



Pacific Coast Academy

Regular Scheduled Board Meeting

Date and Time

Thursday December 8, 2022 at 5:00 PM PST

Location

Meeting Via Teleconference

Zoom Link <https://pacificcoastacademy-org.zoom.us/j/87172491103>

Meeting ID: 871 7249 1103

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. Public Comments			
E. Resolution for Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361	Vote	Benjamin Fung	1 m
F. Executive Director's Report		Krystin Demofonte	10 m
II. Finance			5:14 PM
A. 2022-2023 First Interim Report	Vote	Kate Eng	10 m
III. Other Business			5:24 PM
A. Overview of Board Member Responsibilities	FYI	Johnny Tran	15 m

	Purpose	Presenter	Time
B. 2021-22 Audit Report			5 m
C. Resolution Regarding Professional Development Education Expenses for Transitional Kindergarten Teachers	Vote	Krystin Demofonte	5 m
D. Civility Policy	Vote	Krystin Demofonte	2 m
E. Strategies and Goals of the Board	FYI	Benjamin Fung	5 m
F. Executive Director Evaluation Timeline	FYI	Benjamin Fung	10 m

IV. Consent Agenda**6:06 PM**

The items below form our consent agenda. The items are considered by the Executive Director to be of a routine nature and are acted on with one motion. Any recommendation may be removed at the request of any Board Member and placed under new and/or unfinished business. The last item in this section is a single vote to approve the items en masse.

A. Approve Minutes	Approve Minutes		
Approve minutes for Regular Scheduled Board Meeting on October 20, 2022			
B. 2022-2023 Compensation Policy: Salary Schedules and Stipend Chart			
C. 2022-2023 Employee Handbook			
D. Homeless Education Policy			
E. Evaluation Policy			
F. 2022-2023 Parent Student Handbook			
G. Non-Compliance Policy			
H. 2022-2023 Administration and Classified Calendar			
I. Transportation Driving Policy			
J. Uniform Complaint Procedures Policy			
K. Approve Consent Agenda			1 m
This Is The Vote To Approve The Consent Agenda Items.			

V. Closing Items**6:07 PM**

A. Announcement of Next Scheduled Meeting January 26 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: E. Resolution for Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361

Purpose: Vote

Submitted by:

Related Material:

PCA Resolution 2022-24 for Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361_Redlined 11.28.2022.pdf



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

**Resolution of Pacific Coast Academy Board of Directors
2022-24**

**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 December 08, 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

2022-2023 First Interim Report

Section:	II. Finance
Item:	A. 2022-2023 First Interim Report
Purpose:	Vote
Submitted by:	
Related Material:	FY23-PCA-1st Interim Presentation.pdf



Pacific Coast Academy

1st Interim Presentation – October 2022

Highlights (Before Spending Plan)

Highlights

- Revenue increased by **\$565K** to prior projection
- Expenses increased by **\$670K**
- Projected surplus for year-end is **\$10.4M**
- No outstanding factoring or projected future factoring

SB720 Compliance and Reporting

- PTR is within the requirement minimum
- 80% instructional spending has fallen out of compliance due to increased revenue/enrollment. Leadership has developed a spending plan to narrow the gap.

Pupil:Teacher Ratio	
21.33	:1

Cert.	Instr.
45.3%	71.5%
3,335,029	(5,321,635)

Spending Plan

Total = \$5.0M

- Student Funds (+\$600 per pupil) = **\$2.4M**
- Staff Increases = **\$1.0M**
 - (Cert/Class Admin: +4%; Classified: +\$3/hr, compared with State COLA of +13.26%)
- Retention Stipends = **\$1.6M**

Highlights after Spending Plan

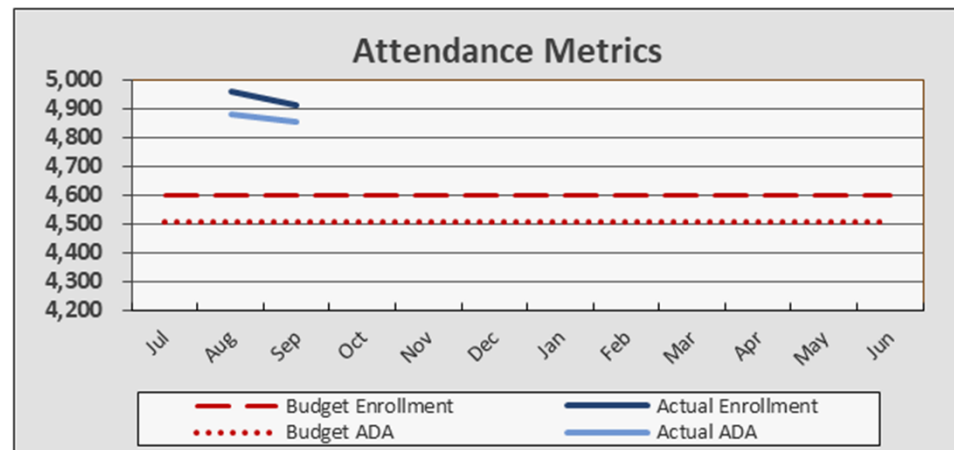
- Will increase Total Expenses from **\$52M** to **\$57M**
- Will reduce Surplus from **\$10.4M** to **\$5.4M**
- Will reduce the 80% instructional spending gap from **\$5.3M** to **\$605K**

SB740 Compliance

Cert.	Instr.
49.0%	79.0%
5,630,453	(606,622)

Attendance

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	4,936	4,936	4,600
ADA	4,866	4,866	4,508
Attendance Rate	98.6%	98.0%	98.0%
Unduplicated %	n/a	39.0%	39.0%
Revenue per ADA		\$12,893	\$12,095
Expenses per ADA		\$10,766	\$11,534



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

Revenue

- Revenue increased by **\$565K** to prior projection, driven by:
 - Federal ELOG (expires 9/30/23): **+\$475K**
 - COLA Increase (to 13.26% from 12.84%): **+\$200K**
 - Lottery Rate Adjustment (+\$9/ADA): **+\$45K**
 - Removed Spent Learning Recovery SPED: **-\$185K**

Revenue

Year-to-Date			
Actual		Budget	Fav/(Unf)
\$	13,227,516	\$ 12,417,631	\$ 809,885
	262,252	959,101	(696,849)
	1,224,516	961,781	262,735
	62,711	-	62,711
\$	14,776,995	\$ 14,338,513	\$ 438,482

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 52,881,918	\$ 45,689,297	\$ 7,192,621
4,325,071	3,803,810	521,261
5,584,079	5,032,671	551,408
62,711	-	62,711
\$ 62,853,779	\$ 54,525,778	\$ 8,328,001

Expenses

- Expenses increased **\$670K** before Spending Plan:
 - Cert. Extra Duties/Stipends adjustment, offset by ESSER III/EEBG funds: **+\$665K**
- After Spending Plan, expenses are **+\$5.7M** to prior projection:

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	\$ 6,673,479	\$ 6,185,917	\$ (487,563)	\$ 23,752,423	\$ 21,442,791	\$ (2,309,631)
Classified Salaries	1,269,979	1,186,118	(83,860)	4,004,186	3,608,905	(395,281)
Benefits	2,910,307	2,627,519	(282,788)	8,958,243	8,612,722	(345,521)
Books and Supplies	2,680,980	2,086,043	(594,937)	10,505,574	8,632,671	(1,872,903)
Subagreement Services	1,970,957	1,759,154	(211,803)	6,951,470	6,628,836	(322,634)
Operations	206,156	166,133	(40,023)	601,345	498,400	(102,945)
Facilities	107,459	127,467	20,008	382,459	382,400	(59)
Professional Services	632,751	672,989	40,238	2,276,737	2,156,135	(120,601)
Depreciation	1,964	11,429	9,464	24,821	34,286	9,464
Total Expenses	\$ 16,454,032	\$ 14,822,769	\$ (1,631,264)	\$ 57,457,258	\$ 51,997,146	\$ (5,460,112)

Fund Balance

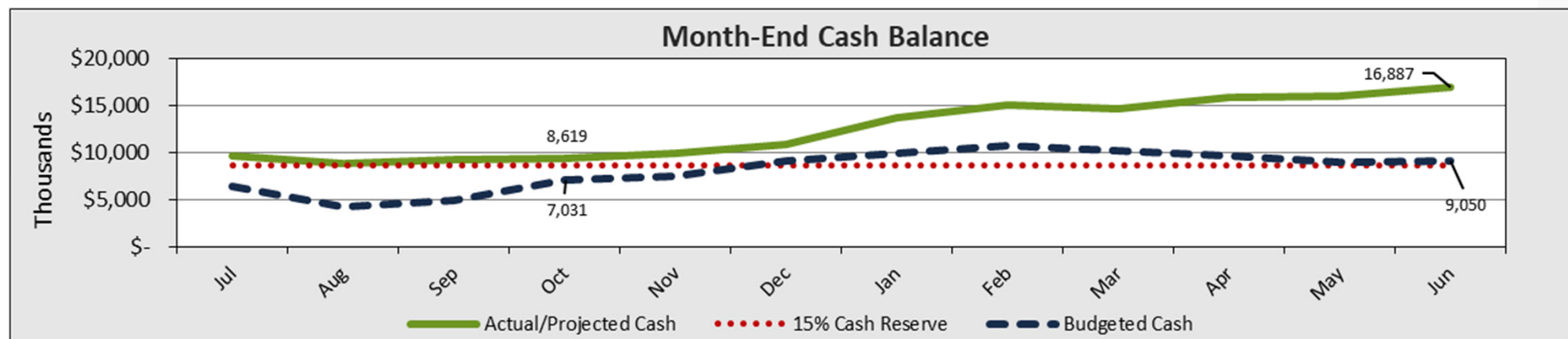
- Year-end surplus forecast decreased by **\$5.1M** after Spending Plan
- End-of-year fund balance exceeds State and Authorizer requirements of **3%** and **5%** of total expenses, respectively.

	Year-to-Date		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (1,677,038)	\$ (484,256)	\$ (1,192,781)
Beginning Fund Balance	<u>8,906,708</u>	<u>8,906,708</u>	
Ending Fund Balance	<u>\$ 7,229,670</u>	<u>\$ 8,422,452</u>	
<i>As a % of Annual Expenses</i>	12.6%	16.2%	

Annual/Full Year		
Forecast	Budget	Fav/(Unf)
\$ 5,396,521	\$ 2,528,632	\$ 2,867,889
<u>8,906,708</u>	<u>8,906,708</u>	
<u>\$ 14,303,229</u>	<u>\$ 11,435,340</u>	
24.9%	22.0%	

Cash Balance

- 10/31 cash balance: **\$9.4M**
- No projected factoring/borrowing needed



Appendices

- 1st Interim Report
- Forecast 22-23 / Monthly Cash Flow
- Budget vs. Actuals
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging

Fiscal Year: 2022/23

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

Charter School Name: Pacific Coast Academy
 (continued)
 CDS #: 37 68049 0136416
 Charter Approving Entity: Dehesa Elementary
 County: San Diego
 Charter #: 1892
 Fiscal Year: 2022/23

This charter school uses the following basis of accounting:

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

Description		Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
			Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES											
1. LCFF Sources											
State Aid - Current Year	8011		43,721,841.00	-	43,721,841.00	12,740,706.00	-	12,740,706.00	50,770,228.17	-	50,770,228.17
Education Protection Account State Aid - Current Year	8012		901,600.00	-	901,600.00	219,513.00	-	219,513.00	972,748.00	-	972,748.00
State Aid - Prior Years	8019		-	-	-	-	-	-	-	-	-
Transfers to Charter Schools in Lieu of Property Taxes	8096		1,065,856.00	-	1,065,856.00	267,297.00	-	267,297.00	1,138,942.00	-	1,138,942.00
Other LCFF Transfers	8091, 8097		-	-	-	-	-	-	-	-	-
Total, LCFF Sources			45,689,297.00	-	45,689,297.00	13,227,516.00	-	13,227,516.00	52,881,918.17	-	52,881,918.17
2. Federal Revenues											
Every Student Succeeds Act (Title I - V)	8290		-	750,805.00	750,805.00	-	-	-	-	750,805.00	750,805.00
Special Education - Federal	8181, 8182		-	540,960.00	540,960.00	-	-	-	-	586,688.64	586,688.64
Child Nutrition - Federal	8220		-	-	-	-	-	-	-	-	-
Donated Food Commodities	8221		-	-	-	-	-	-	-	-	-
Other Federal Revenues	8110, 8260-8299		-	2,512,045.00	2,512,045.00	-	262,252.00	262,252.00	-	2,987,577.00	2,987,577.00
Total, Federal Revenues			-	3,803,810.00	3,803,810.00	-	262,252.00	262,252.00	-	4,325,070.64	4,325,070.64
3. Other State Revenues											
Special Education - State	StateRevSE			3,527,059.00	3,527,059.00	-	971,216.00	971,216.00	-	3,848,677.46	3,848,677.46
All Other State Revenues	StateRevAO		922,396.00	583,216.00	1,505,612.00	12,012.10	241,288.11	253,300.21	1,034,313.96	701,087.92	1,735,401.88
Total, Other State Revenues			922,396.00	4,110,275.00	5,032,671.00	12,012.10	1,212,504.11	1,224,516.21	1,034,313.96	4,549,765.38	5,584,079.34
4. Other Local Revenues											
All Other Local Revenues	LocalRevAO		-	-	-	62,710.55	-	62,710.55	62,710.55	-	62,710.55
Total, Local Revenues			-	-	-	62,710.55	-	62,710.55	62,710.55	-	62,710.55
5. TOTAL REVENUES			46,611,693.00	7,914,085.00	54,525,778.00	13,302,238.65	1,474,756.11	14,776,994.76	53,978,942.68	8,874,836.02	62,853,778.70
B. EXPENDITURES											
1. Certificated Salaries											
Certificated Teachers' Salaries	1100		11,068,835.00	5,689,150.00	16,757,985.00	3,996,870.37	1,128,216.45	5,125,086.82	11,588,183.17	7,183,699.19	18,771,882.36
Certificated Pupil Support Salaries	1200		-	1,596,983.00	1,596,983.00	144,770.41	313,301.72	458,072.13	180,729.88	1,409,748.34	1,590,478.22
Certificated Supervisors' and Administrators' Salaries	1300		1,899,835.00	309,000.00	2,208,835.00	660,448.56	124,071.16	784,519.72	1,968,204.25	387,774.40	2,355,978.65
Other Certificated Salaries	1900		-	878,989.00	878,989.00	-	305,800.55	305,800.55	119,935.23	914,148.15	1,034,083.38
Total, Certificated Salaries			12,968,670.00	8,474,122.00	21,442,792.00	4,802,089.34	1,871,389.88	6,673,479.22	13,857,052.53	9,895,370.08	23,752,422.61
2. Non-certificated Salaries											
Non-certificated Instructional Aides' Salaries	2100		339,233.00	41,628.00	380,861.00	39,855.88	52,359.21	92,215.09	59,272.06	328,411.55	387,683.61
Non-certificated Support Salaries	2200		1,131,723.00	96,792.00	1,228,515.00	371,222.33	63,698.36	434,920.69	1,202,387.90	164,615.79	1,367,003.69
Non-certificated Supervisors' and Administrators' Sal.	2300		493,370.00	-	493,370.00	162,699.16	-	162,699.16	504,769.03	-	504,769.03
Clerical and Office Salaries	2400		1,347,707.00	-	1,347,707.00	497,913.34	-	497,913.34	1,500,384.81	-	1,500,384.81
Other Non-certificated Salaries	2900		158,452.00	-	158,452.00	82,230.47	-	82,230.47	244,345.07	-	244,345.07
Total, Non-certificated Salaries			3,470,485.00	138,420.00	3,608,905.00	1,153,921.18	116,057.57	1,269,978.75	3,511,158.87	493,027.34	4,004,186.21
3. Employee Benefits											
STRS	3101-3102		2,484,064.00	1,611,509.00	4,095,573.00	775,345.19	345,475.73	1,120,820.92	680,306.75	3,533,650.56	4,213,957.31
PERS	3201-3202		-	-	-	-	-	-	-	-	-
OASDI / Medicare / Alternative	3301-3302		444,384.00	142,618.00	587,002.00	152,789.62	34,561.61	187,351.23	315,759.38	307,717.44	623,476.82
Health and Welfare Benefits	3401-3402		2,119,930.00	1,050,070.00	3,170,000.00	1,119,514.22	-	1,119,514.22	860,865.46	2,391,982.09	3,252,847.55
Unemployment Insurance	3501-3502		104,722.00	52,078.00	156,800.00	7,104.71	3,044.09	10,148.80	39,406.13	109,493.09	148,899.22
Workers' Compensation Insurance	3601-3602		230,665.00	120,059.00	350,724.00	81,521.13	-	81,521.13	86,834.48	241,276.32	328,110.80
OPEB, Allocated	3701-3702		-	-	-	-	-	-	-	-	-
OPEB, Active Employees	3751-3752		-	-	-	-	-	-	-	-	-
Other Employee Benefits	3901-3902		-	252,623.00	252,623.00	390,951.08	-	390,951.08	103,465.13	287,485.95	390,951.08
Total, Employee Benefits			5,383,765.00	3,228,957.00	8,612,722.00	2,527,225.95	383,081.43	2,910,307.38	2,086,637.33	6,871,605.45	8,958,242.78
4. Books and Supplies											
Approved Textbooks and Core Curricula Materials	4100		14,100.00	-	14,100.00	44,804.99	3,416.27	48,221.26	54,938.32	3,416.27	58,354.59
Books and Other Reference Materials	4200		-	-	-	-	-	-	-	-	-
Materials and Supplies	4300		7,129,836.00	222,062.00	7,351,898.00	2,249,818.14	299,939.91	2,549,758.05	8,454,469.84	530,481.19	8,984,951.03
Noncapitalized Equipment	4400		1,266,672.00	-	1,266,672.00	1,449.45	81,551.23	83,000.68	1,380,717.18	81,551.23	1,462,268.41
Food	4700		-	-	-	-	-	-	-	-	-
Total, Books and Supplies			8,410,608.00	222,062.00	8,632,670.00	2,296,072.58	384,907.41	2,680,979.99	9,890,125.34	615,448.69	10,505,574.03
5. Services and Other Operating Expenditures											
Subagreements for Services	5100		4,356,136.00	2,272,700.00	6,628,836.00	1,348,312.81	622,644.35	1,970,957.16	3,571,907.60	3,379,562.19	6,951,469.79
Travel and Conferences	5200		35,600.00	-	35,600.00	9,014.38	10,676.95	19,691.33	34,614.38	10,676.95	45,291.33
Dues and Memberships	5300		23,000.00	-	23,000.00	15,123.00	-	15,123.00	31,656.33	-	31,656.33
Insurance	5400		386,200.00	-	386,200.00	150,939.07	-	150,939.07	465,395.07	-	465,395.07
Operations and Housekeeping Services	5500		15,500.00	-	15,500.00	6,048.79	-	6,048.79	17,182.14	-	17,182.14
Rentals, Leases, Repairs, and Noncap. Improvements	5600		382,400.00	-	382,400.00	107,458.80	-	107,458.80	382,237.56	221.24	382,458.80
Transfers of Direct Costs	5700-5799		6,492,276.00	(6,492,276.00)	-	1,940,378.48	(1,940,378.48)	-	11,144,135.76	(11,144,135.76)	-
Professional/Consulting Services and Operating Expend.	5800		2,086,035.00	70,100.00	2,156,135.00	581,064.68	51,686.05	632,750.73	2,179,821.31	96,915.43	2,276,736.74
Communications	5900		38,100.00	-	38,100.00	11,352.36	3,001.61	14,353.97	39,040.26	2,780.37	41,820.63
Total, Services and Other Operating Expenditures			13,815,247.00	(4,149,476.00)	9,665,771.00	4,169,692.37	(1,252,369.52)	2,917,322.85	17,865,990.41	(7,653,979.58)	10,212,010.83

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

Charter School Name: Pacific Coast Academy
 (continued)
 CDS #: 37 68049 0136416
 Charter Approving Entity: Dehesa Elementary
 County: San Diego
 Charter #: 1892
 Fiscal Year: 2022/23

This charter school uses the following basis of accounting:

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

Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
6. Capital Outlay (Objects 6100-6170, 6200-6500 for modified accrual basis only)										
Land and Land Improvements	6100-6170	-	-	-	-	-	-	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-	-	-	-	-	-	-
Books and Media for New School Libraries or Major										
Expansion of School Libraries	6300	-	-	-	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-	-	-	-
Equipment Replacement	6500	-	-	-	-	-	-	-	-	-
Depreciation Expense (for accrual basis only)	6900	34,286.00	-	34,286.00	1,964.20	-	1,964.20	24,821.34	-	24,821.34
Total, Capital Outlay		34,286.00	-	34,286.00	1,964.20	-	1,964.20	24,821.34	-	24,821.34
7. Other Outgo										
Tuition to Other Schools	7110-7143	-	-	-	-	-	-	-	-	-
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	-	-	-	-	-
All Other Transfers	7281-7299	-	-	-	-	-	-	-	-	-
Transfers of Indirect Costs	7300-7399	-	-	-	-	-	-	-	-	-
Debt Service:										
Interest	7438	-	-	-	-	-	-	-	-	-
Principal (for modified accrual basis only)	7439	-	-	-	-	-	-	-	-	-
Total, Other Outgo		-	-	-	-	-	-	-	-	-
8. TOTAL EXPENDITURES		44,083,061.00	7,914,085.00	51,997,146.00	14,950,965.62	1,503,066.77	16,454,032.39	47,235,785.82	10,221,471.98	57,457,257.80
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		2,528,632.00	-	2,528,632.00	(1,648,726.97)	(28,310.66)	(1,677,037.63)	6,743,156.86	(1,346,635.96)	5,396,520.90
D. OTHER FINANCING SOURCES / USES										
1. Other Sources	8930-8979	-	-	-	-	-	-	-	-	-
2. Less: Other Uses	7630-7699	-	-	-	-	-	-	-	-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	-	-	-	-	-
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	-	-	-	-	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		2,528,632.00	-	2,528,632.00	(1,648,726.97)	(28,310.66)	(1,677,037.63)	6,743,156.86	(1,346,635.96)	5,396,520.90
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	7,041,210.76	-	7,041,210.76	7,560,071.53	1,346,635.96	8,906,707.49	7,560,071.53	1,346,635.96	8,906,707.49
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	0.62	-	0.62	0.62	-	0.62
c. Adjusted Beginning Balance		7,041,210.76	-	7,041,210.76	7,560,072.15	1,346,635.96	8,906,708.11	7,560,072.15	1,346,635.96	8,906,708.11
2. Ending Fund Balance, June 30 (E + F.1.c.)		9,569,842.76	-	9,569,842.76	5,911,345.18	1,318,325.30	7,229,670.48	14,303,229.01	(0.00)	14,303,229.01
Components of Ending Fund Balance :										
a. Nonspendable										
Revolving Cash (equals object 9130)	9711	-	-	-	-	-	-	-	-	-
Stores (equals object 9320)	9712	-	-	-	-	-	-	-	-	-
Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	-	-	-	-	-
All Others	9719	-	-	-	-	-	-	-	-	-
b. Restricted	9740	-	-	-	-	-	-	-	-	-
c. Committed										
Stabilization Arrangements	9750	-	-	-	-	-	-	-	-	-
Other Commitments	9760	-	-	-	-	-	-	-	-	-
d. Assigned										
Other Assignments	9780	-	-	-	-	-	-	-	-	-
e. Unassigned/Unappropriated										
Reserve for Economic Uncertainties	9789	1,559,914.38	-	1,559,914.38	1,723,717.73	-	1,723,717.73	1,723,717.73	-	1,723,717.73
Unassigned/Unappropriated Amount	9790	8,009,928.38	-	8,009,928.38	4,187,627.45	1,318,325.30	5,505,952.75	12,579,511.28	(0.00)	12,579,511.28

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

Charter School Name: Pacific Coast Academy
 (continued)
 CDS #: 37 68049 0136416
 Charter Approving Entity: Dehesa Elementary
 County: San Diego
 Charter #: 1892
 Fiscal Year: 2022/23

					1st Interim vs. Adopted Budget Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
A. REVENUES						
1. LCFF/Revenue Limit Sources						
State Aid - Current Year	8011	43,721,841.00	12,740,706.00	50,770,228.17	7,048,387.17	16.12%
Education Protection Account State Aid - Current Year	8012	901,600.00	219,513.00	972,748.00	71,148.00	7.89%
State Aid - Prior Years	8019	-	-	-	-	-
Transfers to Charter Schools Funding in Lieu of Property Taxes	8096	1,065,856.00	267,297.00	1,138,942.00	73,086.00	6.86%
Other LCFF Transfers	8091, 8097	-	-	-	-	-
Total, LCFF Sources		45,689,297.00	13,227,516.00	52,881,918.17	7,192,621.17	15.74%
2. Federal Revenues						
Every Student Succeeds Act (Title I-V)	8290	750,805.00	-	750,805.00	-	0.00%
Special Education - Federal	8181, 8182	540,960.00	-	586,688.64	45,728.64	8.45%
Child Nutrition - Federal	8220	-	-	-	-	-
Donated Food Commodities	8221	-	-	-	-	-
Other Federal Revenues	8110, 8260-8299	2,512,045.00	262,252.00	2,987,577.00	475,532.00	18.93%
Total, Federal Revenues		3,803,810.00	262,252.00	4,325,070.64	521,260.64	13.70%
3. Other State Revenues						
Special Education - State	StateRevSE	3,527,059.00	971,216.00	3,848,677.46	321,618.46	9.12%
All Other State Revenues	StateRevAO	1,505,612.00	253,300.21	1,735,401.88	229,789.88	15.26%
Total, Other State Revenues		5,032,671.00	1,224,516.21	5,584,079.34	551,408.34	10.96%
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	-	62,710.55	62,710.55	62,710.55	New
Total, Local Revenues		-	62,710.55	62,710.55	62,710.55	New
5. TOTAL REVENUES		54,525,778.00	14,776,994.76	62,853,778.70	8,328,000.70	15.27%
B. EXPENDITURES						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	16,757,985.00	5,125,086.82	18,771,882.36	2,013,897.36	12.02%
Certificated Pupil Support Salaries	1200	1,596,983.00	458,072.13	1,590,478.22	(6,504.78)	-0.41%
Certificated Supervisors' and Administrators' Salaries	1300	2,208,835.00	784,519.72	2,355,978.65	147,143.65	6.66%
Other Certificated Salaries	1900	878,989.00	305,800.55	1,034,083.38	155,094.38	17.64%
Total, Certificated Salaries		21,442,792.00	6,673,479.22	23,752,422.61	2,309,630.61	10.77%
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	380,861.00	92,215.09	387,683.61	6,822.61	1.79%
Non-certificated Support Salaries	2200	1,228,515.00	434,920.69	1,367,003.69	138,488.69	11.27%
Non-certificated Supervisors' and Administrators' Sal.	2300	493,370.00	162,699.16	504,769.03	11,399.03	2.31%
Clerical and Office Salaries	2400	1,347,707.00	497,913.34	1,500,384.81	152,677.81	11.33%
Other Non-certificated Salaries	2900	158,452.00	82,230.47	244,345.07	85,893.07	54.21%
Total, Non-certificated Salaries		3,608,905.00	1,269,978.75	4,004,186.21	395,281.21	10.95%
3. Employee Benefits						
STRS	3101-3102	4,095,573.00	1,120,820.92	4,213,957.31	118,384.31	2.89%
PERS	3201-3202	-	-	-	-	-
OASDI / Medicare / Alternative	3301-3302	587,002.00	187,351.23	623,476.82	36,474.82	6.21%
Health and Welfare Benefits	3401-3402	3,170,000.00	1,119,514.22	3,252,847.55	82,847.55	2.61%
Unemployment Insurance	3501-3502	156,800.00	10,148.80	148,899.22	(7,900.78)	-5.04%
Workers' Compensation Insurance	3601-3602	350,724.00	81,521.13	328,110.80	(22,613.20)	-6.45%
OPEB, Allocated	3701-3702	-	-	-	-	-
OPEB, Active Employees	3751-3752	-	-	-	-	-
Other Employee Benefits	3901-3902	252,623.00	390,951.08	390,951.08	138,328.08	54.76%
Total, Employee Benefits		8,612,722.00	2,910,307.38	8,958,242.78	345,520.78	4.01%

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

Charter School Name: Pacific Coast Academy
 (continued) _____
 CDS #: 37 68049 0136416
 Charter Approving Entity: Dehesa Elementary
 County: San Diego
 Charter #: 1892
 Fiscal Year: 2022/23

					1st Interim vs. Adopted Budget Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	14,100.00	48,221.26	58,354.59	44,254.59	313.86%
Books and Other Reference Materials	4200	-	-	-	-	
Materials and Supplies	4300	7,351,898.00	2,549,758.05	8,984,951.03	1,633,053.03	22.21%
Noncapitalized Equipment	4400	1,266,672.00	83,000.68	1,462,268.41	195,596.41	15.44%
Food	4700	-	-	-	-	
Total, Books and Supplies		8,632,670.00	2,680,979.99	10,505,574.03	1,872,904.03	21.70%
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	6,628,836.00	1,970,957.16	6,951,469.79	322,633.79	4.87%
Travel and Conferences	5200	35,600.00	19,691.33	45,291.33	9,691.33	27.22%
Dues and Memberships	5300	23,000.00	15,123.00	31,656.33	8,656.33	37.64%
Insurance	5400	386,200.00	150,939.07	465,395.07	79,195.07	20.51%
Operations and Housekeeping Services	5500	15,500.00	6,048.79	17,182.14	1,682.14	10.85%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	382,400.00	107,458.80	382,458.80	58.80	0.02%
Transfers of Direct Costs	5700-5799	-	-	-	-	
Professional/Consulting Services and Operating Expend.	5800	2,156,135.00	632,750.73	2,276,736.74	120,601.74	5.59%
Communications	5900	38,100.00	14,353.97	41,820.63	3,720.63	9.77%
Total, Services and Other Operating Expenditures		9,665,771.00	2,917,322.85	10,212,010.83	546,239.83	5.65%
6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only)						
Land and Land Improvements	6100-6170	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	
Equipment	6400	-	-	-	-	
Equipment Replacement	6500	-	-	-	-	
Depreciation Expense (for accrual basis only)	6900	34,286.00	1,964.20	24,821.34	(9,464.66)	-27.61%
Total, Capital Outlay		34,286.00	1,964.20	24,821.34	(9,464.66)	-27.61%
7. Other Outgo						
Tuition to Other Schools	7110-7143	-	-	-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	
All Other Transfers	7281-7299	-	-	-	-	
Transfers of Indirect Costs	7300-7399	-	-	-	-	
Debt Service:						
Interest	7438	-	-	-	-	
Principal (for modified accrual basis only)	7439	-	-	-	-	
Total, Other Outgo		-	-	-	-	
8. TOTAL EXPENDITURES		51,997,146.00	16,454,032.39	57,457,257.80	5,460,111.80	10.50%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		2,528,632.00	(1,677,037.63)	5,396,520.90	2,867,888.90	113.42%

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

Charter School Name: Pacific Coast Academy
 (continued) _____
 CDS #: 37 68049 0136416
 Charter Approving Entity: Dehesa Elementary
 County: San Diego
 Charter #: 1892
 Fiscal Year: 2022/23

					1st Interim vs. Adopted Budget Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	-	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		2,528,632.00	(1,677,037.63)	5,396,520.90	2,867,888.90	113.42%
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	7,041,210.76	8,906,707.49	8,906,707.49	1,865,496.73	26.49%
b. Adjustments/Restatements	9793, 9795	-	0.62	0.62	0.62	New
c. Adjusted Beginning Fund Balance		7,041,210.76	8,906,708.11	8,906,708.11		
2. Ending Fund Balance, June 30 (E + F.1.c.)		9,569,842.76	7,229,670.48	14,303,229.01		
Components of Ending Fund Balance :						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	-	-	-	-	
Stores (equals object 9320)	9712	-	-	-	-	
Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
All Others	9719	-	-	-	-	
b. Restricted	9740	-	-	-	-	
c. Committed						
Stabilization Arrangements	9750	-	-	-	-	
Other Commitments	9760	-	-	-	-	
d. Assigned						
Other Assignments	9780	-	-	-	-	
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	1,559,914.38	1,723,717.73	1,723,717.73	163,803.35	10.50%
Unassigned/Unappropriated Amount	9790	8,009,928.38	5,505,952.75	12,579,511.28	4,569,582.90	57.05%

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

Charter School Name: Pacific Coast Academy

(continued) _____

CDS #: 37 68049 0136416

Charter Approving Entity: Dehesa Elementary

County: San Diego

Charter #: 1892

Fiscal Year: 2022/23

This charter school uses the following basis of accounting:

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

Description	Object Code	FY 2022/23			Totals for 2023/24	Totals for 2024/25
		Unrestricted	Restricted	Total		
A. REVENUES						
1. LCFF Sources						
State Aid - Current Year	8011	50,770,228.17	0.00	50,770,228.17	53,577,804.87	55,832,975.43
Education Protection Account State Aid - Current Year	8012	972,748.00	0.00	972,748.00	972,748.00	972,748.00
State Aid - Prior Years	8019	0.00	0.00	0.00	0.00	0.00
Transfers of Charter Schools in Lieu of Property Taxes	8096	1,138,942.00	0.00	1,138,942.00	1,149,942.39	1,149,942.39
Other LCFF Transfers	8091, 8097	0.00	0.00	0.00	0.00	0.00
Total, LCFF Sources		52,881,918.17	0.00	52,881,918.17	55,700,495.26	57,955,665.82
2. Federal Revenues						
Every Student Succeeds Act (Title I - V)	8290	0.00	750,805.00	750,805.00	750,805.00	750,805.00
Special Education - Federal	8181, 8182	0.00	586,688.64	586,688.64	586,688.64	586,688.64
Child Nutrition - Federal	8220	0.00	0.00	0.00	0.00	0.00
Donated Food Commodities	8221	0.00	0.00	0.00	0.00	0.00
Other Federal Revenues	8110, 8260-8299	0.00	2,987,577.00	2,987,577.00	2,473,699.00	0.00
Total, Federal Revenues		0.00	4,325,070.64	4,325,070.64	3,811,192.64	1,337,493.64
3. Other State Revenues						
Special Education - State	StateRevSE	0.00	3,848,677.46	3,848,677.46	3,848,677.46	3,848,677.46
All Other State Revenues	StateRevAO	1,034,313.96	701,087.92	1,735,401.88	1,700,093.59	1,531,565.59
Total, Other State Revenues		1,034,313.96	4,549,765.38	5,584,079.34	5,548,771.05	5,380,243.05
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	62,710.55	0.00	62,710.55	62,710.55	62,710.55
Total, Local Revenues		62,710.55	0.00	62,710.55	62,710.55	62,710.55
5. TOTAL REVENUES		53,978,942.68	8,874,836.02	62,853,778.70	65,123,169.50	64,736,113.06
B. EXPENDITURES						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	11,588,183.17	7,183,699.19	18,771,882.36	17,709,194.36	18,063,378.25
Certificated Pupil Support Salaries	1200	180,729.88	1,409,748.34	1,590,478.22	1,694,079.51	1,727,961.10
Certificated Supervisors' and Administrators' Salaries	1300	1,968,204.25	387,774.40	2,355,978.65	2,343,132.17	2,389,994.81
Other Certificated Salaries	1900	119,935.23	914,148.15	1,034,083.38	932,431.12	951,079.74
Total, Certificated Salaries		13,857,052.53	9,895,370.08	23,752,422.61	22,678,837.16	23,132,413.90
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	59,272.06	328,411.55	387,683.61	445,761.46	454,676.69
Non-certificated Support Salaries	2200	1,202,387.90	164,615.79	1,367,003.69	1,424,934.68	1,453,433.37
Non-certificated Supervisors' and Administrators' Sal.	2300	504,769.03	0.00	504,769.03	523,366.90	533,834.23
Clerical and Office Salaries	2400	1,500,384.81	0.00	1,500,384.81	1,533,781.35	1,564,456.98
Other Non-certificated Salaries	2900	244,345.07	0.00	244,345.07	180,715.34	184,329.65
Total, Non-certificated Salaries		3,511,158.87	493,027.34	4,004,186.21	4,108,559.73	4,190,730.92

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

Charter School Name: Pacific Coast Academy

(continued)

CDS #: 37 68049 0136416

Charter Approving Entity: Dehesa Elementary

County: San Diego

Charter #: 1892

Fiscal Year: 2022/23

Description	Object Code	FY 2022/23			Totals for 2023/24	Totals for 2024/25
		Unrestricted	Restricted	Total		
3. Employee Benefits						
STRS	3101-3102	680,306.75	3,533,650.56	4,213,957.31	4,331,657.90	4,418,291.06
PERS	3201-3202	0.00	0.00	0.00	-	0.00
OASDI / Medicare / Alternative	3301-3302	315,759.38	307,717.44	623,476.82	643,147.95	656,010.92
Health and Welfare Benefits	3401-3402	860,865.46	2,391,982.09	3,252,847.55	3,264,000.00	3,329,280.00
Unemployment Insurance	3501-3502	39,406.13	109,493.09	148,899.22	183,260.00	183,260.00
Workers' Compensation Insurance	3601-3602	86,834.48	241,276.32	328,110.80	375,023.56	382,524.03
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0.00
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00
Other Employee Benefits	3901-3902	103,465.13	287,485.95	390,951.08	369,770.38	377,165.78
Total, Employee Benefits		2,086,637.33	6,871,605.45	8,958,242.78	9,166,859.79	9,346,531.79
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	54,938.32	3,416.27	58,354.59	59,521.69	60,712.12
Books and Other Reference Materials	4200	0.00	0.00	0.00	0.00	0.00
Materials and Supplies	4300	8,454,469.84	530,481.19	8,984,951.03	9,164,650.03	9,347,943.04
Noncapitalized Equipment	4400	1,380,717.18	81,551.23	1,462,268.41	1,491,513.78	1,521,344.05
Food	4700	0.00	0.00	0.00	0.00	0.00
Total, Books and Supplies		9,890,125.34	615,448.69	10,505,574.03	10,715,685.50	10,929,999.21
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	3,571,907.60	3,379,562.19	6,951,469.79	7,090,499.18	7,232,309.16
Travel and Conferences	5200	34,614.38	10,676.95	45,291.33	46,197.16	47,121.10
Dues and Memberships	5300	31,656.33	0.00	31,656.33	32,289.46	32,935.25
Insurance	5400	465,395.07	0.00	465,395.07	474,702.97	484,197.03
Operations and Housekeeping Services	5500	17,182.14	0.00	17,182.14	17,525.76	17,876.28
Rentals, Leases, Repairs, and Noncap. Improvements	5600	382,237.56	221.24	382,458.80	390,107.98	397,910.14
Transfers of Direct Costs	5700-5799	11,144,135.76	(11,144,135.76)	0.00	0.00	0.00
Professional/Consulting Services and Operating Expend.	5800	2,179,821.31	96,915.43	2,276,736.74	2,339,880.87	2,398,090.09
Communications	5900	39,040.26	2,780.37	41,820.63	42,657.05	43,510.19
Total, Services and Other Operating Expenditures		17,865,990.41	(7,653,979.58)	10,212,010.83	10,433,860.43	10,653,949.24
6. Capital Outlay (Obj. 6100-6170, 6200-6500 for mod. accr. basis only)						
Land and Land Improvements	6100-6170	0.00	0.00	0.00	0.00	0.00
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00	0.00	0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00	0.00	0.00	0.00
Equipment	6400	0.00	0.00	0.00	0.00	0.00
Equipment Replacement	6500	0.00	0.00	0.00	0.00	0.00
Depreciation Expense (for accrual basis only)	6900	24,821.34	0.00	24,821.34	24,821.34	24,821.34
Total, Capital Outlay		24,821.34	0.00	24,821.34	24,821.34	24,821.34
7. Other Outgo						
Tuition to Other Schools	7110-7143	0.00	0.00	0.00	0.00	0.00
Transfers of Pass-through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00	0.00	0.00
All Other Transfers	7280-7299	0.00	0.00	0.00	0.00	0.00
Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00	0.00	0.00
Debt Service:						
Interest	7438	0.00	0.00	0.00	0.00	0.00
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00	0.00	0.00
8. TOTAL EXPENDITURES		47,235,785.82	10,221,471.98	57,457,257.80	57,128,623.95	58,278,446.40
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		6,743,156.86	(1,346,635.96)	5,396,520.90	7,994,545.55	6,457,666.66

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

Charter School Name: Pacific Coast Academy

(continued)

CDS #: 37 68049 0136416

Charter Approving Entity: Dehesa Elementary

County: San Diego

Charter #: 1892

Fiscal Year: 2022/23

Description	Object Code	FY 2022/23			Totals for 2023/24	Totals for 2024/25
		Unrestricted	Restricted	Total		
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	0.00	0.00	0.00	0.00	0.00
2. Less: Other Uses	7630-7699	0.00	0.00	0.00	0.00	0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0.00	0.00	0.00	0.00	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00	0.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		6,743,156.86	(1,346,635.96)	5,396,520.90	7,994,545.55	6,457,666.66
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	7,560,071.53	1,346,635.96	8,906,707.49	14,303,229.01	22,297,774.56
b. Adjustments/Restatements	9793, 9795	0.62	0.00	0.62	0.00	0.00
c. Adjusted Beginning Balance		7,560,072.15	1,346,635.96	8,906,708.11	14,303,229.01	22,297,774.56
2. Ending Fund Balance, June 30 (E + F.1.c.)		14,303,229.01	(0.00)	14,303,229.01	22,297,774.56	28,755,441.22
Components of Ending Fund Balance:						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	0.00	0.00	0.00	0.00	0.00
Stores (equals object 9320)	9712	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures (equals object 9330)	9713	0.00	0.00	0.00	0.00	0.00
All Others	9719	0.00	0.00	0.00	0.00	0.00
b. Restricted	9740		0.00	0.00	0.00	0.00
c. Committed						
Stabilization Arrangements	9750	0.00	0.00	0.00	0.00	0.00
Other Commitments	9760	0.00	0.00	0.00	0.00	0.00
d. Assigned						
Other Assignments	9780	0.00	0.00	0.00	0.00	0.00
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	1,723,717.73	0.00	1,723,717.73	1,713,858.72	1,748,353.39
Unassigned/Unappropriated Amount	9790	12,579,511.28	(0.00)	12,579,511.28	20,583,915.84	27,007,087.83

Pacific Coast Academy

Monthly Cash Flow/Forecast FY22-23

Revised 11/30/2022

ADA = 4863.74

Revenues

State Aid - Revenue Limit

	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.)
8011 LCFF State Aid	2,275,126	2,275,126	4,095,227	4,095,227	4,123,597	4,123,597	4,123,597	5,129,541	5,129,541	5,129,541	5,129,541	5,129,541	11,024	50,770,228	43,721,841	7,048,387
8012 Education Protection Account	-	-	219,513	-	-	-	243,187	-	-	266,861	-	-	243,187	972,748	901,600	71,148
8096 In Lieu of Property Taxes	-	61,684	123,368	82,245	83,041	83,041	83,041	83,041	183,501	91,751	91,751	91,751	80,726	1,138,942	1,065,856	73,086
	2,275,126	2,336,810	4,438,108	4,177,472	4,206,638	4,206,638	4,449,825	5,212,583	5,313,043	5,488,153	5,221,292	5,221,292	334,938	52,881,918	45,689,297	7,192,621

Federal Revenue

8181 Special Education - Entitlement	-	-	-	-	47,662	47,662	47,662	88,741	88,741	88,741	88,741	88,741	-	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	-	-
8296 Other Federal Revenue	-	-	-	262,252	-	-	746,894	-	-	746,894	-	-	1,231,537	2,987,577	2,512,045	475,532
	-	-	-	262,252	47,662	598,393	794,556	88,741	88,741	835,635	88,741	105,238	1,415,114	4,325,071	3,803,810	521,261

Other State Revenue

8311 State Special Education	173,277	173,277	311,898	312,764	312,660	312,660	312,660	387,896	387,896	387,896	387,896	387,896	0	3,848,677	3,527,059	321,618
8550 Mandated Cost	-	-	-	-	-	100,137	-	-	-	-	-	-	-	100,137	100,137	-
8560 State Lottery	-	-	-	-	-	-	260,122	-	-	260,122	-	-	632,462	1,152,706	1,027,824	124,882
8598 Prior Year Revenue	-	-	-	25,168	-	-	-	-	-	-	-	-	-	25,168	-	25,168
8599 Other State Revenue	-	21,952	173,191	32,989	21,887	21,887	21,887	21,887	21,887	21,887	21,887	21,887	54,164	457,391	377,651	79,740
	173,277	195,229	485,089	370,921	334,547	434,684	594,670	409,783	409,783	669,905	409,783	409,783	686,626	5,584,079	5,032,671	551,408

Other Local Revenue

8660 Interest Revenue	-	3,629	-	3,410	-	-	-	-	-	-	-	-	-	7,039	-	7,039
8699 School Fundraising	-	4,375	781	1,633	-	-	-	-	-	-	-	-	-	7,888	-	6,788
8980 Contributions, Unrestricted	13,846	35,000	37	-	-	-	-	-	-	-	-	-	-	48,883	-	48,883
	13,846	43,004	818	5,043	-	-	-	-	-	-	-	-	-	62,711	-	62,711

Total Revenue

	2,462,249	2,575,043	4,924,015	4,815,688	4,588,847	5,239,715	5,839,051	5,711,106	5,811,566	6,993,693	5,719,816	5,736,313	2,436,677	62,853,779	54,525,778	8,328,001
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Expenses

Certificated Salaries

1100 Teachers' Salaries	269,331	1,333,201	1,356,034	1,385,694	1,375,114	1,375,114	1,375,114	1,375,114	1,375,114	1,375,114	1,375,114	742,049	-	14,712,104	14,649,264	(62,840)
1175 Teachers' Extra Duty/Stipends	39,908	264,157	254,635	222,128	222,363	222,363	222,363	222,363	222,363	222,363	222,363	222,363	1,500,046	4,059,778	2,108,721	(1,951,058)
1200 Pupil Support Salaries	38,492	130,570	133,085	155,925	150,987	150,987	150,987	150,987	150,987	150,987	150,987	75,494	-	1,590,478	1,596,983	6,505
1300 Administrators' Salaries	192,537	202,344	195,044	194,594	196,432	196,432	196,432	196,432	196,432	196,432	196,432	196,432	-	2,355,979	2,208,835	(147,144)
1900 Other Certificated Salaries	17,399	94,243	95,720	98,439	98,104	98,104	98,104	98,104	98,104	98,104	98,104	41,552	-	1,034,083	878,989	(155,095)
	557,667	2,024,514	2,034,518	2,056,780	2,043,001	2,043,001	2,043,001	2,043,001	2,043,001	2,043,001	2,043,001	1,277,890	1,500,046	23,752,423	21,442,791	(2,309,631)

Classified Salaries

2100 Instructional Salaries	8,424	29,036	28,050	26,704	38,479	38,479	38,479	38,479	38,479	38,479	38,479	26,116	-	387,684	380,861	(6,823)
2200 Support Salaries	92,380	126,899	108,223	107,418	116,793	116,793	116,793	116,793	116,793	116,793	116,793	114,533	-	1,367,004	1,228,515	(138,489)
2300 Classified Administrators'	46,187	38,035	34,710	43,766	42,759	42,759	42,759	42,759	42,759	42,759	42,759	42,759	-	504,769	493,370	(11,399)
2400 Clerical and Office Staff Salaries	115,744	131,798	127,415	122,957	125,309	125,309	125,309	125,309	125,309	125,309	125,309	125,309	-	1,500,385	1,347,707	(152,678)
2900 Other Classified Salaries	19,852	21,714	20,780	19,885	20,264	20,264	20,264	20,264	20,264	20,264	20,264	20,264	-	244,345	158,452	(85,893)
	282,587	347,483	319,178	320,730	343,604	343,604	343,604	343,604	343,604	343,604	343,604	328,981	-	4,004,186	3,608,905	(395,281)

Benefits

3101 STRS	103,974	375,142	373,257	268,447	389,894	389,894	389,894	389,894	389,894	389,894	389,894	243,877	120,004	4,213,957	4,095,573	(118,384)
3301 OASDI	16,543	20,817	19,260	19,096	21,430	21,430	21,430	21,430	21,430	21,430	21,430	20,518	-	246,245	223,572	(22,492)
3311 Medicare	11,672	33,408	33,178	33,378	34,613	34,613	34,613	34,613	34,613	34,613	34,613	23,305	-	377,232	363,250	(13,983)
3401 Health and Welfare	466,053	193,984	218,108	241,370	266,667	266,667	266,667	266,667	266,667	266,667	266,667	266,667	-	3,252,848	3,170,000	(82,848)
3501 State Unemployment	1,305	5,634	3,154	56	9,163	9,163	45,815	36,652	18,326	9,163	9,163	1,305	-	148,899	156,800	7,901
3601 Workers' Compensation	12,653	19,607	34,199	15,063	33,420	33,420	33,420	33,420	33,420	33,420	33,420	12,653	-	328,111	350,724	22,613
3901 Other Benefits	-	-	-	390,951	-	-	-	-	-	-	-	-	-	390,951	252,623	(138,328)
	612,200	648,592	681,155	968,361	755,186	755,186	791,838	782,675	764,349	755,186	755,186	568,325	120,004	8,958,243	8,612,722	(345,521)

Books and Supplies

4100 Textbooks and Core Materials	27,675	15,398	501	4,648	1,267	1,267	1,267	1,267	1,267	1,267	1,267	1,267	-	58,355	14,100	(44,255)
4302 School Supplies	104,847	691,276	538,920	295,658	236,105	283,222	292,578	309,645	1,360,082	1,134,017	1,008,274	1,117,137	-	7,371,760	6,385,698	(986,062)
4305 Software	365,074	311,947	72,262	129,292	76,208	76,208	76,208	76,208	76,208	76,208	76,208	76,208	-	1,488,242	847,600	(640,642)
4310 Office Expense	12,547	17,566	4,933	5,436	10,508	10,508	10,508	10,508	10,508	10,508	10,508	10,508	-	124,549	118,000	(6,549)
4311 Business Meals	-	-	-	-	50	50	50	50	50	50	50	50	-	400	600	200
4400 Noncapitalized Equipment	-	1,449	24,540	57,011	56,723	68,043	70,291	74,391	326,755	272,443	242,234	268,388	-	1,462,268	1,266,672	(195,596)
	510,143	1,037,637	641,156	492,044	380,861	439,298	450,902	472,069	1,774,870	1,494,493	1,338,541	1,473,559	-	10,505,574	8,632,671	(1,872,903)

