBO Annual Conference Attendance: March 29- April 1

- Krystin Demofonte
- Shari Erlendson

Attendance March 28 – April 1 or March 31

Additional Associated Costs:

Flights: Southwest Anytime Fare: \$400 each

Hotel: Shared Room 2 bedrooms with kitchen 2954.36 total

Rental Car: Standard Car or Small Sedan \$200 per day

Food: Reimbursement up to 60 dollars a day each.

Costs are approximate and will be finalized upon booking

Cover Sheet

Resolution of the Governing Board of Pacific Coast Academy Regarding Board Approval for Interfund Transfers or Loans

Section: IV. Other Business
Item: C. Resolution of the Governing Board of Pacific Coast Academy Regarding Board Approval for Interfund Transfers or Loans
Purpose: Vote
Submitted by:
Related Material:
RESOLUTION OF THE GOVERNING BOARD OF PACIFIC COAST ACADEMY REGARDING Board Approval for Interfund Transfers or Loans.pdf

BACKGROUND:

This resolution prevents borrowing without board approval as requested by authorizers and the oversight team. The oversight team is asking for this document to be approved in a public board meeting.



Pacific Coast Academy
13915 Danielson St. #200, Poway, CA 92064
Ph (619) 404-3190

**RESOLUTION OF THE GOVERNING BOARD OF PACIFIC COAST ACADEMY
REGARDING BOARD APPROVAL FOR INTERFUND TRANSFERS OR LOANS
2021-10**

WHEREAS, the governing board of Pacific Coast Academy has determined that it is in the best interests of Pacific Coast Academy for governing board to approve all loans made and any funds borrowed from any other charter school, charter management organization, charter supporting organization or any other entity before those loans are made, with the exception of money borrowed for the purchase of supplies or goods for the school;

WHEREAS, the governing board of Pacific Coast Academy has a fiduciary duty to ensure the fiscal health of Pacific Coast Academy;

NOW, THEREFORE, BE IT RESOLVED THAT:

The governing board of Pacific Coast Academy hereby confirms that before any loans are made to or any funds are borrowed from any other charter school, charter management organization, charter supporting organization or any other entity, the governing board must pre-approve by majority vote such a funding commitment. This pre-approval does not apply to money borrowed for the purchase of supplies or goods for the school, such as the use of purchase orders, credit memos and credit cards as specified in the fiscal policies and procedures manual.

Signature:

Date:

SECRETARY'S CERTIFICATE

I, _____, Secretary of the Board of Directors of Pacific Coast Academy a California nonprofit public benefit corporation, County of San Diego, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a meeting of the Board of Directors of Pacific Coast Academy which was duly and regularly held on (date), at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand on - _____

Secretary of the Board of Directors of
Pacific Coast Academy

Cover Sheet

Approve Minutes

Section: V. Consent Agenda
Item: A. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Regular Scheduled Board Meeting on October 21, 2021



Pacific Coast Academy

Minutes

Regular Scheduled Board Meeting

Date and Time

Thursday October 21, 2021 at 5:00 PM

Location

13915 Danielson St. #200, Poway, CA 92064

Meeting In Person

PCA Office

13915 Danielson St. #200 Poway, CA 92064

Meeting via Teleconference

Zoom Link

<https://us06web.zoom.us/j/81714154221>

Meeting ID:

817 1415 4221

Join by Phone

(669) 900-6833

Directors Present

Benjamin Fung, JD Luckesen, Jessica Ackermann, Kelly Durso

Directors Absent

Johnny Tran

Directors who arrived after the meeting opened

Jessica Ackermann

Guests Present

Jennifer Faber, Krystin Demofonte, Shari Erlendson

I. Opening Items

A. Call the Meeting to Order

Kelly Durso called a meeting of the board of directors of Pacific Coast Academy to order on Thursday Oct 21, 2021 at 5:04 PM.

B. Roll Call of Board Members

C. Approval of Agenda

JD Luckesen made a motion to approve the agenda.
Benjamin Fung seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Public Comments

There was no public comment.

E. Scholastic Award Student Recognition

Jessica Ackermann arrived at 5:12 PM.

F. Executive Director's Report

Krystin Demofonte shared out about the following topics:

- New Hires
- PCA Community
- Enrollment
- Testing and Assessment

II. Finance

A. ESSER III Plan

Jessica Ackermann made a motion to approve ESSER III Plan.
JD Luckesen seconded the motion.
Schools have to create an expenditure plan that is voted on by the board. Three categories:
1) Strategies for Continuous and Safe In-Person Learning
2) Addressing the Impact of Lost Instructional Time
3) Use of Any Remaining Funds

Plan expenditure is across three years.
The board **VOTED** unanimously to approve the motion.

B. ESSER III Assurances

JD Luckesen made a motion to approve ESSER III Assurances.
Benjamin Fung seconded the motion.
Assurances made to the state that we will guarantee to spend the money and funds on what we are being asked to spend it on. It is an ongoing process that is regularly brought to the board for review.
The board **VOTED** unanimously to approve the motion.

C.

Fall 2021 Stimulus Reporting

III. Operations

A. Vendor Requirements

Brooke Peterson shared out about the Vendor Requirements and covered the following topics:

- What does the vendor team do?
- Educational Vendors: service vendors, requirements, and why PCA can't work with some vendors

B. Assessment Location Lease

JD Luckesen made a motion to approve assessment location lease.

Jessica Ackermann seconded the motion.

A replacement of a lease presented last year. A lease with the main purpose being for assessments for special education but some general education testing may occur at this location.

The board **VOTED** unanimously to approve the motion.

C. Memorandum of Understanding (MOU) Regarding the Corona Pointe Lease

Benjamin Fung made a motion to approve Memorandum of Understanding (MOU) Regarding the Corona Pointe Lease.

JD Luckesen seconded the motion.

Result of a closed session item. PCA came to an agreement with Mission Vista Academy and Cabrillo Point Academy who were all named on the Corona Pointe Lease. Mission Vista previously occupied the lease and has completely taken over the occupancy. To remove our name from the lease we will be paying minimum fee, but then will be free of the lease.

The board **VOTED** unanimously to approve the motion.

IV. Other Business

A. Covid-19 Testing Policy

Jessica Ackermann made a motion to approve COVID-19 testing policy.

Benjamin Fung seconded the motion.

PCA has created a policy which outlines the COVID testing process for PCA staff in accordance with current regulation and mandates.

The board **VOTED** unanimously to approve the motion.

B. CSEC Committee Updates

The CSEC Chair shared out that the CSEC committee met to review the previous evaluation process of the Executive Director. The CSEC chair shared the challenges of the current system, proposed a new system and approach, recommendations, and action items.

C. Update from CFO

The CFO has shared out that he has met with both Shari Erlendson and Tyler Myers to discuss the deep logistics of the financials. One of the goals is to 1) streamline the financials and 2) streamline the checks paid out. The goal will be moving forward that the CFO will highlight any important financial updates that he

feels the board needs to have a "quick view" of and be aware of outside of the financial packet and presentation.

D. Board Development

Some of the current goals of the board are:

- Understand/training how to read financial "red flags"
- Governance vs Management
- Further define the mission and vision
- Having a conversation to understand the discrepancies of scores of board governance as noted by the board members and the Executive Director.

V. Consent Agenda

A. Approve Minutes

Jessica Ackermann made a motion to approve the minutes from Regular Scheduled Board Meeting on 08-28-21.

JD Luckesen seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. September 2021 Financial Report

C. 2021-2022 Compensation Policy

D. Approve Consent Agenda

Jessica Ackermann made a motion to approve the consent agenda.

JD Luckesen seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A. Announcement of Next Scheduled Meeting December 9

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:38 PM.

Respectfully Submitted,
Kelly Durso

Prepared By:
Jennifer Faber

Noted By:

Board Secretary

Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to

communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: Pacific Coast Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Pacific Coast Academy Office at [\(619\) 749-1928](tel:6197491928) at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Cover Sheet

Title IX Policy

Section: V. Consent Agenda
Item: B. Title IX Policy
Purpose:
Submitted by:
Related Material: Title IX Non-Discrimination Policy V. 3.pdf

BACKGROUND:

The currently adopted Title IX Policy has been revised by Procopio to reflect current guidelines.

As defined by the California Department of Education, this is the policy of the State of California that all persons, regardless of their gender, should enjoy freedom from discrimination of any kind in the educational institution of the state. The laws found in the California Education Code 221.5-231.5 are collectively known as the Sex Equity in Education Act. These laws expand upon gender equity and Title IX laws which provide guidance to California's education system. Each Local Educational Agency (LEA) will be responsible for following the laws in addition to Title IX requirements.

This replaces your current posted Title IX Policy (which meets the website statement requirements).



Title IX Non-Discrimination Policy

TITLE IX STATEMENT

Title IX of the Education Amendments of 1972 (“Title IX”) is a federal law that was passed to ensure that students and staff, regardless of their sex, are treated equally and fairly. Title IX prohibits discrimination on the basis of sex, which includes sexual harassment. Specifically, Title IX provides that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Who is the Title IX Coordinator for Pacific Coast Academy (“Charter School”)?

Maria Kirkbride
Title IX Coordinator
13915 Danielson St. #200 Poway, CA 92064
maria.kirkbride@pacificcoastacademy.org
(951) 336-1064

Where can I get more information on the rights of a pupil and the public and the responsibilities of the public school under Title IX?

The following Internet resources are available to find more information regarding rights and responsibilities under Title IX:

[California Department of Education Office of Equal Opportunity](#)

[United States Department of Education Office for Civil Rights](#)

In addition, California law, like Title IX, prohibits discrimination on the basis of sex and affords individuals certain rights. You can access those rights here: [Rights Afforded Under Education Code Section 221.8.](#) Specifically, you have the right to:

1. Fair and equitable treatment and you shall not be discriminated against based on your sex.
2. Be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.

3. Inquire of the athletic director of your school as to the athletic opportunities offered by the school.
4. Apply for athletic scholarships.
5. Receive equitable treatment and benefits in the provision of all of the following: (i) equipment and supplies; (ii) scheduling of games and practices; (iii) transportation and daily allowances; (iv) access to tutoring; (v) coaching; (vi) locker rooms; (vii) practice and competitive facilities; (viii) medical and training facilities and services; and (ix) publicity.
6. Have access to a gender equity coordinator to answer questions regarding gender equity laws.
7. Contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
8. File a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
9. Pursue civil remedies if you have been discriminated against.
10. Be protected against retaliation if you file a discrimination complaint.

How may I file a discrimination complaint?

You may file a complaint with the Title IX Coordinator:

Maria Kirkbride
Title IX Coordinator
13915 Danielson St. #200 Poway, CA 92064
maria.kirkbride@pacificcoastacademy.org
(951) 336-1064

A complaint may be filed anonymously if it provides evidence or information leading to evidence to support an allegation of noncompliance.

Otherwise, a discrimination complaint may be filed with the Office for Civil Rights:

San Francisco Office for Civil Rights
U.S. Department of Education
50 United Nations Plaza
Mail Box 1200, Room 1545
San Francisco, CA 94102
Phone: (415) 486-5555
Email: ocr.sanfrancisco@ed.gov

[United States Department of Education Office for Civil Rights Complaint Form](#)

Is there a statute of limitations for filing an alleged incident of harassment or discrimination?

Any parent, guardian, individual, organization has the right to file a written complaint of discrimination, harassment, intimidation, and/or bullying on the basis of a protected characteristic

within six months from the date the alleged incident occurred or the complainant first obtained knowledge of the facts of the alleged incident.

Consistent with the Charter School's Uniform Complaint Procedures policy, the timeline for filing a complaint of discrimination, harassment, intimidation, and/or bullying is extended by the Title IX Coordinator or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Title IX Coordinator or designee shall be made in writing. The period for filing may be extended by the Title IX Coordinator or designee for good cause for a period not to exceed 90 days following the expiration of the six month time period. The Title IX Coordinator shall respond appropriately upon a receipt of a request for extension.

For complaints subject to Title IX Grievance Procedures, the Title IX Coordinator will follow applicable law regarding the statute of limitations and endeavors to complete such investigations within 60 days per the Charter School's Title IX Policy.

How are discrimination complaints investigated?

Title IX complaints may either be investigated under the Charter School's Title IX Policy or other Charter School policies. Upon receipt of a Title IX formal complaint, the Title IX Coordinator will determine whether the allegations fall within the definition of "sexual harassment" under Title IX. If they do, the Charter School will investigate the complaint through its Title IX Policy. If the allegations do not fit under the definition of sexual harassment under Title IX, the Charter School will investigate the complaint through another appropriate grievance procedure (e.g., Uniform Complaint Procedures, general grievance procedures).

During the investigative process, the Charter School shall contact the complainant and other applicable parties to request documents and information. The Charter School will provide an opportunity for the complainant to present evidence or information to support the complainant's allegations.

For UCP investigations: Complaints will be investigated and a written decision will be issued within 60 calendar days of the UCP Compliance Officer's receipt of the complaint.

For Title IX investigations per Grievance Procedures: Complaints will be investigated and the Charter School will endeavor to issue a written decision will be issued within 60 calendar days of the Title IX Coordinator's receipt of the complaint.

For additional federal guidance on how complaints may be further pursued, please see the following link: [United States Department of Education Office for Civil Rights](#)

Cover Sheet

Harassment, Discrimination, Intimidation and Bullying Prevention Policy

Section: V. Consent Agenda
Item: C. Harassment, Discrimination, Intimidation and Bullying
Prevention Policy
Purpose:
Submitted by:
Related Material:
Harassment Discrimination Intimidation and Bullying Prevention Policy.pdf

BACKGROUND:

An amendment to this policy is being recommended by the legal team. Slight tweaks were made to reference the updated Title IX Policy and Uniform Complaint Procedures. All proposed changes to the actual policy have been reviewed and approved by Procopio.



Harassment, Discrimination, Intimidation and Bullying Prevention Policy Complaint with the Safe Place to Learn Act

It is the policy of Pacific Coast Academy (“School”) to create and maintain a learning environment where students and employees are treated with dignity, decency and respect. It is also the policy of Pacific Coast Academy to maintain an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. Accordingly, the School is committed to enforcing this Harassment, Discrimination, Intimidation and Bullying Prevention Policy at all levels in order to create an environment free from all forms of discrimination, harassment, intimidation and bullying. Discrimination, harassment, intimidation or bullying based on the following characteristics, whether actual or perceived: race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or association with a person or group with one or more of the aforementioned characteristics or any other legally protected category is unlawful and undermines the character and purpose of the School. Such discrimination, harassment, intimidation or bullying violates School policy and will not be tolerated. This policy applies to anyone on campus at the School or those attending School sponsored activities.

Any form of retaliation against anyone who has complained or formally reported discrimination, harassment, intimidation or bullying or against anyone who has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated and violates this policy and the law.

If the School possesses information that could indicate immigration status, citizenship status or national origin information, the School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school. If parents or guardians choose not to provide information that could indicate their or their children’s immigration status, citizenship status or national origin information, the School shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

Each year, the School shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs. The School shall also train teachers, staff and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or

perceived characteristics noted above. Such training shall provide School personnel with the skills to do the following:

- Discuss the varying immigration experiences among members of the student body and school community;
- Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;
- Identify the signs of bullying or harassing behavior;
- Take immediate corrective action when bullying is observed; and
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

Definitions

Discrimination: Discrimination is adverse treatment of any person based on the protected class or category of persons to whom he/she belongs and such treatment limits students from participating or benefiting from school activities or services.

Harassment: Harassment is unwelcome verbal or physical conduct prohibited by law directed toward, or differential treatment of, a student because of his/her membership (or perceived membership) in any protected group or on any other prohibited basis. The harasser can be a student, a School official or employee, or someone who is not an employee of the School, such as a vendor or parent.

