



Pacific Coast Academy

Regular Scheduled Board Meeting

Date and Time

Thursday October 20, 2022 at 5:00 PM PDT

Location

Meeting Via Teleconference

Zoom Link

<https://pacificcoastacademy-org.zoom.us/j/86439881391>

Meeting ID: 864 3988 1391

Join by Phone (669) 900-6833

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Call the Meeting to Order		Benjamin Fung	1 m
B. Roll Call of Board Members		Benjamin Fung	1 m
C. Approval of Agenda	Vote	Benjamin Fung	1 m
D. Resolution for Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361	Vote	Benjamin Fung	1 m
E. Public Comments			
II. Finance			5:04 PM
A. September Financials and August Check Register	Vote	Kate Eng	10 m
III. Other Business			5:14 PM
A. Strategies and Goals of the Board	Discuss	Benjamin Fung	10 m

	Purpose	Presenter	Time
IV. Consent Agenda			5:24 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 Special Board Meeting on September 14, 2022			
B. Compensation Policy and Stipend Chart			
C. Employee Handbook			
D. Invoices over \$100,000			
E. Approve Consent Agenda			1 m
This Is The Vote To Approve The Consent Agenda Items.			

V. Closing Items			5:25 PM
A. Announcement of Next Scheduled Meeting December 8 at 5:00pm	FYI	Benjamin Fung	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)).

Coversheet

Resolution for Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361

Section: I. Opening Items

Item: D. Resolution for Continuing School Board Authority to Hold
Virtual Meetings Pursuant to AB 361

Purpose: Vote

Submitted by:

Related Material:

PCA Resolution 2022-22 for Continuing School Board Authority to Hold Virtual Meetings
Pursuant to AB 361_Redlined 10.14.2022.pdf



Pacific Coast Academy
13915 Danielson St. #200, Poway, CA 92064

**Resolution of Pacific Coast Academy Board of Directors
2022-22**

**RESOLUTION REGARDING CONTINUING SCHOOL BOARD AUTHORITY TO HOLD
VIRTUAL MEETINGS PURSUANT TO AB 361**

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19); and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of

emergency. (B) Any of the following circumstances exist:

- (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.
- (ii) State or local officials continue to impose or recommend measures to promote social distancing.

THEREFORE, BE IT RESOLVED that the Board of Directors of Pacific Coast Academy finds that the Governor's March 4, 2020, declaration of a state of emergency due to the COVID-19 pandemic remains active.

BE IT FURTHER RESOLVED, the Board of Directors of Pacific Coast Academy finds that due to the state of emergency meeting in person would present imminent risks to the health or safety of some attendees and/or the state of emergency continues to directly impact the ability of some members to meet safely in person due to the prevalence of the various variants of the COVID-19 virus, the indoor setting of meeting facilities, the potential presence of contagious individuals attending meetings, the potential for noncompliance with mask wearing requirements, and desire to protect the health of board members, staff, and the public. Some members of the Board of Directors may decide to attend in-person and some may decide to attend remotely given the risks to their health and/or safety due to COVID-19. The Board of Directors intends to continue to provide the public and members of the Board of Directors to participate remotely or in-person in their own discretion due to these risks.

SECRETARY'S CERTIFICATE

I, Jessica Ackerman, 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 October 20, 2022 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.

Secretary of the Board of Directors of

Pacific Coast Academy

Coversheet

September Financials and August Check Register

Section:	II. Finance
Item:	A. September Financials and August Check Register
Purpose:	Vote
Submitted by:	
Related Material:	PCA - 22.09 Financial Package.pdf



Pacific Coast Academy

Monthly Financial Presentation – September 2022

Highlights

Highlights

- Revenue increased by **\$4.7M** to prior projection
- Expenses decreased by **\$100K**
- Projected surplus for year-end is **\$10.2M**
- No outstanding factoring or projected future factoring

Compliance and Reporting

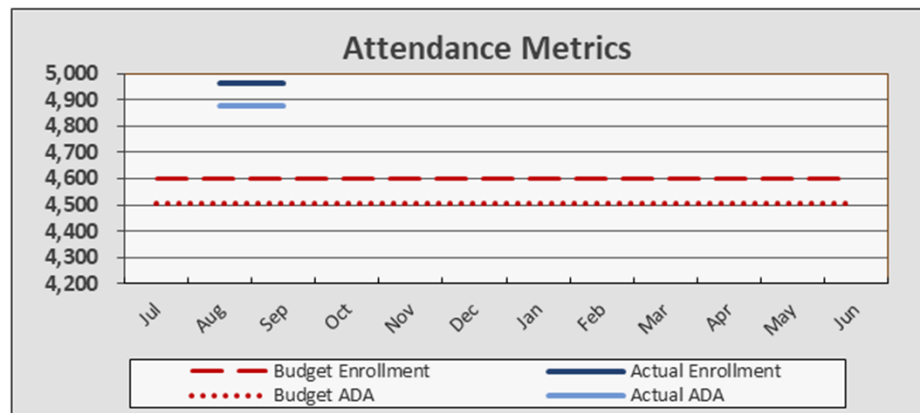
- PTR is within the requirement minimum
- 80% instructional spending has fallen out of compliance due to increased revenue/enrollment. Leadership is working on a plan to address this metric.

Pupil:Teacher Ratio	
21.62	:1

Cert.	Instr.
45.1%	71.5%
3,141,698	(5,272,001)

Attendance

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	4,963	4,600	4,600
ADA	4,880	4,508	4,508
Attendance Rate	98.3%	98.0%	98.0%
Unduplicated %	n/a	39.0%	39.0%
Revenue per ADA		\$13,758	\$12,095
Expenses per ADA		\$11,480	\$11,534



- ADA will change based on enrollment and attendance this year
- LP1 ADA up 356 to original budget (+8%) and 475 to P2 2022 (+11%)

Revenue

- Revenue projections increased by **\$4.7M**, driven by:
 - Enrollment Increase (\$4.3M)
 - New LCFF TK Add-On (\$485K)

Revenue

<i>Year-to-Date</i>		
Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 9,050,044	\$ 8,277,007 \$ 773,037
Federal Revenue	-	911,686 (911,686)
Other State Revenue	853,595	652,637 200,958
Other Local Revenue	57,668	- 57,668
Total Revenue	\$ 9,961,307	\$ 9,841,330 \$ 119,977

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 52,679,743	\$ 45,689,297	\$ 6,990,446
3,849,539	3,803,810	45,729
5,435,398	5,032,671	402,727
57,668	-	57,668
\$ 62,022,347	\$ 54,525,778	\$ 7,496,569

Expenses

- Expenses decreased **\$100K**, driven by:
 - Student Funds: Opt-in reduced from 90% to 80% (-\$500K)
 - Offset by increased costs pegged to ADA/revenue: Insurance, Management, and Oversight Fees (+\$175K)
 - Software: +\$290K in August

Expenses

Year-to-Date		
Actual	Budget	Fav/(Unf)
Certificated Salaries	\$ 4,616,699	\$ 4,278,807 \$ (337,892)
Classified Salaries	949,249	883,270 (65,979)
Benefits	1,941,946	1,887,209 (54,737)
Books and Supplies	2,188,936	1,720,581 (468,355)
Subagreement Services	1,107,119	1,408,174 301,056
Operations	141,170	124,600 (16,570)
Facilities	71,672	95,600 23,928
Professional Services	435,136	495,262 60,126
Depreciation	1,473	8,571 7,098
Total Expenses	\$ 11,453,400	\$ 10,902,075 \$ (551,324)

Annual/Full Year		
Forecast	Budget	Fav/(Unf)
\$ 21,059,423	\$ 21,442,791	\$ 383,369
3,662,246	3,608,905	(53,341)
8,698,665	8,612,722	(85,943)
8,957,048	8,632,671	(324,377)
6,159,234	6,628,836	469,602
585,758	498,400	(87,358)
381,047	382,400	1,353
2,260,225	2,156,135	(104,090)
27,187	34,286	7,098
\$ 51,790,833	\$ 51,997,146	\$ 206,313

Fund Balance

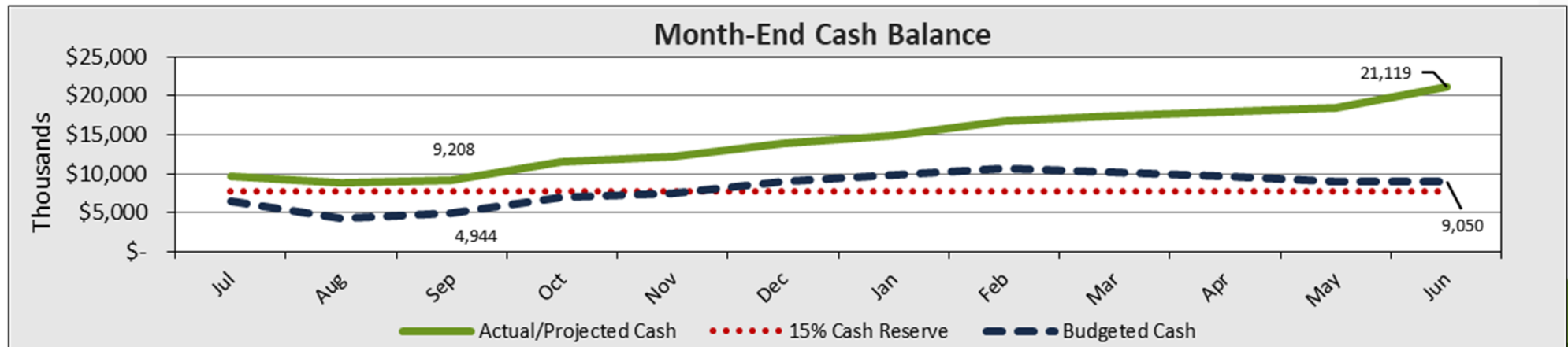
- Year-end surplus forecast increased by **\$4.8M**
- End-of-year fund balance exceeds State and Authorizer requirements of **3%** and **5%** of total expenses, respectively.

	Year-to-Date		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (1,492,093)	\$ (1,060,745)	\$ (431,347)
Beginning Fund Balance	<u>8,906,708</u>	<u>8,906,708</u>	
Ending Fund Balance	<u>\$ 7,414,615</u>	<u>\$ 7,845,963</u>	
As a % of Annual Expenses	14.3%	15.1%	

	Annual/Full Year		
	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 10,231,514	\$ 2,528,632	\$ 7,702,882
Beginning Fund Balance	<u>8,906,708</u>	<u>8,906,708</u>	
Ending Fund Balance	<u>\$ 19,138,223</u>	<u>\$ 11,435,340</u>	
As a % of Annual Expenses	37.0%	22.0%	

Cash Balance

- 9/30 cash balance: **\$9.2M**
- No projected factoring/borrowing



Appendices

- Forecast 22-23 / Monthly Cash Flow
- Budget vs. Actuals
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging

Pacific Coast Academy

Monthly Cash Flow/Forecast FY22-23

Revised 10/7/2022

ADA = 4863.74

Revenues

State Aid - Revenue Limit

8011	LCFF State Aid	2,275,126	2,275,126	4,095,227	4,107,173	4,107,173	4,107,173	4,107,173	5,096,572	5,096,572	5,096,572	5,096,572	5,096,572	-	50,557,029	43,721,841	6,835,188
8012	Education Protection Account	-	-	219,513	243,187	-	-	243,187	-	-	23,674	-	-	243,187	972,748	901,600	71,148
8096	In Lieu of Property Taxes	-	61,684	123,368	83,041	83,041	83,041	83,041	83,041	183,236	91,618	91,618	91,618	91,618	1,149,966	1,065,856	84,110

2,275,126 2,336,810 4,438,108 4,433,401 4,190,214 4,190,214 4,433,401 5,179,613 5,279,808 5,211,864 5,188,190 5,188,190 334,805 52,679,743 45,689,297 6,990,446

Federal Revenue

8181	Special Education - Entitlement	-	-	-	47,662	47,662	47,662	47,662	79,208	79,208	79,208	79,208	79,208	-	586,689	540,960	45,729
8290	Title I, Part A - Basic Low Income	-	-	-	-	-	470,480	-	-	-	-	-	-	156,827	627,306	627,306	-
8291	Title II, Part A - Teacher Quality	-	-	-	-	-	80,252	-	-	-	-	-	-	26,751	107,002	107,002	-
8293	Title III - Limited English	-	-	-	-	-	-	-	-	-	-	-	16,497	-	16,497	16,497	-
8296	Other Federal Revenue	-	-	-	-	-	628,011	-	-	628,011	-	-	1,256,023	-	2,512,045	2,512,045	-

- - - 47,662 47,662 1,226,404 47,662 79,208 707,220 79,208 79,208 1,351,728 183,577 3,849,539 3,803,810 45,729

Other State Revenue

8311	State Special Education	173,277	173,277	311,898	312,660	312,660	312,660	312,660	694,801	248,957	248,957	248,957	248,957	248,957	3,848,677	3,527,059	321,618
8550	Mandated Cost	-	-	-	-	-	100,137	-	-	-	-	-	-	-	100,137	100,137	-
8560	State Lottery	-	-	-	-	-	-	250,244	-	-	250,244	-	-	608,444	1,108,933	1,027,824	81,109
8599	Other State Revenue	-	21,952	173,191	-	-	-	-	-	-	-	182,508	-	-	377,651	377,651	-

173,277 195,229 485,089 312,660 312,660 412,797 562,905 694,801 248,957 499,201 248,957 431,465 857,401 5,435,398 5,032,671 402,727

Other Local Revenue

8660	Interest Revenue	-	3,629	-	-	-	-	-	-	-	-	-	-	-	3,629	-	3,629
8699	School Fundraising	-	4,375	781	-	-	-	-	-	-	-	-	-	-	5,156	-	5,156
8980	Contributions, Unrestricted	13,846	35,000	37	-	-	-	-	-	-	-	-	-	-	48,883	-	48,883

13,846 43,004 818 - - - - - - - - - - - 57,668 - - 57,668

Total Revenue

2,462,249 2,575,043 4,924,015 4,793,723 4,550,536 5,829,415 5,043,967 5,953,623 6,235,984 5,790,273 5,516,355 6,971,382 1,375,783 62,022,347 54,525,778 7,496,569

Expenses

Certificated Salaries

1100	Teachers' Salaries	269,331	1,333,201	1,356,034	1,322,225	1,322,225	1,322,225	1,322,225	1,322,225	1,322,225	1,322,225	1,322,225	713,509	-	14,249,872	14,649,264	399,393
1175	Teachers' Extra Duty/Stipends	39,908	264,157	254,635	175,727	175,727	175,727	175,727	175,727	175,727	175,727	175,727	175,727	-	2,140,240	2,108,721	(31,519)
1200	Pupil Support Salaries	38,492	130,570	133,085	145,180	145,180	145,180	145,180	145,180	145,180	145,180	145,180	72,590	-	1,536,179	1,596,983	60,803
1300	Administrators' Salaries	192,537	202,344	195,044	184,070	184,070	184,070	184,070	184,070	184,070	184,070	184,070	184,070	-	2,246,552	2,208,835	(37,717)
1900	Other Certificated Salaries	17,399	94,243	95,720	79,908	79,908	79,908	79,908	79,908	79,908	79,908	79,908	39,954	-	886,580	878,989	(7,591)

557,667 2,024,514 2,034,518 1,907,109 1,907,109 1,907,109 1,907,109 1,907,109 1,907,109 1,907,109 1,907,109 1,907,109 1,185,849 - 21,059,423 21,442,791 383,369

Classified Salaries

2100	Instructional Salaries	8,424	29,036	28,050	33,515	33,515	33,515	33,515	33,515	33,515	33,515	33,515	22,854	-	356,488	380,861	24,373
2200	Support Salaries	92,380	126,899	108,223	102,706	102,706	102,706	102,706	102,706	102,706	102,706	102,706	100,730	-	1,249,877	1,228,515	(21,362)
2300	Classified Administrators'	46,187	38,035	34,710	41,114	41,114	41,114	41,114	41,114	41,114	41,114	41,114	41,114	-	488,961	493,370	4,410
2400	Clerical and Office Staff Salaries	115,744	131,798	127,415	112,309	112,309	112,309	112,309	112,309	112,309	112,309	112,309	112,309	-	1,385,737	1,347,707	(38,030)
2900	Other Classified Salaries	19,852	21,714	20,780	13,204	13,204	13,204	13,204	13,204	13,204	13,204	13,204	13,204	-	181,184	158,452	(22,733)

282,587 347,483 319,178 302,848 302,848 302,848 302,848 302,848 302,848 302,848 302,848 302,848 290,211 - 3,662,246 3,608,905 (53,341)

Benefits

3101	STRS	103,974	375,142	373,257	370,893	370,893	370,893	370,893	370,893	370,893	370,893	370,893	230,623	-	4,050,138	4,095,573	45,435
3301	OASDI	16,543	20,817	19,260	18,503	18,503	18,503	18,503	18,503	18,503	18,503	18,503	17,731	-	222,376	223,752	1,376
3311	Medicare	11,672	33,408	33,178	32,472	32,472	32,472	32,472	32,472	32,472	32,472	32,472	21,689	-	359,726	363,250	3,524
3401	Health and Welfare	466,053	193,984	218,108	264,167	264,167	264,167	264,167	264,167	264,167	264,167	264,167	264,167	-	3,255,645	3,170,000	(85,645)
3501	State Unemployment	1,305	5,634	3,154	9,041	9,041	9,041	45,203	36,162	18,081	9,041	9,041	1,305	-	156,046	156,800	754
3601	Workers' Compensation	12,653	19,607	34,199	31,353	31,353	31,353	31,353	31,353	31,353	31,353	31,353	12,653	-	329,933	350,724	20,791
3901	Other Benefits	-	-	-	-	-	324,801	-	-	-	-	-	-	-	324,801	252,623	(72,178)

612,200 648,592 681,155 726,428 726,428 1,051,230 762,590 753,550 735,469 726,428 726,428 548,167 - 8,698,665 8,612,722 (85,943)

Books and Supplies

4100	Textbooks and Core Materials	27,675	15,398	501	1,267	1,267	1,267	1,267	1,267	1,267	1,267	1,267	1,267	-	54,974	14,100	(40,874)
4302	School Supplies	104,847	691,276	538,920	219,935	187,838	225,323	232,767	246,344	1,082,043	902,191	802,154	888,763	-	6,122,401	6,385,698	263,298
4305	Software	365,074	311,947	72,262	76,208	76,208	76,208	76,208	76,208	76,208	76,208	76,208	76,208	-	1,435,158	847,600	(587,558)
4310	Office Expense	12,547	17,566	4,933	10,508	10,508	10,508	10,508	10,508	10,508	10,508	10,508	10,508	-	129,621	118,000	(11,621)
4311	Business Meals	-	-	-	50	50	50	50	50	50	50	50	50	-	450	600	150
4400	Noncapitalized Equipment	-	1,449	24,540	54,599	46,631	55,936	57,784	61,155	268,615	223,968	199,133	220,634	-	1,214,444	1,266,672	52,228

510,143 1,037,637 641,156 362,567 322,502 369,293 378,584 395,532 1,438,691 1,214,192 1,089,321 1,197,430 - 8,957,048 8,632,671 (324,377)

Pacific Coast Academy

Monthly Cash Flow/Forecast FY22-23

Revised 10/7/2022

ADA = 4863.74

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Subagreement Services																
5102 Special Education	194	47,932	15,054	213,226	213,226	213,226	213,226	213,226	213,226	213,226	213,226	213,226	-	1,982,215	2,272,700	290,485
5105 Security	-	-	652	100	100	100	100	100	100	100	100	100	-	1,552	1,100	(452)
5106 Other Educational Consultants	3,983	60,742	978,562	143,895	122,895	147,420	152,290	161,174	707,938	590,268	524,818	581,482	-	4,175,467	4,355,036	179,569
	4,176	108,674	994,269	357,221	336,221	360,746	365,616	374,500	921,264	803,594	738,144	794,809	-	6,159,234	6,628,836	469,602
Operations and Housekeeping																
5201 Auto and Travel	108	3,734	5,240	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	-	37,882	35,600	(2,282)
5300 Dues & Memberships	770	2,231	1,102	2,067	2,067	2,067	2,067	2,067	2,067	2,067	2,067	2,067	-	22,703	23,000	297
5400 Insurance	33,018	39,307	39,307	39,307	39,307	39,307	39,307	39,307	39,307	39,307	39,307	39,307	-	465,395	386,200	(79,195)
5501 Utilities	-	3,446	1,316	1,392	1,392	1,392	1,392	1,392	1,392	1,392	1,392	1,392	-	17,287	15,500	(1,787)
5900 Communications	3,752	1,878	251	1,642	1,642	1,642	1,642	1,642	1,642	1,642	1,642	1,642	-	20,656	18,200	(2,456)
5901 Postage and Shipping	485	4,115	1,110	1,792	1,792	1,792	1,792	1,792	1,792	1,792	1,792	1,792	-	21,835	19,900	(1,935)
	38,133	54,711	48,326	49,399	49,399	49,399	49,399	49,399	49,399	49,399	49,399	49,399	-	585,758	498,400	(87,358)
Facilities, Repairs and Other Leases																
5601 Rent	33,653	35,266	697	33,025	33,025	33,025	33,025	33,025	33,025	33,025	33,025	33,025	-	366,840	367,300	460
5604 Other Leases	-	1,200	-	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	-	12,000	13,400	1,400
5610 Repairs and Maintenance	-	-	857	150	150	150	150	150	150	150	150	150	-	2,207	1,700	(507)
	33,653	36,466	1,554	34,375	34,375	34,375	34,375	34,375	34,375	34,375	34,375	34,375	-	381,047	382,400	1,353
Professional/Consulting Services																
5801 IT	2,982	338	30	14,208	14,208	14,208	14,208	14,208	14,208	14,208	14,208	14,208	-	131,225	158,000	26,775
5802 Audit & Taxes	-	-	-	3,167	3,167	3,167	-	-	-	-	-	-	-	9,500	8,800	(700)
5803 Legal	345	5,181	1,943	19,025	19,025	19,025	19,025	19,025	19,025	19,025	19,025	19,025	-	178,693	211,600	32,907
5804 Professional Development	4,541	11,317	2,490	6,308	6,308	6,308	6,308	6,308	6,308	6,308	6,308	6,308	-	75,123	70,100	(5,023)
5805 General Consulting	95	-	340	1,267	1,267	1,267	1,267	1,267	1,267	1,267	1,267	1,267	-	11,835	14,000	2,165
5806 Special Activities/Field Trips	6,682	13,394	35,213	4,888	4,175	5,008	5,173	5,475	24,048	20,051	17,828	19,753	-	161,688	168,641	6,953
5807 Bank Charges	-	-	-	1,783	1,783	1,783	1,783	1,783	1,783	1,783	1,783	1,783	-	16,050	19,800	3,750
5808 Printing	-	-	-	150	150	150	150	150	150	150	150	150	-	1,350	1,700	350
5809 Other taxes and fees	3	1,994	946	2,950	2,950	2,950	2,950	2,950	2,950	2,950	2,950	2,950	-	29,494	32,800	3,306
5810 Payroll Service Fee	4,480	4,480	4,480	3,392	3,392	3,392	3,392	3,392	3,392	3,392	3,392	3,392	-	43,965	37,700	(6,265)
5811 Management Fee	79,517	79,517	84,328	90,449	90,449	90,449	90,449	90,449	90,449	90,449	90,449	90,449	-	1,057,405	954,201	(103,204)
5812 District Oversight Fee	22,751	23,368	44,381	44,334	41,902	41,902	44,334	51,796	52,798	52,119	51,882	51,882	3,348	526,797	456,893	(69,904)
5813 County Fees	-	-	-	525	-	-	525	-	-	525	-	-	525	2,100	1,900	(200)
5815 Public Relations/Recruitment	-	-	-	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	-	15,000	20,000	5,000
	121,396	139,589	174,150	194,113	190,443	191,276	191,232	198,470	218,046	213,894	210,909	212,834	3,873	2,260,225	2,156,135	(104,090)
Depreciation																
6900 Depreciation Expense	491	491	491	2,857	2,857	2,857	2,857	2,857	2,857	2,857	2,857	2,857	-	27,187	34,286	7,098
	491	491	491	2,857	2,857	2,857	2,857	2,857	2,857	2,857	2,857	2,857	-	27,187	34,286	7,098
Interest																
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	2,160,446	4,398,157	4,894,796	3,936,918	3,872,183	4,269,133	3,994,610	4,018,641	5,610,058	5,254,697	5,061,390	4,315,930	3,873	51,790,833	51,997,146	206,313
Monthly Surplus (Deficit)	301,803	(1,823,114)	29,218	856,805	678,353	1,560,282	1,049,357	1,934,982	625,926	535,576	454,965	2,655,452	1,371,910	10,231,514	2,528,632	7,702,882

Pacific Coast Academy**Monthly Cash Flow/Forecast FY22-23**

Revised 10/7/2022

ADA = 4863.74

**Cash Flow Adjustments**

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals
Monthly Surplus (Deficit)	301,803	(1,823,114)	29,218	856,805	678,353	1,560,282	1,049,357	1,934,982	625,926	535,576	454,965	2,655,452	1,371,910
Cash flows from operating activities													
Depreciation/Amortization	491	491	491	2,857	2,857	2,857	2,857	2,857	2,857	2,857	2,857	2,857	-
Public Funding Receivables	15,206	(61,684)	349,007	1,507,937	-	-	25,700	-	-	-	-	-	(1,375,783)
Grants and Contributions Rec.	192,803	(472)	422	-	-	-	-	-	-	-	-	-	-
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-
Prepaid Expenses	458,095	(246,677)	165,189	-	-	-	-	-	-	-	-	-	-
Other Assets	-	1,230	5,400	-	-	-	-	-	-	-	-	-	-
Accounts Payable	(309,697)	79,102	(8,615)	-	-	-	-	-	-	-	-	-	3,873
Accrued Expenses	(49,312)	1,170,861	(83,026)	-	-	-	-	-	-	-	-	-	-
Deferred Revenue	16,056	1,722	103	-	-	-	-	-	-	-	-	-	-
Cash flows from investing activities													
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash flows from financing activities													
Proceeds from Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments on Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Change in Cash	625,446	(878,542)	458,190	2,367,599	681,211	1,563,139	1,077,914	1,937,839	628,783	538,433	457,822	2,658,309	
Cash, Beginning of Month	9,002,988	9,628,434	8,749,892	9,208,082	11,575,681	12,256,892	13,820,031	14,897,945	16,835,784	17,464,567	18,003,000	18,460,821	
Cash, End of Month	9,628,434	8,749,892	9,208,082	11,575,681	12,256,892	13,820,031	14,897,945	16,835,784	17,464,567	18,003,000	18,460,821	21,119,131	

Annual
Forecast

10,231,514

Original
Budget TotalFavorable /
(Unfav.)

Cert.	Instr.
45.1%	71.5%
3,141,698	(5,272,001)

Pupil:Teacher Ratio
21.62 :1

Pacific Coast Academy**Budget vs Actual**

For the period ended September 30, 2022

	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	\$ 4,095,227	\$ 3,832,183	\$ 263,044	\$ 8,645,479	\$ 8,090,164	\$ 555,315	\$ 43,721,841
Education Protection Account	219,513	-	219,513	219,513	-	219,513	901,600
In Lieu of Property Taxes	123,368	124,562	(1,194)	185,052	186,843	(1,791)	1,065,856
Total State Aid - Revenue Limit	4,438,108	3,956,745	481,363	9,050,044	8,277,007	773,037	45,689,297
Federal Revenue							
Special Education - Entitlement	-	47,415	(47,415)	-	100,098	(100,098)	540,960
Title I, Part A - Basic Low Income	-	156,827	(156,827)	-	156,827	(156,827)	627,306
Title II, Part A - Teacher Quality	-	26,751	(26,751)	-	26,751	(26,751)	107,002
Title III - Limited English	-	-	-	-	-	-	16,497
Other Federal Revenue	-	628,011	(628,011)	-	628,011	(628,011)	2,512,045
Total Federal Revenue	-	859,003	(859,003)	-	911,686	(911,686)	3,803,810
Other State Revenue							
State Special Education	311,898	309,144	2,754	658,452	652,637	5,815	3,527,059
Mandated Cost	-	-	-	-	-	-	100,137
State Lottery	-	-	-	-	-	-	1,027,824
Other State Revenue	173,191	-	173,191	195,143	-	195,143	377,651
Total Other State Revenue	485,089	309,144	175,945	853,595	652,637	200,958	5,032,671
Other Local Revenue							-
Interest Revenue	-	-	-	3,629	-	3,629	-
School Fundraising	781	-	781	5,156	-	5,156	-
Contributions, Unrestricted	37	-	37	48,883	-	48,883	-
Total Other Local Revenue	818	-	818	57,668	-	57,668	-
Total Revenues	\$ 4,924,015	\$ 5,124,892	\$ (200,877)	\$ 9,961,307	\$ 9,841,330	\$ 119,977	\$ 54,525,778
Expenses							
Certificated Salaries							
Teachers' Salaries	\$ 1,356,034	\$ 1,322,225	\$ (33,810)	\$ 2,958,565	\$ 2,749,242	\$ (209,324)	\$ 14,649,264
Teachers' Extra Duty/Stipends	254,635	175,727	(78,909)	558,699	527,180	(31,519)	2,108,721
Pupil Support Salaries	133,085	145,180	12,096	302,147	290,361	(11,787)	1,596,983
Administrators' Salaries	195,044	184,070	(10,975)	589,926	552,209	(37,717)	2,208,835
Other Certificated Salaries	95,720	79,908	(15,812)	207,361	159,816	(47,545)	878,989
Total Certificated Salaries	2,034,518	1,907,109	(127,409)	4,616,699	4,278,807	(337,892)	21,442,791
Classified Salaries							
Instructional Salaries	28,050	33,515	5,465	65,511	79,223	13,712	380,861
Support Salaries	108,223	102,706	(5,517)	327,503	304,165	(23,338)	1,228,515
Supervisors' and Administrators' Salaries	34,710	41,114	6,404	118,933	123,343	4,410	493,370
Clerical and Office Staff Salaries	127,415	112,309	(15,106)	374,957	336,927	(38,030)	1,347,707
Other Classified Salaries	20,780	13,204	(7,576)	62,346	39,613	(22,733)	158,452
Total Classified Salaries	319,178	302,848	(16,330)	949,249	883,270	(65,979)	3,608,905
Benefits							
State Teachers' Retirement System, certificated	373,257	364,258	(8,999)	852,373	817,252	(35,121)	4,095,573
OASDI/Medicare/Alternative, certificated positions	19,260	18,777	(483)	56,620	54,763	(1,857)	223,752
Medicare/Alternative, certificated positions	33,178	32,044	(1,133)	78,258	74,850	(3,407)	363,250
Health and Welfare Benefits, certificated positions	218,108	264,167	46,058	878,145	792,500	(85,645)	3,170,000
State Unemployment Insurance, certificated positions	3,154	7,840	4,686	10,093	23,520	13,427	156,800
Workers' Compensation Insurance, certificated positions	34,199	30,939	(3,259)	66,458	72,269	5,811	350,724
Other Benefits, certificated positions	-	22,285	22,285	-	52,055	52,055	252,623
Total Benefits	681,155	740,310	59,156	1,941,946	1,887,209	(54,737)	8,612,722
Books & Supplies							
Textbooks and Core Materials	501	1,175	674	43,574	3,525	(40,049)	14,100
School Supplies	538,920	526,471	(12,449)	1,335,043	1,231,270	(103,772)	6,385,698
Software	72,262	70,633	(1,629)	749,283	211,900	(537,383)	847,600
Office Expense	4,933	9,833	4,901	35,046	29,500	(5,546)	118,000
Business Meals	-	50	50	-	150	150	600
Noncapitalized Equipment	24,540	104,431	79,891	25,990	244,236	218,246	1,266,672
Total Books & Supplies	641,156	712,594	71,438	2,188,936	1,720,581	(468,355)	8,632,671
Subagreement Services							
Special Education	15,054	189,392	174,337	63,180	568,175	504,995	2,272,700
Security	652	92	(560)	652	275	(377)	1,100
Other Educational Consultants	978,562	359,052	(619,510)	1,043,287	839,724	(203,563)	4,355,036
Total Subagreement Services	994,269	548,536	(445,733)	1,107,119	1,408,174	301,056	6,628,836

Pacific Coast Academy**Budget vs Actual**

For the period ended September 30, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Operations & Housekeeping							
Auto and Travel	5,240	2,967	(2,273)	9,082	8,900	(182)	35,600
Dues & Memberships	1,102	1,917	815	4,103	5,750	1,647	23,000
Insurance	39,307	32,183	(7,124)	111,632	96,550	(15,082)	386,200
Utilities	1,316	1,292	(24)	4,762	3,875	(887)	15,500
Communications	251	1,517	1,266	5,881	4,550	(1,331)	18,200
Postage and Shipping	1,110	1,658	549	5,710	4,975	(735)	19,900
Total Operations & Housekeeping	48,326	41,533	(6,792)	141,170	124,600	(16,570)	498,400
Facilities, Repairs & Other Leases							
Rent	697	30,608	29,912	69,615	91,825	22,210	367,300
Other Leases	-	1,117	1,117	1,200	3,350	2,150	13,400
Repairs and Maintenance	857	142	(715)	857	425	(432)	1,700
Total Facilities, Repairs & Other Leases	1,554	31,867	30,313	71,672	95,600	23,928	382,400
Professional/Consulting Services							
IT	30	13,167	13,137	3,350	39,500	36,150	158,000
Audit & Taxes	-	-	-	-	-	-	8,800
Legal	1,943	17,633	15,691	7,468	52,900	45,432	211,600
Professional Development	2,490	5,842	3,352	18,348	17,525	(823)	70,100
General Consulting	340	1,167	827	435	3,500	3,065	14,000
Special Activities/Field Trips	35,213	13,904	(21,309)	55,289	32,517	(22,772)	168,641
Bank Charges	-	1,650	1,650	-	4,950	4,950	19,800
Printing	-	142	142	-	425	425	1,700
Other Taxes and Fees	946	2,733	1,787	2,944	8,200	5,256	32,800
Payroll Service Fee	4,480	3,142	(1,338)	13,440	9,425	(4,015)	37,700
Management Fee	84,328	79,517	(4,811)	243,362	238,550	(4,812)	954,201
District Oversight Fee	44,381	39,567	(4,814)	90,500	82,770	(7,730)	456,893
County Fees	-	-	-	-	-	-	1,900
Public Relations/Recruitment	-	1,667	1,667	-	5,000	5,000	20,000
Total Professional/Consulting Services	174,150	180,130	5,979	435,136	495,262	60,126	2,156,136
Depreciation							
Depreciation Expense	491	2,857	2,366	1,473	8,571	7,098	34,286
Total Depreciation	491	2,857	2,366	1,473	8,571	7,098	34,286
Total Expenses	\$ 4,894,796	\$ 4,467,784	\$ (427,012)	\$ 11,453,400	\$ 10,902,076	\$ (551,324)	\$ 51,997,146
Change in Net Assets	29,218	657,107	(627,889)	(1,492,093)	(1,060,746)	(431,347)	2,528,632
Net Assets, Beginning of Period	7,385,397			8,906,708			
Net Assets, End of Period	\$ 7,414,615			\$ 7,414,615			