Pacific Coast Academy

Monthly Cash Flow/Forecast FY22-23

Revised 11/30/2022

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	153,376	213,226	213,226	213,226	213,226	213,226	213,226	213,226	213,226	-	1,922,364	2,272,700	350,336
5105 Security	-	-	652	125	100	100	100	100	100	100	100	100	-	1,577	1,100	(477)
5106 Other Educational Consultants	3,983	60,742	978,562	710,338	134,641	161,510	166,846	176,578	775,602	646,686	574,980	637,060	-	5,027,529	4,355,036	(672,493)
	4,176	108,674	994,269	863,838	347,967	374,837	380,172	389,904	988,928	860,012	788,306	850,386	-	6,951,470	6,628,836	(322,634)
Operations and Housekeeping																
5201 Auto and Travel	108	3,734	5,240	10,609	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	-	45,291	35,600	(9,691)
5300 Dues & Memberships	770	2,231	1,102	11,020	2,067	2,067	2,067	2,067	2,067	2,067	2,067	2,067	-	31,656	23,000	(8,656)
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	1,287	1,392	1,392	1,392	1,392	1,392	1,392	1,392	1,392	-	17,182	15,500	(1,682)
5900 Communications	3,752	1,878	251	844	1,642	1,642	1,642	1,642	1,642	1,642	1,642	1,642	-	19,858	18,200	(1,658)
5901 Postage and Shipping	485	4,115	1,110	1,919	1,792	1,792	1,792	1,792	1,792	1,792	1,792	1,792	-	21,962	19,900	(2,062)
	38,133	54,711	48,326	64,986	49,399	49,399	49,399	49,399	49,399	49,399	49,399	49,399	-	601,345	498,400	(102,945)
Facilities, Repairs and Other Leases																
5601 Rent	33,653	35,266	697	35,513	33,025	33,025	33,025	33,025	33,025	33,025	33,025	33,025	-	369,328	367,300	(2,028)
5604 Other Leases	-	1,200	-	125	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	-	10,925	13,400	2,475
5610 Repairs and Maintenance	-	-	857	149	150	150	150	150	150	150	150	150	-	2,206	1,700	(506)
	33,653	36,466	1,554	35,787	34,375	34,375	34,375	34,375	34,375	34,375	34,375	34,375	-	382,459	382,400	(59)
Professional/Consulting Services																
5801 IT	2,982	338	30	768	14,208	14,208	14,208	14,208	14,208	14,208	14,208	14,208	-	117,785	158,000	40,215
5802 Audit & Taxes	-	-	-	-	3,167	3,167	-	-	-	-	-	-	-	6,333	8,800	2,467
5803 Legal	345	5,181	1,943	3,523	19,025	19,025	19,025	19,025	19,025	19,025	19,025	19,025	-	163,191	211,600	48,409
5804 Professional Development	4,541	11,317	2,490	19,603	6,308	6,308	6,308	6,308	6,308	6,308	6,308	6,308	-	88,418	70,100	(18,318)
5805 General Consulting	95	-	340	1,725	1,267	1,267	1,267	1,267	1,267	1,267	1,267	1,267	-	12,293	14,000	1,707
5806 Special Activities/Field Trips	6,682	13,394	35,213	39,154	4,122	4,945	5,108	5,406	23,747	19,800	17,605	19,505	-	194,683	168,641	(26,041)
5807 Bank Charges	-	-	-	-	1,783	1,783	1,783	1,783	1,783	1,783	1,783	1,783	-	14,267	19,800	5,533
5808 Printing	-	-	-	-	150	150	150	150	150	150	150	150	-	1,200	1,700	500
5809 Other taxes and fees	3	1,994	946	2,259	2,950	2,950	2,950	2,950	2,950	2,950	2,950	2,950	-	28,803	32,800	3,997
5810 Payroll Service Fee	4,480	4,480	4,480	4,480	3,392	3,392	3,392	3,392	3,392	3,392	3,392	3,392	-	45,053	37,700	(7,353)
5811 Management Fee	79,517	79,517	84,328	84,328	91,662	91,662	91,662	91,662	91,662	91,662	91,662	91,662	-	1,060,984	954,201	(106,783)
5812 District Oversight Fee	22,751	23,368	44,381	41,775	42,066	42,066	44,498	52,126	53,130	54,882	52,213	52,213	3,349	528,819	456,893	(71,926)
5813 County Fees	-	-	-	-	-	-	525	-	-	525	-	-	525	1,575	1,900	325
5815 Public Relations/Recruitment	-	-	-	-	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	-	13,333	20,000	6,667
	121,396	139,589	174,150	197,615	191,767	192,590	192,543	199,944	219,289	217,618	212,229	214,130	3,874	2,276,737	2,156,135	(120,601)
Depreciation																
6900 Depreciation Expense	491	491	491	491	2,857	2,857	2,857	2,857	2,857	2,857	2,857	2,857	-	24,821	34,286	9,464
	491	491	491	491	2,857	2,857	2,857	2,857	2,857	2,857	2,857	2,857	-	24,821	34,286	9,464
Interest																
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	2,160,446	4,398,157	4,894,796	5,000,633	4,149,018	4,235,146	4,288,691	4,317,828	6,220,673	5,800,545	5,567,498	4,799,902	1,623,924	57,457,258	51,997,146	(5,460,112)
Monthly Surplus (Deficit)	301,803	(1,823,114)	29,218	(184,945)	439,830	1,004,568	1,550,359	1,393,278	(409,106)	1,193,148	152,318	936,411	812,753	5,396,521	2,528,632	2,867,889

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

Revised 11/30/2022

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	Annual Forecast
Monthly Surplus (Deficit)	301,803	(1,823,114)	29,218	(184,945)	439,830	1,004,568	1,550,359	1,393,278	(409,106)	1,193,148	152,318	936,411	812,753	5,396,521
Cash flows from operating activities														
Depreciation/Amortization	491	491	491	491	2,857	2,857	2,857	2,857	2,857	2,857	2,857	2,857	-	24,821
Public Funding Receivables	15,206	(61,684)	349,007	327,310	-	-	1,206,327	-	-	-	-	-	(2,436,677)	(600,510)
Grants and Contributions Rec.	192,803	(472)	422	50	-	-	-	-	-	-	-	-	-	192,803
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Prepaid Expenses	458,095	(246,677)	165,189	212,973	-	-	-	-	-	-	-	-	-	589,580
Other Assets	-	1,230	5,400	-	-	-	-	-	-	-	-	-	-	6,630
Accounts Payable	(309,697)	79,102	(8,615)	(108,876)	-	-	-	-	-	-	-	-	1,623,924	1,275,838
Accrued Expenses	(49,312)	1,170,861	(83,026)	90,951	-	-	-	-	-	-	-	-	-	1,129,474
Deferred Revenue	16,056	1,722	103	(149,459)	-	-	-	-	-	-	-	-	-	(131,578)
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	188,495	442,687	1,007,426	2,759,543	1,396,135	(406,249)	1,196,005	155,175	939,268		
Cash, Beginning of Month	9,002,988	9,628,434	8,749,892	9,208,082	9,396,577	9,839,264	10,846,689	13,606,233	15,002,368	14,596,119	15,792,124	15,947,299		
Cash, End of Month	9,628,434	8,749,892	9,208,082	9,396,577	9,839,264	10,846,689	13,606,233	15,002,368	14,596,119	15,792,124	15,947,299	16,886,567		

Original Budget Total	Favorable / (Unfav.)
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Cert.	Instr.
49.0%	79.0%
5,630,453	(606,622)

Pupil:Teacher Ratio
21.33 :1

Pacific Coast Academy**Budget vs Actual**

For the period ended October 31, 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	\$ 12,740,706	\$ 11,922,347	\$ 818,359	\$ 43,721,841
Education Protection Account	-	225,400	(225,400)	219,513	225,400	(5,887)	901,600
In Lieu of Property Taxes	82,245	83,041	(796)	267,297	269,884	(2,587)	1,065,856
Total State Aid - Revenue Limit	4,177,472	4,140,624	36,848	13,227,516	12,417,631	809,885	45,689,297
Federal Revenue							
Special Education - Entitlement	-	47,415	(47,415)	-	147,512	(147,512)	540,960
Title I, Part A - Basic Low Income	-	-	-	-	156,827	(156,827)	627,306
Title II, Part A - Teacher Quality	-	-	-	-	26,751	(26,751)	107,002
Title III - Limited English	-	-	-	-	-	-	16,497
Other Federal Revenue	262,252	-	262,252	262,252	628,011	(365,759)	2,512,045
Total Federal Revenue	262,252	47,415	214,837	262,252	959,101	(696,849)	3,803,810
Other State Revenue							
State Special Education	312,764	309,144	3,620	971,216	961,781	9,435	3,527,059
Mandated Cost	-	-	-	-	-	-	100,137
State Lottery	-	-	-	-	-	-	1,027,824
Prior Year Revenue	25,168	-	25,168	25,168	-	25,168	-
Other State Revenue	32,989	-	32,989	228,132	-	228,132	377,651
Total Other State Revenue	370,921	309,144	61,777	1,224,516	961,781	262,735	5,032,671
Other Local Revenue							-
Interest Revenue	3,410	-	3,410	7,039	-	7,039	-
School Fundraising	1,633	-	1,633	6,788	-	6,788	-
Contributions, Unrestricted	-	-	-	48,883	-	48,883	-
Total Other Local Revenue	5,043	-	5,043	62,711	-	62,711	-
Total Revenues	\$ 4,815,688	\$ 4,497,183	\$ 318,505	\$ 14,776,995	\$ 14,338,513	\$ 438,482	\$ 54,525,778
Expenses							
Certificated Salaries							
Teachers' Salaries	\$ 1,385,694	\$ 1,322,225	\$ (63,469)	\$ 4,344,259	\$ 4,071,467	\$ (272,793)	\$ 14,649,264
Teachers' Extra Duty/Stipends	222,128	175,727	(46,401)	780,827	702,907	(77,921)	2,108,721
Pupil Support Salaries	155,925	145,180	(10,745)	458,072	435,541	(22,531)	1,596,983
Administrators' Salaries	194,594	184,070	(10,525)	784,520	736,278	(48,241)	2,208,835
Other Certificated Salaries	98,439	79,908	(18,531)	305,801	239,724	(66,076)	878,989
Total Certificated Salaries	2,056,780	1,907,109	(149,671)	6,673,479	6,185,917	(487,563)	21,442,791
Classified Salaries							
Instructional Salaries	26,704	33,515	6,811	92,215	112,738	20,523	380,861
Support Salaries	107,418	102,706	(4,713)	434,921	406,871	(28,050)	1,228,515
Supervisors' and Administrators' Salaries	43,766	41,114	(2,652)	162,699	164,457	1,758	493,370
Clerical and Office Staff Salaries	122,957	112,309	(10,648)	497,913	449,236	(48,678)	1,347,707
Other Classified Salaries	19,885	13,204	(6,681)	82,230	52,817	(29,413)	158,452
Total Classified Salaries	320,730	302,848	(17,882)	1,269,979	1,186,118	(83,860)	3,608,905
Benefits							
State Teachers' Retirement System, certificated	268,447	364,258	95,810	1,120,821	1,181,510	60,689	4,095,573
OASDI/Medicare/Alternative, certificated positions	19,096	18,777	(319)	75,715	73,539	(2,176)	223,752
Medicare/Alternative, certificated positions	33,378	32,044	(1,334)	111,636	106,895	(4,741)	363,250
Health and Welfare Benefits, certificated positions	241,370	264,167	22,797	1,119,514	1,056,667	(62,848)	3,170,000
State Unemployment Insurance, certificated positions	56	7,840	7,784	10,149	31,360	21,211	156,800
Workers' Compensation Insurance, certificated positions	15,063	30,939	15,876	81,521	103,209	21,687	350,724
Other Benefits, certificated positions	390,951	22,285	(368,666)	390,951	74,340	(316,611)	252,623
Total Benefits	968,361	740,310	(228,051)	2,910,307	2,627,519	(282,788)	8,612,722
Books & Supplies							
Textbooks and Core Materials	4,648	1,175	(3,473)	48,221	4,700	(43,521)	14,100
School Supplies	295,658	236,799	(58,859)	1,630,701	1,468,069	(162,632)	6,385,698
Software	129,292	70,633	(58,658)	878,575	282,533	(596,042)	847,600
Office Expense	5,436	9,833	4,397	40,482	39,333	(1,149)	118,000
Business Meals	-	50	50	-	200	200	600
Noncapitalized Equipment	57,011	46,972	(10,039)	83,001	291,207	208,207	1,266,672
Total Books & Supplies	492,044	365,462	(126,582)	2,680,980	2,086,043	(594,937)	8,632,671
Subagreement Services							
Special Education	153,376	189,392	36,016	216,556	757,567	541,011	2,272,700
Security	125	92	(33)	777	367	(410)	1,100
Other Educational Consultants	710,338	161,496	(548,841)	1,753,625	1,001,221	(752,404)	4,355,036

Pacific Coast Academy**Budget vs Actual**

For the period ended October 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Total Subagreement Services	863,838	350,980	(512,859)	1,970,957	1,759,154	(211,803)	6,628,836
Operations & Housekeeping							
Auto and Travel	10,609	2,967	(7,643)	19,691	11,867	(7,825)	35,600
Dues & Memberships	11,020	1,917	(9,103)	15,123	7,667	(7,456)	23,000
Insurance	39,307	32,183	(7,124)	150,939	128,733	(22,206)	386,200
Utilities	1,287	1,292	5	6,049	5,167	(882)	15,500
Communications	844	1,517	673	6,725	6,067	(658)	18,200
Postage and Shipping	1,919	1,658	(261)	7,629	6,633	(996)	19,900
Total Operations & Housekeeping	64,986	41,533	(23,453)	206,156	166,133	(40,023)	498,400
Facilities, Repairs & Other Leases							
Rent	35,513	30,608	(4,904)	105,128	122,433	17,306	367,300
Other Leases	125	1,117	992	1,325	4,467	3,142	13,400
Repairs and Maintenance	149	142	(7)	1,006	567	(439)	1,700
Total Facilities, Repairs & Other Leases	35,787	31,867	(3,920)	107,459	127,467	20,008	382,400
Professional/Consulting Services							
IT	768	13,167	12,399	4,118	52,667	48,549	158,000
Audit & Taxes	-	2,933	2,933	-	2,933	2,933	8,800
Legal	3,523	17,633	14,110	10,991	70,533	59,542	211,600
Professional Development	19,603	5,842	(13,761)	37,951	23,367	(14,585)	70,100
General Consulting	1,725	1,167	(558)	2,159	4,667	2,507	14,000
Special Activities/Field Trips	39,154	6,254	(32,901)	94,443	38,771	(55,672)	168,641
Bank Charges	-	1,650	1,650	-	6,600	6,600	19,800
Printing	-	142	142	-	567	567	1,700
Other Taxes and Fees	2,259	2,733	474	5,203	10,933	5,730	32,800
Payroll Service Fee	4,480	3,142	(1,338)	17,920	12,567	(5,353)	37,700
Management Fee	84,328	79,517	(4,811)	327,690	318,067	(9,623)	954,201
District Oversight Fee	41,775	41,406	(368)	132,275	124,176	(8,099)	456,893
County Fees	-	475	475	-	475	475	1,900
Public Relations/Recruitment	-	1,667	1,667	-	6,667	6,667	20,000
Total Professional/Consulting Services	197,615	177,727	(19,888)	632,751	672,989	40,238	2,156,136
Depreciation							
Depreciation Expense	491	2,857	2,366	1,964	11,429	9,464	34,286
Total Depreciation	491	2,857	2,366	1,964	11,429	9,464	34,286
Total Expenses	\$ 5,000,633	\$ 3,920,693	\$ (1,079,939)	\$ 16,454,032	\$ 14,822,769	\$ (1,631,263)	\$ 51,997,146
Change in Net Assets	(184,945)	576,489	(761,434)	(1,677,038)	(484,256)	(1,192,781)	2,528,632
Net Assets, Beginning of Period	7,414,615			8,906,708			
Net Assets, End of Period	\$ 7,229,670			\$ 7,229,670			

Pacific Coast Academy**Statement of Financial Position**

October 31, 2022

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Unrestricted Cash	\$ 7,952,709	\$ 9,002,988	\$ (1,050,279)	\$ (0)
Restricted Cash	1,443,868	-	1,443,868	0%
Total Cash & Cash Equivalents	9,396,577	9,002,988	393,589	4%
Accounts Receivable	-	192,803	(192,803)	-100%
Public Funding Receivables	1,621,642	2,251,481	(629,840)	-28%
Prepaid Expenses	385,336	974,916	(589,580)	-60%
Total Current Assets	11,403,555	12,422,188	(1,018,633)	-8%
Long-Term Assets				
Property & Equipment, Net	44,195	46,159	(1,964)	-4%
Deposits	999	7,629	(6,630)	-87%
Total Long Term Assets	45,194	53,788	(8,594)	-16%
Total Assets	\$ 11,448,749	\$ 12,475,976	\$ (1,027,227)	-8%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 640,300	\$ 988,386	\$ (348,086)	-35%
Accrued Liabilities	2,134,910	1,005,435	1,129,474	112%
Deferred Revenue	1,443,868	1,575,447	(131,578)	-8%
Total Current Liabilities	4,219,078	3,569,268	649,810	18%
Total Liabilities	4,219,078	3,569,268	649,810	18%
Total Net Assets	7,229,670	8,906,708	(1,677,038)	-19%
Total Liabilities and Net Assets	\$ 11,448,749	\$ 12,475,976	\$ (1,027,227)	-8%

Pacific Coast Academy

Statement of Cash Flows

For the period ended October 31, 2022

	Month Ended 10/31/22	YTD Ended 10/31/22
Cash Flows from Operating Activities		
Change in Net Assets	\$ (184,945)	\$ (1,677,038)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	491	1,964
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	327,310	629,840
Grants, Contributions & Pledges Receivable	50	192,803
Prepaid Expenses	212,973	589,580
Other Assets	-	6,630
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(108,876)	(348,086)
Accrued Expenses	90,951	1,129,474
Deferred Revenue	(149,459)	(131,578)
Total Cash Flows from Operating Activities	188,495	393,589
Change in Cash & Cash Equivalents	188,495	393,589
Cash & Cash Equivalents, Beginning of Period	9,208,082	9,002,988
Cash and Cash Equivalents, End of Period	\$ 9,396,577	\$ 9,396,577

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

Check Number	Vendor Name	Check Date	Check Amount
23126	Voya Financial FBO CalSTRS Pension2	10/4/2022	\$ 424,327.58
23127	ACES	10/4/2022	2,850.00
23128	Al Zamora	10/4/2022	897.00
23129	Alliance Jiu Jitsu San Diego	10/4/2022	525.00
23130	Amanda Gifford	10/4/2022	200.00
23131	Amber E Schreckengaust	10/4/2022	32,835.00
23132	Apple Inc	10/4/2022	99.00
23133	ASC - Orange County	10/4/2022	3,817.50
23134	Barbara Mulvany	10/4/2022	40.00
23135	Benjamin Fung	10/4/2022	85.00
23136	Bitsbox	10/4/2022	299.95
23137	BookShark	10/4/2022	308.68
23138	Cadence Dance Project Inc	10/4/2022	58.00
23139	California Music Lessons	10/4/2022	185.00
23140	Caroline Murphy	10/4/2022	340.00
23141	Champion Gymnastics	10/4/2022	926.00
23142	ConvergeOne, Inc.	10/4/2022	8,856.00
23143	Cortica Behavioral Health, Inc	10/4/2022	200.00
23144	Creating A Masterpiece LLC	10/4/2022	99.00
23145	Delta Dental Insurance Company	10/4/2022	2,312.63
23146	Delta Dental of California	10/4/2022	11,943.80
23147	Elizabeth Blackmore	10/4/2022	35,279.00
23148	Confidential	10/4/2022	10.00
23149	Confidential	10/4/2022	117.96
23150	Encinitas Karate INC	10/4/2022	169.00
23151	Evan-Moor	10/4/2022	48.45
23152	Fagen Friedman & Fulfroost LLP	10/4/2022	1,455.00
23153	Fidelity Security Life Insurance Co.	10/4/2022	4,846.86
23154	HBCO LLC	10/4/2022	144.00
23155	Home Science Tools	10/4/2022	234.98
23156	Image IV Systems	10/4/2022	321.44
23157	Confidential	10/4/2022	10.00
23158	Confidential	10/4/2022	189.21
23159	Jessica Ackermann	10/4/2022	85.00
23160	JKWInnovations	10/4/2022	24,203.00
23161	K12 Management DBA FuelEd	10/4/2022	3,100.00
23162	Lakeshore	10/4/2022	193.91
23163	Le Cirque, Inc.	10/4/2022	130.00
23164	Learning A-Z	10/4/2022	128.00
23165	Learning Journeys Forum	10/4/2022	450.00
23166	Learning Without Tears	10/4/2022	3.99

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

Check Number	Vendor Name	Check Date	Check Amount
23167	Linda Hamby	10/4/2022	2,700.00
23168	Linda Turner	10/4/2022	204.71
23169	MEL Science U.S., LLC	10/4/2022	338.44
23170	Mystery Science Inc.	10/4/2022	79.00
23171	Mystic Equine	10/4/2022	625.00
23172	Natalie Braun	10/4/2022	305.00
23173	Nicole the Math Lady, LLC.	10/4/2022	415.00
23174	Noonan Family Swim School, Inc	10/4/2022	258.75
23175	Oceanside Gymnastics	10/4/2022	330.00
23176	ODP Business Solutions LLC	10/4/2022	195.32
23177	Riverside County Office of Education	10/4/2022	200.00
23178	San Diego Center for Vision Care - Optometry, P.C.	10/4/2022	840.00
23179	San Diego County Office of Education	10/4/2022	825.00
23180	San Diego Danceworks	10/4/2022	634.00
23181	Sarah Lowery Piano Studio	10/4/2022	110.00
23182	Savvas Learning Company LLC	10/4/2022	40.21
23183	SHI International Corp	10/4/2022	7,750.00
23184	Simply Coding	10/4/2022	29.95
23185	Singapore Math Inc.	10/4/2022	1,348.75
23186	Small Talk OC	10/4/2022	840.00
23187	SmallTalk Pediatric Therapy	10/4/2022	248.00
23188	Specialized Therapy Services, Inc.	10/4/2022	3,768.75
23189	Teaching Textbooks	10/4/2022	317.20
23190	Terra Arts Foundation	10/4/2022	5,266.58
23191	The Music Factory LLC	10/4/2022	169.00
23192	The San Diego Music and Art Cooperative	10/4/2022	860.00
23193	Transamerica	10/4/2022	4,394.72
23194	Wagner's School of Music, LLC	10/4/2022	1,392.05
23195	Hollywood Music	10/4/2022	67.50
23196	Kim Turner	10/4/2022	350.00
23197	Legion American Jiu-Jitsu, LLC	10/4/2022	1,149.00
23198	Melissa Kim Gill	10/4/2022	85.00
23199	Rachel Fitzgerald	10/4/2022	2,800.00
23200	Rebecca Droigk	10/4/2022	600.00
23201	Robin Dixon	10/4/2022	440.00
23202	Rose Arevalo	10/4/2022	85.00
23203	Rubke-Foxworth Music Studio	10/4/2022	180.00
23204	Seven Spears Martial Arts Academy	10/4/2022	169.00
23205	Total Vision PC, Inc.	10/4/2022	570.00
23206	VIP School of Music	10/4/2022	420.00
23207	Gracie Jiu Jitsu San Marcos LLC	10/10/2022	Void
23208	Noonan Family Swim School, Inc	10/10/2022	1,071.00

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

Check Number	Vendor Name	Check Date	Check Amount
23209	Greene Music Education Center	10/11/2022	207.00
23210	Cal STRS	10/12/2022	5,957.34
23211	Shuebox Educational Services- Rebecca Shue	10/13/2022	375.00
23212	Voya Financial FBO CalSTRS Pension2	10/13/2022	35,141.50
23213	Confidential	10/13/2022	220.00
23214	Amaris Kiefner	10/13/2022	125.00
23215	Anchor Counseling & Education Solutions, LLC	10/13/2022	1,361.25
23216	Angela Aymin	10/13/2022	25,350.00
23217	Archery Champs	10/13/2022	1,070.00
23218	ASU Preparatory Academy	10/13/2022	375.00
23219	Barbara Mulvany	10/13/2022	40.00
23220	Beautiful Feet Books, Inc.	10/13/2022	339.15
23223	BookShark	10/13/2022	20,213.68
23224	Boutwell Fay LLP	10/13/2022	427.50
23225	Brave Writer, LLC	10/13/2022	239.00
23226	Burned Oak Farm LLC	10/13/2022	1,000.00
23227	California Music Lessons	10/13/2022	60.00
23228	Caroline Murphy	10/13/2022	138.00
23229	Danielle MacAdams	10/13/2022	45.75
23230	Drama Kids Intl. Temecula Valley	10/13/2022	558.00
23231	eLuma	10/13/2022	4,708.33
23232	Evan-Moor	10/13/2022	565.86
23233	Follett Content Solutions,LLC	10/13/2022	9,920.46
23234	Gail Shafer	10/13/2022	240.00
23235	Greene Music Education Center	10/13/2022	139.89
23236	Hannah Clements	10/13/2022	10.00
23237	Hollywood Music	10/13/2022	175.00
23238	Home Science Tools	10/13/2022	543.14
23239	Imagine Learning LLC	10/13/2022	2,475.00
23240	JackKris Publishing, LLC	10/13/2022	41.39
23241	Jeniece Harris	10/13/2022	235.00
23242	Jerry DeMink	10/13/2022	465.00
23243	Judlyn Weesner	10/13/2022	1,630.00
23244	Kaser Arts	10/13/2022	3,236.00
23245	Kathryn M Whelan	10/13/2022	980.00
23246	Kelly Hilton	10/13/2022	4,550.00
23247	Kidwings Nature School	10/13/2022	500.00
23248	Kitchen Stewardship, LLC	10/13/2022	249.90
23249	LaChrisha Randle	10/13/2022	8,427.00
23250	Lakeshore	10/13/2022	794.62
23251	Lanterns Global	10/13/2022	3,400.00
23252	Leaps & Bounds Pediatric Therapy	10/13/2022	125.00

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Check Register

For the period ended October 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
23253	Learning A-Z	10/13/2022	6,035.00
23254	Learning Without Tears	10/13/2022	28.52
23255	Little Passports	10/13/2022	361.40
23256	Lori Sandground	10/13/2022	416.00
23257	McGraw Hill LLC	10/13/2022	739.80
23258	MEL Science U.S., LLC	10/13/2022	715.03
23259	Mercurius	10/13/2022	422.69
23260	Michael Dvoskin	10/13/2022	140.00
23261	Michael Kiyoshi Lim	10/13/2022	250.00
23262	Mikala Aragon	10/13/2022	1,385.00
23263	Mojalet Dance Collective	10/13/2022	1,130.00
23264	Murrieta Academy of Music	10/13/2022	608.00
23265	MusiKey	10/13/2022	625.00
23266	Nicole the Math Lady, LLC.	10/13/2022	59.00
23267	Oak Meadow Inc	10/13/2022	1,652.77
23268	Outschool, Inc.	10/13/2022	55.00
23269	Outside the Box Creation	10/13/2022	293.64
23270	Oxford Consulting Services	10/13/2022	517.00
23271	Peter and Sherri Mellos	10/13/2022	7,284.91
23272	Playground Players Productions	10/13/2022	235.00
23273	Professional Tutors of America	10/13/2022	1,015.00
23274	Rachel Fitzgerald	10/13/2022	2,100.00
23275	Confidential	10/13/2022	115.38
23276	Redline Athletics 4S Ranch	10/13/2022	2,444.94
23277	Reshma Solbach	10/13/2022	2,570.00
23283	Rock Creek Enrichment Center	10/13/2022	107,739.71
23284	Confidential	10/13/2022	291.38
23285	San Diego Center for Vision Care - Optometry, P.C.	10/13/2022	510.00
23286	Savvas Learning Company LLC	10/13/2022	616.21
23287	Scholastic Inc	10/13/2022	104.39
23288	Sebesta's Rocking K Ranch	10/13/2022	130.00
23289	Seven Spears Martial Arts Academy	10/13/2022	507.00
23290	SHI International Corp	10/13/2022	53,339.56
23291	Singapore Math Inc.	10/13/2022	615.51
23292	SmallTalk Pediatric Therapy	10/13/2022	4,402.00
23293	Sonya Rosenberg	10/13/2022	135.00
23294	Southern California Music Academy	10/13/2022	148.00
23296	Studies Weekly	10/13/2022	1,762.48
23297	Susan Harris	10/13/2022	1,180.00
23298	TalkBox.Mom	10/13/2022	354.50
23299	Teaching Textbooks	10/13/2022	86.16
23300	Temecula Clay	10/13/2022	25.00

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

Check Number	Vendor Name	Check Date	Check Amount
23301	Toni Brooks	10/13/2022	22,140.00
23302	Total Education Solutions	10/13/2022	989.00
23303	Total Vision PC, Inc.	10/13/2022	380.00
23304	West Coast Krav Maga Temecula	10/13/2022	767.00
23305	Whitebrook Farm	10/13/2022	280.00
23306	Academy of Wrestling, Inc.	10/20/2022	350.00
23307	Agility Kids, LLC	10/20/2022	1,353.00
23308	Al Zamora	10/20/2022	897.00
23309	Alex Nguyen	10/20/2022	1,665.00
23310	Alliance Jiu Jitsu San Diego	10/20/2022	1,118.00
23311	Amanda Gifford	10/20/2022	200.00
23312	Apex School of Movement San Diego	10/20/2022	5,012.00
23313	Apple Inc	10/20/2022	49.00
23314	April Lipsky	10/20/2022	344.00
23315	Apt 4 Music	10/20/2022	1,061.80
23316	Archi Kapoor	10/20/2022	259.00
23317	Art Studio Pillar	10/20/2022	<u>100.00</u>
23318	ASC - Orange County	10/20/2022	4,036.25
23319	At Play Occupational Therapy Services Inc	10/20/2022	3,520.00
23320	Baby Swim Float Swim, LLC.	10/20/2022	250.00
23321	Barbara Ernst Ankele	10/20/2022	200.00
23322	Barbara Mulvany	10/20/2022	650.00
23323	Barum Jiu-Jitsu San Diego	10/20/2022	279.00
23324	Basir Ahad	10/20/2022	1,207.50
23325	Beautiful Feet Books, Inc.	10/20/2022	780.02
23326	Bigfoot Graphics	10/20/2022	99.00
23327	Bitsbox	10/20/2022	86.85
23328	Bonita Martial Arts Academy	10/20/2022	1,592.00
23333	BookShark	10/20/2022	32,030.34
23334	Brain Builders STEM Education	10/20/2022	1,152.00
23335	Building Wings LLC	10/20/2022	750.60
23336	Cadenza School of Music	10/20/2022	254.00
23337	Cameron Family YMCA	10/20/2022	2,839.00
23338	Caroline Murphy	10/20/2022	1,502.00
23339	Catherine Carella	10/20/2022	310.00
23340	Cengage Learning Inc	10/20/2022	242.70
23342	Champion Gymnastics	10/20/2022	4,682.20
23343	Champion Rhythmics	10/20/2022	680.00
23344	Cherie Peacock	10/20/2022	1,197.00
23345	City of Menifee	10/20/2022	35.00
23346	Clark Gracie Jiu-Jitsu Academy	10/20/2022	360.00
23347	CM School Supply	10/20/2022	42.39

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

Check Number	Vendor Name	Check Date	Check Amount
23348	Copley - Price Family YMCA	10/20/2022	1,069.00
23349	Costa Mesa Math Center LLC	10/20/2022	1,050.00
23350	Danica Prohaszka	10/20/2022	1,560.00
23351	Danielle Johnston	10/20/2022	284.75
23352	Deborah Smith	10/20/2022	250.00
23353	Deven Herman PE	10/20/2022	1,025.00
23354	Document Tracking Services	10/20/2022	379.62
23355	Dunamix Dance Project	10/20/2022	415.00
23356	East County Surf SC	10/20/2022	285.00
23357	Educational Development Corporation	10/20/2022	48.72
23358	eLuma	10/20/2022	4,708.33
23359	EMH Sports USA, Inc.	10/20/2022	1,628.00
23360	Emil Luxemburg	10/20/2022	495.00
23361	Endeavor Gymnastics	10/20/2022	290.00
23362	Evan-Moor	10/20/2022	180.74
23363	Family Karate	10/20/2022	450.00
23364	FastSpring	10/20/2022	2,634.50
23365	Final Strike Martial Arts	10/20/2022	165.00
23366	Floaties Swim School	10/20/2022	2,710.75
23367	Floaties Swim School	10/20/2022	3,211.00
23368	Frank Velasquez	10/20/2022	1,005.00
23369	Gabrina Owen	10/20/2022	480.00
23370	Gracie South Bay	10/20/2022	1,299.00
23371	Greenwave Surf	10/20/2022	280.00
23372	Gymninny Kids	10/20/2022	5,917.55
23373	HBCO LLC	10/20/2022	74.99
23374	HiGASFY Productions	10/20/2022	149.99
23375	Hollywood Music	10/20/2022	795.00
23376	Hollywood Music	10/20/2022	500.00
23377	Home Science Tools	10/20/2022	479.60
23378	Homeschool Enrichment Centers	10/20/2022	300.00
23379	Homeschool Enrichment Services LLC	10/20/2022	236.00
23380	Icetown	10/20/2022	214.00
23381	Icetown Carlsbad	10/20/2022	276.00
23382	If I Was A Bird Yoga	10/20/2022	728.25
23383	Image IV Systems	10/20/2022	328.76
23384	JackKris Publishing, LLC	10/20/2022	128.76
23385	Jennifer Neal	10/20/2022	180.00
23386	John Gibbs	10/20/2022	330.00
23387	Judlyn Weesner	10/20/2022	540.00
23388	Confidential	10/20/2022	105.00
23389	Kaigan Karate-Do	10/20/2022	330.00

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

Check Number	Vendor Name	Check Date	Check Amount
23390	Kari Behrendt	10/20/2022	801.00
23391	Karin Leonard	10/20/2022	985.00
23392	Kathryn M Whelan	10/20/2022	731.00
23393	Kenyon's Soo Bahk Do	10/20/2022	1,850.00
23394	Key Martial Arts	10/20/2022	972.00
23395	Kidwings Nature School	10/20/2022	1,540.00
23396	Kim Turner	10/20/2022	3,450.00
23397	Kristin Burer	10/20/2022	905.11
23398	LaChrisha Randle	10/20/2022	255.00
23399	Lakeshore	10/20/2022	150.65
23400	Laura Martinez	10/20/2022	350.00
23401	Le Cirque, Inc.	10/20/2022	260.00
23402	Learn to Rip	10/20/2022	1,080.00
23403	Learning Journeys Forum	10/20/2022	75.00
23404	Learning Without Tears	10/20/2022	16.17
23405	Linda Hamby	10/20/2022	5,100.00
23406	Little Passports	10/20/2022	726.16
23407	Lynne-Marie Friedrichs	10/20/2022	660.00
23408	Maestro Performance Products	10/20/2022	145.00
23409	Marcelle Stokes Caratti	10/20/2022	120.00
23410	Margaret Morghen	10/20/2022	2,320.00
23411	Mathnasium of Poway	10/20/2022	987.00
23412	McGrath Family YMCA	10/20/2022	934.00
23413	MEL Science U.S., LLC	10/20/2022	338.44
23414	Michael Dvoskin	10/20/2022	1,040.00
23415	Mike Slayen	10/20/2022	123.00
23416	Mojalet Dance Collective	10/20/2022	110.00
23417	MoxieBox Art, Inc.	10/20/2022	190.97
23418	Music Roots Piano Lessons	10/20/2022	120.00
23419	Music SD LLC	10/20/2022	120.00
23420	MusiKey	10/20/2022	380.00
23421	Mystery Science Inc.	10/20/2022	79.00
23422	Mystic Equine	10/20/2022	775.00
23423	Natalia U. Reswick	10/20/2022	220.00
23424	Noonan Family Swim School, Inc. - San Diego	10/20/2022	2,310.00
23425	Oak Meadow Inc	10/20/2022	1,335.42
23426	Oceanside Gymnastics	10/20/2022	3,158.36
23427	ODP Business Solutions LLC	10/20/2022	636.57
23428	Outliers Jiu Jitsu	10/20/2022	175.00
23429	Outschool, Inc.	10/20/2022	516.00
23430	Paul Ciolek	10/20/2022	120.00
23431	Playground Players Productions	10/20/2022	160.00

Pacific Coast Academy

Check Register

For the period ended October 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
23432	Portal Languages - Mission Viejo	10/20/2022	250.00
23433	Portal Languages - San Diego	10/20/2022	300.00
23434	Poway Executive Plaza, LLC	10/20/2022	27,734.25
23435	Preferred Interpreting Service, LLC	10/20/2022	1,425.63
23436	Premier Martial Arts	10/20/2022	199.00
23437	Rachel Bailey	10/20/2022	390.00
23438	Rachel Bertoch	10/20/2022	595.00
23439	Ramona Brazilian Jiu-Jitsu/ MMA	10/20/2022	2,660.00
23440	Rebecca Zimmer Huber	10/20/2022	520.00
23441	Riffs Music	10/20/2022	195.00
23442	Rock Creek Enrichment Center	10/20/2022	4,515.00
23443	Rubke-Foxworth Music Studio	10/20/2022	240.00
23444	Russian School of Mathematics	10/20/2022	252.00
23445	San Diego Center for Vision Care - Optometry, P.C.	10/20/2022	510.00
23446	San Diego Danceworks	10/20/2022	978.25
23447	San Diego Gas & Electric	10/20/2022	420.18
23448	San Diego Horse Rentals LLC	10/20/2022	250.00
23449	Sara Musick	10/20/2022	725.00
23450	Sarah Lowery Piano Studio	10/20/2022	220.00
23451	Savvas Learning Company LLC	10/20/2022	734.97
23452	SCEGA Gymnastics	10/20/2022	583.70
23453	Science 2 U	10/20/2022	1,092.50
23454	Selene Gomez	10/20/2022	480.00
23455	Seven Spears Martial Arts Academy	10/20/2022	1,328.00
23456	Shanna Llewellyn	10/20/2022	95.25
23457	Confidential	10/20/2022	512.50
23458	SHI International Corp	10/20/2022	1,883.47
23459	Shuebox Educational Services- Rebecca Shue	10/20/2022	680.00
23460	Signature Dance Academy	10/20/2022	1,356.00
23461	Silver Spur Riding School	10/20/2022	700.00
23462	Singapore Math Inc.	10/20/2022	335.83
23463	SmallTalk Pediatric Therapy	10/20/2022	10,788.00
23464	So Cal TTC	10/20/2022	336.00
23465	Sonya Rosenberg	10/20/2022	1,035.00
23466	Southern California Music Academy	10/20/2022	1,122.00
23467	Starfall Education Foundation	10/20/2022	65.00
23468	Staump Productions	10/20/2022	680.00
23470	Studies Weekly	10/20/2022	1,162.32
23471	Super Duper Publications	10/20/2022	799.80
23472	Susan Creswell	10/20/2022	560.00
23473	Synapse Advance Audiology, Inc.	10/20/2022	1,310.00
23474	Tammi Bueno	10/20/2022	880.00

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

Check Number	Vendor Name	Check Date	Check Amount
23475	TCI	10/20/2022	289.00
23476	Teaching Textbooks	10/20/2022	385.56
23477	Temecula Conservatory of Music	10/20/2022	1,920.00
23478	Temecula Music Teacher, LLC	10/20/2022	1,690.00
23479	The Animation Course, LLC	10/20/2022	400.00
23480	The Salvation Army KROC Center	10/20/2022	3,401.25
23481	The San Diego Music and Art Cooperative	10/20/2022	1,390.00
23482	Todd Nash	10/20/2022	30.00
23483	Tomoko Yoda-Compilati	10/20/2022	130.00
23484	TRC South Gymnastics	10/20/2022	1,320.00
23485	Tutoring Club of Fallbrook	10/20/2022	1,100.00
23486	Veronica Anne Richards	10/20/2022	480.00
23487	VIP School of Music	10/20/2022	210.00
23488	Visago LLC	10/20/2022	917.00
23489	Voyager Sopris Learning	10/20/2022	149.55
23490	Wagner's School of Music, LLC	10/20/2022	1,800.20
23491	Wagner's School of Music, LLC	10/20/2022	232.00
23492	Wagner's School of Music, LLC	10/20/2022	212.00
23493	Watersafe Swim School	10/20/2022	135.00
23494	Waterworks Aquatics	10/20/2022	1,247.00
23495	Waterworks Swim School	10/20/2022	384.00
23496	Well-Trained Mind Academy	10/20/2022	4,880.00
23497	White Dragon Martial Arts	10/20/2022	696.75
23498	Wildcats Hockey/Jr Reign	10/20/2022	598.00
23499	YMCA of San Diego County	10/20/2022	1,017.00
23500	YMCA of San Diego County	10/20/2022	720.00
23501	YMCA of San Diego County	10/20/2022	1,143.00
23502	YMCA of San Diego County	10/20/2022	4,012.00
23503	YMCA of San Diego County	10/20/2022	65.00
23504	YMCA of San Diego County	10/20/2022	461.00
23509	Amazon Capital Services	10/27/2022	317.19
23510	ACES	10/27/2022	6,050.00
23511	Archi Kapoor	10/27/2022	165.00
23512	Bay Alarm Company	10/27/2022	25.00
23513	Bay Alarm Company	10/27/2022	25.00
23514	Bay Alarm Company	10/27/2022	25.00
23515	Bay Alarm Company	10/27/2022	25.00
23516	Bay Alarm Company	10/27/2022	25.00
23517	Bitsbox	10/27/2022	554.25
23518	BookShark	10/27/2022	13.31
23519	Brave Writer, LLC	10/27/2022	647.00
23520	Cadence Dance Project Inc	10/27/2022	1,155.00

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

Check Number	Vendor Name	Check Date	Check Amount
23521	Caroline Murphy	10/27/2022	490.00
23522	Catherine Carella	10/27/2022	404.35
23523	Champion Gymnastics	10/27/2022	2,635.00
23524	Chira Tennis Academy	10/27/2022	930.00
23525	Christine Santiago	10/27/2022	7,260.00
23526	Clark Gracie Jiu-Jitsu Academy	10/27/2022	244.00
23527	Classical Education Inc.	10/27/2022	700.00
23528	Code Ninjas Rancho Bernardo	10/27/2022	298.50
23529	Deaf Community Services of San Diego, Inc.	10/27/2022	480.00
23530	Drawn2Art	10/27/2022	696.00
23531	East County Surf SC	10/27/2022	285.00
23532	EDMC	10/27/2022	1,417.00
23533	Confidential	10/27/2022	206.69
23534	Evan-Moor	10/27/2022	62.44
23535	Glee Music Academy	10/27/2022	194.00
23536	Harbottle Law Group	10/27/2022	2,282.50
23537	Hollywood Music	10/27/2022	180.00
23538	Home Science Tools	10/27/2022	23.05
23539	Homeschool Enrichment Centers	10/27/2022	60.00
23540	HomeschoolSupercenter.com	10/27/2022	381.21
23541	Honest History Co.	10/27/2022	106.58
23542	Intro 2 Skateboarding	10/27/2022	260.00
23543	IVCBT	10/27/2022	140.00
23544	JacKris Publishing, LLC	10/27/2022	9.99
23545	Jacquelynn Hoare	10/27/2022	10,700.00
23546	Jeri Kosanke	10/27/2022	184.51
23547	Joseph Lindstrom	10/27/2022	1,874.69
23548	Kathy Shoemaker	10/27/2022	365.00
23549	KB Music	10/27/2022	540.00
23550	Kim Turner	10/27/2022	700.00
23551	KNM Company LLC	10/27/2022	375.00
23552	Kumon	10/27/2022	620.00
23553	LaChrisha Randle	10/27/2022	719.00
23554	Lakeshore	10/27/2022	556.89
23555	Lauren Pennock	10/27/2022	410.00
23556	Leaps & Bounds Pediatric Therapy	10/27/2022	1,115.04
23557	Learning Without Tears	10/27/2022	32.41
23558	LegalShield	10/27/2022	44.30
23559	Legion American Jiu-Jitsu, LLC	10/27/2022	600.00
23560	LEGO Education	10/27/2022	1,122.20
23561	Linda Hamby	10/27/2022	5,400.00
23562	Lori Sandground	10/27/2022	600.00

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

Check Number	Vendor Name	Check Date	Check Amount
23563	Lynne-Marie Friedrichs	10/27/2022	240.00
23564	Mary C. Roberts	10/27/2022	1,800.00
23565	Mathnasium of Point Loma	10/27/2022	299.00
23566	Mathnasium of Vista	10/27/2022	349.00
23567	MEL Science U.S., LLC	10/27/2022	1,353.76
23568	Monart	10/27/2022	160.00
23569	MoxieBox Art, Inc.	10/27/2022	381.94
23570	Murphy Language Arts LLC	10/27/2022	68.75
23571	Murrieta Dance Project	10/27/2022	1,008.00
23572	Music SD LLC	10/27/2022	315.00
23573	Nathan & Elizabeth Hileman	10/27/2022	1,770.00
23574	Nicole the Math Lady, LLC.	10/27/2022	99.00
23575	Noonan Family Swim School, Inc. - San Diego	10/27/2022	178.50
23576	North County Academy of Dance	10/27/2022	4,776.00
23577	Oak Meadow Inc	10/27/2022	1,287.58
23578	Oceanside Gymnastics	10/27/2022	804.39
23579	Othentik Gym	10/27/2022	600.00
23580	Outschool, Inc.	10/27/2022	141.00
23581	Paper Moon Music	10/27/2022	270.00
23582	Rachel Fitzgerald	10/27/2022	210.00
23583	Robin Dixon	10/27/2022	605.00
23584	Rock Creek Enrichment Center	10/27/2022	800.00
23585	Rock Fitness Gym	10/27/2022	670.00
23586	San Diego Center for Vision Care - Optometry, P.C.	10/27/2022	840.00
23587	San Diego Circus Center	10/27/2022	2,255.00
23588	San Diego Gas & Electric	10/27/2022	663.19
23589	San Diego Gas & Electric	10/27/2022	203.14
23590	Scholastic Inc	10/27/2022	8.07
23591	Sebesta's Rocking K Ranch	10/27/2022	1,200.00
23592	Singapore Math Inc.	10/27/2022	850.16
23593	Sonya Rosenberg	10/27/2022	875.00
23594	Southern California Music Academy	10/27/2022	1,474.50
23595	Stanford University	10/27/2022	18,683.00
23596	Staump Productions	10/27/2022	150.00
23597	Swim to Shore	10/27/2022	290.00
23598	Teaching Textbooks	10/27/2022	220.32
23599	The Writtenburg Door	10/27/2022	2,360.00
23600	Tina Kaufman	10/27/2022	1,150.00
23601	Total Education Solutions	10/27/2022	2,752.00
23602	Transamerica	10/27/2022	2,561.55
23603	Tune My Music	10/27/2022	2,750.00
23604	Tutorloo, Inc. dba Mathnasium of Seal Beach	10/27/2022	200.00

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

Check Number	Vendor Name	Check Date	Check Amount
23605	Twist N U	10/27/2022	180.00
23606	VIP School of Music	10/27/2022	560.00
23607	Wagner's School of Music, LLC	10/27/2022	232.00
23608	Waterworks Aquatics	10/27/2022	2,738.00
23609	West Coast Krav Maga Temecula	10/27/2022	578.00
ACH	Lively Inc.	10/3/2022	109.53
ACH	Lively Inc.	10/4/2022	765.57
ACH	Lively Inc.	10/5/2022	88.99
ACH	San Diego County Office of Education	10/5/2022	579,302.45
ACH	Lively Inc.	10/6/2022	33.13
ACH	Lively Inc.	10/7/2022	960.91
ACH	Divvy Credit 1 LLC	10/7/2022	41,859.54
ACH	Lively Inc.	10/11/2022	237.88
ACH	Likhapp Software Development Services	10/12/2022	1,534.00
ACH	Lively Inc.	10/12/2022	220.50
ACH	Idaho.gov	10/12/2022	363.83
ACH	Lively Inc.	10/12/2022	2,401.15
ACH	Lively Inc.	10/12/2022	3,623.82
ACH	Lively Inc.	10/12/2022	8,366.14
ACH	Lively Inc.	10/14/2022	82.00
ACH	Divvy Credit 1 LLC	10/14/2022	25,481.41
ACH	Lively Inc.	10/18/2022	682.37
ACH	Lively Inc.	10/19/2022	330.75
ACH	Lively Inc.	10/20/2022	366.00
ACH	Divvy Credit 1 LLC	10/21/2022	19,752.51
ACH	San Diego County Office of Education	10/21/2022	928.18
ACH	Lively Inc.	10/21/2022	2,853.45
ACH	Lively Inc.	10/24/2022	730.80
ACH	Lively Inc.	10/25/2022	137.38
ACH	Premier Workspaces	10/25/2022	862.50
ACH	Lively Inc.	10/26/2022	854.94
ACH	Lively Inc.	10/27/2022	74.77
ACH	Divvy Credit 1 LLC	10/28/2022	0.02
ACH	California Department of Tax and Fee Administration	10/28/2022	1,261.24
ACH	Lively Inc.	10/28/2022	40.99
ACH	Lively Inc.	10/31/2022	3,850.57
ACH	Lively Inc.	10/31/2022	580.28
ACH	Stripe Transfer	10/31/2022	11.00
ACH	Charter Impact, Inc.	10/3/2022	88,808.00
ACH	All About Learning Press, Inc.	10/4/2022	91.67
ACH	Art of Problem Solving	10/4/2022	96.00
ACH	Art of Problem Solving	10/4/2022	96.00

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

Check Number	Vendor Name	Check Date	Check Amount
ACH	Art of Problem Solving	10/4/2022	116.40
ACH	Art of Problem Solving	10/4/2022	167.00
ACH	Art of Problem Solving	10/4/2022	167.44
ACH	Art of Problem Solving	10/4/2022	167.44
ACH	Art of Problem Solving	10/4/2022	167.44
ACH	Art of Problem Solving	10/4/2022	167.00
ACH	Art of Problem Solving	10/4/2022	167.00
ACH	ATC Martial Arts	10/4/2022	258.00
ACH	BioBox Labs LLC	10/4/2022	402.49
ACH	Brilliant Foreign Language Education	10/4/2022	275.00
ACH	Cabrillo Point Academy	10/4/2022	651.90
ACH	CharterSafe	10/4/2022	19,135.53
ACH	Creative Creatures & Co.	10/4/2022	3,665.00
ACH	DS Arts Studio & Gallery-Debi Smerdon	10/4/2022	2,000.00
ACH	Gracie Barra Encinitas	10/4/2022	220.00
ACH	Gracie Barra Encinitas	10/4/2022	220.00
ACH	Kaiser Foundation Health Plan Inc.	10/4/2022	91,099.98
ACH	Kaiser Foundation Health Plan Inc.	10/4/2022	6,357.87
ACH	Kaiser Foundation Health Plan Inc.	10/4/2022	5,124.37
ACH	Kaiser Foundation Health Plan Inc.	10/4/2022	11,490.79
ACH	Kaiser Foundation Health Plan Inc.	10/4/2022	116,656.66
ACH	Kaiser Foundation Health Plan Inc.	10/4/2022	104,595.14
ACH	KiwiCo, Inc.	10/4/2022	16,755.36
ACH	Laura DeSoto	10/4/2022	11,480.00
ACH	Laura DeSoto	10/4/2022	9,740.00
ACH	Laura DeSoto	10/4/2022	8,690.00
ACH	Laura DeSoto	10/4/2022	1,272.50
ACH	Leading Note Studios	10/4/2022	157.00
ACH	Leading Note Studios	10/4/2022	157.00
ACH	Leading Note Studios	10/4/2022	157.00
ACH	Leading Note Studios	10/4/2022	628.00
ACH	Leading Note Studios	10/4/2022	628.00
ACH	Leading Note Studios	10/4/2022	628.00
ACH	Leading Note Studios	10/4/2022	325.00
ACH	Liliana Harris	10/4/2022	65.00
ACH	Logic of English	10/4/2022	44.99
ACH	Math-U-See, Inc.	10/4/2022	139.19
ACH	Math-U-See, Inc.	10/4/2022	67.20
ACH	Math-U-See, Inc.	10/4/2022	67.20
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	10/4/2022	89.10
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	10/4/2022	109.10
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	10/4/2022	25.00

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

Check Number	Vendor Name	Check Date	Check Amount
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	10/4/2022	29.00
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	10/4/2022	32.00
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	10/4/2022	35.00
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	10/4/2022	7.95
ACH	Rainbow Resource Center	10/4/2022	54.80
ACH	Rainbow Resource Center	10/4/2022	56.26
ACH	Rainbow Resource Center	10/4/2022	20.12
ACH	Rainbow Resource Center	10/4/2022	56.26
ACH	Rainbow Resource Center	10/4/2022	20.12
ACH	Rainbow Resource Center	10/4/2022	71.49
ACH	Rainbow Resource Center	10/4/2022	32.94
ACH	Rainbow Resource Center	10/4/2022	110.25
ACH	Rainbow Resource Center	10/4/2022	76.60
ACH	Rainbow Resource Center	10/4/2022	78.93
ACH	Rainbow Resource Center	10/4/2022	101.29
ACH	Rainbow Resource Center	10/4/2022	43.97
ACH	Rainbow Resource Center	10/4/2022	139.01
ACH	Rainbow Resource Center	10/4/2022	71.13
ACH	Rainbow Resource Center	10/4/2022	71.13
ACH	Rainbow Resource Center	10/4/2022	17.14
ACH	Rainbow Resource Center	10/4/2022	77.33
ACH	Randall Music School	10/4/2022	171.88
ACH	Reading with TLC	10/4/2022	315.69
ACH	Singapore Math Live, LLC	10/4/2022	25.00
ACH	Teacher Synergy, LLC	10/4/2022	17.99
ACH	Teacher Synergy, LLC	10/4/2022	10.00
ACH	Teacher Synergy, LLC	10/4/2022	6.50
ACH	Teacher Synergy, LLC	10/4/2022	10.00
ACH	Teacher Synergy, LLC	10/4/2022	19.50
ACH	Teacher Synergy, LLC	10/4/2022	18.00
ACH	Teacher Synergy, LLC	10/4/2022	69.95
ACH	Teacher Synergy, LLC	10/4/2022	21.50
ACH	Teacher Synergy, LLC	10/4/2022	100.95
ACH	Teacher Synergy, LLC	10/4/2022	82.00
ACH	Teacher Synergy, LLC	10/4/2022	5.00
ACH	Teacher Synergy, LLC	10/4/2022	15.00
ACH	Teacher Synergy, LLC	10/4/2022	12.00
ACH	The Critical Thinking Co.	10/4/2022	28.93
ACH	Timberdoodle.com	10/4/2022	1,518.08
ACH	United Studios of Self Defense	10/4/2022	215.00
ACH	Wexplore LLC	10/4/2022	1,755.00
ACH	WM Music Lessons	10/4/2022	700.00