Examples of such conduct include, but are not limited to:

- Offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, name calling, degrading or ridiculing another person or group
- Racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols
- Unwelcome or inappropriate physical contact, comments, questions, advances, jokes epithets or demands
- Physical assault or stalking
- Displays or electronic transmission of derogatory, demeaning or hostile materials
- Graphic and written statements, which may include use of cell phones or the Internet

Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by the School.

Sexual Harassment: Sexual harassment is a form of harassment based on sex, including sexual harassment, gender harassment and harassment based on pregnancy, childbirth or related medical conditions. It generally involves unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of violations:

- Unwanted sexual advances
- Offering educational benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances

- Visual conduct: leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct: touching, assault, impeding or blocking movements

Intimidation: Intimidation includes adverse actions intended to fill another with fear, to overawe or cow, as through force of personality or by superior display of wealth, talent, etc., or to force another into or deter from some action by inducing fear.

Bullying: Bullying may take place in a variety of hostile acts that are carried out repeatedly over time. The acts involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. It may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or psychological (spreading rumors, manipulating social relationships, or promoting social exclusion, extortion or intimidation). Bullying is any severe or pervasive action or conduct directed toward one or more students that have the effect of one or more of the following: 1) places a reasonable student in fear of harm to that student's person or property; 2) causes a reasonable student to experience a substantially detrimental effect on his or her physical or mental health; 3) causes a reasonable student to experience substantial interference with his or her academic performance; 4) causes a reasonable student to experience interference with his or her ability to participate in or benefit from the services, activities or privileges provided by the School.

Other types of bullying:

- Sexual bullying includes many of the actions typical of bullying behavior with the added actions of exhibitionism, voyeurism, sexual propositioning, sexual harassment and sexual abuse (touching, physical contact, sexual assault).
- Bias or hate-motivated bullying is a basic bias against or hate for a person or group. Examples include taunting one's race, religion, national origin, sexual orientation, or physical or mental disabilities. The bullying behavior may also be aggressive, antagonistic, and assaultive.
- Hazing is a form of aggressive behavior that usually involves intimidation and humiliation during an initiation for a student organization or body, club, group or sports team. It may involve conduct that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current or prospective pupil. Hazing does not include athletic events or school-sanctioned events.
- Cyberbullying involves bullying conduct that is created or transmitted by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager communicating any of the following: 1) a message, text, sound or image; 2) a post on a social network Internet Web site, including a "Burn Page," an impersonation of another student, and a false profile.
- Cyber sexual bullying involves dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more effects described in (1) – (4) above. A photograph or other visual recording shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording or other electronic act.
- Social media bullying involves bullying through forums for social media, such as internet websites with free registration and ease of registration, internet websites offering peer-to-peer instant

messaging (such as Snapchat, Tox, FireChat, Orbit, Bleep), internet websites offering comment forums (such as FaceBook, Twitter, Reddit) and internet websites offering image or video posting platforms (such as YouTube, Instagram, Twitch, Imgur).

Retaliation: Retaliation is any adverse action taken against a student because he or she filed a charge of harassment, discrimination, intimidation or bullying complaint to the School or another agency or participated in an investigation about the same (such as an internal investigation or lawsuit), including as a witness. Retaliation also includes adverse action taken against someone who is associated with the individual opposing the perceived harassment, discrimination, intimidation or bullying.

Reporting Discrimination, Harassment, Intimidation, Bullying or Retaliation

Any student who believes that he or she has been the victim of discrimination, harassment, intimidation, bullying or retaliation prohibited by this policy, or any student who has witnessed such discrimination, harassment, intimidation, bullying or retaliation, should immediately report the circumstances in accordance with the procedure set forth below. The School will investigate any conduct that violates this policy, even in the absence of a complaint, and take remedial action where appropriate.

A student may make a complaint, written or oral, to any of the individuals listed below:

- Their Homeschool Teacher, school counselor or other school personnel
- The Executive Director of the School

Complaints may be submitted to the Executive Director by any of the following methods:

- By phone at 858-442-0887
- By email at Krystin.demofonte@pacificcoastacademy.org
- By mail at 13915 Danielson Street Suite #200 Poway, CA 92064

Any teacher, school counselor or other school employee that receives any complaints of misconduct, or personally observes, learns about from others, or reasonably suspects has occurred, shall report the same to the Executive Director, so that the School may attempt to resolve the claim internally. Any School personnel that witness an act of discrimination, harassment, intimidation, bullying or retaliation shall take immediate steps to intervene when it is safe to do so.

Investigation and Disposition of Complaints

General Grievance Procedures:

The following general grievance procedures (“General Grievance Procedures”) are intended for complaints of discrimination, sexual harassment, harassment, intimidation, and bullying that are not subject to review under School’s Uniform Complaint Procedures (“UCP”) or Title IX Grievance Procedures per School’s Title IX Policy. For example, an allegation of bullying that is unrelated to any protected characteristic set forth above may be investigated under these General Grievance Procedures.

The School will conduct a prompt, thorough and impartial investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. The investigation, conducted by a qualified investigator(s) (who may be a School employee), will include an interview with the alleged student-victim and his/her parent(s)/guardian(s). It may also include interviews with the person who made the initial report, the complainant (if not the alleged victim), the alleged

wrongdoer and/or any other person who may have information regarding the incident, each of whom are encouraged to cooperate with any investigation. The investigator may also review any relevant documents.

The School will endeavor to complete its investigation within thirty (30) days of a report of discrimination, harassment, intimidation, bullying or retaliation.

Confidentiality of the complaint and investigation will be kept by the School to the extent possible but note that the investigation will not be completely confidential. The School shall ensure confidentiality with respect to a student's or family's immigration status.

The investigator (if a third party) will report his/her findings to the Executive Director ~~and/or Board of Directors~~. Where the investigator concludes that a violation of this policy has occurred, the Principal Executive Director and/or Board of Directors his/her designee will take prompt and appropriate redial action, including disciplinary action. Depending upon the circumstances, disciplinary action may include, but is not limited to suspension and/or recommendation for expulsion. Discipline for a violation of this policy is not progressive, so a first violation of this policy may warrant suspension or a recommendation for expulsion.

Every complaint will trigger the creation of an investigatory file. The investigatory file will consist of the initial complaint, the final investigative report, including a record of the remedial action to be taken, if any, and all documents created, used or reviewed during the investigation.

At the conclusion of the investigation, the Executive Director shall notify the complainant of the manner in which it has resolved the matter. If, within 30 days after notification of resolution, the complainant does not agree with the resolution, the complainant may appeal the matter to the Board of Directors of the School by filing a notice of appeal stating the reasons for the appeal and specific disagreement with the School's resolution of the complaint. The Board of Directors will provide the student with a final decision of the School's resolution 5 days after the Board of Directors' next regularly scheduled board meeting. ~~If the student does not agree with the final determination of the Board of Directors, the student may appeal to the California Department of Education using the appeal process adopted in the School's Uniform Complaint Procedures.~~

~~Complaints alleging unlawful discrimination, harassment, intimidation or bullying based on protected characteristics set forth above (e.g., race, ethnicity or ethnicity, immigration status, religion, gender, gender identity or expression, or sexual orientation) or related to certain state and federal programs are eligible to be investigated pursuant to the UCP. If any formal complaints alleging sexual harassment constitute Sexual Harassment as defined under Title IX, the complaints shall be investigated under the Title IX Policy. Copies of the Title IX Policy and UCP can be found on the School's website.~~

Parental Notification:

Each year, the School shall notify parents and guardians of their children's right to a free public education, regardless of immigration status or religious beliefs. This information shall include information related to the "Know Your Rights" immigration enforcement established by the California Attorney General. The School shall also inform students who are the victims of hate crimes of their right to report such crimes.

Sexual Harassment Poster

The School shall create a poster that notifies pupils of the applicable written policy on sexual harassment. The poster shall display, at a minimum, all of the following: 1) The rules and procedures for reporting a charge of sexual harassment; 2) The name, phone number and email address of an appropriate school official to contact to report a charge of sexual harassment; 3) The rights of the reporting pupil, the complainant, and the respondent and the responsibilities of the School in accordance with the School's written policy on sexual harassment.

This poster will be prominently and conspicuously displayed in each bathroom and locker room at the school site. It may be prominently and conspicuously displayed in public areas at the school site that are accessible to, and commonly frequented by students, including, but not limited to classrooms, classroom hallways, gymnasiums, auditoriums and cafeterias. The governing board of the School shall have full discretion to select the appropriate public areas to display the poster at the school site.

Posting

This policy shall be posted on the School's internet website in a manner that is easily accessible to parents/guardians/students.

Cover Sheet

2021-2022 Compensation Policy

Section: V. Consent Agenda
Item: D. 2021-2022 Compensation Policy

Purpose:

Submitted by:

Related Material:

PCA 2021-2022 Compensation Policy_No

Appendicies_v4_10.22.2021_Redlined_12.3.2021.docx.pdf

PCA 2021-2022 Part-Time Teacher Hourly Schedule_Final_v1_Redlined_Draft.docx.pdf

PCA 2021-2022 Stipend Chart_v3_10.22.2021_Redlined Draft.docx (1).pdf

BACKGROUND:

Staff recommends the Board approve the proposed changes to the current Compensation Policy and stipend chart. The changes would be for the 2021-22 school year. Changes have been made to reflect new roles and compensation as well as corrections to previously listed stipends. All proposed changes to the actual policy have been reviewed and approved by Jennifer McQuarrie.

Changes Include:

- Updated HQT Extra Course Stipend: Amount changed from \$225/week to \$450/pay period for each section of Edgenuity coverage and \$335/week to \$670/pay period for each section of ChoicePlus Academy coverage
- Added Spark Teacher Retention Stipend: up to \$3,000 per teacher
- Spark Teacher Substitute Stipend: \$30/hour with a total of 2 hours expected
- Part Time HQT Hourly Schedule
- Removed: "A maximum of 2 years of substitute teaching experience in California and US public, charter, and private elementary or secondary schools may be accepted" as we do not accept substitute experience as years of experience.
- Removed: "Two years of teacher assistant experience in the above institutions will be equal to 1 YEAR in the salary schedule up to a maximum of 2 YEARS" as staff can't move past year 10 until they have the necessary units (and it is not retroactive).
- Add: For teachers with less than 98 units, the maximum number of years of service that can be accumulated is 10 years. To add additional years of service, teachers must obtain 98 or more units. The year in which 98 or more units is achieved, the teacher will finish out that year as year 10. They will then advance in years of service the preceding school years as outlined on the salary schedule.



Pacific Coast Academy

Compensation Policy

2021-2022

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COMPENSATION POLICY

DEDICATION TO NON-DISCRIMINATION

It is the policy of Pacific Coast Academy not to discriminate on the basis of race, 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.

IMPORTANT INFORMATION

- This summary does not alter the at-will nature of the employment relationship and nothing in this summary shall limit the School's right to terminate employment at-will or limit the School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. This includes, without limitation, the School's right to modify the compensation of any employee at any time, with or without notice and with or without cause.
- The School Board adopts this compensation schedule for Pacific Coast Academy. Pay increases are not granted automatically each year; therefore, neither past nor future compensation can be calculated, assumed, or predicted on the basis of this schedule or any information contained herein. Compensation of any employee may also be adjusted at any time based on operational needs of the School.
- The Executive Director shall recommend compensation for all School staff, consistent with the budget approved by the School Board. An employee's regular compensation is paid on a semi-monthly basis in accordance with the School's payroll practices and policies.
- The School reserves the right to change, suspend, revoke, terminate, or supersede provisions of this compensation schedule at any time. To the extent any of provisions herein differ from the terms of an employee's employment agreement, the terms of the agreement shall prevail.

COMPENSATION PHILOSOPHY

A compensation philosophy is a statement that defines what an organization offers and chooses to reward via its compensation system. The School's compensation philosophy places emphasis on equity, transparency, excellence, and commitment. These five key values are the foundation for all School compensation structures and practices.

We Offer

- Comprehensive compensation packages for all staff, including base salary and benefits. Certain

employees may be eligible for bonuses and stipends, as set forth herein.

- A dynamic culture and vibrant community of colleagues united by shared dedication to students, a commitment to innovation, and a strong growth mindset.
- Unique career pathways, growth and development opportunities, and leadership roles that encourage staff to challenge themselves.
- Equitable compensation, regardless of gender, race/ethnicity, national origin, sexual orientation, age, religion, disability or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations.
- A transparent and clearly communicated compensation system, so that staff understand what factors may determine individual compensation and how and when potential changes to compensation will be affected.

We Recognize and Reward

- Exceptional performance and contributions that enable excellent student outcomes.
- Commitment of staff who contribute to the long-term success of our students and our organization.

For Teachers

- Given the role they play in providing educational services, teachers are particularly critical to the success of our mission. As such, we offer teacher compensation to attract and retain talented educators, and we specially recognize and reward:
 - Exceptional teacher performance that leads to growth and excellence for students
 - Commitment of teachers who develop deep, high-quality educational experience (within or outside of the school) and assume critical leadership responsibilities

MEDICAL OPT-OUT STIPEND

Employees may elect not to enroll in any of the medical plans offered by the Charter School. The employee must certify that they have medical coverage for themselves and eligible dependents elsewhere that is comparable to one of the plans offered by the Charter School. They will receive an employer contribution of \$250 per month.

CERTIFICATED COMPENSATION

Certificated Definition

For the purpose of this policy, certificated is defined as any position that requires a certificate and/or credential as defined by the California Teaching Commission (CTC).

Teacher Definition

For purposes of this schedule, a teacher is defined as a person who has a valid credential or certificate that allows them to teach a specific subject matter or special education.

Salary Placement Guidelines

Upon hire, each employee's salary placement will be calculated based on the YEAR an employee fits, and in accordance to the professional and teaching experience gathered in previous years in the institutions outlined in this manual and on other factors such as prior performance (which includes a rehired employee).

The starting salary of a new employee may exceed the salary of a current employee in the same position based on the new employee's years of experience.

Creditable Years of Experience

- The School has the option to grant one (1) YEAR for each one (1) year of approved creditable teaching or professional experience up to 5 (five) years with placement on year 5 (five).
- An additional year may be granted for teachers who have school-desired experience in what the school determines to be "hard-to-staff" positions.
- One year of creditable professional or teaching experience will be granted for full-time employment, which is employment for 100% of an institution's normal work schedule during the school year.
- A partial year of creditable professional or teaching experience can be granted for up to a year of part-time employment, which is less than 100% of an institution's normal work schedule during the school year.
- Creditable professional or teaching experience may be earned in:
 - California and US public, charter, and private elementary and secondary schools
 - Accredited foreign public, charter, and private elementary and secondary schools
 - California, US, and foreign accredited universities and colleges
 - Non-public special education contract schools for special education teachers
 - Other regionally accredited educational institutions
- Creditable teaching experience is experience as a teacher in one of the institutions outlined above.
- ~~● A maximum of 2 years of substitute teaching experience in California and US public, charter, and private elementary or secondary schools may be accepted.~~
- ~~● Two years of teacher assistant experience in the above institutions will be equal to 1 YEAR in the Salary Schedule up to a maximum of 2 YEARS.~~
- Other relevant professional experience may be considered by the Executive Director or designee.

The Executive Director or his or her designee may adjust a rehired teacher's placement on the Salary Schedule as appropriate based on the employee's accumulated experience following the teacher's separation from the School, which may result in a higher or lower placement on the schedule than the

teacher would have otherwise been placed had the teacher been continuously employed.