Pacific Coast Academy**Statement of Financial Position****September 30, 2022**

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Unrestricted Cash	\$ 7,614,754	\$ 9,002,988	\$ (1,388,234)	\$ (0)
Restricted Cash	1,593,328	-	1,593,328	0%
Total Cash & Cash Equivalents	9,208,082	9,002,988	205,094	2%
Accounts Receivable	50	192,803	(192,753)	-100%
Public Funding Receivables	1,948,952	2,251,481	(302,529)	-13%
Prepaid Expenses	598,309	974,916	(376,607)	-39%
Total Current Assets	11,755,393	12,422,188	(666,795)	-5%
Long-Term Assets				
Property & Equipment, Net	44,686	46,159	(1,473)	-3%
Deposits	999	7,629	(6,630)	-87%
Total Long Term Assets	45,685	53,788	(8,103)	-15%
Total Assets	\$ 11,801,078	\$ 12,475,976	\$ (674,898)	-5%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 749,176	\$ 988,386	\$ (239,210)	-24%
Accrued Liabilities	2,043,958	1,005,435	1,038,523	103%
Deferred Revenue	1,593,328	1,575,447	17,881	1%
Total Current Liabilities	4,386,462	3,569,268	817,195	23%
Total Liabilities	4,386,462	3,569,268	817,195	23%
Total Net Assets	7,414,615	8,906,708	(1,492,093)	-17%
Total Liabilities and Net Assets	\$ 11,801,078	\$ 12,475,976	\$ (674,898)	-5%

Pacific Coast Academy

Statement of Cash Flows

For the period ended September 30, 2022

	Month Ended 09/30/22	YTD Ended 09/30/22
Cash Flows from Operating Activities		
Change in Net Assets	\$ 29,218	\$ (1,492,093)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	491	1,473
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	349,007	302,529
Grants, Contributions & Pledges Receivable	422	192,753
Prepaid Expenses	165,189	376,607
Other Assets	5,400	6,630
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(8,615)	(239,210)
Accrued Expenses	(83,026)	1,038,523
Deferred Revenue	103	17,881
Total Cash Flows from Operating Activities	458,190	205,094
Change in Cash & Cash Equivalents	458,190	205,094
Cash & Cash Equivalents, Beginning of Period	8,749,892	9,002,988
Cash and Cash Equivalents, End of Period	\$ 9,208,082	\$ 9,208,082

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
22686	Aja Lee	9/1/2022	\$ 884.00
22687	Gracie Jiu Jitsu San Marcos LLC	9/1/2022	157.00
22688	Voya Financial FBO CalSTRS Pension2	9/1/2022	31,504.50
22689	Achieve, Inc.	9/8/2022	208.00
22690	Apple Inc	9/8/2022	360.83
22691	Beautiful Feet Books, Inc.	9/8/2022	2,743.45
22692	Blackbird & Company	9/8/2022	160.73
22693	Blue Shield of California	9/8/2022	111,314.35
22694	Brooklyn Bucky	9/8/2022	10.00
22695	Cadence Dance Project Inc	9/8/2022	415.00
22696	Catherine Carella	9/8/2022	380.00
22697	Charlotte Littlehales	9/8/2022	1,677.50
22698	Crafty School Crates	9/8/2022	456.00
22699	Delta Dental Insurance Company	9/8/2022	2,201.11
22700	Delta Dental of California	9/8/2022	11,918.22
22701	Dino Lingo Inc.	9/8/2022	149.00
22702	Elemental Science	9/8/2022	171.26
22703	eLuma	9/8/2022	4,708.33
22704	Ereflect Pty Ltd	9/8/2022	201.00
22705	CONFIDENTIAL	9/8/2022	466.49
22706	Evan-Moor	9/8/2022	933.61
22707	Gail Shafer	9/8/2022	240.00
22708	Home Science Tools	9/8/2022	416.75
22709	IXL Learning, Inc.	9/8/2022	22,000.00
22710	JA Food Service	9/8/2022	804.99
22711	JackKris Publishing, LLC	9/8/2022	119.35
22712	Jessica Bischaney	9/8/2022	411.64
22713	Kenyon's Soo Bahk Do	9/8/2022	160.00
22714	Lakeshore	9/8/2022	1,308.10
22715	Lauren Pennock	9/8/2022	165.00
22716	Learning A-Z	9/8/2022	125.00
22717	Learning Without Tears	9/8/2022	107.24
22718	McGraw Hill LLC	9/8/2022	122.30
22719	McGraw Hill LLC	9/8/2022	87.75
22720	MEL Science U.S., LLC	9/8/2022	1,149.64
22721	Mercurius	9/8/2022	67.13
22722	Mike Slayen	9/8/2022	123.00
22723	Moving Beyond the Page	9/8/2022	5,512.79
22724	MoxieBox Art, Inc.	9/8/2022	344.94
22725	Mystery Science Inc.	9/8/2022	1,245.00
22726	Mystic Equine	9/8/2022	350.00

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
22727	Noonan Family Swim School, Inc. - San Diego	9/8/2022	76.50
22728	North County Academy of Dance	9/8/2022	3,133.25
22729	Oak Meadow Inc	9/8/2022	2,250.53
22730	Oceanside Gymnastics	9/8/2022	320.00
22731	ODP Business Solutions LLC	9/8/2022	441.51
22732	Outschool, Inc.	9/8/2022	16.00
22733	Portal Languages - San Diego	9/8/2022	200.00
22734	Russian School of Mathematics	9/8/2022	252.00
22736	Singapore Math Inc.	9/8/2022	3,046.42
22737	Santee Music Academy	9/8/2022	444.00
22738	Starfall Education Foundation	9/8/2022	105.00
22739	TalkBox.Mom	9/8/2022	86.20
22740	TCI	9/8/2022	116.09
22741	Teaching Textbooks	9/8/2022	732.98
22742	Thinkwell Corporation	9/8/2022	383.03
22743	Tim Hart	9/8/2022	494.00
22744	Verizon Wireless	9/8/2022	1,726.12
22745	West Coast Krav Maga Temecula	9/8/2022	189.00
22746	Wieser Educational	9/8/2022	106.53
22747	WriteAtHome, Inc	9/8/2022	1,497.00
22748	Zoom Video Communications Inc	9/8/2022	254.80
22749	Alliance Jiu Jitsu San Diego	9/14/2022	1,482.00
22750	Allison Browning	9/14/2022	6,120.00
22751	CONFIDENTIAL	9/14/2022	179.75
22752	Amy Martinez	9/14/2022	11,565.00
22753	Apex School of Movement San Diego	9/14/2022	523.90
22754	Archi Kapoor	9/14/2022	259.00
22755	Baby Swim Float Swim, LLC.	9/14/2022	230.00
22756	Barbara Mulvany	9/14/2022	530.00
22757	Beautiful Feet Books, Inc.	9/14/2022	4,924.55
22758	BookShark	9/14/2022	212.17
22759	Brave Writer, LLC	9/14/2022	2,356.25
22760	Building Wings LLC	9/14/2022	1,501.20
22761	Caroline Murphy	9/14/2022	620.00
22762	Catherine Carella	9/14/2022	260.00
22763	Champion Gymnastics	9/14/2022	2,978.75
22764	Champion Rhythmics	9/14/2022	440.00
22765	Cherie Peacock	9/14/2022	211.00
22766	Clark Gracie Jiu-Jitsu Academy	9/14/2022	180.00
22767	Deborah Smith	9/14/2022	250.00
22768	Dehesa School District	9/14/2022	3,598.00
22769	Diana's Dance Company	9/14/2022	60.00

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
22770	Dino Lingo Inc.	9/14/2022	149.00
22771	Discount School Supply	9/14/2022	59.42
22772	Elemental Science	9/14/2022	238.88
22773	Ereflect Pty Ltd	9/14/2022	67.00
22774	Evan-Moor	9/14/2022	462.50
22775	Family Karate	9/14/2022	150.00
22776	Fidelity Security Life Insurance Co.	9/14/2022	6.82
22777	Film School 4 Teens	9/14/2022	490.00
22779	Floaties Swim School	9/14/2022	4,512.60
22780	Floaties Swim School	9/14/2022	1,100.40
22781	Gregory Thornquest	9/14/2022	3,740.00
22782	HBCO LLC	9/14/2022	269.84
22783	Hollywood Music	9/14/2022	827.50
22784	Home Science Tools	9/14/2022	639.57
22785	Homeschool Enrichment Centers	9/14/2022	10,440.00
22786	Honest History Co.	9/14/2022	223.02
22787	Icetown	9/14/2022	214.00
22788	Icetown Carlsbad	9/14/2022	125.00
22789	Inspire School of Ballet	9/14/2022	158.00
22790	JackKris Publishing, LLC	9/14/2022	41.38
22791	Jason Lampro	9/14/2022	2,034.00
22792	Jerry DeMink	9/14/2022	253.00
22793	Kaitlin Homa	9/14/2022	90.00
22794	Kari Behrendt	9/14/2022	981.00
22795	Karin Leonard	9/14/2022	16,546.84
22796	Kathryn M Whelan	9/14/2022	385.00
22797	Kenyon's Soo Bahk Do	9/14/2022	350.00
22798	Key Martial Arts	9/14/2022	972.00
22799	Kim Turner	9/14/2022	2,800.00
22800	Lakeshore	9/14/2022	1,393.21
22801	Learning Journeys Forum	9/14/2022	1,550.00
22802	Learning Without Tears	9/14/2022	314.10
22803	Little Passports	9/14/2022	4,583.56
22804	Live Education, Inc	9/14/2022	1,933.07
22805	Lynne-Marie Friedrichs	9/14/2022	570.00
22806	Margaret Morghen	9/14/2022	720.00
22807	McGraw Hill LLC	9/14/2022	614.07
22808	MEL Science U.S., LLC	9/14/2022	789.69
22809	Mikala Aragon	9/14/2022	23,475.00
22810	Mike Slayen	9/14/2022	1,043.00
22811	Moving Beyond the Page	9/14/2022	1,332.46
22812	MoxieBox Art, Inc.	9/14/2022	1,225.79

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
22813	Murrieta Dance Project	9/14/2022	1,050.00
22814	Music SD LLC	9/14/2022	185.00
22815	Mystery Science Inc.	9/14/2022	336.00
22816	Natalie Braun	9/14/2022	420.00
22817	Nathan & Elizabeth Hileman	9/14/2022	930.00
22818	Nathan & Elizabeth Hileman	9/14/2022	220.00
22819	Nicole the Math Lady, LLC.	9/14/2022	1,256.98
22820	Noonan Family Swim School, Inc.	9/14/2022	907.00
22821	Noonan Family Swim School, Inc. - San Diego	9/14/2022	1,325.50
22822	North County Academy of Dance	9/14/2022	4,113.00
22823	Oak Meadow Inc	9/14/2022	1,018.31
22824	Oceanside Gymnastics	9/14/2022	2,351.00
22825	On Track Wellness	9/14/2022	169.00
22826	Outliers Jiu Jitsu	9/14/2022	675.00
22827	Outside the Box Creation	9/14/2022	1,069.44
22828	Paint Box Art Studio	9/14/2022	13,375.00
22829	Paul Ciolek	9/14/2022	240.00
22830	Portal Languages - Mission Viejo	9/14/2022	100.00
22831	Rachel Bailey	9/14/2022	390.00
22832	Ramsey Solutions	9/14/2022	34.99
22833	Regina Phillips	9/14/2022	140.00
22834	Ruocco Equestrian Training	9/14/2022	1,055.00
22835	CONFIDENTIAL	9/14/2022	388.50
22836	San Diego Childrens Choir	9/14/2022	175.00
22837	San Diego Liberal Arts Academy	9/14/2022	22,600.00
22838	San Diego Surfing School, Inc.	9/14/2022	301.60
22839	Savvas Learning Company LLC	9/14/2022	849.90
22840	Scholastic Inc	9/14/2022	15.35
22841	Scott Carr	9/14/2022	1,377.00
22842	Sebesta's Rocking K Ranch	9/14/2022	915.00
22843	Selene Gomez	9/14/2022	600.00
22844	Seven Spears Martial Arts Academy	9/14/2022	483.00
22845	SHI International Corp	9/14/2022	12,042.46
22846	Shuebox Educational Services- Rebecca Shue	9/14/2022	2,235.00
22847	Signing Online	9/14/2022	150.00
22848	Silva BJJ & Fitness for Kids	9/14/2022	894.00
22849	Simply Coding	9/14/2022	149.00
22850	Singapore Math Inc.	9/14/2022	502.08
22851	Santee Music Academy	9/14/2022	800.00
22852	Staump Productions	9/14/2022	660.00
22853	Studies Weekly	9/14/2022	878.56
22854	Supercharged Science	9/14/2022	373.00

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
22855	TalkBox.Mom	9/14/2022	429.68
22856	Teaching Textbooks	9/14/2022	1,134.18
22857	The Lampo Group, LLC	9/14/2022	331.83
22858	Tim Hart	9/14/2022	250.00
22859	Tomoko Yoda-Compilati	9/14/2022	78.00
22860	Tutoring Club of Fallbrook	9/14/2022	1,272.00
22861	Tutorloo, Inc. dba Mathnasium of Seal Beach	9/14/2022	200.00
22862	Whitebrook Farm	9/14/2022	150.00
22863	Xochitl Salcido	9/14/2022	200.00
22864	YMCA of San Diego County	9/14/2022	144.00
22865	Voya Financial FBO CalSTRS Pension2	9/22/2022	29,663.50
22866	Agility Kids, LLC	9/22/2022	796.50
22867	Al Zamora	9/22/2022	598.00
22868	Alliance Jiu Jitsu San Diego	9/22/2022	525.00
22869	Art With Larisse	9/22/2022	672.00
22870	Baby Swim Float Swim, LLC.	9/22/2022	57.50
22871	Barbara Ernst Ankele	9/22/2022	<u>250.00</u>
22872	Barbara Mulvany	9/22/2022	40.00
22873	Beautiful Feet Books, Inc.	9/22/2022	1,113.63
22874	Beehively	9/22/2022	6,360.00
22875	Blackbird & Company	9/22/2022	88.18
22876	BYU Independent Study	9/22/2022	5,350.00
22877	Cadence Dance Project Inc	9/22/2022	1,160.00
22878	Cameron Family YMCA	9/22/2022	333.00
22879	Candice Cothrine	9/22/2022	636.53
22880	Catherine Carella	9/22/2022	180.00
22881	Center for the Collaborative Classroom	9/22/2022	839.19
22882	Champion Rhythmics	9/22/2022	1,130.00
22883	Charlotte Littlehales	9/22/2022	752.00
22884	Cherie Peacock	9/22/2022	555.00
22885	Classical Education Inc.	9/22/2022	350.00
22886	Creating A Masterpiece LLC	9/22/2022	25.98
22887	Discount School Supply	9/22/2022	96.92
22888	EDMC	9/22/2022	871.70
22889	Educational Development Corporation	9/22/2022	139.85
22890	Elemental Science	9/22/2022	115.48
22891	Evan-Moor	9/22/2022	39.84
22892	Final Strike Martial Arts	9/22/2022	175.00
22893	Gracie Barra San Diego	9/22/2022	695.00
22894	Gymniny Kids	9/22/2022	1,945.57
22895	Home Science Tools	9/22/2022	188.96
22896	HopSkipDrive, Inc.	9/22/2022	548.80

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
22897	Incident IQ, LLC	9/22/2022	1,383.24
22898	IXL Learning, Inc.	9/22/2022	17,850.00
22899	John Gibbs	9/22/2022	300.00
22900	Julia Amonette-Hinke	9/22/2022	22,695.00
22901	Kathy Shoemaker	9/22/2022	1,650.00
22902	Kim Turner	9/22/2022	2,800.00
22903	Lakeshore	9/22/2022	1,157.28
22904	Lara Sheridan	9/22/2022	18,100.00
22905	Le Cirque, Inc.	9/22/2022	579.00
22906	Learning Without Tears	9/22/2022	55.08
22907	Mathnasium of Temecula	9/22/2022	548.00
22908	McGraw Hill LLC	9/22/2022	56.16
22909	McGraw Hill LLC	9/22/2022	97.08
22910	MEL Science U.S., LLC	9/22/2022	665.68
22911	Mikala Aragon	9/22/2022	6,495.00
22912	Moving Beyond the Page	9/22/2022	807.98
22913	Murrieta Dance Project	9/22/2022	1,145.50
22914	Music Roots Piano Lessons	9/22/2022	90.00
22915	MusiKey	9/22/2022	300.00
22916	Mystery Science Inc.	9/22/2022	316.00
22917	N2Y, LLC	9/22/2022	605.37
22918	Noonan Family Swim School, Inc.	9/22/2022	478.50
22919	North Coast Jiu Jitsu, LLC	9/22/2022	450.00
22920	Oak Meadow Inc	9/22/2022	1,172.34
22921	Oceanside Gymnastics	9/22/2022	330.00
22922	ODP Business Solutions LLC	9/22/2022	581.00
22923	Othentik Gym	9/22/2022	900.00
22924	Outliers Jiu Jitsu	9/22/2022	450.00
22925	Outschool, Inc.	9/22/2022	116.00
22926	Peter and Sherri Mellos	9/22/2022	4,836.05
22927	Pitch Michael	9/22/2022	700.00
22928	Playground Players Productions	9/22/2022	16,967.50
22929	Renaissance	9/22/2022	4,095.00
22930	Robin Dapper	9/22/2022	2,760.00
22931	San Diego Childrens Choir	9/22/2022	875.00
22932	San Diego Model Railroad	9/22/2022	340.00
22933	Sarah Lowery Piano Studio	9/22/2022	220.00
22934	Savvas Learning Company LLC	9/22/2022	230.20
22935	School Specialty LLC	9/22/2022	36.12
22936	Scripps National Spelling Bee	9/22/2022	182.50
22937	Sebesta's Rocking K Ranch	9/22/2022	960.00
22938	Shirley Stafford	9/22/2022	130.00

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
22939	Shuebox Educational Services- Rebecca Shue	9/22/2022	4,670.00
22940	Singapore Math Inc.	9/22/2022	189.56
22941	Sonya Rosenberg	9/22/2022	3,500.00
22942	Santee Music Academy	9/22/2022	1,310.00
22943	Starfall Education Foundation	9/22/2022	35.00
22945	Studies Weekly	9/22/2022	1,452.78
22946	Superstar Gymnastics and Dance	9/22/2022	3,600.00
22947	TalkBox.Mom	9/22/2022	37.72
22948	Tap Fever Studios	9/22/2022	624.00
22949	Temecula Conservatory of Music	9/22/2022	675.00
22950	Temecula Music Teacher, LLC	9/22/2022	683.75
22951	The Escondido Music and Art Company	9/22/2022	240.00
22952	The San Diego Music and Art Cooperative	9/22/2022	1,620.00
22953	The Writenburg Door	9/22/2022	18,860.00
22954	TRC South Gymnastics	9/22/2022	1,025.00
22955	Twist N U	9/22/2022	135.00
22956	Veronica Anne Richards	9/22/2022	96.00
22957	VIP School of Music	9/22/2022	60.00
22958	White Dragon Martial Arts	9/22/2022	232.25
22959	Hatch & Cesario, Attorneys-at-Law	9/22/2022	250.00
22960	Poway Executive Plaza, LLC	9/23/2022	27,734.25
22961	The Red Apple Project	9/28/2022	950.00
22962	Achieve, Inc.	9/28/2022	347.00
22963	Alicia M Ferreira	9/28/2022	15,300.00
22964	Alliance Jiu Jitsu San Diego	9/28/2022	130.00
22965	Allison Browning	9/28/2022	220.00
22966	Anastasia Campbell	9/28/2022	8,775.00
22967	Angela Aymin	9/28/2022	23,025.00
22968	Archi Kapoor	9/28/2022	398.00
22969	Artskiddoo	9/28/2022	582.00
22970	At Play Occupational Therapy Services Inc	9/28/2022	1,920.00
22971	Baby Swim Float Swim, LLC.	9/28/2022	531.25
22972	Barbara Mulvany	9/28/2022	40.00
22973	Barum Jiu-Jitsu San Diego	9/28/2022	240.00
22974	Beautiful Feet Books, Inc.	9/28/2022	2,155.87
22975	Big Little Ones, LLC	9/28/2022	733.80
22976	Bitsbox	9/28/2022	434.25
22977	Blue Shield of California	9/28/2022	318,561.84
22978	BookShark	9/28/2022	30.16
22979	Brain Builders STEM Education	9/28/2022	400.00
22980	Brave Writer, LLC	9/28/2022	1,034.95
22981	C3 Classes	9/28/2022	2,140.00

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
22982	California Music Lessons	9/28/2022	500.00
22983	Caroline Murphy	9/28/2022	350.00
22984	Catherine Carella	9/28/2022	120.00
22985	Champion Gymnastics	9/28/2022	323.00
22986	Cherie Peacock	9/28/2022	234.00
22987	City of Menifee	9/28/2022	70.00
22988	Companion Corporation	9/28/2022	1,522.00
22989	Curriculum That Matters, Inc	9/28/2022	395.95
22990	Daniella Chesnut	9/28/2022	5,930.00
22991	Danielle Johnston	9/28/2022	209.38
22992	Discount School Supply	9/28/2022	32.53
22993	Don Johnston Incorporated	9/28/2022	1,944.00
22994	Drawn2Art	9/28/2022	668.00
22995	Dunamix Dance Project	9/28/2022	350.00
22996	East County Surf SC	9/28/2022	570.00
22997	Evan-Moor	9/28/2022	131.21
22998	ExploreLearning	9/28/2022	4,380.00
22999	Gathered Oak	9/28/2022	37,272.00
23000	Gracie Barra San Diego	9/28/2022	396.00
23001	Gracie South Bay	9/28/2022	1,328.00
23002	Greene Music Education Center	9/28/2022	328.00
23003	Harbottle Law Group	9/28/2022	1,492.50
23004	HBCO LLC	9/28/2022	90.00
23005	Home Science Tools	9/28/2022	371.15
23006	Homeschool Enrichment Centers	9/28/2022	660.00
23007	Honest History Co.	9/28/2022	67.89
23008	Icetown Carlsbad	9/28/2022	138.00
23009	ISHARY CORP DBA Kumon of Murrieta-Central	9/28/2022	720.00
23010	Jerry DeMink	9/28/2022	4,260.00
23011	JKWInnovations	9/28/2022	45,415.00
23012	Joseph Lindstrom	9/28/2022	950.82
23013	Julia Amonette-Hinke	9/28/2022	9,900.00
23014	Justyna Ponulak	9/28/2022	300.00
23015	Kathy Shoemaker	9/28/2022	1,285.00
23016	CONFIDENTIAL	9/28/2022	104.83
23017	Kidwings Nature School	9/28/2022	1,930.00
23018	Lakeshore	9/28/2022	1,635.58
23019	Language Tree Online	9/28/2022	954.00
23020	Laura George	9/28/2022	14,181.25
23021	Lauren Pennock	9/28/2022	550.00
23022	Learn to Rip	9/28/2022	180.00
23023	Learning Without Tears	9/28/2022	98.32

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
23024	LegalShield	9/28/2022	52.75
23025	LEGO Education	9/28/2022	673.15
23026	Little Passports	9/28/2022	1,727.81
23027	Little Scouts Nature Classes Inc	9/28/2022	12,845.00
23028	Live Education, Inc	9/28/2022	1,840.00
23029	Lori Sandground	9/28/2022	7,255.00
23030	Lydia Dicola	9/28/2022	19,035.00
23031	Marisa Donnelly	9/28/2022	2,425.00
23032	Mathnasium of Poway	9/28/2022	1,316.00
23033	Mathnasium of Vista	9/28/2022	349.00
23034	MEL Science U.S., LLC	9/28/2022	889.37
23035	Michael Dvoskin	9/28/2022	1,640.00
23036	Mikala Aragon	9/28/2022	6,577.50
23037	Mikala JrR	9/28/2022	2,681.25
23038	Monart	9/28/2022	120.00
23039	Moving Beyond the Page	9/28/2022	3,164.82
23040	MoxieBox Art, Inc.	9/28/2022	535.91
23041	Music Studio of Ryan LaCoste	9/28/2022	456.00
23042	Mutual of Omaha	9/28/2022	8,412.23
23043	Mystery Science Inc.	9/28/2022	158.00
23044	Mystic Equine	9/28/2022	900.00
23045	Nessy Learning LLC	9/28/2022	176.00
23046	Nicole the Math Lady, LLC.	9/28/2022	563.00
23047	Noonan Family Swim School, Inc	9/28/2022	3,689.25
23048	Noonan Family Swim School, Inc.	9/28/2022	274.50
23049	Noonan Family Swim School, Inc. - San Diego	9/28/2022	550.00
23050	Oak Meadow Inc	9/28/2022	635.38
23051	Oceanside Gymnastics	9/28/2022	1,674.00
23052	ODP Business Solutions LLC	9/28/2022	203.52
23053	Oma's Pumpkin Patch	9/28/2022	1,075.00
23054	Oscar Azucena	9/28/2022	1,625.00
23055	Outschool, Inc.	9/28/2022	605.00
23056	Paint Box Art Studio	9/28/2022	2,339.00
23057	Paper Moon Music	9/28/2022	135.00
23058	Patrick Hinke	9/28/2022	10,555.00
23059	Portal Languages - San Diego	9/28/2022	300.00
23060	Premier Martial Arts	9/28/2022	350.00
23061	Pyle Sims Duncan & Stevenson	9/28/2022	450.00
23062	Rachel Bailey	9/28/2022	390.00
23063	Rachel Bertoch	9/28/2022	595.00
23064	Rachel Fitzgerald	9/28/2022	210.00
23065	Ramona Brazilian Jiu-Jitsu/ MMA	9/28/2022	1,520.00

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
23066	Ramsey Solutions	9/28/2022	69.98
23067	Rebecca Droigk	9/28/2022	3,300.00
23068	Rebecca Zimmer Huber	9/28/2022	360.00
23069	Regine Swim	9/28/2022	805.00
23070	Robin Dapper	9/28/2022	4,370.00
23071	RSM Singers Company	9/28/2022	280.00
23072	Ruocco Equestrian Training	9/28/2022	515.00
23073	Russian School of Mathematics	9/28/2022	567.00
23074	Ruth Opilas	9/28/2022	2,650.00
23075	San Diego Gas & Electric	9/28/2022	245.05
23076	San Diego Gas & Electric	9/28/2022	57.01
23077	San Diego Liberal Arts Academy	9/28/2022	750.00
23078	Sarah Lowery Piano Studio	9/28/2022	110.00
23079	Savvas Learning Company LLC	9/28/2022	532.10
23080	SCEGA Gymnastics	9/28/2022	484.70
23081	School House Discoveries LLC	9/28/2022	493.11
23082	Sebesta's Rocking K Ranch	9/28/2022	555.00
23083	Selene Gomez	9/28/2022	240.00
23084	Seven Spears Martial Arts Academy	9/28/2022	507.00
23085	Shanna Llewellyn	9/28/2022	71.25
23086	SHI International Corp	9/28/2022	13,692.06
23088	Shirley Stafford	9/28/2022	3,250.00
23089	Shuebox Educational Services- Rebecca Shue	9/28/2022	1,290.00
23091	Singapore Math Inc.	9/28/2022	3,600.87
23092	So Cal TTC	9/28/2022	336.00
23093	Sonya Rosenberg	9/28/2022	405.00
23094	Soro Futbol	9/28/2022	1,680.00
23095	Santee Music Academy	9/28/2022	164.00
23096	Spanish for You!	9/28/2022	266.38
23097	Starfall Education Foundation	9/28/2022	35.00
23098	Staump Productions	9/28/2022	660.00
23101	Studies Weekly	9/28/2022	2,343.04
23102	Susan Creswell	9/28/2022	560.00
23103	Suzanne Miller	9/28/2022	360.00
23104	TalkBox.Mom	9/28/2022	37.90
23105	Teaching Textbooks	9/28/2022	495.72
23106	The Escondido Music and Art Company	9/28/2022	1,000.00
23107	Thinkwell Corporation	9/28/2022	159.00
23108	Tim Hart	9/28/2022	496.00
23109	TRC South Gymnastics	9/28/2022	221.25
23110	CONFIDENTIAL	9/28/2022	231.22
23111	Verizon Wireless	9/28/2022	66.42

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
23112	Verizon Wireless	9/28/2022	1,797.67
23113	Visago LLC	9/28/2022	618.00
23114	White Dragon of East County	9/28/2022	1,932.00
23115	WriteAtHome, Inc	9/28/2022	549.00
23116	YMCA of San Diego County	9/28/2022	110.50
23117	YMCA of San Diego County	9/28/2022	953.50
23118	Jessica Ackermann	9/28/2022	94.75
23119	Ricardo Robledo	9/28/2022	160.00
23125	Amazon Capital Services	9/29/2022	864.51
ACH	Charter Impact, Inc.	9/1/2022	88,808.00
ACH	Amazon Capital Services	9/8/2022	68,504.88
ACH	Amazon Capital Services	9/8/2022	51,655.52
ACH	1802 Jiu-Jitsu	9/8/2022	195.00
ACH	Activities for Learning, Inc.	9/8/2022	151.34
ACH	Activities for Learning, Inc.	9/8/2022	116.65
ACH	Activities for Learning, Inc.	9/8/2022	116.65
ACH	Activities for Learning, Inc.	9/8/2022	121.51
ACH	All About Learning Press, Inc.	9/8/2022	163.88
ACH	All About Learning Press, Inc.	9/8/2022	180.56
ACH	All About Learning Press, Inc.	9/8/2022	179.39
ACH	Math-U-See, Inc.	9/8/2022	106.20
ACH	Math-U-See, Inc.	9/8/2022	67.08
ACH	Math-U-See, Inc.	9/8/2022	150.38
ACH	Math-U-See, Inc.	9/8/2022	53.10
ACH	Math-U-See, Inc.	9/8/2022	69.96
ACH	Math-U-See, Inc.	9/8/2022	216.14
ACH	Ms Mariah's Music	9/8/2022	480.00
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	9/8/2022	63.05
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	9/8/2022	25.00
ACH	Rainbow Resource Center	9/8/2022	35.10
ACH	All About Learning Press, Inc.	9/8/2022	210.99
ACH	Rainbow Resource Center	9/8/2022	45.81
ACH	Rainbow Resource Center	9/8/2022	20.27
ACH	Rainbow Resource Center	9/8/2022	121.28
ACH	Rainbow Resource Center	9/8/2022	166.68
ACH	Rainbow Resource Center	9/8/2022	57.51
ACH	Rainbow Resource Center	9/8/2022	159.64
ACH	Rainbow Resource Center	9/8/2022	32.40
ACH	Rainbow Resource Center	9/8/2022	54.48
ACH	Rainbow Resource Center	9/8/2022	86.44
ACH	Rainbow Resource Center	9/8/2022	277.67
ACH	All About Learning Press, Inc.	9/8/2022	309.78

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	9/8/2022	144.28
ACH	Rainbow Resource Center	9/8/2022	200.85
ACH	Rainbow Resource Center	9/8/2022	123.19
ACH	Rainbow Resource Center	9/8/2022	48.78
ACH	Rainbow Resource Center	9/8/2022	153.10
ACH	Rainbow Resource Center	9/8/2022	205.70
ACH	Rainbow Resource Center	9/8/2022	133.57
ACH	Rainbow Resource Center	9/8/2022	21.51
ACH	Rainbow Resource Center	9/8/2022	77.04
ACH	Rainbow Resource Center	9/8/2022	67.71
ACH	All About Learning Press, Inc.	9/8/2022	132.68
ACH	Rainbow Resource Center	9/8/2022	21.03
ACH	Rainbow Resource Center	9/8/2022	152.49
ACH	Rainbow Resource Center	9/8/2022	73.69
ACH	Rainbow Resource Center	9/8/2022	24.00
ACH	Rainbow Resource Center	9/8/2022	100.11
ACH	Rainbow Resource Center	9/8/2022	55.35
ACH	Rainbow Resource Center	9/8/2022	20.06
ACH	Rainbow Resource Center	9/8/2022	395.73
ACH	Rainbow Resource Center	9/8/2022	358.88
ACH	Rainbow Resource Center	9/8/2022	79.11
ACH	All About Learning Press, Inc.	9/8/2022	117.65
ACH	Rainbow Resource Center	9/8/2022	110.41
ACH	Rainbow Resource Center	9/8/2022	138.54
ACH	Rainbow Resource Center	9/8/2022	237.45
ACH	Rainbow Resource Center	9/8/2022	46.56
ACH	Rainbow Resource Center	9/8/2022	30.61
ACH	Rainbow Resource Center	9/8/2022	71.13
ACH	Rainbow Resource Center	9/8/2022	125.70
ACH	Rainbow Resource Center	9/8/2022	73.52
ACH	Rainbow Resource Center	9/8/2022	55.29
ACH	Rainbow Resource Center	9/8/2022	76.45
ACH	All About Learning Press, Inc.	9/8/2022	182.30
ACH	Rainbow Resource Center	9/8/2022	282.37
ACH	Rainbow Resource Center	9/8/2022	246.43
ACH	Rainbow Resource Center	9/8/2022	57.74
ACH	Rainbow Resource Center	9/8/2022	21.51
ACH	Rainbow Resource Center	9/8/2022	65.01
ACH	Rainbow Resource Center	9/8/2022	114.83
ACH	Singapore Math Live, LLC	9/8/2022	55.00
ACH	Soccer Saints & Ryan Beard	9/8/2022	336.00
ACH	South Shore Jiu Jitsu, LLC	9/8/2022	1,350.00

