



# Pacific Coast Academy

## Regular Scheduled Board Meeting

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### Date and Time

Saturday March 11, 2023 at 9:00 AM PST

### Location

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

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>9:00 AM</b>
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. Executive Director's Report		Krystin Demofonte	10 m
<b>II. Finance</b>			<b>9:13 AM</b>
A. 2022-2023 Second Interim Report	Vote	Kate Eng	10 m
<b>III. Other Business</b>			<b>9:23 AM</b>

	Purpose	Presenter	Time
A. Closed Session: Employee Performance Evaluation: Executive Director § 54956.9	Discuss	Benjamin Fung	15 m

**IV. Other Business 9:38 AM**

A. Resolution for Adoption of Pacific Coast Academy Approving the Non-Average Daily Attendance Summer School	Vote	Shari Erlendson	5 m
B. Agreement Between the Dehesa School District and Pacific Coast Academy	Vote	Shari Erlendson	10 m
C. 2023-2024 Board Meeting Calendar	Vote	Krystin Demofonte	7 m
D. Board Strategy and Brainstorming	Discuss	Benjamin Fung	10 m

**V. Consent Agenda 10:10 AM**

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 January 26, 2023 |                 |     |
| B. 2023-2024 Staff Calendars  |                 |     |
| C. 2022-2023 Compensation Policy: Salary Schedules and Stipend Chart    |                 |     |
| D. 2023-2024 Compensation Policy: Salary Schedules and Stipend Chart    |                 |     |
| E. COVID Prevention Plan  |                 |     |
| F. 2022-2023 Parent Student Handbook                                    |                 |     |
| G. 2023-2024 Vendor Agreement   |                 |     |
| H. Invoices over \$100,000  |                 |     |
| I. Approve Consent Agenda   |                 | 1 m |

This Is The Vote To Approve The Consent Agenda Items.

**VI. Closing Items 10:11 AM**

	Purpose	Presenter	Time
<b>A.</b> Announcement of Next Scheduled Meeting May 18 at 5:00pm	FYI	Benjamin Fung	1 m
<b>B.</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

## 2022-2023 Second Interim Report

**Section:** II. Finance  
**Item:** A. 2022-2023 Second Interim Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 23.01-FY23-PCA Frcst\_2nd Interim Board Presentation.pdf



# Pacific Coast Academy

2<sup>nd</sup> Interim Presentation – January 2023

# Highlights

## Highlights

- Revenue increased **\$360K** to prior projection
- Expenses increased **\$950K** to prior forecast
- Projected surplus for year-end is **\$4.8M**
- No factoring outstanding or anticipated

## SB740 Compliance and Reporting

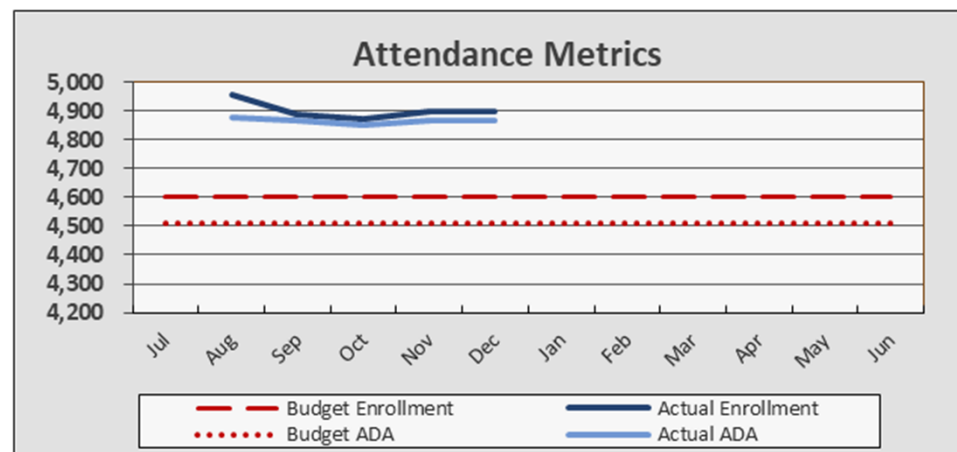
- PTR is within the requirement minimum
- 80% instructional spending in compliance.

Pupil:Teacher Ratio	
21.36	:1

Cert.	Instr.
49.5%	80.1%
6,018,877	44,250

# Attendance

<b>Enrollment &amp; Per Pupil Data</b>			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	4,896	4,896	4,600
ADA	4,870	4,870	4,508
Attendance Rate	99.5%	99.5%	98.0%
Unduplicated %	39.0%	39.0%	39.0%
Revenue per ADA		\$12,968	\$12,095
Expenses per ADA		\$11,974	\$11,534



- P1 ADA = 4,852 (+8% to original budget)
- P1 Attendance Rate = 99.97%
- 18 added ADA since P1

# Revenue

- Revenue increased **\$360K** from prior forecast, driven by:
  - **ADA**: Increased by 18, based on actuals (+\$185K)
  - **State Lottery**: Prior-year adjustment (+\$160K)

## Revenue

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 26,022,536	\$ 24,388,704	\$ 1,633,832
Federal Revenue	1,237,614	2,280,087	(1,042,474)
Other State Revenue	2,601,295	2,239,593	361,702
Other Local Revenue	87,152	-	87,152
<b>Total Revenue</b>	<b>\$ 29,948,597</b>	<b>\$ 28,908,384</b>	<b>\$ 1,040,213</b>

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 52,902,054	\$ 45,689,297	\$ 7,212,757
Federal Revenue	4,381,076	3,803,810	577,266
Other State Revenue	5,776,135	5,032,671	743,464
Other Local Revenue	87,152	-	87,152
<b>Total Revenue</b>	<b>\$ 63,146,417</b>	<b>\$ 54,525,778</b>	<b>\$ 8,620,639</b>

# Expenses

- Expenses increased **\$950K** to prior forecast:
  - **Tech:** Noncap Equipment & Software planned purchases (**+\$710K**)
  - **Salaries & Benefits:** Increased by **\$235K**, driven by trend

Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 13,062,974	\$ 11,907,245	\$ (1,155,730)	\$ 24,520,610	\$ 21,442,791	\$ (3,077,819)
Classified Salaries	2,312,635	2,094,663	(217,972)	4,099,520	3,608,905	(490,615)
Benefits	5,142,321	4,879,810	(262,511)	8,586,266	8,612,722	26,456
Books and Supplies	3,747,078	3,164,523	(582,554)	10,965,908	8,632,671	(2,333,237)
Subagreement Services	4,171,346	2,801,903	(1,369,443)	6,920,799	6,628,836	(291,964)
Operations	359,095	290,733	(68,362)	606,089	498,400	(107,689)
Facilities	217,432	223,067	5,635	401,265	382,400	(18,865)
Professional Services	1,251,176	1,197,383	(53,793)	2,187,522	2,156,135	(31,386)
Depreciation	3,437	20,000	16,563	17,723	34,286	16,563
<b>Total Expenses</b>	<b>\$ 30,267,495</b>	<b>\$ 26,579,328</b>	<b>\$ (3,688,167)</b>	<b>\$ 58,305,702</b>	<b>\$ 51,997,146</b>	<b>\$ (6,308,556)</b>

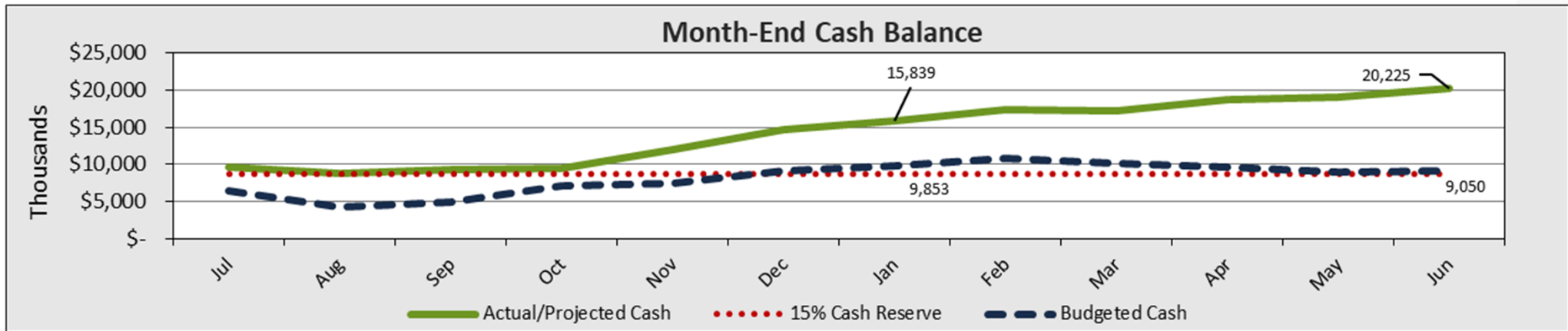
# Fund Balance

- Projected year-end surplus decreased by **\$595K** to prior forecast, driven by planned spending to meet compliance
- End-of-year fund balance exceeds State and Authorizer requirements of **3%** and **5%** of total expenses, respectively.

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Total Surplus(Deficit)</b>	\$ (318,898)	\$ 2,329,057	\$ (2,647,954)	\$ 4,840,715	\$ 2,528,632	\$ 2,312,083
Beginning Fund Balance	8,906,708	8,906,708		8,906,708	8,906,708	
<b>Ending Fund Balance</b>	<b><u>\$ 8,587,810</u></b>	<b><u>\$ 11,235,765</u></b>		<b><u>\$ 13,747,423</u></b>	<b><u>\$ 11,435,340</u></b>	
<i>As a % of Annual Expenses</i>	14.7%	21.6%		23.6%	22.0%	

# Cash Balance

- 1/31 cash balance: **\$15.8M**
- Cash remains strong with no projected factoring needed



# Appendices

- 2<sup>nd</sup> Interim:
  - Forecast 22-23 / Monthly Cash Flow
  - 3-Year Multi-year Projection
- Budget vs. Actuals
- Statement of Financial Position
- Statement of Cash Flows
- AP Aging

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

Revised 3/1/2023

ADA = 4869.55



	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.)	
<b>ADA = 4508.00</b>																	
<b>Revenues</b>																	
<b>State Aid - Revenue Limit</b>																	
8011 LCFF State Aid	2,275,126	2,275,126	4,095,227	4,095,227	4,095,227	4,095,227	4,095,227	5,100,904	5,100,904	5,100,904	5,100,904	5,111,300	235,500	50,776,804	43,721,841	7,054,963	
8012 Education Protection Account	-	-	219,513	-	-	219,512	-	-	-	288,741	-	-	-	246,145	901,600	72,310	
8096 In Lieu of Property Taxes	-	61,684	123,368	82,245	82,245	125,337	82,245	83,041	168,990	84,495	84,495	84,495	-	1,151,340	1,065,856	85,484	
	2,275,126	2,336,810	4,438,108	4,177,472	4,177,472	4,440,076	4,177,472	5,183,945	5,269,894	5,474,140	5,185,399	5,195,796	570,344	52,902,054	45,689,297	7,212,757	
<b>Federal Revenue</b>																	
8181 Special Education - Entitlement	-	-	-	-	-	-	-	117,049	117,049	117,049	117,049	117,049	2,145	587,390	540,960	46,430	
8290 Title I, Part A - Basic Low Income	-	-	-	-	55,304	42,294	527,875	-	-	-	-	-	-	1,833	627,306	627,306	
8291 Title II, Part A - Teacher Quality	-	-	-	-	-	-	27,009	-	-	-	-	-	-	79,993	107,002	-	
8293 Title III - Limited English	-	-	-	-	-	-	3,784	-	-	-	-	-	-	(3,784)	16,497	-	
8296 Other Federal Revenue	-	-	262,252	78,878	144,157	40,758	-	-	-	746,894	-	-	1,714,639	2,987,577	2,512,045	475,532	
8299 Prior Year Federal Revenue	-	-	-	-	-	55,304	-	-	-	-	-	-	-	55,304	-	55,304	
	-	-	262,252	134,181	241,755	599,426	-	117,049	117,049	863,943	117,049	133,546	1,794,826	4,381,076	3,803,810	577,266	
<b>Other State Revenue</b>																	
8311 State Special Education	173,277	173,277	311,898	312,764	314,592	312,764	312,764	385,574	385,574	385,574	385,574	385,574	14,069	3,853,275	3,527,059	326,216	
8550 Mandated Cost	-	-	-	-	100,137	-	-	-	-	-	-	-	-	100,137	100,137	0	
8560 State Lottery	-	-	-	-	-	-	323,277	-	-	260,122	-	-	-	1,154,083	1,027,824	126,259	
8598 Prior Year Revenue	-	-	-	25,168	-	23,435	162,356	-	-	-	-	-	-	210,958	-	210,958	
8599 Other State Revenue	-	21,952	173,191	32,989	(230,542)	29,078	28,918	21,913	21,913	21,913	21,913	21,913	292,530	457,682	377,651	80,031	
	173,277	195,229	485,089	370,921	184,187	365,276	827,315	407,487	407,487	667,609	407,487	407,487	877,283	5,776,135	5,032,671	743,464	
<b>Other Local Revenue</b>																	
8660 Interest Revenue	-	3,629	-	3,410	-	2,655	4,050	-	-	-	-	-	-	13,743	-	13,743	
8699 School Fundraising	-	4,375	781	1,633	9,410	2,753	5,542	-	-	-	-	-	-	24,494	-	24,494	
8980 Contributions, Unrestricted	13,846	35,000	37	-	32	-	-	-	-	-	-	-	-	48,915	-	48,915	
	13,846	43,004	818	5,043	9,442	5,408	9,592	-	-	-	-	-	-	87,152	-	87,152	
<b>Total Revenue</b>	<b>2,462,249</b>	<b>2,575,043</b>	<b>4,924,015</b>	<b>4,815,688</b>	<b>4,505,283</b>	<b>5,052,515</b>	<b>5,613,805</b>	<b>5,708,481</b>	<b>5,794,430</b>	<b>7,005,692</b>	<b>5,709,935</b>	<b>5,736,828</b>	<b>3,242,453</b>	<b>63,146,417</b>	<b>54,525,778</b>	<b>8,620,639</b>	
<b>Expenses</b>																	
<b>Certificated Salaries</b>																	
1100 Teachers' Salaries	269,331	1,333,201	1,356,034	1,385,694	1,387,772	1,476,282	1,439,086	1,439,086	1,439,086	1,439,086	1,439,086	742,049	-	15,145,791	14,649,264	(496,527)	
1175 Teachers' Extra Duty/Stipends	39,908	264,157	254,635	222,128	221,793	222,580	220,854	220,854	220,854	220,854	220,854	220,854	1,571,415	4,121,740	2,108,721	(2,013,019)	
1200 Pupil Support Salaries	38,492	130,570	133,085	155,925	152,833	164,129	176,249	176,249	176,249	176,249	176,249	75,494	-	1,731,771	1,596,983	(134,788)	
1300 Administrators' Salaries	192,537	202,344	195,044	194,594	194,744	203,227	202,236	202,236	202,236	202,236	202,236	196,432	-	2,390,103	2,208,835	(181,268)	
1900 Other Certificated Salaries	17,399	94,243	95,720	98,439	103,368	110,308	114,035	114,035	114,035	114,035	114,035	41,552	-	1,131,205	878,989	(252,217)	
	557,667	2,024,514	2,034,518	2,056,780	2,060,509	2,176,526	2,152,460	2,152,460	2,152,460	2,152,460	2,152,460	1,276,381	1,571,415	24,520,610	21,442,791	(3,077,819)	
<b>Classified Salaries</b>																	
2100 Instructional Salaries	8,424	29,036	28,050	26,704	27,821	32,156	26,562	26,562	26,562	26,562	26,562	26,116	-	311,120	380,861	69,741	
2200 Support Salaries	92,380	126,899	108,223	107,418	106,104	118,270	123,804	118,876	118,876	118,876	118,876	116,617	-	1,375,220	1,228,515	(146,706)	
2300 Classified Administrators'	46,187	38,035	34,710	43,766	41,565	44,932	43,515	43,515	43,515	43,515	43,515	42,759	-	509,530	493,370	(16,160)	
2400 Clerical and Office Staff Salaries	115,744	131,798	127,415	122,957	126,749	134,218	135,966	135,966	135,966	135,966	135,966	135,966	-	1,574,676	1,347,707	(226,969)	
2900 Other Classified Salaries	19,852	21,714	20,780	19,885	20,767	27,077	33,150	33,150	33,150	33,150	33,150	33,150	-	328,974	158,452	(170,522)	
	282,587	347,483	319,178	320,730	323,007	356,652	362,997	358,069	358,069	358,069	358,069	354,607	-	4,099,520	3,608,905	(490,615)	
<b>Benefits</b>																	
3101 STRS	103,974	375,142	373,257	268,447	379,784	397,674	396,147	396,147	396,147	396,147	396,147	239,444	125,713	4,244,170	4,095,573	(148,596)	
3301 OASDI	16,543	20,817	19,260	19,096	19,295	21,366	21,822	21,948	21,948	21,948	21,948	21,736	-	247,728	223,752	(23,976)	
3311 Medicare	11,672	33,408	33,178	33,378	33,509	35,287	35,386	35,790	35,790	35,790	35,790	23,251	-	382,227	363,250	(18,977)	
3401 Health and Welfare	466,053	193,984	218,108	241,370	233,180	216,120	329,374	133,259	230,223	230,223	230,223	230,223	-	2,952,338	3,170,000	217,662	
3501 State Unemployment	1,305	5,634	3,154	56	506	31,226	24,957	36,750	18,375	9,188	9,188	1,305	-	141,642	156,800	15,158	
3601 Workers' Compensation	12,653	19,607	34,199	15,063	26,258	15,062	15,062	17,861	17,861	17,861	17,861	17,861	-	227,209	350,724	123,514	
3901 Other Benefits	-	-	-	390,951	-	-	-	-	-	-	-	-	-	390,951	252,623	(138,328)	
	612,200	648,592	681,155	968,361	692,532	716,735	822,747	641,754	720,344	711,157	711,157	533,820	125,713	8,586,266	8,612,722	26,456	
<b>Books and Supplies</b>																	
4100 Textbooks and Core Materials	27,675	15,398	501	4,648	12,441	88	12,872	1,267	1,267	1,267	1,267	1,267	-	79,955	14,100	(65,855)	
4302 School Supplies	104,847	691,276	538,920	295,658	154,989	293,068	323,514	305,919	1,343,717	1,120,371	996,142	1,103,695	-	7,272,115	6,385,698	(886,417)	
4305 Software	365,074	311,947	72,262	129,292	8,114	21,050	68,577	76,300	76,300	76,300	76,300	76,300	75,000	1,432,816	847,600	(585,216)	
4310 Office Expense	12,547	17,566	4,933	5,436	2,004	1,386	5,150	10,517	10,517	10,517	10,517	10,517	-	101,606	118,000	16,394	
4311 Business Meals	-	-	-	-	477	987	199	50	50	50	50	50	-	1,913	600	(1,313)	
4400 Noncapitalized Equipment	-	1,449	24,540	57,011	-	31,760	129,423	75,277	330,648	275,689	245,120	271,586	635,000	2,077,503	1,266,672	(810,830)	
	510,143	1,037,637	641,156	492,044	178,025	348,339	539,734	469,329	1,762,498	1,484,194	1,329,395	1,463,414	710,000	10,965,908	8,632,671	(2,333,237)	

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

Revised 3/1/2023

ADA = 4869.55



	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.)
<b>Subagreement Services</b>																
5101 Nursing	-	-	-	-	-	-	63	-	-	-	-	-	-	63	-	(63)
5102 Special Education	194	47,932	15,054	153,376	291,504	225,343	158,141	213,478	213,478	213,478	213,478	213,478	-	1,958,935	2,272,700	313,765
5105 Security	-	-	652	125	434	260	260	100	100	100	100	100	-	2,231	1,100	(1,131)
5106 Other Educational Consultants	3,983	60,742	978,562	710,338	448,366	490,019	586,000	105,634	463,987	386,865	343,969	381,107	-	4,959,571	4,355,036	(604,535)
	4,176	108,674	994,269	863,838	740,304	715,621	744,463	319,212	677,565	600,444	557,547	594,685	-	6,920,799	6,628,836	(291,964)
<b>Operations and Housekeeping</b>																
5201 Auto and Travel	108	3,734	5,240	10,609	7,519	3,817	9,136	3,200	3,200	3,200	3,200	3,200	-	56,164	35,600	(20,564)
5300 Dues & Memberships	770	2,231	1,102	11,020	-	3,770	-	2,067	2,067	2,067	2,067	2,067	-	29,227	23,000	(6,227)
5400 Insurance	33,018	39,307	39,307	39,307	39,390	39,390	39,391	39,307	39,307	39,307	39,307	39,307	-	465,645	386,200	(79,445)
5501 Utilities	-	3,446	1,316	1,287	1,124	999	948	1,392	1,392	1,392	1,392	1,392	-	16,078	15,500	(578)
5900 Communications	3,752	1,878	251	844	908	-	2,819	1,642	1,642	1,642	1,642	1,642	-	18,660	18,200	(460)
5901 Postage and Shipping	485	4,115	1,110	1,919	1,708	772	1,247	1,792	1,792	1,792	1,792	1,792	-	20,315	19,900	(415)
	38,133	54,711	48,326	64,986	50,650	48,748	53,541	49,399	49,399	49,399	49,399	49,399	-	606,089	498,400	(107,689)
<b>Facilities, Repairs and Other Leases</b>																
5601 Rent	33,653	35,266	697	35,513	35,370	35,363	35,388	35,400	35,400	35,400	35,400	35,400	-	388,249	367,300	(20,949)
5604 Other Leases	-	1,200	-	125	1,061	417	2,325	1,208	1,208	1,208	1,208	1,208	-	11,169	13,400	2,231
5610 Repairs and Maintenance	-	-	857	149	49	-	-	158	158	158	158	158	-	1,847	1,700	(147)
	33,653	36,466	1,554	35,787	36,480	35,780	37,713	36,767	36,767	36,767	36,767	36,767	-	401,265	382,400	(18,865)
<b>Professional/Consulting Services</b>																
5801 IT	2,982	338	30	768	30	30	1,526	300	300	300	300	300	-	7,204	158,000	150,796
5802 Audit & Taxes	-	-	-	-	3,900	-	-	-	-	-	-	-	-	3,900	8,800	4,900
5803 Legal	345	5,181	1,943	3,523	30,668	9,230	5,190	19,050	19,050	19,050	19,050	19,050	-	151,329	211,600	60,271
5804 Professional Development	4,541	11,317	2,490	19,603	7,096	8,283	1,862	6,308	6,308	6,308	6,308	6,308	-	86,734	70,100	(16,634)
5805 General Consulting	95	-	340	1,725	63,865	2,708	(57,554)	1,267	1,267	1,267	1,267	1,267	-	17,511	14,000	(3,511)
5806 Special Activities/Field Trips	6,682	13,394	35,213	39,154	30,327	25,672	65,973	(1,531)	(6,723)	(5,605)	(4,984)	(5,522)	-	192,051	168,641	(23,410)
5807 Bank Charges	-	-	-	-	-	-	-	1,783	1,783	1,783	1,783	1,783	-	8,917	19,800	10,883
5808 Printing	-	-	-	-	-	-	-	150	150	150	150	150	-	750	1,700	950
5809 Other taxes and fees	3	1,994	946	2,259	134	126	1,161	2,950	2,950	2,950	2,950	2,950	-	21,374	32,800	11,426
5810 Payroll Service Fee	4,480	4,480	4,480	4,480	4,480	4,480	4,480	4,480	4,480	4,480	4,480	4,480	-	53,760	37,700	(16,060)
5811 Management Fee	79,517	79,517	84,328	84,328	84,328	96,240	96,240	92,089	92,089	92,089	92,089	92,089	40,122	1,105,062	954,201	(150,861)
5812 District Oversight Fee	22,751	23,368	44,381	41,775	41,775	44,401	41,775	51,839	52,699	54,741	51,854	51,958	5,703	529,021	456,893	(72,128)
5813 County Fees	-	-	-	-	-	-	-	-	-	525	-	-	1,050	1,575	1,900	325
5815 Public Relations/Recruitment	-	-	-	-	-	-	-	1,667	1,667	1,667	1,667	1,667	-	8,333	20,000	11,667
	121,396	139,589	174,150	197,615	266,603	191,170	160,653	180,352	176,020	179,705	176,914	176,480	46,875	2,187,522	2,156,135	(31,386)
<b>Depreciation</b>																
6900 Depreciation Expense	491	491	491	491	491	491	491	2,857	2,857	2,857	2,857	2,857	-	17,723	34,286	16,563
	491	491	491	491	491	491	491	2,857	2,857	2,857	2,857	2,857	-	17,723	34,286	16,563
<b>Interest</b>																
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>2,160,446</b>	<b>4,398,157</b>	<b>4,894,796</b>	<b>5,000,633</b>	<b>4,348,601</b>	<b>4,590,063</b>	<b>4,874,799</b>	<b>4,210,201</b>	<b>5,935,978</b>	<b>5,575,051</b>	<b>5,374,564</b>	<b>4,488,410</b>	<b>2,454,003</b>	<b>58,305,702</b>	<b>51,997,146</b>	<b>(6,308,556)</b>
<b>Monthly Surplus (Deficit)</b>	<b>301,803</b>	<b>(1,823,114)</b>	<b>29,218</b>	<b>(184,945)</b>	<b>156,682</b>	<b>462,452</b>	<b>739,006</b>	<b>1,498,281</b>	<b>(141,548)</b>	<b>1,430,641</b>	<b>335,371</b>	<b>1,248,418</b>	<b>788,450</b>	<b>4,840,715</b>	<b>2,528,632</b>	<b>2,312,083</b>



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

Revised 3/1/2023

ADA = 4869.55

	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
<b>Cash Flow Adjustments</b>													
Monthly Surplus (Deficit)	301,803	(1,823,114)	29,218	(184,945)	156,682	462,452	739,006	1,498,281	(141,548)	1,430,641	335,371	1,248,418	788,450
Cash flows from operating activities													
Depreciation/Amortization	491	491	491	491	491	491	491	2,857	2,857	2,857	2,857	2,857	-
Public Funding Receivables	15,206	(61,684)	349,007	327,310	515,760	193,557	(47,231)	-	-	-	-	-	(3,242,453)
Grants and Contributions Rec.	192,803	(472)	422	50	-	-	25	-	-	-	-	-	-
Due To/From Related Parties	-	-	-	-	-	-	25	-	-	-	-	-	-
Prepaid Expenses	458,095	(246,677)	165,189	212,973	(171,864)	162,964	1,199	-	-	-	-	-	-
Other Assets	-	1,230	5,400	-	-	-	-	-	-	-	-	-	-
Accounts Payable	(309,697)	79,102	(8,615)	(108,876)	(124,503)	254,705	485,386	-	-	-	-	-	2,454,003
Accrued Expenses	(49,312)	1,170,861	(83,026)	90,951	78,056	169,002	78,676	-	-	-	-	-	-
Deferred Revenue	16,056	1,722	103	(149,459)	2,072,503	1,464,628	(49,920)	-	-	-	-	-	-
<b>Total Change in Cash</b>	<b>625,446</b>	<b>(878,542)</b>	<b>458,190</b>	<b>188,495</b>	<b>2,527,125</b>	<b>2,707,799</b>	<b>1,207,659</b>	<b>1,501,138</b>	<b>(138,691)</b>	<b>1,433,499</b>	<b>338,228</b>	<b>1,251,275</b>	<b>-</b>
Cash, Beginning of Month	9,002,988	9,628,434	8,749,892	9,208,082	9,396,577	11,923,702	14,631,502	15,839,160	17,340,298	17,201,607	18,635,105	18,973,334	
<b>Cash, End of Month</b>	<b>9,628,434</b>	<b>8,749,892</b>	<b>9,208,082</b>	<b>9,396,577</b>	<b>11,923,702</b>	<b>14,631,502</b>	<b>15,839,160</b>	<b>17,340,298</b>	<b>17,201,607</b>	<b>18,635,105</b>	<b>18,973,334</b>	<b>20,224,609</b>	

Annual Forecast	Original Budget Total	Favorable / (Unfav.)
4,840,715		
	<b>Cert.</b>	<b>Instr.</b>
	49.5%	80.1%
	6,018,877	44,250
	<b>Pupil:Teacher Ratio</b>	
	21.36	:1

# Pacific Coast Academy

## Multi-Year Forecast

Revised 3/1/2023



	2022-23	2023-24	2024-25
	Forecast	Forecast	Forecast
<b>Assumptions</b>			
LCFF COLA	13.26%	8.13%	3.54%
Non-LCFF Revenue COLA	n/a	0.00%	0.00%
Expense COLA	2.00%	3.00%	2.00%
Enrollment	4,968.93	4,968.93	4,968.93
Average Daily Attendance	4,869.55	4,869.55	4,869.55
<b>Revenues</b>			
<b>State Aid - Revenue Limit</b>			
8011 LCFF State Aid	\$ 50,776,804	\$ 55,013,799	\$ 57,017,215
8012 Education Protection Account	973,910	973,910	973,910
8096 In Lieu of Property Taxes	1,151,340	1,151,340	1,151,340
	<u>52,902,054</u>	<u>57,139,049</u>	<u>59,142,465</u>
<b>Federal Revenue</b>			
8181 Special Education - Entitlement	587,390	587,389	587,389
8290 Title I, Part A - Basic Low Income	627,306	627,306	627,306
8291 Title II, Part A - Teacher Quality	107,002	107,002	107,002
8293 Title III - Limited English	16,497	16,497	16,497
8296 Other Federal Revenue	2,987,577	2,473,699	-
	<u>4,381,076</u>	<u>3,867,197</u>	<u>1,393,498</u>
<b>Other State Revenue</b>			
8311 State Special Education	3,853,275	3,853,275	3,853,275
8550 Mandated Cost	100,137	110,442	110,442
8560 State Lottery	1,154,083	1,154,083	1,154,083
8599 Other State Revenue	457,682	412,006	243,478
	<u>5,776,135</u>	<u>5,740,764</u>	<u>5,572,236</u>
<b>Total Revenue</b>	<b>\$ 63,146,417</b>	<b>\$ 66,834,163</b>	<b>\$ 66,195,352</b>
<b>Expenses</b>			
<b>Certificated Salaries</b>			
1100 Teachers' Salaries	15,145,791	15,600,165	15,912,168
1175 Teachers' Extra Duty/Stipends	4,121,740	4,245,392	4,330,300
1200 Pupil Support Salaries	1,731,771	1,783,724	1,819,398
1300 Administrators' Salaries	2,390,103	2,461,806	2,511,042
1900 Other Certificated Salaries	1,131,205	1,165,142	1,188,444
	<u>24,520,610</u>	<u>25,256,228</u>	<u>25,761,353</u>
<b>Classified Salaries</b>			
2100 Instructional Salaries	311,120	320,453	326,862
2200 Support Salaries	1,375,220	1,416,477	1,444,807
2300 Classified Administrators' Salaries	509,530	524,816	535,312
2400 Clerical and Office Staff Salaries	1,574,676	1,621,916	1,654,355
2900 Other Classified Salaries	328,974	338,843	345,620
	<u>4,099,520</u>	<u>4,222,506</u>	<u>4,306,956</u>

# Pacific Coast Academy

## Multi-Year Forecast

Revised 3/1/2023



	2022-23	2023-24	2024-25
	Forecast	Forecast	Forecast
<b>Benefits</b>			
3101 STRS	4,244,170	4,434,325	4,523,011
3301 OASDI	247,728	258,825	264,001
3311 Medicare	382,227	397,169	405,112
3401 Health and Welfare	2,952,338	3,306,300	3,372,426
3501 State Unemployment	141,642	183,750	183,750
3601 Workers' Compensation	227,209	383,473	391,143
3901 Other Benefits	390,951	375,713	383,227
	<u>8,586,266</u>	<u>9,339,554</u>	<u>9,522,670</u>
<b>Books and Supplies</b>			
4100 Textbooks and Core Curricula	79,955	82,354	84,001
4302 School Supplies	7,272,115	7,490,279	7,640,084
4305 Software	1,432,816	1,475,801	1,505,317
4310 Office Expense	101,606	104,654	106,747
4311 Business Meals	1,913	1,970	2,009
4400 Noncapitalized Equipment	2,077,503	2,139,828	2,182,624
	<u>10,965,908</u>	<u>11,294,885</u>	<u>11,520,783</u>
<b>Subagreement Services</b>			
5102 Special Education	1,958,935	2,017,703	2,058,057
5105 Security	2,231	2,298	2,344
5106 Other Educational Consultants	4,959,571	5,108,358	5,210,525
	<u>6,920,799</u>	<u>7,128,423</u>	<u>7,270,992</u>
<b>Operations and Housekeeping</b>			
5201 Auto and Travel	56,164	57,849	59,006
5300 Dues & Memberships	29,227	30,103	30,705
5400 Insurance	465,645	479,614	489,207
5501 Utilities	16,078	16,560	16,892
5900 Communications	18,660	19,220	19,605
5901 Postage and Shipping	20,315	20,924	21,342
	<u>606,089</u>	<u>624,271</u>	<u>636,757</u>
<b>Facilities, Repairs and Other Leases</b>			
5601 Rent	388,249	399,896	407,894
5604 Other Leases	11,169	11,504	11,735
5610 Repairs and Maintenance	1,847	1,902	1,940
	<u>401,265</u>	<u>413,303</u>	<u>421,569</u>

# Pacific Coast Academy

## Multi-Year Forecast

Revised 3/1/2023



	2022-23	2023-24	2024-25
	Forecast	Forecast	Forecast
<b>Professional/Consulting Services</b>			
5801 IT	7,204	7,420	7,569
5802 Audit & Taxes	3,900	4,017	4,097
5803 Legal	151,329	155,869	158,986
5804 Professional Development	86,734	89,336	91,123
5805 General Consulting	17,511	18,037	18,398
5806 Special Activities/Field Trips	192,051	197,812	201,769
5807 Bank Charges	8,917	9,184	9,368
5808 Printing	750	773	788
5809 Other taxes and fees	21,374	22,016	22,456
5810 Payroll Service Fee	53,760	55,373	56,480
5811 Management Fee	1,105,062	1,169,598	1,158,419
5812 District Oversight Fee	529,021	571,390	591,425
5813 County Fees	1,575	1,622	1,655
5815 Public Relations/Recruitment	8,333	8,583	8,755
	<u>2,187,522</u>	<u>2,311,030</u>	<u>2,331,286</u>
<b>Depreciation</b>			
6900 Depreciation Expense	17,723	17,723	17,723
	<u>17,723</u>	<u>17,723</u>	<u>17,723</u>
<b>Total Expenses</b>	<b>\$ 58,305,702</b>	<b>\$ 60,607,925</b>	<b>\$ 61,790,089</b>
<b>Surplus (Deficit)</b>	<b>\$ 4,840,715</b>	<b>\$ 6,226,238</b>	<b>\$ 4,405,263</b>
	8.30%	10.27%	7.13%
Fund Balance, Beginning of Year	\$ 8,581,739	\$ 13,422,454	\$ 19,648,692
<b>Fund Balance, End of Year</b>	<b>\$ 13,422,454</b>	<b>\$ 19,648,692</b>	<b>\$ 24,053,955</b>
	<b>23.0%</b>	<b>32.4%</b>	<b>38.9%</b>
<b>Cash Flow Adjustments</b>			
Surplus (Deficit)	4,840,715	6,226,238	4,405,263
Cash Flows From Operating Activities			
Depreciation/Amortization	17,723	17,723	17,723
Public Funding Receivables	(1,950,528)	(4,627,042)	1,256,257
Accounts Payable	2,721,505	123,499	51,043
Cash Flows From Financing Activities			
Proceeds from Factoring	-	-	-
Payments on Factoring	-	-	-
Proceeds(Payments) on Debt	-	-	-
<b>Total Change in Cash</b>	<b>11,221,621</b>	<b>1,740,419</b>	<b>5,730,286</b>
Cash, Beginning of Year	9,002,988	20,224,609	21,965,027
<b>Cash, End of Year</b>	<b>\$ 20,224,609</b>	<b>\$ 21,965,027</b>	<b>\$ 27,695,313</b>

## Pacific Coast Academy

## Budget vs Actual

For the period ended January 31, 2023

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Revenues</b>							
State Aid - Revenue Limit							
LCFF State Aid	\$ 4,095,227	\$ 3,832,183	\$ 263,044	\$ 25,026,387	\$ 23,418,896	\$ 1,607,491	\$ 43,721,841
Education Protection Account	-	225,400	(225,400)	439,025	450,800	(11,775)	901,600
In Lieu of Property Taxes	82,245	83,041	(796)	557,124	519,008	38,116	1,065,856
<b>Total State Aid - Revenue Limit</b>	<b>4,177,472</b>	<b>4,140,624</b>	<b>36,848</b>	<b>26,022,536</b>	<b>24,388,704</b>	<b>1,633,832</b>	<b>45,689,297</b>
Federal Revenue							
Special Education - Entitlement	-	47,415	(47,415)	-	289,757	(289,757)	540,960
Title I, Part A - Basic Low Income	527,875	-	527,875	625,473	627,306	(1,833)	627,306
Title II, Part A - Teacher Quality	27,009	-	27,009	27,009	107,002	(79,993)	107,002
Title III - Limited English	3,784	-	3,784	3,784	-	3,784	16,497
Other Federal Revenue	40,758	-	40,758	526,044	1,256,023	(729,979)	2,512,045
Prior Year Federal Revenue	-	-	-	55,304	-	55,304	-
<b>Total Federal Revenue</b>	<b>599,426</b>	<b>47,415</b>	<b>552,011</b>	<b>1,237,614</b>	<b>2,280,087</b>	<b>(1,042,474)</b>	<b>3,803,810</b>
Other State Revenue							
State Special Education	312,764	309,144	3,620	1,911,336	1,889,212	22,124	3,527,059
Mandated Cost	-	-	-	100,137	100,137	0	100,137
State Lottery	323,277	250,244	73,033	323,277	250,244	73,033	1,027,824
Prior Year Revenue	162,356	-	162,356	210,958	-	210,958	-
Other State Revenue	28,918	-	28,918	55,586	-	55,586	377,651
<b>Total Other State Revenue</b>	<b>827,315</b>	<b>559,388</b>	<b>267,927</b>	<b>2,601,295</b>	<b>2,239,593</b>	<b>361,702</b>	<b>5,032,671</b>
Other Local Revenue							
Interest Revenue	4,050	-	4,050	13,743	-	13,743	-
School Fundraising	5,542	-	5,542	24,494	-	24,494	-
Contributions, Unrestricted	-	-	-	48,915	-	48,915	-
<b>Total Other Local Revenue</b>	<b>9,592</b>	<b>-</b>	<b>9,592</b>	<b>87,152</b>	<b>-</b>	<b>87,152</b>	<b>-</b>
<b>Total Revenues</b>	<b>\$ 5,613,805</b>	<b>\$ 4,747,427</b>	<b>\$ 866,378</b>	<b>\$ 29,948,597</b>	<b>\$ 28,908,384</b>	<b>\$ 1,040,213</b>	<b>\$ 54,525,778</b>
<b>Expenses</b>							
Certificated Salaries							
Teachers' Salaries	\$ 1,439,086	\$ 1,322,225	\$ (116,861)	\$ 8,647,399	\$ 8,038,141	\$ (609,258)	\$ 14,649,264
Teachers' Extra Duty/Stipends	220,854	175,727	(45,127)	1,446,055	1,230,087	(215,968)	2,108,721
Pupil Support Salaries	176,249	145,180	(31,068)	951,282	871,082	(80,200)	1,596,983
Administrators' Salaries	202,236	184,070	(18,166)	1,384,727	1,288,487	(96,240)	2,208,835
Other Certificated Salaries	114,035	79,908	(34,127)	633,512	479,448	(154,064)	878,989
<b>Total Certificated Salaries</b>	<b>2,152,460</b>	<b>1,907,109</b>	<b>(245,351)</b>	<b>13,062,974</b>	<b>11,907,245</b>	<b>(1,155,730)</b>	<b>21,442,791</b>
Classified Salaries							
Instructional Salaries	26,562	33,515	6,953	178,755	213,284	34,530	380,861
Support Salaries	123,804	102,706	(21,098)	783,099	714,987	(68,112)	1,228,515
Supervisors' and Administrators' Salaries	43,515	41,114	(2,401)	292,711	287,799	(4,912)	493,370
Clerical and Office Staff Salaries	135,966	112,309	(23,657)	894,846	786,163	(108,683)	1,347,707
Other Classified Salaries	33,150	13,204	(19,946)	163,225	92,430	(70,794)	158,452
<b>Total Classified Salaries</b>	<b>362,997</b>	<b>302,848</b>	<b>(60,149)</b>	<b>2,312,635</b>	<b>2,094,663</b>	<b>(217,972)</b>	<b>3,608,905</b>
Benefits							
State Teachers' Retirement System, certificated	396,147	364,258	(31,889)	2,294,426	2,274,284	(20,142)	4,095,573
OASDI/Medicare/Alternative, certificated posit	21,822	18,777	(3,045)	138,199	129,869	(8,330)	223,752
Medicare/Alternative, certificated positions	35,386	32,044	(3,342)	215,818	203,028	(12,790)	363,250
Health and Welfare Benefits, certificated posi	329,374	264,167	(65,207)	1,898,188	1,849,167	(49,021)	3,170,000
State Unemployment Insurance, certificated po	24,957	39,200	14,243	66,837	86,240	19,403	156,800
Workers' Compensation Insurance, certificated	15,062	30,939	15,877	137,903	196,027	58,124	350,724
Other Benefits, certificated positions	-	22,285	22,285	390,951	141,196	(249,755)	252,623
<b>Total Benefits</b>	<b>822,747</b>	<b>771,670</b>	<b>(51,077)</b>	<b>5,142,321</b>	<b>4,879,810</b>	<b>(262,511)</b>	<b>8,612,722</b>
Books & Supplies							
Textbooks and Core Materials	12,872	1,175	(11,697)	73,622	8,225	(65,397)	14,100
School Supplies	323,514	250,614	(72,900)	2,402,272	2,163,524	(238,748)	6,385,698
Software	68,577	70,633	2,056	976,316	494,433	(481,883)	847,600
Office Expense	5,150	9,833	4,684	49,022	68,833	19,811	118,000
Business Meals	199	50	(149)	1,663	350	(1,313)	600
Noncapitalized Equipment	129,423	49,712	(79,711)	244,183	429,158	184,975	1,266,672
<b>Total Books &amp; Supplies</b>	<b>539,734</b>	<b>382,018</b>	<b>(157,716)</b>	<b>3,747,078</b>	<b>3,164,523</b>	<b>(582,555)</b>	<b>8,632,671</b>
Subagreement Services							
Nursing	63	-	(63)	63	-	(63)	-
Special Education	158,141	189,392	31,251	891,544	1,325,742	434,198	2,272,700

**Pacific Coast Academy****Budget vs Actual**

For the period ended January 31, 2023

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Security	260	92	(168)	1,731	642	(1,090)	1,100
Other Educational Consultants	586,000	170,918	(415,081)	3,278,009	1,475,520	(1,802,489)	4,355,036
Total Subagreement Services	744,463	360,402	(384,061)	4,171,346	2,801,903	(1,369,443)	6,628,836
Operations & Housekeeping							
Auto and Travel	9,136	2,967	(6,170)	40,164	20,767	(19,398)	35,600
Dues & Memberships	-	1,917	1,917	18,893	13,417	(5,476)	23,000
Insurance	39,391	32,183	(7,208)	269,110	225,283	(43,827)	386,200
Utilities	948	1,292	344	9,120	9,042	(78)	15,500
Communications	2,819	1,517	(1,302)	10,452	10,617	165	18,200
Postage and Shipping	1,247	1,658	411	11,356	11,608	252	19,900
Total Operations & Housekeeping	53,541	41,533	(12,008)	359,095	290,733	(68,362)	498,400
Facilities, Repairs & Other Leases							
Rent	35,388	30,608	(4,780)	211,249	214,258	3,010	367,300
Other Leases	2,325	1,117	(1,208)	5,128	7,817	2,689	13,400
Repairs and Maintenance	-	142	142	1,055	992	(63)	1,700
Total Facilities, Repairs & Other Leases	37,713	31,867	(5,846)	217,432	223,067	5,635	382,400
Professional/Consulting Services							
IT	1,526	13,167	11,641	5,704	92,167	86,463	158,000
Audit & Taxes	-	-	-	3,900	8,800	4,900	8,800
Legal	5,190	17,633	12,443	56,079	123,433	67,355	211,600
Professional Development	1,862	5,842	3,980	55,193	40,892	(14,301)	70,100
General Consulting	(57,554)	1,167	58,721	11,178	8,167	(3,011)	14,000
Special Activities/Field Trips	65,973	6,619	(59,354)	216,415	57,137	(159,278)	168,641
Bank Charges	-	1,650	1,650	-	11,550	11,550	19,800
Printing	-	142	142	-	992	992	1,700
Other Taxes and Fees	1,161	2,733	1,572	6,624	19,133	12,509	32,800
Payroll Service Fee	4,480	3,142	(1,338)	31,360	21,992	(9,368)	37,700
Management Fee	96,240	79,517	(16,723)	604,498	556,617	(47,881)	954,201
District Oversight Fee	41,775	41,406	(368)	260,225	243,887	(16,338)	456,893
County Fees	-	475	475	-	950	950	1,900
Public Relations/Recruitment	-	1,667	1,667	-	11,667	11,667	20,000
Total Professional/Consulting Services	160,653	175,158	14,505	1,251,176	1,197,383	(53,793)	2,156,136
Depreciation							
Depreciation Expense	491	2,857	2,366	3,437	20,000	16,563	34,286
Total Depreciation	491	2,857	2,366	3,437	20,000	16,563	34,286
<b>Total Expenses</b>	<b>\$ 4,874,799</b>	<b>\$ 3,975,463</b>	<b>\$ (899,336)</b>	<b>\$ 30,267,495</b>	<b>\$ 26,579,328</b>	<b>\$ (3,688,167)</b>	<b>\$ 51,997,146</b>
<b>Change in Net Assets</b>	<b>739,006</b>	<b>771,964</b>	<b>(32,959)</b>	<b>(318,898)</b>	<b>2,329,057</b>	<b>(2,647,954)</b>	<b>2,528,632</b>
Net Assets, Beginning of Period	7,848,805			8,906,708			
<b>Net Assets, End of Period</b>	<b>\$ 8,587,810</b>			<b>\$ 8,587,810</b>			

## Pacific Coast Academy

### Statement of Financial Position

January 31, 2023

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
<b>Current Assets</b>				
Unrestricted Cash	\$ 10,908,055	\$ 9,002,988	\$ 1,905,067	\$ 0
Restricted Cash	4,931,080	-	4,931,080	0%
<b>Total Cash &amp; Cash Equivalents</b>	<b>15,839,135</b>	<b>9,002,988</b>	<b>6,836,147</b>	<b>76%</b>
Accounts Receivable	(25)	192,803	(192,828)	-100%
Public Funding Receivables	959,556	2,251,481	(1,291,925)	-57%
Prepaid Expenses	393,037	974,916	(581,879)	-60%
<b>Total Current Assets</b>	<b>17,191,703</b>	<b>12,422,188</b>	<b>4,769,515</b>	<b>38%</b>
<b>Long-Term Assets</b>				
Property & Equipment, Net	42,722	46,159	(3,437)	-7%
Deposits	999	7,629	(6,630)	-87%
<b>Total Long Term Assets</b>	<b>43,721</b>	<b>53,788</b>	<b>(10,067)</b>	<b>-19%</b>
<b>Total Assets</b>	<b>\$ 17,235,423</b>	<b>\$ 12,475,976</b>	<b>\$ 4,759,448</b>	<b>38%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 1,255,888	\$ 988,386	\$ 267,502	27%
Accrued Liabilities	2,460,645	1,005,435	1,455,210	145%
Deferred Revenue	4,931,080	1,575,447	3,355,633	213%
<b>Total Current Liabilities</b>	<b>8,647,613</b>	<b>3,569,268</b>	<b>5,078,345</b>	<b>142%</b>
<b>Total Liabilities</b>	<b>8,647,613</b>	<b>3,569,268</b>	<b>5,078,345</b>	<b>142%</b>
<b>Total Net Assets</b>	<b>8,587,810</b>	<b>8,906,708</b>	<b>(318,898)</b>	<b>-4%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 17,235,423</b>	<b>\$ 12,475,976</b>	<b>\$ 4,759,448</b>	<b>38%</b>

## Pacific Coast Academy

### Statement of Cash Flows

For the period ended January 31, 2023

	Month Ended 01/31/23	YTD Ended 01/31/23
<b>Cash Flows from Operating Activities</b>		
Change in Net Assets	\$ 739,006	\$ (318,898)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	491	3,437
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	(47,231)	1,291,925
Grants, Contributions & Pledges Receivable	25	192,828
Prepaid Expenses	1,199	581,879
Other Assets	-	6,630
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	485,386	267,502
Accrued Expenses	78,676	1,455,210
Deferred Revenue	(49,920)	3,355,633
<b>Total Cash Flows from Operating Activities</b>	<b>1,207,633</b>	<b>6,836,147</b>
Change in Cash & Cash Equivalents	1,207,633	6,836,147
Cash & Cash Equivalents, Beginning of Period	14,631,502	9,002,988
<b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 15,839,135</b>	<b>\$ 15,839,135</b>

## Pacific Coast Academy

## Accounts Payable Aging

January 31, 2023

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
10th Planet Poway, LLC	1001	1/19/2023	2/18/2023	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ 600
A+ In Home Tutors, Inc.	9477	12/2/2022	1/1/2023	50	-	-	-	-	50
A+ In Home Tutors, Inc.	9654	12/22/2022	1/21/2023	140	-	-	-	-	140
A+ In Home Tutors, Inc.	9706	1/11/2023	2/10/2023	280	-	-	-	-	280
Academic Therapy Publications	304872	12/14/2022	1/13/2023	43	-	-	-	-	43
Academy of Wrestling, Inc.	3391	1/5/2023	1/5/2023	350	-	-	-	-	350
ACES	5658819	1/17/2023	1/31/2023	150	-	-	-	-	150
ACES	5658820	1/17/2023	1/31/2023	375	-	-	-	-	375
ACES	5658821	1/17/2023	1/31/2023	525	-	-	-	-	525
ACES	5658822	1/17/2023	1/31/2023	188	-	-	-	-	188
ACES	5658823	1/17/2023	1/31/2023	450	-	-	-	-	450
ACES	5658824	1/17/2023	1/31/2023	600	-	-	-	-	600
ACES	5658825	1/17/2023	1/31/2023	225	-	-	-	-	225
ACES	5658826	1/17/2023	1/31/2023	150	-	-	-	-	150
ACES	5658827	1/17/2023	1/31/2023	150	-	-	-	-	150
ACES	5666574	1/19/2023	2/2/2023	500	-	-	-	-	500
ACES	5666695	1/19/2023	2/2/2023	300	-	-	-	-	300
Activities for Learning, Inc.	387122	1/11/2023	2/10/2023	96	-	-	-	-	96
Activities for Learning, Inc.	387163	1/19/2023	2/18/2023	107	-	-	-	-	107
Adel Olahne-Szabo	34	1/10/2023	2/9/2023	120	-	-	-	-	120
Adel Olahne-Szabo	35	1/10/2023	2/9/2023	120	-	-	-	-	120
Age of Learning for Schools, Inc	1420	1/17/2023	2/16/2023	2,250	-	-	-	-	2,250
Al Zamora	100140	1/12/2023	2/11/2023	1,286	-	-	-	-	1,286
All About Learning Press, Inc.	914143	1/10/2023	2/9/2023	92	-	-	-	-	92
All About Learning Press, Inc.	914176	1/11/2023	2/10/2023	210	-	-	-	-	210
All About Learning Press, Inc.	914181	1/12/2023	2/11/2023	248	-	-	-	-	248
All About Learning Press, Inc.	914193	1/12/2023	2/11/2023	225	-	-	-	-	225
All About Learning Press, Inc.	914200	1/12/2023	2/11/2023	62	-	-	-	-	62
All About Learning Press, Inc.	914239	1/18/2023	2/17/2023	225	-	-	-	-	225
All About Learning Press, Inc.	914257	1/18/2023	2/17/2023	210	-	-	-	-	210
All About Learning Press, Inc.	914258	1/18/2023	2/17/2023	83	-	-	-	-	83
All About Learning Press, Inc.	914266	1/19/2023	2/18/2023	20	-	-	-	-	20
All About Learning Press, Inc.	914267	1/19/2023	2/18/2023	25	-	-	-	-	25
All About Learning Press, Inc.	914269	1/19/2023	2/18/2023	182	-	-	-	-	182
Alliance Jiu Jitsu San Diego	INV0249	1/1/2023	1/31/2023	100	-	-	-	-	100
Alliance Jiu Jitsu San Diego	INV0250	1/1/2023	1/31/2023	220	-	-	-	-	220
Alliance Jiu Jitsu San Diego	INV0251	1/1/2023	1/31/2023	130	-	-	-	-	130
Allison Browning	259	1/17/2023	2/16/2023	360	-	-	-	-	360
Allison Browning	260	1/17/2023	2/16/2023	360	-	-	-	-	360
Allison Browning	261	1/17/2023	2/16/2023	360	-	-	-	-	360
Allison Browning	262	1/17/2023	2/16/2023	360	-	-	-	-	360
Allison Browning	263	1/17/2023	2/16/2023	25	-	-	-	-	25
Allison Browning	264	1/17/2023	2/16/2023	128	-	-	-	-	128