Credential/Certification

- Teachers holding a valid and active credential (i.e., preliminary, clear, lifetime) California teaching certificate at the time of hiring/rehiring will generally be compensated in accordance with the applicable teacher Salary Schedule (B Basis, C Basis or Special Education) for certificated teachers.
- The School may hire teachers with a bachelor's degree who do not hold a clear teaching credential. Staff holding an alternative certification (intern, emergency, or preliminary credential) are rated on the same salary teacher schedule as certificated teachers.
- A teacher is eligible to advance to the proper Salary Schedule level once they meet the requirement for that specific Salary Schedule level and group based on their creditable years of service and post bachelor's degree units, if applicable. Course work is creditable for row placement and advancement if it is a course taken for credit at an accredited institution, reasonably related to the employee's assignment or future assignment, and posted as semester, quarter, or trimester units on an official transcript in the institution's graduate course number series.
- During the rate-in-process for new hires Executive Directors may approve additional units earned beyond post-baccalaureate credits equivalent to 4-semester units for each year starting with year 15. A candidate can earn a maximum of 60 credits for experience based on Executive Director approval.
- For any given school year, teachers must submit any successfully completed post-BA units no later than October 31 in order for the units to be applied to the teacher's salary in that school year. Any proof of successfully completed post-BA units submitted to the School after October 31 will not result in an adjustment to compensation until the following school year.
- Any increase in pay resulting from an advancement on the Salary Schedule based on the successful completion of post-BA units will not take effect until after the School's receipt of sufficient documentation supporting the advancement. Pay increases for post-BA units will not be paid retroactively. For illustration purposes, if a teacher completes graduate level coursework on January 15 and provides an official transcript on May 1, any advancement on the Salary Schedule and increase in pay will be effective beginning the next school year. The teacher will not be paid at the higher rate of compensation retroactively (i.e., for the periods between January 15 and July 1).
- If a teacher completes graduate level coursework on August 15 and provides an official transcript on October 20, any advancement on the Salary Schedule and increase in pay will be effective beginning the first pay period following October 20. The teacher will not be paid at the higher rate of compensation during the periods between August 15 and October 31. The teacher would receive the advancement starting the next pay period of November 1-15.
- For teachers with less than 98 units, the maximum number of years of service that can be accumulated is 10 years. To add additional years of service, teachers must obtain 98 or more units. The year in which 98 or more units is achieved, the teacher will finish out that year as year 10. They will then advance in years of service the preceding school years as outlined on the salary schedule.

Advanced Degree/Certificate Stipends

- Teachers who hold a Doctoral degree are entitled to additional compensation of \$3,000 stipend in addition to their current annual salary on the Salary Schedule.
- The stipend is not included in your annual salary and may be processed separately from regular earnings.
- National Board Certificate (NBC) holders are entitled to a \$3,000 stipend in addition to current annual salary on the Salary Schedule.
- Proof of National Board Certificate (NBC) and Doctoral Degrees must be submitted by October 31 in order for stipend to be paid for that year. Any submission after October 31 will result in stipend for the following year.
- The stipends will be paid as set forth in the Stipend Chart below.

Signing Bonus

If the School decides to issue signing bonuses, the following requirements shall apply.

- Signing bonuses may be offered to teachers certified in an area of critical concern as defined by the School, to promote diversity, or to address specific concerns at the school.
- The Executive Director shall designate the individuals authorized to receive the signing bonus.
- The signing bonus must be approved by the Board.
- To qualify for a signing bonus, the teacher must:
 - Be certified in the field they are hired to teach.
 - Teach in that field of the bonus.

Supplemental Duty Stipends

- Stipends are assigned and approved by the Executive Director or his/her designee at the beginning of the school year or semester or as otherwise noted in the chart below.
- Staff who perform the Supplemental duties outlined in the chart below are eligible to receive the corresponding stipends as indicated and only if assigned/awarded to the staff member by the Executive Director or his/her designee. The number of stipends awarded under each category and/or the periods of service during the school year are at the sole discretion of the Executive Director or his/her designee.
- Supplemental duty stipends are authorized for the specific year assigned and are not renewed for the future years unless specifically authorized for those years. This means additional duties such as Student Support Coordinator, SPED Lead Teacher, etc. are assigned on a year-by-year basis and are not guaranteed responsibilities that carry over from year to year.
- Supplemental pay will cease when there is no need for the duty, the employee becomes ineligible or as otherwise determined in the sole discretion of the School.
- The School, in its sole discretion, may choose not to offer certain stipends.
- Stipend amounts and requirements will be reviewed periodically and may be modified from time to time at the sole discretion of the School.
- Supplemental duty stipends are prorated and will be paid as set forth in the below Stipend Chart once the Supplemental duty has started.
- Student stipends are paid bi-monthly based on the teacher roster from August 2 through June 6.
- The Executive Director has been delegated authority to change the stipend amounts and add or change stipends based on the need of the school throughout the year in line with the board adopted budget.

Voluntary Transfer to Lower Role Placement or Teaching position

Employees approved to voluntarily transfer to a position in a lower placement on the Salary Schedule will be placed in the new salary placement or teacher Salary Schedule, and the salary will be calculated as it is in the new placement or schedule.

Additional Supplement Bonus ("Supplement")

The Executive Director may recommend a Supplement for teachers as set forth in this section.

- The Executive Director, in his or her sole discretion, shall determine what duties shall be

Supplemented based upon the operational needs of the school.

- A Supplement is not automatic, and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A Supplement will be paid to the employee in accordance with the schedule provided by the School at the time of Supplement award.
- The Supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All Supplements listed are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous Supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the teachers' regular salary.
- Teacher Supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the teacher and the Executive Director prior to performing the Supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage, Extra Student Pay and Enrollment Milestones.
- To qualify for an extended duty Supplement, the following criteria must be met as requested and assigned by the Executive Director:
 - The Executive Director must first agree with the teacher on the terms.
 - The Supplemental work must be separate from the normal job responsibilities.
 - The work must be completed or in the progress of being completed.

PART-TIME TEACHERS

For All Part-Time Teachers

- Part-time/Full-time Status: Compensation for part-time teachers will be \$30.00 per hour. Estimated hours for part-time teachers each week includes a maximum of 10 hours per week for approved non- instructional activities (recruiting, planning, grading, parent conferences, etc.) and one (1) additional hour per week per enrolled student. Part-time teachers are pre-approved for the hours according to the schedule below. This allotted time should be sufficient to complete each part-time teacher's duties. All time worked will be compensated at the part-time teacher's hourly rate. Part-time teachers will work no more than the number of approved hours per week specified in the schedule for the 5 floating days in July. If a part-time teacher anticipates exceeding the number of approved hours per week due to the attendance in the back to school training sessions, the teacher must obtain prior approval.
- Part-time teachers must accurately record and timely submit records of all time worked and observe all lunch and rest breaks as outlined in the School's Employee Handbook. Part-time employees may not work overtime (i.e., over 8 hours in a workday or 40 hours per workweek) without written authorization from their direct supervisor.
- When a case load of 20 students is reached, employees may be rated in and placed on a Salary

Schedule and given health care benefits contingent upon the teacher's expected maintenance of a case load at the norm of 28 students for full-time teachers. Carrying a caseload of less than 28 students over a course of three (3) consecutive months may result in a return to part-time status.

CLASSIFIED COMPENSATION

Experience and Placement

- Each classified employee will be placed on the Pay Scale based on their creditable years of experience, which will be categorized as equivalent or applicable experience.
- Equivalent experience is the directly related experience of an employee to the position held or hired. Applicable experience is the other administrative, teaching, or professional experience which is not directly related to the position held or hired.
 - Example: Office Manager experience at a private school is accepted as equivalent experience for a person in the Office Manager position, but teaching experience will be applicable experience.
 - Example: SPED Instructional Aide at a school district, or a company may be equivalent experience for the SPED Instructional Aide position, but SPED Center Aide will be applicable experience.
- The evaluation of prior experience and placement on the Pay Scale will be recommended by the Human Resources Department and the Executive Director or designee makes the final decision, consistent with the School's approved budget.
- The following criteria will be considered in the evaluation of prior experience:
 - The number of days worked in a year must be at least 180 days as a full-time employee
 - The percentage of days worked
 - Position held
 - Type of the organization and accreditation
- Each equivalent year of creditable experience will be equal to 1 YEAR, and each year of creditable applicable experience will be equal to a 0.5 YEAR. If the total years of experience is a fraction of a whole, it will be rounded up.
 - Example: 3.5 YEARS will be rounded to 4.0 YEARS of experience.
- Rehired employee's years of experience in the same or higher salary placements will be treated as equivalent experience.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on the creditable years of experience as defined herein.
- Creditable experience may be earned from other schools, districts or any other employer.
- The Executive Director shall recommend the creation of new positions as needed and will evaluate and recommend placement of the new positions in the appropriate role, together with any necessary budget adjustments required, to be approved by the School Board.

Role/Salary Placements

All positions are classified according to the corresponding role and/or salary placements based on the required set of skills, education, effort, and responsibility of the job assignment as indicated in the specific job description. All positions may be reclassified as necessary by the Executive Director or designee. Some hard-to-staff positions may be compensated out of the Pay Scale as approved by the Executive Director.

Advancements on Pay Scale

An advancement on the Pay Scale is the placement of an employee from a position in a lower salary placement to a position in a higher salary placement and will be determined on the same basis and factors articulated herein.

Lateral Transfer

A lateral transfer is the movement of an employee from one position to another within the same salary placement. The employee may continue to progress in the same salary placement as experience in the position is accumulated. Prior experience will not be re-evaluated for purposes of placement or advancement in the new salary placement.

Partial Assignments

In cases where a classified employee has been given multiple assignments (e.g. a SPED coordinator with partial ESL duties), the employee will be placed on the Pay Scale (or salary placement) with the higher salary.

Reassignments

- Employees approved to voluntarily transfer to a position in a lower placement on the Pay Scale, if applicable, will be placed in the new salary placement, and the salary will be calculated as it is in the new placement or Pay Scale.
- When an employee is reassigned for any reason to a position in a lower salary placement, the employee's salary will be lowered during the next payroll cycle, or when determined by the Executive Director to avoid disruption so long as it is not earlier than the next payroll period.

Rehires

- A former employee who returns to a position similar to the role held prior to separation will be placed on the Pay Scale as follows:
 - The converted grade and step of individuals who separated employment will be identified for appropriate entry placement on the Pay Scale.
 - All applicable work experience earned outside of Pacific Coast Academy, subsequent to separation, may be identified and used for credit as equivalent experience in accordance with the creditable years of service as described herein.

Experience – Non-Exempt Employees

- Each non-exempt employee will be placed on the Pay Scale based on their years of relevant experience. Although non-exempt employees may be paid a monthly salary (paid on a semi-monthly basis), all non-exempt salaried employees will be paid for all hours worked and are eligible for overtime in accordance with applicable law. Employees should receive approval from their supervisor before working overtime.
- The evaluation of prior experience will be made by the Executive Director or his/her designee. The following criteria, among others, may be considered in evaluation of prior experience:
 - The number of days worked in a year must be at least 180 days as a full-time employee
 - The percentage of days worked
 - Position held
 - Type of the organization and accreditation
- Experience including secretarial, clerical, teaching, professional, and substitute experience may be credited.
- Each year of experience may be 1 YEAR in the Pay Scale.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on their years of experience.
- Experience may be earned in other districts or other companies.
- The Executive Director or his or her designee may adjust a rehired non-exempt employee's placement on the Pay Scale as appropriate based on the employee's accumulated relevant experience following the employee's separation from the School, which may result in a higher or lower placement on the scale than the employee would have otherwise been placed had the employee been continuously employed. Adjustments to an employee's salary may be made in any subsequent school year.

Additional Supplement Bonus (“Supplement”)

The Executive Director may recommend a Supplement for classified staff members as set forth in this section.

- An Executive Director, in his or her sole discretion, shall determine what duties shall be Supplemented based upon the operational needs of the school.
- A Supplement is not automatic, and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A Supplement will be paid to the employee in accordance with the chart provided by the School at the time of Supplement award.
- The Supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All Supplements awarded are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous Supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the classified staff members' regular salary.
- Classified staff member's Supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the classified staff member and the Executive Director prior to performing the Supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage and Enrollment Milestones.
- To qualify for an extended duty Supplement, the following criteria must be met as requested and assigned by the Executive Director:
 - The Executive Director must first agree with the classified staff member on the terms.
 - The Supplemental work must be separate from the normal job responsibilities.
 - The work must be completed or in the progress of being completed.

APPENDICIES

A. STIPEND CHART

B. SALARY SCHEDULES AND PAY SCALES

C. PART-TIME TEACHER HOURLY SCHEDULE

**Pacific Coast Academy
Part-Time Homeschool Teacher (HST)
July 1, 2021 – Hourly Schedule**

Number of Regularly Enrolled Students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Number of Approved Hours Per Week	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

**Part-Time Highly Qualified Teacher (HQT)
July 1, 2021 – Hourly Schedule**

Number of Sections Covered	1	2	3	4
Number of Approved Hours Per Week	15	20	25	30

Please Note:

- No more than your max approved hours should be worked in one calendar week without prior approval.
- No more than 8 hours can be worked in one day.
- Any time over 5 hours in a day must include scheduled lunch.
- No hours may be worked on Holidays.
- No hours are approved over school breaks: (ex. Thanksgiving Break, Winter Break, Presidents' Break, Spring Break)

Pacific Coast Academy
July 1, 2021 – Stipend Chart
Page 1 of 7

Description	Amount	Eligibility	Eligibility Start	Period Paid
504 Coordinator	\$15,000	Assigned Position: Paid to certificated teachers who facilitate 504 meetings.	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.
Academic Decathlon Coach/Advisor	\$2,500	Assigned Position: Paid to a certificated teacher to teach Academic Decathlon courses and prepare students for competition.	Eligibility starts at the beginning of the school year and once the support begins.	Paid biweekly over 10 months of the student calendar. Will be prorated based on period of service during the school year.
Academic Pentathlon Coach/Advisor	\$2,500	Assigned Position: Paid to a certificated teacher to teach Academic Pentathlon courses and prepare students for competition.	Eligibility starts at the beginning of the school year and once the support begins.	Paid biweekly over 10 months of the student calendar. Will be prorated based on period of service during the school year.
Career Technical Education (CTE)	\$5,000	Paid to CTE credentialed teachers who applied and received the position to be on the team.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.
CHYA Stipend	\$2,500	Assigned Position: Paid to a certificated teacher to provide office hours and instruction/support with CHYA curriculum.	Eligibility is earned after service has been completed from start date to end date.	Paid as a lump sum after completion of the work.

Pacific Coast Academy
July 1, 2021 – Stipend Chart
Page 2 of 7

Description	Amount	Eligibility	Eligibility Start	Period Paid
Counselor - Pupil Personnel Services (PPS) Stipend	\$8,500	Paid to PPS credentialed teachers who applied and received the position to be on the team.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.
Doctoral Degree Stipend	\$3,000	Provided to teachers who hold a doctorate degree.	For current employees who obtain the certification before October 31 of the current school year.	Paid in 2 installments in December and in March. The total stipend amount will only be paid to current employees.
ELD Teacher Stipend	\$15,000	Assigned Position: Paid to credentialed teacher who applied and received the position to facilitate designated ELD instruction for EL students.	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.
Elevate Lead Teacher Stipend	\$3,000	Assigned Position: Paid to a certificated teacher who facilitates online instruction and regular events for the Elevate Program.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.
Elevate Lead Teacher Summer Stipend	\$300	Assigned Position: Paid to certificated teachers (12) who will develop and plan the Elevate program for the start of the school year.	Eligibility starts at the beginning of June.	Paid bimonthly for the month of June.

Pacific Coast Academy
July 1, 2021 – Stipend Chart
Page 3 of 7

Description	Amount	Eligibility	Eligibility Start	Period Paid
Extended School Year (ESY) Stipend	\$3,500	Paid to special education teachers who provide services during ESY.	Eligibility is earned after service has been completed from start date to end date.	Paid in 2 installments during each of the 2 pay periods of ESY.
Extra Student Stipend	\$100/month/student over required roster limit	If the Executive Director assigns additional students to the employee's full-time load, the employee will receive \$100/month per student.	Becomes eligible once their rosters surpass required roster limits.	Paid bimonthly over the course of the student days of attendance. Will be prorated based on period of service during the school year.
High School Academic Support Coordinator	\$15,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be a lead for the team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 12 months; July - June. Will be not prorated. It is a set amount regardless of when hired for the position.
Highly Qualified Teacher Extra Course Stipend	\$225/week \$450/pay period for each section of Edgenuity coverage and \$335/week \$670/pay period for each section of ChoicePlus Academy coverage	Provided to single subject credentialed teachers who teach additional coursework beyond a full load in ChoicePlus Academy or Edgenuity programs.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months of the student calendar.