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

Check Number	Vendor Name	Check Date	Check Amount
ACH	Santee Music Academy	10/4/2022	148.00
ACH	South Shore Jiu Jitsu, LLC	10/4/2022	350.00
ACH	VM Studio	10/4/2022	70.00
ACH	Amazon Capital Services	10/6/2022	31,335.63
ACH	Amazon Capital Services	10/13/2022	27,510.23
ACH	1802 Jiu-Jitsu	10/13/2022	195.00
ACH	Activities for Learning, Inc.	10/13/2022	373.96
ACH	Activities for Learning, Inc.	10/13/2022	115.57
ACH	All About Learning Press, Inc.	10/13/2022	133.82
ACH	All About Learning Press, Inc.	10/13/2022	47.76
ACH	Anna Matuszczak	10/13/2022	160.00
ACH	Anna Matuszczak	10/13/2022	600.00
ACH	Art of Problem Solving	10/13/2022	167.92
ACH	ATC Martial Arts	10/13/2022	288.00
ACH	Ava Gamez	10/13/2022	350.00
ACH	Braille Abilities, LLC	10/13/2022	337.50
ACH	Braille Abilities, LLC	10/13/2022	5,231.25
ACH	Cabrillo Point Academy	10/13/2022	5,699.22
ACH	Dr. Batista Music Studio	10/13/2022	35.00
ACH	Fallbrook Gymnastic Club	10/13/2022	1,568.50
ACH	Foundations Tutoring	10/13/2022	1,185.00
ACH	Gregory Thornquest	10/13/2022	2,080.00
ACH	History Unboxed LLC	10/13/2022	68.91
ACH	History Unboxed LLC	10/13/2022	799.21
ACH	Institute for Excellence in Writing	10/13/2022	77.04
ACH	Institute for Excellence in Writing	10/13/2022	44.18
ACH	Janelle Wilson	10/13/2022	3,746.00
ACH	Jessica Moller	10/13/2022	1,400.00
ACH	Junior Mavericks LLC	10/13/2022	798.00
ACH	Laura George	10/13/2022	700.00
ACH	Law Office of Jennifer McQuarrie	10/13/2022	1,026.67
ACH	Lenore Johnson	10/13/2022	610.00
ACH	Lighthouse Therapy LLC	10/13/2022	73,840.00
ACH	Liliana Harris	10/13/2022	65.00
ACH	Lisa K. Clark-Burnell	10/13/2022	1,370.00
ACH	Logic of English	10/13/2022	64.94
ACH	Logic of English	10/13/2022	95.26
ACH	Logic of English	10/13/2022	144.44
ACH	Marnie Young	10/13/2022	4,672.50
ACH	Math-U-See, Inc.	10/13/2022	66.72
ACH	Math-U-See, Inc.	10/13/2022	73.19
ACH	Math-U-See, Inc.	10/13/2022	66.96

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For the period ended October 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Mr. D Math	10/13/2022	5,611.75
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	10/13/2022	67.00
ACH	Peace Hill Press, Inc dba Well Trained Mind Press	10/13/2022	195.90
ACH	PowerSchool Group LLC	10/13/2022	15,255.00
ACH	Project Performer LLC	10/13/2022	1,285.00
ACH	Rainbow Resource Center	10/13/2022	43.41
ACH	Rainbow Resource Center	10/13/2022	32.01
ACH	Rainbow Resource Center	10/13/2022	110.41
ACH	Rainbow Resource Center	10/13/2022	236.45
ACH	Rainbow Resource Center	10/13/2022	19.30
ACH	Rainbow Resource Center	10/13/2022	99.31
ACH	Rainbow Resource Center	10/13/2022	65.61
ACH	Rainbow Resource Center	10/13/2022	39.77
ACH	Rainbow Resource Center	10/13/2022	25.72
ACH	Rainbow Resource Center	10/13/2022	54.91
ACH	Rainbow Resource Center	10/13/2022	26.79
ACH	Rainbow Resource Center	10/13/2022	66.29
ACH	San Diego Royal Gymnastics	10/13/2022	148.00
ACH	San Diego Royal Gymnastics	10/13/2022	74.00
ACH	San Diego Royal Gymnastics	10/13/2022	74.00
ACH	Schumacher Tutoring	10/13/2022	1,750.00
ACH	South Shore Jiu Jitsu, LLC	10/13/2022	1,550.00
ACH	Teacher Synergy, LLC	10/13/2022	71.16
ACH	Teacher Synergy, LLC	10/13/2022	6.00
ACH	Teacher Synergy, LLC	10/13/2022	26.00
ACH	Teacher Synergy, LLC	10/13/2022	23.40
ACH	Teacher Synergy, LLC	10/13/2022	25.00
ACH	Teacher Synergy, LLC	10/13/2022	64.97
ACH	Teacher Synergy, LLC	10/13/2022	15.00
ACH	Teacher Synergy, LLC	10/13/2022	23.24
ACH	Teacher Synergy, LLC	10/13/2022	48.00
ACH	Teacher Synergy, LLC	10/13/2022	22.50
ACH	Teacher Synergy, LLC	10/13/2022	5.98
ACH	Teacher Synergy, LLC	10/13/2022	7.78
ACH	Teacher Synergy, LLC	10/13/2022	24.15
ACH	Teacher Synergy, LLC	10/13/2022	9.50
ACH	Teacher Synergy, LLC	10/13/2022	13.00
ACH	Teacher Synergy, LLC	10/13/2022	130.40
ACH	Teacher Synergy, LLC	10/13/2022	16.00
ACH	The Critical Thinking Co.	10/13/2022	77.47
ACH	Timberdoodle.com	10/13/2022	78.37
ACH	Timberdoodle.com	10/13/2022	1,246.39

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For the period ended October 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Timberdoodle.com	10/13/2022	113.86
ACH	Timberdoodle.com	10/13/2022	79.42
ACH	Timberdoodle.com	10/13/2022	127.02
ACH	Timberdoodle.com	10/13/2022	1,143.01
ACH	Timberdoodle.com	10/13/2022	563.50
ACH	Timberdoodle.com	10/13/2022	758.54
ACH	Timberdoodle.com	10/13/2022	197.87
ACH	Timberdoodle.com	10/13/2022	72.98
ACH	Timberdoodle.com	10/13/2022	253.27
ACH	Timberdoodle.com	10/13/2022	340.64
ACH	Timberdoodle.com	10/13/2022	875.44
ACH	Timberdoodle.com	10/13/2022	218.93
ACH	Timberdoodle.com	10/13/2022	173.13
ACH	Uline	10/13/2022	757.83
ACH	Vista Music	10/13/2022	1,684.00
ACH	William Wilson	10/13/2022	800.00
ACH	William Wilson	10/13/2022	1,430.00
ACH	WM Music Lessons	10/13/2022	790.00
ACH	Xochitl Salcido	10/13/2022	350.00
ACH	Aerial Theory	10/20/2022	736.00
ACH	Alena Berg Music Studio	10/20/2022	550.00
ACH	All About Learning Press, Inc.	10/20/2022	182.30
ACH	Almadayo Academic Services	10/20/2022	1,170.00
ACH	Amazon Capital Services	10/20/2022	22,378.24
ACH	Art of Problem Solving	10/20/2022	96.00
ACH	Art of Problem Solving	10/20/2022	96.00
ACH	Art of Problem Solving	10/20/2022	167.00
ACH	Artistic Dance Academy	10/20/2022	55.00
ACH	Ashley Collins	10/20/2022	160.00
ACH	Manna's Martial Arts Inc.	10/20/2022	360.00
ACH	Manna's Martial Arts Inc.	10/20/2022	190.00
ACH	Marcias Piano Studio	10/20/2022	120.00
ACH	Marcias Piano Studio	10/20/2022	90.00
ACH	Marcias Piano Studio	10/20/2022	90.00
ACH	Marcias Piano Studio	10/20/2022	90.00
ACH	Marcias Piano Studio	10/20/2022	120.00
ACH	Marianne R. Hill	10/20/2022	528.00
ACH	Mary Longbottom	10/20/2022	940.00
ACH	Math-U-See, Inc.	10/20/2022	68.88
ACH	Ashley Collins	10/20/2022	160.00
ACH	Math-U-See, Inc.	10/20/2022	77.50
ACH	Math-U-See, Inc.	10/20/2022	119.83

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

Check Number	Vendor Name	Check Date	Check Amount
ACH	Math-U-See, Inc.	10/20/2022	69.96
ACH	Mathnasium of Mission Gorge	10/20/2022	508.00
ACH	Michael Bottomley	10/20/2022	400.00
ACH	Miss Sue's Dance Company	10/20/2022	823.00
ACH	Mr. D Math	10/20/2022	6,374.35
ACH	Ms Mariah's Music	10/20/2022	520.00
ACH	Ms Mariah's Music	10/20/2022	480.00
ACH	Ms Mariah's Music	10/20/2022	192.00
ACH	ATG Inc DBA Urban Workshop	10/20/2022	1,600.00
ACH	Ms. Ree Math, LLC	10/20/2022	75.00
ACH	Ms. Ree Math, LLC	10/20/2022	160.00
ACH	Ms. Ree Math, LLC	10/20/2022	250.00
ACH	Ms. Ree Math, LLC	10/20/2022	165.00
ACH	Ms. Ree Math, LLC	10/20/2022	435.00
ACH	Ms. Ree Math, LLC	10/20/2022	640.00
ACH	Ms. Ree Math, LLC	10/20/2022	120.00
ACH	Ms. Ree Math, LLC	10/20/2022	440.00
ACH	Ms. Ree Math, LLC	10/20/2022	360.00
ACH	Ms. Ree Math, LLC	10/20/2022	480.00
ACH	Blake Litschke	10/20/2022	150.00
ACH	Noemi Cienega-Ovando	10/20/2022	330.00
ACH	Noemi Cienega-Ovando	10/20/2022	55.00
ACH	Noemi Cienega-Ovando	10/20/2022	55.00
ACH	Noemi Cienega-Ovando	10/20/2022	55.00
ACH	Noemi Cienega-Ovando	10/20/2022	110.00
ACH	Noemi Cienega-Ovando	10/20/2022	440.00
ACH	Noemi Cienega-Ovando	10/20/2022	55.00
ACH	Noemi Cienega-Ovando	10/20/2022	220.00
ACH	Noemi Cienega-Ovando	10/20/2022	110.00
ACH	Noemi Cienega-Ovando	10/20/2022	440.00
ACH	Braille Abilities, LLC	10/20/2022	10,777.50
ACH	North Coast Jiu Jitsu, LLC	10/20/2022	950.00
ACH	North Coast Jiu Jitsu, LLC	10/20/2022	487.50
ACH	Piano Plus More	10/20/2022	1,040.00
ACH	Pich Music Studio	10/20/2022	910.00
ACH	Pointwest Innovations Corporation	10/20/2022	14,489.60
ACH	PowerKids Center	10/20/2022	696.00
ACH	Premier Martial Arts	10/20/2022	350.00
ACH	Rainbow Resource Center	10/20/2022	21.55
ACH	Rainbow Resource Center	10/20/2022	122.50
ACH	Rainbow Resource Center	10/20/2022	21.45
ACH	Braille Abilities, LLC	10/20/2022	675.00

Pacific Coast Academy

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For the period ended October 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	10/20/2022	138.89
ACH	Rainbow Resource Center	10/20/2022	19.25
ACH	Rainbow Resource Center	10/20/2022	19.25
ACH	Rainbow Resource Center	10/20/2022	99.22
ACH	Rainbow Resource Center	10/20/2022	93.98
ACH	Rainbow Resource Center	10/20/2022	78.31
ACH	Rainbow Resource Center	10/20/2022	95.81
ACH	Rainbow Resource Center	10/20/2022	129.47
ACH	Rainbow Resource Center	10/20/2022	45.87
ACH	Rainbow Resource Center	10/20/2022	77.15
ACH	Brilliant Foreign Language Education	10/20/2022	220.00
ACH	Randall Music School	10/20/2022	156.25
ACH	Randall Music School	10/20/2022	156.25
ACH	Randall Music School	10/20/2022	468.75
ACH	Randall Music School	10/20/2022	234.37
ACH	Randall Music School	10/20/2022	312.50
ACH	Randall Music School	10/20/2022	312.50
ACH	Randall Music School	10/20/2022	156.25
ACH	Randall Music School	10/20/2022	312.50
ACH	Randall Music School	10/20/2022	171.88
ACH	Randall Music School	10/20/2022	156.25
ACH	Cabrillo Point Academy	10/20/2022	432.04
ACH	Robin Young	10/20/2022	480.00
ACH	Rosemary Kaplar	10/20/2022	850.00
ACH	Samantha Hoffman	10/20/2022	795.00
ACH	San Diego Ice Arena	10/20/2022	216.00
ACH	San Diego Ice Arena	10/20/2022	216.00
ACH	San Diego Ice Arena	10/20/2022	216.00
ACH	Sandlotz	10/20/2022	330.00
ACH	Sandlotz	10/20/2022	330.00
ACH	Sandlotz	10/20/2022	165.00
ACH	School Pathways, LLC	10/20/2022	5,366.55
ACH	CharterSafe	10/20/2022	54,453.00
ACH	School Pathways, LLC	10/20/2022	62,312.49
ACH	Scripps Performing arts Academy	10/20/2022	116.00
ACH	Soaring Minds Education, LLC	10/20/2022	15,201.00
ACH	Soccer Saints & Ryan Beard	10/20/2022	110.00
ACH	Soccer Saints & Ryan Beard	10/20/2022	55.00
ACH	Soccer Saints & Ryan Beard	10/20/2022	99.00
ACH	Soccer Saints & Ryan Beard	10/20/2022	55.00
ACH	Steffani Clark-Jijon	10/20/2022	Void
ACH	TalkBox.Mom	10/20/2022	86.80

Pacific Coast Academy

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For the period ended October 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	TalkBox.Mom	10/20/2022	86.80
ACH	Christine Alexander	10/20/2022	350.00
ACH	Teacher Synergy, LLC	10/20/2022	22.00
ACH	Teacher Synergy, LLC	10/20/2022	18.00
ACH	Teacher Synergy, LLC	10/20/2022	16.50
ACH	Teacher Synergy, LLC	10/20/2022	21.53
ACH	Teacher Synergy, LLC	10/20/2022	7.00
ACH	Teacher Synergy, LLC	10/20/2022	4.00
ACH	Teacher Synergy, LLC	10/20/2022	16.00
ACH	Teacher Synergy, LLC	10/20/2022	5.00
ACH	Teacher Synergy, LLC	10/20/2022	56.99
ACH	Teacher Synergy, LLC	10/20/2022	17.50
ACH	Christine Alexander	10/20/2022	350.00
ACH	Teacher Synergy, LLC	10/20/2022	70.00
ACH	Teacher Synergy, LLC	10/20/2022	2.99
ACH	Teacher Synergy, LLC	10/20/2022	17.75
ACH	Teacher Synergy, LLC	10/20/2022	22.98
ACH	Teacher Synergy, LLC	10/20/2022	36.00
ACH	Teacher Synergy, LLC	10/20/2022	70.00
ACH	The Arbor Learning Community	10/20/2022	437.50
ACH	The Sk8 Coach LLC	10/20/2022	8,325.00
ACH	The Stronghold	10/20/2022	328.00
ACH	The Stronghold	10/20/2022	328.00
ACH	Christine Alexander	10/20/2022	350.00
ACH	The Stronghold	10/20/2022	120.00
ACH	The Stronghold	10/20/2022	228.00
ACH	The Stronghold	10/20/2022	138.00
ACH	U.S. Music Lessons	10/20/2022	456.00
ACH	United Studios of Self Defense	10/20/2022	215.00
ACH	Valery King	10/20/2022	375.00
ACH	Wexplore LLC	10/20/2022	4,355.00
ACH	Wexplore LLC	10/20/2022	260.00
ACH	WM Tutoring Services	10/20/2022	260.00
ACH	Xochitl Salcido	10/20/2022	200.00
ACH	Christine Alexander	10/20/2022	350.00
ACH	Xochitl Salcido	10/20/2022	352.00
ACH	Ziggy's Tutoring	10/20/2022	1,290.00
ACH	Christine Alexander	10/20/2022	350.00
ACH	Coastal Music Studios	10/20/2022	3,890.00
ACH	Code Ninjas Encinitas	10/20/2022	1,514.00
ACH	Dance Speaks Performing Arts Academy	10/20/2022	100.00
ACH	Diane Felthous Performing Arts	10/20/2022	160.00

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

Check Number	Vendor Name	Check Date	Check Amount
ACH	Diane Felthous Performing Arts	10/20/2022	160.00
ACH	Diane Felthous Performing Arts	10/20/2022	80.00
ACH	Diane Felthous Performing Arts	10/20/2022	80.00
ACH	Diane Felthous Performing Arts	10/20/2022	160.00
ACH	Diane Felthous Performing Arts	10/20/2022	160.00
ACH	Effectual Educational Consulting Services	10/20/2022	390.00
ACH	Firestory Communication Academy	10/20/2022	599.00
ACH	Firestory Communication Academy	10/20/2022	599.00
ACH	Firestory Communication Academy	10/20/2022	599.00
ACH	Grappling Dynamics, LLC	10/20/2022	995.00
ACH	Gregory Thornquest	10/20/2022	600.00
ACH	Gym Trix, Inc.	10/20/2022	Void
ACH	Gym Trix, Inc.	10/20/2022	Void
ACH	Gym Trix, Inc.	10/20/2022	Void
ACH	Gym Trix, Inc.	10/20/2022	Void
ACH	History Unboxed LLC	10/20/2022	242.78
ACH	History Unboxed LLC	10/20/2022	68.41
ACH	Hooked on Phonics	10/20/2022	328.63
ACH	Horse Savvy Training	10/20/2022	250.00
ACH	Horse Savvy Training	10/20/2022	200.00
ACH	Horse Savvy Training	10/20/2022	260.00
ACH	Horse Savvy Training	10/20/2022	260.00
ACH	Horse Savvy Training	10/20/2022	265.00
ACH	Horse Savvy Training	10/20/2022	260.00
ACH	Horse Savvy Training	10/20/2022	65.00
ACH	Horse Savvy Training	10/20/2022	65.00
ACH	Horse Savvy Training	10/20/2022	325.00
ACH	Horse Savvy Training	10/20/2022	200.00
ACH	Horse Savvy Training	10/20/2022	265.00
ACH	Horse Savvy Training	10/20/2022	325.00
ACH	Horse Savvy Training	10/20/2022	200.00
ACH	Horse Savvy Training	10/20/2022	200.00
ACH	Horse Savvy Training	10/20/2022	200.00
ACH	Horse Savvy Training	10/20/2022	200.00
ACH	Horse Savvy Training	10/20/2022	200.00
ACH	Horse Savvy Training	10/20/2022	260.00
ACH	Horse Savvy Training	10/20/2022	260.00
ACH	Horse Savvy Training	10/20/2022	65.00
ACH	Horse Savvy Training	10/20/2022	65.00
ACH	Horse Savvy Training	10/20/2022	65.00
ACH	Horse Savvy Training	10/20/2022	65.00
ACH	Horse Savvy Training	10/20/2022	260.00
ACH	Institute for Excellence in Writing	10/20/2022	195.03

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

Check Number	Vendor Name	Check Date	Check Amount
ACH	Institute for Excellence in Writing	10/20/2022	44.18
ACH	Institute for Excellence in Writing	10/20/2022	37.71
ACH	Institute for Excellence in Writing	10/20/2022	53.88
ACH	Institute for Excellence in Writing	10/20/2022	53.88
ACH	Jessica McMahon	10/20/2022	9,950.00
ACH	Jessica McMahon	10/20/2022	9,075.00
ACH	KiwiCo, Inc.	10/20/2022	4,076.27
ACH	Laura DeSoto	10/20/2022	1,080.00
ACH	Leading Note Studios	10/20/2022	157.00
ACH	Leading Note Studios	10/20/2022	314.00
ACH	Leading Note Studios	10/20/2022	232.00
ACH	Leading Note Studios	10/20/2022	157.00
ACH	Leading Note Studios	10/20/2022	157.00
ACH	Leading Note Studios	10/20/2022	157.00
ACH	Leading Note Studios	10/20/2022	157.00
ACH	Leading Note Studios	10/20/2022	157.00
ACH	Leading Note Studios	10/20/2022	157.00
ACH	Leading Note Studios	10/20/2022	157.00
ACH	Leading Note Studios	10/20/2022	157.00
ACH	Liliana Harris	10/20/2022	65.00
ACH	Liliya Sannino	10/20/2022	300.00
ACH	Liliya Sannino	10/20/2022	350.00
ACH	Liliya Sannino	10/20/2022	300.00
ACH	Liliya Sannino	10/20/2022	350.00
ACH	Liliya Sannino	10/20/2022	350.00
ACH	Logic of English	10/20/2022	27.77
ACH	Logic of English	10/20/2022	203.10
ACH	Logic of English	10/20/2022	117.04
ACH	Lynch Dance Institute, LLC	10/20/2022	1,166.00
ACH	1802 Jiu-Jitsu	10/27/2022	195.00
ACH	1802 Jiu-Jitsu	10/27/2022	195.00
ACH	Alisha Curtin	10/27/2022	7,895.00
ACH	All About Learning Press, Inc.	10/27/2022	183.10
ACH	All About Learning Press, Inc.	10/27/2022	118.15
ACH	All About Learning Press, Inc.	10/27/2022	183.10
ACH	All About Learning Press, Inc.	10/27/2022	225.06
ACH	All About Learning Press, Inc.	10/27/2022	54.23
ACH	Amazon Capital Services	10/27/2022	34,224.25
ACH	Art of Problem Solving	10/27/2022	96.00
ACH	Sharon A. Weldy	10/27/2022	5,560.00
ACH	Silva BJJ & Fitness for Kids	10/27/2022	894.00

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

Check Number	Vendor Name	Check Date	Check Amount
ACH	Soccer Saints & Ryan Beard	10/27/2022	110.00
ACH	Soccer Saints & Ryan Beard	10/27/2022	70.00
ACH	TalkBox.Mom	10/27/2022	199.34
ACH	Teacher Synergy, LLC	10/27/2022	16.99
ACH	Teacher Synergy, LLC	10/27/2022	4.00
ACH	Teacher Synergy, LLC	10/27/2022	3.99
ACH	Teacher Synergy, LLC	10/27/2022	17.95
ACH	Teacher Synergy, LLC	10/27/2022	40.47
ACH	Art of Problem Solving	10/27/2022	35.57
ACH	Teacher Synergy, LLC	10/27/2022	275.00
ACH	Teacher Synergy, LLC	10/27/2022	5.50
ACH	Teacher Synergy, LLC	10/27/2022	4.00
ACH	Teacher Synergy, LLC	10/27/2022	15.00
ACH	Teacher Synergy, LLC	10/27/2022	3.00
ACH	Teacher Synergy, LLC	10/27/2022	11.50
ACH	Teacher Synergy, LLC	10/27/2022	1.00
ACH	Teacher Synergy, LLC	10/27/2022	3.19
ACH	Teacher Synergy, LLC	10/27/2022	9.00
ACH	Teacher Synergy, LLC	10/27/2022	4.00
ACH	ATG Inc DBA Urban Workshop	10/27/2022	800.00
ACH	The Escondido Music and Art Company	10/27/2022	1,220.00
ACH	The Stronghold	10/27/2022	128.00
ACH	The Stronghold	10/27/2022	328.00
ACH	The Stronghold	10/27/2022	414.00
ACH	The Stronghold	10/27/2022	128.00
ACH	Wexplore LLC	10/27/2022	1,235.00
ACH	Wizard of Math	10/27/2022	100.00
ACH	WM Music Lessons	10/27/2022	1,900.00
ACH	Scripps Performing arts Academy	10/27/2022	116.00
ACH	Ballet Arte	10/27/2022	600.00
ACH	Ballet Arte	10/27/2022	205.00
ACH	Barbara Martin	10/27/2022	80.00
ACH	Brilliant Foreign Language Education	10/27/2022	220.00
ACH	Cabrillo Point Academy	10/27/2022	733.00
ACH	Checkmat Fallbrook Brazilian Jiu Jitsu	10/27/2022	480.00
ACH	Christina A. Barber	10/27/2022	462.00
ACH	Dance Speaks Performing Arts Academy	10/27/2022	100.00
ACH	Firm Foundation Martial Arts	10/27/2022	75.00
ACH	Friends of Willow Tree	10/27/2022	996.00
ACH	Friends of Willow Tree	10/27/2022	5,312.00
ACH	Galina Eroshkina	10/27/2022	270.00
ACH	Galina Eroshkina	10/27/2022	135.00

Pacific Coast Academy

Check Register

For the period ended October 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Galina Eroshkina	10/27/2022	225.00
ACH	Golden State Ballet & Pilates	10/27/2022	260.00
ACH	Golden State Ballet & Pilates	10/27/2022	260.00
ACH	Gracie Jiu Jitsu San Marcos LLC	10/27/2022	942.00
ACH	Holly Hull	10/27/2022	200.00
ACH	Holly Hull	10/27/2022	250.00
ACH	Holly Hull	10/27/2022	350.00
ACH	Holly Hull	10/27/2022	320.00
ACH	Holly Hull	10/27/2022	40.00
ACH	Holly Hull	10/27/2022	200.00
ACH	Holly Hull	10/27/2022	80.00
ACH	Holly Hull	10/27/2022	320.00
ACH	Holly Hull	10/27/2022	100.00
ACH	Holly Hull	10/27/2022	160.00
ACH	Holly Hull	10/27/2022	40.00
ACH	Holly Hull	10/27/2022	80.00
ACH	Holly Hull	10/27/2022	40.00
ACH	Holly Hull	10/27/2022	160.00
ACH	Holly Hull	10/27/2022	100.00
ACH	Holly Hull	10/27/2022	300.00
ACH	Institute for Excellence in Writing	10/27/2022	44.18
ACH	Institute for Excellence in Writing	10/27/2022	162.70
ACH	Institute for Excellence in Writing	10/27/2022	33.40
ACH	Jessica Moller	10/27/2022	575.00
ACH	Justyna Ponulak	10/27/2022	300.00
ACH	Kristen Tjio	10/27/2022	1,188.00
ACH	Larry White	10/27/2022	160.00
ACH	Larry White	10/27/2022	160.00
ACH	Larry White	10/27/2022	80.00
ACH	Larry White	10/27/2022	240.00
ACH	Larry White	10/27/2022	320.00
ACH	Liliya Sannino	10/27/2022	350.00
ACH	Liliya Sannino	10/27/2022	350.00
ACH	Liliya Sannino	10/27/2022	350.00
ACH	Logic of English	10/27/2022	230.79
ACH	Marianne R. Hill	10/27/2022	421.00
ACH	Math-U-See, Inc.	10/27/2022	194.65
ACH	Mathnasium of San Marcos	10/27/2022	2,100.00
ACH	Michael Bottomley	10/27/2022	900.00
ACH	Mission Vista Academy	10/27/2022	128.00
ACH	Mountain Pottery	10/27/2022	200.00
ACH	Music Speaks Studio, LLC	10/27/2022	140.00

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

Check Number	Vendor Name	Check Date	Check Amount
ACH	Music Speaks Studio, LLC	10/27/2022	140.00
ACH	Music Speaks Studio, LLC	10/27/2022	120.00
ACH	Music Speaks Studio, LLC	10/27/2022	120.00
ACH	Orange County Council, Boy Scouts of America	10/27/2022	4,154.00
ACH	Orange County Council, Boy Scouts of America	10/27/2022	2,097.00
ACH	Pony Hayvin Ranch	10/27/2022	325.00
ACH	Pony Hayvin Ranch	10/27/2022	325.00
ACH	Pony Hayvin Ranch	10/27/2022	325.00
ACH	Rachael Kone	10/27/2022	60.00
ACH	Rachael Kone	10/27/2022	335.00
ACH	Rachel Robinson	10/27/2022	200.00
ACH	Rainbow Resource Center	10/27/2022	29.10
ACH	Rainbow Resource Center	10/27/2022	53.99
ACH	Rainbow Resource Center	10/27/2022	76.07
ACH	Rainbow Resource Center	10/27/2022	58.57
ACH	Rainbow Resource Center	10/27/2022	29.80
ACH	Rainbow Resource Center	10/27/2022	21.82
ACH	Rainbow Resource Center	10/27/2022	32.48
ACH	Rainbow Resource Center	10/27/2022	38.89
ACH	Rainbow Resource Center	10/27/2022	98.20
ACH	Rainbow Resource Center	10/27/2022	77.22
ACH	Rainbow Resource Center	10/27/2022	37.35
ACH	Rainbow Resource Center	10/27/2022	95.10
ACH	Rainbow Resource Center	10/27/2022	21.52
ACH	Rainbow Resource Center	10/27/2022	21.52
ACH	Rainbow Resource Center	10/27/2022	34.14
ACH	Rainbow Resource Center	10/27/2022	22.55
ACH	Rainbow Resource Center	10/27/2022	89.00
ACH	Renata Bezman	10/27/2022	175.00
ACH	Sand n Straw LLC	10/27/2022	4,840.00
ACH	Sand n Straw LLC	10/27/2022	1,540.00
ACH	Schaumann Studios	10/27/2022	<u>2,522.00</u>

Total Disbursement in October \$ 3,132,573.53

Pacific Coast Academy

Accounts Payable Aging

October 31, 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
Academics in a Box LLC	16962	10/17/2022	11/16/2022	\$ 299	\$ -	\$ -	\$ -	\$ -	\$ 299
Activities for Learning, Inc.	386840	10/20/2022	11/19/2022	48	-	-	-	-	48
Alicia M Ferreira	00012	10/19/2022	11/18/2022	750	-	-	-	-	750
All About Learning Press, Inc.	913501	10/17/2022	11/16/2022	110	-	-	-	-	110
All About Learning Press, Inc.	913503	10/17/2022	11/16/2022	98	-	-	-	-	98
All About Learning Press, Inc.	913517	10/17/2022	11/16/2022	237	-	-	-	-	237
All About Learning Press, Inc.	913540	10/17/2022	11/16/2022	83	-	-	-	-	83
All About Learning Press, Inc.	913556	10/19/2022	11/18/2022	54	-	-	-	-	54
Alliance Jiu Jitsu San Diego	INV0208	10/1/2022	10/31/2022	130	-	-	-	-	130
Almadayo Academic Services	1048	10/21/2022	11/20/2022	1,840	-	-	-	-	1,840
Amber E Schreckengaust	29	10/5/2022	11/4/2022	750	-	-	-	-	750
Anchor Counseling & Education Soluti	September 2022	10/17/2022	11/16/2022	2,345	-	-	-	-	2,345
Apple Inc	AK08599215	10/13/2022	11/12/2022	99	-	-	-	-	99
Art of Problem Solving	INV227835	10/17/2022	11/16/2022	96	-	-	-	-	96
Art of Problem Solving	INV227836	10/17/2022	11/16/2022	96	-	-	-	-	96
Art of Problem Solving	INV227868	10/18/2022	11/17/2022	96	-	-	-	-	96
Art With Larisse	7071	10/14/2022	11/13/2022	2,298	-	-	-	-	2,298
Artskiddoo	2212	10/15/2022	11/14/2022	460	-	-	-	-	460
Beautiful Feet Books, Inc.	18464	10/18/2022	11/17/2022	259	-	-	-	-	259
Beautiful Feet Books, Inc.	18465	10/18/2022	11/17/2022	44	-	-	-	-	44
Beautiful Feet Books, Inc.	18468	10/19/2022	11/18/2022	68	-	-	-	-	68
Blackbird & Company	11970	8/28/2022	9/27/2022	-	-	44	-	-	44
Blake Litschke	394	10/16/2022	11/15/2022	140	-	-	-	-	140
BookShark	BI0010304	8/18/2022	9/17/2022	-	-	1,014	-	-	1,014
Breakthrough Sports	101722a	10/17/2022	11/16/2022	220	-	-	-	-	220
Breakthrough Sports	101722b	10/17/2022	11/16/2022	18	-	-	-	-	18
BYU Independent Study	DCE-00012671	10/4/2022	11/3/2022	(615)	-	-	-	-	(615)
Cabrillo Point Academy	PCA-SHERATON2022	10/19/2022	11/18/2022	463	-	-	-	-	463
Carlson Gracie Jiu-Jitsu Team, Inc.	2022-072	10/3/2022	11/2/2022	510	-	-	-	-	510
Caroline Murphy	1614	10/20/2022	11/19/2022	150	-	-	-	-	150
Caroline Murphy	1615	10/20/2022	11/19/2022	240	-	-	-	-	240
Caroline Murphy	1616	10/21/2022	11/20/2022	100	-	-	-	-	100
Champion Gymnastics	120341	10/1/2022	10/31/2022	106	-	-	-	-	106
Champion Gymnastics	120342	9/1/2022	10/1/2022	-	105	-	-	-	105
Champion Gymnastics	120343	9/1/2022	10/1/2022	-	88	-	-	-	88
Champion Gymnastics	120344	9/1/2022	10/1/2022	-	80	-	-	-	80
Champion Gymnastics	120345	9/1/2022	10/1/2022	-	135	-	-	-	135
Champion Gymnastics	120346	9/1/2022	10/1/2022	-	135	-	-	-	135
Cherie Peacock	09232022	9/23/2022	10/23/2022	-	396	-	-	-	396

Pacific Coast Academy

Accounts Payable Aging

October 31, 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
Chira Tennis Academy	5503	10/17/2022	11/16/2022	150	-	-	-	-	150
Chira Tennis Academy	5504	10/17/2022	11/16/2022	150	-	-	-	-	150
Coastal Music Studios	5096	10/15/2022	11/14/2022	320	-	-	-	-	320
Cortica Behavioral Health, Inc	5300984	10/13/2022	10/31/2022	75	-	-	-	-	75
Cortica Behavioral Health, Inc	5301010	10/13/2022	10/31/2022	495	-	-	-	-	495
Cortica Behavioral Health, Inc	5308286	10/17/2022	10/31/2022	400	-	-	-	-	400
Damaris Trevizo (Guided Creators)	1	10/28/2022	11/27/2022	9,430	-	-	-	-	9,430
DoRe Michelle Music School	1	10/20/2022	11/19/2022	490	-	-	-	-	490
eat2explore	101358	10/15/2022	11/14/2022	150	-	-	-	-	150
Edna Vazquez	VAZQ101722	10/17/2022	10/17/2022	-	235	-	-	-	235
Encinitas Karate INC	1009	10/19/2022	11/18/2022	169	-	-	-	-	169
Encinitas Karate INC	1010	10/20/2022	11/19/2022	169	-	-	-	-	169
Escondido Center for Martial Arts	10-R	9/14/2022	10/14/2022	-	1,025	-	-	-	1,025
Fallbrook Gymnastic Club	10172022	10/17/2022	11/16/2022	607	-	-	-	-	607
Family Karate - Rancho Penasquitos	178	10/18/2022	11/17/2022	150	-	-	-	-	150
Floaties Swim School	470	10/1/2022	10/31/2022	104	-	-	-	-	104
Floaties Swim School	475	10/1/2022	10/31/2022	104	-	-	-	-	104
Floaties Swim School	476	10/1/2022	10/31/2022	104	-	-	-	-	104
Floaties Swim School	495	10/1/2022	10/31/2022	104	-	-	-	-	104
Floaties Swim School	496	10/1/2022	10/31/2022	104	-	-	-	-	104
Floaties Swim School	497	10/1/2022	10/31/2022	104	-	-	-	-	104
Floaties Swim School	641	10/1/2022	10/31/2022	272	-	-	-	-	272
Freed Music	101	10/17/2022	11/16/2022	120	-	-	-	-	120
Freed Music	102	10/18/2022	11/17/2022	120	-	-	-	-	120
Freed Music	104-A	10/18/2022	11/17/2022	120	-	-	-	-	120
Gathered Oak	109	10/3/2022	11/2/2022	2,986	-	-	-	-	2,986
Gilmore Speaks	001	10/20/2022	11/19/2022	2,180	-	-	-	-	2,180
Grappling Dynamics, LLC	1022-2	10/19/2022	11/18/2022	718	-	-	-	-	718
Greene Music Education Center	43 PCA	10/20/2022	11/19/2022	328	-	-	-	-	328
Gym Trix, Inc.	39749	10/5/2022	10/5/2022	-	100	-	-	-	100
Gym Trix, Inc.	39750	10/5/2022	10/5/2022	-	80	-	-	-	80
Gym Trix, Inc.	39751	10/5/2022	10/5/2022	-	110	-	-	-	110
Gym Trix, Inc.	39752	10/5/2022	10/5/2022	-	120	-	-	-	120
Henry Doktorski	27	10/17/2022	11/16/2022	3,690	-	-	-	-	3,690
History Unboxed LLC	wc-15832HU	10/17/2022	11/16/2022	185	-	-	-	-	185
History Unboxed LLC	wc-15833HU	10/17/2022	11/16/2022	68	-	-	-	-	68
History Unboxed LLC	wc-15871HU	10/17/2022	11/16/2022	178	-	-	-	-	178
Hollywood Music	020FLOR	10/19/2022	11/18/2022	40	-	-	-	-	40
Home Science Tools	000455383	10/14/2022	11/13/2022	229	-	-	-	-	229
Home Science Tools	000456145	10/18/2022	11/17/2022	158	-	-	-	-	158

Pacific Coast Academy

Accounts Payable Aging

October 31, 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
Inspire School of Ballet	280	9/12/2022	10/12/2022	-	213	-	-	-	213
Inspire School of Ballet	281	9/12/2022	10/12/2022	-	54	-	-	-	54
Inspire School of Ballet	282	9/17/2022	10/17/2022	-	315	-	-	-	315
Inspire School of Ballet	283	9/17/2022	10/17/2022	-	213	-	-	-	213
Inspire School of Ballet	284	9/17/2022	10/17/2022	-	54	-	-	-	54
Inspire School of Ballet	285	9/19/2022	10/19/2022	-	315	-	-	-	315
Inspire School of Ballet	286	10/1/2022	10/31/2022	315	-	-	-	-	315
Inspire School of Ballet	287	10/1/2022	10/31/2022	79	-	-	-	-	79
Inspire School of Ballet	288	10/1/2022	10/31/2022	79	-	-	-	-	79
Inspire School of Ballet	289	10/3/2022	11/2/2022	45	-	-	-	-	45
Inspire School of Ballet	292	10/5/2022	11/4/2022	79	-	-	-	-	79
Inspire School of Ballet	293	10/5/2022	11/4/2022	85	-	-	-	-	85
Inspire School of Ballet	294	10/12/2022	11/11/2022	79	-	-	-	-	79
Inspire School of Ballet	295	10/12/2022	11/11/2022	315	-	-	-	-	315
Inspire School of Ballet	296	10/12/2022	11/11/2022	213	-	-	-	-	213
Inspire School of Ballet	297	10/12/2022	11/11/2022	54	-	-	-	-	54
ISHARY CORP DBA Kumon of Murrieta	102022PCA	10/19/2022	11/18/2022	480	-	-	-	-	480
JacKris Publishing, LLC	16244	10/19/2022	11/18/2022	41	-	-	-	-	41
JacKris Publishing, LLC	16246	10/20/2022	11/19/2022	23	-	-	-	-	23
Jeffrey Ryan Starkey	506	10/17/2022	11/16/2022	360	-	-	-	-	360
Jennifer Amundsen	FRAS-9/10/22	10/18/2022	11/17/2022	1,080	-	-	-	-	1,080
Jerry DeMink	1093	10/19/2022	11/18/2022	473	-	-	-	-	473
Kidwings Nature School	00077	9/28/2022	10/28/2022	-	250	-	-	-	250
Kidwings Nature School	00079	10/19/2022	11/18/2022	350	-	-	-	-	350
KiwiCo, Inc.	635	10/15/2022	11/29/2022	10,797	-	-	-	-	10,797
Kristen Lee	22004	10/20/2022	11/19/2022	250	-	-	-	-	250
Kristen Lee	22005	10/20/2022	11/19/2022	580	-	-	-	-	580
Kristen Lee	22006	10/20/2022	11/19/2022	290	-	-	-	-	290
Kristen Lee	22007	10/20/2022	11/19/2022	345	-	-	-	-	345
Lakeshore	615684101822	10/18/2022	11/17/2022	430	-	-	-	-	430
Lakeshore	617760101922	10/19/2022	11/18/2022	107	-	-	-	-	107
Laura Martinez	30318	10/21/2022	11/20/2022	350	-	-	-	-	350
Leading Note Studios	2356	10/17/2022	11/16/2022	157	-	-	-	-	157
Leading Note Studios	2357	10/17/2022	11/16/2022	157	-	-	-	-	157
Leading Note Studios	2358	10/17/2022	11/16/2022	157	-	-	-	-	157
Leading Note Studios	2359	10/17/2022	11/16/2022	157	-	-	-	-	157
Leading Note Studios	2360	10/17/2022	11/16/2022	157	-	-	-	-	157
Learn to Rip	287	10/14/2022	11/13/2022	300	-	-	-	-	300
Learn to Rip	288	10/14/2022	11/13/2022	300	-	-	-	-	300
Learn to Rip	291	10/14/2022	11/13/2022	100	-	-	-	-	100

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Learn to Rip	292	10/14/2022	11/13/2022	80	-	-	-	-	80
Learn to Rip	293	10/14/2022	11/13/2022	80	-	-	-	-	80
Learn to Rip	294	10/14/2022	11/13/2022	80	-	-	-	-	80
Learning A-Z	5205239	4/5/2022	5/5/2022	-	-	-	-	25	25
Lenore Johnson	102122	10/21/2022	11/20/2022	1,275	-	-	-	-	1,275
Liliana Harris	ZB14-PAC	10/14/2022	11/13/2022	65	-	-	-	-	65
Liliana Harris	ZB15-PAC	10/21/2022	11/20/2022	65	-	-	-	-	65
Little Passports	IN-0000993794	10/4/2022	11/3/2022	293	-	-	-	-	293
Little Passports	IN-0000993795	10/4/2022	11/3/2022	323	-	-	-	-	323
Little Passports	IN-0000993801	10/4/2022	11/3/2022	182	-	-	-	-	182
Little Passports	IN-0000993803	10/4/2022	11/3/2022	323	-	-	-	-	323
Little Passports	IN-0000993804	10/4/2022	11/3/2022	181	-	-	-	-	181
Little Passports	IN-0000993846	10/5/2022	11/4/2022	274	-	-	-	-	274
Little Passports	IN-0000993850	10/5/2022	11/4/2022	181	-	-	-	-	181
Little Passports	IN-0000993857	10/6/2022	11/5/2022	181	-	-	-	-	181
Little Passports	IN-0000993860	10/6/2022	11/5/2022	451	-	-	-	-	451
Little Passports	IN-0000993952	10/10/2022	11/9/2022	323	-	-	-	-	323
Little Passports	IN-0000993999	10/13/2022	11/12/2022	181	-	-	-	-	181
Little Passports	IN-0000994010	10/14/2022	11/13/2022	323	-	-	-	-	323
Little Scouts Nature Classes Inc	12-22	10/17/2022	11/16/2022	377	-	-	-	-	377
Logic of English	SI-164003	10/13/2022	11/12/2022	184	-	-	-	-	184
Math-U-See, Inc.	0800656-IN	10/21/2022	12/20/2022	67	-	-	-	-	67
Math-U-See, Inc.	0800657-IN	10/21/2022	12/20/2022	67	-	-	-	-	67
Mathnasium of Lemon Grove	INS-008	10/20/2022	11/19/2022	678	-	-	-	-	678
Mathnasium of Point Loma	107288	10/18/2022	11/17/2022	299	-	-	-	-	299
Mathnasium of Poway	269440143	10/1/2022	10/31/2022	329	-	-	-	-	329
MEL Science U.S., LLC	NB2022101901	10/19/2022	11/18/2022	338	-	-	-	-	338
MEL Science U.S., LLC	SB2022101902	10/19/2022	11/18/2022	338	-	-	-	-	338
Mercurius	06560	10/19/2022	12/18/2022	31	-	-	-	-	31
Michael Kiyoshi Lim	022	10/15/2022	11/14/2022	125	-	-	-	-	125
Michael Kiyoshi Lim	023	10/15/2022	11/14/2022	375	-	-	-	-	375
Mikala Aragon	14	10/14/2022	11/13/2022	1,420	-	-	-	-	1,420
Moving Beyond the Page	273340	9/12/2022	10/12/2022	-	(653)	-	-	-	(653)
Moving Beyond the Page	274639	10/18/2022	11/17/2022	711	-	-	-	-	711
Moving Beyond the Page	274698	10/19/2022	11/18/2022	953	-	-	-	-	953
Music SD LLC	1039	9/1/2022	10/1/2022	-	60	-	-	-	60
Music SD LLC	1040	8/1/2022	8/31/2022	-	-	-	60	-	60
Music Speaks Studio, LLC	LTK0MG	10/21/2022	11/20/2022	140	-	-	-	-	140
Music Speaks Studio, LLC	LTM5NG	9/17/2022	9/17/2022	-	-	140	-	-	140
Music Speaks Studio, LLC	NTQY	10/21/2022	11/20/2022	140	-	-	-	-	140

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Mystic Equine	74	10/17/2022	11/16/2022	500	-	-	-	-	500
Nang Corporation	1001	10/21/2022	11/20/2022	330	-	-	-	-	330
Natalie Braun	1199	10/3/2022	11/2/2022	350	-	-	-	-	350
Natalie Braun	1200	10/3/2022	11/2/2022	350	-	-	-	-	350
New West Ballet School	97	9/10/2022	10/10/2022	-	100	-	-	-	100
New West Ballet School	98	9/12/2022	10/12/2022	-	150	-	-	-	150
Nicole the Math Lady, LLC.	5605	10/16/2022	11/15/2022	99	-	-	-	-	99
Noonan Family Swim School, Inc	54507_2	10/17/2022	11/16/2022	147	-	-	-	-	147
Noonan Family Swim School, Inc	54573_1	10/17/2022	11/16/2022	178	-	-	-	-	178
Noonan Family Swim School, Inc	65497_2	10/17/2022	11/16/2022	112	-	-	-	-	112
Noonan Family Swim School, Inc	68818_18	10/17/2022	11/16/2022	147	-	-	-	-	147
Noonan Family Swim School, Inc	68823_16	10/17/2022	11/16/2022	147	-	-	-	-	147
Noonan Family Swim School, Inc	69679_13	10/17/2022	11/16/2022	110	-	-	-	-	110
Noonan Family Swim School, Inc	69680_14	10/17/2022	11/16/2022	110	-	-	-	-	110
Noonan Family Swim School, Inc	72772_2	10/17/2022	11/16/2022	112	-	-	-	-	112
Noonan Family Swim School, Inc	74786_3	10/17/2022	11/16/2022	138	-	-	-	-	138
Noonan Family Swim School, Inc	83532_10	10/17/2022	11/16/2022	112	-	-	-	-	112
Noonan Family Swim School, Inc	83533_3	10/17/2022	11/16/2022	112	-	-	-	-	112
Noonan Family Swim School, Inc	86790_6	10/18/2022	11/17/2022	112	-	-	-	-	112
Noonan Family Swim School, Inc	87986_4	10/17/2022	11/16/2022	112	-	-	-	-	112
Noonan Family Swim School, Inc	87987_4	10/17/2022	11/16/2022	112	-	-	-	-	112
Noonan Family Swim School, Inc	91769_2	10/17/2022	11/16/2022	207	-	-	-	-	207
Noonan Family Swim School, Inc	91812_2	10/17/2022	11/16/2022	112	-	-	-	-	112
Noonan Family Swim School, Inc	91813_2	10/17/2022	11/16/2022	112	-	-	-	-	112
Noonan Family Swim School, Inc	91957_2	10/17/2022	11/16/2022	138	-	-	-	-	138
Noonan Family Swim School, Inc	92163_2	10/17/2022	11/16/2022	128	-	-	-	-	128
Noonan Family Swim School, Inc	92376_2	10/17/2022	11/16/2022	140	-	-	-	-	140
Noonan Family Swim School, Inc	92377_2	10/17/2022	11/16/2022	112	-	-	-	-	112
Noonan Family Swim School, Inc	92526_2	10/17/2022	11/16/2022	112	-	-	-	-	112
Noonan Family Swim School, Inc	92527_2	10/17/2022	11/16/2022	112	-	-	-	-	112
Noonan Family Swim School, Inc	92708_2	10/17/2022	11/16/2022	112	-	-	-	-	112
Noonan Family Swim School, Inc	92988_1	10/17/2022	11/16/2022	178	-	-	-	-	178
Noonan Family Swim School, Inc.	88264_4	10/17/2022	11/16/2022	97	-	-	-	-	97
Noonan Family Swim School, Inc.	89227_3	10/17/2022	11/16/2022	142	-	-	-	-	142
Noonan Family Swim School, Inc.	93296_1	10/17/2022	11/16/2022	178	-	-	-	-	178
Noonan Family Swim School, Inc.	93297_1	10/17/2022	11/16/2022	178	-	-	-	-	178
Noonan Family Swim School, Inc. - Sar	75854_13-R	5/1/2022	5/31/2022	-	-	-	-	105	105
North County Academy of Dance	2022090205-R	9/20/2022	10/20/2022	-	3,474	-	-	-	3,474
North County Academy of Dance	202211209	10/15/2022	11/14/2022	499	-	-	-	-	499
Oak Meadow Inc	135784	10/21/2022	11/20/2022	198	-	-	-	-	198

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ODP Business Solutions LLC	264052132001	9/1/2022	9/25/2022	-	-	9	-	-	9
ODP Business Solutions LLC	270926930001	10/11/2022	11/6/2022	117	-	-	-	-	117
ODP Business Solutions LLC	270929801001	10/11/2022	11/6/2022	30	-	-	-	-	30
ODP Business Solutions LLC	270929803001	10/11/2022	11/6/2022	13	-	-	-	-	13
Oscar Azucena	AC005-PCA18	10/15/2022	11/14/2022	350	-	-	-	-	350
Oscar Azucena	ACC005-PCA19	10/15/2022	11/14/2022	350	-	-	-	-	350
Oscar Azucena	AST005-PCA16	10/15/2022	11/14/2022	350	-	-	-	-	350
Oscar Azucena	IPT002-PCA17	10/15/2022	11/14/2022	350	-	-	-	-	350
Outschool, Inc.	12345707947	10/17/2022	11/16/2022	56	-	-	-	-	56
Outschool, Inc.	12345707948	10/17/2022	11/16/2022	60	-	-	-	-	60
Outschool, Inc.	12345707949	10/17/2022	11/16/2022	32	-	-	-	-	32
Outschool, Inc.	12345707950	10/17/2022	11/16/2022	24	-	-	-	-	24
Outschool, Inc.	12345707995	10/20/2022	11/19/2022	42	-	-	-	-	42
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

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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
Rainbow Resource Center	3898386	10/12/2022	11/11/2022	20	-	-	-	-	20
Rainbow Resource Center	3898625	10/12/2022	11/11/2022	163	-	-	-	-	163
Rainbow Resource Center	3900124	10/17/2022	11/16/2022	131	-	-	-	-	131
Rainbow Resource Center	3900873	10/18/2022	11/17/2022	37	-	-	-	-	37
Rainbow Resource Center	3901559	10/18/2022	11/17/2022	17	-	-	-	-	17
Rainbow Resource Center	3901911	10/18/2022	11/17/2022	64	-	-	-	-	64
Rainbow Resource Center	3902105	10/19/2022	11/18/2022	167	-	-	-	-	167
Rainbow Resource Center	3902106	10/19/2022	11/18/2022	191	-	-	-	-	191
Rainbow Resource Center	3902315	10/19/2022	11/18/2022	87	-	-	-	-	87
Rainbow Resource Center	3902475	10/19/2022	11/18/2022	49	-	-	-	-	49
Rainbow Resource Center	3902755	10/19/2022	11/18/2022	279	-	-	-	-	279

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Rainbow Resource Center	3902804	10/19/2022	11/18/2022	32	-	-	-	-	32
Rainbow Resource Center	3902906	10/19/2022	11/18/2022	40	-	-	-	-	40
Rainbow Resource Center	3902907	10/19/2022	11/18/2022	34	-	-	-	-	34
Rainbow Resource Center	3902911	10/20/2022	11/19/2022	151	-	-	-	-	151
Rainbow Resource Center	3903054	10/20/2022	11/19/2022	81	-	-	-	-	81
Rainbow Resource Center	3903164	10/20/2022	11/19/2022	24	-	-	-	-	24
Rainbow Resource Center	3904048	10/21/2022	11/20/2022	103	-	-	-	-	103
Rainbow Resource Center	3904147	10/21/2022	11/20/2022	242	-	-	-	-	242
Rainbow Resource Center	3904179	10/21/2022	11/20/2022	103	-	-	-	-	103
Rebecca Newell	1022	10/21/2022	11/20/2022	7,722	-	-	-	-	7,722
Rock Creek Enrichment Center	20222171	10/18/2022	11/17/2022	260	-	-	-	-	260
Rock Creek Enrichment Center	20222172	10/18/2022	11/17/2022	395	-	-	-	-	395
Rock Creek Enrichment Center	20222173	10/18/2022	11/17/2022	395	-	-	-	-	395
Rock Creek Enrichment Center	20222174	10/18/2022	11/17/2022	250	-	-	-	-	250
Rock Creek Enrichment Center	20222175	10/18/2022	11/17/2022	450	-	-	-	-	450
Rock Creek Enrichment Center	20222176	10/18/2022	11/17/2022	200	-	-	-	-	200
Rock Creek Enrichment Center	20222177	10/18/2022	11/17/2022	595	-	-	-	-	595
Ruocco Equestrian Training	10032022	10/18/2022	11/17/2022	540	-	-	-	-	540
Ruocco Equestrian Training	10052022	10/18/2022	11/17/2022	225	-	-	-	-	225
Ruocco Equestrian Training	8262022	10/19/2022	11/18/2022	130	-	-	-	-	130
Ruocco Equestrian Training	9022022	10/18/2022	11/17/2022	180	-	-	-	-	180
San Diego Dance Theater	3769	10/17/2022	10/31/2022	225	-	-	-	-	225
San Diego Dance Theater	3771	10/17/2022	12/17/2022	300	-	-	-	-	300
Sara Burdge	72	10/1/2022	10/31/2022	280	-	-	-	-	280
Sarah Martinson	MART090222	9/2/2022	9/2/2022	-	-	273	-	-	273
Sarah Martinson	MART090222-01	9/2/2022	9/2/2022	-	-	233	-	-	233
Sarah Martinson	MART090222-02	9/2/2022	9/2/2022	-	-	265	-	-	265
Sarah Martinson	MART093022	9/30/2022	9/30/2022	-	-	161	-	-	161
Sarah Martinson	MART093022-01	9/30/2022	9/30/2022	-	-	241	-	-	241
Sarah Martinson	MART093022-02	9/30/2022	9/30/2022	-	-	249	-	-	249
Sarah Martinson	MART093022-03	9/30/2022	9/30/2022	-	-	197	-	-	197
Savvas Learning Company LLC	4026760700	9/19/2022	10/19/2022	-	12	-	-	-	12
Scholastic Inc	M7322308 3	10/4/2022	11/3/2022	148	-	-	-	-	148
Science 2 U	S2UPCA10192022	10/19/2022	11/18/2022	350	-	-	-	-	350
Sebesta's Rocking K Ranch	1203	10/16/2022	11/15/2022	240	-	-	-	-	240
Sebesta's Rocking K Ranch	1204	10/16/2022	11/15/2022	480	-	-	-	-	480
Seven Spears Martial Arts Academy	203	10/1/2022	10/31/2022	169	-	-	-	-	169
SHI International Corp	B15934609	10/6/2022	11/5/2022	1,788	-	-	-	-	1,788
Singapore Math Inc.	S250180	10/14/2022	11/13/2022	109	-	-	-	-	109
Singapore Math Inc.	S250661	10/20/2022	11/19/2022	78	-	-	-	-	78