## Pacific Coast Academy

## Accounts Payable Aging

January 31, 2023

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
Allison Browning	265	1/17/2023	2/16/2023	320	-	-	-	-	320
Allison Browning	266	1/17/2023	2/16/2023	128	-	-	-	-	128
Allison Browning	267	1/17/2023	2/16/2023	360	-	-	-	-	360
Allison Browning	269	1/17/2023	2/16/2023	115	-	-	-	-	115
Allison Browning	270	1/17/2023	2/16/2023	360	-	-	-	-	360
Allison Browning	271	1/17/2023	2/16/2023	320	-	-	-	-	320
Alyssa Rodas	222	1/12/2023	2/11/2023	360	-	-	-	-	360
Amanda Gifford	108	1/10/2023	2/9/2023	495	-	-	-	-	495
Amaris Kiefner	14	1/17/2023	2/16/2023	270	-	-	-	-	270
Amy Martinez	Spring2022HECPCA	10/26/2022	11/25/2022	(24)	-	-	-	-	(24)
Anais Pauley	PAUL010323	1/3/2023	1/3/2023	217	-	-	-	-	217
Anchor Counseling & Education Solutions	December 2022	1/18/2023	2/17/2023	1,101	-	-	-	-	1,101
Apple Inc.	AK28523178	12/8/2022	1/7/2023	111,646	-	-	-	-	111,646
Archi Kapoor	144	1/9/2023	2/8/2023	259	-	-	-	-	259
Archi Kapoor	145	1/9/2023	2/8/2023	33	-	-	-	-	33
Archi Kapoor	146	1/9/2023	2/8/2023	33	-	-	-	-	33
Archi Kapoor	147	1/9/2023	2/8/2023	33	-	-	-	-	33
Archi Kapoor	148	1/9/2023	2/8/2023	33	-	-	-	-	33
Archi Kapoor	149	1/9/2023	2/8/2023	33	-	-	-	-	33
Archi Kapoor	150	1/9/2023	2/8/2023	33	-	-	-	-	33
Archi Kapoor	151	1/9/2023	2/8/2023	33	-	-	-	-	33
Archi Kapoor	152	1/9/2023	2/8/2023	33	-	-	-	-	33
Archi Kapoor	153	1/9/2023	2/8/2023	33	-	-	-	-	33
Archi Kapoor	154	1/9/2023	2/8/2023	33	-	-	-	-	33
Archi Kapoor	155	1/9/2023	2/8/2023	33	-	-	-	-	33
Archi Kapoor	156	1/9/2023	2/8/2023	33	-	-	-	-	33
Archi Kapoor	157	1/9/2023	2/8/2023	33	-	-	-	-	33
Archi Kapoor	158	1/9/2023	2/8/2023	33	-	-	-	-	33
Art of Problem Solving	INV228680	1/10/2023	2/9/2023	96	-	-	-	-	96
Art of Problem Solving	INV228681	1/10/2023	2/9/2023	167	-	-	-	-	167
Art of Problem Solving	INV228703	1/11/2023	2/10/2023	35	-	-	-	-	35
Art of Problem Solving	INV228704	1/11/2023	2/10/2023	49	-	-	-	-	49
Art of Problem Solving	INV228718	1/12/2023	2/11/2023	31	-	-	-	-	31
Art of Problem Solving	INV228811	1/19/2023	2/18/2023	183	-	-	-	-	183
Artskiddoo	2301	1/15/2023	2/14/2023	522	-	-	-	-	522
Ascend Music Studios	PCA2023-01-001	1/10/2023	1/10/2023	1,360	-	-	-	-	1,360
Ashley Collins	177	1/9/2023	2/8/2023	160	-	-	-	-	160
Ashley Collins	178	1/9/2023	2/8/2023	160	-	-	-	-	160
Ashley Collins	179	1/9/2023	2/8/2023	160	-	-	-	-	160
Ashley Collins	180	1/14/2023	2/13/2023	185	-	-	-	-	185
Ballet Arte	013	1/15/2023	2/14/2023	205	-	-	-	-	205
Ballet Arte	014	1/15/2023	2/14/2023	600	-	-	-	-	600
Barbara Martin	Harper #3	1/19/2023	2/18/2023	160	-	-	-	-	160

## Pacific Coast Academy

## Accounts Payable Aging

January 31, 2023

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
Barbara Martin	Nares#5	1/19/2023	2/18/2023	40	-	-	-	-	40
Barbara Martin	Tenold #3	1/19/2023	2/18/2023	80	-	-	-	-	80
Barbara Mulvany	DM11223	1/12/2023	2/11/2023	40	-	-	-	-	40
Barbara Mulvany	DM11923	1/19/2023	2/18/2023	40	-	-	-	-	40
Barbara Mulvany	IA11323	1/13/2023	2/12/2023	50	-	-	-	-	50
Barbara Mulvany	IA12023	1/20/2023	2/19/2023	50	-	-	-	-	50
Barum Jiu-Jitsu San Diego	1205	1/1/2023	1/31/2023	399	-	-	-	-	399
Beautiful Feet Books, Inc.	18715	12/19/2022	1/18/2023	290	-	-	-	-	290
Beautiful Feet Books, Inc.	18753	1/6/2023	2/5/2023	231	-	-	-	-	231
Beautiful Feet Books, Inc.	18754	1/6/2023	2/5/2023	280	-	-	-	-	280
Beautiful Feet Books, Inc.	18780	1/10/2023	2/9/2023	241	-	-	-	-	241
Beautiful Feet Books, Inc.	18781	1/10/2023	2/9/2023	319	-	-	-	-	319
BioBox Labs LLC	2260	1/16/2023	2/15/2023	232	-	-	-	-	232
Bitsbox	5112	1/18/2023	2/17/2023	192	-	-	-	-	192
Blake Litschke	500	1/8/2023	2/7/2023	90	-	-	-	-	90
Blake Litschke	501	1/8/2023	2/7/2023	90	-	-	-	-	90
Blake Litschke	502	1/8/2023	2/7/2023	150	-	-	-	-	150
Bonita Martial Arts Academy	031	1/6/2023	2/5/2023	199	-	-	-	-	199
Bonita Martial Arts Academy	032	1/6/2023	2/5/2023	199	-	-	-	-	199
BookShark	BI0016624	1/6/2023	2/5/2023	241	-	-	-	-	241
BookShark	BI0016629	1/9/2023	2/8/2023	269	-	-	-	-	269
BookShark	BI0016791	1/17/2023	2/16/2023	76	-	-	-	-	76
Braille Abilities, LLC	1062	1/4/2023	2/3/2023	18,524	-	-	-	-	18,524
Braille Abilities, LLC	1063	1/25/2023	2/24/2023	754	-	-	-	-	754
Bright Solutions for Dyslexia, LLC	88-101572	1/13/2023	2/12/2023	392	-	-	-	-	392
Bright Solutions for Dyslexia, LLC	88-101573	1/13/2023	2/12/2023	392	-	-	-	-	392
Bright Solutions for Dyslexia, LLC	88-101575	1/13/2023	2/12/2023	392	-	-	-	-	392
BYU Independent Study	DCE-00012671	10/4/2022	11/3/2022	(615)	-	-	-	-	(615)
C3 Classes	2023-21	1/18/2023	2/17/2023	615	-	-	-	-	615
C3 Classes	2023-4	1/17/2023	2/16/2023	2,629	-	-	-	-	2,629
Cadence Dance Project Inc	0067	1/9/2023	2/8/2023	1,135	-	-	-	-	1,135
Cadence Dance Project Inc	0068	1/10/2023	2/9/2023	1,651	-	-	-	-	1,651
Cameron Family YMCA	20	1/6/2023	2/5/2023	1,147	-	-	-	-	1,147
CATF/CA Productions	PAC-105653-C003	1/13/2023	2/12/2023	180	-	-	-	-	180
Catherine Carella	005-CB	11/1/2022	12/1/2022	225	-	-	-	-	225
Catherine Carella	007-LL	1/16/2023	2/15/2023	140	-	-	-	-	140
Champion Gymnastics	0031	1/1/2023	1/31/2023	135	-	-	-	-	135
Champion Gymnastics	0032	1/1/2023	1/31/2023	150	-	-	-	-	150
Champion Gymnastics	0033	1/1/2023	1/31/2023	345	-	-	-	-	345
Champion Gymnastics	0034	1/1/2023	1/31/2023	135	-	-	-	-	135
Champion Gymnastics	0035	1/1/2023	1/31/2023	215	-	-	-	-	215
Champion Gymnastics	0036	1/1/2023	1/31/2023	183	-	-	-	-	183
Champion Gymnastics	0037	1/1/2023	1/31/2023	150	-	-	-	-	150

## Pacific Coast Academy

## Accounts Payable Aging

January 31, 2023

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
Champion Gymnastics	0038	1/1/2023	1/31/2023	300	-	-	-	-	300
Champion Gymnastics	0039	1/1/2023	1/31/2023	194	-	-	-	-	194
Champion Gymnastics	0040	1/1/2023	1/31/2023	210	-	-	-	-	210
Champion Gymnastics	0041	1/1/2023	1/31/2023	135	-	-	-	-	135
Champion Gymnastics	0042	1/1/2023	1/31/2023	200	-	-	-	-	200
Champion Gymnastics	0043	1/1/2023	1/31/2023	300	-	-	-	-	300
Champion Gymnastics	0044	1/1/2023	1/31/2023	300	-	-	-	-	300
Champion Gymnastics	0045	1/1/2023	1/31/2023	150	-	-	-	-	150
Champion Gymnastics	0046	1/1/2023	1/31/2023	135	-	-	-	-	135
Champion Gymnastics	0047	1/1/2023	1/31/2023	210	-	-	-	-	210
Champion Rhythmics	016	12/16/2022	1/15/2023	340	-	-	-	-	340
Champs Universal	0910	11/22/2022	12/22/2022	835	-	-	-	-	835
Champs Universal	0911	11/29/2022	12/29/2022	180	-	-	-	-	180
Cherie Peacock	01112023	1/11/2023	2/10/2023	432	-	-	-	-	432
Cherie Peacock	12122022	1/2/2022	2/1/2022	-	-	-	-	696	696
Cheryl L. Grosso	0005	1/1/2023	1/31/2023	180	-	-	-	-	180
City of Menifee - Community Services D	22642	1/10/2023	2/9/2023	35	-	-	-	-	35
City of Menifee - Community Services D	22645	1/10/2023	2/9/2023	35	-	-	-	-	35
Clark Gracie Jiu-Jitsu Academy, LLC	01062023	1/9/2023	2/8/2023	946	-	-	-	-	946
Coastal Music Studios	5135	1/1/2023	1/31/2023	5,570	-	-	-	-	5,570
CompuScholar, Inc.	20210500	1/20/2023	2/19/2023	25	-	-	-	-	25
Cortica Behavioral Health, Inc	5608059	1/9/2023	1/31/2023	200	-	-	-	-	200
Cortica Behavioral Health, Inc	5608523	1/9/2023	1/31/2023	100	-	-	-	-	100
Cortica Behavioral Health, Inc	5608593	1/9/2023	1/31/2023	200	-	-	-	-	200
Cortica Behavioral Health, Inc	5608676	1/9/2023	1/31/2023	660	-	-	-	-	660
Cortica Behavioral Health, Inc	5608721	1/18/2023	1/31/2023	495	-	-	-	-	495
Cortica Behavioral Health, Inc	5608823	1/9/2023	1/31/2023	83	-	-	-	-	83
Cortica Behavioral Health, Inc	5609148	1/9/2023	1/31/2023	248	-	-	-	-	248
Cortica Behavioral Health, Inc	5620701	1/9/2023	1/31/2023	400	-	-	-	-	400
Cortica Behavioral Health, Inc	5620815	1/18/2023	1/31/2023	75	-	-	-	-	75
Damaris Trevizo (Guided Creators)	2	1/15/2023	2/14/2023	9,655	-	-	-	-	9,655
Diane Felthous Performing Arts	118	1/6/2023	2/5/2023	80	-	-	-	-	80
Diane Felthous Performing Arts	119	1/13/2023	2/12/2023	80	-	-	-	-	80
Diane Felthous Performing Arts	120	1/6/2023	2/5/2023	80	-	-	-	-	80
Diane Felthous Performing Arts	121	1/13/2023	2/12/2023	80	-	-	-	-	80
Dino Lingo Inc.	105654-P025-INV	1/10/2023	2/10/2023	149	-	-	-	-	149
Dino Lingo Inc.	107126-P010-INV	1/10/2023	2/10/2023	149	-	-	-	-	149
Discount School Supply	P41706060102	10/17/2022	11/16/2022	(11)	-	-	-	-	(11)
Dr. Batista Music Studio	172	1/18/2023	2/17/2023	35	-	-	-	-	35
Dunamix Dance Project	1222PCA	1/9/2023	2/8/2023	175	-	-	-	-	175
E-Therapy LLC	28831	12/31/2022	1/30/2023	1,964	-	-	-	-	1,964
eat2explore	1013659	1/14/2023	2/13/2023	188	-	-	-	-	188
eat2explore	1013661	1/19/2023	2/18/2023	180	-	-	-	-	180

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EDMC	PCA 2022-14	1/9/2023	2/8/2023	1,161	-	-	-	-	1,161
EDMC	PCA 2023-01	1/16/2023	2/15/2023	539	-	-	-	-	539
Elemental Science	IN-5135	1/11/2023	2/10/2023	46	-	-	-	-	46
Elemental Science	IN-5137	1/11/2023	2/10/2023	18	-	-	-	-	18
Elijah Jeffrey Gerak	2009	1/19/2023	2/18/2023	1,200	-	-	-	-	1,200
Elizabeth Stewart DBA Online Signing	8109	1/11/2023	1/24/2023	75	-	-	-	-	75
eLuma	11391	1/5/2023	1/31/2023	4,708	-	-	-	-	4,708
Emily Schaumann	JAN2023	1/15/2023	2/14/2023	2,410	-	-	-	-	2,410
Ereflect Pty Ltd	INV-22832	1/9/2023	2/8/2023	67	-	-	-	-	67
Evan-Moor	INV361824	1/11/2023	2/10/2023	40	-	-	-	-	40
Evan-Moor	INV362259	1/18/2023	2/17/2023	54	-	-	-	-	54
Evan-Moor	INV362297	1/19/2023	2/18/2023	68	-	-	-	-	68
Evan-Moor	INV362341	1/19/2023	2/18/2023	68	-	-	-	-	68
Evelyn Peralta	PERA010923	1/9/2023	1/9/2023	385	-	-	-	-	385
Evolution Swim Academy Mission Viejo	1120	1/10/2023	2/9/2023	323	-	-	-	-	323
Family Karate	EMO123	1/12/2023	2/11/2023	130	-	-	-	-	130
Family Karate	JH0123	1/12/2023	2/11/2023	150	-	-	-	-	150
Firm Foundation Martial Arts	5	1/19/2023	2/18/2023	130	-	-	-	-	130
Floaties Swim School	5045	1/1/2023	1/31/2023	205	-	-	-	-	205
Floaties Swim School	5046	1/1/2023	1/31/2023	205	-	-	-	-	205
Floaties Swim School	676	1/1/2023	1/31/2023	110	-	-	-	-	110
Floaties Swim School	677	1/1/2023	1/31/2023	110	-	-	-	-	110
Floaties Swim School	681	1/1/2023	1/31/2023	110	-	-	-	-	110
Floaties Swim School	682	1/1/2023	1/31/2023	110	-	-	-	-	110
Floaties Swim School	683	1/1/2023	1/31/2023	110	-	-	-	-	110
Freed Music	204	1/6/2023	2/5/2023	488	-	-	-	-	488
Freed Music	205	1/9/2023	2/8/2023	120	-	-	-	-	120
Freedom in Motion	122022PCA	1/14/2023	2/13/2023	280	-	-	-	-	280
Friends of Willow Tree	8442	1/10/2023	2/9/2023	5,312	-	-	-	-	5,312
Friends of Willow Tree	8448	1/13/2023	2/12/2023	213	-	-	-	-	213
Friends of Willow Tree	8449	1/13/2023	2/12/2023	150	-	-	-	-	150
Galvao Jiu-Jitsu	10001	1/7/2023	2/6/2023	1,310	-	-	-	-	1,310
Gathered Oak	113	1/18/2023	2/17/2023	1,000	-	-	-	-	1,000
Gracie Barra Encinitas	11023	1/11/2023	2/10/2023	198	-	-	-	-	198
Gracie Barra Encinitas	11823	1/18/2023	2/17/2023	220	-	-	-	-	220
Gracie Barra Encinitas	11923	1/19/2023	2/18/2023	220	-	-	-	-	220
Gracie Barra Encinitas	12023	1/19/2023	2/18/2023	220	-	-	-	-	220
Grappling Dynamics, LLC	123	1/14/2023	2/13/2023	1,791	-	-	-	-	1,791
Greene Music Education Center	46 PCA (combined)	1/16/2023	2/15/2023	444	-	-	-	-	444
Gym Trix, Inc.	41780	1/19/2023	1/19/2023	100	-	-	-	-	100
Gym Trix, Inc.	41781	1/19/2023	1/19/2023	100	-	-	-	-	100
Gym Trix, Inc.	41782	1/19/2023	1/19/2023	80	-	-	-	-	80
Gym Trix, Inc.	41789	1/19/2023	1/19/2023	100	-	-	-	-	100

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Gym Trix, Inc.	41790	1/19/2023	1/19/2023	100	-	-	-	-	100
HiGASFY Productions	61270	1/14/2023	2/13/2023	150	-	-	-	-	150
History Unboxed LLC	wc-16660HU	1/10/2023	2/9/2023	183	-	-	-	-	183
History Unboxed LLC	wc-16719HU	1/18/2023	2/17/2023	45	-	-	-	-	45
Hollywood Music	0109MACH	1/11/2023	2/10/2023	180	-	-	-	-	180
Hollywood Music	0113SALAZ	1/13/2023	2/12/2023	120	-	-	-	-	120
Hollywood Music	0117MOSSB	1/17/2023	2/16/2023	100	-	-	-	-	100
Hollywood Music	0123MOSS3	1/6/2023	2/5/2023	390	-	-	-	-	390
Hollywood Music	Jan23CRim	1/9/2023	2/8/2023	250	-	-	-	-	250
Hollywood Music	Jan23Pember	1/17/2023	2/16/2023	430	-	-	-	-	430
Hollywood Music	Jan23Sevilla	1/12/2023	2/11/2023	203	-	-	-	-	203
Home Science Tools	000477267	1/6/2023	2/5/2023	116	-	-	-	-	116
Home Science Tools	000477273	1/6/2023	2/5/2023	148	-	-	-	-	148
Home Science Tools	000478668	1/11/2023	2/10/2023	94	-	-	-	-	94
Home Science Tools	000478975	1/12/2023	2/11/2023	114	-	-	-	-	114
Homeschool In A Box Inc. DBA Crafty Sc	72831	1/12/2023	1/12/2023	280	-	-	-	-	280
Honest History Co.	10127	1/9/2023	2/8/2023	63	-	-	-	-	63
Ice town Carlsbad	164213	1/1/2023	1/1/2023	105	-	-	-	-	105
Ice town Carlsbad	164214	1/1/2023	1/1/2023	105	-	-	-	-	105
Ice town Carlsbad	164465	1/1/2023	1/1/2023	166	-	-	-	-	166
Inspire School of Ballet	312	1/17/2023	2/16/2023	79	-	-	-	-	79
Institute for Excellence in Writing	972606	1/9/2023	2/6/2023	234	-	-	-	-	234
Institute for Excellence in Writing	972887	1/9/2023	2/6/2023	140	-	-	-	-	140
Institute for Excellence in Writing	985136	1/9/2023	2/9/2023	221	-	-	-	-	221
Institute for Excellence in Writing	985207	1/9/2023	2/9/2023	171	-	-	-	-	171
Institute for Excellence in Writing	985371	1/10/2023	2/9/2023	38	-	-	-	-	38
Institute for Excellence in Writing	985375	1/10/2023	2/9/2023	27	-	-	-	-	27
Institute for Excellence in Writing	985397	1/10/2023	2/10/2023	44	-	-	-	-	44
Institute for Excellence in Writing	985400	1/10/2023	2/10/2023	195	-	-	-	-	195
Institute for Excellence in Writing	985475	1/11/2023	2/11/2023	38	-	-	-	-	38
Institute for Excellence in Writing	985480	1/10/2023	2/10/2023	253	-	-	-	-	253
Institute for Excellence in Writing	985756	1/11/2023	2/11/2023	326	-	-	-	-	326
Institute for Excellence in Writing	985757	1/11/2023	2/11/2023	207	-	-	-	-	207
Institute for Excellence in Writing	985760	1/11/2023	2/11/2023	326	-	-	-	-	326
Institute for Excellence in Writing	985761	1/11/2023	2/11/2023	528	-	-	-	-	528
Institute for Excellence in Writing	986014	1/12/2023	2/12/2023	38	-	-	-	-	38
Institute for Excellence in Writing	986021	1/12/2023	2/12/2023	50	-	-	-	-	50
Institute for Excellence in Writing	986024	1/12/2023	2/12/2023	345	-	-	-	-	345
Institute for Excellence in Writing	986030	1/12/2023	2/12/2023	384	-	-	-	-	384
Institute for Excellence in Writing	986938	1/18/2023	2/18/2023	45	-	-	-	-	45
Institute for Excellence in Writing	986952	1/18/2023	2/18/2023	45	-	-	-	-	45
Institute for Excellence in Writing	987002	1/18/2023	2/18/2023	44	-	-	-	-	44
Institute for Excellence in Writing	987129	1/19/2023	2/19/2023	324	-	-	-	-	324

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Institute for Excellence in Writing	987137	1/19/2023	2/19/2023	44	-	-	-	-	44
Institute for Excellence in Writing	987142	1/19/2023	2/19/2023	44	-	-	-	-	44
Institute for Excellence in Writing	987149	1/19/2023	2/19/2023	217	-	-	-	-	217
Intro 2 Skateboarding	158	1/11/2023	2/10/2023	745	-	-	-	-	745
ISHARY CORP DBA Kumon of Murrieta-C	12023PCA	1/10/2023	2/9/2023	480	-	-	-	-	480
Ivey Ranch Park	EN122022	1/11/2023	1/11/2023	180	-	-	-	-	180
Ivey Ranch Park	RN122022	1/11/2023	1/11/2023	180	-	-	-	-	180
Ivey Ranch Park	SR122022	1/11/2023	1/11/2023	210	-	-	-	-	210
Jacquelynn Hoare	003	1/11/2023	2/10/2023	325	-	-	-	-	325
Janelle Wilson	56	1/2/2023	2/1/2023	3,383	-	-	-	-	3,383
Jennifer Benito	BENI010423	1/4/2023	1/4/2023	1,006	-	-	-	-	1,006
Jennifer Neal	8	1/10/2023	1/10/2023	340	-	-	-	-	340
Jiu Jitsu Foundation Inc.	1	1/10/2023	2/9/2023	1,144	-	-	-	-	1,144
Joseph Lindstrom	LIND010323	1/3/2023	1/3/2023	540	-	-	-	-	540
Joseph Lindstrom	LIND010323-01	1/3/2023	1/3/2023	431	-	-	-	-	431
Joseph Lindstrom	LIND111422	11/14/2022	11/14/2022	452	-	-	-	-	452
Joseph Lindstrom	LIND111422-01	11/14/2022	11/14/2022	432	-	-	-	-	432
Joseph Lindstrom	LIND111422-02	11/14/2022	11/14/2022	427	-	-	-	-	427
Joseph Lindstrom	LIND111422-03	11/14/2022	11/14/2022	77	-	-	-	-	77
Jostens Inc.	30025760	1/11/2023	2/15/2023	108	-	-	-	-	108
Julia Amonette-Hinke	155	1/20/2023	2/19/2023	32,900	-	-	-	-	32,900
Julia Amonette-Hinke	60	1/20/2023	2/19/2023	2,505	-	-	-	-	2,505
Kaiser Foundation Health Plan Inc.	116100286094	12/13/2022	1/13/2023	84,837	-	-	-	-	84,837
Kari Behrendt	2023A-5	1/10/2023	2/9/2023	1,065	-	-	-	-	1,065
Karin Leonard	0074	1/13/2023	2/12/2023	15,625	-	-	-	-	15,625
Karin Leonard	0075	1/18/2023	2/17/2023	590	-	-	-	-	590
Kathryn M Whelan	109	1/9/2023	2/8/2023	735	-	-	-	-	735
Kelly Saldivar	21	1/19/2023	2/18/2023	240	-	-	-	-	240
Kenyon's Soo Bahk Do	011823-01	1/18/2023	2/17/2023	250	-	-	-	-	250
Kenyon's Soo Bahk Do	1551	1/18/2023	2/17/2023	250	-	-	-	-	250
Kenyon's Soo Bahk Do	4326	1/18/2023	2/17/2023	199	-	-	-	-	199
Kenyon's Soo Bahk Do	AS011923jan	1/18/2023	2/17/2023	250	-	-	-	-	250
Key Martial Arts	28	1/6/2023	2/5/2023	1,087	-	-	-	-	1,087
Kids Broadcasting Academy	20230120PCA	1/20/2023	2/19/2023	750	-	-	-	-	750
Kim Turner	PCA-14	1/7/2023	2/6/2023	2,800	-	-	-	-	2,800
Kim Turner	PCA-15	1/12/2023	2/11/2023	1,050	-	-	-	-	1,050
KiwiCo, Inc.	791	1/15/2023	3/1/2023	10,644	-	-	-	-	10,644
Kristin Burer	BURE011223	1/12/2023	1/12/2023	177	-	-	-	-	177
Lakeshore	325296010623	1/6/2023	2/5/2023	9	-	-	-	-	9
Lakeshore	327179010623	1/6/2023	2/5/2023	71	-	-	-	-	71
Lakeshore	338873011123	1/11/2023	2/10/2023	24	-	-	-	-	24
Lakeshore	339325011123	1/11/2023	2/10/2023	32	-	-	-	-	32
Lakeshore	343286011223	1/12/2023	2/11/2023	114	-	-	-	-	114

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Lakeshore	351500011723	1/17/2023	2/16/2023	97	-	-	-	-	97
Lakeshore	351502011723	1/17/2023	2/16/2023	139	-	-	-	-	139
Lakeshore	351518011723	1/17/2023	2/16/2023	237	-	-	-	-	237
Lakeshore	360183011823	1/18/2023	2/17/2023	5	-	-	-	-	5
Lakeshore	360185011823	1/18/2023	2/17/2023	156	-	-	-	-	156
Lakeshore	360187011823	1/18/2023	2/17/2023	5	-	-	-	-	5
Lakeshore	360282011823	1/18/2023	2/17/2023	5	-	-	-	-	5
Lakeshore	363975011923	1/19/2023	2/18/2023	61	-	-	-	-	61
Lakeshore	363976011923	1/19/2023	2/18/2023	308	-	-	-	-	308
Lakeshore	481306091322	9/13/2022	10/13/2022	199	-	-	-	-	199
Lakeshore	975034120722	12/7/2022	1/6/2023	(199)	-	-	-	-	(199)
Lara Sheridan	14	1/16/2023	2/15/2023	19,335	-	-	-	-	19,335
Lauren Pennock	2023-01	1/11/2023	2/10/2023	800	-	-	-	-	800
Lauren Pennock	2023-02	1/19/2023	2/18/2023	700	-	-	-	-	700
Law Office of Jennifer McQuarrie	3725	1/9/2023	1/9/2023	414	-	-	-	-	414
Leading Note Studios	2445	1/12/2023	2/11/2023	165	-	-	-	-	165
Leading Note Studios	2446	1/12/2023	2/11/2023	165	-	-	-	-	165
Leading Note Studios	2447	1/12/2023	2/11/2023	157	-	-	-	-	157
Leading Note Studios	2448	1/12/2023	2/11/2023	165	-	-	-	-	165
Leading Note Studios	2449	1/12/2023	2/11/2023	165	-	-	-	-	165
Leading Note Studios	2450	1/12/2023	2/11/2023	165	-	-	-	-	165
Leading Note Studios	2451	1/12/2023	2/11/2023	165	-	-	-	-	165
Leading Note Studios	2452	1/12/2023	2/11/2023	330	-	-	-	-	330
Leading Note Studios	2453	1/12/2023	2/11/2023	165	-	-	-	-	165
Leading Note Studios	2454	1/12/2023	2/11/2023	165	-	-	-	-	165
Leading Note Studios	2455	1/12/2023	2/11/2023	165	-	-	-	-	165
Leading Note Studios	2456	1/12/2023	2/11/2023	245	-	-	-	-	245
Leading Note Studios	2457	1/12/2023	2/11/2023	330	-	-	-	-	330
Leading Note Studios	2458	1/12/2023	2/11/2023	165	-	-	-	-	165
Leading Note Studios	2459	1/12/2023	2/11/2023	330	-	-	-	-	330
Leading Note Studios	2460	1/12/2023	2/11/2023	330	-	-	-	-	330
Leading Note Studios	2461	1/12/2023	2/11/2023	330	-	-	-	-	330
Learn to Rip	361	1/15/2023	2/14/2023	340	-	-	-	-	340
Learn to Rip	363	1/15/2023	2/14/2023	65	-	-	-	-	65
Learn to Rip	364	1/15/2023	2/14/2023	65	-	-	-	-	65
Learn to Rip	365	1/15/2023	2/14/2023	65	-	-	-	-	65
Learn to Rip	366	1/15/2023	2/14/2023	65	-	-	-	-	65
Learn to Rip	367	1/15/2023	2/14/2023	65	-	-	-	-	65
Learn to Rip	368	1/15/2023	2/14/2023	150	-	-	-	-	150
Learn to Rip	369	1/15/2023	2/14/2023	150	-	-	-	-	150
Learn to Rip	371	1/15/2023	2/14/2023	100	-	-	-	-	100
Learn to Rip	372	1/15/2023	2/14/2023	150	-	-	-	-	150
Learn to Rip	373	1/15/2023	2/14/2023	150	-	-	-	-	150

## Pacific Coast Academy

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Learning Journeys Forum	2023-01	1/20/2023	2/19/2023	300	-	-	-	-	300
Learning Journeys Forum	2023-02	1/20/2023	2/19/2023	600	-	-	-	-	600
Learning Without Tears	INV166150	1/6/2023	2/5/2023	31	-	-	-	-	31
Learning Without Tears	INV166160	1/6/2023	2/5/2023	21	-	-	-	-	21
Learning Without Tears	INV166247	1/10/2023	2/9/2023	52	-	-	-	-	52
Learning Without Tears	INV166642	1/19/2023	2/18/2023	124	-	-	-	-	124
Learning Without Tears	INV166656	1/19/2023	2/18/2023	34	-	-	-	-	34
Legion American Jiu-Jitsu, LLC	022	1/10/2023	2/9/2023	898	-	-	-	-	898
LEGO Education	1190541624	1/10/2023	3/11/2023	160	-	-	-	-	160
Lenore Johnson	10923	1/9/2023	2/8/2023	1,008	-	-	-	-	1,008
Lenore Johnson	11223	1/12/2023	2/11/2023	673	-	-	-	-	673
Lighthouse Therapy LLC	007	1/4/2023	2/3/2023	39,830	-	-	-	-	39,830
Liliana Harris	GD1-PCA	1/11/2023	1/11/2023	200	-	-	-	-	200
Liliana Harris	SD1-PAC	1/11/2023	1/11/2023	200	-	-	-	-	200
Liliana Harris	ZB21-PAC	1/4/2023	1/4/2023	65	-	-	-	-	65
Liliana Harris	ZB22-PAC	1/11/2023	1/11/2023	65	-	-	-	-	65
Liliana Harris	ZB23- PAC	1/18/2023	1/18/2023	65	-	-	-	-	65
Little Passports, Inc.	IN-0000994873	1/3/2023	2/2/2023	426	-	-	-	-	426
Little Passports, Inc.	IN-0000994874	1/3/2023	2/2/2023	426	-	-	-	-	426
Little Passports, Inc.	IN-0000994882	1/3/2023	2/2/2023	181	-	-	-	-	181
Little Passports, Inc.	IN-0000994883	1/3/2023	2/2/2023	181	-	-	-	-	181
Little Passports, Inc.	IN-0000994884	1/3/2023	2/2/2023	181	-	-	-	-	181
Little Passports, Inc.	IN-0000994892	1/4/2023	2/3/2023	181	-	-	-	-	181
Little Passports, Inc.	IN-0000994893	1/4/2023	2/3/2023	182	-	-	-	-	182
Little Passports, Inc.	IN-0000994895	1/4/2023	2/3/2023	182	-	-	-	-	182
Little Passports, Inc.	IN-0000994916	1/6/2023	2/5/2023	181	-	-	-	-	181
Little Passports, Inc.	IN-0000994917	1/6/2023	2/5/2023	181	-	-	-	-	181
Little Passports, Inc.	IN-0000994923	1/9/2023	2/8/2023	181	-	-	-	-	181
Little Passports, Inc.	IN-0000994941	1/11/2023	2/10/2023	182	-	-	-	-	182
Little Passports, Inc.	IN-0000994949	1/11/2023	2/10/2023	181	-	-	-	-	181
Little Passports, Inc.	IN-0000994950	1/11/2023	2/10/2023	181	-	-	-	-	181
Little Passports, Inc.	IN-0000994951	1/11/2023	2/10/2023	245	-	-	-	-	245
Little Passports, Inc.	IN-0000994952	1/11/2023	2/10/2023	245	-	-	-	-	245
Little Passports, Inc.	IN-0000994953	1/11/2023	2/10/2023	426	-	-	-	-	426
Little Passports, Inc.	IN-0000994954	1/11/2023	2/10/2023	182	-	-	-	-	182
Little Passports, Inc.	IN-0000994962	1/13/2023	2/12/2023	181	-	-	-	-	181
Little Passports, Inc.	IN-0000994972	1/13/2023	2/12/2023	246	-	-	-	-	246
Little Surf Co	2016	1/6/2023	1/6/2023	600	-	-	-	-	600
Logic of English	SI-169245	1/4/2023	2/3/2023	242	-	-	-	-	242
Logic of English	SI-169250	1/4/2023	2/3/2023	118	-	-	-	-	118
Logic of English	SI-169789	1/11/2023	2/10/2023	27	-	-	-	-	27
Logic of English	SI-169790	1/11/2023	2/10/2023	50	-	-	-	-	50
Logic of English	SI-169796	1/11/2023	2/10/2023	204	-	-	-	-	204

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Logic of English	SI-169825	1/11/2023	2/10/2023	153	-	-	-	-	153
Logic of English	SI-169881	1/12/2023	2/11/2023	135	-	-	-	-	135
Logic of English	SI-169887	1/12/2023	2/11/2023	204	-	-	-	-	204
Logic of English	SI-169892	1/12/2023	2/11/2023	118	-	-	-	-	118
Logic of English	SI-169905	1/12/2023	2/11/2023	25	-	-	-	-	25
Lucy Conway	1-10-23	1/10/2023	2/9/2023	1,290	-	-	-	-	1,290
Lynne-Marie Friedrichs	513	1/10/2023	2/9/2023	165	-	-	-	-	165
Lynne-Marie Friedrichs	613	1/10/2023	2/9/2023	165	-	-	-	-	165
Mad Dog Math	4755	1/7/2023	2/6/2023	60	-	-	-	-	60
Manna's Martial Arts Inc.	19	1/11/2023	2/10/2023	600	-	-	-	-	600
Marcelle Stokes Caratti	10, 2022	1/6/2023	2/5/2023	120	-	-	-	-	120
Marcias Piano Studio	1003	11/30/2022	12/30/2022	120	-	-	-	-	120
Marcias Piano Studio	3003	11/30/2022	12/30/2022	120	-	-	-	-	120
Marcias Piano Studio	4003	11/30/2022	12/30/2022	120	-	-	-	-	120
Marcias Piano Studio	5003	11/30/2022	12/30/2022	120	-	-	-	-	120
Marcias Piano Studio	6003	11/30/2022	12/30/2022	120	-	-	-	-	120
Marianne R. Hill	90	1/11/2023	2/10/2023	528	-	-	-	-	528
Marianne R. Hill	91	1/18/2023	2/17/2023	294	-	-	-	-	294
Marina Hayes	59	1/9/2023	2/8/2023	945	-	-	-	-	945
Marina Hayes	60	1/9/2023	2/8/2023	795	-	-	-	-	795
Marisa Donnelly	1805	1/10/2023	2/9/2023	2,330	-	-	-	-	2,330
Marnie Young	PCA0037	11/30/2022	12/30/2022	10,499	-	-	-	-	10,499
Marnie Young	PCA0038	12/31/2022	1/30/2023	7,500	-	-	-	-	7,500
Martial Art Concepts LLC	011023	1/10/2023	2/9/2023	298	-	-	-	-	298
Mary Resenbeck	3	1/17/2023	2/16/2023	16,175	-	-	-	-	16,175
Math-U-See, Inc.	0807831-IN	1/9/2023	3/10/2023	67	-	-	-	-	67
Math-U-See, Inc.	0808327-IN	1/10/2023	3/11/2023	248	-	-	-	-	248
Math-U-See, Inc.	0808410-IN	1/11/2023	3/12/2023	221	-	-	-	-	221
Math-U-See, Inc.	0809381-IN	1/18/2023	3/19/2023	67	-	-	-	-	67
Math-U-See, Inc.	0809407-IN	1/18/2023	3/19/2023	223	-	-	-	-	223
Math-U-See, Inc.	0809486-IN	1/18/2023	3/19/2023	117	-	-	-	-	117
Math-U-See, Inc.	0809489-IN	1/18/2023	3/19/2023	223	-	-	-	-	223
Math-U-See, Inc.	0809597-IN	1/19/2023	3/20/2023	133	-	-	-	-	133
Math-U-See, Inc.	0809736-IN	1/20/2023	3/21/2023	181	-	-	-	-	181
Math-U-See, Inc.	0809744-IN	1/20/2023	3/21/2023	181	-	-	-	-	181
Mathnasium of Poway	269440252	12/5/2022	12/5/2022	369	-	-	-	-	369
Mathnasium of Poway	269440254	1/9/2023	2/8/2023	339	-	-	-	-	339
Mathnasium of Poway	269440255	1/9/2023	1/9/2023	369	-	-	-	-	369
Mathnasium of Poway	269440256	1/9/2023	2/8/2023	339	-	-	-	-	339
Mathnasium of Poway	269440257	1/9/2023	2/8/2023	339	-	-	-	-	339
Mathnasium of Poway	269440258	1/12/2023	2/11/2023	339	-	-	-	-	339
Mathnasium of Temecula	JAN2023PCA	1/8/2023	2/7/2023	309	-	-	-	-	309
McGrath Family YMCA	18	1/4/2023	2/3/2023	867	-	-	-	-	867

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MEL Science U.S., LLC	AW2023011107	1/11/2023	2/10/2023	377	-	-	-	-	377
MEL Science U.S., LLC	CH2023012002	1/20/2023	2/19/2023	226	-	-	-	-	226
MEL Science U.S., LLC	JG2023010903	1/9/2023	2/8/2023	440	-	-	-	-	440
MEL Science U.S., LLC	LH2023012001	1/20/2023	2/19/2023	226	-	-	-	-	226
MEL Science U.S., LLC	SM2023011104	1/11/2023	2/10/2023	150	-	-	-	-	150
Melissa Tamberg	1	1/19/2023	2/18/2023	100	-	-	-	-	100
Mercurius	07599	1/6/2023	3/7/2023	26	-	-	-	-	26
Mercurius	07606	1/9/2023	3/10/2023	22	-	-	-	-	22
Miaplaza Inc.	3681	1/20/2023	2/19/2023	120	-	-	-	-	120
Miaplaza Inc.	3683	1/20/2023	2/19/2023	120	-	-	-	-	120
Miaplaza Inc.	3684	1/20/2023	2/19/2023	120	-	-	-	-	120
Michael Bottomley	056	1/7/2023	2/6/2023	90	-	-	-	-	90
Michael Bottomley	057	1/7/2023	2/6/2023	900	-	-	-	-	900
Michael Dvoskin	10012023	1/10/2023	2/9/2023	1,340	-	-	-	-	1,340
Mikala Aragon	17	1/13/2023	2/12/2023	7,445	-	-	-	-	7,445
Mikala Aragon	18	1/13/2023	2/12/2023	8,488	-	-	-	-	8,488
Mikala Aragon	20	1/13/2023	2/12/2023	5,779	-	-	-	-	5,779
Mikala Aragon	21	1/13/2023	2/12/2023	6,830	-	-	-	-	6,830
Mikala Aragon	22	1/13/2023	2/12/2023	7,160	-	-	-	-	7,160
Miss Sue's Dance Company	602	1/16/2023	2/15/2023	870	-	-	-	-	870
Mojalet Dance Collective	IS-W23-1	1/9/2023	2/8/2023	340	-	-	-	-	340
Mojalet Dance Collective	VS-W23-1	1/9/2023	2/8/2023	340	-	-	-	-	340
Mountain Pottery	000237	1/17/2023	1/17/2023	975	-	-	-	-	975
Moving Beyond the Page	276008	1/6/2023	2/5/2023	311	-	-	-	-	311
Moving Beyond the Page	276014	1/6/2023	2/5/2023	83	-	-	-	-	83
Moving Beyond the Page	276100	1/11/2023	2/10/2023	283	-	-	-	-	283
Moving Beyond the Page	276110	1/11/2023	2/10/2023	86	-	-	-	-	86
Moving Beyond the Page	276115	1/11/2023	2/10/2023	1,072	-	-	-	-	1,072
Moving Beyond the Page	276145	1/12/2023	2/11/2023	437	-	-	-	-	437
Moving Beyond the Page	276146	1/12/2023	2/11/2023	361	-	-	-	-	361
Moving Beyond the Page	276277	1/18/2023	2/17/2023	165	-	-	-	-	165
Moving Beyond the Page	276290	1/18/2023	2/17/2023	216	-	-	-	-	216
Moving Beyond the Page	276331	1/19/2023	2/18/2023	73	-	-	-	-	73
MoxieBox Art, Inc.	9549	1/11/2023	2/10/2023	233	-	-	-	-	233
MoxieBox Art, Inc.	9550	1/11/2023	2/10/2023	85	-	-	-	-	85
MoxieBox Art, Inc.	9551	1/11/2023	2/10/2023	191	-	-	-	-	191
MoxieBox Art, Inc.	9555	1/12/2023	2/11/2023	191	-	-	-	-	191
MoxieBox Art, Inc.	9556	1/12/2023	2/11/2023	191	-	-	-	-	191
MoxieBox Art, Inc.	9566	1/16/2023	2/15/2023	191	-	-	-	-	191
MoxieBox Art, Inc.	9578	1/16/2023	2/15/2023	191	-	-	-	-	191
Music Roots Piano Lessons	PCA2212	1/9/2023	2/8/2023	60	-	-	-	-	60
Music SD LLC	1057	1/9/2023	2/8/2023	75	-	-	-	-	75
Music SD LLC	1058	1/9/2023	2/8/2023	75	-	-	-	-	75

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Music SD LLC	1059	1/9/2023	2/8/2023	75	-	-	-	-	75
Music Speaks Studio, LLC	LTKOOQ	1/1/2023	1/31/2023	140	-	-	-	-	140
Music Speaks Studio, LLC	LTMXOQ	1/9/2023	2/8/2023	160	-	-	-	-	160
Music Speaks Studio, LLC	NDM3	1/1/2023	1/31/2023	140	-	-	-	-	140
Music Speaks Studio, LLC	NDQZ	1/1/2023	1/31/2023	140	-	-	-	-	140
Music Speaks Studio, LLC	ODCX	1/9/2023	2/8/2023	140	-	-	-	-	140
MusiKey	1062023	1/6/2023	2/5/2023	190	-	-	-	-	190
MusiKey	1072023	1/6/2023	2/5/2023	25	-	-	-	-	25
MusiKey	1082023	1/6/2023	2/5/2023	50	-	-	-	-	50
MusiKey	1092023	1/6/2023	2/5/2023	75	-	-	-	-	75
MusiKey	1112023	1/6/2023	2/5/2023	88	-	-	-	-	88
Nang Corporation	1004	1/17/2023	2/16/2023	165	-	-	-	-	165
Natalia U. Reswick	2744	1/12/2023	2/11/2023	440	-	-	-	-	440
Natalie Braun	1219	1/1/2023	1/31/2023	280	-	-	-	-	280
New West Ballet School	101	10/10/2022	11/9/2022	80	-	-	-	-	80
New West Ballet School	102	11/7/2022	12/7/2022	80	-	-	-	-	80
New West Ballet School	103	11/8/2022	12/8/2022	80	-	-	-	-	80
New West Ballet School	104	11/8/2022	12/8/2022	60	-	-	-	-	60
New West Ballet School	105	11/8/2022	12/8/2022	60	-	-	-	-	60
New West Ballet School	106	11/8/2022	12/8/2022	25	-	-	-	-	25
New West Ballet School	107	11/8/2022	12/8/2022	100	-	-	-	-	100
New West Ballet School	108	11/16/2022	12/16/2022	80	-	-	-	-	80
New West Ballet School	109	12/5/2022	1/4/2023	80	-	-	-	-	80
New West Ballet School	110	11/28/2022	12/28/2022	150	-	-	-	-	150
New West Ballet School	111	12/1/2022	12/31/2022	60	-	-	-	-	60
New West Ballet School	112	12/5/2022	1/4/2023	60	-	-	-	-	60
New West Ballet School	113	12/7/2022	1/6/2023	60	-	-	-	-	60
New West Ballet School	114	12/9/2022	1/8/2023	80	-	-	-	-	80
New West Ballet School	115	1/5/2023	2/4/2023	60	-	-	-	-	60
New West Ballet School	116	1/5/2023	2/4/2023	80	-	-	-	-	80
New West Ballet School	117	12/26/2022	1/25/2023	150	-	-	-	-	150
New West Ballet School	118	12/26/2022	1/25/2023	25	-	-	-	-	25
Nick Rail Music	011723	1/17/2023	2/16/2023	55	-	-	-	-	55
Nicole the Math Lady, LLC.	5801	1/7/2023	2/6/2023	79	-	-	-	-	79
Nicole the Math Lady, LLC.	5802	1/7/2023	2/6/2023	59	-	-	-	-	59
Nicole the Math Lady, LLC.	5803	1/7/2023	2/6/2023	99	-	-	-	-	99
Nicole the Math Lady, LLC.	5813	1/7/2023	2/6/2023	22	-	-	-	-	22
Noemi Cienega-Ovando	A114	1/10/2023	2/9/2023	330	-	-	-	-	330
Noemi Cienega-Ovando	SBJ104	1/18/2023	2/17/2023	220	-	-	-	-	220
Noemi Cienega-Ovando	YB104	1/18/2023	2/17/2023	440	-	-	-	-	440
Noonan Family Swim School, Inc.	93296_3	1/13/2023	2/12/2023	106	-	-	-	-	106
Noonan Family Swim School, Inc.	93297_3	1/13/2023	2/12/2023	106	-	-	-	-	106
Noonan Family Swim School, Inc. - San I	56728_JAN	1/1/2023	1/31/2023	140	-	-	-	-	140

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Noonan Family Swim School, Inc. - San I	71517_JAN	1/1/2023	1/31/2023	140	-	-	-	-	140
Noonan Family Swim School, Inc. - San I	82394_13	1/1/2023	1/31/2023	102	-	-	-	-	102
Noonan Family Swim School, Inc. - San I	82395_13	1/1/2023	1/31/2023	102	-	-	-	-	102
Noonan Family Swim School, Inc. - San I	82396_13	1/1/2023	1/31/2023	102	-	-	-	-	102
Noonan Family Swim School, Inc. - San I	91929_6	1/1/2023	1/31/2023	102	-	-	-	-	102
Noonan Family Swim School, Inc. - San I	91930_6	1/1/2023	1/31/2023	102	-	-	-	-	102
Noonan Family Swim School, Inc. - San I	92266_2	1/1/2023	1/31/2023	102	-	-	-	-	102
North Coast Jiu Jitsu, LLC	8	1/13/2023	2/12/2023	1,000	-	-	-	-	1,000
North Coast Jiu Jitsu, LLC	9	2/1/2023	3/3/2023	450	-	-	-	-	450
North County Academy of Dance	202301214	1/6/2023	2/5/2023	4,313	-	-	-	-	4,313
Oak Meadow Inc	136878	1/19/2023	2/18/2023	456	-	-	-	-	456
Oak Meadow Inc	136884	1/19/2023	2/18/2023	124	-	-	-	-	124
Oceanside Gymnastics	Bredlau1-2223	1/1/2023	1/31/2023	372	-	-	-	-	372
Oceanside Gymnastics	Ekdahl1-2223-1	1/1/2023	1/31/2023	22	-	-	-	-	22
Oceanside Gymnastics	Ephron7-2223	1/1/2023	1/31/2023	350	-	-	-	-	350
Oceanside Gymnastics	Jordan4-2223	1/1/2023	1/31/2023	350	-	-	-	-	350
Oceanside Gymnastics	Kreutzberg5-2223	1/1/2023	1/31/2023	196	-	-	-	-	196
Oceanside Gymnastics	Martinez4-2223	1/1/2023	1/31/2023	117	-	-	-	-	117
Oceanside Gymnastics	Meanea1-2223	1/1/2023	1/31/2023	375	-	-	-	-	375
Oceanside Gymnastics	Morrison4-2223	1/1/2023	1/31/2023	350	-	-	-	-	350
Oceanside Gymnastics	Navarro4-2223	1/1/2023	1/31/2023	108	-	-	-	-	108
Oceanside Gymnastics	Servin1-2223	1/19/2023	2/18/2023	192	-	-	-	-	192
Oceanside Gymnastics	Urquhart1-2223	1/1/2023	1/31/2023	192	-	-	-	-	192
Olympia Training Center	29503	1/12/2023	2/11/2023	309	-	-	-	-	309
Outschool, Inc.	12345710016	1/2/2023	2/1/2023	30	-	-	-	-	30
Outschool, Inc.	12345710114	1/9/2023	2/8/2023	10	-	-	-	-	10
Outschool, Inc.	12345710115	1/9/2023	2/8/2023	48	-	-	-	-	48
Outschool, Inc.	12345710116	1/9/2023	2/8/2023	72	-	-	-	-	72
Outschool, Inc.	12345710117	1/9/2023	2/8/2023	45	-	-	-	-	45
Outschool, Inc.	12345710118	1/9/2023	2/8/2023	45	-	-	-	-	45
Outschool, Inc.	12345710119	1/9/2023	2/8/2023	44	-	-	-	-	44
Outschool, Inc.	12345710120	1/9/2023	2/8/2023	60	-	-	-	-	60
Outschool, Inc.	12345710121	1/9/2023	2/8/2023	60	-	-	-	-	60
Outschool, Inc.	12345710122	1/9/2023	2/8/2023	56	-	-	-	-	56
Outside the Box Creation	3642	1/6/2023	2/5/2023	348	-	-	-	-	348
Oxford Consulting Services	158982	12/31/2022	1/30/2023	218	-	-	-	-	218
Paint Box Art Studio	1045	1/2/2023	2/1/2023	15,150	-	-	-	-	15,150
Paint Box Art Studio	1049	1/12/2023	2/11/2023	3,850	-	-	-	-	3,850
Paint Box Art Studio	1051	1/19/2023	2/18/2023	850	-	-	-	-	850
Paper Moon Music	0593 JAN 2023	1/10/2023	2/9/2023	165	-	-	-	-	165
Paper Moon Music	0594 JAN 2023	1/10/2023	2/9/2023	165	-	-	-	-	165
Paper Moon Music	0595 JAN 2023	1/10/2023	2/9/2023	165	-	-	-	-	165
Paper Moon Music	0596 JAN 2023	1/10/2023	2/9/2023	165	-	-	-	-	165