Highly Qualified Teacher Summer School Stipend	\$30.00/hour	Provided to single subject credentialed teachers who teach additional coursework for high school summer school courses.	Eligibility starts at the beginning of June.	Paid bimonthly over 2 months; June - July. Will be prorated based on period of service during the school year.
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**Pacific Coast Academy
July 1, 2021 – Stipend Chart
Page 4 of 7**

Description	Amount	Eligibility	Eligibility Start	Period Paid
HST - Middle School/High School Stipend	\$5,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be on the team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.
Induction Coach Stipend	\$500/teacher/semester	Paid to credentialed teachers who work with teachers who are working toward clearing their credential.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.
Intervention Support Coordinator Stipend	\$15,000	Assigned Position: Paid to certificated teachers who facilitate direct instruction classes for students who are identified for tier 1, 2, and 3 intervention.	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.
Medical Benefit Opt-Out Stipend	\$3,000	Provided to teachers who opt out of medical benefit coverage.	Eligibility starts at the beginning of the school year.	\$125 paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.

Mileage Stipend	\$500 per semester/\$1,000 per year	Certificated employees who carry a roster and must travel to student monthly meetings.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.
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Pacific Coast Academy
July 1, 2021 – Stipend Chart
Page 5 of 7

Description	Amount	Eligibility	Eligibility Start	Period Paid
MOU Coordinator Stipend	\$8,400	Assigned Position: Paid to designated director to provide support for all employees that are on the shared staff MOU.	Eligibility starts at the beginning of the school year paid July-June.	Paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.
National Board Certification (NBC) Stipend	\$3,000	Provided to teachers who have been awarded the National Board Certification.	For current employees who obtain the certification before October 31 of the current school year.	Paid in 2 installments in December and in March. The total stipend amount will only be paid to current employees.
New Teacher Trainer Stipend	\$1,600	Assigned Position: Paid to a Regional Coordinator who applied and received the position to train new teachers.	Eligibility starts at the beginning of the school year.	Paid bimonthly for the month of July.
Phone/ Internet/ Utilities Stipend	\$956.16	Provided to all employees for work expense, including phone, internet, and utilities costs.	For all current employees. Eligibility starts at the beginning of the school year paid bimonthly July - June.	\$39.84 paid bimonthly over July - June. Will be prorated based on period of service during the school year. Payments will align with the employee's work calendar.

Professional Development (PD) Coordinator Summer Stipend	\$2,000	Assigned Position: Paid to a designated HST who applied and received the position to plan and develop PD for the start of the 2021-22 school year.	Eligibility starts at the beginning of June.	Paid bimonthly over 2 months; June - July. Will be prorated based on period of service during the school year.
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Pacific Coast Academy
July 1, 2021 – Stipend Chart
Page 6 of 7

Description	Amount	Eligibility	Eligibility Start	Period Paid
Regional Coordinator - Middle School/High School Stipend	\$300	Assigned Position: Paid to a credentialed teacher who applied and received the position to be a lead for the team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.
Robotics Teacher (Primary Grades) Stipend	\$5,000	Assigned Position: Paid to a designated HST who applied and received the position to provide Robotics instruction for the Robotics team, grades K-2.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.
Robotics Teacher (Upper Elementary) Stipend	\$15,000	Assigned Position: Paid to a designated HST who applied and received the position to provide Robotics instruction for the Robotics team.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.
Spark Teacher Retention Stipend	up to \$3,000	Assigned Position: Paid to designated Spark Teachers based on student retention and performance.	Eligible teachers will be selected and notified in January.	Paid bimonthly from February - May.

Spark Teacher Stipend	\$4,000 to \$6,000 - range depends on enrollment in program	Assigned Position: Paid to a designated HST who applied and received the position to facilitate online instruction and regular events for the Spark Program.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.
Spark Teacher Sub Stipend	\$30/hour with a total of 2 hours expected	Assigned Position: Paid to a designated HST who volunteered and received the position.	Eligibility starts upon covering a Spark class as a substitute.	Paid the following paycheck after work and hours are submitted.

Pacific Coast Academy
July 1, 2021 – Stipend Chart
Page 7 of 7

Description	Amount	Eligibility	Eligibility Start	Period Paid
SPED Extra Student Sub Stipend	\$150/month/student while carrying extra students on caseload.	If the Deputy Executive Director of SPED assigns additional students to the employee's full-time load, the employee will receive \$150/month per student.	Becomes eligible upon covering a roster as a substitute.	Paid bimonthly over the course of the student days of attendance. Will be prorated based on period of service during the school year.
SPED Lead Teacher Stipend	\$1,000	Assigned Position: Must be in a leadership role and an authority in compliance, training and support in the field of special education.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.
Student Support Coordinator Stipend	\$15,000	Assigned Position: Paid to certificated teachers who facilitate SST meetings.	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.

Testing Team Lead Stipend	\$3,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be the lead for their RC team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.
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Cover Sheet

Employee Handbook

Section: V. Consent Agenda
Item: E. Employee Handbook

Purpose:

Submitted by:

Related Material:

PCA 2021-2022 Employee Handbook_v2_8.30.2021_Redlined_12.3.2021.docx.pdf

BACKGROUND:

Staff recommends the Board approve the proposed changes to the current Employee Handbook. The changes would be for the 2021-22 school year. All proposed changes have been reviewed and approved by Jennifer McQuarrie.

Changes include:

- Removing the rounding rule for hourly employees
- Revising the terms for unpaid leave
- Adding for family emergencies, employees may use up to 2 sick leave days per school year



Pacific Coast Academy

Employee Handbook

2021-2022

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SECTION 1 – WELCOME

Welcome to Pacific Coast Academy!

We are happy to have you join us at Pacific Coast Academy (PCA or School). We believe our school is truly unique. We serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn.

This handbook has been written to provide you with an overview of PCA, its personnel policies and procedures, and your benefits as a PCA employee.

This handbook is intended to explain in general terms those policies that most often apply to your day-to-day work activities. This handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this handbook thoroughly upon receipt, to know and abide by the policies outlined herein, and as revised over time, throughout their employment. No PCA guideline, practice, manual or rule may alter the “at-will” status of your relationship with PCA.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, PCA reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever PCA determines that such action is warranted. For these reasons, we urge you to check with your supervisor to obtain current information regarding the status of any particular policy, procedure or practice. This handbook supersedes and replaces all previous personnel policies, practices and procedures.

We welcome you and wish you great success and fulfillment at PCA.

SECTION 2 – GENERAL

This handbook serves as a guide for the employer/employee relationship. This handbook applies to faculty and staff at PCA.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or Human Resources. You are responsible for reading, understanding, and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other PCA document confers any contractual right, either express or implied, to remain in PCA's employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by PCA or you may resign for any reason at any time.

No supervisor or other representative of PCA except the Executive Director, with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Further, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

SECTION 3 – PHILOSOPHY

CORE PURPOSE

PCA exists to inspire children to realize their potential to become extraordinary and active members of society.

CORE VALUES

The following three core values are what distinguish PCA from other schools:

- Mentoring – to inspire students to forge their paths in the world
- Passionate – to strive for excellence
- Collaborative – to be active, engaging, and contributing team members

PERMISSION-TO-PLAY VALUES

The following Permission-to-Play values are minimum behavioral standards that all employees must exhibit consistently:

- Innovative
- Dynamic
- Results-oriented
- Data-driven
- Extraordinary
- Confident
- Energetic

STRATEGIC ANCHORS

To ensure success of our core purpose and core values, PCA will use the following two strategic anchors to inform every decision the school makes and the basis for how decisions and actions will be evaluated:

- Academic achievement through relevant curricula, clear expectations, and shared accountability
- Relationship building through mentorship and consistent communication

SCHOOLWIDE LEARNER OUTCOMES

At Pacific Coast Academy, we have goals for our students that are known as Schoolwide Learner Outcomes (SLOs). SLOs are a part of our school culture: they reflect our school vision, the College and Career Readiness standards, and the education of the whole child.

Pacific Coast Academy's Students are:

- ***Inquisitive Learners*** - Inquisitive learners are investigative, inquiring, ask probing questions, and desire to learn more.
- ***Navigators of the Digital World*** - Navigators of the digital world who are proficient in the use of technology, media, and online resources.
- ***Self-Directed*** - Self-directed and motivated students who are able to set attainable goals to achieve academic success.
- ***Personalized Learners*** - Personalized learners who are able to thrive in the style of education that best fits their individual needs.
- ***Independent Critical Thinkers*** - Independent critical thinkers who have the ability to problem solve, take ownership, and apply their knowledge to a variety of problems.
- ***Responsible Citizens*** - Responsible citizens who demonstrate integrity and respect while actively seeking knowledge of local and global issues.
- ***Effective Communicators*** - Effective communicators who can thoughtfully articulate their thinking with confidence while collaborating with peers.

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and PCA will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, PCA may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called “employment at will,” and no one other than the Executive Director of PCA with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict PCA’s right to terminate at-will.

EQUAL EMPLOYMENT OPPORTUNITY

PCA is an equal opportunity employer. In accordance with applicable law, PCA prohibits discrimination against any employee or applicant for employment on the basis of an individual’s protected status, including race (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, 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, age, sexual orientation, marital status, parental status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity/expression, military service, 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 protected by applicable law. Also in accordance with applicable law, PCA prohibits discrimination against any qualified disabled employee or applicant, against a disabled veteran, or against a veteran of the Vietnam era with a physical or mental disability. 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. PCA will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training. Additionally, in accordance with applicable law, PCA prohibits all forms of unlawful harassment of a sexual or other discriminatory nature. Any conduct contrary to this policy is prohibited. This policy applies to all applicants and employees of PCA.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, PCA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to PCA. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation, specifying what accommodation he or she needs to perform the job. PCA will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

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

HARASSMENT

It is the policy of PCA to ensure equal employment opportunity without harassment on the basis of race (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), religious creed (which includes, without limitation, to religious dress and grooming practices), gender, gender identity, gender expression, 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, age, sexual orientation, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), 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.

PCA prohibits any such harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying and that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees. This policy applies to all applicants and employees (or other listed individuals), whether related to conduct engaged in by fellow employees or someone not directly connected to PCA (e.g. an outside vendor, consultant or customer). Conduct

prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the term “harassment” includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics:

- Offensive remarks, comments, jokes or slurs pertaining to an individual’s race, religion, sex, sexual orientation, gender or gender identity or gender expression, age, national origin or ancestry, disability, citizenship, veteran status, or any other protected status as defined by law or regulation whether verbally or by electronic means including email, and/or text messages
- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved and whether verbally or by electronic means
- Offensive physical conduct, including, but not limited to, touching, blocking normal movement or interfering with another’s work regardless of the gender of the individuals involved, including, but not limited to threats of harm, violence or assault
- Offensive pictures, drawings or photographs or other communications, including email, text messages, or other forms of electronic communication
- Holding work functions in inappropriate venues, such as a strip-club
- Sex or gender based practical jokes, sexual favoritism
- Threatening reprisals due to an employee’s refusal to respond to requests for sexual favors or for reporting a violation of this policy
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment
 - Submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting such individual
 - Such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile or offensive working environment

What Is Abusive Conduct/Workplace Bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer’s legitimate business interests. Examples may include:
 - Use of derogatory remarks, insults and/or epithets.
 - Verbal or physical conduct that sabotages or undermines a person’s work performance that is threatening, humiliating or intimidating.
- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our School culture, create false rumors, disrupt school operations and interfere with the privacy of others.

What is Retaliation?

Retaliation against an individual for reporting harassment, discrimination, or for participating in an investigation of a claim of such conduct is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

As used in this policy, “retaliation” means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, reporting or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an “adverse employment action” means conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities; changing an employee’s work assignments for identifying harassment or other forms of discrimination in the workplace; treating an employee differently such as denying an accommodation; not talking to an employee (the “cold shoulder”) when otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of a protected activity will not be tolerated. If an employee believes he/she has been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

Responsibility

All PCA employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

Reporting

PCA encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, the Executive Director or Human Resources. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint. In addition, PCA encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. PCA recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. PCA is serious about enforcing its policy against harassment; however, PCA cannot resolve a harassment problem that it does not know

about. Therefore, employees are responsible for bringing any such problems to PCA's attention so it can take whatever steps are necessary to correct the problems.

All employees who witness potential violations of this policy, and particularly supervisors, are required to immediately report such incidents to their immediate supervisor, the Executive Director, or Human Resources. Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Human Resources, the Executive Director or the Chair of the Board of Directors, if appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

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.

Investigation/Complaint Procedure

All complaints of harassment, discrimination, retaliation or abusive conduct will be promptly investigated.

PCA encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

PCA's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

All employees are required to fully cooperate with PCA's investigation. which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, PCA will provide regular progress updates, as appropriate, to those directly involved. PCA will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

PCA may investigate conduct in the absence of a formal complaint if PCA has reason to believe that an individual has engaged in conduct that violates PCA policies or applicable law. Further, PCA may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

Any conduct which PCA believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example,

training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as PCA believes appropriate under the circumstances. Due to privacy protections, PCA may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

This policy was developed to ensure that all employees work in an environment free from harassment, discrimination, abusive conduct and retaliation. PCA will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with Human Resources or the Executive Director. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of PCA prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination, abusive conduct, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

If you believe you have experienced discrimination, harassment, or abusive conduct you may file a Department of Fair Employment and Housing (“DFEH”) or Equal Employment Opportunity Commission complaint. For information contact the DFEH or EEOC. You may find their phone numbers online at www.eeoc.gov and www.dfeh.ca.gov, respectively.

TITLE IX

Title IX provides for separate processes and procedures for sexual harassment and sexual assault when the type of conduct falls within the definitions of sexual harassment and sexual assault as provided in 34 C.F.R. § 106.30. In addition, the conduct must have taken place at school locations, events or circumstances over which the School exercised substantial control over both the individual who has been accused of sexual harassment and/or assault and the context in which the sexual harassment occurs. For these types of complaints, the School will follow the Title IX policy processes and procedures, which may be found in the School’s Title IX grievance policy. If the conduct does not fall within Title IX, this policy will be followed. There may be instances where the conduct falls within both policies and the School will follow both policies. The School’s Title IX Coordinator is Maria Kirkbride, Email: maria.kirkbride@pacificcoastacademy.org, Phone: (619) 215-0704 ext. 4022.

TRAINING REQUIREMENTS

PCA requires all employees to abide by California’s 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.

WHISTLEBLOWER POLICY

PCA is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of PCA policy, specifically the policies contained in PCA's Employee Handbook.

An employee who wishes to report a suspected violation of law or PCA Policy may do so by contacting the Executive Director, Deputy Executive Director, or Human Resources.

PCA expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of PCA policy. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the Executive Director, Deputy Executive Director, or Human Resources. Any supervisor, manager, or human resources staff member that receives complaints of retaliation must immediately inform the Executive Director or Chair of the Board of Directors, if appropriate.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality as much as possible (although confidentiality cannot be guaranteed) and consistent with a full and fair investigation. Human Resources and a member of PCA's administration will conduct the investigation or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings as appropriate.

OPEN COMMUNICATION POLICY

We want to hear from you. PCA strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. We encourage open communication about all aspects of our school and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. PCA is interested in all our employee's success and fulfillment. We welcome all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with their supervisor or the Executive Director. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. PCA will attempt to keep the employee's concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others

may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

LACTATION ACCOMMODATION POLICY

PCA provides a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child.

