



Pacific Coast Academy

Regular Scheduled Board Meeting

Date and Time

Thursday March 14, 2024 at 6:00 PM PDT

Location

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Call the Meeting to Order		Benjamin Fung	1 m
B. Roll Call of Board Members		Benjamin Fung	1 m
C. Public Comments			
D. Approval of Agenda	Vote	Benjamin Fung	1 m
E. Executive Director's Report		Krystin Demofonte	10 m
II. Finance			6:13 PM
A. 2023-2024 Second Interim Report	Vote	Kate Eng	10 m
III. Other Business			6:23 PM
A. Injury and Illness Prevention Program	Vote	Krystin Demofonte	5 m

	Purpose	Presenter	Time
B. Resolution: Non-Average Daily Attendance Summer School	Vote	Krystin Demofonte	5 m
C. Software Co-Ownership & Use Agreement	Vote	Shari Erlendson	10 m
D. 2024-2025 Declaration of Need	Vote	Krystin Demofonte	5 m
E. Chaperone Policy	Vote	Krystin Demofonte	5 m

IV. Consent Agenda

6:53 PM

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

- | A. Approve Minutes | Approve Minutes |
|--------------------|-----------------|
|--------------------|-----------------|

Approve minutes for Regular Scheduled Board Meeting on January 25, 2024

- | B. Approve Minutes | | Approve Minutes |
|--------------------|--|-----------------|
| | | |

Approve minutes for Special Board Meeting on January 25, 2024

- C.** 2024-2025 Vendor Agreement
- D.** Educational Vendor Policies and Procedures
- E.** 2023-2024 Compensation Policy and Stipend Charts
- F.** 2024-2025 Compensation Policy and Stipend Charts
- G.** Parent Engagement Policy
- H.** Audit Contract Extension
- I.** Approve Consent Agenda

This Is The Vote To Approve The Consent Agenda Items.

V. Closed Session

6:53 PM

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

VI. Closing Items**7:08 PM**

A. Announcement of Next Scheduled Meeting- May 14 at 6:00pm	FYI	Benjamin Fung	1 m
B. Adjourn Meeting	Vote		

Prepared By:
Jennifer Faber

Noted By:

Board Secretary

Public comment rules: Members of the public may address the Board on agenda or non-agenda items. Please 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

2023-2024 Second Interim Report

Section:	II. Finance
Item:	A. 2023-2024 Second Interim Report
Purpose:	Vote
Submitted by:	
Related Material:	FY24_01_PCA_2nd Interim Presentation.pdf



Pacific Coast Academy

2nd Interim Financial Update – FY23/24

Highlights

Highlights

- ADA forecast is flat to prior forecast
- Revenue increased **\$235K**
- Expenses decreased **\$390K**
- Projected surplus for year-end is **\$4.5M**
- No factoring outstanding or anticipated

SB740 Compliance and Reporting

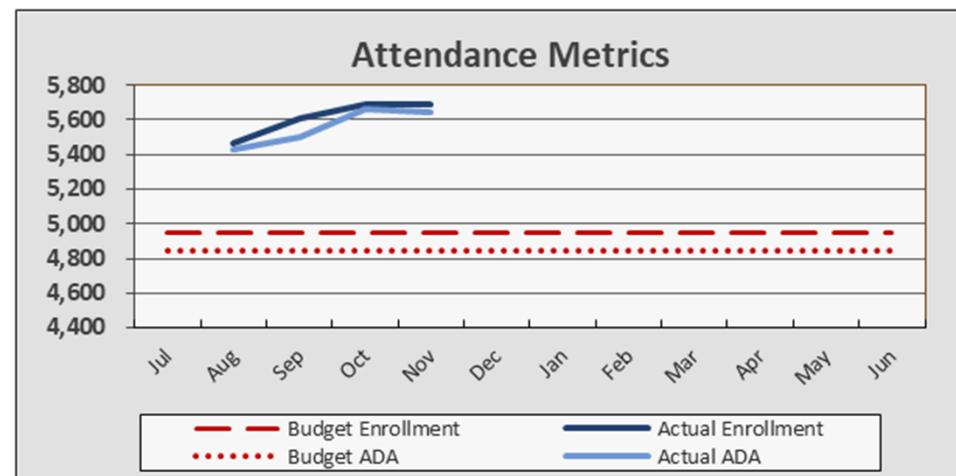
- PTR is within the requirement minimum
- 40/80 spending in compliance

Pupil:Teacher Ratio	
21.85	:1

Cert.	Instr.
52.3%	84.7%
10,038,013	3,798,658

Attendance

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	5,587	5,587	4,948
ADA	5,529	5,529	4,847
Attendance Rate	99.0%	99.0%	98.0%
Unduplicated %	38.8%	38.8%	38.4%
Revenue per ADA		\$14,735	\$13,761
Expenses per ADA		\$13,926	\$12,934



- Projected ADA = 5,529
- Projected ADA +14% to original budget

Revenue

- Revenue increased **\$235K** to prior projection, driven by:
 - PY Lottery Adjustment: **+\$140K**
 - UPP Adj.: **+\$40K**
 - STRS on Behalf: **+\$25K**

Revenue

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 31,432,927	\$ 26,254,824	\$ 5,178,103
Federal Revenue	5,257,247	2,249,862	3,007,386
Other State Revenue	3,281,296	2,577,392	703,904
Other Local Revenue	74,748	-	74,748
Total Revenue	\$ 40,046,219	\$ 31,082,077	\$ 8,964,141

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 65,089,681	\$ 56,891,096	\$ 8,198,585
Federal Revenue	6,750,852	3,830,383	2,920,469
Other State Revenue	9,553,177	5,976,763	3,576,414
Other Local Revenue	74,748	-	74,748
Total Revenue	\$ 81,468,458	\$ 66,698,242	\$ 14,770,216

Expenses

- Expenses decreased **\$390K** from prior forecast, due to:
 - Salaries & Benefits True-Ups: **-\$340K** (<1%)
 - Software: **-\$100K**
 - Payroll Catch-up Fees: **+\$55K** (Oct-Jan)



Expenses

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
Certificated Salaries	\$ 15,894,771	\$ 16,228,056	\$ 333,285
Classified Salaries	2,672,695	2,538,476	(134,218)
Benefits	5,261,402	6,132,862	871,460
Books and Supplies	6,038,818	4,163,516	(1,875,302)
Subagreement Services	6,185,341	2,989,782	(3,195,559)
Operations	586,617	372,283	(214,333)
Facilities	287,044	238,758	(48,286)
Professional Services	1,794,205	1,236,308	(557,897)
Depreciation	17,684	10,558	(7,126)
Interest	-	-	-
Total Expenses	\$ 38,738,576	\$ 33,910,600	\$ (4,827,976)

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 29,920,160	\$ 26,018,918	\$ (3,901,242)
Classified Salaries	4,845,710	4,320,498	(525,213)
Benefits	11,913,680	10,103,174	(1,810,505)
Books and Supplies	14,244,419	11,342,588	(2,901,830)
Subagreement Services	10,514,935	7,518,521	(2,996,414)
Operations	860,908	638,200	(222,708)
Facilities	481,544	409,300	(72,244)
Professional Services	4,185,456	2,324,194	(1,861,262)
Depreciation	26,268	18,100	(8,168)
Interest	-	-	-
Total Expenses	\$ 76,993,079	\$ 62,693,493	\$ (14,299,586)

Fund Balance

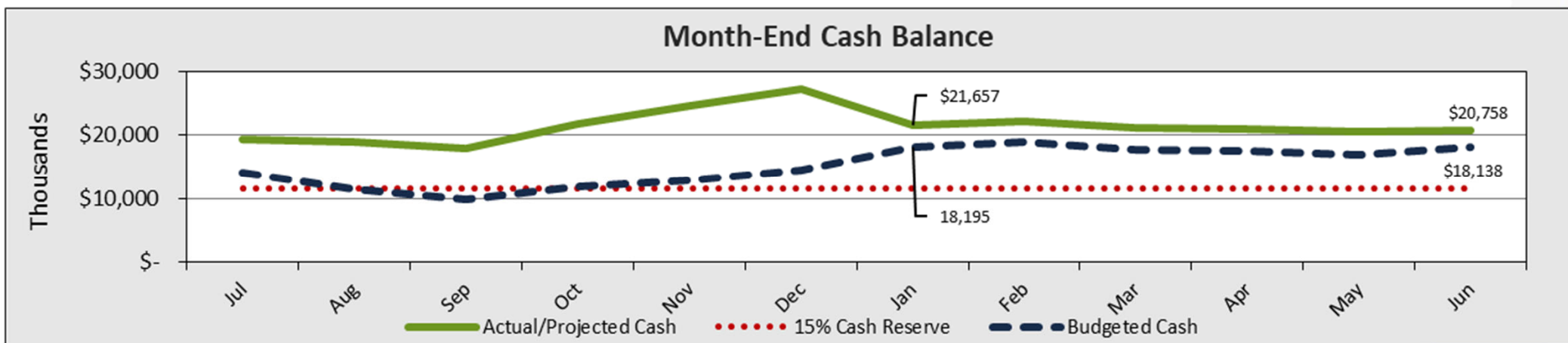
- Projected year-end surplus increased by **\$650K**
- End-of-year fund balance exceeds State and Authorizer requirements of **3%** and **5%** of total expenses, respectively

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 1,307,643	\$ (2,828,523)	\$ 4,136,165
Beginning Fund Balance	<u>12,405,781</u>	<u>12,405,781</u>	
Ending Fund Balance	<u>\$ 13,713,424</u>	<u>\$ 9,577,259</u>	
<i>As a % of Annual Expenses</i>	17.8%	15.3%	

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 4,494,978	\$ 4,004,749	\$ 490,229
Beginning Fund Balance	<u>12,405,781</u>	<u>12,405,781</u>	
Ending Fund Balance	<u>\$ 16,900,759</u>	<u>\$ 16,410,530</u>	
	22.0%	26.2%	

Cash Balance

- 1/31 cash balance: **\$21.7M**
- Cash remains strong with no projected factoring needed



Appendices

- 2nd Interim Alt Form
- Governor's January Proposed Budget 24-25
- Monthly Cash Flow / Forecast 23-24
- Budget vs. Actuals
- Statement of Financial Position
- Statement of Cash Flows

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
Second Interim Report Certification

Charter School Name: Pacific Coast Academy
 (continued) _____
 CDS #: 37 68049 0136416
 Charter Approving Entity: Dehesa Elementary
 County: San Diego
 Charter #: 1892
 Fiscal Year: 2023/24

CERTIFICATION OF FINANCIAL CONDITION

- x **POSITIVE CERTIFICATION**
 As the Charter School Official, I certify that based upon current projections this charter will meet its financial obligations for the current fiscal year and subsequent two fiscal years.
- QUALIFIED CERTIFICATION**
 As the Charter School Official, I certify that based upon current projections this charter may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.
- NEGATIVE CERTIFICATION**
 As the Charter School Official, I certify that based upon current projections this charter will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

To the entity that approved the charter school:
 (x) 2023/24 CHARTER SCHOOL SECOND INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 47604.33.

Signed: _____ Date: _____
 Charter School Official
 (Original signature required)

Print
 Name: Krystin Demofonte Title: Executive Director

To the County Superintendent of Schools:
 (x) 2023/24 CHARTER SCHOOL SECOND INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 47604.33.

Signed: _____ Date: _____
 Authorized Representative of
 Charter Approving Entity
 (Original signature required)

Print
 _____ Title: _____

For additional information on the Second Interim Report, please contact:

For Approving Entity:

Elizabeth Carzoli
 Name
Chief Business Officer
 Title
619-444-2161
 Phone
elizabeth.carzoli@dehesasd.net
 E-mail

For Charter School:

Kate Eng
 Name
Charter Impact
 Title
888-474-0322
 Phone
keng@charterimpact.com
 E-mail

This report has been verified for mathematical accuracy by the County Superintendent of Schools, pursuant to *Education Code* Section 47604.33.

 Date

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

Charter School Name: Pacific Coast Academy
(continued)
CDS #: 37 68049 0136416
Charter Approving Entity: Dehesa Elementary
County: San Diego
Charter #: 1892
Fiscal Year: 2023/24

This charter school uses the following basis of accounting:

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

Description		Object Code	1st Interim Budget			Actuals thru 1/31			2nd Interim Budget		
			Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES											
1. LCFF Revenue Sources											
State Aid - Current Year	8011		61,544,218.50		61,544,218.50	30,208,621.00		30,208,621.00	62,326,910.00	-	62,326,910.00
Education Protection Account State Aid - Current Year	8012		1,092,839.00		1,092,839.00	484,703.00		484,703.00	1,105,750.00	-	1,105,750.00
State Aid - Prior Years	8019		0.01		0.01	0.01	-	0.01	-	-	-
Transfer to Charter Schools In Lieu of Property Taxes	8096		1,637,673.88		1,637,673.88	739,602.81	-	739,602.81	1,657,021.00	-	1,657,021.00
Other LCFF Transfers	8091, 8097		-		-	-	-	-	-	-	-
Total, LCFF Sources			64,274,731.39	-	64,274,731.39	31,432,926.82	-	31,432,926.82	65,089,681.00	-	65,089,681.00
2. Federal Revenues											
Every Student Succeeds Act (Title I-V)	8290			690,241.16	690,241.16		404,171.00	404,171.00		738,695.16	738,695.16
Special Education - Federal	8181, 8182			710,345.35	710,345.35	-	-	-		718,737.50	718,737.50
Child Nutrition - Federal	8220			-	-			-		-	-
Donated Food Commodities	8221			-	-			-		-	-
Other Federal Revenues	8110, 8260-8299		3,156,499.21	2,174,142.12	5,330,641.33	3,167,632.21	1,685,444.12	4,853,076.33	3,167,632.21	2,125,787.12	5,293,419.33
Total, Federal Revenues			3,156,499.21	3,574,728.63	6,731,227.84	3,167,632.21	2,089,615.12	5,257,247.33	3,167,632.21	3,583,219.78	6,750,851.99
3. Other State Revenues											
Special Education - State	StateRevSE			4,780,624.21	4,780,624.21		2,284,236.00	2,284,236.00		4,837,103.38	4,837,103.38
All Other State Revenues	StateRevAO		1,210,212.91	3,310,179.16	4,520,392.07	633,076.55	363,983.73	997,060.28	1,378,601.81	3,337,471.75	4,716,073.56
Total, Other State Revenues			1,210,212.91	8,090,803.36	9,301,016.27	633,076.55	2,648,219.73	3,281,296.28	1,378,601.81	8,174,575.13	9,553,176.93
4. Other Local Revenues											
All Other Local Revenues	LocalRevAO		36,720.87		36,720.87	74,748.00		74,748.00	74,748.00		74,748.00
Total, Local Revenues			36,720.87	-	36,720.87	74,748.00	-	74,748.00	74,748.00	-	74,748.00
5. TOTAL REVENUES											
			68,678,164.38	11,665,531.99	80,343,696.37	35,308,383.58	4,737,834.85	40,046,218.43	69,710,663.02	11,757,794.91	81,468,457.92
B. EXPENDITURES											
1. Certificated Salaries											
Certificated Teachers' Salaries	1100		14,320,398.28	6,078,755.13	20,399,153.41	8,459,162.30	3,635,960.05	12,095,122.35	16,590,687.00	6,860,538.98	23,451,225.98
Certificated Pupil Support Salaries	1200		1,816,414.25	928,685.00	2,745,099.25	991,837.25	618,052.03	1,609,889.28	1,890,590.40	985,735.00	2,876,325.40
Certificated Supervisors' and Administrators' Salaries	1300		2,174,187.33	347,300.00	2,521,487.33	1,383,379.20	205,509.99	1,588,889.19	2,272,184.63	347,300.00	2,619,484.63
Other Certificated Salaries	1900		581,543.16	817,247.20	1,398,790.36	132,124.97	468,744.93	600,869.90	155,876.70	817,247.20	973,123.90
Total, Certificated Salaries			18,892,543.02	8,171,987.33	27,064,530.35	10,966,503.72	4,928,267.00	15,894,770.72	20,909,338.74	9,010,821.17	29,920,159.91
2. Non-certificated Salaries											
Non-certificated Instructional Aides' Salaries	2100		127,292.18	135,462.60	262,754.78	25,878.43	113,249.93	139,128.36	28,764.61	210,305.95	239,070.56
Non-certificated Support Salaries	2200		1,476,682.46	191,162.40	1,667,844.86	796,836.01	111,265.17	908,101.18	1,515,995.11	152,633.00	1,668,628.11
Non-certificated Supervisors' and Administrators' Sal.	2300		546,727.09	-	546,727.09	325,338.45	-	325,338.45	586,921.78	-	586,921.78
Clerical and Office Salaries	2400		1,895,161.68	-	1,895,161.68	1,075,766.52	-	1,075,766.52	1,965,239.52	-	1,965,239.52
Other Non-certificated Salaries	2900		413,943.23	-	413,943.23	224,360.15	-	224,360.15	385,850.32	-	385,850.32
Total, Non-certificated Salaries			4,459,806.64	326,625.00	4,786,431.64	2,448,179.56	224,515.10	2,672,694.66	4,482,771.34	362,938.95	4,845,710.29
3. Employee Benefits											
STRS	3101-3102		5,298,246.61	2,291,761.54	7,590,008.15	1,966,884.11	883,903.42	2,850,787.53	5,394,069.36	2,324,559.14	7,718,628.50
PERS	3201-3202		-	-	-	-	-	-	-	-	-
OASDI / Medicare / Alternative	3301-3302		582,996.58	137,310.25	720,306.83	336,494.48	86,094.31	422,588.79	588,636.45	142,153.99	730,790.44
Health and Welfare Benefits	3401-3402		2,462,179.39	896,060.07	3,358,239.46	1,224,168.07	470,221.44	1,694,389.51	1,984,859.07	732,731.27	2,717,590.34
Unemployment Insurance	3501-3502		54,089.88	19,684.91	73,774.79	62,480.35	23,999.63	86,479.98	70,024.43	25,850.27	95,874.70
Workers' Compensation Insurance	3601-3602		312,958.53	113,894.87	426,853.40	149,667.13	57,489.43	207,156.56	317,239.05	117,112.11	434,351.16
OPEB, Allocated	3701-3702		-	-	-	-	-	-	-	-	-
OPEB, Active Employees	3751-3752		-	-	-	-	-	-	-	-	-
Other Employee Benefits	3901-3902		159,050.12	57,883.13	216,933.25	-	-	-	158,085.49	58,358.89	216,444.38
Total, Employee Benefits			8,869,521.11	3,516,594.77	12,386,115.88	3,739,694.14	1,521,708.23	5,261,402.37	8,512,913.85	3,400,765.67	11,913,679.52
4. Books and Supplies											
Approved Textbooks and Core Curricula Materials	4100		145,112.44	-	145,112.44	92,682.22	-	92,682.22	131,432.22	-	131,432.22
Books and Other Reference Materials	4200		-	-	-	-	-	-	-	-	-
Materials and Supplies	4300		9,351,179.97	864,396.60	10,215,576.57	4,512,157.30	466,285.87	4,978,443.17	11,294,101.01	652,425.16	11,946,526.17
Noncapitalized Equipment	4400		1,748,790.00	-	1,748,790.00	967,692.18	-	967,692.18	2,166,460.17	-	2,166,460.17
Food	4700		-	-	-	-	-	-	-	-	-
Total, Books and Supplies			11,245,082.41	864,396.60	12,109,479.01	5,572,531.70	466,285.87	6,038,817.57	13,591,993.40	652,425.16	14,244,418.56
5. Services and Other Operating Expenditures											
Subagreements for Services	5100		5,441,975.57	3,459,046.71	8,901,022.28	5,285,086.37	900,254.84	6,185,341.21	7,801,211.75	2,713,723.00	10,514,934.75
Travel and Conferences	5200		70,504.58	-	70,504.58	66,685.71	-	66,685.71	93,894.04	-	93,894.04
Dues and Memberships	5300		39,555.00	-	39,555.00	20,925.17	-	20,925.17	35,091.84	-	35,091.84
Insurance	5400		577,538.00	-	577,538.00	371,569.00	-	371,569.00	577,819.00	-	577,819.00
Operations and Housekeeping Services	5500		38,594.80	-	38,594.80	21,609.37	-	21,609.37	29,401.04	-	29,401.04
Rentals, Leases, Repairs, and Noncap. Improvements	5600		475,643.39	-	475,643.39	287,044.09	-	287,044.09	481,544.09	-	481,544.09
Transfers of Direct Costs	5700-5799		4,794,581.50	(4,794,581.50)	-	3,377,451.79	(3,377,451.79)	-	4,410,234.75	(4,410,234.75)	0.00
Professional/Consulting Services and Operating Expend.	5800		3,662,228.31	118,139.06	3,780,367.37	1,778,662.56	15,542.44	1,794,205.00	4,158,100.62	27,355.70	4,185,456.32
Communications	5900		59,132.25	3,324.03	62,456.28	105,827.39	-	105,827.39	124,702.39	-	124,702.39
Total, Services and Other Operating Expenditures			15,159,753.40	(1,214,071.70)	13,945,681.70	11,314,861.45	(2,461,654.51)	8,853,206.94	17,711,999.52	(1,669,156.05)	16,042,843.47

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

Charter School Name: Pacific Coast Academy
(continued)
CDS #: 37 68049 0136416
Charter Approving Entity: Dehesa Elementary
County: San Diego
Charter #: 1892
Fiscal Year: 2023/24

This charter school uses the following basis of accounting:

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

Description	Object Code	1st Interim Budget			Actuals thru 1/31			2nd Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
6. Capital Outlay (Objects 6100-6170, 6200-6500 for modified accrual basis only)										
Land and Land Improvements	6100-6170			-			-	-	-	-
Buildings and Improvements of Buildings	6200			-			-	-	-	-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			-			-	-	-	-
Equipment	6400			-			-	-	-	-
Equipment Replacement	6500			-			-	-	-	-
Depreciation Expense (for accrual basis only)	6900	30,313.24		30,313.24	17,684.17		17,684.17	26,267.50	-	26,267.50
Total, Capital Outlay		30,313.24	-	30,313.24	17,684.17	-	17,684.17	26,267.50	-	26,267.50
7. Other Outgo										
Tuition to Other Schools	7110-7143			-			-			-
Transfers of Pass-through Revenues to Other LEAs	7211-7213			-			-			-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			-			-			-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			-			-			-
All Other Transfers	7281-7299			-			-			-
Transfers of Indirect Costs	7300-7399			-			-			-
Debt Service:										
Interest	7438			-			-			-
Principal (for modified accrual basis only)	7439			-			-			-
Total, Other Outgo		-	-	-	-	-	-	-	-	-
8. TOTAL EXPENDITURES		58,657,019.83	11,665,531.99	70,322,551.82	34,059,454.74	4,679,121.69	38,738,576.43	65,235,284.35	11,757,794.90	76,993,079.25
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		10,021,144.55	(0.00)	10,021,144.55	1,248,928.84	58,713.16	1,307,642.00	4,475,378.66	0.00	4,475,378.67
D. OTHER FINANCING SOURCES / USES										
1. Other Sources	8930-8979			-			-			-
2. Less: Other Uses	7630-7699			-			-			-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			-			-			-
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	-	-	-	-	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		10,021,144.55	(0.00)	10,021,144.55	1,248,928.84	58,713.16	1,307,642.00	4,475,378.66	0.00	4,475,378.67
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	12,282,406.55		12,282,406.55	12,282,406.55	-	12,282,406.55	12,282,406.55		12,282,406.55
b. Adjustments to Beginning Balance	9793, 9795	294,402.45		294,402.45	123,373.45	-	123,373.45	123,373.45		123,373.45
c. Adjusted Beginning Balance		12,576,809.00	-	12,576,809.00	12,405,780.00	-	12,405,780.00	12,405,780.00	-	12,405,780.00
2. Ending Fund Balance, June 30 (E + F.1.c.)		22,597,953.55	(0.00)	22,597,953.55	13,654,708.84	58,713.16	13,713,422.00	16,881,158.66	0.00	16,881,158.67
Components of Ending Fund Balance :										
a. Nonspendable										
Revolving Cash (equals object 9130)	9711			-			-			-
Stores (equals object 9320)	9712			-			-			-
Prepaid Expenditures (equals object 9330)	9713			-			-			-
All Others	9719			-			-			-
b. Restricted	9740			-		58,713.16	58,713.16			-
c. Committed										
Stabilization Arrangements	9750			-			-			-
Other Commitments	9760			-			-			-
d. Assigned										
Other Assignments	9780			-			-			-
e. Unassigned/Unappropriated										
Reserve for Economic Uncertainties	9789	3,516,127.59		3,516,127.59	3,849,653.96		3,849,653.96	3,849,653.96		3,849,653.96
Unassigned/Unappropriated Amount	9790	19,081,825.96	(0.00)	19,081,825.96	9,805,054.88	-	9,805,054.88	13,031,504.70	0.00	13,031,504.70