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Teacher Synergy, LLC	9/8/2022	26.00
ACH	All About Learning Press, Inc.	9/8/2022	263.85
ACH	Teacher Synergy, LLC	9/8/2022	15.00
ACH	Teacher Synergy, LLC	9/8/2022	6.00
ACH	Teacher Synergy, LLC	9/8/2022	4.50
ACH	Teacher Synergy, LLC	9/8/2022	8.55
ACH	Teacher Synergy, LLC	9/8/2022	31.98
ACH	Teacher Synergy, LLC	9/8/2022	29.99
ACH	Teacher Synergy, LLC	9/8/2022	12.00
ACH	Teacher Synergy, LLC	9/8/2022	79.99
ACH	Teacher Synergy, LLC	9/8/2022	50.20
ACH	Teacher Synergy, LLC	9/8/2022	149.95
ACH	All About Learning Press, Inc.	9/8/2022	210.03
ACH	Teacher Synergy, LLC	9/8/2022	10.00
ACH	Teacher Synergy, LLC	9/8/2022	6.99
ACH	Teacher Synergy, LLC	9/8/2022	12.99
ACH	Teacher Synergy, LLC	9/8/2022	40.00
ACH	Teacher Synergy, LLC	9/8/2022	20.80
ACH	Teacher Synergy, LLC	9/8/2022	30.60
ACH	Teacher Synergy, LLC	9/8/2022	15.50
ACH	Teacher Synergy, LLC	9/8/2022	39.95
ACH	Teacher Synergy, LLC	9/8/2022	206.74
ACH	Teacher Synergy, LLC	9/8/2022	12.00
ACH	All About Learning Press, Inc.	9/8/2022	182.30
ACH	Teacher Synergy, LLC	9/8/2022	24.00
ACH	Teacher Synergy, LLC	9/8/2022	225.00
ACH	Teacher Synergy, LLC	9/8/2022	5.00
ACH	Teacher Synergy, LLC	9/8/2022	48.00
ACH	Teacher Synergy, LLC	9/8/2022	29.99
ACH	Teacher Synergy, LLC	9/8/2022	61.25
ACH	Teacher Synergy, LLC	9/8/2022	61.48
ACH	The Stronghold	9/8/2022	328.00
ACH	The Stronghold	9/8/2022	328.00
ACH	The Stronghold	9/8/2022	328.00
ACH	All About Learning Press, Inc.	9/8/2022	182.30
ACH	Wexplore LLC	9/8/2022	4,680.00
ACH	All About Learning Press, Inc.	9/8/2022	115.87
ACH	All About Learning Press, Inc.	9/8/2022	182.30
ACH	All About Learning Press, Inc.	9/8/2022	61.62
ACH	All About Learning Press, Inc.	9/8/2022	225.06
ACH	Art of Problem Solving	9/8/2022	177.78
ACH	Artistic Dance Academy	9/8/2022	55.00

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Brilliant Foreign Language Education	9/8/2022	275.00
ACH	Brilliant Foreign Language Education	9/8/2022	275.00
ACH	Brilliant Foreign Language Education	9/8/2022	275.00
ACH	Cabrillo Point Academy	9/8/2022	503.05
ACH	Cabrillo Point Academy	9/8/2022	547.03
ACH	Cabrillo Point Academy	9/8/2022	720.40
ACH	Cabrillo Point Academy	9/8/2022	109.08
ACH	Cabrillo Point Academy	9/8/2022	375.63
ACH	Christine Alexander	9/8/2022	175.00
ACH	eat2explore	9/8/2022	187.50
ACH	eat2explore	9/8/2022	187.50
ACH	Hooked on Phonics	9/8/2022	43.09
ACH	Institute for Excellence in Writing	9/8/2022	37.71
ACH	Institute for Excellence in Writing	9/8/2022	226.28
ACH	Institute for Excellence in Writing	9/8/2022	44.18
ACH	Institute for Excellence in Writing	9/8/2022	324.33
ACH	Institute for Excellence in Writing	9/8/2022	324.33
ACH	Institute for Excellence in Writing	9/8/2022	324.33
ACH	Institute for Excellence in Writing	9/8/2022	94.82
ACH	Institute for Excellence in Writing	9/8/2022	64.65
ACH	Institute for Excellence in Writing	9/8/2022	44.18
ACH	Institute for Excellence in Writing	9/8/2022	44.18
ACH	Institute for Excellence in Writing	9/8/2022	325.83
ACH	Institute for Excellence in Writing	9/8/2022	324.33
ACH	Institute for Excellence in Writing	9/8/2022	44.18
ACH	Institute for Excellence in Writing	9/8/2022	44.18
ACH	Institute for Excellence in Writing	9/8/2022	324.33
ACH	Institute for Excellence in Writing	9/8/2022	211.19
ACH	Institute for Excellence in Writing	9/8/2022	44.18
ACH	Institute for Excellence in Writing	9/8/2022	44.38
ACH	Institute for Excellence in Writing	9/8/2022	226.28
ACH	Institute for Excellence in Writing	9/8/2022	44.59
ACH	Institute for Excellence in Writing	9/8/2022	44.59
ACH	Institute for Excellence in Writing	9/8/2022	27.19
ACH	Institute for Excellence in Writing	9/8/2022	66.03
ACH	Institute for Excellence in Writing	9/8/2022	195.03
ACH	Institute for Excellence in Writing	9/8/2022	689.60
ACH	Institute for Excellence in Writing	9/8/2022	37.71
ACH	Institute for Excellence in Writing	9/8/2022	75.86
ACH	Institute for Excellence in Writing	9/8/2022	195.03
ACH	Institute for Excellence in Writing	9/8/2022	301.70
ACH	Institute for Excellence in Writing	9/8/2022	37.71

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Institute for Excellence in Writing	9/8/2022	26.94
ACH	Institute for Excellence in Writing	9/8/2022	324.33
ACH	Institute for Excellence in Writing	9/8/2022	33.40
ACH	Institute for Excellence in Writing	9/8/2022	37.71
ACH	Institute for Excellence in Writing	9/8/2022	225.20
ACH	Institute for Excellence in Writing	9/8/2022	65.73
ACH	Institute for Excellence in Writing	9/8/2022	26.94
ACH	Institute for Excellence in Writing	9/8/2022	44.18
ACH	Institute for Excellence in Writing	9/8/2022	226.82
ACH	Institute for Excellence in Writing	9/8/2022	326.59
ACH	Institute for Excellence in Writing	9/8/2022	217.58
ACH	Institute for Excellence in Writing	9/8/2022	44.38
ACH	Institute for Excellence in Writing	9/8/2022	205.80
ACH	KiwiCo, Inc.	9/8/2022	19,307.16
ACH	Krystin Demofonte	9/8/2022	125.00
ACH	Liliana Harris	9/8/2022	130.00
ACH	Liliya Sannino	9/8/2022	300.00
ACH	Logic of English	9/8/2022	27.77
ACH	Logic of English	9/8/2022	203.10
ACH	Logic of English	9/8/2022	46.00
ACH	Logic of English	9/8/2022	138.45
ACH	Logic of English	9/8/2022	203.10
ACH	Logic of English	9/8/2022	203.10
ACH	Logic of English	9/8/2022	35.30
ACH	Logic of English	9/8/2022	145.98
ACH	Logic of English	9/8/2022	138.45
ACH	Logic of English	9/8/2022	218.14
ACH	Logic of English	9/8/2022	203.98
ACH	Logic of English	9/8/2022	113.01
ACH	Math-U-See, Inc.	9/8/2022	116.98
ACH	Math-U-See, Inc.	9/8/2022	58.40
ACH	Math-U-See, Inc.	9/8/2022	248.05
ACH	Aerial Theory	9/14/2022	408.00
ACH	All About Learning Press, Inc.	9/14/2022	182.30
ACH	All About Learning Press, Inc.	9/14/2022	225.06
ACH	All About Learning Press, Inc.	9/14/2022	25.37
ACH	All About Learning Press, Inc.	9/14/2022	210.94
ACH	All About Learning Press, Inc.	9/14/2022	103.53
ACH	All About Learning Press, Inc.	9/14/2022	117.65
ACH	All About Learning Press, Inc.	9/14/2022	88.86
ACH	All About Learning Press, Inc.	9/14/2022	26.45
ACH	All About Learning Press, Inc.	9/14/2022	105.74

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Institute for Excellence in Writing	9/14/2022	37.71
ACH	Institute for Excellence in Writing	9/14/2022	195.03
ACH	Institute for Excellence in Writing	9/14/2022	25.86
ACH	Institute for Excellence in Writing	9/14/2022	68.96
ACH	Institute for Excellence in Writing	9/14/2022	65.73
ACH	Institute for Excellence in Writing	9/14/2022	44.18
ACH	Institute for Excellence in Writing	9/14/2022	44.18
ACH	Kristen Tjio	9/14/2022	638.00
ACH	Leading Note Studios	9/14/2022	232.00
ACH	Leading Note Studios	9/14/2022	267.00
ACH	All About Learning Press, Inc.	9/14/2022	19.98
ACH	Leading Note Studios	9/14/2022	325.00
ACH	Leading Note Studios	9/14/2022	325.00
ACH	Leading Note Studios	9/14/2022	325.00
ACH	Leading Note Studios	9/14/2022	325.00
ACH	Liliana Harris	9/14/2022	65.00
ACH	Liliana Harris	9/14/2022	200.00
ACH	Liliana Harris	9/14/2022	200.00
ACH	Liliya Sannino	9/14/2022	300.00
ACH	Liliya Sannino	9/14/2022	350.00
ACH	Liliya Sannino	9/14/2022	350.00
ACH	All About Learning Press, Inc.	9/14/2022	71.26
ACH	Liliya Sannino	9/14/2022	350.00
ACH	Logic of English	9/14/2022	54.38
ACH	Logic of English	9/14/2022	116.81
ACH	Logic of English	9/14/2022	100.65
ACH	Logic of English	9/14/2022	203.10
ACH	Logic of English	9/14/2022	230.04
ACH	Logic of English	9/14/2022	143.84
ACH	Logic of English	9/14/2022	18.84
ACH	Logic of English	9/14/2022	18.93
ACH	Logic of English	9/14/2022	203.10
ACH	All About Learning Press, Inc.	9/14/2022	83.68
ACH	Logic of English	9/14/2022	262.35
ACH	Logic of English	9/14/2022	33.16
ACH	Logic of English	9/14/2022	385.71
ACH	Logic of English	9/14/2022	30.70
ACH	Logic of English	9/14/2022	33.16
ACH	Logic of English	9/14/2022	230.04
ACH	Logic of English	9/14/2022	27.77
ACH	Logic of English	9/14/2022	27.77
ACH	Logic of English	9/14/2022	310.25

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Math-U-See, Inc.	9/14/2022	45.00
ACH	All About Learning Press, Inc.	9/14/2022	63.71
ACH	Math-U-See, Inc.	9/14/2022	63.72
ACH	Math-U-See, Inc.	9/14/2022	45.00
ACH	Math-U-See, Inc.	9/14/2022	108.36
ACH	Math-U-See, Inc.	9/14/2022	192.02
ACH	Math-U-See, Inc.	9/14/2022	66.96
ACH	Math-U-See, Inc.	9/14/2022	66.72
ACH	Math-U-See, Inc.	9/14/2022	66.72
ACH	Math-U-See, Inc.	9/14/2022	66.72
ACH	Math-U-See, Inc.	9/14/2022	66.72
ACH	Math-U-See, Inc.	9/14/2022	66.72
ACH	All About Learning Press, Inc.	9/14/2022	139.15
ACH	Math-U-See, Inc.	9/14/2022	66.72
ACH	Mathnasium of South Escondido	9/14/2022	305.00
ACH	Mathnasium of South Escondido	9/14/2022	305.00
ACH	Melissa Allen	9/14/2022	23,685.00
ACH	Miss Sue's Dance Company	9/14/2022	237.00
ACH	Noemi Cienega-Ovando	9/14/2022	55.00
ACH	Noemi Cienega-Ovando	9/14/2022	165.00
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	9/14/2022	49.20
ACH	Piano Plus More	9/14/2022	1,300.00
ACH	Project Performer LLC	9/14/2022	340.00
ACH	All About Learning Press, Inc.	9/14/2022	155.18
ACH	Rainbow Resource Center	9/14/2022	204.83
ACH	Rainbow Resource Center	9/14/2022	119.52
ACH	Rainbow Resource Center	9/14/2022	45.48
ACH	Rainbow Resource Center	9/14/2022	88.26
ACH	Rainbow Resource Center	9/14/2022	70.83
ACH	Rainbow Resource Center	9/14/2022	21.58
ACH	Rainbow Resource Center	9/14/2022	324.85
ACH	Rainbow Resource Center	9/14/2022	61.57
ACH	Rainbow Resource Center	9/14/2022	120.11
ACH	Rainbow Resource Center	9/14/2022	69.10
ACH	All About Learning Press, Inc.	9/14/2022	76.64
ACH	Rainbow Resource Center	9/14/2022	69.10
ACH	Rainbow Resource Center	9/14/2022	50.75
ACH	Rainbow Resource Center	9/14/2022	19.51
ACH	Rainbow Resource Center	9/14/2022	80.05
ACH	Rainbow Resource Center	9/14/2022	225.92
ACH	Rainbow Resource Center	9/14/2022	90.59
ACH	Rainbow Resource Center	9/14/2022	61.54

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	9/14/2022	170.23
ACH	Rainbow Resource Center	9/14/2022	32.40
ACH	Rainbow Resource Center	9/14/2022	62.43
ACH	All About Learning Press, Inc.	9/14/2022	54.55
ACH	Rainbow Resource Center	9/14/2022	121.24
ACH	Rainbow Resource Center	9/14/2022	81.57
ACH	Rainbow Resource Center	9/14/2022	500.24
ACH	Rainbow Resource Center	9/14/2022	56.26
ACH	Rainbow Resource Center	9/14/2022	431.24
ACH	Rainbow Resource Center	9/14/2022	78.39
ACH	Rainbow Resource Center	9/14/2022	21.57
ACH	Rainbow Resource Center	9/14/2022	236.86
ACH	Rainbow Resource Center	9/14/2022	99.83
ACH	Rainbow Resource Center	9/14/2022	19.23
ACH	All About Learning Press, Inc.	9/14/2022	27.68
ACH	Rainbow Resource Center	9/14/2022	24.69
ACH	Rainbow Resource Center	9/14/2022	78.50
ACH	Rainbow Resource Center	9/14/2022	90.84
ACH	Rainbow Resource Center	9/14/2022	21.51
ACH	Rainbow Resource Center	9/14/2022	84.96
ACH	Rainbow Resource Center	9/14/2022	108.40
ACH	Rainbow Resource Center	9/14/2022	39.81
ACH	Rainbow Resource Center	9/14/2022	22.91
ACH	Rainbow Resource Center	9/14/2022	28.94
ACH	Rainbow Resource Center	9/14/2022	218.37
ACH	All About Learning Press, Inc.	9/14/2022	314.31
ACH	Rainbow Resource Center	9/14/2022	155.14
ACH	Rainbow Resource Center	9/14/2022	156.63
ACH	Rainbow Resource Center	9/14/2022	67.76
ACH	Rainbow Resource Center	9/14/2022	32.34
ACH	Rainbow Resource Center	9/14/2022	39.77
ACH	Rainbow Resource Center	9/14/2022	59.46
ACH	Rainbow Resource Center	9/14/2022	59.46
ACH	Rainbow Resource Center	9/14/2022	54.66
ACH	Rainbow Resource Center	9/14/2022	88.74
ACH	Rainbow Resource Center	9/14/2022	50.20
ACH	All About Learning Press, Inc.	9/14/2022	139.93
ACH	Rainbow Resource Center	9/14/2022	19.89
ACH	Rainbow Resource Center	9/14/2022	19.89
ACH	Rainbow Resource Center	9/14/2022	19.89
ACH	Rainbow Resource Center	9/14/2022	19.89
ACH	Rainbow Resource Center	9/14/2022	170.68

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	9/14/2022	114.83
ACH	Rainbow Resource Center	9/14/2022	126.82
ACH	Rainbow Resource Center	9/14/2022	100.96
ACH	Rainbow Resource Center	9/14/2022	364.51
ACH	Rainbow Resource Center	9/14/2022	19.35
ACH	All About Learning Press, Inc.	9/14/2022	61.62
ACH	Rainbow Resource Center	9/14/2022	70.15
ACH	Rainbow Resource Center	9/14/2022	118.19
ACH	Rainbow Resource Center	9/14/2022	267.26
ACH	Rainbow Resource Center	9/14/2022	58.67
ACH	Rainbow Resource Center	9/14/2022	32.19
ACH	Rainbow Resource Center	9/14/2022	134.13
ACH	Rainbow Resource Center	9/14/2022	34.38
ACH	Rainbow Resource Center	9/14/2022	35.13
ACH	Rainbow Resource Center	9/14/2022	118.58
ACH	Rainbow Resource Center	9/14/2022	158.40
ACH	All About Learning Press, Inc.	9/14/2022	215.36
ACH	Rainbow Resource Center	9/14/2022	95.50
ACH	Rainbow Resource Center	9/14/2022	62.12
ACH	Rainbow Resource Center	9/14/2022	204.83
ACH	Rainbow Resource Center	9/14/2022	546.79
ACH	Rainbow Resource Center	9/14/2022	19.89
ACH	Randall Music School	9/14/2022	156.25
ACH	Randall Music School	9/14/2022	468.75
ACH	Randall Music School	9/14/2022	312.50
ACH	Randall Music School	9/14/2022	312.50
ACH	Randall Music School	9/14/2022	234.40
ACH	All About Learning Press, Inc.	9/14/2022	337.86
ACH	Randall Music School	9/14/2022	156.25
ACH	Randall Music School	9/14/2022	114.58
ACH	Randall Music School	9/14/2022	156.25
ACH	San Diego Ice Arena	9/14/2022	216.00
ACH	San Elijo Dance & Music Academy	9/14/2022	1,075.00
ACH	Schaumann Studios	9/14/2022	2,022.00
ACH	School Specialty LLC	9/14/2022	22.56
ACH	Singapore Math Live, LLC	9/14/2022	115.00
ACH	Singapore Math Live, LLC	9/14/2022	85.00
ACH	Teacher Synergy, LLC	9/14/2022	84.99
ACH	All About Learning Press, Inc.	9/14/2022	156.39
ACH	Teacher Synergy, LLC	9/14/2022	326.10
ACH	Teacher Synergy, LLC	9/14/2022	40.50
ACH	Teacher Synergy, LLC	9/14/2022	22.99

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Teacher Synergy, LLC	9/14/2022	5.99
ACH	Teacher Synergy, LLC	9/14/2022	20.15
ACH	Teacher Synergy, LLC	9/14/2022	25.49
ACH	Teacher Synergy, LLC	9/14/2022	5.00
ACH	Teacher Synergy, LLC	9/14/2022	31.00
ACH	Teacher Synergy, LLC	9/14/2022	16.00
ACH	Teacher Synergy, LLC	9/14/2022	27.50
ACH	All About Learning Press, Inc.	9/14/2022	104.40
ACH	Teacher Synergy, LLC	9/14/2022	11.69
ACH	Teacher Synergy, LLC	9/14/2022	198.33
ACH	Teacher Synergy, LLC	9/14/2022	33.95
ACH	Teacher Synergy, LLC	9/14/2022	3.75
ACH	Teacher Synergy, LLC	9/14/2022	6.79
ACH	Teacher Synergy, LLC	9/14/2022	83.19
ACH	Teacher Synergy, LLC	9/14/2022	27.20
ACH	Teacher Synergy, LLC	9/14/2022	109.96
ACH	Teacher Synergy, LLC	9/14/2022	90.78
ACH	Teacher Synergy, LLC	9/14/2022	96.80
ACH	All About Learning Press, Inc.	9/14/2022	50.25
ACH	Teacher Synergy, LLC	9/14/2022	28.00
ACH	Teacher Synergy, LLC	9/14/2022	23.96
ACH	Teacher Synergy, LLC	9/14/2022	5.00
ACH	The Critical Thinking Co.	9/14/2022	52.49
ACH	The Stronghold	9/14/2022	328.00
ACH	The Stronghold	9/14/2022	328.00
ACH	The Stronghold	9/14/2022	1,104.00
ACH	Timberdoodle.com	9/14/2022	80.73
ACH	TouchMath Acquisition LLC	9/14/2022	473.02
ACH	TouchMath Acquisition LLC	9/14/2022	51.00
ACH	All About Learning Press, Inc.	9/14/2022	205.66
ACH	Uline	9/14/2022	28.83
ACH	Valery King	9/14/2022	250.00
ACH	Wexplore LLC	9/14/2022	325.00
ACH	Wexplore LLC	9/14/2022	4,940.00
ACH	All About Learning Press, Inc.	9/14/2022	126.10
ACH	All About Learning Press, Inc.	9/14/2022	61.62
ACH	All About Learning Press, Inc.	9/14/2022	54.23
ACH	All About Learning Press, Inc.	9/14/2022	83.17
ACH	All About Learning Press, Inc.	9/14/2022	210.94
ACH	Art of Problem Solving	9/14/2022	96.00
ACH	Art of Problem Solving	9/14/2022	96.00
ACH	Art of Problem Solving	9/14/2022	130.24

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Art of Problem Solving	9/14/2022	167.92
ACH	Art of Problem Solving	9/14/2022	167.00
ACH	Art of Problem Solving	9/14/2022	167.00
ACH	Art of Problem Solving	9/14/2022	167.92
ACH	Art of Problem Solving	9/14/2022	96.00
ACH	Art of Problem Solving	9/14/2022	96.00
ACH	Art of Problem Solving	9/14/2022	167.00
ACH	Art of Problem Solving	9/14/2022	96.00
ACH	Art of Problem Solving	9/14/2022	167.00
ACH	Art of Problem Solving	9/14/2022	116.40
ACH	Art of Problem Solving	9/14/2022	15.09
ACH	Art of Problem Solving	9/14/2022	34.49
ACH	Art of Problem Solving	9/14/2022	167.00
ACH	Art of Problem Solving	9/14/2022	167.68
ACH	Art of Problem Solving	9/14/2022	167.00
ACH	Art of Problem Solving	9/14/2022	167.00
ACH	Art of Problem Solving	9/14/2022	129.92
ACH	Art of Problem Solving	9/14/2022	96.00
ACH	Art of Problem Solving	9/14/2022	96.00
ACH	Art of Problem Solving	9/14/2022	96.00
ACH	Art of Problem Solving	9/14/2022	178.54
ACH	Art of Problem Solving	9/14/2022	167.68
ACH	Art of Problem Solving	9/14/2022	96.00
ACH	Ascend Music Studios	9/14/2022	85.00
ACH	Ascend Music Studios	9/14/2022	170.00
ACH	Ascend Music Studios	9/14/2022	255.00
ACH	Barbara Martin	9/14/2022	400.00
ACH	Barbara Martin	9/14/2022	320.00
ACH	Christine Alexander	9/14/2022	350.00
ACH	Christine Alexander	9/14/2022	350.00
ACH	Christine Alexander	9/14/2022	350.00
ACH	Christine Alexander	9/14/2022	350.00
ACH	Christine Alexander	9/14/2022	350.00
ACH	Diane Felthous Performing Arts	9/14/2022	160.00
ACH	Diane Felthous Performing Arts	9/14/2022	160.00
ACH	Diane Felthous Performing Arts	9/14/2022	160.00
ACH	eat2explore	9/14/2022	99.75
ACH	eat2explore	9/14/2022	187.50
ACH	eat2explore	9/14/2022	187.50
ACH	Gemstone Gymnastics LLC	9/14/2022	188.00
ACH	Gym Trix, Inc.	9/14/2022	110.00
ACH	Gym Trix, Inc.	9/14/2022	120.00

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	History Unboxed LLC	9/14/2022	68.41
ACH	Homeschool Planet	9/14/2022	89.99
ACH	Hooked on Phonics	9/14/2022	58.17
ACH	Hooked on Phonics	9/14/2022	43.09
ACH	Hooked on Phonics	9/14/2022	328.63
ACH	Hooked on Phonics	9/14/2022	328.63
ACH	Hooked on Phonics	9/14/2022	328.63
ACH	Institute for Excellence in Writing	9/14/2022	47.41
ACH	Institute for Excellence in Writing	9/14/2022	99.56
ACH	Institute for Excellence in Writing	9/14/2022	99.56
ACH	Institute for Excellence in Writing	9/14/2022	216.58
ACH	Institute for Excellence in Writing	9/14/2022	44.18
ACH	Institute for Excellence in Writing	9/14/2022	37.71
ACH	Institute for Excellence in Writing	9/14/2022	44.18
ACH	Institute for Excellence in Writing	9/14/2022	68.96
ACH	Institute for Excellence in Writing	9/14/2022	44.18
ACH	Institute for Excellence in Writing	9/14/2022	200.42
ACH	Institute for Excellence in Writing	9/14/2022	71.12
ACH	Institute for Excellence in Writing	9/14/2022	195.03
ACH	Institute for Excellence in Writing	9/14/2022	216.58
ACH	Institute for Excellence in Writing	9/14/2022	216.58
ACH	Amazon Capital Services	9/15/2022	333.30
ACH	Amazon Capital Services	9/15/2022	72.10
ACH	Amazon Capital Services	9/15/2022	696.65
ACH	Amazon Capital Services	9/22/2022	48,467.08
ACH	Amazon Capital Services	9/22/2022	45,361.41
ACH	Activities for Learning, Inc.	9/22/2022	115.57
ACH	All About Learning Press, Inc.	9/22/2022	8.15
ACH	All About Learning Press, Inc.	9/22/2022	132.68
ACH	All About Learning Press, Inc.	9/22/2022	183.10
ACH	All About Learning Press, Inc.	9/22/2022	47.76
ACH	All About Learning Press, Inc.	9/22/2022	83.17
ACH	All About Learning Press, Inc.	9/22/2022	32.91
ACH	All About Learning Press, Inc.	9/22/2022	225.06
ACH	Rainbow Resource Center	9/22/2022	34.51
ACH	Rainbow Resource Center	9/22/2022	17.73
ACH	Rainbow Resource Center	9/22/2022	87.94
ACH	Rainbow Resource Center	9/22/2022	74.27
ACH	Rainbow Resource Center	9/22/2022	853.77
ACH	Rainbow Resource Center	9/22/2022	153.30
ACH	Rainbow Resource Center	9/22/2022	20.65
ACH	Rainbow Resource Center	9/22/2022	18.22

Pacific Coast Academy

Check Register

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	9/22/2022	87.40
ACH	Rainbow Resource Center	9/22/2022	34.38
ACH	All About Learning Press, Inc.	9/22/2022	72.28
ACH	Rainbow Resource Center	9/22/2022	322.54
ACH	Rainbow Resource Center	9/22/2022	89.30
ACH	Rainbow Resource Center	9/22/2022	210.88
ACH	Rainbow Resource Center	9/22/2022	383.54
ACH	Randall Music School	9/22/2022	156.25
ACH	Randall Music School	9/22/2022	156.25
ACH	Rosella Henry	9/22/2022	5,340.00
ACH	Samantha Hoffman	9/22/2022	630.00
ACH	Sara Burdge	9/22/2022	280.00
ACH	Soccer Saints & Ryan Beard	9/22/2022	165.00
ACH	All About Learning Press, Inc.	9/22/2022	182.30
ACH	Soccer Saints & Ryan Beard	9/22/2022	55.00
ACH	Soccer Saints & Ryan Beard	9/22/2022	55.00
ACH	Soccer Saints & Ryan Beard	9/22/2022	110.00
ACH	Soccer Saints & Ryan Beard	9/22/2022	165.00
ACH	Soccer Saints & Ryan Beard	9/22/2022	137.50
ACH	Soccer Saints & Ryan Beard	9/22/2022	165.00
ACH	Soccer Saints & Ryan Beard	9/22/2022	378.00
ACH	Swiftkick Martial Arts	9/22/2022	984.00
ACH	Teacher Synergy, LLC	9/22/2022	17.99
ACH	Teacher Synergy, LLC	9/22/2022	22.75
ACH	All About Learning Press, Inc.	9/22/2022	103.58
ACH	Teacher Synergy, LLC	9/22/2022	115.00
ACH	Teacher Synergy, LLC	9/22/2022	37.00
ACH	Teacher Synergy, LLC	9/22/2022	7.25
ACH	Teacher Synergy, LLC	9/22/2022	79.20
ACH	Teacher Synergy, LLC	9/22/2022	21.95
ACH	Teacher Synergy, LLC	9/22/2022	62.50
ACH	Teacher Synergy, LLC	9/22/2022	149.00
ACH	Teacher Synergy, LLC	9/22/2022	5.00
ACH	Teacher Synergy, LLC	9/22/2022	19.99
ACH	Teacher Synergy, LLC	9/22/2022	25.95
ACH	All About Learning Press, Inc.	9/22/2022	117.65
ACH	Teacher Synergy, LLC	9/22/2022	190.25
ACH	Teacher Synergy, LLC	9/22/2022	26.90
ACH	Teacher Synergy, LLC	9/22/2022	80.00
ACH	Teacher Synergy, LLC	9/22/2022	51.49
ACH	The Critical Thinking Co.	9/22/2022	55.98
ACH	The Critical Thinking Co.	9/22/2022	79.44

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	The League of Amazing Programmers	9/22/2022	228.00
ACH	The Stronghold	9/22/2022	228.00
ACH	The Stronghold	9/22/2022	318.00
ACH	The Stronghold	9/22/2022	308.00
ACH	Ashley Collins	9/22/2022	175.00
ACH	The Stronghold	9/22/2022	138.00
ACH	The Stronghold	9/22/2022	228.00
ACH	The Stronghold	9/22/2022	138.00
ACH	The Stronghold	9/22/2022	128.00
ACH	The Stronghold	9/22/2022	318.00
ACH	Timberdoodle.com	9/22/2022	567.04
ACH	Timberdoodle.com	9/22/2022	590.74
ACH	Timberdoodle.com	9/22/2022	594.52
ACH	Timberdoodle.com	9/22/2022	1,230.43
ACH	Timberdoodle.com	9/22/2022	187.80
ACH	Ashley Collins	9/22/2022	175.00
ACH	Timberdoodle.com	9/22/2022	196.40
ACH	Timberdoodle.com	9/22/2022	77.81
ACH	Timberdoodle.com	9/22/2022	1,247.76
ACH	Timberdoodle.com	9/22/2022	651.95
ACH	Timberdoodle.com	9/22/2022	950.09
ACH	Timberdoodle.com	9/22/2022	1,012.91
ACH	Timberdoodle.com	9/22/2022	1,207.50
ACH	Timberdoodle.com	9/22/2022	1,346.63
ACH	Timberdoodle.com	9/22/2022	1,122.70
ACH	Timberdoodle.com	9/22/2022	1,079.89
ACH	Blake Litschke	9/22/2022	150.00
ACH	Timberdoodle.com	9/22/2022	563.75
ACH	Timberdoodle.com	9/22/2022	535.12
ACH	Timberdoodle.com	9/22/2022	1,209.28
ACH	Timberdoodle.com	9/22/2022	924.91
ACH	Timberdoodle.com	9/22/2022	278.75
ACH	United Studios of Self Defense	9/22/2022	215.00
ACH	WM Music Lessons	9/22/2022	525.00
ACH	Cabrillo Point Academy	9/22/2022	425.68
ACH	Cabrillo Point Academy	9/22/2022	382.94
ACH	Cabrillo Point Academy	9/22/2022	333.33
ACH	CharterSafe	9/22/2022	54,370.00
ACH	Checkmat Fallbrook Brazilian Jiu Jitsu	9/22/2022	600.00
ACH	Coastal Music Studios	9/22/2022	2,030.00
ACH	CoVerified	9/22/2022	1,000.00
ACH	eat2explore	9/22/2022	99.75

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	eat2explore	9/22/2022	351.00
ACH	Hooked on Phonics	9/22/2022	141.36
ACH	Institute for Excellence in Writing	9/22/2022	33.40
ACH	Institute for Excellence in Writing	9/22/2022	27.19
ACH	Institute for Excellence in Writing	9/22/2022	44.18
ACH	Institute for Excellence in Writing	9/22/2022	175.09
ACH	Institute for Excellence in Writing	9/22/2022	44.18
ACH	Institute for Excellence in Writing	9/22/2022	44.59
ACH	Joobilo LLC	9/22/2022	7,170.00
ACH	Joobilo LLC	9/22/2022	6,250.00
ACH	Joobilo LLC	9/22/2022	3,820.00
ACH	KiwiCo, Inc.	9/22/2022	14,894.63
ACH	Larry White	9/22/2022	480.00
ACH	Larry White	9/22/2022	320.00
ACH	Leading Note Studios	9/22/2022	157.00
ACH	Leading Note Studios	9/22/2022	157.00
ACH	Leading Note Studios	9/22/2022	157.00
ACH	Leading Note Studios	9/22/2022	157.00
ACH	Leading Note Studios	9/22/2022	157.00
ACH	Leading Note Studios	9/22/2022	157.00
ACH	Leading Note Studios	9/22/2022	157.00
ACH	Leading Note Studios	9/22/2022	157.00
ACH	Leading Note Studios	9/22/2022	232.00
ACH	Leading Note Studios	9/22/2022	325.00
ACH	Leading Note Studios	9/22/2022	325.00
ACH	Leading Note Studios	9/22/2022	232.00
ACH	Lenore Johnson	9/22/2022	600.00
ACH	Liliya Sannino	9/22/2022	350.00
ACH	Liliya Sannino	9/22/2022	350.00
ACH	Logic of English	9/22/2022	117.85
ACH	Logic of English	9/22/2022	145.90
ACH	Logic of English	9/22/2022	203.97
ACH	Logic of English	9/22/2022	30.98
ACH	Logic of English	9/22/2022	45.79
ACH	Logic of English	9/22/2022	203.10
ACH	Mary Longbottom	9/22/2022	34,780.00
ACH	Math-U-See, Inc.	9/22/2022	128.44
ACH	Math-U-See, Inc.	9/22/2022	166.54
ACH	Math-U-See, Inc.	9/22/2022	221.11
ACH	Math-U-See, Inc.	9/22/2022	66.72
ACH	Math-U-See, Inc.	9/22/2022	58.10