Pacific Coast Academy

Accounts Payable Aging

October 31, 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.	S250663	10/20/2022	11/19/2022	78	-	-	-	-	78
Singapore Math Inc.	S250665	10/20/2022	11/19/2022	56	-	-	-	-	56
Singapore Math Live, LLC	1014224	10/14/2022	11/13/2022	85	-	-	-	-	85
Singapore Math Live, LLC	1014225	10/14/2022	11/13/2022	55	-	-	-	-	55
SLP Toolkit	3933	10/17/2022	11/16/2022	860	-	-	-	-	860
Small Talk OC	2496	9/1/2022	10/31/2022	600	-	-	-	-	600
Soccer Saints & Ryan Beard	1136	10/21/2022	11/20/2022	165	-	-	-	-	165
Sonya Rosenberg	144	10/17/2022	10/17/2022	-	70	-	-	-	70
Sonya Rosenberg	159	10/2/2022	10/18/2022	-	350	-	-	-	350
Sonya Rosenberg	161	10/10/2022	10/18/2022	-	210	-	-	-	210
Southern California Music Academy	9084	10/17/2022	11/16/2022	188	-	-	-	-	188
Southern California Music Academy	9085	10/17/2022	11/16/2022	188	-	-	-	-	188
Southern California Music Academy	9086	10/17/2022	11/16/2022	188	-	-	-	-	188
Southern California Music Academy	9088	10/17/2022	11/16/2022	148	-	-	-	-	148
Steffani Clark-Jijon	127	10/4/2022	11/3/2022	68	-	-	-	-	68
Studies Weekly	463704	10/18/2022	11/10/2022	32	-	-	-	-	32
Studies Weekly	463705	10/18/2022	11/10/2022	32	-	-	-	-	32
Studies Weekly	463717	10/18/2022	11/10/2022	32	-	-	-	-	32
Studies Weekly	463797	10/18/2022	11/10/2022	32	-	-	-	-	32
Studies Weekly	463822	10/18/2022	11/10/2022	32	-	-	-	-	32
Studies Weekly	463823	10/18/2022	11/10/2022	32	-	-	-	-	32
Studies Weekly	463824	10/18/2022	11/10/2022	65	-	-	-	-	65
Studies Weekly	463825	10/18/2022	11/10/2022	65	-	-	-	-	65
Studies Weekly	463826	10/18/2022	11/10/2022	32	-	-	-	-	32
Studies Weekly	464335	10/21/2022	11/16/2022	65	-	-	-	-	65
Studies Weekly	464336	10/21/2022	11/16/2022	65	-	-	-	-	65
Studies Weekly	464337	10/21/2022	11/16/2022	32	-	-	-	-	32
Studies Weekly	464338	10/21/2022	11/16/2022	32	-	-	-	-	32
Sunshine Vibes LLC	SunVib 2301	10/20/2022	11/19/2022	156	-	-	-	-	156
Sunshine Vibes LLC	SunVib 2302	10/20/2022	11/19/2022	156	-	-	-	-	156
Teacher Synergy, LLC	208224857	10/17/2022	11/7/2022	55	-	-	-	-	55
Teacher Synergy, LLC	208225864	10/17/2022	11/7/2022	64	-	-	-	-	64
Teacher Synergy, LLC	208234643	10/17/2022	11/7/2022	153	-	-	-	-	153
Teacher Synergy, LLC	208241134	10/17/2022	11/7/2022	36	-	-	-	-	36
Teacher Synergy, LLC	208242644	10/17/2022	11/7/2022	6	-	-	-	-	6
Teacher Synergy, LLC	208398446	10/18/2022	11/8/2022	65	-	-	-	-	65
Teacher Synergy, LLC	208401621	10/18/2022	11/8/2022	178	-	-	-	-	178
Teacher Synergy, LLC	208401866	10/18/2022	11/8/2022	107	-	-	-	-	107
Teacher Synergy, LLC	208403927	10/18/2022	11/8/2022	34	-	-	-	-	34
Teacher Synergy, LLC	208404539	10/18/2022	11/8/2022	24	-	-	-	-	24

Pacific Coast Academy

Accounts Payable Aging

October 31, 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
Teacher Synergy, LLC	208417183	10/18/2022	11/8/2022	360	-	-	-	-	360
Teacher Synergy, LLC	208418177	10/18/2022	11/8/2022	65	-	-	-	-	65
Teacher Synergy, LLC	208418280	10/18/2022	11/8/2022	36	-	-	-	-	36
Teacher Synergy, LLC	208581402	10/19/2022	11/9/2022	6	-	-	-	-	6
Teacher Synergy, LLC	208582434	10/19/2022	11/9/2022	18	-	-	-	-	18
Teacher Synergy, LLC	208583111	10/19/2022	11/9/2022	10	-	-	-	-	10
Teacher Synergy, LLC	208678226	10/20/2022	11/10/2022	50	-	-	-	-	50
Teacher Synergy, LLC	208680792	10/20/2022	11/10/2022	20	-	-	-	-	20
Teacher Synergy, LLC	208691191	10/20/2022	11/10/2022	32	-	-	-	-	32
Teaching Textbooks	47300	10/19/2022	11/18/2022	55	-	-	-	-	55
Teaching Textbooks	47301	10/19/2022	11/18/2022	67	-	-	-	-	67
Teaching Textbooks	47326	10/20/2022	11/19/2022	43	-	-	-	-	43
Terra Arts Foundation	30007	10/21/2022	11/20/2022	4,617	-	-	-	-	4,617
The Stepping Stones Group LLC	M0128443	10/7/2022	11/6/2022	3,420	-	-	-	-	3,420
The Stronghold	1020-1	10/20/2022	11/19/2022	138	-	-	-	-	138
The Stronghold	1020-2	10/20/2022	11/19/2022	138	-	-	-	-	138
The Stronghold	1020-3	10/20/2022	11/19/2022	180	-	-	-	-	180
The Stronghold	1021-1	10/21/2022	11/20/2022	198	-	-	-	-	198
The Stronghold	1021-10	10/21/2022	11/20/2022	328	-	-	-	-	328
The Stronghold	1021-3	10/21/2022	11/20/2022	414	-	-	-	-	414
The Stronghold	1021-4	10/21/2022	11/20/2022	678	-	-	-	-	678
The Stronghold	1021-5	10/21/2022	11/20/2022	118	-	-	-	-	118
The Stronghold	1021-6	10/21/2022	11/20/2022	138	-	-	-	-	138
The Stronghold	1021-8	10/21/2022	11/20/2022	138	-	-	-	-	138
The Stronghold	1021-9	10/21/2022	11/20/2022	138	-	-	-	-	138
Valery King	10C	10/20/2022	11/19/2022	250	-	-	-	-	250
Venessa Chase	CHAS101722	10/17/2022	10/17/2022	-	307	-	-	-	307
Verizon Wireless	9917826864	10/10/2022	11/2/2022	131	-	-	-	-	131
Verizon Wireless	9918223516	10/14/2022	11/6/2022	1,713	-	-	-	-	1,713
Wagner's School of Music, LLC	5635	9/1/2022	10/1/2022	-	166	-	-	-	166
Wagner's School of Music, LLC	5637	9/1/2022	10/1/2022	-	116	-	-	-	116
Wagner's School of Music, LLC	5638	9/1/2022	10/1/2022	-	116	-	-	-	116
Wagner's School of Music, LLC	5644	9/1/2022	10/1/2022	-	116	-	-	-	116
Wagner's School of Music, LLC	5647	8/27/2022	9/26/2022	-	-	212	-	-	212
Wagner's School of Music, LLC	5649	9/1/2022	10/1/2022	-	221	-	-	-	221
Wagner's School of Music, LLC	5651	9/1/2022	10/1/2022	-	116	-	-	-	116
Wagner's School of Music, LLC	5652	9/1/2022	10/1/2022	-	212	-	-	-	212
Wagner's School of Music, LLC	5653	9/1/2022	10/1/2022	-	180	-	-	-	180
Wagner's School of Music, LLC	5655	9/1/2022	10/1/2022	-	212	-	-	-	212
Wagner's School of Music, LLC	5656	9/1/2022	10/1/2022	-	166	-	-	-	166

Pacific Coast Academy**Accounts Payable Aging**

October 31, 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	5657	9/1/2022	10/1/2022	-	116	-	-	-	116
Wagner's School of Music, LLC	5658	9/1/2022	10/1/2022	-	116	-	-	-	116
Wagner's School of Music, LLC	5659	9/1/2022	10/1/2022	-	212	-	-	-	212
Wagner's School of Music, LLC	5661	9/1/2022	10/1/2022	-	302	-	-	-	302
Wagner's School of Music, LLC	5662	9/1/2022	10/1/2022	-	116	-	-	-	116
Wagner's School of Music, LLC	5663	9/1/2022	10/1/2022	-	500	-	-	-	500
Wagner's School of Music, LLC	5664	9/1/2022	10/1/2022	-	180	-	-	-	180
Wagner's School of Music, LLC	5665	9/1/2022	10/1/2022	-	116	-	-	-	116
Wagner's School of Music, LLC	5692	10/21/2022	11/20/2022	232	-	-	-	-	232
Wagner's School of Music, LLC	5693	10/20/2022	11/19/2022	96	-	-	-	-	96
Wendy Yen	101822	10/18/2022	11/17/2022	12,448	-	-	-	-	12,448
Wexplore LLC	321	10/21/2022	11/20/2022	975	-	-	-	-	975
William V. MacGill & CO.	CN0022858	12/20/2021	1/19/2022	-	-	-	-	(526)	(526)
Xochitl Salcido	8	10/12/2022	11/11/2022	352	-	-	-	-	352
YMCA of San Diego County	02	10/17/2022	11/16/2022	373	-	-	-	-	373
YMCA of San Diego County	FALL-2022	10/20/2022	11/19/2022	208	-	-	-	-	208
Yolanda Osborne	OSBO101222	10/12/2022	10/12/2022	-	337	-	-	-	337
Total Outstanding Payables in October				\$ 124,465	\$ 11,719	\$ 3,038	\$ 60	\$501,018	\$ 640,300

Coversheet

Overview of Board Member Responsibilities

Section:	III. Other Business
Item:	A. Overview of Board Member Responsibilities
Purpose:	FYI
Submitted by:	
Related Material:	PCA Presentation Overview of Board Member Responsibilities.pptx.pdf

YOUR ROLE AS A BOARD MEMBER

Johnny Tran, Esq.
Former PCA Board Member

CITIZEN OVERSIGHT



Citizen oversight of local government is the cornerstone of democracy in the United States. School board members are locally elected/selected public officials entrusted with governing a community's public schools.

-California School Boards Association

WHAT'S MY ROLE?



The role of a board member is to ensure that PCA is responsive to the values, beliefs and priorities of their community



HOW DO I FULFILL MY ROLE?



Board Members fulfill this role by performing five responsibilities:

- Setting direction
- Establishing an effective and efficient structure
- Providing support
- Ensuring accountability
- Providing community leadership as advocates for the students

SET DIRECTION

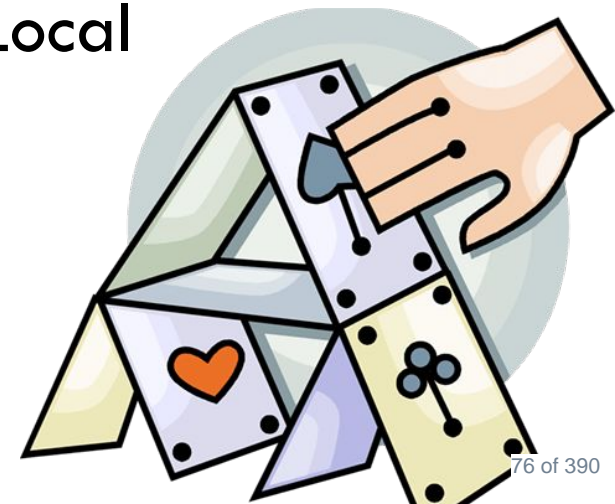
Ensure that a long-term vision is established for PCA



ESTABLISH AN EFFECTIVE AND EFFICIENT STRUCTURE

Although the Board doesn't implement policies or programs, the board is responsible for:

- Employing the Executive Director and providing direction
- Overseeing the development and adoption of bylaws and policies
- Establishing budget priorities, adopting the budget and Local Control and Accountability Plan, and overseeing issues

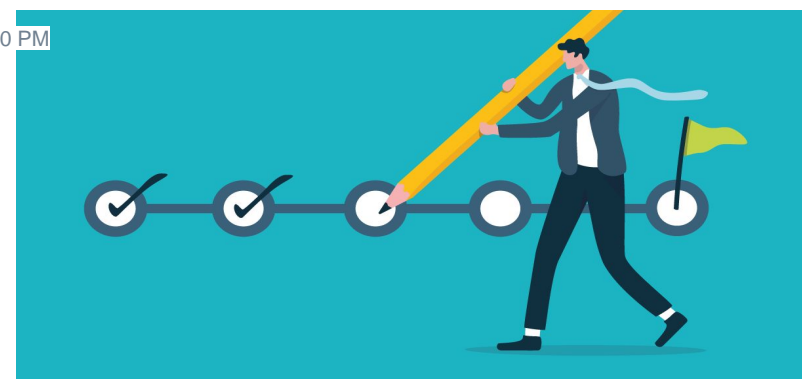


PROVIDE SUPPORT

The Board has a responsibility to support the Executive Director and staff as they implement the established vision



ENSURE ACCOUNTABILITY



The Board establishes systems and processes to monitor results and evaluates the school's progress toward accomplishing the vision.

- evaluating the Executive Director and setting policy for the evaluation of other personnel
- monitoring, reviewing and revising policies
- serving as a judicial and appeals body
- monitoring student achievement and program effectiveness
- monitoring and adjusting finances
- evaluating its own effectiveness through board self evaluation

PROVIDE LEADERSHIP AS ADVOCATES FOR THE STUDENTS

- Listen and speak up for the students
- Engage the parents and stakeholders



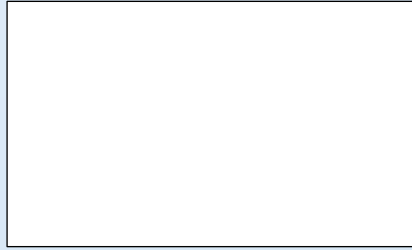


THANK YOU FOR YOUR SERVICE!

Coversheet

2021-22 Audit Report

Section:	III. Other Business
Item:	B. 2021-22 Audit Report
Purpose:	
Submitted by:	
Related Material:	21-22 Audit Rpt - Pacific Coast Academy.pdf



Pacific Coast
Academy
Charter #1892

Audit Report

June 30, 2022



Pacific Coast Academy Charter School

Financial Statements and Supplemental Information

Year Ended June 30, 2022

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Brian K. Hadley, CPA
Aubrey W. Mann, CPA
Kevin A. Sproul, CPA

Independent Auditor's Report

To the Board of Directors
Pacific Coast Academy Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Pacific Coast Academy Charter School (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Pacific Coast Academy Charter School as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Pacific Coast Academy Charter School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Pacific Coast Academy Charter School's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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Phone: 619-447-6700 | Fax: 619-447-6707 | whllp.com

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Pacific Coast Academy Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Pacific Coast Academy Charter School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. The additional accompanying supplementary information, as identified in the Table of Contents and as required by the *2021-22 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and additional accompanying supplementary information, as identified in the Table of Contents, are fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2022, on our consideration of Pacific Coast Academy Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Pacific Coast Academy Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Pacific Coast Academy Charter School's internal control over financial reporting and compliance.

El Cajon, California
December 15, 2022

Financial Statements

Pacific Coast Academy Charter School

Statement of Financial Position

June 30, 2022

Assets

Cash and cash equivalents	\$ 9,002,988
Accounts receivable	2,444,284
Prepaid expenses	974,916
Security deposits	7,629
Property and equipment, net	46,159
Total Assets	<u>\$ 12,475,976</u>

Liabilities and Net Assets

Liabilities

Accounts payable - vendors	\$ 1,057,366
Accounts payable - grantor government	155,582
Accrued payroll liabilities	780,875
Unearned revenue	1,575,447
Total Liabilities	<u>3,569,270</u>

Net Assets

Without donor restrictions

Undesignated	7,513,911
Invested in property and equipment, net of related debt	46,159
	<u>7,560,070</u>

With donor restrictions

Restricted for state programs	1,346,636
	<u>1,346,636</u>

Total Net Assets	8,906,706
Total Liabilities and Net Assets	<u>\$ 12,475,976</u>

The accompanying notes are an integral part of this statement.

Pacific Coast Academy Charter School

Statement of Activities Year Ended June 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Revenue, Support, and Gains			
Local Control Funding Formula (LCFF) sources			
State aid	\$ 39,846,557	\$ -	\$ 39,846,557
Education protection account state aid	878,050	-	878,050
Transfers in lieu of property taxes	1,073,103	-	1,073,103
Total LCFF sources	41,797,710	-	41,797,710
Federal contracts and grants	-	2,341,329	2,341,329
Paycheck Protection Program Loan Forgiveness	-	3,093,725	3,093,725
State contracts and grants	2,791,698	4,041,569	6,833,267
Local contracts and grants	568	-	568
Interest income	13,238	-	13,238
Net assets released from restriction -			
Grant restrictions satisfied	8,129,987	(8,129,987)	-
Total revenue, support, and gains	52,733,201	1,346,636	54,079,837
Expenses and Losses			
Program services expense	41,443,220	-	41,443,220
Supporting services expense	8,274,743	-	8,274,743
Total expenses and losses	49,717,963	-	49,717,963
Change in Net Assets	3,015,238	1,346,636	4,361,874
Net Assets, Beginning of Year	4,544,832	-	4,544,832
Net Assets, End of Year	\$ 7,560,070	\$ 1,346,636	\$ 8,906,706

The accompanying notes are an integral part of this statement.

Pacific Coast Academy Charter School

Statement of Functional Expenses Year Ended June 30, 2022

	<u>Program Services</u>	<u>Supporting Services</u>	
	<u>Educational</u>	<u>Management and</u>	
	<u>Programs</u>	<u>General</u>	<u>Total</u>
Salaries and wages	\$ 19,378,672	\$ 4,177,248	\$ 23,555,920
Pension expense	4,101,473	884,109	4,985,582
Other employee benefits	2,218,141	478,140	2,696,281
Payroll taxes	679,140	146,395	825,535
Fees for services:			
Management	-	976,104	976,104
Legal	-	165,159	165,159
Audit	-	12,525	12,525
Professional consulting	4,818,436	12,357	4,830,793
District oversight	-	155,582	155,582
Banking and payroll services	-	63,298	63,298
Office expenses	128,936	-	128,936
Occupancy	369,465	-	369,465
Travel	50,519	-	50,519
Conferences, conventions, and meetings	47,955	-	47,955
Interest	-	36,135	36,135
Depreciation	982	-	982
Insurance	-	347,820	347,820
Other expenses:			
Books and supplies	4,847,283	-	4,847,283
Equipment rental and repair	11,118	-	11,118
Noncapitalized equipment	2,351,647	-	2,351,647
Special education encroachment	2,247,132	-	2,247,132
Student events	192,321	-	192,321
Bad debt	-	819,871	819,871
Total expenses by function	<u>\$ 41,443,220</u>	<u>\$ 8,274,743</u>	<u>\$ 49,717,963</u>

The accompanying notes are an integral part of this statement.

Pacific Coast Academy Charter School

Statement of Cash Flows
Year Ended June 30, 2022

Cash Flows from Operating Activities

Receipts from federal, state, and local contracts and grants	\$ 67,341,721
Receipts from property taxes	1,073,103
Receipts from operating interest	13,238
Payments for salaries and benefits	(32,276,369)
Payments to vendors	(19,544,731)
Interest paid	(36,135)

Net Cash Used For Operating Activities	<u><u>16,570,827</u></u>
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Cash Flows from Investing Activities

Purchases of property and equipment	(47,141)
-------------------------------------	----------

Net Cash From Investing Activities	<u><u>(47,141)</u></u>
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Cash Flows from Financing Activities

Payoff of short term loans payable	(9,762,000)
Payoff of notes payable	(3,093,725)

Net Cash From Financing Activities	<u><u>(12,855,725)</u></u>
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Net Change in Cash and Cash Equivalents	3,667,961
--	-----------

Cash and Cash Equivalents, Beginning of Year	<u>5,335,027</u>
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Cash and Cash Equivalents, End of Year	<u><u>\$ 9,002,988</u></u>
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Reconciliation of Change in Net Assets to Net Cash

Used For Operating Activities

Change in net assets	\$ 4,361,874
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Adjustments to reconcile change in net assets to net cash:

Depreciation and amortization	982
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Changes in operating assets and liabilities

(Increase) Decrease in assets

Accounts receivable	11,957,603
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Accounts receivable - related entities	819,871
--	---------

Prepaid expenses	(765,720)
------------------	-----------

Security deposits	(999)
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Increase (Decrease) in liabilities

Accounts payable - vendors	(877,524)
----------------------------	-----------

Accounts payable - related entities	(282,960)
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Accounts payable - grantor governments	155,582
--	---------

Accrued payroll liabilities	(213,051)
-----------------------------	-----------

Unearned revenue	1,415,169
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Net Cash Used For Operating Activities	<u><u>\$ 16,570,827</u></u>
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The accompanying notes are an integral part of this statement.

Pacific Coast Academy Charter School

Notes to the Financial Statements

Year Ended June 30, 2022

A. Principal Activity and Summary of Significant Accounting Policies

Organization Structure

Pacific Coast Academy (the School) was formed on May 2, 2017, as a charter school pursuant to California Education Code §47600 under a charter agreement with Dehesa Elementary School District (the District). The School became a nonprofit public benefit corporation on November 8, 2017. The charter agreement was approved by Dehesa Elementary School District and submitted to the California Board of Education in April 2017. The school began operations on July 1, 2017.

Pacific Coast Academy is a tuition-free, K-12 independent study charter school. The School offers an online and offline based curriculum, academically accelerated instructional program with thematic units, project-based learning, and enriched to support students who have the desire to work ahead or work deeper in their studies.

Basis of Accounting

The financial statements were prepared in accordance with accounting principles generally accepted in the United States of America as applicable to not-for-profit organizations. The School uses the accrual basis of accounting, under which revenues are recognized when they are earned, and expenditures are recognized in the accounting period in which the liability is incurred.

Cash and Cash Equivalents

The School considers all cash and highly liquid financial instruments with original maturities of three months or less, which are neither held for nor restricted by donors for long-term purposes, to be cash and cash equivalents.

Accounts Receivable

Accounts receivables consist primarily of noninterest-bearing amounts due to the School for federal, state, and local grants and contracts receivable. The amounts in accounts receivable are considered fully collectable and as such there has not been an allowance for uncollectable accounts or discount established for the School.

Property and Equipment

The School records property and equipment additions over \$5,000 at cost, or if donated, at fair value on the date of donation. Depreciation and amortization are computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 30 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation or amortization are removed from the accounts, and any resulting gain or loss is included in the statements of activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed in the current period.

The School reviews the carrying values of property and equipment for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. The School wrote off \$819,871 in related party receivables due to the institutions being closed and insolvent during the 2021-22 school year.

Pacific Coast Academy Charter School

Notes to the Financial Statements (Continued)

Year Ended June 30, 2022

Investments

The School records investment purchases at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values on the statement of financial position. Net investment return/(loss) is reported in the statement of activities and consists of interest and dividend income, realized and unrealized capital gains and losses, less external and direct internal investment expenses.

Net Assets

Net assets, revenues, gains and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue and Revenue Recognition

The School recognizes revenue from sales when the products are transferred and services are provided. The School records special events revenue equal to the cost of direct benefits to donors, and contribution revenue for the difference. Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. Some federal, state, and local contracts and grants are conditioned upon certain performance requirements and the incurrence of allowable qualifying expense. In such cases the revenue is recognized once all performance requirements have been met.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to our program services, administration, and fundraising and developing activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by generally accepted accounting principles.

Advertising

Advertising costs are expensed as incurred and approximated \$0 during the year ended June 30, 2022.

Pacific Coast Academy Charter School

Notes to the Financial Statements (Continued)

Year Ended June 30, 2022

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional bases in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the program and supporting services benefited.

Income Taxes

The School is a 509(a)(1) publicly supported non-profit organization that is exempt from income taxes under Sections 501(a) and 501(c)(3) of the Internal Revenue Code. The School is also exempt from California franchise or income tax under Section 23701d of the California Revenue and Taxation Code. The School may be subject to tax on income which is not related to its exempt purpose. For the year ended June 30, 2022, no such unrelated business income was reported and, therefore, no provision for income taxes has been made.

The School follows provisions of uncertain tax positions as addressed in ASC 958. The School recognizes accrued interest and penalties associated with uncertain tax positions as part of the income tax provision, when applicable. There are no amounts accrued in the financial statements related to uncertain tax positions for the year ended June 30, 2022.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the School to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates, and those differences could be material.

Financial Instruments and Credit Risk

The School manages deposit concentration risk by placing cash, money market accounts, and certificates of deposit with financial institutions believed by the School to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investments in money market mutual funds. To date, the School has not experienced losses in any of these accounts. Credit risk associated with contributions receivable is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from government agencies.

LCFF Revenues and Payments in Lieu of Property Taxes

The School's primary funding source is a combination of local property taxes and state revenues. The California Department of Education computes the local control funding formula (LCFF) on statewide charter school rates multiplied by the schools' average daily attendance (ADA) as reported at the second principal apportionment period (P2). The result is then reduced by property tax revenues transferred from the District to the school, which is funding in lieu of property taxes, and education protection account funds paid by the state under proposition 30. The remaining balance is paid from the state general fund, in the form of LCFF State Aid. LCFF funding sources, inclusive of state and local sources, made up 77% of the School's revenue.

The School is not at risk of losing these funding sources, as long as the schools maintain a steady level of ADA, as these funding sources are mandated by the California State Constitution to fund schools.

Pacific Coast Academy Charter School

Notes to the Financial Statements (Continued)

Year Ended June 30, 2022

New Accounting Guidance

The Financial Accounting Standards Board (FASB) issues accounting standards updates and additional guidance for not-for-profit and for-profit agencies to establish consistent accounting across all organizations in the United States. The following table represents items that have been issued by FASB that became effective in the 2021-22 fiscal year:

Description	Date Issued
FASB Accounting Standards Update 2017-12 - <i>Derivatives and Hedging (Topic 815)</i>	Aug-17
FASB Accounting Standards Update 2018-10 - <i>Codification Improvements to Topic 842 Leases</i>	Jul-18
FASB Accounting Standards Update 2018-15 - <i>Intangibles, Goodwill and Other, Internal Use Software (Topic 350-40)</i>	Aug-18
FASB Accounting Standards Update 2018-16 - <i>Derivatives and Hedging (Topic 815)</i>	Oct-18
FASB Accounting Standards Update 2018-17 - <i>Consolidation (Topic 810)</i>	Oct-18
FASB Accounting Standards Update 2018-18 - <i>Collaborative Arrangements (Topic 808)</i>	Nov-18
FASB Accounting Standards Update 2019-02 - <i>Entertainment Film Costs (Topic 926-20)</i>	Mar-19
FASB Accounting Standards Update 2019-10 - <i>Derivatives and Hedging (Topic 815)</i>	Nov-19
FASB Accounting Standards Update 2020-07 - <i>Not-For-Profit Entities (Topic 958)</i>	Sep-20

These updates were issued to provide clarification and simplification in accounting for certain transactions. In addition, they provide for additional note disclosures to create transparency involving these transactions. The School has adopted provisions of effective Accounting Standards Updates. The implementation of these items did not result in a change to financial presentation for the School.

Subsequent Events

In preparing these financial statements, the School has evaluated events and transactions for potential recognition or disclosure through December 15, 2022, the date the financial statements were available to be issued.

Pacific Coast Academy Charter School

Notes to the Financial Statements (Continued)

Year Ended June 30, 2022

B. Liquidity and Availability

The School's financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

Cash and cash equivalents	\$ 9,002,988
Accounts receivable	<u>2,444,284</u>
	<u>\$ 11,447,272</u>

C. Fair Value Measurements and Disclosure

The School reports certain assets and liabilities at fair value in the financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

- Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities that we can access at the measurement date.
- Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.
- Level 3: Unobservable inputs for the asset or liability. In these situations, the School develops inputs using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset, or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the measurement. Assessing the significance of a particular input to entire measurement requires judgment, considering factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to the School's assessment of the quality, risk, or liquidity profile of the asset or liability.

The School has funds at the San Diego County Treasury which invests funds in various markets such as CDs, money market, and U.S. government obligations. Those CDs and U.S. government obligations are valued by the custodians of the securities using pricing models based on credit quality, time to maturity, stated interest rates, and market rate assumptions and are classified within Level 2.

Pacific Coast Academy Charter School

Notes to the Financial Statements (Continued)

Year Ended June 30, 2022

The following table presents assets and liabilities measured at fair value on a recurring basis at June 30, 2022:

Assets	Total	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Operating investments:				
Cash in county treasury	\$ 5,096,198	\$ -	\$ 5,096,198	\$ -
	<u>\$ 5,096,198</u>	<u>\$ -</u>	<u>\$ 5,096,198</u>	<u>\$ -</u>

D. Cash and Cash Equivalents

The School's cash and cash equivalents on June 30, 2022, consisted of the following:

Cash in county treasury	\$ 5,096,198
Cash in bank accounts	<u>3,906,790</u>
Total cash and cash equivalents	<u>\$ 9,002,988</u>

Cash in County Treasury

In order to receive apportionment and other government funding, the School has a Cash in County Treasury account with San Diego County. Once funds are deposited into the County Treasury, the School submits a transfer request to withdraw funds from the County Treasury to move funds into the School's operating account. Balances, as noted above, were held in cash accounts at the County Treasury and as such were not invested in the County Treasury's investment pool.

Cash in Bank

The remainder of the School's cash, (\$3,906,790 as of June 30, 2022) is held in financial institutions which are insured by the Federal Deposit Insurance Corporation (FDIC) up to a limit of \$250,000 per depositor. As of June 30, 2022, the School held \$4,331,375 in excess of the FDIC insured amounts. The School reduces its exposure to risk by maintaining such deposits with high quality financial institutions. The School has not experienced any losses in such accounts and believe it is not exposed to any significant credit risk.

Pacific Coast Academy Charter School

Notes to the Financial Statements (Continued)

Year Ended June 30, 2022

E. Accounts Receivable

As of June 30, 2022, the School's accounts receivable consisted of the following:

Federal Government	
Special Education	\$ 595,300
Title I	422,065
Title II	27,438
Title III	17,194
State Government	
Lottery Funding	276,791
Expanded Learning Opportunities	146,514
Mental Health	241,298
Special Education	52,506
Local Government	
Property tax payments	472,375
Other Local Sources	
Other local sources	192,803
Total Accounts Receivable	<u>\$ 2,444,284</u>

Related Party Bad Debt Write-offs

By virtue of their related party status, the School and Inspire Charter Services (ICS) had previously entered an Interfund Transfer Arrangement in which ICS withdrew funds from various charters to either fund the needs of other related party schools, or fund ICS. This arrangement ended on July 1, 2020, at which point, the related party schools either repaid, or were repaid amounts previously borrowed. The only entity that did not repay any of the funds owed was ICS, which declared Chapter 7 bankruptcy on June 30, 2021. An allowance for the full amount of the receivable due from ICS was established on that date and the school became an unsecured creditor to ICS. During the 2021-22 school year, the School had \$819,871 in write-offs for related party bad debt expense.

F. Prepaid Expenses

As of June 30, 2022, the School's prepaid expenses consisted of the following:

Licenses, software, and dues	\$ 480,266
DIVVY account	198,546
Rent	1,799
Payroll related items	282,305
Vendors	12,000
Total Prepaid Expenses	<u>\$ 974,916</u>

Pacific Coast Academy Charter School

Notes to the Financial Statements (Continued)

Year Ended June 30, 2022

G. Property and Equipment

As of June 30, 2022, the School's property and equipment consisted of the following:

	Beginning Balance	Additions	Deletions	Ending Balance
Equipment, Furniture, and Fixtures	\$ -	\$ 47,141	\$ -	\$ 47,141
Total Depreciable Capital Assets	-	47,141	-	47,141
Total Capital Assets	-	47,141	-	47,141
Less Accumulated Depreciation	-	(982)	-	(982)
Capital Assets, Net	\$ -	\$ 46,159	\$ -	\$ 46,159

H. Unearned Revenue

At year end the School had performance obligations remaining to expend funds for multiple state and federal programs. As such, unexpended cash received is reflected in unearned revenue.

The following table provides information about significant changes in unearned revenue for the year ended June 30, 2020:

Unearned Revenue, beginning of period	\$ 160,278
Increases in unearned revenue due to cash received during the period	1,689,720
Decreases in unearned revenue due to performance obligations met during the period	(274,551)
Unearned Revenue, end of period	<u>\$ 1,575,447</u>

As of June 30, 2022, unearned revenue consisted of the following:

Federal	
ESSER III	\$ 531,570
ESSER II	256,819
GEER II	22,192
Title III	3,694
State	
Educator Effectiveness	515,251
A-G Learning Loss Mitigation	73,721
Universal Pre-K Planning	168,528
American Rescue Plan	3,672
Total Unearned Revenue	<u>\$ 1,575,447</u>

Pacific Coast Academy Charter School

Notes to the Financial Statements (Continued)

Year Ended June 30, 2022

I. Employee Retirement System

Qualified employees are covered under a multiple-employer defined benefit pension plan by an agency of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS). The risks of participating in these multi-employer plans are different from single-employer plans in the following aspects:

- Assets contributed to the multi-employer plan by one employer may be used to provide benefits to employees of the other participating employers.
- If a participating employer stops contributing to the plan, the unfunded obligations of the plan may be borne by the remaining participating employers.
- If the School chooses to stop participating in some of its multi-employer plans, the School may be required to pay those plans an amount based on the underfunded status of the plan, referred to as a withdrawal liability.

The School's participation in this plan for the fiscal year ended June 30, 2022, is outlined in the table below. The "EIN/Pension Plan Number" column provides the Employee Identification Number (EIN) and the three-digit plan number, if applicable. Unless otherwise noted, the most recent Pension Protection Act (PPA) zone status available in 2022, 2021 and 2020 is for the plan's year-end at June 30, 2022, 2021 and 2020, respectively. The zone status is based on information that the School received from the plan and is certified by the plan's actuary. Among other factors, plans in the red zone are generally less than 65% funded, plans in the yellow zone are less than 80% funded, and plans in the green zone are at least 80% funded. The "FIP/RP Status Pending/Implemented" column indicates plans for which a financial improvement plan (FIP) or a rehabilitation plan (RP) is either pending or has been implemented.

Period to Period Comparability:

Pacific Coast Academy Charter School decreased in CalSTRS contributions from 2020 to 2021 by 2.86% followed by an increase in 2022 of 21.23%. The increases in CalSTRS contributions were in large due to rising contribution rates along with an increase in salaries. The decrease in 2021 due to a decrease in employees contributing to the plan.

Pension Fund	EIN/ Pension Plan Number	Pension Protection Act Zone Status Year Ended June 30,			FIP/RP Status Pending/ Implemented
		2022	2021	2020	
CalSTRS	37010	Yellow	Yellow	Yellow	No

Pension Fund	Contributions			Number of Employees	Surcharge Imposed
	2022	2021	2020		
CalSTRS	\$ 3,076,711	\$ 2,537,960	\$ 2,612,653	264	No
Total	\$ 3,076,711	\$ 2,537,960	\$ 2,612,653	264	

Pacific Coast Academy Charter School

Notes to the Financial Statements (Continued)

Year Ended June 30, 2022

CalSTRS:

The School contributes to the California State Teachers' Retirement System (CalSTRS), a cost-sharing multiple employer public employee retirement system defined benefit pension plan administered by CalSTRS. Required contribution rates are set by the California Legislature and detailed in Teachers' Retirement Law. Contribution rates are expressed as a level of percentage of payroll using the entry age normal actuarial cost method. CalSTRS also uses the level of percentage of payroll method to calculate the amortization of any unfunded liability. Copies of the STRS annual report may be obtained from the STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

For the fiscal year ended June 30, 2022, active plan members were required to contribute between 10.205% and 10.25% of their salary, depending on their hire date. The employer contribution rate was 16.92% of annual payroll. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. The School made contributions as noted above. For the year ended June 30, 2022, the State contributed \$1,974,405 (10.858% of certificated salaries) on behalf of the School.

J. Leases

The School entered a lease for facility use from Poway Executive Plaza, LLC on March 20, 2018. The lease runs through June 2024. The future minimum lease payments are as follows:

<u>Year Ended June 30</u>	<u>Operating Leases</u>
2023	131,739
2024	131,739
Total minimum lease payments	<u>\$ 317,814</u>

Pacific Coast Academy Charter School

Notes to the Financial Statements (Continued)

Year Ended June 30, 2022

K. Upcoming Changes in Accounting Pronouncements

The Financial Accounting Standards Board (FASB) has issued the following Accounting Standards Updates (ASU) that become effective over the next few fiscal years:

Description	Date Issued	Fiscal Year Effective
FASB Accounting Standards Update 2016-02 - <i>Leases (Topic 842)</i>	Feb-16	2022-23
FASB Accounting Standards Update 2016-13 - <i>Credit Losses (Topic 326)</i>	Jun-16	2023-24
FASB Accounting Standards Update 2017-04 - <i>Intangibles, Goodwill & Other (Topic 350)</i>	Jan-17	2023-24
FASB Accounting Standards Update 2018-01 - <i>Leases (Topic 842)</i>	Jan-18	2022-23
FASB Accounting Standards Update 2018-11 - <i>Leases Targeted Improvements (Topic 842)</i>	Jul-18	2022-23
FASB Accounting Standards Update 2018-12 - <i>Financial Services Insurance (Topic 944)</i>	Aug-18	2024-25
FASB Accounting Standards Update 2018-14 - <i>Compensation, Retirement Benefits - Defined Benefit Plans (Topic 715-20)</i>	Aug-18	2022-23
FASB Accounting Standards Update 2018-19 - <i>Codification Improvements for Credit Losses (Topic 326)</i>	Nov-18	2023-24
FASB Accounting Standards Update 2018-20 - <i>Leases (Topic 842)</i>	Dec-18	2022-23
FASB Accounting Standards Update 2019-01 - <i>Leases (Topic 842)</i>	Mar-19	2022-23
FASB Accounting Standards Update 2019-09 - <i>Financial Services, Insurance (Topic 944)</i>	Nov-19	2024-25
FASB Accounting Standards Update 2019-10 - <i>Financial Instruments, Credit Losses</i>	Nov-19	2023-24
FASB Accounting Standards Update 2019-12 - <i>Income Taxes (Topic 740)</i>	Dec-19	2022-23
FASB Accounting Standards Update 2020-01 - <i>Investments (Topics 321, 323, and 815)</i>	Jan-20	2022-23
FASB Accounting Standards Update 2020-05 - <i>Revenue from Contracts with Customers (Topic 606)</i>	Jun-20	2022-23
FASB Accounting Standards Update 2020-05 - <i>Leases (Topic 842)</i>	Jun-20	2022-23
FASB Accounting Standards Update 2020-06 - <i>Debt (Topic 470-20)</i>	Aug-20	2024-25

Pacific Coast Academy Charter School

Notes to the Financial Statements (Continued)

Year Ended June 30, 2022

Description	Date Issued	Fiscal Year Effective
FASB Accounting Standards Update 2020-06 - <i>Derivatives and Hedging (Topic 815-40)</i>	Aug-20	2024-25
FASB Accounting Standards Update 2020-08 - <i>Codification Improvements for Receivables (Topic 310-20)</i>	Oct-20	2022-23
FASB Accounting Standards Update 2020-10 - <i>Codification Improvements</i>	Nov-20	2025-26
FASB Accounting Standards Update 2021-02 - <i>Franchisors Revenue (Topic 952-606)</i>	Jan-21	2022-23
FASB Accounting Standards Update 2021-04 - <i>Earnings Per Share (Topic 260)</i>	May-21	2022-23
FASB Accounting Standards Update 2021-04 - <i>Debt Modifications and Extinguishments (Topic 470-50)</i>	May-21	2022-23
FASB Accounting Standards Update 2021-04 - <i>Stock Compensation (Topic 718)</i>	May-21	2022-23
FASB Accounting Standards Update 2021-04 - <i>Derivatives and Hedging (Topic 815-40)</i>	May-21	2022-23
FASB Accounting Standards Update 2021-05 - <i>Leases (Topic 842)</i>	Jul-21	2022-23
FASB Accounting Standards Update 2021-07 - <i>Stock Compensation (Topic 718)</i>	Oct-21	2022-23
FASB Accounting Standards Update 2021-08 - <i>Business Combinations (Topic 805)</i>	Oct-21	2024-25
FASB Accounting Standards Update 2021-09 - <i>Leases (Topic 842)</i>	Nov-21	2022-23
FASB Accounting Standards Update 2021-10 - <i>Government Assistance (Topic 832)</i>	Nov-21	2022-23
FASB Accounting Standards Update 2022-01 - <i>Derivatives and Hedging (Topic 815): Fair Value Hedging - Portfolio Layer Method</i>	Mar-22	2024-25
FASB Accounting Standards Update 2022-02 - <i>Financial Instruments-Credit Losses (Topic 326): Troubled Debt Restructurings and Vintage Disclosures</i>	Mar-22	2023-24
FASB Accounting Standards Update 2022-03 - <i>Fair Value Measurement (Topic 820): Fair Value Measurement of Equity Securities Subject to Contractual Sale Restrictions</i>	Jun-22	2025-26
FASB Accounting Standards Update 2022-04 - <i>Liabilities-Supplier Finance Programs (Subtopic 405-50): Disclosure of Supplier Finance Program Obligations</i>	Sep-22	2023-24

These updates were issued to provide clarification and simplification in accounting for certain transactions. In addition, they provide for additional note disclosures to create transparency involving these transactions. The updates effective during the future fiscal years are not expected to impact the financial accounting or presentation for the School.

Supplementary Information

Pacific Coast Academy Charter School

LEA Organization Structure

Year Ended June 30, 2022

Pacific Coast Academy (Charter #1892) began operations in the 2016-17 school year. The authorizing entity is Dehesa Elementary School District. Pacific Coast Academy provides services for Kindergarten through Twelfth Grade.

GOVERNING BOARD

<u>Name</u>	<u>Office</u>	<u>Term and Term Expiration</u>
Kelly Durso	President	Three Year Term Expires June 2022
Jessica Ackermann	Vice President	Two Year Term Expires June 2022
Johnny Tran	Secretary	Two Year Term Expires August 2022
Ben Fung	Director	Two Year Term Expires June 2023

ADMINISTRATION

Krystin Demofonte
Executive Director

See Accompanying Notes to Supplementary Information

PACIFIC COAST ACADEMY
Schedule of Average Daily Attendance
Year Ended June 30, 2020

	Second Period Report		Annual Report	
	Original 8E1997A9	Revised N/A	Original DA0E0E74	Revised N/A
Non-Classroom Based Attendance				
Grades TK/K-3	1,969.55	N/A	1,985.65	N/A
Grades 4-6	1,221.05	N/A	1,222.70	N/A
Grades 7-8	598.56	N/A	600.19	N/A
Grades 9-12	601.09	N/A	595.56	N/A
Total Non-Classroom Based Attendance	4,390.25	N/A	4,404.10	N/A
Total ADA	4,390.25	N/A	4,404.10	N/A

N/A – There were no audit findings which resulted in revisions to the second period or annual reports of attendance.

Pacific Coast Academy Charter School

Schedule of Instructional Time

Year Ended June 30, 2022

Grade Level	Annual Minutes Requirement	Actual Minutes Offered	J-13A Minutes	Total Minutes	Number of Actual Days Offered (Traditional)	J-13A Days	Total Instructional Days	Status
Transitional Kindergarten	N/A	N/A	N/A	N/A	175	0	175	Complied
Kindergarten	N/A	N/A	N/A	N/A	175	0	175	Complied
1st Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
2nd Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
3rd Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
4th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
5th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
6th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
7th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
8th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
9th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
10th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
11th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied
12th Grade	N/A	N/A	N/A	N/A	175	0	175	Complied

N/A – The School operates as a non-classroom based charter school. The requirements for annual minutes do not apply to non-classroom based charter schools.

See Accompanying Notes to Supplementary Information

Pacific Coast Academy Charter School

Schedule of Financial Trends & Analysis

Year Ended June 30, 2022

	Budget 2023	2022	2021	2020
Revenues	\$ 54,525,778	\$ 54,079,837	\$ 44,078,486	\$ 40,509,206
Expenses	51,997,146	49,717,963	43,415,295	37,611,618
Change in Net Assets	2,528,632	4,361,874	663,191	2,897,588
Ending Net Assets	\$ 11,435,338	\$ 8,906,706	\$ 4,544,832	\$ 3,881,641
Unrestricted Net Assets	\$ 11,435,338	\$ 7,560,070	\$ 4,544,832	\$ 3,881,641
Unrestricted net assets as a percentage of total expenses	21.99%	15.21%	10.47%	10.32%
Total Long Term Debt	\$ -	\$ -	\$ -	\$ -
ADA at P2	4,508	4,390	N/A	4,075

The School's ending net assets has increased by \$5,025,065 (129%) over the past two fiscal years. The significant increase is in large due to additional funding received as a result of the COVID-19 pandemic, as well as a significant increase in ADA. Restricted ending net assets include multi-year grants that will be expended over the next two to three years.

As a result of the COVID-19 pandemic there was no attendance reporting for the 2020-21 fiscal year. Each LEA was funded based on the 2019-20 average daily attendance (ADA) reported.

The 2022-23 budget is presented for purposes of analysis only and has not been audited. Net assets are projected to increase by \$2,528,632 and ADA is projected to be 4,508 for the 2022-23 fiscal year.

Pacific Coast Academy Charter School**Reconciliation of Unaudited Actual Financial Report to Audited Financial Statements
Year Ended June 30, 2022**

June 30, 2022 annual financial alternative form net assets:	\$ 8,906,707
Adjustments and reclassifications:	
Rounding	<u>(1)</u>
Total adjustments and reclassifications	<u>(1)</u>
June 30, 2022 audited financial statements net assets:	<u>\$ 8,906,706</u>

See Accompanying Notes to Supplementary Information

Pacific Coast Academy Charter School

Notes to Supplementary Information
Year Ended June 30, 2022

A. Purpose of Schedules

LEA Organization Structure

This schedule provides information about the School's charter number, district of authorization, members of the governing board, and members of administration.

Schedule of Average Daily Attendance

Average daily attendance (ADA) is a measure of the number of pupils attending classes of the School. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

Schedule of Instructional Time

This schedule provides information regarding compliance with Education Code §47612.

Compliance with Education Code §47612 includes the following:

- 1) Charter schools may operate up to 5 tracks for attendance reporting.
- 2) Each track must be operated for a minimum of 175 days.
- 3) Each track must offer the required number of instructional minutes specified in Education Code §47612.5.
- 4) No track shall have less than 55% of its school days before April 15 each school year.

Schedule of Financial Trends & Analysis

This schedule displays summarized information from the current year and two previous years, along with budget information for the upcoming year. The information from this schedule is used to evaluate whether there are any financial indicators the School will not be able to continue operations in the next fiscal year. Based upon the information presented, the School appears to have sufficient reserves to continue operations for the 2022-23 fiscal year.

Reconciliation of Unaudited Actual Financial Report to Audited Financial Statements

This schedule provides information necessary to reconcile between the audited financial statements and the financial data submitted to the sponsoring school district via the unaudited actual financial report.

Pacific Coast Academy Charter School

Schedule of Expenditures of Federal Awards

Year Ended June 30, 2022

Federal Grantor/Pass Through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Subrecipient Expenditures	Federal Expenditures
SPECIAL EDUCATION (IDEA) CLUSTER:				
U.S. Department of Education				
Passed through California Department of Education				
IDEA Basic Local Assistance	84.027	13379	\$ -	\$ 595,300
Total Special Education (IDEA) Cluster			-	595,300
OTHER PROGRAMS				
U.S. Department of Education				
Passed through State Department of Education				
Title I	84.010	14329	-	614,017
Title II	84.367	14341	-	30,585
Title III	84.365	14967	-	33,352
CARES Act - Elementary & Secondary School Emergency Relief II	84.425D	15547	-	876,177
CARES Act - Elementary & Secondary School Emergency Relief III	84.425D	15559	-	24,860
CARES Act - Elementary & Secondary School Emergency Relief III - Learning Loss	84.425U	10155	-	51
Total passed through State Department of Education			-	1,579,042
Total U.S. Department of Education			-	2,174,342
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ -	\$ 2,174,342

Reconciliation of Revenues

As a result of additional pandemic funding, the School did not expend all Title II revenue received.

The following schedule provides a reconciliation between revenues reported on the Statement of Activities and the related expenditures reported on the Schedule of Expenditures of Federal Awards:

Total Federal Revenues on Statement of Activities	2,341,329
Less: Unexpended Title II Revenue	(166,987)
Total Federal Expenditures on Schedule of Expenditures of Federal Awards	<u>2,174,342</u>

Pacific Coast Academy Charter School

Notes to the Schedule of Expenditures of Federal Awards Year Ended June 30, 2022

Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the School and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with requirements of 2 CFR §200.502 *Basis for Determining Federal Awards Expended* and 2CFR §200.510(b) *Schedule of Expenditures of Federal Awards*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the combined financial statements.

Summary of Significant Accounting Policies

The expenditures reported on the schedule are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule, if any, represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

Indirect Cost Rate

The School did not charge indirect costs to federal programs.

Other Independent Auditor's Reports



Brian K. Hadley, CPA
 Aubrey W. Mann, CPA
 Kevin A. Sproul, CPA

Independent Auditor's Report on Internal Control Over Financial Reporting and on
 Compliance and Other Matters Based on an Audit of Financial Statements
 Performed in Accordance with *Government Auditing Standards*

To the Board of Directors
 Pacific Coast Academy Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Pacific Coast Academy Charter School (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 15, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Pacific Coast Academy Charter School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Pacific Coast Academy Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Pacific Coast Academy Charter School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Pacific Coast Academy Charter School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

El Cajon, California
December 15, 2022

Independent Auditor's Report on Compliance for Each Major Federal Program and
on Internal Control Over Compliance Required by the *Uniform Guidance*

To the Board of Directors
Pacific Coast Academy Charter School

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Pacific Coast Academy Charter School's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Pacific Coast Academy Charter School's major federal programs for the year ended June 30, 2022. Pacific Coast Academy Charter School's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Pacific Coast Academy Charter School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Pacific Coast Academy Charter School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Pacific Coast Academy Charter School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Pacific Coast Academy Charter School's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Pacific Coast Academy Charter School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists.

The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Pacific Coast Academy Charter School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Pacific Coast Academy Charter School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Pacific Coast Academy Charter School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Pacific Coast Academy Charter School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

El Cajon, California
December 15, 2022



Brian K. Hadley, CPA
Aubrey W. Mann, CPA
Kevin A. Sproul, CPA

Independent Auditor's Report on State Compliance and on Internal Control Over State Compliance

To the Board of Directors
Pacific Coast Academy Charter School

Report on Compliance for Applicable State Programs

Opinion on Each Applicable State Program

We have audited Pacific Coast Academy Charter School's compliance with the requirements specified in the 2021-22 *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810 applicable to the Charter School's statutory requirements identified below for the year ended June 30, 2022.

In our opinion, Pacific Coast Academy Charter School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its applicable state programs for the year ended June 30, 2022.

