



Pacific Coast Academy

Regular Board Meeting

Date and Time

Thursday January 22, 2026 at 6:00 PM PST

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		Ben Fung	1 m
B. Roll Call of Board Members		Ben Fung	1 m
C. Public Comments			
D. Approval of the Agenda	Vote	Ben Fung	1 m
E. Executive Director Report		Krystin Demofonte	20 m
F. Legislative Updates		Jennifer McQuarrie	15 m
II. Finance			6:38 PM
A. November Financial Report	Vote	Kate Eng	10 m

	Purpose	Presenter	Time
B. Resolution to Open Revolving Line of Credit	Vote	Kate Eng	5 m
C. Resolution to Open Bank Account for PCA School Facilities LLC	Vote	Kate Eng	5 m
D. Resolution to Transfer of Funds to PCA School Facilities LLC	Vote	Kate Eng	5 m
E. Resolution to Appoint Manager for PCA School Facilities, LLC	Vote	Kate Eng	5 m
F. 2024-2025 Audit Report	Vote	Shari Erlendson	10 m
III. Other Business			7:18 PM
A. 2024-2025 School Accountability Report Card (SARC)	Vote	Gillian Simcox	10 m
B. 2026-2027 School Calendars	Vote	Krystin Demofonte	5 m
C. Continuation of the Facilities Use Agreement for Dehesa Records Office	Vote	Krystin Demofonte	5 m
D. Referral Protocols for Addressing Pupil Behavioral Health Concerns Policy	Vote	Krystin Demofonte	5 m
E. Executive Director Evaluation Procedure	Discuss	Ben Fung	15 m
IV. Consent Agenda			7:58 PM
<p>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.</p>			
A. Approve Minutes	Approve Minutes		
Approve minutes for Special Board Meeting on December 10, 2025			
B. Artificial Intelligence (AI) Policy			
C. Admissions/ Public Random Drawing/Lottery Policy			

	Purpose	Presenter	Time
D. 2025-2026 Employee Handbook			
E. 2025-2026 Compensation Policy and Stipend Chart			
F. Comprehensive School Safety Plan			
G. Educational Records Policy			
H. Harassment, Discrimination, Intimidation & Bullying Prevention Policy			
I. Immigration Enforcement Policy			
J. Immigration Enforcement Policy Related to the Detention or Deportation of a Student's Family Member			
K. Invoices over 100K			
L. Approve Consent Agenda This Is The Vote To Approve The Consent Agenda Items.			
V. Closing Items			7:58 PM
A. Announcement of Next Scheduled Meeting- March 12 at 6:00pm	FYI	Ben Fung	1 m
B. Adjourn Meeting	Vote	Ben Fung	

Prepared By:
Jennifer Faber

Noted By:

Board Secretary

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

the public utilizes a translator to address the board, those individuals are granted twice the allotted time. When 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

Legislative Updates

Section: I. Opening Items
Item: F. Legislative Updates
Purpose: FYI
Submitted by:
Related Material: Legislative update 2025 brief.pptx

Legislative Update

1

PRESENTED BY: JENNIFER MCQUARRIE
THE LAW OFFICES OF JENNIFER MCQUARRIE
MCQUARRIELAW@GMAIL.COM
805-252-1080



Immigration Related Bills

2

AB 49

- Prohibits school officials from allowing an officer/employee of an agency conducting immigration enforcement to enter a nonpublic area where a school-sponsored activity is being held
- Requires school officials to request a valid ID of those officers
- Prohibits school officials from disclosing or providing (writing/verbal/other) the education records or any information about a student or their family without consent to officers conducting immigration enforcement without warrant/subpoena/court order
- Requires schools to update their board policies by 3/1/26 to align with model policies adopted by the AG by 1/1/26

Immigration Related Bills

3

AB 419

- Requires the board to post specific information relating to immigration enforcement on the school's website and at schoolsites
- Requires the board to provide the “Know Your Educational Rights” information to parents/guardians annually and to post the same in admin buildings/school website/schoolsites
- Notice must be posted in each language provided by the AG

Immigration Related Bills

4

SB 1870

- Requires the school to update its Comprehensive School Safety Plan to include procedures to notify families and school employees when the school confirms the presence of immigration enforcement no later than March 2026

Immigration Related Bills

5

SB 294

- 2/2026, requires employers to provide employees with info re work related rights, including workers' compensation and immigration investigations and constitutional rights when interacting with law enforcement
- If an employee is detained by immigration officials, employers are to notify a designated emergency contact
- Protects employees from adverse action for enforcing these rights

Education Trailer Bill AB 121

6

- ❧ If governing board neglects or refuses to adopt an LCAP/annual update, adopt a budget or submit reports required by EC 47604.33, county supes cannot make apportionment for the current fiscal year
- ❧ If the charter is 2 weeks late in submitting various reports to the SPI, the SPI may direct the charter to withhold payment of stipend, expenses, benefits or salaries and wages of the administrator
- ❧ Charters that have not adopted an LCAP/annual update by 7/1 will be assessed a financial penalty equal to 20% of the school's P2 apportionment LCFF entitlement, which amount increases for each business day that the plans are not adopted, with some limitations

Governance Related Bills

7

AB 640

- Requires charter school boards to receive training in K-12 public education school finance laws. Curriculum will be provided by FCMAT and the training must be completed between 4/1/27 and 4/2/29

AB 1286

- Requires public officials to disclose arrangements for prospective employment in relation to Form 700 disclosures

AB 827

- Expands the list of officials that are required to take Ethics training
- Directs schools to post clear instructions and contact information for requesting the training on the school's website

Employment Related Bills

8

AB 406

- Revises victims of crime leave protections
- Clarifies when an employee's leave taken for psychological counseling and mental health services will be protected

AB 692

- With some exceptions, restricts employment contracts from requiring that an employee pay an employer for a debt if the worker's employment terminates
- Personal liability attaches for an individual found to have violated this restriction

Employment Related Bills

9

SB 19

- Makes it a crime for a person to willfully threaten (image or post online) to commit a crime at a location such as a school or workplace with the intent for their specific statement to be taken as a threat

Student Focused Bills

10

⌘ AB 772

- By 7/1/27, schools must adopt new (or modify existing) policies to address certain types of cyberbullying occurring outside of school hours
- CDE will adopt model policies

⌘ AB 1369

- Expands and clarifies a student's right to wear cultural or traditional objects during graduation ceremonies
- Allows students/families to determine the value of an adornment and allows them to be worn in place of graduation caps
- Schools cannot require preapproval for students to exercise these rights

⌘ SB 848

- Makes changes to the content of the school's Comprehensive School Safety Plan
- Requires employers to check the CTC's new database substantiating misconduct findings and employee departures during investigations when hiring
- Volunteers will be required to be trained on child abuse detection/reporting
- Classifies board members as mandated reporters

Brown Act Changes – SB 707

11

- Board members must receive a copy of the Brown Act
- Board members may participate in board meetings remotely as a reasonable accommodation for a medical condition, with some specific requirements
- Oral report on salaries must be made for CEO, deputy CEO, assistant CEO, department head
- Teleconferencing does not include board members watching/listening to a meeting via electronic medium that does not permit members to interactively speak, discuss or deliberate on the matters covered
- Just Cause reasons for teleconferencing expanded and authorized number of uses limited

Brown Act Changes – SB 707

12

Subsidiary Bodies – Teleconferencing

- One staff member at a physical location where the public can participate
- Agenda identifies physical location, but no teleconferencing location need be identified
- The board must make certain findings before, and every 6 months, authorizing the subsidiary body use of teleconferencing (specified content)
- If the subsidiary body requests the board to consider recommendations, the board shall hold a discussion at a regular meeting within 60 days
 - ↳ The matter shall not be placed on the consent agenda
- The board cannot act upon the recommendation until the next regular meeting following the discussion

Coversheet

November Financial Report

Section: II. Finance
Item: A. November Financial Report
Purpose: Vote
Submitted by:
Related Material: PCA_FY26_11 Financial Update.pdf



Pacific Coast Academy

Monthly Financial Presentation – November 2025

Highlights

Highlights

- ADA projected at **8,027, -21** to 1st Interim
- Revenue increased **\$775K**
- Expenses increased by **\$760K**
- Projected surplus for year-end is **\$8.1M, +\$15K**
- No factoring outstanding or anticipated

SB740 Compliance and Reporting

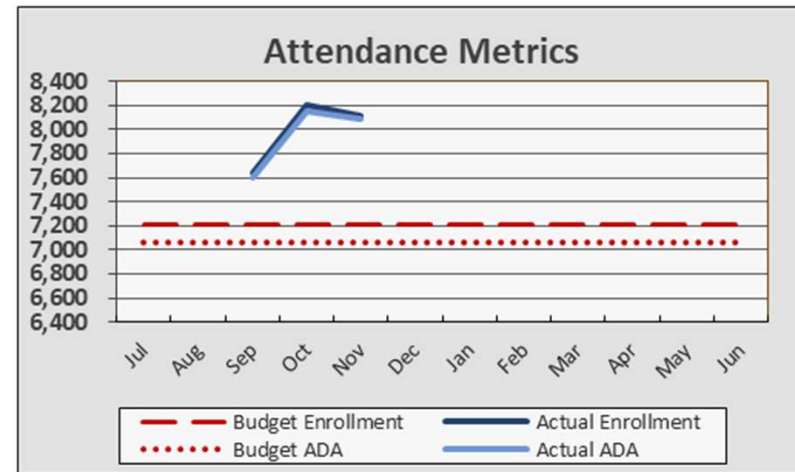
- PTR is within the requirement minimum
- 40/80 spending in compliance

Pupil:Teacher Ratio	
21.24	:1

Cert.	Instr.
56.1%	82.7%
17,975,123	3,303,419

Attendance

Enrollment & Per Pupil Data		
	Forecast	Budget
<i>Average Enrollment</i>	8,102	7,804
<i>ADA</i>	8,027	7,648
<i>Attendance Rate</i>	99.1%	98.0%
<i>Unduplicated %</i>	37.0%	39.0%
<i>Revenue per ADA</i>	\$15,126	\$14,620
<i>Expenses per ADA</i>	\$14,122	\$13,982



- Attendance data will be updated throughout the year
- ADA projected +5% to original budget and +20% to LY

Revenue

- Revenue increased +\$775K to 1st Interim:
 - 21 Less ADA: -\$245K
 - Grade Level Shifts: +\$1.0M (to TK)

Revenue

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 36,905,108	\$ 30,794,392	\$ 6,110,716
Federal Revenue	610,207	805,399	(195,192)
Other State Revenue	4,017,052	3,218,750	798,303
Other Local Revenue	267,461	-	267,461
Total Revenue	\$ 41,799,829	\$ 34,818,541	\$ 6,981,288

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 101,239,540	\$ 93,794,052	\$ 7,445,488
Federal Revenue	2,025,381	1,733,807	291,574
Other State Revenue	17,742,563	16,283,062	1,459,501
Other Local Revenue	407,461	-	407,461
Total Revenue	\$ 121,414,945	\$ 111,810,920	\$ 9,604,024

Expenses

- Expenses increased by **+\$760K**, driven by trend:
 - SPED: **+\$550K**, +21% YoY, aligned with ADA growth
 - Communication: **+\$100K**
 - Auto/Travel: **+\$60K**

Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 22,137,835	\$ 20,695,200	\$ (1,442,636)	\$ 44,388,013	\$ 41,697,133	\$ (2,690,881)
Classified Salaries	3,531,069	2,567,727	(963,342)	7,137,066	5,158,853	(1,978,213)
Benefits	8,104,668	8,234,676	130,008	20,257,698	20,099,691	(158,007)
Books and Supplies	7,291,865	7,247,532	(44,333)	16,348,300	16,552,340	204,040
Subagreement Services	8,249,111	8,943,609	694,498	16,166,539	15,436,355	(730,184)
Operations	1,060,267	782,500	(277,767)	1,881,267	1,565,000	(316,267)
Facilities	247,320	149,124	(98,196)	513,606	298,248	(215,358)
Professional Services	2,674,860	2,682,560	7,700	6,453,425	5,879,845	(573,580)
Depreciation	20,691	122,438	101,747	176,546	244,875	68,329
Interest	-	-	-	31,250	-	(31,250)
Total Expenses	\$ 53,317,686	\$ 51,425,366	\$ (1,892,319)	\$ 113,353,710	\$ 106,932,340	\$ (6,421,371)

Fund Balance

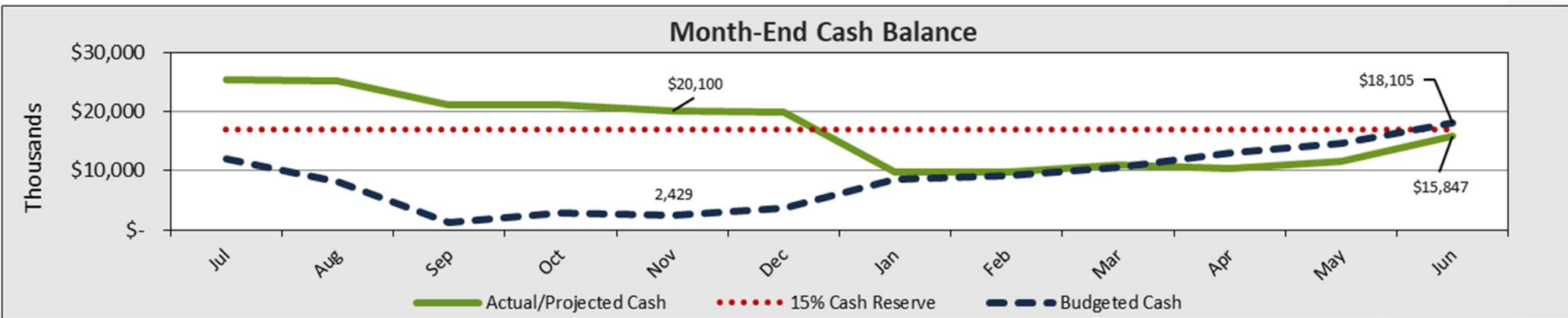
- Projected year-end surplus increased by **\$15K**, driven by revenue
- End-of-year fund balance exceeds State and Authorizer requirements of **3%** and **5%** of total expenses, respectively