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

Charter School Name: Pacific Coast Academy
 (continued)
 CDS #: 37 68049 0136416
 Charter Approving Entity: Dehesa Elementary
 County: _____
 Charter #: 1892
 Fiscal Year: 2023/24

Description	Object Code	1st Interim Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	2nd Interim vs. 1st Interim Increase, (Decrease)	
					\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
A. REVENUES						
1. LCFF Revenue Sources						
State Aid - Current Year	8011	61,544,218.50	30,208,621.00	62,326,910.00	782,691.50	1.27%
Education Protection Account State Aid - Current Year	8012	1,092,839.00	484,703.00	1,105,750.00	12,911.00	1.18%
State Aid - Prior Years	8019	0.01	0.01	-	(0.01)	(100%)
Transfer of Charter Schools In Lieu of Property Taxes	8096	1,637,673.88	739,602.81	1,657,021.00	19,347.12	1.18%
Other LCFF Transfers	8091, 8097	-	-	-	-	
Total, LCFF Sources		64,274,731.39	31,432,926.82	65,089,681.00	814,949.61	1.27%
2. Federal Revenues						
Every Student Succeeds Act (Title I - V)	8290	690,241.16	404,171.00	738,695.16	48,454.00	7.02%
Special Education - Federal	8181, 8182	710,345.35	-	718,737.50	8,392.15	1.18%
Child Nutrition - Federal	8220	-	-	-	-	
Donated Food Commodities	8221	-	-	-	-	
Other Federal Revenues	8110, 8260-8299	5,330,641.33	4,853,076.33	5,293,419.33	(37,222.00)	-0.70%
Total, Federal Revenues		6,731,227.84	5,257,247.33	6,750,851.99	19,624.15	0.29%
3. Other State Revenues						
Special Education - State	StateRevSE	4,780,624.21	2,284,236.00	4,837,103.38	56,479.17	1.18%
All Other State Revenues	StateRevAO	4,520,392.07	997,060.28	4,716,073.56	195,681.49	4.33%
Total, Other State Revenues		9,301,016.27	3,281,296.28	9,553,176.93	252,160.66	2.71%
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	36,720.87	74,748.00	74,748.00	38,027.13	103.56%
Total, Local Revenues		36,720.87	74,748.00	74,748.00	38,027.13	103.56%
5. TOTAL REVENUES		80,343,696.37	40,046,218.43	81,468,457.92	1,124,761.55	1.40%
B. EXPENDITURES						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	20,399,153.41	12,095,122.35	23,451,225.98	3,052,072.57	14.96%
Certificated Pupil Support Salaries	1200	2,745,099.25	1,609,889.28	2,876,325.40	131,226.15	4.78%
Certificated Supervisors' and Administrators' Salaries	1300	2,521,487.33	1,588,889.19	2,619,484.63	97,997.30	3.89%
Other Certificated Salaries	1900	1,398,790.36	600,869.90	973,123.90	(425,666.46)	-30.43%
Total, Certificated Salaries		27,064,530.35	15,894,770.72	29,920,159.91	2,855,629.56	10.55%
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	262,754.78	139,128.36	239,070.56	(23,684.22)	-9.01%
Non-certificated Support Salaries	2200	1,667,844.86	908,101.18	1,668,628.11	783.25	0.05%
Non-certificated Supervisors' and Administrators' Sal.	2300	546,727.09	325,338.45	586,921.78	40,194.69	7.35%
Clerical and Office Salaries	2400	1,895,161.68	1,075,766.52	1,965,239.52	70,077.84	3.70%
Other Non-certificated Salaries	2900	413,943.23	224,360.15	385,850.32	(28,092.91)	-6.79%
Total, Non-certificated Salaries		4,786,431.64	2,672,694.66	4,845,710.29	59,278.65	1.24%
3. Employee Benefits						
STRS	3101-3102	7,590,008.15	2,850,787.53	7,718,628.50	128,620.35	1.69%
PERS	3201-3202	-	-	-	-	
OASDI / Medicare / Alternative	3301-3302	720,306.83	422,588.79	730,790.44	10,483.61	1.46%
Health and Welfare Benefits	3401-3402	3,358,239.46	1,694,389.51	2,717,590.34	(640,649.12)	-19.08%
Unemployment Insurance	3501-3502	73,774.79	86,479.98	95,874.70	22,099.91	29.96%
Workers' Compensation Insurance	3601-3602	426,853.40	207,156.56	434,351.16	7,497.76	1.76%
OPEB, Allocated	3701-3702	-	-	-	-	
OPEB, Active Employees	3751-3752	-	-	-	-	
Other Employee Benefits	3901-3902	216,933.25	-	216,444.38	(488.87)	-0.23%
Total, Employee Benefits		12,386,115.88	5,261,402.37	11,913,679.52	(472,436.36)	-3.81%

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

Charter School Name: Pacific Coast Academy
 (continued)
 CDS #: 37 68049 0136416
 Charter Approving Entity: Dehesa Elementary
 County: _____
 Charter #: 1892
 Fiscal Year: 2023/24

					2nd Interim vs. 1st Interim Increase, (Decrease)	
Description	Object Code	1st Interim Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	145,112.44	92,682.22	131,432.22	(13,680.22)	-9.43%
Books and Other Reference Materials	4200	-	-	-	-	
Materials and Supplies	4300	10,215,576.57	4,978,443.17	11,946,526.17	1,730,949.60	16.94%
Noncapitalized Equipment	4400	1,748,790.00	967,692.18	2,166,460.17	417,670.17	23.88%
Food	4700	-	-	-	-	
Total, Books and Supplies		12,109,479.01	6,038,817.57	14,244,418.56	2,134,939.55	17.63%
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	8,901,022.28	6,185,341.21	10,514,934.75	1,613,912.47	18.13%
Travel and Conferences	5200	70,504.58	66,685.71	93,894.04	23,389.46	33.17%
Dues and Memberships	5300	39,555.00	20,925.17	35,091.84	(4,463.16)	-11.28%
Insurance	5400	577,538.00	371,569.00	577,819.00	281.00	0.05%
Operations and Housekeeping Services	5500	38,594.80	21,609.37	29,401.04	(9,193.76)	-23.82%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	475,643.39	287,044.09	481,544.09	5,900.70	1.24%
Transfers of Direct Costs	5700-5799	-	-	0.00	0.00	New
Professional/Consulting Services and Operating Expend.	5800	3,780,367.37	1,794,205.00	4,185,456.32	405,088.95	10.72%
Communications	5900	62,456.28	105,827.39	124,702.39	62,246.11	99.66%
Total, Services and Other Operating Expenditures		13,945,681.70	8,853,206.94	16,042,843.47	2,097,161.77	15.04%
6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only)						
Land and Land Improvements	6100-6170	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	
Equipment	6400	-	-	-	-	
Equipment Replacement	6500	-	-	-	-	
Depreciation Expense (for accrual basis only)	6900	30,313.24	17,684.17	26,267.50	(4,045.74)	-13.35%
Total, Capital Outlay		30,313.24	17,684.17	26,267.50	(4,045.74)	-13.35%
7. Other Outgo						
Tuition to Other Schools	7110-7143	-	-	-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	
All Other Transfers	7281-7299	-	-	-	-	
Transfers of Indirect Costs	7300-7399	-	-	-	-	
Debt Service:						
Interest	7438	-	-	-	-	
Principal (for modified accrual basis only)	7439	-	-	-	-	
Total, Other Outgo		-	-	-	-	
8. TOTAL EXPENDITURES		70,322,551.82	38,738,576.43	76,993,079.25	6,670,527.43	9.49%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		10,021,144.55	1,307,642.00	4,475,378.67	(5,545,765.89)	-55.34%

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

Charter School Name: Pacific Coast Academy
 (continued) _____
 CDS #: 37 68049 0136416
 Charter Approving Entity: Dehesa Elementary
 County: _____
 Charter #: 1892
 Fiscal Year: 2023/24

Description	Object Code	1st Interim Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	2nd Interim vs. 1st Interim Increase, (Decrease)	
					\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	-	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		10,021,144.55	1,307,642.00	4,475,378.67	(5,545,765.89)	-55.34%
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	12,282,406.55	12,282,406.55	12,282,406.55	-	0.00%
b. Adjustments to Beginning Balance	9793, 9795	294,402.45	123,373.45	123,373.45	(171,029.00)	-58.09%
c. Adjusted Beginning Balance		12,576,809.00	12,405,780.00	12,405,780.00		
2. Ending Fund Balance, June 30 (E + F.1.c.)		22,597,953.55	13,713,422.00	16,881,158.67		
Components of Ending Fund Balance :						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	-	-	-	-	
Stores (equals object 9320)	9712	-	-	-	-	
Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
All Others	9719	-	-	-	-	
b. Restricted	9740	-	58,713.16	-	-	
c. Committed						
Stabilization Arrangements	9750	-	-	-	-	
Other Commitments	9760	-	-	-	-	
d. Assigned						
Other Assignments	9780	-	-	-	-	
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	3,516,127.59	3,849,653.96	3,849,653.96	333,526.37	9.49%
Unassigned/Unappropriated Amount	9790	19,081,825.96	9,805,054.88	13,031,504.70	(6,050,321.26)	-31.71%

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

Charter School Name: Pacific Coast Academy

(continued)

CDS #: 37 68049 0136416

Charter Approving Entity: Dehesa Elementary

County: _____

Charter #: 1892

Fiscal Year: 2023/24

This charter school uses the following basis of accounting:

☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)

☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	FY 23-24			Totals for 24-25	Totals for 25-26
		Unrestricted	Restricted	Total		
A. REVENUES						
1. LCFF Revenue Sources						
State Aid - Current Year	8011	62,326,910.00	0.00	62,326,910.00	62,844,619.37	64,678,970.45
Education Protection Account State Aid - Current Year	8012	1,105,750.00	0.00	1,105,750.00	1,105,750.00	1,105,750.00
State Aid - Prior Years	8019	0.00	0.00	0.00	0.00	0.00
Transfers of Charter Schools In Lieu of Property Taxes	8096	1,657,021.00	0.00	1,657,021.00	1,657,020.66	1,657,020.66
Other LCFF Transfers	8091, 8097	0.00	0.00	0.00	0.00	0.00
Total, LCFF Sources		65,089,681.00	0.00	65,089,681.00	65,607,390.03	67,441,741.12
2. Federal Revenues						
Every Student Succeeds Act (Title I - V)	8290	0.00	738,695.16	738,695.16	680,478.00	680,478.00
Special Education - Federal	8181, 8182	0.00	718,737.50	718,737.50	718,737.50	718,737.50
Child Nutrition - Federal	8220	0.00	0.00	0.00	0.00	0.00
Donated Food Commodities	8221	0.00	0.00	0.00	0.00	0.00
Other Federal Revenues	8110, 8260-8299	3,167,632.21	2,125,787.12	5,293,419.33	11,202.00	11,202.00
Total, Federal Revenues		3,167,632.21	3,583,219.78	6,750,851.99	1,410,417.50	1,410,417.50
3. Other State Revenues						
Special Education - State	StateRevSE	0.00	4,837,103.38	4,837,103.38	4,837,103.38	4,837,103.38
All Other State Revenues	StateRevAO	1,378,601.81	3,337,471.75	4,716,073.56	3,845,983.00	3,846,696.00
Total, Other State Revenues		1,378,601.81	8,174,575.13	9,553,176.93	8,683,086.38	8,683,799.38
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	74,748.00	0.00	74,748.00	74,748.15	74,748.15
Total, Local Revenues		74,748.00	0.00	74,748.00	74,748.15	74,748.15
5. TOTAL REVENUES						
		69,710,663.02	11,757,794.91	81,468,457.92	75,775,642.06	77,610,706.14
B. EXPENDITURES						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	16,590,687.00	6,860,538.98	23,451,225.98	20,749,275.00	21,164,261.00
Certificated Pupil Support Salaries	1200	1,890,590.40	985,735.00	2,876,325.40	3,063,536.56	3,124,807.29
Certificated Supervisors' and Administrators' Salaries	1300	2,272,184.63	347,300.00	2,619,484.63	2,537,657.96	2,588,411.12
Other Certificated Salaries	1900	155,876.70	817,247.20	973,123.90	879,649.43	897,242.42
Total, Certificated Salaries		20,909,338.74	9,010,821.17	29,920,159.91	27,230,118.95	27,774,721.83
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	28,764.61	210,305.95	239,070.56	190,262.44	194,067.68
Non-certificated Support Salaries	2200	1,515,995.11	152,633.00	1,668,628.11	1,516,436.65	1,546,765.39
Non-certificated Supervisors' and Administrators' Sal.	2300	586,921.78	0.00	586,921.78	554,676.00	565,769.52
Clerical and Office Salaries	2400	1,965,239.52	0.00	1,965,239.52	1,834,709.90	1,871,404.10
Other Non-certificated Salaries	2900	385,850.32	0.00	385,850.32	319,380.36	325,767.97
Total, Non-certificated Salaries		4,482,771.34	362,938.95	4,845,710.29	4,415,465.35	4,503,774.66

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

Charter School Name: Pacific Coast Academy
 (continued) _____
 CDS #: 37 68049 0136416
 Charter Approving Entity: Dehesa Elementary
 County: _____
 Charter #: 1892
 Fiscal Year: 2023/24

Description	Object Code	FY 23-24			Totals for 24-25	Totals for 25-26
		Unrestricted	Restricted	Total		
3. Employee Benefits						
STRS	3101-3102	5,394,069.36	2,324,559.14	7,718,628.50	5,200,952.78	5,304,971.84
PERS	3201-3202	0.00	0.00	0.00	-	0.00
OASDI / Medicare / Alternative	3301-3302	588,636.45	142,153.99	730,790.44	732,620.00	747,272.00
Health and Welfare Benefits	3401-3402	1,984,859.07	732,731.27	2,717,590.34	3,483,995.64	3,553,675.55
Unemployment Insurance	3501-3502	70,024.43	25,850.27	95,874.70	170,030.00	170,030.00
Workers' Compensation Insurance	3601-3602	317,239.05	117,112.11	434,351.16	443,038.18	451,898.95
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0.00
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00
Other Employee Benefits	3901-3902	158,085.49	58,358.89	216,444.38	220,773.27	225,188.73
Total, Employee Benefits		8,512,913.85	3,400,765.67	11,913,679.52	10,251,409.87	10,453,037.07
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	131,432.22	0.00	131,432.22	134,060.86	136,742.08
Books and Other Reference Materials	4200	0.00	0.00	0.00	0.00	0.00
Materials and Supplies	4300	11,294,101.01	652,425.16	11,946,526.17	12,185,457.00	12,429,166.00
Noncapitalized Equipment	4400	2,166,460.17	0.00	2,166,460.17	2,209,789.37	2,253,985.16
Food	4700	0.00	0.00	0.00	0.00	0.00
Total, Books and Supplies		13,591,993.40	652,425.16	14,244,418.56	14,529,307.23	14,819,893.24
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	7,801,211.75	2,713,723.00	10,514,934.75	10,725,233.45	10,939,738.12
Travel and Conferences	5200	93,894.04	0.00	93,894.04	95,771.92	97,687.36
Dues and Memberships	5300	35,091.84	0.00	35,091.84	35,793.67	36,509.55
Insurance	5400	577,819.00	0.00	577,819.00	589,375.38	601,162.89
Operations and Housekeeping Services	5500	29,401.04	0.00	29,401.04	29,989.06	30,588.84
Rentals, Leases, Repairs, and Noncap. Improvements	5600	481,544.09	0.00	481,544.09	491,174.97	500,998.47
Transfers of Direct Costs	5700-5799	4,410,234.75	(4,410,234.75)	0.00	0.00	0.00
Professional/Consulting Services and Operating Expend.	5800	4,158,100.62	27,355.70	4,185,456.32	4,261,324.60	4,351,773.12
Communications	5900	124,702.39	0.00	124,702.39	127,196.00	129,740.00
Total, Services and Other Operating Expenditures		17,711,999.52	(1,669,156.05)	16,042,843.47	16,355,859.05	16,688,198.35
6. Capital Outlay (Obj. 6100-6170, 6200-6500 for mod. accr. basis only)						
Land and Land Improvements	6100-6170	0.00	0.00	0.00	0.00	0.00
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00	0.00	0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00	0.00	0.00	0.00
Equipment	6400	0.00	0.00	0.00	0.00	0.00
Equipment Replacement	6500	0.00	0.00	0.00	0.00	0.00
Depreciation Expense (for accrual basis only)	6900	26,267.50	0.00	26,267.50	26,792.85	27,328.71
Total, Capital Outlay		26,267.50	0.00	26,267.50	26,792.85	27,328.71
7. Other Outgo						
Tuition to Other Schools	7110-7143	0.00	0.00	0.00	0.00	0.00
Transfers of Pass-through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00	0.00	0.00
All Other Transfers	7280-7299	0.00	0.00	0.00	0.00	0.00
Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00	0.00	0.00
Debt Service:						
Interest	7438	0.00	0.00	0.00	0.00	0.00
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00	0.00	0.00
8. TOTAL EXPENDITURES		65,235,284.35	11,757,794.90	76,993,079.25	72,808,953.32	74,266,953.86
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		4,475,378.66	0.00	4,475,378.67	2,966,688.74	3,343,752.28

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

Charter School Name: Pacific Coast Academy
(continued) _____
CDS #: 37 68049 0136416
Charter Approving Entity: Dehesa Elementary
County: _____
Charter #: 1892
Fiscal Year: 2023/24

Description	Object Code	FY 23-24			Totals for 24-25	Totals for 25-26
		Unrestricted	Restricted	Total		
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	0.00	0.00	0.00	0.00	0.00
2. Less: Other Uses	7630-7699	0.00	0.00	0.00	0.00	0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0.00	0.00	0.00	0.00	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00	0.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		4,475,378.66	0.00	4,475,378.67	2,966,688.74	3,343,752.28
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	12,282,406.55	0.00	12,282,406.55	16,881,158.67	19,847,847.41
b. Adjustments to Beginning Balance	9793, 9795	123,373.45	0.00	123,373.45		
c. Adjusted Beginning Balance		12,405,780.00	0.00	12,405,780.00	16,881,158.67	19,847,847.41
2. Ending Fund Balance, June 30 (E + F.1.c.)		16,881,158.66	0.00	16,881,158.67	19,847,847.41	23,191,599.69
Components of Ending Fund Balance:						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	0.00	0.00	0.00	0.00	0.00
Stores (equals object 9320)	9712	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures (equals object 9330)	9713	0.00	0.00	0.00	0.00	0.00
All Others	9719	0.00	0.00	0.00	0.00	0.00
b. Restricted	9740	0.00	0.00	0.00	0.00	0.00
c. Committed						
Stabilization Arrangements	9750	0.00	0.00	0.00	0.00	0.00
Other Commitments	9760	0.00	0.00	0.00	0.00	0.00
d. Assigned						
Other Assignments	9780	0.00	0.00	0.00	0.00	0.00
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	3,849,653.96	0.00	3,849,653.96	3,640,447.67	3,713,347.69
Unassigned/Unappropriated Amount	9790	13,031,504.70	0.00	13,031,504.70	16,207,399.74	19,478,252.00



Governor's January Proposed FY24-25 Budget

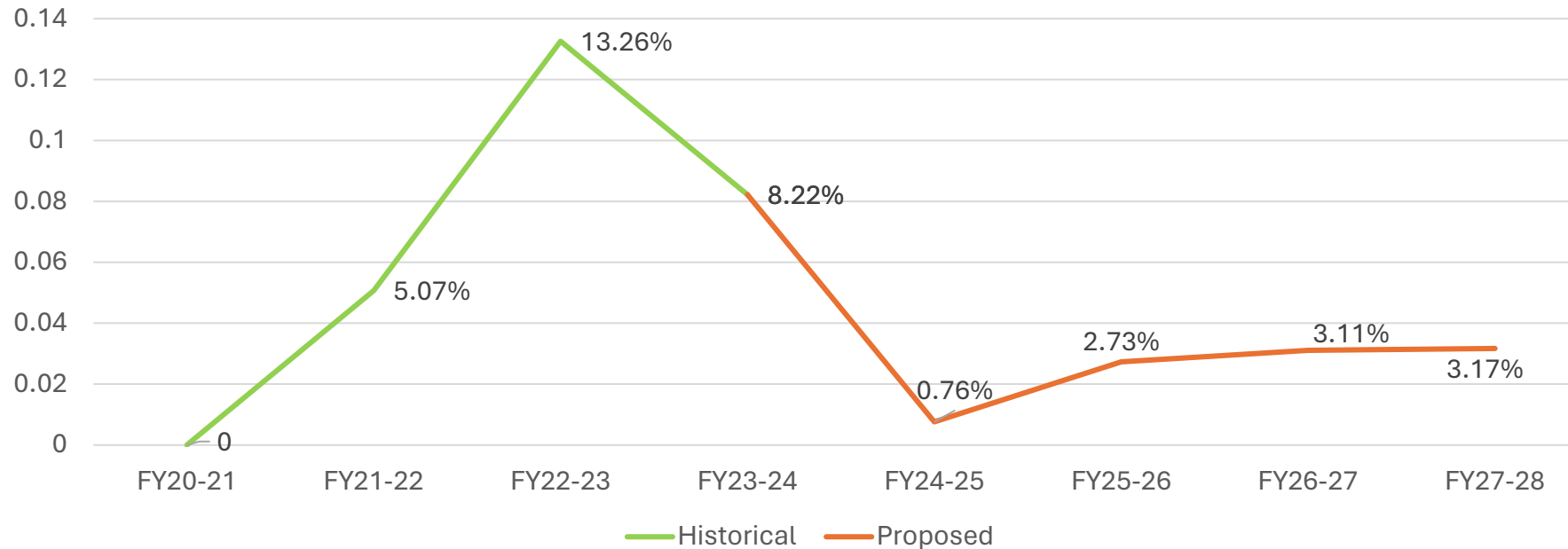
January Proposed Budget Highlights

- The proposal has a \$38B shortfall, which had originally been projected at \$68B by the LAO.
 - Education shortfall is \$14.3B (nearly 40%)
 - Shortfall will be paid for via education reserve (\$5.7B) and cutting previous commitments, but nothing material to education. \$8B in unspecified cuts that are still pending
- No major funding cuts were proposed, and all annual programs were planned to be continue and funded
- COLA is projected at only 0.76%; a substantial drop from the 8.22% this year
- Funding per pupil is set at \$17.7K in direct funding
 - When including indirect funded expenses, full funding is \$23.5K