Basis for Opinion on Each Applicable State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of 2021-22 *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810 (the Audit Guide). Our responsibilities under those standards and the Audit Guide are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Pacific Coast Academy Charter School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each applicable state program. Our audit does not provide a legal determination of Pacific Coast Academy Charter School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Pacific Coast Academy Charter School's state programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Pacific Coast Academy Charter School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Audit Guide will always detect material noncompliance when it exists.

The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Pacific Coast Academy Charter School's compliance with the requirements of each applicable state program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Audit Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Pacific Coast Academy Charter School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Pacific Coast Academy Charter School's internal control over state compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Audit Guide, but not for the purpose of expressing an opinion on the effectiveness of Pacific Coast Academy Charter School's internal control over compliance. Accordingly, no such opinion is expressed.
- Select and test transactions and records to determine the Charter School's compliance with the state laws and regulations applicable to the following items:

	Procedures Performed
<u>School Districts, County Offices of Education, and Charter Schools</u>	
T. California Clean Energy Jobs Act.....	N/A
U. After/Before School Education and Safety Program.....	N/A
V. Proper Expenditure of Education Protection Account Funds.....	Yes
W. Unduplicated Local Control Funding Formula Pupil Counts.....	Yes
X. Local Control and Accountability Plan.....	Yes
Y. Independent Study - Course Based.....	N/A
Z. Immunizations.....	N/A
AZ. Educator Effectiveness.....	Yes
BZ. Expanded Learning Opportunities Grant (ELO-G).....	Yes
CZ. Career Technical Education Incentive Grant.....	N/A
DZ. In Person Instruction Grant.....	N/A
<u>Charter Schools</u>	
AA. Attendance.....	Yes
BB. Mode of Instruction.....	N/A
CC. Nonclassroom-Based Instruction/Independent Study.....	Yes
DD. Determination of Funding for Nonclassroom-Based Instruction.....	Yes
EE. Annual Instructional Minutes - Classroom Based.....	N/A
FF. Charter School Facility Grant Program.....	N/A

N/A - The Charter School did not offer the program during the current fiscal year or the program applies to a different type of Local Education Agency.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over State Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Audit Guide. Accordingly, this report is not suitable for any other purpose.

El Cajon, California
December 15, 2022

Auditor's Results, Findings & Recommendations

Pacific Coast Academy Charter School

Schedule of Auditor's Results

Year Ended June 30, 2022

FINANCIAL STATEMENTS

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

One or more material weakness(es) identified?	<u> </u> Yes	<u> X </u> No
One or more significant deficiencies identified that are not considered material weakness(es)?	<u> </u> Yes	<u> X </u> No
Noncompliance material to financial statements noted?	<u> </u> Yes	<u> X </u> No

FEDERAL PROGRAMS

Type of auditor's report issued on compliance for major programs: Unmodified

Internal control over major programs:

One or more material weakness(es) identified?	<u> </u> Yes	<u> X </u> No
One or more significant deficiencies identified that are not considered material weakness(es)?	<u> </u> Yes	<u> X </u> No
Compliance supplement utilized for single audit	<u>July 2021</u>	
Any audit findings disclosed that are required to be reported in accordance with 2 CFR §200.516(a)	<u> </u> Yes	<u> X </u> No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.425D	CARES Act - Elementary & Secondary School Emergency Relief II
84.425D	CARES Act - Elementary & Secondary School Emergency Relief III
84.425U	CARES Act - Elementary & Secondary School Emergency Relief III - Learning Loss

Dollar threshold used to distinguish between Type A and Type B programs \$750,000

Auditee qualified as low-risk auditee? Yes X No

STATE PROGRAMS

Type of auditor's report issued on compliance for state programs: Unmodified

Internal control over applicable state programs:

One or more material weakness(es) identified?	<u> </u> Yes	<u> X </u> No
One or more significant deficiencies identified that are not considered material weakness(es)?	<u> </u> Yes	<u> X </u> No
Any audit findings disclosed that are required to be reported in accordance with 2021-22 Guide for Annual Audits of California K-12 Local Education Agencies and State Compliance Reporting?	<u> </u> Yes	<u> X </u> No

Pacific Coast Academy Charter School

Schedule of Findings and Questioned Costs

Year Ended June 30, 2022

Findings represent significant deficiencies, material weaknesses, and/or instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*, or the *2021-22 Guide for Annual Audits of California K-12 Local Education Agencies and State Compliance Reporting* (the Audit Guide). Finding codes as identified in the Audit Guide are as follows:

Five Digit Code	AB 3627 Finding Type
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities
43000	Apprenticeship: Related and Supplemental Instruction
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

A. Financial Statement Findings

None

B. Federal Award Findings

None

C. State Award Findings

None

PACIFIC COAST ACADEMY CHARTER SCHOOL

Schedule of Prior Year Audit Findings

Year Ended June 30, 2022

<u>Finding/Recommendation</u>	<u>Status</u>	<u>Explanation if Not Implemented</u>
There were no findings in the prior year audit.	N/A	N/A

Coversheet

Resolution Regarding Professional Development Education Expenses for Transitional Kindergarten Teachers

Section: III. Other Business
Item: C. Resolution Regarding Professional Development Education Expenses
for Transitional Kindergarten Teachers
Purpose: Vote
Submitted by:
Related Material:
PCA Resolution 2022-25 PD Expenses for TK Teachers UCLA_Redlined 11.30.2022.pdf



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

**Resolution of Pacific Coast Academy Board of Directors
2022-25
RESOLUTION REGARDING PROFESSIONAL DEVELOPMENT EDUCATION
EXPENSES FOR TRANSITIONAL KINDERGARTEN TEACHERS**

WHEREAS, the Pacific Coast Academy Board of Directors (“Board”) governs the Pacific Coast Academy (“Charter School”), a nonprofit public benefit corporation, within the confines of both federal and state statutes governing charter schools and nonprofit corporations.

WHEREAS, the Board understands that employees are the Charter School’s most valuable assets and understands that employer payment of tuition and educational expense reimbursement programs reduce employee turnover.

WHEREAS, the Charter School has been awarded the Universal Prekindergarten Planning and Implementation Grant (“UPPIG”), which may be used to pay for costs associated with creating or expanding Transitional Kindergarten programs, including training staff needed to support early education options for transitional kindergartners.

WHEREAS, by August 1, 2023, credentialed teachers who are assigned to transitional kindergarten instruction are required to have one of the following, among other qualifications, at least 24 units in early childhood education, or childhood development, or both.

WHEREAS, the University of California, Los Angeles (“UCLA”) offers 18 quarter units, which is equivalent or greater than 12 semester units, comprising four courses in the associate teacher certificate program – four core courses, to be offered at a discounted rate to the Charter School.

WHEREAS, the Board believes it is in the best interest of the Charter School to build in-house capacity to provide its transitional kindergarten program. As such, the Board intends to reimburse or pay for the 4 courses in the associate teacher certificate program at UCLA for eligible Home School Teachers (“HST”) to enable them to teach transitional kindergarten populations.

NOW, THEREFORE BE IT RESOLVED, that the Pacific Coast Academy Board of Directors:

- Authorizes the Charter School to develop a process and pay for five courses in the associate teacher certificate program at UCLA for eligible HSTs out of UPPIG funds.
- Eligible employees are only HSTs, with a priority given to those that were hired by the Charter School on or before December 1, 2020.
- The HST will be expected to remain voluntarily employed by the Charter School for one-year upon completion of the program, which ends in January 2025. If the HST voluntarily resigns from employment from the Charter School before that time, the HST will be required to reimburse the Charter School for the costs associated with the program.
- HSTs may drop the associate teacher certificate program prior to completion of the program; however, the HST shall complete their current 8-week class to earn a passing grade,

otherwise the HST shall be required to pay back the Charter School for the class(es) that were not completed or passed.

- HSTs participating in the associate teacher certificate program will be required to collaborate to host a transitional kindergarten specific park day, a transitional kindergarten parent workshop, a transitional kindergarten teacher workshop, and develop one section of the transitional kindergarten resources website for the Charter School.
- HSTs are expected to earn a passing grade in classes through the associate teacher certificate program. If an HST does not earn a passing grade in a class, the HST will be required to pay back the Charter School for that class.

SECRETARY'S CERTIFICATE

I, Jessica Ackermann, 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 December 08, 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

Civility Policy

Section:	III. Other Business
Item:	D. Civility Policy
Purpose:	Vote
Submitted by:	
Related Material:	PCA Civility Policy_Redlined 11.30.2022.pdf



Pacific Coast Academy

Civility Policy

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CIVILITY POLICY

This policy promotes mutual respect, civility, and orderly conduct among Pacific Coast Academy ("PCA") employees (including vendors and/or contract service providers), parents, and the public. This policy is not intended to impinge upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly, or to discourage communication between and among students, parents, employees, and the public, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. PCA encourages positive communication and will not tolerate hostile or aggressive actions, including but not limited to hostile or aggressive email communication or conduct during meetings with PCA employees. PCA seeks public cooperation with this endeavor.

PCA is committed to maintain orderly educational and administrative processes, keeping all virtual classrooms, virtual and in-person meetings, school facilities, vendor service locations, contracted service provider locations, and any other location at which school business takes place (hereinafter "school grounds") free from disruptions, and preventing unauthorized persons from entering school grounds. Employees of PCA will treat parents and members of the public with respect and expect the same in return. Violations of this policy may result in removal of the disruptive party from the online meeting room, removal of the disruptive party from an in-person PCA board meeting, a consultation with a PCA administrator, appropriate legal action, and/or referral to law enforcement.

LEGAL REFERENCES

EDUCATION CODE

32210 - Willful Disturbance of Public School or Meeting, Misdemeanor

32211 - Request to Leave for Disruption or Interference

44810 - Willful Interference with Classroom Conduct

44811 - Disruption or Disorder

PENAL CODE

243.5 - Assault and Battery on School Grounds

243.6 - Battery Against School Employee in Retaliation for Performance of Duties; Injury; Punishment

626.4 - Withdrawal of Consent for Person to Remain on Campus

626.6 - Power to Direct Person to Leave Campus, Punishment for Refusal to Comply

626.7 - Failure to Obey Direction to leave Campus or Re-Entry After Direction to Leave

626.8 - Disruptive Entry or Entry Upon School Grounds by Person Not on Lawful Business

627.7 - First Offenses in Refusal to Leave School Grounds

Coversheet

Approve Minutes

Section:	IV. Consent Agenda
Item:	A. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Scheduled Board Meeting on October 20, 2022



Pacific Coast Academy

Minutes

Regular Scheduled Board Meeting

Date and Time

Thursday October 20, 2022 at 5:00 PM

Location

Meeting Via Teleconference

Zoom Link

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

Meeting ID: 864 3988 1391

Join by Phone (669) 900-6833

Directors Present

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

Directors Absent

None

Directors who arrived after the meeting opened

Eric Banatao, Rose Arevalo

Guests Present

Jennifer Faber

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 Thursday Oct 20, 2022 at 5:05 PM.

B. Roll Call of Board Members

C. Approval of Agenda

Jessica Ackermann made a motion to Approve the Agenda.

Kim Gill 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.

Rose Arevalo arrived at 5:14 PM.

Eric Banatao arrived at 5:15 PM.

II. Finance

A. September Financials and August Check Register

Kim Gill made a motion to Approve September Financials and August Check Register.

Eric Banatao seconded the motion.

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

III. Consent Agenda

A. Approve Minutes

Jessica Ackermann made a motion to approve the minutes from Special Board Meeting on 09-14-22.

Rose Arevalo seconded the motion.

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

B. Compensation Policy and Stipend Chart

C. Employee Handbook

D. Invoices over \$100,000

E. Approve Consent Agenda

Jessica Ackermann made a motion to Approve the Consent Agenda.

Rose Arevalo seconded the motion.

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

IV. Closing Items

A. Announcement of Next Scheduled Meeting December 8 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 5:47 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

2022-2023 Compensation Policy: Salary Schedules and Stipend Chart

Section: IV. Consent Agenda
Item: B. 2022-2023 Compensation Policy: Salary Schedules and Stipend Chart
Purpose:
Submitted by:
Related Material:
PCA 2022-2023 Compensation Policy_v4_Rev 10.21.2022_Redlined 12.07.2022.pdf



Pacific Coast Academy

Compensation Policy

2022-2023

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COMPENSATION POLICY

DEDICATION TO NON-DISCRIMINATION

It is the policy of Pacific Coast Academy not to discriminate on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations.

IMPORTANT INFORMATION

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

COMPENSATION PHILOSOPHY

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

We Offer

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

We Recognize and Reward

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

For Teachers

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

MEDICAL OPT-OUT STIPEND

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

CERTIFICATED COMPENSATION

Certificated Definition

For the purpose of this policy, certificated is defined as any position that requires a certificate and/or

credential as defined by the California Teaching Commission (CTC).

Teacher Definition

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

Salary Placement Guidelines

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

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

Creditable Years of Experience

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

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

Credential/Certification

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

schedule.

Signing Bonus

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

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

Supplemental Duty Stipends

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

Voluntary Transfer to Lower Role Placement or Teaching position

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

in the new placement or schedule.

Additional Supplement Bonus (“Supplement”)

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

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

PART-TIME TEACHERS

For All Part-Time Teachers

- Part-time/Full-time Status: Compensation for part-time teachers will be ~~\$31.00~~ \$32.24 per hour. Estimated hours for part-time teachers each week includes a maximum of 10 hours per week for approved non- instructional activities (recruiting, planning, grading, parent conferences, etc.) and one (1) additional hour per week per enrolled student. Part-time teachers are pre-approved for the hours according to the schedule below. This allotted time should be sufficient to complete each part-time teacher’s duties. All time worked will be compensated at the part-time teacher’s hourly rate. Part-time teachers will work no more than the number of approved hours per week

specified in the schedule for the 5 floating days in July. If a part-time teacher anticipates exceeding the number of approved hours per week due to the attendance in the back to school training sessions, the teacher must obtain prior approval.

- Part-time teachers must accurately record and timely submit records of all time worked and observe all lunch and rest breaks as outlined in the School's Employee Handbook. Part-time employees may not work overtime (i.e., over 8 hours in a workday or 40 hours per workweek) without written authorization from their direct supervisor.
- When a case load of 20 students is reached, employees may be rated in and placed on a Salary Schedule and given health care benefits contingent upon the teacher's expected maintenance of a case load at the norm of 28 students for full-time teachers. Carrying a caseload of less than 28 students over a course of three (3) consecutive months may result in a return to part-time status.

CLASSIFIED COMPENSATION

Experience and Placement

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

as equivalent experience.

- The starting salary of a new employee may exceed the salary of a current employee in the same position based on the creditable years of experience as defined herein.
- Creditable experience may be earned from other schools, districts or any other employer.
- The Executive Director shall recommend the creation of new positions as needed and will evaluate and recommend placement of the new positions in the appropriate role, together with any necessary budget adjustments required, to be approved by the School Board.

Role/Salary Placements

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

Advancements on Pay Scale

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

Lateral Transfer

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

Partial Assignments

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

Reassignments

- Employees approved to voluntarily transfer to a position in a lower placement on the Pay Scale, if applicable, will be placed in the new salary placement, and the salary will be calculated as it is in the new placement or Pay Scale.
- When an employee is reassigned for any reason to a position in a lower salary placement, the employee's salary will be lowered during the next payroll cycle, or when determined by the

Executive Director to avoid disruption so long as it is not earlier than the next payroll period.

Rehires

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

Experience – Non-Exempt Employees

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

Additional Supplement Bonus ("Supplement")

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

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

APPENDICIES

A. STIPEND CHART

B. SALARY SCHEDULES AND PAY SCALES

C. PART-TIME TEACHER HOURLY SCHEDULE

Pacific Coast Academy
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 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

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

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
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
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
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 online class as a substitute.	Paid the following paycheck after work and hours are submitted.	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

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

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
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
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

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

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
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
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
TK ECE Cohort Completion	\$2,000	Paid to HSTs upon completion of the Early Childhood Education 12-unit course sequence with the cohort through UCLA Extension and the assigned TK work duties (TK Park Days, TK Parent and Teacher Workshops, TK Resource Website).	Eligibility is earned after course sequence and assigned work has been completed.	Paid as lump sum after completion of work.	N/A

Pacific Coast Academy
Administrator and Director
July 1, 2022-2023 – Salary Schedule

Year	Administrator	Director Level 1	Director Level 2	Director Level 3	Senior Director
1	\$67,000	\$95,800	\$118,500	\$154,500	\$123,600
2	\$69,000	\$98,400	\$121,500	\$157,600	\$126,700
3	\$71,100	\$100,900	\$124,600	\$159,700	\$128,800
4	\$73,100	\$103,000	\$127,700	\$161,700	\$133,400
5	\$75,200	\$105,600	\$130,800	\$165,800	\$136,500
6	\$77,300	\$108,200	\$133,900	\$170,000	\$140,100
7	\$79,800	\$111,200	\$137,000	\$175,100	\$143,200
8	\$82,400	\$113,800	\$141,100	\$180,300	\$146,800
9	\$85,000	\$115,400	\$144,200	\$185,400	\$150,400
10	\$87,600	\$118,500	\$147,800	\$190,600	\$154,500
11	\$90,100	\$121,000	\$151,400	\$195,700	\$157,600
12	\$92,700	\$124,600	\$155,500	\$200,900	\$162,200
13	\$95,300	\$127,700	\$159,100	\$206,000	\$164,800
14	\$98,400	\$130,800	\$163,300	---	\$167,900
15	\$100,900	\$133,900	\$167,400	---	\$170,000

Director Level 1	Director Level 2	Director Level 3
Director of School Support	Director of HR Development	Director of Special Education
Director of Testing	Director of IT	Deputy Executive Director
Director of Accounting	Director of Technology Systems	
Director of Student Support	Director of High School	
Director of Compliance	Director of Accountability	
Director of Achievement & Accr.		
Director of Enrichment		
Director of ChoicePlus Academy		
Director of Edgenuity		
Director of Vendors		

*Annualized salary includes 228 work days. The 228 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Pacific Coast Academy
Administrator and Director
July 1, 2022-2023 – Salary Schedule

Year	Administrator	Director Level 1	Director Level 2	Director Level 3	Senior Director
1	\$69,700	\$99,700	\$123,300	\$160,700	\$128,600
2	\$71,800	\$102,400	\$126,400	\$164,000	\$131,800
3	\$74,000	\$105,000	\$129,600	\$166,100	\$134,000
4	\$76,100	\$107,200	\$132,900	\$168,200	\$138,800
5	\$78,300	\$109,900	\$136,100	\$172,500	\$142,000
6	\$80,400	\$112,600	\$139,300	\$176,800	\$145,800
7	\$83,000	\$115,700	\$142,500	\$182,200	\$149,000
8	\$85,700	\$118,400	\$146,800	\$187,600	\$152,700
9	\$88,400	\$120,100	\$150,000	\$192,900	\$156,500
10	\$91,200	\$123,300	\$153,800	\$198,300	\$160,700
11	\$93,800	\$125,900	\$157,500	\$203,600	\$164,000
12	\$96,500	\$129,600	\$161,800	\$209,000	\$168,700
13	\$99,200	\$132,900	\$165,500	\$214,300	\$171,400
14	\$102,400	\$136,100	\$169,900	---	\$174,700
15	\$105,000	\$139,300	\$174,100	---	\$176,800

Director Level 1	Director Level 2	Director Level 3
Director of School Support	Director of HR Development	Director of Special Education
Director of Testing	Director of IT	Deputy Executive Director
Director of Accounting	Director of Technology Systems	
Director of Student Support	Director of High School	
Director of Compliance	Director of Accountability	
Director of Achievement & Accr.		
Director of Enrichment		
Director of ChoicePlus Academy		
Director of Edgenuity		
Director of Vendors		

*Annualized salary includes 228 work days. The 228 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

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Pacific Coast Academy
Certificated Support
July 1, 2022-2023 – Salary Schedule

PROGRAM SPECIALIST

Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Salary	\$87,000	\$89,200	\$91,400	\$93,700	\$96,100	\$98,500	\$100,900	\$103,500	\$106,000	\$108,700	\$111,400	\$114,200	\$117,100	\$120,000	\$123,000

SCHOOL PSYCHOLOGIST

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$85,200	\$88,300	\$92,800	\$97,400	\$102,300	\$107,400

SPEECH/LANGUAGE PATHOLOGIST

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$77,900	\$82,000	\$86,300	\$90,900	\$95,600	\$100,400

NURSE

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$74,100	\$77,800	\$81,200	\$85,300	\$89,600	\$94,100

OCCUPATIONAL THERAPIST & MENTAL HEALTH THERAPIST/SOCIAL WORKER

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$74,300	\$78,100	\$82,300	\$86,600	\$91,200	\$95,900

*Annualized salary includes 201 work days. The 201 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Pacific Coast Academy
Certificated Support
July 1, 2022-2023 – Salary Schedule

PROGRAM SPECIALIST

Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Salary	\$90,500	\$92,800	\$95,100	\$97,500	\$100,000	\$102,500	\$105,000	\$107,700	\$110,300	\$113,100	\$115,900	\$118,800	\$121,800	\$124,800	\$128,000

SCHOOL PSYCHOLOGIST

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$88,700	\$91,900	\$96,600	\$101,300	\$106,400	\$111,700

SPEECH/LANGUAGE PATHOLOGIST

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$81,100	\$85,300	\$89,800	\$94,600	\$99,500	\$104,500

NURSE

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$77,100	\$81,000	\$84,500	\$88,800	\$93,200	\$97,900

OCCUPATIONAL THERAPIST & MENTAL HEALTH THERAPIST/SOCIAL WORKER

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$77,300	\$81,300	\$85,600	\$90,100	\$94,900	\$99,800

*Annualized salary includes 201 work days. The 201 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Pacific Coast Academy
July 1, 2022-2023 – Classified Pay Scales

Classified Pay Scale – 191

Pay Scale Group	A	B	C	D	E	F	G	H	I	J	K	L
Spec L1	\$15.78	\$16.16	\$16.54	\$17.05	\$17.55	\$18.18	\$18.69	\$19.19	\$20.46	\$21.68	\$22.35	\$22.64
Spec L2	\$18.94	\$19.45	\$20.08	\$20.58	\$21.09	\$21.72	\$22.35	\$22.98	\$23.60	\$24.24	\$30.26	\$25.76

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

Annual pay advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Classified Pay Scale – 228

Pay Scale Group	A	B	C	D	E	F	G	H	I	J	K	L
Spec L1	\$15.78	\$16.16	\$16.54	\$17.05	\$17.55	\$18.18	\$18.69	\$19.19	\$20.46	\$21.68	\$22.35	\$22.64
Spec L2	\$18.94	\$19.45	\$20.08	\$20.58	\$21.09	\$21.72	\$22.35	\$22.98	\$23.60	\$24.24	\$25.00	\$25.76
Spec L3	\$20.20	\$20.84	\$21.47	\$22.10	\$22.73	\$23.42	\$24.12	\$24.88	\$25.63	\$26.39	\$27.05	\$27.58
Spec L4/Executive Assistant	\$25.25	\$26.01	\$26.77	\$27.65	\$28.41	\$29.30	\$30.18	\$31.06	\$31.95	\$32.83	\$33.46	\$34.14

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

Annual pay advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Pacific Coast Academy
July 1, 2022-2023 – Classified Pay Scales

Classified Pay Scale – 191

Pay Scale Group	A	B	C	D	E	F	G	H	I	J	K	L
Spec L1	\$18.78	\$19.16	\$19.54	\$20.05	\$20.55	\$21.18	\$21.69	\$22.19	\$23.46	\$24.68	\$25.35	\$25.64
Spec L2	\$21.94	\$22.45	\$23.08	\$23.58	\$24.09	\$24.72	\$25.35	\$25.98	\$26.60	\$27.24	\$33.26	\$28.76

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

Annual pay advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Classified Pay Scale – 228

Pay Scale Group	A	B	C	D	E	F	G	H	I	J	K	L
Spec L1	\$18.78	\$19.16	\$19.54	\$20.05	\$20.55	\$21.18	\$21.69	\$22.19	\$23.46	\$24.68	\$25.35	\$25.64
Spec L2	\$21.94	\$22.45	\$23.08	\$23.58	\$24.09	\$24.72	\$25.35	\$25.98	\$26.60	\$27.24	\$28.00	\$28.76
Spec L3	\$23.20	\$23.84	\$24.47	\$25.10	\$25.73	\$26.42	\$27.12	\$27.88	\$28.63	\$29.39	\$30.05	\$30.58
Spec L4/Executive Assistant	\$28.25	\$29.01	\$29.77	\$30.65	\$31.41	\$32.30	\$33.18	\$34.06	\$34.95	\$35.83	\$36.46	\$37.14

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

Annual pay advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Pacific Coast Academy

Counselor

July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700
B (+ 14 points)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$67,500
C (+ 28 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,800	\$70,100
D (+ 42 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,000	\$69,300	\$72,800
E (+ 56 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$65,100	\$69,500	\$71,800	\$75,400
F (+ 70 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$64,200	\$67,400	\$70,800	\$74,300	\$78,100
G (+ 84 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$63,200	\$66,400	\$69,700	\$73,200	\$76,800	\$80,700
H (+ 98 points)	\$61,700	\$ 61,700	\$61,700	\$62,200	\$65,300	\$68,500	\$72,000	\$75,600	\$79,400	\$83,400

Additional Pay Scale Levels

	11	12	13	14
(continued)				
H (+ 98 points)	\$86,000	\$88,600	\$91,300	\$93,900

H15	H20	H25	H30
\$96,600	\$99,200	\$101,900	\$104,000

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Pacific Coast Academy

Counselor

July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$64,100**	\$64,100**	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200
B (+ 14 points)	\$64,100**	\$64,100**	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$70,200
C (+ 28 points)	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$69,500	\$73,000
D (+ 42 points)	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$68,700	\$72,100	\$75,800
E (+ 56 points)	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$67,800	\$72,300	\$74,700	\$78,500
F (+ 70 points)	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$66,800	\$70,100	\$73,700	\$77,300	\$81,300
G (+ 84 points)	\$64,200	\$64,200	\$64,200	\$64,200	\$65,800	\$69,100	\$72,500	\$76,200	\$79,900	\$84,000
H (+ 98 points)	\$64,200	\$64,200	\$64,200	\$64,700	\$68,000	\$71,300	\$74,900	\$78,700	\$82,600	\$86,800

Additional Pay Scale Levels

	11	12	13	14
(continued)				
H (+ 98 points)	\$89,500	\$92,200	\$95,000	\$97,700

H15	H20	H25	H30
\$100,500	\$103,200	\$106,000	\$108,200

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Pacific Coast Academy
High School Program Coordinator
July 1, 2022-2023 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$87,000	\$89,200	\$91,400	\$93,700	\$96,100	\$98,500	\$100,900	\$103,500	\$106,000

*High School Program Coordinators must teach a minimum of 2 class sections.

**Annualized salary includes 206 work days, and team members may need to work additional days beyond the work calendar.

***Annual salary advancements are not guaranteed and are subject to the charter's operational needs and/or budget approved by the school board.

Pacific Coast Academy
High School Program Coordinator
July 1, 2022-2023 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$90,500	\$92,800	\$95,100	\$97,500	\$100,000	\$102,500	\$105,000	\$107,700	\$110,300

*High School Program Coordinators must teach a minimum of 2 class sections.

**Annualized salary includes 206 work days, and team members may need to work additional days beyond the work calendar.

***Annual salary advancements are not guaranteed and are subject to the charter's operational needs and/or budget approved by the school board.

Pacific Coast Academy
Highly Qualified Teacher (HQT)
July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700
B (+ 14 points)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$67,500
C (+ 28 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,800	\$70,100
D (+ 42 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,000	\$69,300	\$72,800
E (+ 56 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$65,100	\$69,500	\$71,800	\$75,400
F (+ 70 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$64,200	\$67,400	\$70,800	\$74,300	\$78,100
G (+ 84 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$63,200	\$66,400	\$69,700	\$73,200	\$76,800	\$80,700
H (+ 98 points)	\$61,700	\$61,700	\$61,700	\$62,200	\$65,300	\$68,500	\$72,000	\$75,600	\$79,400	\$83,400

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$86,000	\$88,600	\$91,300	\$93,900

H15	H20	H25	H30
\$96,600	\$99,200	\$101,900	\$104,000

*Annualized salary includes 191 work days. The 191 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Pacific Coast Academy
Highly Qualified Teacher (HQT)
July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$64,100**	\$64,100**	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200
B (+ 14 points)	\$64,100**	\$64,100**	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$70,200
C (+ 28 points)	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$69,500	\$73,000
D (+ 42 points)	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$68,700	\$72,100	\$75,800
E (+ 56 points)	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$67,800	\$72,300	\$74,700	\$78,500
F (+ 70 points)	\$64,200	\$64,200	\$64,200	\$64,200	\$64,200	\$66,800	\$70,100	\$73,700	\$77,300	\$81,300
G (+ 84 points)	\$64,200	\$64,200	\$64,200	\$64,200	\$65,800	\$69,100	\$72,500	\$76,200	\$79,900	\$84,000
H (+ 98 points)	\$64,200	\$64,200	\$64,200	\$64,700	\$68,000	\$71,300	\$74,900	\$78,700	\$82,600	\$86,800

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$89,500	\$92,200	\$95,000	\$97,700

H15	H20	H25	H30
\$100,500	\$103,200	\$106,000	\$108,200

*Annualized salary includes 191 work days. The 191 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Pacific Coast Academy
Homeschool Teacher (HST) – Middle and High School
July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$71,900**	\$71,900**	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900
B (+ 14 points)	\$71,900**	\$71,900**	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$74,300
C (+ 28 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$73,600	\$76,900
D (+ 42 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$72,800	\$76,100	\$79,600
E (+ 56 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$72,800	\$76,300	\$78,600	\$82,200
F (+ 70 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$72,000	\$74,200	\$77,600	\$81,100	\$84,900
G (+ 84 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$72,000	\$74,200	\$76,500	\$80,000	\$83,600	\$87,500
H (+ 98 points)	\$71,900	\$71,900	\$71,900	\$72,000	\$74,200	\$76,300	\$78,800	\$82,400	\$86,200	\$90,100

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$92,800	\$95,400	\$98,100	\$100,700

H15	H20	H25	H30
\$103,400	\$106,000	\$108,700	\$110,800

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

****Must maintain 28 students.

Pacific Coast Academy
Homeschool Teacher (HST) – Middle and High School
July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$74,800**	\$74,800**	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800
B (+ 14 points)	\$74,800**	\$74,800**	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$77,300
C (+ 28 points)	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$76,500	\$80,000
D (+ 42 points)	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$75,700	\$79,100	\$82,800
E (+ 56 points)	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$75,700	\$79,400	\$81,700	\$85,500
F (+ 70 points)	\$74,800	\$74,800	\$74,800	\$74,800	\$74,800	\$74,900	\$77,200	\$80,700	\$84,300	\$88,300
G (+ 84 points)	\$74,800	\$74,800	\$74,800	\$74,800	\$74,900	\$77,200	\$79,600	\$83,200	\$86,900	\$91,000
H (+ 98 points)	\$74,800	\$74,800	\$74,800	\$74,900	\$77,200	\$79,400	\$82,000	\$85,700	\$89,600	\$93,700

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$96,500	\$99,200	\$102,000	\$104,700

H15	H20	H25	H30
\$107,500	\$110,200	\$113,000	\$115,200

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

****Must maintain 28 students.

Pacific Coast Academy
Homeschool Teacher (HST)
July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$61,600**	\$61,600**	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600
B (+ 14 points)	\$61,600**	\$61,600**	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$64,000
C (+ 28 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$63,300	\$66,600
D (+ 42 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$62,500	\$65,800	\$69,300
E (+ 56 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$62,500	\$66,000	\$68,300	\$71,900
F (+ 70 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,700	\$63,900	\$67,300	\$70,800	\$74,600
G (+ 84 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,700	\$63,900	\$66,200	\$69,700	\$73,300	\$77,200
H (+ 98 points)	\$61,600	\$61,600	\$61,600	\$61,700	\$63,900	\$66,000	\$68,500	\$72,100	\$75,900	\$79,800

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$82,500	\$85,100	\$87,800	\$90,400

H15	H20	H25	H30
\$93,100	\$95,700	\$98,400	\$100,500

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Pacific Coast Academy
Homeschool Teacher (HST)
July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$64,100**	\$64,100**	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100
B (+ 14 points)	\$64,100**	\$64,100**	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$66,600
C (+ 28 points)	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$65,900	\$69,300
D (+ 42 points)	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$65,000	\$68,500	\$72,100
E (+ 56 points)	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$65,000	\$68,700	\$71,100	\$74,800
F (+ 70 points)	\$64,100	\$64,100	\$64,100	\$64,100	\$64,100	\$64,200	\$66,500	\$70,000	\$73,700	\$77,600
G (+ 84 points)	\$64,100	\$64,100	\$64,100	\$64,100	\$64,200	\$66,500	\$68,900	\$72,500	\$76,300	\$80,300
H (+ 98 points)	\$64,100	\$64,100	\$64,100	\$64,200	\$66,500	\$68,700	\$71,300	\$75,000	\$79,000	\$83,000

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$85,800	\$88,600	\$91,400	\$94,100

H15	H20	H25	H30
\$96,900	\$99,600	\$102,400	\$104,600

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Pacific Coast Academy
Intervention Support Teacher/English Language Development Teacher
July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$81,600**	\$81,600**	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600
B (+ 14 points)	\$81,600**	\$81,600**	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$84,000
C (+ 28 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$83,300	\$86,600
D (+ 42 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$82,500	\$85,800	\$89,300
E (+ 56 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$82,500	\$86,000	\$88,300	\$91,900
F (+ 70 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,700	\$83,900	\$87,300	\$90,800	\$94,600
G (+ 84 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,700	\$83,900	\$86,200	\$89,700	\$93,300	\$97,200
H (+ 98 points)	\$81,600	\$81,600	\$81,600	\$81,700	\$83,900	\$86,000	\$88,500	\$92,100	\$95,900	\$99,800

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$102,500	\$105,100	\$107,800	\$110,400

H15	H20	H25	H30
\$113,100	\$115,700	\$118,400	\$120,500

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Must maintain a roster of 24 students.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Pacific Coast Academy
Intervention Support Teacher/English Language Development Teacher
July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$84,900**	\$84,900**	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900
B (+ 14 points)	\$84,900**	\$84,900**	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$87,400
C (+ 28 points)	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$86,700	\$90,100
D (+ 42 points)	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$85,800	\$89,300	\$92,900
E (+ 56 points)	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$85,800	\$89,500	\$91,900	\$95,600
F (+ 70 points)	\$84,900	\$84,900	\$84,900	\$84,900	\$84,900	\$85,000	\$87,300	\$90,800	\$94,500	\$98,400
G (+ 84 points)	\$84,900	\$84,900	\$84,900	\$84,900	\$85,000	\$87,300	\$89,700	\$93,300	\$97,100	\$101,100
H (+ 98 points)	\$84,900	\$84,900	\$84,900	\$85,000	\$87,300	\$89,500	\$92,100	\$95,800	\$99,800	\$103,800

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$106,600	\$109,400	\$112,200	\$114,900

H15	H20	H25	H30
\$117,700	\$120,400	\$123,200	\$125,400

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Must maintain a roster of 24 students.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Pacific Coast Academy
Regional Coordinator – Middle and High School
July 1, 2022-2023 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$97,300	\$99,500	\$101,700	\$104,000	\$106,400	\$108,800	\$111,200	\$113,800	\$116,300

*Regional Coordinators must hold a minimum of 10 students.

**Annualized salary includes 206 work days, and team members may need to work additional days beyond the work calendar.

***Annual salary advancements are not guaranteed and are subject to the charter's operational needs and/or budget approved by the school board.

Pacific Coast Academy
Regional Coordinator – Middle and High School
July 1, 2022-2023 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$101,200	\$103,500	\$105,800	\$108,200	\$110,700	\$113,200	\$115,700	\$118,400	\$121,000

*Regional Coordinators must hold a minimum of 10 students.

**Annualized salary includes 206 work days, and team members may need to work additional days beyond the work calendar.

***Annual salary advancements are not guaranteed and are subject to the charter's operational needs and/or budget approved by the school board.

Pacific Coast Academy
Regional Coordinator
July 1, 2022-2023 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$87,000	\$89,200	\$91,400	\$93,700	\$96,100	\$98,500	\$100,900	\$103,500	\$106,000

*Regional Coordinators must hold a minimum of 16 students.

**Annualized salary includes 206 work days, and team members may need to work additional days beyond the work calendar.

***Annual salary advancements are not guaranteed and are subject to the charter's operational needs and/or budget approved by the school board.

Pacific Coast Academy
Regional Coordinator
July 1, 2022-2023 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$90,500	\$92,800	\$95,100	\$97,500	\$100,000	\$102,500	\$105,000	\$107,700	\$110,300

*Regional Coordinators must hold a minimum of 16 students.

**Annualized salary includes 206 work days, and team members may need to work additional days beyond the work calendar.

***Annual salary advancements are not guaranteed and are subject to the charter's operational needs and/or budget approved by the school board.

Pacific Coast Academy
Special Education (SPED) Teacher
July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$63,400**	\$63,400**	\$63,400	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200
B (+ 14 points)	\$63,400**	\$64,000**	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$71,700
C (+ 28 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$71,000	\$74,700
D (+ 42 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$70,100	\$73,800	\$77,700
E (+ 56 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$69,100	\$74,000	\$76,600	\$80,600
F (+ 70 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$68,100	\$71,700	\$75,500	\$79,400	\$83,600
G (+ 84 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$67,000	\$70,500	\$74,200	\$78,100	\$82,200	\$86,600
H (+ 98 points)	\$65,200	\$65,200	\$65,200	\$65,800	\$69,200	\$72,900	\$76,800	\$80,800	\$85,100	\$89,500

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$92,500	\$95,500	\$98,400	\$101,400

H15	H20	H25	H30
\$104,300	\$107,300	\$110,300	\$112,600

*Annualized salary includes 191 work days. The 191 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Pacific Coast Academy
Special Education (SPED) Teacher
July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$66,000**	\$66,000**	\$66,000	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900
B (+ 14 points)	\$66,000**	\$66,600**	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$74,600
C (+ 28 points)	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$73,900	\$77,700
D (+ 42 points)	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$73,000	\$76,800	\$80,900
E (+ 56 points)	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$71,900	\$77,000	\$79,700	\$83,900
F (+ 70 points)	\$67,900	\$67,900	\$67,900	\$67,900	\$67,900	\$70,900	\$74,600	\$78,600	\$82,600	\$87,000
G (+ 84 points)	\$67,900	\$67,900	\$67,900	\$67,900	\$69,700	\$73,400	\$77,200	\$81,300	\$85,500	\$90,100
H (+ 98 points)	\$67,900	\$67,900	\$67,900	\$68,500	\$72,000	\$75,900	\$79,900	\$84,100	\$88,600	\$93,100

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$96,200	\$99,400	\$102,400	\$105,500

H15	H20	H25	H30
\$108,500	\$111,600	\$114,800	\$117,200

*Annualized salary includes 191 work days. The 191 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

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Pacific Coast Academy
Student Support Coordinator and 504 Coordinator
July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$77,000**	\$77,000**	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000
B (+ 14 points)	\$77,000**	\$77,000**	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$79,400
C (+ 28 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$78,800	\$82,100
D (+ 42 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$78,000	\$81,300	\$84,700
E (+ 56 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$78,000	\$81,400	\$83,800	\$87,400
F (+ 70 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,100	\$79,400	\$82,800	\$86,300	\$90,000
G (+ 84 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,100	\$79,400	\$81,700	\$85,100	\$88,800	\$92,700
H (+ 98 points)	\$77,000	\$77,000	\$77,000	\$77,100	\$79,400	\$81,400	\$83,900	\$87,500	\$91,300	\$95,300

Additional Pay Scale Levels

	11	12	13	14
(continued)				
H (+ 98 points)	\$97,900	\$100,600	\$103,200	\$105,900

H15	H20	H25	H30
\$108,500	\$111,200	\$113,800	\$115,900

*Annualized salary includes 201 work days. The 201 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

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Pacific Coast Academy
Student Support Coordinator and 504 Coordinator
July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$80,100**	\$80,100**	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100
B (+ 14 points)	\$80,100**	\$80,100**	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$82,600
C (+ 28 points)	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$82,000	\$85,400
D (+ 42 points)	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$81,200	\$84,600	\$88,100
E (+ 56 points)	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$81,200	\$84,700	\$87,200	\$90,900
F (+ 70 points)	\$80,100	\$80,100	\$80,100	\$80,100	\$80,100	\$80,200	\$82,600	\$86,200	\$89,800	\$93,600
G (+ 84 points)	\$80,100	\$80,100	\$80,100	\$80,100	\$80,200	\$82,600	\$85,000	\$88,600	\$92,400	\$96,500
H (+ 98 points)	\$80,100	\$80,100	\$80,100	\$80,200	\$82,600	\$84,700	\$87,300	\$91,000	\$95,000	\$99,200

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$101,900	\$104,700	\$107,400	\$110,200

H15	H20	H25	H30
\$112,900	\$115,700	\$118,400	\$120,600

*Annualized salary includes 201 work days. The 201 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

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Pacific Coast Academy
Technology Department
July 1, 2022-2023 – Classified Pay Scales

Job Title		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
IT Tech (ITT) or Order Fulfillment Specialist (OFS)	Hourly	\$20.60	\$21.22	\$21.86	\$22.51	\$23.19	\$23.81	\$24.46	\$25.10	\$25.75	\$26.40	\$27.05	\$27.69	\$28.34	\$28.98	\$29.63	\$30.27
	Annual																
IT Tech II or Order Fulfillment Specialist 2 or IT Administrative Assistant (ITAA)	Hourly	\$22.66	\$23.34	\$24.04	\$24.76	\$25.50	\$26.19	\$26.90	\$27.61	\$28.33	\$29.04	\$29.75	\$30.46	\$31.17	\$31.88	\$32.59	\$33.30
	Annual																
IT Support Specialist (ITSS)	Hourly	\$24.72	\$25.46	\$26.22	\$27.02	\$27.82	\$28.57	\$29.36	\$30.13	\$30.90	\$31.67	\$32.46	\$33.23	\$34.00	\$34.78	\$35.56	\$36.33
	Annual																
IT Support Specialist II or Tech Coordinator (TC) or IT Provisioning Manager	Hourly	\$26.78	\$27.58	\$28.41	\$29.26	\$30.14	\$30.95	\$31.80	\$32.64	\$33.48	\$34.32	\$35.15	\$36.00	\$36.83	\$37.69	\$38.51	\$39.38
	Annual																
IT Support Specialist III or Data Analyst Tech Coordinator 2 or DevOps Engineer 1 (DO1)	Hourly	\$28.84	\$29.71	\$30.60	\$31.52	\$32.46	\$33.34	\$34.25	\$35.14	\$36.05	\$36.96	\$37.88	\$38.75	\$39.66	\$40.58	\$41.49	\$42.40
	Annual																
IT Administrator (ITA) or DevOps Engineer 2 (DO2)	Hourly	\$32.96	\$33.95	\$34.97	\$36.02	\$37.10	\$38.08	\$39.13	\$40.19	\$41.20	\$42.26	\$43.26	\$44.28	\$45.33	\$46.39	\$47.40	\$48.46
	Annual																
IT Manager (ITM)	Hourly	\$39.23	\$40.29	\$41.35	\$42.36	\$43.41	\$44.47	\$45.53	\$46.59	\$47.64	\$48.65	\$49.71					
	Annual												\$105,600.00	\$108,200.00	\$111,200.00	\$113,800.00	\$115,400.00

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

Annual pay advancements for longevity are not guaranteed and are subject to the school’s operational needs and/or budget approved by the school board.

Pacific Coast Academy - Regular Scheduled Board Meeting - Agenda - Thursday December 8, 2022 at 5:00 PM

Pacific Coast Academy
Technology Department
July 1, 2022 – Classified Pay Scales

Job Title		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
IT Tech (ITT) or Order Fulfillment Specialist (OFS)	Hourly	\$23.60	\$24.22	\$24.86	\$25.51	\$26.19	\$26.81	\$27.46	\$28.10	\$28.75	\$29.40	\$30.05	\$30.69	\$31.34	\$31.98	\$32.63	\$33.27
	Annual																
IT Tech II or Order Fulfillment Specialist 2 or IT Administrative Assistant (ITAA)	Hourly	\$25.66	\$26.34	\$27.04	\$27.76	\$28.50	\$29.19	\$29.90	\$30.61	\$31.33	\$32.04	\$32.75	\$33.46	\$34.17	\$34.88	\$35.59	\$36.30
	Annual																
IT Support Specialist (ITSS)	Hourly	\$27.72	\$28.46	\$29.22	\$30.02	\$30.82	\$31.57	\$32.36	\$33.13	\$33.90	\$34.67	\$35.46	\$36.23	\$37.00	\$37.78	\$38.56	\$39.33
	Annual																
IT Support Specialist II or Tech Coordinator (TC) or IT Provisioning Manager	Hourly	\$29.78	\$30.58	\$31.41	\$32.26	\$33.14	\$33.95	\$34.80	\$35.64	\$36.48	\$37.32	\$38.15	\$39.00	\$39.83	\$40.69	\$41.51	\$42.38
	Annual																
IT Support Specialist III or Data Analyst Tech Coordinator 2 or DevOps Engineer 1 (DO1)	Hourly	\$31.84	\$32.71	\$33.60	\$34.52	\$35.46	\$36.34	\$37.25	\$38.14	\$39.05	\$39.96	\$40.88	\$41.75	\$42.66	\$43.58	\$44.49	\$45.40
	Annual																
IT Administrator (ITA) or DevOps Engineer 2 (DO2)	Hourly	\$35.96	\$36.95	\$37.97	\$39.02	\$40.10	\$41.08	\$42.13	\$43.19	\$44.20	\$45.26	\$46.26	\$47.28	\$48.33	\$49.39	\$50.40	\$51.46
	Annual																
IT Manager (ITM)	Hourly	\$42.23	\$43.29	\$44.35	\$45.36	\$46.41	\$47.47	\$48.53	\$49.59	\$50.64	\$51.65	\$52.71					
	Annual												\$109,900	\$112,600	\$115,700	\$118,400	\$120,100

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

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Coversheet

2022-2023 Employee Handbook

Section: IV. Consent Agenda
Item: C. 2022-2023 Employee Handbook
Purpose:
Submitted by:
Related Material:
PCA 2022-2023 Employee Handbook_v2_Rev 10.21.2022_Redlined 12.01.2022.pdf



Pacific Coast Academy

Employee Handbook

2022-2023

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SECTION 1 – WELCOME

Welcome to Pacific Coast Academy!

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

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

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

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

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

SECTION 2 – GENERAL

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

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

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

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

SECTION 3 – PHILOSOPHY

CORE PURPOSE

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

CORE VALUES

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

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

PERMISSION-TO-PLAY VALUES

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

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

STRATEGIC ANCHORS

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

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

SCHOOLWIDE LEARNER OUTCOMES

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

Pacific Coast Academy's Students are:

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

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

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

AT WILL EMPLOYMENT

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

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

EQUAL EMPLOYMENT OPPORTUNITY

PCA is an equal opportunity employer. In accordance with applicable law, PCA prohibits discrimination against any employee or applicant for employment on the basis of an individual’s protected status, including race (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, age, sexual orientation, marital status, parental status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity/expression, military service, veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration protected by applicable law. Also in accordance with applicable law, PCA prohibits discrimination against any qualified disabled employee or applicant, against a disabled veteran, or against a veteran of the Vietnam era with a physical or mental disability. These categories include a perception that the individual has any of these

characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. PCA will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training. Additionally, in accordance with applicable law, PCA prohibits all forms of unlawful harassment of a sexual or other discriminatory nature. Any conduct contrary to this policy is prohibited. This policy applies to all applicants and employees of PCA.

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

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

HARASSMENT

It is the policy of PCA to ensure equal employment opportunity without harassment on the basis of race (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), religious creed (which includes, without limitation, to religious dress and grooming practices), gender, gender identity, gender expression, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, age, sexual orientation, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

PCA prohibits any such harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying and that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third

parties, who have workplace contact with our employees. This policy applies to all applicants and employees (or other listed individuals), whether related to conduct engaged in by fellow employees or someone not directly connected to PCA (e.g. an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

What is Harassment?

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

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

What Is Abusive Conduct/Workplace Bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer’s legitimate business interests. Examples may include:
 - Use of derogatory remarks, insults and/or epithets.
 - Verbal or physical conduct that sabotages or undermines a person’s work performance

that is threatening, humiliating or intimidating.

- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our School culture, create false rumors, disrupt school operations and interfere with the privacy of others.

What is Retaliation?

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

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

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

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

Responsibility

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

Reporting

PCA encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, the Executive Director or Human Resources. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint. In addition, PCA encourages individuals who believe they are being subjected to such conduct to promptly advise the

offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. PCA recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. PCA is serious about enforcing its policy against harassment; however, PCA cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to PCA's attention so it can take whatever steps are necessary to correct the problems.

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

All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously.

Investigation/Complaint Procedure

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

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

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

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

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

PCA may investigate conduct in the absence of a formal complaint if PCA has reason to believe that an individual has engaged in conduct that violates PCA policies or applicable law. Further, PCA may continue

its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

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

Conclusion

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

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

TITLE IX

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

Workspace 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. **Mandatory professional development or other mandatory staff meetings that are missed are required to be made up by the employee at the School's sole discretion and at a time scheduled solely in the School's discretion. Failure to participate in mandatory professional development or other mandatory staff meetings 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, **including missed professional development or other mandatory staff meetings.**

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 will~~ 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.

OVERPAYMENT OF WAGES

If the School determines a wage overpayment has been made to a school employee, the School will notify the employee of the overpayment and afford the employee an opportunity to respond before commencing recoupment actions. Reimbursement shall be made to the School through one of the following methods mutually agreed to by the employee and the School:

- Cash payment or cash installment payments.
- Installment payments through payroll deduction covering at least the same number of pay periods in which the error occurred. When overpayments from the School have occurred for more than one year, the employer may require full repayment from the employee through payroll deductions over the period of one year.
- The adjustment of appropriate leave credits, provided that the overpayment involves the accrual or crediting of leave credits such as vacation leave. Any errors in sick leave balances shall only be adjusted with sick leave credits.

Installment payment amounts deducted from an employee’s salary or wages shall not exceed 25 percent of the school employee’s net disposable earnings for each payroll amount. The deductions shall not result in an employee making less than the minimum wage for that payroll period.

Absent mutual agreement on a method of reimbursement, the School will proceed with recoupment by installment payments as provided in bullet (2) above.

If an employee is separated from employment before full repayment of the overpayment amount owed, the School may deduct an amount sufficient to provide full repayment from any money owed to the employee upon separation. If the amount of money owed to the employee upon separation is insufficient to provide full reimbursement to the School, the School shall have the right to exercise any and all other legal means to recover the additional amount owed.

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, **or designated person** 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.

The definition of "designated person" includes any individual related by blood or association with the employee that is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests leave. Employees are limited to one designated person per 12-month period for family care and medical leave.

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 bullet (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, **or designated person** 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 bullet (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 ~~employees who have been employed by PCA for at least 30 days prior to the commencement of leave~~ ~~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. ~~PCA provides 2 additional unpaid days of leave due to the death of a family member. If an employee has paid sick leave or personal time, the employee may use that time during the unpaid leave. If the eligible employee travels more than 500 miles for bereavement leave, PCA will provide the 2 additional days of leave with pay. This includes a parent (including an in-law and stepparent), spouse, domestic partner, dependent, sibling, stepsibling, grandparent or grandchild. Bereavement leave may be taken intermittently, but the leave shall be completed within three months of the date of death of the family member. PCA reserves the right, in its sole discretion, to request documentation of the death of the family member, so long as the request is made within 30 days of the first day of leave. 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. **,but sick leave may not be used for time taken outside of the United States of America.**

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
- Juneteenth

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 **at least three days of** 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 **paid** 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 **or a designated person**.
- 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 childcare 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. **“Designated person” means a person identified by the employee at the time the employee requests paid sick days. The employee may only designate one person per 12-month period for sick days.**

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 **or recreational** 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

Homeless Education Policy

Section:	IV. Consent Agenda
Item:	D. Homeless Education Policy
Purpose:	
Submitted by:	
Related Material:	PCA Homeless Education Policy_Redlined 11.16.2022.pdf



Pacific Coast Academy

Homeless Education Policy

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HOMELESS EDUCATION POLICY

Pacific Coast Academy is committed to ensuring that homeless students are provided equal access to the same free, appropriate public education provided to other children and youth. Homeless students will be given access to the education and other services that such students need to ensure that they have an opportunity to meet the same challenging State student academic achievement standards to which all students are held. Homeless students will not be stigmatized or segregated in a separate school or program based on the student's status as homeless.

The purpose of the Pacific Coast Academy Governing Board approving this Homeless Education Policy is to accomplish the following:

1. Define Homeless Children and Youth
2. Identify the Homeless Liaison's Responsibilities
3. Explain the Requirements for Enrollment of Homeless Children and Youth
4. Identify Enrollment Disputes and the Dispute Resolution Process
5. Outline Transportation Options
6. Define Comparable Education Services for Homeless Children and Youth
7. Describe Coursework and Graduation Requirements
8. Food Insecurity and Basic Needs Cards

1. DEFINITIONS

Homeless Children and Youths

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence and includes children and youths:

- Who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks (not including mobile home parks), or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- Who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;
- Who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Who are migratory children who qualify as homeless for purposes of this part because the children are living in circumstances described above.