	Year-to-Date		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (11,517,857)	\$ (16,606,825)	\$ 5,088,969
Beginning Fund Balance	<u>20,419,942</u>	<u>20,419,942</u>	
Ending Fund Balance	<u>\$ 8,902,085</u>	<u>\$ 3,813,117</u>	
<i>As a % of Annual Expenses</i>	-92.1%	3.6%	

	Annual/Full Year		
	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 8,061,235	\$ 4,878,580	\$ 3,182,654
Beginning Fund Balance	<u>20,419,942</u>	<u>20,419,942</u>	
Ending Fund Balance	<u>\$ 28,481,177</u>	<u>\$ 25,298,522</u>	
	25.1%	23.7%	

Cash Balance

- 11/31 cash balance: **\$20.1M**
- **-\$10M** for building purchase in January 2026
- RLOC utilization expected through March, when apportionments increase based on current-year ADA



Appendices

- Monthly Cash Flow / Forecast 25-26
- Budget vs. Actuals
- Statement of Financial Position
- Statement of Cash Flows

FY25-26 Pacific Coast Academy

Monthly Cash Flow/Forecast FY25-26

Revised 1/14/2026

ADA = 8026.66



	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accounts	Annual Forecast	Original Budget Total	Revised Budget (11/16/25)
Revenues															ADA = 7647.87	
State Aid - Revenue Limit																
8011 LCFF State Aid	3,940,366	3,940,366	7,092,659	7,092,659	7,092,659	7,092,659	7,092,659	7,092,659	9,267,453	9,267,453	9,267,453	9,267,453	10,114,867	97,621,363	90,346,624	7,274,739
8012 Education Protection Account	-	-	326,870	-	-	326,870	-	-	399,088	-	-	-	552,504	1,605,332	1,529,573	75,759
8019 State Aid - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8096 In Lieu of Property Taxes	-	-	-	-	-	-	134,586	134,586	577,470	288,735	288,735	288,735	299,996	2,012,845	1,917,855	94,990
	3,940,366	3,940,366	7,419,529	7,092,659	7,092,659	7,419,529	7,227,245	7,227,245	10,244,011	9,556,188	9,556,188	9,556,188	10,967,367	101,239,540	93,794,052	7,445,488
Federal Revenue																
8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	947,940	947,940	915,253	32,688
8290 Title I, Part A - Basic Low Income	-	-	217,684	-	-	337,985	-	-	-	-	-	-	315,068	870,737	686,119	184,618
8291 Title II, Part A - Teacher Quality	-	-	-	-	4,424	7,525	-	-	-	-	-	-	141,178	153,127	119,280	33,847
8293 Title III - Limited English	-	-	-	-	-	-	-	-	-	-	-	11,936	-	11,936	13,155	(1,219)
8299 Prior Year Federal Revenue	-	-	30,706	7,483	3,452	-	-	-	-	-	-	-	-	41,641	-	41,641
	-	-	248,390	7,483	8,825	345,510	-	-	-	-	-	11,936	1,403,238	2,025,381	1,733,807	291,574
Other State Revenue																
8311 State Special Education	297,065	307,769	553,984	553,984	553,984	553,984	537,366	537,366	641,659	641,659	641,659	641,659	641,659	7,103,795	6,806,524	297,271
8550 Mandated Cost	-	-	-	-	159,574	-	-	-	-	-	-	-	-	159,574	160,765	(1,191)
8560 State Lottery	-	-	-	-	-	-	457,866	-	-	457,866	-	-	1,275,547	2,191,278	2,087,867	103,411
8598 Prior Year Revenue	-	-	-	(294,134)	16,718	-	-	-	-	-	-	-	-	(277,416)	-	(277,416)
8599 Other State Revenue	27,741	106,293	618,251	212,051	177,653	172,136	937,284	59,687	59,687	937,284	59,687	59,687	5,137,892	8,565,332	7,227,906	1,337,426
	324,806	414,062	1,172,235	471,901	907,929	726,120	1,932,515	597,053	701,346	2,036,808	701,346	701,346	7,055,097	17,742,563	16,283,062	1,459,501
Other Local Revenue																
8660 Interest Revenue	25,776	39,176	36,891	47,775	(5,292)	30,861	23,333	23,333	23,333	23,333	23,333	23,333	-	315,187	-	315,187
8690 Other Local Revenue	-	1,812	9,754	7,259	7,123	2,925	-	-	-	-	-	-	-	28,872	-	28,872
8698 ASB Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8699 School Fundraising	-	7,745	19,984	19,974	5,007	10,692	-	-	-	-	-	-	-	63,402	-	63,402
	25,776	48,734	66,629	75,008	6,837	44,477	23,333	23,333	23,333	23,333	23,333	23,333	-	407,461	-	407,461
Total Revenue	4,290,948	4,403,161	8,906,783	7,647,051	8,016,249	8,535,636	9,183,093	7,847,631	10,968,690	11,616,329	10,280,867	10,292,803	19,425,702	121,414,945	111,810,920	9,604,024
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	640,244	2,812,345	2,806,508	2,807,957	2,854,352	2,803,525	2,803,525	2,803,525	2,803,525	2,803,525	2,781,056	727,965	-	29,448,051	30,197,412	749,361
1175 Teachers' Extra Duty/Stipends	143,137	343,095	342,640	359,111	353,357	521,021	351,703	351,703	351,703	351,703	521,021	102,201	-	4,092,395	3,508,640	(583,755)
1200 Pupil Support Salaries	133,718	495,340	495,252	504,107	471,957	473,778	473,778	473,778	473,778	473,778	470,304	235,152	-	5,174,721	4,075,756	(1,098,965)
1300 Administrators' Salaries	271,841	281,356	281,356	282,019	280,692	280,692	280,692	280,692	280,692	280,692	352,728	347,030	-	3,502,146	2,866,514	(635,632)
1900 Other Certificated Salaries	78,240	201,230	204,961	203,914	204,613	203,813	203,813	203,813	203,813	203,813	172,453	86,226	-	2,170,700	1,048,810	(1,121,890)
	1,267,181	4,133,365	4,130,717	4,157,446	4,166,298	4,282,829	4,113,510	4,113,510	4,113,510	4,113,510	4,297,563	1,498,574	-	44,388,013	41,697,133	(2,690,881)
Classified Salaries																
2100 Instructional Salaries	14,188	36,435	39,667	41,652	35,976	40,505	40,505	40,505	40,505	40,505	38,523	20,527	-	429,495	300,710	(128,784)
2200 Support Salaries	186,429	209,081	200,556	220,017	202,965	221,855	221,855	221,855	221,855	221,855	190,182	175,465	-	2,493,971	1,751,355	(742,616)
2300 Classified Administrators' Salaries	70,699	74,600	74,847	73,963	77,726	75,364	75,364	75,364	75,364	75,364	71,767	71,767	-	892,188	615,200	(276,988)
2400 Clerical and Office Staff Salaries	234,689	240,009	251,454	257,097	232,203	256,263	256,263	256,263	256,263	256,263	249,763	244,832	-	2,991,362	2,182,545	(808,818)
2900 Other Classified Salaries	27,678	26,460	26,853	28,097	25,644	28,095	28,095	28,095	28,095	28,095	27,421	27,421	-	330,050	309,043	(21,007)
	533,685	586,585	593,376	620,826	574,514	622,083	622,083	622,083	622,083	622,083	577,656	540,011	-	7,137,066	5,158,853	(1,978,213)
Benefits																
3101 STRS	230,301	751,668	756,730	756,229	753,582	785,221	756,730	756,730	756,730	756,730	756,730	260,298	4,518,619	12,596,298	12,066,452	(529,846)
3301 OASDI	32,258	36,132	35,817	37,933	35,120	38,014	36,986	36,986	36,986	36,986	34,344	32,106	-	429,667	319,849	(109,818)
3311 Medicare	25,238	66,768	66,503	67,274	66,408	69,486	67,446	67,446	67,446	67,446	69,435	29,034	-	729,931	679,412	(50,519)
3401 Health and Welfare	799,177	399,329	423,892	562,047	487,997	488,717	488,823	449,622	449,622	449,622	449,622	449,622	-	5,898,092	5,590,200	(307,892)
3501 State Unemployment	6,788	9,134	217	319	678	56,060	53,410	42,728	678	678	678	678	-	172,048	201,390	29,342
3601 Workers' Compensation	98,308	30,402	30,151	40,671	30,174	30,402	30,402	30,402	30,402	30,402	30,402	20,024	-	432,142	468,560	36,418
3901 Other Benefits	-	-	(479)	-	-	-	-	-	-	-	-	-	-	(479)	773,828	774,307
	1,192,071	1,293,433	1,312,830	1,464,474	1,373,961	1,467,900	1,433,796	1,383,914	1,341,864	1,341,864	1,341,211	791,762	4,518,619	20,257,698	20,099,691	(158,007)
Books and Supplies																
4100 Textbooks and Core Curricula	17,189	1,378	2,685	(2,518)	-	(30,552)	20,667	20,667	20,667	20,667	20,667	20,667	-	112,181	236,000	123,819
4200 Books and Other Materials	-	23,497	79,802	18,616	32,145	61,742	9,917	9,917	9,917	9,917	9,917	9,917	-	275,302	114,000	(161,302)
4302 School Supplies	55,423	1,327,059	930,125	1,020,159	454,597	565,418	535,828	290,249	1,274,887	1,062,982	945,116	1,047,160	-	9,509,003	10,184,287	675,284
4305 Software	1,111,687	200,920	129,408	217,312	71,064	(55,742)	141,374	299,081	299,081	299,081	299,081	299,081	-	3,311,427	3,883,000	571,573
4310 Office Expense	5,551	17,587	66,155	33,677	31,395	39,731	19,667	16,390	16,390	16,390	16,390	16,390	-	295,711	218,000	(77,711)
4311 Business Meals	6,814	5,177	2,951	6,453	2,623	1,950	13,557	1,487	1,487	1,487	1,487	1,487	-	46,958	41,000	(5,958)
4400 Noncapitalized Equipment	131,538	26,167	272,000	318,460	69,174	22,099	4,843	122,653	538,742	449,195	399,387	442,509	-	2,796,765	1,876,053	(920,713)
4700 Food Services	-	953	-	-	-	-	-	-	-	-	-	-	-	953	-	(953)
	1,328,200	1,602,738	1,483,126	1,612,158	660,997	604,646	745,852	760,443	2,161,170	1,859,718	1,692,044	1,837,210	-	16,348,300	16,552,340	204,040