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Paper Moon Music	0597 JAN 2023	1/11/2023	2/10/2023	165	-	-	-	-	165
Paper Moon Music	0598 JAN 2023	1/11/2023	2/10/2023	165	-	-	-	-	165
Paul Nelson	NELS011923	1/19/2023	1/19/2023	693	-	-	-	-	693
Peace Hill Press, Inc dba Well Trained N	56034	1/11/2023	2/10/2023	64	-	-	-	-	64
Peace Hill Press, Inc dba Well Trained N	56041	1/11/2023	2/10/2023	24	-	-	-	-	24
Peace Hill Press, Inc dba Well Trained N	56042	1/12/2023	2/11/2023	30	-	-	-	-	30
Peace Hill Press, Inc dba Well Trained N	56046	1/12/2023	2/11/2023	25	-	-	-	-	25
Play-Well TEKnologies	11-97644-1	1/17/2023	2/16/2023	120	-	-	-	-	120
Power of Leverage Brazilian Jiu Jitsu	134	1/11/2023	2/10/2023	165	-	-	-	-	165
Power of Leverage Brazilian Jiu Jitsu	135	1/12/2023	2/11/2023	75	-	-	-	-	75
Power of Leverage Brazilian Jiu Jitsu	136	1/12/2023	2/11/2023	75	-	-	-	-	75
Power of Leverage Brazilian Jiu Jitsu	137	1/11/2023	2/10/2023	165	-	-	-	-	165
Power of Leverage Brazilian Jiu Jitsu	138	1/12/2023	2/11/2023	75	-	-	-	-	75
Power of Leverage Brazilian Jiu Jitsu	139	1/12/2023	2/11/2023	75	-	-	-	-	75
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
Provenance	4366	1/20/2021	2/19/2021	-	-	-	-	1,316	1,316
Provenance	4372	1/20/2021	2/19/2021	-	-	-	-	6,148	6,148

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Provenance	4417	1/28/2021	2/27/2021	-	-	-	-	4,706	4,706
Provenance	4425	1/28/2021	2/27/2021	-	-	-	-	141	141
Provenance	4434	1/28/2021	2/27/2021	-	-	-	-	12,650	12,650
Provenance	4439	1/29/2021	2/28/2021	-	-	-	-	650	650
Provenance	4442	1/29/2021	2/28/2021	-	-	-	-	275	275
Provenance	4443	1/29/2021	2/28/2021	-	-	-	-	48	48
Provenance	4457	2/2/2021	3/4/2021	-	-	-	-	21,140	21,140
Provenance	4491	2/11/2021	3/13/2021	-	-	-	-	2,300	2,300
Provenance	4583	2/18/2021	3/20/2021	-	-	-	-	4,306	4,306
Provenance	4593	2/23/2021	3/25/2021	-	-	-	-	54	54
Provenance	4595	2/23/2021	3/25/2021	-	-	-	-	732	732
Provenance	4619	2/25/2021	3/27/2021	-	-	-	-	301	301
Provenance	4621	2/25/2021	3/27/2021	-	-	-	-	139	139
Provenance	4622	2/25/2021	3/27/2021	-	-	-	-	72	72
Provenance	4625	2/26/2021	3/28/2021	-	-	-	-	48	48
Provenance	4648	3/12/2021	4/11/2021	-	-	-	-	48	48
Provenance	4676	3/16/2021	4/15/2021	-	-	-	-	100	100
Provenance	4761	3/23/2021	4/22/2021	-	-	-	-	4,614	4,614
Provenance	4766	3/25/2021	4/24/2021	-	-	-	-	10,094	10,094
Provenance	4774	3/26/2021	4/25/2021	-	-	-	-	4,225	4,225
Provenance	4793	3/30/2021	4/29/2021	-	-	-	-	41	41
Provenance	4799	3/31/2021	4/30/2021	-	-	-	-	650	650
Provenance	4807	3/31/2021	4/30/2021	-	-	-	-	2,465	2,465
Provenance	4830	4/12/2021	5/12/2021	-	-	-	-	945	945
Provenance	4927	4/21/2021	5/21/2021	-	-	-	-	14	14
Provenance	5037	5/18/2021	6/17/2021	-	-	-	-	4,772	4,772
Provenance	PROV041321	4/13/2021	4/13/2021	-	-	-	-	3,650	3,650
Rachel Bertoch	2023-JAN	1/12/2023	2/11/2023	510	-	-	-	-	510
Rachel Fitzgerald	01122023	1/12/2023	2/11/2023	420	-	-	-	-	420
Rachel Fitzgerald	01142023	1/14/2023	2/13/2023	158	-	-	-	-	158
Rachel Fitzgerald	01152023	1/15/2023	2/14/2023	280	-	-	-	-	280
Rainbow Resource Center	3960062	1/9/2023	2/8/2023	94	-	-	-	-	94
Rainbow Resource Center	3960063	1/9/2023	2/8/2023	70	-	-	-	-	70
Rainbow Resource Center	3960259	1/9/2023	2/8/2023	39	-	-	-	-	39
Rainbow Resource Center	3960503	1/9/2023	2/8/2023	154	-	-	-	-	154
Rainbow Resource Center	3960585	1/9/2023	2/8/2023	71	-	-	-	-	71
Rainbow Resource Center	3960675	1/9/2023	2/8/2023	71	-	-	-	-	71
Rainbow Resource Center	3960925	1/9/2023	2/8/2023	119	-	-	-	-	119
Rainbow Resource Center	3960926	1/9/2023	2/8/2023	119	-	-	-	-	119
Rainbow Resource Center	3961006	1/10/2023	2/9/2023	50	-	-	-	-	50
Rainbow Resource Center	3961052	1/10/2023	2/9/2023	74	-	-	-	-	74
Rainbow Resource Center	3961069	1/10/2023	2/9/2023	55	-	-	-	-	55
Rainbow Resource Center	3961070	1/10/2023	2/9/2023	81	-	-	-	-	81

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Rainbow Resource Center	3962089	1/11/2023	2/10/2023	237	-	-	-	-	237
Rainbow Resource Center	3962091	1/11/2023	2/10/2023	237	-	-	-	-	237
Rainbow Resource Center	3962361	1/11/2023	2/10/2023	174	-	-	-	-	174
Rainbow Resource Center	3962682	1/11/2023	2/10/2023	37	-	-	-	-	37
Rainbow Resource Center	3962714	1/11/2023	2/10/2023	37	-	-	-	-	37
Rainbow Resource Center	3964339	1/13/2023	2/12/2023	131	-	-	-	-	131
Rainbow Resource Center	3964341	1/13/2023	2/12/2023	30	-	-	-	-	30
Rainbow Resource Center	3964343	1/13/2023	2/12/2023	52	-	-	-	-	52
Rainbow Resource Center	3964397	1/13/2023	2/12/2023	52	-	-	-	-	52
Rainbow Resource Center	3964404	1/13/2023	2/12/2023	106	-	-	-	-	106
Rainbow Resource Center	3964999	1/16/2023	2/15/2023	183	-	-	-	-	183
Rainbow Resource Center	3965365	1/16/2023	2/15/2023	53	-	-	-	-	53
Rainbow Resource Center	3965366	1/16/2023	2/15/2023	71	-	-	-	-	71
Rainbow Resource Center	3967415	1/18/2023	2/17/2023	51	-	-	-	-	51
Randall Music School	157	1/9/2023	2/8/2023	234	-	-	-	-	234
Randall Music School	158	1/9/2023	2/8/2023	313	-	-	-	-	313
Randall Music School	159	1/9/2023	2/8/2023	115	-	-	-	-	115
Randall Music School	160	1/9/2023	2/8/2023	313	-	-	-	-	313
Randall Music School	161	1/11/2023	2/10/2023	172	-	-	-	-	172
Randall Music School	163	1/11/2023	2/10/2023	156	-	-	-	-	156
Randall Music School	167	1/13/2023	2/12/2023	80	-	-	-	-	80
Randall Music School	169	1/19/2023	2/18/2023	109	-	-	-	-	109
Randall Music School	171	1/19/2023	2/18/2023	234	-	-	-	-	234
Regina Phillips	2023-Jan	1/12/2023	2/11/2023	140	-	-	-	-	140
Robin Dapper	PCATuesdayWednesday1.13	1/13/2023	2/12/2023	4,600	-	-	-	-	4,600
Robin Dapper	PCATuesdayWednesday1.19	1/19/2023	2/18/2023	1,840	-	-	-	-	1,840
Rock Fitness Gym	PACDEC2022	1/6/2023	2/5/2023	60	-	-	-	-	60
Roman Covarrubias	PCA0001	1/12/2023	2/11/2023	3,000	-	-	-	-	3,000
Roos Music	6	1/10/2023	2/9/2023	175	-	-	-	-	175
Rubke-Foxworth Music Studio	120122	1/19/2023	2/18/2023	240	-	-	-	-	240
Ruocco Equestrian Training	012	1/5/2023	1/15/2023	3,010	-	-	-	-	3,010
Safe Swim Academy	SSA1-23	1/11/2023	2/10/2023	330	-	-	-	-	330
Safe Swim Academy	SSA2-23	1/11/2023	2/10/2023	330	-	-	-	-	330
San Diego Center for Vision Care - Opto	144	12/7/2022	1/6/2023	425	-	-	-	-	425
San Diego Civic Youth Ballet	SDCYBDec2022	1/11/2023	2/10/2023	896	-	-	-	-	896
San Diego Civic Youth Ballet	SDCYBNov2022	1/11/2023	2/10/2023	1,036	-	-	-	-	1,036
San Diego Craft Collective	64	12/21/2022	1/20/2023	1,320	-	-	-	-	1,320
San Diego Danceworks	318	1/14/2023	2/13/2023	714	-	-	-	-	714
San Diego Gas & Electric	SAND011623-4216	1/16/2023	1/31/2023	508	-	-	-	-	508
San Diego Gas & Electric	SAND011623-4723	1/16/2023	1/31/2023	196	-	-	-	-	196
San Diego Horse Rentals LLC	HORODGERS15	1/17/2023	1/17/2023	250	-	-	-	-	250
San Diego Horse Rentals LLC	MKORALSKI 1	1/9/2023	1/9/2023	80	-	-	-	-	80
San Diego Horse Rentals LLC	MPRICE1	1/17/2023	1/17/2023	250	-	-	-	-	250

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San Diego Ice Arena	14606	1/10/2023	2/9/2023	228	-	-	-	-	228
San Diego Ice Arena	14607	1/10/2023	2/9/2023	228	-	-	-	-	228
San Diego Liberal Arts Academy	3707-v2	1/21/2023	2/20/2023	1,400	-	-	-	-	1,400
San Diego Liberal Arts Academy	3708-v2	1/21/2023	2/20/2023	1,750	-	-	-	-	1,750
San Diego Liberal Arts Academy	3709-v2	1/21/2023	2/20/2023	7,000	-	-	-	-	7,000
San Diego Liberal Arts Academy	3710	1/9/2023	2/8/2023	5,600	-	-	-	-	5,600
San Diego Liberal Arts Academy	3711	1/10/2023	2/9/2023	700	-	-	-	-	700
San Diego Liberal Arts Academy	3712	1/11/2023	2/10/2023	4,750	-	-	-	-	4,750
San Diego Royal Gymnastics	099	1/12/2023	2/11/2023	148	-	-	-	-	148
San Diego Royal Gymnastics	100	1/12/2023	2/11/2023	74	-	-	-	-	74
San Diego Royal Gymnastics	101	1/12/2023	2/11/2023	74	-	-	-	-	74
San Diego Royal Gymnastics	102	1/12/2023	2/11/2023	74	-	-	-	-	74
San Diego Royal Gymnastics	103	1/12/2023	2/11/2023	300	-	-	-	-	300
San Diego Royal Gymnastics	104	1/12/2023	2/11/2023	180	-	-	-	-	180
San Diego Royal Gymnastics	105	1/12/2023	2/11/2023	420	-	-	-	-	420
Sarah Lowery Piano Studio	100	1/10/2023	2/9/2023	220	-	-	-	-	220
Sarah Lowery Piano Studio	97	1/9/2023	2/8/2023	110	-	-	-	-	110
Sarah Lowery Piano Studio	98	1/9/2023	2/8/2023	110	-	-	-	-	110
Sarah Lowery Piano Studio	99	1/10/2023	2/9/2023	110	-	-	-	-	110
SCEGA Gymnastics	2134	1/13/2023	2/12/2023	579	-	-	-	-	579
Scholastic Inc	45690961	1/9/2023	2/8/2023	35	-	-	-	-	35
Scripps Performing Arts Academy	1018	1/11/2023	2/10/2023	202	-	-	-	-	202
Scripps Performing Arts Academy	1019	1/18/2023	2/17/2023	116	-	-	-	-	116
Scripps Performing Arts Academy	1020	1/19/2023	2/18/2023	152	-	-	-	-	152
Sebesta's Rocking K Ranch	1220	1/10/2023	2/9/2023	260	-	-	-	-	260
Sebesta's Rocking K Ranch	1221	1/10/2023	2/9/2023	260	-	-	-	-	260
Sebesta's Rocking K Ranch	1222	1/10/2023	2/9/2023	260	-	-	-	-	260
Sebesta's Rocking K Ranch	1223	1/10/2023	2/9/2023	260	-	-	-	-	260
Sebesta's Rocking K Ranch	1224	1/10/2023	2/9/2023	260	-	-	-	-	260
Sebesta's Rocking K Ranch	1225	1/10/2023	2/9/2023	780	-	-	-	-	780
Selene Gomez	23-1	1/16/2023	2/15/2023	420	-	-	-	-	420
Seven Spears Martial Arts Academy LLC	128	1/1/2023	1/31/2023	314	-	-	-	-	314
Seven Spears Martial Arts Academy LLC	726	1/1/2023	1/31/2023	338	-	-	-	-	338
SHI International Corp	B16358934	1/16/2023	2/15/2023	486	-	-	-	-	486
Silva BJJ & Fitness for Kids	0004	1/10/2023	2/9/2023	1,788	-	-	-	-	1,788
Silver Spur Riding School	B Grace 1	1/5/2023	2/4/2023	350	-	-	-	-	350
Silver Spur Riding School	Liv 4	1/5/2023	2/4/2023	350	-	-	-	-	350
Singapore Math Inc.	S256637	1/9/2023	2/8/2023	130	-	-	-	-	130
Singapore Math Inc.	S256638	1/9/2023	2/8/2023	45	-	-	-	-	45
Singapore Math Inc.	S257051	1/11/2023	2/10/2023	49	-	-	-	-	49
Singapore Math Inc.	S257052	1/11/2023	2/10/2023	271	-	-	-	-	271
Singapore Math Inc.	S257053	1/11/2023	2/10/2023	74	-	-	-	-	74
Singapore Math Inc.	S257054	1/10/2023	2/9/2023	85	-	-	-	-	85

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Singapore Math Inc.	S257057	1/11/2023	2/10/2023	45	-	-	-	-	45
Singapore Math Inc.	S257061	1/11/2023	2/10/2023	45	-	-	-	-	45
Singapore Math Inc.	S257069	1/11/2023	2/10/2023	45	-	-	-	-	45
Singapore Math Inc.	S257215	1/12/2023	2/11/2023	44	-	-	-	-	44
Singapore Math Inc.	S257330	1/12/2023	2/11/2023	75	-	-	-	-	75
Singapore Math Inc.	S257333	1/12/2023	2/11/2023	45	-	-	-	-	45
Singapore Math Inc.	S257334	1/12/2023	2/11/2023	45	-	-	-	-	45
Singapore Math Inc.	S257359	1/13/2023	2/12/2023	70	-	-	-	-	70
Singapore Math Inc.	S257360	1/13/2023	2/12/2023	36	-	-	-	-	36
Singapore Math Inc.	S257361	1/13/2023	2/12/2023	36	-	-	-	-	36
Singapore Math Inc.	S257836	1/17/2023	2/16/2023	85	-	-	-	-	85
Singapore Math Inc.	S257976	1/18/2023	2/17/2023	66	-	-	-	-	66
Singapore Math Inc.	S257978	1/18/2023	2/17/2023	84	-	-	-	-	84
Small Talk OC	2840	1/12/2023	1/31/2023	920	-	-	-	-	920
SmallTalk Pediatric Therapy	0000817	1/12/2023	2/2/2023	1,488	-	-	-	-	1,488
SmallTalk Pediatric Therapy	0000818	1/12/2023	2/2/2023	372	-	-	-	-	372
SmallTalk Pediatric Therapy	0000819	1/12/2023	2/2/2023	496	-	-	-	-	496
SmallTalk Pediatric Therapy	0000820	1/12/2023	2/2/2023	1,240	-	-	-	-	1,240
SmallTalk Pediatric Therapy	0000821	1/12/2023	2/2/2023	744	-	-	-	-	744
SmallTalk Pediatric Therapy	0000823	1/12/2023	2/2/2023	248	-	-	-	-	248
SmallTalk Pediatric Therapy	0000824	1/12/2023	2/2/2023	744	-	-	-	-	744
SmallTalk Pediatric Therapy	0000825	1/12/2023	2/2/2023	496	-	-	-	-	496
SmallTalk Pediatric Therapy	0000826	1/12/2023	2/2/2023	744	-	-	-	-	744
SmallTalk Pediatric Therapy	0000828	1/12/2023	2/2/2023	1,364	-	-	-	-	1,364
Soaring Minds Education, LLC	PCAPT-134	1/4/2023	2/3/2023	6,038	-	-	-	-	6,038
SoCal STEM	1335	1/17/2023	2/16/2023	21,630	-	-	-	-	21,630
Soccer Saints & Ryan Beard	1146	1/10/2023	2/9/2023	126	-	-	-	-	126
Soccer Saints & Ryan Beard	1147	1/10/2023	2/9/2023	55	-	-	-	-	55
Soccer Saints & Ryan Beard	1148	1/10/2023	2/9/2023	110	-	-	-	-	110
Soccer Saints & Ryan Beard	1149	1/10/2023	2/9/2023	180	-	-	-	-	180
Soccer Saints & Ryan Beard	1157	1/20/2023	2/19/2023	126	-	-	-	-	126
Sonya Rosenberg	202	1/9/2023	1/9/2023	45	-	-	-	-	45
Sonya Rosenberg	203	1/9/2023	1/9/2023	45	-	-	-	-	45
Sonya Rosenberg	207	1/17/2023	1/17/2023	210	-	-	-	-	210
Soro Futbol	SF-002	1/13/2023	2/12/2023	2,592	-	-	-	-	2,592
South Shore Jiu Jitsu, LLC	0009	1/4/2023	2/3/2023	1,125	-	-	-	-	1,125
Southern California Music Academy	9145	12/7/2022	1/6/2023	164	-	-	-	-	164
Southern California Music Academy	9146	12/7/2022	1/6/2023	107	-	-	-	-	107
Southern California Music Academy	9172	1/6/2023	2/5/2023	148	-	-	-	-	148
Southern California Music Academy	9173	1/6/2023	2/5/2023	148	-	-	-	-	148
Southern California Music Academy	9174	1/6/2023	2/5/2023	148	-	-	-	-	148
Southern California Music Academy	9175	1/6/2023	2/5/2023	148	-	-	-	-	148
Southern California Music Academy	9176	1/6/2023	2/5/2023	148	-	-	-	-	148

## Pacific Coast Academy

## Accounts Payable Aging

January 31, 2023

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
Southern California Music Academy	9177	1/6/2023	2/5/2023	148	-	-	-	-	148
Southern California Music Academy	9178	1/6/2023	2/5/2023	148	-	-	-	-	148
Southern California Music Academy	9179	1/9/2023	2/8/2023	164	-	-	-	-	164
Southern California Music Academy	9180	1/12/2023	2/11/2023	188	-	-	-	-	188
Southern California Music Academy	9181	1/12/2023	2/11/2023	120	-	-	-	-	120
Southern California Music Academy	9182	1/12/2023	2/11/2023	120	-	-	-	-	120
Southern California Music Academy	9183	1/17/2023	2/16/2023	148	-	-	-	-	148
Southern California Music Academy	9184	1/17/2023	2/16/2023	148	-	-	-	-	148
Southern California Music Academy	9185	1/17/2023	2/16/2023	148	-	-	-	-	148
Southern California Music Academy	9186	1/17/2023	2/16/2023	23	-	-	-	-	23
Spanish Advantage	SAPAC01182023	1/18/2023	2/17/2023	1,570	-	-	-	-	1,570
Staump Productions	0010623-01	1/6/2023	2/5/2023	340	-	-	-	-	340
Staump Productions	0010623-03	1/6/2023	2/5/2023	170	-	-	-	-	170
Staump Productions	0010623-04	1/6/2023	2/5/2023	150	-	-	-	-	150
Staump Productions	0010623-05	1/6/2023	2/5/2023	170	-	-	-	-	170
Studies Weekly	466230	1/20/2023	12/5/2022	32	-	-	-	-	32
Studies Weekly	466231	1/20/2023	12/5/2022	65	-	-	-	-	65
Studies Weekly	466232	1/20/2023	12/5/2022	65	-	-	-	-	65
Studies Weekly	466233	1/20/2023	12/5/2022	32	-	-	-	-	32
Studies Weekly	466234	1/20/2023	12/5/2022	32	-	-	-	-	32
Studies Weekly	466235	1/20/2023	12/5/2022	32	-	-	-	-	32
Studies Weekly	466245	1/20/2023	12/5/2022	32	-	-	-	-	32
Studies Weekly	466246	1/20/2023	12/5/2022	32	-	-	-	-	32
Studies Weekly	466247	1/20/2023	12/5/2022	32	-	-	-	-	32
Studies Weekly	466248	1/20/2023	12/5/2022	32	-	-	-	-	32
Studies Weekly	468821	1/12/2023	2/4/2023	33	-	-	-	-	33
Studies Weekly	468822	1/12/2023	2/4/2023	32	-	-	-	-	32
Studies Weekly	468823	1/12/2023	2/4/2023	32	-	-	-	-	32
Studies Weekly	468824	1/20/2023	2/4/2023	32	-	-	-	-	32
Studies Weekly	468825	1/12/2023	2/4/2023	65	-	-	-	-	65
Susan Creswell	319024	1/6/2023	2/5/2023	280	-	-	-	-	280
Susan Creswell	419024	1/6/2023	2/5/2023	280	-	-	-	-	280
Susan Creswell	919023	1/9/2023	2/8/2023	140	-	-	-	-	140
Swiftkick Martial Arts	2051	1/6/2023	2/5/2023	463	-	-	-	-	463
Swiftkick Martial Arts	2052	1/19/2023	2/18/2023	344	-	-	-	-	344
Swim to Shore	1923	1/9/2023	1/9/2023	145	-	-	-	-	145
TalkBox.Mom	606506	1/19/2023	2/18/2023	19	-	-	-	-	19
TalkBox.Mom	606522	1/19/2023	2/18/2023	328	-	-	-	-	328
TalkBox.Mom	606570	1/20/2023	2/19/2023	40	-	-	-	-	40
Teacher Synergy, LLC	216815269	1/6/2023	1/27/2023	5	-	-	-	-	5
Teacher Synergy, LLC	216815638	1/6/2023	1/27/2023	93	-	-	-	-	93
Teacher Synergy, LLC	216821364	1/6/2023	1/27/2023	10	-	-	-	-	10
Teacher Synergy, LLC	217406720	1/11/2023	2/1/2023	127	-	-	-	-	127

## Pacific Coast Academy

## Accounts Payable Aging

January 31, 2023

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	217410194	1/11/2023	2/1/2023	109	-	-	-	-	109
Teacher Synergy, LLC	217417095	1/11/2023	2/1/2023	21	-	-	-	-	21
Teacher Synergy, LLC	217420805	1/11/2023	2/1/2023	59	-	-	-	-	59
Teacher Synergy, LLC	217421177	1/11/2023	2/1/2023	77	-	-	-	-	77
Teacher Synergy, LLC	217431331	1/11/2023	2/1/2023	10	-	-	-	-	10
Teacher Synergy, LLC	217431812	1/11/2023	2/1/2023	14	-	-	-	-	14
Teacher Synergy, LLC	217433564	1/11/2023	2/1/2023	4	-	-	-	-	4
Teacher Synergy, LLC	217434832	1/11/2023	2/1/2023	4	-	-	-	-	4
Teacher Synergy, LLC	217435322	1/11/2023	2/1/2023	10	-	-	-	-	10
Teacher Synergy, LLC	217436374	1/11/2023	2/1/2023	15	-	-	-	-	15
Teacher Synergy, LLC	217436680	1/11/2023	2/1/2023	128	-	-	-	-	128
Teacher Synergy, LLC	217436760	1/11/2023	2/1/2023	120	-	-	-	-	120
Teacher Synergy, LLC	217437195	1/11/2023	2/1/2023	52	-	-	-	-	52
Teacher Synergy, LLC	217440790	1/11/2023	2/1/2023	9	-	-	-	-	9
Teacher Synergy, LLC	217441903	1/11/2023	2/1/2023	18	-	-	-	-	18
Teacher Synergy, LLC	217442286	1/11/2023	2/1/2023	47	-	-	-	-	47
Teacher Synergy, LLC	217559034	1/12/2023	2/2/2023	27	-	-	-	-	27
Teacher Synergy, LLC	217561039	1/12/2023	2/2/2023	5	-	-	-	-	5
Teacher Synergy, LLC	217562468	1/12/2023	2/2/2023	4	-	-	-	-	4
Teacher Synergy, LLC	217566372	1/12/2023	2/2/2023	33	-	-	-	-	33
Teacher Synergy, LLC	217566608	1/12/2023	2/2/2023	51	-	-	-	-	51
Teacher Synergy, LLC	217567631	1/12/2023	2/2/2023	65	-	-	-	-	65
Teacher Synergy, LLC	217567911	1/12/2023	2/2/2023	33	-	-	-	-	33
Teacher Synergy, LLC	217571999	1/12/2023	2/2/2023	42	-	-	-	-	42
Teacher Synergy, LLC	217582269	1/12/2023	2/2/2023	210	-	-	-	-	210
Teacher Synergy, LLC	217582799	1/12/2023	2/2/2023	62	-	-	-	-	62
Teacher Synergy, LLC	217651450	1/13/2023	2/3/2023	34	-	-	-	-	34
Teacher Synergy, LLC	217707103	1/13/2023	2/3/2023	40	-	-	-	-	40
Teacher Synergy, LLC	218006336	1/17/2023	2/7/2023	11	-	-	-	-	11
Teacher Synergy, LLC	218013221	1/17/2023	2/7/2023	8	-	-	-	-	8
Teacher Synergy, LLC	218013371	1/17/2023	2/7/2023	215	-	-	-	-	215
Teacher Synergy, LLC	218013958	1/17/2023	2/7/2023	7	-	-	-	-	7
Teacher Synergy, LLC	218014072	1/17/2023	2/7/2023	18	-	-	-	-	18
Teacher Synergy, LLC	218160373	1/18/2023	2/8/2023	5	-	-	-	-	5
Teacher Synergy, LLC	218163098	1/18/2023	2/8/2023	4	-	-	-	-	4
Teacher Synergy, LLC	218182723	1/18/2023	2/8/2023	35	-	-	-	-	35
Teacher Synergy, LLC	218329042	1/19/2023	2/9/2023	35	-	-	-	-	35
Teacher Synergy, LLC	218329931	1/19/2023	2/9/2023	19	-	-	-	-	19
Teacher Synergy, LLC	218330299	1/19/2023	2/9/2023	19	-	-	-	-	19
Teacher Synergy, LLC	218333931	1/19/2023	2/9/2023	15	-	-	-	-	15
Teacher Synergy, LLC	218334245	1/19/2023	2/9/2023	45	-	-	-	-	45
Teacher Synergy, LLC	218336356	1/19/2023	2/9/2023	22	-	-	-	-	22
Teacher Synergy, LLC	218338943	1/19/2023	2/9/2023	55	-	-	-	-	55

## Pacific Coast Academy

## Accounts Payable Aging

January 31, 2023

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	218425516	1/20/2023	2/10/2023	26	-	-	-	-	26
Teacher Synergy, LLC	218426404	1/20/2023	2/10/2023	58	-	-	-	-	58
Teacher Synergy, LLC	218427003	1/20/2023	2/10/2023	57	-	-	-	-	57
Teacher Synergy, LLC	218427124	1/20/2023	2/10/2023	49	-	-	-	-	49
Teacher Synergy, LLC	218428242	1/20/2023	2/10/2023	7	-	-	-	-	7
Teacher Synergy, LLC	218428527	1/20/2023	2/10/2023	101	-	-	-	-	101
Teacher Synergy, LLC	218443883	1/20/2023	2/10/2023	17	-	-	-	-	17
Teaching Textbooks	48076	1/10/2023	2/9/2023	73	-	-	-	-	73
Teaching Textbooks	48145	1/12/2023	2/11/2023	59	-	-	-	-	59
Teaching Textbooks	48159	1/12/2023	2/11/2023	59	-	-	-	-	59
Teaching Textbooks	48162	1/12/2023	2/11/2023	46	-	-	-	-	46
Teaching Textbooks	48163	1/12/2023	2/11/2023	59	-	-	-	-	59
Teaching Textbooks	48199	1/13/2023	2/12/2023	59	-	-	-	-	59
Teaching Textbooks	48209	1/16/2023	2/15/2023	154	-	-	-	-	154
Teaching Textbooks	48250	1/19/2023	2/18/2023	73	-	-	-	-	73
Temecula Karate LLC	2	1/10/2023	2/9/2023	455	-	-	-	-	455
The Critical Thinking Co.	205121A	1/9/2023	2/8/2023	41	-	-	-	-	41
The Critical Thinking Co.	205169A	1/11/2023	2/10/2023	116	-	-	-	-	116
The Critical Thinking Co.	205196A	1/11/2023	2/10/2023	41	-	-	-	-	41
The Escondido Music and Art Company	2023-01	1/18/2023	2/17/2023	1,920	-	-	-	-	1,920
The San Diego Music and Art Cooperati	69	1/8/2023	2/7/2023	260	-	-	-	-	260
The San Diego Music and Art Cooperati	70	1/9/2023	2/8/2023	380	-	-	-	-	380
The San Diego Music and Art Cooperati	71	1/13/2023	2/12/2023	310	-	-	-	-	310
The Writtenburg Door	WDPAC1132023	1/13/2023	2/12/2023	6,480	-	-	-	-	6,480
Tim Hart	484	1/6/2023	1/6/2023	50	-	-	-	-	50
Timberdoodle.com	399474	1/10/2023	2/9/2023	153	-	-	-	-	153
Timberdoodle.com	399475	1/10/2023	2/9/2023	136	-	-	-	-	136
Timberdoodle.com	399592	1/12/2023	2/11/2023	1,236	-	-	-	-	1,236
Timberdoodle.com	399607	1/12/2023	2/11/2023	554	-	-	-	-	554
Twist N U Inc.	11523	1/15/2023	2/14/2023	270	-	-	-	-	270
U.S. Music Lessons	Jan2023	1/7/2023	2/6/2023	608	-	-	-	-	608
United Studios of Self Defense	MO012023	1/10/2023	2/9/2023	215	-	-	-	-	215
Valery King	37	1/10/2023	2/9/2023	330	-	-	-	-	330
Valley-Wide Elite Gymnastics, Inc.	A008	1/1/2023	1/31/2023	346	-	-	-	-	346
Verizon Wireless	9924972607	1/10/2023	2/2/2023	40	-	-	-	-	40
Verizon Wireless	9925367706	1/14/2023	2/6/2023	1,871	-	-	-	-	1,871
Visago LLC	PCA2301-1	1/14/2023	2/13/2023	638	-	-	-	-	638
Vista Music	130	1/13/2023	2/12/2023	1,305	-	-	-	-	1,305
Vivien Gaines Vocal Studio	34	1/10/2023	2/9/2023	140	-	-	-	-	140
Wagner's School of Music, LLC	5760	1/10/2023	2/9/2023	308	-	-	-	-	308
Wagner's School of Music, LLC	5761	1/10/2023	2/9/2023	116	-	-	-	-	116
Wagner's School of Music, LLC	5762	1/10/2023	2/9/2023	116	-	-	-	-	116
Wagner's School of Music, LLC	5763	1/10/2023	2/9/2023	212	-	-	-	-	212

## Pacific Coast Academy

## Accounts Payable Aging

January 31, 2023

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	5764	1/10/2023	2/9/2023	116	-	-	-	-	116
Wagner's School of Music, LLC	5765	1/12/2023	2/11/2023	212	-	-	-	-	212
Waterworks Aquatics	210	1/11/2023	2/10/2023	1,112	-	-	-	-	1,112
Waterworks Swim School	209	1/11/2023	2/10/2023	592	-	-	-	-	592
West Coast Krav Maga Murrieta	6080	1/10/2023	2/9/2023	170	-	-	-	-	170
West Coast Krav Maga Murrieta	6081	1/10/2023	2/9/2023	189	-	-	-	-	189
Wexplore LLC	364	1/12/2023	2/11/2023	10,595	-	-	-	-	10,595
Wexplore LLC	365	1/19/2023	2/18/2023	1,105	-	-	-	-	1,105
White Dragon Martial Arts	11323	1/12/2023	2/11/2023	232	-	-	-	-	232
White Dragon Martial Arts	4002	1/12/2023	2/11/2023	159	-	-	-	-	159
White Dragon of East County	62	1/14/2023	2/13/2023	2,608	-	-	-	-	2,608
William Wilson	123122	1/17/2023	2/16/2023	1,040	-	-	-	-	1,040
WM Music Lessons	052PCA	1/10/2023	2/9/2023	1,110	-	-	-	-	1,110
WM Music Lessons	053PCA	1/13/2023	2/12/2023	355	-	-	-	-	355
Wonder Crate	PC021	1/12/2023	2/11/2023	202	-	-	-	-	202
Xochitl Salcido	PAC-105243-C007	1/9/2023	2/8/2023	350	-	-	-	-	350
Xochitl Salcido	PAC-106395-C003	1/1/2023	1/31/2023	350	-	-	-	-	350
Xochitl Salcido	PAC-106744-C007	1/1/2023	1/31/2023	200	-	-	-	-	200
Xochitl Salcido	PAC-108131-C004	1/1/2023	1/31/2023	350	-	-	-	-	350
Xochitl Salcido	PAC-97832-C020	1/1/2023	1/31/2023	200	-	-	-	-	200
YMCA of San Diego County	11-2022	11/30/2022	12/30/2022	549	-	-	-	-	549
YMCA of San Diego County	12-2022	12/31/2022	1/30/2023	611	-	-	-	-	611
YMCA of San Diego County	22	1/13/2023	2/12/2023	951	-	-	-	-	951
YMCA of San Diego County	5 - TW	1/5/2023	2/4/2023	328	-	-	-	-	328
YMCA of San Diego County	9	1/9/2023	1/29/2023	436	-	-	-	-	436
Zaner-Bloser, Inc.	INVZB05172	1/11/2023	2/10/2023	81	-	-	-	-	81
Zaner-Bloser, Inc.	INVZB05408	1/13/2023	2/12/2023	128	-	-	-	-	128
Zaner-Bloser, Inc.	INVZB06080	1/19/2023	2/18/2023	211	-	-	-	-	211
<b>Total Outstanding Payables in January</b>				<b>\$ 753,778</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 502,110</b>	<b>\$ 1,255,888</b>

## Coversheet

### Resolution for Adoption of Pacific Coast Academy Approving the Non-Average Daily Attendance Summer School

**Section:** IV. Other Business  
**Item:** A. Resolution for Adoption of Pacific Coast Academy Approving  
the Non-Average Daily Attendance Summer School  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
PCA Resolution 2023-04 ADOPTION OF PCA APPROVING THE NON-AVERAGE  
DAILY ATTENDANCE SUMMER SCHOOL\_\_Redlined 03.02.2023.pdf



## Pacific Coast Academy

13915 Danielson St. #200, Poway, CA 92064

Ph (619) 215-0704

### Resolution of Pacific Coast Academy Board of Directors 2023-04

#### ADOPTION OF PACIFIC COAST ACADEMY APPROVING THE NON-AVERAGE DAILY ATTENDANCE SUMMER SCHOOL

WHEREAS, Pacific Coast Academy (the “School”) is committed to providing students with individualized learning experiences through quality, personalized, standards-based education, which could include online coursework, offline textbook work, and unique hands-on and experiential learning experiences facilitated in partnership with students, parents, staff, and community.

WHEREAS, the School is committed to supporting students in 9<sup>th</sup> – 12<sup>th</sup> grade who are credit deficient with additional supports as needed for their success;

WHEREAS, the School desires to provide additional opportunities outside of the school year for 9<sup>th</sup> – 12<sup>th</sup> grade credit deficient students to complete course work;

NOW THEREFORE BE IT RESOLVED, the School will provide summer school for credit deficient students, but will not collect Average Daily Attendance Funding.

NOW THEREFORE BE IT RESOLVED, the Board will delegate the Executive Director to

1. Identify those students entering grades 10-12 who are credit deficient, no more than 30 students
2. Offer courses required for graduation in the categories of history, English, math and science
3. Provide curriculum and teacher support at the cost of no more than \$0 - \$325 per course, per student, with students taking a maximum of two courses
4. Establish a summer school calendar running from June 14, 2023 through July 28, 2023
5. Participate in a summer school memorandum of understanding between Cabrillo Point Academy, Mission Vista Academy, and Pacific Coast Academy to reimburse the costs of shared staff based on number of students enrolled in the program

	CPA	MVA	PCA	Total
<b># Students</b>	40	30	30	100
<b>Content Teacher Stipend</b>	1760	1550	1550	4860
<b>HST Stipend</b>	1130	1340	1340	3810
<b>Curriculum Cost</b>	12000	9000	9000	30000
Course I	6000	4500	4500	15000
Course II	6000	4500	4500	15000
<b>Total</b>	14890	11890	11890	38670

**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 March 11, 2023, 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.

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Secretary of the Board of Directors of  
Pacific Coast Academy

# Coversheet

## Agreement Between the Dehesa School District and Pacific Coast Academy

<b>Section:</b>	IV. Other Business
<b>Item:</b>	B. Agreement Between the Dehesa School District and Pacific Coast Academy
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Agreement Between the Dehesa School District and PCA.pdf

**AGREEMENT  
BETWEEN THE DEHESA SCHOOL DISTRICT  
AND PACIFIC COAST ACADEMY**

This Agreement (“Agreement”) is entered into by and between the Dehesa School District (“District”) and Pacific Coast Academy (“Charter School”), a public charter school operated by Pacific Coast Academy, a California nonprofit public benefit corporation. The term “Charter School” as used in this Agreement shall refer to both Pacific Coast Academy and the Charter School itself. The District and the Charter School are individually referred to as the “Party” and are collectively referred to as the “Parties.”

**RECITALS**

- A. The District is a school district existing under the laws of the State of California.
- B. The District is the authorizing agency of the Charter School.
- C. Pacific Coast Academy is a California nonprofit public benefit corporation that operates the Charter School, a public charter school operating under the chartering authority and oversight of the District. Pacific Coast Academy shall be responsible for, and have all rights and benefits attributable to, the Charter School as further outlined herein, and whenever this Agreement obligates the Charter School to a particular course of action or prohibits or limits the Charter School from a particular course of action, Pacific Coast Academy shall also be required to fulfill such obligation and be subject to such prohibition or limitation.
- D. The Charter School offers a non-classroom based independent study program (“Charter School Program”) that it has been operating for several years. The Charter School Program is well developed and is popular among students and parents/guardians. The popularity of the Charter School Program has historically resulted in the Charter School reaching its desired student enrollment capacity for the grade levels it serves, and running a lengthy waitlist of students (“Waitlisted Students”).
- E. To accommodate and support families of prospective and current District students, Waitlisted Students, and other families of grade-level eligible students, the District desires to provide an educational option that is similar to the Charter School Program and the Charter School desires to assist the District with providing a high quality independent study program for District students.
- F. The District is in the process of establishing an independent study program (“District IS Program”) for students in transitional kindergarten (“TK”) through eighth grade that would mirror, utilize, and implement certain aspects of the Charter School Program, including certain Charter School staff to the extent available, services, and other components in furtherance of the District IS Program.

- G. This Agreement shall take effect upon execution by the Parties and upon approval and ratification by the respective governing boards of the Parties. If any provision of this Agreement is found to be inconsistent with the Charter School’s charter, the terms of the charter shall control, and the Parties shall work together in good faith to revise the charter or this Agreement to reach consistency.

NOW, THEREFORE, in consideration of the promises and the mutual covenants and agreements set forth in this Agreement, the Parties agree as follows:

## **AGREEMENT**

### **I. TERM AND MODIFICATION**

A. **Term.** The term of this Agreement shall commence as of the date it is approved by the Parties’ respective governing boards and fully-executed by the Parties and shall end on June 30, 2024, unless earlier terminated pursuant to this Agreement. This Agreement shall automatically renew at the end of the initial term for an additional one (1) year term (each a “Renewal Term”), on the same terms and conditions herein, for up to three (3) consecutive successive renewal terms. This Agreement is subject to termination during the term or any extension term as set forth in this Agreement.

B. **Termination.**

1. **For Convenience.** Either Party may terminate this Agreement without cause upon at least thirty (30) calendar days’ notice to the other Party. Termination pursuant to this Section shall take effect at the end of the then-current fiscal year (i.e., June 30<sup>th</sup>).

2. **For Cause.** Either Party may terminate this Agreement for cause (e.g., breach of a material term of the Agreement) any time after providing the defaulting party with written notice and thirty (30) calendar days for an opportunity to cure; provided, however, that if the nature of the default or failure is such that it cannot be reasonably cured within the 30-day period, the Party shall not be deemed to be in default if the party commences such cure within the 30-day period and thereafter diligently prosecutes the same to completion. To avoid student displacement and/or disruption to the educational program, supports, and services provided to students enrolled in the District IS Program, termination pursuant to this Section shall take effect on June 30<sup>th</sup> of the then-current fiscal year; provided, however, that this Agreement shall immediately terminate upon the filing of criminal charges alleging that District or Charter School employees or members of the Board of Directors committed a crime

related to the Charter School or District IS Program that has a direct and material impact on any of the Parties' respective rights or obligations under this Agreement, or the closure of the Charter School or District IS Program occurring prior to the end of the then-current fiscal year.

- C. **Modification.** This Agreement may be modified in writing at any time during the term of this Agreement by mutual agreement. Any modification of this Agreement shall be in writing, executed by the duly authorized representatives of the Parties, ratified by the Parties' respective governing boards, and specifically indicate the intent of the Parties to modify this Agreement.

## II. DESIGNATED REPRESENTATIVE

- A. **District Representative.** The District's designated representative shall be the Superintendent/CBO or designee who shall have the authority to act on behalf of the District, except to the extent action by the District's Governing Board is legally required.
- B. **Charter School Representative.** The Charter School's designated representative shall be its Executive Director or designee, who shall have the authority to act on behalf of the Charter School, except to the extent action by the Charter School's Board of Directors is required.

## III. EDUCATIONAL PROGRAM AND CURRICULUM

- A. The District desires for the District IS Program to closely resemble the Charter School Program. Accordingly, for the term of this Agreement, the District may utilize the Charter School's instructional model and independent study curriculum for the District IS Program, as more fully described below.
- B. By this Agreement, the Charter School shall:
  - 1. Work cooperatively with the District toward the District's establishment and implementation of the District IS Program.
  - 2. Authorize the District to hire Charter School teachers on a part-time basis to teach students enrolled in the District IS Program, to the extent such Charter School teachers are available, as further set forth in the Personnel section herein.
  - 3. Assist the District with locating, procuring, and utilizing a software program(s) (which may include an online school payment system and vendor platform for enrichment services, a curriculum ordering system or other curriculum supports, and/or supports for field trips, events, and/or student library resources) necessary to implement the

District IS Program. The District shall be responsible for the costs associated with the procurement and use of such software program(s) necessary for the District IS Program. The District recognizes that the Charter School is not hereby licensing or otherwise providing to the District the software system or any portion thereof that the Charter School licenses pursuant to that certain Settlement Agreement and Mutual Release between Charter School and Provenance dated June 25, 2021.

4. Authorize students enrolled in the District IS Program to participate in vendor-provided enrichment opportunities, access curriculum, and participate in field trips pursuant to contracts entered into between the Charter School and such vendors. Upon request by the District, the Charter School hereby agrees to provide the District copies of its contracts with third party vendors for the District's review for compliance with all applicable laws, the relevant provisions of the Operations Memorandum of Understanding dated December 11, 2020 and amendment thereto dated August 28, 2021 between the District and the Charter School, attached hereto as **Exhibit A**, and the provisions of Section IV herein.
5. Train the District Superintendent/Chief Business Officer as may be necessary for the District to successfully implement the District IS Program.
6. Provide other services to the District, as set forth herein.

#### **IV. VENDOR CONTRACTS**

- A. The Charter School shall maintain policies and procedures to use in evaluating contracts with vendors that will provide educational enrichment services to promote educational value, student safety, and fiscal reasonableness and shall only approve contracts which comply with the policies and procedures. Upon request from the District, the Charter School will provide the District with a copy of the proposed policies and procedures, and the District is invited to provide feedback and recommended revisions, if any, to the Charter School. The policies and procedures shall, at a minimum, do all of the following:
  1. Help achieve a reasonable market value for the service provided.
  2. Require all vendors to warrant that they will maintain adequate levels of insurance and possess business licenses or other certifications when required.
  3. Ensure all vendor personnel who interact with students, outside of the immediate supervision and control of the student's parent or

guardian or a school employee, have not been convicted of a serious or violent felony as required in Education Code section 45125.1.

4. Require all vendors to have policies and procedures related to emergency response and accident reporting that are reasonable for the instruction or activity, and require all vendors to comply with all applicable state and county public health orders related to COVID-19.
  5. Require all vendors to warrant that the vendor has the qualifications and skills for the activities or instruction to be provided in a competent and professional manner.
- B.** The Charter School and the District shall each comply with all applicable conflict of interest laws, including, but not limited to, the Political Reform Act and Government Code section 1090 *et seq.*
- C.** The District and any students enrolled in the District IS Program shall abide by and be subject to all applicable Charter School policies and procedures, including, but not limited, to the Educational Vendor Policies and Procedures.
- D.** The Charter School shall provide the District, upon request, with a copy of its contract with any vendors that will provide educational or instructional services, enrichment activities, or tutoring to students enrolled in the District IS Program. The contract shall specify the services that will be provided and the associated costs and the term of the contract. Should the Charter School and a vendor revise or enter into a new contract, the Charter School shall provide the revised or new contract to the District upon request.

## **V. PERSONNEL**

- A.** The District shall be responsible for recruiting, hiring, compensating, and supervising all teachers and staff for the District IS Program. To the extent the Charter School has part-time teachers who are available and desire to also work part-time for the District, the District intends to hire such Charter School teachers to teach students enrolled in the District IS Program (“Dual Teachers”). The District expects that such Dual Teachers will also continue to be employed by the Charter School and teach students enrolled in the Charter School Program. Accordingly, the Parties agree that such “dual” employment is not, and shall not be considered by either Party as, an “incompatible” activity that would affect their dual employment with the District and Charter School. The Parties further agree and acknowledge that, while performing services for the District or Charter School, the Dual Teachers will be expected to devote their full time and attention to only one employer at a time, and will be subject to the all applicable policies and

procedures of the particular employer for whom they are performing services at that time.

- B. To be employed by the District, the Dual Teachers will need to comply with the District's hiring process, which shall include following all pre-employment requirements required by District policy and law. The Parties acknowledge that if any teacher fails to comply with these requirements, the District will not be able to hire that teacher to perform services under this Agreement.
- C. To the extent there are not part-time Charter School teachers available to serve as Dual Teachers for the District's IS Program, the District shall be solely responsible for adequately staffing the District IS Program with other District teachers.

## VI. STUDENTS

- A. The District will enroll students in the District IS Program on a first-come, first-served basis. No test or assessment shall be administered to any student prior to, or as a condition of, enrollment into the District IS Program. Enrollment and participation in the District IS Program, however, is limited to students in grades TK through 8 who meet the residency requirements under Education Code sections 48200 and 48204, including students for whom an inter-district transfer request has been processed and approved by the student's district of residence and the District, consistent with the requirements of Education Code sections 46600 *et seq.*
- B. Once the Charter School has reached its desired student enrollment capacity, the Charter School will begin referring Waitlisted Students to the District. In the event that a Waitlisted Student resides out-of-District but would like to participate in the District IS Program, the Charter School shall refer such Waitlisted Student to the District for assistance with the inter-district transfer process, and Charter School shall assist with facilitating a smooth hand-off to the District. Such assistance provided by the District, if requested by the Waitlisted Student's parent or guardian, shall include, but not be limited to, locating the applicable inter-district transfer request forms, consulting with the parent(s)/guardian(s) of the Waitlisted Student to answer any questions or provide clarification regarding the process and completing/submitting the required forms, and facilitating communication between the parent(s)/guardian(s) and the district of residence as needed or as requested.
- C. Parents/guardians of students enrolled in the District IS Program who desire to enroll their students in the Charter School for the following school year shall follow the same application/registration procedures applicable to all other students interested in enrolling in the Charter School. In the case of a random public drawing, the Charter School shall give an admission

preference to students residing in the District in accordance with the charter. The Parties understand and agree that there is no guarantee that the Charter School will have space for, or be able to accommodate, every student enrolled in the District IS Program or then-current eighth grade students enrolled in the District IS Program who wish to enroll in the Charter School for the following school year.

## VII. FACILITIES

- A. The Parties expressly acknowledge and agree that students enrolled in the IS Program may be required to participate in state testing in person. Should the District not have sufficient facilities space to administer state testing for students enrolled in the IS Program, the Charter School will use its best efforts to accommodate IS Program students at its facilities location(s) for such purpose. The Parties agree to mutually develop and negotiate a separate written agreement detailing the arrangement for use of Charter School facilities for state testing upon District request.

## VIII. ADMINISTRATIVE SERVICES & INSTRUCTIONAL MATERIALS

- A. The District intends to purchase certain administrative services from the Charter School for purposes of administering the District IS Program (“Administrative Services”), including the following:
1. Enrollment Services. The Charter School shall provide the District access to one Charter School staff member in enrollment to help connect families to the District and hand-off for enrollment in the District IS Program.
  2. Special Education Services. The Charter School agrees to provide special education services to the District as more fully described in Section IX below.
- B. Administrative Services Fees. The District agrees to pay the Charter School for the Administrative Services rendered under this Agreement based on the hourly rates set forth in the Schedule of Fees/Costs for Administrative Services attached as Exhibit B and incorporated herein by reference.
1. Invoicing and Payment. Payment for the Administrative Services shall be made for all undisputed amounts within thirty (30) calendar days after the Charter School submits a detailed invoice to the District, which clearly indicates the dates worked, increments of hourly work (rounded to the nearest tenth hour increment), the hourly rate for the particular Administrative Service(s) that aligns with the Schedule of Fees/Costs, and a written description or detail of the Administrative Services performed.

2. Expenses. Travel-related expenses, if any, shall be appropriately itemized in the invoice described in subsection B.1. above. Upon request by the District, the Charter School shall make all receipts or other documentation justifying such travel expenses available for review prior to issuance of payment by the District. The District shall not be responsible for any costs or expenses paid or incurred by the Charter School in performing the Administrative Services for the District (including all expenses, supplies, travel, meals, etc.) that exceed the not-to-exceed value for travel expenses set forth in the Schedule of Fees/Costs.
  3. Materials. The Charter School shall furnish, at its own expense, all labor, materials, equipment, supplies, and other items necessary to perform and complete the Administrative Services to be provided under this Agreement, except as otherwise specified herein.
- C. **Standard of Care.** The Administrative Services shall be performed by the Charter School with due care and in the same manner in which the Charter School provides those services for its own students and as would be expected of administrative staff employed by Charter School performing the same or similar duties for the Charter School Program.
1. The Charter School represents that it has the ability to perform the Administrative Services in a professional manner, without the advice, control, or supervision of the District. At the District's request, the Charter School agrees to remove from the performance of the Administrative Services any personnel, including independent contractors, reasonably deemed by the District to be abusive, disorderly, incompetent, careless, or unqualified to perform the Administrative Services assigned to that person.
  2. The Charter School shall be responsible for the professional quality, technical accuracy, completeness, and coordination of the Administrative Services, and the Charter School understands that the District relies upon such professional quality, accuracy, completeness, and coordination by the Charter School in performing the Administrative Services.
  3. The Charter School shall ensure that any person performing Administrative Services under this Agreement requiring a license or certification shall possess the appropriate license or certification to perform the service required or requested. All such personnel, including independent contractors, shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances in the performance of Administrative Services. All such personnel, including any and all independent contractors, shall have sufficient

skill and experience to perform the Administrative Services assigned to them.