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 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.

The School reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees requesting an accommodation under this policy should comply with the following requirements:

- The employee should complete an accommodation request form and contact the employee's supervisor or Human Resources to request designation of a location and time to express breast milk under this policy.
- The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes she has been retaliated against it should be reported immediately to her supervisor, Human Resources or Executive Director. Discrimination against and harassment of lactating employees in any form is unacceptable, a form of prohibited sex/gender discrimination, will not be tolerated at PCA and will be handled in accordance with PCA's policy on discrimination and harassment.

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 also 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 or visit a local office by finding the nearest one on the website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no

cost to the employee, if needed.

PUBLIC RELATIONS

The success of a school depends upon the quality of the relationship among the school, its employees, students, parents and the general public. The public impression of PCA and its interest in our school will be formed in part, by PCA employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, PCA, and our school's services.

Below are several things employees can do to help leave people with a good impression of PCA. These are the building blocks for our continued success:

- Communicate with parents regularly
- Act competently and deal with others in a courteous and respectful manner
- Communicate pleasantly and respectfully with other employees at all times
- Follow up on requests and questions promptly, provide business-like and personable replies to inquiries and requests, and perform all duties in an orderly manner
- Respond to email and voicemail within 24 hours during the workweek
- Take great pride in your work and enjoy doing your very best

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE STATUS AND CLASSIFICATIONS

Each PCA employee is either a “full-time,” “part-time,” or “temporary” employee and either an “exempt” or “non-exempt” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Full-time employees are those employees regularly scheduled to work 35 or more hours or more each week. Part-time employees are those regularly scheduled to work less than 35 hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

Every member of the team is designated as a “Certificated employee” or “Classified employee.” Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt

This category includes all employees who are determined by the School to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Exempt employees will be expected to work the number of hours necessary to complete their assigned responsibilities. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work. Typically, full-time Teachers and Administrators are exempt employees.

Non-Exempt

This category includes all employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and double time pay as well as meal and rest breaks, as prescribed by law. Typically, all part-time and temporary employees are non-exempt. Additionally, most Classified staff are typically non-exempt employees.

Certificated Employee

Certificated Employees are teachers and administrators and work according to specified days on their board approved staff calendar.

Classified Employee

Classified Employees include those employees hired by PCA that do not primarily instruct students, nor require state certification, such as maintenance, assistants and other operational employees.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Executive Director or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on

either a short- term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the Executive Director.

PCA reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work “off the clock.” Attendance at School-sponsored functions is not compensated unless the supervisor has required you to attend. Employees violating these rules may be subject to disciplinary action up to and including termination.

SPECIAL VIRTUAL CLASSROOM EMPLOYMENT CONDITIONS

Position Responsibilities

- Teachers may be assigned a “Virtual Class” or “Virtual Classes.”
- Teachers are provided, at PCA’s expense, a computer capable of maintaining a high-speed internet connection for their entire virtual class.
- Teachers must be available each school day from 8:30 a.m. – 5:00 p.m. by internet and/or phone.
- Teachers **may** be required to conduct a virtual classroom session **up to** two (2) hours per day for grades TK – 8 and **up to** three (3) hours per day for grades 9 – 12.
- Teachers must have access to a phone for calling/responding to students/parents during the teacher’s scheduled time within two (2) hours by phone or four (4) hours by internet.
- Teachers will use the tracking and monitoring system integrated into the student’s assigned course. Teachers will provide continual monitoring of the student’s progress and their scheduled benchmarked progress status.
- Teachers will be responsible for all virtual school required record keeping and reporting.

Training

Teachers are required to attend training sessions hosted virtually or in-person. Mileage reimbursement will follow standard PCA protocols and procedures.

Worksites

Most classes will be held virtually. Teachers may work from home.

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each of our employees is critical to our success. Therefore, regular attendance and punctuality is considered an essential function of all positions. If you are unable to report for work on any particular day, you must call your supervisor at least one hour before the time you are scheduled to begin working for that day. If you call in less than one hour before your scheduled time to begin work, you will be considered tardy for that day. Absent

extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. The School understands that in some cases, advance notice is not possible. In these cases, notify your supervisor personally at the earliest possible moment. In some circumstances, you may be required to provide verification of the reason or documentation for your absence.

More than three instances of non-illness related tardiness by any employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to your supervisor and the absence continues for a period of three business days, the School will determine that you have abandoned your job and voluntarily terminated your employment.

PROFESSIONAL DEVELOPMENT

Employees are expected to attend and participate in all professional development sessions and other school sponsored training that may be scheduled. While we understand that scheduling conflicts may arise, consistent tardiness, absenteeism and early departures may result in disciplinary action.

When an employee attends a School sponsored professional development and/or training, the time spent in attendance shall be counted as time worked. All employees are required to sign-in and out for the purpose of record keeping. These records will serve as the official roster of attendance.

PCA will pay hourly employees for attendance at mandatory training, lectures and meetings outside of regular working hours at the employee's hourly rate. As exempt employees, salaried staff may be required to attend training seminars that may be outside of PCA's normal business hours with no additional pay.

In the event that an employee must leave early or is unable to attend a scheduled training (i.e. Professional Development sessions), during their normal work hours, an employee MUST put in a time-off request according to the time-off policy. Employees may also be required to attend make-up sessions of any missed training.

Failure to comply with this policy may result in disciplinary action.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time each work period began and ended, and the meal periods taken, ~~and your signature. The school's time keeping system is set up to round at the 7-minute mark. This means that clocking in 6 minutes before or after the employee's scheduled shift would not create additional minutes paid.~~ Absences and overtime must be accurately identified on your time record. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. This includes the use of laptops, computers, PDAs or cell-phones to check work email, voicemail or to send text messages after hours. You cannot record time and/or submit a time record for another employee. ~~Each employee must sign and submit his or her own time record.~~ Employees must

record all time actually worked. **Submission of your electronic timecard indicates you have certified the hours entered are accurate and you have adhered to all policies and procedures.**

Exempt employees must report full days of absence from work. Deductions from an exempt employee's salary will be made only in accordance with applicable law. Employees should immediately contact Human Resources with any questions concerning their pay so that inadvertent errors can be corrected.

WORKWEEK AND WORKDAY

PCA's workweek is from Sunday at 12:00 A.M. through the following Saturday at 11:59 P.M. PCA's standard workday is 12:00 A.M. to 11:59 P.M. (midnight) each day.

OVERTIME

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime or double time. Failure to obtain such approval may subject an employee to discipline, up to and including termination. However, in all cases, the School will compensate its non-exempt employees for all hours worked.

OFF THE CLOCK WORK

PCA prohibits all non-exempt employees from working off the clock at any time. All time worked must be recorded on the employee's timesheet. This includes the use of laptops, computers, PDAs or cell-phones to check work email, voicemail or to send text messages after hours.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken.

Failure to comply with the School's policy regarding meal and/or rest periods can lead to discipline, up to and including termination.

Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her meal period no later than **11:59 a.m. ~~12:00 p.m. (noon)~~**. The employee may waive this meal period if his/her workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from their supervisor and complete a

“Meal Period Waiver” form. This needs to be completed in advance or immediately as the situation occurs, but in no event after the meal period has been missed. If you are a part-time employee who consistently works 5-6 hours a day and would like to waive your meal break on a regular basis, please note that you will have to fill out a new form every 90 days to continue to waive your meal break. Reach out to HR to receive a copy of the “Meal Period Waiver” form.

If an employee’s day exceeds ten hours of work time, the employee is entitled to an additional 30-minute duty-free meal break. The employee may only waive this second meal period if he/she has taken the required first meal break of at least 30 minutes and his/her workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from their supervisor and complete a “Second Meal Period Waiver” form.

Non-exempt employees must observe assigned working hours, the time allowed for meal periods, and report any missed, late or short meal periods on that days’ time record and to the employee’s supervisor immediately. The meal period must be accurately recorded on the employee’s timesheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday.

Rest Periods

Non-exempt employees are authorized and permitted to take a 10-minute rest period for each four (4) hours of work or major portion thereof. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
3.5 hours to 6 hours	1, 10-minute rest period
Over 6 hours to 10 hours	2, 10-minute rest periods
Over 10 hours to 14 hours	3, 10-minute rest periods

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period immediately as set forth below. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

Reporting Missed, Late or Short/Interrupted Meal and Rest Periods

In addition to reporting it on their time record, any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue to his or her supervisor and complete a Non-Exempt Employee Meal Waiver Agreement. The employee must fill out all fields on the form, including providing a thorough explanation for the non-compliant meal or rest period. The employee must complete and turn in this form to their supervisor on the same workday that he or she experienced the non-compliant meal or rest period. If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an “authorized” meal period at

the time provided by), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor 32 asked me to handle a client call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the noncompliant meal or rest on the Non-Exempt Employee Meal Period Waiver Agreement, or to Human Resources. Non-Exempt Employee Meal Period Waiver Agreement.

PAYDAYS

Employees are paid semi-monthly on the 10th and 25th of the month in accordance with the School's payroll schedule. The Payroll Coordinator or his or her designee will distribute checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of your paycheck to any other person. If you have an automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to your account before your actual "payday," the School is not responsible for automatic payments or withdraws dated prior to your actual payday and you should not depend on early deposits of your pay.

If a wage garnishment order is received by PCA for one of our employees, we are obligated by law to comply with the demand. The affected employee will receive notice from his or her supervisor or Human Resources as soon as possible.

PAYROLL WITHHOLDINGS

PCA is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty) and State Disability Insurance from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, PCA must comply with that order within the time allowed by law, and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in his or her pay or deductions, PCA will work in good faith to resolve errors as soon as possible. The employee should notify the Payroll Coordinator or his or her designee of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then he or she should ask Human Resources to explain it. The employee may change the number of withholding allowances he or she wishes to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W4 form and submitting it to Human Resources.

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

PCA employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 no later than the first day of work for pay and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms no later than three business days after he or she begins work. Former employees who are rehired must also complete the form if they have not completed an I-9 with PCA within the past three years or if their previous I-9 is no longer retained or valid.

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide evidence of your credential including EL Authorization, official transcripts, and/or test scores prior to your first day of actual work. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your Executive Director and the School with verification of renewals. Failure to provide these updated documents to the School may result in suspension without pay until such time as the necessary documentation has been provided.

If a teacher fails to obtain the appropriate credential, or allows a credential, certificate, registration, or required course deadline to expire, or fails recertification, training, or testing, or otherwise fail to maintain the necessary credential for your assignment, the School reserves the right to suspend the teacher without pay until the teacher's credential is cleared, or release the teacher from at-will employment as necessary.

TUBERCULOSIS TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment (pursuant to AB1667) within the past 60 days. Employees transferring from other public or private schools within the State of California must either provide proof of an examination or a completed Risk Assessment within the previous 60 days or a certification showing that he or she was examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's statement or Risk Assessment must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the School has a valid certificate on file. As a condition of continued employment, all employees will be required to present evidence once every four (4) calendar years that they are free from active tuberculosis. Employees whose TB clearance has expired will not be permitted to report to work, and will

be placed on unpaid leave.

CRIMINAL BACKGROUND CHECK

As required by law, all individuals working or volunteering at the School will be required to submit to fingerprinting and a criminal background investigation.

Applicants and employees with adverse background information (such as certain specific criminal conviction) may be ineligible for employment with the School.

The School shall, on a case-by-case basis, determine whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

CHILD ABUSE AND NEGLECT REPORTING ACT

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, California Penal Code Section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. 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. Failure to meet these obligations can result in a monetary fine and/or jail.

While each employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. Teachers or staff who become aware of suspected child abuse should report the suspicions as required.

It is extremely important that PCA's employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity.

Your direct supervisor is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without PCA's assistance, he or she is required to notify PCA of the report if it is based on incidents he or she observed or became aware of during the course and scope of his or her employment with PCA.

All employees that are mandated reporters are required to participate in approved mandated reporter training provided by the School within six weeks of the employee's hire date and annually thereafter within the first six weeks of each school year. If the employee attends an approved mandated reporter training that is not offered by the School using a sign-in sheet confirming participation, the employee is required to provide a copy of any certificate of completion to the human resources department of the School after completion.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of his or her personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to Human Resources. All requests should be put in writing preferably on the form maintained by PCA. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports, or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYEE INFORMATION

An employee is responsible for notifying Human Resources about changes in the employee's personal information and changes affecting the employee's status (ex. name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

SECTION 7 – PERFORMANCE

PERFORMANCE EVALUATIONS

Staff will be evaluated annually or every other year per the Evaluation Policy. Staff will meet with their direct supervisor annually to establish and review SMART goals for the school year.

SECTION 8 – LEAVES

FAMILY MEDICAL LEAVE ACT

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence, and are employed at a worksite where there are 50 or more employees of the School within 75 miles.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as possible. You should use the School's request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

- The birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child.
- The care of the employee's spouse, child, parent, or registered domestic partner with a "serious health condition."
- The "serious health condition" of the employee.
- The care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- Any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, or registered domestic partner requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

Family and medical leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a "rolling twelve months" looking

backward over the preceding 12 months to calculate how much family and medical leave time has been taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any available PTO during unpaid family and medical leave (e.g. for example, any period in which you are not receiving a wage supplement through the EDD). You will also be required to use any available paid sick leave during unpaid family and medical leave that is due to your own or a family member's serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or paid sick leave.

Benefit accrual, such as PSL, PTO, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During a family and medical leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If the employee out on leave chooses not to return to work from a leave allowed by this policy after the expiry of the leave, the employee will be required to repay the School the premium amounts it paid during leave, unless the employee does not return to work because of circumstances beyond his/her control or because of recurrence, continuation, or onset of a serious health condition.

If you do not return to work on the first workday following the expiration of an approved family and medical leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law. In certain circumstances, "key" employees may not be eligible for reinstatement following a family and medical leave. The School will provide written notice to any "key" employee who is not eligible for reinstatement.

Before an employee will be permitted to return from leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.

If you have any questions concerning, or would like to submit a request for a family and medical leave of absence, please contact Human Resources. In some instances, FMLA leave and CFRA leave run concurrently and in some instances they do not. FMLA runs concurrently with Pregnancy Disability Leave, while CFRA does not.

CALIFORNIA FAMILY RIGHTS ACT ("CFRA")

Employees may be eligible for CFRA leave only if the School has 5 or more employees for each working day during each of the 20 or more calendar workweeks in the current or preceding calendar year. Eligible employees may request a CFRA leave of absence under the circumstances described below.

Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive) and have worked at least 1250 hours during the 12 months immediately prior to the CFRA leave of absence.

Ordinarily, you must request a planned CFRA leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use the School's request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

A CFRA leave may be taken for the following reasons:

- The birth of an employee's or a domestic partner's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth, adoption or placement of the child.
- The care of the employee's spouse, child, registered or domestic partner, domestic partner's child, parent, parent-in-law, grandparent, grandchild or sibling with a "serious health condition."
- The "serious health condition" of the employee; or
- The qualifying exigency related to covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States.

The definition of child includes any adult child, regardless of the child's age or dependency status.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, registered or domestic partner, domestic partner's child, parent, parent-in-law, grandparent, grandchild, or sibling requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

CFRA leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period. The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how much CFRA leave time has been taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as CFRA will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any accrued vacation during unpaid CFRA leave (e.g. for example, any period in which you are not receiving a wage supplement through the EDD). You will also be required to use any accrued paid sick leave during unpaid CFRA leave that is due to your own serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation

insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or paid sick leave.

Benefit accrual, such as PTO, PSL, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During a CFRA leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If the employee out on leave chooses not to return to work from a leave allowed by this policy after the expiry of the leave, the employee will be required to repay the School the premium amounts it paid during leave, unless the employee does not return to work because of circumstances beyond his/her control or because of recurrence, continuation, or onset of a serious health condition.