January Proposed Budget Highlights

■ State COLA:



- COLA is applicable to State LCFF, State SPED, SB740 Facility Grant, Mandate Block Grant
- COLA is calculated based on 8 quarters of federal inflation data

January Proposed Budget Highlights

- Changing the qualifying date for TK eligibility
 - Date was any student turning 5 between 9/2 – 4/2; Proposed to be 9/2 – 6/2
- Removes \$30M in other facility costs from the SB740 program
- Proposes changes to LREBG requirements for any unspent funds as of 7/1/24

Pacific Coast Academy**Monthly Cash Flow/Forecast FY23-24**

Revised 2/26/2024

ADA = 5528.75



	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Revenues																
State Aid - Revenue Limit															ADA = 4847.03	
8011 LCFF State Aid	2,746,238	2,746,238	4,943,229	4,943,229	4,943,229	4,943,229	4,943,229	4,917,755	5,440,107	5,440,107	5,440,107	5,440,107	5,440,107	62,326,910	54,768,097	7,558,813
8012 Education Protection Account	-	-	213,096	29,256	-	242,351	-	-	276,438	-	-	-	344,610	1,105,750	969,406	136,344
8019 State Aid - Prior Year	-	-	-	0	-	-	-	-	-	-	-	-	-	0	-	0
8096 In Lieu of Property Taxes	-	-	-	-	-	-	739,603	116,216	267,068	133,534	133,534	133,534	133,533	1,657,021	1,153,593	503,428
	2,746,238	2,746,238	5,156,325	4,972,485	4,943,229	5,185,580	5,682,832	5,033,971	5,983,612	5,573,641	5,573,641	5,573,641	5,918,249	65,089,681	56,891,096	8,198,585
Federal Revenue																
8181 Special Education - Entitlement	-	-	-	-	-	-	-	56,710	132,405	132,405	132,405	132,405	132,405	718,738	605,879	112,859
8290 Title I, Part A - Basic Low Income	-	-	-	-	-	-	404,171	-	-	-	-	-	160,503	564,674	627,306	(62,632)
8291 Title II, Part A - Teacher Quality	-	-	-	-	-	-	-	-	-	-	-	-	104,286	204,286	107,002	(2,716)
8293 Title III - Limited English	-	-	-	-	-	-	-	-	-	-	-	5,777	5,742	11,518	16,497	(4,979)
8296 Other Federal Revenue	-	1,137,810	-	3,703,025	8	(8)	1,039	-	-	220,172	-	-	\$278,389	5,340,434	2,473,699	2,866,735
8299 Prior Year Federal Revenue	2,018,620	-	-	(2,018,551)	-	5,549	5,584	-	-	-	-	-	-	11,202	-	11,202
	2,018,620	1,137,810	-	1,684,474	8	5,541	410,794	56,710	132,405	352,577	132,405	138,182	681,325	6,750,852	3,830,383	2,920,469
Other State Revenue																
8311 State Special Education	207,658	207,658	373,784	373,784	373,784	373,784	373,784	381,660	434,241	434,241	434,241	434,241	434,241	4,837,103	4,301,254	535,849
8550 Mandated Cost	-	-	-	-	117,344	-	-	-	-	-	-	-	-	117,344	115,883	1,461
8560 State Lottery	-	-	-	-	-	-	444,753	-	-	301,728	-	-	630,179	1,376,659	1,148,746	227,913
8598 Prior Year Revenue	-	-	-	3,842	12,923	3,000	140,165	-	-	-	-	-	-	159,930	-	159,930
8599 Other State Revenue	501	8,521	198,268	33,032	3,303	29,501	1,907	24,879	24,879	62,960	24,879	24,879	2,624,630	3,062,140	410,880	2,651,261
	208,159	216,179	572,052	410,659	507,355	406,285	960,608	406,539	459,121	798,929	459,121	459,121	3,689,050	9,553,177	5,976,763	3,576,414
Other Local Revenue																
8660 Interest Revenue	8,320	-	-	16,843	-	-	21,073	-	-	-	-	-	-	46,236	-	46,236
8699 School Fundraising	-	774	8,269	2,514	7,079	7,842	2,034	-	-	-	-	-	-	28,510	-	28,510
8980 Contributions, Unrestricted	-	-	2	-	-	-	-	-	-	-	-	-	-	2	-	2
	8,320	774	8,271	19,357	7,079	7,842	23,107	-	-	-	-	-	-	74,748	-	74,748
Total Revenue	4,981,336	4,101,001	5,736,648	7,086,974	5,457,671	5,605,248	7,077,340	5,497,221	6,575,138	6,725,147	6,165,167	6,170,943	10,288,624	81,468,458	66,698,242	14,770,216
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	356,189	1,599,209	1,597,590	1,601,796	1,601,796	1,601,796	1,935,329	1,640,250	1,640,250	1,640,250	1,640,250	987,350	-	17,842,055	17,612,692	(229,363)
1175 Teachers' Extra Duty/Stipends	54,088	265,930	278,110	278,432	278,432	278,432	367,992	300,992	300,992	300,992	300,992	120,478	2,483,309	5,609,171	2,530,029	(3,079,142)
1200 Pupil Support Salaries	68,625	259,378	252,925	257,994	257,994	257,994	254,978	273,086	273,086	273,086	273,086	174,091	-	2,876,325	2,347,912	(528,413)
1300 Administrators' Salaries	208,306	226,927	215,511	215,589	215,589	215,589	291,379	208,186	208,186	208,186	208,186	197,850	-	2,619,485	2,553,803	(65,682)
1900 Other Certificated Salaries	19,476	127,629	127,561	127,877	127,877	127,877	(57,426)	78,596	78,596	78,596	78,596	57,872	-	973,124	974,482	1,358
	706,685	2,479,074	2,471,697	2,481,688	2,481,688	2,481,688	2,792,251	2,501,110	2,501,110	2,501,110	2,501,110	1,537,640	2,483,309	29,920,160	26,018,918	(3,901,242)
Classified Salaries																
2100 Instructional Salaries	-	24,201	24,234	25,214	25,214	25,214	15,051	17,765	17,765	17,765	17,765	8,882	20,000	239,071	465,864	226,794
2200 Support Salaries	112,134	143,832	137,574	148,549	148,549	148,549	68,912	124,959	124,959	124,959	124,959	120,689	140,000	1,668,628	1,515,846	(152,782)
2300 Classified Administrators' Salaries	46,048	46,048	46,048	46,048	46,048	46,048	49,048	47,317	47,317	47,317	47,317	47,317	25,000	586,922	546,970	(39,952)
2400 Clerical and Office Staff Salaries	133,695	154,681	160,478	162,336	162,336	162,336	139,904	149,895	149,895	149,895	149,895	149,895	140,000	1,965,240	1,602,952	(362,288)
2900 Other Classified Salaries	23,601	36,171	35,821	38,853	38,853	38,853	12,208	27,118	27,118	27,118	27,118	23,020	30,000	385,850	188,865	(196,985)
	315,478	404,934	404,156	421,001	421,001	421,001	285,123	367,053	367,053	367,053	367,053	349,803	355,000	4,845,710	4,320,498	(525,213)
Benefits																
3101 STRS	130,043	450,729	451,057	453,431	409,168	453,431	502,929	443,563	443,563	443,563	443,563	262,044	2,831,545	7,718,628	4,969,613	(2,749,015)
3301 OASDI	19,051	24,753	24,693	25,749	25,749	25,749	15,388	25,339	25,339	25,339	25,339	19,375	-	281,860	267,871	(13,990)
3311 Medicare	14,240	40,626	40,488	40,900	40,900	40,900	43,405	40,762	40,762	40,762	40,762	24,423	-	448,930	439,922	(9,009)
3401 Health and Welfare	208,586	302,470	274,931	295,132	281,424	289,598	42,250	204,640	204,640	204,640	204,640	204,640	-	2,717,590	3,415,682	698,092
3501 State Unemployment	1,457	3,467	939	1,663	1,663	1,663	75,628	1,879	1,879	1,879	1,879	1,879	-	95,875	196,490	100,615
3601 Workers' Compensation	41,345	13,782	20,071	81,352	13,782	23,043	13,782	45,439	45,439	45,439	45,439	45,439	-	434,351	424,752	(9,599)
3901 Other Benefits	-	-	-	-	-	-	-	-	-	-	-	-	216,444	216,444	388,845	172,400
	414,721	835,826	812,180	898,225	772,685	834,382	693,383	761,622	761,622	761,622	761,622	557,799	3,047,989	11,913,680	10,103,174	(1,810,505)

Pacific Coast Academy

Monthly Cash Flow/Forecast FY23-24

Revised 2/26/2024

ADA = 5528.75



	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Books and Supplies																
4100 Textbooks and Core Materials	51,016	8,489	13,913	10,428	3,024	1,375	4,438	7,750	7,750	7,750	7,750	7,750	-	131,432	81,600	(49,832)
4302 School Supplies	171,082	969,143	701,467	348,793	269,259	359,640	488,749	391,004	1,717,444	1,431,980	1,273,198	1,410,666	-	9,532,425	8,090,959	(1,441,466)
4305 Software	398,548	414,084	356,841	124,738	37,943	206,620	40,546	138,917	138,917	138,917	138,917	138,917	-	2,273,903	1,461,500	(812,403)
4310 Office Expense	11,157	9,220	17,637	7,263	32,097	1,056	1,993	9,658	9,658	9,658	9,658	9,658	-	128,715	101,600	(27,115)
4311 Business Meals	423	3,801	210	780	889	520	3,944	183	183	183	183	183	-	11,483	2,000	(9,483)
4400 Noncapitalized Equipment	4,801	838	15,693	264,164	221,780	533,271	(72,854)	75,305	330,771	275,792	245,212	271,687	-	2,166,460	1,604,929	(561,531)
	637,027	1,405,575	1,105,760	756,165	564,993	1,102,483	466,816	622,818	2,204,724	1,864,280	1,674,918	1,838,861	-	14,244,419	11,342,588	(2,901,830)
Subagreement Services																
5101 Nursing	-	-	-	-	-	-	-	8	8	8	8	8	-	42	100	58
5102 Special Education	3,533	7,946	127,829	160,139	267,048	321,975	169,805	189,925	189,925	189,925	189,925	461,125	-	2,279,100	1,998,100	(281,000)
5105 Security	520	150	260	390	280	280	280	217	217	217	217	217	-	3,244	2,300	(944)
5106 Other Educational Consultants	3,549	97,990	1,870,304	934,347	740,772	602,488	875,455	195,219	857,480	714,954	635,678	704,312	-	8,232,549	5,518,021	(2,714,528)
	7,602	106,086	1,998,393	1,094,877	1,008,100	924,743	1,045,540	385,369	1,047,630	905,104	825,828	1,165,662	-	10,514,935	7,518,521	(2,996,414)
Operations and Housekeeping																
5201 Auto and Travel	-	3,164	16,311	7,963	19,503	8,939	10,805	5,442	5,442	5,442	5,442	5,442	-	93,894	57,300	(36,594)
5300 Dues & Memberships	-	15,129	2,026	-	3,770	-	-	2,833	2,833	2,833	2,833	2,833	-	35,092	29,800	(5,292)
5400 Insurance	123,638	41,212	41,344	41,344	41,344	41,344	41,343	41,250	41,250	41,250	41,250	41,250	-	577,819	495,000	(82,819)
5501 Utilities	-	2,699	2,653	11,642	1,672	1,394	1,548	1,558	1,558	1,558	1,558	1,558	-	29,401	16,400	(13,001)
5900 Communications	13,445	-	2,205	10,355	18,325	49,029	4,389	1,808	1,808	1,808	1,808	1,808	-	106,789	19,000	(87,789)
5901 Postage and Shipping	447	842	3,469	1,761	79	249	1,234	1,967	1,967	1,967	1,967	1,967	-	17,913	20,700	2,787
	137,529	63,046	68,009	73,065	84,693	100,955	59,320	54,858	54,858	54,858	54,858	54,858	-	860,908	638,200	(222,708)
Facilities, Repairs and Other Leases																
5601 Rent	34,083	42,382	37,274	38,753	38,677	38,943	40,818	37,642	37,642	37,642	37,642	37,642	-	459,139	396,000	(63,139)
5604 Other Leases	125	125	1,659	258	4,319	1,333	5,446	1,083	1,083	1,083	1,083	1,083	-	18,681	11,400	(7,281)
5610 Repairs and Maintenance	49	427	1,702	(1,151)	542	751	530	175	175	175	175	175	-	3,725	1,900	(1,825)
	34,257	42,934	40,635	37,860	43,538	41,027	46,794	38,900	38,900	38,900	38,900	38,900	-	481,544	409,300	(72,244)
Professional/Consulting Services																
5801 IT	30	1,462	30	1,796	1,588	-	464	700	700	700	700	700	-	8,870	7,300	(1,570)
5802 Audit & Taxes	-	-	975	-	8,750	2,500	-	-	-	-	-	-	-	12,225	9,688	(2,537)
5803 Legal	-	3,857	7,026	9,442	21,367	5,202	14,743	14,675	14,675	14,675	14,675	14,675	-	135,012	154,400	19,388
5804 Professional Development	19,487	16,721	6,786	10,111	3,439	20,136	1,550	8,408	8,408	8,408	8,408	8,408	-	120,271	88,500	(31,771)
5805 General Consulting	-	530	284	-	6,090	4,835	2,335	1,700	1,700	1,700	1,700	1,700	-	22,574	17,900	(4,674)
5806 Special Activities/Field Trips	25,592	179,793	196,620	180,132	30,951	23,203	40,114	66,385	291,588	243,122	216,164	239,503	-	1,733,168	213,676	(1,519,492)
5807 Bank Charges	-	-	-	-	-	-	-	867	867	867	867	867	-	4,333	9,100	4,767
5808 Printing	2,949	-	-	-	50	-	-	75	75	75	75	75	-	3,374	800	(2,574)
5809 Other taxes and fees	-	2,330	2,269	3,237	143	161	3,786	2,075	2,075	2,075	2,075	2,075	-	22,301	21,800	(501)
5810 Payroll Service Fee	1,866	1,866	1,866	1,866	1,866	1,866	53,674	5,208	5,208	5,208	5,208	5,208	-	90,912	54,800	(36,112)
5811 Management Fee	97,268	97,418	97,268	97,343	97,343	119,793	119,793	114,679	114,679	114,679	114,679	114,679	76,526	1,376,146	1,167,219	(208,927)
5812 District Oversight Fee	27,462	27,462	51,563	-	-	-	-	50,340	59,836	55,736	55,736	55,736	267,024	650,897	568,911	(81,986)
5813 County Fees	-	-	-	-	-	-	-	-	-	450	-	-	450	900	1,600	700
5815 Public Relations/Recruitment	-	-	-	-	-	432	-	808	808	808	808	808	-	4,474	8,500	4,026
	177,684	334,468	370,140	303,927	182,493	183,580	241,913	265,920	500,620	448,504	421,096	444,435	310,677	4,185,456	2,324,194	(1,861,262)
Depreciation																
6900 Depreciation Expense	2,355	2,355	2,869	2,526	2,526	2,526	2,526	1,717	1,717	1,717	1,717	1,717	-	26,268	18,100	(8,168)
	2,355	2,355	2,869	2,526	2,526	2,526	2,526	1,717	1,717	1,717	1,717	1,717	-	26,268	18,100	(8,168)
Interest																
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	2,433,336	5,674,299	7,273,840	6,069,334	5,561,717	6,092,386	5,633,665	4,999,367	7,478,233	6,943,149	6,647,102	5,989,677	6,196,975	76,993,079	62,693,493	(14,299,586)
Monthly Surplus (Deficit)	2,548,000	(1,573,298)	(1,537,191)	1,017,640	(104,046)	(487,138)	1,443,675	497,854	(903,095)	(218,002)	(481,935)	181,267	4,091,648	4,475,379	4,004,749	470,630

Pacific Coast Academy**Monthly Cash Flow/Forecast FY23-24**

Revised 2/26/2024

ADA = 5528.75

**Cash Flow Adjustments**

Monthly Surplus (Deficit)

Cash flows from operating activities

Depreciation/Amortization

Public Funding Receivables

Grants and Contributions Rec.

Due To/From Related Parties

Prepaid Expenses

Other Assets

Accounts Payable

Accrued Expenses

Deferred Revenue

Cash flows from investing activities

Purchases of Prop. And Equip.

Notes Receivable

Cash flows from financing activities

Proceeds from Factoring

Payments on Factoring

Proceeds(Payments) on Debt

Total Change in Cash

Cash, Beginning of Month

Cash, End of Month

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
														5.5%		
Monthly Surplus (Deficit)	2,548,000	(1,573,298)	(1,537,191)	1,017,640	(104,046)	(487,138)	1,443,675	497,854	(903,095)	(218,002)	(481,935)	181,267	4,091,648	4,475,379		
Cash flows from operating activities																
Depreciation/Amortization	2,355	2,355	2,355	2,355	3,041	2,698	2,526	1,717	1,717	1,717	1,717	1,717	-	26,268		
Public Funding Receivables	245,954	-	585,756	(527,945)	1,407,039	(368,331)	556,387	-	-	-	-	-	(10,288,624)	(8,389,764)		
Grants and Contributions Rec.	250,759	-	-	-	-	(9,932)	6,480	-	-	-	-	-	-	247,307		
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Prepaid Expenses	348,750	(476,269)	(126,390)	84,018	(8,577)	609,324	(556,586)	-	-	-	-	-	-	(125,730)		
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Payable	(627,133)	(143,715)	749,816	242,931	(868,248)	312,454	408,480	-	-	-	-	-	6,196,975	6,271,559		
Accrued Expenses	(137,609)	1,793,816	(617,537)	2,324,227	2,500,618	2,568,596	(7,422,572)	-	-	-	-	-	-	1,009,538		
Deferred Revenue	(501)	(8,521)	(126,316)	675,398	(3,303)	(35,042)	(1,179)	-	-	-	-	-	-	500,536		
Cash flows from investing activities																
Purchases of Prop. And Equip.	-	-	(9,779)	172	(515)	(172)	-	-	-	-	-	-	-	(10,294)		
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from financing activities																
Proceeds from Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Payments on Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Change in Cash	2,630,574	(405,631)	(1,079,288)	3,818,795	2,926,009	2,592,457	(5,562,788)	499,570	(901,379)	(216,285)	(480,218)	182,983				
Cash, Beginning of Month	16,736,837	19,367,411	18,961,780	17,882,492	21,701,287	24,627,296	27,219,753	21,656,965	22,156,535	21,255,156	21,038,871	20,558,653				
Cash, End of Month	19,367,411	18,961,780	17,882,492	21,701,287	24,627,296	27,219,753	21,656,965	22,156,535	21,255,156	21,038,871	20,558,653	20,741,636				

Cert.	Instr.
52.3%	84.7%
10,038,013	3,798,658

Pupil:Teacher Ratio
21.85 :1

Pacific Coast Academy**Budget vs Actual**

For the period ended January 31, 2024

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 4,943,229	\$ 4,929,129	\$ 14,100	\$ 30,208,621	\$ 25,193,324	\$ 5,015,297	\$ 54,768,097
Education Protection Account	-	-	-	484,703	484,703	-	969,406
State Aid - Prior Year	-	-	-	0	-	0	-
In Lieu of Property Taxes	739,603	92,287	647,315	739,603	576,797	162,806	1,153,593
Total State Aid - Revenue Limit	5,682,832	5,021,416	661,416	31,432,927	26,254,824	5,178,103	56,891,096
Federal Revenue							
Special Education - Entitlement	-	54,529	(54,529)	-	278,704	(278,704)	605,879
Title I, Part A - Basic Low Income	404,171	-	404,171	404,171	627,306	(223,135)	627,306
Title II, Part A - Teacher Quality	-	-	-	-	107,002	(107,002)	107,002
Title III - Limited English	-	-	-	-	-	-	16,497
Other Federal Revenue	1,039	618,425	(617,386)	4,841,874	1,236,850	3,605,025	2,473,699
Prior Year Federal Revenue	5,584	-	5,584	11,202	-	11,202	-
Total Federal Revenue	410,794	672,954	(262,160)	5,257,247	2,249,862	3,007,386	3,830,383
Other State Revenue							
State Special Education	373,784	387,113	(13,329)	2,284,236	1,978,577	305,659	4,301,254
Mandated Cost	-	-	-	117,344	115,883	1,461	115,883
State Lottery	444,753	287,187	157,566	444,753	287,187	157,566	1,148,746
Prior Year Revenue	140,165	-	140,165	159,930	-	159,930	-
Other State Revenue	1,907	63,944	(62,037)	275,033	195,746	79,288	410,880
Total Other State Revenue	960,608	738,243	222,365	3,281,296	2,577,392	703,904	5,976,763
Other Local Revenue							-
Interest Revenue	21,073	-	21,073	46,236	-	46,236	-
School Fundraising	2,034	-	2,034	28,510	-	28,510	-
Contributions, Unrestricted	-	-	-	2	-	2	-
Total Other Local Revenue	23,107	-	23,107	74,748	-	74,748	-
Total Revenues	\$ 7,077,340	\$ 6,432,613	\$ 644,727	\$ 40,046,219	\$ 31,082,077	\$ 8,964,141	\$ 66,698,242
Expenses							
Certificated Salaries							
Teachers' Salaries	\$ 1,935,329	\$ 1,590,052	\$ (345,276)	\$ 10,293,705	\$ 11,130,367	\$ 836,662	\$ 17,612,692
Teachers' Extra Duty/Stipends	367,992	213,389	(154,603)	1,801,418	1,493,720	(307,698)	2,530,029
Pupil Support Salaries	254,978	213,447	(41,532)	1,609,889	1,494,126	(115,764)	2,347,912
Administrators' Salaries	291,379	212,817	(78,562)	1,588,889	1,489,718	(99,171)	2,553,803
Other Certificated Salaries	(57,426)	88,589	146,016	600,870	620,125	19,255	974,482
Total Certificated Salaries	2,792,251	2,318,294	(473,958)	15,894,771	16,228,055	333,285	26,018,918
Classified Salaries							
Instructional Salaries	15,051	41,019	25,968	139,128	287,130	148,002	465,864
Support Salaries	68,912	126,722	57,810	908,101	887,054	(21,047)	1,515,846
Supervisors' and Administrators' Salaries	49,048	45,581	(3,467)	325,338	319,066	(6,273)	546,970
Clerical and Office Staff Salaries	139,904	133,579	(6,324)	1,075,767	935,055	(140,711)	1,602,952
Other Classified Salaries	12,208	15,739	3,530	224,360	110,171	(114,189)	188,865
Total Classified Salaries	285,123	362,639	77,517	2,672,695	2,538,476	(134,218)	4,320,498
Benefits							
State Teachers' Retirement System, certificated	502,929	442,794	(60,135)	2,850,788	3,099,559	248,771	4,969,613
OASDI/Medicare/Alternative, certificated positions	15,388	22,484	7,095	161,132	157,386	(3,746)	267,871
Medicare/Alternative, certificated positions	43,405	38,874	(4,532)	261,457	272,115	10,658	439,922
Health and Welfare Benefits, certificated positions	42,250	284,640	242,390	1,694,390	1,992,481	298,092	3,415,682
State Unemployment Insurance, certificated positions	75,628	49,123	(26,505)	86,480	108,070	21,590	196,490
Workers' Compensation Insurance, certificated positions	13,782	37,533	23,751	207,157	262,731	55,575	424,752
Other Benefits, certificated positions	-	34,360	34,360	-	240,521	240,521	388,845
Total Benefits	693,383	909,807	216,424	5,261,402	6,132,862	871,460	10,103,174
Books & Supplies							
Textbooks and Core Materials	4,438	6,800	2,362	92,682	47,600	(45,082)	81,600
School Supplies	488,749	359,941	(128,808)	3,308,133	2,672,768	(635,365)	8,090,959
Software	40,546	121,792	81,245	1,579,320	852,542	(726,778)	1,461,500
Office Expense	1,993	8,467	6,474	80,424	59,267	(21,157)	101,600
Business Meals	3,944	167	(3,777)	10,567	1,167	(9,400)	2,000
Noncapitalized Equipment	(72,854)	71,398	144,253	967,692	530,173	(437,520)	1,604,929
Total Books & Supplies	466,816	568,565	101,749	6,038,818	4,163,516	(1,875,302)	11,342,588
Subagreement Services							
Nursing	-	8	8	-	58	58	100
Special Education	169,805	166,508	(3,297)	1,058,275	1,165,558	107,283	1,998,100