4. The Charter School assumes the full and complete responsibility for the acts and/or omissions of the Charter School's officers, employees, contractors, subcontractors, vendors, agents, or representatives.
- D.** The Parties hereby acknowledge and agree that no agent or employee of the Charter School who is performing Administrative Services on behalf of the Charter School for the District shall be deemed to be the employee, agent, or servant of the District, except as expressly acknowledged in writing by the District. For clarity and the avoidance of doubt, the Charter School will be solely and entirely responsible for the acts of Charter School agents, employees, and subcontractors performing the Administrative Services during the entire term of this Agreement, including any extensions.
- E.** **Instructional Materials.** The Charter School agrees to supply to District IS Program students all instructional materials, supplies, and related technology (including connectivity and devices) that is provided to Charter School Program students in order to access and participate in the educational program and complete assigned work. Such instructional materials, supplies, and related technology provided to District IS Program students shall be commensurate with the instructional materials, supplies, and related technology that is provided to Charter School Program students in the corresponding grade level/program(s), to the extent possible. The District agrees to pay the actual costs of such instructional materials, supplies, and related technology on a per student basis. Prior to purchasing such instructional materials, supplies, and related technology for the District IS Program, the Charter School shall provide the District with an invoice and/or estimate that includes a detailed itemization of all costs. The District shall review all line items to confirm the expenses are reasonable. The District shall pay the Charter School for all approved expenses within thirty (30) calendar days of receipt of appropriate documentation or sooner if the District requires the items sooner. Once the District has remitted payment to the Charter School for instructional materials, supplies, and related technology for District students, the Charter School will purchase such items for the District students.

## **IX. SPECIAL EDUCATION**

- A.** The Parties expressly acknowledge and agree that the students who enroll in the District IS Program may include students who are, or may be, eligible for special education and related services under the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA"), its implementing regulations, and related California law.

- B. Designation as a District Student.** The Parties understand and agree that students enrolled in the District IS Program shall constitute students of the District for purposes of the provision of special education and related services. Should any student disenroll from the District and enroll in the Charter School Program, the student will no longer be considered a “District student” and shall, upon such enrollment, be deemed a student of the Charter School for purposes of the provision of special education and related services; provided, however, that the District shall remain legally responsible for its obligations under the IDEA and related California special education law and regulations for the time period in which the student was enrolled in the District IS Program. Upon the student’s enrollment in the Charter School Program, the Charter School shall be become responsible for the ensuring compliance with all applicable special education laws and regulations in connection with that student in the same manner as any other student who enrolls into the Charter School Program.
- C. Charter School Assistance with Special Education for Students Enrolled in District IS Program.** In exchange for the District’s payment of fees/costs based on the hourly rates set forth in the Schedule of Fees/Costs for Administrative Services, the Charter School agrees to assist the District with the administration of special education for students enrolled in the District IS Program as follows:
1. Charter School agrees that students in the District IS Program may join Charter School’s specialized academic instruction (“SAI”) classes when provided in the student’s Individualized Education Program (“IEP”).
  2. Charter School will adhere to all legal requirements regarding the Charter School’s provision of any special education and related services to students enrolled in the District IS Program.
  3. To the extent Charter School provides special education and related services for District students, such services are provided by qualified personnel who meet state certification, licensing, registration, and other applicable requirements. If necessary, due to limited availability of certain types of special education staff, the Charter School may assist the District with locating qualified outside persons or agencies for the District to contract with for the provision of special education and/or related services to students enrolled in the District IS Program.
  4. The District may request that Charter School assist with conducting necessary special education assessments of District IS Program students including, but not limited to, initial assessments, annual assessments, triennial assessments, and transition assessments, as applicable. To the extent Charter School provides assistance with

special education assessments, all such assessments shall be conducted by qualified personnel and will comply with state and federal law and regulations. The District shall not conduct any assessment without first obtaining the written consent of the parent/guardian.

5. The District may request that Charter School assist with arranging and/or scheduling IEP meetings.
  6. The District may request that Charter School assist with developing IEPs that contain all components required by federal and state law including, but not limited to, the following: a statement of the student's present levels of educational performance; measurable annual goals; the special education and related services and supplementary aids and services to be provided to the student; an explanation of the extent, if any, to which a student will not participate with non-disabled students; the dates, frequency, location, and duration of services for the student; a statement of how the student's progress toward his or her annual goals will be measured; and a statement of accommodations that are necessary to measure academic achievement and performance on state and District testing.
  7. To the extent Charter School provides services to District students that are included in an IEP, the Charter School will not implement any IEP, or any portion thereof, for which a parent/guardian has not provided written consent.
  8. The District may request that Charter School assist with providing parents/guardians of District students with prior written notice when necessary in accordance with the requirements of 34 C.F.R. section 300.503.
- D. Transportation.** The District shall be responsible for providing transportation, at its own expense, to any student enrolled in the District IS Program if required by the student's IEP.
- E. Independent Study.** The Parties acknowledge, understand, and agree that a student with a disability may participate in independent study if the student's IEP specifically provides for that participation.
- F. Parent/Guardian Concerns.** Should a parent/guardian complain to Charter School, in writing, that the Charter School and/or the District is violating the requirements of state or federal special education laws or regulations in the District IS Program, or if the Charter School receives a complaint filed with the East County Special Education Local Plan Area ("SELPA"), the California Department of Education ("CDE"), the Office

of Administrative Hearings (“OAH”), the Office of Civil Rights (“OCR”), or any state or federal court regarding the District IS Program, the Charter School shall immediately notify the designated District representative of the complaint. In consultation with the Charter School as appropriate, the District shall investigate, address, and respond to all complaints.

- G. Due Process Hearings/Mediations.** In direct consultation with the Charter School, the District may file a due process complaint related to the provision of a FAPE to a District IS Program student as the District, in direct consultation with the Charter School, determines is legally necessary to meet its responsibilities under federal and state law. The Parties shall cooperate in all aspects related to the filing of the due process complaint and corresponding proceedings.

In the event a parent/guardian files for a due process hearing, the District shall, in consultation with the Charter School, defend against a due process complaint brought by a student as related to the Student’s enrollment in the District IS Program and will work to resolve the matter at an early stage if advisable. The Parties shall cooperate in all aspects of preparing for and conducting the due process hearing and mediation (as applicable), including making the staff of the Charter School available as applicable.

- H. Responsibility for Fees and Costs for Legal Representation.** In the event the District determines legal representation is needed in connection with any complaint, filing, due process hearing, mediation, or court proceeding contemplated in subsections F and G above, the District shall be represented by legal counsel of its own choosing and shall be solely responsible for the fees and costs associated with such legal representation.

1. Enrollment in District IS Program and Charter School Program. Notwithstanding the Parties’ obligations as described herein, if the complaint relates in any way to the provision of special education and related services to a student who was enrolled in each of the IS Program and the Charter School Program for any periods of time during the applicable statute of limitations period, the District and the Charter School shall secure separate legal representation.
2. The District will be responsible for the fees and costs of its own legal counsel and for all prospective special education and related services, compensatory education, reimbursement and any other damages awarded by a due process hearing officer or court, including attorney’s fees and costs that may be awarded that relate directly to issues alleged in the complaint that are limited to the time period that the student was enrolled in the District IS Program during the applicable statute of limitations period.

The Charter School will be responsible for the fees and costs of its own legal counsel and for all prospective special education and related services, compensatory education, reimbursement and any other damages awarded by a due process hearing officer or court, including attorney's fees and costs that may be awarded that relate directly to issues alleged in the complaint that are limited to the time period that the student was enrolled in and attending the Charter School Program during the applicable statute of limitations period.

- I. **SELPA Requirements.** To the extent Charter School provides special education and related services for District students, the District shall assist Charter School with adhering to the applicable policies and procedures of the East County SELPA and of the District.
  - J. **Quarterly Meetings.** The Charter School's designated representative shall meet with the District's designated representative on a quarterly basis, or more frequently as needed, to review the provision of special education and related services to District IS Program students and the Parties' respective special education-related obligations under this Agreement. Such meetings shall be held at the District office unless otherwise mutually agreed upon by the Parties.
  - K. **Funding and Reimbursement of Costs.** The District shall receive and retain all state and federal special education revenues generated by student attendance in the District IS Program. The District shall also be entitled to funding and services provided by the East County SELPA to the extent available. The District agrees to pay Charter School for providing special education and related services to District IS Program students at the hourly rates specified in the Schedule of Fees/Costs included as **Exhibit B** to this Agreement. Prior to payment, the Charter School shall provide the District with an invoice that includes a detailed itemization of all fees and costs. The District shall pay the Charter School for all expenses within thirty (30) calendar days of receipt of the invoice.
  - L. **Record-Keeping.** The District and the Charter School shall keep detailed records of all services provided and costs incurred for the provision of services, and shall make such records available to the other Party's designated representative within three (3) business days of such request.
- X. **MARKETING**
- A. The Charter School shall be responsible for informing the families of the Waitlisted Students of the opportunity to enroll in the District IS Program. The Charter School shall collaborate with the District in creating marketing materials for the District IS Program as the Parties may agree from time to time, including a brochure to be distributed to interested families as well as a landing page on the District's website for the District IS Program.

## **XI. CONFIDENTIALITY**

- A.** Each Party and all of the Party's respective officers, employees, contractors, subcontractors, vendors, representatives and/or agents shall maintain the confidentiality of, and protect from unauthorized disclosure, any and all information received in the course of performing its respective obligations under this Agreement, whether disclosed verbally, identified as confidential or proprietary at the time of disclosure, or that the receiving Party should have reasonably determined to be confidential based on the nature of the information and/or the circumstances of its disclosure. Confidential information shall not be used for any purpose other than carrying out the obligations under this Agreement. This requirement to maintain confidentiality shall survive the termination of this Agreement.
- B.** Each Party and all of the Party's respective officers, employees, contractors, representatives, vendors and/or agents shall comply with all applicable federal and state laws concerning the maintenance and disclosure of student records, including, without limitation, the Family Educational Rights and Privacy Act of 1974 ("FERPA"; 20 U.S.C. section 1232g) and the California Public Records Act (Government Code sections 6250 *et seq.*). The District hereby designates employees of the Charter School whose job duties include providing the Administrative Services to the District on behalf of the Charter School as having a legitimate educational interest under FERPA for the students enrolled in the District's IS Program. Consistent with FERPA, the Charter School shall not use the education records disclosed by the District pursuant to this Agreement for any purpose other than to provide the Administrative Services. The Charter School shall not disclose information from the education records to any third party without the prior written consent of the parent/guardian of the student, except as permitted by law. Consistent with FERPA, the Charter School shall destroy the education records disclosed by the District pursuant to this Agreement when no longer needed to provide the Administrative Services.

## **XII. DISTRICT INSPECTIONS/AUDITS**

- A.** The Charter School shall establish and maintain books, records, and systems of account in accordance with generally-accepted accounting principles, reflecting all business operations of the Charter School that are transacted under this Agreement. The Charter School shall retain these books, records, and systems of account during the term of this Agreement, including extension terms, and for five (5) years thereafter.
- B.** The Charter School shall permit the District, its agents, other representatives, or an independent auditor to audit, examine, and make copies from all books and records, including billing statements, invoices, and other data related to the Administrative Services and other Charter School obligations covered by this Agreement. The District shall also have

the right to seek support from Charter School officials who have working knowledge of matters or issues under audit. The Charter School shall maintain all contracts involving the expenditure of public funds for the District IS Program for a period of five (5) years following the expiration of the term of this Agreement, including any extension terms.

- C. The Charter School acknowledges and agrees that the foregoing provisions apply to, and may be utilized by, the District for the production of any records or documents subject to disclosure under the California Public Records Act (Government Code sections 6250 *et seq.*) unless otherwise exempt. Such records may include, but are not limited to, records or documents in the District's constructive possession but under the Charter School's control regardless if created, sent, received, stored, or maintained in a personal account or device of the Charter School or its employees.

### **XIII. LEGAL COMPLIANCE/CONFLICTS OF INTEREST**

- A. The Parties shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances in the performance of this Agreement. This shall include, but not be limited to, all laws regarding background checks, fingerprinting, credentialing, and requirements under the Every Student Succeeds Act ("ESSA") and its corresponding regulations.
- B. The Charter School and the District shall abide by and be subject to all applicable state, federal, or other laws regarding conflicts of interest. The Charter School and the District each affirms to the best of their knowledge that there exists no actual or potential conflict of interest in connection to the Charter School's performance of any of the Administrative Services and/or other obligations under this Agreement. Through their execution and governing board approval of this Agreement, the Charter School and the District each acknowledge that they are familiar with the provisions of Sections 1090 *et seq.* and Sections 87100 *et seq.* of the Government Code, and that nothing in this Agreement constitutes or causes a violation of said provisions at the time of entering into this Agreement. In the event the Charter School or District receives any information subsequent to execution of this Agreement which might constitute a violation of these provisions, the Charter School or District shall immediately notify the other Party of this information in writing.

### **XIV. INSURANCE**

- A. The District shall be solely responsible for obtaining and maintaining appropriate insurance coverage amounts and types for the District's IS Program.
- B. During the term of this Agreement, the Charter School shall maintain such insurance as is required by the Charter School's charter and the Operations

Memorandum of Understanding between the Parties, attached hereto as **Exhibit A**. Upon request, the Charter School shall provide certificates of insurance coverage to the District. Each Party warrants to the other that it has adequate insurance for the purposes described herein.

## **XV. INDEMNIFICATION**

- A. By Charter School.** Charter School agrees, to the fullest extent permitted by the law, to defend, indemnify, and hold harmless the District and its Board members, officers, employees and agents from and against all damages, actions, lawsuits, administrative proceedings, injuries, claims, losses, liability, penalties, costs, expenses, fees (including reasonable attorneys' fees), judgments, and any other harm (economic or otherwise) of any kind whatsoever arising out of or relating to any Third Party claim (including claims made by governmental authorities):
1. alleging the breach of any of the representations, warranties, agreements or covenants made by the Charter School in this Agreement;
  2. alleging a failure to perform any of the obligations undertaken by the Charter School in this Agreement;
  3. that results from any audit or investigation conducted by the State Auditor or California Department of Education; or
  4. alleging that the Charter School's Board members, as well as directors, officers, executives, employees, independent contractors or agents (including the vendors) in their capacity working for the Charter School, were negligent, engaged in intentional misconduct or committed acts with reckless disregard for the consequences to persons or property.

**Definition of Third Party/Parties.** All persons, entities (public and private) and non-entities (public and private), and governmental authorities of all kinds fall within the broad definition of Third Party except the Charter School and its Board Members, directors, officers or executives acting on behalf of the Charter School.

- B. By District.** District agrees, to the fullest extent permitted by the law, to defend, indemnify, and hold harmless the Charter School and its Board members, directors, officers, executives, employees and agents from and against all damages, actions, lawsuits, administrative proceedings, injuries, claims, losses, liability, penalties, costs, expenses, fees (including reasonable attorneys' fees), judgments and any other harm (economic or otherwise) of any kind whatsoever arising out of or relating to any Third Party claim (including claims of governmental authorities):

1. alleging the breach of any of the representations, warranties, agreements or covenants made by the District in this Agreement;
2. alleging a failure to perform any of the obligations undertaken by the District in this Agreement;
3. that results from any audit or investigation conducted by the State Auditor or California Department of Education; or
4. alleging that the District's Board members, as well as directors, officers, executives, employees, or agents (including the vendors) in their capacity working for the District, were negligent, engaged in intentional misconduct or committed acts with reckless disregard for the consequences to persons or property.

Definition of Third Party. All persons, entities (public and private) and non-entities (public and private) and governmental authorities of all kinds, fall within the broad definition of Third Party except the District and its Board members, employees, or agents.

- C. Survival. These provisions survive termination of this Agreement.
- D. Indemnification Procedure. The Parties' obligation to indemnify is subject to the condition that the Party with the obligation to indemnify ("Indemnifying Party") gets prompt notice of any such claims and is given primary control of and all reasonably requested assistance (at Indemnifying Party's expense) for the defense of such claims (with counsel reasonably satisfactory to the Party being indemnified) ("Indemnified Party"). Under no circumstances shall the Indemnified Party be required to admit liability. Any delay in notification shall not relieve the Indemnifying Party of its obligations except to the extent that the delay materially impairs its ability to indemnify. Without limiting the foregoing, the Indemnified Party may participate in the defense at its own expense and with its own counsel; however, if the Indemnified Party reasonably concludes that the Indemnifying Party has conflicting interests or different defenses available, Indemnifying Party shall secure separate counsel for the Indemnified Party subject to the imposition of reasonable fees and expenses. The Indemnifying Party shall not enter into or acquiesce to any settlement containing any admission of or stipulation to any guilt, fault, liability or wrongdoing on the part of the Indemnified Party or which would otherwise adversely affect the Indemnified Party without the Indemnified Party's prior written consent (which shall not be unreasonably withheld). The Indemnifying Party shall keep the Indemnified Party advised of the status of the claims and the defense thereof and shall consider in good faith the recommendations made by the Indemnified Party with respect thereto.

## **XVI. DISPUTE RESOLUTION**

- A. **Meet and Confer.** In the event of a claim, dispute, or other matter in controversy between the District and the Charter School related to this Agreement (“Dispute”), designated representatives of the Parties shall meet as soon as possible (but not later than ten business (10) days after receipt of written notice of the Dispute) in a good faith effort to negotiate a resolution of the Dispute. Each Party shall be represented in such negotiations by an authorized representative with full knowledge of the details of the Dispute or defenses being asserted and with authority to resolve such Dispute, subject to approval of the Party’s governing board.
- B. **Mediation.** If the Dispute remains unresolved after the meet and confer, it shall be submitted for resolution to a neutral third party mediator. The costs of the mediator shall be split equally between the Parties. If the mediation does not resolve the Dispute, the Parties may pursue any other remedy available at law or in equity.

## XVII. MISCELLANEOUS

- A. **Taxes.** Each Party shall be solely responsible and liable for payment of all sales, use, excise, value added or similar taxes, duties, charges, or penalties imposed by any federal, state or local government or jurisdiction with respect to any fees or other payments to be made under this Agreement.
- B. **Non-Assignment.** Neither Party shall assign its rights, duties, or privileges under this Agreement, nor shall either party attempt to confer any of its rights, duties or privileges under this Agreement on any third party, without the written consent of the other Party.
- C. **Severability.** If any provision or part of this Agreement is for any reason held to be invalid and/or unenforceable or contrary to public policy, law or statute and/or ordinance, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.
- D. **Waiver.** The waiver by either Party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
- E. **Entire Agreement.** This Agreement contains the entire agreement of the Parties with respect to the matters covered herein and supersedes any oral or written understanding or agreements between the Parties with respect to the subject matter of this Agreement. No person or Party is authorized to make any representations or warranties except as set forth herein, and no agreement, statement, representation, or promise by any Party which is not contained herein shall be valid or binding. The undersigned acknowledges that she/he has not relied upon any warranties, representations, statements, or promises by any of the Parties herein or any of their agents or consultants

except as may be expressly set forth in this Agreement. The Parties further recognize that this Agreement shall only be modified in writing and by the mutual agreement of the Parties.

- F. **Recitals.** The Parties agree that the recitals set forth above are true and are incorporated as essential terms of this Agreement.
- G. **Governing Law.** This Agreement shall be interpreted under the laws of the State of California. Any litigation filed by the Parties regarding this Agreement shall be filed and heard in a court of competent jurisdiction for the County of San Diego, State of California.
- H. **Signatures.** The Parties acknowledge that each of the undersigned has the power and authority to enter into a binding contract on behalf of the Party so noted below.
- I. **Counterparts.** This Agreement may be signed in counterparts such that the signatures may appear on separate signature pages. Facsimile or photocopy signatures shall have the same force and effect as original signatures.
- J. **Notification.** All notices, requests, and other communications under this Agreement shall be in writing and sent electronically and by U.S. mail to the proper address as follows:

To the District at:                   Bradley Johnson, Superintendent  
Dehesa School District  
4612 Dehesa Road  
El Cajon, CA 92019  
Email: bradley.johnson@dehesasd.net

To the Charter School at:       Krystin Demofonte  
Pacific Coast Academy  
13915 Danielson Street, #200  
Poway, CA 92064  
Email:  
krystin.demofonte@pacificcoastacademy.org

- K. **Effective Date.** The Effective Date of this Agreement shall be the date on which it is fully executed by the Parties and approved by the governing boards of the Parties.

*[Signatures on the following page]*

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date written below.

**DEHESA SCHOOL DISTRICT**

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**PACIFIC COAST ACADEMY**

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date of District Board Approval: \_\_\_\_\_

Date of Charter Board Approval: \_\_\_\_\_

**Exhibit A**  
**Operations MOU**

**OPERATIONS MEMORANDUM OF UNDERSTANDING  
BETWEEN THE DEHESA SCHOOL DISTRICT  
AND PACIFIC COAST ACADEMY**

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into by and between the Dehesa School District (“District”) and Pacific Coast Academy (“Charter School”), a public charter school operated by Pacific Coast Academy, a California nonprofit public benefit corporation. The term “Charter School” as used in this Agreement shall refer to both Pacific Coast Academy and the Charter School itself. The District and the Charter School are collectively referred to as “the Parties.”

**RECITALS**

- A. The District is a school district existing under the laws of the State of California.
- B. The Charter School submitted a charter renewal petition to the District, which the District approved on May 18, 2017 for a term of five (5) years, commencing on July 1, 2017 and ending on June 30, 2022 (“Charter”). The District is the authorizing agency of the Charter School.
- C. Pacific Coast Academy is a California nonprofit public benefit corporation that operates the Charter School, a public charter school existing under the laws of the State of California and under the chartering authority and oversight of the District. Pacific Coast Academy shall be responsible for, and have all rights and benefits attributable to, the Charter School as further outlined herein, and whenever this Agreement obligates the Charter School to a particular course of action or prohibits or limits the Charter School from a particular course of action, Pacific Coast Academy shall also be required to fulfill such obligation and be subject to such prohibition or limitation with respect to operation of the Charter School.
- D. This Agreement is intended to outline the Parties’ agreements governing their respective fiscal and administrative responsibilities, their legal relationships, the operation of the Charter School, and other matters of mutual interest.
- E. The Charter School shall be responsible at all times for operating the Charter School in conformity with the provisions of the approved charter, all laws and regulations applicable to charter schools, and this MOU.
- F. This Agreement shall take effect upon the execution by the Parties and upon approval and ratification by the Governing Board of the District. If any provision of this Agreement is inconsistent with the Charter, the terms of this Agreement shall control, unless prohibited by law.

NOW, THEREFORE, in consideration of the promises and the mutual covenants and agreements set forth in this Agreement, the Parties agree as follows:

## AGREEMENT

### I. TERM AND RENEWAL

- A. **Term.** The term of this Agreement shall commence as of the date it is approved by the District’s Board and fully-executed by the parties (“Effective Date”) and shall end on June 30, 2022. This Agreement is subject to termination during the term or any renewal as specified by law or as otherwise set forth in this Agreement. This MOU shall automatically expire if the Charter School becomes non-operational.
- B. **Modification.** This Agreement may be modified in writing at any time during the term of this Agreement by mutual agreement. Any modification of this Agreement shall be in writing, executed by the duly authorized representatives of the Parties, ratified by the Parties’ respective boards, and specifically indicate the intent of the Parties to modify this Agreement.

### II. DESIGNATED REPRESENTATIVE

- A. **District Representative.** The District’s designated representative shall be the Superintendent or designee who shall have the authority to act on behalf of the District, except to the extent action by the District’s Governing Board is legally required.
- B. **Charter School Representative.** The Charter School’s designated representative shall be its Executive Director or designee, who shall have the authority to act on behalf of the Charter School, except to the extent action by the Charter School’s Board of Directors is required.

### III. OVERSIGHT FEES AND ADMINISTRATIVE SERVICES

- A. In accordance with Education Code section 47613, the District may charge for the actual costs of supervisory oversight not to exceed one percent (1%) of the revenue of the Charter School. Should the Charter School obtain substantially rent-free facilities from the District, the District may charge for the actual cost of supervisory oversight not to exceed three percent (3%) of the revenue of the Charter School. “Revenue” is defined in accordance with Education Code section 47613(f). This payment will be made in quarterly payments or in the method or timing that is mutually agreeable to the Parties. The Charter School shall pay the invoice provided by the District for the oversight fee within thirty (30) days of receipt.
- B. The Charter School and the District agree that “supervisory oversight,” as used in Education Code sections 47613 and 47604.32, shall include, but not be limited to, the following:

1. All activities related to the charter revocation and renewal processes as described in Education Code section 47607, including any process related to the issuance of a notice to remedy or other corrective notice related to the Charter School's operations, including document requests, hearings, notices, and investigations, and monitoring efforts to remedy operational problems identified by the District.
  2. Activities relating to monitoring the performance and compliance of the Charter School with respect to the terms of its charter, related agreements, and all applicable laws.
  3. Review and timely response to the Charter School's annual independent fiscal and performance audit.
  4. Identification of at least one staff member as a contact person for the Charter School.
  5. Visits to the Charter School at least annually.
  6. Ensuring that the Charter School submits the reports and documents identified herein.
  7. Monitoring the fiscal condition of the Charter School.
  8. Providing timely notification to the California Department of Education pursuant to Education Code Section 47604.32(e) if any of the following circumstances occur: (a) a renewal of the Charter is granted or denied; (b) the Charter is revoked; and/or (c) the Charter School ceases operation for any reason.
  9. Any other activities required of charter authorizing agencies under applicable law and regulations, including but not limited to, credential monitoring.
- C.** The Charter School shall be solely responsible for meeting its reporting obligations. The District will cooperate fully with the Charter School in reviewing and forwarding in a timely manner any reporting that it is required to review and submit to either the San Diego County Office of Education or the California Department of Education on behalf of the Charter School.
- D.** The Charter School shall promptly respond to all reasonable inquiries of the District including, but not limited to, inquiries regarding its financial records.
- E.** Should the Charter School desire to purchase administrative or business services from the District, the Charter School shall request such services in

writing. If the Charter School purchases services from a third party other than the District, the Charter School shall promptly respond to reasonable inquiries from the District and requests for information/documents it maintains or has access to concerning its contractual relationship with the third party, any services rendered to the Charter School by the third party, or any matter that is otherwise related to the District's oversight of the Charter School pursuant to Education Code section 47604.3.

#### **IV. FUNDING**

- A.** To the extent that the Charter School is required to submit records or information to the District, the San Diego County Office of Education, or the State of California in order to confirm funding, those records must be prepared by the Charter School in a format acceptable to the recipient. If there is any dispute about the format of records to be submitted to the District, the Parties will consult in good faith regarding an acceptable format.
- B.** The Charter School shall be funded pursuant to the local control funding formula consistent with Education Code sections 42238.02 and 42238.03; provided, however, that any future revision to the Charter Schools Act or Education Code that revises the manner in which charter schools are funded shall not be interpreted to prevent Charter School's direct receipt of full funding in accordance with applicable law.
  - 1. The Charter School acknowledges its obligation to prepare and hold a public hearing to adopt a Local Control Accountability Plan ("LCAP") by July 1<sup>st</sup>. The Charter School will submit a draft to the District by June 1<sup>st</sup> for feedback and input. This requirement, however, shall not apply for the 2020-2021 school year. Instead, the Charter School shall adopt a Learning Continuity Plan by September 30, 2020 utilizing the template adopted by the State Board of Education, and shall adhere to all other applicable requirements under Senate Bill 98 and Education Code section 43509.
  - 2. The Charter School also acknowledges its annual obligation to update the LCAP to specifically account for the expenditures of the supplemental and concentration grant funds generated by English learners, low income students, and students in foster care.
  - 3. The Charter School shall adhere to all requirements outlined in Education Code section 47606.5, including, but not limited to:
    - (a) Consulting with teachers, principals, administrators, other school personnel, parents, and students in the development of the LCAP and annual update.

- (b) Holding at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP or annual update.
  - (c) Following the procedures for adoption of the LCAP when adopting any revisions to the LCAP or annual update during the period that it is in effect.
  - (d) Submitting the LCAP or annual update to the District and the San Diego County Superintendent of Schools.
  - (e) Prominently posting the LCAP or annual update on the homepage of the Charter School's website, including any revisions approved by the Charter School's Board of Directors.
- C. The Charter School may be eligible for federal funding including, but not limited to, Title I, II, III, IV, V, and VII, based on the qualifications of the Charter School's students for such funding.
  - 1. The District has no obligation to apply for additional sources of funding for the Charter School. In the event the District applies for additional sources of funding, the Charter School shall cooperate fully with the District in applications made by the District on behalf of the students of the Charter School.
  - 2. The Charter School agrees to comply with all applicable federal and/or state laws and regulations related to receipt and expenditures of funds and all applicable requirements of any public or private granting agency related to receipt and expenditure of grant funds.
- D. The Charter School has elected to receive funding from the state directly pursuant to Education Code section 47651. The Charter School shall be responsible for providing the California Department of Education with all data required for funding. The District will cooperate fully with the Charter School in reviewing and forwarding in a timely manner any data that it is required to review and submit to either the San Diego County Office of Education or the California Department of Education on behalf of the Charter School in order for the Charter School to receive such funding.
- E. The District shall transfer funding in lieu of property taxes to the Charter School in the time frame required by law, and shall provide supporting documentation with each payment that is reasonably sufficient for the Charter School to verify the accuracy of the payment amount. The District and the Charter School shall cooperate in good faith to rectify in a

timely manner any dispute over the calculation of payments made by the District. The Charter School agrees that all revenue obtained from the District shall only be used in compliance with the approved charter, this MOU, any authorized amendments, and applicable law.

- F. Charter School further agrees that all funding received by the Charter School from any other sources shall be used exclusively to operate the Charter School and related activities consistent with Pacific Coast Academy's charitable, tax-exempt purposes. The Charter School shall not either directly or indirectly, or by loan or gift, fund, assist, or pay for the debts of any of its officers, directors, employees, or agents, or any other organization or other charter school, unless mutually agreed by the Parties. All expenditures of state and federal revenue shall be in accordance with applicable law.

## V. GOVERNANCE AND ORGANIZATIONAL MANAGEMENT

- A. **Organization.** At all times it is operational, the Charter School will have the following information posted on the Internet and will update the posting as quickly as possible whenever the information changes: (1) phone numbers and e-mail addresses for the Charter School's main contacts; and (2) an explanation of the relationship among Pacific Coast Academy, its Board of Directors, and the Charter School leadership; and (3) a listing of the names of all members of the Charter School's Board of Directors. The Charter School will provide the District with immediate written notice of any change in the directors, officers, and administrators.
- B. **Board of Directors.** At all times it is operational, the Charter School will have the following information posted on its website and will update the posting as quickly as possible whenever the information changes: (1) Articles of Incorporation; (2) bylaws approved by the Charter School's Board of Directors; and (3) roster and biographies/qualifications of current Board members.
- C. **Board of Directors Meetings.** The Charter School will post on the Internet an annual calendar of Board of Directors meetings, including a description of how parents and community members will be notified of the meetings. The Charter School's Board of Directors shall conduct public meetings at such intervals as the Board deems reasonably necessary to ensure that the Board is providing sufficient direction to the Charter School through implementation of effective policies and procedures. The Board of Directors meetings will be conducted in keeping with the requirements of the Ralph M. Brown Act (Government Code sections 54950 *et seq.*). The Charter School shall post on the Internet its adopted policies, meeting agendas, and minutes. The Charter School will provide Brown Act training to its members of the Board of Directors, its officers, and other administrative staff who regularly attend Board of Directors

meetings prior to the execution of any duties. The Charter School will certify to the District that Brown Act training has been provided to the specified individuals.

**D. Board Policies.** The Charter School’s Board of Directors will adopt policies and procedures to guide the operation of the Charter School, and the Charter School will post the policies and procedures on its website, updating the posting as quickly as possible following any change. The policies and procedures will include, but not be limited to, the following: (1) conflicts of interest; (2) internal fiscal controls; (3) student discipline policies; (4) parent/student handbook; and (5) health and safety plan (which may be redacted for safety, but which shall be available to the District upon request).

**E. Compliance with Laws Applicable to Charter Schools.** The Charter School shall comply with all laws and regulations applicable to charter schools including, but not limited to, the following:

1. Government Code sections 1090 *et seq.*, as set forth in Education Code section 47604.1.
2. The Political Reform Act (Government Code sections 81000 *et seq.*).
3. The California Public Records Act (Government Code sections 6250 *et seq.*).
4. The Ralph M. Brown Act (Government Code sections 54950 *et seq.*).

To the extent that any of the provisions in the Charter School’s Charter, corporate bylaws, conflict of interest code, or other governance documents or operating policies/procedures are inconsistent or conflict with this MOU, this MOU shall govern, unless prohibited by law. This includes any prohibitions on members of the Board of Directors having a financial interest in contracts with the Charter School.

## VI. LEGAL RELATIONSHIP

**A. Legal Status and Oversight.** The Parties recognize that Pacific Coast Academy, a nonprofit public benefit corporation, is a separate legal entity that operates the Charter School under the supervisory oversight of the District. In accordance with Education Code section 47604(d), if the District complies with all oversight responsibilities required by law, the District shall not be liable for the debts or obligations of the Charter School or for claims arising from the performance of acts, errors, or omissions by the Charter School.

- B. District Representative on Board of Directors.** The District reserves the right, but not the obligation, to appoint a voting member to the Board of Directors of the nonprofit public benefit corporation to represent its interests in accordance with Education Code section 47604(c). Should the District be provided with any confidential, non-public information of the Charter School by virtue of the District representative's role as a member of the Board of Directors, the District representative shall maintain such information as confidential and may not disclose such information to the District per Brown Act rules, except to the extent disclosure is required or otherwise authorized by law.
- C. Management of Operations/Staffing.** The Charter School shall be wholly responsible for its operations and staffing and shall manage its operations efficiently and economically within the constraints of the Charter, its annual budget, and this MOU. If Charter School intends to participate in a shared or leased staff agreement or arrangement after the 2020-2021 school year, Charter School shall notify the District prior to the Charter School Board's approval of the arrangement. Such advance notification shall afford the District a reasonable and sufficient opportunity to provide feedback and comments.
- D.** The District shall not be liable for the debts or obligations of the Charter School or for claims arising from the performance of acts, errors, or omissions by the Charter School in relation to its operations and staffing, including any shared/leased staffing agreements or arrangements with third parties. The Charter School agrees to indemnify the District from and against any such claims, suits, demands, actions, complaints, liabilities, penalties, losses, attorney's fees, costs, and expenses as set forth in the Charter and this MOU except where the claims, suits, demands, actions, complaints, liabilities, penalties, losses, attorney's fees, costs, and expenses are based, in whole or in part, on the District's negligence or misconduct, in which case such exclusion from indemnification shall be proportionate only to the extent of the District's liability.
- E. Exclusive Public School Employer.** The Parties agree and understand that all employees of the Charter School shall be employees of the Charter School and that the Charter School shall be the exclusive public school employer for the purposes of collective bargaining as provided in Education Code section 47605(c)(6).
- F. Indemnification.** With respect to its operations under the Charter and this MOU, the Charter School shall, to the fullest extent permitted by law, hold harmless, indemnify, and defend the District, its Board members, officers, directors, employees, agents, and representatives from and against any and all claims, demands, actions, suits, losses, penalties, liability, expenses, attorneys' fees, and costs including, without limitation, those related to Office of Administrative Hearings due process matters and/or state

compliance investigations, arising out of injury to any persons, including death, or damage to any property caused by, connected with, or attributable to the misconduct, negligent acts, errors or omissions of the Charter School or its officers, employees, agents and consultants, excepting only those claims, demands, actions, suits, losses, liability expenses, attorneys' fees, and costs caused by the negligence or misconduct of the District, its officers, directors, or employees. It is understood and agreed that such indemnity shall survive the termination of this Agreement.

- G. Complaints.** Any complaints or concerns, including, without limitation, complaints filed with the Office for Civil Rights, the United States Equal Employment Opportunity Commission, or the California Department of Fair Employment and Housing, received by the District about any aspect of the operation of the Charter School shall be forwarded by the District to the Charter School in a timely manner. The District may request that the Charter School inform the District of how such concerns or complaints are being or were addressed. In the event of such a request, the Charter School agrees to provide such information as it is legally able to disclose, and the District shall treat such information with the same level of confidentiality that it would treat comparable information regarding other such concerns or complaints that the District receives regarding non-Charter School students in the District. The Charter School shall handle its own uniform complaints pursuant to a Uniform Complaint Procedure adopted in accordance with California Code of Regulations, Title 5, sections 4600 *et seq.*

## VII. MANAGEMENT CONTRACTS

- A.** The Charter School shall provide the District with a copy of any and all contracts that it (or the nonprofit corporation operating the Charter School) has entered into with any third party to operate, manage, or assist in operating or managing the Charter School in the manner described in Education Code sections 47604 and 47604.1.
- B.** Prior to entering into a new or revised contract with a third party, as described in Section VII.A. above, the Charter School shall provide the following information to the District:
1. A draft of the proposed contract.
  2. A description of the third party's roles and responsibilities for the operation and/or management of the Charter School.
  3. A list of any other charter schools managed by the third party.

4. A list of, and background on, the third party's leadership team/administration and members serving on the board of directors.
5. A letter of assurance from the third party that none of the leadership team/administration or board of directors of either the third party or the Charter School have conflicts of interest. The letter of assurance shall also confirm that the third party will comply with all applicable requirements under Education Code section 47604.1, including the Ralph M. Brown Act (Government Code §§ 54950 *et seq.*), the Public Records Act (Government Code §§ 6250 *et seq.*), and conflict of interest rules (Government Code §§ 1090 *et seq.* and 81000 *et seq.*).

The District will review and the Superintendent or designee must provide written approval of any contracts of the type described in this Section VII prior to the Charter School entering in the contract with the third party; provided, however, that if such contract constitutes a material revision to the charter, advance approval by the District's Board shall be required.

#### **VIII. BUSINESS SERVICES CONTRACTS**

- A. The Charter School shall provide the District with a copy of its contract with any vendors that will provide business services to or on behalf of the Charter School. The contract shall specify the exact services that will be provided and the associated costs, the term of the contract, and how the Charter School will monitor the vendor to ensure quality of services rendered. Should the Charter School and a vendor revise or enter into a new contract, the Charter School shall provide the revised or new contract to the District upon execution/approval.

#### **IX. FISCAL RELATIONSHIPS/REPORTING REQUIREMENTS**

- A. **Attendance Accounting and Reporting.** The Charter School will be responsible for its daily and monthly attendance accounting. The Charter School shall maintain contemporaneous written records of enrollment and average daily attendance ("ADA") and make these records available to the District for inspection and audit upon request. The Charter School will submit the attendance reports (e.g., P-1, P-2, and annual state attendance reports) in accordance with state law and regulations to the District's attendance officer in a timely manner and before each report's submission deadline. Such attendance will be included in the annual independent audit of the Charter School. Further, copies of any amended state attendance reports shall be provided to the District within three (3) weeks of the discovery of the need to make any such amendment(s).

- B. Annual Enrollment List.** On or before September 30<sup>th</sup> of each year, the Charter School agrees to provide the District with a list of students enrolled in the Charter School, stating the student’s full name, Statewide Student Identifiers (“SSIDs”), age, grade level, school district of residence, and date the student first enrolled in the Charter School, provided District shall keep such information confidential and destroy it when no longer needed for oversight purposes.
- C. Data on Efforts to Achieve Racial/Ethnic Balance.** Charter School shall submit to the District, upon request, a report on the Charter School’s efforts to achieve a racial/ethnic balance that is reflective of the general population residing within the territorial jurisdiction of the District, as described in the Charter, and to enroll students who may qualify for free and reduced-priced meals. Such report shall include, but will not be limited to, identifying the Charter School staff responsible for ensuring that outreach efforts are being implemented and tracked, and how the Charter School’s progress is monitored/tracked.
- D. CALPADS.** The Charter School acknowledges its obligations regarding the California Longitudinal Pupil Achievement Data System (“CALPADS”). The Charter School agrees to be considered an “Independent Reporting Charter School,” which means that it elects to obtain and maintain SSIDs for all enrolling and exiting students and is responsible for meeting CALPADS reporting and certification requirements. The Charter School also agrees and acknowledges that it is solely responsible for maintaining and reporting student, teacher, and course data directly to CALPADS and reporting aggregate data through the California Basic Educational Data System – Online Reporting Application (“CBEDS-ORA”). The Charter School shall ensure that coding of student information conforms to the District’s student information system requirements.
- E. Annual Audit.** The Charter School shall be responsible for having an annual independent fiscal audit done of the entire Charter School operation in accordance with all applicable laws.
- F. Loans.** It is agreed that all loans, factoring, or accounts receivable financing sought by the Charter School shall be authorized in advance by the Charter School and shall be the sole responsibility of the Charter School. The District shall have no obligation for repayment. The Charter School agrees to inform the District of all approved loans, factoring, and accounts receivable financing and to provide, as appropriate, a revised budget reflecting the income and expense of the loan, factoring, or financing.

**G. Cash Flow.** Absent any agreement otherwise, the District shall not advance any funds to the Charter School. In addition, the District shall not act or provide a line of credit for the Charter School, absent an agreement.

**H. Fiscal Reporting Timelines.** The Charter School shall annually prepare and submit the following reports to the District and the San Diego County Office of Education in the format dictated by the San Diego County Office of Education for charter schools in the County.

1. On or before July 1, a preliminary budget.
2. On or before July 1, an LCAP or annual update to the LCAP, whichever is applicable.
3. On or before December 15, an interim financial report reflecting changes from July 1 through October 31.
4. On or before December 15, an independent financial audit report.
5. On or before March 15, a second interim financial report reflecting changes from July 1 through January 31.
6. On or before September 15, a final unaudited report for the full prior year.

**I. Property and Liability Insurance.** The Charter School shall procure from an insurance carrier licensed to do business in the State of California, and maintain in full force during the term of the charter, at its own expense, at least the following insurance coverage:

1. Property Insurance. Property insurance shall cover replacement costs, if offered by the insurance carrier, including coverage for all assets listed in the Charter School's property inventory and consumables. If full replacement value coverage is not available, the Charter School shall procure property insurance in amounts as close to replacement value as possible.
2. General Liability. General liability insurance shall be no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury, personal injury, civil rights claims (including employment discrimination), and property damage.
3. Workers' Compensation. Workers' compensation insurance shall be adequate to protect the Charter School from claims under Workers' Compensation laws and within statutory limits.
4. Directors and Officers Liability Insurance. Directors and officers liability insurance, including employment practices liability

insurance, shall be obtained and kept in force at all times with a limit of no less than \$500,000 per occurrence.

5. Automobile Liability. Automobile liability insurance to the extent necessary and in amounts appropriate for the type and use of the automobile(s).

Within two weeks of adoption of this MOU by the Parties, the Charter School shall provide certificates of insurance coverage to the District and annually thereafter. The certificates shall state that the District and its Governing Board have been endorsed as additional named insureds under the insurance coverages reflected in 1, 2, 4, and 5 above. The certificates shall provide for thirty (30) days advance written notice to the District of any modification, change, or cancellation of any of the above insurance coverage. It shall be expressly understood that the coverage and limits referenced herein shall not in any way limit the liability of the Charter School.

## **X. HUMAN RESOURCES MANAGEMENT**

- A. Employees of the Charter School are solely the employees of the Charter School. As such, the Charter School shall have the sole responsibility for employment, management, salary, benefits, dismissal, and discipline of its employees.
- B. The Charter School will be considered the public school employer pursuant to the Educational Employment Relations Act.
- C. The Charter School will conform to the laws regarding background checks and fingerprinting and credentialing, including any requirements imposed by the federal Every Student Succeeds Act (“ESSA”) and its corresponding regulations.

The Charter School shall provide the District with a copy of its proposed employment contracts, as well as any future proposed amendment(s) to such contracts, with any person previously employed by Inspire Charter Schools, Provenance, Inspire District Office, Inspire Charter Services, and/or any other entity/organization that was or is associated with a charter school within the Inspire charter network (collectively, “Inspire”). The proposed employment contract shall provide a description of the position, the term of the contract, and the employee’s salary. The District will review such contract(s), or amendment(s) as applicable, and inform the Charter School of any issues or concerns within fifteen (15) days of the District’s receipt of such contract or amendment, provided that District shall keep confidential such agreements until executed/amended and shall not use them for any purpose other than oversight. The Political Reform Act and Government Code section 1090 apply to Charter School

employees and enforcement of these laws address concerns regarding conflicts of interest for potential employees.

Prior to beginning employment with the Charter School, the employee shall execute a written verification confirming that he or she has no existing relationship with an Inspire entity as an employee, third party vendor, or independent contractor, or in any other capacity, whether paid or unpaid. The employee shall also confirm that he or she is aware of and understands the rules governing conflicts of interest and that, to his or her best knowledge, has no existing conflict of interest with an Inspire entity. The Charter School shall provide the District with the written verification executed by the employee prior to that individual commencing employment with the Charter School. For any employees who may have already been hired by the Charter School beginning with the 2020-2021 school year, the Charter School shall provide the above-described written verification to the District within ten (10) business days of the Effective Date of this MOU.

- D.** Except as otherwise provided in Education Code section 47605.4(a), teachers employed by the Charter School shall hold the Commission on Teacher Credentialing (“CTC”) certificate, permit, or other document required for the teacher’s certificated assignment. The Charter School’s Board of Directors may use local assignment options authorized in statutes and regulations for the purpose of legally assigning certificated teachers, consistent with the requirements of those statutes and regulations, in the same manner as a school district’s governing board. The Charter School shall have the authority to request an emergency permit or a waiver from the CTC for individuals in the same manner as a school district. The Charter School shall maintain documentation on file of its teachers’ credentials for inspection upon request by the District.
- E.** By July 1, 2020, all teachers in the Charter School shall have obtained a certificate of clearance and have satisfied the requirements for professional fitness pursuant to Education Code sections 44339, 44340, and 44341.
- F.** Consistent with Education Code section 44030.5, the Charter School shall report employment status changes for credentialed employees based on allegations of misconduct to the CTC within thirty (30) days of the change in employment status. The Charter School shall provide the District with a copy of such report concurrently with its submission of the report to the CTC. The Charter School shall also report to the District any employment status changes for all other employees based on allegations of misconduct within thirty (30) days.
- G.** If the Charter School decides to offer existing or new employees of the Charter School the opportunity to participate in the State Teachers

Retirement System (“STRS”) or the Public Employees Retirement System (“PERS”), the Charter School shall be responsible for making these arrangements through the San Diego County Office of Education or the District, as applicable.

## **XI. EDUCATIONAL PROGRAM**

- A.** Oversight monitoring of the Charter School shall be in compliance with applicable law, District Board policy, and the terms of this MOU.
- B.** The Charter School shall comply with all applicable state and federal laws and regulations concerning the improvement of student achievement, including, without limitation, applicable provisions of the Elementary and Secondary Act of 1965 (20 U.S.C.A. sections 6301 *et seq.*, as amended by ESSA) and agrees to take appropriate remedial action if notified by the State of California of a violation of the foregoing.
- C.** Subject to District oversight and compliance with its Charter and applicable state and federal law, including, without limitation, ESSA, the Individuals with Disabilities Education Improvement Act of 2004 (“IDEA”), related provisions of the Education Code and their implementing regulations, and Section 504 of the Rehabilitation Act of 1973, the Charter School is autonomous for the purposes of, among other things, deciding the Charter School’s educational program with the understanding that the educational program shall comply with its Charter and this MOU.
- D.** The Charter School shall comply with all federal and state laws concerning the instruction of English learners.
- E.** The Charter School agrees to comply with and adhere to the applicable state requirements for participation and administration of all state-mandated tests.
- F.** The Charter School shall provide the District with its student discipline policies and procedures prior to the start of each school year and following any updates to those policies and procedures.
- G.** The Charter School shall not charge any fee or require any parent/guardian or student contribution that conflicts with requirements of federal or state law, including the California Constitution, Article IX, Section 5, and the California Code of Regulations, Title 5, Section 350, to provide free, public education to students. The Charter School shall adopt policies and procedures consistent with this prohibition.
- H.** The Charter School shall develop policies and procedures to use in evaluating contracts with vendors that will provide educational enrichment services to ensure educational value, pupil safety, and fiscal

reasonableness and shall only approve contracts which comply with the policies and procedures. In advance of any adoption or approval, the Charter School will provide the District with a copy of the proposed policies and procedures, and the District will be afforded a sufficient and reasonable amount of time to complete its review and provide feedback and recommended revisions, if any, to the Charter School. The policies and procedures shall, at a minimum, do all of the following:

1. Ensure a reasonable market value for the service provided.
  2. Require all vendors to provide proof of valid and appropriate insurance, business licenses (if needed to provide the services), or other certification.
  3. Ensure all vendor personnel responsible for supervising pupils have not been convicted of a serious or violent felony as required in Education Code section 45125.1.
  4. Require all vendors to have policies and procedures related to pupil and site safety, emergency response, and accident reporting that are reasonable for the instruction or activity.
  5. Require all vendors to provide evidence of qualification and expertise for the activities or instruction to be provided.
  6. Prohibit the Charter School from paying any vendor for educational enrichment activities unless and until all requirements of this section have been met.
  7. Require written notice by the Charter School to the District of any non-arms length, related party or third party relationships between the Charter School and any employee, officer, board member, or representative of the vendor prior to entering into the contract.
- I.** The Charter School shall provide the District with a copy of its contract with any vendors that will provide educational or instructional services, enrichment activities, or tutoring to Charter School students. The contract shall require TB testing for any vendor who will come into direct contact with students, include a specific plan for ensuring appropriate supervision of minor students who participate in vendor activities without a Charter School teacher or parent present, and, to the extent vendors are providing “direct instruction” to students, ensure that such vendors meet the same credentialing requirements as teachers employed by the Charter School. A vendor provides “direct instruction”: (1) if the vendor provides instructional services to Charter School students; and (2) Charter School includes vendor as a full-time equivalent certificated employee in the independent study ratio calculation set forth in Education Code section 51745.6. The contract shall also specify the exact services that will be

provided and the associated costs, the term of the contract, and how the Charter School will monitor the vendor to ensure quality of services rendered. Should the Charter School and a vendor revise or enter into a new contract, the Charter School shall provide the revised or new contract to the District upon execution/approval.

## **XII. SPECIAL SERVICES AND TRANSPORTATION**

- A. **Special Services.** In the event that either party to this Agreement wishes to have its staff and/or faculty participate in a non-public program or event offered by the other, advance approval and arrangements must be secured. It is fully recognized that expenses for such program or event are negotiable at the time of the program or event. Such arrangements must be made with the appropriate site administrator or District personnel in advance and confirmed in writing.
- B. **Transportation.** The Charter School will be responsible for providing its own transportation services, if any, including transportation for field trips.

## **XIII. SPECIAL EDUCATION AND STUDENT RECORDS**

- A. **Special Education.** The District and the Charter School agree to enter into a separate special education memorandum of understanding concerning the Parties' respective roles and responsibilities to students who are enrolled in and attend the Charter School and are, or may be, eligible for special education and related services under the IDEA, related provisions of the Education Code, and their implementing regulations.
- B. **Family Educational Rights and Privacy Act.** The Charter School shall comply with all applicable federal and state laws concerning the maintenance and disclosure of student records, including, without limitation, the Family Educational Rights and Privacy Act of 1974 ("FERPA"; 20 U.S.C.A. section 1232g). The Charter School will share personally identifiable information from student education records to the District's Governing Board, Superintendent or designee, and Director of Special Education or equivalent of the District under the school official exception under 34 CFR section 99.31(a)(1). The Charter School hereby designates the District's Governing Board, Superintendent or designee, and Director of Special Education or equivalent of the District as having a legitimate educational interest such that they are entitled under FERPA to access the education records of students who are enrolled in the Charter School. The District will abide by the requirements of FERPA at all times.

## **XIV. HEALTH AND SAFETY REQUIREMENTS**

- A. The Charter School shall ensure compliance with all health and safety requirements applicable to charter schools (to the extent they apply based

on the grade levels served by the Charter School) including, but not limited to, the following:

1. Child Abuse Mandated Reporting. The Charter School shall ensure that its staff comply with the Child Abuse and Neglect Reporting Act (California Penal Code section 11164 *et seq.*), including child abuse and neglect identification and reporting and mandated reporter training requirements.
2. School Safety Plan. The Charter School shall develop a comprehensive school safety plan that addresses the safety topics required under Education Code section 47605(c)(5)(F)(ii), and review and update the plan by March 1 each year. A copy of the Charter School's school safety plan will be maintained by the Charter School and shall be provided to the District on an annual basis by July 1.
3. Tuberculosis Risk Assessment and Examination. Charter School employees, and volunteers who have frequent or prolonged contact with students, shall be assessed and examined (if necessary) for tuberculosis prior to commencing employment and working with students, and for employees at least once each four years thereafter, as required by Education Code section 49406.
4. Immunizations. All Charter School students who receive classroom-based instruction shall be required to provide records documenting immunizations as is required at public schools pursuant to Health and Safety Code sections 120325-120375, and Title 17, California Code of Regulations sections 6000-6075.
5. Medication in School. The Charter School shall adhere to Education Code section 49423 regarding administration of medication in school.
6. Epinephrine. The Charter School shall adhere to Education Code section 49414 regarding epinephrine auto-injectors and training for staff members.
7. Vision, Hearing, and Scoliosis. To the extent applicable for the grade levels served, the Charter School shall adhere to the requirements of Education Code sections 49450 *et seq.* concerning screenings for vision, hearing, and scoliosis.
8. Nutritionally Adequate Free or Reduced-Price Meal. The Charter School shall provide each needy student, as defined in Education Code section 49552, with one nutritionally adequate free or reduced-price meal, as defined in Education Code section

49553(a), during each school day pursuant to Education Code section 47613.5 to the extent required by law.