If you do not return to work on the first workday following the expiration of an approved CFRA leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law.

Before an employee will be permitted to return from leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.

If you have any questions concerning a CFRA leave, or would like to submit a request for a CFRA leave of absence, please contact Human Resources.

PREGNANCY DISABILITY LEAVE

The School provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor and Human Resources at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Human Resources. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

The School will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a health care provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, the School may require the employee to transfer temporarily to an available alternative position. This alternative position will have an equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any

unused allotted sick time during any unpaid portion of pregnancy disability leave (e.g., any period in which you are not receiving a wage supplement through the EDD). Employees may also elect to use any available PTO during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or sick leave.

Benefit accrual, such as PTO, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

Additionally, if an employee does not return to work after the expiration of the pregnancy disability leave, and the reasons for failure to return to work do not include one of the following: 1) the employee is on CFRA leave; or 2) the continuation, recurrence or onset of a health condition entitling the employee to pregnancy disability leave in the first instance, non-pregnancy-related medical conditions requiring other leave or other circumstances beyond the control of the employee, the School reserves the right to recover from the employee the premium the School paid for the employee's group health plan coverage while out on leave.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the School with at least one week's advance notice of the date she intends to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceases to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

If you have any questions regarding pregnancy disability leave, please contact Human Resources.

MILITARY SPOUSE LEAVE

An eligible employee-spouse of a qualified service member is entitled to take ten (10) days of unpaid leave during a period when the spouse or domestic partner is on leave from deployment during a period of military conflict.

An eligible employee must work an average of 20 hours per week; must provide notice of his or her intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave from deployment; and submit written documentation certifying that the

service member will be on leave during the time the leave is required.

The employee may use unused and available PSL or PTO for this leave.

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration leave will depend upon the rate of recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e. FMLA/CFRA if applicable). Human Resources will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit related questions, please contact Human Resources.

BEREAVEMENT LEAVE

PCA provides regular full-time employees up to three (3) days of paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, domestic partner, dependent, sibling, stepsibling, grandparent or grandchild. If a funeral is more than 500 miles from your home, you may receive paid leave for five (5) days with prior approval from your supervisor.

JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury/witness duty if, in the School's judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any available PTO during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay.

TIME OFF TO VOTE

The School will allow any non-exempt employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time without loss of pay to vote. The request must be made at least two (2) working days in advance. The time must be at the beginning or end of the employee's regular shift, whichever provides the least disruption to the normal work schedule unless the School and the employee agree otherwise. The employee may be required to prove he or she is a registered voter.

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Available PTO may be used for this time off.

SCHOOL ACTIVITIES LEAVE

The School encourages employees to participate in the school activities of their child(ren). If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed daycare facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or daycare facility, to find, enroll or reenroll your child in a school or with a licensed childcare provider and/or to address a childcare provider or school emergency.

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year.
- Unless it is an emergency, employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor.
- If the School employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor.
- Employees must use existing PTO in order to receive compensation for this time off.
- Employees who do not have paid time off available will take the time off without pay.
- Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed child care/day care facility.

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In compliance with California Labor Code section 230.7, no discriminatory action will be taken against an employee for taking time off for this purpose. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present the school's communication, which requests the employee's appearance at the school, to his or her supervisor at least two days before the requested time off.

This leave is unpaid but the employee may choose to use available PTO. You will not be discharged or discriminated against because of an absence protected by this law.

CRIME VICTIM LEAVE

Employees are allowed to be absent from work for various reasons related to crime or abuse if:

- The employee is a victim of such a crime.
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, adoptive child, foster child, legal ward of the court, adopted child, a child of a domestic partner,

a child to whom the employee stands in loco parentis, a person to whom the employee stood in loco parentis when the person was a minor, sibling, step-sibling, foster sibling, adoptive sibling, half-sibling, parent, legal guardian of an employee or an employee's spouse or domestic partner, person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child, step-parent, or the child or a registered domestic partner, or any other individual whose close association with the employee is the equivalent of any of these family relationships) of an employee is a victim of such a crime.

"Victim" means a victim of stalking, domestic violence, or sexual assault; a victim of crime that caused physical injury or that caused mental injury and a direct threat of physical injury; a person whose immediate family member is deceased as the direct result of crime.

Leave may be taken for the following reasons:

- Any employee may take leave to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.
- An employee victim may take time off to obtain or attempting to obtain any relief, which includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child.
- An employee victim to seek medical attention for injuries caused by crime or abuse.
- An employee victim to obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse.
- An employee victim to obtain psychological counseling or mental health services related to an experience of crime or abuse.
- An employee victim to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

When an employee is a victim as defined as follows: A person against whom one of the following crimes has been committed: A violent felony as defined in Penal Code section 667.5(c); A serious felony as defined in Penal Code section 1192.7(c); A felony provision of law proscribing theft or embezzlement, the employee shall be allowed to attend judicial proceedings related to that crime or those crimes against an immediate family member victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

When an unscheduled absence occurs, the School shall not take any action against the employee if the employee, within a reasonable time after the absence, provides a certification to the employer. Documentation may be from any of the following:

- A police report indicating that the employee was a victim.
- A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court.
- Documentation from a licensed medical professional, domestic violence counselor, a sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting

in victimization from the crime or abuse; or

- Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized by this Crime Victim Leave.

An employee must give reasonable advance notice to the School by providing documentation of the proceeding, unless advanced notice is not feasible.

This leave is unpaid but the employee may choose to use available sick, or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

The School will also, to the extent possible and allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT/STALKING LEAVE

If you are the victim of domestic violence, sexual assault, or stalking, you may be entitled to a reasonable accommodation for your safety while at work. Reasonable accommodations may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock, assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime, or referral to a victim assistance organization. The School is not required to undertake an action that constitutes an undue hardship on its business operations. If you require a reasonable accommodation in line with this policy, please contact the School's human resources manager.

You will not be discharged, discriminated against, or retaliated against because of a request for an accommodation under this policy.

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 the website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

MILITARY LEAVE

California's military leave laws, and the Uniformed Services Employment and Reemployment Rights Act ("USERRA") ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from the School under applicable laws should notify Human Resources regarding the need for military leave.

Please see Human Resources for more information regarding job reinstatement rights upon completion of military service.

ADULT LITERACY LEAVE

Pursuant to California law, the School will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an adult literacy education. However, you may utilize available PTO if you want compensation for this time off. If you do not have any PTO available, you will be permitted to take the time off without pay.

ORGAN DONOR / BONE MARROW DONOR LEAVE

The School will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, the School will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to ten (10) days of any available paid leave (sick and/or PTO) for organ donation and up to five (5) days of available paid leave (sick and/or PTO) for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

The employee will also be given an additional unpaid leave of absence, not exceeding 30 business days in a one-year period, when that employee is an organ donor, for the purpose of donating the employee's organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

You may take this leave incrementally, as medically necessary, or all at one time. All health benefits shall be maintained during this leave to the extent they exist at the time of the leave. This leave shall not be considered a break in service and the employee shall continue to receive paid time off and other benefits as if they had continued working. The Employee shall be required to pay any portion of their benefits they are currently paying.

An employee shall not have any greater rights during this leave than if he or she had been actively working during this time, but will be reinstated to their same or equivalent job prior to the leave. No employee shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

DRUG & ALCOHOL REHABILITATION LEAVE

PCA will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the School. Reasonable accommodation includes time off without pay and adjusting work hours. You may

use allotted and unused sick leave. All reasonable measures to safeguard your privacy will be maintained.

This policy in no way restricts PCA's right to discipline an employee, up to and including termination of employment, for violation of PCA's Substance and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE/TRAINING

In California, no employee shall receive discipline for taking time off to perform emergency duty/training as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If you are participating in this kind of emergency duty/training, please alert your supervisor so that he or she may be aware of the fact that you may have to take unpaid time off for emergency duty/training. In the event that you need to take time off for emergency duty/training, please alert your supervisor before doing so whenever possible. Time off for emergency training may not exceed 14 days per calendar year.

Emergency Duty/Training Leave is unpaid. You may choose to use your available sick, and/or PTO if you wish to receive compensation for this time off, but you are not required to do so.

If you feel you have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, you should contact your supervisor or any other manager, as appropriate.

CIVIL AIR PATROL LEAVE

PCA provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to (10) days of unpaid leave per calendar year. Leave for a single emergency operational mission will generally be limited to three days unless an extension is granted by appropriate government entities and approved by the School.

To be eligible, employees must have been employed with PCA for 90 days immediately preceding the commencement of leave. Additionally, the School may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken.

Employees are required to give the School as much notice as possible of the intended dates upon which the leave would begin and end. The School will restore the employee to the position he or she held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued PTO.

STAFF OUT OF STATE/COUNTRY

Non-Teaching staff will be allowed to live outside the State of California, but within the United States of America, with the express written prior permission of Pacific Coast Academy. Teaching staff need to live in areas where students are served.

In order for Pacific Coast Academy to grant permission, the employee will be required to continue to

attend all in person meetings. This includes but is not limited to student meetings, staff meetings, school events, required field trips, testing etc. (once in person meetings are allowed by state and local health departments).

Any travel from the employee's residence to Pacific Coast Academy's office in Poway, California is considered to be commute time and will not be reimbursed by Pacific Coast Academy since the employee's place of residence is the employee's choice and for the employee's sole benefit.

The employee will be required to check in at the Poway, California office on any day where the employee attends in person meetings (student meetings, staff meetings, school events, required field trips, testing, etc.) Any missed in person meeting will need to be taken as sick/ vacation or unpaid leave.

Employees are not allowed to perform any work for Pacific Coast Academy while the employee is located outside of the United States of America. Any time taken outside of the United States of America will be taken as sick/ vacation leave or unpaid time off.

Any dispute arising out of the employment context between Pacific Coast Academy and the employee will be filed in a court of competent jurisdiction located in San Diego County or with an arbitrator in accordance with an arbitration agreement located in San Diego County and in accordance with the laws of the state of California without regard to conflict of laws principles.

SECTION 9 – BENEFITS

SCHOOL HOLIDAYS

The School observes the following holidays during the year:

- Independence Break
- Labor Day
- Veteran's Day
- Thanksgiving Break
- Winter Break
- Martin Luther King Day
- Presidents' Break
- Spring Break
- Memorial Day

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees (including, but not limited to teachers) are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the School-observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, the School may close on another day. Holiday observance will be announced in advance. The School reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to their supervisor. The employee may use paid time off (PTO) if the employee has unused PTO available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

To qualify for holiday pay, all employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the Supervisor's request/approval
- Due to closure of schools because of inclement weather
- Due to sickness with a doctor's note verifying need for absence
- Prior to or following Jury Duty or Bereavement Leave
- Due to a previously scheduled and approved time off

PAID TIME OFF (PTO)

Full-time 12 month classified employees and certificated directors, and administrators are entitled to paid time off (PTO) according to this policy. PTO days may be used for vacation, personal time, illness, or time off to care for family or dependents. All other employees, including teachers, temporary employees, part-time employees are not eligible to receive or accumulate PTO.

PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible or otherwise as soon as practicable. Employees using extended PTO time (in excess of three (3) days) must submit a request at least two (2) weeks before the extended PTO or, if used as sick time, the employee may be required to submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice.

Unless used for illness related purposes, PTO may not be taken the last week of the school year, or on scheduled in-service and/or training days, testing administration day, or immediately before or after holidays without supervisor's permission.

Full-time, regular Administrative/Classified employees (12-month employees) accrue ten (10) paid vacation days per year. Vacation days are accrued at a rate of 6.667 hours) per month. Once an employee's PTO balance reaches twenty (20) days (i.e., 160 hours), the employee stops receiving any additional PTO until PTO is used and the employee's balance falls below the 20-day cap. PTO days will not accumulate during any unpaid leave of absence.

The following terms also apply to PTO:

- For both non-exempt and exempt employees, vacation time may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday, he or she will be required to use available PTO to make up for the absence.
- In the event an employee has exhausted his or her PTO, any additional time off must be approved by their supervisor and will be taken without pay.
- Any employee who misses three (3) consecutive days of work without notice to their supervisor may be deemed to have abandoned his/her job and voluntarily resigned from employment.
- Any employee who converts from full-time to part-time status (less than 35 hours/week) will no longer be eligible for PTO. All accrued PTO will be paid out on the paycheck following the conversion.
- Upon separation of employment, eligible employees will be paid their accrued, but unused PTO based on their date of separation and their regular rate of pay. Employees are not entitled to pay

in lieu of taking vacation except upon termination of employment.

- To the extent permitted by law, PTO accumulated prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise eradicate this policy at its sole and absolute discretion to the extent allowed by law.

SICK LEAVE

The School enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave ("PSL") to eligible employees.

Eligible Employees

All employees (including teachers, part-time and temporary employees) who work for the School more than 30 days within a year in California are eligible to accrue PSL beginning on the first day of employment under the accrual rate and cap as set forth in this policy.

Limits on Use

Eligible employees may use PSL beginning on the 90th day of employment.

PSL may be taken in minimum increments of 2 hours. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use PSL to make up for the absence.

Permitted Use

Eligible employees may use their allotted PSL as follows:

- To take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee's family member.
- To aid or care for a guide dog, signal dog, or service dog, as those terms are defined by Civil Code section 54.1, of the employee, employee's family member, or the person designated by the employee as identified below.
- If the employee's place of business is closed by order of a public official due to a public health emergency, or the employee is providing care or assistance to a child, whose school or child care provider is closed by order of a public official due to a public health emergency.
- For purposes related to donating the employee's bone marrow or an organ of the employee to another person or to care for or assist a person for purposes related to that person's donating bone marrow or an organ to another person.
- For family emergencies, employees may use up to 2 sick leave days per school year.

For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, a designated person (if the employee does not have a spouse

or registered domestic partner), the child or parent of a spouse of the employee or those related to the employee by blood or affinity equivalent to a family relationship. “Child” means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. “Parent” means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee’s spouse or registered domestic partner or a person who stood in loco parentis when the employee was a minor child. “Spouse” means a legal spouse as defined by California law.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault.

Accrual

PSL days are accrued as set forth below to eligible employees:

- All employees that have worked within California for 30 days are eligible employees that accrue one hour of PSL for every 30 hours worked beginning on their first day of employment. Accrual for non-exempt employees will be calculated based on actual hours worked. Accrual of PSL for eligible exempt employees will be calculated based on a 40-hour workweek or the employee’s normal workweek if the employee normally works less than 40 hours. PSL accrues on an as-worked basis and does not accrue during any non-working time or unpaid leave of absence.

Carry Over and Caps on Accrual

The maximum amount of PSL that an employee may accrue is 80 hours for the school year. Carry over into the next year is subject to a cap of 18 days or 144 hours for full time employees. Once the maximum accrual is reached, employees stop accruing until the amount of accrued sick leave is below 144 hours. Accrued and unused sick leave carries over from year to year, subject to the 144 hour accrual cap. At no time may an employee accrue more than 144 hours. Part time employees will be capped at 80 hours.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

Termination

Employees will not receive pay in lieu of unused PSL. Unused PSL will not be paid out upon termination.

No Discrimination or Retaliation

The School prohibits discrimination or retaliation against employees for using their PSL.

2021 COVID-19 SUPPLEMENTAL PAID SICK LEAVE (COVID-19 SP SL)

Until no longer required by law, in addition to the School’s PSL identified above, the School will provide to each employee employed by the School to the extent that the employee is unable to work (or

telework) due to a need for leave because of any of the following:

- Caring for Yourself: The covered employee is subject to a quarantine or isolation period related to COVID-19 (see note below), or has been advised by a health care provider to quarantine due to COVID-19, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- Caring for a Family Member: The covered employee is caring for a family member who is either subject to a quarantine or isolation period related to COVID-19 (see note below) or has been advised by a health care provider to quarantine due to COVID-19, or the employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- Vaccine-Related: The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.