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Math-U-See, Inc.	9/22/2022	77.50
ACH	Math-U-See, Inc.	9/22/2022	112.96
ACH	Math-U-See, Inc.	9/22/2022	183.76
ACH	Mathnasium of Mission Gorge	9/22/2022	508.00
ACH	Mathnasium of San Marcos	9/22/2022	2,100.00
ACH	Mountain Pottery	9/22/2022	200.00
ACH	Music Speaks Studio, LLC	9/22/2022	140.00
ACH	Noemi Cienega-Ovando	9/22/2022	330.00
ACH	Oyster Inc.	9/22/2022	219.70
ACH	Oyster Inc.	9/22/2022	219.70
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	9/22/2022	82.40
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	9/22/2022	25.20
ACH	Pich Music Studio	9/22/2022	105.00
ACH	Play-Well TEKnologies	9/22/2022	3,300.00
ACH	Play-Well TEKnologies	9/22/2022	1,375.00
ACH	Play-Well TEKnologies	9/22/2022	2,200.00
ACH	Rainbow Resource Center	9/22/2022	236.45
ACH	Rainbow Resource Center	9/22/2022	65.52
ACH	Rainbow Resource Center	9/22/2022	19.57
ACH	Rainbow Resource Center	9/22/2022	212.73
ACH	Rainbow Resource Center	9/22/2022	130.23
ACH	Rainbow Resource Center	9/22/2022	32.40
ACH	Rainbow Resource Center	9/22/2022	138.89
ACH	Rainbow Resource Center	9/22/2022	104.27
ACH	Rainbow Resource Center	9/22/2022	48.58
ACH	Rainbow Resource Center	9/22/2022	103.04
ACH	Rainbow Resource Center	9/22/2022	236.45
ACH	Rainbow Resource Center	9/22/2022	145.92
ACH	Rainbow Resource Center	9/22/2022	125.16
ACH	Rainbow Resource Center	9/22/2022	119.31
ACH	Rainbow Resource Center	9/22/2022	35.10
ACH	Rainbow Resource Center	9/22/2022	21.45
ACH	1802 Jiu-Jitsu	9/28/2022	305.00
ACH	All About Learning Press, Inc.	9/28/2022	183.10
ACH	All About Learning Press, Inc.	9/28/2022	288.47
ACH	All About Learning Press, Inc.	9/28/2022	62.10
ACH	All About Learning Press, Inc.	9/28/2022	182.30
ACH	All About Learning Press, Inc.	9/28/2022	204.13
ACH	All About Learning Press, Inc.	9/28/2022	118.15
ACH	Almadayo Academic Services	9/28/2022	2,550.00
ACH	Art of Problem Solving	9/28/2022	167.92
ACH	Art of Problem Solving	9/28/2022	167.00

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Michael Bottomley	9/28/2022	300.00
ACH	Michael Bottomley	9/28/2022	855.00
ACH	Miss Sue's Dance Company	9/28/2022	666.00
ACH	Ms Mariah's Music	9/28/2022	384.00
ACH	Ms Mariah's Music	9/28/2022	192.00
ACH	Ms Mariah's Music	9/28/2022	520.00
ACH	Ms Mariah's Music	9/28/2022	480.00
ACH	Music Speaks Studio, LLC	9/28/2022	140.00
ACH	Music Speaks Studio, LLC	9/28/2022	150.00
ACH	Music Speaks Studio, LLC	9/28/2022	140.00
ACH	Art of Problem Solving	9/28/2022	167.00
ACH	Music Speaks Studio, LLC	9/28/2022	150.00
ACH	Music Speaks Studio, LLC	9/28/2022	140.00
ACH	Noemi Cienega-Ovando	9/28/2022	220.00
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	9/28/2022	129.05
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	9/28/2022	35.00
ACH	Play-Well TEKnologies	9/28/2022	1,650.00
ACH	Pointwest Innovations Corporation	9/28/2022	15,750.40
ACH	Rainbow Resource Center	9/28/2022	72.55
ACH	Rainbow Resource Center	9/28/2022	13.43
ACH	Rainbow Resource Center	9/28/2022	20.27
ACH	Artistic Dance Academy	9/28/2022	55.00
ACH	Rainbow Resource Center	9/28/2022	50.25
ACH	Rainbow Resource Center	9/28/2022	30.77
ACH	Rainbow Resource Center	9/28/2022	205.70
ACH	Rainbow Resource Center	9/28/2022	23.47
ACH	Rainbow Resource Center	9/28/2022	124.76
ACH	Rainbow Resource Center	9/28/2022	27.85
ACH	Rainbow Resource Center	9/28/2022	50.55
ACH	Rainbow Resource Center	9/28/2022	63.16
ACH	Rainbow Resource Center	9/28/2022	63.10
ACH	Rainbow Resource Center	9/28/2022	205.70
ACH	Ballet Arte	9/28/2022	300.00
ACH	Rainbow Resource Center	9/28/2022	32.29
ACH	Rainbow Resource Center	9/28/2022	89.30
ACH	Rainbow Resource Center	9/28/2022	35.54
ACH	Rainbow Resource Center	9/28/2022	55.99
ACH	Rainbow Resource Center	9/28/2022	232.67
ACH	Rainbow Resource Center	9/28/2022	56.21
ACH	Rainbow Resource Center	9/28/2022	39.93
ACH	Rainbow Resource Center	9/28/2022	39.93
ACH	Rainbow Resource Center	9/28/2022	256.10

Pacific Coast Academy

Check Register

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	9/28/2022	244.00
ACH	Ballet Arte	9/28/2022	300.00
ACH	Rainbow Resource Center	9/28/2022	15.02
ACH	Rainbow Resource Center	9/28/2022	89.00
ACH	Rainbow Resource Center	9/28/2022	37.10
ACH	Rainbow Resource Center	9/28/2022	35.40
ACH	Rainbow Resource Center	9/28/2022	33.90
ACH	Rainbow Resource Center	9/28/2022	89.00
ACH	Rainbow Resource Center	9/28/2022	50.60
ACH	Rainbow Resource Center	9/28/2022	206.18
ACH	Rainbow Resource Center	9/28/2022	37.24
ACH	Rainbow Resource Center	9/28/2022	318.47
ACH	Beltran Spanish Tutoring/Karen Beltran	9/28/2022	9,000.00
ACH	Rainbow Resource Center	9/28/2022	204.83
ACH	Rainbow Resource Center	9/28/2022	534.47
ACH	Rainbow Resource Center	9/28/2022	212.89
ACH	Rainbow Resource Center	9/28/2022	72.70
ACH	Rainbow Resource Center	9/28/2022	62.49
ACH	Rainbow Resource Center	9/28/2022	125.05
ACH	Rainbow Resource Center	9/28/2022	157.73
ACH	Rainbow Resource Center	9/28/2022	50.73
ACH	Rainbow Resource Center	9/28/2022	81.28
ACH	Rainbow Resource Center	9/28/2022	19.40
ACH	Beltran Spanish Tutoring/Karen Beltran	9/28/2022	5,250.00
ACH	San Diego Ice Arena	9/28/2022	204.00
ACH	San Diego Ice Arena	9/28/2022	204.00
ACH	San Diego Ice Arena	9/28/2022	204.00
ACH	San Diego Ice Arena	9/28/2022	204.00
ACH	San Diego Ice Arena	9/28/2022	204.00
ACH	San Diego Ice Arena	9/28/2022	204.00
ACH	San Diego Ice Arena	9/28/2022	204.00
ACH	San Diego Royal Gymnastics	9/28/2022	275.00
ACH	San Diego Royal Gymnastics	9/28/2022	275.00
ACH	San Diego Royal Gymnastics	9/28/2022	275.00
ACH	Blake Litschke	9/28/2022	120.00
ACH	San Diego Royal Gymnastics	9/28/2022	74.00
ACH	San Elijo Dance & Music Academy	9/28/2022	1,667.50
ACH	Sand n Straw LLC	9/28/2022	4,840.00
ACH	Sand n Straw LLC	9/28/2022	1,100.00
ACH	Sand n Straw LLC	9/28/2022	220.00
ACH	Soaring Minds Education, LLC	9/28/2022	1,575.00
ACH	SoCal STEM	9/28/2022	3,270.00

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Soccer Saints & Ryan Beard	9/28/2022	110.00
ACH	Soccer Saints & Ryan Beard	9/28/2022	165.00
ACH	Soccer Saints & Ryan Beard	9/28/2022	168.00
ACH	Cabrillo Point Academy	9/28/2022	261.84
ACH	Soccer Saints & Ryan Beard	9/28/2022	126.00
ACH	Soccer Saints & Ryan Beard	9/28/2022	252.00
ACH	Stephanie Abney	9/28/2022	13,752.00
ACH	Teacher Synergy, LLC	9/28/2022	6.00
ACH	Teacher Synergy, LLC	9/28/2022	8.00
ACH	Teacher Synergy, LLC	9/28/2022	4.00
ACH	Teacher Synergy, LLC	9/28/2022	8.00
ACH	Teacher Synergy, LLC	9/28/2022	5.50
ACH	Teacher Synergy, LLC	9/28/2022	59.99
ACH	Teacher Synergy, LLC	9/28/2022	2.00
ACH	Cabrillo Point Academy	9/28/2022	33.92
ACH	Teacher Synergy, LLC	9/28/2022	3.50
ACH	Teacher Synergy, LLC	9/28/2022	25.00
ACH	Teacher Synergy, LLC	9/28/2022	10.96
ACH	Teacher Synergy, LLC	9/28/2022	10.00
ACH	Teacher Synergy, LLC	9/28/2022	38.00
ACH	Teacher Synergy, LLC	9/28/2022	5.00
ACH	Teacher Synergy, LLC	9/28/2022	41.00
ACH	Teacher Synergy, LLC	9/28/2022	10.75
ACH	Teacher Synergy, LLC	9/28/2022	28.80
ACH	Teacher Synergy, LLC	9/28/2022	50.00
ACH	Cabrillo Point Academy	9/28/2022	335.32
ACH	Teacher Synergy, LLC	9/28/2022	101.50
ACH	Teacher Synergy, LLC	9/28/2022	30.35
ACH	Teacher Synergy, LLC	9/28/2022	16.25
ACH	Teacher Synergy, LLC	9/28/2022	30.00
ACH	Teacher Synergy, LLC	9/28/2022	22.80
ACH	Teacher Synergy, LLC	9/28/2022	5.00
ACH	Teacher Synergy, LLC	9/28/2022	70.00
ACH	Teacher Synergy, LLC	9/28/2022	106.99
ACH	The Critical Thinking Co.	9/28/2022	163.40
ACH	The Critical Thinking Co.	9/28/2022	32.99
ACH	Dance Speaks Performing Arts Academy	9/28/2022	100.00
ACH	The Critical Thinking Co.	9/28/2022	62.23
ACH	The Stronghold	9/28/2022	228.00
ACH	The Stronghold	9/28/2022	128.00
ACH	The Stronghold	9/28/2022	414.00
ACH	The Stronghold	9/28/2022	228.00

Pacific Coast Academy

Check Register

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	The Stronghold	9/28/2022	120.00
ACH	The Stronghold	9/28/2022	328.00
ACH	The Stronghold	9/28/2022	228.00
ACH	Timberdoodle.com	9/28/2022	585.86
ACH	Timberdoodle.com	9/28/2022	1,134.47
ACH	Dance Speaks Performing Arts Academy	9/28/2022	100.00
ACH	Timberdoodle.com	9/28/2022	1,179.71
ACH	Timberdoodle.com	9/28/2022	1,143.01
ACH	Timberdoodle.com	9/28/2022	501.34
ACH	Timberdoodle.com	9/28/2022	484.03
ACH	Timberdoodle.com	9/28/2022	1,459.79
ACH	Timberdoodle.com	9/28/2022	488.62
ACH	Timberdoodle.com	9/28/2022	653.28
ACH	Timberdoodle.com	9/28/2022	1,209.32
ACH	Timberdoodle.com	9/28/2022	423.66
ACH	Timberdoodle.com	9/28/2022	197.87
ACH	Douglas Bailey	9/28/2022	140.00
ACH	Timberdoodle.com	9/28/2022	104.23
ACH	Timberdoodle.com	9/28/2022	1,301.79
ACH	Timberdoodle.com	9/28/2022	853.86
ACH	Timberdoodle.com	9/28/2022	1,171.46
ACH	Timberdoodle.com	9/28/2022	1,076.82
ACH	Timberdoodle.com	9/28/2022	146.24
ACH	Timberdoodle.com	9/28/2022	1,219.97
ACH	Timberdoodle.com	9/28/2022	1,528.97
ACH	Timberdoodle.com	9/28/2022	1,365.43
ACH	Timberdoodle.com	9/28/2022	990.10
ACH	Edmentum	9/28/2022	1,180.00
ACH	Timberdoodle.com	9/28/2022	1,134.47
ACH	Timberdoodle.com	9/28/2022	176.37
ACH	Timberdoodle.com	9/28/2022	1,009.33
ACH	Timberdoodle.com	9/28/2022	521.98
ACH	Timberdoodle.com	9/28/2022	596.13
ACH	Timberdoodle.com	9/28/2022	54.61
ACH	Timberdoodle.com	9/28/2022	246.95
ACH	Timberdoodle.com	9/28/2022	1,061.09
ACH	Timberdoodle.com	9/28/2022	565.86
ACH	Timberdoodle.com	9/28/2022	936.53
ACH	Gemstone Gymnastics LLC	9/28/2022	641.50
ACH	Timberdoodle.com	9/28/2022	224.51
ACH	Timberdoodle.com	9/28/2022	939.72
ACH	Timberdoodle.com	9/28/2022	218.93

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Timberdoodle.com	9/28/2022	1,132.08
ACH	Timberdoodle.com	9/28/2022	90.16
ACH	Timberdoodle.com	9/28/2022	565.86
ACH	Timberdoodle.com	9/28/2022	97.76
ACH	U.S. Music Lessons	9/28/2022	152.00
ACH	Valery King	9/28/2022	375.00
ACH	Wexplore LLC	9/28/2022	1,300.00
ACH	Gracie Barra Encinitas	9/28/2022	198.00
ACH	Gracie Barra Encinitas	9/28/2022	220.00
ACH	Grappling Dynamics, LLC	9/28/2022	796.00
ACH	Gregory Thornquest	9/28/2022	5,665.00
ACH	History Unboxed LLC	9/28/2022	177.75
ACH	History Unboxed LLC	9/28/2022	182.70
ACH	Institute for Excellence in Writing	9/28/2022	82.97
ACH	Institute for Excellence in Writing	9/28/2022	67.88
ACH	Institute for Excellence in Writing	9/28/2022	109.04
ACH	Institute for Excellence in Writing	9/28/2022	75.86
ACH	Institute for Excellence in Writing	9/28/2022	47.41
ACH	Institute for Excellence in Writing	9/28/2022	218.59
ACH	Institute for Excellence in Writing	9/28/2022	65.73
ACH	Institute for Excellence in Writing	9/28/2022	324.33
ACH	Institute for Excellence in Writing	9/28/2022	336.18
ACH	Institute for Excellence in Writing	9/28/2022	44.18
ACH	Institute for Excellence in Writing	9/28/2022	44.18
ACH	Institute for Excellence in Writing	9/28/2022	112.60
ACH	Institute for Excellence in Writing	9/28/2022	195.03
ACH	Joobilo LLC	9/28/2022	870.00
ACH	Joobilo LLC	9/28/2022	60.00
ACH	Kristen Tjio	9/28/2022	88.00
ACH	Kristen Tjio	9/28/2022	1,034.00
ACH	Leading Note Studios	9/28/2022	157.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00

Pacific Coast Academy**Check Register****For the period ended September 30, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Leading Note Studios	9/28/2022	325.00
ACH	Liliana Harris	9/28/2022	65.00
ACH	Liliana Harris	9/28/2022	65.00
ACH	Liliya Sannino	9/28/2022	350.00
ACH	Liliya Sannino	9/28/2022	300.00
ACH	Lisa K. Clark-Burnell	9/28/2022	7,610.00
ACH	Logic of English	9/28/2022	24.54
ACH	Logic of English	9/28/2022	27.77
ACH	Logic of English	9/28/2022	204.85
ACH	Logic of English	9/28/2022	18.84
ACH	Logic of English	9/28/2022	199.59
ACH	Logic of English	9/28/2022	27.77
ACH	Logic of English	9/28/2022	33.16
ACH	Logic of English	9/28/2022	204.85
ACH	Marianne R. Hill	9/28/2022	1,210.00
ACH	Mary Resenbeck	9/28/2022	12,749.64
ACH	Mary Resenbeck	9/28/2022	250.00
ACH	Math-U-See, Inc.	9/28/2022	128.25
ACH	Math-U-See, Inc.	9/28/2022	101.20
ACH	Math-U-See, Inc.	9/28/2022	127.75
ACH	Math-U-See, Inc.	9/28/2022	69.96
ACH	Math-U-See, Inc.	9/28/2022	77.50
ACH	Math-U-See, Inc.	9/28/2022	71.03
ACH	Math-U-See, Inc.	9/28/2022	169.39
ACH	Math-U-See, Inc.	9/28/2022	66.72
ACH	Math-U-See, Inc.	9/28/2022	119.40
ACH	Math-U-See, Inc.	9/28/2022	100.82
ACH	Mathnasium of South Escondido	9/28/2022	305.00
ACH	Mathnasium of South Escondido	9/28/2022	305.00
ACH	Mathnasium of South Escondido	9/28/2022	305.00
ACH	Mathnasium of South Escondido	9/28/2022	305.00
ACH	Mathnasium of South Escondido	9/28/2022	305.00
ACH	Mathnasium of South Escondido	9/28/2022	305.00
ACH	Mathnasium of South Escondido	9/28/2022	305.00
ACH	Amazon Capital Services	9/29/2022	<u>37,535.11</u>

Total Disbursement in September \$ 2,142,322.91

Pacific Coast Academy

Check Register

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
--------------	-------------	------------	--------------

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
22425	Mike Slayen	8/2/2022	\$ 123.00
22426	Todd Nash	8/3/2022	4,015.00
22427	Beautiful Feet Books, Inc.	8/3/2022	787.50
22428	Bitsbox	8/3/2022	1,045.05
22429	BookShark	8/3/2022	293.95
22430	Center for the Collaborative Classroom	8/3/2022	2,893.75
22431	Companion Corporation	8/3/2022	200.00
22432	Delta Dental Insurance Company	8/3/2022	1,790.90
22433	Denise Buskirk	8/3/2022	86.00
22434	E-Therapy LLC	8/3/2022	622.50
22435	E3 Diagnostics Inc.	8/3/2022	380.00
22436	edpuzzle	8/3/2022	2,850.00
22437	Elemental Science	8/3/2022	400.32
22438	Hollywood Music	8/3/2022	85.00
22439	Home Science Tools	8/3/2022	490.97
22440	CONFIDENTIAL	8/3/2022	107.95
22441	Kaiser Foundation Health Plan Inc.	8/3/2022	82,939.02
22442	Kaiser Foundation Health Plan Inc.	8/3/2022	3,985.61
22443	Kaiser Foundation Health Plan Inc.	8/3/2022	4,554.99
22444	Kaiser Foundation Health Plan Inc.	8/3/2022	10,932.01
22445	Kaiser Foundation Health Plan Inc.	8/3/2022	99,123.00
22446	Kaiser Foundation Health Plan Inc.	8/3/2022	95,883.75
22447	Kimberly Flatt	8/3/2022	851.76
22448	Lakeshore	8/3/2022	135.25
22449	Lara Sheridan	8/3/2022	833.00
22450	Learning Without Tears	8/3/2022	38.51
22451	MEL Science U.S., LLC	8/3/2022	338.44
22452	Moving Beyond the Page	8/3/2022	8,076.56
22453	Mutual of Omaha	8/3/2022	8,557.75
22454	Mystery Science Inc.	8/3/2022	396.00
22455	Nicole the Math Lady, LLC.	8/3/2022	1,129.98
22456	North County Academy of Dance	8/3/2022	2,365.00
22457	Oak Meadow Inc	8/3/2022	2,425.94
22458	Professional Tutors of America	8/3/2022	1,000.00
22459	Ramsey Solutions	8/3/2022	19.99
22460	Signature Dance Academy	8/3/2022	1,868.00
22461	Singapore Math Inc.	8/3/2022	1,315.19
22462	Starfall Education Foundation	8/3/2022	88.39
22463	Teacher Synergy, LLC	8/3/2022	1,378.98
22464	Thinkwell Corporation	8/3/2022	776.48
22465	Tomoko Yoda-Compilati	8/3/2022	104.00

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
22466	Total Education Solutions	8/3/2022	2,778.50
22467	Valued Voices	8/3/2022	2,250.00
22468	Verizon Wireless	8/3/2022	208.15
22469	Verizon Wireless	8/3/2022	1,405.13
22470	Wieser Educational	8/3/2022	165.87
22471	WriteAtHome, Inc	8/3/2022	299.00
22472	Zaner-Bloser	8/3/2022	460.35
22473	Zoom Video Communications Inc	8/3/2022	3,035.06
22474	Angela and Matthew Horak	8/9/2022	975.00
22475	April and Brent Enderson	8/9/2022	4,400.00
22476	ASLdeafined,LLC	8/9/2022	480.00
22477	Beautiful Feet Books, Inc.	8/9/2022	1,796.63
22478	Bitsbox	8/9/2022	173.70
22479	Bitwarden Inc.	8/9/2022	1,232.38
22480	Blackbird & Company	8/9/2022	220.13
22481	Christine Echeverri	8/9/2022	24.01
22482	Christine Stein	8/9/2022	780.00
22483	Crafty School Crates	8/9/2022	122.94
22484	Danielle MacAdams	8/9/2022	42.82
22485	Delta Dental Insurance Company	8/9/2022	1,847.22
22486	Delta Dental of California	8/9/2022	10,149.08
22487	Drew's Art Box LLC	8/9/2022	130.00
22488	DW Educational Research, Inc.	8/9/2022	250.00
22489	Ereflect Pty Ltd	8/9/2022	67.00
22490	Evan-Moor	8/9/2022	490.88
22491	Fidelity Security Life Insurance Co.	8/9/2022	2,138.05
22492	Gravitas Publications, Inc.	8/9/2022	370.62
22493	HBCO LLC	8/9/2022	246.07
22494	Home Science Tools	8/9/2022	559.15
22495	Honest History Co.	8/9/2022	247.75
22496	iLEAD Online	8/9/2022	3,220.00
22497	Kimberly Flatt	8/9/2022	146.84
22498	Lakeshore	8/9/2022	1,059.06
22499	Learning A-Z	8/9/2022	342.00
22500	Learning Unbound	8/9/2022	412.74
22501	Learning Without Tears	8/9/2022	334.38
22502	MEL Science U.S., LLC	8/9/2022	2,320.27
22503	Miaplaza Inc.	8/9/2022	258.00
22504	Moving Beyond the Page	8/9/2022	3,960.30
22505	MoxieBox Art, Inc.	8/9/2022	381.94
22506	Multi-Health Systems Inc.	8/9/2022	2,375.00
22507	Mystery Science Inc.	8/9/2022	297.00

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
22508	Nicole the Math Lady, LLC.	8/9/2022	909.00
22509	Oak Meadow Inc	8/9/2022	3,658.62
22510	ODP Business Solutions LLC	8/9/2022	196.21
22511	Outside the Box Creation	8/9/2022	628.68
22512	Partners in Special Education, Inc.	8/9/2022	260.00
22513	Peter and Sherri Mellos	8/9/2022	4,718.58
22514	Procopio, Cory, Hargreaves & Savitch LLP	8/9/2022	2,641.90
22515	Ramsey Solutions	8/9/2022	183.67
22516	Renaissance	8/9/2022	68,265.00
22517	Signing Online	8/9/2022	225.00
22518	Singapore Math Inc.	8/9/2022	1,674.24
22519	Starfall Education Foundation	8/9/2022	30.00
22520	TCI	8/9/2022	115.60
22521	Teaching Textbooks	8/9/2022	385.56
22522	The Lampo Group, LLC	8/9/2022	29.99
22523	The Red Apple Project	8/9/2022	60.00
22524	Time4Learning.com	8/9/2022	300.00
22525	CONFIDENTIAL	8/9/2022	64.50
22526	Voyager Sopris Learning	8/9/2022	1,298.00
22527	Wilson Language Training Corp	8/9/2022	2,716.00
22528	WriteAtHome, Inc	8/9/2022	1,098.00
22529	Cengage Learning Inc	8/10/2022	52.49
22530	ACES	8/12/2022	7,437.50
22531	CONFIDENTIAL	8/15/2022	2,355.68
22532	Voya Financial FBO CalSTRS Pension2	8/16/2022	43,562.52
22533	Accrediting Commission for Schools	8/17/2022	1,130.00
22534	Agility Kids, LLC	8/17/2022	310.00
22535	Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc.	8/17/2022	4,544.00
22536	Beautiful Feet Books, Inc.	8/17/2022	1,040.60
22537	Benjamin Cevallos	8/17/2022	89.88
22538	Brave Writer, LLC	8/17/2022	1,198.50
22539	BYU Independent Study	8/17/2022	3,440.00
22540	Cogito Debate	8/17/2022	575.00
22541	ComputerLand Of Silicon Valley	8/17/2022	3,750.00
22542	Cortica Behavioral Health, Inc	8/17/2022	595.00
22543	Demco	8/17/2022	245.56
22544	Discount School Supply	8/17/2022	709.27
22545	Drew's Art Box LLC	8/17/2022	214.00
22546	Educational Development Corporation	8/17/2022	84.96
22547	Home Science Tools	8/17/2022	64.43
22548	Honest History Co.	8/17/2022	124.49
22549	HopSkipDrive, Inc.	8/17/2022	89.64

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
22550	Image IV Systems	8/17/2022	191.90
22551	Lakeshore	8/17/2022	43.09
22552	Learning Without Tears	8/17/2022	19.87
22553	Learning Without Tears	8/17/2022	185.27
22554	Minds on Education Inc	8/17/2022	10.33
22555	Moving Beyond the Page	8/17/2022	3,181.23
22556	MoxieBox Art, Inc.	8/17/2022	535.91
22557	Mystery Science Inc.	8/17/2022	99.00
22558	Nicole the Math Lady, LLC.	8/17/2022	79.00
22559	Oak Meadow Inc	8/17/2022	804.12
22560	ODP Business Solutions LLC	8/17/2022	25.90
22561	Pathways Community Church	8/17/2022	1,200.00
22562	Peter and Sherri Mellos	8/17/2022	4,995.69
22563	Pyle Sims Duncan & Stevenson	8/17/2022	2,160.00
22564	Ramona Soccer League	8/17/2022	1,800.00
22565	Ramsey Solutions	8/17/2022	183.13
22566	CONFIDENTIAL	8/17/2022	389.75
22567	Simply Coding	8/17/2022	149.00
22569	Singapore Math Inc.	8/17/2022	2,236.81
22570	Sowash Ventures, LLC	8/17/2022	6,000.00
22571	Specialized Therapy Services, Inc.	8/17/2022	33,922.38
22573	Studies Weekly	8/17/2022	2,191.08
22574	TalkBox.Mom	8/17/2022	199.34
22575	Teaching Textbooks	8/17/2022	689.88
22576	Thinkwell Corporation	8/17/2022	318.00
22577	Total Vision PC, Inc.	8/17/2022	620.00
22578	Trigger Memory Co., LLC	8/17/2022	56.45
22579	Voyager Sopris Learning	8/17/2022	1,427.13
22580	Film School 4 Teens	8/19/2022	150.00
22581	Marisa Donnelly	8/19/2022	350.00
22582	Kaiser Foundation Health Plan Inc.	8/22/2022	5,124.37
22583	Angela and Matthew Horak	8/24/2022	925.00
22584	Beautiful Feet Books, Inc.	8/24/2022	1,807.05
22585	Bird Watching Academy	8/24/2022	26.49
22586	Bitsbox	8/24/2022	299.40
22587	Blackbird & Company	8/24/2022	619.15
22588	CONFIDENTIAL	8/24/2022	618.75
22589	Bright Solutions for Dyslexia, LLC	8/24/2022	392.08
22590	Brooke Peterson	8/24/2022	487.19
22591	Curriculum Associates LLC	8/24/2022	6,250.00
22592	Discount School Supply	8/24/2022	18.25
22593	Elemental Science	8/24/2022	40.68

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
22594	Evan-Moor	8/24/2022	822.91
22595	Film School 4 Teens	8/24/2022	335.00
22596	Generation Genius, Inc	8/24/2022	995.00
22597	Gravitas Publications, Inc.	8/24/2022	155.81
22598	HBCO LLC	8/24/2022	178.78
22599	Home Science Tools	8/24/2022	71.55
22600	IceTown	8/24/2022	214.00
22601	JackKris Publishing, LLC	8/24/2022	185.28
22602	Lakeshore	8/24/2022	642.30
22603	Learning Without Tears	8/24/2022	94.83
22604	Lexia Learning Systems LLC	8/24/2022	8,350.00
22605	McGraw Hill LLC	8/24/2022	1,563.00
22606	MEL Science U.S., LLC	8/24/2022	338.44
22607	MobyMax, LLC	8/24/2022	17,980.00
22608	Moving Beyond the Page	8/24/2022	6,197.41
22609	Mystery Science Inc.	8/24/2022	396.00
22610	Nicole the Math Lady, LLC.	8/24/2022	<u>821.00</u>
22611	Oak Meadow Inc	8/24/2022	2,850.00
22612	ODP Business Solutions LLC	8/24/2022	50.28
22613	Reading Horizons	8/24/2022	3,300.00
22614	Seven Spears Martial Arts Academy	8/24/2022	507.00
22616	Singapore Math Inc.	8/24/2022	3,547.10
22617	Southern California Music Academy	8/24/2022	82.00
22620	Studies Weekly	8/24/2022	2,971.77
22621	Teaching Textbooks	8/24/2022	327.87
22622	Thinkwell Corporation	8/24/2022	159.00
22624	Amazon Capital Services	8/25/2022	4.69
22625	CONFIDENTIAL	8/25/2022	2,052.61
22626	Academy of Wrestling, Inc.	8/31/2022	350.00
22627	Aja Lee	8/31/2022	880.00
22628	Alliance Jiu Jitsu San Diego	8/31/2022	130.00
22629	Amanda Gifford	8/31/2022	350.00
22630	Anchor Counseling & Education Solutions, LLC	8/31/2022	390.00
22631	Barbara Mulvany	8/31/2022	40.00
22632	Beautiful Feet Books, Inc.	8/31/2022	2,606.96
22633	Big Little Ones, LLC	8/31/2022	190.70
22634	Charter Schools Development Center	8/31/2022	13,223.00
22635	Crafty School Crates	8/31/2022	101.14
22636	Elemental Science	8/31/2022	849.23
22637	Evan-Moor	8/31/2022	2,459.08
22638	Evelyn Peralta	8/31/2022	152.33
22639	Gracie South Bay	8/31/2022	878.50

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
22640	HBCO LLC	8/31/2022	521.39
22641	Hollywood Music	8/31/2022	725.00
22642	Home Science Tools	8/31/2022	18.80
22643	Inspire School of Ballet	8/31/2022	394.00
22644	CONFIDENTIAL	8/31/2022	1,092.60
22645	Lakeshore	8/31/2022	1,146.27
22646	Learning Without Tears	8/31/2022	808.39
22647	LegalShield	8/31/2022	35.85
22648	Little Passports	8/31/2022	2,729.28
22649	Mad Dog Math	8/31/2022	83.74
22650	McGraw Hill LLC	8/31/2022	7,761.03
22651	MEL Science U.S., LLC	8/31/2022	1,605.79
22652	Miaplaza Inc.	8/31/2022	497.60
22653	Michael Dvoskin	8/31/2022	1,140.00
22654	Michael Kiyoshi Lim	8/31/2022	317.50
22655	Moving Beyond the Page	8/31/2022	6,467.70
22656	MoxieBox Art, Inc.	8/31/2022	190.97
22657	Mutual of Omaha	8/31/2022	8,483.23
22658	Mystery Science Inc.	8/31/2022	376.00
22659	Mystic Equine	8/31/2022	75.00
22660	Nicole the Math Lady, LLC.	8/31/2022	849.00
22661	Noonan Family Swim School, Inc	8/31/2022	674.00
22662	Oak Meadow Inc	8/31/2022	8,425.50
22663	Oceanside Gymnastics	8/31/2022	2,471.00
22664	ODP Business Solutions LLC	8/31/2022	498.62
22665	Patricia Hebert	8/31/2022	360.00
22666	Rachel Fitzgerald	8/31/2022	210.00
22667	Rebecca Starbeck	8/31/2022	1,745.00
22668	Savvas Learning Company LLC	8/31/2022	351.72
22669	Seven Spears Martial Arts Academy	8/31/2022	169.00
22670	Shanna Llewellyn	8/31/2022	72.43
22671	Shuebox Educational Services- Rebecca Shue	8/31/2022	1,115.00
22673	Singapore Math Inc.	8/31/2022	2,512.17
22674	Starfall Education Foundation	8/31/2022	35.00
22675	Staump Productions	8/31/2022	680.00
22679	Studies Weekly	8/31/2022	3,711.09
22681	Teaching Textbooks	8/31/2022	1,803.64
22682	Verizon Wireless	8/31/2022	123.62
22683	Wagner's School of Music, LLC	8/31/2022	482.00
22684	West Coast Krav Maga Temecula	8/31/2022	378.00
22685	WriteAtHome, Inc	8/31/2022	299.00
ACH	Cabrillo Point Academy	8/2/2022	33,052.95