FY25-26 Pacific Coast Academy

Monthly Cash Flow/Forecast FY25-26

Revised 1/14/2026



ADA = 8026.66		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accounts	Annual Forecast	Original Budget Total	Variance (Info)
Subagreement Services																	
5101	Nursing	-	-	-	-	-	-	83	83	83	83	83	83	-	500	1,000	500
5102	Special Education	-	39,363	65,704	260,136	297,285	411,625	228,260	228,060	228,060	228,060	228,060	228,060	294,048	2,736,722	2,834,000	97,278
5105	Security	596	-	298	298	325	325	500	500	500	500	500	500	-	4,842	5,000	158
5106	Other Educational Consultants	-	308,321	2,913,671	1,751,354	1,155,977	1,043,831	2,720,084	221,829	974,360	812,407	722,325	800,315	-	13,424,474	12,596,355	(828,119)
		596	347,684	2,979,673	2,011,788	1,453,587	1,455,782	2,948,927	450,472	1,203,003	1,041,051	950,969	1,028,958	294,048	16,166,539	15,436,355	(730,184)
Operations and Housekeeping																	
5201	Auto and Travel	10,759	22,446	33,621	68,393	63,692	36,741	21,250	21,250	21,250	21,250	21,250	21,250	-	363,153	243,000	(120,153)
5300	Dues & Memberships	219	40,226	-	-	3,770	-	3,417	3,417	3,417	3,417	3,417	3,417	-	64,715	39,000	(25,715)
5400	Insurance	216,121	72,040	75,261	75,261	75,575	75,340	87,417	87,417	87,417	87,417	87,417	87,417	-	1,114,098	1,000,000	(114,098)
5501	Utilities	-	3,142	3,294	3,592	2,740	1,621	3,667	3,667	3,667	3,667	3,667	3,667	-	36,389	42,000	5,611
5502	Janitorial Services	-	-	-	-	-	-	417	417	417	417	417	417	-	2,500	5,000	2,500
5900	Communications	25	11,370	11,393	11,683	10,802	116,383	17,750	17,750	17,750	17,750	17,750	17,750	-	268,156	203,000	(65,156)
5901	Postage and Shipping	4,227	3,308	3,600	794	1,219	1,607	2,917	2,917	2,917	2,917	2,917	2,917	-	32,255	33,000	745
		231,351	152,532	127,169	159,724	157,799	231,692	136,833	136,833	136,833	136,833	136,833	136,833	-	1,881,267	1,565,000	(316,267)
Facilities, Repairs and Other Leases																	
5601	Rent	37,104	38,254	37,754	40,226	36,518	36,518	47,447	47,447	18,771	18,771	18,771	18,771	58,310	454,659	225,248	(229,411)
5602	Additional Rent	2,069	2,069	2,069	(9,710)	2,069	2,069	3,750	3,750	3,750	3,750	3,750	3,750	-	23,136	43,000	19,864
5604	Other Leases	-	8,648	3,480	9,365	3,176	1,970	2,083	2,083	2,083	2,083	2,083	2,083	-	39,139	24,000	(15,139)
5610	Repairs and Maintenance	-	974	6,294	-	(15,590)	1,994	500	500	500	500	500	500	-	(3,328)	6,000	9,328
		39,173	49,945	49,597	39,882	26,173	42,551	53,780	53,780	25,104	25,104	25,104	25,104	58,310	513,606	298,248	(215,358)
Professional/Consulting Services																	
5801	IT	38	38	38	20,994	38	38	3,917	3,917	3,917	3,917	3,917	3,917	-	44,684	44,000	(684)
5802	Audit & Taxes	-	-	-	-	4,550	-	-	-	-	-	-	-	-	4,550	14,000	9,450
5803	Legal	-	15,902	24,443	40,744	22,293	1,249	10,000	10,000	10,000	10,000	10,000	10,000	-	164,630	114,000	(50,630)
5804	Professional Development	43,067	10,672	(6,449)	223,123	350	12,460	1,913	1,913	1,913	1,913	1,913	1,913	-	294,701	346,000	51,299
5805	General Consulting	-	15,356	2,970	14,738	10,927	4,493	1,913	1,913	1,913	1,913	1,913	1,913	-	59,961	(143,000)	(202,961)
5806	Special Activities/Field Trips	31,165	261,776	265,145	285,483	45,192	48,424	60,244	77,894	342,143	285,274	253,642	281,028	-	2,237,412	2,144,000	(93,352)
5807	Bank Charges	94	67	152	263	-	-	250	250	250	250	250	250	-	2,076	3,000	924
5808	Printing	54	271	1,859	25	261	1,568	500	500	500	500	500	500	-	7,037	6,000	(1,037)
5809	Other taxes and fees	4,738	115	395	17,092	25	-	2,500	2,500	2,500	2,500	2,500	2,500	-	37,365	29,000	(8,365)
5810	Payroll Service Fee	13,448	20,837	20,849	20,858	19,801	19,464	16,333	16,333	16,333	16,333	16,333	16,333	-	213,257	187,000	(26,257)
5811	Management Fee	163,058	163,058	163,283	163,133	199,360	173,943	177,063	177,063	177,063	177,063	177,063	177,063	36,546	2,124,762	1,956,691	(168,070)
5812	District Oversight Fee	-	-	-	-	-	-	72,272	72,272	102,440	95,562	95,562	95,562	478,725	1,012,395	937,941	(74,455)
5813	County Fees	-	2,288	-	-	-	-	925	-	-	925	-	-	925	5,063	3,500	(1,563)
5814	SPED Encroachment	2,615	13,318	22,208	22,208	22,208	22,208	16,121	16,121	19,250	19,250	19,250	19,250	27,546	241,552	231,653	(9,899)
5815	Public Relations/Recruitment	-	-	-	-	-	480	583	583	583	583	583	583	-	3,980	6,000	2,020
		258,278	503,698	494,892	808,660	325,005	284,327	364,535	381,261	678,806	615,984	583,427	610,812	543,742	6,453,425	5,879,845	(573,580)
Depreciation																	
6900	Depreciation Expense	3,448	3,448	3,448	3,448	3,448	3,448	3,448	3,448	37,240	37,240	37,240	37,240	-	176,546	244,875	68,329
		3,448	3,448	3,448	3,448	3,448	3,448	3,448	3,448	37,240	37,240	37,240	37,240	-	176,546	244,875	68,329
Interest																	
		-	-	-	-	-	-	10,417	10,417	10,417	-	-	-	-	31,250	-	-
Total Expenses																	
		4,853,983	8,673,428	11,174,829	10,878,408	8,741,781	8,995,256	10,433,182	7,916,161	10,330,029	9,793,386	9,642,045	6,506,506	5,414,717	113,353,710	106,932,340	(6,390,121)
Monthly Surplus (Deficit)																	
		(563,035)	(4,270,266)	(2,268,046)	(3,231,357)	(725,532)	(459,621)	(1,250,088)	(68,529)	638,661	1,822,943	638,822	3,786,297	14,010,985	8,061,234	4,878,581	3,213,904
															7.1%		4.6%

FY25-26 Pacific Coast Academy

Monthly Cash Flow/Forecast FY25-26

Revised 1/14/2026

ADA = 8026.66



Cash Flow Adjustments	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Actuals	Annual Forecast	Original Budget Total	Favorable / (Unfavorable)
	Monthly Surplus (Deficit)	(563,035)	(4,270,266)	(2,268,046)	(3,231,357)	(725,532)	(459,621)	(1,250,088)	(68,529)	638,661	1,822,943	638,822	3,786,297	14,010,985	8,061,234	
Cash flows from operating activities																
Depreciation/Amortization	3,448	3,448	3,448	3,449	3,449	3,449	3,448	3,448	3,448	37,240	37,240	37,240	-	176,548		
Public Funding Receivables	7,272,891	1,066,923	-	699,648	(531,776)	61,901	(877,596)	-	611,962	(426,163)	451,433	451,433	(18,974,269)	(10,193,613)		
Grants and Contributions Rec.	438,051	-	-	314,298	22,056	(2,712)	-	-	-	-	-	-	-	771,693		
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Prepaid Expenses	(27,356)	963,422	(517,720)	557,302	(123,096)	(13,113)	-	-	-	-	-	-	-	839,439		
Other Assets	-	(100,000)	-	-	-	-	-	-	-	-	-	-	-	(100,000)		
Accounts Payable	(622,129)	213,956	(127,524)	45,652	225,345	65,409	-	-	-	-	-	-	5,414,717	5,215,426		
Accrued Expenses	290,123	1,928,539	(808,643)	208,290	(65,732)	159,635	-	-	-	-	-	-	-	1,712,212		
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Deferred Revenue	121,467	(25,701)	(441,786)	1,463,421	155,521	(3,443)	-	-	-	-	-	-	(3,510,386)	(2,240,907)		
Cash flows from investing activities																
Purchases of Prop. And Equip.	-	-	-	-	-	-	(10,000,000)	-	-	-	-	-	-	(10,000,000)		
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from financing activities																
Proceeds from Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Payments on Factoring	-	-	-	-	-	-	-	-	-	(2,000,000)	-	-	-	(2,000,000)		
Proceeds(Payments) on Debt	-	-	-	-	-	-	2,000,000	-	-	-	-	-	-	2,000,000		
Total Change in Cash	6,913,461	(219,679)	(4,160,271)	60,703	(1,039,765)	(188,495)	(10,124,236)	(65,081)	1,287,862	(565,980)	1,127,495	4,274,970				
Cash, Beginning of Month	18,545,563	25,459,024	25,239,345	21,079,074	21,139,777	20,100,012	19,911,517	9,787,281	9,722,200	11,010,063	10,444,083	11,571,578				
Cash, End of Month	25,459,024	25,239,345	21,079,074	21,139,777	20,100,012	19,911,517	9,787,281	9,722,200	11,010,063	10,444,083	11,571,578	15,846,548				

Cert.	Instr.
56.1%	82.7%
17,975,123	3,303,419

Pupil:Teacher Ratio
21.24

Pacific Coast Academy

Budget vs Actual

For the period ended November 30, 2025

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenue							
State Aid - Revenue Limit							
LCFF Revenue	\$ 7,092,659	\$ 7,132,628	\$ (39,969)	\$ 29,158,709	\$ 22,190,399	\$ 6,968,310	\$ 90,346,624
Economic Protection Account Funding	0	0	0	326,870	382,393	(55,523)	1,529,573
In Lieu of Property Taxes	0	134,587	(134,587)	0	571,992	(571,992)	1,917,855
Total State Aid - Revenue Limit	7,092,659	7,267,215	(174,556)	29,485,579	23,144,784	6,340,795	93,794,052
Federal Revenue							
Federal Special Education - IDEA	0	0	0	0	0	0	915,253
Title I, Part A - Basic Low Income	0	0	0	217,684	171,530	46,154	686,119
Title II, Part A - Teacher Quality	4,424	0	4,425	4,424	29,820	(25,395)	119,280
Title III - Limited English	0	0	0	0	0	0	13,155
Other Federal Revenue	949	0	948	949	0	948	0
Federal - Prior Year Adjustments	3,452	0	3,452	41,640	0	41,640	0
Total Federal Revenue	8,825	0	8,825	264,697	201,350	63,347	1,733,807
Other State Revenue							
State Special Education - AB602	553,984	537,357	16,627	2,266,786	1,671,778	595,009	6,806,524
State - Mandated Cost Reimbursement	159,574	0	159,574	159,574	0	159,574	160,764
State - State Lottery	0	0	0	0	0	0	2,087,867
Prior Year Revenues	16,717	0	16,717	(277,416)	0	(277,417)	0
State - Other State Revenue	177,653	56,870	120,783	1,141,989	791,980	350,009	7,227,906
Total Other State Revenue	907,928	594,227	313,701	3,290,933	2,463,758	827,175	16,283,061
Other Local Revenue							
Interest Revenue	(5,292)	0	(5,292)	144,326	0	144,327	0
Other Local Revenue	7,122	0	7,122	25,948	0	25,947	0
School Fundraising	5,007	0	5,007	52,710	0	52,710	0
Total Other Local Revenue	6,837	0	6,837	222,984	0	222,984	0
Total Revenue	8,016,249	7,861,442	154,807	33,264,193	25,809,892	7,454,301	111,810,920
Expenses							
Certificated Salaries							
Certificated Teachers' Salaries	2,854,352	2,770,614	83,738	11,921,407	12,182,748	(261,341)	30,197,412
Certificated Teachers' Extra Duties/Stipends	353,357	318,968	34,389	1,541,340	1,435,352	105,987	3,508,641
Certificated Pupil Support Salaries	471,957	370,708	101,249	2,100,375	1,660,270	440,105	4,075,755
Certificated Supervisors' and Administrators' Salaries	282,019	239,603	42,416	1,398,927	1,193,654	205,274	2,866,514
Other Certificated Salaries	204,613	95,551	109,062	892,958	427,732	465,226	1,048,811
Total Certificated Salaries	4,166,298	3,795,444	370,854	17,855,007	16,899,756	955,251	41,697,133
Classified Salaries							
Classified Instructional Salaries	35,976	28,639	7,337	167,918	114,556	53,362	300,710
Classified Support Salaries	202,965	147,141	55,824	1,019,049	726,146	292,903	1,751,355
Classified Supervisors' and Administrators' Salaries	77,726	51,267	26,459	371,835	256,333	115,502	615,200
Clerical, Technical, and Office Staff Salaries	232,203	181,879	50,324	1,215,453	909,393	306,059	2,182,545
Other Classified Salaries	25,644	26,828	(1,184)	134,730	125,544	9,187	309,043
Total Classified Salaries	574,514	435,754	138,760	2,908,985	2,131,972	777,013	5,158,853
Benefits							
State Teachers' Retirement System, certificated positions	753,582	663,930	89,652	3,248,512	2,956,243	292,269	12,066,452
OASDI/Medicare/Alternative, certificated positions	35,120	27,017	8,103	177,261	132,182	45,078	319,849
Medicare certificated positions	66,408	61,352	5,056	292,191	275,961	16,232	679,412
Health and Welfare Benefits, certificated positions	487,998	489,966	(1,968)	2,672,442	2,578,535	93,906	5,590,200
State Unemployment Insurance, certificated positions	678	10,069	(9,391)	17,136	50,347	(33,211)	201,390
Workers' Compensation Insurance, certificated positions	30,174	42,312	(12,138)	229,706	190,318	39,388	468,559
Other Benefits, certificated positions	0	0	0	(479)	773,828	(774,307)	773,828
Total Benefits	1,373,960	1,294,646	79,314	6,636,769	6,957,414	(320,645)	20,099,690
Books & Supplies							
Textbooks and Core Curricula Materials	0	19,667	(19,666)	18,733	98,333	(79,600)	236,000
Books and Other Reference Materials	32,145	9,500	22,644	154,059	47,500	106,559	114,000
School Supplies	454,597	405,231	49,366	3,787,364	4,162,769	(375,406)	10,184,287
Software	71,064	323,584	(252,519)	1,730,390	1,617,917	112,474	3,883,000
Office Expense	31,395	18,166	13,228	154,364	90,833	63,531	218,000
Business Meals	2,624	3,417	(793)	24,018	17,083	6,935	41,000
Noncapitalized Equipment	69,173	36,310	32,863	817,339	431,483	385,855	1,876,053
Food Services	0	0	0	953	0	954	0