Unaccompanied Youth

Unaccompanied youth includes a youth not in the physical custody of a parent or guardian.

School of Origin

The Charter School is the school of origin when the student attended the Charter School when

permanently housed or was last admitted when the student became homeless. The Charter School will not be considered the school of origin when it is contrary to the wishes of a student's parent(s) or guardian(s), or is not in the best interest of the student.

In determining the best interest of the child or youth, the School shall:

- Presume that keeping the child or youth in the school of origin is in the best interest of the child or youth, less it is contrary to the request of the child's or youth's parent or guardian, or unaccompanied youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or unaccompanied youth;
- If, after conducting the best interest determination based on consideration of the presumption identified above and the student-centered factors identified above, the School determines that it is not in the child's or youth's best interest to attend the School, the School shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal; and
- In the case of an unaccompanied youth, ensure that the School Liaison assists in placement or admission decisions, gives priority to the views of such unaccompanied youth and provides notice to such youth of the right to appeal.

A child or youth or unaccompanied youth shall be considered homeless for as long as he/she is in a living situation described above.

2. HOMELESS LIAISON'S CONTACT INFORMATION AND RESPONSIBILITIES

Homeless Liaison Contact Information

The School's Homeless Liaison is:
 Yolanda Osborne, Director of School Support
yolanda.osborne@pacificcoastacademy.org
 (619) 215-0704

Homeless Liaison Responsibilities

The Charter School's Homeless Liaison is required to do all of the following:

- Ensure that homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
- Ensure that homeless children and youth are admitted in, and have a full and equal opportunity to succeed in the School;
- Ensure that homeless children and youths have access to and receive educational services for which such families, children, and youth are eligible, including referrals to health care services,

dental services, mental health and substance abuse services, housing services and other appropriate services;

- Ensure that the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- Ensure that admission disputes are mediated in accordance with the dispute resolution process outlined below;
- Ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians, including schools, shelters, public libraries and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;
- Ensure that the parent or guardian of a homeless student, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school;
- Ensure that school personnel providing services participate in professional development and other technical support as determined appropriate by the State Coordinator;
- Ensure that unaccompanied youths 1) are admitted to school; 2) have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth, including implementation of procedures to identify and remove barriers that prevent youths from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school; and 3) are informed of their status as independent students and that the youths may obtain assistance from the Liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid.
- Ensure that homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies and that they receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.
- Offer training to School certificated and classified employees experiencing homelessness including, but not limited to, teachers, support staff, and other school staff who work with pupils, at least annually relating to 1) the board adopted homeless education program policies; 2) recognition of signs that students are experiencing, or are at risk of experiencing, homelessness.
- The Charter School shall administer a housing questionnaire for purposes of identifying homeless children and youths and unaccompanied youths. The questionnaire shall comply with legal requirements. The questionnaire shall be administered annually, and report to the California Department of Education the number of homeless children and youths and unaccompanied youths enrolled.

3. ADMISSION

All homeless students are required to follow the school's process for admitting students, including filling out and submitting the school's enrollment packet on time. As with all students, admission depends upon availability. In the event of an oversubscription in a grade, homeless students will participate in the lottery

as with any other student. As used in this policy, admission means attending classes and participating fully in school activities.

If the homeless student seeking admission is unable to produce records normally required for admission, such as previous academic records, medical records, proof of residency or other documentation, this will not serve as a basis for non-admission. Provided that the admission process has been followed in all other respects, a homeless student will be admitted in the School despite the missing paperwork. Upon admission, the School will contact the school last attended by the students to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the School will immediately refer the parent or guardian of the student, or the unaccompanied youth, to the Homeless Liaison, who shall assist in obtaining necessary immunizations, or immunization or medical records.

A homeless student shall be allowed to continue his or her education in the school of origin through the duration of homelessness. If the homeless student's status changes before the end of the academic year so that the student is no longer homeless, either of the following apply: 1) If the homeless student is in high school, the School (if it the school of origin) shall allow the formerly homeless student to continue that student's education in the School through graduation; 2) If the homeless student is in kindergarten or any of grades 1 to 8, inclusive the School (if it is the school of origin) shall allow the formerly homeless student to continue that student's education in the School through the duration of the academic school year.

4. ADMISSION DISPUTES AND THE DISPUTE RESOLUTION PROCESS

If a dispute arises over admission in the Charter School of a homeless student, the student will be immediately enrolled to the Charter School in which admission is sought, pending resolution of the dispute. **"Admission" means attending classes and participating fully in school activities.**

The Charter School will refer the student and/or his/her parents or guardians to the Homeless Liaison, who will carry out the dispute resolution in accordance with the process set forth below, as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied youth, the Homeless Liaison will ensure that the youth is immediately admitted in school pending resolution of the dispute.

Parents, guardians and unaccompanied youth may provide written or oral documentation to support their positions about admission and may seek assistance of social services, advocates, and/or service providers in the dispute process.

The Charter School will provide the parent or guardian of the student with a written explanation of the Charter School's decision regarding admission, including the rights of the parent, guardian or unaccompanied youth's appeal the decision. The written explanation will be complete, as brief as possible, simply stated and provided in a language that the parent, guardian or unaccompanied youth can understand.

If the dispute remains unresolved at the Charter School level or is appealed, then the Charter School

Homeless Liaison will forward all written documentation and related paperwork to the Homeless Liaison at the county office of education (COE). The COE's Homeless Liaison will review these materials and determine the school selection or admission decision within five (5) working days of receipt of the materials. The COE Homeless Liaison will notify the Charter School and parent/guardian/unaccompanied youth of the decision.

If the dispute remains unresolved at the COE level or is appealed to the State, then the COE Homeless Liaison will forward all written documentation and related paperwork to the State Homeless Coordinator. Upon review, the CDE will notify the parent/guardian/unaccompanied youth of the decision relating admission in the Charter School within ten working days of receipt of the materials.

5. TRANSPORTATION

The Charter School will provide or arrange for transportation of a homeless student, at the request of the parent, guardian or Homeless Liaison, to the Charter School when the Charter School is the school of origin. If the student begins living in an area served by another local educational agency while continuing his/her education at the Charter School, the Charter School will contact that local educational agency to agree upon a method to apportion the responsibility and costs for providing the student with transportation to and from the Charter School.

6. COMPARABLE EDUCATION SERVICES

Each homeless student will be provided access to services comparable to services offered to other students in the Charter School, including but not limited to the following:

- Educational services for which the homeless student meets federal, state and local program eligibility criteria
- Programs in career and technical education
- Access to honors and AP courses
- Access to field trips
- Access to technology, including hotspots
- Access to full range of support and intervention programs

7. COURSEWORK AND GRADUATION REQUIREMENTS

The School shall accept coursework satisfactorily completed by a homeless student while attending another public school, a juvenile courts school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school even if the pupil did not complete the entire course. The School shall also issue that homeless student full or partial credit for the coursework completed while attending the School.

If the School is the transferring school, it shall issue the full and partial credits on an official transcript for the student and shall ensure the transcript includes all of the following: 1) All full and partial credits and grades earned based on any measure of full or partial coursework being satisfactorily completed, including

a determination of the days of enrollment or seat time, or both, if applicable, at the School or any other local educational agency, other public school, juvenile court school, charter school, school in a country other than the United States, or nonpublic, nonsectarian school; 2) The credits and grades for each school and local educational agency listed separately so it is clear where they were earned; 3) A complete record of the student's seat time, including both period attendance and days of enrollment.

If a homeless student enrolls in the School, and the School has knowledge that the transcript from the transferring local educational agency may not include certain credits or grades for the student, the School shall contact the prior local educational agency within two business days to request that the prior local educational agency issue full or partial credits. The prior local educational agency shall issue appropriate credits and provide all academic and other records to the School within two business days of the request.

The credits accepted shall be applied to the same or equivalent course, if applicable, as the coursework completed in the prior school.

The School shall not require a homeless student to retake a course if the student has satisfactorily completed the entire course in a prior school. If the student did not complete the entire course, the School shall not require the pupil to retake the portion of the course the student completed unless the School, in consultation with the holder of educational rights for the student, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the homeless student shall be admitted in the same or equivalent course, if applicable, so the student may continue and complete the entire course.

A homeless student shall not be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or the University of California.

A homeless student who transfers between schools any time after the completion of the pupil's second year of high school and is in the student's third or fourth year of high school, the School shall exempt from all coursework and other requirements adopted by the School that are in addition to the statewide coursework requirements specified in Education Code section 51225.3, unless the School makes a finding that the student is reasonably able to complete the School's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

If the School determines that the homeless student is reasonably able to complete the School's graduation requirements within the student's fifth year of high school, the School shall do all of the following: 1) Consult with the student and the person holding the right to make educational decisions for the student of the student's option to remain in school for a fifth year to complete the School's graduation requirements; 2) Consult with the student, and the student's educational rights holder, about how remaining in the School for a fifth year to complete the School's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution; 3) Consult with and provide information to the student about transfer opportunities available through the California Community Colleges; 4) Permit the student to stay in school for a fifth year to complete the School's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or if under 18 years of age, with the person holding the right to make educational decisions for the student; 5) Consult with the student and the student's educational rights holder regarding the student's option to remain in

the School of origin.

To determine whether a homeless student is in the third or fourth year of high school, either the number of credits the pupil has earned to the date of transfer, the length of the student's school enrollment, or, for students with significant gaps in school attendance, the pupils age as compared to the average of pupils in the third or fourth year of high school, may be used, whichever will qualify the student for the exemption.

Within 30 calendar days of the date that a homeless student may qualify for the exemption from local graduation requirements transfers into a school, the School shall notify the student, the educational rights holder, and the School's Liaison for homeless children and youth of the availability of the exemption and whether the student qualifies for an exemption. If the School fails to provide timely notice, the student shall be eligible for the exemption from local graduation requirements once notified, even if that notification occurs after the student is no longer homeless, if the student otherwise qualifies for the exemption.

In addition to providing said notice, the School shall consult with the student and student's educational rights holder about the following: 1) Discussion regarding how any of the requirements that are waived may affect the student's postsecondary education or vacation plans, including the ability to gain admission to a postsecondary educational institution; 2) Discussion and information about other options available to the student, including, but not limited to, a fifth year of high school, possible credit recovery, and any transfer opportunities available through the California Community Colleges; 3) Consideration of the student's academic data and any other information relevant to making an informed decision on whether to accept the exemption.

A homeless student that has been exempted from local graduation requirements in accordance with Education Code section 51225.1 and completes the statewide coursework requirements specified in Education Code section 51225.3 before the end of the student's fourth year of high school and that student would otherwise be entitled to remain in attendance at the school, the School shall not require or request that the pupil graduate before the end of the student's fourth year of high school.

If a homeless student is exempted from local graduation requirements pursuant to Education Code section 51225.1, the School shall notify the student and the person holding the right to make educational decisions for the student how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges.

If a homeless student who is eligible for the exemption from local graduation requirements and would otherwise be entitled to remain in attendance at the School shall not be required to accept the exemption or be denied admission in, or the ability to complete, courses for which the student is otherwise eligible, including courses necessary to attend an institution of high education, regardless of whether those courses are required for statewide graduation requirements.

If a homeless student is not exempted from local graduation requirements or has previously declined the exemption, the School shall exempt the student at any time if an exemption is required by the student

and the student qualifies for the exemption.

If a homeless student is not eligible for an exemption because the School makes a finding that the student is reasonably able to complete the School's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school, the School nonetheless shall reevaluate eligibility and provide written notice to the student, the student's education rights holder whether the student qualifies for an exemption within the first 30 calendar days of the following academic year, based on the course completion status of the student at the time of reevaluation to determine if the student continues to be reasonably able to complete the School's graduation requirements in time to graduate from high school by the end of the student's fourth year.

If it is determined within the first 30 calendar days of the following academic year, that given their course completion status at that time the reevaluation conducted pursuant to the previous paragraph that the student is not reasonably able to complete the School's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school, the School shall provide the student with the option to receive an exemption from all coursework and other requirements adopted by the School's governing board that are in addition to the statewide coursework requirements specified in Education Code section 51225.3 or to stay in school for a fifth year to complete the School's graduation requirements upon agreement with the student (if over 18 years old), or upon agreement with the student's education rights holder.

If a homeless student is exempted from local graduation requirements, the School shall not revoke the exemption.

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the pupil is no longer a homeless student while the student is admitted in the School or if a homeless student who is exempt from local graduation requirements transfers to the School from another school.

If a homeless student transfers between schools any time after the completion of the student's second year of high school is not reasonably able to complete the School's graduation requirements within the student's fifth year of high school, but is reasonably able to complete the statewide coursework requirements specified in Education Code section 51225.3 within the student's fifth year of high school, the School shall exempt a student from the School's graduation requirements and provide the student the option to remain in school for a fifth year to complete the statewide coursework requirements. The School shall consult with the student and the student's education rights holder of the following: 1) The student's option to remain in school for a fifth year to complete the statewide coursework requirements; 2) How waiving the local educational requirements and remaining in school for a fifth year may affect the student's postsecondary education or vocation plans, including the ability to gain admission to an institution of higher education; 3) Whether any other options are available to the student, including, but not limited to, possible credit recovery, and any transfer opportunities available through the California Community Colleges; 4) The student's academic data and any other information relevant to making an informed decision on whether to accept the exemption and option to remain in school for a fifth year to complete the statewide coursework requirements.

The School shall not require or request a homeless student to transfer schools in order to qualify the pupil for an exemption.

A complaint for noncompliance with this section may be filed with the School under the School's Uniform Complaint Procedures.

8. FOOD INSECURITY AND BASIC NEEDS CARDS

The school will provide store cards to support wraparound services and purchase materials necessary for students to participate in school activities. Eligible students may receive cards for food, basic needs, hygiene kits, etc. as needed based on their situation, following these parameters:

- Card amount is based on number of students/siblings in the family
- Not to exceed two cards per year, based on school allotment/availability of funds
- Cards are issued to address emergent needs; Homeless Liaison will continue to connect families to community resources, such as food banks, etc.
- Store cards are restricted, such that alcohol, tobacco, firearms, and lottery tickets are not allowable purchases with the provided cards
- Students will be required to submit receipts to their HST showing permissible purchases at least once a semester and before an additional basic needs card will be issued

*This policy was adapted from the Charter School Development Center- Homeless Youth Policy.

Coversheet

Evaluation Policy

Section:	IV. Consent Agenda
Item:	E. Evaluation Policy
Purpose:	
Submitted by:	
Related Material:	PCA Evaluation Policy_v1_Rev 09.29.2022_Redlined 10.27.2022.pdf



Pacific Coast Academy

Evaluation Policy

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EVALUATION POLICY

Pacific Coast Academy is committed to providing evaluation and assessment of all staff members on a continuing basis.

The purpose of the Pacific Coast Academy Governing Board approving this Evaluation Policy is to accomplish the following:

1. Outline the Purpose of the Evaluation
2. Establish the Frequency of Evaluations and the Evaluation Timeline
3. Establish Who Conducts the Employee Evaluations
4. Outline the Evaluation Sequence of Events
5. Establish the Use of ~~Professional Growth and Improvement Plans~~ Performance Improvement Plans
6. Outline the Record Keeping Process for All Evaluations

1. PURPOSE OF EVALUATIONS

The purpose of a staff evaluation is to safeguard and improve the quality of educational support and service received by students and families by the Charter School Employees.

2. FREQUENCY OF EVALUATIONS AND EVALUATION TIMELINE

Some returning staff will be evaluated. All ~~new~~ staff new to the School or to the position will be evaluated.

Certificated and classified staff who receive an average score from their evaluator of ~~3.0~~ 2.8 or higher on a 4-point scale and continue to perform in good standing will be expected to complete a performance evaluation every-other year. In addition, all positions designated by the Executive Director as leadership will be evaluated yearly.

Certificated and classified staff who receive an average score from their evaluator of ~~2.9~~ 2.7 or lower on a 4-point scale will be evaluated on an annual basis. Certificated and classified staff who demonstrate poor performance of job expectations will be evaluated on an annual basis, placed on a ~~mandatory~~ Performance Improvement Plan, and a second review will be scheduled before one will receive a contract for the following year. One may be on a trajectory for their contract to not be renewed for the next school year.

Evaluations will be conducted in the spring of each school year and will be completed no later than thirty (30) calendar days before the end of the employee's scheduled work year.

3. WHO CONDUCTS THE EMPLOYEE EVALUATIONS

The employee's immediate supervisor(s) will be responsible for evaluating the employees. The supervisor may delegate portions of the evaluation process to a designee, but the supervisor shall retain overall

responsibility. The evaluation may also be conducted or managed by the supervisor's supervisor.

4. SEQUENCE OF EVENTS

Self-Assessment and Form 700

The employee will complete their self-assessment of the evaluation (if applicable) and their Form 700 prior to their meeting with their supervisors.

Meeting with Supervisor

The employee and the employee's supervisor or designee will meet with the employee and conduct their evaluation.

Employee's Time to Respond

The employee will be given the opportunity to respond to their supervisor's evaluation.

Final Evaluation Report and Summary Conference

The evaluator shall prepare, complete and issue the Final Evaluation Report and give a copy to the employee during the final evaluation conference.

5. ~~PROFESSIONAL GROWTH AND~~ PERFORMANCE IMPROVEMENT PLANS

~~Employees who receive an unsatisfactory evaluation (scoring below a score of 3.0 on the 4-point scale or a score of 2 on the 4-point scale) shall be placed on a Performance Improvement Plan. The employee's supervisor will confer with the employee, making specific recommendations as to areas of improvement in the employee's performance and endeavor to assist the employee in his or her performance. Employees who receive an unsatisfactory evaluation (scores that fall in the range of 0.0 - 2.0 on the 4-point scale) shall be placed on a Performance Improvement Plan. Employees who score between 2.1 - 2.7 may be placed on a Performance Improvement Plan based on supervisor's discretion.~~

6. RECORD KEEPING

A signed copy of the Final Evaluation and any supporting documents shall be kept on file with the HR Director.

Coversheet

2022-2023 Parent Student Handbook

Section: IV. Consent Agenda
Item: F. 2022-2023 Parent Student Handbook
Purpose:
Submitted by:
Related Material:
PCA 2022-2023 Parent Student Handbook_Rev 7.12.2022_Redlined 11.30.2022.pdf



Pacific Coast Academy

Parent/Student Handbook

2022-2023

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SCHOOL MISSION STATEMENT

MISSION STATEMENT

The mission of Pacific Coast Academy is to develop the individual gifts of students in San Diego County and adjacent counties to become critical thinkers, responsible citizens, and innovative leaders prepared for academic and real-life achievement in the 21st Century. The mission will be accomplished through quality, personalized, standards-based education which could include online coursework, offline textbook work, project-based learning and unique hands-on and experiential learning experiences facilitated in partnership with students, parents, staff, and community.

DESCRIPTION OF THE PROGRAM

Our school respects a family's right to educate their children and strives to offer innovative, personalized learning options for all families. Our programs engage students with a truly personalized learning plan based on their own interests and specific learning needs while preparing them for success both now and in the future. Enrollment in our full-time independent study program is tuition-free.

Our programs provide students with many opportunities:

- Learn at home or on the go with options for flexible, standards-based learning pathways using choices of secular curriculum, online platforms, and or bundled textbook programs
- Receive guidance, support, and assistance in person and virtually from your assigned credentialed Homeschool Teacher
- Optional field trips and community events
- Numerous and diverse educational vendor services

SCHOOLWIDE LEARNER OUTCOMES (SLOS)

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

Pacific Coast Students Are:

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.

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC) ACCREDITATION

The WASC process is designed to allow us to go through an in-depth self-study of our school, focusing specifically on organization, curriculum, instruction, assessment, and school culture. We take a close look specifically at our high school students and their success. In addition, we identify and reflect on our progress towards our school-wide learning outcomes (SLOs). The WASC cycle includes targeting our areas of strength and areas of growth and the creation of an action plan to address those areas to increase student achievement.

When a school becomes accredited, it:

- Certifies to the public that the school is a trustworthy institution of learning.
- Validates the integrity of a school's program and student transcripts.
- Fosters improvement of the school's program and operations to support student learning.
- Assures a school community that the school's purposes are appropriate and being accomplished through a viable educational program.
- WASC accreditation is important because the military often requires applicants to be from accredited schools and many school districts and universities will only accept credits from WASC accredited schools.
- Allows high school students' courses, grades, and units to be accepted at more colleges and universities after graduation.

ADMISSIONS, REGISTRATION, & INTAKE

Required registration documentation includes: Proof of age, immunization record or waiver, and proof of residence.

The student must reside within a county our school serves and provide proof of residency prior to registration. Pacific Coast Academy serves San Diego County, Imperial County, Riverside County, and Orange County. If, while attending our school, a family moves, they must submit a new proof of residence annually and within ten days of a mid-year change in residence by completing the POR Survey in the Parent Portal. If a family moves outside of the service area for the school, the student will need to dis-enroll. There are accommodations for Homeless/Foster Youth and students of active military families.

Proof of Residency (POR)

This will be verification of a service to the home address listed on your application. The best document to upload is a current utility bill dated within the last 90 days. For example: a gas, water, electric or cable bill. If providing a utility bill, please make sure that your document has the "Service Address" specifically listed in addition to your name, the date, and the utility name. Just having the document addressed to you will not be enough, it must include the "Service Address" on the utility bill. You can also use your most current correspondence from a government agency - e.g., CalWORKs, Social Security, Medi-Cal, EDD, or rental property contract, lease, or payment receipt (Agreements must have the signature page reflecting both the renters and owner/landlord signature). Please make sure that the name, date and address are visible on the document you provide.

If you have one of the extenuating circumstances below, you would need to complete the corresponding forms:

- Living with a friend or relative: Affidavit to Verify Residency Form
- Transitional living: Parent Residency Affidavit Form

High school transcripts are necessary for determining proper class placement and for creating Individualized Graduation Plans (IGP). Transcripts should be submitted during the registration process and can be submitted by hand, faxed, or emailed.

All information on the application must be true and correct. If misrepresentations are made or incorrect information is provided, the application may be considered as not meeting the requirements of the school and may result in the revocation or halting of registration until accurate information is provided.

Registration in our school is contingent upon the student, parent, and teacher signing an Independent Study Master Agreement Form (Master Agreement) prior to the commencement of instruction and services. Parents and students will not have access to curriculum or Planning Amounts until the Master Agreement is signed and returned.

All students will be placed in their age-appropriate grade level, unless a previous school has officially approved a retention or promotion.

Our school is a full-time, general education, independent study program; not a supplemental program or a part-time program. A student may not be dual enrolled in any other private or public school.

THE PARENT/GUARDIAN/LEARNING COACH'S ROLE

- Regularly support your student in daily learning during the school day, following the educational plan you (and/or the Learning Coach) and your Homeschool Teacher agree to.
- The educational plan approved by the Homeschool Teacher, in collaboration with the parent/guardian, must include current grade level curriculum and materials that address state standards.
- Treat all Homeschool Teachers and school staff with respect and professionalism.
- Work in collaboration with your Homeschool Teacher to ensure your student participates fully in their homeschool learning journey.
- Complete and submit the monthly Student Learning Log (attendance log).
- Complete the STAR 360 online assessment up to 3 times per school year.
- Support student(s) in attending state-mandated CAASPP testing (SBAC, CAA, CAST, ELPAC (if needed) and Physical Fitness Test) or an alternate assessment.
- Practice consistent communication to enhance collaboration through daily checks of email and phone.
- Attend scheduled Learning Period meetings, as well as any other necessary meetings (on the phone, via web conference, or in-person), with school staff and student(s).
- Regularly support your student in their attendance and continual participation in any and all:
 - Intervention
 - Specialized Academic Instruction
 - and/or related Special Education services as written into their Individualized Education Program, if applicable.
- Ensure your student participates in online or other recommended intervention supports if needed and advised by your Homeschool Teacher, Student Support Team, 504 Team, or Individualized Education Program Team. Time spent on intervention is in addition to the instructional time required to complete core courses.

- Furnish your student with a learning environment that is conducive to student learning.

STUDENT BEHAVIORAL EXPECTATIONS

Learning takes place in a variety of settings. These may include, but are not limited to:

- Online classroom sessions
- Public libraries, coffee shops, parks, community locations
- School-sponsored field trips, workshops, and community events

At our school, the primary focus is on student learning. Any behaviors that prevent all students from this focus will be reviewed and discussed with all parties involved. As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other in an environment that does not distract from the mutual commitment to academic inquiry and reflection. To that end, the following student behavioral expectations have been established.

- When participating in group dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed.
- Conflicting opinions among members of a group are respected and responded to in a polite and respectful manner.
- No side conversations or other distracting behaviors are engaged in during group discussions or presentations.
- No offensive comments, language, or gestures are part of the learning environment.
- Impersonating another person on an online platform is prohibited.
- Use only your own username and password for online platforms and do not share these with others.
- Do not post personal information in online environments (Phone number, social media usernames, physical address, email address, passwords, etc.)

Infraction of these expectations that is deemed to be disruptive of the learning environment, is cause for removal of a student from an activity and may result in disciplinary action.

VIRTUAL MEETINGS

Virtual meetings with school staff shall be held in school-maintained, school-initiated virtual meeting platforms (e.g., Zoom, Google Meet). Recording, or taking photos, screenshots, or recorded audio transcription of school meetings is not allowed by parents/guardians/educational rights holders/students, with the exception of IEP team meetings. Parents have the ability to audio record IEP team meetings with advanced notice to Cabrillo Point Academy per Education Code section 56341.1(g). School meetings with students or relating to students are considered to be confidential communications. As such, CPA staff members have an expectation of confidentiality and duty to ensure confidentiality of such communications. School staff may, on occasion, initiate recording of general information meetings intended for parents, but in such cases, recording will be disclosed and consent obtained by participants in advance of participation in the meeting.

ZOOM DISCLAIMER

The purpose of the Zoom Disclaimer (Student/Parent Zoom Acceptable Use Policy) is to build trust, respect and

have safeguards in place for students to abide and adhere to the guidelines set forth by the school.

The goal is to prevent Zoom violations from occurring in our school organization by:

- Protecting data, student privacy and IT Security.
- Protecting students and staff from Cyberbullying, Abuse, Threats and Sensitive Content.
- Protecting unauthorized access data loss protection against security breaches and impersonating.
- Protecting unauthorized disclosure and dissemination of data from cybersecurity attacks.

Zoom Acceptable Use Policy

In order to create a safe, trustworthy, and respectful environment for students when taking part in online Zoom meetings, the following considerations must be observed and adhered to:

- By accepting the Zoom meeting ID and joining the meeting you agree to the terms set out in this document and Zoom Community Standards Guidelines.
- Participants should be dressed appropriately.
- The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
- Recording, photos or screenshots of the Zoom meeting are not allowed by participants.
- Participants will be held in the Zoom 'lobby' until the teacher is available to meet with them.
- For participants some Zoom facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat and screen share.
- Zoom Community Standards conduct policies apply to Zoom meetings, and the teacher retains the right to terminate a meeting or a specific student's attendance in the event a violation of the above has occurred.
- A student (participant) could be in violation of the law by doing the following in Zoom Meetings:
 - Abuse - harass, intimidate, cyberbullying, silence someone else, or encourage others to do so
 - Hateful conduct - You may not promote violence against, threaten, or harass other people on the basis of race, ethnicity, national origin, caste, sexual orientation, gender, gender identity, religious affiliation, age, disability, or serious disease.
 - Sensitive Content - sensitive content as content that depicts or promotes graphic violence, adult content, inappropriate content, gratuitous gore, hateful imagery, and child exploitation material.
 - Violence - to threaten or call for violence, serious physical harm, death, or disease to an individual or group of people. We also prohibit the celebration of any violent act that may inspire others to replicate it or that targets people because of their membership in a protected group. Examples of violent threats are the following;
 - threatening to kill someone;
 - threatening to sexually assault someone;
 - threatening to seriously hurt someone and/or commit a violent act that could lead to someone's death or serious physical injury;
 - asking for or offering a financial reward in exchange for inflicting violence on a specific person or group of people.
- Illegal or certain related goods and services -
 - Counterfeit goods and services;

- Drugs and controlled substances;
- Human smuggling or trafficking;
- Products made from endangered or protected species;
- Sexual services;
- Gambling, betting or wagering activities;
- Unauthorized multi-level marketing businesses;
- Stolen goods; or
- Weapons, including firearms, ammunition, and explosives, instructions on making weapons (e.g., bombs, 3D printed guns, etc.).
- Copyright, trademark, defamation, right of publicity, and impersonation
 - Copyright is a form of legal protection for original works, like books, movies, photos and music. Copyright law prevents others from copying or displaying another's work without permission subject to a few exceptions, most commonly fair use. "Fair use" is typically a use for criticism, comment, news reporting, teaching, scholarship, or research.
 - A trademark is a word, logo, phrase, or design that distinguishes a trademark owner's good or service in the marketplace. Trademark law prevents someone from using a trademark to confuse others about whether a product or service is authentic, or to suggest that there is a relationship with the trademark owner when there is not.
 - Defamation (slander/libel) is to make false statements about someone that damage that person's reputation.
 - The "right of publicity" is using someone else's name, persona, or image for marketing or advertising purposes without their permission.
 - Impersonation is pretending to be someone you are not.

Consequences

Staff shall enforce disciplinary rules and procedures fairly and consistently. Discipline includes, but is not limited to, advising and counseling students, conferring with parents/guardians, and the use of behavior plans, alternative educational environments, suspension, and expulsion. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

SCHOOL CALENDAR

As a public charter school, we offer families full-time, continued enrollment throughout the entire school year.

2022-2023 School Calendar



Calendar Templates by Vertex42.com

<https://www.vertex42.com/calendars/school-calendar.html>

CURRICULUM CHOICES & LEARNING PATHS

Our academic program is designed to be flexible and customizable. Working together, credentialed teachers and parents/guardians/learning coaches design a learning plan that can incorporate:

- A variety of grade level appropriate curriculum options and platforms
- Academic support including interventions
- A child's optimal learning modalities
- A wide variety of enrichment resources, materials, and experiences
- School-sponsored learning enrichment, field trips, and student activities
- A blend of virtual, synchronous, asynchronous, and in-person support

If you are looking for an engaging, easy-to-follow learning platform, explore in-house curriculum options, such as K12, ALEKS, Redbird, Edgenuity, and Choice Plus Academy. Additional curriculum options such as Timberdoodle, Bookshark, Moving Beyond the Page, BYU Independent Study, UC Scout, and many more can be ordered through the school's ordering system.

Our school curricula include learning paths and platforms designed to address the needs of all students including:

- Active Military
- English Language Learners
- Gifted & Talented
- Homeless/Foster Youth
- Socioeconomically Disadvantaged Youth
- Students in Special Education
- Students with 504 Plans

Objectionable Materials

If your family finds certain lessons or materials in a particular unit of study to be objectionable for various personal reasons, please contact your Homeschool Teacher or HQT (for middle/high school Edgenuity and ChoicePlus Academy programs) and she/he will do their best to work with you to identify alternative lessons to meet the lesson objectives.

CURRICULUM: TRANSITIONAL KINDERGARTEN - 8TH GRADE

Transitional Kindergarten through 8th grade students have many options including various online curriculum with built-in pacing, bundled textbook programs, or unlimited choices of homeschool curriculum for a personalized learning path. A discussion with your credentialed Homeschool Teacher will help pinpoint how to gain the most from your curriculum.

Transitional Kindergarten

- [EmbarK12 by K12](#) - Online & Offline
- Other curriculum can be ordered through the school's ordering system

Kindergarten-2nd Grade

- [K12](#) - Online & Offline
- [Redbird](#) - Online Math (Grades K-2) and Language Arts/Writing courses (2nd Grade)
- Other Curriculum - Can be ordered through the school's ordering system

3rd-5th Grade

- [K12](#) - Online & Offline
- [ALEKS](#) - Online Math courses
- [Redbird](#) - Online Math and Language Arts/Writing courses
- Other Curriculum - Can be ordered through the school's ordering system

6th-8th Grade

- ChoicePlus Academy - Uniquely-designed courses taught live twice weekly in an online classroom. Internet access is required to attend scheduled courses and submit work.
- Edgenuity - Online, engaging, video-based curriculum
- [ALEKS](#) - Online Math courses
- [Redbird](#) - Online Math and Language Arts/Writing courses (Grades 6 & 7)
- Other Curriculum - Can be ordered through the school's ordering system

CURRICULUM: HIGH SCHOOL

Our school develops an Individualized Graduation Plan (IGP) for all high school students. Upon enrollment, students will discuss and create an IGP with their Homeschool Teacher or a High School Counselor, based on the student's short and long-term academic goals, graduation requirements, and post high school plans. We provide high school students with various homeschool curricula and educational vendor options, including "a-g," honors, and AP courses. Students have the freedom to choose courses from the curricula listed below:

Taught by our school's content teachers (HQTs):

- ChoicePlus Academy - Uniquely-designed courses taught live twice weekly in an online classroom. Internet access is required to attend scheduled courses and submit work.
- [Edgenuity](#): Online, teacher supported, engaging video based curriculum
- Both Edgenuity and ChoicePlus Academy offer a variety of honors and AP courses. Course selection can change at any time based on student enrollment and staff availability. Some AP courses offered have included:
 - AP Calculus AB
 - AP English Language & Composition
 - AP English Literature and Composition
 - AP Environmental Science
 - AP Spanish Language & Culture
 - AP U.S. Government & Politics
 - AP U.S. History
 - AP World History

Offered by external providers:

- [ALEKS](#) - Pre-Algebra & Math Foundations Elective online math courses
- A combination of the above
- Other Curriculum - Can be ordered through the school's ordering system

We also adopt AP and honors courses from Apex Learning, BYU, and UC Scout. If you are interested in an AP or honors course from a different vendor, please contact your HST.

For the 22-23 school year, we provide the following honors courses:

- History/Social Studies: all levels
- English: English 9-12
- Math: Algebra II and higher
- Science: Biology, Chemistry, & Physics
- World Language: Year 3 and higher

*Please note that the UC/CSU system calculates their own GPA for admissions purposes. Their calculation does not allow for a GPA boost for honors courses taken in 9th grade. Students should check with their individual colleges and review how their GPAs will be recalculated on the application. To review the GPA calculation for the UC/CSU system, please check [here](#).

MINIMUM GRADUATION REQUIREMENTS

High school graduation requirements and college entrance requirements are not the same. Admission to competitive colleges and universities will require a rigorous course of study. Students will work with their high school counselor to develop an Individualized Graduation Plan based on post high school goals, interests, and prior academic history.

College admission requirements vary from school to school. Students should check the admission requirements of any college(s) in which they are interested. Students should reach out to their high school counselor if they have questions about graduation requirements or the college admission process.

Subject Area	Graduation Requirements	Total Credits
History / Social Science	6 semester courses <i>(Must include one year of US History, one year World History, one semester of Government, and one semester of Economics)</i>	30
English	6 semester courses	30
Math	4 semester courses <i>(Algebra 1 is a graduation requirement)</i>	20
Science	4 semester courses <i>(Must include one year of Physical Science and one year of Biological Science)</i>	20
Visual & Performing Arts	2 semester courses	10
World Language		
Electives	18 semester courses	90
Total =		200 Credits

* Please note that once a subject area graduation requirement has been fulfilled, all excess credits will be rolled over to the Electives category.

4-YEAR COLLEGE ENTRANCE REQUIREMENTS

Students applying to a 4-year college should plan to meet “a-g” requirements. These requirements are mandatory

for students who apply to the CSU or UC systems, and recommended for students who plan to apply to private and out-of-state colleges and universities. The “a-g” requirements are summarized below:

A-G	Subject Area	Subject Requirement
a	History Social Science	2 years <i>(one year of World History and one year of US History, or one semester of US History and one semester of Government)</i>
b	English	4 years
c	Mathematics	3 years (4 years strongly recommended) <i>PreAlgebra and Consumer Math do not count towards this requirement</i>
d	Laboratory Science	2 years (3 years strongly recommended) <i>(At least two of the three disciplines of Biology, Chemistry, and Physics)</i>
e	Language Other Than English	2 years (3 years strongly recommended) <i>(Must be the same language)</i>
f	Visual & Performing Arts	1 year of the same discipline
g	College-Preparatory Elective	1 year

Suggested Course Sequence			
9th Grade	10th Grade	11th Grade	12th Grade
<ul style="list-style-type: none"> English 9 Algebra 1 Biology WLG Year 1 VPA Elective 	<ul style="list-style-type: none"> World History English 10 Geometry Chemistry WLG Year 2 Elective 	<ul style="list-style-type: none"> US History English 11 Algebra II Physics WLG Year 3 	<ul style="list-style-type: none"> Economics and Government PreCalculus Elective Elective

All “a-g” courses must be completed with a grade of C or better. Students can check the progress of their “a-g” requirements by consulting with their high school counselor.

Subject requirements will vary for private and out-of-state colleges and universities. However, most students who

are eligible for UC admission and fulfill the “a-g” requirements will also likely meet the admission requirements for most of the private and out-of-state colleges and universities.

Students should also plan to verify SAT or ACT requirements for colleges for which they are interested.

For more information, please visit the sites below:

- [“a-g” Requirements](#)
- [“a-g” Course List](#)
- [SAT Information](#)
- [ACT Information](#)

HIGH SCHOOL ELECTIVE CREDIT FOR MIDDLE SCHOOL STUDENTS

Our school will grant high school elective credit for high school math, world language, and CTE pathway courses taken by middle school students. As a parent-choice school, we allow middle schoolers to take high school courses, but it is important to consider how taking courses in middle school will affect high school and college before choosing this option for your student. Please contact your Homeschool Teacher to discuss starting high school courses early prior to enrolling in high school level courses or using high school curriculum.

It’s important to know

- Middle school students can earn elective credit for taking high school math, world language, and CTE courses (CTE courses are open to 8th grade only).
- Students can’t “block schedule” multiple courses in the same subject per year.
- Students who take high school courses while in middle school will have the courses placed on their transcript at the start of 9th grade.
- Students who take high school courses while in middle school must complete the full high school standards aligned course. This means they will need to either take a course that is a-g as is, or complete a course outline (for CTE, they will need to take a CTE course with a credentialed CTE teacher). Your HST will monitor the high school course(s) with the same practices as any other high school course.
- High school courses completed in middle school will not be included in the high school GPA.
- Please keep in mind that not all high schools or districts will accept high school credits earned during middle school. Should the student transfer, it is up to the receiving school or district to grant credit.
- Students who are taking math or World Language courses must start them in the fall and take the A portion in the fall and the B portion in the spring.
- If your student is interested in playing sports in college they may want to take NCAA approved courses so that the courses can count towards NCAA requirements. Let your HST know if your student is interested in playing sports in college.
- Students have to meet the state minimum graduation requirements while in grades 9-12. This means that even if they take high school courses in middle school, while in grades 9-12 they have to take:
 - Three years of English
 - Two years of math
 - Two years of science (one life and one physical)
 - Three years of social science (world history, US history, government, and economics)

- One year of Visual Performing Arts or World Language

*For example, if a student takes Algebra 1 and Geometry in middle school, they will need to take Algebra 2 and PreCalculus in high school to meet the math graduation requirement

Is your student ready?

- For World Language and CTE, students do not need to demonstrate subject matter readiness, but should be ready for a high school level course in general.
- For Algebra 1, your HST will verify that a standards aligned Math 8/Pre-Algebra has been completed. If not, your student will be required to take a proctored readiness exam.

When your middle school student takes a high school course

- Your HST will work with you to create an IGP so you can see how this will impact high school
- The course must be added to your student's MA
- The high school add/drop date will apply. The deadline to add or drop a high school course, or change a high school course's curriculum, is the last day of the first LP of the semester (LP1 or 5)
- If your student starts to struggle in the high school course please contact your HST right away

If you have any questions about this policy, please let your HST know before signing up for the high school course(s).

ACADEMIC EXPECTATIONS

TK-8th Grade

Families choose to enroll at our school for a variety of reasons, but at the cornerstone of each decision is a supportive partnership between the family and their credentialed Homeschool Teacher. Our school provides the tools and guidance for students to experience a high-quality education by providing access to personalized curriculum and instruction. Students need to be engaged in learning each school day. Families and credentialed Homeschool Teachers work together to provide support for struggling students. Families are required to meet with their Homeschool Teacher, at minimum, once every 20 school days.

High School

All high school students enrolled at our school will discuss and create an Individualized Graduation Plan (IGP) with their Homeschool Teacher, developed to ensure graduation within four years of starting high school. Short and long term goals will be created based on the needs of each student. A high school counselor is also assigned to each student and will review the IGP for approval before courses are scheduled each year.

The minimum number of credits that should be earned at the end of each semester is listed below:

	Grade 9	Grade 10	Grade 11	Grade 12
Semester 1	25 credits	75 credits	125 credits	175 credits
Semester 2	50 credits	100 credits	150 credits	200 credits

Students and parents should work with their Homeschool Teacher and high school counselor if they wish to graduate high school early. Students must be enrolled in a minimum of four courses (20 credits) each semester. Students must complete a minimum of 5 courses each semester (25 credits) to remain on track for graduation. Students who fail a course will earn 0 credits for the course and could potentially no longer be “on track” for graduation. Students who become credit deficient should work with their teacher and high school counselor to adjust the Individualized Graduation Plan.

I CAN STATEMENTS

I Can Statements are family-friendly guides that can be used to help your family and ensure your students are on track for their grade level. All learning objectives for Math, Language Arts, Science and Social Studies are provided, written in family-friendly language. I Can Statements help make grade level learning targets clear for families and they address the standards students of the same grade learn in all public schools.

The school is committed to empowering each student to reach their full potential. Our students are engaged learners capable of deep understanding, creative thinking, and innovative approaches to problem solving. Using the I Can Statements (State Standards), the student interests, talents and learning styles profile as their guide, as well as hands-on experiential learning, field trips, park days, and activities in the local community, credentialed teachers partner with parents to develop unique Personalized Learning Plans for each student.

ASSIGNMENT & WORK RECORDS (AWR)

Assignment & Work Records are a digital checklist created for each student and work parallel to the I Can Statements/Standards. AWR is personalized for each student and is a strategic plan that helps ensure appropriate progress through the standards is achieved.

ACADEMIC INTEGRITY

Our school urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work that the student has completed.

By definition, Academic Integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor in academic work.

The following behaviors may be considered as acts that do not uphold Academic Integrity:

- Plagiarism
- Talking during a proctored exam
- Copying another student’s test/assignment
- Allowing others to copy your work
- Exchanging assignments with other students (either handwritten or computer-generated)
- Using a computer or other means to translate an assignment/part of a World Language assignment to another language
- Using summaries or commentaries (Cliff Notes, Spark Notes) in lieu of reading the assigned materials
- Submitting purchased papers
- Altering a grade (on a computer, on a report card, on an assignment)

- Taking an exam for someone else
- Using bribery/blackmail/threats

Any student known to have acted without academic integrity will be subject to disciplinary action in the following manner:

- **First offense:** For the first offense of academic dishonesty, students will receive an 'unofficial' warning. The goal is to educate students to ensure they have a comprehensive understanding of academic honesty. Students will receive a grade of F and/or 0% on the assignment/exam with a chance to resubmit within 1 week. The parent/guardian will be notified.
- **Second offense:** For the second offense of academic dishonesty, students will receive a grade of F and/or 0% on the assignment/exam with a chance to resubmit within 1 week. The parent/guardian will be notified, and students will sign an Academic Integrity contract. The offense will be documented for staff use.
- **Third offense:** For the third offense of academic dishonesty, students will receive a grade of F and/or 0% on the assignment/exam with no option to resubmit. The Homeschool Teacher will also conference with the parent/guardian and school administrator. The offense will be documented for staff use.
- **Fourth offense:** For the fourth offense of academic dishonesty, students will receive a grade of F in the class. The school will also hold another conference, and the student will be placed on Academic Probation for one year. Students placed on Academic Probation may be subject to the following consequences:
 - Copy of cheating referral placed in permanent cumulative file
 - Proctored unit tests and finals by a staff member (HST)
 - Restricted from participating in school activities (field trips, prom, graduation)
 - Ineligible to receive letters of recommendation from staff and faculty

Students may be subject to the suspension and expulsion policy after any further offenses.

REPORT CARDS

Review of Student Work

Families share all of the learning that has occurred during their monthly meetings with their teachers. Teachers work with the family to review and reflect on student learning. For TK-8th grade students, teachers will use the shared information to determine mastery of standards and match these to the I CAN statements.

AWRS - ASSIGNMENT AND WORK RECORDS

Each Learning Period, the homeschool teacher will work with their families to plan assignments based on the California Common Core Standards or high school course assignments. After the assignments have been completed by the student, the teacher will grade and record the work done in the Pacific Coast Academy Student Information System. These records are called AWRs and are created by the HST each learning period and available to the parent.

REPORT CARDS - TK-8TH

At Pacific Coast Academy Charter School, students, parents, and teachers work in partnership to design personalized learning plans and goals. The credentialed Homeschool Teacher affirms the learning plan and is

guided by the I CAN statements.

Report Cards are required for grades TK-8. Report cards reflect the hard work our students do each semester and are sometimes necessary for other student endeavors such as sports teams, insurance, government verifications, etc. Parents will receive a copy of their child's report card at the end of each semester. A copy of each report card will also be placed in the student's cumulative file.

It is our school's policy and practice that individual student data is never shared with anyone other than the parent and teacher. The data is used solely to show grade level and school-wide trends for accreditation purposes.

REPORT CARDS - HIGH SCHOOL

All 9th-12th grade students are required to have a report card issued at the conclusion of each semester. Semester report cards will be based on quality of work and work completed in the student's assigned high school courses.

Students in high school earn letter grades. High school students need to complete requirements and lessons as outlined by their Homeschool Teacher or by the High School Content Teacher.

The chart below shows the grading rubric for high school courses:

Percentage	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% and below	F

CONCURRENT, COMMUNITY COLLEGE ENROLLMENT

- Concurrent enrollment means a high school student takes college courses while remaining a full-time high school student
- In order for a high school student to take a college course, they will need to follow the instructions and meet the minimum eligibility requirements for concurrent enrollment as posted on the college's website
- Students must submit completed concurrent enrollment forms to the high school counselor for processing. Blank concurrent enrollment forms will not be approved
- Concurrent enrollment forms must be signed by the high school counselor and may take up to 3-5 business days to complete so please plan ahead
- The student must ensure that the signed concurrent enrollment form is returned to the college in a timely manner
- High School students must remain full-time students in good academic standing. Students must take a **minimum of 15*-20 credits per semester** in high school. (*The college course must be on Master Agreement for students to drop down to 15 credits. See the Process to Enroll below.)

- High School students can take a **maximum total of 11 college credits per semester**
- Students may take core academic or elective courses at the college
- Students should consult with their high school counselor before enrolling in a college course. The counselor will advise on college courses and check graduation requirements
- High school credit is only awarded for courses articulated in advance
- High school credit will not be granted for courses taken at colleges/universities with a religious worldview, regardless of course subject
- Courses completed through college/university extension programs are rarely transferrable and generally do not count for high school credit. Contact your student's counselor before signing up
- The high school counselor will take into consideration the student's academic standing and overall GPA when approving a concurrent enrollment. Please ensure that all official transcripts from previous college courses have been sent to the Records Department, **the counseling team cannot sign concurrent enrollment forms when there are missing official college transcripts from previous semesters.**

CREDIT CONVERSION

- The high school counselor will help students determine how college course(s) will count towards high school graduation requirements. For example:
 - Remedial courses count towards the Elective graduation requirement
 - US History and World History courses must cover a comprehensive timeline. US History courses must at least cover Reconstruction to present day. World History courses must at least cover the 1800s to present day
- We do not determine which college courses are transferrable to 4-year universities. The student's future college will review the college transcript and determine any credit awarded
- Please check the chart below for the college credit to high school credit conversion rate:

Community College Credits	High School Credits
1 credit	2.5 credits
1.5 - 2.5 credits	5 credits
3 or more credits	10 credits

*if a student is awarded less than 1 credit at the community college, the high school will issue the same amount of credit in high school. For example, if a student completes a course worth .5 credits at a community college, the high school will award .5 credits on the high school transcript.

AG approved – means that the community college course meets A-G requirements. Students will need to earn a grade of C or better in order to fulfill an A-G requirement.

- Science courses will need to include a lab component in order to meet the laboratory science A-G requirement
- Non-transferrable math community college courses in elementary algebra, geometry, intermediate algebra or trigonometry, with a grade of C or better, can satisfy one year of the mathematics A-G requirement

- For more information on how community college courses can fulfill A-G requirements, please refer to this guide

CC GPA boost – means that the community college course is academically rigorous (community college courses that are 3 units AND both UC and CSU transferable), and will be granted an extra point in the weighted GPA calculation on the high school transcript. Please keep in mind that while middle school students can take community college courses, this will not affect their high school GPA. The high school GPA is calculated with the classes taken during grades 9 through 12.

PROCESS TO ENROLL

- Family picks a college and fills out the college's concurrent enrollment form (if college has a form).
- Family submits the concurrent enrollment form to their high school counselor.
 - Please note, all California community colleges will provide a concurrent enrollment permission form. Not all private, 4-year, and online colleges will provide a permission form.
 - If the student plans to take a college course in which there is no permission form, please email the high school counselor with the college and course information.
- The high school counselor reviews college course(s) and determines which high school graduation requirements will be fulfilled, how many credits will transfer over to the high school transcript, and whether 'a-g' requirements will be met.
- The high school counselor signs the concurrent enrollment form and returns the form to family with directions for next steps. Some colleges offer electronic forms that don't require a physical signature. In that case, the college will notify the student once the counselor has signed the electronic form.
- If not submitted electronically, the family submits the signed form to the college via email, fax, or in-person to the college's admission office.
- Student follows the college's process to enroll in college course(s).

*Please notice the below steps are not completed for summer courses:

- In order for the college course(s) to be added to the high school transcript and count towards high school graduation requirements, the following steps MUST be completed.
 - Family provides proof of enrollment to the HST and counselor by the high school's add/drop deadline.
 - Family must sign the Master Agreement Addendum.
 - Family must provide work samples for each Learning Period.
 - Once final semester grades are posted, family must submit an official transcript to the Records Department so that the grade can be added to the high school report card. Official transcripts must be sent directly to the high school from the college. Future requests for concurrent enrollment will not be approved if the school is missing the official transcript from the previous semester. The report card will show an "Incomplete" grade until official transcripts are received. Families can order paper or digital official transcripts.

Please send official transcripts to:
 Pacific Coast Academy
 Attn: Records - CC Transcripts
 4612 Dehesa Road
 El Cajon, CA 92019
 OR

Please email official digital transcripts to the
 Records Department:
records@pacificcoastacademy.org

HONORS AND AWARDS

Pacific Coast Academy recognizes graduates in the following ways:

- **Golden State Merit:** Students who demonstrate a certain level of mastery are eligible to receive a Golden State Seal on their high school diploma and a gold cord for the graduation ceremony. Students must meet all eligibility criteria in at least 6 subject areas. For more information, see the Golden State Merit website
- **Seal of Biliteracy:** Students who have achieved a high level of literacy and fluency in one or more language(s) in addition to English will receive a California State Seal of Biliteracy on their high school diploma and a light blue cord during graduation. For more information, please visit the California State Seal of Biliteracy website.
- **National Honor Society:** National Honor Society members in good standing receive a gold and blue cord to wear for graduation

Students may receive one of the following GPA-based awards:

- **Valedictorian:** The top 5% of the class, as calculated with the weighted GPA at the end of fall semester of the student's graduating year. Valedictorians are recognized with a gold medal at graduation
- **Salutatorian:** The top 5.1-10% of the class, as calculated with the weighted GPA at the end of fall semester of the student's graduating year. Salutatorians are recognized with a cord in the school colors at graduation
- **Honor Roll:** All students with a GPA of 3.5 and above, as calculated with the weighted GPA at the end of fall semester of the student's graduating year. Honor grads are recognized with a white cord at graduation

ATTENDANCE

- Parent/Guardian is responsible for ensuring that their child is actively engaged in learning each school day.
- Monthly Student Learning Log (Attendance Log) must be signed and submitted to your Homeschool Teacher at the end of each learning period. The Homeschool Teacher will communicate with individual families/students on the collection process of this document.
- The following are acceptable reasons for not logging attendance: Illness and hospitalization not to exceed three school days in a learning period, exclusive of Saturdays and Sundays, in the school year, bereavement, family emergency, and natural disaster. In such cases, the absences would be considered excused. Some instances may require verification, such as a doctor's note, to be provided to your teacher.
- Homeschool Teachers will be knowledgeable of student progress, learning, and engagement in school. This can occur at regularly scheduled meetings, calls, emails, and or other methods.
- If the Homeschool Teacher is unable to obtain knowledge of the progress, learning, and engagement in school, attempts to contact will be documented and a non-compliance letter may be sent. After multiple

failed attempts to contact a family, the school may deem that enrollment in the school is not in the best interest of the student and the student may be subject to withdrawal. (Refer to Non-Compliance Policy)

WITHDRAWING YOUR STUDENT

To withdraw your student, please provide your Homeschool Teacher with the following information:

- Last date of attendance in our school
- Name of school or school district your student will be enrolling in
- Reason for withdrawal
- Submit your last attendance log and work sample
 - The last day of documented attendance is the last day of enrollment

Once this information is received your Homeschool Teacher will assist you with the materials return process. All school property must be returned upon withdrawal, with the exception of assistive technology devices required by a student's Individual Education Plan (IEP). In that instance, such materials must be returned to the School when alternative arrangements are made or until two months have elapsed from the date of withdrawal. Families may be billed for any items not returned.