Pacific Coast Academy**Budget vs Actual**

For the period ended January 31, 2024

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Security	280	192	(89)	2,161	1,342	(819)	2,300
Other Educational Consultants	875,455	245,479	(629,976)	5,124,905	1,822,824	(3,302,081)	5,518,021
Instructional Services	-	-	-	-	-	-	-
Total Subagreement Services	1,045,540	412,188	(633,352)	6,185,341	2,989,782	(3,195,559)	7,518,521
Operations & Housekeeping							
Auto and Travel	10,805	4,775	(6,030)	66,686	33,425	(33,261)	57,300
Dues & Memberships	-	2,483	2,483	20,925	17,383	(3,542)	29,800
Insurance	41,343	41,250	(93)	371,569	288,750	(82,819)	495,000
Utilities	1,548	1,367	(182)	21,609	9,567	(12,043)	16,400
Communications	4,389	1,583	(2,806)	97,748	11,083	(86,664)	19,000
Postage and Shipping	1,234	1,725	491	8,080	12,075	3,995	20,700
Total Operations & Housekeeping	59,320	53,183	(6,136)	586,617	372,283	(214,333)	638,200
Facilities, Repairs & Other Leases							
Rent	40,818	33,000	(7,818)	270,930	231,000	(39,930)	396,000
Other Leases	5,446	950	(4,496)	13,264	6,650	(6,614)	11,400
Repairs and Maintenance	530	158	(372)	2,850	1,108	(1,741)	1,900
Total Facilities, Repairs & Other Leases	46,794	34,108	(12,685)	287,044	238,758	(48,286)	409,300
Professional/Consulting Services							
IT	464	608	144	5,370	4,258	(1,111)	7,300
Audit & Taxes	-	-	-	12,225	9,688	(2,537)	9,688
Legal	14,743	12,867	(1,876)	61,637	90,067	28,430	154,400
Professional Development	1,550	7,375	5,825	78,230	51,625	(26,605)	88,500
General Consulting	2,335	1,492	(843)	14,074	10,442	(3,632)	17,900
Special Activities/Field Trips	40,114	9,506	(30,608)	676,406	70,586	(605,820)	213,676
Bank Charges	-	758	758	-	5,308	5,308	9,100
Printing	-	67	67	2,999	467	(2,532)	800
Other Taxes and Fees	3,786	1,817	(1,970)	11,926	12,717	790	21,800
Payroll Service Fee	53,674	4,567	(49,107)	64,870	31,967	(32,903)	54,800
Management Fee	119,793	97,268	(22,525)	726,226	680,878	(45,348)	1,167,219
District Oversight Fee	-	50,214	50,214	106,488	262,548	156,060	568,911
County Fees	-	400	400	-	800	800	1,600
SPED Encroachment	5,453	-	(5,453)	33,323	-	(33,323)	-
Public Relations/Recruitment	-	708	708	432	4,958	4,526	8,500
Total Professional/Consulting Services	241,913	187,647	(54,266)	1,794,205	1,236,308	(557,897)	2,324,194
Depreciation							
Depreciation Expense	2,526	1,508	(1,018)	17,684	10,558	(7,126)	18,100
Total Depreciation	2,526	1,508	(1,018)	17,684	10,558	(7,126)	18,100
Total Expenses	\$ 5,633,665	\$ 4,847,939	\$ (785,726)	\$ 38,738,576	\$ 33,910,600	\$ (4,827,976)	\$ 62,693,493
Change in Net Assets	1,443,675	1,584,674	(140,998)	1,307,642	(2,828,523)	4,136,165	4,004,749
Net Assets, Beginning of Period	12,269,748			12,405,781			
Net Assets, End of Period	\$ 13,713,424			\$ 13,713,424			

Pacific Coast Academy**Statement of Financial Position**

January 31, 2024

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 21,656,965	\$ 16,736,837	\$ 4,920,128	\$ 0
Accounts Receivable	-	247,307	(247,307)	-100%
Public Funding Receivables	1,729,871	3,628,731	(1,898,860)	-52%
Prepaid Expenses	1,025,992	900,262	125,730	14%
Total Current Assets	24,412,828	21,513,137	2,899,691	13%
Long-Term Assets				
Property & Equipment, Net	204,336	211,726	(7,390)	-3%
Deposits	999	999	-	0%
Total Long Term Assets	205,335	212,725	(7,390)	-3%
Total Assets	\$ 24,618,163	\$ 21,725,862	\$ 2,892,301	13%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 1,361,368	\$ 1,286,783	\$ 74,584	6%
Accrued Liabilities	2,265,292	1,255,754	1,009,538	80%
Deferred Revenue	7,278,079	6,777,543	500,536	7%
Total Current Liabilities	10,904,739	9,320,081	1,584,658	17%
Total Liabilities	10,904,739	9,320,081	1,584,658	17%
Total Net Assets	13,713,424	12,405,781	1,307,642	11%
Total Liabilities and Net Assets	\$ 24,618,163	\$ 21,725,862	\$ 2,892,301	13%

Pacific Coast Academy

Statement of Cash Flows

For the period ended January 31, 2024

	Month Ended 01/31/24	YTD Ended 01/31/24
Cash Flows from Operating Activities		
Change in Net Assets	\$ 1,443,675	\$ 1,307,642
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	2,526	17,684
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	556,387	1,898,860
Grants, Contributions & Pledges Receivable	6,480	247,307
Prepaid Expenses	(556,586)	(125,730)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	408,480	74,584
Accrued Expenses	(7,422,572)	1,009,538
Deferred Revenue	(1,179)	500,536
Total Cash Flows from Operating Activities	(5,562,788)	4,930,421
Cash Flows from Investing Activities		
Purchase of Property & Equipment	-	(10,294)
Total Cash Flows from Investing Activities	-	(10,294)
Change in Cash & Cash Equivalents	(5,562,788)	4,920,128
Cash & Cash Equivalents, Beginning of Period	27,219,753	16,736,837
Cash and Cash Equivalents, End of Period	\$ 21,656,965	\$ 21,656,965

Coversheet

Injury and Illness Prevention Program

Section:	III. Other Business
Item:	A. Injury and Illness Prevention Program
Purpose:	Vote
Submitted by:	
Related Material:	PCA Injury & Illness Prevention Program_Proposed 02.26.2024.pdf



Pacific Coast Academy

Injury & Illness Prevention Program (IIPP)

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INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

PURPOSE

This policy establishes what procedures Pacific Coast Academy will implement to prevent work-related injuries and illnesses.

SCOPE

This policy applies to all employees.

KEY ELEMENTS

The Injury and Illness Prevention Program (IIPP) establishes procedures around the following elements:

- Responsibility and management commitment
- Employee safety communication
- Employee safety procedure compliance
- Safety inspections
- Incident/accident investigations
- Hazard correction
- Training
- Employee access to the IIPP
- Recordkeeping
- Hazard Assessment Procedures and Checklist (Appendix A)
- Incident Investigation Report Form (Appendix B)
- Ergonomics Program (Appendix C)
- Violence in the Workplace Policy (Appendix D)
- Bloodborne Pathogens Exposure Control Plan (Appendix E)

RESPONSIBILITY AND MANAGEMENT COMMITMENT

Pacific Coast Academy's IIPP administrator, the Director of Human Resources Development, has the authority and responsibility of implementing the IIPP.

Supervisors and managers also have the responsibility of implementing the IIPP in their areas. Management support of safety efforts is essential to the success of the IIPP.

EMPLOYEE SAFETY COMMUNICATION

Supervisors and managers are responsible for communicating safety and health information with their employees in a way that can be understood. Safety communications with employees can include the following:

- New hire onboarding via Vector Solutions
- Training programs
- Reviews of safety inspection results (including corrections)
- Distributed and posted safety information

EMPLOYEE SAFETY PROCEDURE COMPLIANCE

Management is responsible for ensuring that employees follow safety policies and procedures. This can include the following:

- Performing safety inspections and incident/accident investigations
- Identifying and correcting safety hazards
- Evaluating safety performance
- Conducting behavior-based safety observations
- Recognizing safe practices of employees
- Addressing unsafe actions of employees through discipline and training

SAFETY INSPECTIONS

Safety inspections are critical for identifying unsafe conditions and acts. Identifying unsafe conditions and acts is key to preventing injuries and illnesses, because we can't address unsafe conditions and acts/implement control to prevent injuries and illnesses unless we first identify the issues.

Employees conducting formal inspections may include supervisors, managers, and any other trained employees. Inspections can be conducted at the following times:

- When the IIPP is established
- When new equipment, processes or hazards are introduced
- After accidents/incidents occur
- When a behavior-based safety observation indicates an inspection is needed
- When new hazards are identified
- Annually for remote worksites

ACCIDENT INVESTIGATIONS

Identifying the root or underlying cause of accidents is critical to preventing recurrence. Accidents will be investigated by:

- Conducting an inspection of the workplace conditions and equipment
- Interviewing injured employee(s) and witnesses
- Reviewing applicable procedures, training records and other documentation
- Determining immediate causes as well as underlying or root causes
- Developing a corrective action plan that addresses root causes

- Following up to ensure corrective actions were effective

To help aid in the investigation, refer to our accident investigation policies & procedures and complete the appropriate accident investigation form.

HAZARD CORRECTION

Hazards that are identified during inspections, behavior-based safety observations, employee reports or accident/incident investigations will be handled promptly.

If there is an imminent danger situation (e.g., a situation in which there is an immediate and high likelihood of severe injury or death), all employees will be removed from the area. Employees who must stay in the area to mitigate the hazard will be given the resources they need to safely correct the hazard.

TRAINING

All employees, including front-line employees, supervisors, managers, and senior leadership, need to have safety training. We will provide training:

- When new hires are onboarded
- Annually, prior to the start of each school year
- When an employee is given a new job assignment and additional training is needed
- When we introduce new equipment or processes
- When employees encounter a new hazard
- When a supervisor's employees may be exposed to a hazard
- Trainings could cover:
 - Defensive and distracted driving
 - Van safety
 - Drug free workplace
 - Fire prevention plans, including fire extinguisher basics
 - First aid & CPR basics
 - Childhood sexual assault prevention
 - Back injuries & safe lifting
 - Bloodborne pathogen exposure & prevention
 - Hazardous chemicals
 - Heat illness prevention
 - Making schools safe and inclusive for LGBTQ+ students
 - Youth suicide: awareness, prevention, and postvention
 - Office ergonomics
 - Personal protective equipment
 - Slip, trips, and falls
 - Workplace violence

- State-required trainings (e.g. sexual harassment, mandated reporter: child abuse and neglect)

EMPLOYEE ACCESS TO THE IIPP

Our employees – or their designated representatives – have the right to examine and receive a copy of our IIPP. This will be accomplished by providing unobstructed access through the School’s self-support site, which allows an employee to review, print, and/or email the current version of the Program. Additionally, employees or their designated representative may request a printed copy of the IIPP or request to receive an electronic copy. Please consider the environment before requesting a printed copy. Please note, only one printed copy of the IIPP will be provided free of charge. If you request more than one copy within one year of the previous request, we have the right to charge reasonable, non-discriminatory reproduction costs for the additional charges.

An employee must provide written authorization in order to make someone their “designated representative.” The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

RECORDKEEPING

The following will be documented and recorded for at least three years:

- Records of safety training including the training date, names of the trainer(s) and employee(s) who took the training, and topic(s) trained on. Electronic records will be maintained in Vector Solutions. If a copy is needed, please contact the Director of Human Resources Development.

With questions or concerns about this Illness Prevention Program, please contact Human Resources.

APPENDIX A

HAZARD ASSESSMENT PROCEDURES AND CHECKLIST

EVACUATION PROCEDURES

Earthquakes, fire, bomb threats, hazardous chemical spill, or an incident on or near the office are just a few examples of an emergency incident situation that may require that portions of a building or an entire school building be evacuated. The supervisor in charge at the office should identify evacuation areas on site and alternative off- sites areas should it be necessary to evacuate.

- Move staff to the designated evacuation area.
- Take roll by completing Staff Accountability Form
- Runners collect Staff Accountability Report from classroom or work areas.
- Report to Incident Commander (IC) for briefing and assignment.
- If outside, move to the nearest building or room providing it is a safe route and that you are not moving in the direction of danger.
- If inside, stay inside.
- Lock door(s) to buildings and or work areas.
- If possible, quickly close all windows and then move away from the windows.
- Use caution when allowing late reporting staff to enter into the building.
- Have staff hide, if appropriate.
- Take roll using Staff Accountability Form.

A safe evacuation route must be able to accommodate moving a large number of people, while not exposing employees to danger. The location and type of emergency necessitates evaluation and possible adjustments to the usual evacuation routes. This evaluation will determine if the building should be evacuated in segments or if stationing a person at certain exits is necessary so that staff can be rerouted away from danger.

The movement of staff out of buildings requires accounting for every employee. In order to account for staff, work area supervisors must have available employee lists so that missing or extra staff can be reported immediately to the Command Posts (School; law enforcement; fire). When evacuating their work area, worksite supervisors must bring with them the location roster and emergency supplies.

SHELTER IN PLACE/LOCKDOWN/REVERSE EVACUATION PROCEDURES

Some emergencies may prevent safe evacuation and require steps to isolate staff from danger by instituting a lockdown or shelter in place. Other emergencies may occur prior to the workday, during break or lunch periods, or after the workday. When staff may be outside the school building or work site, a reverse evacuation should be initiated.

All employees must be familiar with the specific actions they must take during a lockdown or reverse evacuation. Discussions, training, and practice drills are essential to make these procedures workable.

In the event of a shelter in place, lockdown or reverse evacuation, work area supervisors must utilize the following procedures:

- Report any “extra” staff that sought cover in your work area. Take this form with you if you are directed by the Incident Commander to evacuate your work area at a later time.
- Await further instructions from the management via public address system, phone or an e-mail notification to all staff.
- **DO NOT** use the telephone to call out as all lines must be kept open, unless there is a dire emergency in your work area.
- Remain in the room/office until a member of the management or a law enforcement officer arrives with directions.
- Have employees familiar with the building’s mechanical system turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.
- Designate interior rooms(s) above the ground floor with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, meeting rooms, or conference room without exterior windows will also work well.
- Call emergency contacts and have the phone available if you need to report a life-threatening condition.
- Bring everyone into the rooms that have been designated. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the doors and any vents into the room. Consider precutting plastic sheeting to seal windows, doors, and vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall or ceiling. Label each piece with the location of where it fits.

APPENDIX B

ACCIDENT/INCIDENT OR EXPOSURE TO BLOODBORNE PATHOGENS INVESTIGATION FORM

ACCIDENT/INCIDENT OR EXPOSURE TO BLOODBORNE PATHOGENS INVESTIGATION FORM

This form must be completed within 24 hours of any exposure to bloodborne pathogens, incident, accident, or near-miss. All incidents should be investigated, no matter how minor. The same conditions that cause a minor incident could lead to a major accident.

PART I - General Information

Relationship to School: ☐Employee ☐Student ☐Visitor ☐Other: _____

Name of person involved in the exposure/accident/incident/near miss (include DID if student or family member of a student, or job title if an employee): _____

If a student, Date of Birth: _____ Gender: _____ Grade: _____

Parent Contact #1: _____ Phone: _____ Email: _____

Address: _____

Parent Contact #1: _____ Phone: _____ Email: _____

Address: _____

Exact location of incident: _____

Date and time of incident: _____

If applicable, purpose of in-person event (e.g., park day, field trip, family meeting): _____

PART II - Description of Incident

Type of incident: ☐Exposure ☐Accident ☐Injury ☐Near Miss ☐Other _____

If exposure:

Description of activity at time of exposure: _____

Description of conditions at time of exposure: _____

Fundamental cause of exposure: _____

Route of exposure: _____

Body part(s) contaminated: _____

Blood or OPIM present, describe: _____

If accident/injury/near miss/other:

Describe what happened: _____

Nature of the injury (strain, cut, bruise, etc.): _____

Body part(s) affected: _____

Was medical treatment required? ☐ No ☐ Yes

If yes, what type? ☐ First aid on-site ☐ Express Care ☐ Doctor ☐ Hospital

Name and phone of the facility, hospital, physician, or individual performing aid:

Name: _____ Phone: _____ PPE: _____

When was medical treatment administered? _____

Was the affected individual accompanied by others at this event? ☐ No ☐ Yes

If no, the individual was not accompanied by others, list the staff member who called an emergency contact, who the staff member spoke with, and a summary of the conversation: _____

Date and time the individual was released to leave the event: _____

Was the affected individual hospitalized overnight as a patient? ☐ No ☐ Yes

If an employee, did they leave work early due to the exposure or injury? ☐ No ☐ Yes

If yes, what time? _____ a.m./p.m.

Date the employee returned with light duty restrictions: _____

Date the employee returned to regular duty: _____

Were there any witnesses? ☐ No ☐ Yes ☐ *If yes, get written statements from witnesses*

Witness #1 Name: _____ Phone: _____ Email: _____

Witness #2 Name: _____ Phone: _____ Email: _____

Was a safety rule violated? ☐No ☐Yes ☐If yes, describe: _____

PART III - Corrective Action

What has been done or can be done to prevent a similar incident: _____

Part IV - Complete this section if an injury occurred or there was damage to equipment.

Were proper procedures being followed when the incident occurred? ☐No ☐Yes

If no explain: _____

Was the employee wearing proper personal protective equipment? ☐N/A ☐No ☐Yes

If no explain: _____

Are changes in equipment necessary to prevent reoccurrence? ☐No ☐Yes

If yes explain: _____

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Have recommendations been implemented? ☐No ☐Yes ☐If no, give reason: _____

Email the completed report within 24 hours following the exposure to: Executive Director, jenna.lorge@cabrillopointacademy.org and Human Resources, hrhelp@cabrillopointacademy.org.

Note: If an injured party receives medical treatment from a doctor or hospital, additional forms may need to be filled out and forwarded to Human Resources along with the incident report in the event a Worker's Compensation or liability claim needs to be filed.

APPENDIX C

ERGONOMICS PROGRAM

PURPOSE

Pacific Coast Academy has adopted this program to minimize musculoskeletal disorders (MSD) through the assessment of work-related factors (which may pose a risk of musculoskeletal disorders), the implementation of administrative and engineering control measures, and employee training. This program document is a “living” document. It is designed to “breathe” with changes to the organization and regulations, and is thus subject to periodic changes and updates.

The effectiveness of this program is contingent upon the collective efforts and fulfillment of the responsibilities of all stakeholders to the School in achieving its goals and objectives.

Awareness of and compliance with all School safety rules and programs are considered conditions of employment. The School reserves the right to discipline employees, up to and including termination for failure to follow the guidelines of this program in accordance with established policies, procedures and negotiated agreements.

AUTHORITY AND SCOPE

Authority

California Code of Regulations, Title 8, Section 5110, Repetitive Motion Injuries.

Scope

This plan applies to a job, process, or operation where repetitive motion injuries (RMI) has occurred to more than one employee under the following conditions:

- Work-related causation – RMI were predominantly caused (more than 50%) by a repetitive job, process, or operation
- Relationship between RMI at the workplace – Employees incurring RMI must have been conducting identical job tasks
- Medical requirements – RMI were non-skeletal in nature
- Time requirements – Reported to the School within the last 12 months

DEFINITIONS

Musculoskeletal Disorders

Musculoskeletal Disorders (MSD) are disorders of the muscles, ligaments, bones, nerves, tendons, and/or vascular system, alone or in combination that are caused by repeated movements. Musculoskeletal Disorders include the following:

- Disorders of the muscles, nerves, tendons, ligaments, joints, cartilage, or spinal discs

- Disorders that are not typically the result of any instantaneous or acute event (such as a slip, trip, or fall) but reflect a more gradual or chronic development (nevertheless, acute events such as slips, and trips are very common causes of musculoskeletal problems such as low back pain)
- Disorders diagnosed by medical history, physical examination, or other medical tests that can range in severity from mild and intermittent to debilitating and chronic.
- Disorders with several distinct features (such as carpal tunnel syndrome) as well as disorders defined primarily by the location of the pain (i.e., low back pain)

Licensed Physician

A person with an M.D. or D.O. degree licensed and diagnosing within the scope of their practice. Diagnosis by any medical practitioner acknowledged according to the California Labor Code for the purposes of claims for workers' compensation are included.

Predominant Cause

The determination, based upon objective medical evidence that a medical condition has resulted from a work-related repetitive job, process, or operation of identical work activity.

Identical Work Activity

The same work-related repetitive motion task, such as but not limited to word processing, assembly, or loading, performed by more than one employee.

Workstation

The primary physical location where an employee performs the bulk of their usual and customary duties. A workstation can be a desk for a clerical employee, or an office.

RESPONSIBILITIES

Human Resources and School Leadership

Human Resources and School Leadership have the following responsibilities:

- Maintaining a written program in compliance with current Federal and State regulations, including annual updates.
- Coordinate, implement, conduct, and monitor any training required by the regulations.
- Providing all employees with information about this program.
- Assisting employees and supervisors in implementing the requirements of the School's standards.
- Assisting sites and departments in identifying and implementing feasible engineering controls.
- Maintaining records as required under the regulations.
- Conduct facility audits to assess exposure in the workplace and use of engineering and administrative controls in order to ensure their effectiveness.
- Ensuring compliance with this standard and all safe work practices after notice that an unsafe act has occurred and directing the immediate supervisor (administrator or classified manager) to meet with the employee involved to initiate its counseling in accordance with established School policies and procedures.

- Maintaining records as required under the regulations.
- Maintaining this program and conducting an annual review. Update, as necessary.
- Reviewing incidents and causes of issues related to this program.
- Recommend strategies to reduce the occurrence of employee incidents and injuries.