Pacific Coast Academy

Budget vs Actual

For the period ended November 30, 2025

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Total Books & Supplies	660,998	815,875	(154,877)	6,687,220	6,465,918	221,302	16,552,340
Subagreement Services							
Nursing	0	84	(84)	0	417	(417)	1,000
Special Education	297,286	236,166	61,119	662,488	1,180,833	(518,345)	2,834,000
Security	324	417	(92)	1,517	2,083	(566)	5,000
Other Educational Consultants	1,155,978	1,298,341	(142,363)	6,129,324	6,740,379	(611,055)	12,596,355
Total Subagreement Services	1,453,588	1,535,008	(81,420)	6,793,329	7,923,712	(1,130,383)	15,436,355
Professional/Consulting Services							
IT	38	3,667	(3,629)	21,146	18,334	2,813	43,999
Audit and Tax	4,550	4,666	(117)	4,550	9,333	(4,784)	14,000
Legal	22,292	9,500	12,793	103,381	47,500	55,882	114,000
Professional Development	350	28,834	(28,483)	270,764	144,167	126,596	346,000
General Consulting	10,927	(11,917)	22,843	43,989	(59,584)	103,573	(143,000)
Special Activities	45,192	69,779	(24,586)	888,762	982,708	(93,946)	2,144,061
Bank Charges	0	250	(250)	576	1,250	(674)	3,000
Printing	261	500	(239)	2,470	2,500	(31)	6,000
Other Taxes and Fees	25	2,416	(2,392)	22,365	12,084	10,282	29,000
Payroll Service Fee	19,801	15,584	4,218	95,793	77,916	17,876	187,000
Management Fee	199,360	163,057	36,302	851,892	815,288	36,604	1,956,691
District Oversight Fee	0	72,672	(72,672)	0	231,448	(231,447)	937,940
LACOE Fees	0	0	0	2,288	875	1,413	3,500
SELPA Fees	22,208	16,121	6,087	82,557	50,153	32,403	231,654
Public Relations	0	500	(500)	0	2,500	(2,500)	6,000
Total Professional/Consulting Services	325,004	375,629	(50,625)	2,390,533	2,336,472	54,060	5,879,845
Facilities, Repairs & Other Leases							
Rent	36,518	18,771	17,747	189,855	93,854	96,002	225,248
Additional Rent	2,069	3,583	(1,514)	(1,433)	17,916	(19,349)	43,000
Other Leases	3,176	2,000	1,176	24,669	10,000	14,669	24,000
Repairs and Maintenance	(15,590)	500	(16,090)	(8,321)	2,500	(10,822)	6,000
Total Facilities, Repairs & Other Leases	26,173	24,854	1,319	204,770	124,270	80,500	298,248
Operations & Housekeeping							
Auto and Travel Expense	63,692	20,250	43,442	198,911	101,250	97,662	243,000
Dues & Memberships	3,770	3,250	520	44,215	16,250	27,965	39,000
Insurance	75,576	83,333	(7,758)	514,259	416,667	97,592	1,000,000
Utilities	2,740	3,500	(760)	12,768	17,500	(4,732)	42,000
Janitorial/Trash Removal	0	417	(416)	0	2,083	(2,084)	5,000
Communications	10,802	16,917	(6,115)	45,273	84,584	(39,309)	203,000
Postage and Shipping	1,219	2,750	(1,531)	13,149	13,750	(602)	33,000
Total Operations & Housekeeping	157,799	130,417	27,382	828,575	652,084	176,492	1,565,000
Depreciation							
Depreciation Expense	3,448	20,406	(16,958)	17,242	102,031	(84,789)	244,875
Total Depreciation	3,448	20,406	(16,958)	17,242	102,031	(84,789)	244,875
Total Expenses	8,741,782	8,428,033	313,749	44,322,430	43,593,629	728,801	106,932,339
Change in Net Assets	(725,533)			(11,058,237)			
Net Assets, Beginning of Period	10,087,238			20,419,942			
Net Assets, End of Period	\$ 9,361,705			\$ 9,361,705			

Pacific Coast Academy

Statement of Financial Position

November 30, 2025

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 20,100,012	\$ 18,545,562	\$ 1,554,449	8 %
Accounts Receivable	9,211	783,617	(774,405)	(99) %
Public Funding Receivables	2,921,619	11,429,307	(8,507,688)	(74) %
Prepaid Expenses	211,039	1,063,591	(852,552)	(80) %
Total Current Assets	23,241,881	31,822,077	(8,580,196)	(27) %
Long-term Assets				
Property & Equipment, Net	391,746	408,989	(17,242)	(4) %
Deposits	150,999	50,999	100,000	196 %
Total Long-term Assets	542,745	459,988	82,758	18 %
Total Assets	\$ 23,784,626	\$ 32,282,065	\$ (8,497,438)	(26) %
Liabilities				
Current Liabilities				
Accounts Payable	\$ 965,197	\$ 1,229,898	\$ (264,700)	(22) %
Accrued Liabilities	4,771,075	3,218,498	1,552,576	48 %
Deferred Revenue	8,686,649	7,413,726	1,272,923	17 %
Total Current Liabilities	14,422,921	11,862,122	2,560,799	22 %
Total Liabilities	14,422,921	11,862,122	2,560,799	22 %
Net Asset	9,361,705	20,419,942	(11,058,237)	(54) %
Liabilities & Net Assets	\$ 23,784,626	\$ 32,282,065	\$ (8,497,438)	(26) %

Pacific Coast Academy**Statement of Cash Flows**

For the period ended November 30, 2025

	Month Ended 11/30/25	YTD Ended 11/30/25
Cash Flows from Operating Activities		
Change in Net Assets	\$ (725,533)	\$ (11,058,237)
Adjustments		
Depreciation	3,449	17,242
(Increase) Decrease in Operating Assets		
Public Funding Receivables	(531,776)	8,507,688
Grants, Contributions & Pledges Receivable	22,056	774,405
Prepaid Expenses	(123,096)	852,553
Other Assets	0	(100,001)
Increase (Decrease) in Operating Liabilities		
Accounts Payable	225,345	(264,701)
Accrued Expenses	(65,732)	1,552,577
Deferred Revenue	155,521	1,272,922
Total Cash Flows from Operating Activities	(1,039,766)	1,554,449
Change in Cash and Cash Equivalents	(1,039,766)	1,554,449
Cash & Cash Equivalents, Beginning of Period	21,139,777	18,545,562
Cash & Cash Equivalents, End of Period	\$ 20,100,012	\$ 20,100,012

Coversheet

Resolution to Open Revolving Line of Credit

Section: II. Finance
Item: B. Resolution to Open Revolving Line of Credit
Purpose: Vote
Submitted by:
Related Material: PCA Resolution 2026-01 OPEN RLOC_proposed 01.21.2026.pdf



Pacific Coast Academy

13915 Danielson St. #103, Poway, CA 92064

Ph (619) 215-0704

Resolution of Pacific Coast Academy Board of Directors

2026-01

AUTHORIZING THE EXECUTIVE DIRECTOR TO DRAW DOWN ON AND REPAY THE LINE OF CREDIT WITH HANMI BANK AS NECESSARY TO MEET OPERATIONAL NEEDS

WHEREAS, Pacific Coast Academy (“PCA”) is a California nonprofit public benefit corporation that operates a public charter school;

WHEREAS, on January 22, 2026, the Board of Directors of PCA (“Board”) approved a Line of Credit Agreement with Hanmi Bank, a copy of which is attached hereto as Exhibit A, that established a revolving line of credit for PCA with a principal amount not to exceed five million dollars (\$5,000,000.00), a 12-month term, no loan fees, and a floating interest rate set at the Wall Street Journal Prime minus 0.50% (the “Line of Credit”); and

WHEREAS, the Board deems it advisable and in the best interests of PCA to authorize PCA’s Executive Director or designee to draw down on the Line of Credit and repay the balance from time to time at their discretion in order to meet operational needs.

NOW, THEREFORE, the Board does hereby find, resolve, and order as follows:

Section 1. The Board finds each of the foregoing recitals to be true and correct.

Section 2. The Board, having authorized PCA to establish the Line of Credit with Hanmi Bank, hereby authorizes PCA’s Executive Director or designee, acting for and on behalf of PCA, to draw down on the Line of Credit and repay the balance from time to time during its 12-month term in order to meet operational needs.

Section 3. The outstanding balance on the Line of Credit shall be included in the financial reports provided to the Board at regular and/or special meetings.

Section 4. The Executive Director of PCA or their duly delegated representative (each an “Authorized Officer”), acting alone or together, is(are) hereby authorized and directed to take or a cause to be taken all such other actions as may be required to fulfill the purposes of the foregoing resolutions.

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 January 22, 2026, 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

EXHIBIT A

LINE OF CREDIT AGREEMENT BETWEEN PACIFIC COAST ACADEMY AND HANMI BANK

[See Attached]



Krystin Demofonte, Executive Director
 Pacific Coast Academy
 13915 Danielson St., Suite 103
 Poway, CA 92064-8884

January 9, 2026

Dear Ms. Demofonte

Hanmi Bank (“**Bank**”) is pleased to provide this Conditional Letter of Interest which sets forth the terms by which the Bank proposes to provide a credit facility to support business needs for you **which supersedes all previous correspondence.** This letter outlines, in summary format, some general terms and conditions pursuant to which Bank proposes to establish a credit facility. **This is not a commitment to extend credit in any form and remains subject to further due diligence, Bank credit committee approval and execution of formal loan documentation all in a form satisfactory to Bank and its counsel in its sole discretion.**

The basic points, terms and conditions for the proposed credit facility include, but are not limited to the following:

<i>Borrower(s)</i>	Pacific Coast Academy (PCA)
<i>Type of Facility</i>	Revolving Line of Credit
<i>Loan Amount</i>	Up to \$5,000,000.00 Revolving Line of Credit.
<i>Purpose</i>	The RLOC provides working capital financing for PCA to facilitate its operations and to allow it to provide support as needed to the PCA Schools for growth, seasonal needs and working capital and for tenant improvements.
<i>Rate</i>	The rate will be Wall Street Journal Prime minus 0.50%; floating. The indicative rate as of the date of this letter would be 6.25% (6.75%-0.50%).
<i>Repayment</i>	Interest only payable monthly on Revolving Advances. Principal due at maturity.
<i>Maturity</i>	One Year.

<i>Loan Fee</i>	None. Based on substantial deposit relationship of PCA and its related schools.
<i>Closing Costs</i>	Please be aware that these costs are estimates . In addition to the fees disclosed above, Borrowers pay actual costs including but not limited to the following: 1) Outside legal expense, if necessary
<i>Collateral</i>	1 st Position UCC-1 broad form filing on all assets of PCA.
<i>Advance</i>	Advances on the RLOC may be made using Borrower’s HB online treasury management access in addition to by facsimile, email or telephone. Quarterly, within 30 days of each quarter-end, Borrower to supply an Advance Certification Form to include a certification by Borrower of PCA’s current aggregate ADA as of the most recent quarter end, compared to the aggregate ADA for the corresponding quarter end from one year ago, has not declined by more than 10%, along with its Quarterly ADA reporting.
<i>Guarantor(s)</i>	None. Borrower is a 501c3 non-profit corporation with no shareholders.

General Requirements:

1. CPA audited financial statements annually, as soon as available but before the later of (i) December 15th, or (ii) by the following February 15 with evidence of extension by the authorizing authority.
2. Company prepared financial statement on a quarterly basis within 45 days of each quarter end.
3. All due diligence being satisfactory to the Bank;
4. Submission of all required documents;
5. Verification of all financial documents;
6. No adverse material changes prior to loan funding;
7. Completion and execution of documentation and UCC filing satisfactory to the Bank;

Key Loan Provisions:

A Loan Agreement will be executed which will include but not be limited to the following key provisions evaluated quarterly on a combined basis for PCA:

- Maintain minimum liquidity level of the above Loan Amount. Liquidity is defined as cash and cash equivalents plus readily marketable securities.
- A minimum Bank debt to EBITDA to be maintained and evaluated quarterly, with EBITDA measured on a rolling four-quarter basis, of not greater than 3.0:1.0.

Other Requirements: To be determined & discussed with Borrower prior to loan documentation.

The Bank’s ability to pursue this loan request is further contingent upon the following terms and conditions, to include, but not limited to:

- Final credit approval by Hanmi Bank credit department
- Satisfactory underwriting review conducted by Hanmi Bank upon all required information pursuant to the underwriting guidelines of Hanmi Bank as applied by the Bank in its sole discretion.
- Any and all other items as may be required by Hanmi Bank to satisfactorily complete the Bank’s underwriting requirements for the proposed credit accommodation.


The contents of this Letter are confidential and are intended for use exclusively by the parties, their advisors and legal counsel in connection with the proposed Loan and may not be disclosed to any third party by you or your representatives without Bank approval.

Hanmi Banks willingness to make the Loan is subject to full and complete underwriting, due diligence, documentation, and internal approvals. Neither party hereto shall have any legal or financial obligations to the other with respect to the proposed Loan contemplated herein unless and until all the terms and conditions of the proposed Loan have been negotiated and agreed to by the parties hereto and set forth in a final, binding Loan Agreement which has been properly approved, authorized and executed by the parties, neither party may claim any legal rights against the other by reason of the signing of this Letter, or the taking of any action in reliance thereon.

If you wish Hanmi Bank to proceed and process your request for the credit facility stated herein, please sign below and return the signed copy of this Letter of Interest no later than January 23, 2026.

We really appreciate the opportunity to continue to earn your business and maintain our mutually beneficial banking relationship with you. We believe this Letter of Interest is reflective of Hanmi Bank’s interest to support your business and growth objectives. If you have any questions, please contact me at 949-288-7639.

Sincerely,

DocuSigned by:

 B42338F70D4E467...