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Braille Abilities, LLC	8/2/2022	6,655.50
ACH	Cabrillo Point Academy	8/2/2022	367.52
ACH	Cabrillo Point Academy	8/2/2022	10.00
ACH	Cabrillo Point Academy	8/2/2022	314.53
ACH	Cabrillo Point Academy	8/2/2022	401.56
ACH	Law Office of Jennifer McQuarrie	8/2/2022	693.00
ACH	Mission Vista Academy	8/2/2022	333.00
ACH	Pointwest Innovations Corporation	8/2/2022	12,350.00
ACH	Activities for Learning, Inc.	8/3/2022	107.25
ACH	Activities for Learning, Inc.	8/3/2022	107.25
ACH	Activities for Learning, Inc.	8/3/2022	107.25
ACH	Activities for Learning, Inc.	8/3/2022	107.25
ACH	Activities for Learning, Inc.	8/3/2022	31.43
ACH	Activities for Learning, Inc.	8/3/2022	15.12
ACH	Activities for Learning, Inc.	8/3/2022	115.57
ACH	Activities for Learning, Inc.	8/3/2022	69.03
ACH	Activities for Learning, Inc.	8/3/2022	111.10
ACH	Activities for Learning, Inc.	8/3/2022	151.25
ACH	Rainbow Resource Center	8/3/2022	48.62
ACH	Rainbow Resource Center	8/3/2022	41.19
ACH	Rainbow Resource Center	8/3/2022	433.11
ACH	Rainbow Resource Center	8/3/2022	308.22
ACH	Rainbow Resource Center	8/3/2022	50.38
ACH	Rainbow Resource Center	8/3/2022	50.55
ACH	Rainbow Resource Center	8/3/2022	83.67
ACH	Rainbow Resource Center	8/3/2022	172.45
ACH	Rainbow Resource Center	8/3/2022	62.49
ACH	Rainbow Resource Center	8/3/2022	136.47
ACH	Activities for Learning, Inc.	8/3/2022	286.99
ACH	Rainbow Resource Center	8/3/2022	256.62
ACH	Rainbow Resource Center	8/3/2022	31.15
ACH	Rainbow Resource Center	8/3/2022	42.11
ACH	Rainbow Resource Center	8/3/2022	138.89
ACH	Rainbow Resource Center	8/3/2022	46.83
ACH	Rainbow Resource Center	8/3/2022	78.50
ACH	Rainbow Resource Center	8/3/2022	138.89
ACH	Rainbow Resource Center	8/3/2022	403.80
ACH	Rainbow Resource Center	8/3/2022	191.31
ACH	Rainbow Resource Center	8/3/2022	184.10
ACH	Activities for Learning, Inc.	8/3/2022	148.76
ACH	Rainbow Resource Center	8/3/2022	136.87
ACH	Rainbow Resource Center	8/3/2022	137.86

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/3/2022	58.29
ACH	Rainbow Resource Center	8/3/2022	53.29
ACH	Rainbow Resource Center	8/3/2022	63.29
ACH	Rainbow Resource Center	8/3/2022	92.06
ACH	Rainbow Resource Center	8/3/2022	37.93
ACH	Rainbow Resource Center	8/3/2022	165.41
ACH	Rainbow Resource Center	8/3/2022	182.22
ACH	Rainbow Resource Center	8/3/2022	197.24
ACH	All About Learning Press, Inc.	8/3/2022	225.11
ACH	Rainbow Resource Center	8/3/2022	189.05
ACH	Rainbow Resource Center	8/3/2022	98.94
ACH	Rainbow Resource Center	8/3/2022	54.80
ACH	Rainbow Resource Center	8/3/2022	166.68
ACH	Rainbow Resource Center	8/3/2022	17.68
ACH	Rainbow Resource Center	8/3/2022	739.17
ACH	Rainbow Resource Center	8/3/2022	21.55
ACH	Rainbow Resource Center	8/3/2022	158.96
ACH	Rainbow Resource Center	8/3/2022	51.89
ACH	Rainbow Resource Center	8/3/2022	43.76
ACH	All About Learning Press, Inc.	8/3/2022	114.25
ACH	Rainbow Resource Center	8/3/2022	68.68
ACH	Rainbow Resource Center	8/3/2022	117.75
ACH	School Pathways, LLC	8/3/2022	520.00
ACH	Singapore Math Live, LLC	8/3/2022	70.00
ACH	Singapore Math Live, LLC	8/3/2022	40.00
ACH	Soaring Minds Education, LLC	8/3/2022	725.00
ACH	The Critical Thinking Co.	8/3/2022	124.28
ACH	The Critical Thinking Co.	8/3/2022	101.47
ACH	The Critical Thinking Co.	8/3/2022	154.49
ACH	The Critical Thinking Co.	8/3/2022	47.49
ACH	All About Learning Press, Inc.	8/3/2022	26.45
ACH	TouchMath Acquisition LLC	8/3/2022	2,359.35
ACH	Uline	8/3/2022	711.82
ACH	Uline	8/3/2022	182.17
ACH	Art of Problem Solving	8/3/2022	129.32
ACH	Art of Problem Solving	8/3/2022	96.00
ACH	Art of Problem Solving	8/3/2022	96.00
ACH	Art of Problem Solving	8/3/2022	146.71
ACH	Art of Problem Solving	8/3/2022	183.71
ACH	Art of Problem Solving	8/3/2022	34.49
ACH	Art of Problem Solving	8/3/2022	96.00
ACH	Art of Problem Solving	8/3/2022	96.00

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Cabrillo Point Academy	8/3/2022	406.42
ACH	Cabrillo Point Academy	8/3/2022	139.16
ACH	Cabrillo Point Academy	8/3/2022	198.22
ACH	Cabrillo Point Academy	8/3/2022	535.82
ACH	Cabrillo Point Academy	8/3/2022	502.46
ACH	Cabrillo Point Academy	8/3/2022	243.14
ACH	Cabrillo Point Academy	8/3/2022	335.32
ACH	Cabrillo Point Academy	8/3/2022	317.20
ACH	Effectual Educational Consulting Services	8/3/2022	2,237.00
ACH	Effectual Educational Consulting Services	8/3/2022	1,910.00
ACH	Homeschool Planet	8/3/2022	52.95
ACH	Institute for Excellence in Writing	8/3/2022	195.79
ACH	Institute for Excellence in Writing	8/3/2022	43.71
ACH	Institute for Excellence in Writing	8/3/2022	43.71
ACH	Institute for Excellence in Writing	8/3/2022	43.71
ACH	Institute for Excellence in Writing	8/3/2022	274.91
ACH	Institute for Excellence in Writing	8/3/2022	37.39
ACH	Institute for Excellence in Writing	8/3/2022	26.57
ACH	Institute for Excellence in Writing	8/3/2022	46.95
ACH	Institute for Excellence in Writing	8/3/2022	46.95
ACH	Institute for Excellence in Writing	8/3/2022	46.95
ACH	Institute for Excellence in Writing	8/3/2022	65.73
ACH	Institute for Excellence in Writing	8/3/2022	65.73
ACH	Institute for Excellence in Writing	8/3/2022	295.24
ACH	Lighthouse Therapy LLC	8/3/2022	2,165.38
ACH	Logic of English	8/3/2022	56.51
ACH	Logic of English	8/3/2022	203.09
ACH	Logic of English	8/3/2022	27.77
ACH	Logic of English	8/3/2022	138.45
ACH	Logic of English	8/3/2022	111.47
ACH	Logic of English	8/3/2022	139.02
ACH	Marnie Young	8/3/2022	9,292.29
ACH	Miss Sue's Dance Company	8/3/2022	52.00
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/3/2022	35.15
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/3/2022	38.99
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/3/2022	50.10
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/3/2022	51.20
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/3/2022	32.00
ACH	Rainbow Resource Center	8/3/2022	106.06
ACH	Rainbow Resource Center	8/3/2022	152.49
ACH	Rainbow Resource Center	8/3/2022	153.02
ACH	Rainbow Resource Center	8/3/2022	195.65

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/3/2022	37.94
ACH	Rainbow Resource Center	8/3/2022	198.76
ACH	Rainbow Resource Center	8/3/2022	44.78
ACH	Rainbow Resource Center	8/3/2022	40.79
ACH	Rainbow Resource Center	8/3/2022	160.02
ACH	Rainbow Resource Center	8/3/2022	37.24
ACH	Rainbow Resource Center	8/3/2022	153.08
ACH	Rainbow Resource Center	8/3/2022	160.31
ACH	Rainbow Resource Center	8/3/2022	124.64
ACH	Rainbow Resource Center	8/3/2022	124.16
ACH	Rainbow Resource Center	8/3/2022	47.49
ACH	Rainbow Resource Center	8/3/2022	124.76
ACH	Rainbow Resource Center	8/3/2022	26.84
ACH	Rainbow Resource Center	8/3/2022	21.51
ACH	Rainbow Resource Center	8/3/2022	46.24
ACH	Rainbow Resource Center	8/3/2022	55.02
ACH	Rainbow Resource Center	8/3/2022	56.15
ACH	Rainbow Resource Center	8/3/2022	251.02
ACH	Rainbow Resource Center	8/3/2022	116.37
ACH	Rainbow Resource Center	8/3/2022	55.02
ACH	Rainbow Resource Center	8/3/2022	113.18
ACH	Rainbow Resource Center	8/3/2022	58.81
ACH	Rainbow Resource Center	8/3/2022	63.77
ACH	Rainbow Resource Center	8/3/2022	99.71
ACH	Rainbow Resource Center	8/3/2022	117.02
ACH	Rainbow Resource Center	8/3/2022	21.51
ACH	Rainbow Resource Center	8/3/2022	595.96
ACH	Rainbow Resource Center	8/3/2022	111.70
ACH	Rainbow Resource Center	8/3/2022	69.10
ACH	Rainbow Resource Center	8/3/2022	232.49
ACH	Rainbow Resource Center	8/3/2022	49.27
ACH	Rainbow Resource Center	8/3/2022	47.04
ACH	Rainbow Resource Center	8/3/2022	265.01
ACH	Rainbow Resource Center	8/3/2022	31.86
ACH	Amazon Capital Services	8/4/2022	173.88
ACH	Amazon Capital Services	8/4/2022	49.77
ACH	Amazon Capital Services	8/4/2022	30.15
ACH	Amazon Capital Services	8/4/2022	100.96
ACH	Amazon Capital Services	8/4/2022	49,385.12
ACH	Charter Impact, Inc.	8/5/2022	83,997.00
ACH	Amazon Capital Services	8/9/2022	1,410.30
ACH	Amazon Capital Services	8/9/2022	51.68

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	8/9/2022	237.80
ACH	Amazon Capital Services	8/9/2022	312.45
ACH	Amazon Capital Services	8/9/2022	28.64
ACH	Amazon Capital Services	8/9/2022	81.01
ACH	Amazon Capital Services	8/9/2022	28.82
ACH	Amazon Capital Services	8/9/2022	5,526.00
ACH	Amazon Capital Services	8/9/2022	15.07
ACH	Amazon Capital Services	8/9/2022	27.65
ACH	Rainbow Resource Center	8/9/2022	139.48
ACH	Rainbow Resource Center	8/9/2022	163.76
ACH	Rainbow Resource Center	8/9/2022	263.17
ACH	Rainbow Resource Center	8/9/2022	30.01
ACH	Rainbow Resource Center	8/9/2022	63.40
ACH	Rainbow Resource Center	8/9/2022	55.77
ACH	Rainbow Resource Center	8/9/2022	114.62
ACH	Rainbow Resource Center	8/9/2022	177.75
ACH	Rainbow Resource Center	8/9/2022	40.69
ACH	Rainbow Resource Center	8/9/2022	53.62
ACH	Amazon Capital Services	8/9/2022	67.52
ACH	Rainbow Resource Center	8/9/2022	140.07
ACH	Rainbow Resource Center	8/9/2022	108.67
ACH	Rainbow Resource Center	8/9/2022	166.13
ACH	Rainbow Resource Center	8/9/2022	82.49
ACH	Rainbow Resource Center	8/9/2022	25.09
ACH	Rainbow Resource Center	8/9/2022	85.85
ACH	Rainbow Resource Center	8/9/2022	133.49
ACH	Rainbow Resource Center	8/9/2022	54.14
ACH	Rainbow Resource Center	8/9/2022	210.38
ACH	Rainbow Resource Center	8/9/2022	36.64
ACH	Amazon Capital Services	8/9/2022	179.49
ACH	Rainbow Resource Center	8/9/2022	100.60
ACH	Rainbow Resource Center	8/9/2022	113.48
ACH	Rainbow Resource Center	8/9/2022	138.61
ACH	Rainbow Resource Center	8/9/2022	123.31
ACH	Rainbow Resource Center	8/9/2022	182.84
ACH	Rainbow Resource Center	8/9/2022	37.66
ACH	Rainbow Resource Center	8/9/2022	57.21
ACH	Rainbow Resource Center	8/9/2022	49.85
ACH	Rainbow Resource Center	8/9/2022	49.85
ACH	Rainbow Resource Center	8/9/2022	66.55
ACH	Activities for Learning, Inc.	8/9/2022	54.53
ACH	Rainbow Resource Center	8/9/2022	84.08

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/9/2022	95.41
ACH	Rainbow Resource Center	8/9/2022	93.65
ACH	Rainbow Resource Center	8/9/2022	100.73
ACH	Rainbow Resource Center	8/9/2022	182.16
ACH	Rainbow Resource Center	8/9/2022	235.20
ACH	Rainbow Resource Center	8/9/2022	22.13
ACH	Rainbow Resource Center	8/9/2022	130.47
ACH	Rainbow Resource Center	8/9/2022	13.69
ACH	Rainbow Resource Center	8/9/2022	21.23
ACH	Activities for Learning, Inc.	8/9/2022	115.57
ACH	Rainbow Resource Center	8/9/2022	89.13
ACH	Rainbow Resource Center	8/9/2022	131.08
ACH	Rainbow Resource Center	8/9/2022	131.08
ACH	Rainbow Resource Center	8/9/2022	72.35
ACH	Rainbow Resource Center	8/9/2022	229.22
ACH	Rainbow Resource Center	8/9/2022	149.59
ACH	Rainbow Resource Center	8/9/2022	100.40
ACH	Rainbow Resource Center	8/9/2022	25.82
ACH	Rainbow Resource Center	8/9/2022	44.01
ACH	Rainbow Resource Center	8/9/2022	80.97
ACH	Activities for Learning, Inc.	8/9/2022	107.25
ACH	Rainbow Resource Center	8/9/2022	54.30
ACH	Rainbow Resource Center	8/9/2022	109.02
ACH	Rainbow Resource Center	8/9/2022	291.79
ACH	Rainbow Resource Center	8/9/2022	311.17
ACH	Rainbow Resource Center	8/9/2022	513.97
ACH	Rainbow Resource Center	8/9/2022	22.13
ACH	Rainbow Resource Center	8/9/2022	56.79
ACH	Rainbow Resource Center	8/9/2022	116.00
ACH	Rainbow Resource Center	8/9/2022	22.13
ACH	Rainbow Resource Center	8/9/2022	33.66
ACH	Activities for Learning, Inc.	8/9/2022	107.25
ACH	Rainbow Resource Center	8/9/2022	164.09
ACH	Rainbow Resource Center	8/9/2022	47.99
ACH	Rainbow Resource Center	8/9/2022	176.34
ACH	Rainbow Resource Center	8/9/2022	144.95
ACH	Rainbow Resource Center	8/9/2022	122.72
ACH	Rainbow Resource Center	8/9/2022	31.18
ACH	Rainbow Resource Center	8/9/2022	157.97
ACH	Rainbow Resource Center	8/9/2022	63.64
ACH	Rainbow Resource Center	8/9/2022	20.44
ACH	Rainbow Resource Center	8/9/2022	47.57

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	All About Learning Press, Inc.	8/9/2022	55.83
ACH	Rainbow Resource Center	8/9/2022	71.97
ACH	Rainbow Resource Center	8/9/2022	164.09
ACH	Rainbow Resource Center	8/9/2022	109.58
ACH	Rainbow Resource Center	8/9/2022	122.91
ACH	Rainbow Resource Center	8/9/2022	22.13
ACH	Rainbow Resource Center	8/9/2022	154.23
ACH	Rainbow Resource Center	8/9/2022	156.62
ACH	Rainbow Resource Center	8/9/2022	137.42
ACH	Rainbow Resource Center	8/9/2022	31.83
ACH	Rainbow Resource Center	8/9/2022	22.13
ACH	All About Learning Press, Inc.	8/9/2022	225.06
ACH	Rainbow Resource Center	8/9/2022	126.08
ACH	Rainbow Resource Center	8/9/2022	388.13
ACH	School Pathways, LLC	8/9/2022	56,944.82
ACH	Teacher Synergy, LLC	8/9/2022	59.50
ACH	Teacher Synergy, LLC	8/9/2022	29.99
ACH	Teacher Synergy, LLC	8/9/2022	8.00
ACH	Teacher Synergy, LLC	8/9/2022	32.98
ACH	Teacher Synergy, LLC	8/9/2022	192.49
ACH	Teacher Synergy, LLC	8/9/2022	384.24
ACH	Teacher Synergy, LLC	8/9/2022	20.00
ACH	All About Learning Press, Inc.	8/9/2022	76.64
ACH	Teacher Synergy, LLC	8/9/2022	94.46
ACH	Teacher Synergy, LLC	8/9/2022	356.98
ACH	Teacher Synergy, LLC	8/9/2022	12.50
ACH	Teacher Synergy, LLC	8/9/2022	45.68
ACH	Teacher Synergy, LLC	8/9/2022	52.60
ACH	Teacher Synergy, LLC	8/9/2022	20.99
ACH	Teacher Synergy, LLC	8/9/2022	51.00
ACH	The Critical Thinking Co.	8/9/2022	44.49
ACH	Timberdoodle.com	8/9/2022	112.62
ACH	Timberdoodle.com	8/9/2022	109.62
ACH	All About Learning Press, Inc.	8/9/2022	182.30
ACH	Timberdoodle.com	8/9/2022	507.00
ACH	Timberdoodle.com	8/9/2022	91.83
ACH	Timberdoodle.com	8/9/2022	211.28
ACH	Timberdoodle.com	8/9/2022	439.62
ACH	Timberdoodle.com	8/9/2022	102.87
ACH	Timberdoodle.com	8/9/2022	144.05
ACH	Timberdoodle.com	8/9/2022	251.19
ACH	Timberdoodle.com	8/9/2022	680.89

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Timberdoodle.com	8/9/2022	143.23
ACH	Timberdoodle.com	8/9/2022	247.03
ACH	All About Learning Press, Inc.	8/9/2022	61.62
ACH	Timberdoodle.com	8/9/2022	682.21
ACH	Timberdoodle.com	8/9/2022	1,408.96
ACH	Timberdoodle.com	8/9/2022	718.04
ACH	Timberdoodle.com	8/9/2022	251.36
ACH	Timberdoodle.com	8/9/2022	144.07
ACH	U.S. Music Lessons	8/9/2022	265.00
ACH	All About Learning Press, Inc.	8/9/2022	275.59
ACH	All About Learning Press, Inc.	8/9/2022	149.81
ACH	All About Learning Press, Inc.	8/9/2022	93.83
ACH	All About Learning Press, Inc.	8/9/2022	61.62
ACH	All About Learning Press, Inc.	8/9/2022	314.15
ACH	All About Learning Press, Inc.	8/9/2022	145.94
ACH	All About Learning Press, Inc.	8/9/2022	83.17
ACH	All About Learning Press, Inc.	8/9/2022	182.30
ACH	All About Learning Press, Inc.	8/9/2022	61.62
ACH	All About Learning Press, Inc.	8/9/2022	76.64
ACH	All About Learning Press, Inc.	8/9/2022	154.18
ACH	All About Learning Press, Inc.	8/9/2022	65.87
ACH	All About Learning Press, Inc.	8/9/2022	117.65
ACH	Art of Problem Solving	8/9/2022	34.49
ACH	Art of Problem Solving	8/9/2022	213.88
ACH	Art of Problem Solving	8/9/2022	183.71
ACH	Art of Problem Solving	8/9/2022	183.71
ACH	Art of Problem Solving	8/9/2022	96.00
ACH	Art of Problem Solving	8/9/2022	96.00
ACH	Art of Problem Solving	8/9/2022	96.00
ACH	Braille Abilities, LLC	8/9/2022	7,475.00
ACH	Braille Abilities, LLC	8/9/2022	1,350.00
ACH	Cabrillo Point Academy	8/9/2022	105.58
ACH	Cabrillo Point Academy	8/9/2022	293.55
ACH	Cabrillo Point Academy	8/9/2022	472.48
ACH	Cabrillo Point Academy	8/9/2022	633.93
ACH	Cabrillo Point Academy	8/9/2022	33,052.95
ACH	Charter Impact, Inc.	8/9/2022	100.00
ACH	CoVerified	8/9/2022	1,000.00
ACH	CoVerified	8/9/2022	1,000.00
ACH	Homeschool Planet	8/9/2022	74.95
ACH	Homeschool Planet	8/9/2022	132.85
ACH	Homeschool Planet	8/9/2022	52.95

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Hooked on Phonics	8/9/2022	328.63
ACH	Institute for Excellence in Writing	8/9/2022	324.43
ACH	Institute for Excellence in Writing	8/9/2022	226.38
ACH	Institute for Excellence in Writing	8/9/2022	99.56
ACH	Institute for Excellence in Writing	8/9/2022	65.83
ACH	Institute for Excellence in Writing	8/9/2022	195.13
ACH	Institute for Excellence in Writing	8/9/2022	275.94
ACH	Institute for Excellence in Writing	8/9/2022	44.38
ACH	Institute for Excellence in Writing	8/9/2022	44.18
ACH	Institute for Excellence in Writing	8/9/2022	324.43
ACH	Institute for Excellence in Writing	8/9/2022	105.49
ACH	Institute for Excellence in Writing	8/9/2022	195.03
ACH	Institute for Excellence in Writing	8/9/2022	44.18
ACH	Institute for Excellence in Writing	8/9/2022	106.67
ACH	Institute for Excellence in Writing	8/9/2022	44.18
ACH	Institute for Excellence in Writing	8/9/2022	105.49
ACH	Institute for Excellence in Writing	8/9/2022	206.76
ACH	Institute for Excellence in Writing	8/9/2022	37.25
ACH	Institute for Excellence in Writing	8/9/2022	26.50
ACH	Institute for Excellence in Writing	8/9/2022	131.88
ACH	Institute for Excellence in Writing	8/9/2022	43.71
ACH	Institute for Excellence in Writing	8/9/2022	94.20
ACH	Institute for Excellence in Writing	8/9/2022	65.26
ACH	Institute for Excellence in Writing	8/9/2022	110.69
ACH	Institute for Excellence in Writing	8/9/2022	215.65
ACH	Institute for Excellence in Writing	8/9/2022	43.71
ACH	Institute for Excellence in Writing	8/9/2022	26.47
ACH	Institute for Excellence in Writing	8/9/2022	215.65
ACH	Logic of English	8/9/2022	104.34
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/9/2022	20.65
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/9/2022	25.00
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/9/2022	67.15
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/9/2022	134.05
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/9/2022	73.98
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/9/2022	84.15
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/9/2022	157.00
ACH	Rainbow Resource Center	8/9/2022	21.56
ACH	Rainbow Resource Center	8/9/2022	132.43
ACH	Rainbow Resource Center	8/9/2022	84.70
ACH	Rainbow Resource Center	8/9/2022	26.93
ACH	Rainbow Resource Center	8/9/2022	58.16
ACH	Rainbow Resource Center	8/9/2022	116.51

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/9/2022	139.48
ACH	Rainbow Resource Center	8/9/2022	125.82
ACH	Rainbow Resource Center	8/9/2022	75.50
ACH	Amazon Capital Services	8/16/2022	76.26
ACH	Amazon Capital Services	8/16/2022	31.28
ACH	Amazon Capital Services	8/16/2022	1,044.05
ACH	Amazon Capital Services	8/16/2022	14.55
ACH	Amazon Capital Services	8/16/2022	136.06
ACH	Amazon Capital Services	8/16/2022	59.66
ACH	Activities for Learning, Inc.	8/17/2022	115.57
ACH	Activities for Learning, Inc.	8/17/2022	387.60
ACH	All About Learning Press, Inc.	8/17/2022	225.11
ACH	All About Learning Press, Inc.	8/17/2022	33.10
ACH	All About Learning Press, Inc.	8/17/2022	225.06
ACH	All About Learning Press, Inc.	8/17/2022	225.06
ACH	All About Learning Press, Inc.	8/17/2022	54.23
ACH	All About Learning Press, Inc.	8/17/2022	247.63
ACH	All About Learning Press, Inc.	8/17/2022	25.37
ACH	All About Learning Press, Inc.	8/17/2022	225.06
ACH	Teacher Synergy, LLC	8/17/2022	170.00
ACH	Teacher Synergy, LLC	8/17/2022	401.48
ACH	Teacher Synergy, LLC	8/17/2022	288.30
ACH	Teacher Synergy, LLC	8/17/2022	316.81
ACH	Teacher Synergy, LLC	8/17/2022	53.45
ACH	Teacher Synergy, LLC	8/17/2022	62.95
ACH	Teacher Synergy, LLC	8/17/2022	347.54
ACH	Teacher Synergy, LLC	8/17/2022	69.99
ACH	Teacher Synergy, LLC	8/17/2022	47.20
ACH	Teacher Synergy, LLC	8/17/2022	96.25
ACH	All About Learning Press, Inc.	8/17/2022	91.67
ACH	Teacher Synergy, LLC	8/17/2022	4.50
ACH	Teacher Synergy, LLC	8/17/2022	40.00
ACH	Teacher Synergy, LLC	8/17/2022	143.90
ACH	Teacher Synergy, LLC	8/17/2022	39.97
ACH	The Critical Thinking Co.	8/17/2022	43.49
ACH	Timberdoodle.com	8/17/2022	208.05
ACH	Timberdoodle.com	8/17/2022	768.08
ACH	TouchMath Acquisition LLC	8/17/2022	272.10
ACH	Uline	8/17/2022	482.23
ACH	All About Learning Press, Inc.	8/17/2022	132.68
ACH	Art of Problem Solving	8/17/2022	167.00
ACH	Art of Problem Solving	8/17/2022	167.00

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Braille Abilities, LLC	8/17/2022	8,588.25
ACH	CharterSafe	8/17/2022	54,370.00
ACH	CoVerified	8/17/2022	1,000.00
ACH	Friends of Willow Tree	8/17/2022	500.00
ACH	Homeschool Planet	8/17/2022	90.85
ACH	Homeschool Planet	8/17/2022	28.85
ACH	Institute for Excellence in Writing	8/17/2022	65.73
ACH	Institute for Excellence in Writing	8/17/2022	44.18
ACH	Institute for Excellence in Writing	8/17/2022	43.30
ACH	Institute for Excellence in Writing	8/17/2022	87.71
ACH	Institute for Excellence in Writing	8/17/2022	217.58
ACH	Institute for Excellence in Writing	8/17/2022	64.19
ACH	Institute for Excellence in Writing	8/17/2022	215.65
ACH	Institute for Excellence in Writing	8/17/2022	43.71
ACH	Institute for Excellence in Writing	8/17/2022	104.80
ACH	Institute for Excellence in Writing	8/17/2022	75.36
ACH	Institute for Excellence in Writing	8/17/2022	26.48
ACH	Logic of English	8/17/2022	33.16
ACH	Math-U-See, Inc.	8/17/2022	66.96
ACH	Math-U-See, Inc.	8/17/2022	174.91
ACH	Math-U-See, Inc.	8/17/2022	111.72
ACH	Math-U-See, Inc.	8/17/2022	66.72
ACH	Math-U-See, Inc.	8/17/2022	112.00
ACH	Math-U-See, Inc.	8/17/2022	77.50
ACH	Math-U-See, Inc.	8/17/2022	63.49
ACH	Math-U-See, Inc.	8/17/2022	192.02
ACH	Math-U-See, Inc.	8/17/2022	66.72
ACH	Math-U-See, Inc.	8/17/2022	45.00
ACH	Math-U-See, Inc.	8/17/2022	192.80
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/17/2022	122.64
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/17/2022	23.20
ACH	Rainbow Resource Center	8/17/2022	73.39
ACH	Rainbow Resource Center	8/17/2022	19.95
ACH	Rainbow Resource Center	8/17/2022	266.11
ACH	Rainbow Resource Center	8/17/2022	31.47
ACH	Rainbow Resource Center	8/17/2022	64.38
ACH	Rainbow Resource Center	8/17/2022	16.86
ACH	Rainbow Resource Center	8/17/2022	16.86
ACH	Rainbow Resource Center	8/17/2022	73.69
ACH	Rainbow Resource Center	8/17/2022	174.20
ACH	Rainbow Resource Center	8/17/2022	32.01
ACH	Rainbow Resource Center	8/17/2022	25.89

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/17/2022	66.49
ACH	Rainbow Resource Center	8/17/2022	23.95
ACH	Rainbow Resource Center	8/17/2022	108.33
ACH	Rainbow Resource Center	8/17/2022	15.35
ACH	Rainbow Resource Center	8/17/2022	17.78
ACH	Rainbow Resource Center	8/17/2022	145.85
ACH	Rainbow Resource Center	8/17/2022	333.58
ACH	Rainbow Resource Center	8/17/2022	73.69
ACH	Rainbow Resource Center	8/17/2022	38.73
ACH	Rainbow Resource Center	8/17/2022	226.08
ACH	Rainbow Resource Center	8/17/2022	151.61
ACH	Rainbow Resource Center	8/17/2022	39.04
ACH	Rainbow Resource Center	8/17/2022	419.84
ACH	Rainbow Resource Center	8/17/2022	350.82
ACH	Rainbow Resource Center	8/17/2022	532.17
ACH	Rainbow Resource Center	8/17/2022	103.58
ACH	Rainbow Resource Center	8/17/2022	181.25
ACH	Rainbow Resource Center	8/17/2022	57.63
ACH	Rainbow Resource Center	8/17/2022	34.57
ACH	Rainbow Resource Center	8/17/2022	25.55
ACH	Rainbow Resource Center	8/17/2022	25.74
ACH	Rainbow Resource Center	8/17/2022	173.83
ACH	Rainbow Resource Center	8/17/2022	57.51
ACH	Rainbow Resource Center	8/17/2022	45.71
ACH	Rainbow Resource Center	8/17/2022	236.45
ACH	Rainbow Resource Center	8/17/2022	337.07
ACH	Rainbow Resource Center	8/17/2022	15.89
ACH	Rainbow Resource Center	8/17/2022	51.67
ACH	Rainbow Resource Center	8/17/2022	138.89
ACH	Rainbow Resource Center	8/17/2022	153.13
ACH	Rainbow Resource Center	8/17/2022	56.73
ACH	Rainbow Resource Center	8/17/2022	106.48
ACH	Rainbow Resource Center	8/17/2022	92.44
ACH	Rainbow Resource Center	8/17/2022	44.25
ACH	Rainbow Resource Center	8/17/2022	152.49
ACH	Rainbow Resource Center	8/17/2022	71.20
ACH	Rainbow Resource Center	8/17/2022	83.75
ACH	Rainbow Resource Center	8/17/2022	106.30
ACH	Rainbow Resource Center	8/17/2022	38.59
ACH	Rainbow Resource Center	8/17/2022	64.46
ACH	School Pathways, LLC	8/17/2022	262.50
ACH	School Specialty LLC	8/17/2022	87.46

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	School Specialty LLC	8/17/2022	67.42
ACH	Amazon Capital Services	8/18/2022	69.22
ACH	Amazon Capital Services	8/18/2022	111.75
ACH	Amazon Capital Services	8/18/2022	538.86
ACH	Amazon Capital Services	8/18/2022	48,668.61
ACH	Amazon Capital Services	8/18/2022	51,084.07
ACH	Amazon Capital Services	8/18/2022	15.61
ACH	Amazon Capital Services	8/18/2022	114.79
ACH	Amazon Capital Services	8/18/2022	112.86
ACH	Amazon Capital Services	8/18/2022	76.99
ACH	Amazon Capital Services	8/18/2022	9.57
ACH	Aqua Tots Costa Mesa	8/19/2022	124.00
ACH	Aqua Tots Costa Mesa	8/19/2022	124.00
ACH	Amazon Capital Services	8/23/2022	14,376.20
ACH	Activities for Learning, Inc.	8/24/2022	21.05
ACH	Activities for Learning, Inc.	8/24/2022	42.54
ACH	Activities for Learning, Inc.	8/24/2022	27.75
ACH	Activities for Learning, Inc.	8/24/2022	21.05
ACH	Activities for Learning, Inc.	8/24/2022	73.05
ACH	All About Learning Press, Inc.	8/24/2022	117.65
ACH	All About Learning Press, Inc.	8/24/2022	117.65
ACH	All About Learning Press, Inc.	8/24/2022	132.68
ACH	Cabrillo Point Academy	8/24/2022	417.39
ACH	Grappling Dynamics, LLC	8/24/2022	199.00
ACH	Rainbow Resource Center	8/24/2022	431.40
ACH	Rainbow Resource Center	8/24/2022	78.49
ACH	Rainbow Resource Center	8/24/2022	57.93
ACH	Rainbow Resource Center	8/24/2022	34.38
ACH	Rainbow Resource Center	8/24/2022	138.89
ACH	Rainbow Resource Center	8/24/2022	26.63
ACH	Rainbow Resource Center	8/24/2022	50.98
ACH	Rainbow Resource Center	8/24/2022	41.33
ACH	Rainbow Resource Center	8/24/2022	81.06
ACH	Rainbow Resource Center	8/24/2022	47.58
ACH	History Unboxed LLC	8/24/2022	65.93
ACH	Rainbow Resource Center	8/24/2022	195.88
ACH	Rainbow Resource Center	8/24/2022	181.63
ACH	Rainbow Resource Center	8/24/2022	125.29
ACH	Rainbow Resource Center	8/24/2022	242.96
ACH	Rainbow Resource Center	8/24/2022	11.03
ACH	Rainbow Resource Center	8/24/2022	65.37
ACH	Rainbow Resource Center	8/24/2022	23.61