Department Managers or Supervisors

Department Managers or Supervisors will be responsible for:

- Informing their staff of the location and availability of this written program, training materials, and information supplied to the School by the U.S. Department of Labor or Cal/OSHA.
- Informing their staff of the equipment, operations, or areas where there may be a concern.
- Providing and ensuring their staff use engineering controls and/or wear appropriate clothing to prevent problems.
- Provide materials and equipment to ensure fulfillment of their operational goals and objectives in a safe work environment.
- Ensuring Human Resources is notified of a need to evaluate work conditions under this standard.

Immediate Supervisor

The immediate supervisor (administrator or classified manager) is responsible for:

- Ensuring compliance with this standard by meeting with the employee involved and applying counseling in accordance with established School policy and procedure.

Employees

Employees are responsible for:

- Notifying their supervisor and/or Human Resources of the need to evaluate work conditions that may cause issues.
- Using engineering controls or wearing appropriate clothing to prevent issues in compliance with Safe Operating Procedures (SOP), postings, instructions, or training received.
- Maintain physical fitness in order to meet the physical demands of their job.
- Ensuring that their materials and equipment offer the least amount of resistance or strain in their use, and to use/maintain those materials and equipment properly.

COMPONENTS OF STANDARD

Ergonomics is the science of fitting workplace conditions and equipment to the physical capabilities of the working population. Effective and successful "fits" assure high productivity, reduced incidence of illness and injury risks, and increased job satisfaction among employees. The scope of ergonomics is broad and impacts more than the affected employee. It impacts the employee's department and ultimately the School's ability to meet the educational needs of its students and their families.

RISK FACTORS ASSOCIATED WITH MSD

Risk factors (or exposures) are jobs requiring repetitive, forceful, or prolonged exertions of the hands;

frequent or heavy lifting, pushing, pulling or carrying; and prolonged awkward postures. Vibration and environmental conditions may add risk to these work conditions. Jobs or working conditions presenting multiple risk factors will have a higher probability of causing a musculoskeletal problem. The level of risk depends on the intensity, frequency, and duration of the exposure to these conditions and the individual's capacity to meet the force or other job demands which may be involved. Other risk factors include, but are not limited to, the following: employee health; economic stability of employee families; outside hobbies and recreation; home computer use; and economic stability of the organization.

Exposures are identified through a variety of means, including but not limited to the following:

- Scheduled and unscheduled inspections of worksites and work processes by supervisors, Human Resources, and appropriate assigned personnel
- Requests for workstation evaluations by use of Ergonomic Evaluation Request form
- Investigations on claims for workers' compensation
- Reviews of MSD data by Human Resources and School leadership

SYMPTOMS ASSOCIATED WITH MSD

Symptoms or subjective complaints may or may not be attributable to MSD. A variety of medical conditions may be the cause(s) of the same symptoms and complaints. A medical evaluation subsequent to the reporting of a symptom may diagnose a medical condition, or contributing factors, which may not demonstrate the symptoms stem from a work-related cause yet exhibit the same symptoms. For this reason, this program refers to symptoms "associated" with MSD such as the following:

- Diagnoses such as carpal tunnel syndrome, tendonitis, tenosynovitis, epicondylitis, cervical nerve impingement, thoracic outlet syndrome and low back pain
- Non-specific subjective complaints like "hand pain", "neck pain" or "back pain" which - while not a specific diagnosis - may be an indicator of a significant health problem if severe or persistent
- Complaints of undue strain, localized fatigue, discomfort, or pain that does not go away after overnight rest
- Frequent visits to a licensed physician making references to physical aches and pains related to certain types of work tasks

REPORTING MSD

There are many ways to report suspected MSD:

- Contact the Human Resources Department and request for an ergonomic evaluation to be completed on your workstation
- Contact your manager and Human Resources and report the symptoms you are experiencing
- File a Workers' Compensation claim

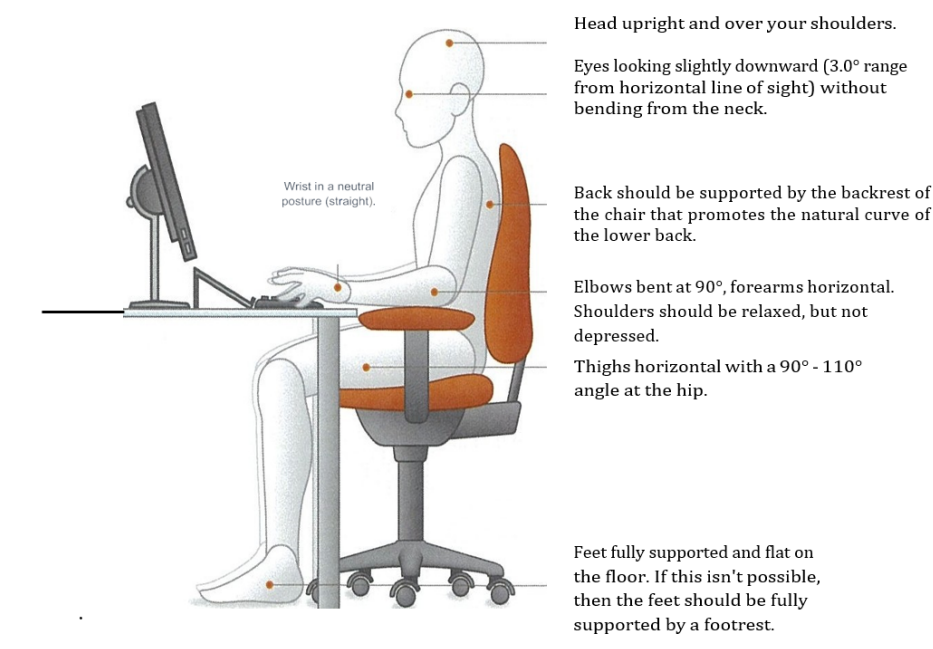
WORKSTATION EVALUATION

All employees who work at a desk or computer, even if for just a portion of the workday, should ensure

that their station is ergonomic whenever they begin working in a new workstation or a new position. Additionally, it is recommended that employees conduct this process annually.

A workstation is the primary location where an employee performs their job such as a desk, a car or bus, or place on an assembly line. Workstation evaluations are conducted upon request, or as part of the investigative process after filing a claim for Workers' Compensation. The evaluation uses a standardized checklist, which ensures all aspects of a person's workstation are included, and all evaluations are based upon criteria, which is applied consistently.

Any employee who is concerned that they may incur an MSD may complete an Ergonomic Evaluation Request and submit it to Human Resources. The employee should also notify their immediate supervisor. At the time of the evaluation, the representative may make suggestions to the employee regarding body mechanics and workstation adjustments. Based upon the level of exposure to incurring an MSD, the representative will recommend further adjustments and controls, including the purchase of equipment designed to minimize MSD.



WORKSITE EVALUATION

A Worksite Evaluation is the evaluation of all the workstations, which perform duties of a similar nature. The evaluation is conducted after the filing of two (2) claims for Workers' Compensation within one (1) year at a worksite.

WORKSITE EVALUATION

Any exposures that may have caused MSD shall be corrected, or if not capable of being corrected have the exposures minimized to the extent feasible. There are two basic methods for minimizing the

occurrence of MSD - engineering and administrative controls.

Engineering Controls

Measures designed to ensure the materials and equipment used by the employee are conducive to minimizing MSD. Examples of engineering controls include, but are not limited to the following:

- Articulating keyboard trays which allow the keyboard to be adjusted at the right height and distance to keep the arms and wrists in a neutral position.

Administrative Controls

Measures designed to ensure work processes are conducive to minimizing MSD. Examples of administrative controls include, but are not limited to the following:

- Job task rotation
- Changes to job task performance methods
- Temporary modified duty

The School may also consider other control measures that would not impose additional unreasonable costs.

EQUIPMENT

Human Resources will maintain an account from which equipment may be purchased upon recommendation from an ergonomic evaluation. The equipment is intended solely for the use of the individual who has received the ergonomic evaluation or has evidence of a medical condition consistent with this standard. The equipment is intended to address the specific work processes and to mitigate the risk factors which cause MSD. The type of equipment is determined on a case-by-case basis.

Purchased equipment will remain the property of Human Resources and is to be returned upon the employee's separation from employment or when there is no longer a need for the employee to use the equipment. Returned equipment will be available to be used by another employee needing such equipment.

Equipment is not provided for aesthetic reasons or to make people feel comfortable. Additional furniture and equipment for the employee, or a group of employees is not available through this program and should be addressed through the School budget process.

PHYSICIAN RECOMMENDATION

A note from a physician prescribing equipment does not automatically mean such equipment will be provided. There must be a linkage between the equipment and the medical condition. The equipment must be remedial and/or preventative to further deterioration of a diagnosed MSD condition.

Physician notes are required to be accompanied by an evaluation report. The physician shall note any performance restrictions resulting from the diagnosed medical condition. The type of equipment will be evaluated in terms of any alleviation of limitations imposed by the restrictions.

TRAINING

Training is conducted as part of the new-hire orientation process, when new exposures are introduced to an employee's environment, and to employees at a worksite subsequent to two (2) accepted claims for workers' compensation by employees at that worksite who perform similar duties. Training shall include the following subjects:

- Ergonomic Program
- Exposures associated with MSD
- Symptoms and consequences of injuries caused by repetitive motion
- Importance of reporting symptoms and injuries
- Methods to minimize MSD

RECORDKEEPING

All medical information obtained under this policy will be treated in accordance with the Confidentiality of Medical Information Act (Civil Code Sections 56-56.37), and the General Industry Safety Orders, Section 3204. Medical information will be kept in separate files from personnel records and shall be available for inspection by an employee upon request.

REPORTING

"WHISTLEBLOWER" PROTECTION

California Labor Code Section 6310 prohibits employers from firing or discriminating against any worker because the worker has informed their employer, or filed a complaint with Cal/OSHA, about unsafe or unhealthy working conditions. Employees have a right to inform their employer or file a complaint with Cal/OSHA when unsafe conditions exist at their workplace, and this right is assured to them under the California Occupational Safety and Health Act of 1973.

ERGONOMIC EQUIPMENT REQUEST

TO BE COMPLETED BY EMPLOYEE – ATTACH REQUIRED DOCTOR’S NOTE TO THE REQUEST

Employee Name: _____ Date: _____

Department: _____

Workstation Location: _____

Phone: _____

Email: _____

Supervisor Name: _____

Equipment Requested: _____

Reason for Request: _____

TO BE COMPLETED BY SUPERVISOR

As the supervisor for the employee named above, I acknowledge that I have been informed of this ergonomic evaluation request. By signing this request, I acknowledge that specific ergonomic equipment required may have to be purchased by my department and not Human Resources.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

Submit completed form to Human Resources.

TO BE COMPLETED BY HUMAN RESOURCES

Evaluation Authorized by: _____ Date: _____

Assigned to: _____ Date: _____

Date Evaluation Completed: _____

APPENDIX D

VIOLENCE IN THE WORKPLACE POLICY

It is Pacific Coast Academy's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, the organization will not tolerate violence or threats of violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace.

This policy applies to employees and vendors and persons doing business with Pacific Coast Academy.

It is a violation of this policy to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intimidation or intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (e.g. in writing or by phone)
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of another individual
- Any other conduct or acts that management believes represent an imminent or potential danger to safety or security

PREVENTION & RESPONSE

The purpose of this section is to guide the actions of employees in the event of a "workplace violence" when someone becomes angry or frustrated (or displays other escalating behavior), threatens violence, or commits violent acts. Workplace violence can be inflicted by an abusive employee, manager, co-worker, guest, student, vendor, trespasser, or even a stranger.

WARNING SIGNS OF VIOLENCE

Some behaviors and personality traits indicate an individual may be at risk of committing an act of workplace violence. There is no way to accurately profile a potentially dangerous individual, but signs and signals that should be monitored include:

- Threats of harm, direct or indirect;
- Belligerent or bullying behavior;
- Conflicts with supervisors or co-workers;
- Possessing a weapon (with the exception of police officers, armed security officers, and others who carry a weapon as part of their job duties);
- A fascination with weapons or incidents of violence; and
- Drug or alcohol abuse.

Other behaviors that could signal impending violence are hypersensitivity to criticism, obsession with you or a co-worker or grievance, an outburst of anger, or threats or talk of suicide. Many incidents of

workplace violence end with the perpetrator taking their own life, so any talk of suicide should be taken very seriously.

An individual's personal circumstances can also contribute to the potential for violence. For instance, negative events such as divorce, domestic violence, financial problems, emotional disturbances, and drug or alcohol abuse could spark a violent incident.

PREVENTION MEASURES

Employees are prohibited from displaying the following behaviors:

- Physical or sexual assault or harm;
- Threats, including direct and veiled statements;
- Intimidating, harassing, or confrontational behavior; and
- Irrational or disruptive behavior.

If you feel you are in personal danger or you witness any of the following behaviors being committed by a co-worker or a resident, vendor, or stranger contact designated person immediately. If designated person is the one displaying these behaviors, contact Human Resources or alternate contact person.

When it comes to resident altercations, employees should focus on preventing anger outbursts. Although despite prevention attempts, there may be times when employees encounter escalating behavior or threats of violence, in which case de-escalation is the next intervention in order to re-establish a safe and nurturing environment. If de-escalation attempts are not successful and an employee encounters violence, employees are authorized to use disengagement practices/self-defense, but only as a last resort.

PREVENTION

It is the policy of Pacific Coast Academy to focus on the prevention. Proactively addressing students, parents, and other individuals who demonstrate or state unhappiness, anger, or frustration can prevent further conflict. Preventative measures include but are not limited to:

- Introduce yourself to people you do not know, and greet people you do know.
- Use their name when talking with someone.
- Practicing active listening.
 - Rephrase the content of their statement to ensure you understand it,
 - Or ask follow-up questions to clarify if you didn't.
- If there is an issue/problem, bring their focus on how you can solve the problem together.
- Communicate. If they were expecting an action to be taken at a certain time and we can't meet their expectations, let them know right away and give them regular updates so they are in the loop and know what is going on.
- Always show empathy when communicating with people.
- If they bring a complaint, respect and reflect their feelings and work on a solution and keep them updated. Do not dismiss them.

RESPONSE

If an individual appears to be getting frustrated or angry, use the following de-escalation techniques, as well as the techniques learned during your training:

- Redirect their anger to the past/issue at hand, and away from you.
- Avoid prejudicial statements, or statements that sound dismissive or can make someone feel judged. Whether or not you agree with the facts they are claiming, their feelings are real.
- Keep your emotional brain in check and be mindful of your gestures, facial expressions, movements, and tone of voice. Try to keep your body language neutral.
- Respect personal space.
- Acknowledge their feelings. For example: "That must be scary," "I understand you are frustrated."
- Do not ask questions or make statements that challenges their authority. Again, bring their focus back to the issue at hand and how you can solve it together.
- Allow silence for reflection/time for the person to make decisions. Silence/time can be a powerful communication tool, and making a person feel rushed can raise their level of stress.
- If the individual wants to leave, clear a path for them to do so. Do not block them in and create a situation where they feel trapped.
- **Take threats seriously.** If anyone communicates the possibility of using a weapon against you, assume that they have one even if you can't see it or verify it immediately and **step back**. Try to negotiate permission to take at least three steps away from the individual. If allowed, the increased distance can reduce both anxiety and weapon accuracy.

If an individual has a weapon:

- **Do not reach for the weapon.** Attempting to disarm a person with a weapon can be extremely dangerous. Instead, ask the person to set their weapon down. Do not ask them to hand the weapon over to you or to anyone else, just ask them to set it down.
- **Focus on the individual, not the weapon.** When threatened, we tend to focus on the weapon. Shifting your focus to the individual will remind you that the real danger is not in the weapon itself, but in the aggressor's behavior.
- **Negotiate.** Make basic requests to solicit affirmative responses. The more the aggressor says "yes" to you, the less likely the weapon is to be used against you.
- **Buy time.** Time is an asset. The longer you can talk to an aggressive individual, the less likely it is that the weapon will be used.
- **Cooperate.** Take every possible action to cooperate and comply with the demands of the threatening person. The primary goal is to get the threatening person out of the premises.

If an individual displays any type of violent behavior and you feel that your safety or the safety of anyone else in the area is in jeopardy:

- **Try to evacuate.** Know where your exits are. Get out safely if you can. Call 911.
- **Try to hide.** If you cannot evacuate, try to hide in an inconspicuous place. Lock the door. Barricade the door. Silence your phone. Do not make noise. Stay out of sight. Call 911 when it is safe to do

so.

- **Take action.** This is the LAST resort that should only be used when your life is in danger.

Under no circumstances should you compromise your safety in regard to these guidelines. These are simply guidelines intended to help give you a roadmap to get to safety. The guidelines come from best practice recommendations from Crisis Prevention Institute, OSHA, and other facilities in the industry.

DEBRIEFING

- Any staff concerned about and/or involved with an incident regarding student/parent violence should immediately notify any available supervisor for assistance.
- After any incident of verbal or physical aggression, or any other form of violence involving a staff member, there is a mandatory debriefing period with a supervisor or team member. This debriefing should occur immediately after the incident, when feasible, and must take place within 24 hours.
- The purpose of this debriefing is to address and manage any potential imminent risks and to offer support within the team regarding vicarious trauma, compassion fatigue, and burn-out, in addition to promoting healthy self-care and mental wellness.
- Debriefing is recommended in group format for all involved however may occur on individual basis as needed.
- Staff may also seek out individual support through the School's Employee Assistance Program with Mutual of Omaha for additional one on one counseling.

APPENDIX E

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

UNIVERSAL PRECAUTIONS

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

HAND WASHING

This shall be done immediately before and after glove removal. Hand washing shall also be done as soon after hand contamination as possible. If water is not available, antiseptic hand cleaners must be used with clean cloth, paper towels or antiseptic towelettes.

PROHIBITED PRACTICES

- Shearing or breaking of contaminated needles and other contaminated sharps is prohibited.
- Bending, recapping or removal of contaminated sharps by hand is prohibited.
- Sharps that are contaminated with blood or other potentially infectious materials (OPIM) shall not be stored in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
- Disposable sharps shall not be reused.
- Broken glassware, which may be contaminated, shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps.
- The contents of used sharps containers shall not be accessed.
- Sharps containers shall not be opened, emptied or cleaned manually or in any other manner which would expose an employee to the risk of sharps injury.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a likelihood of occupational exposure.
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench-tops where blood or OPIM are present.
- Mouth pipetting/suctioning of blood or other potentially infectious substances/materials is prohibited.

OTHER PRECAUTIONS

- All procedures involving blood or other potentially infectious substances/ materials shall be performed in such a manner as to minimize splashing, spraying, splattering and generation of droplets of these substances.
- Specimens of blood or other potentially infectious substances/materials shall be placed in a container, which prevents leakage during collection, handling, processing, storage or

transportation.

- Contaminated clothing and equipment must be removed before entering a food consumption area.
- Splattering or the generation of droplets or aerosols of contaminated material must be avoided. If potential for this exists, face protection shall be required.
- Contaminated reusable equipment must be decontaminated to the extent possible.
- Employees shall wear appropriate personal protective equipment.
- Personal protective clothing must be worn to prevent body contamination and shall be provided by the School.
- Personal protective equipment (splash shields, clothes, gloves, etc.) must not be taken home by the employee and shall remain at work.
- If splashing occurs onto protective clothing, inspect clothing to ensure that blood or OPIM is not soaked through the material.
- Biohazard labels will be affixed to containers, refrigerators and freezers containing blood or other potentially infectious substances/materials and any other containers used to store or transport blood or other potentially infectious substances/materials.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The School shall analyze employee tasks and the type of exposure expected in order to select personal protective clothing and equipment, which shall provide adequate protection. This shall be accomplished in view of the fact that there is no standardized method of testing and classification of the resistance of clothing to biological hazards.

The School shall provide, at no cost to the employee, appropriate personal protective equipment. The School must clean, repair and replace the equipment when necessary. The type and amount of PPE shall be chosen to protect against contact with blood or OPIM based upon the type of exposure and quantity of these substances reasonably anticipated to be encountered during the performance of a task or procedure. Employees should request PPE from their supervisor.

Single-Use Gloves

Wear latex gloves whenever there is an opportunity for hand contact with blood, blood products, mucous membranes, non-intact skin, other potentially infectious materials or contaminated items and surfaces. Check for leaks, tears, and punctures before each use. Use gloves only one time. Dispose in an appropriate waste container.

Masks

Wear masks whenever there is a likelihood of splash, sprays, mists or the production of respirable droplets. Ensure that the masks fit properly. Dispose of masks in appropriate containers.

Safety Goggles/Glasses

Wear eye protection whenever there is an opportunity for exposure to blood, blood products or other potentially infectious materials. Clean with appropriate antiseptic agents. Dispose of these items in

appropriate containers.

REPORTING

First aid incidents and exposure incidents occurring during the range of activities and conduct that an employee is reasonably expected to perform as part of their job ("scope of employment") shall be reported to their supervisor and the Human Resources Department before the end of the shift or workday.

Employees exposed to bloodborne pathogens are to complete the Accident/Incident or Exposure to Bloodborne Pathogens Investigation Form (Appendix B) and submit it to Human Resources.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

The School realizes the importance of the follow-up and evaluation of HBV, HCV and HIV exposure incidents. The School shall, therefore, follow the regulation as stated below:

Following a report of an exposure incident, the employer shall immediately make available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

- Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
- Identification and documentation of the source individual, unless the employer can establish that identification is not feasible or prohibited by State or local law.
 - The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV, HCV and HIV infectivity.
 - If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
 - When the source individual is already known to be infected with HBV, HCV or HIV, status need not be repeated.
 - Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- Collection and testing of blood for HBV, HCV and HIV serological status.
 - The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
 - If the employee consents to baseline blood collection but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be performed as soon as feasible.
 - Additional collection and testing shall be made available as recommended by the U.S. Public Health Service.
- Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.

- Counseling.
- Evaluation of reported illnesses.

Counseling and evaluation of reported illnesses is not dependent on the employee's electing to have baseline HBV, HCV and HIV serological testing.

INFORMATION AND TRAINING

The School shall provide training to all employees with potential occupational exposure as follows:

- Training shall occur at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter;
- Retraining shall occur as operations change affecting exposure;
- The programs shall be provided at no cost and shall be delivered during work hours;
- The content of the training shall be appropriate for the educational level of the employee.