Ben Sottile
Senior Vice President & Manager
Specialty Lending Department


Certificate Of Completion

Envelope Id: 36710221-9220-479F-8E6A-DFDDC8D9F297	Status: Completed
Subject: Complete with Docusign: Pacific Coast Academy RLOC LOI 2026.pdf	
Source Envelope:	
Document Pages: 4	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Ben Sottile
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	3660 Wilshire Blvd Ph A
	Los Angeles, CA 90010-2387
	ben.sottile@hanmi.com
	IP Address: 209.233.252.99

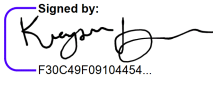
Record Tracking

Status: Original 1/15/2026 9:03:24 AM	Holder: Ben Sottile ben.sottile@hanmi.com	Location: DocuSign
Status: Authoritative Copy (1 of 1 documents) 1/15/2026 6:08:54 PM	Holder: Ben Sottile ben.sottile@hanmi.com	Location: DocuSign
Status: Receipt Confirmed 1/15/2026 6:09:39 PM	Holder: Ben Sottile ben.sottile@hanmi.com	Location: Hanmi Bank

Signer Events

Signer Events	Signature	Timestamp
Ben Sottile ben.sottile@hanmi.com Senior Vice President Hanmi Bank Security Level: Email, Account Authentication (None)	 <p>DocuSigned by: <i>Ben Sottile</i> B12336F70D4E457...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 209.233.252.99</p>	<p>Sent: 1/15/2026 9:04:16 AM Viewed: 1/15/2026 9:04:25 AM Signed: 1/15/2026 9:04:52 AM</p>

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Krystin Demofonte krystin.demofonte@pacificcoastacademy.org Executive Director Security Level: Email, Account Authentication (None)	 <p>Signed by: <i>Krystin Demofonte</i> F30C49F09104454...</p> <p>Signature Adoption: Drawn on Device Using IP Address: 98.168.104.180</p>	<p>Sent: 1/15/2026 9:04:16 AM Viewed: 1/15/2026 6:08:12 PM Signed: 1/15/2026 6:08:53 PM</p>
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Electronic Record and Signature Disclosure:
Accepted: 1/15/2026 6:08:12 PM
ID: 2cddbba5-9307-43b7-a3f4-940fc626e916

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/15/2026 9:04:16 AM
Certified Delivered	Security Checked	1/15/2026 6:08:12 PM
Signing Complete	Security Checked	1/15/2026 6:08:53 PM
Completed	Security Checked	1/15/2026 6:08:53 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Hanmi Bank (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Hanmi Bank:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To advise Hanmi Bank of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at callcenter@hanmi.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Hanmi Bank

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to callcenter@hanmi.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Hanmi Bank

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to callcenter@hanmi.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Hanmi Bank as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Hanmi Bank during the course of my relationship with you.

Coversheet

Resolution to Open Bank Account for PCA School Facilities LLC

Section: II. Finance
Item: C. Resolution to Open Bank Account for PCA School Facilities LLC
Purpose: Vote
Submitted by:
Related Material:
PCA Resolution 2026-02 LLC TO OPEN BANK ACCOUNT_proposed 01.20.2026.pdf



Pacific Coast Academy

13915 Danielson St. #103, Poway, CA 92064

Ph (619) 215-0704

Resolution of Pacific Coast Academy Board of Directors

2026-02

A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION APPROVING AND RATIFYING THE OPENING OF AN OPERATING BANK ACCOUNT FOR PCA SCHOOL FACILITIES LLC

WHEREAS,

Pacific Coast Academy (“PCA”) is a California nonprofit public benefit corporation operating as a public charter school organized exclusively for educational and charitable purposes; and

WHEREAS, PCA is the sole member and owner of PCA School Facilities LLC, a California limited liability company that is a disregarded entity for federal and state tax purposes (the “Facilities LLC”), formed for the purpose of acquiring, owning, and managing real property to support PCA’s educational mission; and

WHEREAS, pursuant to the Operating Agreement of the Facilities LLC, the Manager of the Facilities LLC is authorized to open and maintain bank accounts on behalf of the Facilities LLC in furtherance of its business purposes; and

WHEREAS, consistent with that authority, the Manager previously caused an operating bank account to be opened in the name of the Facilities LLC (the “Operating Account”) for purposes of receiving funds, paying expenses, and otherwise supporting the acquisition, ownership, and operation of facilities for PCA; and

WHEREAS, although such action was authorized under the Facilities LLC’s Operating Agreement, the Board of Directors of PCA (the “Board”) desires, as a matter of good governance and oversight, to formally approve and ratify the opening and continued maintenance of the Operating Account; and

WHEREAS, the Board has determined that the establishment and maintenance of the Operating Account is reasonable, prudent, and in the best interests of PCA and consistent with PCA’s educational mission, fiduciary duties, and applicable law;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Approval and Ratification of Bank Account.

The Board hereby approves and ratifies the opening and continued maintenance of an operating bank account in the name of PCA School Facilities LLC, as previously established by the Manager of the Facilities LLC pursuant to the authority granted under its Operating Agreement.

2. Purpose of the Account.

The Board confirms that the Operating Account shall be used solely for legitimate business purposes of the Facilities LLC, including receiving funds from PCA, paying expenses, and supporting the acquisition, ownership, financing, improvement, and operation of facilities for the benefit of PCA.

3. Authorized Signatories.

The Board acknowledges that the Manager of the Facilities LLC, and any additional officers or agents authorized in accordance with the Facilities LLC's Operating Agreement or applicable banking resolutions, may act as authorized signatories on the Operating Account.

4. Governance and Oversight.

The Board directs PCA staff to ensure that the Operating Account is maintained in a manner consistent with PCA's internal controls, accounting policies, audit requirements, and applicable charter school and nonprofit governance standards.

5. Ratification of Prior Actions.

Any and all actions previously taken by the Manager, officers, or agents of PCA or the Facilities LLC consistent with the intent of this Resolution are hereby ratified, confirmed, and approved.

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 January 22, 2026, 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

Resolution to Transfer of Funds to PCA School Facilities LLC

Section: II. Finance
Item: D. Resolution to Transfer of Funds to PCA School Facilities LLC
Purpose: Vote
Submitted by:
Related Material:
PCA Resolution 2026-03 TRANSFER FUNDS TO LLC_proposed 01.20.2026.pdf



Pacific Coast Academy

13915 Danielson St. #103, Poway, CA 92064

Ph (619) 215-0704

Resolution of Pacific Coast Academy Board of Directors

2026-03

A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION APPROVING THE TRANSFER OF FUNDS TO PCA SCHOOL FACILITIES LLC FOR THE ACQUISITION AND OWNERSHIP OF REAL PROPERTY

WHEREAS,

Pacific Coast Academy (“PCA”) is a California nonprofit public benefit corporation operating as a public charter school organized exclusively for educational and charitable purposes; and

WHEREAS, PCA is the sole member and owner of PCA School Facilities LLC, a California limited liability company that is a disregarded entity for federal and state tax purposes (the “Facilities LLC”), formed for the purpose of acquiring, owning, and managing real property to support PCA’s educational mission; and

WHEREAS, the Board of Directors of PCA (the “Board”) has determined that the acquisition and ownership of a school facility located at 13915 Danielson Street (the “Property”) will further the educational goals, operational stability, and long-term facilities needs of PCA; and

WHEREAS, PCA intends for the Facilities LLC to acquire and hold title to the Property for the benefit of PCA and in furtherance of PCA’s public and charitable purposes; and

WHEREAS, in order to fund the acquisition of the Property, PCA proposes to transfer Ten Million Dollars (\$10,000,000) from PCA to the Facilities LLC (the “Transfer”); and

WHEREAS, the Board has reviewed the proposed Transfer and has determined that it is consistent with PCA’s charter, applicable charter school laws and regulations, and PCA’s educational mission; and

WHEREAS, the Board finds that the Transfer is reasonable, prudent, and in the best interests of PCA and its students, and that the Facilities LLC will use the funds solely for the acquisition, ownership, and related costs of the Property in support of PCA’s operations;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Approval of Transfer.

The Board hereby approves the transfer of \$10,000,000 from PCA to PCA School Facilities LLC for the purpose of funding the acquisition and ownership of the real property located at 13915 Danielson Street, to be used in furtherance of PCA’s educational goals.

2. Purpose and Use of Funds.

The Board confirms that the transferred funds shall be used exclusively by the Facilities LLC for costs related to the purchase, ownership, improvement, financing, and operation of the Property for PCA's benefit and consistent with PCA's charitable and educational purposes.

3. Authorization of Officers.

The Board hereby authorizes any one of the Executive Director or Deputy Executive Director of PCA (an "Authorized Officer") to take any and all actions deemed necessary or advisable to effectuate the Transfer, including but not limited to executing transfer instructions, intercompany agreements, certifications, escrow documents, and any related instruments.

4. Intercompany Documentation.

The Authorized Officers are further authorized to execute any promissory notes, contribution agreements, funding agreements, or other intercompany documentation deemed appropriate to memorialize the Transfer and reflect the relationship between PCA and the Facilities LLC, consistent with applicable law and accounting requirements.

5. Compliance with Law and Charter Requirements.

The Board affirms that the Transfer is intended to comply with all applicable federal and state laws, regulations, PCA's charter, and any requirements of PCA's charter authorizer, and directs staff to ensure appropriate accounting, reporting, and documentation of the transaction.

6. Ratification.

Any and all actions previously taken by officers or agents of PCA consistent with the intent of this Resolution are hereby ratified, confirmed, and approved.

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 January 22, 2026, 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

Resolution to Appoint Manager for PCA School Facilities, LLC

Section: II. Finance
Item: E. Resolution to Appoint Manager for PCA School Facilities, LLC
Purpose: Vote
Submitted by:
Related Material:
PCA Resolution 2026-04 APPOINT MANAGERS TO LLC_proposed 01.20.2026.pdf



Pacific Coast Academy

13915 Danielson St. #103, Poway, CA 92064

Ph (619) 215-0704

Resolution of Pacific Coast Academy Board of Directors

2026-04

A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION APPROVING MANAGER APPOINTMENT FOR PCA SCHOOL FACILITIES, LLC

WHEREAS, Pacific Coast Academy (“PCA”) is a California nonprofit public benefit corporation and charter school; and

WHEREAS, PCA is the sole member of PCA School Facilities, LLC (the “LLC”); and

WHEREAS, pursuant to the Operating Agreement of PCA School Facilities, LLC dated September 18, 2025 (the “Operating Agreement”), the sole member has the authority to remove and appoint the Manager(s) of the LLC; and

WHEREAS, the Board of Directors desires to remove the current Manager and appoint new Managers to serve the educational and operational interests of PCA;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Pacific Coast Academy hereby approves and authorizes the following actions, effective immediately:

1. Removal of Manager

Mike Sandler is hereby removed as Manager of PCA School Facilities, LLC.

2. Appointment of Managers

Krystin Demofonte, Executive Director of Pacific Coast Academy, and Shari Erlendson, Deputy Executive Director of Pacific Coast Academy, are hereby appointed as Managers of PCA School Facilities, LLC, to serve pursuant to the Operating Agreement.

3. Amendment of Operating Agreement Exhibit

Exhibit A to the Operating Agreement of PCA School Facilities, LLC is hereby approved to be replaced in its entirety to reflect the appointment of the Managers named above.

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 January 22, 2026, 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

2024-2025 Audit Report

Section: II. Finance
Item: F. 2024-2025 Audit Report
Purpose: Vote
Submitted by:
Related Material: 2024-25 Audit Rpt - Pacific Coast DRAFT.pdf



Pacific Coast Academy Charter#1892

Financial Statements
June 30, 2025

<https://whkcpa.com>



Pacific Coast Academy Charter School
 Financial Statements
 Year Ended June 30, 2025

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BRIAN K. HADLEY, CPA
 AUBREY W. MANN, CPA
 KEVIN A. SPROUL, CPA

Independent Auditor's Report

To the Board of Directors
 Pacific Coast Academy Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Pacific Coast Academy Charter School (the School), a nonprofit organization, which comprise the statement of financial position as of June 30, 2025, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Pacific Coast Academy Charter School as of June 30, 2025, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

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

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

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the School's financial statements.

The accompanying schedule of expenditures of federal awards as required by *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* are presented for purposes of additional analysis and are not a required part of the financial statements.

The accompanying financial statements and additional accompanying supplementary information, as identified in the Table of Contents and as required by the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, is presented for purposes of additional analysis and is not a required part of the financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the schedule of expenditures of federal awards and additional supplementary information, as identified in the table of contents, are fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the Other Information section of the report, as identified in the table of contents, but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 27, 2026 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

El Cajon, California
January 27, 2026

Financial Statements

Pacific Coast Academy Charter School

Statement of Financial Position

June 30, 2025

Assets

Cash and cash equivalents	\$ 18,545,562
Accounts receivable	12,029,177
Accounts receivable - related entities	198,491
Prepaid expenses	1,063,591
Security deposits	50,999
Property and equipment, net	408,989
Right-of-use assets, operating leases	
Facilities and equipment	1,807,104
Accumulated amortization	(345,072)
Accrued rent	(23,360)
Total Assets	<u>\$ 33,735,481</u>

Liabilities and Net Assets

Liabilities

Accounts payable - vendors	\$ 1,305,593
Accounts payable - related entities	7,269
Accounts payable - grantor government	1,668,316
Accrued payroll liabilities	1,375,667
Unearned revenue	7,413,726
Leases payable	1,462,033
Total Liabilities	<u>13,232,604</u>

Net Assets

Without donor restrictions	
Undesignated	20,093,888
Invested in property and equipment, net of related debt	408,989
	<u>20,502,877</u>

With donor restrictions

	<u>-</u>
Total Net Assets	<u>20,502,877</u>
Total Liabilities and Net Assets	<u>\$ 33,735,481</u>

The accompanying notes are an integral part of this statement.