NOTE: The quarantine or isolation period related to COVID-19 is the period defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer with jurisdiction over the workplace.

All employees, regardless of how long the employee has been employed by the School, are eligible for COVID-19 SPSL.

For full-time employees, the School will grant the employee 80 hours of paid E-Sick Leave. Full-time employees are those that are normally scheduled to work at least 40 hours each workweek. For part-time employees, a number of hours granted will be equal to the number of hours that such employee works, on average, over a 2-week period.

If the employee's schedule varies from week to week to such an extent that the employer is unable to determine with certainty the number of hours the employee would have worked if the employee had not taken COVID-19 SPSL, the employer shall use the following in place of such number:

- Part-Time Covered Employees with Variable Schedules Who Have Worked For an Employer Over a Period of More Than 14 Days. For such a part-time covered employee who works variable hours, the covered employee may take fourteen times the average number of hours the covered employee worked each day for the employer in the six months preceding the date the covered employee took 2021 COVID-19 Supplemental Paid Sick Leave. If the part-time covered employee has worked for the employer for fewer than six months, this calculation would be done over the entire period that the covered employee has worked for the employer. If the variable schedule calculation results in an average work schedule of at least 40 hours per week, the variable-scheduled covered employee would be considered full-time and entitled to 80 hours of leave because the laws require the employer to pay 80 hours of 2021 COVID-19 Supplemental Paid Sick Leave to a covered employee it properly considers full-time, but does not require payment for more than 80 hours.
- Part-Time Covered Employees with Variable Schedules Who Have Worked For an Employer for a Period of 14 Days or Fewer. A covered employee who is newly hired (i.e., hired 14 days or less) and works variable hours will be entitled to the number of 2021 COVID-19 Supplemental Paid Sick Leave hours that they have worked in the preceding two weeks.

Unused paid COVID-19 SPSL does not carry over from 1 year to the next and is not paid out on

termination.

The School shall not require, as a condition of providing paid COVID-19 SPSL, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid COVID-19 SPSL.

COVID-19 SPSL is calculated based on the employee's required compensation and the number of hours the employee would otherwise be normally scheduled to work, except that an employer shall not be required to pay more than \$511 per day and \$5,110 in the aggregate when an employee uses COVID-19 SPSL, but the covered employee may utilize other paid leave that may be available in order to receive what they would normally earn if the cap is reached.

INSURANCE BENEFITS

Full-time employees are entitled to insurance benefits offered by PCA. These insurance benefits will include medical, dental, and vision. The School will set a defined contribution towards the employee's insurance premiums that are sponsored by PCA. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence may be responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA. If you have any benefit related questions while on a leave of absence, please contact Human Resources.

Additional voluntary insurance plans will be offered through the School that will be the employee's responsibility to purchase and pay for.

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under PCA's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at PCA group rates plus an administration fee. PCA or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under PCA's health insurance plan. The notice contains important information about the employee's rights and obligations.

SOCIAL SECURITY/MEDICARE

If you are a full-time regular employee contributing to a teacher's retirement system (PERS/STRS), your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your spouse, or former spouse, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

PCA withholds income tax from all employees' earnings and, if elected, participates in FICA (Social Security), for temporary employees and Medicare withholding and matching programs as required by law.

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work related injuries, or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from Human Resources.

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

Under California law, eligible employees may participate in the Paid Family Leave ("PFL") program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides up to eight weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption) or participate in a qualifying event because of a family member's military deployment to a foreign country. The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided by the state concurrently while an employee takes an eligible leave of absence under PCA policy and applicable law.

PCA will require you to exhaust any available sick leave and PTO prior to your receipt of benefits under the PFL program.

The program will be administered in a manner consistent with California law. For more information regarding this program, you may contact the California Employment Development Department.

WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

In the event of an occupational injury or illness (as defined under Workers' Compensation Law) an

employee may be covered by workers' compensation insurance instead of group insurance.

If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

RETURN-TO-WORK POLICY

PCA strives to assist employees to return to work at the earliest possible date following an injury or illness. A return-to-work program has several benefits for both the School and employees by minimizing time lost from work.

This policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA). Inquiries about the ADA, FMLA or CFRA should be directed to the human resource department (HR).

PCA defines "transitional work" as temporary, modified work assignments within the worker's physical abilities, knowledge and skills.

When possible, transitional positions may be made available to qualified employees to minimize or eliminate time lost from work. The School cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

Procedures

If a health care provider releases the employee to return to work on modified duty and has completed the return-to-work and job description forms, the employee should return the forms to HR within 24 hours or as soon as practicable. The employee cannot return to work without the release from the health care provider.

HR will review the return-to-work form and determine a transitional position for the employee if appropriate and transitional work falls within the School's operational needs. A transitional position job description, including physical requirements, will be prepared for review and approval by the employee's health care provider.

Transitional positions are developed based on the physical capability of the worker, the needs of the School, and the availability of transitional work. PCA will determine appropriate work hours, shifts, duration and locations of all work assignments. The School reserves the right to determine the availability, appropriateness and continuation of all transitional work assignments.

It is the responsibility of the employee to provide HR with a current telephone number and address, so the employee may be contacted. The employee must notify HR immediately of any and all changes in medical conditions.

It is the responsibility of the employee and the employee's supervisor to notify HR immediately of any

work-related injuries, if the employee misses time from transitional work or of any changes to transitional work assignments.

The employee will be asked to sign the notice indicating his or her acceptance or refusal of the transitional work job offer and to return the notice to HR.

Any employee returning to a transitional position must not exceed the duties of the position or go beyond the restrictions indicated by the health care provider. If any medical restrictions change, the employee must immediately notify their supervisor and provide the supervisor a copy of the new medical release.

Supervisors will monitor work performance to ensure the employee does not exceed the requirements set by the health care provider.

UNPAID LEAVE

When an exempt salaried employee does not have any available PTO or PSL and there is a need for time off, they must take the whole day unpaid. Exempt salaried staff members cannot take partial days off as unpaid leave.

SECTION 10 – EMPLOYEE COMMUNICATIONS POLICY

COMMUNICATIONS POLICY

Every employee is responsible for using PCA's computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the internet ("Communications Systems"), properly and in accordance with this policy. Any questions about this policy should be addressed to the employee's immediate supervisor.

The Communication Systems are the property of PCA and have been provided for use in conducting PCA business. All communications and information transmitted by, received from, created, or stored in PCA's Communication Systems are records and property of PCA. The Communication Systems are to be used for School purposes only. Employees may, however, use PCA technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with PCA business, and does not violate any PCA policies:

- To send and receive necessary and occasional personal communications.
- To use the telephone system for brief and necessary personal calls; and
- To access the internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

No Expectation of Privacy

PCA has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the internet, and reviewing Email, voicemails, and instant messages sent and received by users. Further, PCA may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of PCA's Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from PCA's Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish PCA's right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed PCA upon request for any reason that PCA, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send, or receive on the Communication Systems.

Notwithstanding the foregoing, even though PCA has the right to retrieve, read, and delete any information viewed, created, sent, received, or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of the Executive Director.

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on PCA letterhead.

Offensive and Inappropriate Material

PCA's policy against discrimination and harassment, sexual or otherwise, applies fully to PCA's Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other characteristic protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or any other characteristic protected by law) may not be downloaded from the internet or displayed or stored in PCA's computers. Likewise, material or graphics political in nature are not allowed to be used or displayed during work hours. Employees encountering or receiving this kind of material should immediately report the incident to their Executive Director.

PCA may (but is not required) to use software to identify inappropriate or sexually explicit internet sites. Such sites may be blocked from access by PCA networks. Employees who encounter inappropriate or sexually explicit material while browsing on the internet should immediately disconnect from the site, regardless of whether the site was subject to PCA's blocking software.

Licenses and Fees

Employees may not agree to a license or download any material over the internet for which a registration fee is charged without first obtaining the express written permission of his/her Executive Director.

Games and Entertainment Software

Employees may not use a PCA internet connection to download games or other entertainment software, or to play games over the internet.

Confidential Information

Employees may not transmit information over the internet or through email that is confidential or proprietary. Employees are referred to PCA's "Confidential Information" policy, contained herein, for a general description of what PCA deems confidential or proprietary. When in doubt, employees must

consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

PCA's Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from his/her Executive Director. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

Any PCA approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of PCA, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of PCA."

Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary voicemails, Emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the internet through a computer attached to PCA's network must do so through an approved internet firewall. Accessing the internet directly by modem is strictly prohibited unless the computer you are using is not connected to PCA's network.

Files obtained from sources outside PCA including disks brought from home; including files downloaded from the internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by students, parents, or vendors, may contain dangerous computer viruses that may damage PCA's computer network. Employees should never download files from the internet, accept email attachments from outsiders, or use disks from non-PCA sources, without first scanning the material with PCA approved virus checking software. If you suspect that a virus has been introduced into PCA network, notify technology personnel immediately.

Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Amendment and Modification of this Policy

PCA reserves the right to modify this policy at any time, with or without notice. PCA may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources, which shall control in the event of a conflict.

SOCIAL MEDIA AND VIDEO CONFERENCING POLICIES

PCA has adopted the following policy with regard to employees' behavior on social networking sites including but not limited to Facebook, Twitter, LinkedIn, Pinterest, Instagram, Snapchat and YouTube. PCA has also adopted a policy regarding employees' behavior during video conferencing. If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, School-endorsed networking platform. Such sites will be the property of the School who will have unrestricted access to, and control of, such sites.

This policy is intended to supplement, not replace, the School's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the School.
- Do not post confidential information (as defined in this Handbook) about the School, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the School's background check procedures.
- Be knowledgeable about and comply with the School's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the School.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the School, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the School, or competitors.
- Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that you are not speaking on behalf of the School and that your views do not represent those of the School, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the School."
- Never be false or misleading with respect to your professional credentials.
- Do not take any photos, videos, or other media in the workplace or on the School's premises or at School functions without permission of the School. It is your responsibility to ensure that your

posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.

- Supervisors who “friend” subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to. Failure to do so may result in disciplinary action, up to and including termination.

Employees are not to initiate “friendships” with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their “friends” list immediately. Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to the school.

Employees should weigh whether a particular posting or explicit/implicit message puts his/her effectiveness as a School employee at risk. PCA encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

Personal or Professional Blogs

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

Employees may not comment on a student’s blog or a student’s other social networking commentaries.

Employees may not use trade names, or logos belonging to the School without express written permission of the Executive Director.

In the event you have any questions about whether a particular social media activity may involve or implicate the School, or may violate this policy, please contact Human Resources. Social media is in a state of constant evolution, and the School recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Failure to comply with PCA’s social media policy will result in disciplinary action, up to, and including, immediate termination.

EQUIPMENT POLICY

PCA attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the School. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen,

or broken items issued to them including: keys, textbooks, teacher guides, laptops, and any other equipment that may be assigned to them if the loss is due to willful misconduct or gross negligence.

Staff Equipment

Each staff member assigned devices and will be charged for any damages, loss or theft to the laptop caused by willful misconduct or gross negligence.

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the School, after reassignment of job duties or immediately upon request at any time by an official of the School.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used.
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures.
- Keep food and drinks away from all computing devices and work areas.
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty office); and
- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. Should an employee's computing device be lost or stolen, the employee must:
 - Immediately report the incident to his/her immediate supervisor and/or Executive Director.
 - Obtain an official police report documenting the theft or loss; and
 - Provide a copy of the police report to his/her immediate supervisor or Executive Director.

If the employee fails to adhere to these procedures, the employee may be held legally and financially responsible to the School for the replacement of such equipment.

The School is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

There is no expectation of privacy in School equipment. The School may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to management review, monitoring, and auditing by the School. Other audits may be performed on the usage and internal controls as deemed necessary.

Non-compliance with any policies or procedures regarding Employee Computers and Portable Computing Devices issued by the School will result in appropriate disciplinary action and/or

reimbursement of any and all costs to the School.

CELL PHONE POLICY

If you are required to perform business on a cell phone for PCA while driving, you must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text based communications on your cell phone while driving a School vehicle or your own vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages, and email.

If you are assigned a School cell phone to conduct School business, please notify your supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

Telephone Calls and Texting

While at work and during staff meetings, the employee's undivided attention is expected. Cell phones, texting, and pagers are not allowed so that the activities or discussion are not disturbed. Employees should wait to make personal phone calls during breaks.

NO SOLICITATION/DISTRIBUTION POLICY

PCA's Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from the Executive Director is required before anyone can post any information on commercial on-line systems or the internet.

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, PCA has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed, or controlled by PCA.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Additionally, distribution of written materials of any kind by PCA employees is prohibited at all times in all working areas on School premises.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by

PCA.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the School. PCA must approve any postings prior to posting.

PCA reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the School's business.

Employees are required to leave School premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on School premises or work areas unless the employee is on duty, scheduled for work, coming to or departing from scheduled work, or otherwise has specific authorization from their supervisor.

Definitions

School "premises": property owned, leased, operated, managed, or controlled by the School, including buildings, parking lots, and play areas that the School has the right to use exclusively or in common with others, vehicles owned or operated by the School.

Work time: any time when employees are engaged in or required to be performing work tasks or are otherwise "on the clock.". Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.

Work areas: all areas controlled by the School where employees are performing work, except, employee break areas, and parking lots (non-work areas).

Employee Responsibility

If you have a need to solicit and/or distribute materials on School premises, it must be in compliance with this policy. If you have questions, talk with Human Resources. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to your supervisor.

ANTI-NEPOTISM POLICY

Policy Statement

It is the policy of PCA to avoid Nepotism, which means to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts of interest, or management disruptions exist due to a relationship between a PCA decision-maker and his or her Family Member. This policy is to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid the potential for problems of actual or perceived favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest. This policy applies to all PCA board members, employees, individual consultants hired or retained by PCA, and School Services Providers hired or retained by PCA.

Relationships between PCA board members, employees, consultants, or School Services Providers are permissible under the following circumstances:

- Family Members of PCA board members, employees, individual consultants, or School Services Providers shall not be hired for or retained in an employment position if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other.
- Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not result in an adverse impact on work productivity or performance. The determination of whether there is an adverse impact shall be in the discretion of the supervisor(s) of the employee(s), consultant(s), or School Services Provider(s), or in the case of a board member, in the discretion of the PCA Board of Directors.
- Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not create an actual conflict of interest under the law, and shall not create a detrimental perceived conflict of interest. The determination of whether there is a detrimental perceived conflict of interest shall be in the discretion of the supervisor(s) of the employee(s), consultant(s) or School Services Provider(s), or in the case of a board member, in the discretion of the PCA Board of Directors.

Definitions

“Family Members” include an employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partner, brother, sister, grandparent, grandchild, step-relationships within the preceding categories, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, and father-in-law.

“Nepotism” describes a work-related situation in which there is the potential for favoritism toward a Family Member (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

“School Services Provider” shall mean any provider of school services to PCA, and in the case of an organization shall mean be the responsible individual at such organization that provides school services to PCA.

Procedures

When a Family Member of a current PCA board member, employee, individual consultant, or School Services Provider applies to become a board member or employee, or requests to be a consultant or School Services Provider, the Family Member's application/request must be denied if a conflict under this policy exists (*e.g.*, if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other). Special circumstances may be reviewed by the Board in the event that PCA's best interests would be served otherwise.

When a Family Member of a current PCA board member, employee, individual consultant, or School Services Provider applies for a transfer to a new employment position within PCA, the Family Member's application must be evaluated to determine whether a conflict under this policy exists. If a conflict exists, the application for transfer must either be denied or one of the Family Members must seek a position transfer to avoid the conflict, if any such opportunity exists. In the event that no such

opportunity exists, the application for transfer must be denied.