Please Note: Enrichment Certificates for services beyond the student's withdrawal date will be canceled and any services attended/continued, again after the student's withdrawal date, will be at the family's expense.

EDUCATIONAL MATERIALS & RESTITUTION POLICY

This policy supports Pacific Coast Academy's efforts to remain a sound steward of public funds and ensure students continue to have access to educational materials.

The purpose of the Pacific Coast Academy Governing Board approving this Educational Materials and Restitution Policy is to accomplish the following:

- Provide an Overview for the Educational Materials and Restitution Policy
- Outline the Procedures for the Restitution Process

OVERVIEW

Students attending Pacific Coast Academy may receive access to certain school property during the course of the school year, including educational technology and textbooks, and they are responsible for ensuring the educational materials are returned (with reasonable wear and tear). California law states that the parent or guardian of a minor can be held liable to a school for all property loaned to and failed to be returned, or willfully damaged by a minor. The liability shall not exceed \$10,000.

Pacific Coast Academy shall seek restitution when a student, among other things, willfully cuts, defaces, or otherwise damages any property, or loses or fails to return property, borrowed or personal belonging to Pacific Coast Academy. This includes but is not limited to, installing unauthorized software applications, modifying, adding or deleting software or any alteration to the configuration of any and all IT computing devices - such as laptops and other devices.

Once returned, some materials may not be usable in Pacific Coast Academy's school library. Once materials are returned, library staff will determine if any items are unusable and may mark those materials as consumable. Once marked as consumable, those items may be shared with either the family who is returning them or discarded according to the approved policies.

Procedures

- Pacific Coast Academy shall use inventory systems that clearly identify the student and type of school property issued to the student.
- Pacific Coast Academy shall implement a restitution process by which students are afforded the opportunity to return the missing property or pay for the damages. Assuming the student returns the missing property or pays for damages, the debt is discharged and any withheld grades, diploma, or official transcripts of the student shall be released and the full privileges of participation in school activities shall be restored. Parents are responsible to pay out of pocket to return items that are taken out of state.
- Pacific Coast Academy shall follow the due process procedure listed below that allows the parent/guardian or student an opportunity to review and respond to the imposition of any fees or charges resulting from this policy.
 - Pacific Coast Academy shall provide the parent/guardian written notice of alleged loss or damage of school property ("Written Notice").
 - The Written Notice will inform families that Pacific Coast Academy may contact law enforcement and/or refer the debt to a collections agency.
 - If the parent/guardian disagrees with Pacific Coast Academy's Written Notice, they may appeal the Written Notice in writing to the school. The parent/guardian's appeal should explain why a fee or charge should not be imposed in response to the Written Notice.
 - After reviewing any information provided by the parent/ guardian, the Executive Director (or his/her designee) shall decide whether or not to impose the fee for damages. The parent/guardian shall be notified in writing of the decision. The written decision of the Executive Director is final. There is no appeal beyond the school level.
- Upon receiving notification of Pacific Coast Academy's decision ("Second Written Notice"), the parent or guardian must address the outstanding obligation payable to Pacific Coast Academy or return missing property.
- The purpose of this policy is to provide families a reasonable opportunity to return missing educational equipment or pay for damaged and missing school property to avoid Pacific Coast Academy having to seek a legal recourse. If the Second Written Notice is unsuccessful, Pacific Coast Academy may consider referring the debt to a collections agency as a last resort.

SPECIAL EDUCATION

School personnel are committed to identifying and serving students who have exceptional needs and are eligible to receive Special Education supports and services. Our commitment is based on the belief that all students shall have access to a high-quality public education.

In cooperation with the El Dorado County Special Education Local Plan Area (SELPA), our school will work to ensure that a Free and Appropriate Public Education (FAPE) is provided to all eligible students with exceptional needs in the student's Least Restrictive Environment (LRE). Specifically, our school will comply with all applicable state and

federal laws in serving students with disabilities, including, but not limited to the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and any other civil rights enforced by the U.S. Department of Education Office of Civil Rights (OCR), and applicable Special Education policies and practices of the SELPA.

COMMON QUESTIONS

Following are the most common questions that the Special Education department receives from families regarding Special Education at our school. Please review and contact the Special Education Team if you would like to discuss these topics further.

What is Special Education?

Special Education is specially designed instruction, support, and services to meet the unique educational needs of individuals with disabilities, which cannot be met in the general education program. It is an integral part of the total public education system, and Special Education services are provided:

- In a way that promotes interaction between students with and without exceptional needs;
- At no cost to families; and
- Include a full range of program options to meet the educational and service needs in the least restrictive environment (LRE). --California Education Code Section 56031

Who should you contact when you believe your child may need additional academic support?

When you initially have academic questions or concerns, you should discuss those questions and concerns with your Homeschool Teacher. Your Homeschool Teacher will support you with strategies, interventions, and/or accommodations to use with your child as appropriate to address your concerns.

In the event that you and your Homeschool Teacher need additional guidance in supporting your child, you may request a Student Success Team (SST) meeting be conducted. This meeting will document the concerns of school staff and families, identify interventions attempted, and possibly recommend additional interventions. Interventions should be attempted for six to eight weeks and a second SST meeting should be held to document the student's response to intervention.

How is it determined that a student is eligible to receive Special Education?

Pacific Coast Academy recommends that students participate in the SST intervention process to determine if a special education evaluation should be completed. Assessments are the basis for Special Education eligibility, placement, and service decisions. The assessments will be done by professionals who have had specialized training and required certification/licensure. General Education, Homeschool Teachers, and parents, who know the students well, play a critical role in understanding a student's academic strengths and struggles and are essential in the process of documenting/identifying areas of needs.

When Pacific Coast Academy receives a referral for Special Education, the child's legal guardian will be sent an assessment plan that details the types of assessments being proposed. The child will receive a "full and individual initial evaluation" in all areas of suspected disability to determine if the child has a disability and determine the child's educational needs. A full evaluation indicates that the child shall be assessed in all areas of suspected disability within 60 calendar days of parental consent received by Pacific Coast Academy via signature on an assessment plan (timelines adjusted for student breaks over five consecutive days).

What is an Individual Education Program (IEP)?

An IEP is a contractual, legal obligation, on the part of Pacific Coast Academy stating how Pacific Coast Academy plans to assist a student once they have been determined eligible for Special Education supports and services. The IEP document is written following the determination of a student's need and eligibility for Special Education.

The Individual with Disabilities Education Act (IDEA) requires that an IEP include a "statement of measurable annual goals" which allow the child to be involved in and make progress in the general education curriculum and meet each of the child's other educational needs that result from the child's disability." The IEP team develops the IEP document annually and identifies the child's needs, annual goals, objectives, adaptations, services and placement.

What is the role of the parent in an IEP meeting?

Parents are encouraged to participate in the IEP meeting by providing input on appropriate goals, supplementary aids and services, and program accommodations used during the instructional day, as the parent is the primary learning coach. Please speak with your Special Education case manager regarding the structure of IEP meetings and if you have any questions or concerns.

How are Special Education services provided at our independent study school?

Students with IEPs are required to participate in Special Education services as indicated in their IEP documents.

- All IEP direct and related services are delivered in the least restrictive environment. PCA is a non-classroom based charter school where online instruction is the least restrictive setting. If a more restrictive setting is required, this would be discussed at an IEP team meeting and would be a data-driven decision.
- Specialized Academic Instruction (SAI) is taught by experienced and credentialed Special Education Teachers. The format of these sessions are determined by the student's IEP team and based on their academic IEP goals.
- Related Special Education services, such as occupational therapy, speech and language therapy, etc. may be provided by qualified School staff or via non-public agencies (NPA) contracted with the school. NPAs have a certification with the California Department of Education to work with school-aged students and they are carefully selected by Pacific Coast Academy.

Can a family maintain the same Special Education Non-Public Agency (NPA) Providers/individual therapists if they are enrolled in the same school from year to year?

Pacific Coast Academy regularly evaluates our students' needs and are continuing our effort to provide the most competent teams to service our students. In order to improve the ability to collaborate more effectively with related service providers, PCA enters into contracts and issues Individual Services Agreements to support students' services with provider agencies and school staff that will appropriately and effectively deliver all special education services. Each NPA oversees the scheduling and availability of their services providers. Pacific Coast Academy's Special Education Department will confirm an NPA's certification with the California Department of Education and establish a contract with that NPA to start services.

Please note: The Special Education Department is happy to work with families, however, we are not able to guarantee that they may maintain the same NPA providers/individual therapists.

Should Special Education Teachers be included in the development of a student's education plan, designed by the Homeschool Teacher?

Whenever possible, it is recommended that a Special Education Teacher be included in the development of a student's education plan, which is designed by the learning coach and Homeschool Teacher. While it is not a requirement, the involvement of the Special Education Teacher provides an opportunity for the team to get a different perspective on how to help support a student's needs, challenges, and strengths.

Shall your Homeschool Teacher collect work samples for students with an IEP?

Pacific Coast Academy's general education work sample policy is the same for all students.

Does my Special Education student need to return assistive technology devices when we disenroll from the school?

Yes. On a case-by-case basis, the School may purchase assistive technology devices for use in a child's home or other setting if the child's IEP team determines that the child requires access to those devices in order to receive a FAPE. When a child disenrolls from the School, the School is responsible for providing a Special Education student with the continued use of an assistive technology device, or a comparable device. The continued access to the assistive technology device can be had for up to two months after the student has disenrolled from the School. If the student is provided an alternative assistive device, or a comparable device from a new school, or upon expiration of the two month period, the student is required to return the assistive technology device to the Pacific Coast Academy.

PLANNING AMOUNTS

PROGRAM DESCRIPTION

We focus on Personalized Learning, a philosophy that truly puts every student first by supporting them in honoring and exploring their unique skills, special gifts, talents, and aspirations. In furtherance of this philosophy and Pacific Coast Academy's educational mission, families and staff together carefully select educational items and services for students to fit their goals and education plan. The Governing Board of Pacific Coast Academy adopted Educational Vendor Policies and Procedures to ensure Pacific Coast Academy funds are budgeted and expended on Pacific Coast Academy-approved educational items and services.

For the 2022-2023 school year, the Planning Amounts are as follows*:

- Transitional-Kindergarten-8th Grades: \$2,900
- 9th-12th Grades: \$3,200

A one-time additional planning amount of \$600 will be added in February 2023 to help aid students with learning loss recovery.

**All planning amounts may be adjusted to accommodate changes in the state budget that affect the school budget. Planning amounts are prorated based on period of time enrolled and the date upon which the Master Agreement is signed.*

Key requirements detailed in this policy include:

- The Homeschool Teacher and Executive Director (terms defined policy) must approve all requests for educational items or services to ensure they are aligned with the charter petition and student's personalized learning plan.
- The Charter School must approve all educational vendors before they can provide educational items or services to students. Services will not be approved for students prior to the vendor's official approval date.
- No family may spend, or obligate Pacific Coast Academy to spend, any Pacific Coast Academy monies on educational items and services. Pacific Coast Academy is responsible for making purchases of approved educational items and services.
- Parents make requests for educational items and services to Pacific Coast Academy. The Executive Director can deny any request for educational items or services in his or her sole discretion for any reason. The Homeschool Teacher and Executive Director shall ensure purchased educational items and services meet the following requirements:
 - From approved educational vendors only.
 - Support the requesting student's personalized curriculum and education plan.
 - Must be aligned with State standards, student's course of study, and student's independent study master written agreement.
 - From an educational vendor who is not related to the family requesting the educational items or services and otherwise does not present conflict of interest concerns.
 - A Vendor, Vendor Location, Enrichment Center, Co-Op, and/or Collective Vendor Location shall not serve a School student for more than twelve (12) core academic hours including math, language arts, social studies, science and world language during the school week (Monday to Friday from 8:00 am to 2:30 pm) under the Vendor agreement or any other arrangement (e.g., Student participation in a Vendor program outside of School activities); except for visual and performing arts, CTE pathways, robotics, and physical activities including dance, gymnastics, karate, and other similar activities, as approved by the School.
 - Services may not exceed \$350 per calendar month per vendor.
 - The Charter School will not approve partial payment for educational services (the cost of services cannot be split between the Charter School and parents).
- The Homeschool Teacher and Executive Director must ensure students have access to all necessary "core subject curriculum" – education items/services necessary for the student to complete his/her State standards-aligned course of study – before approving any extracurricular activities or supplemental educational or enrichment items.
- Pacific Coast Academy establishes a planning amount for students for educational items and services per full school year. Pacific Coast Academy developed the planning amount to help ensure the school provides educational items and services aligned with its budget and to help ensure fair and equal treatment of students, to the extent consistent with individual needs. This planning amount cannot be transferred to any other student. This planning amount does not carry over from year to year and belongs to the school, not the student.
- All educational items requested through the school's ordering system are the property of Pacific Coast Academy. Families must return all educational products upon disenrollment or upon request by the Executive Director or Homeschool Teacher. In accordance with applicable law, parents are responsible for replacing lost, stolen, damaged, or otherwise unreturned educational items. Certain items are "consumable", meaning they are not functional after use (e.g., workbooks). These items can be discarded by families after use.

- Students must attend regular learning period meetings with their Homeschool Teacher to discuss progress, turn in quality work samples, and complete their Student Activity Logs (Attendance Logs) in order to make requests for extracurricular educational activities (e.g., non-core curriculum items) through the school's ordering system.

**The Technology Acceptable Use Acknowledgement must be signed in order to receive the technology equipment. All families receive this form through email at the beginning of the year.*

HOW TO REQUEST SERVICES/PRODUCTS

- Visit the school's ordering system to request educational services and products.
- Services may only be requested through approved educational service vendors.
 - Services will only be approved after the official approval date of a new vendor.
 - Vendors that are out of compliance will not be available for services.
- The first time a family uses an educational vendor for service, they will need to sign and submit a waiver form.
- If services are approved by the Homeschool Teacher, an Enrichment Certificate will be created and sent via email to the parent. Parents can also access Enrichment Certificates through the school's ordering system. Students cannot receive educational services without an Enrichment Certificate, and backdated services will not be approved.
- Families will present the Enrichment Certificate to the educational vendor. Services must not begin prior to providing the educational vendor with an Enrichment Certificate.
- Each educational vendor will invoice the charter school for the approved educational services approved on the certificate. Parents or Guardians should not submit invoices on behalf of vendors.
- The school pays educational vendors directly. Parents must not pay educational vendors for student services as we cannot provide payment/reimbursement to families.
- Technology devices can be requested from an approved list through the school's ordering system. Please submit a ticket at the [PCA Remote Ticket Form](#) with any questions.
- The Technology Acceptable Use Acknowledgement must be signed in order to receive approved technology equipment. All families receive this form through email at the beginning of the year.

HOW TO REQUEST A NEW EDUCATIONAL SERVICE VENDOR

If you would like to suggest a new educational service vendor, please complete this form: [Suggest a Vendor](#). This can only be filled out by the parent or the teacher. Please include as much information as possible, including a contact person and email address to reach the vendor. Typically, we have the most success when the family or teacher reaches out to the potential vendor first.

Once the Vendor Support Department receives the survey response, they will verify if we can move forward with the newly suggested educational vendor. If eligible, the vendor will receive an email requesting additional information and eventually the documents that need to be completed and returned for approval.

Once the vendor has completed the onboarding process, they will be listed as an approved vendor in our school's ordering system. Only then, the vendor will be available for families to request services. Services are still subject to approval and may not be backdated (prior to the vendor's approval date or prior to the request date).

If your vendor suggestion has been declined, the Vendor Support Department is unable to disclose to families, teachers, or vendors the reason(s) a vendor may be ineligible.

Pacific Coast Academy is responsible for approving Educational Service Vendors and requests for educational services to ensure such services align with the charter, state law, school budget, and a student's course of study. Pacific Coast Academy may approve or reject educational vendors and parent/student requests for educational services from vendors in its sole discretion. Vendor requirements include, but are not necessarily limited to:

- Educational services must be non-sectarian and non-discriminatory. Vendors are required to execute the Charter School's Vendor Agreement as part of providing educational services to students. The Charter School may terminate Vendor agreements and partnerships in its sole discretion based on the needs of the school.
- Vendor must not be affiliated with a private school. Vendor must not be, or appear to be, a private school offering services through a part-time program (e.g., afterschool programs).
- Vendors must follow all applicable health and safety guidelines provided by both the State and County authorities and any health and safety requirements set forth by the Charter School to ensure student safety. This includes any guidelines related to COVID-19.
- Services must be available to any/all students and should not have tryouts, auditions, testing requirements, etc. to access the services.
- Vendor must have a current and functioning website that outlines services.
- Vendor must not require any additional out-of-pocket expenses for families in order to participate in services.

FIELD TRIPS & EVENTS

We believe in inspiring our community and learning through educational experiences through school-organized field trips and events. All field trips and events are optional and require Homeschool Teacher approval based on the student's educational plans. Specific information about field trip policies (e.g., chaperones, late arrivals, cancellations) can be found on the Field Trips and Events site within the Homeschool Hub.

Student Supervision

Students are required to be accompanied by a parent and/or designated guardian for all school-organized field trips. Parents and/or guardians are responsible for ensuring the safety and behavior of their students.

Liability

All families will be required to sign a liability waiver releasing Pacific Coast Academy from any and all liability or costs associated with or arising from their participation in each field trip.

How to Request School-Organized Field Trips & Events

All school-organized field trips and events are booked through the Field Trips & Events System (FTE). Families will log into the FTE site to search for available field trips and submit their field trip requests to their Homeschool Teacher for approval.

TECHNOLOGY DEPARTMENT

Requesting educational technology can be overwhelming. The Tech Department helps simplify the process by providing a curated list of qualified devices, items, and software. All items offered meet internal standards of quality, performance, value, availability, and support. These items can be obtained as part of a student's Planning Amount as it aligns with his/her learning plan.

Some technology items (e.g. computers, laptops, tablets and printers) require specific configurations, must meet certain standards or be purchased through select suppliers, channels, or agreements.

Tech Costs

These items can be requested through the school's ordering system and the Charter School may grant the request using Planning Amount funds from a student's Planning Amount. Most devices offered by the Tech Team are business-class devices and are not found in local retail stores. The cost of devices includes taxes (e.g. sales tax) and fees (e.g. shipping, CA e-waste disposal) are also included in the amounts you see deducted from a Planning Amount.

Pacific Coast Academy's provision of educational technology may include software and device licenses, school compliance features, management services, enhanced warranties and damage protection, solid state drives (SSD), protective cases, asset tagging and inventory, packaging materials, shipping both ways, and lifetime support for the device. These items are factored into the Planning Amount fund cost of educational technology items.

The following limits have been placed for tech devices assigned to students and families:

- 1 computer per student
- 1 tablet per student
- 1 printer per student

Please note: Pacific Coast Academy is not obligated to grant any parent request for educational technology, as the school must ensure any such request aligns and supports a student's course of study.

How to Make a Request

Parents/guardians can make requests for educational technology through the school's ordering system, and can be requested in the same fashion as other enrichment items. For a read-only catalog of current offerings, you may visit the [Tech Catalog](https://sites.google.com/cabrillopointacademy.org/techcatalog) (<https://sites.google.com/cabrillopointacademy.org/techcatalog>).

Tech Center Returns

All Tech items are the property of Pacific Coast Academy and returns should be submitted to the Tech Team. Please submit a ticket at the [PCA Remote Ticket Form](#) for detailed directions on how to return items.

Pacific Coast Academy does not sell any enrichment/technology items to families.

Please retain any boxes that technology items were shipped in, so that materials can be returned using the same boxes. This will help avoid damage upon the items return to the school. For Tech Team assistance or questions, please submit a ticket at the [PCA Remote Ticket Form](#) with any questions. or call 619-782-6464 and choose Option 5.

All items purchased using Planning Amount funds are Pacific Coast Academy's property and must be returned to Pacific Coast Academy. Refunds/credit for devices purchased through Planning Amounts may be given at the discretion of Pacific Coast Academy. Worn, misused, or damaged items may not qualify for refund/credit.

To return an item for full or partial credit to a student's Planning Amount, the following minimum requirements must be met:

- 100% Credit: For a Tech Order to be eligible for a full refund/credit:
 - Refund request is initiated within 30 days of receiving the device by submitting a ticket
 - Device must not be damaged and must be in the same condition as when it was received
 - Devices must be returned with all accessories
- 50% Credit: Partial credit of 50% may be given within 30 to 90 days of when the Tech Order was originally processed. After 90 days, no credit will be given. The device must be returned to Pacific Coast Academy and evaluated by a member of the IT Department before being issued a credit. Worn, abused, misused, or damaged items may or may not qualify for credit.

Notwithstanding anything to the contrary herein, the Executive Director and/or designee retains sole discretion to determine whether a credit is applicable to a student's Planning Amount and the amount of such credit.

Return Process for Students

Upon withdrawal, students are required to immediately return all school-owned devices. The IT Department will evaluate the device to determine if there are any damages. If damages are beyond normal wear and tear, potential out-of-pocket charges may be applied.

To return an item for any reason, please:

- Coordinate the return of the school issued tech device with your HST (Home School Teacher).
- Request a UPS shipping label from the Tech Department. The Charter School is not able to provide shipping labels for any return from outside the state of California.
- Please pack the tech device(s) appropriately and drop off at a UPS shipping location.
- Link to instructions: **"How to pack tech devices for return shipping."**

Once returned, the item will be evaluated. A credit or replacement will be issued, if eligible. If an item is not returned within the allotted time, the Educational Materials and Restitution Policy will apply.

Requests to Transfer Devices

Withdrawing or graduating students may not "transfer devices" amongst enrolled family members without express permission from the Executive Director. Students must comply with the following guidelines to request a device transfer:

- Parent/guardian requesting to transfer their child's device must inform their assigned teacher.
- The school will only consider transfer requests between currently enrolled siblings.
- The receiving sibling must not already have a device in the same category as the device being transferred.
- Any and all damages to the device will be the responsibility of the transferee.
- No credits will be made to the previous student's account.

- If the device was purchased within the same school year as the proposed transfer, the following charges to Planning Amounts will apply based on the IT Department's review:
 - If the date of the transfer request is within 90 days of the original purchase date of the device, 100% original device price will be charged to the receiving student's Planning Amount.
 - If the date of the transfer request is after 90 days but before 180 days of the original purchase date, 50% original device price will be charged to the receiving student's Planning Amount to more accurately reflect the cost of the educational technology.
- If the device was purchased in a previous school year and the student whose device is being transferred remained enrolled the entire year, the device may be transferred to the sibling at no charge.
- A helpdesk ticket must be submitted requesting to transfer a device to another student. Details must include the current student's name, assigned teacher, technology serial and asset number, and name of the sibling.

Hotspots

All school-issued hotspots are to be used for educational purposes only. Video streaming, gaming, and other forms of non-educational related entertainment is not allowed. Data service on hotspot devices is provided for the school year in which it is ordered in the school's ordering system and will be shut off after the last day of school.

A new order for data service will be required the following school year in order to reactivate the hotspot data service for that new school year.

PARENT-STUDENT INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

It is Pacific Coast Academy's mission to empower students with access to technology, information, and digital resources while fostering safe, responsible, and ethical learning environments.

We are committed to upholding important security, privacy, and safety regulations, protocols, and standards. Users of school devices, networks, accounts, and other resources must adhere to Pacific Coast Academy policies. Users are expected to fully comply with local, state, and federal regulations. Failure to adhere to these policies or regulations may result in discipline, legal action, or other remedies determined to be within the rights of the school. Relevant regulations include (but are not limited to):

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Individuals with Disabilities Education Act (IDEA)
- Children's Online Privacy Protection Act (COPPA)

To the extent practical, minor students' online access to inappropriate materials and materials harmful to minors is restricted. To the extent practical, steps shall be taken to promote the safety and security of users of Pacific Coast Academy's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

DEFINITIONS

- School, Organization, and or We – PCA and its subsidiaries, programs, and divisions
- TD - Technology Department
- You, Your, and or I - The parent/guardian, student, and signer of this Acceptable Use of Technology Policy
- Resources - Devices, systems, services or networks owned, operated or issued by the school
- User - Any person(s) accessing or utilizing school resources that is not a resource operator
- AUP - Parent/Student Information Technology Acceptable Use Policy

USER RESPONSIBILITIES

Access to school technology, resources, and support is a privilege that offers a wealth of educational benefits. To maintain these privileges, all users must agree to, learn about, and comply with all information within this Acceptable Use Policy (AUP) document.

- You agree to learn about and comply with all the information outlined in this AUP document.
- Persons to whom items are assigned are expected to exercise reasonable care to protect those items against damage, loss and theft. “Reasonable care” is defined as:
 - Never leaving items unattended
 - Never lending, giving or releasing items to a person other than an authorized school employee, such as a Tech Team member
 - Never removing protective accessories or features (e.g., cases, bumpers)
 - Keeping items away from dangerous conditions (e.g., liquids, heat sources, unstable surfaces or items) and preventing actions which promote damage beyond normal wear and tear
 - Maintaining student supervision by parent/guardian during access and usage
- You must immediately report damaged, lost or stolen items/resources. Items reported stolen or missing will require a police report.
- Parents/guardians are expected to provide supervision and monitor device/Internet access and usage.
- You are expected to make a reasonable effort to protect your passwords, information and data.
- You must safeguard internal safety and security policies, such as authentication methods and password conventions.
- You are obligated to notify TD of continued access to resources beyond student departure (e.g. withdrawal, graduation, expulsion) in the event TD has not contacted you to do so.
- Items, devices and resources issued by the school are school property and must be returned or relinquished to the school upon request.

ACCEPTABLE USE OF PCA RESOURCES BY USERS

- All school-issued accounts are intended solely for use by the person authorized to use the account.
- When sharing or exposing personal information or data online, extreme caution should be exercised.
- Any information or communication accessible via any school network should be assumed as private property. The school reserves the right to verify whether specific uses of school technology or networks are consistent with this acceptable use policy.

- The school is bound by certain licensing agreements. Users are expected to comply with those agreements.
- Educational and instructional use as related to the school only.

UNACCEPTABLE USE OF SCHOOL RESOURCES

- All commercial or for-profit usage is prohibited.
- The access, use or transmission of objectionable material (e.g., materials that are obscene, bullying, profane, lewd, threatening, disrespectful, hateful, pornographic) is prohibited.
- Violation of any local, state or federal laws as well as School, board or administrative policies are prohibited. Example: Federal copyright laws ([Title 17](#), USC)
- Any attempt to circumvent PCA security measures, content filters or access restricted resources is prohibited.
- All malicious and nefarious activities are prohibited. Examples include (1) unauthorized trespassing or infiltration of a network or device, (2) the intentional distribution of malware, (3) any attempt to deny a remote service. Malicious actors may also be in violation of *California's unauthorized computer access law, Penal Code 502(c) PC*.
- The intentional collection, mining or uncovering of personal information, files, passwords belonging to a user other than yourself is prohibited.
- Publicly advertising internal authentication methods and/or password conventions.
- Impersonation of any user other than yourself is prohibited.
- Unauthorized falsification or modification of any school records is prohibited.
- The collection or transmission of personal information (e.g., home address, phone number, personal email) which may be useful to identify an individual without written consent is prohibited.
- Political lobbying or advertising is prohibited.
- Unauthorized maintenance, service, repairs, or upgrades are prohibited. School-owned or operated resources must be maintained by TD or authorized third parties.

DAMAGE CAUSED BY CARELESSNESS

Students are expected to exercise reasonable care to protect school-owned devices to prevent damage. Damage caused by carelessness is not considered "Accidental Damage." Device damage resulting from carelessness will be assessed by the IT Department. Examples of student carelessness would be: iPad (pens) that are noticeably damaged, latches that hold the lid closed being pulled out of the computer case, sticky devices from liquid spills, broken LCD screens that result from shutting the lid with objects still in the keyboard, and the continual loss of keys from the keyboard. When asked how the damage occurred, the answer "I don't know", or "it was fine when I put it in my bag" will be considered damage caused by carelessness. *Habitual damage is considered abuse of school property.*

EXPECTATION OF PRIVACY

For email, networks, systems and other resources owned or operated by the school, users should have no expectation of privacy. The school reserves the right to manage and monitor all aspects of its own resources. The following are examples of actions which may be performed for reasons deemed legitimate by the school:

- Obtain emails, messages and their attachments transmitted to or through school-owned or operated email systems
- Monitor an individual's use of school-owned resources
- Locate or track the location of a school-owned resource
- Confiscate, search, disable or wipe any school-owned device, item or their contents/data Personal devices are private. The TD does not and will not access personal devices.

CYBERBULLYING

Cyberbullying is the use of technology resources to willfully harm either a person or persons through electronic systems (e.g. texts, photos, videos, messages, and social media). Examples of this behavior include but are not limited to:

- Transmitting false, cruel, hateful or embarrassing information or media targeting others
- Creating posts or websites that have stories, cartoons, pictures, or jokes ridiculing others
- Unauthorized access to any resource (e.g., social media, email) for purposes of downloading or transmitting vicious or embarrassing materials
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and transmitting that information or media to others
- Posting a student picture without their permission.
- The use of derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical, or mental health.

STUDENT DEPARTURE

- Upon student departure (e.g. withdrawal, graduation, or expulsion) from Pacific Coast Academy, all issued items must be returned upon disenrollment. Please contact your Homeschool Teacher to make arrangements to return items to the school.
- For information regarding technology returns, please review our *Technology Agreement* or submit a ticket at the [PCA Remote Ticket Form](#).

CONTACT INFORMATION: TECH DEPARTMENT

- Phone: 619-782-6464 and choose Option 5.
- Submit a ticket at the [PCA Remote Ticket Form](#) with any questions.

DISCLAIMER & ACKNOWLEDGEMENTS

- Pacific Coast Academy reserves the right to modify its policies at any time.
- All items, devices, and resources issued by Pacific Coast Academy are school property. School property must be returned or relinquished to the school upon request or departure from the school.
- Pacific Coast Academy reserves the right to issue penalties (e.g., denial of access to resources) or seek legal remedies in response to non-compliance.
- Access to school technology, resources and support is a privilege, not a right. These privileges are offered

at the discretion of the school.

- Pacific Coast Academy will not be held liable for the information or data retrieved, stored, or transmitted by means of the school-owned or operated resources, devices, networks, or systems.
- Users should not have an expectation of privacy in the use of school resources, email, systems, or networks.
- Illegal activities performed using school devices, networks, and systems may be reported to the proper authorities when discovered.
- Pacific Coast Academy will not be held responsible for losses or damages suffered by any user, including loss of data, interruption of service, delays, or non-deliveries.
- School issued property reported as lost, missing or stolen may be remotely tracked, located and/or disabled at the discretion of the school.
- Pacific Coast Academy may confiscate and search any school technology in the event of a policy breach.
- Pacific Coast Academy is not in any way an Internet Service Provider.
- Internet hotspots will only be active during the student calendar and deactivated during the summer recess. Charges for hotspots are annually recurring.
- Tech devices do have an end of service date. While the school and tech department prefer to keep tech devices in circulation, Pacific Coast Academy and the Tech Dept reserve the right to declare a tech device as End Of Service and request it be returned. The typical end of service span for a tech device is 3 years.

USER AGREEMENT

I have read, understand, and will abide by the above PARENT/STUDENT ACCEPTABLE USE OF TECHNOLOGY POLICY while using any school technology and other electronic resources issued, owned or operated by the school. I also give permission to collect verifiable personal information from my child (under 13 years of age) to the extent required to comply with the Children's Online Privacy Protection Act (COPPA). I further understand that any violation of the policies above are considered unethical and in some cases may constitute a criminal offense. Should I violate any of the policies outlined in this agreement, I understand my access to any school resource may be limited or revoked, and disciplinary and or legal action may be taken.

BY SIGNING THE PARENT/STUDENT HANDBOOK SIGNATURE OF RECEIPT AND ACKNOWLEDGEMENT SECTION, PARENT(S)/GUARDIAN(S) & STUDENT AGREE THEY HAVE READ, UNDERSTOOD, AND ACCEPT THE TERMS WITHIN THIS PARENT/STUDENT ACCEPTABLE USE OF TECHNOLOGY POLICY.

TRAVEL PLAN

- A Travel Plan is needed for any travel longer than 2 weeks (10 school days).
- Request and receive approval for a travel plan from your teacher 2 weeks (10 school days) prior to any extended family travel.
- During travel time student must be attending school and parent/guardian and/or Learning Coach must be available by phone and/or internet for communication.
- Student cannot be on vacation or extended travel longer than two months per semester (61 consecutive days or 61 cumulative days throughout the semester), or they will be deemed to have lost California residency and therefore will be withdrawn.

NON-COMPLIANCE POLICY

Homeschool Teachers partner with families to educate students enrolled in our school. The partnership is effective if students and parents/guardians are actively participating in our program and meeting enrollment requirements.

Indications that a student is not actively participating in our program include:

- Non-attendance
- Missing or refusing to schedule meetings
- Unable to contact
- Not meeting enrollment requirements
- Not submitting requested work samples, ~~and~~ attendance logs, ~~and~~ master agreement addendums
- Failure to show the body of work
- Not participating in one or more assigned benchmark tests
- Failure to fulfill approved Travel Plan

In these instances, the school may

- Contact the family by phone and email requesting resolution within two school days.
- Two school days later, if there is not a satisfactory resolution, the Homeschool Teacher will attempt to contact the family again by phone, email, and a letter of non-compliance will be sent electronically to the email address on file. The letter will request a resolution within five school days.
- If the issue is resolved, the parent/guardian and teacher will confer to review expectations and create a plan to maintain compliance.
- If the issue is not resolved, the Homeschool Teacher will attempt to contact the family again by phone, email, and a second letter of non-compliance will be sent electronically to the email address on file. The letter will request a resolution within five school days. In addition, an Administrative Conference Call will be scheduled to be held no sooner than six days of the date the letter was sent.
- It may be deemed, at that time, that independent study is not the best educational placement for the student and the student may be withdrawn.

WORK SAMPLES

To meet California Independent Study Guidelines, teachers are required to evaluate the student's body of work and collect work samples by the end of each learning period. Students are required to submit work samples as requested by their Homeschool Teacher to demonstrate and document student learning. Failure to provide work samples may jeopardize your child's enrollment status at the school.

Acceptable Work Sample Criteria

- Original or scanned PDF version
- Demonstrates neat and organized work
- Demonstrates a good reflection of your child's learning and abilities
- Includes student's name written by the student and date in the top right-hand corner
- The sample needs to be completed and dated within the collection Learning Period

- Must be non-sectarian (non-religious)
- **Must be completed on a school day per the school's attendance calendar**
- Photographs **or projects without written explanations** must include a summary from the student's perspective
- Samples may be typed or handwritten by the student. Younger students may dictate to the parent to write or type for them.

Non-Compliant Work Samples Include

- Missing student first and last name
- Scanned documents that are difficult to read or are very light
- A scanned or printed document of a certificate of completion or report from an online learning platform
- Samples completed and dated not within the Learning Period **and/or not on a school day**
- A photograph which does not include the student's summary of the project/concept
- Incomplete worksheets or work

Please contact your student's Homeschool Teacher or Case Manager for IEP accommodations and/or modifications applicable to work sample requirements.

TESTING & ASSESSMENT

Assessment data is critical to Pacific Coast Academy. Essentially, assessments are one indicator of student learning. Using assessment data is not only a healthy thing to do internally as a school community, but also a required part of the WASC accreditation process and the charter renewal process.

WASC accreditation shows that a school has met and is maintaining a high level of standards. Furthermore, having WASC accreditation validates the integrity of the school's program for transfer students and transcripts for university acceptance. Many of our families put great value on WASC accreditation. In order to receive WASC accreditation, a school must go through a rigorous process of describing, demonstrating, and evaluating its instructional program through a school-wide action plan.

It is a wonderful accomplishment for a school to be accredited, but the work is not finished. Maintaining accreditation is an ongoing cycle of managing change and improvement through regular assessment, planning, implementing, monitoring and reassessing.

Assessment data is also an important piece in our charter renewal process. All charter schools are authorized by a sponsoring school district. The authorizer is granting permission to the petitioning organization to make their own independent decisions and operate their own school. In return, the charter school needs to demonstrate compliance with the essential terms of the charter, which include Ed Code, student achievement, governance, reporting requirements, etc. Pacific Coast Academy must remain in good standing with each authorizer. Without authorization, we have no charter! Authorizers gauge compliance and achievement with assessment data. Scores at the individual student level are never shared, and privacy of student names is maintained according to federal laws that protect students.

It is very important to Pacific Coast Academy that all students participate in school-wide assessment. We do our very best to listen to the needs of parents and students. We hope this year there are positive changes for you and

your child with the different assessments.

STATE STANDARDIZED TESTS – CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)

As students of a public charter school, our students participate in the following state standardized tests:

- Grades 3 – 8 and 11: Smarter Balanced Assessment Consortium (SBAC)
- Grades 5, 8, and one time in High School during the year of their last science course: California Standards Test for Science (CAST)
- Grades 5, 7 and 9: Physical Fitness Test (PFT)
- ELPAC: English Language Proficiency Assessments for California (English Learners only)

Participation rates are critical to the success of our school. A public school is required to achieve a participation rate of 95% on any state testing. If a school has less than 95% of its students participate in any assessment, the school receives an academic performance penalty by the state of California.

Parents have the ability to opt out their children from participating in the CAASPP in accordance with Education Code section 60615. If a parent/student opts out of participating in CAASPP, Pacific Coast Academy requires participation in an alternative local assessment to be administered by the school. This alternative assessment is selected by Pacific Coast Academy and administered at the school's office. This is not a state mandated alternative assessment.

School staff administers all state standardized tests at facilities located within driving distance of your home. A testing schedule will be provided to you from your teacher. Individual student performance results on statewide achievement testing are available to parents that would like a copy through our Parent Portal.

Often our families have questions or concerns about the CAASPP assessments. We want our families to feel informed about assessments so they are prepared and feel more comfortable partaking. We also ask that you work closely with your teacher so your student can be assigned any designated supports that would help them during their testing session.

ELPAC: TESTING FOR ENGLISH LANGUAGE LEARNERS

California state law requires that the English Language Proficiency Assessments for California (ELPAC) be given each year to English Learners. The ELPAC is a test that measures how well a student can listen, speak, read, and write in English. The purpose of ELPAC is to ensure all students receive adequate support to succeed.

New students that have declared another language besides English on their home language survey must be assessed. This includes TK students. Students that have been previously designated as English Learners at another public school (even if it was years ago) must be tested by law every year until they reach a level of proficiency and are reclassified. At that point, they will no longer need to take the test.

INTERNAL DIAGNOSTIC: STAR 360

Pacific Coast Academy believes that ongoing assessments will help to inform instructional practices. The Star 360 is not designed to find flaws, but rather to build strength and skills necessary to become successful in the student's

educational career.

We chose Star 360 because of its adaptive nature and the diagnostic tool pinpoints students' needs down to the sub-skill level. Star 360 provides data-driven insights and support for successful implementation of standards. Pacific Coast Academy will provide the parents with the results of Star 360, so the parent and teacher can work together to create a personalized learning plan for each student.

Assessments allow our teachers to monitor student growth and performance. The questions will automatically change the level of difficulty, thus “adaptive,” based on student response patterns.

Star 360 Testing will be assigned up to three times a year during the school’s assigned test administration windows.

COVID-19

As a non-classroom-based independent study school, Pacific Coast Academy’s academic model is in line with Distance Learning Guidance provided by the California Department of Education. Pacific Coast Academy continues to provide homeschooling families with a variety of curriculum delivery options, including online instruction courses led by credentialed teachers, offline courses, and virtual courses that employ built-in accommodations, teacher support, performance tasks, and progress monitoring. Families select the combination of systems that best suit student learning needs and interests. We ensure students are engaged in appropriate educational activities on instructional days, assess the time value of independent work, and the quality of contemporaneous work samples.

RECORDS DEPARTMENT

The Records Department supports families by maintaining student records and will process requests for various documents such as work permits, enrollment verification, report cards, and transcripts.

Document Requested	Expected Time of Processing
Work Permit	2-3 Business Days
Enrollment Verification	2-3 Business Days
Copies of Grades & Official/Unofficial Transcripts	3-5 Business Days
Copies of CUME (Student Records)	3-5 Business Days

WORK PERMITS

To be eligible for a work permit, students must have earned a weighted GPA of 2.5 or above in their most recent semester. Students must also be in compliance with all attendance requirements. There are two types of work permits: Entertainment and Non-Entertainment

Entertainment Work Permits

- Entertainment work permits are obtained from the entertainment industry employer, filled out, and sent to records@pacificcoastacademy.org

Non-Entertainment Work Permits

- Non-Entertainment work permits are different. Before the Records Department can fill out a regular work permit, the employer needs to provide the student a **B1-1** permit (think of this as the permit to attain a permit). This is important because it tells our department where the student wishes to work. Once the **B1-1** permit is sent to records@pacificcoastacademy.org, one of our Records specialists will fill it out and provide a **B1-4** at the same time. The **B1-4** is the actual permit.

TITLE 1

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

- Whether the student's teacher:
 - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - Is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications. If you would like this information, please contact the Title 1 Coordinator at (619) 215-0704 x4022.

EDUCATIONAL RECORDS

An education record is any written or computerized document, file, entry, or record containing information directly relating to a student that is compiled and maintained by Pacific Coast Academy. Such information includes but is not limited to:

- Date and place of birth, parent and/or guardian's address, and where the parties may be contacted for emergency purposes;
- Grades, test scores, courses taken, academic specializations and school activities;
- Special education records;
- Disciplinary records;
- Medical and health records;
- Attendance records and records of past schools attended;
- Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student. Please note that, as of January 1, 2017, Pacific Coast Academy shall not collect or solicit social security numbers or the last

four digits of social security numbers from students or their parents/guardians, unless otherwise required to do so by state or federal law.

Pacific Coast Academy shall not use any school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity or national origin. An education record does not include any of the following:

- Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another person except a temporary substitute for the maker of the record;
- Records maintained by a law enforcement unit of Pacific Coast Academy that were created by that law enforcement unit for the purpose of law enforcement;
- Records relating to a Pacific Coast Academy employee that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee; and are not available for use for any other purpose;
- Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with treatment of the student; and c) disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at Pacific Coast Academy.
- Records that only contain information about an individual after he or she is no longer a student at Pacific Coast Academy.
- Grades on peer-graded papers before they are collected and recorded by a teacher.

Parents and eligible students that they have the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Code of Federal Regulations authorize disclosure without consent;
- File with the Department of Education a complaint concerning alleged failures by Pacific Coast Academy to comply with the requirements of FERPA and its promulgated regulations.
- Request that Pacific Coast Academy not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

STUDENT MENTAL & PHYSICAL HEALTH

The school is committed to protecting the health and well-being of all Pacific Coast Academy students, including vulnerable youth populations, by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide and self-harming behavior. Vulnerable youth populations include LGBTQ (lesbian, gay, bisexual, transgender, questioning) youth, youth living with mental and/or substance use disorders, youth who engage in

self-harm or have attempted suicide, youth in out-of-home settings, youth experiencing homelessness, American Indian/Alaska Native youth or youth that identify with other racial minority groups, youth bereaved by suicide and youth living with medical conditions and disabilities.

Pacific Coast Academy recognizes that:

- Physical, behavioral, and emotional health is an integral component of a student's educational outcome
- Suicide is a leading cause of death among young people
- The school has an ethical responsibility to take a proactive approach in preventing deaths by suicide
- The school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development. In recognition of the need to protect the health, safety and welfare of its students, to promote healthy development, to safeguard against the threat or attempt of suicide among school aged youth, and to address barriers to learning, Pacific Coast Academy has adopted a policy, which corresponds with and supports other federal, state and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury.

SUICIDE PREVENTION POLICY

The school's Suicide Prevention Policy can be found on the school website in the About section, under School Board and Board Policies.

With the intention of creating a safe and nurturing educational entity that minimizes suicidal ideation in students, we also recognize our duty to protect the health, safety, and welfare of our students, and aim to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide. These safeguards include ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. Because the emotional wellness of students greatly impacts learning, motivation, and educational success, the current policy shall be paired with other policies that support the emotional and behavioral wellness of students.

Pacific Coast Academy's policy is based on research and best practices in suicide prevention, and has been adopted with the understanding that suicide prevention activities decrease suicide risk, increase help-seeking behavior, identify those at risk of suicide, and decrease suicidal behaviors. Empirical evidence refutes a common belief that talking about suicide can increase risk or "place the idea in someone's mind." In an attempt to reduce suicidal behavior and its impact on students and families, Pacific Coast Academy has developed strategies for suicide prevention, intervention, and postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies shall include professional development for parents/guardians, caregivers, students, and school personnel who regularly interact with students or serve in a position to recognize the risk factors and warning signs of suicide.

SUICIDE AWARENESS INFORMATION

Warning Signs of Suicide

It is vital to suicide prevention that individuals are equipped to recognize the warning signs of someone who is seriously contemplating suicide. Behaviors that may mean a person is at *immediate* risk for suicide and thus prompt you to take action right away include:

- Talking or writing about wanting to die or to kill one's self and/making specific threats
- Looking for a way to kill one's self, such as a new or sudden interest in buying a gun
- Talking about feeling hopeless or like there's no point in living or carrying on
- Unusual or unexpected visits or calls to family and friends to say "goodbye" as if they will not be seen again or giving away favorite possessions
- Increased use/abuse of alcohol or drugs
- Withdrawing from social contact
- Intense mood swings
- Feeling trapped, hopeless, or helpless about a situation
- Changing normal routines including eating and sleeping patterns
- Doing risky or self-destructive things
- Personality changes or being severely anxious or agitated when experiencing the warning signs above.

The above behaviors do not necessarily indicate suicidal ideation in and of themselves. However, when combined with other factors (like a recent, painful loss or public moment of humiliation), they should take on a new sense of urgency to intervene with help.

Crisis Hotline Information

If you feel you or someone else is in imminent danger (e.g., has access to a gun, is on a rooftop, or in other unsafe conditions), a call should be made immediately to 911. If you need to talk or help working through a problem, use the resources below.

Phone Numbers

- California Youth Crisis Line: 1(800) 843-5200
- HELPLine: 1(951) 686-HELP (4357)
- National Suicide Hotline: 1(800) SUICIDE (784-2433)
- Teen Line: 1(800) 852-8336
- Teen Hotline: 1(714) NEWTEEN (639-8336)
- Trevor Lifeline for lesbian, gay, bisexual, transgender & questioning youth: 1(866) 488-7386

Text Numbers

- Crisis Text Hotline for when you don't feel like talking - Text LISTEN to 741-741
- Suicide prevention lifeline Text TALK to 199-273

Websites

- Trevor Project: <https://suicidepreventionlifeline.org/>
- Coalition for Youth Crisis Line: <https://calyouth.org/cycl/>
- Teen Line: <https://www.teenline.org/youth>
- Know the Signs: <https://www.suicideispreventable.org/>

HARASSMENT

It is school policy to prohibit harassment by any means, including but not limited to: sexual, physical, verbal,

written, electronic, mental, emotional and visual harassment, intimidation, bullying, and cyberbullying. Whether direct or indirect, such intentional acts substantially harm and interfere with a student's education, threaten the overall educational environment, and disrupt the operation of school.

Harassment for any reason including, but not limited to: race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or association with a person or group with one or more of the aforementioned characteristics or any other legally protected category is a violation of both state and federal law. Verified harassers may face loss of computer or other special privileges, suspension, or expulsion. Any disciplinary action will be determined by the school administrators and board of directors. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials. Harassers may also be subject to civil and criminal liability for any such unlawful behavior.

Pacific Coast Academy will take measures against harassment. This includes any act that takes place on or immediately adjacent to the location of any school event, at any school-sponsored activity, on school-provided transportation, or off-campus activities that cause or threaten to cause a substantial and material disruption at school or interfere with the rights of students to be secure.

In situations in which electronic or cyberbullying originates from a non-school computer, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be so severely disruptive of the educational process that it markedly interrupts or severely impedes the student learning.

It is important to understand that jokes, stories, cartoons, nicknames, the sending or posting of inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs and comments that violate school, state, and federal law may be offensive to others and will not be tolerated.

If you feel you have been a victim of harassment or are being bullied, inform your Homeschool Teacher or school administrator immediately. Keeping quiet or ignoring the problem will not make it go away. The teacher or school administrator will document the events, contact the appropriate parties, and appropriate steps will be taken.

EXPULSION & SUSPENSION

Definition of Expulsion

Expulsion shall be defined as permanent dismissal from PCA, without re-enrollment privileges, and must be approved by the PCA Charter Board or their authorized designee.

Definition of Suspension

Suspensions shall be defined as a temporary leave of absence from PCA that may occur at the discretion of the individual PCA Homeschool Teacher, Regional Administrator, or the PCA Charter Board.

Grounds for Suspension and Expulsion

A student may be subject to suspension and/or expulsion when it is determined that the students, while on or within view of the Educational Vendor Locations, at a school sponsored activity/field trip, or online.

- Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell
- beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the same as a controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to: cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew, and packets. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. In no event shall any pupil in kindergarten or any of grades 1 to 12 be recommended for expulsion for any of these acts. In no event shall any pupil in kindergarten or any of grades 1 to 8 be suspended for any of the acts specified above relating to disrupting school activities and defiance.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, Charter School's Board of Directors, or designee(s)'s concurrence.
- Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 289, or former section 288a, or committed a sexual battery as defined in Penal Code 243.4.
- Harassed, threatened, or intimidated a student who is a witness or complaining witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Made terrorist threats against school officials, students, and/or school property.
- For students in grades 4 to 12, committed sexual harassment as defined in Education Code 212.5.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in

Education Code 33032.5.

- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment including, but not limited to, acts outlined in the Harassment section.
 - Discriminated against, harassed, intimidated, and/or bullied any person or groups of persons based on the following actual or perceived characteristics: disability, gender, nationality, race or ethnicity, religion, sexual orientation, gender identity, gender expression or association with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activities/field trips or school attendance.
 - Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student or students in fear of harm to that student’s or those students’ person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 2) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- i. A message, text, sound, video, or image.
 - ii. A post on a social network internet website, including, but not limited to:
 - a) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
 - b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - c) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a

profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

iii. An act of cyber sexual bullying.

a) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this sub clause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

b) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

iv. Notwithstanding paragraph (A) and subparagraph (i), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

- 3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

Note: Pursuant to Education Code 48900.7, the making of a terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.

The above list is not exhaustive and depending upon the offense, a student may be suspended or recommended for expulsion for misconduct not specified above.

SUSPENSION & EXPULSION FOR STUDENTS WITH DISABILITIES

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act or Section 504 of the federal Rehabilitation Act of 1973 is subject to the same grounds for suspension and expulsion which apply to general education students. All the procedural safeguards established by Charter School policies and regulations shall be observed in considering the suspension or expulsion of students with disabilities. In the case of a suspension or an expulsion of a student identified as having special education needs, PCA shall comply with federal and state law.

DUE PROCESS STATEMENT

Pacific Coast Academy shall provide for the fair treatment of students facing suspension and expulsion by affording them due-process rights. Rules regarding suspension and expulsion shall be revised periodically as required by any changes in school policy, regulation, or law.

In all cases, school disciplinary policies shall afford students due process. To this end, the school board shall develop rules and regulations governing the procedures by which students may be suspended or expelled.

In the event of an expulsion, a student will be entitled to written notice of the grounds for their proposed removal and will be given a full due-process hearing in regard to the proposed expulsion. Parent(s)/guardian(s) will also be given written notice in advance of said hearing so that they may attend. The school will maintain a record of the notice and of the hearing. The student will also be entitled to appeal a decision to expel said student, pursuant to the appeal procedures established by the school board.

GRIEVANCE POLICY AND PROCEDURE

Pacific Coast Academy is committed to achieving student/family satisfaction. The following procedure was developed to ensure that student, family and staff grievances are addressed fairly by the appropriate persons in a timely manner. Discrimination against students/families on the basis of ethnicity, sex, ancestry, physical or mental disability, race, color, gender, national origin, sexual orientation or religion is prohibited.