Pacific Coast Academy Charter School

Statement of Activities
Year Ended June 30, 2025

	Without Donor Restrictions	With Donor Restrictions	Total
Revenue, Support, and Gains			
Local Control Funding Formula (LCFF) sources			
State aid	\$ 78,037,774	\$ -	\$ 78,037,774
Education protection account state aid	1,344,384	-	1,344,384
Transfers in lieu of property taxes	1,184,315	-	1,184,315
Total LCFF sources	<u>80,566,473</u>	<u>-</u>	<u>80,566,473</u>
Federal contracts and grants	-	1,874,978	1,874,978
State contracts and grants	2,134,336	9,888,596	12,022,932
Local contracts and grants	2,436,385	-	2,436,385
Loss on sale of equipment	(17,290)	-	(17,290)
Donations and fundraising	67,402	-	67,402
FMV adjustment	125,356	-	125,356
Interest income	424,707	-	424,707
Net assets released from restriction -			
Grant restrictions satisfied	11,763,574	(11,763,574)	-
Total revenue, support, and gains	<u>97,500,943</u>	<u>-</u>	<u>97,500,943</u>
Expenses and Losses			
Program services expense	84,011,997	-	84,011,997
Supporting services expense	11,054,289	-	11,054,289
Total expenses and losses	<u>95,066,286</u>	<u>-</u>	<u>95,066,286</u>
Change in Net Assets	2,434,657	-	2,434,657
Net Assets, Beginning of Year	<u>18,068,220</u>	<u>-</u>	<u>18,068,220</u>
Net Assets, End of Year	<u>\$ 20,502,877</u>	<u>\$ -</u>	<u>\$ 20,502,877</u>

The accompanying notes are an integral part of this statement.

Pacific Coast Academy Charter School

Statement of Functional Expenses

Year Ended June 30, 2025

	<u>Program Services</u> Educational Programs	<u>Supporting Services</u> Management and General	Total
Salaries and wages	\$ 37,568,274	\$ 5,760,857	\$ 43,329,131
Pension expense	7,058,622	1,082,395	8,141,017
Other employee benefits	5,994,475	919,215	6,913,690
Payroll taxes	334,186	51,245	385,431
Fees for services:			
Management	-	1,665,719	1,665,719
Legal	-	98,936	98,936
Audit	-	18,500	18,500
Professional consulting	15,137,159	-	15,137,159
District oversight	-	379,341	379,341
Banking and payroll services	-	232,952	232,952
Advertising and promotion	-	5,507	5,507
Office expenses	31,496	-	31,496
Information technology	174,127	97,913	272,040
Occupancy	195,459	-	195,459
Travel	338,621	-	338,621
Conferences, conventions, and meetings	412,983	-	412,983
Depreciation	31,313	-	31,313
Amortization	345,072	-	345,072
Insurance	-	724,904	724,904
Other expenses:			
Books and supplies	11,645,517	-	11,645,517
Equipment rental and repair	16,539	-	16,539
Dues and memberships	-	16,805	16,805
Special education encroachment	3,664,685	-	3,664,685
Student events	1,063,469	-	1,063,469
Total expenses by function	<u>\$ 84,011,997</u>	<u>\$ 11,054,289</u>	<u>\$ 95,066,286</u>

The accompanying notes are an integral part of this statement.

Pacific Coast Academy Charter School

Statement of Cash Flows

Year Ended June 30, 2025

Cash Flows from Operating Activities	
Receipts from federal, state, and local contracts and grants	\$ 87,188,160
Receipts from property taxes	1,184,315
Receipts from operating interest	550,063
Other receipts	50,112
Payments for salaries and benefits	(58,458,773)
Payments to vendors	<u>(36,111,478)</u>
Net Cash Used For Operating Activities	<u><u>(5,597,601)</u></u>
 Cash Flows from Investing Activities	
Purchases of property and equipment	(171,108)
Disposal of capital assets	<u>63,290</u>
Net Cash Used In Investing Activities	<u><u>(107,818)</u></u>
 Net Change in Cash and Cash Equivalents	(5,705,419)
Cash and Cash Equivalents, Beginning of Year	<u>24,250,981</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 18,545,562</u></u>
 Reconciliation of Change in Net Assets to Net Cash Used For Operating Activities	
Change in net assets	\$ 2,434,657
Adjustments to reconcile change in net assets to net cash:	
Depreciation	31,313
Amortization	345,072
Changes in operating assets and liabilities	
(Increase) Decrease in assets	
Accounts receivable	(8,933,438)
Accounts receivable - related entities	(177,238)
Prepaid expenses	489,220
Security deposits	(50,000)
Right-of-use assets, operating leases	(1,783,744)
Increase (Decrease) in liabilities	
Accounts payable - vendors	(315,624)
Accounts payable - related entities	7,269
Accounts payable - grantor governments	966,457
Accrued payroll liabilities	310,496
Unearned revenue	(384,074)
Leases payable	<u>1,462,033</u>
Net Cash Used For Operating Activities	<u><u>\$ (5,597,601)</u></u>

The accompanying notes are an integral part of this statement.

Pacific Coast Academy Charter School

Notes to the Financial Statements

Year Ended June 30, 2025

A. Principal Activity and Summary of Significant Accounting Policies

Organization

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

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

Basis of Accounting

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

Cash and Cash Equivalents

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

Accounts Receivable

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

Property and Equipment

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

The School reviews the carrying values of property and equipment for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment during the year ended June 30, 2025.

Pacific Coast Academy Charter School
Notes to the Financial Statements, Continued
Year Ended June 30, 2025

Investments

The School's method of accounting for investments, in accordance with generally accepted accounting principles, is the fair value method. Fair value is determined by published quotes. Changes in fair value of investments result in increases or decreases in unrealized fair values of equity investments. Adjustments to fair values are reflected as unrealized gain/loss on investments in the accompanying statement of activities. The School's policy is to follow the fair value measurement and reporting requirements contained in FASB ASC 820 *Fair Value Measurements and Disclosures*.

Prepaid Expenses

Prepaid expenses are recorded to account for expenditures during the benefiting period.

Leases

The School leases facilities and equipment which are utilized in its charitable purpose. The School determines if an arrangement is a lease at inception. Operating leases are included in the operating lease right-of-use assets, other current liabilities, and operating lease liabilities in the Statement of Financial Position. Financing leases are included in the financing lease right-of-use assets, other current liabilities, and financing lease liabilities in the Statement of Financial Position.

Right-of-use assets represent our right to use an underlying asset for the lease term and lease liabilities represent our obligation to make lease payments arising from the lease. Operating lease right-of-use assets and liabilities are recognized at commencement date based on the present value of lease payments over the lease term. As most of our leases do not provide an implicit rate, we use our incremental borrowing rate based on the information available at commencement date in determining the present value of lease payments. The operating lease right-of-use asset also includes any lease payments made and excludes lease incentives. Our lease term may include options to extend or terminate the lease when it is reasonably certain that we will exercise that option. Lease expense for lease payments is recognized on a straight-line basis over the lease term.

The lease agreements do not contain any material residual value guarantees or material restrictive covenants.

The School has lease agreements with lease and non-lease components, which are generally accounted for separately. The School has elected to apply the short-term lease exemption to any leases with terms of 12 months or less or any leases below the threshold of \$5,000.

In evaluating contracts to determine if they qualify as a lease, the School considers factors such as whether they have obtained substantially all of the rights to the underlying asset through exclusivity, if the School can direct the use of the asset by making decisions about how and for what purpose the asset will be used and if the lessor has substantive substitution rights. This evaluation may require significant judgment.

In allocating consideration in the contract to the separate lease components and the non-lease components, the School uses the stand-alone prices of the lease and non-lease components. Observable stand-alone prices are used, if available. If the stand-alone price for a component has a high level of variability or uncertainty, this allocation may require significant judgment.

Pacific Coast Academy Charter School
Notes to the Financial Statements, Continued
Year Ended June 30, 2025

Functional Allocation of Expenses

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

Net Assets

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

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

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

Donated Services and In-Kind Contributions

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

Advertising

Advertising costs are expensed as incurred and approximated \$5,507 during the year ended June 30, 2025.

Estimates

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

Revenue and Revenue Recognition

The School follows the provisions of FASB ASC 958-605 thereby recognizing revenue when applicable performance related barriers have been satisfied and the revenue is earned. A performance-related barrier represents something that must be achieved, performed or delivered in order to receive funds. Performance related barriers are required to be measurable, limit discretion by recipient on the conduct of the activity, and the stipulations are related to the purpose of the agreement or grant. When funds are received and performance-related barriers are not satisfied, the School records the funds as unearned revenue.

Pacific Coast Academy Charter School
Notes to the Financial Statements, Continued
Year Ended June 30, 2025

After the School has determined that performance related barriers have been satisfied, the revenue is recognized as either restricted or unrestricted based on the nature of the resources and conditions of the grantor. Restrictions on recognized revenue could constitute allowable uses of the resources that are narrower than the School's mission but are not considered performance-related barriers. Restricted resources are released from their restriction once the restricted purpose has been satisfied.

The School primarily receives funds from the California Department of Education (CDE). Local Control Funding Formula revenue and state revenues received from CDE are based on the School's average daily attendance (ADA) of students and recognized in the period the ADA occurs. In addition, the School receives state and local revenues for the enhancement of various educational programs. This assistance is generally received based on applications submitted to and approved by various granting agencies.

LCFF Revenues and Payments in Lieu of Property Taxes

The School's primary funding source is a combination of local property taxes and state revenues. The California Department of Education computes the Local Control Funding Formula (LCFF) on statewide charter school rates multiplied by the schools' average daily attendance (ADA) as reported at the second principal apportionment period (P2). The result is then reduced by property tax revenues transferred from the District to the school, which is funding in lieu of property taxes, and education protection account funds paid by the state under Proposition 30. The remaining balance is paid from the state general fund, in the form of LCFF State Aid. LCFF funding sources, inclusive of state and local sources, made up 82.63% of the School's revenue.

The LCFF includes the following components applicable to the School:

1. Provides a base grant for each school based on the school's ADA. The actual base grant varies based on grade span.
2. Provides an adjustment of 2.6 percent on the base grant amount for grades nine through twelve.
3. Provides a supplemental grant equal to 20 percent of the adjusted base grants for targeted disadvantaged students. Targeted students are those classified as English Learners (EL), eligible to receive a free or reduced-price meal (FRPM), foster youth, homeless youth, or any combination of these factors (unduplicated count).
4. Provides a concentration grant equal to 65 percent of the adjusted base grant for targeted students exceeding 55 percent of the school's enrollment.

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

Income Taxes

The School is a 509(a)(1) publicly supported non-profit charter school that is exempt from income taxes under Sections 501(a) and 501(c)(3) of the Internal Revenue Code. The School is also exempt from California franchise or income tax under Section 23701d of the California Revenue and Taxation Code. The School may be subject to tax on income which is not related to its exempt purpose. For the year ended June 30, 2025, no such unrelated business income was reported and, therefore, no provision for income taxes has been made.

The School follows provisions of uncertain tax positions as addressed in ASC 958. The School recognizes accrued interest and penalties associated with uncertain tax positions as part of the income tax provision, when applicable. There are no amounts accrued in the financial statements related to uncertain tax positions for the year ended June 30, 2025.

Pacific Coast Academy Charter School
Notes to the Financial Statements, Continued
Year Ended June 30, 2025

The School files informational and income tax returns in the United States and in the state of California. The federal income tax and informational returns are subject to examination by the Internal Revenue Service for three years after the returns are filed. State and local jurisdictions have statutes of limitation that generally range from three to five years.

Financial Instruments and Credit Risk

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

New Accounting Guidance

The Financial Accounting Standards Board (FASB) issues accounting standards updates and additional guidance for not-for-profit and for-profit agencies to establish consistent accounting across all organizations in the United States. The following table represents items that have been issued by FASB that became effective in the 2024-25 fiscal year:

Description	Date Issued
FASB Accounting Standards Update 2018-12 - <i>Financial Services Insurance (Topic 944)</i>	Aug-18
FASB Accounting Standards Update 2019-09 - <i>Financial Services, Insurance (Topic 944)</i>	Nov-19
FASB Accounting Standards Update 2020-06 - <i>Debt (Topic 470-20)</i>	Aug-20
FASB Accounting Standards Update 2020-06 - <i>Derivatives and Hedging (Topic 815-40)</i>	Aug-20
FASB Accounting Standards Update 2021-08 - <i>Business Combinations (Topic 805)</i>	Oct-21
FASB Accounting Standards Update 2022-01 - <i>Derivatives and Hedging (Topic 815): Fair Value Hedging - Portfolio Layer Method</i>	Mar-22
FASB Accounting Standards Update 2023-01 - <i>Leases (Topic 842): Common Control Arrangements</i>	Mar-23
FASB Accounting Standards Update 2023-05 - <i>Business Combinations - Joint Venture Formations (Subtopic 805-60)</i>	Aug-23
FASB Accounting Standards Update 2023-07 - <i>Segment Reporting (Topic 280)</i>	Nov-23

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

Pacific Coast Academy Charter School
Notes to the Financial Statements, Continued
Year Ended June 30, 2025

Subsequent Events

In preparing these financial statements, the School has evaluated events and transactions for potential recognition or disclosure through January 27, 2026, the date the financial statements were available to be issued.

On January 30, 2026, the School is scheduled to close on the purchase of its primary facility, which is currently leased, for a sales price of \$9,631,500.

B. Liquidity and Availability

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

Cash and cash equivalents	\$	18,545,562
Accounts receivable		12,029,177
Accounts receivable - related entities		<u>198,491</u>
Total	\$	<u><u>30,773,230</u></u>

C. Fair Value Measurements and Disclosure

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

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

Pacific Coast Academy Charter School
Notes to the Financial Statements, Continued
Year Ended June 30, 2025

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

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

The following table presents assets and liabilities measured at fair value on a recurring basis at June 30, 2025:

Assets	Total	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
External investment pools measured at fair value				
Cash in county treasury	\$ 2,674,150	\$ -	\$ 2,674,150	\$ -
Money market	9,308,106	9,308,106	-	-
Total investments by fair value level	<u>\$ 11,982,256</u>	<u>\$ 9,308,106</u>	<u>\$ 2,674,150</u>	<u>\$ -</u>

D. Cash and Cash Equivalents

The School's cash and cash equivalents on June 30, 2025, consisted of the following:

Cash in county treasury	\$ 2,672,875
FMV adjustment	1,275
Cash in bank accounts	6,563,306
Cash equivalents	9,308,106
Total cash and cash equivalents	<u>\$ 18,545,562</u>

Cash in County Treasury

The School is a voluntary participant and therefore maintains a portion of its cash in the San Diego County Treasury as part of the common investment pool (\$2,672,875 as of June 30, 2025). The County Treasury is restricted by Government Code §53635 pursuant to §53601 to invest in time deposits, U.S. Government Securities, state registered warrants, notes or bonds, State Treasurer's investment pool, banker's acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse agreements.