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/24/2022	50.79
ACH	Rainbow Resource Center	8/24/2022	170.68
ACH	Rainbow Resource Center	8/24/2022	68.40
ACH	History Unboxed LLC	8/24/2022	65.93
ACH	Rainbow Resource Center	8/24/2022	45.16
ACH	Rainbow Resource Center	8/24/2022	27.26
ACH	Rainbow Resource Center	8/24/2022	140.13
ACH	Rainbow Resource Center	8/24/2022	157.73
ACH	Rainbow Resource Center	8/24/2022	94.16
ACH	Rainbow Resource Center	8/24/2022	235.45
ACH	Rainbow Resource Center	8/24/2022	73.69
ACH	Rainbow Resource Center	8/24/2022	68.40
ACH	Rainbow Resource Center	8/24/2022	235.45
ACH	Rainbow Resource Center	8/24/2022	52.26
ACH	Institute for Excellence in Writing	8/24/2022	43.71
ACH	Rainbow Resource Center	8/24/2022	45.16
ACH	Rainbow Resource Center	8/24/2022	37.27
ACH	Rainbow Resource Center	8/24/2022	19.89
ACH	Rainbow Resource Center	8/24/2022	590.71
ACH	Rainbow Resource Center	8/24/2022	19.89
ACH	Rainbow Resource Center	8/24/2022	106.36
ACH	Rainbow Resource Center	8/24/2022	21.51
ACH	Rainbow Resource Center	8/24/2022	21.51
ACH	Rainbow Resource Center	8/24/2022	59.22
ACH	Rainbow Resource Center	8/24/2022	61.32
ACH	Institute for Excellence in Writing	8/24/2022	64.65
ACH	Rainbow Resource Center	8/24/2022	114.71
ACH	Rainbow Resource Center	8/24/2022	57.78
ACH	Rainbow Resource Center	8/24/2022	26.66
ACH	Rainbow Resource Center	8/24/2022	806.61
ACH	Rainbow Resource Center	8/24/2022	120.36
ACH	Rainbow Resource Center	8/24/2022	294.82
ACH	Rainbow Resource Center	8/24/2022	162.38
ACH	Rainbow Resource Center	8/24/2022	58.90
ACH	Rainbow Resource Center	8/24/2022	135.71
ACH	Rainbow Resource Center	8/24/2022	329.21
ACH	Institute for Excellence in Writing	8/24/2022	65.38
ACH	Rainbow Resource Center	8/24/2022	25.55
ACH	Rainbow Resource Center	8/24/2022	25.55
ACH	Rainbow Resource Center	8/24/2022	18.62
ACH	Rainbow Resource Center	8/24/2022	487.60
ACH	Rainbow Resource Center	8/24/2022	125.29

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/24/2022	21.57
ACH	Rainbow Resource Center	8/24/2022	17.78
ACH	Rainbow Resource Center	8/24/2022	82.18
ACH	Rainbow Resource Center	8/24/2022	78.56
ACH	Rainbow Resource Center	8/24/2022	449.17
ACH	Institute for Excellence in Writing	8/24/2022	487.13
ACH	Rainbow Resource Center	8/24/2022	526.52
ACH	Rainbow Resource Center	8/24/2022	128.20
ACH	Rainbow Resource Center	8/24/2022	85.95
ACH	Rainbow Resource Center	8/24/2022	116.78
ACH	Rainbow Resource Center	8/24/2022	129.17
ACH	Rainbow Resource Center	8/24/2022	18.87
ACH	Rainbow Resource Center	8/24/2022	12.89
ACH	Rainbow Resource Center	8/24/2022	32.46
ACH	Rainbow Resource Center	8/24/2022	65.68
ACH	Rainbow Resource Center	8/24/2022	277.55
ACH	Institute for Excellence in Writing	8/24/2022	44.18
ACH	Rainbow Resource Center	8/24/2022	25.73
ACH	Rainbow Resource Center	8/24/2022	136.00
ACH	Rainbow Resource Center	8/24/2022	19.95
ACH	Rainbow Resource Center	8/24/2022	169.56
ACH	Rainbow Resource Center	8/24/2022	21.55
ACH	Rainbow Resource Center	8/24/2022	19.95
ACH	Rainbow Resource Center	8/24/2022	103.64
ACH	Rainbow Resource Center	8/24/2022	32.23
ACH	Rainbow Resource Center	8/24/2022	68.68
ACH	Rainbow Resource Center	8/24/2022	59.17
ACH	Institute for Excellence in Writing	8/24/2022	256.45
ACH	Rainbow Resource Center	8/24/2022	61.56
ACH	Rainbow Resource Center	8/24/2022	69.10
ACH	Rainbow Resource Center	8/24/2022	89.00
ACH	Rainbow Resource Center	8/24/2022	45.21
ACH	Rainbow Resource Center	8/24/2022	11.03
ACH	Rainbow Resource Center	8/24/2022	42.79
ACH	Rainbow Resource Center	8/24/2022	23.23
ACH	Rainbow Resource Center	8/24/2022	35.17
ACH	Rainbow Resource Center	8/24/2022	71.13
ACH	Rainbow Resource Center	8/24/2022	562.26
ACH	Institute for Excellence in Writing	8/24/2022	44.18
ACH	Rainbow Resource Center	8/24/2022	476.04
ACH	Rainbow Resource Center	8/24/2022	105.50
ACH	Rainbow Resource Center	8/24/2022	77.15

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/24/2022	60.94
ACH	Rainbow Resource Center	8/24/2022	35.17
ACH	Rainbow Resource Center	8/24/2022	107.15
ACH	Rainbow Resource Center	8/24/2022	239.35
ACH	Rainbow Resource Center	8/24/2022	106.67
ACH	Rainbow Resource Center	8/24/2022	38.89
ACH	Rainbow Resource Center	8/24/2022	49.80
ACH	Institute for Excellence in Writing	8/24/2022	37.98
ACH	Rainbow Resource Center	8/24/2022	273.77
ACH	Rainbow Resource Center	8/24/2022	73.89
ACH	Rainbow Resource Center	8/24/2022	112.51
ACH	Rainbow Resource Center	8/24/2022	61.55
ACH	Rainbow Resource Center	8/24/2022	52.76
ACH	Rainbow Resource Center	8/24/2022	106.21
ACH	Rainbow Resource Center	8/24/2022	172.47
ACH	Rainbow Resource Center	8/24/2022	54.05
ACH	Rainbow Resource Center	8/24/2022	35.10
ACH	Rainbow Resource Center	8/24/2022	386.62
ACH	Institute for Excellence in Writing	8/24/2022	37.98
ACH	Rainbow Resource Center	8/24/2022	246.38
ACH	Rainbow Resource Center	8/24/2022	566.67
ACH	Rainbow Resource Center	8/24/2022	194.70
ACH	Rainbow Resource Center	8/24/2022	213.07
ACH	Rainbow Resource Center	8/24/2022	221.58
ACH	Rainbow Resource Center	8/24/2022	61.63
ACH	Rainbow Resource Center	8/24/2022	21.51
ACH	Rainbow Resource Center	8/24/2022	53.88
ACH	Rainbow Resource Center	8/24/2022	224.31
ACH	Rainbow Resource Center	8/24/2022	117.23
ACH	Institute for Excellence in Writing	8/24/2022	71.12
ACH	Rainbow Resource Center	8/24/2022	62.87
ACH	Rainbow Resource Center	8/24/2022	204.83
ACH	Rainbow Resource Center	8/24/2022	157.73
ACH	Rainbow Resource Center	8/24/2022	147.13
ACH	Rainbow Resource Center	8/24/2022	204.83
ACH	Rainbow Resource Center	8/24/2022	63.83
ACH	Rainbow Resource Center	8/24/2022	432.45
ACH	Rainbow Resource Center	8/24/2022	79.21
ACH	Rainbow Resource Center	8/24/2022	69.85
ACH	Rainbow Resource Center	8/24/2022	235.45
ACH	Institute for Excellence in Writing	8/24/2022	212.27
ACH	Rainbow Resource Center	8/24/2022	131.41

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/24/2022	153.02
ACH	Rainbow Resource Center	8/24/2022	134.18
ACH	Rainbow Resource Center	8/24/2022	196.83
ACH	San Diego Civic Youth Ballet	8/24/2022	595.00
ACH	Singapore Math Live, LLC	8/24/2022	115.00
ACH	Singapore Math Live, LLC	8/24/2022	55.00
ACH	Teacher Synergy, LLC	8/24/2022	5.00
ACH	Teacher Synergy, LLC	8/24/2022	10.00
ACH	Teacher Synergy, LLC	8/24/2022	13.50
ACH	Institute for Excellence in Writing	8/24/2022	216.58
ACH	Teacher Synergy, LLC	8/24/2022	235.00
ACH	Teacher Synergy, LLC	8/24/2022	18.00
ACH	Teacher Synergy, LLC	8/24/2022	15.77
ACH	Teacher Synergy, LLC	8/24/2022	206.00
ACH	Teacher Synergy, LLC	8/24/2022	39.50
ACH	Teacher Synergy, LLC	8/24/2022	120.00
ACH	Teacher Synergy, LLC	8/24/2022	101.99
ACH	Teacher Synergy, LLC	8/24/2022	2.99
ACH	Teacher Synergy, LLC	8/24/2022	99.99
ACH	Teacher Synergy, LLC	8/24/2022	5.50
ACH	Institute for Excellence in Writing	8/24/2022	210.11
ACH	Teacher Synergy, LLC	8/24/2022	22.35
ACH	Teacher Synergy, LLC	8/24/2022	10.00
ACH	Teacher Synergy, LLC	8/24/2022	64.64
ACH	Teacher Synergy, LLC	8/24/2022	83.07
ACH	Teacher Synergy, LLC	8/24/2022	48.87
ACH	The Critical Thinking Co.	8/24/2022	221.99
ACH	The Critical Thinking Co.	8/24/2022	218.99
ACH	The Critical Thinking Co.	8/24/2022	224.99
ACH	The Critical Thinking Co.	8/24/2022	173.24
ACH	The Critical Thinking Co.	8/24/2022	222.74
ACH	Institute for Excellence in Writing	8/24/2022	33.40
ACH	Timberdoodle.com	8/24/2022	138.70
ACH	Timberdoodle.com	8/24/2022	211.20
ACH	Timberdoodle.com	8/24/2022	263.82
ACH	Timberdoodle.com	8/24/2022	908.92
ACH	Timberdoodle.com	8/24/2022	482.26
ACH	Timberdoodle.com	8/24/2022	904.78
ACH	Timberdoodle.com	8/24/2022	586.40
ACH	Timberdoodle.com	8/24/2022	87.56
ACH	Timberdoodle.com	8/24/2022	100.58
ACH	Timberdoodle.com	8/24/2022	1,029.96

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Institute for Excellence in Writing	8/24/2022	216.58
ACH	Uline	8/24/2022	50.86
ACH	Uline	8/24/2022	1,013.83
ACH	Valery King	8/24/2022	250.00
ACH	Institute for Excellence in Writing	8/24/2022	93.63
ACH	Institute for Excellence in Writing	8/24/2022	122.65
ACH	Institute for Excellence in Writing	8/24/2022	216.58
ACH	Institute for Excellence in Writing	8/24/2022	38.06
ACH	Institute for Excellence in Writing	8/24/2022	37.71
ACH	Institute for Excellence in Writing	8/24/2022	75.86
ACH	Institute for Excellence in Writing	8/24/2022	70.65
ACH	Institute for Excellence in Writing	8/24/2022	37.25
ACH	Institute for Excellence in Writing	8/24/2022	230.67
ACH	Institute for Excellence in Writing	8/24/2022	215.65
ACH	KiwiCo, Inc.	8/24/2022	11,783.97
ACH	Krystin Demofonte	8/24/2022	257.96
ACH	Lighthouse Therapy LLC	8/24/2022	1,574.16
ACH	Liliya Sannino	8/24/2022	300.00
ACH	Liliya Sannino	8/24/2022	350.00
ACH	Liliya Sannino	8/24/2022	350.00
ACH	Logic of English	8/24/2022	27.84
ACH	Marnie Young	8/24/2022	2,839.46
ACH	Math-U-See, Inc.	8/24/2022	107.29
ACH	Math-U-See, Inc.	8/24/2022	66.72
ACH	Math-U-See, Inc.	8/24/2022	66.72
ACH	Math-U-See, Inc.	8/24/2022	66.72
ACH	Math-U-See, Inc.	8/24/2022	66.72
ACH	Math-U-See, Inc.	8/24/2022	79.65
ACH	Math-U-See, Inc.	8/24/2022	128.25
ACH	Math-U-See, Inc.	8/24/2022	274.68
ACH	Math-U-See, Inc.	8/24/2022	111.72
ACH	Math-U-See, Inc.	8/24/2022	127.75
ACH	Math-U-See, Inc.	8/24/2022	271.87
ACH	Math-U-See, Inc.	8/24/2022	88.08
ACH	Math-U-See, Inc.	8/24/2022	193.09
ACH	Math-U-See, Inc.	8/24/2022	221.11
ACH	Math-U-See, Inc.	8/24/2022	140.30
ACH	Math-U-See, Inc.	8/24/2022	77.50
ACH	Math-U-See, Inc.	8/24/2022	155.99
ACH	Math-U-See, Inc.	8/24/2022	221.11
ACH	Math-U-See, Inc.	8/24/2022	77.50
ACH	Math-U-See, Inc.	8/24/2022	221.11

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Math-U-See, Inc.	8/24/2022	248.05
ACH	Math-U-See, Inc.	8/24/2022	127.75
ACH	Math-U-See, Inc.	8/24/2022	44.00
ACH	Math-U-See, Inc.	8/24/2022	50.00
ACH	Math-U-See, Inc.	8/24/2022	66.72
ACH	Math-U-See, Inc.	8/24/2022	145.68
ACH	Math-U-See, Inc.	8/24/2022	101.57
ACH	Math-U-See, Inc.	8/24/2022	58.10
ACH	Math-U-See, Inc.	8/24/2022	222.93
ACH	Mission Vista Academy	8/24/2022	26.71
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/24/2022	60.15
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/24/2022	28.20
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/24/2022	58.20
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/24/2022	63.20
ACH	Rainbow Resource Center	8/24/2022	59.94
ACH	Rainbow Resource Center	8/24/2022	38.64
ACH	Rainbow Resource Center	8/24/2022	19.62
ACH	Rainbow Resource Center	8/24/2022	326.59
ACH	Rainbow Resource Center	8/24/2022	33.25
ACH	Rainbow Resource Center	8/24/2022	29.15
ACH	Rainbow Resource Center	8/24/2022	29.00
ACH	Rainbow Resource Center	8/24/2022	45.48
ACH	Rainbow Resource Center	8/24/2022	211.50
ACH	Rainbow Resource Center	8/24/2022	221.30
ACH	Rainbow Resource Center	8/24/2022	60.06
ACH	Rainbow Resource Center	8/24/2022	120.84
ACH	Rainbow Resource Center	8/24/2022	60.61
ACH	Rainbow Resource Center	8/24/2022	19.89
ACH	Rainbow Resource Center	8/24/2022	20.36
ACH	Rainbow Resource Center	8/24/2022	29.00
ACH	Rainbow Resource Center	8/24/2022	20.36
ACH	Rainbow Resource Center	8/24/2022	20.36
ACH	Rainbow Resource Center	8/24/2022	164.33
ACH	Rainbow Resource Center	8/24/2022	432.80
ACH	Amazon Capital Services	8/25/2022	74,654.76
ACH	Activities for Learning, Inc.	8/31/2022	117.65
ACH	Activities for Learning, Inc.	8/31/2022	103.12
ACH	Activities for Learning, Inc.	8/31/2022	29.00
ACH	All About Learning Press, Inc.	8/31/2022	237.93
ACH	All About Learning Press, Inc.	8/31/2022	54.44
ACH	All About Learning Press, Inc.	8/31/2022	107.90
ACH	All About Learning Press, Inc.	8/31/2022	225.06

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	All About Learning Press, Inc.	8/31/2022	28.60
ACH	All About Learning Press, Inc.	8/31/2022	182.30
ACH	All About Learning Press, Inc.	8/31/2022	20.05
ACH	Leading Note Studios	8/31/2022	157.00
ACH	Leading Note Studios	8/31/2022	157.00
ACH	Leading Note Studios	8/31/2022	157.00
ACH	Leading Note Studios	8/31/2022	157.00
ACH	Leading Note Studios	8/31/2022	157.00
ACH	Leading Note Studios	8/31/2022	157.00
ACH	Leading Note Studios	8/31/2022	157.00
ACH	Leading Note Studios	8/31/2022	116.00
ACH	Liliana Harris	8/31/2022	65.00
ACH	Logic of English	8/31/2022	34.32
ACH	All About Learning Press, Inc.	8/31/2022	118.15
ACH	Logic of English	8/31/2022	105.02
ACH	Logic of English	8/31/2022	224.63
ACH	Logic of English	8/31/2022	33.98
ACH	Logic of English	8/31/2022	88.84
ACH	Logic of English	8/31/2022	33.16
ACH	Marianne R. Hill	8/31/2022	1,004.00
ACH	Math-U-See, Inc.	8/31/2022	127.75
ACH	Math-U-See, Inc.	8/31/2022	128.75
ACH	Math-U-See, Inc.	8/31/2022	171.54
ACH	Math-U-See, Inc.	8/31/2022	221.11
ACH	All About Learning Press, Inc.	8/31/2022	83.17
ACH	Math-U-See, Inc.	8/31/2022	154.92
ACH	Math-U-See, Inc.	8/31/2022	102.97
ACH	Math-U-See, Inc.	8/31/2022	222.93
ACH	Math-U-See, Inc.	8/31/2022	193.09
ACH	Math-U-See, Inc.	8/31/2022	160.78
ACH	Math-U-See, Inc.	8/31/2022	99.03
ACH	Math-U-See, Inc.	8/31/2022	77.50
ACH	Math-U-See, Inc.	8/31/2022	66.72
ACH	Math-U-See, Inc.	8/31/2022	58.10
ACH	Math-U-See, Inc.	8/31/2022	221.11
ACH	All About Learning Press, Inc.	8/31/2022	107.90
ACH	Math-U-See, Inc.	8/31/2022	192.02
ACH	Math-U-See, Inc.	8/31/2022	221.11
ACH	Math-U-See, Inc.	8/31/2022	77.50
ACH	Math-U-See, Inc.	8/31/2022	66.72
ACH	Math-U-See, Inc.	8/31/2022	66.72
ACH	Math-U-See, Inc.	8/31/2022	267.45

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Math-U-See, Inc.	8/31/2022	66.72
ACH	Math-U-See, Inc.	8/31/2022	221.11
ACH	Math-U-See, Inc.	8/31/2022	77.79
ACH	Math-U-See, Inc.	8/31/2022	66.72
ACH	All About Learning Press, Inc.	8/31/2022	61.62
ACH	Michael Bottomley	8/31/2022	405.00
ACH	Ms Mariah's Music	8/31/2022	260.00
ACH	Oyster Inc.	8/31/2022	131.97
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/31/2022	49.20
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/31/2022	121.00
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	8/31/2022	8.95
ACH	Pointwest Innovations Corporation	8/31/2022	12,362.50
ACH	Procopio, Cory, Hargreaves & Savitch LLP	8/31/2022	3,369.35
ACH	Rainbow Resource Center	8/31/2022	54.53
ACH	Rainbow Resource Center	8/31/2022	54.53
ACH	All About Learning Press, Inc.	8/31/2022	236.97
ACH	Rainbow Resource Center	8/31/2022	85.81
ACH	Rainbow Resource Center	8/31/2022	25.31
ACH	Rainbow Resource Center	8/31/2022	42.95
ACH	Rainbow Resource Center	8/31/2022	86.83
ACH	Rainbow Resource Center	8/31/2022	32.01
ACH	Rainbow Resource Center	8/31/2022	76.77
ACH	Rainbow Resource Center	8/31/2022	208.06
ACH	Rainbow Resource Center	8/31/2022	135.90
ACH	Rainbow Resource Center	8/31/2022	124.76
ACH	Rainbow Resource Center	8/31/2022	296.78
ACH	All About Learning Press, Inc.	8/31/2022	182.30
ACH	Rainbow Resource Center	8/31/2022	71.98
ACH	Rainbow Resource Center	8/31/2022	235.45
ACH	Rainbow Resource Center	8/31/2022	202.05
ACH	Rainbow Resource Center	8/31/2022	78.82
ACH	Rainbow Resource Center	8/31/2022	16.70
ACH	Rainbow Resource Center	8/31/2022	86.11
ACH	Rainbow Resource Center	8/31/2022	86.11
ACH	Rainbow Resource Center	8/31/2022	12.10
ACH	Rainbow Resource Center	8/31/2022	68.31
ACH	Rainbow Resource Center	8/31/2022	34.98
ACH	All About Learning Press, Inc.	8/31/2022	56.05
ACH	Rainbow Resource Center	8/31/2022	68.96
ACH	Rainbow Resource Center	8/31/2022	235.45
ACH	Rainbow Resource Center	8/31/2022	204.83
ACH	Rainbow Resource Center	8/31/2022	179.86

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/31/2022	46.28
ACH	Rainbow Resource Center	8/31/2022	24.38
ACH	Rainbow Resource Center	8/31/2022	70.83
ACH	Rainbow Resource Center	8/31/2022	157.15
ACH	Rainbow Resource Center	8/31/2022	19.51
ACH	Rainbow Resource Center	8/31/2022	28.01
ACH	All About Learning Press, Inc.	8/31/2022	54.23
ACH	Rainbow Resource Center	8/31/2022	28.78
ACH	Rainbow Resource Center	8/31/2022	55.99
ACH	Rainbow Resource Center	8/31/2022	133.27
ACH	Rainbow Resource Center	8/31/2022	262.65
ACH	Rainbow Resource Center	8/31/2022	45.48
ACH	Rainbow Resource Center	8/31/2022	167.15
ACH	Rainbow Resource Center	8/31/2022	35.52
ACH	Rainbow Resource Center	8/31/2022	66.69
ACH	Rainbow Resource Center	8/31/2022	81.88
ACH	Rainbow Resource Center	8/31/2022	121.74
ACH	All About Learning Press, Inc.	8/31/2022	182.30
ACH	Rainbow Resource Center	8/31/2022	49.39
ACH	Rainbow Resource Center	8/31/2022	180.16
ACH	Rainbow Resource Center	8/31/2022	31.10
ACH	Rainbow Resource Center	8/31/2022	73.16
ACH	Rainbow Resource Center	8/31/2022	27.92
ACH	Rainbow Resource Center	8/31/2022	23.14
ACH	Rainbow Resource Center	8/31/2022	105.50
ACH	Rainbow Resource Center	8/31/2022	108.20
ACH	Rainbow Resource Center	8/31/2022	139.78
ACH	Rainbow Resource Center	8/31/2022	35.54
ACH	All About Learning Press, Inc.	8/31/2022	83.17
ACH	Rainbow Resource Center	8/31/2022	264.78
ACH	Rainbow Resource Center	8/31/2022	87.09
ACH	Rainbow Resource Center	8/31/2022	861.41
ACH	Rainbow Resource Center	8/31/2022	19.60
ACH	Rainbow Resource Center	8/31/2022	429.05
ACH	Rainbow Resource Center	8/31/2022	28.65
ACH	Rainbow Resource Center	8/31/2022	397.47
ACH	Rainbow Resource Center	8/31/2022	95.68
ACH	Rainbow Resource Center	8/31/2022	384.41
ACH	Rainbow Resource Center	8/31/2022	147.72
ACH	All About Learning Press, Inc.	8/31/2022	47.76
ACH	Rainbow Resource Center	8/31/2022	130.23
ACH	Rainbow Resource Center	8/31/2022	112.00

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/31/2022	50.99
ACH	Rainbow Resource Center	8/31/2022	139.48
ACH	Rainbow Resource Center	8/31/2022	69.24
ACH	Rainbow Resource Center	8/31/2022	204.83
ACH	Rainbow Resource Center	8/31/2022	239.18
ACH	Rainbow Resource Center	8/31/2022	70.59
ACH	Rainbow Resource Center	8/31/2022	204.83
ACH	Rainbow Resource Center	8/31/2022	95.54
ACH	All About Learning Press, Inc.	8/31/2022	29.68
ACH	Rainbow Resource Center	8/31/2022	255.70
ACH	Rainbow Resource Center	8/31/2022	181.99
ACH	Rainbow Resource Center	8/31/2022	216.04
ACH	Rainbow Resource Center	8/31/2022	204.83
ACH	Rainbow Resource Center	8/31/2022	113.48
ACH	Rainbow Resource Center	8/31/2022	80.21
ACH	Rainbow Resource Center	8/31/2022	24.58
ACH	Rainbow Resource Center	8/31/2022	139.65
ACH	Rainbow Resource Center	8/31/2022	196.30
ACH	Rainbow Resource Center	8/31/2022	67.11
ACH	All About Learning Press, Inc.	8/31/2022	83.17
ACH	Rainbow Resource Center	8/31/2022	1,360.08
ACH	Rainbow Resource Center	8/31/2022	29.59
ACH	Rainbow Resource Center	8/31/2022	48.64
ACH	Rainbow Resource Center	8/31/2022	277.56
ACH	Rainbow Resource Center	8/31/2022	41.70
ACH	Rainbow Resource Center	8/31/2022	119.92
ACH	Rainbow Resource Center	8/31/2022	89.54
ACH	Rainbow Resource Center	8/31/2022	138.77
ACH	Rainbow Resource Center	8/31/2022	152.49
ACH	Rainbow Resource Center	8/31/2022	124.76
ACH	All About Learning Press, Inc.	8/31/2022	182.30
ACH	Rainbow Resource Center	8/31/2022	138.89
ACH	Rainbow Resource Center	8/31/2022	68.68
ACH	Rainbow Resource Center	8/31/2022	59.41
ACH	Rainbow Resource Center	8/31/2022	30.94
ACH	Rainbow Resource Center	8/31/2022	32.55
ACH	Rainbow Resource Center	8/31/2022	38.89
ACH	Rainbow Resource Center	8/31/2022	91.14
ACH	Rainbow Resource Center	8/31/2022	152.49
ACH	Rainbow Resource Center	8/31/2022	19.34
ACH	Rainbow Resource Center	8/31/2022	94.29
ACH	All About Learning Press, Inc.	8/31/2022	61.62

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/31/2022	31.02
ACH	Rainbow Resource Center	8/31/2022	21.41
ACH	Rainbow Resource Center	8/31/2022	25.66
ACH	Rainbow Resource Center	8/31/2022	77.96
ACH	Rainbow Resource Center	8/31/2022	29.20
ACH	Rainbow Resource Center	8/31/2022	199.00
ACH	Rainbow Resource Center	8/31/2022	97.30
ACH	Rainbow Resource Center	8/31/2022	54.86
ACH	Rainbow Resource Center	8/31/2022	37.94
ACH	Rainbow Resource Center	8/31/2022	204.83
ACH	All About Learning Press, Inc.	8/31/2022	210.03
ACH	Rainbow Resource Center	8/31/2022	151.84
ACH	Rainbow Resource Center	8/31/2022	57.28
ACH	Rainbow Resource Center	8/31/2022	42.09
ACH	Rainbow Resource Center	8/31/2022	47.31
ACH	Rainbow Resource Center	8/31/2022	138.89
ACH	Rainbow Resource Center	8/31/2022	49.52
ACH	Rainbow Resource Center	8/31/2022	38.78
ACH	Rainbow Resource Center	8/31/2022	72.52
ACH	Rainbow Resource Center	8/31/2022	271.38
ACH	Rainbow Resource Center	8/31/2022	29.59
ACH	All About Learning Press, Inc.	8/31/2022	117.65
ACH	Rainbow Resource Center	8/31/2022	133.95
ACH	Rainbow Resource Center	8/31/2022	50.80
ACH	Rainbow Resource Center	8/31/2022	89.78
ACH	Rainbow Resource Center	8/31/2022	240.13
ACH	Rainbow Resource Center	8/31/2022	53.99
ACH	Randall Music School	8/31/2022	85.94
ACH	Randall Music School	8/31/2022	78.12
ACH	School Specialty LLC	8/31/2022	83.11
ACH	School Specialty LLC	8/31/2022	44.72
ACH	Singapore Math Live, LLC	8/31/2022	55.00
ACH	All About Learning Press, Inc.	8/31/2022	278.56
ACH	Teacher Synergy, LLC	8/31/2022	5.00
ACH	Teacher Synergy, LLC	8/31/2022	40.00
ACH	Teacher Synergy, LLC	8/31/2022	18.00
ACH	Teacher Synergy, LLC	8/31/2022	21.00
ACH	Teacher Synergy, LLC	8/31/2022	194.00
ACH	Teacher Synergy, LLC	8/31/2022	2.00
ACH	Teacher Synergy, LLC	8/31/2022	13.00
ACH	Teacher Synergy, LLC	8/31/2022	10.75
ACH	The Critical Thinking Co.	8/31/2022	45.49

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	The Critical Thinking Co.	8/31/2022	81.71
ACH	All About Learning Press, Inc.	8/31/2022	117.65
ACH	The Critical Thinking Co.	8/31/2022	41.23
ACH	The Critical Thinking Co.	8/31/2022	32.24
ACH	The Critical Thinking Co.	8/31/2022	53.23
ACH	The Critical Thinking Co.	8/31/2022	62.23
ACH	The Critical Thinking Co.	8/31/2022	32.24
ACH	The Critical Thinking Co.	8/31/2022	32.24
ACH	Timberdoodle.com	8/31/2022	937.74
ACH	Timberdoodle.com	8/31/2022	1,115.44
ACH	Timberdoodle.com	8/31/2022	991.87
ACH	Timberdoodle.com	8/31/2022	1,287.88
ACH	All About Learning Press, Inc.	8/31/2022	63.71
ACH	Timberdoodle.com	8/31/2022	454.03
ACH	Timberdoodle.com	8/31/2022	596.67
ACH	Timberdoodle.com	8/31/2022	563.50
ACH	Timberdoodle.com	8/31/2022	1,154.13
ACH	Timberdoodle.com	8/31/2022	1,783.10
ACH	Timberdoodle.com	8/31/2022	79.45
ACH	Timberdoodle.com	8/31/2022	549.03
ACH	Timberdoodle.com	8/31/2022	690.06
ACH	Timberdoodle.com	8/31/2022	1,365.43
ACH	Timberdoodle.com	8/31/2022	1,236.06
ACH	All About Learning Press, Inc.	8/31/2022	103.53
ACH	Timberdoodle.com	8/31/2022	227.51
ACH	Timberdoodle.com	8/31/2022	479.79
ACH	Timberdoodle.com	8/31/2022	79.45
ACH	TouchMath Acquisition LLC	8/31/2022	473.02
ACH	Wonder Crate	8/31/2022	113.75
ACH	Wonder Crate	8/31/2022	201.60
ACH	All About Learning Press, Inc.	8/31/2022	117.65
ACH	All About Learning Press, Inc.	8/31/2022	76.65
ACH	All About Learning Press, Inc.	8/31/2022	166.13
ACH	Art of Problem Solving	8/31/2022	167.44
ACH	Art of Problem Solving	8/31/2022	167.44
ACH	Art of Problem Solving	8/31/2022	167.00
ACH	Art of Problem Solving	8/31/2022	34.49
ACH	Art of Problem Solving	8/31/2022	96.00
ACH	Art of Problem Solving	8/31/2022	129.92
ACH	Art of Problem Solving	8/31/2022	129.92
ACH	Art of Problem Solving	8/31/2022	34.49
ACH	Art of Problem Solving	8/31/2022	167.00

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Art of Problem Solving	8/31/2022	129.32
ACH	Art of Problem Solving	8/31/2022	167.00
ACH	Art of Problem Solving	8/31/2022	96.00
ACH	Art of Problem Solving	8/31/2022	129.32
ACH	Art of Problem Solving	8/31/2022	167.00
ACH	Art of Problem Solving	8/31/2022	70.05
ACH	Art of Problem Solving	8/31/2022	96.00
ACH	Art of Problem Solving	8/31/2022	96.00
ACH	Art of Problem Solving	8/31/2022	96.00
ACH	Ascend Music Studios	8/31/2022	510.00
ACH	Beltran Spanish Tutoring/Karen Beltran	8/31/2022	375.00
ACH	Brilliant Foreign Language Education	8/31/2022	275.00
ACH	Brilliant Foreign Language Education	8/31/2022	275.00
ACH	Brilliant Foreign Language Education	8/31/2022	275.00
ACH	Cabrillo Point Academy	8/31/2022	118.22
ACH	eat2explore	8/31/2022	187.50
ACH	Gracie Barra Encinitas	8/31/2022	220.00
ACH	History Unboxed LLC	8/31/2022	730.80
ACH	History Unboxed LLC	8/31/2022	730.80
ACH	History Unboxed LLC	8/31/2022	182.70
ACH	History Unboxed LLC	8/31/2022	126.86
ACH	Homeschool Planet	8/31/2022	74.95
ACH	Institute for Excellence in Writing	8/31/2022	48.94
ACH	Institute for Excellence in Writing	8/31/2022	66.03
ACH	Institute for Excellence in Writing	8/31/2022	44.18
ACH	Institute for Excellence in Writing	8/31/2022	65.73
ACH	Institute for Excellence in Writing	8/31/2022	16.16
ACH	Institute for Excellence in Writing	8/31/2022	27.19
ACH	Institute for Excellence in Writing	8/31/2022	44.59
ACH	Institute for Excellence in Writing	8/31/2022	195.03
ACH	Institute for Excellence in Writing	8/31/2022	44.38
ACH	Institute for Excellence in Writing	8/31/2022	324.43
ACH	Institute for Excellence in Writing	8/31/2022	262.91
ACH	Institute for Excellence in Writing	8/31/2022	117.34
ACH	Institute for Excellence in Writing	8/31/2022	64.65
ACH	Institute for Excellence in Writing	8/31/2022	64.65
ACH	Institute for Excellence in Writing	8/31/2022	205.80
ACH	Institute for Excellence in Writing	8/31/2022	37.71
ACH	Institute for Excellence in Writing	8/31/2022	44.18
ACH	Institute for Excellence in Writing	8/31/2022	44.18
ACH	Institute for Excellence in Writing	8/31/2022	37.89
ACH	Institute for Excellence in Writing	8/31/2022	275.84