9. Suicide Prevention Policy. The Charter School shall adopt and maintain a policy on student suicide prevention consistent with the requirements of Education Code section 215. The policy shall be developed in consultation with school and community stakeholders, the county mental health plan, school-employed mental health professionals, and suicide prevention experts. The policy shall, at a minimum, address procedures relating to suicide prevention, intervention, and postvention.
10. Anti-Bullying Policy. The Charter School shall adopt and maintain a policy on procedures for preventing acts of bullying, including cyberbullying.
11. Access to Mental Health Procedures. The Charter School shall notify students and parents/guardians (as applicable) no less than twice during the school year on how to initiate access to available pupil mental health services on campus or in the community, or both, in the manner consistent with the requirements of Education Code section 49428.
12. Human Trafficking Prevention Resources. The Charter School's Board shall identify appropriate methods of informing parents/guardians of students (as applicable) of human trafficking prevention resources.
13. Non-Discrimination and Anti-Harassment. The Charter School affirms that all students have the right to participate fully in the educational process, free from discrimination and harassment. The Charter School further commits to providing a workplace free of discrimination and harassment. The Charter School shall maintain policies that address the Charter School's compliance with non-discrimination and anti-harassment laws applicable to public agencies.
14. Title IX Compliance. The Charter School shall comply with the requirements of Education Code section 221.61 by posting, in a prominent and conspicuous location on its website, the following information:
  - (a) The name and contact information of the Charter School's Title IX Coordinator, including the Coordinator's phone number and email address.
  - (b) The rights of a student and the public and the responsibilities of the Charter School under Title IX, which

include but is not limited to, internet web links to information about those rights and responsibilities located on the websites of the Office for Equal Opportunity and the U.S. Department of Education Office of Civil Rights, and the list of rights specified in Education Code section 221.8.

- (c) A description of how to file a complaint under Title IX that meets the requirements of Education Code section 221.61(a)(3)(A)-(C).

## **XV. FACILITIES**

- A.** The Charter School recognizes that its facilities must conform to any federal and state requirements that may be applicable to charter schools, including, but not limited to, the geographical restrictions on the location of charter school facilities (e.g., resource centers, meeting spaces, satellite facilities, etc.) set forth in the Education Code, as amended from time to time. The Charter School shall also be responsible for obtaining the appropriate permits from the local public agency having jurisdiction over the issuance of such permits including building and occupancy permits, fire and life safety inspections, and conditional use permits. Prior to commencing operations, the Charter School shall provide the District with documentation demonstrating compliance with all permits and approvals needed for occupancy.
- B.** If the Charter School desires to open new or additional site(s) not specified in its most recently approved Charter, it must submit a request to the District's Board for a material revision to its Charter in accordance with the requirements of the Education Code.
- C.** The Charter School shall be responsible for the maintenance and operation of its facilities.

## **XVI. MATERIAL REVISIONS TO CHARTER**

- A.** Changes to the Charter School's Charter deemed by the District Superintendent or designee to be material revisions may not be made or implemented by the Charter School without prior approval from the District's Board. Changes to the Charter that the District considers to be material revisions include, but are not limited to, the following:
  - 1. Substantial changes to the educational program (including the addition or deletion of an educational program), mission, or vision.
  - 2. Changing to, or adding a, nonclassroom-based program, if originally approved as a classroom-based program.

3. Changing to, or adding a, classroom-based program, if originally approved as a nonclassroom-based program.
4. Changes in student enrollment that represent an increase or decrease from the annual enrollment originally projected in the Charter by more than fifteen percent (15%) of students in any grade level or fifteen percent (15%) of students of the total projected enrollment in any given year.\*
5. Addition or deletion of grades or grade levels to be served.
6. Changes to the location of existing Charter School facilities, or the addition of a new site or facility as set forth in Section XV.B. above.
7. Changes in admissions preferences when a lottery is conducted.
8. Changes in governance structure, including, but not limited to, a change in the name of the Charter School or the nonprofit corporation operating the Charter School, the addition or deletion of a sole statutory member of the corporation, the number of board members, the method by which board members are selected, compliance with conflict of interest laws applicable to charter schools, the majority/quorum of the board, or other substantive provisions.

\*For purposes of the 2020-2021 school year only, this is requirement does not apply due to the circumstances surrounding the coronavirus pandemic and the heightened interest of families seeking charter school educational options for their children.

## **XVII. SITE VISITS**

- A. As the charter authorizer and oversight agency of the Charter School, the District will conduct at least one site visit annually to evaluate the Charter School's educational program and operations, and compliance with the terms of its Charter and applicable laws. The District reserves the right to make unannounced visits to the Charter School.

## **XVIII. DISPUTE RESOLUTION**

- A. Nothing in the dispute resolution process described in the Charter School's Charter shall prevent or delay the District from exercising or discharging any power or duty authorized by law with respect to the oversight of the Charter School including, but not limited to, the right to revoke the Charter under applicable law, provided that due process is afforded to the Charter School to the extent required under the Education Code and its implementing regulations under Title 5 of the California Code of

Regulations. Further, the dispute resolution procedures outlined in the Charter shall not impede or otherwise serve as a prerequisite to the District's ability to initiate revocation procedures, provided that due process is afforded to the Charter School to the extent required under the Education Code and its implementing regulations under Title 5 of the California Code of Regulations.

## **XIX. CLOSURE**

- A. **Closure.** If the Charter School closes, the Charter School shall be responsible for conducting all closure-related procedures consistent with its Charter and federal and state law, including Education Code section 47605(c)(5)(O) and California Code of Regulations, Title 5, sections 11962 and 11962.1. The Charter School shall be solely responsible for funding closure procedures.

## **XX. MISCELLANEOUS**

- A. **Legal Counsel.** The Charter School shall retain the right to and be responsible for procuring its own legal counsel and will be responsible for all fees and costs of such service.
- B. **Non-Assignment.** Neither party shall assign its rights, duties, or privileges under this Agreement, nor shall either party attempt to confer any of its rights, duties or privileges under this Agreement on any third party, without the written consent of the other party. The replacement of the Charter School with any other nonprofit corporation or other operating body or governance structure shall be treated as a material revision of the Charter subject to the review and approval of the District pursuant to applicable provisions of the Education Code.
- C. **Severability.** If any provision or part of this Agreement is for any reason held to be invalid and/or unenforceable or contrary to public policy, law or statute and/or ordinance, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.
- D. **Reimbursement of Mandated Costs.** The Charter School shall seek reimbursements of its mandated costs, if any, directly from the state.
- E. **No Agency Relationship.** No agent, employee, or servant of the Charter School shall be deemed to be the employee, agent, or servant of the District except as expressly acknowledged in writing by the District. The Charter School will be solely and entirely responsible for its acts and for the acts of Charter School agents, employees, servants, and subcontractors while acting under the Charter School's direction during the entire term of this Agreement.

- F. Entire Agreement.** This Agreement contains the entire agreement of the Parties with respect to the matters covered herein and supersedes any oral or written understanding or agreements between the Parties with respect to the subject matter of this Agreement. No person or party is authorized to make any representations or warranties except as set forth herein, and no agreement, statement, representation, or promise by any party which is not contained herein shall be valid or binding. The undersigned acknowledges that she/he has not relied upon any warranties, representations, statements, or promises by any of the Parties herein or any of their agents or consultants except as may be expressly set forth in this Agreement. The Parties further recognize that this Agreement shall only be modified in writing and by the mutual agreement of the Parties.
- G. Recitals.** The Parties agree that the recitals set forth above are true and are incorporated as essential terms of this Agreement.
- H. Governing Law.** This Agreement shall be interpreted under the laws of the State of California. Any litigation filed by the Parties regarding this Agreement shall be filed and heard in a court of competent jurisdiction for the County of San Diego, State of California.
- I. Signatures.** The Parties acknowledge that each of the undersigned has the power and authority to enter into a binding contract on behalf of the party so noted below.
- J. Counterparts.** This Agreement may be signed in counterparts such that the signatures may appear on separate signature pages. Facsimile or photocopy signatures shall have the same force and effect as original signatures.
- K. Notification.** All notices, requests, and other communications under this Agreement shall be in writing and sent electronically and by U.S. mail to the proper address as follows:


To the District at:                      Bradley Johnson, Superintendent  
Dehesa School District  
4612 Dehesa Road  
El Cajon, CA 92019  
Email: [bradley.johnson@dehesasd.net](mailto:bradley.johnson@dehesasd.net)

To the Charter School at:              Krystin Demofonte  
Pacific Coast Academy  
13915 Danielson Street, #200  
Poway, CA 92064  
Email: [krystin.demofonte@pacificcoastacademy.org](mailto:krystin.demofonte@pacificcoastacademy.org)


- L. **District Access to Information and Records.** Nothing in this Agreement shall be construed as a waiver of the District's right to access information and/or records of the Charter School to the extent the District is otherwise entitled to such access under any applicable federal or state law.
- M. **Effective Date.** The Effective Date of this Agreement shall be the date in which it is fully executed by the Parties and approved by the governing boards of the Parties, whichever is later.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the date written below.

**DEHESA SCHOOL DISTRICT**

By:   
Name/Title: Bradley Johnson, Superintendent/CBO  
Date: Dec 11, 2020

**PACIFIC COAST ACADEMY**

By:   
Name/Title: Krystin Demofonte/ Executive Director  
Date: Dec 11, 2020

Date of District Board Approval: November 19, 2020

Date of Charter Board Approval: 12/10/2020

815-111/6000484.1

**FIRST AMENDMENT TO OPERATIONS MEMORANDUM OF UNDERSTANDING  
BETWEEN THE DEHESA SCHOOL DISTRICT AND  
PACIFIC COAST ACADEMY**

This First Amendment to Memorandum of Understanding (“First Amendment”), dated August 28, 2021, is made by and between Dehesa School District (“District”), a school district organized and existing under the laws of the State of California, and Pacific Coast Academy (“Charter School”), a public charter school operated by Pacific Coast Academy, a California nonprofit public benefit corporation. The term “Charter School” as used in this Agreement shall refer both to Pacific Coast Academy and the Charter School itself. The District and Charter School are hereinafter collectively referred to as the “Parties.”

**RECITALS**

**WHEREAS**, the District is authorized by the State of California under the Charter Schools Act of 1992 (Education Code §§ 47600 *et seq.*) to grant petitions to establish charter schools for the purpose of, among other things, developing new, innovative and more flexible ways of educating students within the public school system;

**WHEREAS**, the District’s Governing Board renewed the Charter School’s charter for a five (5) year term, commencing on July 1, 2017 and ending on June 30, 2022;

**WHEREAS**, the District and the Charter School entered into an Operations Memorandum of Understanding, dated December 11, 2020 (“MOU”), attached hereto as Exhibit A and incorporated herein by reference, to outline the Parties’ roles and responsibilities regarding oversight, fiscal and administrative services, facilities, special education obligations and funding, data reporting, and other matters of mutual interest concerning the Charter School; and

**WHEREAS**, as a result of the passage of Assembly Bill 130, charter schools with terms expiring between January 1, 2022 and June 30, 2025, received an automatic two-year extension. Therefore, the Charter School’s term will now expire on June 30, 2024; and

**WHEREAS**, the Parties desire to enter into this First Amendment to extend the term of the MOU so that it is consistent with the extended term of the Charter School’s charter.

**NOW THEREFORE**, in consideration of the promises and mutual covenants and agreements described in this First Amendment, the District and the Charter School hereby agree as follows:

1. Section I.A. of the MOU is hereby amended to read as follows:


**Term.** The term of this Agreement shall commence as of the date it is approved by the District’s Board and fully executed by the parties (“Effective Date”) and shall end on June 30, 2024. The Agreement is subject to termination during the term or any renewal as specified by law or as otherwise set forth in this

Agreement. This MOU shall automatically expire if the Charter School becomes non-operational.

2. Except as otherwise stated in Paragraph 1 above, the terms of the MOU shall remain the same.

IN WITNESS WHEREOF, the Parties have executed this First Amendment to the Memorandum of Understanding between the District and the Charter School as of the dates set forth below.

**Dehesa School District**

By:   
Name: Bradley Johnson  
Title: Superintendent/CBO  
Date: Sep 2, 2021

**Pacific Coast Academy**

By:   
Name: Krystin Demofonte  
Title: Executive Director  
Date: 8/30/2021

Date of District Board Approval: August 28, 2021

**EXHIBIT A**

**Operations Memorandum of Understanding Between the Dehesa School District  
and Pacific Coast Academy (Dated December 11, 2020)**

815-114/6153430.1

## **Exhibit B**

### **Schedule of Fees/Costs**

#### **Special Education Support**

PCA to support Dehesa with Independent Study Program. PCA staff will provide:

- PCA Education Specialist(s) to develop/write the individualized education program (IEP) document and provide case management and virtual Specialized Academic Instruction to students. If in-person services are required, then a contract will need to be developed with a nonpublic agency (NPA) to provide services with virtual oversight provided by the PCA Case Manager.
- Program Specialist(s) will provide administrative support to the IEP process and will serve as the Administrative Designee in IEP meetings. The Program Specialist will collaborate with the Director of Special Education, who will communicate with Dehesa on any significant potential or anticipated changes to the IEP (ex. nonpublic school placement) prior to the IEP meeting.
- The Director of Special Education will select staff, provide support to the IEP team in situations in which a higher level of support is needed, collaborate with East County SELPA, etc.
- Under the direction of the Director of Special Education, the Services Coordinator will develop contracts to be signed by Dehesa and third party service providers, and coordinate related services and assessments with contracted NPAs.
- Dehesa will directly pay for any legal services (ex. due process, legal consultation, legal representation during IEP meetings, etc.) that are required, as determined by the Director of Special Education and Dehesa.

#### **Enrollment, Compliance and Order Fulfillment Support**

- An Enrollment/ Compliance Administrator will consult and/or provide support with enrollment and registration processes.
- After teacher review is completed, an Enrollment/ Compliance Administrator will review and verify independent study compliance documents and data entry (e.g., master agreement, assignment sheets, work samples, etc.)
- The Order Fulfillment Specialist will consult and/or support with loading student accounts, subscriptions, curriculum, and general order fulfillment.

## Fees

Staff involved with the Dehesa Independent Study Program will submit a bi-monthly timesheet to PCA and will be paid their hourly rate for work completed. Accounting/payroll will submit timesheets to Dehesa for reimbursement at the following hourly rate:

<b>Position</b>	<b>Hourly Rate</b>
Director of Special Education	<b>\$153.64</b>
Program Specialist	<b>\$106.69</b>
Education Specialist	<b>\$103.36</b>
Services Coordinator	<b>\$39.23</b>
Order Fulfillment/Vendor Specialist	<b>\$35.81</b>
Enrollment/ Compliance Administrator	<b>\$54.78</b>

815-111/6556128.1

# Coversheet

## 2023-2024 Board Meeting Calendar

**Section:** IV. Other Business  
**Item:** C. 2023-2024 Board Meeting Calendar  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** PCA 2023-24 Board Meeting Calendar\_v.1\_Rev. 2.13.23.pdf

## PCA 2023-2024 Board Calendar Dates

Board packets will be sent 1 week prior to meeting.

Meetings will be held at the Pacific Coast Academy Office in Poway, unless otherwise noted.

**July- No board meeting**

**Monday, August 14, 2023 @ 5:00pm (Firm)**

- Brown Act and Legislative Updates

**Thursday, September 14, 2023 @ 5:00pm (Firm)**

- UAR Due 9/15

**Thursday, October 19, 2023 @ 5:00pm**

- November 1st - Dashboard Indicators due to the state

**November 2023- No board meeting**

**Thursday, December 14, 2023 @ 5:00pm (Meeting needs to be before 12/15)**

- Approval of Previous Years Audit due 12/15 (last 2 years was extended, could happen again)
- LCAP due 12/15
- First Interims due to the county Approval- due 12/15
- Executive Director Progress Report

**Thursday, January 25, 2024 @ 5:00pm**

- February 1st - SARC (School Accountability Report Card) due to the state
- Executive Director Progress Report
- March 1st - Comprehensive School Safety Plan
- Auditor Selection

**February 2024- No board meeting**

**Thursday, March 14 @ 5:00pm**

- Second Interims due to the county- Due March 15
- March 31st - Auditor Selection Form due to the county
- April 1st - Form 700s due to the County Board of Supervisors
- Executive Director Evaluation
- ED Compensation/Contract Approval
- Approve Employee Benefits Package & Budget
- 2023-24 Projected Enrollment Numbers

**April 2024- No board meeting**

**Thursday, May 16, 2024 @ 5:00pm**

- Public Hearing of LCAP and Federal Addendum (Does not need to be in a meeting but Board Members attend)
- Executive Director Progress Report
- Compensation Policy (not required annually)
- 2023-24 Board Meeting Calendar
- PCA Parent Student Handbook
- PCA Employee Handbook

**Thursday, June 27, 2024 @ 5:00pm**

- Adopted Budget (Due July 1)
- Final Approval of the LCAP and Federal Addendum
- ED Presents Final Report on Goals
- Fiscal Policy (not required annually)
- MOU South School
- EPA Budget and Resolution (Due June 30)
- Form 700- Leaving and Assuming Office

# Coversheet

## Approve Minutes

**Section:** V. Consent Agenda  
**Item:** A. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Regular Scheduled Board Meeting on January 26, 2023

DRAFT



## Pacific Coast Academy

# Minutes

## Regular Scheduled Board Meeting

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### Date and Time

Thursday January 26, 2023 at 5:00 PM

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### Zoom Link

<https://pacificcoastacademy-org.zoom.us/j/86886701683>

Meeting ID: 868 8670 1683

Join by Phone  
(669) 900-6833

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### Directors Present

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

### Directors Absent

*None*

### Guests Present

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

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## 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 Jan 26, 2023 at 5:01 PM.

### B. Roll Call of Board Members

### C.

### **Approval of Agenda**

Jessica Ackermann made a motion to Approve the Agenda.  
Rose Arevalo seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **D. Public Comments**

No public comment was made.

### **E. Resolution for Continuing Board Authority to Hold Virtual Meetings Pursuant to AB 361**

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

### **F. Executive Director's Report**

The Executive Director shared out on the following topics:

- New Hires
- Mid Year Staff Survey Results
- Current Enrollment numbers
- Elevate Learning Labs
- Community Days
- Testing and Assessment

## **II. Finance**

### **A. December Financials including December and November Check Registers**

Kim Gill made a motion to Approve December Financials including December and November Check Registers.  
Eric Banatao seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **III. Academic Excellence**

### **A. 2021-22 School Accountability Report Card (SARC)**

Eric Banatao made a motion to Approve 2021-22 School Accountability Report Card (SARC).  
Rose Arevalo seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **IV. Other Business**

### **A. Resolution Regarding Employee Retention Stipend**

Jessica Ackermann made a motion to Approve Resolution Regarding Employee Retention Stipend.  
Rose Arevalo seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **B. Resolution Regarding Expenses Relating to Robotics Competition**

Eric Banatao made a motion to Approve Resolution Regarding Expenses Relating to Robotics Competition.

Jessica Ackermann seconded the motion.

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

**C. 2023-2024 School Calendar**

Rose Arevalo made a motion to Approve 2023-2024 School Calendar.

Jessica Ackermann seconded the motion.

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

**D. Auditor Selection**

Kim Gill made a motion to Approve a 3 Year Contract with Wilkinson.

Eric Banatao seconded the motion.

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

**V. Consent Agenda**

**A. Approve Minutes**

Rose Arevalo made a motion to approve the minutes from Regular Scheduled Board Meeting on 12-08-22.

Eric Banatao seconded the motion.

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

**B. Comprehensive School Safety Plan**

**C. 2022-2023 Compensation Policy: Certificated Support Salary Schedule and Stipend Chart**

Rose Arevalo made a motion to Approve the Consent Agenda Items.

Eric Banatao seconded the motion.

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

**VI. Closing Items**

**A. Announcement of Next Scheduled Meeting March 11 at 9:00am**

**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

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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 Governing Board Office at 951-290-3013 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

## 2023-2024 Staff Calendars

**Section:** V. Consent Agenda  
**Item:** B. 2023-2024 Staff Calendars

**Purpose:**

**Submitted by:**

**Related Material:**

PCA 2023-24 Admin Calendar\_Redlined 2.28.2023.pdf

PCA 2023-24 Classified 228 Calendar\_Redlined 02.28.2023.pdf

PCA 2023-24 Counselor Calendar\_Redlined 02.28.2023.pdf

PCA 2023-24 Ed Spec & Classified 191 Calendar\_Redlined 02.28.2023.pdf

PCA 2023-24 HQT Calendar\_Redlined 02.28.2023.pdf

PCA 2023-24 HST Calendar\_Redlined 02.28.2023.pdf

PCA 2023-24 Program Specialist & Certificated Support Calendar\_Redlined  
02.28.2023.pdf

PCA 2023-24 Regional Coordinator Calendar\_Redlined 02.28.2023.pdf

# 2023-2024 Admin Calendar



July 2023						
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January 2024						
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### School Year Dates

Aug 1	Teachers Return to Work
Aug 14	School Begins
Jan 12	Last Day of 1st Semester
Jan 16	First Day of 2nd Semester
May 31	Last Day of School
School Calendar: 08/14-05/31	

### Staff Work Days

19 Days	July
209 Days	Aug - Jun
228 Days	Total Admin Work Days

### Instructional Days

90 Days	Semester 1
87 Days	Semester 2
177 Days	Total Instructional Days

### Holidays

July 3 - 4	Independence Break
Sep 4	Labor Day
Nov 10	Veterans Day (observed)
Nov 20 - 24	Thanksgiving Break
Dec 25 - Jan 5	Winter Break
Jan 15	Martin Luther King Day
Feb 19	Washington/President's Day
Feb 20 - 22	School Recess
Feb 23	Lincoln's Birthday (observed)
Apr 1 - 5	Spring Break
May 27	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)

### 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 Semesters

### Assessment Windows

Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

# 2023-2024 Classified 228 Calendar



July 2023						
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October 2023						
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November 2023						
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April 2024						
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May 2024						
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Every LP	Attendance Logs
Every LP	Student Conference
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- First & Last Day of Semesters

### Assessment Windows

Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

# 2023-2024 Counselor Calendar



July 2023						
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August 2023						
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November 2023						
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June 2024						
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### School Year Dates

Aug 1	Staff Return to Work
Aug 14	School Begins
Jan 12	Last Day of 1st Semester
Jan 16	First Day of 2nd Semester
May 31	Last Day of School
School Calendar: 08/14-05/31	

### Staff Work Days

196 Days	Aug 1 - Jun 11
196 Days	Total Staff Work Days

### Instructional Days

90 Days	Semester 1
87 Days	Semester 2
177 Days	Total Instructional Days

### Holidays

July 3 - 4	Independence Break
Sep 4	Labor Day
Nov 10	Veterans Day (observed)
Nov 20 - 24	Thanksgiving Break
Dec 22 - Jan 5	Winter Break
Jan 15	Martin Luther King Day
Feb 19	Washington/President's Day
Feb 20 - 22	School Recess
Feb 23	Lincoln's Birthday (observed)
Apr 1 - 5	Spring Break
May 27	Memorial Day
Jun 19	Juneteenth

### Learning Periods

LP 1	08/14/2023-09/08/2023 (19)
LP 2	09/11/2023-10/06/2023 (20)
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LP 4	11/13/2023-01/12/2024 (28)
LP 5	01/16/2024-02/15/2024 (23)
LP 6	02/26/2024-03/22/2024 (20)
LP 7	03/25/2024-04/30/2024 (22)
LP 8	05/01/2024-05/31/2024 (22)

### 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 Semesters

### Assessment Windows

Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

# 2023-2024 Education Specialist & Classified 191 Calendar



July 2023						
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August 2023						
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October 2023						
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November 2023						
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January 2024						
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February 2024						
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March 2024						
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May 2024						
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June 2024						
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### School Year Dates

Aug 1	Staff Return to Work
Aug 14	School Begins
Jan 12	Last Day of 1st Semester
Jan 16	First Day of 2nd Semester
May 31	Last Day of School
School Calendar: 08/14-05/31	

### Staff Work Days

191 Days	Aug 1 - Jun 6
191 Days	Total Staff Work Days

### Instructional Days

90 Days	Semester 1
87 Days	Semester 2
177 Days	Total Instructional Days

### Holidays

July 3 - 4	Independence Break
Sep 4	Labor Day
Nov 10	Veterans Day (observed)
Nov 20 - 27	Thanksgiving Break
Dec 22 - Jan 5	Winter Break
Jan 15	Martin Luther King Day
Feb 16 - 23	School Recess
Feb 19	Washington/President's Day
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May 27	Memorial Day
Jun 19	Juneteenth

### Learning Periods

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LP 8	05/01/2024-05/31/2024 (22)

### 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 Semesters

### Assessment Windows

Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

# 2023-2024 HQT Calendar



July 2023						
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August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### School Year Dates

Aug 1	Teachers Return to Work
Aug 14	School Begins
Jan 12	Last Day of 1st Semester
Jan 16	First Day of 2nd Semester
May 31	Last Day of School
School Calendar: 08/14-05/31	

### Staff Work Days

191 Days	Aug 1 - Jun 6
191 Days	Total Staff Work Days

### Instructional Days

90 Days	Semester 1
87 Days	Semester 2
177 Days	Total Instructional Days

### Holidays

July 3 - 4	Independence Break
Sep 4	Labor Day
Nov 10	Veterans Day (observed)
Nov 20 - 27	Thanksgiving Break
Dec 22 - Jan 5	Winter Break
Jan 15	Martin Luther King Day
Feb 16 - 23	School Recess
Feb 19	Washington/President's Day
Feb 23	Lincoln's Birthday (observed)
Apr 1 - 5	Spring Break
May 27	Memorial Day
Jun 19	Juneteenth

### Learning Periods

LP 1	08/14/2023-09/08/2023 (19)
LP 2	09/11/2023-10/06/2023 (20)
LP 3	10/09/2023-11/09/2023 (23)
LP 4	11/13/2023-01/12/2024 (28)
LP 5	01/16/2024-02/15/2024 (23)
LP 6	02/26/2024-03/22/2024 (20)
LP 7	03/25/2024-04/30/2024 (22)
LP 8	05/01/2024-05/31/2024 (22)

### 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 Semesters

### Assessment Windows

Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

# 2023-2024 HST PT, FT, MS/HS Calendar



July 2023						
S	M	T	W	T	F	S
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August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### School Year Dates

Aug 1	Teachers Return to Work
Aug 14	School Begins
Jan 12	Last Day of 1st Semester
Jan 16	First Day of 2nd Semester
May 31	Last Day of School
School Calendar: 08/14-05/31	

### Staff Work Days

5 Days	July 17 - 31 (floating)
191 Days	Aug 1 - Jun 6
196 Days	Total Staff Work Days

### Instructional Days

90 Days	Semester 1
87 Days	Semester 2
177 Days	Total Instructional Days

### Holidays

July 3 - 4	Independence Break
Sep 4	Labor Day
Nov 10	Veterans Day (observed)
Nov 20 - 27	Thanksgiving Break
Dec 22 - Jan 5	Winter Break
Jan 15	Martin Luther King Day
Feb 16 - 23	School Recess
Feb 19	Washington/President's Day
Feb 23	Lincoln's Birthday (observed)
Apr 1 - 5	Spring Break
May 27	Memorial Day
Jun 19	Juneteenth

### Learning Periods

LP 1	08/14/2023-09/08/2023 (19)
LP 2	09/11/2023-10/06/2023 (20)
LP 3	10/09/2023-11/09/2023 (23)
LP 4	11/13/2023-01/12/2024 (28)
LP 5	01/16/2024-02/15/2024 (23)
LP 6	02/26/2024-03/22/2024 (20)
LP 7	03/25/2024-04/30/2024 (22)
LP 8	05/01/2024-05/31/2024 (22)

### 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 Semesters

### Assessment Windows

Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

# 2023-2024 Certificated Support & Program Specialist Calendar



July 2023						
S	M	T	W	T	F	S
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August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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### School Year Dates

Jul 24	Staff Return to Work
Aug 14	School Begins
Jan 12	Last Day of 1st Semester
Jan 16	First Day of 2nd Semester
May 31	Last Day of School
School Calendar: 08/14-05/31	

### Staff Work Days

6 Days	Jul 24 - 31
191 Days	Aug 1 - Jun 12
201 Days	Total Staff Work Days

### Instructional Days

90 Days	Semester 1
87 Days	Semester 2
177 Days	Total Instructional Days

### Holidays

July 3 - 4	Independence Break
Sep 4	Labor Day
Nov 10	Veterans Day (observed)
Nov 20 - 27	Thanksgiving Break
Dec 22 - Jan 5	Winter Break
Jan 15	Martin Luther King Day
Feb 16 - 23	School Recess
Feb 19	Washington/President's Day
Feb 23	Lincoln's Birthday (observed)
Apr 1 - 5	Spring Break
May 27	Memorial Day
Jun 19	Juneteenth

### Learning Periods

LP 1	08/14/2023-09/08/2023 (19)
LP 2	09/11/2023-10/06/2023 (20)
LP 3	10/09/2023-11/09/2023 (23)
LP 4	11/13/2023-01/12/2024 (28)
LP 5	01/16/2024-02/15/2024 (23)
LP 6	02/26/2024-03/22/2024 (20)
LP 7	03/25/2024-04/30/2024 (22)
LP 8	05/01/2024-05/31/2024 (22)

### 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 Semesters

### Assessment Windows

Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

# 2023-2024 Regional Coordinator Calendar



July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
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September 2023						
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October 2023						
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November 2023						
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26	27	28	29	30		

December 2023						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### School Year Dates

Aug 1	Staff Return to Work
Aug 14	School Begins
Jan 12	Last Day of 1st Semester
Jan 16	First Day of 2nd Semester
May 31	Last Day of School
School Calendar: 08/14-05/31	

### Staff Work Days

5 Days	Jul 17 - 24 (floating)
201 Days	Jul 25 - Jun 13
206 Days	Total Staff Work Days

### Instructional Days

90 Days	Semester 1
87 Days	Semester 2
177 Days	Total Instructional Days

### Holidays

July 3 - 4	Independence Break
Sep 4	Labor Day
Nov 10	Veterans Day (observed)
Nov 20 - 27	Thanksgiving Break
Dec 22 - Jan 5	Winter Break
Jan 15	Martin Luther King Day
Feb 16 - 23	School Recess
Feb 19	Washington/President's Day
Feb 23	Lincoln's Birthday (observed)
Apr 1 - 5	Spring Break
May 27	Memorial Day
Jun 19	Juneteenth

### Learning Periods

LP 1	08/14/2023-09/08/2023 (19)
LP 2	09/11/2023-10/06/2023 (20)
LP 3	10/09/2023-11/09/2023 (23)
LP 4	11/13/2023-01/12/2024 (28)
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LP 6	02/26/2024-03/22/2024 (20)
LP 7	03/25/2024-04/30/2024 (22)
LP 8	05/01/2024-05/31/2024 (22)

January 2024						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### February 2024

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25	26	27	28	29		

### March 2024

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### April 2024

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21	22	23	24	25	26	27
28	29	30				

### May 2024

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### June 2024

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16	17	18	19	20	21	22
23	24	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 Semesters

### Assessment Windows

Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

# Coversheet

## 2022-2023 Compensation Policy: Salary Schedules and Stipend Chart

**Section:** V. Consent Agenda  
**Item:** C. 2022-2023 Compensation Policy: Salary Schedules and Stipend Chart  
**Purpose:**  
**Submitted by:**  
**Related Material:**  
PCA 2022-2023 Stipend Chart\_v6\_Rev 01.27.2023\_Redlined 03.02.2023.pdf

**Pacific Coast Academy  
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 <sup>th</sup> section

**Pacific Coast Academy  
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  
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  
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  
2022-2023 – Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
<b>PCA Presents: Repeat Presentations</b>	\$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
<b>PCA Presents: Teacher Participation</b>	\$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
<b>Phone/ Internet/ Utilities</b>	\$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
<b>Professional Development Course</b>	\$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
<b>Robotics Teacher (Competition Team)</b>	\$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
<b>Spark Teacher</b>	\$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  
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
<del>SPED Extra Hourly Services Outside the Workday/Calendar SPED Extra Hours Work</del>	\$310 for each period of assigned make-up work.	<del>SPED staff will provide services to students who require make-up or compensatory education outside the regular school day instructional hours.</del> School staff will work with students in SpEd when necessary (ex. make-up services, compensatory services, etc.) in addition to staff's regular hours.	<del>Staff are eligible with Director approval to provide make-up services or compensatory services. Period is eligible from the beginning of the 22/23 school year.</del> Eligibility starts at the beginning of the school year.	Paid as lump sum after completion of the work.	N/A
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

**Pacific Coast Academy  
2022-2023 – Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
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
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 SPED Training/Planning	\$300 per each day of training	<del>Paid to new staff assigned to training over the summer.</del> With Director pre-approval, staff involved in full day mandatory training or meetings outside regular work hours will receive this stipend.	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

**Pacific Coast Academy  
2022-2023 – Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
<b>Testing Team Lead</b>	\$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
<b>TK ECE Cohort Completion</b>	\$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

# Coversheet

## 2023-2024 Compensation Policy: Salary Schedules and Stipend Chart

**Section:** V. Consent Agenda  
**Item:** D. 2023-2024 Compensation Policy: Salary Schedules and Stipend Chart  
**Purpose:**  
**Submitted by:**  
**Related Material:** PCA 2023-24 Stipend Chart\_Redlined 03.06.2023.pdf  
PCA 2023-24 Salary Docs Combined 03.08.2023.pdf

**Pacific Coast Academy**  
**2022-2023 2023-2024 – Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
<b>Academic Decathlon Coach/Advisor</b>	\$2,500	<del>Assigned Position: Paid to a certificated teacher to teach Academic Decathlon courses and prepare students for competition.</del>	<del>Eligibility starts at the beginning of the school year and once the support begins.</del>	<del>Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.</del>	<del>28</del>
<b>Academic Pentathlon Coach/Advisor</b>	\$2,500	<del>Assigned Position: Paid to a certificated teacher to teach Academic Pentathlon courses and prepare students for competition.</del>	<del>Eligibility starts at the beginning of the school year and once the support begins.</del>	<del>Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.</del>	<del>N/A</del>
<b>Administrative Support</b>	\$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
<b>Career Technical Education (CTE)</b>	\$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
<b>CHYA</b>	\$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
<b>Counselor Extra Section</b>	\$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 <sup>th</sup> section

**Pacific Coast Academy**  
**2022-2023 2023-2024 – 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: <del>24</del> 28
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**  
**2022-2023 2023-2024 – 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 <del>single subject</del> 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**  
~~2022-2023~~ **2023-2024** – 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
New Teacher Trainer	\$10,000 per year	Assigned position: paid to a designated HST who applied and received the position to facilitate training to new teachers.	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
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

**Pacific Coast Academy**  
~~2022-2023~~ **2023-2024** – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
PCA Presents: New Presentations	\$500 per presentation, max \$2000 per staff member	Paid to staff members who create and present PD to peers.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of each semester.	N/A
PCA Presents: Repeat Presentations	\$250 per presentation; max \$500 per staff member	Paid to staff members who create and present a previously presented PD to peers.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of each semester.	N/A
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

**Pacific Coast Academy**  
**2022-2023 2023-2024 – Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
<b>Spark Student Enrollment Stipend (K-2nd grade classes)</b>	\$1,500/semester: average enrollment of 16-22 students per class per semester; \$3,000/semester: average enrollment of 23+ students per class per semester	Assigned position: paid to a designated HST who applied and received the position to facilitate online instruction for the Spark program.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid as a lump sum at the end of each semester taught.	28
<b>Spark Student Enrollment (3rd-8th grade classes)</b>	\$1,500/semester: average enrollment of 15-25 students per class per semester; \$3,000/semester: average enrollment of 26+ students per class per semester	Assigned position: paid to a designated HST who applied and received the position to facilitate online instruction for the Spark program.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid as a lump sum at the end of each semester taught.	28
<b>Spark Teacher</b>	<del>\$9,000</del> \$3,000 per semester	Assigned Position: Paid to a designated HST who applied and received the position to facilitate online instruction <del>and regular events</del> 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
<b>Spark Teacher Retention</b>	up to \$3,000	<del>Assigned Position: Paid to designated Spark Teachers based on student retention and performance.</del>	<del>Eligible teachers will be selected and notified in January.</del>	<del>Paid bimonthly from February - May.</del>	N/A
<b>Special Programs Lead</b>	\$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
<b>SPED Assessment Team Overage</b>	\$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

**Pacific Coast Academy**  
**2022-2023 2023-2024 – Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
<b>SPED Extra Hourly Services Outside the Workday/Calendar SPED Extra Hours Work</b>	\$310 for each period of assigned make-up work.	<del>SPED staff will provide services to students who require make-up or compensatory education outside the regular school day instructional hours.</del> School staff will work with students in SpEd when necessary (ex. make-up services, compensatory services, etc.) in addition to staff's regular hours.	<del>Staff are eligible with Director approval to provide make-up services or compensatory services. Period is eligible from the beginning of the 22/23 school year.</del> Eligibility starts at the beginning of the school year.	Paid as lump sum after completion of the work.	N/A
<b>SPED Extra Student Teacher</b>	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
<b>SPED In-Person Services Teacher</b>	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
<b>SPED Lead Extended School Year (ESY) Teacher</b>	\$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
<b>SPED Lead Teacher</b>	\$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

**Pacific Coast Academy**  
~~2022-2023~~ 2023-2024 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
<b>SPED-Summer Training SPED Training/Planning</b>	\$300 per each day of training	<del>Paid to new staff assigned to training over the summer.</del> With Director pre-approval, staff involved in full day mandatory training or meetings outside regular work hours will receive this stipend.	Eligibility is earned after training has been completed.	Paid as lump sum after completion of the work.	N/A
<b>Speech Pathologist Extended School Year</b>	\$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
<b>Speech Pathologist Lead</b>	\$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
<b>Testing Team Lead</b>	\$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
<b>TK ECE Cohort Completion</b>	\$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  
2023-2024 – Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
<b>Administrative Support</b>	\$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
<b>Career Technical Education (CTE)</b>	\$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
<b>CHYA</b>	\$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
<b>Counselor Extra Section</b>	\$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 <sup>th</sup> section
<b>Counselor - Pupil Personnel Services (PPS)</b>	\$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
<b>Elevate Lead Teacher</b>	\$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

**Pacific Coast Academy  
2023-2024 – Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
<b>Elevate Lead Teacher Summer</b>	\$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
<b>Extended School Year (ESY)</b>	\$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
<b>Extra Student</b>	\$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: 28
<b>High School Academic Support Coordinator</b>	\$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
<b>Highly Qualified Teacher Extra Course</b>	\$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.
<b>Highly Qualified Teacher Summer School</b>	\$31.00/hour	Provided to 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

**Pacific Coast Academy  
2023-2024 – Stipend Chart**

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

**Pacific Coast Academy  
2023-2024 – Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
<b>New Teacher Trainer</b>	\$10,000 per year	Assigned Position: paid to a designated HST who applied and received the position to facilitate training to new teachers.	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
<b>Occupational Therapist Extended School Year</b>	\$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
<b>Online Teacher Sub</b>	\$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
<b>PCA Parent Partner Workshops</b>	\$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
<b>PCA Presents: New Presentations</b>	\$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
<b>PCA Presents: Repeat Presentations</b>	\$250 per presentation; max \$500 per staff member	Paid to staff members who create and present a previously presented PD to peers.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of each semester.	N/A

**Pacific Coast Academy  
2023-2024 – Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
<b>PCA Presents: Teacher Participation</b>	\$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
<b>Phone/Internet/Utilities</b>	\$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
<b>Professional Development Course</b>	\$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
<b>Robotics Teacher (Competition Team)</b>	\$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
<b>Spark Student Enrollment Stipend (K-2nd grade classes)</b>	\$1,500/semester: average enrollment of 16-22 students per class per semester; \$3,000/semester: average enrollment of 23+ students per class per semester	Assigned position: paid to a designated HST who applied and received the position to facilitate online instruction for the Spark program.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid as a lump sum at the end of each semester taught.	28
<b>Spark Student Enrollment (3rd-8th grade classes)</b>	\$1,500/semester: average enrollment of 15-25 students per class per semester; \$3,000/semester: average enrollment of 26+ students per class per semester	Assigned position: paid to a designated HST who applied and received the position to facilitate online instruction for the Spark program.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid as a lump sum at the end of each semester taught.	28

**Pacific Coast Academy  
2023-2024 – Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
<b>Spark Teacher</b>	\$3,000 per semester	Assigned Position: Paid to a designated HST who applied and received the position to facilitate online instruction 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
<b>Special Programs Lead</b>	\$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
<b>SPED Assessment Team Overage</b>	\$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
<b>SPED Extra Hours Work</b>	\$310 for each period of assigned make-up work.	School staff will work with students in Special Education when necessary (ex. make-up services, compensatory services, etc.) in addition to staff's regular hours.	Eligibility starts at the beginning of the school year.	Paid as lump sum after completion of the work.	N/A
<b>SPED Extra Student Teacher</b>	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
<b>SPED In-Person Services Teacher</b>	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

**Pacific Coast Academy  
2023-2024 – Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
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
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 Training/ Planning	\$300 per each day of training	With Director pre-approval, staff involved in full day mandatory training or meetings outside regular work hours will receive this stipend.	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

**Pacific Coast Academy  
2023-2024 – Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
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**  
**2023-2024 – Salary Schedule**

Year	Administrator	Director Level 1	Director Level 2	Director Level 3	Senior Director
1	\$71,800	\$104,300	\$127,000	\$165,600	\$132,500
2	\$74,000	\$106,700	\$130,200	\$169,000	\$135,800
3	\$76,300	\$109,000	\$133,500	\$171,100	\$138,100
4	\$78,400	\$111,500	\$136,900	\$173,300	\$143,000
5	\$80,700	\$114,100	\$140,200	\$177,700	\$146,300
6	\$82,900	\$116,600	\$143,500	\$182,200	\$150,200
7	\$85,500	\$119,200	\$146,800	\$187,700	\$153,500
8	\$88,300	\$122,000	\$151,300	\$193,300	\$157,300
9	\$91,100	\$124,700	\$154,500	\$198,700	\$161,200
10	\$94,000	\$127,000	\$158,500	\$204,300	\$165,600
11	\$96,700	\$129,700	\$162,300	\$209,800	\$169,000
12	\$99,400	\$133,500	\$166,700	\$215,300	\$173,800
13	\$102,200	\$136,900	\$170,500	\$220,800	\$176,600
14	\$105,500	\$140,200	\$175,000	---	\$180,000
15	\$108,200	\$143,500	\$179,400	---	\$182,200

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  
Certificated Support  
2023-2024 – Salary Schedule**

**PROGRAM SPECIALIST**

Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<b>Salary</b>	\$93,300	\$95,600	\$98,000	\$100,500	\$103,000	\$105,600	\$108,200	\$111,000	\$113,700	\$116,500	\$119,400	\$122,400	\$125,500	\$128,600	\$131,900

**SCHOOL PSYCHOLOGIST**

Step	1-2	3-4	5-6	7-8	9-10	11-13+
<b>Salary</b>	\$91,400	\$94,700	\$99,500	\$104,400	\$109,600	\$115,100

**SPEECH/LANGUAGE PATHOLOGIST**

Step	1-2	3-4	5-6	7-8	9-10	11-13+
<b>Salary</b>	\$83,600	\$87,900	\$92,500	\$97,500	\$102,500	\$107,700

**NURSE**

Step	1-2	3-4	5-6	7-8	9-10	11-13+
<b>Salary</b>	\$79,500	\$83,500	\$87,100	\$91,500	\$96,000	\$100,900

**OCCUPATIONAL THERAPIST \* PHYSICAL THERAPIST \* MENTAL HEALTH THERAPIST/SOCIAL WORKER**

Step	1-2	3-4	5-6	7-8	9-10	11-13+
<b>Salary</b>	\$79,700	\$83,800	\$88,200	\$92,900	\$97,800	\$102,800

\*\*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**  
**2023-2024 – Classified Pay Scales**

**Classified Pay Scale – 191**

Pay Scale Group	A	B	C	D	E	F	G	H	I	J	K	L
Spec L1	\$19.34	\$19.73	\$20.13	\$20.65	\$21.17	\$21.82	\$22.34	\$22.86	\$24.16	\$25.42	\$26.11	\$26.41
Spec L2	\$22.60	\$23.12	\$23.77	\$24.29	\$24.81	\$25.46	\$26.11	\$26.76	\$27.40	\$28.06	\$34.26	\$29.62

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	\$19.34	\$19.73	\$20.13	\$20.65	\$21.17	\$21.82	\$22.34	\$22.86	\$24.16	\$25.42	\$26.11	\$26.41
Spec L2	\$22.60	\$23.12	\$23.77	\$24.29	\$24.81	\$25.46	\$26.11	\$26.76	\$27.40	\$28.06	\$28.84	\$29.62
Spec L3	\$23.90	\$24.56	\$25.20	\$25.85	\$26.50	\$27.21	\$27.93	\$28.72	\$29.49	\$30.27	\$30.95	\$31.50
Spec L4/Executive Assistant	\$29.10	\$29.88	\$30.66	\$31.57	\$32.35	\$33.27	\$34.18	\$35.08	\$36.00	\$36.90	\$37.55	\$38.25

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**  
**2023-2024 – Salary Schedule**

**PAY SCALE GROUP**

**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$66,100**	\$66,100**	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200
B (+ 14 points)	\$66,100**	\$66,100**	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$72,400
C (+ 28 points)	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$71,600	\$75,200
D (+ 42 points)	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$70,800	\$74,300	\$78,100
E (+ 56 points)	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$69,900	\$74,500	\$77,000	\$80,900
F (+ 70 points)	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$68,900	\$72,300	\$76,000	\$79,700	\$83,800
G (+ 84 points)	\$66,200	\$66,200	\$66,200	\$66,200	\$67,800	\$71,200	\$74,700	\$78,500	\$82,300	\$86,600
H (+ 98 points)	\$66,200	\$66,200	\$66,200	\$66,700	\$70,100	\$73,500	\$77,200	\$81,100	\$85,100	\$89,500

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$92,200	\$95,000	\$97,900	\$100,700

H15	H20	H25	H30
\$103,600	\$106,300	\$109,200	\$111,500

\*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  
High School Program Coordinator  
2023-2024 – Salary Schedule**

Year	1	2	3	4	5	6	7	8	9
Salary	\$93,300	\$95,600	\$98,000	\$100,500	\$103,000	\$105,600	\$108,200	\$111,000	\$113,700

\*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)**  
**2023-2024 – Salary Schedule**

PAY SCALE GROUP	PAY SCALE LEVEL										
	Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$66,100**	\$66,100**	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200
B ( + 14 points)	\$66,100**	\$66,100**	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$72,400
C ( + 28 points)	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$71,600	\$75,200
D ( + 42 points)	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$70,800	\$74,300	\$78,100
E ( + 56 points)	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$69,900	\$74,500	\$77,000	\$80,900
F ( + 70 points)	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$68,900	\$72,300	\$76,000	\$79,700	\$83,800
G ( + 84 points)	\$66,200	\$66,200	\$66,200	\$66,200	\$66,200	\$67,800	\$71,200	\$74,700	\$78,500	\$82,300	\$86,600
H ( + 98 points)	\$66,200	\$66,200	\$66,200	\$66,200	\$66,700	\$70,100	\$73,500	\$77,200	\$81,100	\$85,100	\$89,500

Additional Pay Scale Levels

	11	12	13	14
(continued) H ( + 98 points)	\$92,200	\$95,000	\$97,900	\$100,700

H15	H20	H25	H30
\$103,600	\$106,300	\$109,200	\$111,500

\*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**  
**2023-2024 – Salary Schedule**

PAY SCALE GROUP Points*	PAY SCALE LEVEL									
	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$76,100**	\$76,100**	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100
B ( + 14 points)	\$76,100**	\$76,100**	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$78,600
C ( + 28 points)	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$77,900	\$81,400
D ( + 42 points)	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$77,000	\$80,600	\$84,300
E ( + 56 points)	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$77,000	\$80,800	\$83,300	\$87,100
F ( + 70 points)	\$76,100	\$76,100	\$76,100	\$76,100	\$76,100	\$76,200	\$78,500	\$82,100	\$86,000	\$90,000
G ( + 84 points)	\$76,100	\$76,100	\$76,100	\$76,100	\$76,200	\$78,500	\$81,000	\$84,700	\$88,600	\$92,800
H ( + 98 points)	\$76,100	\$76,100	\$76,100	\$76,200	\$78,500	\$80,800	\$83,500	\$87,300	\$91,400	\$95,500

Additional Pay Scale Levels

	11	12	13	14
(continued) H ( + 98 points)	\$98,400	\$101,300	\$104,200	\$107,000

H15	H20	H25	H30
\$109,900	\$112,600	\$115,500	\$117,800

\*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)  
2023-2024 – Salary Schedule**

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

Additional Pay Scale Levels

	11	12	13	14
(continued) H ( + 98 points)	\$88,400	\$91,300	\$94,200	\$97,000

H15	H20	H25	H30
\$99,900	\$102,600	\$105,500	\$107,800

\*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.

**Pacific Coast Academy**  
**Intervention Support Teacher/English Language Development Teacher**  
**2023-2024 – Salary Schedule**

PAY SCALE GROUP Points*	PAY SCALE LEVEL									
	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$86,100**	\$86,100**	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100
B ( + 14 points)	\$86,100**	\$86,100**	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$88,600
C ( + 28 points)	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$87,900	\$91,400
D ( + 42 points)	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$87,000	\$90,600	\$94,300
E ( + 56 points)	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$87,000	\$90,800	\$93,300	\$97,100
F ( + 70 points)	\$86,100	\$86,100	\$86,100	\$86,100	\$86,100	\$86,200	\$88,500	\$92,100	\$96,000	\$100,000
G ( + 84 points)	\$86,100	\$86,100	\$86,100	\$86,100	\$86,200	\$88,500	\$91,000	\$94,700	\$98,600	\$102,800
H ( + 98 points)	\$86,100	\$86,100	\$86,100	\$86,200	\$88,500	\$90,800	\$93,500	\$97,300	\$101,400	\$105,500

Additional Pay Scale Levels

	11	12	13	14
(continued) H ( + 98 points)	\$108,400	\$111,300	\$114,200	\$117,000

H15	H20	H25	H30
\$119,900	\$122,600	\$125,500	\$127,800

\*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.  
 \*\*\*Must maintain a roster of 28 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  
2023-2024 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$93,300	\$95,600	\$98,000	\$100,500	\$103,000	\$105,600	\$108,200	\$111,000	\$113,700

\*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 – Middle and High School  
2023-2024 – Salary Schedule**

Year	1	2	3	4	5	6	7	8	9
Salary	\$103,300	\$105,600	\$108,000	\$110,500	\$113,000	\$115,600	\$118,200	\$121,000	\$123,700

\*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**  
**Special Education (SPED) Teacher**  
**2023-2024 – Salary Schedule**

**PAY SCALE GROUP**

**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$68,000**	\$68,000**	\$68,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
B ( + 14 points)	\$68,000**	\$68,600**	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$76,900
C ( + 28 points)	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$76,200	\$80,100
D ( + 42 points)	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$75,200	\$79,200	\$83,400
E ( + 56 points)	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$74,100	\$79,400	\$82,100	\$86,500
F ( + 70 points)	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$73,100	\$76,900	\$81,000	\$85,100	\$89,700
G ( + 84 points)	\$70,000	\$70,000	\$70,000	\$70,000	\$71,800	\$75,700	\$79,600	\$83,800	\$88,100	\$92,900
H ( + 98 points)	\$70,000	\$70,000	\$70,000	\$70,600	\$74,200	\$78,200	\$82,300	\$86,700	\$91,300	\$95,900

Additional Pay Scale Levels

	11	12	13	14
(continued) H ( + 98 points)	\$99,100	\$102,400	\$105,500	\$108,700

H15	H20	H25	H30
\$111,800	\$115,000	\$118,300	\$120,800

\*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**  
**Student Support Coordinator and 504 Coordinator**  
**2023-2024 – Salary Schedule**

PAY SCALE GROUP Points*	PAY SCALE LEVEL									
	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$81,100**	\$81,100**	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100
B ( + 14 points)	\$81,100**	\$81,100**	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$83,600
C ( + 28 points)	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$82,900	\$86,400
D ( + 42 points)	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$82,000	\$85,600	\$89,300
E ( + 56 points)	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$82,000	\$85,800	\$88,300	\$92,100
F ( + 70 points)	\$81,100	\$81,100	\$81,100	\$81,100	\$81,100	\$81,200	\$83,500	\$87,100	\$91,000	\$95,000
G ( + 84 points)	\$81,100	\$81,100	\$81,100	\$81,100	\$81,200	\$83,500	\$86,000	\$89,700	\$93,600	\$97,800
H ( + 98 points)	\$81,100	\$81,100	\$81,100	\$81,200	\$83,500	\$85,800	\$88,500	\$92,300	\$96,400	\$100,500

Additional Pay Scale Levels

	11	12	13	14
(continued) H ( + 98 points)	\$103,400	\$106,300	\$109,200	\$112,000

H15	H20	H25	H30
\$114,900	\$117,600	\$120,500	\$122,800

\*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.  
 \*\*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**  
**Technology Department**  
**2023-2024 – 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	\$24.31	\$24.95	\$25.61	\$26.28	\$26.98	\$27.61	\$28.28	\$28.94	\$29.61	\$30.28	\$30.95	\$31.61	\$32.28	\$32.94	\$33.61	\$34.27
	Annual																
IT Tech II or Order Fulfillment Specialist 2 or IT Administrative Assistant (ITAA)	Hourly	\$26.43	\$27.13	\$27.85	\$28.59	\$29.36	\$30.07	\$30.80	\$31.53	\$32.27	\$33.00	\$33.73	\$34.46	\$35.20	\$35.93	\$36.66	\$37.39
	Annual																
IT Support Specialist (ITSS)	Hourly	\$28.55	\$29.31	\$30.10	\$30.92	\$31.74	\$32.52	\$33.33	\$34.12	\$34.92	\$35.71	\$36.52	\$37.32	\$38.11	\$38.91	\$39.72	\$40.51
	Annual																
IT Support Specialist II or Tech Coordinator (TC) or IT Provisioning Manager	Hourly	\$30.67	\$31.50	\$32.35	\$33.23	\$34.13	\$34.97	\$35.84	\$36.71	\$37.57	\$38.44	\$39.29	\$40.17	\$41.02	\$41.91	\$42.76	\$43.65
	Annual																
IT Support Specialist III or Data Analyst Tech Coordinator 2 or DevOps Engineer 1 (DO1)	Hourly	\$32.80	\$33.69	\$34.61	\$35.56	\$36.52	\$37.43	\$38.37	\$39.28	\$40.22	\$41.16	\$42.11	\$43.00	\$43.94	\$44.89	\$45.82	\$46.76
	Annual																
IT Administrator (ITA) or DevOps Engineer 2 (DO2)	Hourly	\$37.04	\$38.06	\$39.11	\$40.19	\$41.30	\$42.31	\$43.39	\$44.49	\$45.53	\$46.62	\$47.65	\$48.70	\$49.78	\$50.87	\$51.91	\$53.00
	Annual																
IT Manager (ITM)	Hourly	\$43.50	\$44.59	\$45.68	\$46.72	\$47.80	\$48.89	\$49.99	\$51.08	\$52.16	\$53.20	\$54.29					
	Annual												\$113,200	\$116,000	\$119,200	\$122,000	\$123,800

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.