The fair value of the School's investment in this pool (\$2,674,150 as of June 30, 2025) is reported in the accompanying financial statements at amounts based upon the School's pro-rata share of the fair value provided by the County Treasury for the entire County Treasury portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasury, which are recorded on an amortized cost basis. Cash may be added or withdrawn from the investment pool without limitation.

Pacific Coast Academy Charter School
Notes to the Financial Statements, Continued
Year Ended June 30, 2025

Cash Equivalents and Investments

The School maintains a portion of their funds in short term investments (\$9,308,106 as of June 30, 2025). These cash equivalents consist of certificates of deposit and United States Government Money Market Funds. These funds are not FDIC insured and are therefore exposed to custodial credit risk. The School does not anticipate any losses as a result of this risk. Cash cannot be withdrawn from the certificates of deposit without penalty. Cash may be added or withdrawn from the money market accounts without limitation.

Cash in Bank

The remainder of the School's cash (\$6,563,306 as of June 30, 2025) is split between a fully insured cash sweep account and a standard bank account. Of this amount, \$3,569,664 is held in a sweep account that is 100% Federal Deposit Insurance Corporation (FDIC) insured via an Insured Cash Sweep (ICS) product, which sweeps out any funds in excess of \$250,000 each night into other secure FDIC-insured financial institutions. The funds are liquid and sweep back as needed. The remaining \$2,993,642 is held in a standard bank account at financial institutions that are insured by the FDIC up to a limit of \$250,000 per depositor. As of June 30, 2025, the School held \$3,183,728 in excess of the FDIC-insured amounts. The School reduces its exposure to risk by maintaining such deposits with high-quality financial institutions. The School has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk.

E. Accounts Receivable

As of June 30, 2025, the School's accounts receivable consisted of the following:

Federal Government		
Special Education	\$	1,046,154
Title I		74,615
State Government		
Education Protection Account		36,904
State Aid		8,786,157
Lottery Funding		625,033
Mental Health		49,243
Special Education		811,200
Other Local Sources		
Interest		21,745
Other Local Sources		578,126
Total Accounts Receivable	\$	<u>12,029,177</u>

F. Prepaid Expenses

As of June 30, 2025, the School's prepaid expenses consisted of the following:

Licenses, software, and dues	\$	701,383
Rent		35,369
Insurance and benefits		307,326
Vendors		19,513
Total Prepaid Expenses	\$	<u>1,063,591</u>

Pacific Coast Academy Charter School
Notes to the Financial Statements, Continued
Year Ended June 30, 2025

G. Property and Equipment

Property and equipment for the School consisted of the following at June 30, 2025:

	Beginning Balance	Additions	Deletions	Ending Balance
Non-Depreciable Capital Assets				
Work in Progress	\$ 140,780	\$ -	\$ -	\$ 140,780
Total Non-Depreciable Capital Assets	<u>140,780</u>	<u>-</u>	<u>-</u>	<u>140,780</u>
Depreciable Capital Assets				
Equipment, Furniture, and Fixtures	236,350	171,108	88,056	319,402
Total Depreciable Capital Assets	<u>236,350</u>	<u>171,108</u>	<u>88,056</u>	<u>319,402</u>
Total Capital Assets	377,130	171,108	88,056	460,182
Less Accumulated Depreciation	(44,646)	(31,313)	(24,766)	(51,193)
Capital Assets, Net	<u>\$ 332,484</u>	<u>\$ 139,795</u>	<u>\$ 63,290</u>	<u>\$ 408,989</u>

H. Unearned Revenue

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

The following table provides information about significant changes in unearned revenue for the year ended June 30, 2025:

Unearned Revenue, beginning of period	\$ 7,797,800
Increases in unearned revenue due to cash received during the period	810,750
Decreases in unearned revenue due to performance obligations met during the period	(1,194,824)
Unearned Revenue, end of period	<u>\$ 7,413,726</u>

As of June 30, 2025, unearned revenue consisted of the following:

Federal	
Title II	\$ 11,611
Title III	16,720
State	
Educator Effectiveness	39,987
Universal Pre-K Planning	67,329
Arts & Music Block Grant	2,420,399
Prop 28 Arts and Music	1,295,314
Learning Recovery Grant	3,509,011
Ethnic Studies	16,056
Literacy Screenings	37,299
Total Unearned Revenue	<u>\$ 7,413,726</u>

Pacific Coast Academy Charter School
Notes to the Financial Statements, Continued
Year Ended June 30, 2025

I. Related Party Transaction

Related parties as defined by generally accepted accounting standards include:

1. Affiliates of the entity,
2. Management and members of their immediate families, or
3. Other parties that can significantly influence management or operating policies.

Mission Vista Academy and Cabrillo Point are related parties through common executive leadership and activities. Mission Vista, Pacific Coast, and Cabrillo Point share permissive aggregation and a shared staff memorandum of understanding and utilize efficiency in purchasing and payroll through macro transactions that benefit all the schools and then having each individual school be responsible for their portion. This saves money through eliminating extra intermediary costs and lets the group utilize discounted bulk purchasing options.

The following represent related party accounts receivable at June 30, 2025:

<u>Affiliated Organization</u>	<u>Receivable</u>	<u>Purpose</u>	<u>Repayment Term</u>
Mission Vista Academy Charter	198,491	Operating expenditures	Due within 90 days
Total	<u>\$ 198,491</u>		

The following represent related party accounts payable at June 30, 2025:

<u>Affiliated Organization</u>	<u>Payable</u>	<u>Purpose</u>	<u>Repayment Term</u>
Cabrillo Point Academy	\$ 7,269	Operating expenditures	Due within 90 days
Total	<u>\$ 7,269</u>		

J. Leases

The School entered into lease agreements for use of facilities and equipment. The components of the leases were as follows:

The components of the leases were as follows:

Operating lease cost	
Amortization of right-of-use assets	\$ 345,072
Interest on lease liabilities	<u>82,519</u>
Total operating lease cost	<u>427,591</u>
Short-term lease cost	<u>39,899</u>
Total lease expense	<u>\$ 467,490</u>

Pacific Coast Academy Charter School
Notes to the Financial Statements, Continued
Year Ended June 30, 2025

The following represents additional information related to the School's leases:

Right-of-use assets obtained in exchange for lease obligations:	
Operating leases	\$ 1,807,104
Total	<u>\$ 1,807,104</u>
Weighted average remaining lease term:	
Operating leases	46 Months
Weighted average discount rate:	
Operating leases	5.00%

Future minimum lease payments on the School's leases are as follows:

<u>Year Ended June 30,</u>	<u>Operating Leases</u>
2026	\$ 441,043
2027	379,381
2028	390,685
2029	<u>402,326</u>
Total future minimum lease payments	1,613,435
Less imputed interest	<u>(151,402)</u>
Net future minimum lease payments	<u>\$ 1,462,033</u>

K. Employee Retirement System

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

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

Pacific Coast Academy Charter School
Notes to the Financial Statements, Continued
Year Ended June 30, 2025

The School's participation in these plans for the fiscal year ended June 30, 2025, is outlined in the table below. The "EIN/Pension Plan Number" column provides the Employee Identification Number (EIN) and the three-digit plan number, if applicable. Unless otherwise noted, the most recent Pension Protection Act (PPA) zone status available in 2025, 2024 and 2023 is for the plan's year-end at June 30, 2025, 2024 and 2023, respectively. The zone status is based on information that the School received from the plan and is certified by the plan's actuary. Among other factors, plans in the red zone are generally less than 65% funded, plans in the yellow zone are less than 80% funded, and plans in the green zone are at least 80% funded. The "FIP/RP Status Pending/Implemented" column indicates plans for which a financial improvement plan (FIP) or a rehabilitation plan (RP) is either pending or has been implemented.

Period to Period Comparability:

Pacific Coast Academy Charter School increased in CalSTRS contributions from 2023 to 2024 by 21.25% followed by an increase in 2025 of 67.25%. The increase in CalSTRS contributes were in large due to rising contribution rates along with an increase in salaries.

Pension Fund	EIN/ Pension Plan Number	Pension Protection Act Zone Status Year Ended June 30,			FIP/RP Status Pending/ Implemented
		2025	2024	2023	
CalSTRS	37010	Green	Green	Green	No
Pension Fund	2025	Contributions		Number of Employees	Surcharge Imposed
CalSTRS	\$ 8,141,016	\$ 4,867,571	\$ 4,014,403	326	No
Total	\$ 8,141,016	\$ 4,867,571	\$ 4,014,403	326	

CalSTRS:

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

For the fiscal year ended June 30, 2025, active plan members were required to contribute between 10.205% and 10.25% of their salary, depending on their membership date. The employer contribution rate was 19.10% of annual payroll. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. The School made contributions as noted above. For the year ended June 30, 2025 the State contributed \$2,217,401 (10.828% of certificated salaries) on behalf of the School.

Pacific Coast Academy Charter School
Notes to the Financial Statements, Continued
Year Ended June 30, 2025

L. Upcoming Changes in Accounting Pronouncements

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

Description	Date Issued	Fiscal Year Effective
FASB Accounting Standards Update 2020-10 - <i>Codification Improvements</i>	Nov-20	2025-26
FASB Accounting Standards Update 2022-03 - <i>Fair Value Measurement (Topic 820): Fair Value Measurement of Equity Securities Subject to Contractual Sale Restrictions</i>	Jun-22	2025-26
FASB Accounting Standards Update 2022-05 - <i>Financial Services - Insurance (Topic 944): Transition for Sold Contracts</i>	Dec-22	2025-26
FASB Accounting Standards Update 2023-02 - <i>Investments (Topic 323): Accounting for Investments in Tax Credit Structures</i>	Mar-23	2025-26
FASB Accounting Standards Update 2023-08 - <i>Intangibles - Goodwill and Other - Crypto Assets (Subtopic 350-60)</i>	Dec-23	2025-26
FASB Accounting Standards Update 2023-09 - <i>Income Taxes (Topic 740)</i>	Dec-23	2026-27
FASB Accounting Standards Update 2024-01 - <i>Compensation - Stock Compensation (Topic 718)</i>	Mar-24	2026-27
FASB Accounting Standards Update 2024-02 - <i>Codification Improvements - Amendments to Remove References to the Concepts Statements</i>	Mar-24	2026-27
FASB Accounting Standards Update 2024-03 - <i>Income Statement - Reporting Comprehensive Income-Expense Disaggregation Disclosures</i>	Nov-24	2027-28
FASB Accounting Standards Update 2024-04 - <i>Debt with Conversion and Other Options</i>	Nov-24	2026-27
FASB Accounting Standards Update 2025-01 - <i>Income Statement - Reporting Comprehensive Income-Expense Disaggregation Disclosures</i>	Jan-25	2027-28
FASB Accounting Standards Update 2025-02 - <i>Liabilities Amendments to SEC Paragraphs Pursuant to SEC Staff Accounting Bulletin No. 122</i>	Mar-25	2025-26
FASB Accounting Standards Update 2025-03 - <i>Business Combinations and Consolidation</i>	May-25	2027-28
FASB Accounting Standards Update 2025-04 - <i>Stock Compensation and Revenue from Contracts with Customers</i>	May-25	2027-28
FASB Accounting Standards Update 2025-05 - <i>Measurement of Credit Losses for Accounts Receivable and Contract Assets</i>	Jul-25	2026-27
FASB Accounting Standards Update 2025-06 - <i>Intangibles - Goodwill and Other Internal Use Software</i>	Sep-25	2028-29

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

Supplementary Information

Pacific Coast Academy Charter School
Schedule of Average Daily Attendance
Year Ended June 30, 2025

	Second Period Report		Annual Report	
	Original 174439E3	Revised	Original E779AA9D	Revised
Non-Classroom Based Attendance				
Grades TK/K-3	3,302.03	N/A	3,308.38	N/A
Grades 4-6	1,774.79	N/A	1,775.98	N/A
Grades 7-8	917.33	N/A	917.17	N/A
Grades 9-12	727.32	N/A	724.04	N/A
Total Non-Classroom Based Attendance	6,721.47	N/A	6,725.57	N/A
Total ADA	6,721.47	N/A	6,725.57	N/A

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

See accompanying notes to supplementary information.

Pacific Coast Academy Charter School
Schedule of Instructional Time
Year Ended June 30, 2025

<u>Grade Level</u>	<u>Annual Minutes Requirement</u>	<u>Actual Minutes Offered</u>	<u>J-13A Minutes*</u>	<u>Total Minutes</u>	<u>Number of Actual Days Offered (Traditional)</u>	<u>J-13A Days*</u>	<u>Total Instructional Days</u>	<u>Status</u>
Transitional Kindergarten	36,000	N/A	N/A	N/A	175	0	175	Complied
Kindergarten	36,000	N/A	N/A	N/A	175	0	175	Complied
1st Grade	50,400	N/A	N/A	N/A	175	0	175	Complied
2nd Grade	50,400	N/A	N/A	N/A	175	0	175	Complied
3rd Grade	50,400	N/A	N/A	N/A	175	0	175	Complied
4th Grade	54,000	N/A	N/A	N/A	175	0	175	Complied
5th Grade	54,000	N/A	N/A	N/A	175	0	175	Complied
6th Grade	54,000	N/A	N/A	N/A	175	0	175	Complied
7th Grade	54,000	N/A	N/A	N/A	175	0	175	Complied
8th Grade	54,000	N/A	N/A	N/A	175	0	175	Complied
9th Grade	64,800	N/A	N/A	N/A	175	0	175	Complied
10th Grade	64,800	N/A	N/A	N/A	175	0	175	Complied
11th Grade	64,800	N/A	N/A	N/A	175	0	175	Complied
12th Grade	64,800	N/A	N/A	N/A	175	0	175	Complied

*Pacific Coast Academy Charter School did not submit a request for a J-13A emergency waiver of instructional minutes or days.