The content of the training shall include the following topics:

- An explanation of the Bloodborne Pathogens Standard
- An explanation of the Bloodborne Pathogens Exposure Control Plan and how to obtain a written copy
- Bloodborne disease epidemiology and symptoms
- Modes of transmission
- Recognition of tasks and activities that expose employees to the viruses
- The use and limitations of engineering controls, personal protective equipment, work practices
- Types, use, location, removal, handling and decontamination of personal protective equipment
- The basis for selection of personal protective equipment
- Information on the Hepatitis B vaccine
- Handling emergencies involving blood or other potentially infectious materials
- Exposure incident procedures and reporting
- Information on post-exposure follow-up and evaluation
- Signs, labels and other warnings
- Questions and other interaction

Coversheet

Resolution: Non-Average Daily Attendance Summer School

Section: III. Other Business

Item: B. Resolution: Non-Average Daily Attendance Summer School

Purpose: Vote

Submitted by:

Related Material:

PCA Resolution 2024-02 NON-AVERAGE DAILY ATTENDANCE SUMMER SCHOOL__Proposed
02.29.2024.pdf



Pacific Coast Academy

13915 Danielson St. #200, Poway, CA 92064

Ph (619) 215-0704

Resolution of Pacific Coast Academy Board of Directors 2024-02

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 9th – 12th 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 9th – 12th 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 to run for a series of weeks between the last day of spring semester and first day of fall semester
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
# Students	40	30	30	100
Content Teacher Stipend	1760	1550	1550	4860
HST Stipend	1130	1340	1340	3810
Curriculum Cost	12000	9000	9000	30000
Course I	6000	4500	4500	15000
Course II	6000	4500	4500	15000
Total	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 14, 2024, at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolutions were adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Secretary of the Board of Directors of
Pacific Coast Academy

Coversheet

Software Co-Ownership & Use Agreement

Section:	III. Other Business
Item:	C. Software Co-Ownership & Use Agreement
Purpose:	Vote
Submitted by:	
Related Material:	PCA Software Co-Ownership & Use Agreement_proposed 03.05.2024.pdf



Pacific Coast Academy

Software Co-Ownership and Use Agreement

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SOFTWARE CO-OWNERSHIP & USE AGREEMENT

This Software Co-Ownership & Use Agreement ("Agreement") is made effective as of March 14, 2024 ("Effective Date") by and among Cabrillo Point Academy ("CPA"), Mission Vista Academy ("MVA"), and Pacific Coast Academy ("PCA"). CPA, MVA, and PCA are referred to individually as a "Party" and collectively as the "Parties".

WHEREAS, each of the Parties is a California nonprofit public benefit corporation that operates a California public charter school based on a similar educational model of standards-based individualized instruction via online coursework, offline textbook work, project-based learning, and unique hands-on and experiential learning experiences;

WHEREAS, the Parties share a common history in that their schools were originally founded by the same founders, and while each Party is a separate corporation governed by a separate board and operating a separate school, the Parties have historically worked together as a network to, among other advantages, utilize common resources to achieve cost savings for each of their respective charter schools;

WHEREAS, the Parties are currently collaborating in the development of certain software, specifically the Purchase Ordering System, Curriculum Catalogue, and Events Ordering Application to be used by each of the Parties in the operation of their respective charter school programs ("New Software");

WHEREAS, for each Party, the New Software will replace the Party's existing software system that is currently used under a limited license granted by its owner;

WHEREAS PCA entered into that certain Master Services Agreement with Pointwest Innovations Corporation ("Pointwest") dated June 24, 2021 and that certain Statement of Work effective as of September 1, 2023 to develop the New Software ("Development Agreement") and, through such contract, will be vested with sole title to the New Software;

WHEREAS, PCA has also entered into that certain Statement of Work with Pointwest effective as of July 28, 2023 for ongoing maintenance and support of the New Software, with an initial one-year term ending on July 31, 2024 ("Maintenance Agreement");

WHEREAS, in accordance with their plan to collaborate in the development of the New Software, the Parties desire to equally split the costs incurred by PCA to develop and maintain the New Software, with each Party contributing one-third ($\frac{1}{3}$) of the total costs and with ownership of the New Software therefore vesting equally in each of the Parties as co-owners on a tenants in common ownership basis; and

WHEREAS, the ownership of the New Software among the Parties is in the best interests of each Party in furtherance of its goal to successfully operate its respective charter school and to implement its educational program and model in a cost-effective manner at its respective school.

NOW THEREFORE, in consideration of the promises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. COST SHARING

- (a) The total cost of the development of the New Software under the Development Agreement is seven

hundred sixty-two thousand three hundred ninety dollars (\$762,390). Each Party agrees to be responsible for one-third ($\frac{1}{3}$) of the total cost, for a total of two hundred fifty-four thousand one hundred thirty dollars (\$254,130) per Party. Upon request from PCA, CPA and MVA shall each transfer to PCA the funds representing each of their one-third ($\frac{1}{3}$) share of the total costs due or already paid to Pointwest pursuant to the Development Agreement; provided, however, that PCA shall not request payment from CPA and MVA until it has already paid or intends to promptly make payment to Pointwest. PCA shall provide CPA and MVA with complete copies of the Development Agreement as well as any and all invoices received from Pointwest for development of the New Software. Should Pointwest attempt to charge PCA for additional amounts above the amount set in the Development Agreement, the Parties will confer and agree in writing among themselves prior to approving additional payment to Pointwest. It is the Parties' intent to equally share all costs necessary for the development of the New Software, including if there are any currently unanticipated costs.

(b) Each Party agrees to be responsible for one-third ($\frac{1}{3}$) of the total costs of the ongoing maintenance and support of the New Software during the initial one-year term of the Maintenance Agreement and for any renewal terms, until and unless a Party creates a separate instance of the New Software and separately contracts with a service provider for the ongoing maintenance and support of their own instance as permitted under Section 4. Upon request from PCA, CPA and MVA shall each transfer to PCA the funds representing each of their one-third ($\frac{1}{3}$) share of the total costs due or already paid to Pointwest pursuant to the Maintenance Agreement; provided, however, that PCA shall not request payment from CPA and MVA until it has already paid or intends to promptly make payment to Pointwest. PCA shall provide CPA and MVA with complete copies of the Maintenance Agreement as well as any and all invoices received from Pointwest for ongoing maintenance and support of the New Software. The Parties will confer and agree in writing among themselves prior to PCA renewing or approving a new Maintenance Agreement beyond the initial one-year term, and each Party is free to accept or reject a contract with Pointwest for ongoing maintenance and support beyond the initial one-year term but only if the Party intends to create a separate instance of the New Software and separately contract with a service provider for the ongoing maintenance and support of their own instance as permitted under Section 4.

2. ASSIGNMENT AND CO-OWNERSHIP

In consideration for the cost-sharing described in section 1(a):

(a) PCA hereby assigns, and agrees to assign, to CPA a one-third ($\frac{1}{3}$) right, title, and interest, in and to the New Software, including all intellectual property rights therein.

(b) PCA hereby assigns, and agrees to assign, to MVA a one-third ($\frac{1}{3}$) right, title, and interest, in and to the New Software, including all intellectual property rights therein.

(c) For the avoidance of doubt, the effect of the assignments in Sections 2(a) and 2(b) (the "Assignments"), shall be that each of the Parties hereto shall own a one-third ($\frac{1}{3}$) right, title, and interest, in and to the New Software. Each Party will, at the request of such other Party and without further consideration, execute and deliver to such other Party such other instruments of conveyance and transfer as such other Party may reasonably request or as may be otherwise necessary to more effectively consummate the Assignments.

3. COVENANTS

(a) No Party shall sell, license, assign, or otherwise transfer the New Software to any third party, or use the

New Software for the benefit of any third party, without receiving the prior written consent from the other Parties.

(b) If any Party realizes any revenue from the use, sale, license, assignment, transfer, or other disposition of the New Software, such Party shall promptly remit to each of the other Parties an amount that equals one-third ($\frac{1}{3}$) of such revenue after expenses. This Section 3(b) shall not apply to a Party's own use of the New Software for its own internal operations.

(c) Except with the consent of all the Parties or as necessary to share for implementation of its program, each of the Parties agrees that it shall treat as confidential and hold in strict confidence the New Software and all information related thereto, including, but not limited to, source code, object code, designs, drawings, specifications, techniques, data, documentation, diagrams, copyrights, flow charts, research, development, processes, procedures, "know-how," compilations of data, data sets, databases, other works of authorship, improvements, discoveries, and the documentation thereof.

4. RIGHT TO SEPARATE INSTANCE

Each Party shall have the right to make, at the Party's own expense, a separate instance of the New Software and to contract with a service provider for the ongoing maintenance and support of their own instance. This Section 4 shall not relieve any Party from its cost-sharing obligations as set forth in Section 1.

5. INJUNCTIVE RELIEF

Each Party recognizes that a breach of this Agreement will cause irreparable harm to the other Parties, and that actual damages may be difficult to ascertain and, in any event, will be inadequate. Accordingly, each Party agrees that in the event of a breach or threatened breach of this Agreement, each of the other Parties shall be entitled to specific performance or injunctive relief in addition to such other legal or equitable remedies as may be available. Such remedy shall not be deemed to be the exclusive remedy for breach of this Agreement but shall be in addition to all other remedies available at law or equity to the Parties. No Party shall oppose the granting of such relief and each Party hereby waives any requirement for the posting of any bond or other security in connection therewith.

6. BANKRUPTCY, DISSOLUTION, OR ABANDONMENT

In the event a Party files a petition in bankruptcy, dissolves, or discontinues its operations and ceases to use the New Software, that Party's right, title, and interest in and to the New Software shall automatically be terminated and relinquished equally to the other Parties.

7. DISPUTE RESOLUTION

If there is any dispute or controversy between the Parties arising out of or relating to this Agreement, the Parties agree to confidentially meet in good faith to discuss a mutually amicable resolution to the dispute. If informal efforts at dispute resolution are not successful, the Parties agree that, within thirty (30) days of the failure to resolve the dispute despite good faith efforts, they will meet with a mutually agreeable mediator for a confidential and non-binding mediation in good faith, with a principal of each of the Parties present. If the Parties are still unable to come to a resolution within thirty (30) days of the external mediation, the Parties may agree to arbitrate the dispute before a retired California state or federal court judge under the Comprehensive Arbitration Rules of

JAMS, rather than resorting to litigation. The costs of any mediation and/or arbitration shall be shared equally by the Parties. Each Party shall be responsible for their own attorneys' fees. Notwithstanding the foregoing, this Section 7 shall not limit the rights of the Parties to seek injunctive relief under Section 5 of this Agreement.

8. RELATIONSHIP OF THE PARTIES

Nothing in this Agreement shall be construed to create or constitute a partnership, joint venture, or any other agency or employment relationship between the Parties. Except as expressly authorized herein, neither Party is authorized to enter into any agreement on behalf of, assume any obligation for, or otherwise bind the other Party financially or otherwise.

9. NO WAIVER

The failure or refusal of a Party to insist upon strict performance of any provision of this Agreement or to exercise any right in any one or more instances or circumstances shall not be construed as a waiver or relinquishment of such provision or right, nor shall such failures or refusals be deemed a custom or practice contrary to such provision or right.

10. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties relating to the subject matter hereof, and all prior agreements, understandings, writings, or negotiations, whether written or oral, are hereby superseded.

11. AMENDMENTS

This Agreement may not be amended except by written agreement of all Parties.

12. SEVERABILITY

If any provision of this Agreement is held to be invalid, void, or unenforceable, all other provisions shall remain valid and be enforced and construed as if such invalid provision were never a part of this Agreement.

13. ASSIGNMENT; BINDING EFFECT

This Agreement and all of the provisions hereof shall be binding upon and inure to the benefit of each Party and their respective successors and assigns. Neither this Agreement nor any rights, benefits, or obligations set forth herein may be assigned by any Party except by written agreement of all Parties.

14. GOVERNING LAW

This Agreement will be governed by, and construed and enforced in accordance with, the laws of the State of California, without regard to its conflicts of law provisions.

15. THIRD-PARTY BENEFICIARIES

This Agreement will not confer any rights or remedies upon any person other than the parties to this Agreement and their respective heirs, successors, and permitted assigns.

16. COUNTERPARTS

This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original but all of which shall constitute one and the same agreement. This Agreement may be executed by electronic (.pdf) signature and an electronic (.pdf) signature shall constitute an original for all purposes.

[SIGNATURE PAGE FOLLOWS]

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

CABRILLO POINT ACADEMY

By: _____

Name: _____

Title: _____

Date: _____

MISSION VISTA ACADEMY

By: _____

Name: _____

Title: _____

Date: _____

PACIFIC COAST ACADEMY

By: _____

Name: _____

Title: _____

Date: _____

Coversheet

2024-2025 Declaration of Need

Section:	III. Other Business
Item:	D. 2024-2025 Declaration of Need
Purpose:	Vote
Submitted by:	
Related Material:	DON-Pacific Coast Academy 2024-25.pdf

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

Original Declaration of Need for year: _____

Revised Declaration of Need for year: _____

Name of District or Charter: _____ District CDS Code: _____

Name of County: _____ County CDS Code: _____

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on ____/____/____ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, _____.

Submitted by (Superintendent, Board Secretary, or Designee):

Name

Signature

Title

Fax Number

Telephone Number

Date _____

Mailing Address

EMail Address

Name of County	County CDS Code
----------------	-----------------

Name of State Agency

[illegible]

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

Teacher Librarian Services

Emergency Transitional Kindergarten (ETK)

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.

Coversheet

Chaperone Policy

Section:	III. Other Business
Item:	E. Chaperone Policy
Purpose:	Vote
Submitted by:	
Related Material:	PCA Chaperone Policy_Proposed 03.01.2024(1).pdf



Pacific Coast Academy

Chaperone Policy

CHAPERONE POLICY

High School Prom and Grad Nite are unique events chaperoned by staff only. Students who require 1:1 support at Prom and/or Grad Nite per their IEP or 504 plan may be approved by School leadership to bring a guardian/family member in addition to one School-provided 1:1 support staff.

The family member/guardian must be at least 25 years of age and must have paid for and passed our fingerprinting process. Family members will need to purchase their chaperone ticket and will also be required to sign a Behavior Contract confirming they understand and agree to our School's policies and expectations regarding behavior at the event.

Coversheet

Approve Minutes

Section:	IV. Consent Agenda
Item:	A. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Scheduled Board Meeting on January 25, 2024



Pacific Coast Academy

Minutes

Regular Scheduled Board Meeting

Date and Time

Thursday January 25, 2024 at 6:00 PM

Location

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

Directors Present

Eric Banatao, Jessica Ackermann, Kim Gill, Rose Arevalo

Directors Absent

Benjamin Fung

Guests Present

Jennifer Faber

I. Opening Items

A. Call the Meeting to Order

Jessica Ackermann called a meeting of the board of directors of Pacific Coast Academy to order on Thursday Jan 25, 2024 at 6:02 PM.

B. Roll Call of Board Members

C. Public Comments

There was no public comment

D. Approval of Agenda

Kim Gill made a motion to approve the agenda.

Rose Arevalo seconded the motion.

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

E. Executive Director's Report

The executive Director shared updates about the following topics:

- New Staff
- Current Enrollment
- Student Achievement
- Testing and Student Achievement
- Community Events
- High School
- Professional Development
- Special Populations/ English Learners
- WASC

II. Academic Excellence

A. 2022-2023 School Accountability Report Card(SARC)

Eric Banatao made a motion to approve the 2022-2023 School Accountability Report Card (SARC).

Kim Gill seconded the motion.

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

B. Mid-Year LCAP Update

III. Finance

A. December Financials

Kim Gill made a motion to approve the December Financials.

Rose Arevalo seconded the motion.

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

IV. Other Business

A. 2024-2025 School Calendars

Rose Arevalo made a motion to approve the 2024-2025 school calendars.

Eric Banatao seconded the motion.

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

B.

FCMAT Recommendation Response & AB 139 Extraordinary Audit letter

C. Resolution Regarding Curriculum Fair

Rose Arevalo made a motion to approve the resolution regarding curriculum fair.

Kim Gill seconded the motion.

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

V. Consent Agenda

A. Approve Minutes

Kim Gill made a motion to approve the minutes from Regular Scheduled Board Meeting on 12-14-23.

Eric Banatao seconded the motion.

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

B. 403b Plan Document

C. Comprehensive School Safety Plan

D. Independent Study Policy

E. Harassment Discrimination Intimidation and Bullying Prevention Policy

F. Suspension and Expulsion Policy

G. Invoices over \$100,000

H. Approve Consent Agenda

Kim Gill made a motion to approve the consent agenda.

Eric Banatao seconded the motion.

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

VI. Other Business

A. Executive Director Compensation

Kim Gill made a motion to approve executive director compensation.

Rose Arevalo seconded the motion.

The board approved Executive Director, Krystin Demofonte, to receive a stipend of \$1,500 a month beginning Jan 1, 2024, for the employee's use of personal cellular phone, home internet, car, and other personal.

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

VII. Closing Items

A. Announcement of Next Scheduled Meeting- March 14 at 6:00pm

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:51 PM.

Respectfully Submitted,
Jessica Ackermann

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. Please 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

Approve Minutes

Section:	IV. Consent Agenda
Item:	B. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on January 25, 2024



Pacific Coast Academy

Minutes

Special Board Meeting

Closed Session

Date and Time

Thursday January 25, 2024 at 5:00 PM

Location

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

Directors Present

Eric Banatao, Jessica Ackermann, Kim Gill, Rose Arevalo

Directors Absent

Benjamin Fung

Directors who arrived after the meeting opened

Jessica Ackermann

Guests Present

Jennifer Faber, Krystin Demofonte, Shari Erlendson

I. Opening Items

A. Call the Meeting to Order

Kim Gill called a meeting of the board of directors of Pacific Coast Academy to order on Thursday Jan 25, 2024 at 5:02 PM.

B. Roll Call of Board Members

C. Public Comments

There were no public comments

D. Approval of Agenda

Rose Arevalo made a motion to approve the agenda.

Eric Banatao seconded the motion.

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

II. Closed Session

A. Anticipated Litigation

Jessica Ackermann arrived at 5:46 PM.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:54 PM.

Respectfully Submitted,
Kim Gill

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. Please 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.

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Coversheet

2024-2025 Vendor Agreement

Section:	IV. Consent Agenda
Item:	C. 2024-2025 Vendor Agreement
Purpose:	
Submitted by:	
Related Material:	PCA 2024-25 Vendor Agreement.pdf



VENDOR AGREEMENT

This Vendor Agreement ("Agreement") is made and entered into as of **[DATE]** ("Effective Date") by between **PACIFIC COAST ACADEMY** ("School"), a California nonprofit public benefit corporation that operates a public charter school, and **[_____]** ("Vendor"). School and Vendor are each referred to individually as "party" and collectively as the "Parties."

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: The term of this Agreement shall begin on the Effective Date and continue in effect until June 30, 2025.
- 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 that Services are available to any and all students of the School, and that Services do not require an invitation, tryout, audition, testing requirements, or other prerequisite. Vendor shall ensure its performance of its Services complies with legal and School's charter petition requirements. If Vendor performs any Services in a manner that is contrary to law or School's charter petition, 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 sixteen (16) 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 on instructional days 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, that may result in School or Vendor violating any applicable laws, or that otherwise violates the terms of this Agreement.
- j. Public Business Information: Vendor understands and acknowledges that by entering into this Agreement, Vendor's basic business information (e.g., physical address, phone number, contact

person) will be posted and viewable on School's online ordering system that School students and parents/guardians use to order enrichment services. Vendor further understands and acknowledges that School is subject to the Public Records Act, so School's public records, including a copy of this Agreement, are available to any member of the public upon request.

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**. All invoices submitted must have the following information:
 - Billed to Pacific Coast Academy
 - Student Name, Enrichment Certificate Number, and Service Dates
 - A Unique Invoice Number and Invoice Date
 - Invoice Totals (line item total and invoice grand total)
 - Make Checks Payable to

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 does not approve Services offered on dates that the School is closed.

Scheduled School Closures:

- November 25 - 29, 2024
 - December 23, 2024 – January 3, 2025
 - February 17 - 21, 2025
 - April 14 - 18, 2025
- 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 School.

- f. No Volunteering or Fees: Vendor shall not charge any student or any student's parent/ 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 charge the student or the student's parent/guardian for any portion of the fee or costs for any of the Services provided under the Agreement. 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, **Exhibit A**, and Vendor's independent and professional judgment, 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 (and their employees, contractors, or agents) who interact with students unsupervised are at least eighteen (18) years of age. Additionally, Vendor understands that Vendor's role is solely to provide Services as a form of enrichment to student(s). Vendor understands that such enrichment is separate from and external to a student's primary educational program as provided by the School. Vendor shall not challenge, question, or otherwise attempt to interfere with any aspect of student's primary educational program as provided by School.
- b. Independent Contractor: Vendor is engaged in an independent contractor relationship with School in performing all Services, duties, and obligations hereunder. It is expressly understood between the parties that Vendor and its employees, contractors, and agents are not employee(s) of School. The School is not an employer of Vendor or Vendor's 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. Nothing in this Agreement shall be interpreted or construed as creating or establishing a partnership or joint venture between the parties. Vendor is free to accept other non-conflicting assignments or business.
- c. Licenses: Vendor warrants that Vendor is engaged in an independent and bona fide business operation, markets himself 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. As an independent contractor, Vendor agrees that they will be 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, including but not limited to, withholding of income taxes, payment of estimated income taxes, Social Security taxes, State Disability Insurance taxes, and employer's liability for work-related disabilities with respect to or in connection with the personnel through whom Vendor provides Services. 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.

School shall not have a duty to defend or indemnify Vendor against any tax claim or assessment associated with any payments under this Agreement. Vendor shall cooperate in the defense of any tax claims brought against School associated with any such payments. Further, Vendor shall indemnify, defend, and hold School harmless against any action, claim, charge, investigation, or other proceeding taken against it in the event any taxing authority challenges the allocation or characterization of the payment and/or seeks payment of taxes, interest, penalties, costs, fees, damages, interest, or other assessments from it in connection with any payments under this Agreement.

This Section shall survive the termination of this Agreement.

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 insurance, 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, outside of the immediate supervision and control of the student's parent or guardian or a School employee, complete a criminal background check through the Department of Justice ("DOJ") 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. If either Vendor or the School desires to change the individuals listed in Exhibit B during the course of the Agreement, this Agreement must be modified in relevant part and re-executed as provided in Section 13. 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, and in addition to any other indemnification/defense obligations set forth in this Agreement, Vendor will, at all times, indemnify, defend, and hold harmless School, its officers, directors, employees, agents, and volunteers from and against all claims, demands, losses, actions, investigations, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, and attorneys' fees (collectively, "Losses") that such entities or persons may incur that arise out of or relate to this Agreement. Vendor's duties to defend, indemnify, and hold School harmless as set forth in this Section include, but are not limited to, Losses arising out of or relating to any aspect of Vendor's performance of the Services or obligations pursuant to this Agreement, including Losses caused by, arising from, or related to: (1) negligence, recklessness, or willful misconduct of Vendor or Vendor's officers, directors, employees, subcontractors, agents, representatives, volunteers, successors, assigns or anyone for whom Vendor is legally responsible; (2) Vendor's breach of this Agreement; (3) Vendor's violation of any applicable law; or (4) 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. This Section shall survive the termination of this Agreement.
- 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, such as by renewing any such policies when necessary. Vendor shall provide a copy of Vendor's general liability insurance coverage and/or any additional insurance coverage that the School may require to School upon School's request during the term of this Agreement.

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 and will comply with the applicable provisions of the Family Educational Rights and Privacy Act (34 C.F.R. Part 99), California Uniform Trade Secrets Act (Civ. Code, § 3426 et seq.), the California Student Online Personal Information Act (Bus. & Prof. Code, § 22584), and other state or federal laws pertaining to student information and privacy. 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, whichever is earlier, 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 with 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:

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

EXHIBIT A

Detailed List of Services and Estimated Fee

<u>Service Title</u>	<u>Service Description</u>	<u>Grade Levels</u>	<u>Estimated Fee*</u>	<u>Duration</u>

*The Estimated Fee(s) in this Exhibit A are intended to assist families with planning for service requests. As reflected in Section 3.a. of the Agreement, the actual fee(s) to be paid for the Services will be reflected in the Enrichment Certificate approved and issued by School.