In implementing this policy, it is permissible to ask an applicant, potential consultant, or School Services Provider to state whether he or she has a Family Member who is presently employed by or on the board of PCA, but such information may not be used as a basis for an employment decision except as stated herein.

When a relationship that creates a conflict with this policy occurs during employment, PCA will attempt to arrange a transfer or change in position/duties to eliminate the conflict. If a suitable transfer/change in position/duties is not available, one of the employees may be separated from service. Every attempt will be made to effect transfer or separation on the basis of agreement between the employees involved and PCA. If a mutual agreement is unattainable, the Board will determine, in PCA's best interest, which employee is to be transferred or separated.

Responsibilities

The Executive Director or designee shall coordinate with the current employee's direct supervisor to develop appropriate plans to ensure that a Family Member's employment does not conflict with this policy. If the situation cannot be resolved by a transfer, then the Executive Director or designee will deny the application for employment. Special circumstances may be reviewed by the Board in the event that PCA's best interests would be served by the employment of a Family Member.

The Executive Director or designee shall investigate reports of Nepotism and take appropriate action. Employees are required to disclose changes in their personal situations to the Executive Director or designee which may be covered by this policy. Supervisors may inquire about the family relationship between employees to determine the appropriateness of the working relationship under this policy. The Board shall make the final determination concerning potential conflicts with this policy involving the Executive Director.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to any building or office are responsible for their safekeeping.

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any School key is not allowed and strictly prohibited. It is against School policy to loan or distribute your assigned keys to another employee or non-employee of the School. If your school keys are lost, misplaced, destroyed, or stolen, you must report it immediately to the Executive Director.

The last employee, or a designated employee, who leaves the office and /or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on school property before or after hours without prior authorization.

INTERNAL INVESTIGATIONS & SEARCHES

From time to time PCA may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

In PCA's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for PCA property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to PCA. PCA will generally try to obtain an employee's consent before conducting a search of work areas, but it may not always be able to do so. Employees have no expectation of privacy in their work areas.

VIOLENCE IN THE WORKPLACE

PCA has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect PCA or which occur on PCA property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on PCA premises, regardless of the relationship between PCA and the parties involved
- All threats or acts of violence occurring off PCA premises involving someone who is acting in the capacity of a representative of PCA

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy PCA property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

PCA's prohibition against threats and acts of violence applies to all persons involved in PCA's operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers, and anyone else, including parents on PCA property. Violations of this policy by any individual on PCA property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors or to their Executive Director.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should

contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

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.

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

School Dress Code

It is the goal of the school to foster a professional work environment for all staff, as part of our commitment to providing excellent customer service to our families, our communities, our professional associates, and respect for one another.

General Rules

Clothing should be clean, free of wrinkles, rips or tears, and appropriate for the workplace. Nothing too tight or revealing (i.e. nothing too low cut in the front or back, or sheer), no bare midriffs, no spaghetti straps, and no undergarments showing. No shorts or yoga pants. No offensive language or images. Hair should be clean and neatly groomed. Please cover tattoos whenever possible.

Casual Business Attire

Tops:

- Polo style or button-down shirts or blouse
- Pullovers or sweaters
- *No tank tops

Bottoms:

- Skirt (no more than 3" above the knee)
- Dress slacks or Khakis
- Capri pants
- Denim jeans

Dresses:

- No more than 3" above the knee

Hats:

- School hats

Shoes:

- Comfortable and professional: This may include dress shoes, boots, heels, sandals, or flats.
- *If you are in a position where you are moving items or furniture, please wear closed-toe shoes.

TEACHER-STUDENT INTERACTIONS

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 Behavior

Some activities may seem innocent from a staff member’s perspective, but some of these activities can 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.

Staff members must understand their own responsibilities for ensuring they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the 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.

Unacceptable Behaviors

These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of ANY kind
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- 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 inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without parental permission
- Being alone in a room with a student at school with the door closed
- Bringing your own children into PCA students' homes
- Allowing students in your home during work hours
- Remarks about the physical attributes or physiological development of anyone
- Excessive attention toward a particular student
- Sending emails, text messages, Facebook responses, or letters to students if the content is not about school activities

Acceptable and Recommended Behaviors

- Obtaining parent's written consent for any school activity (exclusive of tutorials)
- Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions
- 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 school-based technology and equipment)
- Keeping the door 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
- Keeping parents informed when a significant issue develops about a student
- 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 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 judgment could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior 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

Reporting

When any staff member becomes aware of another staff member, volunteer, guest or vendor having crossed the boundaries specified in this policy, or has a reasonable suspicion of misconduct, he or she must report the suspicion to their immediate supervisor or the Executive Director promptly. Reasonable suspicion means it is based on facts which would lead a reasonable person to believe the conduct occurred. 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.

Investigating

The School will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as it deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all other privy to the investigation, shall protect the privacy interests of

any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible.

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.

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the Executive Director. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Executive Director.

STANDARDS OF CONDUCT AND CIVILITY

At PCA, we are committed to upholding the highest standards of personal integrity and conduct. These standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines us and how we are perceived by others. As school employees, we also serve as role models to our students.

PCA employees are accountable for integrity in conduct and for the consequences of their actions or inactions. The highest of ethical standards are expected in all matters internal, as well as with students, parents, and the community at large. All employees and any individuals acting on behalf of PCA are required to conduct themselves in compliance with the essence of this Standards of Conduct and Civility policy. Any concerns must be promptly reported to a supervisor or the Human Resources. Failure to comply with this policy may result in disciplinary action, up to and including termination.

Children must have adult supervision at all times.

CIVILITY

- Everyone treats each other with civility, dignity, respect and professionalism at all times
- Employees exercise emotional self-control and sensitivity to feelings of others not with blame or recrimination
- Employee behavior supports an environment where everyone feels safe, secure and respected.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the

School.

- Falsification of employment records, employment information, or other School records
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's
- Theft, deliberate or careless damage, or loss of any School property or the property of any employee or customer
- Provoking a fight or fighting during working hours or on School property
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School
- Any conduct that has gained sufficient notoriety so as to impair the employee's school-related relationships
- Any willful conduct that endangers the safety, health or wellbeing of another individual
- Any act of sufficient magnitude to cause disruption of work or gross discredit to the school
- Immoral conduct
- Unfitness for service
- Violation of the Substance and Alcohol policy
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
- Unreported absence on scheduled workdays unless otherwise excused
- Excessive tardiness or absenteeism unless otherwise excused
- Unauthorized use of School equipment, time, materials, facilities, or the School name
- Sleeping or malingering on the job
- Failure to observe working schedules, including the required rest and meal periods
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances
- Failure of an employee to obtain permission to leave work for any reason during normal working hours
- Abuse of sick leave
- Violation of the Communications Policy
- Violation of the Standards of Conduct and Civility Policy
- Failure to provide a physician's certificate when requested or required to do so
- Violating the School's Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the

Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours

- Violation of any safety, health, security, or School rule
- Negligence or other conduct leading to the endangerment of harm of a child or children
- Working overtime without authorization or refusing to work assigned overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false

CONFIDENTIAL INFORMATION

It is important to the School to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, student information, all student lists, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law.

The School prohibits audio or video recordings in the workplace, during working hours, without authorization of the School due to privacy and confidentiality concerns and protections.

The School devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of the School you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by the School. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the School, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to the School during extended leaves of absence or upon termination.

During your employment with the School, you will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during your former employment. You must not disclose to the School any confidential or proprietary information or material belonging to former employers or others.

Upon an extended leave of absence, request from the School or termination of employment, employees are required to immediately return to the School all property of the School in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the School. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act.

Violations of this policy may result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social, and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest. For example, romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment, and morale problems.

Any employee involved in such situations or relationships must immediately and fully disclose the nature of the situation or relationship to the Executive Director so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

Employees shall not be financially interested in any contract made by them in their official capacity.

PCA expects employees to devote their best efforts to the interests of our school. PCA recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at PCA or create a conflict of interest with your statutory duty of loyalty to the School. The School prohibits employees from working with another School or external organization that competes with PCA whether as a regular employee or as a consultant.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Executive Director to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including, immediate termination.

This policy is in addition to PCA's Revised Nonprofit Conflict of Interest Policy and Conflict of Interest Code.

Outside Employment

If you are a full-time employee we expect that you devote your full professional effort to your position at PCA. If you wish to participate in outside work activities you are required to obtain written approval from the Executive Director prior to starting those activities. Approval will be granted unless the activity conflicts with PCA's interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at PCA.
- Involve organizations that are doing or seek to do business with PCA including actual or potential vendors.
- Violate provisions of law or PCA policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to PCA must be given priority. Full-time employees are hired and continue employment with the understanding that PCA is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly

prohibited.

POLICY REGARDING INCONSISTENT, INCOMPATIBLE OR CONFLICTING EMPLOYMENT, ACTIVITY OR ENTERPRISE BY SCHOOL PERSONNEL

Policy Statement

It is the policy of PCA that its officers and employees may not engage in any outside activity, employment, or enterprise for compensation which is inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of PCA. During working hours or on school premises, officers or employees shall not engage in political or religious activities, or recruit or solicit students or members of the public for political or religious activities.

An officer's or employee's outside activity, employment, or enterprise for compensation shall be determined to be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of PCA if any of the following apply:

- It involves the use of PCA time, facilities, equipment, supplies, or the officer's or employee's position or influence with PCA, for private gain or advantage.
- It involves receipt or acceptance by the officer or employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with PCA.
- It involves the performance of an act as part of the outside activity that involves services performed for PCA.
- It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raise any ethical or conflict of interest concerns, or create any conditions that impact the officer's or employee's job performance.

Officers and employees may not use PCA's name, logo, supplies, equipment or other property in connection with any outside activities.

Procedure

In the event that an officer or employee believes that an outside activity for compensation may be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of PCA, the officer or employee shall obtain a written determination of the Executive Director or his or her designee that the outside activity is not in violation of this policy before engaging in such activity.

EXPENSE REIMBURSEMENT POLICY

PCA will reimburse employees for certain reasonably necessary business expenses incurred in the furtherance of PCA business. In order to be eligible for reimbursement, employees must follow the protocol set forth in the school's relevant fiscal and accounting policies and procedures. In general, the immediate supervisor must have previously approved all expenses, prior to the employee spending money. All receipts pertaining to the reimbursement must be original and detailed, and should be submitted to the appropriate supervisor for review and approval, prior to submission for final approval.

and payment.

POLICY CONFIRMING RESTRICTION ON THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO STUDENTS, PARENTS OR GUARDIANS

Policy Statement

It is the policy of PCA that PCA shall not provide any funds or thing of value to any student or his or her parent or guardian that a school district could not legally provide to a similarly situated student, or his or her parent or guardian. PCA does not and shall not provide, for example, “sign up bonuses” to parents or guardians or other incentives unrelated to education.

Additionally, a student, parent or guardian shall not use his or her status as a student, parent or guardian with PCA in order to obtain funds or things of value from PCA. For example, this policy prohibits an individual from utilizing his or her status as a parent or guardian to obtain a vendor contract with PCA for compensation. It also prohibits an individual from utilizing his or her status as a parent or guardian to refer or encourage any students enrolled in PCA, or their parents or guardians, to select that individual or his or her company or another provider of services, in connection with the student’s education at PCA, resulting in the individual’s receipt of funds or thing of value from PCA.

Procedures

The prior approval of the Executive Director or his or her designee must be obtained for any of the following in order to ensure that it does not conflict with this policy:

- Any funds or thing of value provided to a student, parent or guardian which has not previously been approved. This applies in any situation in which a student, parent or guardian would any funds or thing of value, whether in their capacity as a student, parent, guardian, vendor, service provider or other circumstance.
- Any proposed incentive to be offered to students or parents.

In requesting approval, the educational purpose of any such funds, thing of value or incentive must be provided to the Executive Director or his or her designee.

SECTION 12 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of PCA to promote a safe, healthy and productive work environment for all employees. The School recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations, or School success.

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 administration
- 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, including failure to notify the School in writing of employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction; or
- Failure to keep all prescribed medicine in its original container

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. 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. Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating

that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

This policy will not be construed to prohibit the use of alcohol at social or business functions. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

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.

Violation of this Substance and Alcohol 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.

Compliance with this Substance and Alcohol Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the School may report such illegal drug activities to an appropriate law enforcement agency.

The School may require a test by Intoxilyzer, blood test, urinalysis, medical examination of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee.

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.

SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as e-cigarettes, cigars, pipes, vaping and/or (both tobacco and marijuana products). Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground or event location, whichever is farther.

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. All staff is expected to question any unknown person seen in the workplace who does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of your Executive Director, other employees or call 911. Report any suspicious persons or activities to your Executive Director. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Immediately contact your supervisor or school administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on school property without the prior written approval of the Executive Director and the written consent of the individual being recorded. Please report any problems with our security systems to your Executive Director.

VIDEO SURVEILLANCE FOR DANIELSON STREET OFFICE

Pacific Coast Academy ("Charter School") is committed to maintaining a safe and healthy learning environment for all members of the school community. In furtherance of this goal, Charter School has installed security cameras in the hallways, entry ways, inventory rooms, and other locations throughout the administrative office at 13915 Danielson Street, Suites 100, 101, 102 and 200, Poway, California 92064 ("Office") for the safety of visitors and to secure Charter School property.

These systems have visual recording capabilities and the recordings may be retained in Charter School's sole discretion. There are no cameras in restrooms and other similar sensitive locations ("Sensitive Locations").

While in or around the Office, Charter School employees are subject to video surveillance and recording and do not have an expectation of privacy other than while in Sensitive Locations.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on PCA property. Be cautious: keep school property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services and in accordance with the School's Reimbursement policies. Employee must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

PCA cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on PCA's premises, including the parking area, or away from school property while on school business. PCA employees are prohibited from using personal property for work-related purposes unless approved in advance by the Executive Director.

SAFETY POLICY

PCA is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or Executive Director immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process, or business practice for which the School is responsible, bring it to the attention of your supervisor or Executive Director immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Executive Director regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and Human Resources.

PCA has in place a written Injury and Illness Prevention Program as required by law. Please contact Human Resources for further information.

ERGONOMICS

PCA has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the School will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to your Executive Director.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact your Executive Director.

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

PCA will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following: (1) elects to resign from PCA; (2) fails to return from an approved leave of absence on the date specified without notifying the school for the need for continued leave including failure to communicate with the School; or (3) fails to report for work without notice to PCA for three consecutive work days. PCA requests that employees provide at least two weeks written notice of a voluntary termination. All PCA property must be returned immediately upon terminating employment. PCA retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of PCA's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, PCA reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

All employees who leave employment at PCA may be asked to take part in an exit interview with their supervisor to communicate their challenges and growth while employed at PCA. Information shared during an exit interview will be treated as confidential to the extent possible.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to Human Resources. Only Human Resources is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, PCA will disclose only the dates of employment and the title of the last position held. PCA will verify or disclose an employee's salary history only if the employee provides written authorization for PCA to provide the information. However, PCA will provide information about current or former employees as required by law or court order. PCA will not provide any letters of reference for current or former employees. Please refer all questions about this policy to Human Resources.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of Pacific Coast Academy's ("PCA") Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I understand that the Employee Handbook contains important information regarding PCA's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of PCA's policies.

In particular, I have read and understand PCA's Anti-Nepotism Policy, Policy Regarding Inconsistent, Incompatible or Conflicting Employment, Activity or Enterprise by School Personnel, Policy Confirming Restrictions on the Provision of Funds or Other Things of Value to Students, Parents or Guardians, and restrictions and procedures to avoid Conflicts of Interest.

Just as I am free to terminate the employment relationship with PCA at any time, PCA, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and PCA for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Executive Director of PCA, with the approval of the Board of Directors, has the authority to alter my employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. This is the entire agreement between PCA and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with PCA, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

PCA reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than PCA Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print): _____

Employee Signature: _____

Date: _____