# Coversheet

## COVID Prevention Plan

**Section:** V. Consent Agenda  
**Item:** E. COVID Prevention Plan  
**Purpose:**  
**Submitted by:**  
**Related Material:**  
PCA COVID-19 PREVENTION PROGRAM \_v1\_3.15.2022\_Redlined 02.16.2023.pdf



Pacific Coast Academy

# COVID-19 Prevention Program (CPP)

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## COVID-19 PREVENTION PROGRAM (CPP) FOR PACIFIC COAST ACADEMY

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Updated: ~~3/3/2022~~ 03.11.2023**

This document has been revised, based on the updated CDC and CDPH guidance on COVID-19. Senate Bill (SB) 1479 (Pan, Chapter 850, Statutes of 2022), effective January 1, 2023 until January 1, 2026, requires the California Department of Public Health (CDPH) to coordinate school COVID-19 testing plans and services.

### AUTHORITY AND RESPONSIBILITY

The Human Resource team has overall authority and responsibility for implementing the provisions of this CPP in our workplace and will serve as the COVID Testing Point of Contact to facilitate communication and coordination with the CA Testing Task Force along with other relevant agencies or organizations that oversee school operations. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

### IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- ~~Document the vaccination status of our employees through CoVerified, which is maintained as a confidential medical record.~~
- Evaluate employees' potential workplace exposures to all persons at or who may enter our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.
- Review applicable orders and general and industry-specific guidance from the CDC, State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### EMPLOYEE PARTICIPATION

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Weekly invite to HR Office Hours to address any questions or concerns.
- Invitation to join the HR team while conducting COVID-19 Inspections
- Feedback is periodically solicited by the HR team to ensure staff has what they need to feel safe in the workplace.

## EMPLOYEE SCREENING

We screen our employees by:

### Office Staff

Sign-in binders have been placed at the entrance of each office location along with contactless thermometers. Employees are provided with hand sanitizer, sanitizing wipes, clean masks (if not wearing their own), clean pens, and a list of COVID-19 symptoms. They are asked to ~~take their temperature and~~ complete a self-assessment of symptoms before entering the office each day. By signing in on the sheet, employees are certifying that they are symptom-free or will remove themselves from the workplace and contact their manager if they cannot report to work ~~or need to leave work. Additionally, signs are posted that face coverings are mandatory to enter the office as well as to be worn at all times while in the workspace.~~

### In-Person Events/Meetings

It is our desire to maintain in-person activities for students. However, this will take a collaborative effort between families and staff to minimize the risk of exposure to COVID-19. Families and staff must conduct a screening of COVID-19 symptoms of students and accompanying family members. Everyone is advised to **PLEASE, not attend any In-Person Activity if an individual (e.g., staff member, student, accompanying family member) is experiencing any of the following symptoms within 10 days (or 5 days without fever) of the In-Person Activity:**

- Fever of 100 degrees or higher
- (Persistent) cough
- Shortness of breath or difficulty breathing
- Loss of taste or smell
- Headache
- Sore throat
- Muscle or body aches, fatigue
- Chills
- Vomiting, nausea, diarrhea, or abdominal pain
- Runny nose, congestion

If an individual has any of the above symptoms while at the In-Person Activity, **they must return home.**

~~If students or family members have experienced any of the above symptoms within 10 days of the In-Person Activity, they must not attend the In-Person Activity.~~

~~\*\*Staff members who are scheduled to participate in an in-person activity who have symptoms on the day of the activity or within 10 days of the activity must contact Human Resources and their direct supervisor for further instruction.~~

~~The HR team has collected information to identify staff as fully vaccinated or unvaccinated.~~

## Unvaccinated Staff Testing Procedures

As of the September 17, 2022 and order from CDPH, the previous August 11, 2021 order has been rescinded. Under the new order, schools are no longer required to verify the vaccination status of employees. Additionally, school employees, regardless of vaccination status, are not required to undergo diagnostic weekly COVID-19 testing.

- ~~● Unvaccinated staff members will participate in weekly COVID-19 testing, per the Governor's mandate.~~
- ~~● Employees participating in the testing program will be provided rapid at-home antigen tests (via US mail).~~
- ~~● Every 7 days, the employee must swab the nostrils and process the at home test. The test produces a result after 15 minutes. Testing is due by the close of business Friday.~~
- ~~● The employee takes a picture of the test result and uploads it to the web-based platform or the CoVerified app.~~
- ~~● ***If the employee receives a positive result from the at home rapid antigen test, they must immediately cease any in-person activities and reach out to HRHelp@pacificcoastacademy.org to receive the proper protocol on isolation/quarantine based on their unique situation and in accordance with the CDPH guidelines.*** Additionally, it is recommended that the employee follow up with a medical provider (covered by your insurance provider).~~
- ~~● Employees who are unvaccinated and 100% remote (i.e.: never come into contact with other staff, students or student family members) are exempt from weekly testing at this time. The School reserves the right to update this practice at any time.~~
- COVID-19 at-home antigen tests are available to all employees and students, at no cost, who have had close contact with a symptomatic person in the workplace. At-home antigen tests may be picked up from the school library, after contacting Human Resources (the COVID Testing Point of Contact). Specific testing locations are not provided.
- COVID-19 at-home antigen tests are available to employees at no cost and may be picked up from the school library, after contacting Human Resources (the COVID Testing Point of Contact). Specific testing locations are not provided.
- Random surveillance testing of staff is not conducted.
- COVID-19 testing is available for free at multiple locations throughout Southern California. The following county websites include information and allow you to schedule an appointment at a testing facility near you:
  - Riverside County
  - San Diego County
  - Orange County
  - Imperial County
  - San Bernardino County

## CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy work conditions, practices, or procedures will be documented in **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

## CONTROL OF COVID-19 HAZARDS

### FACE COVERINGS

When required by orders from the California Department of Public Health (CDPH) or local health department, we provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors. Should an employee or visitor arrive on-site without their own face covering when they are required by the CDPH or local health department, they are immediately provided one upon entrance to the office.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment. Face coverings will also be provided to any employee that requests one, regardless of vaccination status.

### ENGINEERING CONTROLS

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- The building contains a regularly maintained HVAC system.
- The property manager recently upgraded the entire building to Merv-13 filters that are changed on a quarterly basis. Additionally, ultralights have been installed behind the filters to zap any particulate matter that escapes the filter.
- In the event of a power outage or necessary shut down of HVAC due to maintenance staff will be advised to work remotely until the system returns to full functionality.

### CLEANING AND DISINFECTING

We implement the following cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels:

- Part of our lease includes nightly cleaning every weekday with EPA approved products - Lysol and Clorox
- Staff who are responsible for maintaining school property that is sent out/returned by students and staff

are provided with: Masks, gloves, hand sanitizer, and disinfectant wipes

- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
- Please see 8 C.C.R. section 3205(c)(7)(B) for more details.
- ~~Should we have a COVID-19 case in our workplace, we will implement the following procedures:~~
  - ~~The office will be immediately shut down and staff sent home to quarantine and work remotely.~~
  - ~~HR Specialist/Office Manager will contact Complete Commercial Maintenance, Inc. (cleaners provided in the lease agreement). They will do a deep clean of all touchable services, including all shared tools and equipment with EPA approved products as well and sanitize the air with foggers.~~

PPE must not be shared, e.g., gloves, goggles, and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments, and tools must also not be shared, to the extent feasible.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

## HAND SANITIZING

In order to implement effective hand sanitizing procedures, we:

- Evaluating hand washing facilities.
- Determining the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibiting hand sanitizers that contain methanol (i.e., methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time - posters are located above each sink.

## PERSONAL PROTECTIVE EQUIPMENT (PPE) USED TO CONTROL EMPLOYEES' EXPOSURE TO COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Upon request, we provide correctly sized respirators for voluntary use to all employees who are working indoors or in vehicles with more than one person. Employees are encouraged to use respirators in compliance with 8 C.C.R. § 5144(c)(2). Employees will be provided with information required by 8 C.C.R. § 5144.

## Testing of Symptomatic Employees

We make COVID-19 testing available at no cost to all employees who had close contact in the workplace and have COVID-19 symptoms, during employees' paid time.

## INVESTIGATING AND RESPONDING TO COVID-19 CASES

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms.

Employees who had potential COVID-19 exposure in our workplace will be:

- Notified within 24 hours whenever possible.
- Offered COVID-19 testing at no cost during their working hours, except for COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases who never developed symptoms, for 90 days after the first positive test.
- Allowed to work remotely, **if feasible**.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

## REPORTING CLOSE CONTACTS

- If a staff member was a close contact they may not attend any in-person activity, they must contact Human Resources and their direct supervisor, and await further instructions.
- Staff will need to answer a series of questions provided by Human Resources to help us determine the best course of action. Staff needs to be thorough in your responses and provide them as quickly as possible.

### ~~A "close contact" is:~~

- ~~● Being within 6 feet of someone who has COVID-19 for a total of 15 minutes or more over a 24-hour period~~
- ~~● Providing care at home to someone who is sick with COVID-19~~
- ~~● Having direct physical contact with the person (hugged or kissed them)~~
- ~~● Sharing eating or drinking utensils~~
- ~~● Being sneezed on, coughed on, or somehow getting respiratory droplets on you from someone with COVID-19~~

~~We consider a "close contact" that meets the definition as described in section 3205(b)(1) definition; "high-risk exposure period" meets the section 3205(b)(1) definition; and "worksite" meets the section 3205(b)(12) definition.~~

## POSITIVE COVID-19 CASES

Under no circumstances should anyone who has tested positive for COVID-19 come to In-Person Activities or work, regardless of vaccination status or whether symptoms are present until they have completed the required

isolation period. This needlessly puts others at risk and increases the number of close contacts in our school community that will have to quarantine. Even an asymptomatic, vaccinated person can contract/spread COVID-19.

### Reporting Positive COVID-19 Tests

- Staff members must report COVID-19 positive tests to Human Resources at [HRHelp@pacificcoastacademy.org](mailto:HRHelp@pacificcoastacademy.org) and to their direct supervisor in writing as soon as the results have been received.
- The isolation/quarantine periods now depend on a number of factors. Therefore, when Human Resources contacts staff for further information, they are to respond right away and be as thorough as possible.
- Our staff's well-being is our priority so they may utilize ~~COVID Supplemental Sick Leave (when available)~~ ~~or~~ their personal sick leave if they are unable to work from home. ~~Both types of paid~~ Paid sick leave can be used consecutively or intermittently. Staff will need to coordinate any intermittent time off with their supervisor.

## SYSTEM FOR COMMUNICATING

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their Direct Supervisor in writing.
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing. Lists of testing centers by county are provided to staff at all times via our SSS website.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing at no cost to the employee and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- We use Weekly Updates that are sent out to all staff as well as post resources and notices on the SSS Website.
- All staff members are invited to attend HR Offices hours weekly to voice any concerns or ask questions.

## TRAINING AND INSTRUCTION

We will provide effective training and instruction via Vector Solutions, Weekly Newsletters, direct emails, and team meetings that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under

applicable federal, state, or local laws.

- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing ~~must~~ **should** be combined with other controls, including face coverings and hand hygiene, to ~~be effective~~ **provide layers to mitigate risk of infection.**
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing respirators. Employees voluntarily using respirators will be trained according to 8 C.C.R section 5144(c)(2) requirements. How to wear them properly, how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- ~~Proper use of face coverings and the fact that face coverings are not respiratory protective equipment- Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.~~ Employees may request masks, regardless of vaccination status.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on or COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## EXCLUSION OF COVID-19 CASES AND EMPLOYEES WHO HAD A CLOSE CONTACT

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for ~~14 days~~ for the appropriate amount of time based on CDPH guidance and the SDCOE Decision Trees after the last known COVID-19 exposure to a COVID-19 case.
- If we do not exclude an employee who had a close contact as permitted state and local guidelines, Human Resources will provide the employee with information about any applicable precautions

recommended by CDPH for individuals with close contact.

- For employees excluded from work, continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work-related. This will be accomplished by providing staff with remote work assignments.
- Providing employees at the time of exclusion with information on available benefits.

Per the June 8, 2022 CDPH update, persons who test positive for COVID-19 should follow the recommended actions:

- Stay at home for at least 5 days after the start of symptoms (or after the date of the first positive test if no symptoms)
- Isolation can end after Day 5 if symptoms are not present or are resolving and a diagnostic specimen collected on Day 5 or later tests negative.
- If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours after the fever resolves.
- If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. If symptoms are severe, or if the infected person is at high risk of serious disease, or if they have questions concerning care, infected persons should contact their healthcare provider for available treatments.
- Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see masking section for additional information).

Furthermore, all employees, regardless of vaccination status or previous infection should:

- Self-isolate and test as soon as possible to determine infection status. Knowing one is infected early during self-isolation enables (a) earlier access to treatment options, if indicated (especially for those that may be at risk for severe illness), and (b) notification of exposed persons (close contacts) who may also benefit by knowing if they are infected.
  - For symptomatic persons who have tested positive within the previous 90 days, using an antigen test is preferred.
- Remain in isolation while waiting for testing results. If not tested, they should continue isolating for 10 days after the day of symptom onset, and if they cannot isolate, should wear a well-fitting mask for 10 days.
- Consider continuing in self-isolation and retesting with an antigen or PCR test in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms.
- Continue to self-isolate if test result is positive, follow recommended actions below (Table 1), and contact their healthcare provider about available treatments of symptoms are severe or they are at high risk for serious disease or if they have any questions concerning their care.

## REPORTING, RECORDKEEPING, AND ACCESS

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever

required by law, and provide any related information requested by the local health department.

- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.

## RETURN-TO-WORK CRITERIA

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- The isolation/quarantine periods now depend on a number of factors. Therefore, when Human Resources contacts staff for further information, they are to respond right away and be as thorough as possible so that they can provide the appropriate return-to-work protocol.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be determined by HR in accordance with CDPH guidance.

Please see 8 C.C.R. sections 3205(c)(10)(E)&(F) for additional guidance.

## ~~COVID-19 SUPPLEMENTAL PAID SICK LEAVE (“COVID SPSL”)~~

~~Effective: January 1, 2022 to September 30, 2022~~

~~In addition to the School’s Sick Leave policy identified in the Employee Handbook, the School will provide COVID-19 SPSL to each of the School’s employees to the extent that the employee is unable to work or telework due to any of the following reasons:~~

## ~~COVID-RELATED SPSL (“COVID22REL”)~~

- ~~● The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidance of the State Department of Public Health, the federal Center for Disease Control and Prevention, or a local public health officer who has jurisdiction over the workplace. a Federal, State or local quarantine or isolation order or guideline related to COVID-19. If the employee is subject to more than one of the foregoing, the employee shall be permitted to use COVID-19 supplemental paid sick leave for the minimum quarantine or isolation period under the order or guidance that provides for the longest such minimum period;~~
- ~~● A health care provider advises the employee to isolate or quarantine due to COVID-19;~~
- ~~● The employee is attending an appointment for themselves or a family member to receive a vaccine or a vaccine booster for protection against COVID-19, although the maximum amount of leave for this~~

~~purpose is 3 days or 24 hours, unless the employee provides verification from a health care provider that the employee or family member is continuing to experience symptoms;~~

- ~~● The employee is experiencing symptoms, or caring for a family member experiencing symptoms, related to a COVID-19 vaccine or vaccine booster that prevent the employee from being able to work or telework; although the maximum amount of leave for this purpose is 3 days or 24 hours, unless the employee provides verification from a health care provider that the employee or family member is continuing to experience symptoms;~~
- ~~● The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;~~
- ~~● The employee is caring for a family member who is subject to an order or guidance described above or who has been advised to isolate or quarantine by a health care provider;~~
- ~~● The employee is caring for a child, as defined in Labor Code section 245.5, whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.~~

~~All employees, regardless of how long the employee has been employed by the School, are eligible for COVIDRel22 Sick Leave.~~

### ~~AMOUNT OF COVID22REL SPSL AVAILABLE~~

~~For full-time employees, and those that worked or were scheduled to work, on average, at least 40 hours per week for the School in the two weeks preceding the date the employee took COVID22Rel SPSL: the School will grant the employee 40 hours of paid COVID22Rel SPSL.~~

~~For all other employees:—For employees with a normal weekly schedule, the School will grant the employee COVID22Rel SPSL reflecting the total number of hours the covered employee is normally scheduled to work for the employer over one week.~~

~~If the employee works a variable number of hours, the School will grant the employee COVID22Rel SPSL reflecting 7 times the average number of hours the employee worked each day for the employer in the six months preceding the date the employee took COVID22Rel SPSL.~~

~~If the employee has worked for the School over a period of fewer than six months but more than 7 days, this calculation shall instead be made over the entire period the employee has worked for the School.~~

~~If the employee works a variable number of hours and has worked for the School over a period of 7 days or fewer, the total number of hours the employee has worked for that employer shall reflect the COVID22Rel SPSL.~~

### ~~ADDITIONAL COVID POSITIVE SPSL (COVID22POS)~~

~~An employee is entitled to additional COVID22Pos SPSL in an amount not to exceed that described above if the employee, or a family member for whom the employee is providing care, tests positive for COVID-19.~~

~~If the employee requests to use additional leave because a family member for whom they are providing care tests positive for COVID-19, the School will require that the employee provide documentation of that family member's test results before paying the additional leave.~~

~~The School shall have no obligation to provide Additional COVID22Pos SPSL for an employee who refuses to provide documentation of the test required by the School.~~

~~Employees are not required to exhaust COVID22Rel SPSL before using Additional COVID22Pos SPSL.~~

~~Additional COVID22Pos SPSL does not change the School's obligations to comply with the Cal OSHA COVID-19 Emergency Temporary Standards.~~

## ~~MAXIMUM AMOUNT OF COVID SPSL~~

~~The total maximum amount of COVID SPSL an employee is entitled to shall not exceed 80 hours for the period between January 1, 2022 and September 30, 2022.~~

## ~~USES OF COVID SPSL~~

~~The employee may determine how many hours of COVID SPSL to use, up to the total number of hours to which the employee is entitled. The School shall make COVID SPSL Leave available for immediate use by the employee, upon the oral or written request of the employee to the School. The School will not provide the employee more COVID SPSL Sick Leave than the number of hours to which they are entitled.~~

## ~~RATE OF PAY~~

~~Each hour of COVID SPSL shall be compensated at a rate equal to the following:~~

### ~~Nonexempt Employees~~

~~The highest of the following:~~

- ~~• Calculated in the same manner as the regular rate of pay for the workweek in which the employee uses COVID SPSL, whether or not the employee actually works overtime in that workweek.~~
- ~~• Calculated by dividing the employee's total wages, not including overtime premium pay, by the employee's total non-overtime hours worked in the full pay periods of the prior 90 days of employment.~~

### ~~Exempt Employees~~

~~COVID SPSL shall be calculated in the same manner as the School calculates wages for other forms of paid leave time.~~

### ~~Limits~~

~~Notwithstanding the foregoing, the School shall not be required to pay more than five hundred eleven dollars (\$511) per day and five thousand one hundred ten dollars (\$5,110) in the aggregate to an employee for COVID SPSL unless federal legislation is enacted that increases these amounts beyond the amounts that were included in the Emergency Paid Sick Leave Act established by the federal Families First Coronavirus Response Act, in which case the new federal dollar amounts shall apply to this policy as of the date the new amounts are applicable under the federal law. If an employee reaches the maximum amounts, the employee may choose to use other accrued and unused paid leave available to the employee in order to fully compensate the employee for leave taken.~~

### ~~Miscellaneous~~

~~The School shall not require an employee to use any other paid or unpaid leave, paid time off, or vacation time~~

~~provided by the School before the employee uses COVID-SPSL or in lieu of COVID-SPSL.~~

~~The School shall not require an employee to first exhaust their COVID-SPSL before satisfying any requirement to provide paid leave for reasons related to COVID-19 under any Cal-OSHA COVID-19 Emergency Temporary Standards.~~

~~Retroactive payments will be made in accordance with Labor Code section 248.6.~~

**Notice**

~~Notice shall be given to employees of their right to COVID-SPSL and shall provide notice of the amount of COVID-SPSL that the employee has used through the pay period in which it was due to be paid.~~

---

Krystin Demofonte, Executive Director

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Date

## APPENDIX A: IDENTIFICATION OF COVID-19 HAZARDS

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** HR Specialist

**Date:** ~~12/11/20~~ 01.04.2022

**Name(s) of employee and authorized employee representative that participated:** Director of Technology, Director of Enrichment, Office Manager, Lending Library Specialist

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions, and ventilation
<b>Poway Office</b> Suite 101 - Lending Library		Drop off of packages from mail carriers, as well as staff and/or families	Specified location to drop materials - <del>tape on the floor</del> , specific bins, masks available
Suite 101 - Lending Library		Office Space	Desks are placed so employees can sit 6 feet apart, self-assess and sign-in upon entry each day, <del>wear masks at all times</del>
Suite 101- Lending Library		Break/Lunch Room	Staff stagger breaks and meals
Suite 103 - Admin Offices		Office Space	Desks are placed so employees can sit 6 feet apart, self-assess and sign-in upon entry each day, <del>wear masks at all times</del>
Suite 103 - Admin Offices		Break/Lunch Room	Staff stagger breaks and meals

Suite 200 - Tech Dept & Others		Office Space	Desks are placed so employees can sit 6 feet apart, self-assess and sign-in upon entry each day, <del>wear masks at all times</del>
Suite 200- Tech Dept & Others		Break/Lunch Room	Staff stagger breaks and meals
Beaumont Office			Self-assess and sign-in upon entry each day Staff stagger breaks and meals Specified location to drop materials -specific bins, masks available
Costa Mesa Office			Self-assess and sign-in upon entry each day Staff stagger breaks and meals Specified location to drop materials -specific bins, masks available
Corona Office			Self-assess and sign-in upon entry each day Staff stagger breaks and meals Specified location to drop materials -specific bins, masks available
Norco Office			Self-assess and sign-in upon entry each day Staff stagger breaks and meals Specified location to drop materials -specific bins, masks available

## APPENDIX B: COVID-19 INSPECTIONS

**Date:**

**Name of person conducting the inspection:**

**Work location evaluated:**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Self-assessment Sign-in Sheets			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Handwashing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE</b> (not shared, available, and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields			

## APPENDIX C: INVESTIGATING COVID-19 CASES

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:**

**Name of person conducting the investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b>			

<b>Notice is given (<i>within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case</i>) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.



## ADDITIONAL CONSIDERATION #1: MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### COVID-19 TESTING

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by or orders issued by the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

### EXCLUSION OF COVID-19 CASES

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

### INVESTIGATION OF WORKPLACE COVID-19 ILLNESS

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

### COVID-19 INVESTIGATION, REVIEW AND HAZARD CORRECTION

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home

- when sick.
- Our COVID-19 testing policies.
- Insufficient outdoor air.
- Insufficient air filtration.
- Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review.  
We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - [describe other applicable controls].

## NOTIFICATIONS TO THE LOCAL HEALTH DEPARTMENT

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## ADDITIONAL CONSIDERATION #2: MAJOR COVID-19 OUTBREAKS

In the event we experience 20 or more COVID-19 cases within a 30-day period, this section of the CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### COVID-19 TESTING

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

### EXCLUSION OF COVID-19 CASES

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

### INVESTIGATION OF WORKPLACE COVID-19 ILLNESSES

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

### COVID-19 HAZARD CORRECTION

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High-Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

### NOTIFICATIONS TO THE LOCAL HEALTH DEPARTMENT

We will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.

# Coversheet

## 2022-2023 Parent Student Handbook

**Section:** V. Consent Agenda  
**Item:** F. 2022-2023 Parent Student Handbook  
**Purpose:**  
**Submitted by:**  
**Related Material:**  
PCA 2022-2023 Parent Student Handbook\_v1\_Rev 12.12.2022\_Redlined  
03.01.2023.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 21<sup>st</sup> 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



August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School Accountability	
Every LP	Attendance Logs
Every LP	Student Conference
Every LP	AWRs
Every LP	Collect & upload work samples

School Year Dates	
Aug 15	First Day of School
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	

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 - 28	Thanksgiving Break
Dec 19 - Jan 2	Winter Break
Jan 16	Martin Luther King Day
Feb 17 - 23	School Recess
Feb 20	Washington/President's Day
Feb 24	Lincoln's Birthday
Apr 10 - 14	Spring Break
May 29	Memorial Day
June 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)

February 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Assessment Windows	
Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

- School Closed
- Teacher In-service
- LP Start Dates
- First & Last Day of School/Semester

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 - 8<sup>TH</sup> 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		
Career Technical Education (CTE)		
Electives	18 semester courses	90
<b>Total =</b>		<b>200 Credits</b>

\* 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"> <li>English 9</li> <li>Algebra 1</li> <li>Biology</li> <li>WLG Year 1</li> <li>VPA</li> <li>Elective</li> </ul>	<ul style="list-style-type: none"> <li>World History</li> <li>English 10</li> <li>Geometry</li> <li>Chemistry</li> <li>WLG Year 2</li> <li>Elective</li> </ul>	<ul style="list-style-type: none"> <li>US History</li> <li>English 11</li> <li>Algebra II</li> <li>Physics</li> <li>WLG Year 3</li> </ul>	<ul style="list-style-type: none"> <li>Economics and Government</li> <li>PreCalculus</li> <li>Elective</li> <li>Elective</li> </ul>

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](mailto:records@pacificcoastacademy.org)

## CONCURRENT ENROLLMENT PRIOR TO STARTING HIGH SCHOOL

- Enrolling in a college course will begin your student's official college transcript. Your student's course grade will be listed on the college's permanent academic record.
- Community College policy related to tuition can vary for students in grades K-8. Please check with the college directly to see if your student is eligible for free tuition or if you will be required to pay the in-state tuition rate. Planning amounts cannot be used to pay tuition for the community college classes.
- We recommend you familiarize yourself with the college's important dates/deadlines. If your student is not enjoying the experience in the class, please be sure to adhere to the college's posted course Add/Drop deadline. Dropping an unwanted class within the allowable time frame can prevent the course from being added to the permanent academic record (transcript). Our school does not determine college deadlines and cannot assist with exceptions to missed deadlines.
- Students taking concurrent enrollment courses prior to grade 9 will be approved for elective and world language courses only.
- If your student wishes to continue with concurrent enrollment, a new request must be made each semester and is subject to approval by the school counselor. An official college transcript of previously completed college work will be required.
- College credits earned prior to the start of 9th grade will not be listed on your student's report card.
- Upon entry into grade 9, college courses taken in grades 6-8 may be added to your high school transcript as "Elective" credits. A review of college credits earned while in grades 6-8 will be conducted by the high school counselor prior to adding courses to the high school transcript. High school credits will not be awarded for community college courses taken prior to grade 6.

## 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-8<sup>th</sup> 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, 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
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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](mailto: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](mailto: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](mailto: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

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Student Name (Print)

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Student Signature

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Date

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Parent/Guardian Name (Print)

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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

## 2023-2024 Vendor Agreement

**Section:** V. Consent Agenda  
**Item:** G. 2023-2024 Vendor Agreement  
**Purpose:**  
**Submitted by:**  
**Related Material:** PCA 2023-2024 Vendor Agreement.pdf



# VENDOR AGREEMENT

This Vendor Agreement (“Agreement”) is made between **PACIFIC COAST ACADEMY** (“School”), a California nonprofit public corporation that operates a public \_\_\_\_\_ charter school, and \_\_\_\_\_ (“Vendor”).

## RECITALS

WHEREAS, School fosters successful student achievement through a quality, personalized, and standards-based education program featuring unique and hands-on experiential learning experiences;

WHEREAS, Vendor is engaged in the business of providing experienced and qualified educational services as set forth in **Exhibit A**; and

WHEREAS, School desires to retain Vendor for the purpose of providing the services described herein for the benefit of the School, families, and students.

NOW, THEREFORE, in consideration of the foregoing recitals, the promises and the mutual covenants contained herein, and for other good, valuable, and sufficient consideration, the parties agree as follows:

## SECTION 1. TERM and TERMINATION

- a. Term: This Agreement shall be effective as of [INSERT DATE] to June 30, 2024.
- b. Termination: Vendor may terminate this Agreement for cause after providing sixty (60) days advance written notice to School. School may terminate this Agreement at any time, with or without cause in its sole discretion with same-day written notice. Upon termination, School shall pay Vendor for all necessary and approved Services rendered pursuant to this Agreement and relevant “Enrichment Certificate(s)” (defined below) up to the effective date of termination. School has no obligation to pay Vendor for any Services provided after the effective date of termination. The termination of this Agreement constitutes a termination of any active invoices and Enrichment Certificates.

## SECTION 2. SERVICES

- a. Scope of Services: Vendor is hereby engaged by School to perform the student enrichment services specified in **Exhibit A**, incorporated herein by reference (“Services”), subject to the terms and conditions contained herein. Vendor assumes full responsibility for the performance of the Services provided under the terms of this Agreement. School does not guarantee any minimum amount of work by this Agreement.
- b. No Authority to Bind School: Vendor understands and agrees that Vendor lacks the authority to bind School contractually, conduct business on School’s behalf, or incur any obligations on behalf of School. Specifically, Vendor agrees not to represent himself or any Vendor employees, agents, or contractors as an employee of School in any capacity, including, but not limited to, when interacting with School students, parents, vendors, or employees.

- c. Responsibility for Performance: Vendor assumes full responsibility for the performance of Vendor's duties under the terms of this Agreement and warrants that Vendor and its employees, contractors, and other agents are fully qualified in Vendor's specialized skill or expertise to perform such duties. Vendor will not enter into any contract or engagement that conflicts or interferes with Vendor's duties under this Agreement.
- d. Compliance with Charter Petition and Law: Vendor acknowledges that School must comply with Education Code § 220's prohibitions against discrimination, comply with obligations to provide a free appropriate education to students with exceptional needs pursuant to the Individuals with Disabilities Education Act ("IDEA") and Section 504 of the Rehabilitation Act, and be non-sectarian in its programs. The law requires that both School and Vendor shall be non-sectarian in any Services provided to School students. Vendor shall ensure its performance of its Services complies with legal and School charter petition requirements. If Vendor performs any Services in a manner that is contrary to law, Vendor shall bear all claims, costs, losses and damages (including, but not limited to, reasonable attorneys' fees and costs) arising therefrom.
- e. Service Limitations: Vendor 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 this 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 only take place during the current school year as reflected in the School calendar.
- f. No Private School Affiliation: Vendor certifies that it is not, nor is it affiliated with, a private school that submitted an affidavit to register with the California Department of Education and is listed on the state's Private School Directory ("Private School"). Vendor affirms the Services shall not be provided at a Private School. Vendor affirms that it will not confer any compensation received for performing Services under this Agreement to a Private School.
- g. Prohibited Conflicts: Vendor is prohibited from providing Services under this Agreement to a relative (e.g., child, grandchild, niece/nephew, sibling, etc.) of the Vendor or of its employees. School shall not be responsible for paying Vendor for the prohibited Services described herein.
- h. Vendor Website: Vendor is required to maintain a publicly accessible website describing Vendor's educational Services.
- i. Location of Services: Each location where the Services will be provided shall be set forth in **Exhibit C**. Vendor shall inform School of any new location where the Services will be provided prior to commencing any Services at the location, and **Exhibit C** shall be updated accordingly. Vendor shall not provide any of the Services at a location that requires School students or parents/guardians to pay a fee, that engages in discrimination, or that may result in School or Vendor violating any applicable laws.

### SECTION 3. PAYMENT

- a. Enrichment Certificate: School requests Services from Vendor through School's issuance of an Enrichment Certificate. School is not responsible to pay for any costs of Services without issuance of an Enrichment Certificate. The Enrichment Certificate will detail requested Services, dates of

Services, fees for Services, and other relevant information. Vendors must first receive an Enrichment Certificate before providing Services to students. School does not pay for Services in advance. If an Enrichment Certificate expires, Vendor must cease providing Services until it receives another Enrichment Certificate.

- b. Vendor Invoice: School shall pay Vendor for Services performed through invoices. Vendor will remit one (1) itemized invoice after completing the Services pursuant to an Enrichment Certificate. Vendors should submit invoices to **invoicing@pacificcoastacademy.org**. Vendors are required to submit their invoices to the School. Vendors are required to submit their own invoices to protect student privacy. School will endeavor to pay undisputed invoice amounts within thirty (30) days of receipt. School holidays and days the School is closed (as determined by the School) do not count towards the thirty-day estimated timeline for invoice payment if the school is closed for more than two (2) consecutive school days. School generally does not approve Services offered on dates the School is closed.

Scheduled School Closures:

- November 20 - 27, 2023
- December 22, 2023 – January 5, 2024
- February 16 - 23, 2024
- April 1 - 5, 2024

- c. Termination of Enrichment Certificate: School may terminate an Enrichment Certificate at any time, with or without cause in its sole discretion with same-day written notice. School shall pay Vendor the undisputed amounts for Services already performed under the Enrichment Certificate.
- d. Incurred Costs: Any damages or costs incurred by School, including replacement costs, as a result of Vendor's failure to competently perform under this Agreement may be deducted by School from any amounts owed to Vendor.
- e. Use of School's Name: Vendor shall not use the name, insignia, mark, or any facsimile of the School for any purpose, including but not limited to advertising, client lists, or references, without the advance written authorization of the School.
- f. No Volunteering or Fees: Vendor shall not charge any student or any student's parent or guardian any fee for any Services and/or product provided by Vendor under this Agreement. The costs of all materials and items necessary to participate in the Services must be included in the cost of Services provided under this Agreement and Enrichment Certificate(s). Vendor shall not require students or parents/guardians to volunteer to support the Vendor, sign any contracts that create a financial obligation, or take any other action that School deems unreasonable as a condition of receiving Services.

#### **SECTION 4. GENERAL CONDITIONS FOR VENDOR PERFORMANCE**

- a. Vendor Qualifications: Vendor represents it has the qualifications, skills and, if applicable, the certification and licenses necessary to perform the Services in a competent, and professional manner, without the advice or direction of School. Upon School's request, Vendor shall provide copies of certification or licensure. Subject to the terms of this Agreement, Vendor shall render all Services hereunder in accordance with this Agreement and **Exhibit A**, Vendor's independent and professional judgment and in compliance with all applicable laws and with the generally accepted

practices and principles of Vendor's trade. Vendor is customarily engaged in the independently established trade, occupation, or business of the same nature as the Services performed. Vendor affirms they (or their employees, contractors, or agents) who interact with students unsupervised are at least eighteen years of age.

- b. Relationship: The School is not an employer of Vendor or its employees, contractors, or agents and shall not supervise individuals as such in carrying out the Services to be performed by Vendor under the terms of this Agreement. It is expressly understood between the parties that Vendor and its employees, contractors, and agents are not employee(s) of School.
- c. Licenses: Vendor warrants that Vendor is engaged in an independent and bona fide business operation, markets themself as such, is in possession of a valid business license/insurance when required, and is providing or capable of providing similar services as set forth in **Exhibit A** to others.
- d. No Training or Instruction: Although School may at times provide information concerning its business and students to Vendor, School will not provide any training or instruction to Vendor concerning the manner and means of providing the Services that are subject to this Agreement because Vendor warrants that Vendor is highly skilled in its industry.

#### **SECTION 5. TAXES**

Because Vendor is not an employee of School, all compensation called for under this Agreement shall be paid without deductions or withholdings, and will be accompanied by an IRS Form 1099, as applicable, at year end. Vendor is responsible for the reporting and payment of any state and/or federal income tax or other withholdings on the compensation provided under this Agreement or any related assessments. In addition, Vendor shall fill out and execute a Form W-9. In the event that the Internal Revenue Service or the State of California should determine that Vendor or its employee(s) is/are an employee of School subject to withholding and social security contributions, Vendor acknowledges consistent with this Agreement that all payments due to Vendor under this Agreement are gross payments, and the Vendor is solely responsible for all income taxes, social security payments, or other applicable deductions thereon.

#### **SECTION 6. BENEFITS**

Vendor and its employees, contractors, and agents are not entitled to the rights or benefits that may be afforded to School employees including, but not limited to, disability, workers' compensation, unemployment benefits, sick leave, vacation leave, medical insurance and retirement benefits. Vendor is solely responsible for providing at Vendor's own expense, disability, unemployment, workers' compensation and other insurance for Vendor and any of its employees, contractors, and agents.

#### **SECTION 7. MATERIALS**

Vendor will furnish at its own expense all materials, equipment and supplies used to provide the Services.

#### **SECTION 8. BACKGROUND CHECK AND SAFETY REQUIREMENTS**

- a. Background Check: Vendor shall ensure its employees, agents, and contractors who interact with School students complete a criminal background check through the Department of Justice in

accordance with Education Code section 45125.1. Only those individuals listed in Exhibit B who have cleared a criminal background check may interact with School students. The cost of these background checks is the Vendor's responsibility. Vendors must select one of the following options:

- € **School Conducts DOJ Background Check**: Vendor requests the School run the DOJ background checks on behalf of Vendor's employees and agents who interact with School students, to ensure they have not been convicted of a violent or serious felony as defined under Education Code section 45122.1, child abuse as defined under Penal Code sections 273a or 273d, or any other crime that prohibits an individual from charter school employment. Any Vendor employee or agent who has been convicted of one of these crimes is not permitted to interact with School students, unless an exception applies.
  - € **Vendor Conducts DOJ Background Check**: Vendor obtains an ORI number (a unique code assigned by DOJ) and processes the DOJ background checks for Vendor employees and agents who interact with School students. Vendor certifies that these individuals have not been convicted of a violent or serious felony as defined under Education Code section 45122.1, child abuse as defined under Penal Code sections 273a or 273d, or any other crime that prohibits an individual from charter school employment. Any Vendor employee or agent who has been convicted of one of these crimes is not permitted to interact with School students, unless an exception applies. In accordance with Education Code section 45125.1(a), when Vendor performs the criminal background check, Vendor shall immediately provide any subsequent arrest and conviction information it receives to the School pursuant to the subsequent arrest service.
- b. **First Aid & CPR Certification**: Upon School's request, Vendor shall ensure its employees, agents, or contractors obtain First-Aid and CPR Certification. Vendors shall implement safety policies and procedures related to emergency response and accident reporting reasonable for the Services.
  - c. **Supervision**: Vendor is responsible for supervising and ensuring students have a safe environment from the time they are dropped off to receive Services and until the responsible party picks them up. This obligation extends to virtual Services. Students may not be left unattended during Vendor's provision of Services. Students shall not interact in one-on-one settings with Vendor (or any of its employees or agents) without the School's express written permission. Vendor may not transport students without School's express written permission.
  - d. **Student Discipline**: Vendor acknowledges that School is responsible for managing and overseeing the education program, which incorporates the Vendor's enrichment services. Vendor must immediately notify School when students act inappropriately and may require discipline. School is responsible for issuing discipline to students. If Vendor wishes to remove a participant from their Services, the Vendor shall notify School and the parties will discuss appropriate measures.
  - e. **Reporting Bullying and Harassment Incidents to School**: To the fullest extent allowed by law, Vendor shall immediately notify School if it becomes aware of any incident of bullying, discrimination, harassment, or sexual harassment at Vendor's place of business, during Vendor's provision of Services, or otherwise involving School students, Vendor, or Vendor's employees, contractors, or agents in any way. If Vendor learns a student may pose a health or safety threat to themselves or to other individuals, Vendor must immediately notify the School.

- f. Sexual Harassment Prevention Training: Vendor shall ensure its employees, contractors, or agents who interact with School students participate in sexual harassment prevention training before providing Services under this Agreement. Upon School's request, Vendor shall provide proof of compliance with this training requirement.
- g. Child Abuse Prevention: Vendor shall ensure that its employees or volunteers complete training in child abuse and neglect identification and reporting. This training requirement may be met by completing the online mandated reporter training provided by the Office of Child Abuse Prevention in the State Department of Social Services. Vendor shall develop and implement child abuse prevention policies and procedures, including, but not limited to, both of the following: (1) policies to ensure reporting of suspected incidents of child abuse to persons or entities outside of Vendor, including the reporting required pursuant to Penal Code section 11165.9; and (2) policies requiring, to the greatest extent possible, the presence of at least two mandated reporters whenever Vendor or its employees or volunteers are in contact with, or supervising, School students, unless Vendor provides one-to-one mentoring to students with School's express written permission. Upon School's request, Vendor shall provide proof of compliance with these requirements.
- h. Compliance with Public Health Orders: Vendor understands and agrees Vendor must comply with all applicable Governor orders, state, county, and local public health guidelines and requirements, and all other applicable laws regarding public health or safety ("Public Health Requirements") when delivering Services to School students. A Vendor's failure to comply with Public Health Requirements constitutes a material breach of the Agreement.

## **SECTION 9. INDEMNIFICATION AND INSURANCE**

- a. Indemnification: To the maximum extent allowable by law, Vendor will indemnify, defend, and hold harmless School, its officers, directors, employees, agents and volunteers from and against all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, attorneys' fees, and costs that such entities or persons may incur that arise out of or relate to this Agreement or the alleged negligence, recklessness or willful misconduct of Vendor, including of Vendor's officers, directors, employees, subcontractors, agents, representatives, volunteers, successors, assigns or anyone for whom Vendor is legally responsible. Vendor's indemnity, defense and hold harmless obligations shall survive the termination of this Agreement. To the maximum extent allowable by law, Vendor also agrees to hold harmless, indemnify, and defend School from any and all liability, damages, or losses (including reasonable attorneys' fees, costs, penalties, and fines) School suffers as a result of (a) Vendor's failure to meet its obligations under Sections 4-6, or (b) a third party's designation of Vendor or Vendor's employees, agents, or contractors as an employee of School regardless of any actual or alleged negligence by School.
- b. General Liability Insurance Limits: Vendor agrees to maintain general liability insurance coverage, including both bodily injury and property damage, with at least the following coverage limits:
  - i. \$1,000,000 per occurrence
  - ii. \$2,000,000 general aggregate
  - iii. \$500,000 personal & advertising injury
- c. Additional Insurance Requirements: Vendor's insurance shall constitute primary coverage for any loss or liability arising from or relating to this Agreement and any insurance held by School shall

constitute secondary, excess coverage. School may require additional insurance coverage depending on the Services and shall communicate these insurance requirements to the Vendor in conjunction with the provision of an Enrichment Certificate. Vendor's insurance policies required under this Agreement shall name School as additionally insured. To the extent any of the Vendor's insurance coverages are location-specific, the Vendor shall ensure that their policy(ies) covers each of the locations where Services are provided by Vendor to School students. Vendor shall maintain all required insurance at all times during the term of this Agreement, and shall renew any such policies when necessary.

## **SECTION 10. CONFIDENTIALITY**

- a. Confidential Information: Vendor acknowledges that during the course of performing Services, Vendor may become privy to confidential, privileged and/or proprietary information important to the School. Vendor further acknowledges its obligations under the Family Educational Rights and Privacy Act ("FERPA") and California Uniform Trade Secrets Act. Vendor shall ensure that all of its employees, agents and contractors agree to the requirements of this section prior to receiving any Confidential Information (defined below). Vendor shall not use or disclose during or after the term of this Agreement, without the prior written consent of School, any information relating to School's employees, directors, agents, students or families, or any information regarding the affairs or operations of School, including School's confidential/proprietary information and trade secrets ("Confidential Information"). Confidential Information, whether prepared by or for the School, includes, without limitation, all of the following: education records, student rosters, medical records, personnel records, information technology systems, financial and accounting information, business or marketing plans or strategies, methods of doing business, curriculum, lists, email addresses and other information concerning actual and potential students or vendors and/or any other information Vendor reasonably should know is treated as confidential by the School. The only allowed disclosures of Confidential Information are (i) with prior written consent of School; (ii) after the information is generally available to the public other than by reason of a breach by Vendor of this agreement to maintain confidentiality; (iii) after the information has been acquired by Vendor through independent means and without a breach of Vendor's duties to School under this Agreement or otherwise; or (iv) pursuant to the order of a court or other tribunal with jurisdiction if Vendor has given School adequate notice so that School may contest any such process. Personally identifiable student information may only be used as necessary to meet Vendor's obligations under this Agreement. Vendor shall not use any Confidential Information (e.g., student or parent contact information) to market any products or services to School parents or students without School's express written permission. Vendor must take all necessary and appropriate steps to protect and safeguard all of School's Confidential Information and proprietary information from unauthorized disclosure.
- b. Disclosure of Records: School will provide Vendor with those records requested by Vendor that are reasonably necessary to allow Vendor to perform the Services. Vendor shall use any such records only for the purpose provided and not for the benefit of any other person or entity. Upon termination of this Agreement or School's request, Vendor will immediately surrender to School or destroy all Confidential Information and other materials provided to Vendor by School, including all physical copies, drafts, digital or computer versions.

## **SECTION 11. ENTIRE AGREEMENT**

This Agreement and its incorporated exhibits constitute the entire agreement between the parties with respect to the subject matter contained herein and supersede all agreements, representations and understandings of the parties with respect to such subject matter made or entered into prior to the date of this Agreement.

## **SECTION 12. DISPUTE RESOLUTION**

- a. Informal Dispute Resolution: If there is any dispute or controversy between the parties arising out of or relating to this Agreement, the parties shall first meet and confer informally in an attempt to resolve the issue.
- b. Mediation: If reasonable efforts at informal resolution are unsuccessful, the parties shall participate in a mediation with a mutually-agreed upon mediator. Any costs and fees, other than attorneys' fees, associated the mediation shall be shared equally by the parties.
- c. Arbitration: If School has paid more than \$25,000 to Vendor for Services since the start of the previous fiscal year, and efforts to resolve the dispute at mediation are unsuccessful, the parties agree that such dispute will be submitted to private and confidential arbitration by a single neutral arbitrator through Judicial Arbitration and Mediation Services, Inc. ("JAMS") at the nearest JAMS location to the School, or other service agreed upon by both parties, and that such arbitration will be the exclusive final dispute resolution method under this Agreement. The JAMS Streamlined Arbitration Rules & Procedures in effect at the time the claim or dispute is arbitrated will govern the procedure for the arbitration proceedings between the parties. The arbitrator shall not have the power to modify any of the provisions of this Agreement. The decision of the arbitrator shall be final, conclusive and binding upon the parties hereto, and shall be enforceable in any court of competent jurisdiction. The party initiating the arbitration shall advance the arbitrator's initial fee. Otherwise and thereafter, each party shall bear their own costs of the arbitration proceeding or litigation to enforce this Agreement, including attorneys' fees and costs. Except where clearly prevented by the area in dispute, both parties agree to continue performing their respective obligations under this Agreement until the dispute is resolved, subject to the right to terminate this Agreement. Nothing in this Agreement is intended to prevent either party from obtaining injunctive or equitable relief in court to prevent irreparable harm pending the conclusion of any such arbitration.

## **SECTION 13. MODIFYING THE AGREEMENT**

No supplement, modification, or amendment of this Agreement shall be binding unless in writing and signed by both parties.

## **SECTION 14. NO WAIVER**

No waiver of any provision of this Agreement shall constitute, or be deemed to constitute, a waiver of any other provision, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

## **SECTION 15. NO ASSIGNMENT**

No party shall assign this Agreement, any interest in this Agreement, or its rights or obligations under this Agreement without the express prior written consent of the other party. This Agreement shall be binding on, and shall inure to the benefit of, the parties and their respective permitted successors and assigns.

#### **SECTION 16. SEVERABILITY**

If any provision of this Agreement is invalid or contravenes applicable law, such provision shall be deemed not to be a part of this Agreement and shall not affect the validity or enforceability of its remaining provisions, unless such invalidity or unenforceability would defeat an essential business purpose of this Agreement.

#### **SECTION 17. GOVERNING LAW**

This Agreement shall be governed by and interpreted under the laws of the State of California.

#### **SECTION 18. AUTHORITY TO CONTRACT**

Each party warrants to the other that it has the authority to enter into this Agreement, that it is a binding and enforceable obligation of said party, and that the undersigned has been duly authorized to execute this Agreement.

#### **SECTION 19. NOTICES**

Notices required or given in connection with this Agreement shall be made in writing and effective the same day when delivered by e-mail, facsimile, or by hand, or effective the day after being sent via overnight mail, to the Parties at the addresses below:

<b>IF TO VENDOR</b>	<b>IF TO SCHOOL</b>
<i>(Please fill in with your information)</i>	
<b>Business:</b>	Pacific Coast Academy
<b>Name:</b>	Caleb Jones
<b>Title:</b>	Vendor Services Administrator
<b>Address:</b>	13915 Danielson St. Suite 103, Poway, CA 92064
<b>Email:</b>	vendorsupport@pacificcoastacademy.org
<b>Phone:</b>	(619) 215-0704

#### **SECTION 20. COUNTERPARTS**

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument. A faxed or emailed .pdf or other

electronic copy of the fully executed original version of this Agreement shall have the same legal effect as an executed original for all purposes.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date above.