EXHIBIT B

Employees/Agents Subject to Background Check Requirements

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

EXHIBIT C

Service Locations

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

Coversheet

Educational Vendor Policies and Procedures

Section: IV. Consent Agenda
Item: D. Educational Vendor Policies and Procedures
Purpose:
Submitted by:
Related Material: PCA Educational Vendor Policy_Rev 05.23.2023_BL 03.12.2024.pdf



Pacific Coast Academy

Educational Vendor Policy

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EDUCATIONAL VENDOR POLICIES AND PROCEDURES

At Pacific Coast Academy (“Charter School”), we focus on “Personalized Learning,” a philosophy that 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 Charter School’s educational mission, the Charter School, with family input, carefully select educational items and services for students to fit their goals and education plan. The Governing Board of Charter School has reviewed and adopted the following policies and procedures to ensure Charter School funds are budgeted and expended on Charter School-approved educational items and services in accordance with all legal requirements governing the Charter School.

Key requirements detailed in this policy include:

- The Executive Director (as defined below) is responsible for selecting and approving all vendors before they can provide educational items or services to students.
- The Homeschool Teacher (as defined below) and Executive Director (as defined below) is responsible for selecting and approving all requests for educational items or services to ensure they are aligned with the charter petition and student’s personalized learning curriculum the California content standards, including the Common Core State Standards for English Language Arts and Mathematics adopted by the State Board of Education in 2010, and all applicable laws.
- Charter School is solely responsible for making purchases of approved educational items and services. At no time does any portion of school funding get allocated from Charter School to any parent, family or student, and parents, families and students do not have the right or authority to enter into contracts, make purchases, or otherwise direct, allocate, spend, or select how to spend funds on behalf of Charter School. All input from families, including requests for educational items or services, is taken into account by Charter School when Charter School selects and approves educational items and services for students.

VENDOR REQUESTS AND APPROVAL

Educational Vendor

In order to best customize its educational program to the needs of a diverse student group, Charter School contracts with a number of educational vendors that provide educational enrichment services (e.g., in-person educational activities) and items (e.g., textbooks, workbooks, etc.) for Charter School’s use in its educational program for students. The Charter School maintains an extensive approved list of curricular items and vendors for families to select from. A family may request educational services from a vendor that is included on the Charter School’s list of educational products, curricular items and vendors approved by the Charter School. As part of the Charter School’s consultation process with families, if a family would like to refer a vendor to the Charter School to be added to the Charter School’s approved list, either for educational products or services, they may make a request. After the initial request is reviewed by Charter School, the Charter School may then, in its sole discretion, request that a new potential vendor submit an application to Charter School detailing critical information such as their qualifications and services. The decision to add a vendor or educational product to the Charter School’s

approved list is solely within the discretion of Charter School, based on the expertise and experience of Charter School personnel, and the contracting process is solely between the Charter School and vendor (not family). All vendors are thoroughly vetted to ensure they provide quality services and products aligned to state standards, in accordance with applicable law, and in furtherance of the Charter School's program.

The Executive Director or designee ("Executive Director") must select all educational vendors and the Charter School must have an agreement with approved vendors before a vendor can provide any educational services for Charter School's use in its educational program for students. Charter School may decline to select some vendors, may reject a vendor applicant, or may terminate vendor services for any reason in Charter School's sole discretion.

Vendor Selection

The Executive Director or designee is responsible for selecting and approving educational enrichment and educational product vendors in accordance with the Charter School's approved educational program described in its charter. The Charter School engages in robust communication and consultation with families as key stakeholders in their children's education, but families are not able to select whatever curricular materials, educational products, and vendors they prefer. Families are encouraged to consult their assigned Homeschool Teacher to make requests from the Charter School's approved list of educational enrichment and product vendors. The Charter School's credentialed Homeschool Teachers, and Executive Director, ultimately select educational vendors and materials, and must ensure all selected vendors meet the Charter School's educational goals, including, but not limited to the following guidelines:

- The Charter School is required to teach the California content standards, including the Common Core State Standards for English Language Arts and Mathematics adopted by the State Board of Education, and its educational program materials must be state standards aligned.
- Vendor conducts background checks in accordance with applicable law to ensure Vendor (if an individual), its employees, and agents who interact with students outside of the immediate supervision and control of the student's parent or guardian or a Charter School employee have not been convicted of a serious or violent felony.
- As a public charter school, Charter School's program and operations, including the Charter School's educational enrichment services and materials of third party vendors utilized by it in the Charter School's program, must be non-sectarian.
- Vendor's services and products must not discriminate on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other protected basis under California law.
- Vendor must maintain adequate levels of insurance for its educational enrichment services.
- Vendor must not be or appear to be a private school offering services through a part-time program (e.g., after school programs).
- Vendors must qualify as independent contractors in accordance with applicable laws. This is determined by the Charter School based on the scope of services to be provided by the vendor, information provided by the vendor, and vetting by the Charter School. To be approved by the Charter School, potential vendors must provide any and all information requested by the Charter

School necessary to determine that the vendor qualifies as an independent contractor in accordance with applicable law.

- Vendor must have a current and functioning website that outlines the educational enrichment services and/or products offered by it. Vendor must offer the educational services and/or products that will be provided to the Charter School to the public and/or other companies as a part of its ongoing business.
- Vendors must follow all applicable health and safety guidelines provided by both the State and County authorities and any other health and safety requirements set forth by the Charter School to ensure student safety.

Vendor Agreement

When the Executive Director or designee selects and approves a new Charter School educational enrichment services vendor, the Charter School will provide vendor an agreement, and Charter School and vendor must have a fully executed vendor agreement in place before the school can order educational services from the vendor. A vendor agreement may not be necessary for the Charter School to purchase educational products (e.g., ordering pencils from an online store for one student). Whether a vendor agreement is required for vendors of educational products is solely within the discretion of the Charter School and in accordance with its fiscal policies and procedures. All vendor agreement will include protections for the Charter School aligned with the guidelines set forth in this policy, including, but not limited to requiring background checks for vendors interacting with students, prohibitions on non-sectarian/discriminatory items and services, adequate insurance, and indemnification provisions, and more.

PROCESS FOR REQUESTING EDUCATIONAL SERVICES AND ITEMS

Requests

Students (and parents/guardians on their behalf) may make requests for educational services and items through the Charter School's enrichment ordering system. The enrichment ordering system is accessible on the Charter School website and features a list of the Charter School's selected and approved educational vendors. All student and parent/guardian requests for educational services and items are for the purpose of providing input to the Charter School, as the Charter School selects and approves all educational services and items. All Charter School purchases of educational services and items must:

- First be approved by the credentialed teacher assigned to supervise student's independent study ("Homeschool Teacher"); and
- Approved by the Executive Director or designee.

The Executive Director will consider parent input, but may deny any request for educational items or services in their sole discretion for any reason. At no time does any portion of school funding get allocated from Charter School to any parent, family or student. Families cannot ultimately choose, directly purchase, or obligate the Charter School to purchase, any educational items or service. Charter School selects and approves educational items and services for students.

The Charter School establishes a planning amount utilized by the Charter School for each student for

planning that student's personalized learning educational enrichment items and services per full school year. This planning amount for educational enrichment items and services is determined by the Charter School in its sole discretion, and may be prorated by the Charter School based on the student's enrollment date.

Seeking parent input and providing personalized learning is a core part of the Charter School's program, but parents/guardians and students are not guaranteed to receive any educational items and services up to and equal to this planning amount, as the Charter School's Homeschool Teacher and the Executive Director ultimately select and approve all educational enrichment vendors and educational products. The planning amount is also not a mandatory cap limiting the Charter School's ability to provide necessary educational enrichment services to students pursuant to a student's individualized education program. The Charter School developed this planning amount to help ensure the school provides educational enrichment items and services aligned with its budget and to help ensure fair and equal treatment of all students, aligned to individual educational needs. Parents/guardians and students are never given access to direct or encumber planning amount funds, and parents/guardians do not have any rights to the planning amount.

The planning amount funds are part of the Charter School's total educational funds utilized by the Charter School to implement its program for all students. A planning amount cannot be transferred to any other student. Unused planning amount funds do not carry over to the following school year.

The Homeschool Teacher and Executive Director are responsible for selecting, approving, and allocating educational products and services in a nondiscriminatory manner. The Homeschool Teacher and Executive Director shall ensure purchased educational items and services meet the following requirements:

- From approved vendors only.
- Support the student's personalized curriculum and education plan.
- Must be aligned with state standards, student's course of study (e.g., requested amount of fabric corresponds to length of course/project), and student's independent study master written agreement.
- From a vendor who is not related to the Charter School family of the student and otherwise does not present conflict of interest concerns.

Core Subject Curriculum

In utilizing Charter School funds for educational items and services, the Charter School prioritizes all necessary "core subject curriculum" educational products and services for all students to complete their state standards-aligned course of study before expending funds on any extracurricular activities or supplemental educational or enrichment items. This is the responsibility of the Homeschool Teacher and Executive Director.

Enrichment Certificates

After the Homeschool Teacher and Executive Director approve a purchase of educational services or items through the enrichment ordering system, an "Enrichment Certificate" is created by Charter School. Charter School requests educational services and items from approved vendors through Enrichment

Certificates. If necessary, Charter School may use an approved vendor's purchase order form in lieu of an Enrichment Certificate. Certificates/purchase orders should include, for example the description of requested educational services, dates of services, Enrichment Certificate/PO Number, and approved cost for services.

Vendors must receive an approved Enrichment Certificate/purchase order before providing the Charter School's approved educational services or items to students. Vendors must receive the Enrichment Certificate/purchase order and provide the requested education services or items before submitting an invoice to Charter School.

Prohibited Requests

Charter School students may only request education services and items that are selected and approved by the Charter School and available in the enrichment ordering system. Charter School seeks to purchase cost-effective educational items and services. Charter School will not select and approve educational items or services beyond what is needed to meet a student's learning objectives. The following is a non-exhaustive list of items and services that the Charter School does not purchase for any students:

- Backpacks
- Amusement park tickets
- Video game hardware or software
- Excessive quantities of any educational item or service (e.g., beyond student's course of study)
- Non-educational household items (e.g., storage containers, organizational items (large or small items), picture frames, etc.)
- Bicycles, tricycles, scooters, skateboards, rollerblades, roller skates, wagons, etc.
- Live animals or animal supplies. Certain approved science kit and supplies can be ordered by a student (e.g., praying mantis, caterpillars, ladybugs, or silkworms to study; ant farms; or tadpoles)
- Top of the line musical instruments (where more reasonably-priced options are available)
- Items or services that would violate any applicable laws
- Taxis/Uber/Lyft rides and other transportation costs

Educational Field Trips

The Charter School does not provide, and families may not request field trips to non-educational venues. However, families may request to join Charter School educational field trips through the enrichment ordering system (e.g., museums, aquariums, libraries, etc.) The Homeschool Teacher and Executive Director carefully evaluate requests for students to join Charter School field trips, to ensure the requested educational field trip aligns with the student's personalized course of study and furthers their education and that all participants are necessary for student transportation, safety and supervision.

In light of the Charter School providing an independent study program, it is anticipated that parents/guardians will serve as a chaperone and transport their own children for educational field trips. The Charter School Board finds funding the actual, reasonable, and necessary costs for a chaperone to access students' educational field trip (e.g., ticket to museum, transportation costs) furthers the Charter School's public school purposes where necessary or desirable to allow students to participate in

educational field trips.

Student and Family Responsibilities

Returning Educational Products:

- All educational items selected and purchased by the Charter School through the enrichment ordering system are the property of the Charter School, including items families specifically requested. This includes any and all technology, textbooks, and all other educational items. Families must return all educational products purchased by the Charter School to the Charter School upon disenrollment or upon request by the Executive Director or Homeschool Teacher. In accordance with applicable law, parents/guardians are responsible for replacing lost, stolen, damaged, or otherwise unreturned Charter School educational items.
 - Certain items are designated “consumable” by Charter School, meaning they are not functional after use (e.g., workbooks). These items can be discarded by families after use.

Damaged or Lost Educational Items:

- Parents/guardians are responsible for replacing lost, stolen, damaged, or otherwise unreturned Charter School educational items to the extent allowed under applicable law. If an educational item is damaged, parents/guardians must immediately contact the Homeschool Teacher for support.

Required Attendance:

- Public school attendance is compulsory, and students must attend their independent study program in accordance with state law. This means attending regular learning period meetings with their Homeschool Teacher to discuss progress, turning in quality work samples, and completing their Student Activity Logs (Attendance Logs) in order to make requests for extracurricular educational enrichment activities (e.g., non-core curriculum items) through the enrichment ordering system.

Questions

If Charter School families have any questions about this policy or how to provide input into the educational items and services utilized by Charter School, please contact:

Vendor Support

Email: vendorsupport@pacificcoastacademy.org

Phone: (619) 215-0704 option 9

Coversheet

2023-2024 Compensation Policy and Stipend Charts

Section: IV. Consent Agenda
Item: E. 2023-2024 Compensation Policy and Stipend Charts
Purpose:
Submitted by:
Related Material:
PCA 2023-24 Certificated Support Salary Schedule__Rev 03.15.2023_Red 03.04.2024.pdf

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
Salary	\$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 * EDUCATIONALLY RELATED MENTAL HEALTH SERVICES COUNSELOR

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$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+
Salary	\$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+
Salary	\$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+
Salary	\$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.

Coversheet

2024-2025 Compensation Policy and Stipend Charts

Section: IV. Consent Agenda
Item: F. 2024-2025 Compensation Policy and Stipend Charts
Purpose:
Submitted by:
Related Material:
PCA 2023-24 Compensation Policy_Rev 12.15.2023_Redlined 03.13.2024.pdf



Pacific Coast Academy

Compensation Policy

~~2023-2024~~ 2024-2025

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COMPENSATION POLICY

DEDICATION TO NON-DISCRIMINATION

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

IMPORTANT INFORMATION

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

COMPENSATION PHILOSOPHY

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

We Offer

- Comprehensive compensation packages for all staff, including base salary and benefits. Certain employees may be eligible for bonuses and stipends, as set forth herein.
- A dynamic culture and vibrant community of colleagues united by shared dedication to students, a commitment to innovation, and a strong growth mindset.

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

We Recognize and Reward

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

For Teachers

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

MEDICAL OPT-OUT STIPEND

Employees may elect not to enroll in any of the medical plans offered by the Charter School. The employee must certify that they have medical coverage for themselves and eligible dependents elsewhere that is comparable to one of the plans offered by the Charter School. They will receive an employer contribution per year prorated based on the period of service and applicable pay periods.

CERTIFICATED COMPENSATION

Certificated Definition

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

Teacher Definition

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

Salary Placement Guidelines

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

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

Deputy Executive Director

The Deputy Executive Director is the second in command and reports to the Executive Director. This person manages and handles the daily business operations of the organization, working closely with department heads and supervisors to support the day-to-day activity of all employees including certificated and classified. They work with special education and the SELPA to ensure compliance and achievement. This person supports the Executive Director in all their administrative tasks, including overseeing curriculum, instruction, testing, intervention, special populations, LCAP development, federal programs, staffing and budget plans for the school. This position may serve more than one school.

Creditable Years of Experience

- The School has the option to grant one (1) YEAR for each one (1) year of approved creditable teaching or professional experience with a maximum placement on year 5 (five).
- Additional years may be granted for employees who have school-desired experience in what the school determines to be "hard-to-staff" positions.

Examples of Hard-to-Staff Positions	Based on actual number of years worked, may start at the following step:
Adapted Physical education, Education Specialist—Mod/Severe, Education Specialist—Itinerant (fully in-person), School Occupational Therapist, and Speech Language Pathologist	11
Education Specialist—Mild/Mod, Job Coach, Nurse, Paraeducator, Program Specialist, School Psychologist, and Special Education Services Coordinator	6

Examples of Hard to Staff Positions		Based on actual number of years worked, may start at the following step:
Occupational Therapist Speech Language Pathologist		11
Adapted Physical Education Teacher Education Specialist - Moderate/Severe Education Specialist - Itinerant (fully in-person)		10
Education Specialist-Mild/Moderate Job Coach Nurse	Paraeducator Program Specialist School Psychologist Special Education Services Coordinator	6

- One year of creditable professional or teaching experience will be granted for full-time employment, which is employment for 100% of an institution's normal work schedule during the school year.
- A partial year of creditable professional or teaching experience can be granted for up to a year of part-time employment, which is less than 100% of an institution's normal work schedule during the school year.
- Creditable professional or teaching experience may be earned in:
 - California and US public, charter, and private elementary and secondary schools
 - Accredited foreign public, charter, and private elementary and secondary schools
 - California, US, and foreign accredited universities and colleges
 - Non-public special education contract schools for special education teachers
 - Other regionally accredited educational institutions
- Creditable teaching experience is experience as a teacher in one of the institutions outlined above.
- Other relevant professional experience may be considered by the Executive Director or designee.

Staff hired after 3/31 and receiving a contract for the following school year will remain in the same placement on the Salary Schedule and in accordance with other parameters set forth by this policy.

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

Credential/Certification

- Teachers holding a valid and active credential (i.e., preliminary, clear, lifetime) California teaching certificate at the time of hiring/rehiring will generally be compensated in accordance with the applicable teacher Salary Schedule (B Basis, C Basis or Special Education) for certificated teachers.
- The School may hire teachers with a bachelor's degree who do not hold a clear teaching credential. Staff holding an alternative certification (intern, emergency, or preliminary credential) are rated on the same salary teacher schedule as certificated teachers.
- A teacher is eligible to advance to the proper Salary Schedule level once they meet the requirement for that specific Salary Schedule level and group based on their creditable years of service and post bachelor's degree units, post bachelor's credential units, or completion of Advanced Placement certification coursework, if applicable. Course work is creditable for row placement and advancement if it is a course taken for credit at an accredited institution, reasonably related to the employee's assignment or future assignment, and posted as semester, quarter, or trimester units on an official transcript in the institution's graduate course number series, post bachelor's credential units, or taken from the Advanced Placement program. Points on the pay scale are the equivalent of semester units. Therefore, any eligible units not reported as semester units will be converted for proper placement on the pay scale.
- During the rate-in-process for new hires Executive Directors may approve additional units earned beyond post-baccalaureate credits equivalent to 4-semester units for each year starting with year 15. A candidate can earn a maximum of 60 credits for experience based on Executive Director approval.
- For any given school year, teachers must submit any successfully completed post-BA units no later than October 31 in order for the units to be applied to the teacher's salary in that school year. Any proof of

successfully completed post-BA units submitted to the School after October 31 will not result in an adjustment to compensation until the following school year.

- Any increase in pay resulting from an advancement on the Salary Schedule based on the successful completion of post-BA units will not take effect until after the School's receipt of sufficient documentation supporting the advancement. Pay increases for post-BA units will not be paid retroactively. For illustration purposes, if a teacher completes graduate level coursework on January 15 and provides an official transcript on May 1, any advancement on the Salary Schedule and increase in pay will be effective beginning the next school year. The teacher will not be paid at the higher rate of compensation retroactively (i.e., for the periods between January 15 and July 1).
- If a teacher completes graduate level coursework on August 15 and provides an official transcript on October 20, any advancement on the Salary Schedule and increase in pay will be effective beginning the first pay period following October 20. The teacher will not be paid at the higher rate of compensation during the periods between August 15 and October 31. The teacher would receive the advancement starting the next pay period of November 1-15.
- For teachers with less than 98 units, the maximum number of years of service that can be accumulated is 10 years. To add additional years of service, teachers must obtain 98 or more units. The year in which 98 or more units is achieved, the teacher will finish out that year as year 10. They will then advance in years of service the preceding school years as outlined on the salary schedule.

Signing Bonus

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

Signing bonuses may be offered to teachers certified in an area of critical concern as defined by the School, or to address specific concerns at the school.

- The Executive Director shall designate the individuals authorized to receive the signing bonus.
- The signing bonus must be approved by the Board.
- To qualify for a signing bonus, the teacher must:
 - Be certified in the field they are hired to teach.
 - Teach in that field of the bonus.

Supplemental Duty Stipends

- Stipends are assigned and approved by the Executive Director or his/her designee at the beginning of the school year or semester or as otherwise noted in the chart below.
- Staff who perform the Supplemental duties outlined in the chart below are eligible to receive the corresponding stipends as indicated and only if assigned/awarded to the staff member by the Executive Director or his/her designee. The number of stipends awarded under each category and/or the periods of service during the school year are at the sole discretion of the Executive Director or his/her designee.
- Supplemental duty stipends are authorized for the specific year assigned and are not renewed for the future years unless specifically authorized for those years. This means additional duties such as High School Academic Support Coordinator, SPED Lead Teacher, etc. are assigned on a year-by-year basis and are not guaranteed responsibilities that carry over from year to year.
- Supplemental pay will cease when there is no need for the duty, the employee becomes ineligible or as otherwise determined in the sole discretion of the School.

- The School, in its sole discretion, may choose not to offer certain stipends.
- Stipend amounts and requirements will be reviewed periodically and may be modified from time to time at the sole discretion of the School.
- Supplemental duty stipends are prorated and will be paid as set forth in the below Stipend Chart once the Supplemental duty has started.
- The Executive Director has been delegated authority to change the stipend amounts and add or change stipends based on the need of the school throughout the year in line with the board adopted budget.

Voluntary Transfer to Lower Role Placement or Teaching position

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

Additional Supplement Bonus ("Supplement")

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

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

PART-TIME TEACHERS

For All Part-Time Teachers

- Part-time/Full-time Status: Compensation for part-time teachers will be \$32.24 per hour. This rate may increase or decrease in direct correlation to the school's operational needs and/or budget approved by the school board. Estimated hours for part-time teachers each week includes a maximum of 10 hours per week for approved non- instructional activities (recruiting, planning, grading, parent conferences, etc.) and one (1) additional hour per week per enrolled student. Part-time teachers are pre-approved for the hours according to the schedule below. This allotted time should be sufficient to complete each part-time teacher's duties. All time worked will be compensated at the part-time teacher's hourly rate. Part-time teachers will work no more than the number of approved hours per week specified in the schedule for the 5 floating days in July. If a part-time teacher anticipates exceeding the number of approved hours per week due to the attendance in the back to school training sessions, the teacher must obtain prior approval.
- Part-time teachers must accurately record and timely submit records of all time worked and observe all lunch and rest breaks as outlined in the School's Employee Handbook. Part-time employees may not work overtime (i.e., over 8 hours in a workday or 40 hours per workweek) without written authorization from their direct supervisor.
- When a case load of 20 students is reached, employees may be rated in and placed on a Salary Schedule and given health care benefits contingent upon the teacher's expected maintenance of a case load at the norm of 28 students for full-time teachers. Carrying a caseload of less than 28 students over a course of three (3) consecutive months may result in a return to part-time status.