The parent/guardian will address in writing any concern or grievance initially with the student's Homeschool Teacher and supervisor. Both Homeschool Teacher and supervisor will respond within ten school days. If the concern or grievance is not resolved, the parent/guardian may, within ten school days, request a meeting with school leadership to discuss the concern or grievance. Pacific Coast Academy leadership will investigate and respond within 10 school days. A written email and letter will be sent to the family that will address the concern and outcome.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notification of Rights under FERPA for Elementary and Secondary Schools

FERPA affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
Parents or eligible students should submit to the school Executive Director [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the school Executive Director [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If Pacific Coast Academy decides not to amend the record as requested by the parent or eligible student, Pacific Coast Academy will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to provide written consent before Pacific Coast Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes

disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Pacific Coast Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Pacific Coast Academy discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [Note: FERPA requires a school to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pacific Coast Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in

the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

TITLE 1 PART A

PARENT AND FAMILY ENGAGEMENT POLICY

Learning and Educational Agencies and schools receiving federal funding are required to implement a parent and family engagement policy under federal law. See 20 U.S.C. § 6318. The purpose of the Pacific Coast Academy's Governing Board approving this Parent and Family Engagement Policy is to accomplish the following:

- Identify the purpose of the policy and define "parent"
- Outline parents and family member involvement in drafting of the School Plan
- Establish the ways the School will provide for coordination, technical assistance, and other supports
- Establish the annual meeting content and timeline
- Outline the content, delivery method, and other details of the Notice to parents
- Establish ways parents will participate in the planning, review and improvement of Title I Programs
- Establish the ways in which the School will build capacity for parent involvement
- List and describe how the School will coordinate with other programs
- Establish the annual evaluation process for the policy
- Establish the School-Parent Compact
- Establish the means to involve parents of Limited English Proficient Student, Disabled
- Parents, and Parents of Migratory Children
- Establish the notices that will be provided to parents of participating students
- Ensure that information and materials are provided in ways, so they are accessible to all

Introduction

Research has shown that the attitudes, behavior and achievement of children are enhanced when parents or other caregivers are involved in their children's education. To that end, the Pacific Coast Academy (the "School") has adopted this parent and family engagement policy in order to promote learning and provide a more positive learning experience for students. Within this policy, the word "parent" is intended to reach any caregiver of students enrolled in the School, including but not limited to, parents, guardians, grandparents, aunts, uncles, foster parents, stepparents, etc. This policy will be incorporated into the School's plan pursuant to federal law and submitted to the California Department of Education with the School's Consolidated Application.

Involvement in Drafting the School Plan

Parents and family members of participating children will be involved in the development of the School plan required by federal law. On an annual basis, the School will submit the School plan to the Governing Board for review and suggested changes after holding a parent meeting and before the plan is submitted to the California Department of Education ("CDE") with the Consolidated Application. In addition, all parents of participating children will annually be invited to review the School plan and submit comments.

If the School plan is not satisfactory to the parents of participating children, the School will submit any comments from parents of participating children with the School plan when it is submitted to the CDE.

Coordination, Technical Assistance, and Other Support

The School will ensure the coordination, technical assistance and other support necessary to planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance in the following ways:

- The School will distribute 95% of the funds reserved pursuant to federal law (20 U.S.C. §6318(a)(3)(A)) to the school for parent involvement activities.
- The School (board and school leaders) will collaborate to devise a timeline for parental involvement activities throughout the school year and create a follow up tool to ensure that the activities occur.
- The School will develop the necessary technical assistance for planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

Annual Meeting

Within 60 days of the first day of school, the School shall convene an annual meeting to which all parents of children participating in Title I, Part A programs are invited and encouraged to attend. The School will hold two additional meetings to ensure the maximum parental participation, providing the same information, to be offered at flexible times, such as in the morning or evening.

The information provided at the meetings will inform parents of the School's receipt of Title I, Part A funds and the specific requirements of Title I, Part A. Additionally, parents shall be informed of their rights to be involved in Title I, Part A programs.

Notice

Within 60 days of the beginning of school, the School will send through electronic methods a notice to all parents containing, but not limited to, the following information:

- Information about Title I, Part A programs.
- An explanation of the requirements of Title I, Part A programs.
- A description of the parent rights for participation in Title I, Part A programs;
- A description (including timing of meetings, location, etc.) of how parents can participate in the planning, review and/or improvement of the parent involvement policy and the schoolwide program.
- A description and explanation of the curriculum in use at the School, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards.
- An invitation to attend the annual meeting and additional meetings, providing information about the purpose of the meetings and the dates and times.
- A copy of the most current Parent and Family Engagement Policy and a feedback process for parents to comment on its content.

In addition to mailing this notice to parents of participating children, the School will post the information on its website.

Title I, Part A Program Involvement

In order to involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I, Part A programs, the parent involvement policy and the school-wide program plan, the School will involve parents of participating students as follows:

- The School will conduct two of Family Learning Nights each year where all parents of participating children will be invited to the School to learn about the different Title I, Part A programs, details of this policy and the school-wide program plan. These meetings will be held at flexible times.
- Parents not attending the Family Learning Nights will be contacted to encourage participation and inform them of future Family Learning Nights.
- The School will publish a regular Newsletter with notification of upcoming participation opportunities.
- Each year, the School will hold an End of School Night, at which parents of participating children will be invited to review Title I, Part A programs, the parent involvement policy and the school- wide program plan and recommend any changes.
- If requested by parents of participating children, the School will schedule regular meetings where parents are able to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The School will respond to such suggestions within 60 days.
- If the school-wide program plan is not satisfactory to parents of participating children, the School will submit any parent comments on the plan when it submits the plan.

Building Capacity for Involvement

Standards, Assessments, Title I Requirements, Monitoring Progress and Improving Student Achievement

In order to ensure effective parental involvement and support a partnership among the School, parents, and the community to improve student academic achievement, the School will provide the following programs to assist parents in understanding the challenging State academic standards, State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children (collectively referred to "Standards and Requirements"):

- The School will include one of parent on its board of directors as non-voting members.
- The School will regularly publish in its Newsletter, and/or on its website, descriptions and explanations of State academic content standards and State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children.
- Regular meetings will be held by the School to discuss how parents can work with educators to improve their child's academic achievement.
- The School will hold one Family Math and Science Event and one Family Literacy Event to introduce parents to the School's curriculum and its correlation to the State's academic content standards and academic achievement standards.
- Parents will be invited to attend regular classes to learn about State and local academic assessments and to take sample tests.

Helping Parents to Work with their Children

- In an effort to foster parental involvement, the School will provide materials and training to help parents to work with their children to improve their children's achievement through the following programs:
- The School will hold quarterly classes for parents and students to learn how to use computers and the internet in accordance with the School's internet use policy.
- The training will enable parents to access their children's schoolwork, communicate with teachers, and review information posted about the School.
- The School will provide parents with access to literacy programs that bond families around reading and using the public library.
- The School will provide quarterly seminars on parenting skills and parent child communication.

Education on Parent Involvement

The School will annually educate teachers and other school staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the School. The training shall take place each year in staff orientations, annual staff development materials, and other in-service trainings held throughout the school year.

In order to better understand what works best for the current parents of participating children attending the School, the education will take place after the following research is done (which shall be accomplished within the first 90 days of the commencement of the School year):

- A survey will be sent home to parents of participating students that solicits information on what skills each parent has to offer the School and what types of parental involvement programs in which parents would most likely participate.

Coordination with Other Programs

The School shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state and local programs, including public preschool programs and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

The School will coordinate and integrate parent involvement programs and activities with these programs as follows:

- Requiring that the school conduct meetings involving parents, kindergarten or elementary school teachers, and Head Start teachers or, if appropriate, teachers from other early childhood development programs such as the Early Reading First program, to discuss the developmental and other needs of individual children.
- developing and implementing a systematic procedure for receiving records regarding such children, transferred with parental consent from a Head Start program or, where applicable, another early childhood development program such as the Early Reading First program.

Annual Evaluation

The School, with the involvement of parents, shall conduct an annual evaluation of the content and effectiveness of this family involvement policy in improving the academic quality of the schools served under Title I, Part A, including identifying barriers to greater participation by parents in activities under federal law. The School will pay particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, this family involvement policy.

School-Parent Compact

At the beginning of each school year, the School will enter into School-Parent Compacts with parents of participating children. The School-Parent Compact will outline how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the School and parents will build and develop a partnership to help children achieve the State's high standards.

The School will seek out input from parents to annually evaluate the effectiveness of the School- Parent Compact and provide feedback and suggestions for revision.

Involvement of Parents of Limited English Proficient Students, Disabled Parents, and Parents of Migratory Children

The School shall implement an effective means of outreach to parents and family members of limited English proficient students to inform them regarding how they can be involved in the education of their children and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects and meet challenging State academic achievement standards and State academic content standards expected of all student. To accomplish this goal, the School will do the following:

- The School will hold regular meetings, and send notice of these meetings, for the purpose of formulating and responding to recommendations from parents of participating children.
- The School will provide language translators at parent meetings to the extent practicable.
- The School will schedule meetings to enable families to share information about culture, background, children's talents and particular needs for the schools.
- The School will provide parents of limited English proficiency with access to English as a Second Language (ESL) classes to increase their English language proficiency to assist their children with homework. The school's administrative staff will visit the classes to interact with the parents.

The School will provide full opportunities for participation of parents with disabilities and parents of migratory children. To accomplish this goal, the School will do the following:

- If any parent needs a disability-related modification or accommodation, including auxiliary aids or services, to participate, they need only contact the School at least 72 hours before the scheduled event so every reasonable effort can be made to provide the accommodation.

Notices

In accordance with federal law, the School will provide the following notices to parents of children attending Title I, Part A schools:

- Annual report card
- A notice regarding the parent's right to request information regarding the following:
 - Professional qualifications of the student's teacher(s);
 - The level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments and timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
 - Information regarding any State or School policy regarding student participation in any assessments mandated by federal law and by the State and School, which shall include a policy, procedure or parental right to opt the child out of such assessment, where applicable.
- The notice regarding language instruction programs.
- Any other notices required by law.

Miscellaneous

The School shall ensure that all information related to School and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

The School will provide other reasonable support for parental involvement activities as requested by parents.

PARENT NOTIFICATION OF TEACHER QUALIFICATIONS

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

- Whether the student's teacher:
 - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - Is teaching under emergency or other provisional status through which State qualification or

- licensing criteria have been waived; and
- Is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact Human Resources at hrhelp@pacificcoastacademy.org.

PARENT-SCHOOL COMPACT

The Pacific Coast Academy, and the parents of the students participating in activities, services and programs funded by Title I, Part A, agree that the Parent-School Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (ESSA Section 1116[d]).

As a school, staff at Pacific Coast Academy will

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state standards as follows:
 - Provide a positive atmosphere for learning, including models of respectful behavior and positive attitudes toward work.
 - Provide multiple alternative modes of instruction so that students have a clear understanding of concepts.
 - Supply clear evaluations of student progress to students and parents/guardians, including timely feedback to students about their school work.
 - Reinforce the partnership between parent/guardian, student, and staff by providing strategies to assist learning at home.
 - Provide training and workshops, as appropriate, for teachers and parents/guardians.
 - Provide a process that includes students, parent/guardians, and school staff for ongoing planning, reviewing, and improving school activities and programs.
 - Convene an annual meeting to explain our Title 1 program and inform families annually of opportunities to participate in it.
 - Seek parent input related to our Title 1 program, including but not limited to our School Site Council.
- Provide ongoing communication between parents/guardians and teachers as follows:
 - Access to schedule a meeting with a teacher to discuss an individual student's achievement.
 - Family Learning Events will be held once in the fall and again in the spring.
 - The school will support families of students having academic or behavioral problems when these problems are in danger of affecting a student's academic achievement.
- Provide parents with frequent reports on their child's progress:
 - High school students will receive a progress report twice per year and all students will receive a report card at the end of each semester
 - Teachers will meet, a minimum of every 20 school days, with families to discuss the student's academic progress and achievement.

Parent/Guardian Responsibilities

We, as parents/guardians, will support our child's learning in the following ways:

- Monitoring my child/teen's school attendance
- Supporting the school discipline codes
- Communicating with teachers and staff whenever I have a concern Making every effort to attend school

events such as DELAC meetings, LP meetings, Annual Title I meetings, Parent workshops, and other parent engagement events.

- Making sure that assignments and schoolwork are completed
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school.
- Participating in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Serving to the extent possible on parent advisory committee

Student responsibilities

As a student, I will:

- Show respect and cooperate with all individuals at school
- Follow school rules
- Be prepared and engaged in daily academic activities
- Complete all assignments to the best of my ability and on time
- Respecting the rights of others to learn without disruption
- Asking for help when I do not understand

By signing this agreement, I acknowledge that I have read and understand the preceding pages that outline the policies and rules of Pacific Coast Academy. I also acknowledge that I have discussed this information with my child.

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

SIGNATURE OF RECEIPT & ACKNOWLEDGEMENT

By signing, you are agreeing to the policies and procedures of the Parent Student Handbook including, but not limited to:

- Registration Requirements
- Academic Expectations
- Report Cards & Grading
- Attendance
- Non-Compliance
- Work Samples
- Technology Usage
- Testing & Assessments
- Behavioral Expectations
- Zoom Acceptable Use Policy
- Planning Amounts & Learning Plans
- Academic Integrity
- Field Trip Guidelines
- COPPA Permissions

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

PARENT/GUARDIAN PUBLICITY AUTHORIZATION AND RELEASE

Dear Parent/Guardian:

Our school requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your pupil has participated in your pupil's education program. Your authorization will enable us to use specially prepared materials to (1) train teachers and/or (2) increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites, etc.

Student Full Name: _____

Student DOB: _____

Parent/Guardian Name: _____

Parent/Guardian Email: _____

- I, as a parent or guardian, of the above named pupil fully authorize and grant Pacific Coast Academy and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of the above named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as "Recordings"), for the purposes stated or related to the above.
- I understand and agree that use of such Recordings will be without any compensation to the pupil or the pupil's parent or guardian.
- I understand and agree that Pacific Coast Academy and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.
- I understand and agree that Pacific Coast Academy and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to the above.
- I hereby release and hold harmless the Pacific Coast Academy and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these Recordings as specified above.

Do you agree to accept the provisions of this release?

YES: _____

NO: _____

SIGNATURE: _____

My signature shows that I have read and understood the release, and verifies my selection of the question above

DATE: _____

Coversheet

Non-Compliance Policy

Section: IV. Consent Agenda
Item: G. Non-Compliance Policy
Purpose:
Submitted by:
Related Material:
PCA Non-Compliance Policy and Procedure_v4_5.24.2022_Redlined 11.17.2022.pdf



Pacific Coast Academy

Non-Compliance and Withdrawal Policy and Procedures

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NON-COMPLIANCE AND WITHDRAWAL POLICY AND PROCEDURES

Pacific Coast Academy is committed to ensuring students are appropriately engaged in learning, particularly as it correlates to attendance reporting. After the Non-Compliance Process has been seen through, it may be determined that Independent Study is not the best educational placement for the student and as such, the student may be Administratively Withdrawn.

The purpose of the Pacific Coast Academy Governing Board approving this Non-Compliance Policy is to accomplish the following:

1. Outline the Non-Compliance Process
2. Outline the Student's Responsibility to complete Work/Progress, Assignments/Work Samples, and/or Student Activity Logs
3. Outline the Parent's and Student's Responsibility to Schedule, and participate in Monthly Learning Period meetings
4. Establish Communication Requirements for the Home School Teacher (HST)
5. Outline the Participation in Assigned Benchmark Testing
6. **Signing and Returning Master Agreement Addendum**
7. Outline the Non-Compliance Procedures
8. Outline the Procedures for the HST when sending the First Non-Compliance Letter
9. Outline the Procedures for the HST when sending the Second Non-Compliance Letter
10. Outline the Procedures for the Administrative Conference Call
11. Outline the Tiered Reengagement Process
12. Establish the Non-Compliance Timeline/Checklist
13. Outline the follow-up protocol if a student remains enrolled and falls back into Non-Compliance
14. Withdrawal Policy and Procedures

1. Non-Compliance Process

The School's Non-Compliance Process can be initiated if a student/family is found to have one or more of the following:

- Failure to provide a body of work for a learning period
- Three (3) missing assignments during any period of twenty (20) school days
- One or more missing Work Samples
- One or more missing Student Activity Logs (Attendance Logs)
- Missed or not scheduled one or more monthly learning period or other meetings
- Failure to meet with the Homeschool Teacher at least four times a semester for a minimum of eight times during the school year (unless the Executive Director has waived one of the in-person meetings)
- Has not responded to their Homeschool Teacher after three separate attempts (phone and email) over

the course of (four) school days

- Has not participated in one or more assigned benchmark tests
- Failure to fulfill approved Travel Plan
- **Has failed to sign and return a Master Agreement Addendum within 5 days of presentation**

2. Student Work/Progress, Assignments/Work Samples, Student Activity Logs

It is required that all Homeschool Teachers (HSTs) review and affirm student learning and collect Student Activity Logs and Work Samples every twenty school days. It is also required that all HQTs, monitor work completion and progress for High School Students, if using an HQT. When any pupil fails to provide a body of work for a learning period or has missed submitting one or more work samples, the HST should then start the Non-Compliance Process.

3. Monthly Learning Period or Other Meetings

It is the parent's and student's responsibility to make every effort to schedule and attend monthly learning period meetings every twenty school days. If the meeting is not successfully scheduled or held after two or more attempts, it could be determined that the family has not met the School's meeting expectations and the HST should start the Non-Compliance Process.

4. Communication Requirements of the Home School Teacher

HSTs will keep positive and open lines of communication with each family. HSTs will follow a communication pattern with a pairing of a phone call and email message, followed by documentation in Contact Manager. If an initial communication pair (#1) is not responded to within two school days, the HST will attempt to reach the family again with another communication pair (#2). If the second communication pair is not successful, the HST will attempt a third communication pair (#3) and start the Compliance Process by sending Non-Compliance Letter #1.

5. Participation In Assigned Benchmark Testing

Regular benchmark testing is important for understanding a student's learning progress and needs and is required as being a part of Pacific Coast Academy. Failure to participate in benchmark testing during the assigned assessment administration window is cause for starting the Non-Compliance policy, which may result in an administrative withdrawal.

6. Signing and Returning Master Agreement Addendum

Before Pacific Coast Academy and the HST may continue with a student's education, any changes to the Master Agreement must be reflected in an addendum and signed by the student and student's education rights holder. As such, signing and returning a Master Agreement Addendum is integral to a student's successful education. Upon presentment, a Master Agreement Addendum must be signed and returned to the HST within 5 days.

7. Non-Compliance Procedures

The compliance procedure can include two compliance letters and one Administrative Conference Call. If after the Administrative Conference Call, the student fails to meet expectations, and the plan of success set forth for the student is not followed, the student will be withdrawn from the School for at minimum, one academic school year.

8. First Non-Compliance Letter (Letter #1)

Should any of the items listed in the Non-Compliance Process occur and there have been three Communication Pairs attempted, upon the third attempt, the HST will:

- Send Non-Compliance Letter #1 to the family using electronic means (ex. Adobe Sign).
- Document date letter was issued in Contact Manager.
- Remind student/family of the appropriate sections of the Master Agreement and Parent Student Handbook that specifically address the issue/concern.
- Talk with the family to see what the issues/concerns are on both sides as well as develop a plan to support the student and resolve any issues.
- Hold all Planning Amounts until the family is compliant.

9. Second Non-Compliance Letter (Letter #2)

Without satisfactory resolution or response to the issues described in the Non-Compliance Letter #1 within five school days, the HST will:

- Attempt to call and email the family (Communication Pair #4)
- Determine a day and time to schedule an Administrative Conference Call with the parent(s)/ guardian(s), HST, and Senior Director, to be specified in Non-Compliance Letter #2. Date should be no sooner than the 6th school day from the date of the letter.
- Send Non-Compliance Letter #2 to the family using electronic means (ex. Adobe Sign).
- Document the date the letter was issued, the concern, and confirmation of receipt in Contact Manager.
- Remind student/family of the appropriate sections of the Master Agreement and Parent Student Handbook that specifically address the issue/concern.

Letter #2 gives the student/family the opportunity to communicate and work with their HST to address and problem-solve the issues of concern. Within five school days from the date the letter was sent, the parent/guardian must either communicate and resolve the indicated issues with their HST or attend the Administrative Phone Conference as scheduled in the letter.

In those situations where non-compliance is triggered solely by failure to participate in assigned benchmark testing during a testing window, the second non-compliance letter will be sent after a second failure to participate in assigned benchmark testing during the pertinent testing window.

In those situations where non-compliance is triggered solely by failure to return a Master Agreement Addendum within 5 days of presentment, only one non-compliance letter will be sent and an administrative call will be scheduled within 5 days of that letter assuming continued non-compliance.

10. Administrative Conference Call

Without satisfactory resolution to the issues/concerns, the HST will:

- Send out a conference call number to all participants.
- Attempt to remind/confirm the parent/guardian of the call via phone and email. Document the communication in the Contact Manager.
- Document date the Administrative Conference Call was held including a brief summary of the outcome in the Contact Manager.

A team composed of Parent(s)/Guardian(s), HST, Regional Coordinator and Senior Director must be present on the Administrative Conference Call. During this time the team will work towards resolution of the issues/concerns as well as determine if this is the best placement for the student. School Administration may determine the following:

- Independent Study is in the best interest of the student.
- The need to place the student on a student improvement plan.
- The need to implement different strategies to collect compliance documents (Student Activities Logs and or Work Samples).
- Determine that it is not in the student's best interest to remain in our Independent Study program.

If the Administration finds it is not in the best interest of the student to remain in Independent Study, then the student shall be withdrawn from the School by following the procedures in the School's withdrawal policy.

If the student or parent does not attend the Administrative Conference Call, the student could be withdrawn from the School by following the procedures in the School's withdrawal policy.

11. Tiered Reengagement

Any students that are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of the Master Agreement, the School will start the tiered reengagement process. Tiered reengagement will consist of the following:

- Verification of current contact information for each enrolled student
- Notifying parents/guardians of lack of participation within one school day of the absence or lack of participation
- Outreach from the School to determine the student's needs, including connection with health and social services as necessary
- The Non-Compliance process outlined above (paragraph 1) will require a student-parent-educator conference to review the student's Master Agreement, and to reconsider the independent study program's impact on the student's achievement and well-being, consistent with the School's adopted Independent Study policies.

12. Non-Compliance Timeline/Checklist

Concern/Issue Arises:

Step #1

The HST will call & email Family (Communication Pair #1)

- Wait 2 School Days
- Resolution – Stop Process
- If No Resolution – Continue to STEP #2

Step #2

The HST will call & email Family (Communication Pair #2)

- Wait 2 School Days
- Resolution – Stop Process
- If No Resolution – Continue to STEP #3
- Document all contact in Contact Manager

Step #3

The HST will call & email Family (Communication Pair #3) + Send Non-Compliance Letter #1 (via electronic means)

- Hold Planning Amounts
- Wait 5 School Days
- Resolution – Stop Process
- If No Resolution – Continue to STEP #4
- Document all contact in Contact Manager

Step #4

The HST will call & email Family (Communication Pair #4) and Send Non-Compliance Letter #2 that includes Administrative Conference Call (via electronic means)

- Hold Planning Amounts
- Resolution – Stop Process
- If No Resolution – Continue to STEP #5
- Document all contact in Contact Manager

Step #5

The HST, Regional Coordinator, and Senior Director will Hold Administrative Conference Call and determine best course of action.

- Follow School withdrawal policy, if applicable, and document in Contact Manager

13. Follow-Up Protocol

If a family falls back into Non-Compliance within the same semester with the same issue, the Non-Compliance

Process would begin with STEP #4.

14. Withdrawal Policy and Procedures

In addition to the Non-Compliance reasons for withdrawal, if Pacific Coast Academy discovers that a student enrolled in Pacific Coast Academy is no longer a resident of California, no longer a resident of a county in which Pacific Coast Academy may legally provide educational services, is concurrently enrolled in a private school, is concurrently enrolled in another public school, or otherwise may no longer legally be served by Pacific Coast Academy, the following procedures shall be followed to withdraw the student from Pacific Coast Academy.

Procedures for Withdrawing a Student

Pacific Coast Academy shall send the parent/guardian/educational rights holder a notice of the Pacific Coast Academy's intention to withdraw the student from the School and the reasons for that decision. The notice will be sent at least five days prior to the withdrawal of the student. The notice will inform the parent/guardian that the Education Code provides the parent/guardian/educational rights holder with the right to a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil(s) have a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil(s) have the right to bring legal counsel or an advocate. This notice shall be written in the native language of the pupil or the pupil's parent or guardian, or if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights' holder.

This notice will also inform the parent/guardian/educational rights holder that the student's enrichment opportunities and curriculum orders will be put on hold until the hearing is completed. The notice will also establish the date by which the hearing shall be scheduled. If the parent, guardian or educational rights holder requests a hearing within the five-day period, the parent, guardian or educational rights holder is required to cooperate to schedule the hearing within 10 days of the request for the hearing. If a parent, guardian or educational rights holder does not cooperate in scheduling the hearing and the hearing is not scheduled within 10-days (absent extraordinary circumstances in the sole discretion of the Executive Director), the parent, guardian or educational rights holder waives his/her/their rights to the hearing. Additionally, if a parent/guardian/educational rights holder fails to attend the scheduled hearing, the hearing will continue without the presence of the parent/guardian/educational rights holder. In that event, the student may be withdrawn and the decision of the hearing officer will be final.

If the parent/guardian invokes said rights, the Pacific Coast Academy will not disenroll the pupil until it has reached a final decision. The decision of the School is final and cannot be appealed.

In addition, the parent/guardian will be sent a Charter School Complaint Notice in the form provided by the California Department of Education at <https://www.cde.ca.gov/sp/ch/cscomplaint.asp>

The Charter School's Responsibility to Not Encourage a Pupil Currently Attending the School to Disenroll or Transfer to Another School

Pacific Coast Academy shall not encourage a pupil currently attending the school to disenroll or transfer to another school for any reason, including but not limited to, academic performance of the pupil or because the pupil exhibits any of the following characteristics: pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on

nationality, race, ethnicity or sexual orientation.

Notification of the Withdrawal

Once the student has been withdrawn from Pacific Coast Academy, the parent/guardian/educational rights' holder will be notified of the withdrawal and advised to enroll the student immediately in a school that may legally serve that student. A copy of this notice shall be placed in the student's cumulative file. The student's teacher will also be notified of the withdrawal.

Coversheet

2022-2023 Administration and Classified Calendar

Section:	IV. Consent Agenda
Item:	H. 2022-2023 Administration and Classified Calendar
Purpose:	
Submitted by:	
Related Material:	Proposed PCA Admin Calendar 2022-2023.pdf Proposed PCA Classified 228 Calendar 2022-2023.pdf

2022-2023 Admin Calendar



July 2022						
S	M	T	W	T	F	S
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31						

August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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18	19	20	21	22	23	24
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School Year Dates

Aug 3	Teachers Return to Work
Aug 15	School Begins
Jan 6	Last Day of 1st Semester
Jan 9	First Day of 2nd Semester
May 31	Last Day of School
School Calendar: 08/15-05/31	

Staff Work Days

18 Days	July
210 Days	Aug - Jun
228 Days	Total Admin Work Days

Instructional Days

85 Days	Semester 1
90 Days	Semester 2
175 Days	Total Instructional Days

Holidays

July 4 - 6	Independence Break
Sep 5	Labor Day
Nov 11	Veterans Day
Nov 21 - 25	Thanksgiving Break
Dec 19 - Jan 2	Winter Break
Jan 16	Martin Luther King Day
Feb 20	Washington/President's Day
Feb 21 - 23	School Recess
Feb 24	Lincoln's Birthday
Apr 10 - 14	Spring Break
May 29	Memorial Day
Jun 19	Juneteenth

Learning Periods

LP 1	08/15/2022-09/12/2022 (20)
LP 2	09/13/2022-10/13/2022 (23)
LP 3	10/17/2022-11/10/2022 (19)
LP 4	11/14/2022-01/06/2023 (23)
LP 5	01/09/2023-02/10/2023 (24)
LP 6	02/13/2023-03/17/2023 (19)
LP 7	03/20/2023-04/28/2023 (25)
LP 8	05/01/2023-05/31/2023 (22)

January 2023						
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February 2023

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March 2023

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April 2023

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May 2023

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June 2023

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Assessment Windows

Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

School Accountability

Every LP	Attendance Logs
Every LP	Student Conference
Every LP	AWRs
Every LP	Collect & upload work samples

	School Closed
	Work Day, No Students
	First & Last Day of School

2022-2023 Classified 228 Calendar



July 2022						
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August 2022						
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September 2022						
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October 2022						
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December 2022						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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25	26	27	28	29	30	

School Accountability

Every LP	Attendance Logs
Every LP	Student Conference
Every LP	AWRs
Every LP	Collect & upload work samples



School Closed
Work Day, No Students



First & Last Day of School

Assessment Windows

Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

Coversheet

Transportation Driving Policy

Section: IV. Consent Agenda

Item: I. Transportation Driving Policy

Purpose:

Submitted by:

Related Material:

PCA 2021-2022 Transportation Driving Policy_Final_8.30.2021_Redlined 11.30.2022.pdf



Pacific Coast Academy

Transportation/ Driving Policy

~~2021-2022~~

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TRANSPORTATION/DRIVING POLICY

Transportation is a necessary service and an integral part of the total educational program at Pacific Coast Academy (hereinafter "CHARTER SCHOOL.") The safe operation of our motor vehicles is one of the highest priorities at CHARTER SCHOOL. Though it is not the intent of CHARTER SCHOOL to "police" operators of vehicles driven on behalf of the school or to invade the privacy of employees ~~or volunteers~~, it is necessary to establish a basis for determining safe operating standards for drivers. The following shall apply to all persons operating CHARTER SCHOOL vehicles or operating their own vehicles for any reason or for CHARTER SCHOOL business:

~~EMPLOYEE DRIVER~~ REQUIREMENTS FOR DRIVERS OF SCHOOL-OWNED VEHICLES

Driver must be at least 24 years of age and have the following on file with the school:

- Driver application
- Live Scan background check
- TB Risk Assessment
- Signed Boundaries ~~Policy~~ Agreement
- Valid CA driving license
- ~~Valid vehicle registration~~

REQUIREMENTS FOR EMPLOYEES DRIVING PERSONAL VEHICLES FOR SCHOOL BUSINESS

- Live Scan background check
- TB Risk Assessment
- Valid driving license
- Valid vehicle registration
- Attestation of auto insurance coverage
- Access to an operational vehicle

~~Volunteer Driver Requirements~~

~~Driver must be at least 24 years of age and have the following on file with the school:~~

- ~~Driver application~~
- ~~Live Scan background check~~
- ~~TB Risk Assessment~~
- ~~Signed volunteer handbook and injury waiver~~
- ~~Valid CA driving license~~
- ~~Valid vehicle registration~~

INSURANCE REQUIREMENTS FOR EMPLOYEES DRIVING PERSONAL VEHICLES FOR SCHOOL BUSINESS

Driver must carry and provide evidence of **at least** the following auto insurance coverage and amounts **per** the California Insurance Code §11580:

- ~~Automobile Liability \$100,000 per person; \$300,000 per occurrence~~
- ~~Property Damage \$50,000 per occurrence~~
- \$15,000 for injury/death to one person.
- \$30,000 for injury/death to more than one person.
- \$5,000 for damage to property.

If the driver of a personal automobile for approved CHARTER SCHOOL purposes is involved in an accident, by law their liability insurance policy is used first (California Vehicle Code section 17150). CHARTER SCHOOL's liability policy would be used only after their policy limits have been exceeded. CHARTER SCHOOL does not cover, nor is it responsible for, comprehensive and collision coverage to personal vehicles. CHARTER SCHOOL's insurance does not cover damage to personal vehicles. **CHARTER SCHOOL's liability policy does not cover use of a driver's personal automobile for use that is outside the course and scope of the employee's employment.**

DRIVING RECORD REQUIREMENTS

~~All drivers~~ **Employees who drive school-owned vehicles** must obtain and provide a copy of their current Motor Vehicle Record (MVR) at least annually for review; it is available online on the DMV website for \$2.

WRITTEN WARNING STATUS

Any employee ~~or volunteer~~ who **drives a school-owned vehicle** has an MVR with the following violations may be subject to a written warning status:

- Two (2) or more moving violations;
- One (1) accident and (1) moving violation;
- Two (2) or more seat belt violations.

PROBATIONARY STATUS

Any employee who **drives a school-owned vehicle** ~~or volunteer~~ who has an MVR with the following

violations may be placed on *probationary status*:

- Three (3) or more moving violations and/or accidents whether or not at-fault (e.g. 2 moving violations and 1 accident or combination thereof);
- One (1) at-fault accident.

SUSPENSION STATUS/NOT PERMITTED

Any employee who **drives a school-owned vehicle** ~~or volunteer~~ who has an MVR with the following violations *may not be permitted to* operate any vehicle on CHARTER SCHOOL business:

- Four (4) or more moving violations and/or accidents whether or not at-fault (e.g. 3 moving violations and 1 at-fault accident or combination thereof);
- Driving Under the Influence of Drugs or Alcohol;
- Failure to Stop for an Accident;
- Homicide, manslaughter or assault arising out of the operation of a motor vehicle;
- Driving with a Revoked or Suspended License;
- Possession of an Opened Container of Alcohol in a Vehicle;
- Speed Contest;
- Drag or Highway Racing;
- Attempting to Elude a Police Officer;
- Hit and Run;
- Reckless Driving.

Employees ~~or volunteers~~ that accumulate 2 or more at-fault driving accidents during the course of 12 months may have their CHARTER SCHOOL driving privileges revoked. Employees in driving positions may be placed in a non-driving position pending availability.

Seatbelts are an essential element of our driver safety policy/procedures. To emphasize seatbelt awareness, one seatbelt violation while on CHARTER SCHOOL business will equate to one (1) moving violation.

GUIDELINES

- No non-approved stops other than to and from the activity should be made.
- Drivers are required to obey all laws regarding electronic wireless communication, including but not limited to: telephone calls, writing, sending, or reading text messages, instant messages, and e-mail messages.
- No smoking while driving. Drivers suspected as under the influence of drugs or alcohol will not be permitted to drive.
- Drivers may not carry non-school personnel, students, or other “guests” as passengers.
- Every driver shall be familiar with and observe all State of California Vehicle Codes, and local traffic rules and ordinances, including traffic control signs, posted speed limits, parking restrictions, and other applicable rules and regulations governing vehicle operation. It is the responsibility of the employee to visually inspect the vehicle prior to its use to ensure that the vehicle is in a safe and clean operating condition (e.g. material/equipment that obstructs the driver’s vision and/or may cause injury in the event of an accident).
- Drivers who are driving their personal automobile for approved school purposes will be responsible for any costs associated with moving violations and parking violations incurred during such driving.

I HAVE READ AND UNDERSTAND THE ~~STUDENT~~ TRANSPORTATION/DRIVING POLICY & AGREE TO ITS TERMS.

Sign

Date

Employee ~~or Volunteer~~

Complete

State

Driver’s License #

Sign

Date

Supervisor

WRITTEN WARNING

The safe operation of Motor Vehicles is imperative to the safety of our employees, ~~volunteers~~ and students as well as the public.

The management of CHARTER SCHOOL has reviewed your Motor Vehicle Record.

If you disagree with the information provided, you have been given the opportunity to go to the DMV within 30 days of notification, correct the information and give us an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to CHARTER SCHOOL with respect to your ability to drive safely.

By signing this form, you are aware that you have been placed on a written warning status until the next review of your Motor Vehicle Record. Should the next review uncover further violations/accidents, your status may change to probationary.

I HAVE READ AND UNDERSTAND THE ~~STUDENT~~ TRANSPORTATION/DRIVING POLICY & AGREE TO ITS TERMS.

Sign

Date

Employee ~~or Volunteer~~

Complete

State

Driver's License #

Sign

Date

Supervisor

PROBATION NOTICE

The safe operation of Motor Vehicles is imperative to the safety of our employees and ~~students~~ ~~volunteers~~ as well as the public.

The management of CHARTER SCHOOL has reviewed your Motor Vehicle Record.

If you disagree with the information provided, you have been given the opportunity to go to the DMV within 30 days of notification, correct the information and give us an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to CHARTER SCHOOL with respect to your ability to drive safely.

Any employee ~~or volunteer~~ who has accumulated moving violations, accidents or a combination thereof, which exceed the standards aforementioned in this policy, is placed on probationary status and will be subject to having their Motor Vehicle Record reviewed as often as Management feels necessary. Probationary status will remain in effect for a minimum period of twelve (12) months from the date noted below. At that time management will review driving status with the employee ~~or volunteer~~ for consideration to be placed back into written warning status.

If notification of a moving violation and/or at-fault accident occurs while on probationary status, an employee may be placed in a non-driving position or be subject to termination at management's discretion. Please note, there are very limited non-driving positions available in at CHARTER SCHOOL and if an employee is excluded from driving activities due to their Motor Vehicle Record, we may not have a position for them.

By signing this form, you are aware that you have been placed on a probationary status until the next review of your Motor Vehicle Record. Should the next review uncover further violations/accidents, your CHARTER SCHOOL driving privileges may be revoked.

I HAVE READ AND UNDERSTAND THE ~~STUDENT~~ TRANSPORTATION/DRIVING POLICY & AGREE TO ITS TERMS.

Sign	_____	Date	_____
	Employee or Volunteer		
Complete	_____	State	_____
	Driver's License #		
Sign	_____	Date	_____
	Supervisor		

SUSPENSION NOTICE

The safe operation of Motor Vehicles is imperative to the safety of our employees, ~~volunteers~~ and students as well as the public.

The management of CHARTER SCHOOL has reviewed your Motor Vehicle Record.

If you disagree with the information provided, you have been given the opportunity to go to the DMV within 30 days of notification to correct the information and give us an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to CHARTER SCHOOL with respect to your ability to drive safely.

Any employee ~~or volunteer~~ who has accumulated moving violations, accidents or a combination thereof, which exceed the standards aforementioned in this policy, is subject to immediate suspension of CHARTER SCHOOL driving privileges. Immediate suspension of CHARTER SCHOOL driving privileges also applies should the State revoke or suspend the driver's license.

Please note, there are very limited non-driving positions available in the Charter school and if an employee is excluded from Charter school driving activities due to their Motor Vehicle Record, we may not have a position for them.

By signing this form, you are aware that you have been placed on a suspended driving status. You have the opportunity to go to the DMV within 30 days of this notification to correct the information, and give us an updated/corrected copy of your Motor Vehicle Record. In the event that you are unable to correct the deficiencies that prompted your CHARTER SCHOOL driving privilege suspension, your suspended status will continue, and pending non-driving position availability you may be subject to termination.

I HAVE READ AND UNDERSTAND THE ~~STUDENT~~ TRANSPORTATION/DRIVING POLICY & AGREE TO ITS TERMS.

Sign	_____	Date	_____
	Employee or Volunteer		
Complete	_____	State	_____
	Driver's License #		
Sign	_____	Date	_____
	Supervisor		

BOUNDARIES AGREEMENT

School-owned vehicles must be kept within the state of California and within the counties served by the school (San Diego, Riverside, Orange, and in some cases, Imperial and San Bernardino) unless express, written permission has been given by the Executive Director. **No non-approved stops other than to and from the activity should be made.**

I HAVE READ AND UNDERSTAND THE TRANSPORTATION/DRIVING POLICY & AGREE TO ITS TERMS.

Sign

Date

Employee

Complete

State

Driver's License #

Sign

Date

Supervisor

Coversheet

Uniform Complaint Procedures Policy

Section:	IV. Consent Agenda
Item:	J. Uniform Complaint Procedures Policy
Purpose:	
Submitted by:	
Related Material:	PCA Uniform Complaint Procedures Policy_Redlined 11.30.2022.pdf



Pacific Coast Academy

~~Universal~~ Uniform Complaint Procedures (UCP) Policy

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~~UNIVERSAL~~ UNIFORM COMPLAINT PROCEDURES (UCP) POLICY

Pacific Coast Academy recognizes that the Charter School has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation, ~~called Uniform Complaint Procedures or "UCP."~~

The purpose of the Pacific Coast Academy Governing Board approving this ~~UCP Universal Complaint Policy~~ is to accomplish the following:

1. Identify the Complaints Subject to the ~~UCP Universal Complaint Policy~~
- ~~2. Establish the Alternative Dispute Resolution Process~~
3. Establish the Prohibition of Retaliation
4. Identify the Maintenance of ~~UCP Universal Complaints~~
5. Identify how Complaints Not Subject to the ~~UCP Universal Complaint~~ Policy are Handled
6. Identify the Compliance Officers
7. Outline the Notification Process of the ~~UCP Policy Universal Complaint~~
- ~~8. Outline the Cost for Copies of the Charter School's UCP~~
9. Outline the Charter School's Responsibilities
10. Outline the Procedures for Filing of Complaints
- ~~11. Outline the Procedures for Mediation~~
12. Outline the Procedures for Investigating a Complaint
13. Outline the Procedures for the Report of Findings
- ~~14. Outline the Procedures for Notice of the Final Written Investigation Report~~
- ~~15. Outline the Corrective Actions~~
16. Outline the Process for Appeals to the California Department of Education

1. COMPLAINTS SUBJECT TO THE UCP ~~UNIVERSAL COMPLAINT~~ POLICY

The Charter School's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

- ~~• Any complaint alleging the Charter School violation of applicable state or federal law or regulations governing adult education programs, After School Education and Safety programs, agricultural career technical education, career technical and technical education and technical training programs, child care and development programs, compensatory education, consolidated categorical aid programs, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, and any other Charter School implemented program which is listed in Education Code section 33315(a)(1).~~
- ~~• Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory~~

~~harassment, intimidation, or bullying) against any student, employee, or other person participating in the Charter School programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)~~

- ~~● Any complaint alleging the Charter School noncompliance with the requirement to provide reasonable accommodation to a lactating student at a school event or location to express breast milk, breastfeed an infant child, or address other breastfeeding related needs of the student (Education Code 222)~~
- ~~● Any complaint alleging the Charter School noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)~~
- ~~● Any complaint alleging the Charter School noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)~~
- ~~● Any complaint, by or on behalf of any student who is a foster youth, alleging noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the Charter School's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)~~
- ~~● Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, a former juvenile court school student, or a child of a military family as defined in Education Code 49701 who transfers into the Charter School after his/her second year of high school, alleging the Charter School noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or the Charter School or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)~~
- ~~● Any complaint alleging the Charter School noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)~~
- ~~● Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy~~
- ~~● Any complaint about the Charter School's safety plan (Education Code 32289)~~
- ~~● Any complaint of a failure to provide Lesbian, Gay, Bisexual, Transgender and Questioning resources (Education Code 234.1)~~

- Sexual harassment or sexual violence;
- Other unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in the Charter School's Nondiscrimination policy, Education Code Sections 200 and 220, and Government Code Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics; and
- Violations of federal or California law governing various educational programs and services:
 - Adult Education
 - After School Education and Safety
 - Agricultural Vocational Education
 - Career Technical and Technical Education and Career Technical and Technical Training Programs
 - Child Care and Development
 - Compensatory Education (Title I)
 - Consolidated Categorical Aid
 - Course Periods without Educational Content
 - Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
 - Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
 - Local Control and Accountability Plans (LCAP)
 - Migrant Education
 - Physical Education Instructional Minutes
 - Pupil Fees
 - Reasonable Accommodations to a Lactating Pupil
 - Regional Occupational Centers and Programs
 - School Safety Plans
 - State Preschool

2. RETALIATION IS PROHIBITED

The Charter School shall protect all complainants from retaliation. ~~In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Executive Director or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.~~ To the extent possible, complaints shall be kept confidential and investigated in a way that respects the privacy of all concerned and maintains the integrity of the process. However, the Charter School cannot guarantee anonymity or complete confidentiality in the investigation process as complete confidentiality may severely limit the Charter School's ability to thoroughly investigate and resolve the complaint.

3. MAINTENANCE OF ~~UCP UNIVERSAL~~ COMPLAINTS

The Executive Director or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and the Charter School policy.

The Executive Director or designee shall provide training to the Charter School staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

4. COMPLAINTS NOT SUBJECT TO ~~UCP UNIVERSAL COMPLAINT~~ POLICY

There are many complaints that are not subject to the UCP. In those cases, the Charter School shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the Charter School's UCP. ~~Non-Universal Complaint Policy Complaints:~~ Unless the subject of a complaint is specifically covered by this UCP policy, this policy and its procedures shall not apply to the complaint or the investigation of the complaint. Complaints not covered by this UCP policy include, but are not limited to, complaints regarding:

- Hiring and evaluation of staff;
- Special education and special education programs;
- Child Nutrition;
- Student classroom assignments;
- Student advancement and retention;
- Student discipline;
- Homework policies and practices;
- Provision of core curricula subjects;
- Student discipline;
- Student records; and
- Board meetings and agendas.

5. COMPLIANCE OFFICERS

The Charter School designates the individual(s) identified below as the employee(s) responsible for coordinating the Charter School's response to complaints and for complying with state and federal civil rights laws. The individual(s) are also listed in the Whistleblower Policy as the responsible employee(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure compliance with law.

Director of Human Resources
 13915 Danielson Street #200
 Poway, CA 92064
 Phone: (619) 215-0704 Press# 7
 Email: HRhelp@pacificcoastacademy.org

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Executive Director or designee who shall determine how the complaint will be investigated.

The Executive Director or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Executive Director or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Executive Director, the Executive Director's designee, or, if appropriate, the regional or department director to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the Charter School issues its final written decision, whichever occurs first.

6. NOTIFICATIONS

The Charter School's UCP policy and administrative regulation shall be posted in all school offices, including staff lounges. (Education Code 234.1)

The Executive Director or designee shall annually provide written notification of the Charter School's UCP to students, employees, parents/guardians of students, advisory committee members, appropriate school officials or representatives, and other interested parties. The notification shall include information regarding the prohibition of discrimination, harassment, intimidation, and bullying; unlawful student fees; local control and accountability plan (LCAP) requirements; and requirements related to the educational rights of foster youth, homeless students, former juvenile court school students, and children of military families. (Education Code 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

~~6. Cost for Copies of the Charter School's UCP~~

~~Copies of the Charter School's UCP are available free of charge.~~

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the Charter School website and may be provided through the Charter School-supported social media, if available.

The Executive Director or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the Charter School's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in the Charter School speak a single primary language other than English, the Charter School's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the Charter School shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

7. THE CHARTER SCHOOL'S RESPONSIBILITIES

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the Charter School's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631) For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Charter School shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

All complainants shall be protected from retaliation.

8. FILING OF COMPLAINTS

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

- ~~A complaint alleging violation of applicable state or federal law or regulations governing the~~

programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to the UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)

- ~~● Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the Executive Director of the school or with the Executive Director or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)~~
- ~~● A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Executive Director or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)~~
- ~~● When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.~~
- ~~● When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the Charter School's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the Charter School shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.~~
- A written complaint of violations of federal or California law governing the educational programs and services covered by this UCP Policy, identified above, shall be filed not later than one year from the date the alleged violation occurred, or the date the complainant first obtained knowledge of the facts of the alleged violation, except as follows.
- A written complaint of unlawful discrimination, harassment, intimidation or bullying shall be filed not later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying. However, if a complainant makes a written request to extend this deadline that sets forth the reasons for an extension, the Executive Director may, but is not required to, agree in writing to extend the deadline for filing a complaint by 90 days following the expiration of the six-month time period if the Executive Director finds good cause for the extension. The Executive Director shall respond promptly upon receipt of a written request for extension.
- A written complaint relating to the Charter School's Local Control and Accountability Plan (LCAP) may be filed within one year of the date the Charter School's governing board approved the LCAP or the annual LCAP update which is the subject of the complaint.

9. MEDIATION

~~Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.~~

~~Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.~~

~~If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.~~

~~The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the Charter School shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the Charter School shall then continue with subsequent steps specified in this administrative regulation.~~

9. INVESTIGATION OF COMPLAINT

~~Within ten business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.~~

~~Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.~~

~~In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation. To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.~~

~~A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)~~

~~In accordance with law, the Charter School shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the Charter School to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)~~

Within 60 days of receipt of a UCP complaint, the compliance officer or their designee shall conduct and complete a prompt, thorough, and impartial investigation in accordance with this UCP policy. This time period may be extended by mutual agreement with the complainant.

The investigation shall include an opportunity for the complainant, or the complainant's representative, or both, to present the complaint(s) and evidence or information leading to evidence to support the allegations, including the identity of witnesses. The accused shall also be interviewed and provided an opportunity to present evidence and information related to the allegations, including potential witnesses. Interviewees shall be informed that the Charter School prohibits retaliation against any participant in the complaint process, including witnesses.

To the extent possible, complaints shall be kept confidential and investigated in a way that respects the privacy of all concerned. However, the Charter School cannot guarantee anonymity or complete confidentiality in the investigation process as complete confidentiality may severely limit the Charter School's ability to thoroughly investigate and resolve the complaint. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

When a complaint alleges unlawful discrimination, harassment, intimidation or bullying, the compliance officer shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes, transferring a student to a class taught by a different teacher, or separating employees in the workplace.

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

10. ~~REPORT OF FINDINGS~~ DECISION ON COMPLAINT

- ~~OPTION 1: Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, and respondent if there is one, a written Investigation Report, as described in the section "Investigation Report" below, within 60 calendar days of the Charter School's receipt of the complaint. (5 CCR 4631)~~
- ~~OPTION 2: Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the Charter School's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written Investigation Report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.~~

~~The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.~~

~~If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the Charter School's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631) In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the Charter School's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.~~

The Charter School shall issue a Decision based on the evidence collected during the investigation of the complaint. The Decision shall be in writing and shall be sent to the complainant within 60 days from receipt of the complaint unless this time period is extended by mutual agreement with the complainant.

The Decision shall contain, as warranted by the specifics of the complaint:

- Findings of fact based on the evidence gathered;
- Conclusions of law;
- Disposition of the complaint;
- The rationale for such disposition;
- Corrective actions, if they are warranted, and to the extent the Charter School can reveal such details without violating student or employee rights to privacy and confidentiality;
- Notice of the complainant's right to appeal the Decision to the California Department of Education ("CDE"); and
- Procedures to be followed for initiating an appeal to the CDE.

In reaching a determination on a complaint, the compliance officer or their designee may consider the following to the extent it is applicable to a particular complaint:

- Statements made by the complainant, the accused, and any witnesses;

- The details and consistency of each person's account;
- Evidence of how the complainant reacted to an alleged incident;
- Evidence of any past instances of similar alleged behavior or actions;
- Evidence of any past complaints that were found to be untrue; and
- Independent written or recorded evidence that corroborates or refutes witness statements.

To judge the severity of unlawful harassment, intimidation, or bullying, the compliance officer or their designee may consider:

- How misconduct affected any student's education or any employee's work environment;
- The manner, frequency, severity, and duration of the misconduct;
- The identity, age, and sex of the harasser and the student or employee who complained, and the relationship between them;
- The number of persons engaged in the harassing conduct and at whom the harassment was directed;
- The location of the incidents, and context in which they occurred; and
- Other similar incidents at the school involving different students or different employees.

~~11. INVESTIGATION REPORT~~

~~The Charter School's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)~~

In consultation with the Charter School's legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. ~~In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the Charter School's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.~~

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the Charter School shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

~~For all complaints, the Investigation Report shall include: (5 CCR 4631)~~

- ~~• The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:~~
 - ~~○ Statements made by any witnesses~~
 - ~~○ The relative credibility of the individuals involved~~

- ~~○ How the complaining individual reacted to the incident~~
- ~~○ Any documentary or other evidence relating to the alleged conduct~~
- ~~○ Past instances of similar conduct by any alleged offenders~~
- ~~○ Past false allegations made by the complainant~~
- ~~● The conclusion(s) providing a clear determination as to each allegation as to whether the charter school is in compliance with the relevant law~~
- ~~● If the school finds merit in the complaint, corrective actions including in the case of complaints related to Education Code section 33315 subsections (a)(1)(I), (J), (K) and (L), or as otherwise required by law, a remedy to all affected pupils, parents and guardians. With respect to complaints relating to pupil fees, corrective actions shall include a remedy that comports with Education Code section 49013 and 5 C.C.R. section 4600(t).~~
- ~~● Notice of the complainant's right to appeal the School's Investigative Report to the California Department of Education, except when the School has used its local uniform complaint procedures to address a complaint not described in 5 C.C.R. section 4610(b)~~
- ~~● The procedures to be followed for initiating an appeal to the Department of Education~~

~~The decision may also include follow up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.~~

~~**Corrective Actions:** When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the Charter School's environment may include, but are not limited to, actions to reinforce the Charter School's policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.~~

11. APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

Except for complaints that are not described in 5 C.C.R. section 4610(b), any complainant who is dissatisfied with the Charter School's final written Investigation Report of a complaint regarding any specified federal or state educational program subject to the UCP may file an appeal in writing with CDE within 30 calendar days of receiving the Charter School's decision. ~~(Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)~~

The complainant or respondent shall specify the basis for the appeal of the Investigation Report, including at least one of the following: 1) the School failed to follow its complaint procedures; and/or 2) relative to the allegations of the complaint, the Investigation Report lacks material findings of fact necessary to reach a conclusion of law; and/or 3) the material findings of fact in the Investigation Report are not supported by substantial evidence; and/or 4) the legal conclusions in the Investigation Report is inconsistent with the law and/or 5) in a case where the School found noncompliance, the corrective actions fail to provide a proper remedy. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the Charter School's decision in that complaint. (5 CCR 4632)

Upon notification by CDE that the complainant or respondent has appealed the Charter School's decision, the Executive Director or designee shall forward the following documents to CDE: (5 CCR 4633)

- A copy of the original complaint

- A copy of the written Investigation Report
- A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
- A report of any action taken to resolve the complaint
- A copy of the Charter School's uniform complaint procedures
- Other relevant information requested by CDE