PACIFIC COAST ACADEMY	VENDOR
<b>By:</b>	<b>By:</b>
<b>Name:</b> Caleb Jones	<b>Name:</b>
<b>Title:</b> Vendor Services Administrator	<b>Title:</b>
<b>Date:</b>	<b>Date:</b>

**EXHIBIT A**

**Detailed List of Services and Prices**

<b><u>Service Title</u></b>	<b><u>Service Description</u></b>	<b><u>Grade Levels</u></b>	<b><u>Price</u></b>	<b><u>Duration</u></b>

**EXHIBIT B**

**Employees/Agents Subject to Background Check Requirements**

<u>Name</u>	<u>Title</u>

**EXHIBIT C**

**Service Locations**

<b><u>Name or Description of Location</u></b>	<b><u>Address</u></b>

# Coversheet

## Invoices over \$100,000

**Section:** V. Consent Agenda  
**Item:** H. Invoices over \$100,000

**Purpose:**

**Submitted by:**

**Related Material:**

Apple 12.08.22 Invoice AK28523178 -\$111,645.85.pdf  
SPECIALIZED THERAPY SERVICES INC 10.31.22 - INVOICE #PCAC01-1022 -  
\$103895.38.pdf



# Invoice

**Sales Order Number:** 1562145786  
**Invoice number:** AK28523178  
**Customer Number:** 1333331  
**PO Number:** TECH112922PCA

**Sold To**  
 PACIFIC COAST ACADEMY  
 STE 103  
 13915 DANIELSON ST  
 POWAY CA 92064-8884  
 USA

**Invoice Date:** 12/08/2022  
**Payment Due Date:** 01/07/2023  
**Payment Terms:** Net 30 Days  
**Amount Due:** USD\$ 111,645.85

**Ship To**  
 PACIFIC COAST ACADEMY  
 TECH DEPARTMENT/SUITE 100  
 13915 DANIELSON ST  
 POWAY CA 92064-8884  
 USA

**Please remit payment to**

Apple Inc.  
 P.O. Box 846095  
 DALLAS, TX 75284-6095  
 USA

Item Article	Product Number	Product Description	Total Ordered	Total Shipped	Unit Price	Extended Price
000010	BSX82LL/A	BDL IPAD 64G 5G 10P LOGTCH 4YR AC+-USA PO Item 000010	22		\$ 4,729.50	\$ 104,049.00
000020	MK2Y3LL/A	IPAD 10PK WI-FI 64GB SPACE GRAY -USA PO Item 000020	220	220		
		Recycle Fee		220	\$ 4.00	\$ 880.00
000030	S7832LL/A	AC+ SCHOOLS IPAD NSF 4YR-PHX PO Item 000030	220	220		
000040	HPN12ZM/A	LOGI RUGGD CMB3TCH IPAD9/8/7 EDU BLU-ZML PO Item 000040 Web Order Number : 2211663477	220	220		

**Questions**

Call 8008002775 Mon-Fri 7:30 am - 6:30 pm CT

**Special Instructions**

**Terms and Conditions**

This order is subject to the terms of your Apple Direct Customer Agreement or other purchase agreement with Apple.

**Subtotal** \$ 104,929.00  
**Tax** \$ 6,716.85  
**Shipping** \$ 0.00  
**Total Amount Due:** **USD\$ 111,645.85**

**APPROVED**  
 By Yesenia Garcia at 1:26 pm, Jan 25, 2023



# Invoice

**Sales Order Number:** 1562145786**Invoice number:** AK28523178**Customer Number:** 1333331**PO Number:** TECH112922PCA**Invoice Date:** 12/08/2022**Payment Due Date:** 01/07/2023**Payment Terms:** Net 30 Days**Amount Due:** USD\$ 111,645.85**Please remit payment to**

Apple Inc.

P.O. Box 846095

DALLAS, TX 75284-6095

USA

**Sold To**

PACIFIC COAST ACADEMY

STE 103

13915 DANIELSON ST

POWAY CA 92064-8884

USA

**Ship To**

PACIFIC COAST ACADEMY

TECH DEPARTMENT/SUITE 100

13915 DANIELSON ST

POWAY CA 92064-8884

USA

Item Article	Product Number	Product Description	Total Ordered	Total Shipped	Unit Price	Extended Price
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Serial Numbers for Item 000020

C2H59QWXFV	C2R7CF74QR	C2V2WGMQMN	C4M3QQWKJ3	C60G3JYD4R
C6N2LTVM4H	C79XW9YH37	C9VVDJ32LG	C9WJ0222FX	CF9F2YX7VJ
CGYNYWVKRR	CJ63XD2Q7T	CJ921Q3GM0	CK7TKH4V19	CLY402GPVP
CMY0F7DVX7	CQ49LXH6KH	CT7VK3D7G2	CWMFWP712F	CWMY32FMPW
CXC2QH9VWW	CXD0JKH6LF	CXVXMW0JQ2	DOXWYDP6XV	D1H79QXLY7
D2CRHF0J60	D2F36FMXMP	D34FK7NKJW	D3K2QH3XHM	D4YX0JMG95
D6HQ2FVGQM	D6J2Q9HFGC	D6V19CPXX1	D700TXGXFR	D769P56VX2
D7FXWXL70V	DG4HN6N6HM	DHQ6Y1HQFM	DJ5JXHMW4T	DJQQV21L6F
DL4XDX36TW	DLHJW2XXQN	DLQ4HM2Y3C	DQ9PHFC6NH	DQRP7H23N
DR44JD4J39	DR9PP71DH6	DT91QF42DW	DWMXR9592H	DWNW4C7D4Q
DWPRY7KK7	DX3TD1HYWL	DXM73QKJ9N	F0VQ1YFQLN	F22P06CG96
F2M3900XDR	F390QV1YPJ	F3C6T1X7TH	F62HD7MFXF	F63M7K429V
F65C2JY9PM	F7CG933LM7	F7VQKQ1Y2	F9F435Q2HV	FD6DHHFV24
FDPWM2T660	FDWQ125HJ6	FF79R4PMGQ	FJCVQRK71D	FLFX6TJXC2
FP71CV6YV6	FPWPYFC322	FQP6Q42VD4	FRQCYKH20H	FVVKY7W3C
FXV7DXWFY1	FY6DGTK9K0	FYP6VMM9LC	G00RDKV7KQ	G391DQJ211
G6W02QQWLX	GCRFVM4HPD	GDJPDFY26W	GDQGT7PM2Y	GFC7PGQ4WF
GFG96G94Q7	GJ30PXQ3G3	GJ703JD910	GJKMV7C6V7	GJVKDW9NXP
GLCY5WF4GY	GRWHWW16RJ	GT994X9Q60	GW2PH6TWYY	GWY0TWVY2T
GXHVKJ7219	H061XQJ19V	H2G776M22P	H37K4HYXLL	H5GFK04DJL
H5H9W2P32G	H7677V3V2C	H7GQCX45W0	HC595P97D	HD7N6F22P7
HG6WGL9PJH	HNF4WK5QDW	HR71W7XMYQ	HV2D9R4F9P	HW97MVM76Y
HWQVQ1Y6WK	J0P9HC91R0	J2DN2L452X	J3FLXV0X4J	J3X26MM6C2



# Invoice

**Sales Order Number:** 1562145786

**Invoice number:** AK28523178

**Customer Number:** 1333331

**PO Number:** TECH112922PCA

**Invoice Date:** 12/08/2022

**Payment Due Date:** 01/07/2023

**Payment Terms:** Net 30 Days

**Amount Due:** USD\$ 111,645.85

**Please remit payment to**

Apple Inc.

P.O. Box 846095

DALLAS, TX 75284-6095

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**Sold To**

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STE 103

13915 DANIELSON ST

POWAY CA 92064-8884

USA

**Ship To**

PACIFIC COAST ACADEMY

TECH DEPARTMENT/SUITE 100

13915 DANIELSON ST

POWAY CA 92064-8884

USA

Item Article	Product Number	Product Description	Total Ordered	Total Shipped	Unit Price	Extended Price
J54GWLC9GH	J6VM4FQ960	J7LM7FHGPG3	JC76GCX7NF	JCFV4KWLO		
JCHHFMHJ4X	JF9V5199JY	JJ440HHM2K	JJP4HT9J93	JM90HXL6CK		
JN7M3QQL34	JPX95PWKHQ	JQGH7PCQMR	JR646T6634	JR9MP7MH6Q		
JRPFQDXLM9	JTYC5WYRRY	JV4LGY00D	JW177J4HFQ	JW59Y3N0J4		
JW7K6H32RC	JW9DLV46QR	JWYCPH0YCR	JXXMHJFR2X	JY0H71XDC1		
JY95QP4756	K3RWXM62YY	K3WL257PWF	K4K4DCWX4W	K64M7W14KG		
K6WFX44V4D	K9QMY65WMQ	KD775WF2D2	KDH3Y0K7G7	KDM91XM4W1		
KGXY34PNY0	KH44KHHQ74	KK29YH4GC0	KL0Y4XTF9N	KL4F60TXW5		
KM2LW9Y2L5	KN22THC9FX	KP46K59J54	KP977QY1WD	KW1W93M7D5		
KWGVVNX0WL	KWMHTFVDGY	KWRRKQ62QY	KX1VYY74DK	KXGD4R4HFC		
KXJ9PQCNX7	KXQQ66YXYV	L0YFHXP224	L1QCMHP6RL	L24DJ4VPMH		
L2X72JW03D	L3KMG3N06P	L59LC63G2C	L60G9CNPXV	L75691W57M		
L76KC0931M	L76YLWXC7R	L90PQM669L	L9FPKT9T64	L9J44Y02W2		
LC69KGY6QH	LCLP6JLKX3	LCYWCQRVfy	LFJXXFDG6X	LHFMGWVK43		
LJYXL4FM7C	LLFJWDQXYT	LLG46D4MY4	LPJW1HHY95	LW6P4YH14M		
LWD9M6W295	LWVL66C9HK	LXF949YJV2	LXHC24G6FD	LXMQCMW3TT		
M11YPH72YG7	M4RFJ6TQ7H	M5WH56N472	M621Y73H7W	M73DN9JYR0		
M7DTH2XK2V	M7KR913400	M904V7XY4N	M926M4KDXJ	MC7PPWX7C7		
MD95P40421	MFWYN7K7FN	MHPQ4F04PN	ML479V3QFR	ML96GWQ93C		
MM7W530JNM	MMWX17FQ2C	MT22P757CT	MT4N9TN6JP	MV7FDJLV4D		
MVQTYFPJ22	MXXVL67W66	MY2WKDGV3H	MYC4537PFM	MYJ3940507		

**DOCUMENTATION ONLY**



Accounting PCA <accounting@pacificcoastacademy.org>

**Your Apple Billing Invoice Number AK28523178 for Customer 1333331**

5 messages

**Apple** <AMR\_invoicing@email.apple.com>  
To: ACCOUNTING@pacificcoastacademy.org

Thu, Dec 8, 2022 at 5:39 PM



Dear Valued Customer,

Attached please find your Apple Billing Document AK28523178, for date of issue 12/08/2022. Please retain a copy of this invoice for your records and warranty services. Please do not reply to this email. If you need further assistance, contact your Accounts Receivable Representative directly.

Thank you for your business,  
Apple

**AK28523178.pdf**  
34K

**Pacific Coast Academy Accounting** <accounting@pacificcoastacademy.org>  
To: Karen Tirado <karen.tirado@cabrillopointacademy.org>

Wed, Jan 11, 2023 at 8:46 AM

Hi Karen,

Can you please confirm if this was received so that we can get the invoice paid?

Thank you!


Respectfully,

*Yesenia Garcia*



Yesenia Garcia  
Accounting Specialist  
Pacific Coast Academy  
(619) 215-0704  
[www.PacificCoastAcademy.org](http://www.PacificCoastAcademy.org)

[Quoted text hidden]

 **AK28523178.pdf**  
34K

**DOCUMENTATION ONLY**

**Karen Tirado** <karen.tirado@cabrillopointacademy.org>  
To: Pacific Coast Academy Accounting <accounting@pacificcoastacademy.org>

Wed, Jan 11, 2023 at 12:36 PM

Hi Yesenia,

All of the equipment and accessories have been delivered to the vendor that is taking care of the white glove services for us. We are not expected to receive the finished product until the end of January.

Sincerely,

*Karen Tirado*



**Karen Tirado**  
IT Manager  
Cabrillo Point Academy  
Mission Vista Academy  
Pacific Coast Academy  
Phone: +16197826464 x2002  
Direct/text: +16198304755

[Quoted text hidden]

**Pacific Coast Academy Accounting** <accounting@pacificcoastacademy.org>  
To: Karen Tirado <karen.tirado@cabrillopointacademy.org>

Wed, Jan 11, 2023 at 1:23 PM

Thank you for the update. Have a great day

Respectfully,

*Yesenia Garcia*



Yesenia Garcia  
Accounting Specialist  
Pacific Coast Academy  
(619) 215-0704  
[www.PacificCoastAcademy.org](http://www.PacificCoastAcademy.org)

[Quoted text hidden]

**Karen Tirado** <karen.tirado@cabrillopointacademy.org>  
To: Pacific Coast Academy Accounting <accounting@pacificcoastacademy.org>

Wed, Jan 11, 2023 at 1:58 PM

No problem!

[Quoted text hidden]

[Quoted text hidden]

**DOCUMENTATION ONLY**

## TECH SHIPMENT RECEIVING RECORD

<b>VENDOR</b>	Apple	<b>SHIPPING COMPANY</b>	CREST Technologies
<b>VENDOR ORDER ID #</b>		<b>RECEIVED DATE</b>	1/18/23
<b>PROCURIFY PO #</b>	TECH112922PCA	<b>CHECKED-IN BY</b>	Stephen Linam
<b>PACKING SLIP</b>	NO	<b>VERIFIED BY</b>	Jean Evora
<b>CHECK-IN DATE</b>	1/24/23		

INITIALS

SL  
JE

### ITEM DETAILS

ITEM DESCRIPTION	SKU/PART #	QTY ORDERED	QTY RECEIVED	CONDITION
10.2-inch iPad Wi-Fi 64GB-Space Gray (Packaged in a 10-pack), Logitech Rugged Combo 3 case, w/ 4YR AppleCare+ for Schools	BSX82LL/A	220	220	GREAT

Note any damages and/or shortages below. All damages/shortages must be reported to the vendor within 24 hours of receiving the shipment. Please copy the Tech Manager, Director, and Accounting on all communication regarding damages/shortages.

### NOTES

NOTES

**PLEASE UPLOAD THE COMPLETED COPY AND ALL PACKING SLIPS AND/OR SHIPPING DOCUMENTATION TO THE PROCURIFY ORDER**



## PURCHASE ORDER # TECH112922PCA

**BILL TO**

**Pacific Coast Academy**

Accounting

13915 Danielson Street, Suite 103  
Poway, CA, 92064, USA

(619) 749-1928  
accounting@pacificcoastacademy.org

PO Date: Nov. 29, 2022  
 Payment Terms: NET 30  
 Shipping Terms: --  
 Ship Via: STANDARD CARRIER (UPS, FEDEX, USPS)  
 Promise Date: Nov. 29, 2022

**VENDOR**

**Apple, Inc.**

Jimmy Morgan

5505 W. Parmer Lane, Building 7,  
Austin, TX, 78727, USA

**SHIP TO**

**Pacific Coast Academy - Tech Department**

PCA | Attn: Tech [For Staff]

13915 Danielson St., Suite 100  
Poway, CA, 92064, USA

ITEM DESCRIPTION	QUANTITY	UNIT	PRICE (USD)	TOTAL PRICE (USD)
1. 10.2-inch iPad Wi-Fi 64GB-Space Gray (Packaged in a 10-pack), Logitech Rugged Combo 3 case, w/ 4YR AppleCare+ for Schools (no service fees)  <b>SKU:</b> BSX82LL/A <b>SHIPPING :</b> SHIP TO ALTERNATE LOCATION: RECIPIENT & ADDRESS REQUIRED <b>ALTERNATE SHIPPING / LOCATION</b> PCA   Attn: Tech [For Staff]   <b>ADDRESS -- OR -- EMAIL FOR ONLINE/ DIGITAL ORDERS :</b> 13915 Danielson St., Suite 100, Poway, CA 92064	22	each	4,729.50	104,049.00
2. APS IPAD DEPLOY SVC W/ DEPLOYASSIST-USA  <b>SKU:</b> D9283LL/A <b>SHIPPING :</b> ---	220	each	26.10	5,742.00
3. eWaste Fee / Recycling Fee  <b>SHIPPING :</b> ---	1	each	880.00	880.00

**NOTES**

Quote# 2211663477  
 DESCRIPTION FOR ITEM #1  
 Logitech Rugged Combo 3 Touch Case with Integrated Smart Connector Keyboard and Trackpad for 10.2-inch iPad (7th, 8th & 9th generation) - Blue

Subtotal	110,671.00
Discount	0.00
Shipping	0.00
Other	0.00
Tax	6,716.85

<b>Total Cost</b>	<b>117,387.85 USD</b>
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## PURCHASE ORDER # TECH112922PCA

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### REMIT INVOICES

Remit your invoice to [accounting@pacificcoastacademy.org](mailto:accounting@pacificcoastacademy.org) and reference this purchase order number. Should you have any questions or concerns with this purchase order, please contact our Accounting Department.

*Kristine Franklin*

**Specialized Therapy Services, Inc.**  
 4204A Adams Avenue  
 San Diego, CA 92116 US  
 +1 6194315049  
 annettes@theoascenter.com  
 https://www.theoascenter.com/

# Invoice PCAC01-1022

**BILL TO**

Pacific Coast Academy  
 13915 Danielson St. #103  
 Poway, CA 92064

**DATE**  
10/31/2022

**PLEASE PAY**  
\$103,895.38

**DUE DATE**  
01/31/2023

**SERVICE PERIOD**

October

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/31/2022	<b>AT 445</b>	Assistive Technology: Hourly Services	25.75	147.50	3,798.13
10/31/2022	<b>AT 445 Virtual</b>	Assisted Technology: Virtual Hourly Services	2.50	147.50	368.75
10/31/2022	<b>Audiology 720</b>	Audiology: Hourly Services	3	180.00	540.00
10/31/2022	<b>Audiology 720 Virtual</b>	Audiology: Virtual Hourly Services	0.75	180.00	135.00
10/31/2022	<b>BI 535</b>	Behavior Intervention: Hourly Services	3.25	170.00	552.50
10/31/2022	<b>DHH 710</b>	Deaf & Hard of Hearing: Hourly Services	0.83	145.00	120.35
10/31/2022	<b>DHH 710 Virtual</b>	Deaf & Hard of Hearing: Virtual Hourly Services	2	145.00	290.00
10/31/2022	<b>ERMHS 510,515,520,525,530</b>	ERMHS 510,515,520,525,530: Hourly Services	9.25	125.00	1,156.25
10/31/2022	<b>ERMHS 510 Assessment</b>	ERMHS Assessment: Flat Rate	1	1,600.00	1,600.00
10/31/2022	<b>ERMHS 510,515,520,525,530 Virtual</b>	ERMHS 510,515,520,525,530: Virtual Hourly Services	4.75	125.00	593.75
10/31/2022	<b>MT 900</b>	Music Therapy: Hourly Services	15	128.00	1,920.00
10/31/2022	<b>O&amp;M 730</b>	Orientation & Mobility: Hourly Services	3.50	180.00	630.00
10/31/2022	<b>OT 450</b>	Occupational Therapy: Hourly Services	47.25	130.00	6,142.50
10/31/2022	<b>OT Assistant 450</b>	Occupational Therapy Assistant: Hourly Services	15.08	90.00	1,357.20
10/31/2022	<b>OT Assistant 450 Virtual</b>	Occupational Therapy Assistant: Virtual Hourly Services	0.50	90.00	45.00
10/31/2022	<b>OT 450 Virtual</b>	Occupational Therapy: Virtual Hourly Services	7.50	130.00	975.00

*Kristine Franklin*

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/31/2022	<b>Psych 530</b>	Psychological: Hourly Services	1.25	125.00	156.25
10/31/2022	<b>Psych 530 Assessment</b>	Psychological Assessment: Flat Rate	1	1,750.00	1,750.00
10/31/2022	<b>Psych 530 Assessment with Academics</b>	Psychological Assessment with Academics: Flat Rate	22	2,050.00	45,100.00
10/31/2022	<b>Psych 530 Assessment with ERMHS &amp; Academics</b>	Psych Assessment with ERMHS & Academics: Flat Rate	1	2,300.00	2,300.00
10/31/2022	<b>PT 460</b>	Physical Therapy: Hourly Services	4.50	165.00	742.50
10/31/2022	<b>PT 460</b>	Physical Therapy: Drive Time	3	165.00	495.00
10/31/2022	<b>Speech 415</b>	Speech Therapy: Hourly Services	62.67	120.00	7,520.40
10/31/2022	<b>Speech Assistant 415</b>	Speech Assistant: Hourly Services	3.50	80.00	280.00
10/31/2022	<b>Speech Assistant 415 Virtual</b>	Speech Assistant: Virtual Hourly Services	15	80.00	1,200.00
10/31/2022	<b>Speech 415</b>	Speech Therapy: Hourly Services	1.50	120.00	180.00
10/31/2022	<b>Speech 415 Virtual</b>	Speech Therapy: Virtual Hourly Services	5	120.00	600.00
10/31/2022	<b>VI 725</b>	Vision Itinerant: Hourly Services	40.50	180.00	7,290.00
10/31/2022	<b>VT 900</b>	Vision Therapy: Hourly Services	8.99	195.00	1,753.05
10/31/2022	<b>Sales</b>	Vision Therapy: Flat Rate	1	700.00	700.00
10/31/2022	<b>OT 450</b>	Occupational Therapy: Hourly Services - September 2022 Late Billed Services	5	130.00	650.00
10/31/2022	<b>Psych 530 Assessment</b>	Psychological Assessment: Flat Rate - September 2022 Late Billed Services	1	1,750.00	1,750.00
10/31/2022	<b>Psych 530 Assessment with Academics</b>	Psychological Assessment with Academics: Flat Rate - September 2022 Late Billed Services	3	2,050.00	6,150.00
10/31/2022	<b>Psych 530 Assessment with ERMHS &amp; Academics</b>	Psych Assessment with ERMHS & Academics: Flat Rate - September 2022 Late Billed Services	2	2,300.00	4,600.00
10/31/2022	<b>PT 460</b>	Physical Therapy: Hourly Services - September 2022 Late Billed Services	2	165.00	330.00
10/31/2022	<b>PT 460</b>	Physical Therapy: Hourly Services - September 2022 Late Billed Services	0.75	165.00	123.75

TOTAL DUE

**\$103,895.38**

THANK YOU.

02.02.23  
Kristine Franklin

Account code	SUM of Line cost
6546-3907-3120-5102	\$552.50
6546-3907-3110-5102	\$218.75
6546-3903-3110-5102	\$750.00
6546-3901-3110-5102	\$375.00
6546-3900-3110-5102	\$406.25
6500-3909-2495-5102	\$1,055.35
6500-3908-3150-5102	\$240.00
6500-3908-3122-5102	\$327.50
6500-3907-3172-5102	\$1,401.24
6500-3907-3151-5102	\$135.00
6500-3907-3122-5102	\$65.00
6500-3903-3150-5102	\$1,520.00
6500-3903-3122-5102	\$1,029.70
6500-3901-9412-5102	\$66,526.89
6500-3901-3900-5102	\$960.00
6500-3901-3150-5102	\$2,760.00
6500-3901-3124-5102	\$2,000.55
6500-3901-3123-5102	\$1,072.50
6500-3901-3122-5102	\$2,580.00
6500-3900-3151-5102	\$180.00
6500-3900-3150-5102	\$1,180.40
6500-3900-3122-5102	\$1,040.00
6500-3200-3151-5102	\$290.00
6500-3200-3124-5102	\$5,130.00
6500-3200-3122-5102	\$450.00
6500-1110-9412-5102	\$8,450.00
6500-1110-3900-5102	\$768.00
6500-1110-3600-5102	\$2,430.75
	\$0.00
<b>Grand Total</b>	<b>\$103,895.38</b>

Pacific Coast Academy, PCAC01

Service	Instructor	Session Date	Student	Session Type	Attendance	Hours	Billable	Rate	Total
AT	Clements, Suzanne	10/3/2022	Mauga, Promise	AT Assessment	Attended	1.50	1.50	\$ 147.50	\$ 221.25
AT	Clements, Suzanne	10/3/2022	Vasquez, Parker	AT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 147.50	\$ -
AT	Clements, Suzanne	10/3/2022	Walters, Deacon	AT Consult (Per IEP)	Attended	0.25	0.25	\$ 147.50	\$ 36.88
AT	Clements, Suzanne	10/3/2022	Bonnett, Akira	AT IEP Meeting	Attended	1.00	0.00	\$ 147.50	\$ -
AT	Buchheit, Amanda Mandee	10/4/2022	Nichols, Ike	AT Direct Service	Attended	1.00	1.00	\$ 147.50	\$ 147.50
AT	Robertson, Kimberly	10/4/2022	Parreira Adair , Thomas	AT Assessment	Attended	0.50	0.50	\$ 147.50	\$ 73.75
AT	Clements, Suzanne	10/4/2022	Vazquez, Parker	AT Consult (Per IEP)	Attended	0.50	0.50	\$ 147.50	\$ 73.75
AT	Robertson, Kimberly	10/6/2022	Benito, Jana	AT IEP Meeting	Attended	0.50	0.00	\$ 147.50	\$ -
AT	Buchheit, Amanda Mandee	10/6/2022	Nichols, Ike	AT Consult (Per IEP)	Attended	0.50	0.50	\$ 147.50	\$ 73.75
AT	Robertson, Kimberly	10/7/2022	Wong, Jonathan	AT IEP Meeting	Attended	1.50	0.00	\$ 147.50	\$ -
AT	Robertson, Kimberly	10/7/2022	Free, Caleb	AT Consult (Per IEP)	Attended	0.75	0.75	\$ 147.50	\$ 110.63
AT	Robertson, Kimberly	10/7/2022	Tenery, Shiloh	AT Consult (Per IEP)	Attended	0.50	0.50	\$ 147.50	\$ 73.75
AT	Clements, Suzanne	10/10/2022	Lim-Schmid, Vivienne	AT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 147.50	\$ -
AT	Clements, Suzanne	10/10/2022	Hansen, Elsa	AT Assessment	Attended	1.50	1.50	\$ 147.50	\$ 221.25
AT	Clements, Suzanne	10/12/2022	Hansen, Elsa	AT Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 147.50	\$ -
AT	Clements, Suzanne	10/12/2022	Hansen, Elsa	AT Assessment	Attended	1.25	1.25	\$ 147.50	\$ 184.38
AT	Clements, Suzanne	10/12/2022	Mauga, Promise	AT Assessment	Attended	0.25	0.25	\$ 147.50	\$ 36.88
AT	Clements, Suzanne	10/12/2022	Hansen, Elsa	AT Assessment	Attended	2.50	2.50	\$ 147.50	\$ 368.75
AT	Robertson, Kimberly	10/12/2022	Tenery, Shiloh	AT Consult (Per IEP)	Attended	0.50	0.50	\$ 147.50	\$ 73.75
AT	Robertson, Kimberly	10/12/2022	Free, Caleb	AT Consult (Per IEP)	Attended	0.50	0.50	\$ 147.50	\$ 73.75
AT	Clements, Suzanne	10/14/2022	Mauga, Promise	AT Assessment	Attended	0.75	0.75	\$ 147.50	\$ 110.63
AT	Clements, Suzanne	10/17/2022	Lim-Schmid, Vivienne	AT IEP Meeting	Attended	0.50	0.00	\$ 147.50	\$ -
AT	Robertson, Kimberly	10/17/2022	Gonzales, Elan	AT Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 147.50	\$ -
AT	Clements, Suzanne	10/17/2022	Mauga, Promise	AT Assessment	Attended	1.00	1.00	\$ 147.50	\$ 147.50
AT	Robertson, Kimberly	10/17/2022	Bartholomew, Katelyn	AT Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 147.50	\$ -
AT	Robertson, Kimberly	10/18/2022	Gonzales, Elan	AT Assessment	Attended	3.50	3.50	\$ 147.50	\$ 516.25
AT	Clements, Suzanne	10/18/2022	Mauga, Promise	AT Assessment	Attended	1.00	1.00	\$ 147.50	\$ 147.50
AT	Clements, Suzanne	10/18/2022	Mauga, Promise	AT Assessment	Attended	2.50	2.50	\$ 147.50	\$ 368.75
AT	Robertson, Kimberly	10/19/2022	Bartholomew, Katelyn	AT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 147.50	\$ -
AT	Clements, Suzanne	10/19/2022	Mauga, Promise	AT IEP Meeting	Attended	2.00	0.00	\$ 147.50	\$ -
AT	Clements, Suzanne	10/21/2022	Hansen, Elsa	AT IEP Meeting	Attended	2.00	0.00	\$ 147.50	\$ -
AT	Robertson, Kimberly	10/21/2022	Benito, Jana	AT Consult (Per IEP)	Attended	0.50	0.50	\$ 147.50	\$ 73.75
AT	Robertson, Kimberly	10/21/2022	Tenery, Shiloh	AT Consult (Per IEP)	Attended	0.50	0.50	\$ 147.50	\$ 73.75
AT	Robertson, Kimberly	10/24/2022	Wong, Jonathan	AT IEP Meeting	Attended	1.00	0.50	\$ 147.50	\$ 73.75
AT	Clements, Suzanne	10/24/2022	MacAdams, Arthur	AT Consult (Per IEP)	Attended	0.25	0.25	\$ 147.50	\$ 36.88
AT	Clements, Suzanne	10/25/2022	Frei, Zooley	AT Consult (Per IEP)	Attended	0.25	0.25	\$ 147.50	\$ 36.88
AT	Robertson, Kimberly	10/26/2022	Parreira Adair , Thomas	AT Assessment	Attended	1.00	1.00	\$ 147.50	\$ 147.50
AT	Buchheit, Amanda Mandee	10/26/2022	Nichols, Ike	AT IEP Meeting	Attended	2.00	0.00	\$ 147.50	\$ -
AT	Clements, Suzanne	10/26/2022	Hansen, Elsa	AT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 147.50	\$ -
AT	Robertson, Kimberly	10/28/2022	Benito, Jana	AT Consult (Per IEP)	Attended	0.75	0.75	\$ 147.50	\$ 110.63
AT	Robertson, Kimberly	10/28/2022	Tenery, Shiloh	AT Consult (Per IEP)	Attended	0.50	0.50	\$ 147.50	\$ 73.75
AT	Robertson, Kimberly	10/28/2022	Free, Caleb	AT Consult (Per IEP)	Attended	0.50	0.50	\$ 147.50	\$ 73.75
AT	Clements, Suzanne	10/31/2022	Meza De La Barcena, Vidali	AT Consult (Per IEP)	Attended	0.25	0.25	\$ 147.50	\$ 36.88
<b>AT Total</b>						<b>38.25</b>	<b>25.75</b>		<b>\$ 3,798.13</b>
AT Virtual	Kutukdjian, Tanya	10/18/2022	Hoke, McKinley	AT Virtual Consult (per IEP)	Attended	0.50	0.50	\$ 147.50	\$ 73.75
AT Virtual	Kutukdjian, Tanya	10/20/2022	Koralksi, Dylan	AT Virtual Consult (per IEP)	Attended	1.00	1.00	\$ 147.50	\$ 147.50
AT Virtual	Kutukdjian, Tanya	10/24/2022	Howe, Gavin	AT Virtual IEP Meeting	Attended	1.00	0.00	\$ 147.50	\$ -
AT Virtual	Kutukdjian, Tanya	10/28/2022	Hoke, McKinley	AT Virtual IEP Meeting	Attended	2.00	0.00	\$ 147.50	\$ -
AT Virtual	Buchheit, Amanda Mandee	10/31/2022	Nichols, Ike	AT Virtual IEP Meeting	Attended	1.00	1.00	\$ 147.50	\$ 147.50
<b>AT Virtual Total</b>						<b>5.50</b>	<b>2.50</b>		<b>\$ 368.75</b>
Audiology	Schloyer, Diedre	10/3/2022	Andreen , Jonathan	Audiology Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 180.00	\$ -
Audiology	Schloyer, Diedre	10/10/2022	Crawford, Zadra	Audiology Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 180.00	\$ -
Audiology	Diggs, Jan	10/12/2022	Benziane, Mehdi	Audiology Consult (per IEP)	Attended	0.75	0.75	\$ 180.00	\$ 135.00

Audiology	Schloyer, Diedre	10/17/2022	Crawford, Zadra	Audiology Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 180.00	\$ -
Audiology	Schloyer, Diedre	10/18/2022	Andreen , Jonathan	Audiology Assessment Hourly	Attended	1.25	1.25	\$ 180.00	\$ 225.00
Audiology	Schloyer, Diedre	10/18/2022	Crawford, Zadra	Audiology Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 180.00	\$ -
Audiology	Schloyer, Diedre	10/19/2022	Crawford, Zadra	Audiology Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 180.00	\$ -
Audiology	Schloyer, Diedre	10/24/2022	Wiggan, Shem	Audiology Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 180.00	\$ -
Audiology	Schloyer, Diedre	10/31/2022	Crawford, Zadra	Audiology Direct Service	Missed	1.00	1.00	\$ 180.00	\$ 180.00
<b>Audiology Total</b>						<b>4.75</b>	<b>3.00</b>		<b>\$ 540.00</b>
Audiology Virtual	Schloyer, Diedre	10/4/2022	Crawford, Zadra	Audiology Virtual IEP Meeting	Attended	1.75	0.75	\$ 180.00	\$ 135.00
Audiology Virtual	Schloyer, Diedre	10/13/2022	Andreen , Jonathan	Audiology Virtual IEP Meeting	Attended	1.00	0.00	\$ 180.00	\$ -
Audiology Virtual	Diggs, Jan	10/13/2022	Elksheikh, Alexander	Audiology Virtual IEP Meeting	Attended	1.00	0.00	\$ 180.00	\$ -
Audiology Virtual	Diggs, Jan	10/25/2022	Benziane, Mehdi	Audiology Virtual IEP Meeting	Attended	2.00	0.00	\$ 180.00	\$ -
<b>Audiology Virtual Total</b>						<b>5.75</b>	<b>0.75</b>		<b>\$ 135.00</b>
Behavior Intervention	Rosenberg, Marc	10/5/2022	Torrack, Grayson	Behavior Intervention IEP Meeting	Attended	1.00	0.00	\$ 170.00	\$ -
Behavior Intervention	Rosenberg, Marc	10/6/2022	Ruiz, Thomas	Behavior Intervention Virtual Consult (Per IEP)	Attended	0.50	0.50	\$ 170.00	\$ 85.00
Behavior Intervention	Rosenberg, Marc	10/6/2022	Ruiz, Thomas	Behavior Intervention Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 170.00	\$ -
Behavior Intervention	Rosenberg, Marc	10/20/2022	Ruiz, Thomas	Behavior Intervention Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 170.00	\$ -
Behavior Intervention	Rosenberg, Marc	10/20/2022	Torrack, Grayson	Behavior Intervention Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 170.00	\$ -
Behavior Intervention	Rosenberg, Marc	10/25/2022	Torrack, Grayson	Behavior Intervention Virtual Consult (Per IEP)	Attended	0.50	0.50	\$ 170.00	\$ 85.00
Behavior Intervention	Rosenberg, Marc	10/25/2022	Torrack, Grayson	Behavior Intervention Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 170.00	\$ -
Behavior Intervention	Rosenberg, Marc	10/27/2022	Torrack, Grayson	Behavior Intervention Virtual Consult (Per IEP)	Attended	0.75	0.75	\$ 170.00	\$ 127.50
Behavior Intervention	Rosenberg, Marc	10/27/2022	Torrack, Grayson	Behavior Intervention Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 170.00	\$ -
Behavior Intervention	Rosenberg, Marc	10/28/2022	Torrack, Grayson	Behavior Intervention Virtual Consult (Per IEP)	Attended	0.50	0.50	\$ 170.00	\$ 85.00
Behavior Intervention	Rosenberg, Marc	10/28/2022	Torrack, Grayson	Behavior Intervention Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 170.00	\$ -
Behavior Intervention	Rosenberg, Marc	10/31/2022	Ruiz, Thomas	Behavior Intervention Virtual Consult (Per IEP)	Attended	0.50	0.50	\$ 170.00	\$ 85.00
Behavior Intervention	Rosenberg, Marc	10/31/2022	Ruiz, Thomas	Behavior Intervention Virtual Consult (Per IEP)	Attended	0.50	0.50	\$ 170.00	\$ 85.00
Behavior Intervention	Rosenberg, Marc	10/31/2022	Ruiz, Thomas	Behavior Intervention Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 170.00	\$ -
<b>Behavior Intervention Total</b>						<b>6.25</b>	<b>3.25</b>		<b>\$ 552.50</b>
DHH	Wallen, Joy	10/4/2022	Crawford, Zadra	DHH IEP Meeting	Attended	1.83	0.83	\$ 145.00	\$ 120.35
<b>DHH Total</b>						<b>1.83</b>	<b>0.83</b>		<b>\$ 120.35</b>
DHH Virtual	Wallen, Joy	10/10/2022	Crawford, Zadra	DHH Virtual DHH Prep/Planning/Scheduling	Attended	0.75	0.00	\$ 145.00	\$ -
DHH Virtual	Wallen, Joy	10/11/2022	Crawford, Zadra	DHH Virtual Direct Service	Attended	1.00	1.00	\$ 145.00	\$ 145.00
DHH Virtual	Wallen, Joy	10/17/2022	Crawford, Zadra	DHH Virtual DHH Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 145.00	\$ -
DHH Virtual	Wallen, Joy	10/27/2022	Crawford, Zadra	DHH Virtual DHH Prep/Planning/Scheduling	Attended	0.75	0.00	\$ 145.00	\$ -
DHH Virtual	Wallen, Joy	10/28/2022	Crawford, Zadra	DHH Virtual Direct Service	Attended	1.00	1.00	\$ 145.00	\$ 145.00
<b>DHH Virtual Total</b>						<b>4.00</b>	<b>2.00</b>		<b>\$ 290.00</b>
ERMHS	Moehn Grenevitich, Ryann	10/3/2022	Taylor, Violet	ERMHS 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS	Moehn Grenevitich, Ryann	10/6/2022	Driskill, Ezra	ERMHS 510 Individual Direct Service	Missed	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS	Moehn Grenevitich, Ryann	10/7/2022	Remy, Channing	ERMHS 510 Individual Direct Service	Attended	0.75	0.75	\$ 125.00	\$ 93.75
ERMHS	Moehn Grenevitich, Ryann	10/7/2022	Taylor, Violet	ERMHS 510 Individual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 125.00	\$ -
ERMHS	Moehn Grenevitich, Ryann	10/7/2022	Driskill, Ezra	ERMHS Consult (Per IEP)	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS	Moehn Grenevitich, Ryann	10/10/2022	Taylor, Violet	ERMHS 510 Individual Direct Service	Missed	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS	Mercer, Bernadette	10/11/2022	Vazquez, Parker	ERMHS 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS	Moehn Grenevitich, Ryann	10/13/2022	Driskill, Ezra	ERMHS 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS	Moehn Grenevitich, Ryann	10/13/2022	Taylor, Violet	ERMHS 520 Parent Counseling Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS	Moehn Grenevitich, Ryann	10/17/2022	Taylor, Violet	ERMHS 510 Individual Direct Service	Missed	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS	Mercer, Bernadette	10/18/2022	Vazquez, Parker	ERMHS 510 Individual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 125.00	\$ -
ERMHS	Mercer, Bernadette	10/18/2022	Vazquez, Parker	ERMHS 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS	Moehn Grenevitich, Ryann	10/20/2022	Driskill, Ezra	ERMHS 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS	Moehn Grenevitich, Ryann	10/21/2022	Driskill, Ezra	ERMHS 510 Individual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 125.00	\$ -
ERMHS	Moehn Grenevitich, Ryann	10/21/2022	Remy, Channing	ERMHS 510 Individual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 125.00	\$ -
ERMHS	Moehn Grenevitich, Ryann	10/21/2022	Remy, Channing	ERMHS 510 Individual Direct Service	Missed	0.75	0.75	\$ 125.00	\$ 93.75
ERMHS	Moehn Grenevitich, Ryann	10/24/2022	Taylor, Violet	ERMHS 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS	Mercer, Bernadette	10/25/2022	Vazquez, Parker	ERMHS 510 Individual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 125.00	\$ -
ERMHS	Mercer, Bernadette	10/25/2022	Vazquez, Parker	ERMHS 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS	Moehn Grenevitich, Ryann	10/26/2022	Driskill, Ezra	ERMHS Consult (Per IEP)	Attended	0.50	0.50	\$ 125.00	\$ 62.50

ERMHS	Moehn Grenevitch, Ryann	10/27/2022	Driskill, Ezra	ERMHS 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS	Moehn Grenevitch, Ryann	10/28/2022	Remy, Channing	ERMHS 510 Individual Direct Service	Attended	0.75	0.75	\$ 125.00	\$ 93.75
ERMHS	Moehn Grenevitch, Ryann	10/31/2022	Taylor, Violet	ERMHS 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
<b>ERMHS</b>	<b>Moehn Grenevitch, Ryann</b>	<b>10/31/2022</b>	<b>Taylor, Violet</b>	<b>ERMHS 510 Individual Direct Service</b>	<b>Attended</b>	<b>(0.50)</b>	<b>(0.50)</b>	<b>\$ 125.00</b>	<b>\$ (62.50)</b>
<b>ERMHS Total</b>						<b>10.50</b>	<b>9.25</b>		<b>\$ 1,156.25</b>
ERMHS Assessment	Martin, Robert	10/17/2022	Ward , Uma	ERMHS Assessment Flat Rate	Attended	1.00	1.00	\$ 1,600.00	\$ 1,600.00
<b>ERMHS Assessment Total</b>						<b>1.00</b>	<b>1.00</b>		<b>\$ 1,600.00</b>
ERMHS Virtual	Coe, LaTisha	10/3/2022	Montijo, Hendrix	ERMHS Virtual 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS Virtual	Ramirez Holcomb, Valerie	10/7/2022	Sarmiento Miranda, Ezequiel	ERMHS Virtual 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS Virtual	Ramirez Holcomb, Valerie	10/7/2022	Sarmiento Miranda, Ezequiel	ERMHS Virtual Consult (Per IEP)	Attended	0.25	0.25	\$ 125.00	\$ 31.25
ERMHS Virtual	Coe, LaTisha	10/10/2022	Montijo, Hendrix	ERMHS Virtual 510 Individual Direct Service	Missed	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS Virtual	Coe, LaTisha	10/17/2022	Montijo, Hendrix	ERMHS Virtual 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS Virtual	Ramirez Holcomb, Valerie	10/21/2022	Sarmiento Miranda, Ezequiel	ERMHS Virtual 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS Virtual	Ramirez Holcomb, Valerie	10/21/2022	Sarmiento Miranda, Ezequiel	ERMHS Virtual Consult (Per IEP)	Missed	0.25	0.25	\$ 125.00	\$ 31.25
ERMHS Virtual	Ramirez Holcomb, Valerie	10/21/2022	Sarmiento Miranda, Ezequiel	ERMHS Virtual 510 Individual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 125.00	\$ -
ERMHS Virtual	Coe, LaTisha	10/24/2022	Montijo, Hendrix	ERMHS Virtual 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS Virtual	Ramirez Holcomb, Valerie	10/28/2022	Sarmiento Miranda, Ezequiel	ERMHS Virtual 510 Individual Direct Service	Attended	0.50	0.50	\$ 125.00	\$ 62.50
ERMHS Virtual	Ramirez Holcomb, Valerie	10/28/2022	Sarmiento Miranda, Ezequiel	ERMHS Virtual Consult (Per IEP)	Attended	0.25	0.25	\$ 125.00	\$ 31.25
ERMHS Virtual	Coe, LaTisha	10/31/2022	Montijo, Hendrix	ERMHS Virtual 510 Individual Direct Service	Missed	0.50	0.50	\$ 125.00	\$ 62.50
<b>ERMHS Virtual Total</b>						<b>5.00</b>	<b>4.75</b>		<b>\$ 593.75</b>
Music Therapy	Bishton, Seika	10/4/2022	Tenery, Shiloh	Music Therapy Direct Service	Attended	1.00	1.00	\$ 128.00	\$ 128.00
Music Therapy	Bishton, Seika	10/4/2022	Free, Caleb	Music Therapy Direct Service	Attended	1.00	1.00	\$ 128.00	\$ 128.00
Music Therapy	Bishton, Seika	10/4/2022	Vazquez, Parker	Music Therapy Direct Service	Attended	1.00	1.00	\$ 128.00	\$ 128.00
Music Therapy	Bishton, Seika	10/4/2022	Free, Caleb	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
Music Therapy	Bishton, Seika	10/4/2022	Tenery, Shiloh	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
Music Therapy	Bishton, Seika	10/4/2022	Vazquez, Parker	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
Music Therapy	Bishton, Seika	10/5/2022	Gonzales, Elan	Music Therapy Direct Service	Attended	0.50	0.50	\$ 128.00	\$ 64.00
Music Therapy	Bishton, Seika	10/5/2022	Gonzales, Elan	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
Music Therapy	Bishton, Seika	10/6/2022	Free, Caleb	Music Therapy Drive Time	Attended	0.50	0.50	\$ 128.00	\$ 64.00
Music Therapy	Bishton, Seika	10/6/2022	Free, Caleb	Music Therapy Direct Service	Attended	1.00	1.00	\$ 128.00	\$ 128.00
Music Therapy	Bishton, Seika	10/6/2022	Free, Caleb	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
Music Therapy	Bishton, Seika	10/11/2022	Tenery, Shiloh	Music Therapy Drive Time	Attended	0.50	0.50	\$ 128.00	\$ 64.00
Music Therapy	Bishton, Seika	10/11/2022	Tenery, Shiloh	Music Therapy Direct Service	Attended	1.00	1.00	\$ 128.00	\$ 128.00
Music Therapy	Bishton, Seika	10/11/2022	Free, Caleb	Music Therapy Direct Service	Attended	1.00	1.00	\$ 128.00	\$ 128.00
Music Therapy	Bishton, Seika	10/11/2022	Vazquez, Parker	Music Therapy Direct Service	Attended	1.00	1.00	\$ 128.00	\$ 128.00
Music Therapy	Bishton, Seika	10/11/2022	Tenery, Shiloh	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
Music Therapy	Bishton, Seika	10/11/2022	Free, Caleb	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
Music Therapy	Bishton, Seika	10/11/2022	Vazquez, Parker	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
Music Therapy	Bishton, Seika	10/12/2022	Gonzales, Elan	Music Therapy Direct Service	Attended	0.50	0.50	\$ 128.00	\$ 64.00
Music Therapy	Bishton, Seika	10/12/2022	Gonzales, Elan	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
Music Therapy	Bishton, Seika	10/13/2022	Free, Caleb	Music Therapy Drive Time	Attended	0.50	0.50	\$ 128.00	\$ 64.00
Music Therapy	Bishton, Seika	10/13/2022	Free, Caleb	Music Therapy Direct Service	Attended	1.00	1.00	\$ 128.00	\$ 128.00
Music Therapy	Bishton, Seika	10/13/2022	Free, Caleb	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
Music Therapy	Bishton, Seika	10/18/2022	Tenery, Shiloh	Music Therapy Direct Service	Attended	1.00	1.00	\$ 128.00	\$ 128.00
Music Therapy	Bishton, Seika	10/18/2022	Free, Caleb	Music Therapy Direct Service	Attended	1.00	1.00	\$ 128.00	\$ 128.00
Music Therapy	Bishton, Seika	10/18/2022	Vazquez, Parker	Music Therapy Direct Service	Attended	1.00	1.00	\$ 128.00	\$ 128.00
Music Therapy	Bishton, Seika	10/18/2022	Free, Caleb	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
Music Therapy	Bishton, Seika	10/18/2022	Tenery, Shiloh	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
Music Therapy	Bishton, Seika	10/18/2022	Vazquez, Parker	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
Music Therapy	Bishton, Seika	10/19/2022	Gonzales, Elan	Music Therapy Direct Service	Attended	0.50	0.50	\$ 128.00	\$ 64.00
Music Therapy	Bishton, Seika	10/19/2022	Gonzales, Elan	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
Music Therapy	Bishton, Seika	10/20/2022	Free, Caleb	Music Therapy Direct Service	Attended	1.00	1.00	\$ 128.00	\$ 128.00
Music Therapy	Bishton, Seika	10/20/2022	Free, Caleb	Music Therapy Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 128.00	\$ -
<b>Music Therapy Total</b>						<b>18.75</b>	<b>15.00</b>		<b>\$ 1,920.00</b>
O&M	Aubuchon, Hangameh	10/3/2022	Mauga, Promise	O&M Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 180.00	\$ -

O&M	Aubuchon, Hangameh	10/5/2022	Mauga, Promise	O&M Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 180.00	\$ -
O&M	Aubuchon, Hangameh	10/10/2022	Mauga, Promise	O&M Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 180.00	\$ -
O&M	Aubuchon, Hangameh	10/12/2022	Mauga, Promise	O&M Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 180.00	\$ -
O&M	Aubuchon, Hangameh	10/13/2022	Mauga, Promise	O&M Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 180.00	\$ -
O&M	Aubuchon, Hangameh	10/14/2022	Mauga, Promise	O&M Assessment	Attended	1.00	1.00	\$ 180.00	\$ 180.00
O&M	Aubuchon, Hangameh	10/17/2022	Mauga, Promise	O&M Prep/Planning/Scheduling	Attended	1.00	0.00	\$ 180.00	\$ -
O&M	Aubuchon, Hangameh	10/19/2022	Mauga, Promise	O&M IEP Meeting	Attended	2.00	0.00	\$ 180.00	\$ -
O&M	Aubuchon, Hangameh	10/21/2022	Mauga, Promise	O&M Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 180.00	\$ -
O&M	Aubuchon, Hangameh	10/25/2022	Mauga, Promise	O&M Direct Service	Attended	1.00	1.00	\$ 180.00	\$ 180.00
O&M	Aubuchon, Hangameh	10/25/2022	Mauga, Promise	O&M Prep/Planning/Scheduling	Attended	1.75	0.00	\$ 180.00	\$ -
O&M	Aubuchon, Hangameh	10/26/2022	Mauga, Promise	O&M Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 180.00	\$ -
O&M	Aubuchon, Hangameh	10/27/2022	Mauga, Promise	O&M Direct Service	Attended	1.50	1.50	\$ 180.00	\$ 270.00
O&M	Aubuchon, Hangameh	10/27/2022	Mauga, Promise	O&M Prep/Planning/Scheduling	Attended	2.00	0.00	\$ 180.00	\$ -
<b>O&amp;M Total</b>						<b>12.50</b>	<b>3.50</b>	<b>\$ 630.00</b>	<b>\$ -</b>
OT	Fournier, Rob	10/3/2022	Quandt, Isabella	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Fournier, Rob	10/3/2022	Quandt, Isabella	OT Consult (Per IEP)	Attended	0.50	0.50	\$ 130.00	\$ 65.00
OT	Cuevas, Lyndy	10/4/2022	Benito, Jana	OT Prep/Planning/Scheduling	Attended	0.75	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/4/2022	Tenery, Shiloh	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/4/2022	Tenery, Shiloh	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Wiles, Katrina	10/4/2022	Free, Caleb	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/4/2022	Free, Caleb	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Amestoy, Ruby	10/4/2022	Massella, Emerick	OT Assessment	Attended	2.50	2.50	\$ 130.00	\$ 325.00
OT	Cuevas, Lyndy	10/5/2022	Benito, Jana	OT Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 130.00	\$ -
OT	Cuevas, Lyndy	10/5/2022	Flatt, Ella	OT IEP Meeting	Attended	1.00	0.00	\$ 130.00	\$ -
OT	Schaefer, Lauren	10/5/2022	Breshears, Orion	OT Assessment	Attended	3.00	3.00	\$ 130.00	\$ 390.00
OT	Wiles, Katrina	10/6/2022	Free, Caleb	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/6/2022	Free, Caleb	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Love, Jennifer	10/7/2022	Remy, Channing	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Schaefer, Lauren	10/7/2022	Johnson, Noah	OT Assessment	Attended	1.50	1.50	\$ 130.00	\$ 195.00
OT	Wiles, Katrina	10/10/2022	Miller, Samuel	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/10/2022	Miller, Samuel	OT Direct Service	Missed	1.00	1.00	\$ 130.00	\$ 130.00
OT	Cuevas, Lyndy	10/10/2022	Flatt, Ella	OT Prep/Planning/Scheduling	Attended	0.75	0.00	\$ 130.00	\$ -
OT	Amestoy, Ruby	10/10/2022	Massella, Emerick	OT Assessment	Attended	3.75	3.75	\$ 130.00	\$ 487.50
OT	Wiles, Katrina	10/11/2022	Tenery, Shiloh	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/11/2022	Tenery, Shiloh	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Wiles, Katrina	10/11/2022	Free, Caleb	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/11/2022	Free, Caleb	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Fournier, Rob	10/11/2022	Quandt, Isabella	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/11/2022	Rea- Peralta, Ian	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Cuevas, Lyndy	10/12/2022	Flatt, Ella	OT IEP Meeting	Attended	2.00	1.00	\$ 130.00	\$ 130.00
OT	Wiles, Katrina	10/13/2022	Free, Caleb	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Schaefer, Lauren	10/13/2022	Breshears, Orion	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/13/2022	Free, Caleb	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Schaefer, Lauren	10/17/2022	Breshears, Orion	OT IEP Meeting	Attended	2.00	0.00	\$ 130.00	\$ -
OT	Fournier, Rob	10/17/2022	Quandt, Isabella	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Amestoy, Ruby	10/17/2022	Mauga, Promise	OT Assessment	Attended	6.00	6.00	\$ 130.00	\$ 780.00
OT	Wiles, Katrina	10/18/2022	Tenery, Shiloh	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/18/2022	Tenery, Shiloh	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Wiles, Katrina	10/18/2022	Free, Caleb	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Wiles, Katrina	10/18/2022	Rea- Peralta, Ian	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Cuevas, Lyndy	10/18/2022	Howe, Gavin	OT Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 130.00	\$ -
OT	Oxina, Elaine	10/19/2022	Akins, Elijah	OT Prep/Planning/Scheduling	Attended	0.75	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/19/2022	Rea- Peralta, Ian	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Oxina, Elaine	10/19/2022	Gonzales, Elan	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/20/2022	Free, Caleb	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -

OT	Wiles, Katrina	10/20/2022	Free, Caleb	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Schaefer, Lauren	10/20/2022	Johnson, Noah	OT Assessment	Attended	3.75	3.75	\$ 130.00	\$ 487.50
OT	Love, Jennifer	10/21/2022	Remy, Channing	OT Direct Service	Missed	1.00	1.00	\$ 130.00	\$ 130.00
OT	Wiles, Katrina	10/24/2022	Miller, Samuel	OT Direct Service	Missed	1.00	1.00	\$ 130.00	\$ 130.00
OT	Schaefer, Lauren	10/24/2022	Johnson, Noah	OT IEP Meeting	Attended	1.50	0.00	\$ 130.00	\$ -
OT	Fournier, Rob	10/24/2022	Quandt, Isabella	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Cuevas, Lyndy	10/24/2022	Howe, Gavin	OT IEP Meeting	Attended	1.50	0.00	\$ 130.00	\$ -
OT	Cuevas, Lyndy	10/25/2022	Howe, Gavin	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/25/2022	Tenery, Shiloh	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/25/2022	Tenery, Shiloh	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Wiles, Katrina	10/25/2022	Free, Caleb	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Wiles, Katrina	10/25/2022	Free, Caleb	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Wiles, Katrina	10/25/2022	Parreira Adair, Thomas	OT Assessment	Attended	3.00	3.00	\$ 130.00	\$ 390.00
OT	Wiles, Katrina	10/25/2022	Rea- Peralta, Ian	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Oxina, Elaine	10/25/2022	Larkin, Menachem	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Oxina, Elaine	10/26/2022	Gonzales, Elan	OT Assessment	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Oxina, Elaine	10/26/2022	Akins, Elijah	OT Assessment	Attended	1.25	1.25	\$ 130.00	\$ 162.50
OT	Wiles, Katrina	10/26/2022	Rea- Peralta, Ian	OT Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT	Fournier, Rob	10/31/2022	Quandt, Isabella	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
<b>OT Total</b>						<b>62.50</b>	<b>47.25</b>	<b>\$ 6,142.50</b>	
OT Assistant	Masters, Rebecca	10/3/2022	Hoffman, Ryden	OTA Direct Service	Missed	0.50	0.50	\$ 90.00	\$ 45.00
OT Assistant	Masters, Rebecca	10/3/2022	Hoffman, Ryden	OTA Makeup Time	Missed	0.25	0.25	\$ 90.00	\$ 22.50
OT Assistant	Masters, Rebecca	10/3/2022	Hoffman, Ryden	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/3/2022	Osborne, Ross	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/3/2022	Watson, Nezhiah	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/3/2022	Osborne, Ross	OTA Direct Service	Attended	1.00	1.00	\$ 90.00	\$ 90.00
OT Assistant	Desiere, Joanne	10/4/2022	Howard, Ethan	OTA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/4/2022	Howard, Marissa	OTA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/7/2022	Benito, Jana	OTA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/7/2022	Hinderliter, Aidan	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/7/2022	Benito, Jana	OTA Virtual Direct Service	Missed	1.00	1.00	\$ 90.00	\$ 90.00
OT Assistant	Desiere, Joanne	10/7/2022	Hinderliter, Aidan	OTA Direct Service	Attended	1.00	1.00	\$ 90.00	\$ 90.00
OT Assistant	Desiere, Joanne	10/10/2022	Watson, Nezhiah	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/10/2022	Osborne, Ross	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/10/2022	Osborne, Ross	OTA Direct Service	Attended	1.00	1.00	\$ 90.00	\$ 90.00
OT Assistant	Desiere, Joanne	10/10/2022	Watson, Nezhiah	OTA Direct Service	Missed	0.50	0.50	\$ 90.00	\$ 45.00
OT Assistant	Desiere, Joanne	10/11/2022	Howe, Gavin	OTA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/11/2022	Howe, Gavin	OTA Virtual Direct Service	Attended	0.33	0.33	\$ 90.00	\$ 29.70
OT Assistant	Williams, Jason	10/13/2022	Siebert, Summer	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Williams, Jason	10/13/2022	Rea- Peralta, Ian	OTA Prep/Planning/Scheduling	Attended	0.75	0.00	\$ 90.00	\$ -
OT Assistant	Williams, Jason	10/15/2022	Siebert, Summer	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/17/2022	Osborne, Ross	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/17/2022	Watson, Nezhiah	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/17/2022	Osborne, Ross	OTA Direct Service	Attended	1.00	1.00	\$ 90.00	\$ 90.00
OT Assistant	Masters, Rebecca	10/17/2022	Hoffman, Ryden	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/17/2022	Watson, Nezhiah	OTA Direct Service	Attended	0.50	0.50	\$ 90.00	\$ 45.00
OT Assistant	Desiere, Joanne	10/17/2022	Howe, Gavin	OTA Virtual Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 90.00	\$ -
OT Assistant	Masters, Rebecca	10/17/2022	Hoffman, Ryden	OTA Direct Service	Missed	0.50	0.50	\$ 90.00	\$ 45.00
OT Assistant	Masters, Rebecca	10/17/2022	Hoffman, Ryden	OTA Makeup Time	Missed	0.25	0.25	\$ 90.00	\$ 22.50
OT Assistant	Desiere, Joanne	10/18/2022	Howard, Ethan	OTA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/18/2022	Howard, Marissa	OTA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/18/2022	Howard, Ethan	OTA Virtual Direct Service	Attended	0.50	0.50	\$ 90.00	\$ 45.00
OT Assistant	Masters, Rebecca	10/18/2022	Hoffman, Ryden	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Williams, Jason	10/19/2022	Siebert, Summer	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Williams, Jason	10/20/2022	Siebert, Summer	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -

OT Assistant	Desiere, Joanne	10/21/2022	Benito, Jana	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/21/2022	Hinderliter, Aidan	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/21/2022	Hinderliter, Aidan	OTA Direct Service	Attended	1.00	1.00	\$ 90.00	\$ 90.00
OT Assistant	Williams, Jason	10/21/2022	Siebert, Summer	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/24/2022	Osborne, Ross	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/24/2022	Watson, Nezhiah	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/24/2022	Osborne, Ross	OTA Direct Service	Missed	1.00	1.00	\$ 90.00	\$ 90.00
OT Assistant	Desiere, Joanne	10/24/2022	Watson, Nezhiah	OTA Direct Service	Attended	0.50	0.50	\$ 90.00	\$ 45.00
OT Assistant	Desiere, Joanne	10/24/2022	Benito, Jana	OTA Virtual Direct Service	Missed	1.00	1.00	\$ 90.00	\$ 90.00
OT Assistant	Williams, Jason	10/24/2022	Siebert, Summer	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Williams, Jason	10/27/2022	Gillon, Aramis	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/27/2022	Benito, Jana	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/28/2022	Benito, Jana	OTA Direct Service	Attended	1.00	1.00	\$ 90.00	\$ 90.00
OT Assistant	Williams, Jason	10/28/2022	Gillon, Aramis	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Masters, Rebecca	10/31/2022	Hoffman, Ryden	OTA Direct Service	Missed	0.50	0.50	\$ 90.00	\$ 45.00
OT Assistant	Masters, Rebecca	10/31/2022	Hoffman, Ryden	OTA Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 90.00	\$ -
OT Assistant	Desiere, Joanne	10/31/2022	Osborne, Ross	OTA Direct Service	Missed	1.00	1.00	\$ 90.00	\$ 90.00
OT Assistant	Desiere, Joanne	10/31/2022	Watson, Nezhiah	OTA Daily Rate	Missed	0.50	0.50	\$ 90.00	\$ 45.00
OT Assistant	Masters, Rebecca	10/31/2022	Hoffman, Ryden	OTA Makeup Time	Missed	0.25	0.25	\$ 90.00	\$ 22.50
<b>OT Assistant Total</b>						<b>23.83</b>	<b>15.08</b>		<b>\$ 1,357.20</b>
OT Assistant Virtual Group of 2	Desiere, Joanne	10/4/2022	Howard, Ethan	OTA Virtual Group Of 2	Attended	0.50	0.25	\$ 90.00	\$ 22.50
OT Assistant Virtual Group of 2	Desiere, Joanne	10/4/2022	Howard, Marissa	OTA Virtual Group Of 2	Attended	0.50	0.25	\$ 90.00	\$ 22.50
<b>OT Assistant Virtual Group of 2 Total</b>						<b>1.00</b>	<b>0.50</b>		<b>\$ 45.00</b>
OT Virtual	Taylor, Leah	10/3/2022	Crawford, Zadra	OT Virtual Direct Service	Attended	0.50	0.50	\$ 130.00	\$ 65.00
OT Virtual	Fournier, Rob	10/3/2022	Quandt, Isabella	OT Virtual Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT Virtual	Taylor, Leah	10/4/2022	Crawford, Zadra	OT Virtual IEP Meeting	Attended	1.75	0.00	\$ 130.00	\$ -
OT Virtual	Cuevas, Lyndy	10/6/2022	Benito, Jana	OT Virtual IEP Meeting	Attended	1.50	0.00	\$ 130.00	\$ -
OT Virtual	Taylor, Leah	10/10/2022	Crawford, Zadra	OT Virtual Direct Service	Attended	0.50	0.50	\$ 130.00	\$ 65.00
OT Virtual	Fournier, Rob	10/11/2022	Quandt, Isabella	OT Virtual Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT Virtual	Taylor, Leah	10/17/2022	Crawford, Zadra	OT Virtual Direct Service	Missed	0.50	0.50	\$ 130.00	\$ 65.00
OT Virtual	Fournier, Rob	10/17/2022	Quandt, Isabella	OT Virtual Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT Virtual	Taylor, Leah	10/24/2022	Crawford, Zadra	OT Virtual Direct Service	Attended	0.50	0.50	\$ 130.00	\$ 65.00
OT Virtual	Fournier, Rob	10/24/2022	Quandt, Isabella	OT Virtual Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
OT Virtual	Taylor, Leah	10/31/2022	Crawford, Zadra	OT Virtual Direct Service	Attended	0.50	0.50	\$ 130.00	\$ 65.00
OT Virtual	Fournier, Rob	10/31/2022	Quandt, Isabella	OT Virtual Direct Service	Attended	1.00	1.00	\$ 130.00	\$ 130.00
<b>OT Virtual Total</b>						<b>10.75</b>	<b>7.50</b>		<b>\$ 975.00</b>
Psych	Martin, Robert	10/3/2022	Bonnett, Akira	Psych IEP Meeting	Attended	1.25	0.00	\$ 125.00	\$ -
Psych	Marsaglia, Kelli	10/5/2022	McFarlin, Rontae	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
Psych	Martin, Robert	10/6/2022	Powell, Logan	Psych IEP Meeting	Attended	1.00	0.00	\$ 125.00	\$ -
Psych	Geraghty, Cat	10/6/2022	Best, Ethan	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
Psych	Marsaglia, Kelli	10/6/2022	Quinones, Lana	Psych IEP Meeting	Attended	1.50	0.00	\$ 125.00	\$ -
Psych	Espinoza, Danny	10/10/2022	Diaz, Oliver	Psych IEP Meeting	Attended	1.50	0.00	\$ 125.00	\$ -
Psych	Geraghty, Cat	10/10/2022	Perez, Santiago	Psych IEP Meeting	Attended	1.50	0.00	\$ 125.00	\$ -
Psych	Marsaglia, Kelli	10/10/2022	Banda, Luna	Psych IEP Meeting	Attended	1.50	0.00	\$ 125.00	\$ -
Psych	Marsaglia, Kelli	10/10/2022	Banda, Sol	Psych IEP Meeting	Attended	1.50	0.00	\$ 125.00	\$ -
Psych	Martin, Robert	10/11/2022	Alvarado, Adan	Psych IEP Meeting	Attended	1.50	0.00	\$ 125.00	\$ -
Psych	Geraghty, Cat	10/11/2022	Robinson, Ivan	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
Psych	Martin, Robert	10/12/2022	Sellon, Ainsley	Psych IEP Meeting	Attended	1.00	0.00	\$ 125.00	\$ -
Psych	Geraghty, Cat	10/12/2022	Massella, Emerick	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
Psych	Geraghty, Cat	10/12/2022	Smith, Hendrix	Psych Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 125.00	\$ -
Psych	Espinoza, Danny	10/13/2022	Parreira Adair, Thomas	Psych IEP Meeting	Attended	1.50	0.00	\$ 125.00	\$ -
Psych	Marsaglia, Kelli	10/13/2022	Brinkman, Ellie	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
Psych	Martin, Robert	10/17/2022	Burns, Peter	Psych IEP Meeting	Attended	2.25	0.25	\$ 125.00	\$ 31.25
Psych	Martin, Robert	10/17/2022	Sweeting, Emma	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
Psych	Martin, Robert	10/17/2022	Ward, Uma	Psych IEP Meeting	Attended	1.50	0.00	\$ 125.00	\$ -

Psych	Martin, Robert	10/18/2022	Bonnet, Naoki	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
Psych	Marsaglia, Kelli	10/18/2022	Grady, Micaiah	Psych IEP Meeting	Attended	1.50	0.00	\$ 125.00	\$ -
Psych	Romero, Jaime	10/18/2022	Watts, Genevieve	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
Psych	Martin, Robert	10/19/2022	Sellon, Ainsley	Psych IEP Meeting	Attended	2.00	1.00	\$ 125.00	\$ 125.00
Psych	Geraghty, Cat	10/19/2022	Smith, Hendrix	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
Psych	Espinoza, Danny	10/19/2022	Mauga, Promise	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
Psych	Espinoza, Danny	10/20/2022	Goulding, Jayce	Psych IEP Meeting	Attended	1.00	0.00	\$ 125.00	\$ -
Psych	Hoffman, Lee	10/20/2022	Enloe, Katelyn	Psych IEP Meeting	Attended	1.50	0.00	\$ 125.00	\$ -
Psych	Hoffman, Lee	10/20/2022	Enloe, Emily	Psych IEP Meeting	Attended	1.50	0.00	\$ 125.00	\$ -
Psych	Richardson, Shannon	10/21/2022	Hansen, Elsa	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
Psych	Geraghty, Cat	10/24/2022	Akins, Elijah	Psych IEP Meeting	Attended	1.00	0.00	\$ 125.00	\$ -
Psych	Geraghty, Cat	10/24/2022	Ogden, Tyler	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
Psych	Richardson, Shannon	10/26/2022	Nichols, Ike	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
Psych	Espinoza, Danny	10/26/2022	Sheppard, Brody	Psych IEP Meeting	Attended	1.00	0.00	\$ 125.00	\$ -
Psych	Marsaglia, Kelli	10/27/2022	Rodriguez, Ayven	Psych IEP Meeting	Attended	1.50	0.00	\$ 125.00	\$ -
Psych	Martin, Robert	10/28/2022	Hoke, McKinley	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
Psych	Martin, Robert	10/28/2022	Redifer, Caleb	Psych IEP Meeting	Attended	1.00	0.00	\$ 125.00	\$ -
Psych	Martin, Robert	10/28/2022	Redifer, Seth	Psych IEP Meeting	Attended	1.00	0.00	\$ 125.00	\$ -
Psych	Martin, Robert	10/31/2022	Wong, Abigail	Psych IEP Meeting	Attended	0.50	0.00	\$ 125.00	\$ -
Psych	Espinoza, Danny	10/31/2022	Moreland, Elliott	Psych IEP Meeting	Attended	2.00	0.00	\$ 125.00	\$ -
<b>Psych Total</b>						<b>61.50</b>	<b>1.25</b>		<b>\$ 156.25</b>
Psych Assessment	Espinoza, Danny	10/20/2022	Goulding, Jayce	Psych Assessment	Attended	1.00	1.00	\$ 1,750.00	\$ 1,750.00
<b>Psych Assessment Total</b>						<b>1.00</b>	<b>1.00</b>		<b>\$ 1,750.00</b>
Psych Assessment with Academics	Geraghty, Cat	10/1/2022	Best, Ethan	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Geraghty, Cat	10/1/2022	Massella, Emerick	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Espinoza, Danny	10/3/2022	Robertson, Jai'Mel	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Marsaglia, Kelli	10/3/2022	Banda, Luna	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Marsaglia, Kelli	10/3/2022	Banda, Sol	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Marsaglia, Kelli	10/3/2022	Brinkman, Ellie	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Marsaglia, Kelli	10/3/2022	Grady, Micaiah	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Marsaglia, Kelli	10/3/2022	McFarlin, Rontae	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Marsaglia, Kelli	10/3/2022	Quinones, Lana	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Marsaglia, Kelli	10/3/2022	Rodriguez, Ayven	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Martin, Robert	10/6/2022	Miller, Jasmine	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Martin, Robert	10/7/2022	Hoke, McKinley	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Martin, Robert	10/12/2022	Marritt, Isabel	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Martin, Robert	10/13/2022	Wong, Abigail	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Espinoza, Danny	10/13/2022	Parreira Adair , Thomas	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Martin, Robert	10/19/2022	Redifer, Caleb	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Martin, Robert	10/19/2022	Redifer, Seth	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Espinoza, Danny	10/19/2022	Mauga, Promise	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Richardson, Shannon	10/20/2022	Hansen, Elsa	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Richardson, Shannon	10/25/2022	Nichols, Ike	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Espinoza, Danny	10/26/2022	Sheppard, Brody	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Espinoza, Danny	10/31/2022	Moreland, Elliott	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
<b>Psych Assessment with Academics Total</b>						<b>22.00</b>	<b>22.00</b>		<b>\$ 45,100.00</b>
Psych Assessment with ERMHS and Academics	Martin, Robert	10/7/2022	Alvarado, Adan	Psych Assessment with ERMHS and Academics	Attended	1.00	1.00	\$ 2,300.00	\$ 2,300.00
<b>Psych Assessment with ERMHS and Academics Total</b>						<b>1.00</b>	<b>1.00</b>		<b>\$ 2,300.00</b>
PT	Anderson, Kelly	10/5/2022	Sachs, Logan	PT Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 165.00	\$ -
PT	Anderson, Kelly	10/5/2022	Sachs, Logan	PT Direct Service	Attended	1.00	1.00	\$ 165.00	\$ 165.00
PT	Anderson, Kelly	10/12/2022	Sachs, Logan	PT Direct Service	Attended	1.00	1.00	\$ 165.00	\$ 165.00
PT	Anderson, Kelly	10/12/2022	Sachs, Logan	PT Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 165.00	\$ -
PT	Furman, Michelle	10/13/2022	Free, Caleb	PT Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 165.00	\$ -
PT	Furman, Michelle	10/13/2022	Free, Caleb	PT Direct Service	Attended	0.50	0.50	\$ 165.00	\$ 82.50
PT	Anderson, Kelly	10/19/2022	Sachs, Logan	PT Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 165.00	\$ -

PT	Anderson, Kelly	10/19/2022	Sachs, Logan	PT Direct Service	Attended	1.00	1.00	\$ 165.00	\$ 165.00
PT	Anderson, Kelly	10/26/2022	Sachs, Logan	PT Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 165.00	\$ -
PT	Anderson, Kelly	10/26/2022	Sachs, Logan	PT Direct Service	Attended	1.00	1.00	\$ 165.00	\$ 165.00
<b>PT Total</b>						<b>7.00</b>	<b>4.50</b>		<b>\$ 742.50</b>
PT Drive Time	Anderson, Kelly	10/5/2022	Sachs, Logan	PT Drive Time	Attended	0.75	0.75	\$ 165.00	\$ 123.75
PT Drive Time	Anderson, Kelly	10/12/2022	Sachs, Logan	PT Drive Time	Attended	0.75	0.75	\$ 165.00	\$ 123.75
PT Drive Time	Anderson, Kelly	10/19/2022	Sachs, Logan	PT Drive Time	Attended	0.75	0.75	\$ 165.00	\$ 123.75
PT Drive Time	Anderson, Kelly	10/26/2022	Sachs, Logan	PT Drive Time	Attended	0.75	0.75	\$ 165.00	\$ 123.75
<b>PT Drive Time Total</b>						<b>3.00</b>	<b>3.00</b>		<b>\$ 495.00</b>
Speech	Fox, Phoebe	10/3/2022	Parreira Adair , Thomas	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/3/2022	Osborne, Ross	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/3/2022	Osborne, Ross	SLP Direct Service	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech	Fox, Phoebe	10/4/2022	Tenery, Shiloh	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Tappen, Dana	10/4/2022	Akins, Elijah	SLP Assessment	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech	Case, Mandy	10/4/2022	Massella, Emerick	SLP Assessment	Attended	3.50	3.50	\$ 120.00	\$ 420.00
Speech	Tappen, Dana	10/4/2022	Akins, Elijah	SLP Assessment	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech	Fox, Phoebe	10/4/2022	Osborne, Ross	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Fox, Phoebe	10/4/2022	Tenery, Shiloh	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Fox, Phoebe	10/5/2022	Rea- Peralta, Ian	SLP Direct Service	Missed	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Fox, Phoebe	10/5/2022	Rea- Peralta, Ian	SLP Prep/Planning/Scheduling	Missed	0.50	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/6/2022	Benito, Jana	SLP IEP Meeting	Attended	1.00	0.00	\$ 120.00	\$ -
Speech	Case, Mandy	10/6/2022	Robinson, Ivan	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Case, Mandy	10/6/2022	Massella, Emerick	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/6/2022	Menachem, Larkin	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Robertson, Kimberly	10/6/2022	Free, Caleb	SLP Direct Service	Attended	1.50	1.50	\$ 120.00	\$ 180.00
Speech	Fox, Phoebe	10/6/2022	Mora, Julia	SLP Direct Service	Missed	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Tappen, Dana	10/6/2022	Akins, Elijah	SLP Assessment	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech	Tappen, Dana	10/6/2022	Sigmund, Abel	SLP Assessment	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech	Fox, Phoebe	10/6/2022	Menachem, Larkin	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Case, Mandy	10/6/2022	Hansen, Elsa	SLP Assessment	Attended	0.75	0.75	\$ 120.00	\$ 90.00
Speech	Case, Mandy	10/7/2022	Johnson, Noah	SLP Assessment	Attended	1.50	1.50	\$ 120.00	\$ 180.00
Speech	Case, Mandy	10/8/2022	Hansen, Elsa	SLP Assessment	Attended	5.00	5.00	\$ 120.00	\$ 600.00
Speech	Case, Mandy	10/9/2022	Hansen, Elsa	SLP Assessment	Attended	5.00	5.00	\$ 120.00	\$ 600.00
Speech	Fox, Phoebe	10/10/2022	Osborne, Ross	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Tappen, Dana	10/10/2022	Akins, Elijah	SLP Assessment	Attended	1.50	1.50	\$ 120.00	\$ 180.00
Speech	Tappen, Dana	10/10/2022	Sigmund, Abel	SLP Assessment	Attended	1.50	1.50	\$ 120.00	\$ 180.00
Speech	Fox, Phoebe	10/10/2022	Osborne, Ross	SLP Direct Service	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech	Fox, Phoebe	10/10/2022	Tenery, Shiloh	SLP Prep/Planning/Scheduling	Missed	0.25	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/10/2022	Watson, Nezhiah	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Case, Mandy	10/10/2022	Robinson, Ivan	SLP Prep/Planning/Scheduling	Attended	0.75	0.00	\$ 120.00	\$ -
Speech	Tappen, Dana	10/11/2022	Sigmund, Abel	SLP Assessment	Attended	1.50	1.50	\$ 120.00	\$ 180.00
Speech	Case, Mandy	10/11/2022	Hansen, Elsa	SLP Assessment	Attended	2.00	2.00	\$ 120.00	\$ 240.00
Speech	Fox, Phoebe	10/11/2022	Osborne, Ross	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Fox, Phoebe	10/11/2022	Tenery, Shiloh	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Tappen, Dana	10/11/2022	Sigmund, Abel	SLP Assessment	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech	Fox, Phoebe	10/11/2022	Rea- Peralta, Ian	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Fox, Phoebe	10/12/2022	Rea- Peralta, Ian	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/12/2022	Rea- Peralta, Ian	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Case, Mandy	10/13/2022	Massella, Emerick	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Robertson, Kimberly	10/13/2022	Free, Caleb	SLP Direct Service	Attended	1.50	1.50	\$ 120.00	\$ 180.00
Speech	Fox, Phoebe	10/13/2022	Mora, Julia	SLP Direct Service	Missed	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Case, Mandy	10/14/2022	Hansen, Elsa	SLP Prep/Planning/Scheduling	Attended	1.00	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/17/2022	Osborne, Ross	SLP Direct Service	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech	Fox, Phoebe	10/17/2022	Benito, Jana	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/17/2022	Menachem, Larkin	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -

Speech	Fox, Phoebe	10/17/2022	Osborne, Ross	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Tappen, Dana	10/18/2022	Akins, Elijah	SLP Assessment	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech	Case, Mandy	10/18/2022	Hansen, Elsa	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/18/2022	Osborne, Ross	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Fox, Phoebe	10/18/2022	Tenery, Shiloh	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Fox, Phoebe	10/18/2022	Rea- Peralta, Ian	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Fox, Phoebe	10/19/2022	Mora, Julia	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/19/2022	Rea- Peralta, Ian	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Fox, Phoebe	10/19/2022	Watson, Nezhiah	SLP Direct Service	Missed	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Case, Mandy	10/20/2022	Hansen, Elsa	SLP Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 120.00	\$ -
Speech	Tappen, Dana	10/20/2022	Sigmund, Abel	SLP Assessment	Attended	0.25	0.25	\$ 120.00	\$ 30.00
Speech	Case, Mandy	10/20/2022	Johnson, Noah	SLP Prep/Planning/Scheduling	Attended	2.00	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/20/2022	Menachem, Larkin	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Robertson, Kimberly	10/20/2022	Free, Caleb	SLP Direct Service	Attended	1.50	1.50	\$ 120.00	\$ 180.00
Speech	Case, Mandy	10/21/2022	Johnson, Noah	SLP Assessment	Attended	3.50	3.50	\$ 120.00	\$ 420.00
Speech	Fox, Phoebe	10/21/2022	Benito, Jana	SLP Direct Service	Missed	0.67	0.67	\$ 120.00	\$ 80.40
Speech	Tappen, Dana	10/23/2022	Akins, Elijah	SLP Assessment	Attended	4.00	4.00	\$ 120.00	\$ 480.00
Speech	Tappen, Dana	10/24/2022	Akins, Elijah	SLP IEP Meeting	Attended	1.00	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/25/2022	Osborne, Ross	SLP Direct Service	Missed	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Fox, Phoebe	10/25/2022	Tenery, Shiloh	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Fox, Phoebe	10/25/2022	Menachem, Larkin	SLP Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/25/2022	Osborne, Ross	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/26/2022	Rea- Peralta, Ian	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/26/2022	Tenery, Shiloh	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/26/2022	Rea- Peralta, Ian	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Fox, Phoebe	10/26/2022	Watson, Nezhiah	SLP Direct Service	Missed	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Fox, Phoebe	10/27/2022	Menachem, Larkin	SLP Direct Service	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech	Robertson, Kimberly	10/27/2022	Free, Caleb	SLP Direct Service	Attended	1.50	1.50	\$ 120.00	\$ 180.00
Speech	Fox, Phoebe	10/28/2022	Benito, Jana	SLP Direct Service	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech	Fox, Phoebe	10/31/2022	Rea- Peralta, Ian	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/31/2022	Watson, Nezhiah	SLP Prep/Planning/Scheduling	Missed	0.50	0.00	\$ 120.00	\$ -
Speech	Fox, Phoebe	10/31/2022	Menachem, Larkin	SLP Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 120.00	\$ -
Speech	Tappen, Dana	10/31/2022	Akins, Elijah	SLP Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 120.00	\$ -
<b>Speech Total</b>						<b>76.17</b>	<b>62.67</b>	<b>\$ 7,520.40</b>	
Speech Assistant	Araneda-Stockebrand, Connie	10/3/2022	Miller, Samuel	SLPA Prep/Plan/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant	Tommasino, Elizabeth	10/3/2022	Howard, Marissa	SLPA Prep/Plan/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant	Araneda-Stockebrand, Connie	10/5/2022	MacAdams, Arthur	SLPA Prep/Plan/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant	Clements, Suzanne	10/6/2022	Hoffman, Ryden	SLPA Direct Service	Attended	0.75	0.75	\$ 80.00	\$ 60.00
Speech Assistant	Clements, Suzanne	10/6/2022	Hoffman, Ryden	SLPA Prep/Plan/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant	Tommasino, Elizabeth	10/10/2022	Howard, Marissa	SLPA Prep/Plan/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant	Araneda-Stockebrand, Connie	10/12/2022	MacAdams, Arthur	SLPA Prep/Plan/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant	Clements, Suzanne	10/13/2022	Hoffman, Ryden	SLPA Prep/Plan/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant	Clements, Suzanne	10/13/2022	Hoffman, Ryden	SLPA Direct Service	Attended	0.75	0.75	\$ 80.00	\$ 60.00
Speech Assistant	Araneda-Stockebrand, Connie	10/17/2022	Miller, Samuel	SLPA Prep/Plan/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant	Araneda-Stockebrand, Connie	10/19/2022	MacAdams, Arthur	SLPA Prep/Plan/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant	Clements, Suzanne	10/20/2022	Hoffman, Ryden	SLPA Direct Service	Missed	0.75	0.75	\$ 80.00	\$ 60.00
Speech Assistant	Araneda-Stockebrand, Connie	10/24/2022	Miller, Samuel	SLPA Prep/Plan/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant	Clements, Suzanne	10/27/2022	Hoffman, Ryden	SLPA Direct Service	Missed	0.75	0.75	\$ 80.00	\$ 60.00
Speech Assistant	Araneda-Stockebrand, Connie	10/31/2022	Miller, Samuel	SLPA Prep/Plan/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant	Araneda-Stockebrand, Connie	10/31/2022	Miller, Samuel	SLPA Direct Service	Attended	0.50	0.50	\$ 80.00	\$ 40.00
<b>Speech Assistant Total</b>						<b>6.25</b>	<b>3.50</b>	<b>\$ 280.00</b>	
Speech Assistant Virtual	Araneda-Stockebrand, Connie	10/3/2022	Miller, Samuel	SLPA Virtual Direct Service	Attended	0.50	0.50	\$ 80.00	\$ 40.00
Speech Assistant Virtual	Wilson, CJ	10/4/2022	Lodge, Jude	SLPA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant Virtual	Araneda-Stockebrand, Connie	10/4/2022	Miller, Samuel	SLPA Virtual Direct Service	Attended	0.50	0.50	\$ 80.00	\$ 40.00
Speech Assistant Virtual	Wilson, CJ	10/4/2022	Lodge, Jude	SLPA Virtual Direct Service	Attended	1.00	1.00	\$ 80.00	\$ 80.00

Speech Assistant Virtual	Tommasino, Elizabeth	10/4/2022	Howard, Marissa	SLPA Virtual Direct Service	Attended	0.50	0.50	\$ 80.00	\$ 40.00
Speech Assistant Virtual	Araneda-Stockebrand, Connie	10/5/2022	MacAdams, Arthur	SLPA Virtual Direct Service	Attended	1.00	1.00	\$ 80.00	\$ 80.00
Speech Assistant Virtual	Wilson, CJ	10/7/2022	Diaz, Roman	SLPA Virtual Direct Service	Missed	0.50	0.50	\$ 80.00	\$ 40.00
Speech Assistant Virtual	Araneda-Stockebrand, Connie	10/10/2022	Miller, Samuel	SLPA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant Virtual	Araneda-Stockebrand, Connie	10/10/2022	Miller, Samuel	SLPA Virtual Direct Service	Attended	0.50	0.50	\$ 80.00	\$ 40.00
Speech Assistant Virtual	Wilson, CJ	10/11/2022	Lodge, Jude	SLPA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant Virtual	Araneda-Stockebrand, Connie	10/11/2022	Miller, Samuel	SLPA Virtual Direct Service	Attended	0.50	0.50	\$ 80.00	\$ 40.00
Speech Assistant Virtual	Wilson, CJ	10/11/2022	Lodge, Jude	SLPA Virtual Direct Service	Attended	1.00	1.00	\$ 80.00	\$ 80.00
Speech Assistant Virtual	Tommasino, Elizabeth	10/11/2022	Howard, Marissa	SLPA Virtual Direct Service	Missed	0.50	0.50	\$ 80.00	\$ 40.00
Speech Assistant Virtual	Araneda-Stockebrand, Connie	10/12/2022	MacAdams, Arthur	SLPA Virtual Direct Service	Attended	1.00	1.00	\$ 80.00	\$ 80.00
Speech Assistant Virtual	Araneda-Stockebrand, Connie	10/17/2022	Miller, Samuel	SLPA Virtual Direct Service	Attended	0.50	0.50	\$ 80.00	\$ 40.00
Speech Assistant Virtual	Tommasino, Elizabeth	10/17/2022	Howard, Marissa	SLPA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant Virtual	Wilson, CJ	10/18/2022	Lodge, Jude	SLPA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant Virtual	Araneda-Stockebrand, Connie	10/18/2022	Miller, Samuel	SLPA Virtual Direct Service	Attended	0.50	0.50	\$ 80.00	\$ 40.00
Speech Assistant Virtual	Wilson, CJ	10/18/2022	Lodge, Jude	SLPA Virtual Direct Service	Missed	1.00	1.00	\$ 80.00	\$ 80.00
Speech Assistant Virtual	Tommasino, Elizabeth	10/18/2022	Howard, Marissa	SLPA Virtual Direct Service	Attended	0.50	0.50	\$ 80.00	\$ 40.00
Speech Assistant Virtual	Araneda-Stockebrand, Connie	10/19/2022	MacAdams, Arthur	SLPA Virtual Direct Service	Attended	1.00	1.00	\$ 80.00	\$ 80.00
Speech Assistant Virtual	Wilson, CJ	10/21/2022	Diaz, Roman	SLPA Virtual Direct Service	Missed	0.50	0.50	\$ 80.00	\$ 40.00
Speech Assistant Virtual	Araneda-Stockebrand, Connie	10/24/2022	Miller, Samuel	SLPA Virtual Direct Service	Attended	0.50	0.50	\$ 80.00	\$ 40.00
Speech Assistant Virtual	Tommasino, Elizabeth	10/24/2022	Howard, Marissa	SLPA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant Virtual	Wilson, CJ	10/25/2022	Lodge, Jude	SLPA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant Virtual	Araneda-Stockebrand, Connie	10/25/2022	Miller, Samuel	SLPA Virtual Direct Service	Attended	0.50	0.50	\$ 80.00	\$ 40.00
Speech Assistant Virtual	Wilson, CJ	10/25/2022	Lodge, Jude	SLPA Virtual Direct Service	Attended	1.00	1.00	\$ 80.00	\$ 80.00
Speech Assistant Virtual	Tommasino, Elizabeth	10/25/2022	Howard, Marissa	SLPA Virtual Direct Service	Attended	0.50	0.50	\$ 80.00	\$ 40.00
Speech Assistant Virtual	Araneda-Stockebrand, Connie	10/26/2022	MacAdams, Arthur	SLPA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
Speech Assistant Virtual	Araneda-Stockebrand, Connie	10/26/2022	MacAdams, Arthur	SLPA Virtual Direct Service	Attended	1.00	1.00	\$ 80.00	\$ 80.00
Speech Assistant Virtual	Tommasino, Elizabeth	10/31/2022	Howard, Marissa	SLPA Virtual Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 80.00	\$ -
<b>Speech Assistant Virtual Total</b>						<b>17.25</b>	<b>15.00</b>	<b>\$ 1,200.00</b>	<b>\$ 600.00</b>
Speech Group of 2	Fox, Phoebe	10/20/2022	Mora, Julia	SLP Group of 2	Attended	1.00	0.50	\$ 120.00	\$ 60.00
Speech Group of 2	Fox, Phoebe	10/20/2022	Tenery, Shiloh	SLP Group of 2	Missed	1.00	0.50	\$ 120.00	\$ 60.00
Speech Group of 2	Fox, Phoebe	10/27/2022	Menachem, Larkin	SLP Group of 2	Attended	0.50	0.25	\$ 120.00	\$ 30.00
Speech Group of 2	Fox, Phoebe	10/27/2022	Osborne, Ross	SLP Group of 2	Attended	0.50	0.25	\$ 120.00	\$ 30.00
<b>Speech Group of 2 Total</b>						<b>3.00</b>	<b>1.50</b>	<b>\$ 180.00</b>	<b>\$ 90.00</b>
Speech Virtual	Gursky, Juliana	10/3/2022	Zosso, Madeline	SLP Virtual Direct Service	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech Virtual	Gursky, Juliana	10/3/2022	Zosso, Madeline	SLP Virtual Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 120.00	\$ -
Speech Virtual	Gursky, Juliana	10/10/2022	Zosso, Madeline	SLP Virtual Direct Service	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech Virtual	Gursky, Juliana	10/10/2022	Zosso, Madeline	SLP Virtual Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 120.00	\$ -
Speech Virtual	Gursky, Juliana	10/11/2022	Zosso, Madeline	SLP Virtual Direct Service	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech Virtual	Gursky, Juliana	10/11/2022	Zosso, Madeline	SLP Virtual Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 120.00	\$ -
Speech Virtual	Case, Mandy	10/11/2022	Robinson, Ivan	SLP Virtual IEP Meeting	Attended	2.00	0.00	\$ 120.00	\$ -
Speech Virtual	Gursky, Juliana	10/17/2022	Zosso, Madeline	SLP Virtual Direct Service	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech Virtual	Gursky, Juliana	10/17/2022	Zosso, Madeline	SLP Virtual Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 120.00	\$ -
Speech Virtual	Gursky, Juliana	10/18/2022	Zosso, Madeline	SLP Virtual Direct Service	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech Virtual	Gursky, Juliana	10/18/2022	Zosso, Madeline	SLP Virtual Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 120.00	\$ -
Speech Virtual	Case, Mandy	10/19/2022	Johnson, Noah	SLP Virtual Assessment	Attended	1.00	1.00	\$ 120.00	\$ 120.00
Speech Virtual	Case, Mandy	10/21/2022	Hansen, Elsa	SLP Virtual IEP Meeting	Attended	2.00	0.00	\$ 120.00	\$ -
Speech Virtual	Gursky, Juliana	10/24/2022	Zosso, Madeline	SLP Virtual Direct Service	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech Virtual	Gursky, Juliana	10/24/2022	Zosso, Madeline	SLP Virtual Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 120.00	\$ -
Speech Virtual	Case, Mandy	10/24/2022	Johnson, Noah	SLP Virtual IEP Meeting	Attended	1.50	0.00	\$ 120.00	\$ -
Speech Virtual	Gursky, Juliana	10/25/2022	Zosso, Madeline	SLP Virtual Direct Service	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech Virtual	Gursky, Juliana	10/25/2022	Zosso, Madeline	SLP Virtual Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 120.00	\$ -
Speech Virtual	Gursky, Juliana	10/31/2022	Zosso, Madeline	SLP Virtual Direct Service	Attended	0.50	0.50	\$ 120.00	\$ 60.00
Speech Virtual	Gursky, Juliana	10/31/2022	Zosso, Madeline	SLP Virtual Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 120.00	\$ -
<b>Speech Virtual Total</b>						<b>14.50</b>	<b>5.00</b>	<b>\$ 600.00</b>	<b>\$ 300.00</b>
VI	Escobar, Norma	10/3/2022	Barnal, Malachi	VI Direct Service	Attended	0.50	0.50	\$ 180.00	\$ 90.00

VI	Escobar, Norma	10/3/2022	Hansen, Elsa	VI Direct Service	Attended	0.50	0.50	\$ 180.00	\$ 90.00
VI	Escobar, Norma	10/3/2022	Barnal , Malachi	VI IEP Meeting	Attended	0.25	0.00	\$ 180.00	\$ -
VI	Escobar, Norma	10/4/2022	Hansen, Elsa	VI Direct Service	Attended	2.00	2.00	\$ 180.00	\$ 360.00
VI	Escobar, Norma	10/4/2022	Hansen, Elsa	VI Drive Time	Attended	3.00	3.00	\$ 180.00	\$ 540.00
VI	Escobar, Norma	10/4/2022	Mauga, Promise	VI Direct Service	Attended	1.00	1.00	\$ 180.00	\$ 180.00
VI	Escobar, Norma	10/4/2022	Schellenberg, Abraham	VI Consult (per IEP)	Attended	0.50	0.50	\$ 180.00	\$ 90.00
VI	Escobar, Norma	10/5/2022	Hansen, Elsa	VI Consult (per IEP)	Attended	0.50	0.50	\$ 180.00	\$ 90.00
VI	Escobar, Norma	10/5/2022	Hansen, Elsa	VI Direct Service	Attended	1.50	1.50	\$ 180.00	\$ 270.00
VI	Escobar, Norma	10/6/2022	Hansen, Elsa	VI Direct Service	Attended	1.00	1.00	\$ 180.00	\$ 180.00
VI	Escobar, Norma	10/6/2022	Mauga, Promise	VI Direct Service	Attended	1.00	1.00	\$ 180.00	\$ 180.00
VI	Escobar, Norma	10/6/2022	Best, Ethan	VI IEP Meeting	Attended	0.50	0.00	\$ 180.00	\$ -
VI	Escobar, Norma	10/7/2022	Hansen, Elsa	VI Direct Service	Attended	1.50	1.50	\$ 180.00	\$ 270.00
VI	Escobar, Norma	10/10/2022	Hansen, Elsa	VI Direct Service	Attended	1.00	1.00	\$ 180.00	\$ 180.00
VI	Escobar, Norma	10/10/2022	Hansen, Elsa	VI Drive Time	Attended	3.00	3.00	\$ 180.00	\$ 540.00
VI	Escobar, Norma	10/11/2022	Hansen, Elsa	VI Direct Service	Attended	1.50	1.50	\$ 180.00	\$ 270.00
VI	Escobar, Norma	10/12/2022	Hansen, Elsa	VI Direct Service	Attended	1.00	1.00	\$ 180.00	\$ 180.00
VI	Escobar, Norma	10/13/2022	Hansen, Elsa	VI Direct Service	Attended	1.00	1.00	\$ 180.00	\$ 180.00
VI	Escobar, Norma	10/17/2022	Hansen, Elsa	VI Direct Service	Attended	1.50	1.50	\$ 180.00	\$ 270.00
VI	Escobar, Norma	10/17/2022	Mauga, Promise	VI Direct Service	Attended	0.75	0.75	\$ 180.00	\$ 135.00
VI	Escobar, Norma	10/17/2022	Mauga, Promise	VI Consult (per IEP)	Attended	0.50	0.50	\$ 180.00	\$ 90.00
VI	Escobar, Norma	10/18/2022	Hansen, Elsa	VI Direct Service	Attended	1.50	1.50	\$ 180.00	\$ 270.00
VI	Escobar, Norma	10/18/2022	Mauga, Promise	VI Consult (per IEP)	Attended	0.50	0.50	\$ 180.00	\$ 90.00
VI	Escobar, Norma	10/19/2022	Hansen, Elsa	VI Direct Service	Attended	1.50	1.50	\$ 180.00	\$ 270.00
VI	Escobar, Norma	10/19/2022	Mauga, Promise	VI IEP Meeting	Attended	1.42	0.00	\$ 180.00	\$ -
VI	Escobar, Norma	10/20/2022	Hansen, Elsa	VI Direct Service	Attended	1.00	1.00	\$ 180.00	\$ 180.00
VI	Escobar, Norma	10/20/2022	Mauga, Promise	VI Direct Service	Attended	0.75	0.75	\$ 180.00	\$ 135.00
VI	Escobar, Norma	10/21/2022	Hansen, Elsa	VI Direct Service	Missed	1.00	1.00	\$ 180.00	\$ 180.00
VI	Escobar, Norma	10/21/2022	Hansen, Elsa	VI IEP Meeting	Attended	2.00	0.00	\$ 180.00	\$ -
VI	Escobar, Norma	10/24/2022	Hansen, Elsa	VI Direct Service	Attended	1.50	1.50	\$ 180.00	\$ 270.00
VI	Escobar, Norma	10/25/2022	Hansen, Elsa	VI Direct Service	Attended	1.00	1.00	\$ 180.00	\$ 180.00
VI	Escobar, Norma	10/25/2022	Hansen, Elsa	VI Drive Time	Attended	3.00	3.00	\$ 180.00	\$ 540.00
VI	Escobar, Norma	10/25/2022	Mauga, Promise	VI Direct Service	Attended	0.75	0.75	\$ 180.00	\$ 135.00
VI	Escobar, Norma	10/27/2022	Mauga, Promise	VI Direct Service	Attended	0.75	0.75	\$ 180.00	\$ 135.00
VI	Escobar, Norma	10/31/2022	Hansen, Elsa	VI Consult (per IEP)	Attended	2.00	2.00	\$ 180.00	\$ 360.00
VI	Escobar, Norma	10/31/2022	Mauga, Promise	VI Consult (per IEP)	Attended	2.00	2.00	\$ 180.00	\$ 360.00
<b>VI Total</b>						<b>44.67</b>	<b>40.50</b>	<b>\$ 7,290.00</b>	
VT	Tang, Helen	10/3/2022	Angeles, Elisa	VT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 195.00	\$ -
VT	Tang, Helen	10/3/2022	Angeles, Elisa	VT Direct Service	Attended	1.00	1.00	\$ 195.00	\$ 195.00
VT	Tang, Helen	10/4/2022	Castro , Brayden	VT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 195.00	\$ -
VT	Tang, Helen	10/4/2022	Castro , Brayden	VT Direct Service	Attended	0.83	0.83	\$ 195.00	\$ 161.85
VT	Tang, Helen	10/5/2022	Angeles, Elisa	VT IEP Meeting	Attended	1.50	0.00	\$ 195.00	\$ -
VT	Giles, Greg	10/7/2022	Sellon, Ainsley	VT Direct Service	Attended	1.00	1.00	\$ 195.00	\$ 195.00
VT	Tang, Helen	10/10/2022	Angeles, Elisa	VT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 195.00	\$ -
VT	Tang, Helen	10/10/2022	Angeles, Elisa	VT Direct Service	Attended	1.00	1.00	\$ 195.00	\$ 195.00
VT	Tang, Helen	10/11/2022	Castro , Brayden	VT Progress Report	Attended	1.00	0.00	\$ 195.00	\$ -
VT	Tang, Helen	10/17/2022	Angeles, Elisa	VT Progress Report	Attended	1.00	0.00	\$ 195.00	\$ -
VT	Tang, Helen	10/18/2022	Castro , Brayden	VT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 195.00	\$ -
VT	Tang, Helen	10/18/2022	Castro , Brayden	VT Direct Service	Attended	0.83	0.83	\$ 195.00	\$ 161.85
VT	Giles, Greg	10/19/2022	Sellon, Ainsley	VT IEP Meeting	Attended	1.75	0.25	\$ 195.00	\$ 48.75
VT	Giles, Greg	10/21/2022	Sellon, Ainsley	VT Direct Service	Attended	1.00	1.00	\$ 195.00	\$ 195.00
VT	Tang, Helen	10/24/2022	Angeles, Elisa	VT IEP Meeting	Attended	0.75	0.75	\$ 195.00	\$ 146.25
VT	Tang, Helen	10/24/2022	Castro , Brayden	VT IEP Meeting	Attended	2.00	0.50	\$ 195.00	\$ 97.50
VT	Tang, Helen	10/25/2022	Castro , Brayden	VT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 195.00	\$ -
VT	Tang, Helen	10/25/2022	Castro , Brayden	VT Direct Service	Attended	0.83	0.83	\$ 195.00	\$ 161.85
VT	Giles, Greg	10/25/2022	Mariano, Alec	VT IEP Meeting	Attended	0.50	0.00	\$ 195.00	\$ -

VT	Tang, Helen	10/31/2022	Angeles, Elisa	VT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 195.00	\$ -
VT	Tang, Helen	10/31/2022	Angeles, Elisa	VT Direct Service	Attended	1.00	1.00	\$ 195.00	\$ 195.00
<b>VT Total</b>						<b>17.49</b>	<b>8.99</b>		<b>\$ 1,753.05</b>
VT Assessment	Giles, Greg	10/10/2022	Mariano, Alec	VT Assessment Flat Rate	Attended	1.00	1.00	\$ 700.00	\$ 700.00
<b>VT Assessment Total</b>						<b>1.00</b>	<b>1.00</b>		<b>\$ 700.00</b>
<b>October Services Total</b>						<b>487.99</b>	<b>312.82</b>		<b>\$ 90,291.63</b>
Late Billed Services						16.75	13.75		\$ 13,603.75
<b>Grand Total</b>						<b>504.74</b>	<b>326.57</b>		<b>\$ 103,895.38</b>

Pacific Coast Academy, PCAC01

Service	Instructor	Session Date	Student	Session Type	Attendance	Hours	Billable	Rate	Total
OT	Schaefer, Lauren	9/20/2022	Breshears, Orion	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
OT	Schaefer, Lauren	9/26/2022	Breshears, Orion	OT Assessment	Attended	3.50	3.50	\$ 130.00	\$ 455.00
OT	Amestoy, Ruby	9/28/2022	Mauga, Promise	OT Assessment	Attended	1.50	1.50	\$ 130.00	\$ 195.00
OT	Schaefer, Lauren	9/28/2022	Johnson, Noah	OT Prep/Planning/Scheduling	Attended	0.25	0.00	\$ 130.00	\$ -
<b>OT Total</b>						<b>5.50</b>	<b>5.00</b>		<b>\$ 650.00</b>
Psych	Geraghty, Cat	9/14/2022	Ritter, Victoria	Psych IEP Meeting	Attended	1.00	0.00	\$ 125.00	\$ -
<b>Psych Total</b>						<b>1.00</b>	<b>0.00</b>		<b>\$ -</b>
Psych Assessment	Geraghty, Cat	9/1/2022	Ritter, Victoria	Psych Assessment	Attended	1.00	1.00	\$ 1,750.00	\$ 1,750.00
<b>Psych Assessment Total</b>						<b>1.00</b>	<b>1.00</b>		<b>\$ 1,750.00</b>
Psych Assessment with Academics	Geraghty, Cat	9/9/2022	Ogden, Tyler	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Geraghty, Cat	9/13/2022	Akins, Elijah	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
Psych Assessment with Academics	Geraghty, Cat	9/16/2022	Perez, Santiago	Psych Assessment with Academics	Attended	1.00	1.00	\$ 2,050.00	\$ 2,050.00
<b>Psych Assessment with Academics Total</b>						<b>3.00</b>	<b>3.00</b>		<b>\$ 6,150.00</b>
Psych Assessment with ERMHS and Academics	Geraghty, Cat	9/15/2022	Smith, Hendrix	Psych Assessment with ERMHS and Academics	Attended	1.00	1.00	\$ 2,300.00	\$ 2,300.00
Psych Assessment with ERMHS and Academics	Geraghty, Cat	9/29/2022	Robinson, Ivan	Psych Assessment with ERMHS and Academics	Attended	1.00	1.00	\$ 2,300.00	\$ 2,300.00
<b>Psych Assessment with ERMHS and Academics Total</b>						<b>2.00</b>	<b>2.00</b>		<b>\$ 4,600.00</b>
PT	Anderson, Kelly	9/21/2022	Sachs, Logan	PT Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 165.00	\$ -
PT	Anderson, Kelly	9/21/2022	Sachs, Logan	PT Direct Service	Attended	1.00	1.00	\$ 165.00	\$ 165.00
PT	Anderson, Kelly	9/21/2022	Sachs, Logan	PT Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 165.00	\$ -
PT	Anderson, Kelly	9/28/2022	Sachs, Logan	PT Direct Service	Attended	1.00	1.00	\$ 165.00	\$ 165.00
PT	Anderson, Kelly	9/28/2022	Sachs, Logan	PT Prep/Planning/Scheduling	Attended	0.50	0.00	\$ 165.00	\$ -
<b>PT Total</b>						<b>3.50</b>	<b>2.00</b>		<b>\$ 330.00</b>
PT Drive Time	Anderson, Kelly	9/21/2022	Sachs, Logan	PT Drive Time	Attended	0.75	0.75	\$ 165.00	\$ 123.75
<b>PT Drive Time Total</b>						<b>0.75</b>	<b>0.75</b>		<b>\$ 123.75</b>
<b>Grand Total</b>						<b>16.75</b>	<b>13.75</b>		<b>\$ 13,603.75</b>