CLASSIFIED COMPENSATION

Experience and Placement

- Each classified employee will be placed on the Pay Scale based on their creditable years of experience, which will be categorized as equivalent or applicable experience.
- Equivalent experience is the directly related experience of an employee to the position held or hired. Applicable experience is the other administrative, teaching, or professional experience which is not directly related to the position held or hired.
 - Example: Office Manager experience at a private school is accepted as equivalent experience for a person in the Office Manager position, but teaching experience will be applicable experience.
 - Example: SPED Instructional Aide at a school district, or a company may be equivalent experience for the SPED Instructional Aide position, but SPED Center Aide will be applicable experience.
- The evaluation of prior experience and placement on the Pay Scale will be recommended by the Human Resources Department and the Executive Director or designee makes the final decision, consistent with the School's approved budget.
- The following criteria will be considered in the evaluation of prior experience:
 - The number of days worked in a year must be at least 180 days as a full-time employee
 - The percentage of days worked

- Position held
- Type of the organization and accreditation
- Each equivalent year of creditable experience will be equal to 1 YEAR, and each year of creditable applicable experience will be equal to a 0.5 YEAR. If the total years of experience is a fraction of a whole, it will be rounded up.
 - Example: 3.5 YEARS will be rounded to 4.0 YEARS of experience.
- Rehired employee's years of experience in the same or higher salary placements will be treated as equivalent experience.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on the creditable years of experience as defined herein.
- Creditable experience may be earned from other schools, districts or any other employer.
- Staff hired after 3/31 and receiving a contract for the following school year will remain in the same placement on the Salary Schedule and in accordance with other parameters set forth by this policy.
- The Executive Director shall recommend the creation of new positions as needed and will evaluate and recommend placement of the new positions in the appropriate role, together with any necessary budget adjustments required, to be approved by the School Board.

Role/Salary Placements

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

Advancements on Pay Scale

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

Lateral Transfer

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

Partial Assignments

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

Reassignments

- Employees approved to voluntarily transfer to a position in a lower placement on the Pay Scale, if applicable, will be placed in the new salary placement, and the salary will be calculated as it is in the new

placement or Pay Scale.

- When an employee is reassigned for any reason to a position in a lower salary placement, the employee's salary will be lowered during the next payroll cycle, or when determined by the Executive Director to avoid disruption so long as it is not earlier than the next payroll period.

Rehires

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

Experience – Non-Exempt Employees

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

Additional Supplement Bonus ("Supplement")

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

- An Executive Director, in his or her sole discretion, shall determine what duties shall be supplemented based upon the operational needs of the school.

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

APPENDICIES

A. STIPEND CHART

B. SALARY SCHEDULES AND PAY SCALES

C. PART-TIME TEACHER HOURLY SCHEDULE

Pacific Coast Academy
~~2023-2024~~ 2024-25 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
6 th Grade Camp Chaperone	\$2,000	Paid to a PCA Staff member who applied and received the position.	Eligibility starts at the beginning of 6 th Grade Camp.	Paid as a lump sum after completion of the work.	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
AP Coordinator	\$6,000	Paid to AP Coordinator who applied and received the position to coordinate AP program.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August – May.	N/A
AP Teacher	\$1,500	Paid to HQT who applied and received the position to teach one or more AP Course(s).	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August – May.	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

Pacific Coast Academy
2023-2024 2024-25 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Community Day Lead	\$6,000 \$8,000	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
Counselor Extra Section	\$450 per week for each section of counseling coverage over 3 sections.	Provided to school counselors with a PPS who serve an extra section of students as school counselor.	Eligibility starts at the beginning of the school year and once counseling services begin.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	3 sections, additional pay begins on 4 th section
Counselor- Pupil Personnel Services (PPS) Extra Duties	\$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
Curriculum Support	\$1,000 per course	Paid to HSTs and HQTs who applied and received the position to re-write/develop supporting documents for course outlines.	Eligibility starts at the beginning of June.	Paid as lump sum after completion of the work at the end of the summer.	N/A
Elevate Lead Teacher	\$6,000 \$8,000	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

Pacific Coast Academy
~~2023-2024~~ 2024-25 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
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: 28 Director of Professional Dev & Data: 10
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
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 Content	\$32.24/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
HST Summer School	\$32.24/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~~ 2024-25 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Induction Coach	\$2,000 per teacher trained	Paid to credentialed teachers who work with teachers who are working toward clearing their credential. Suggested two year commitment.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid bimonthly over 9 months; September - May. Will be prorated based on period of service during the school year.	N/A
Lead Teacher Summer	\$43.00 per hour	Paid to certificated teachers in lead positions who will help develop and plan their respective program(s) for the start of the school year.	Eligibility starts during the beginning of June.	Paid bimonthly for the month of June.	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	\$5,000	Provided to staff who opt out of medical benefit coverage.	Eligibility starts at the beginning of the school year.	\$208.33 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
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

Pacific Coast Academy
~~2023-2024~~ 2024-25 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Online Teacher Sub	\$32.24/hour with a total of 2 hours expected	Assigned Position: Paid to a designated HST who volunteered and received the position.	Eligibility starts upon covering 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 at the end of each semester.	N/A
PCA Presents: New Presentations	\$500 per presentation, max \$2000 per staff member	Paid to staff members who create and present PD to peers.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of each semester.	N/A
PCA Presents: Repeat Presentations	\$250 per presentation; max \$500 per staff member	Paid to staff members who create and present a previously presented PD to peers.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of each semester.	N/A
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.	Will be determined each semester.
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

Pacific Coast Academy
2023-2024 2024-25 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
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
Professional Development & Data Lead	\$8,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be the lead for the Professional Development Director.	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
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
School Support Lead	\$6,000 \$8,000	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
Spark Lead Teacher	\$6,000	Assigned Position: Paid to a certificated teacher who facilitates online instruction and regular events for the Spark 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
Spark Student Enrollment Stipend (K-2nd grade classes)	\$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

Pacific Coast Academy
2023-2024 2024-25 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Spark Student Enrollment (3rd-8th grade classes)	\$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
Spark Teacher	\$3,000 \$6,000 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
SPED Assessment Team Overage	\$150 per additional assessment	Education specialists completing more than 15 assessments per month will be provided \$150 for each additional assessment.	Stipend is earned after the IEP meeting is held.	Paid as lump sum after completion of the work.	15
SPED Extra Hours Work	\$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
SPED Extra Student Teacher	Mild/Moderate \$150/month per extra student. Moderate/Severe \$400/month per extra student	If the Special Education Director assigns additional students to the employee's full-time caseload, the employee will receive \$150/month per student in the Mild/Moderate program, \$400/month per student in the Moderate/Severe program.	Eligibility starts once rosters surpass required roster limits.	Paid bimonthly over 10 months; August - May.	Mild/Mod 22 Mod/Severe 9
SPED In-Person Services Teacher	Up to .25 in-person (10 hours per week) = \$1,500 Up to .5 in-person (20 hours per week) = \$3,000 Up to .75 in-person (30 hours per week) = \$4,500	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~~ 2024-25 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
	Up to 1.0 - in-person (40 hours per week) = \$6,000				
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

Pacific Coast Academy
2023-2024 2024-25 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Testing & Data Team Lead	\$6,000 \$8,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be the lead for their RC team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	28
TK ECE Cohort Completion	\$2,000	Paid to HSTs upon completion of the Early Childhood Education 12-unit course sequence with the cohort through UCLA Extension and the assigned TK work duties (TK Park Days, TK Parent and Teacher Workshops, TK Resource Website).	Eligibility is earned after course sequence and assigned work has been completed.	Paid as lump sum after completion of work.	N/A
TK Park Day Teacher	\$1,000	Assigned Position: Paid to a credentialed teacher on the TK ECE Cohort team for organizing and facilitating various TK Park day activities.	Eligibility starts at the beginning of the school year.	Paid as lump sum after completion of work.	28

Administrator and Director

2023-2024 2024-25 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 \$169,500	\$135,800
3	\$76,300	\$109,000	\$133,500	\$171,400 \$173,800	\$138,100
4	\$78,400	\$111,500	\$136,900	\$173,300 \$177,700	\$143,000
5	\$80,700	\$114,100	\$140,200	\$177,700 \$182,200	\$146,300
6	\$82,900	\$116,600	\$143,500	\$182,200 \$186,600	\$150,200
7	\$85,500	\$119,200	\$146,800	\$187,700 \$191,500	\$153,500
8	\$88,300	\$122,000	\$151,300	\$193,300 \$195,300	\$157,300
9	\$91,100	\$124,700	\$154,500	\$198,700 \$199,300	\$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	\$225,000	\$180,000
15	\$108,200	\$143,500	\$179,400	\$230,000	\$182,200

Director Level 1	Director Level 2	Director Level 3	Off-Cycle
Director of Accounting Director of Achievement & Accreditation Director of ChoicePlus Academy Director of Compliance Director of Edgenuity Director of Enrichment Director of Professional Development Director of School Support Director of Student Support Director of Testing Director of Vendors	Director of Accountability Director of High School Director of HR Development Director of Technology Director of Technology Systems	Deputy Executive Director - Special Education	Deputy Executive Director \$225,000 - \$299,000

*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 2024-25 – Salary Schedule****PROGRAM SPECIALIST**

Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Salary	\$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 * EDUCATIONALLY RELATED MENTAL HEALTH SERVICES COUNSELOR

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$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+
Salary	\$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+
Salary	\$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+
Salary	\$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 2024-25 – 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	\$26.87
Spec L2	\$22.60	\$23.12	\$23.77	\$24.29	\$24.81	\$25.46	\$26.11	\$26.76	\$27.40	\$28.06	\$28.79	\$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	\$26.87
Spec L2	\$22.60	\$23.12	\$23.77	\$24.29	\$24.81	\$25.46	\$26.11	\$26.76	\$27.40	\$28.06	\$28.79	\$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

Counselor

2024-25 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$81,100**	\$81,100**	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200
B (+ 14 points)	\$81,100**	\$81,100**	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$87,400
C (+ 28 points)	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$86,600	\$90,200
D (+ 42 points)	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$85,800	\$89,300	\$93,100
E (+ 56 points)	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$84,900	\$89,500	\$92,000	\$95,900
F (+ 70 points)	\$81,200	\$81,200	\$81,200	\$81,200	\$81,200	\$83,900	\$87,300	\$91,000	\$94,700	\$98,800
G (+ 84 points)	\$81,200	\$81,200	\$81,200	\$81,200	\$82,800	\$86,200	\$89,700	\$93,500	\$97,300	\$101,600
H (+ 98 points)	\$81,200	\$81,200	\$81,200	\$81,700	\$85,100	\$88,500	\$92,200	\$96,100	\$100,100	\$104,500

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$107,200	\$110,000	\$112,900	\$115,700

H15	H20	H25	H30
\$118,600	\$121,300	\$124,200	\$126,500

*Annualized salary includes 199 work days. The 199 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
English Language Development Teacher – Level A
2023-2024 2024-25 – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$90,100**	\$90,100**	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100
B (+ 14 points)	\$90,100**	\$90,100**	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$92,600
C (+ 28 points)	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$91,900	\$95,400
D (+ 42 points)	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$91,000	\$94,600	\$98,300
E (+ 56 points)	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$91,000	\$94,800	\$97,300	\$101,100
F (+ 70 points)	\$90,100	\$90,100	\$90,100	\$90,100	\$90,100	\$90,200	\$92,500	\$96,100	\$100,000	\$104,000
G (+ 84 points)	\$90,100	\$90,100	\$90,100	\$90,100	\$90,200	\$92,500	\$95,000	\$98,700	\$102,600	\$106,800
H (+ 98 points)	\$90,100	\$90,100	\$90,100	\$90,200	\$92,500	\$94,800	\$97,500	\$101,300	\$105,400	\$109,500

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$112,400	\$115,300	\$118,200	\$121,000

H15	H20	H25	H30
\$123,900	\$126,600	\$129,500	\$131,800

*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
English Language Development Teacher – Level B
~~2023-2024~~ **2024-25** – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$78,100**	\$78,100**	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100
B (+ 14 points)	\$78,100**	\$78,100**	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$80,600
C (+ 28 points)	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$79,900	\$83,400
D (+ 42 points)	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$79,000	\$82,600	\$86,300
E (+ 56 points)	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$79,000	\$82,800	\$85,300	\$89,100
F (+ 70 points)	\$78,100	\$78,100	\$78,100	\$78,100	\$78,100	\$78,200	\$80,500	\$84,100	\$88,000	\$92,000
G (+ 84 points)	\$78,100	\$78,100	\$78,100	\$78,100	\$78,200	\$80,500	\$83,000	\$86,700	\$90,600	\$94,800
H (+ 98 points)	\$78,100	\$78,100	\$78,100	\$78,200	\$80,500	\$82,800	\$85,500	\$89,300	\$93,400	\$97,500

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$100,400	\$103,300	\$106,200	\$109,000

H15	H20	H25	H30
\$111,900	\$114,600	\$117,500	\$119,800

*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
High School Program Coordinator
~~2023-2024~~ 2024-25 – 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 2024-25 – 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 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~~ **2024-25** – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	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~~ **2024-25** – 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**	\$66,100	\$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 – Level A
~~2023-2024~~ **2024-25** – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	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
Intervention Support Teacher – Level B
~~2023-2024~~ **2024-25** – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	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.

***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~~ 2024-25 – 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~~ 2024-25 – 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 2024-25 – 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~~ **2024-25** – Salary Schedule

PAY SCALE GROUP**PAY SCALE LEVEL**

Points*	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
2024-25 – Classified Pay Scales

Job Title	Pay	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
IT Tech (ITT)	Hourly Rate	\$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
IT Tech 2 (ITT 2)	Hourly Rate	\$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
Order Fulfillment Specialist (OFS)	Hourly Rate	\$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
Order Fulfillment Specialist 2 (OFS 2)	Hourly Rate	\$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
Order Fulfillment Coordinator (OFC)	Hourly Rate	\$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
IT Administrative Assistant (ITAA)	Hourly Rate	\$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
IT Support Specialist (ITSS)	Hourly Rate	\$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
IT Support Specialist 2 (ITSS 2)	Hourly Rate	\$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
IT Support Specialist 3 (ITSS 3)	Hourly Rate	\$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
Data Analyst	Hourly Rate	\$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
IT Provisioning Manager (ITPM)	Hourly Rate	\$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
Tech Coordinator (TC)	Hourly Rate	\$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
Tech Coordinator 2 (TC 2)	Hourly Rate	\$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
DevOps Engineer 1 (DO1)	Hourly Rate	\$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
DevOps Engineer 2 (DO2)	Hourly Rate	\$43.39	\$44.49	\$45.53	\$46.62	\$47.65	\$48.70	\$49.78	\$50.87	\$51.91	\$53.00	\$54.05	\$55.11	\$56.18	\$57.24	\$58.31	\$59.37
IT Administrator (ITA)	Annual Salary	\$112,500	\$115,764	\$119,027	\$122,860	\$126,816	\$130,899	\$135,114	\$139,465	\$143,956	\$148,591	---	---	---	---	---	---
IT Manager (ITM)	Annual Salary	\$116,313	\$119,512	\$122,798	\$126,175	\$130,213	\$134,379	\$138,680	\$143,117	\$147,697	\$152,423	---	---	---	---	---	---

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
Part-Time Homeschool Teacher (HST)
2023-2024 2024-25 – Hourly Schedule

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

Part-Time Highly Qualified Teacher (HQT)
~~July 1, 2022-2023~~ 2024-25 – Hourly Schedule

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

Please Note:

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

Coversheet

Parent Engagement Policy

Section: IV. Consent Agenda
Item: G. Parent Engagement Policy
Purpose:
Submitted by:
Related Material:
PCA Parent & Family Engagement Policy_June 2022 approved_Redlined 02.14.2024.pdf



Pacific Coast Academy

Parent and Family Engagement Policy

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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 Students, 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 POLICY

Parents and family members of participating children will be involved in the development of the School policy required by federal law. On an annual basis, the School will submit the School policy to the Governing Board for review and suggested changes after holding a parent meeting and before the policy 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 policy and submit comments.

If the School ~~plan~~ **policy** is not satisfactory to the parents of participating children, the School will submit any comments from parents of participating children with the School policy 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~~ **engagement** 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~~ **its Annual Title I Meeting** 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 **three separate days** at flexible times.
- The School will publish a regular Newsletter with notification of upcoming participation opportunities.
- The School will also hold a Title I and PEP Review Meeting, where 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.
- A separate survey will also be sent to parents, requesting feedback on the above-mentioned items.
- Any revised policies or programs will be shared with parents via the school's newsletter and/or other parent communication tool.
- 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 at least one ~~ef~~ parent on its board of directors.
- 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 a variety of workshops, inservices, and guest speakers on topics such as, but not limited to math strategies, reading and writing strategies, STEM/STEAM workshops, discussion on the School's curriculum options, and workshops to learn about State and local academic assessments and how 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 workshops 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 workshops for parents on literacy training that bond families around reading and using the public library.

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 ~~will shall~~ take place each year in staff orientations, annual staff development materials, ~~and other~~ in-service trainings, ~~and/or RC meetings~~ 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 by sending a survey to parents of participating students that solicits information on what skills each parent has to offer the School and what types of parental involvement workshops 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~~ **engagement** 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~~ **engagement** 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 events~~ to **enable share and celebrate** families' ~~to share information about~~ culture, background, **home language**, and children's talents **and progress.** ~~and particular needs for the schools.~~

~~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 to families of English Learners.
- 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 **and engagement** activities as requested by parents.

Coversheet

Audit Contract Extension

Section:	IV. Consent Agenda
Item:	H. Audit Contract Extension
Purpose:	
Submitted by:	
Related Material:	PCA- 1 Year Audit Contract Ext.pdf

**CONTRACT FOR ANNUAL AUDIT
OF K-12 CHARTER SCHOOLS
(One Year Contract Extension)**

PACIFIC COAST ACADEMY

This contract entered into this 20th day of December, 2023, between PACIFIC COAST ACADEMY of San Diego County, California, hereinafter called the School and Wilkinson Hadley King & Co. LLP hereinafter called the Accountant, witnesses that the parties hereto do mutually agree as follows:

Article 1. EMPLOYMENT OF ACCOUNTANT: The School, pursuant to Chapter 3 (commencing with Section 14500), Part 9, Division 1, Title 1, and Article 2 (commencing with Section 41020), Chapter 1, Part 24, Division 3, Title 2 of the Education Code of the State of California, hereby employs the Accountant to perform the necessary professional services, including but not limited to, those hereinafter set forth in connection with an audit of the books and accounts of the School.

Article 2. SCOPE OF AUDIT: The audit shall include all financial information of the School including the student body accounts, and any other funds under the control or jurisdiction of the School.

Article 3. AUDIT PERIOD: The audit shall cover the period of the 2025-26 school year, to wit, the period commencing July 1, 2025, and ending June 30, 2026.

Article 4. VERIFICATION OF PRIOR YEAR'S FUNDS BALANCES: The audit shall include a verification of fund balances at the beginning of the audit period, provided there has been a responsible audit for the year prior to commencement of the audit period, from which such verification can be made; otherwise such verification may be excluded at the discretion of the School.

Article 5. AUDIT PROCEDURES: The audit shall be performed in accordance with general accounting office standards for financial and compliance audits, and shall include, to the extent applicable, the audit procedures recommended by the Education Audit Appeals Panel, as detailed in the most recent publication entitled Standards and Procedures for Audits of California Local Educational Agencies (Audit Guide). The Accountant shall provide the State Controller access to audit working papers to permit the Controller to complete a review upon request pursuant to Education Code Section 14504.

Article 6. FORM AND CONTENTS OF REPORT: The form and contents of the audit report shall be in conformity, to the extent practicable, with such form and content as may be prescribed by the State Controller under Section 41020 of the Education Code.

Article 7. EXTRA WORK AND SERVICES: In the event that circumstances disclosed by the audit indicate that more detailed verification is required in addition to that which would be sufficient under ordinary circumstances, the Accountant shall at once notify the School in writing of the fact, together with a written estimate of the additional work and services required and the estimated cost thereof. In the event the School authorizes and approves the performance of such extra work and services, it shall so notify the Accountant in writing. No claims of the Accountant for extra work or services shall be allowed or paid without such written consent and approval of the School first having been so obtained before such extra work and services are entered upon or undertaken.

Article 8. COMMENCEMENT OF WORK: Work by the Accountant under this contract shall commence April 20, 2025, or as soon thereafter as the School may deem practicable and feasible.

Article 9. COMPLETION AND DELIVERY OF REPORT: The audit report shall be completed and delivered to the School not later than December 15 annually. The Accountant will furnish the charter school copies of the audit in sufficient number for distribution to each member of the governing board plus 10 copies for the School's chief administrative officer and shall mail one copy to each of the following: County Superintendent of Schools, State Department of Education, State Controller's office.

Article 10. THE ACCOUNTANT FEES: The School agrees to pay and the Accountant agrees to accept for performance of all services rendered herein, exclusive of extra work and services, a fee in the sum of, not to exceed amounts notated below. It is understood and agreed that said fee is a maximum fee and is subject to corresponding reduction in the event that the actual cost of making the audit proves to be less than is now estimated at the time of entering into this contract. The cost estimates, which include a reasonable profit and constitute the basis upon which the maximum fee has been determined.

	SCHOOL AUDIT	FEDERAL AUDIT*	INFORMATION RETURNS	TOTAL FEES
2025-26	\$11,000	\$3,500	\$1,500	\$16,000

*The federal audit fee is applicable if the school has more than \$750,000 in federal program expenditures. If the school is under that threshold for the year the fee will not be charged.

Extra work and services duly ordered and approved as herein above provided and duly performed shall be computed and paid for at the rates below.

Classification	Rate
Partner	\$200
Manager	\$150
Senior Accountant	\$100
Staff Accountant	\$75
Clerical	\$45

Article 11. PAYMENT: Payment of ninety percent of the fee, including extra work and services, shall be made in progress payments as work is completed. The Accountant shall furnish the School on demand an itemized statement of the audit costs, if requested. The final ten percent of the value of work done under this contract shall be made after certification by the State Controller that the audit report conforms to the reporting provisions of the Audit Guide. Provision is hereby made to withhold fifty percent of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report by the same firm or individual failed to be certified as conforming to reporting requirements of the State Controller's Audit Guide.

Article 12. TERMINATION: The School hereby reserves the right to terminate this contract at any time. In the event of such termination, the Accountant shall be paid the reasonable value of all services rendered up to the date of such termination as may be determined by the School, and the Accountant hereby expressly waives any and all claims for damages or compensation arising under this contract, except as set forth herein, in the event of such termination. Additionally, this contract shall become null and void if the audit firm or individual is declared ineligible to perform LEA audits pursuant to Education Code Section 41020.5.

Article 13. ASSOCIATES: The Accountant shall have the option, with the written consent of the School, to associate with them and at their expense accountants or other qualified persons to render services in connection with the work, and to delegate to them such duties as they may delegate without relieving themselves from administrative or other responsibility under this contract.

Article 14. SUCCESSORS AND ASSIGNS: All terms, conditions, and provisions hereof shall inure to and shall bind the parties hereto, their, and each of their respective heirs, executors, administrators, successors, and assigns.

Except as provided above, the Accountant shall not sublet, assign, or transfer their interest in this contract without the written consent of the School.

Article 15. Workers' Compensation: We are aware of the provisions of Section 3700 of the Labor Code that requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and we will comply with such provisions before commencing the performance of the work of the contract.

Article 15. INSTRUCTIONS TO PROCEED: The Accountant is not to proceed with performance of any services under this contract without first securing written authorization from the School to do so.

IN WITNESS WHEREOF, we have hereunto set our hands the day and year first above written.

Wilkinson Hadley King & Co. LLP

PACIFIC COAST ACADEMY
of San Diego County, California

Accountant

By 
Kevin Sproul, Partner

By _____

Dated: December 20, 2023

Approved by the Governing Board

On _____