Pacific Coast Academy**Check Register****For the period ended August 31, 2022**

Check Number	Vendor Name	Check Date	Check Amount
ACH	Institute for Excellence in Writing	8/31/2022	226.28
ACH	Institute for Excellence in Writing	8/31/2022	65.73
ACH	Institute for Excellence in Writing	8/31/2022	65.73
ACH	Institute for Excellence in Writing	8/31/2022	44.18
ACH	Institute for Excellence in Writing	8/31/2022	37.89
ACH	Kaiser Foundation Health Plan Inc.	8/31/2022	84,955.70
ACH	Kaiser Foundation Health Plan Inc.	8/31/2022	13,266.45
ACH	Kaiser Foundation Health Plan Inc.	8/31/2022	7,971.27
ACH	Kaiser Foundation Health Plan Inc.	8/31/2022	12,640.15
ACH	Kaiser Foundation Health Plan Inc.	8/31/2022	127,223.33
ACH	Kaiser Foundation Health Plan Inc.	8/31/2022	109,907.67
ACH	Larry White	8/31/2022	240.00
ACH	Law Office of Jennifer McQuarrie	8/31/2022	344.67
ACH	Leading Note Studios	8/31/2022	<u>157.00</u>

Total Disbursement in August \$ 1,890,227.96

Pacific Coast Academy

Accounts Payable Aging

September 30, 2022

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
ACES	5209835	9/15/2022	9/29/2022	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ 450
ACES	5209836	9/15/2022	9/29/2022	300	-	-	-	-	300
ACES	5209837	9/15/2022	9/29/2022	975	-	-	-	-	975
ACES	5209838	9/15/2022	9/29/2022	75	-	-	-	-	75
ACES	5209839	9/15/2022	9/29/2022	750	-	-	-	-	750
ACES	5209840	9/15/2022	9/29/2022	300	-	-	-	-	300
Al Zamora	100132	9/16/2022	10/16/2022	897	-	-	-	-	897
All About Learning Press, Inc.	913222	9/21/2022	10/21/2022	92	-	-	-	-	92
Alliance Jiu Jitsu San Diego	INV0179-R	8/15/2022	9/14/2022	130	-	-	-	-	130
Alliance Jiu Jitsu San Diego	INV0180-R	8/15/2022	9/14/2022	130	-	-	-	-	130
Alliance Jiu Jitsu San Diego	INV0182-R	8/15/2022	9/14/2022	135	-	-	-	-	135
Alliance Jiu Jitsu San Diego	INV0183-R	8/15/2022	9/14/2022	130	-	-	-	-	130
Amanda Gifford	95	9/22/2022	10/22/2022	200	-	-	-	-	200
Amber E Schreckengaust	27	9/14/2022	10/14/2022	32,835	-	-	-	-	32,835
Apple Inc	AK00255929	9/23/2022	10/23/2022	99	-	-	-	-	99
Art of Problem Solving	INV227294	9/21/2022	10/21/2022	96	-	-	-	-	96
Art of Problem Solving	INV227295	9/21/2022	10/21/2022	96	-	-	-	-	96
Art of Problem Solving	INV227297	9/21/2022	10/21/2022	116	-	-	-	-	116
Art of Problem Solving	INV227298	9/21/2022	10/21/2022	167	-	-	-	-	167
Art of Problem Solving	INV227299	9/21/2022	10/21/2022	167	-	-	-	-	167
Art of Problem Solving	INV227300	9/21/2022	10/21/2022	167	-	-	-	-	167
Art of Problem Solving	INV227301	9/21/2022	10/21/2022	167	-	-	-	-	167
Art of Problem Solving	INV227302	9/21/2022	10/21/2022	167	-	-	-	-	167
Art of Problem Solving	INV227420	9/22/2022	10/22/2022	167	-	-	-	-	167
ASC - Orange County	092022SD24057	9/8/2022	10/8/2022	3,818	-	-	-	-	3,818
ATC Martial Arts	1193	9/3/2022	9/3/2022	258	-	-	-	-	258
Barbara Mulvany	DM0922	9/22/2022	10/22/2022	40	-	-	-	-	40
Benjamin Fung	FUNG091522	9/15/2022	9/15/2022	85	-	-	-	-	85
BioBox Labs LLC	2164	9/15/2022	10/15/2022	402	-	-	-	-	402
Bitsbox	4917	9/21/2022	10/21/2022	300	-	-	-	-	300
BookShark	BI0014033	9/21/2022	10/21/2022	242	-	-	-	-	242
BookShark	BI0014052	9/21/2022	10/21/2022	67	-	-	-	-	67
Brilliant Foreign Language Education	BFLE-F20220707	8/15/2022	9/14/2022	275	-	-	-	-	275
Cabrillo Point Academy	PCA-BAYALARM092022	9/19/2022	10/19/2022	652	-	-	-	-	652
Cadence Dance Project Inc	0063	9/21/2022	10/21/2022	58	-	-	-	-	58
California Music Lessons	KT0101Cti9	9/20/2022	10/20/2022	45	-	-	-	-	45
California Music Lessons	KT0108Pal9	9/20/2022	10/20/2022	140	-	-	-	-	140
Caroline Murphy	1561	9/20/2022	10/20/2022	240	-	-	-	-	240
Caroline Murphy	1563	9/20/2022	10/20/2022	100	-	-	-	-	100

Pacific Coast Academy

Accounts Payable Aging

September 30, 2022

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
Cengage Learning Inc	72746871	12/16/2020	1/15/2021	-	-	-	-	(72)	(72)
Champion Gymnastics	120149	9/1/2022	10/1/2022	190	-	-	-	-	190
Champion Gymnastics	120151	9/1/2022	10/1/2022	180	-	-	-	-	180
Champion Gymnastics	120152	9/1/2022	10/1/2022	180	-	-	-	-	180
Champion Gymnastics	120193	9/1/2022	10/1/2022	115	-	-	-	-	115
Champion Gymnastics	120194	9/1/2022	10/1/2022	261	-	-	-	-	261
CharterSafe	40221	9/15/2022	9/15/2022	19,136	-	-	-	-	19,136
ConvergeOne, Inc.	3427554	7/15/2022	8/14/2022	-	8,856	-	-	-	8,856
Cortica Behavioral Health, Inc	5186898	9/9/2022	9/30/2022	200	-	-	-	-	200
Creating A Masterpiece LLC	4287	9/20/2022	10/20/2022	99	-	-	-	-	99
Creative Creatures & Co.	PCA-SEPT-22	9/16/2022	10/16/2022	3,665	-	-	-	-	3,665
DS Arts Studio & Gallery-Debi Smerdo	8-2022 Aug/Sept	9/20/2022	10/20/2022	2,000	-	-	-	-	2,000
Elizabeth Blackmore	20034	9/15/2022	10/15/2022	35,279	-	-	-	-	35,279
Elizabeth Koontz	KOON091922	9/19/2022	9/19/2022	10	-	-	-	-	10
Emily Boele	BOEL081822	8/18/2022	8/18/2022	-	118	-	-	-	118
Encinitas Karate INC	1008	9/19/2022	10/19/2022	169	-	-	-	-	169
Evan-Moor	INV355259	9/20/2022	10/20/2022	48	-	-	-	-	48
Fagen Friedman & Fulfroest LLP	F3SES-092022-2093-2235	9/1/2022	9/1/2022	1,455	-	-	-	-	1,455
Fidelity Security Life Insurance Co.	165402476	9/21/2022	9/21/2022	2,373	-	-	-	-	2,373
Gracie Barra Encinitas	91922	9/19/2022	10/19/2022	220	-	-	-	-	220
Gracie Barra Encinitas	92222	9/22/2022	10/22/2022	220	-	-	-	-	220
HBCO LLC	1321632	9/21/2022	10/21/2022	54	-	-	-	-	54
HBCO LLC	1324109	9/21/2022	10/21/2022	90	-	-	-	-	90
Hollywood Music	009CFLO	9/22/2022	10/22/2022	68	-	-	-	-	68
Home Science Tools	000448844	9/16/2022	10/16/2022	114	-	-	-	-	114
Home Science Tools	000448845	9/16/2022	10/16/2022	81	-	-	-	-	81
Home Science Tools	000449243	9/20/2022	10/20/2022	40	-	-	-	-	40
Image IV Systems	697036	8/26/2022	9/25/2022	70	-	-	-	-	70
Image IV Systems	697673	9/1/2022	10/1/2022	170	-	-	-	-	170
Image IV Systems	698017	9/7/2022	10/7/2022	82	-	-	-	-	82
Janet Azmoun	AZMO091522	9/15/2022	9/15/2022	10	-	-	-	-	10
Jennifer Faber	FABE092022	9/20/2022	9/20/2022	189	-	-	-	-	189
Jessica Ackermann	ACE091522	9/15/2022	9/15/2022	85	-	-	-	-	85
JKWInnovations	Fall 2022 #1030	9/19/2022	10/19/2022	8,155	-	-	-	-	8,155
JKWInnovations	Fall 2022 #1031	9/19/2022	10/19/2022	5,830	-	-	-	-	5,830
JKWInnovations	Fall 2022 #1032	9/19/2022	10/19/2022	5,520	-	-	-	-	5,520
JKWInnovations	Fall 2022 #1033	9/19/2022	10/19/2022	4,698	-	-	-	-	4,698
K12 Management DBA FuelEd	INV-37691	8/30/2022	9/29/2022	3,100	-	-	-	-	3,100
Kim Turner	PCA-7	9/19/2022	10/19/2022	350	-	-	-	-	350
KiwiCo, Inc.	516	9/15/2022	10/30/2022	16,755	-	-	-	-	16,755

Pacific Coast Academy

Accounts Payable Aging

September 30, 2022

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
Lakeshore	517289092022	9/20/2022	10/20/2022	45	-	-	-	-	45
Lakeshore	517414092122	9/21/2022	10/21/2022	60	-	-	-	-	60
Lakeshore	517435092022	9/20/2022	10/20/2022	43	-	-	-	-	43
Lakeshore	517510092022	9/20/2022	10/20/2022	45	-	-	-	-	45
Laura DeSoto	2022Fall001	9/15/2022	10/15/2022	11,480	-	-	-	-	11,480
Laura DeSoto	2022Fall002	9/15/2022	10/15/2022	9,740	-	-	-	-	9,740
Laura DeSoto	2022Fall003	9/15/2022	10/15/2022	8,690	-	-	-	-	8,690
Laura DeSoto	2022Fall004	9/15/2022	10/15/2022	1,273	-	-	-	-	1,273
Le Cirque, Inc.	144	9/15/2022	10/15/2022	70	-	-	-	-	70
Le Cirque, Inc.	145	9/10/2022	10/10/2022	60	-	-	-	-	60
Leading Note Studios	2330	9/20/2022	10/20/2022	157	-	-	-	-	157
Leading Note Studios	2331	9/20/2022	10/20/2022	157	-	-	-	-	157
Leading Note Studios	2332	9/20/2022	10/20/2022	157	-	-	-	-	157
Leading Note Studios	2333	9/20/2022	10/20/2022	628	-	-	-	-	628
Leading Note Studios	2334	9/20/2022	10/20/2022	628	-	-	-	-	628
Leading Note Studios	2335	9/20/2022	10/20/2022	628	-	-	-	-	628
Leading Note Studios	2336	9/20/2022	10/20/2022	325	-	-	-	-	325
Learning A-Z	5886907	9/19/2022	10/19/2022	128	-	-	-	-	128
Learning Journeys Forum	2022-21	8/31/2022	9/30/2022	300	-	-	-	-	300
Learning Journeys Forum	2022-23	9/20/2022	10/20/2022	150	-	-	-	-	150
Learning Without Tears	INV159515	9/19/2022	10/19/2022	4	-	-	-	-	4
Legion American Jiu-Jitsu, LLC	018	9/22/2022	10/22/2022	1,149	-	-	-	-	1,149
Liliana Harris	ZB12-PAC	9/22/2022	10/22/2022	65	-	-	-	-	65
Linda Hamby	1Aug	9/9/2022	10/9/2022	2,700	-	-	-	-	2,700
Linda Turner	TURN082922	8/29/2022	8/29/2022	-	205	-	-	-	205
Logic of English	SI-161005	9/9/2022	10/9/2022	45	-	-	-	-	45
Math-U-See, Inc.	0796224-IN	9/21/2022	11/20/2022	139	-	-	-	-	139
Math-U-See, Inc.	0796225-IN	9/21/2022	11/20/2022	67	-	-	-	-	67
Math-U-See, Inc.	0796226-IN	9/21/2022	11/20/2022	67	-	-	-	-	67
MEL Science U.S., LLC	BP2022092107	9/21/2022	10/21/2022	338	-	-	-	-	338
Melissa Kim Gill	GILL091522	9/15/2022	9/15/2022	85	-	-	-	-	85
Moving Beyond the Page	273340	9/12/2022	10/12/2022	(653)	-	-	-	-	(653)
Mystery Science Inc.	166383	9/21/2022	10/16/2022	79	-	-	-	-	79
Mystic Equine	71	9/19/2022	10/19/2022	625	-	-	-	-	625
Natalie Braun	1192	8/17/2022	9/16/2022	305	-	-	-	-	305
Nicole the Math Lady, LLC.	5477	9/22/2022	10/22/2022	79	-	-	-	-	79
Nicole the Math Lady, LLC.	5478	9/22/2022	10/22/2022	79	-	-	-	-	79
Nicole the Math Lady, LLC.	5479	9/22/2022	10/22/2022	99	-	-	-	-	99
Nicole the Math Lady, LLC.	5480	9/22/2022	10/22/2022	79	-	-	-	-	79
Nicole the Math Lady, LLC.	5481	9/22/2022	10/22/2022	79	-	-	-	-	79

Pacific Coast Academy

Accounts Payable Aging

September 30, 2022

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
Noonan Family Swim School, Inc	88429_2	9/22/2022	10/22/2022	259	-	-	-	-	259
Oceanside Gymnastics	Jensen1-2223	9/21/2022	10/21/2022	220	-	-	-	-	220
Oceanside Gymnastics	McCurry2-2223	9/21/2022	10/21/2022	110	-	-	-	-	110
ODP Business Solutions LLC	261706755001	9/14/2022	10/9/2022	60	-	-	-	-	60
ODP Business Solutions LLC	262193218001	9/14/2022	10/9/2022	47	-	-	-	-	47
ODP Business Solutions LLC	265241041001	9/16/2022	10/9/2022	88	-	-	-	-	88
Peace Hill Press, Inc dba Well Trained	55836	9/22/2022	10/22/2022	89	-	-	-	-	89
Peace Hill Press, Inc dba Well Trained	55837	9/22/2022	10/22/2022	109	-	-	-	-	109
Peace Hill Press, Inc dba Well Trained	55838	9/21/2022	10/21/2022	25	-	-	-	-	25
Peace Hill Press, Inc dba Well Trained	55839	9/21/2022	10/21/2022	29	-	-	-	-	29
Peace Hill Press, Inc dba Well Trained	55840	9/21/2022	10/21/2022	32	-	-	-	-	32
Peace Hill Press, Inc dba Well Trained	55841	9/21/2022	10/21/2022	35	-	-	-	-	35
Peace Hill Press, Inc dba Well Trained	55842	9/21/2022	10/21/2022	8	-	-	-	-	8
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
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

Pacific Coast Academy

Accounts Payable Aging

September 30, 2022

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
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	09192022	9/21/2022	10/21/2022	280	-	-	-	-	280
Rachel Fitzgerald	09202022	9/21/2022	10/21/2022	1,680	-	-	-	-	1,680
Rachel Fitzgerald	09212022	9/21/2022	10/21/2022	840	-	-	-	-	840
Rainbow Resource Center	3883360	9/20/2022	10/20/2022	55	-	-	-	-	55
Rainbow Resource Center	3883366	9/20/2022	10/20/2022	56	-	-	-	-	56
Rainbow Resource Center	3883372	9/20/2022	10/20/2022	20	-	-	-	-	20
Rainbow Resource Center	3883383	9/20/2022	10/20/2022	56	-	-	-	-	56
Rainbow Resource Center	3883392	9/20/2022	10/20/2022	20	-	-	-	-	20
Rainbow Resource Center	3883464	9/20/2022	10/20/2022	71	-	-	-	-	71
Rainbow Resource Center	3883618	9/20/2022	10/20/2022	33	-	-	-	-	33
Rainbow Resource Center	3883660	9/20/2022	10/20/2022	110	-	-	-	-	110

Pacific Coast Academy

Accounts Payable Aging

September 30, 2022

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	3884544	9/21/2022	10/21/2022	77	-	-	-	-	77
Rainbow Resource Center	3884546	9/21/2022	10/21/2022	79	-	-	-	-	79
Rainbow Resource Center	3884955	9/21/2022	10/21/2022	101	-	-	-	-	101
Rainbow Resource Center	3884957	9/21/2022	10/21/2022	44	-	-	-	-	44
Rainbow Resource Center	3884960	9/21/2022	10/21/2022	139	-	-	-	-	139
Rainbow Resource Center	3885470	9/22/2022	10/22/2022	71	-	-	-	-	71
Rainbow Resource Center	3885476	9/22/2022	10/22/2022	71	-	-	-	-	71
Rainbow Resource Center	3885906	9/22/2022	10/22/2022	17	-	-	-	-	17
Rainbow Resource Center	3885909	9/22/2022	10/22/2022	77	-	-	-	-	77
Randall Music School	102	9/1/2022	10/1/2022	172	-	-	-	-	172
Reading with TLC	9698	9/20/2022	10/20/2022	316	-	-	-	-	316
Rebecca Droigk	78	9/19/2022	10/19/2022	300	-	-	-	-	300
Rebecca Droigk	79	9/19/2022	10/19/2022	300	-	-	-	-	300
Riverside County Office of Education	2023 / 239	9/15/2022	9/15/2022	200	-	-	-	-	200
Robin Dixon	9-2022	9/21/2022	10/21/2022	440	-	-	-	-	440
Rose Arevalo	AREV091522	9/15/2022	9/15/2022	85	-	-	-	-	85
Rubke-Foxworth Music Studio	82223	9/22/2022	10/22/2022	180	-	-	-	-	180
San Diego Center for Vision Care - Opt	138	9/7/2022	10/7/2022	680	-	-	-	-	680
San Diego Center for Vision Care - Opt	139	7/29/2022	8/28/2022	-	160	-	-	-	160
San Diego County Office of Education	FL-22 008	9/21/2022	10/21/2022	825	-	-	-	-	825
San Diego Danceworks	313	9/19/2022	10/19/2022	634	-	-	-	-	634
Santee Music Academy	9062	9/22/2022	10/22/2022	148	-	-	-	-	148
Sarah Lowery Piano Studio	74	9/1/2022	9/30/2022	110	-	-	-	-	110
Savvas Learning Company LLC	4026791040	9/9/2022	10/9/2022	40	-	-	-	-	40
Seven Spears Martial Arts Academy	400-R	8/1/2022	8/31/2022	169	-	-	-	-	169
SHI International Corp	B15862913	9/22/2022	10/22/2022	7,750	-	-	-	-	7,750
Simply Coding	574	9/21/2022	10/21/2022	30	-	-	-	-	30
Singapore Math Inc.	S244452	9/2/2022	10/2/2022	148	-	-	-	-	148
Singapore Math Inc.	S244455	9/2/2022	10/2/2022	43	-	-	-	-	43
Singapore Math Inc.	S244456	9/2/2022	10/2/2022	70	-	-	-	-	70
Singapore Math Inc.	S244473	9/2/2022	10/2/2022	43	-	-	-	-	43
Singapore Math Inc.	S244494	9/2/2022	10/2/2022	198	-	-	-	-	198
Singapore Math Inc.	S244503	9/2/2022	10/2/2022	162	-	-	-	-	162
Singapore Math Inc.	S244514	9/2/2022	10/2/2022	102	-	-	-	-	102
Singapore Math Inc.	S247309	9/19/2022	10/19/2022	52	-	-	-	-	52
Singapore Math Inc.	S247610	9/20/2022	10/20/2022	148	-	-	-	-	148
Singapore Math Inc.	S247611	9/20/2022	10/20/2022	70	-	-	-	-	70
Singapore Math Inc.	S247615	9/20/2022	10/20/2022	67	-	-	-	-	67
Singapore Math Inc.	S247631	9/20/2022	10/20/2022	47	-	-	-	-	47
Singapore Math Inc.	S247634	9/20/2022	10/20/2022	29	-	-	-	-	29

Pacific Coast Academy

Accounts Payable Aging

September 30, 2022

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
Singapore Math Inc.	S247977	9/21/2022	10/21/2022	85	-	-	-	-	85
Singapore Math Inc.	S247978	9/21/2022	10/21/2022	85	-	-	-	-	85
Singapore Math Live, LLC	921222	9/21/2022	10/21/2022	25	-	-	-	-	25
Small Talk OC	2347	8/1/2022	9/30/2022	840	-	-	-	-	840
SmallTalk Pediatric Therapy	0000630	8/15/2022	10/1/2022	248	-	-	-	-	248
South Shore Jiu Jitsu, LLC	00041	9/1/2022	10/1/2022	350	-	-	-	-	350
Specialized Therapy Services, Inc.	PCAC01-0722	7/31/2022	9/29/2022	3,769	-	-	-	-	3,769
Teacher Synergy, LLC	204858109	9/20/2022	10/11/2022	18	-	-	-	-	18
Teacher Synergy, LLC	204858385	9/20/2022	10/11/2022	10	-	-	-	-	10
Teacher Synergy, LLC	204858622	9/20/2022	10/11/2022	7	-	-	-	-	7
Teacher Synergy, LLC	204858918	9/20/2022	10/11/2022	10	-	-	-	-	10
Teacher Synergy, LLC	204859054	9/20/2022	10/11/2022	20	-	-	-	-	20
Teacher Synergy, LLC	204859961	9/20/2022	10/11/2022	18	-	-	-	-	18
Teacher Synergy, LLC	204861353	9/20/2022	10/11/2022	70	-	-	-	-	70
Teacher Synergy, LLC	204861426	9/20/2022	10/11/2022	22	-	-	-	-	22
Teacher Synergy, LLC	204861860	9/20/2022	10/11/2022	101	-	-	-	-	101
Teacher Synergy, LLC	204866659	9/20/2022	10/11/2022	82	-	-	-	-	82
Teacher Synergy, LLC	204868160	9/20/2022	10/11/2022	5	-	-	-	-	5
Teacher Synergy, LLC	205017309	9/21/2022	10/12/2022	15	-	-	-	-	15
Teacher Synergy, LLC	205020438	9/21/2022	10/12/2022	12	-	-	-	-	12
Teaching Textbooks	46461	9/20/2022	10/20/2022	58	-	-	-	-	58
Teaching Textbooks	46494	9/21/2022	10/21/2022	67	-	-	-	-	67
Teaching Textbooks	46495	9/21/2022	10/21/2022	67	-	-	-	-	67
Teaching Textbooks	46502	9/21/2022	10/21/2022	67	-	-	-	-	67
Teaching Textbooks	46559	9/21/2022	10/21/2022	58	-	-	-	-	58
Terra Arts Foundation	30002	9/22/2022	9/22/2022	5,267	-	-	-	-	5,267
The Critical Thinking Co.	192256A	9/20/2022	10/20/2022	29	-	-	-	-	29
The Music Factory LLC	MP080122	9/19/2022	10/19/2022	169	-	-	-	-	169
The San Diego Music and Art Coopera	61	9/20/2022	10/20/2022	740	-	-	-	-	740
The San Diego Music and Art Coopera	62	9/20/2022	10/20/2022	120	-	-	-	-	120
Timberdoodle.com	390381	8/12/2022	9/11/2022	1,518	-	-	-	-	1,518
Total Vision PC, Inc.	328	8/31/2022	9/30/2022	570	-	-	-	-	570
Transamerica	PCATRANS-AUG22	8/1/2022	8/21/2022	-	2,197	-	-	-	2,197
Transamerica	PCATRANS-JULY22	7/1/2022	7/21/2022	-	-	2,197	-	-	2,197
United Studios of Self Defense	MO092022	9/21/2022	10/21/2022	215	-	-	-	-	215
VIP School of Music	116	9/1/2022	10/1/2022	420	-	-	-	-	420
VM Studio	AUG22	9/22/2022	10/22/2022	70	-	-	-	-	70
Wagner's School of Music, LLC	5636	8/27/2022	9/26/2022	106	-	-	-	-	106
Wagner's School of Music, LLC	5642	8/27/2022	9/26/2022	58	-	-	-	-	58
Wagner's School of Music, LLC	5645	8/27/2022	9/26/2022	212	-	-	-	-	212

Pacific Coast Academy**Accounts Payable Aging**

September 30, 2022

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
Wagner's School of Music, LLC	5648	8/30/2022	9/29/2022	500	-	-	-	-	500
Wagner's School of Music, LLC	5650	8/27/2022	9/26/2022	58	-	-	-	-	58
Wagner's School of Music, LLC	5666	9/1/2022	10/1/2022	116	-	-	-	-	116
Wagner's School of Music, LLC	5667	9/1/2022	10/1/2022	116	-	-	-	-	116
Wagner's School of Music, LLC	5668	9/1/2022	10/1/2022	212	-	-	-	-	212
Wagner's School of Music, LLC	5669	9/1/2022	10/1/2022	14	-	-	-	-	14
Wexplore LLC	305	9/21/2022	10/21/2022	1,755	-	-	-	-	1,755
William V. MacGill & CO.	CN0022858	12/20/2021	1/19/2022	-	-	-	-	(526)	(526)
WM Music Lessons	043PCA	9/19/2022	10/19/2022	700	-	-	-	-	700
Total Outstanding Payables in September				<u>\$ 234,627</u>	<u>\$ 11,536</u>	<u>\$ 2,197</u>	<u>\$ -</u>	<u>\$500,816</u>	<u>\$ 749,176</u>

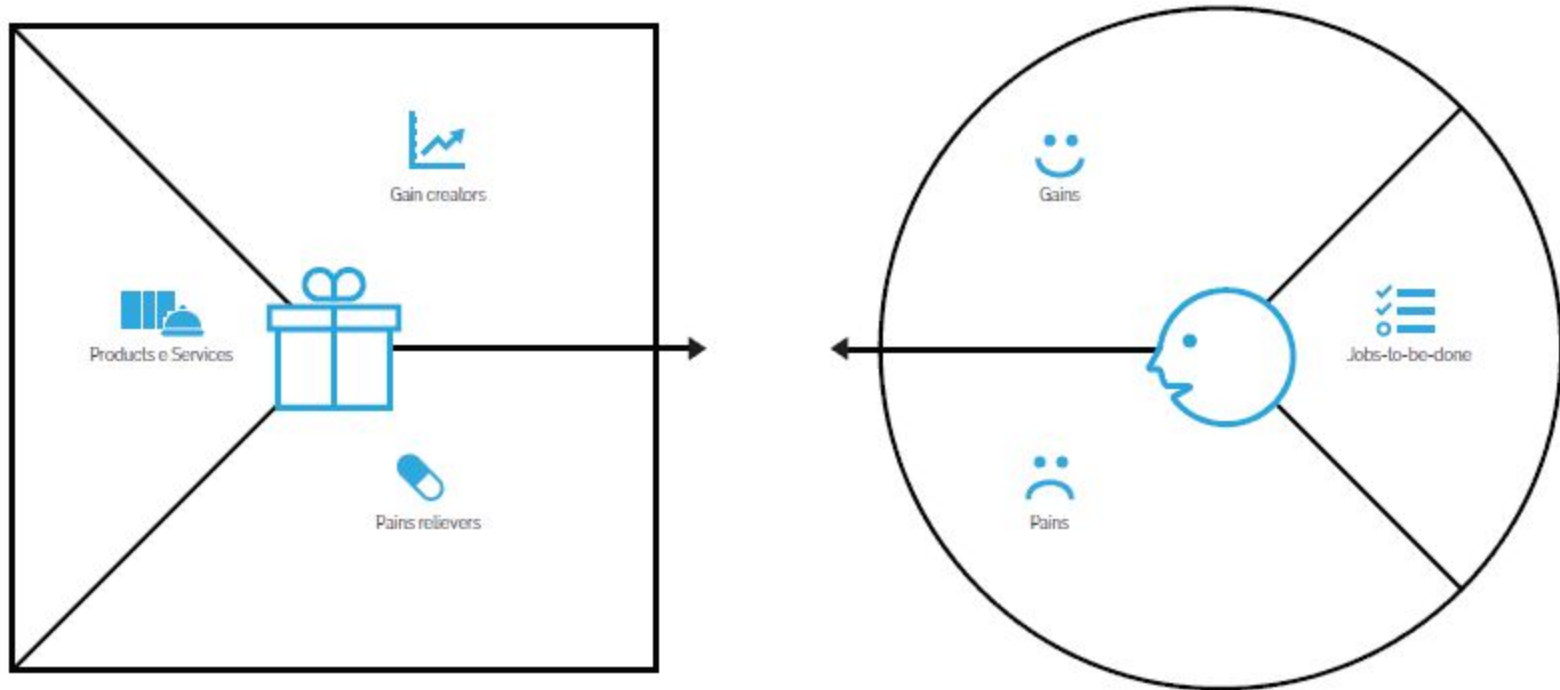
Coversheet

Strategies and Goals of the Board

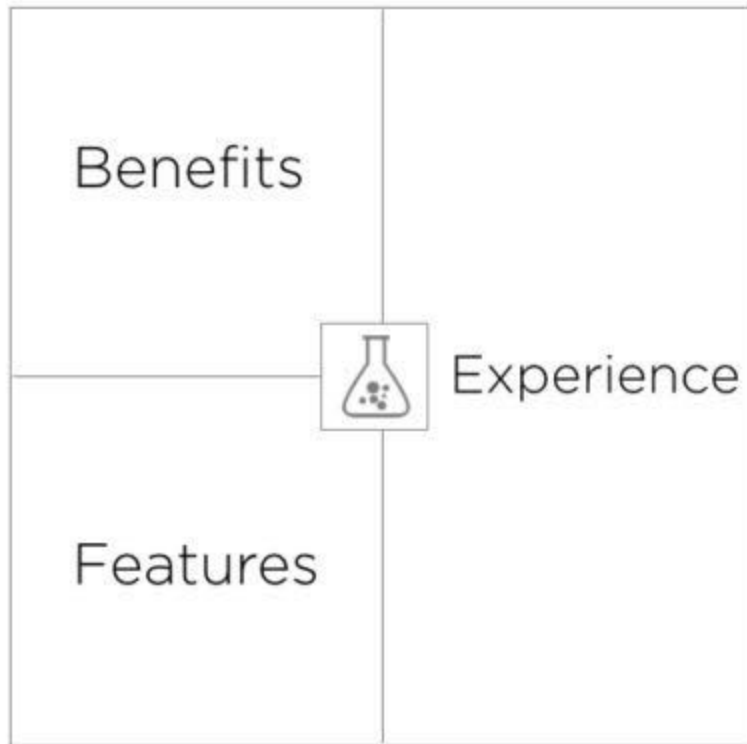
Section:	III. Other Business
Item:	A. Strategies and Goals of the Board
Purpose:	Discuss
Submitted by:	
Related Material:	Oct PCA - Ben Slides.pdf

Goals and Planning

Part 1



Product



Company:

Product:

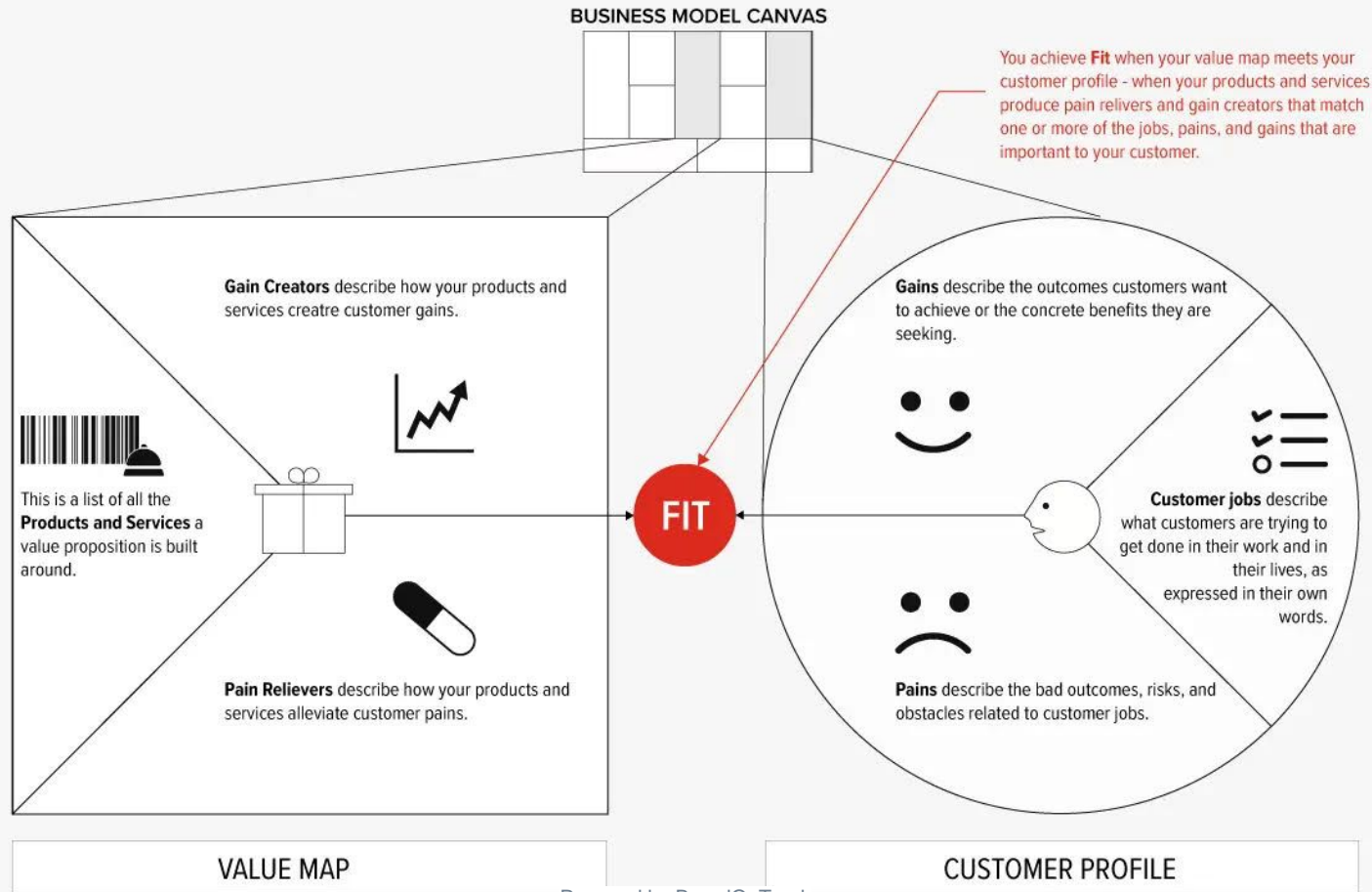
Customer



Substitutes

THE VALUE PROPOSITION CANVAS

How To Use The Value Proposition Canvas - garyfox.co



THE VALUE PROPOSITION CANVAS created by Alexander Osterwalder and Yves Pigneur

Example

Company:

- Product: Home school program; credentialed, complaint with state regs.
- Gain: Public funds to be used for student
- Pain Reliever: Does all the paperwork and other backend aspects of education for student/household

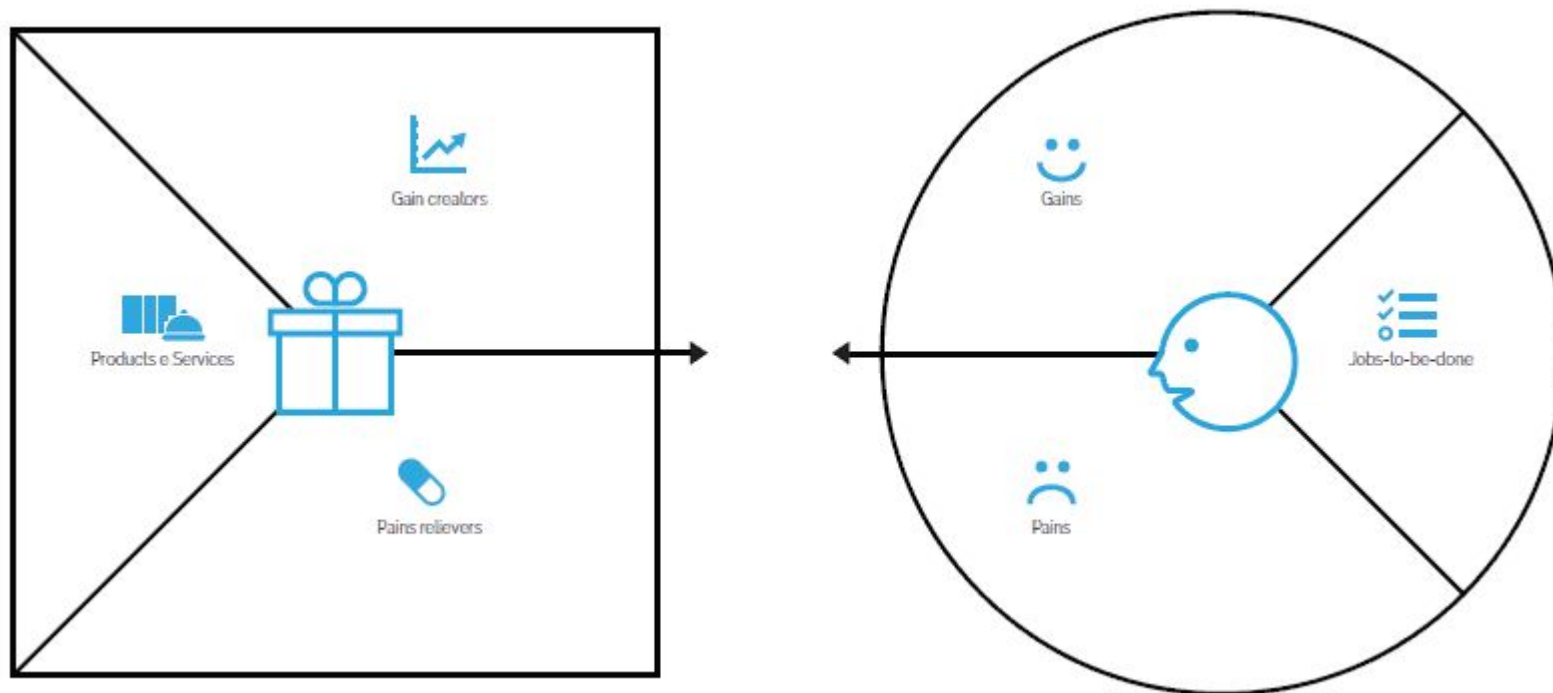
Me as a Homeschool Parent:

- Product: Home schooling that I can offload to digital channels
- Gains: Structured, systematized, student gets funds/equipment; curriculum can be as well defined as I choose it to be
- Pain Reliever: I don't have to do frontline teaching, unless I want to; don't need to file paperwork

The difficult part of this exercise is simplicity. The best UVP maps come out with 1-3 words per category.

It's hard. Everyone wants to put down EVERYTHING.

Homework: Map Your Own



Homework: Map Your Own

- Be ready to share your thoughts at our next board meeting.
- Our aim is to find the commonalities in jobs, gains, and pains to formulate goals and guide strategic planning for long term success.
- Consider your personal areas of expertise and how you can contribute to these long term goals.

Coversheet

Approve Minutes

Section:	IV. Consent Agenda
Item:	A. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on September 14, 2022

DRAFT



Pacific Coast Academy

Minutes

Special Board Meeting

Date and Time

Wednesday September 14, 2022 at 5:00 PM

Location

Meeting Via Teleconference

Zoom Link

<https://pacificcoastacademy-org.zoom.us/j/89321242251>

Meeting ID:

893 2124 2251

Join By Phone

(669) 900-6833

Directors Present

Benjamin Fung (remote), Eric Banatao (remote), Jessica Ackermann (remote), Kim Gill (remote), Rose Arevalo (remote)

Directors Absent

None

Directors who arrived after the meeting opened

Rose Arevalo

Guests Present

Jennifer Faber (remote), Krystin Demofonte (remote), Shari Erlendson (remote)

I. Opening Items

A. Call the Meeting to Order

Benjamin Fung called a meeting of the board of directors of Pacific Coast Academy to order on Wednesday Sep 14, 2022 at 5:01 PM.

B. Roll Call of Board Members

C. Approval of Agenda

Jessica Ackermann made a motion to approve the agenda.
Eric Banatao seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Resolution for Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361

Kim Gill made a motion to Approve Resolution for Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361.
Jessica Ackermann seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Public Comments

No public comment was made.

II. Finance

A. 2021-2022 Unaudited Actuals Report

Eric Banatao made a motion to Approve the 2021-2022 Unaudited Actuals Report.
Rose Arevalo seconded the motion.
Jason Sitomer gave an overview of the school's financial performance for the 2021-22 school year.

Revenue closed at \$54M
Expenses totaled \$50M
Year-end surplus was \$4.4M
No outstanding borrowing was needed
P2 ADA was 4,390
The board **VOTED** unanimously to approve the motion.
Rose Arevalo arrived at 5:12 PM.

B. 2021-2022 EPA Spending Actuals

Kim Gill made a motion to Approve the 2021-2022 EPA Spending Actuals.
Jessica Ackermann seconded the motion.
The objective of the EPA is to ensure quality education. The UAR outlines the distribution of those funds. The EPA Spending Actuals outlines where the financials of those funds
The board **VOTED** unanimously to approve the motion.

C. Resolution to Close Learning Latitudes Fund

Eric Banatao made a motion to Approve Resolution to Close Learning Latitudes Fund.
Rose Arevalo seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Academic Achievement

A.

Local Dashboard Indicators

Jessica Ackermann made a motion to Approve Local Dashboard Indicators.
Kim Gill seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Consent Agenda

A. Approve Minutes

Kim Gill made a motion to approve the minutes from Regular Scheduled Board Meeting on 08-21-22.
Eric Banatao seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Invoices over \$100,000

C. 2022 Spring Consolidated Applications

D. EL Master Plan

E. Compensation Policy and Stipend Chart

Jessica Ackermann made a motion to Approve the Consent Agenda.
Kim Gill seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Announcement of Next Scheduled Meeting October 20 at 5:00pm

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:31 PM.

Respectfully Submitted,
Benjamin Fung

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)).

Coversheet

Compensation Policy and Stipend Chart

Section: IV. Consent Agenda
Item: B. Compensation Policy and Stipend Chart
Purpose:
Submitted by:
Related Material:
PCA 2022-2023 Stipend Chart_v3_Rev 9.15.2022_Redlined 10.14.2022.pdf

BACKGROUND:

The following parent workshop stipends are being added in order to facilitate additional training and education for teachers and parents. These workshops will help us work with identified special populations including but not limited to the homeless, foster youth, English language learners, and families in need.

Pacific Coast Academy
July 1, 2022-2023 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
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 bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	28
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 bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	N/A
Administrative Support	\$10,000	Assigned Position: Paid to a certificated teacher who applied and received the position.	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.	N/A
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.	N/A
CHYA	\$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.	28
Counselor - Pupil Personnel Services (PPS)	\$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.	N/A

Pacific Coast Academy
July 1, 2022-2023 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Counselor Extra Section	\$450 per week for each section of counseling coverage over 3 sections.	Provided to school counselors with a PPS who serve an extra section of students as school counselor.	Eligibility starts at the beginning of the school year and once counseling services begin.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	3 sections, additional pay begins on 4 th section
Elevate Lead Teacher	\$6,000	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.	28
Elevate Lead Teacher Summer	\$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.	N/A
Extended School Year (ESY)	\$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.	N/A
Extra Student	\$100/month/student for any student after the designated amount.	If the Executive Director assigns additional students to the employee's roster over the designated amount, the employee will be compensated for those students.	Eligibility starts once the HST is full-time, and students are assigned at the Executive Director's discretion. Roster numbers are pulled bimonthly. Extra pay starts on or after 7/15 with a fully executed Master Agreement.	Paid bimonthly over the course of the student days of attendance. Will be prorated based on period of service during the school year.	Designated Amount HST: 28 RC: 16 High School RC: 10 Intervention/ELD: 24
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.	28

Pacific Coast Academy
July 1, 2022-2023 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Highly Qualified Teacher Extra Course	\$450/pay period for each section of Edgenuity coverage and \$670/pay period for each section of ChoicePlus Academy coverage after 5 sections.	Provided to single subject credentialed teachers who teach additional coursework beyond a full load in ChoicePlus Academy or Edgenuity programs.	Eligibility once the teacher begins teaching the additional section.	Paid bimonthly over 10 months of the student calendar.	5 Sections, additional pay begins for 6th section.
Highly Qualified Teacher Summer School	\$31.00/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.	N/A
Induction Coach	\$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.	N/A
Lead Enrollment Specialist	\$1,500	Assigned Position: Paid to an experienced employee who takes lead during the enrollment window.	Eligibility starts during the enrollment window; April-June.	Paid when work has been completed.	N/A
Library Specialist Team Lead	\$7,800	This position is open to current PCA Library Specialists.	Eligibility begins immediately.	Paid \$325 bimonthly over 12 months; July - June.	N/A
Medical Benefit Opt-Out	\$3,000	Provided to staff 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.	N/A

Pacific Coast Academy
July 1, 2022-2023 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Mileage	\$2,500 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.	N/A
MOU Coordinator	\$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.	N/A
Occupational Therapist Extended School Year	\$3,500	Paid to Occupational Therapists assigned to provide services during the extended school year.	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 the extended school year.	N/A
PCA Parent Partner Workshops	\$350 per workshop	Paid to HSTs who sign up to present on an approved topic to parents during a PCA Parent Partners workshop.	Eligibility starts at the beginning of the school year.	Paid as a lump sum, following the workshop, and aligning with the pay periods for HR.	N/A
PCA Presents: New Presentations	\$500 per presentation, max \$2000 per staff member	Paid to staff members who create and present PD to peers.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of each semester.	N/A
PCA Presents: Repeat Presentations	\$250 per presentation; max \$500 per staff member	Paid to staff members who create and present a previously presented PD to peers.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of each semester.	N/A

Pacific Coast Academy
July 1, 2022-2023 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
PCA Presents: Teacher Participation	\$40 per session for any additional sessions attended beyond the requirement	Paid to staff members who attend additional PD sessions beyond the requirement.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of each semester.	N/A
Phone/ Internet/ Utilities	\$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.	N/A
Professional Development Course	\$250 per staff member	Paid to staff members who participate in and complete the assigned Stanford Online Continuing Education Course.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of the school year upon submission of certificate of completion.	N/A
Robotics Teacher (Competition Team)	\$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.	28
Spark Teacher	\$9,000	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.	28
Spark Teacher Retention	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.	N/A

Pacific Coast Academy
July 1, 2022-2023 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Spark Online Teacher Sub	\$31.00/ with a total of 2 hours expected	Assigned Position: Paid to a designated HST who volunteered and received the position.	Eligibility starts upon covering an Spark online class as a substitute.	Paid the following paycheck after work and hours are submitted.	N/A
Special Programs Lead	\$6,000	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.	28
SPED Assessment Team Overage	\$150 per additional assessment	Education specialists completing more than 15 assessments per month will be provided \$150 for each additional assessment.	Stipend is earned after the IEP meeting is held.	Paid as lump sum after completion of the work.	15
SPED Extra Student Teacher	Mild/Moderate \$150/month per extra student. Moderate/Severe \$400/month per extra student	If the Special Education Director assigns additional students to the employee's full-time caseload, the employee will receive \$150/month per student in the Mild/Moderate program, \$400/month per student in the Moderate/Severe program.	Eligibility starts once rosters surpass required roster limits.	Paid bimonthly over 10 months; August - May.	Mild/Mod 22 Mod/Severe 9
SPED In-Person Services Teacher	Up to .25 in-person (10 hours per week) = \$1,500 Up to .5 in-person (20 hours per week) = \$3,000 Up to .75 in-person (30 hours per week) = \$4,500 Up to 1.0 - in-person (40 hours per week) = \$6,000	Assigned position for Education Specialists. Must provide services to identified student(s) in-person.	Stipend to begin first full pay period following board approval.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	N/A
SPED Lead Extended School Year (ESY) Teacher	\$1,000	Lead ESY teacher is responsible for organizing various components of ESY program and managing day to day operations during ESY	Stipend is earned after completion of ESY	Paid as lump sum after completion of the work	N/A

Pacific Coast Academy
July 1, 2022-2023 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
SPED Lead Teacher	\$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.	N/A
SPED Summer Training	\$300 per each day of training	Paid to new staff assigned to training over the summer.	Eligibility is earned after training has been completed.	Paid as lump sum after completion of the work.	N/A
Speech Pathologist Extended School Year	\$3,500	Paid to Speech Pathologists assigned to provide services during the extended school year.	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 the extended school year.	N/A
Speech Pathologist Lead	\$1,000	Assigned Position: Must be in a leadership role and an authority in compliance, training, and support in the field of speech pathology.	Eligibility Starts at the beginning of the employee's first workday.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on the period of service during the school year.	N/A
Testing Team Lead	\$6,000	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.	28

Coversheet

Employee Handbook

Section: IV. Consent Agenda
Item: C. Employee Handbook

Purpose:

Submitted by:

Related Material:

PCA 2022-2023 Employee Handbook_v1_7.11.2022_Redlined 10.13.2022.pdf

BACKGROUND:

Updates were made to the current Employee Handbook to include the following verbiage:

TB Test Process

Employees shall be required to provide TB clearance to Human Resources no later than the last Friday business day prior to the expiration date of their current TB clearance.

Employee Expectations

For designated meetings and as requested by the supervisor, staff will be required to have their cameras on, be engaged in the conversation, and be prepared to respond when asked.

Employee Communications Policy

Updated guidelines regarding use of school issued laptops.



Pacific Coast Academy

Employee Handbook

2022-2023

SECTION 1 – WELCOME	6
SECTION 2 – GENERAL.....	7
SECTION 3 – PHILOSOPHY	8
CORE PURPOSE	8
CORE VALUES.....	8
PERMISSION-TO-PLAY VALUES	8
STRATEGIC ANCHORS	8
SCHOOLWIDE LEARNER OUTCOMES	8
SECTION 4 – EMPLOYMENT	10
EMPLOYMENT APPLICATIONS	10
AT WILL EMPLOYMENT.....	10
EQUAL EMPLOYMENT OPPORTUNITY	10
HARASSMENT	11
TITLE IX.....	15
TRAINING REQUIREMENTS	16
WHISTLEBLOWER POLICY	16
OPEN COMMUNICATION POLICY	16
LACTATION ACCOMMODATION POLICY.....	17
PUBLIC RELATIONS.....	18
SECTION 5 – THE EMPLOYMENT PROCESS	19
EMPLOYEE STATUS AND CLASSIFICATIONS	19
WORK SCHEDULES	19
SPECIAL VIRTUAL CLASSROOM EMPLOYMENT CONDITIONS.....	20
REMOTE WORK POLICY	20
EMPLOYEE EXPECTATIONS	21
ATTENDANCE AND PUNCTUALITY	23
PROFESSIONAL DEVELOPMENT	23
TIME RECORDS (NON-EXEMPT EMPLOYEES).....	24
WORKWEEK AND WORKDAY	24
OVERTIME.....	24
OFF THE CLOCK WORK.....	24
MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES).....	25
PAYDAYS	27

PAYROLL WITHHOLDINGS.....	28
SECTION 6 - CONDITIONS OF EMPLOYMENT.....	29
IMMIGRATION LAW COMPLIANCE.....	29
CREDENTIAL REQUIREMENTS.....	29
TUBERCULOSIS TEST.....	29
CRIMINAL BACKGROUND CHECK.....	30
CHILD ABUSE AND NEGLECT REPORTING ACT.....	30
PERSONNEL FILES.....	31
CHANGES IN EMPLOYEE INFORMATION.....	31
SECTION 7 – PERFORMANCE.....	32
PERFORMANCE EVALUATIONS.....	32
SECTION 8 – LEAVES.....	33
FAMILY MEDICAL LEAVE ACT.....	33
CALIFORNIA FAMILY RIGHTS ACT (“CFRA”).....	34
PREGNANCY DISABILITY LEAVE.....	36
MILITARY SPOUSE LEAVE.....	37
WORKERS’ COMPENSATION LEAVE.....	38
BEREAVEMENT LEAVE.....	38
JURY DUTY LEAVE.....	38
TIME OFF TO VOTE.....	38
SCHOOL ACTIVITIES LEAVE.....	39
SCHOOL APPEARANCE/SUSPENSION LEAVE.....	39
CRIME VICTIM LEAVE.....	39
DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT/STALKING LEAVE.....	41
MILITARY LEAVE.....	41
ADULT LITERACY LEAVE.....	42
ORGAN DONOR / BONE MARROW DONOR LEAVE.....	42
DRUG & ALCOHOL REHABILITATION LEAVE.....	43
VOLUNTEER CIVIL SERVICE LEAVE/TRAINING.....	43
CIVIL AIR PATROL LEAVE.....	43
STAFF OUT OF STATE/COUNTRY.....	44
SECTION 9 – BENEFITS.....	45
SCHOOL HOLIDAYS.....	45

PAID TIME OFF (PTO)	46
SICK LEAVE	47
COBRA BENEFITS.....	49
SOCIAL SECURITY/MEDICARE	49
PENSION ² 403(B) AND 457(B)	49
STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)	50
PAID FAMILY LEAVE (WAGE SUPPLEMENT).....	50
WORKER'S COMPENSATION INSURANCE	50
RETURN-TO-WORK POLICY	51
UNPAID LEAVE	52
SECTION 10 – EMPLOYEE COMMUNICATIONS POLICY.....	53
COMMUNICATIONS POLICY.....	53
SOCIAL MEDIA AND VIDEO CONFERENCING POLICIES	56
EQUIPMENT POLICY.....	59
CELL PHONE POLICY	60
NO SOLICITATION/DISTRIBUTION POLICY	60
ANTI-NEPOTISM POLICY	62
BUILDING SECURITY/SCHOOL KEYS	63
INTERNAL INVESTIGATIONS & SEARCHES	64
VIOLENCE IN THE WORKPLACE.....	64
SECTION 11 – STANDARDS OF CONDUCT	66
PERSONAL STANDARDS	66
TEACHER-STUDENT INTERACTIONS.....	67
CUSTOMER & PUBLIC RELATIONS	69
STANDARDS OF CONDUCT AND CIVILITY	69
CIVILITY	69
PROHIBITED CONDUCT	70
CONFIDENTIAL INFORMATION	71
CONFLICTS OF INTEREST.....	72
POLICY REGARDING INCONSISTENT, INCOMPATIBLE OR CONFLICTING EMPLOYMENT, ACTIVITY OR ENTERPRISE BY SCHOOL PERSONNEL.....	73
EXPENSE REIMBURSEMENT POLICY	74
POLICY CONFIRMING RESTRICTION ON THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO	

STUDENTS, PARENTS OR GUARDIANS	74
SECTION 12 – SAFETY	75
SUBSTANCE AND ALCOHOL POLICY	75
SMOKING	77
SECURITY	77
VIDEO SURVEILLANCE FOR DANIELSON STREET OFFICE	77
PARKED VEHICLES	77
PERSONAL AUTOMOBILE	78
PERSONAL PROPERTY	78
SAFETY POLICY	78
ERGONOMICS	78
CHEMICAL EXPOSURE WARNING	78
SECTION 13 – TERMINATION	79
VOLUNTARY TERMINATION	79
INVOLUNTARY TERMINATION	79
EXIT INTERVIEWS	79
VERIFICATION AND REFERENCE POLICY	79
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT	80

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 Yolanda Osborne, Email: Yolanda.Osborne@pacificcoastacademy.org; Phone: (619) 215-0704 x 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.

REMOTE WORK POLICY

The conditions of remote work include, but are not limited to the following:

EMPLOYEE EXPECTATIONS

Availability

As a condition ~~to~~ of working on a remote basis, the employee must be available for contact via telephone and email and perform work during their normal scheduled hours. **For designated meetings and as requested by the supervisor, staff will be required to have their cameras on, be engaged in the conversation, and be prepared to respond when asked.** Unless expressly authorized by their supervisor, non-exempt employees do not have permission to work at any time outside of their scheduled hours. If an employee will not be available for work during their normal hours, the employee must notify and obtain advanced approval from their supervisor.

Timekeeping Requirements

Non-exempt employees working remotely must comply with the School's timekeeping and meal and rest period policies while working remotely. Specifically, employees must accurately record all hours worked remotely in the School's timekeeping system. This means employees must record all times the employee begins, stops, or resumes working remotely. Non-exempt employees are also required to take a meal period while working remotely in accordance with school policies and must accurately record the start and stop times of each meal period. Employees are not required to record the times of any rest periods. If an employee forgets to record any hours worked or the start and stop times of meal periods or experiences any issues with taking required meal or rest periods, the employee must immediately report these issues to their supervisor and Human Resources.

Compliance With School Policies

Employees must comply with all School policies and procedures while working remotely, including, but not limited to, all policies and procedures governing Employee's use of the School's electronic communications and computer systems and Confidential Information, including but not limited to student information.

Leave of Absence

Employees must request and obtain written approval for any leave taken in the same manner as though the employee were not working remotely.

Security Measures

Employees must continue to follow approved safeguards in order to protect the data, property, records and assets of the School. All work product done at the home work area will be treated in the same manner as work product from the School's primary location and is the property of the School. All records, computer files, and correspondence must be safeguarded for return to the School's primary location. Computer files must be regularly backed up and saved. All School property, unless otherwise specifically authorized by a supervisor, must be returned to the School's primary location upon the employee's conclusion of the remote work period. Employee is expected to ensure the protection of student and personnel privacy concerns, including, but not limited to ensuring that no private student information requiring protection by FERPA is disclosed to third parties without the parent's/guardian's consent,

protecting School computers from access by third persons, keeping confidential information in locked cabinets and any other protective measures in light of your particular position.

Travel

Employees must remain available to be physically present at the work site as needed by School operations. Employees may not work remotely from other states or locations which prevent physical presence without written permission.

Remote work is not a substitute for dependent care. Employees shall remain available during agreed upon work hours to work for the School.

Work Space Safety

- While working from home, Employee shall maintain a clearly defined workspace that is kept clean, orderly and free from hazardous conditions.
- The work area shall have adequate light so the Employee may successfully perform the requirements of the Employee's job.
- All exits from the worksite shall be free from obstructions.
- All equipment used by Employee (both School provided and Employee owned) shall be in good working condition.
- Employee's desk, chair and other equipment are appropriately designed and arranged to eliminate strain on all parts of the body. Employee shall indemnify Employer for any injury to third parties at the teleworking location.
- If the Employee is injured while performing work in the course of scope of Employee's employment with the School while working at home, Employee shall notify the Employee's supervisor immediately. During work hours and while performing work functions in the designated work area of the home, Employee is covered by worker's compensation, only during agreed upon work hours.

Equipment, Tools, and Materials

- School will supply Employee with necessary office supplies to perform the Employee's job. School will not reimburse Employee for any additionally purchased supplies without the prior written consent of the Employee's supervisor.
- Employee acknowledges that all School provided equipment and tools required for Employee to perform that Employee's job remain the property of the School. The School will provide for repairs to School equipment and tools only. The Employee is responsible for repairs to any Employee-owned equipment or tools used by Employee. The Employee is financially responsible for School owned equipment and tools if any are lost, stolen or damaged because of that employee's intentional conduct, gross negligence, misuse or abuse.
- No one other than Employee shall use any School provided equipment or tools for any purpose and Employee shall only use School provided equipment and tools for business purposes.
- Within three (3) days of written notice, Employee must return School owned equipment for

inspection, repair, replacement, or repossession.

- If the Employee's employment is terminated, Employee agrees to return all School owned equipment, tools and materials to School within 48 hours of receiving a shipping label or ability to drop off at a school site.

Miscellaneous

- An employee's ability to work remotely remains at the sole and absolute discretion of the School. As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise amend this policy at its sole and absolute discretion.
- Unless otherwise required by law, remote working is voluntary.
- Employee understands that Employee is responsible for tax consequences, if any, of this arrangement.

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. 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. 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. 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 day's 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 shall be required to provide TB clearance to Human Resources no later than the last Friday business day prior to the expiration date of their current TB clearance. Employees whose TB clearance has expired will not be permitted to report to work, and will be placed on unpaid leave in increments of five (5) work days. For example, if an employee's TB clearance expires on Tuesday, March 7, the TB clearance would be due to HR by Friday, March 3. If the employee does not submit the TB clearance to HR by Friday, March 3, the employee will be placed on unpaid leave for March 6-10. Turning in the TB clearance during the 5-day unpaid leave period does not cancel the 5-day unpaid leave period.

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 stepparent), 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 unless granted prior permission.

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 stepchild, 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 stepparent, 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 will be awarded PSL beginning on their first day of employment in accordance with the details below:

	Start Date			
Workdays per Position	7/1/22-9/6/22	9/7/22-12/31/22	1/1/23-3/3/23	3/4/23-6/30/23
191, 196, & PT Staff	24 hours	prorated	24 hours	prorated
201 & 206	32 hours	prorated	32 hours	prorated
228	40 hours	prorated	40 hours	prorated

NOTE: Prorated amounts are determined by the percentage available to work during the remainder of the semester.

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. An employee will be awarded the number of hours from the above chart at the start of each semester based on their time of service unless they have already met the cap of 144 hours. Once the maximum accrual is reached, employees stop accruing until the next semester frontload and 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. In the event that three (3) or more consecutive work days of sick leave are used, an employee must provide medical clearance to return to work.

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.

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.

PENSION2 403(B) AND 457(B)

Pension2 is available to all staff members, certificated and classified. Pension2 offers voluntary supplemental savings plans including 403(b) and 457(b) plans with low costs and flexible investment options. The 403(b) plan includes an employer match - 100% of your contributions are matched, up to 5%

of your annual BASE contract salary.

If you would like to learn more and enroll in Pension2, South Support Site Pension2 403(b) and 457(b) informational videos provide an overview of what is available and how to enroll. For more information contact Pension2 customer service: (888) 394-2060.

Employer matches are subject to changes, as approved by the Board.

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 school has provided each staff member with a laptop for the purpose of performing all school related functions. It is required that all staff use school issued laptops and refrain from using personal computers for school business, unless staff receives prior written permission from their supervisor to use a personal computer for a limited period of time.

The school and technology department utilize best practices for securing and maintaining laptops. The efforts and systems used are in place to:

- Create a secure, reliable and safe computing environment
- Prevent data loss, including Personally Identifiable Information (PII), confidential or proprietary information
- Have data and management safeguards in place in the case of lost or stolen laptops
- Reduce overall risk of identity theft, work stoppage, data loss/ransoms, etc. and maintain compliance with Cybersecurity Insurance policies

School staff:

- SHOULD NOT use a personal computer/laptop to perform regular work duties
- SHOULD NOT store any PII, confidential or proprietary information to a personal device

The school acknowledges that using email and viewing/editing documents via a personal computer/laptop may occur and is allowed only in limited circumstances with prior written permission.

The school and technology department require that all staff implement MFA (multi factor authentication) wherever possible and require that any instance of a lost personal device that has ever accessed your school email/Drive/systems be reported to the technology department and your supervisor immediately so your passwords can be reset and accounts secured, especially critical in the case of saved passwords on a personal device.

Failure to adhere to this policy may result in discipline, up to and including potential termination.

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 or 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 of 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: _____

Coversheet

Invoices over \$100,000

Section: IV. Consent Agenda
Item: D. Invoices over \$100,000

Purpose:

Submitted by:

Related Material:

Dehesa School District 6.30.22 - Invoice FY21-22PCA - \$155,581.79.pdf

BACKGROUND:

All authorizing school districts are allowed to charge charters for up to 1% for direct cost associated with oversight of the charter.

0000-1110-0000-5812**PCA****INVOICE****Dehesa School District**

Attn: Business Office
4612 Dehesa Road
El Cajon, CA 92019

Number: FY21-22PCA**Date: 6/30/2022****To:** Pacific Coast Academy

DESCRIPTION	AMOUNT	PREVIOUS PAYMENT	TOTAL
2021-22 Oversight Charges	\$155,581.79	\$0.00	\$155,581.79
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Oversight charges include all labor and benefits, consultant costs, legal expenses, indirect costs and other related expenses.	\$155,581.79	\$0.00	\$155,581.79
	Tax		\$0.00
	Total		155,581.79

G.V.

Please contact Bradley Johnson at (619) 444-2161 or bradley.johnson@dehesasd.net with questions concerning this invoice.

APPROVED**By Gloria Vazquez at 3:31 pm, Sep 07, 2022**



Accounting PCA <accounting@pacificcoastacademy.org>

INVOICE: Dehesa Oversight Fees (PCA)

3 messages

Serena Barnett <serena.barnett@cabrillopontacademy.org>
To: Accounting PCA <accounting@pacificcoastacademy.org>

Tue, Sep 6, 2022 at 10:11 AM

Hello, Team!

I hope you all had a wonderful 3-day weekend. Attached is an invoice from Dehesa for our annual oversight fees.

Would you please help process this invoice as soon as possible?

Thank you!

Sincerely,

Serena Barnett



Serena Barnett

Director of Accounting
Cabrillo Point Academy
Mission Vista Academy
Pacific Coast Academy

Phone: +16197826464 x2021

Direct/text: +16199142843



Pacific Coast Academy - FY21-22PCA.pdf
348K

Pacific Coast Academy Accounting <accounting@pacificcoastacademy.org>
To: Serena Barnett <serena.barnett@cabrillopontacademy.org>

Tue, Sep 6, 2022 at 11:38 AM

Hi Serena,

My 3-day weekend was great, thank you! I have now created an order for this invoice on Procurify. Besides this email, would you like me to add any additional documentation to the order?

Respectfully,

Gloria Vazquez

Gloria Vazquez
Accounting Specialist
Pacific Coast Academy
(619) 215-0704
www.PacificCoastAcademy.org

[Quoted text hidden]

Serena Barnett <serena.barnett@cabrillopontacademy.org>
To: Pacific Coast Academy Accounting <accounting@pacificcoastacademy.org>

Wed, Sep 7, 2022 at 8:49 AM

Thank you, Gloria!

No, there is no additional documentation for the invoice. Thanks for checking.

Respectfully,

Serena Barnett

Serena Barnett
Director of Accounting

Cabrillo Point Academy
Mission Vista Academy
Pacific Coast Academy

(619) 888-1338
(619) 782-6464 Ext. 2021

[Quoted text hidden]