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

See accompanying notes to supplementary information.

Pacific Coast Academy Charter School
Schedule of Financial Trends & Analysis
Year Ended June 30, 2025

	Budget 2026 (See Note 1)	2025	2024 (See Note 1)	2023 (See Note 1)
Revenues	\$ 111,810,920	\$ 97,500,943	\$ 80,714,509	\$ 65,510,640
Expenses	106,932,340	95,066,286	75,052,069	62,011,566
Change in Net Assets	4,878,580	2,434,657	5,662,440	3,499,074
Ending Net Assets	<u>\$ 25,381,457</u>	<u>\$ 20,502,877</u>	<u>\$ 18,068,220</u>	<u>\$ 12,405,780</u>
Unrestricted Net Assets	<u>\$ 25,381,457</u>	<u>\$ 20,502,877</u>	<u>\$ 18,068,220</u>	<u>\$ 12,405,780</u>
Unrestricted net assets as a percentage of total expenses	<u>23.74%</u>	<u>21.57%</u>	<u>24.07%</u>	<u>20.01%</u>
Total Long Term Debt	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
ADA at P2	<u>7,648</u>	<u>6,721</u>	<u>5,600</u>	<u>4,847</u>

The School's ending net assets has increased by \$8,097,097 (65.27%) over the past two fiscal years. The significant increase is in large due to additional funding received as a result of the COVID-19 pandemic, as well as a significant increase in ADA.

Average daily attendance (ADA) has increased by 1,874 over the past two fiscal years.

Note 1:

AU-C §725.05 requires the following conditions be met to provide an opinion on whether supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole:

- 1) The supplementary information was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements.
- 2) The supplementary information relates to the same period as the financial statements.
- 3) The auditor issued an audit report on the financial statements that contained neither an adverse opinion nor a disclaimer of opinion.
- 4) The supplementary information will accompany the audited financial statements or such audited financial statements will be made readily available by the School.

Three of the above columns are not related to the same period as the financial statements and as such we do not provide an opinion on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. Additionally, the analysis presented utilizes information from periods outside the period of the financial statements and as such we do not provide an opinion on whether the analysis is fairly stated, in all material respects, to the financial statements as a whole. The information has been presented for analysis only and has not been audited.

See accompanying notes to supplementary information.

Pacific Coast Academy Charter School
Reconciliation of Unaudited Financial Report with Audited Financial Statements
Year Ended June 30, 2025

June 30, 2025 annual financial alternative form net assets:	\$ 20,796,771
Adjustments and reclassifications:	
Understatement of cash and cash equivalents	125,355
Understatement of accounts receivable	18,245
Understatement of ROU operating leases	1,438,672
Understatement of accounts payable	(414,134)
Understatement of leases payable	(1,462,033)
Rounding	<u>1</u>
Total adjustments and reclassifications	<u>(293,894)</u>
June 30, 2025 audited financial statements net assets:	<u>\$ 20,502,877</u>

See accompanying notes to supplementary information.

Pacific Coast Academy Charter School
Notes to Supplementary Information
Year Ended June 30, 2025

A. Schedule of Average Daily Attendance

Average daily attendance (ADA) is a measure of the number of pupils attending classes of the School. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students by grade span and adjustments to the attendance as a result of an audit finding, when applicable.

B. Schedule of Instructional Time

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

Compliance with Education Code §47612 includes the following:

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

Compliance with Education Code §47612.5 involves offering a minimum number of annual instructional minutes as defined by grade level. Non-classroom based charters do not have a requirement for auditing/testing offered instructional minutes, as a result the offerings are not reported in the schedule of instructional time.

An LEA that closed due to a qualifying emergency in the 2024-25 fiscal year may submit a Form J-13A to avoid a penalty for not meeting the annual instructional minutes or day requirements. The School did not have an emergency closure and as such there are no credited days to account for on the Schedule of Instructional Time.

C. Schedule of Financial Trends and Analysis

This schedule displays summarized information from the current year and two previous years, along with budget information for the upcoming year. The information from this schedule is used to evaluate whether there are any financial indicators the School will not be able to continue operations in the next fiscal year. Based upon the information presented, the School appears to have sufficient reserves to continue operations for the 2025-26 fiscal year.

D. Reconciliation of Unaudited Financial Report Alternative Form with Audited Financial Statements

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

Pacific Coast Academy Charter School
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2025

<u>Federal Grantor/Pass Through Grantor/ Program or Cluster Title</u>	<u>Federal AL Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Subrecipient Expenditures</u>	<u>Federal Expenditures</u>
SPECIAL EDUCATION (IDEA) CLUSTER:				
<u>U.S. Department of Education</u>				
Passed through California Department of Education				
IDEA Basic Local Assistance	84.027	13379	\$ -	\$ 913,437
IDEA Mental Health	84.027	15197	-	132,717
Total Special Education (IDEA) Cluster			-	1,046,154
OTHER PROGRAMS				
<u>U.S. Department of Education</u>				
Passed through State Department of Education				
Title III - English Learner	84.365	14346	-	12,739
Title III - Immigrant Education & LEP	84.365	15146	-	5,945
Subtotal Title III Program			-	18,684
ESSA Title I Basic	84.010	14329	-	696,187
Title II - Supporting Effective Instruction	84.367	14341	-	113,953
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ -	\$ 1,874,978

See accompanying notes to schedule of expenditures of federal awards.

Pacific Coast Academy Charter School
Notes to the Schedule of Expenditures of Federal Awards
Year Ended June 30, 2025

A. Basis of Presentation

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

B. Summary of Significant Accounting Policies

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

C. Indirect Cost Rate

Indirect costs were calculated in accordance with 2 CFR §200.412 *Direct and Indirect Costs*. The School did not elect to use the 10% de minimis cost rate as covered in 2 CFR §200.414 *Indirect Costs*. No programs utilized a lower indirect cost rate based on program restrictions or other factors determined by the School. The School did not charge indirect costs to federal programs.

Other Information

Pacific Coast Academy Charter School
Organization Structure
Year Ended June 30, 2025

Pacific Coast Academy (Charter #1892) began operations in the 2016-17 school year. The authorizing entity is Dehesa Elementary School District. Pacific Coast Academy provides services for Kindergarten through Twelfth Grade. The Board of Directors for the fiscal year ended June 30, 2025, was comprised of the following members:

GOVERNING BOARD

<u>Name</u>	<u>Office</u>	<u>Term and Term Expiration</u>
Ben Fung	President	Three Year Term Expires June 2026
Rose Arevalo	Vice President	Two Year Term Expires June 2025
Jessica Ackerman	Secretary	Two Year Term Expires June 2026
Kim Gill	Treasurer	Two Year Term Expires June 2026
Eric Banatao	Member	Two Year Term Expires June 2026

ADMINISTRATION

Krystin Demofonte
 Executive Director

Shari Erlendson
 Deputy Executive Director

Other Independent Auditor's Reports



BRIAN K. HADLEY, CPA
 AUBREY W. MANN, CPA
 KEVIN A. SPROUL, CPA

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

To the Board of Directors of
 Pacific Coast Academy Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Pacific Coast Academy Charter School (the School) which comprise the School's statement of financial position as of June 30, 2025, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 27, 2026.

Report on Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2025-001 that we consider to be a significant deficiency.

Report on Compliance and Other Matters

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

Pacific Coast Academy Charter Schools Response to Finding

Government Auditing Standards requires the auditor to perform limited procedures on the School's response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

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

El Cajon, California
January 27, 2026



BRIAN K. HADLEY, CPA
AUBREY W. MANN, CPA
KEVIN A. SPROUL, CPA

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

To the Board of Directors of
Pacific Coast Academy Charter School

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Pacific Coast Academy Charter School's (the School) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2025. The School's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2025.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditor's Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

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

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

Report on Internal Control Over Compliance

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

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

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

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

El Cajon, California
January 27, 2026



BRIAN K. HADLEY, CPA
AUBREY W. MANN, CPA
KEVIN A. SPROUL, CPA

Independent Auditor's Report on State Compliance and on Internal Controls over State Compliance

To the Board of Directors
Pacific Coast Academy Charter School

Report on Compliance for Applicable State Programs

Opinion on Each Applicable State Program

We have audited Pacific Coast Academy Charter School's (the School) compliance with the requirements specified in the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810 applicable to the School's statutory requirements identified below for the year ended June 30, 2025.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of their applicable state programs for the year ended June 30, 2025.

Basis for Opinion on Each Applicable State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810 (the Audit Guide). Our responsibilities under those standards and the Audit Guide are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

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

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

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

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

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

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

	<u>Procedures Performed</u>
<u>School Districts, County Offices of Education, and Charter Schools</u>	
T. Proposition 28 Arts & Music in Schools.....	Yes
U. After/Before School Education and Safety Program.....	N/A
V. Proper Expenditure of Education Protection Account Funds.....	Yes
W. Unduplicated Local Control Funding Formula Pupil Counts.....	Yes
X. Local Control and Accountability Plan.....	Yes
Y. Independent Study - Course Based.....	N/A
Z. Immunizations.....	N/A
AZ. Educator Effectiveness.....	Yes
BZ. Expanded Learning Opportunities Grant (ELO-G).....	No
CZ. Career Technical Education Incentive Grant.....	N/A
DZ. Expanded Learning Opportunities Program (ELO-P).....	N/A
EZ. Transitional Kindergarten.....	N/A
FZ. Kindergarten Continuance.....	Yes
<u>Charter Schools</u>	
AA. Attendance.....	Yes
BB. Mode of Instruction.....	N/A
CC. Nonclassroom-Based Instruction/Independent Study.....	Yes
DD. Determination of Funding for Nonclassroom-Based Instruction.....	Yes
EE. Annual Instructional Minutes - Classroom Based.....	N/A
FF. Charter School Facility Grant Program.....	N/A

N/A – The School did not offer the program during the current fiscal year or the requirement applied to a different type of LEA.

We did not perform procedures for Expanded Learning Opportunities Grant (ELO-G) because GLO-G amounts were fully expended in prior years.

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

Report on Internal Control over State Compliance

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

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

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

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

El Cajon, California
January 27, 2026

Auditor's Results, Findings & Recommendations

Pacific Coast Academy Charter School
Schedule of Auditor's Results
Year Ended June 30, 2025

FINANCIAL STATEMENTS

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

One or more material weakness(es) identified? Yes X No

One or more significant deficiencies identified that are not considered material weakness(es)? X Yes No

Noncompliance material to financial statements noted? Yes X No

FEDERAL AWARDS

Internal control over major federal programs:

One or more material weakness(es) identified? Yes X No

One or more significant deficiencies identified that are not considered material weakness(es)? Yes X No

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

Compliance supplement utilized for single audit November 2025

Any audit findings disclosed that are required to be reported in accordance with 2 CFR §200.516(a)? Yes X No

Identification of major programs:

AL Number(s)	Name of Federal Program or Cluster
84.027	IDEA Basic Local Assistance
84.027	IDEA Mental Health

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

Auditee qualified as low-risk auditee? X Yes No

Pacific Coast Academy Charter School
Schedule of Auditor's Results, Continued
Year Ended June 30, 2025

STATE AWARDS

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

Internal control over applicable state programs:

One or more material weakness(es) identified? Yes X No

One or more significant deficiencies identified that are
not considered material weakness(es)? Yes X No

Any audit findings disclosed that are required to be reported
in accordance with *2024-25 Guide for Annual Audits
of California K-12 Local Education Agencies?* Yes X No

Pacific Coast Academy Charter School
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025

Findings represent significant deficiencies, material weaknesses, and/or instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*, Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), or the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Finding codes as identified in the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* are as follows:

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

A. Financial Statement Findings

Finding Number: 2025-001
 Repeat Finding: No
 Description: Internal Controls and Year-End Closing Process
 Finding Type: Internal Control (30000)

Criteria or Specific Requirements

Management is responsible for designing and implementing a system of internal controls over financial reporting that provides reasonable assurance that misstatements affecting the financial statements are prevented or detected and corrected through normal operating procedures. Financial controls best for business practices should include proper year-end closing procedures, including the reconciliation of balance sheet accounts and the timely recognition of all lease obligations in accordance with FASB ACS 842, Leases. ASC 842 requires lessees to recognize a right-of-use asset and a lease liability at the commencement date of a lease, based on the enforceable terms of the contract.

Condition

During our audit, we identified the following condition which indicates that management or employees, in the normal course of performing their assigned functions, would not be able to prevent or detect and correct misstatements on a timely basis:

- The School did not record material leases, resulting in the omission of the required right-of-use assets and lease liabilities from the financial statements.

Pacific Coast Academy Charter School
Schedule of Findings and Questioned Costs, Continued
Year Ended June 30, 2025

Cause

The School did not have adequate procedures in place to ensure that all lease agreements were identified, reviewed, and properly recorded in accordance with ASC 842 prior to closing the books and preparing the financial statements.

Effect

Material misstatements were not detected or corrected through normal operating procedures. The School is exposed to risk of material misstatements, whether due to error or fraud. Audit adjustments were required in order to present the financial statements in accordance with Generally Accepted Accounting Principles.

Context

This internal control deficiency resulted in the need for an audit adjustment to recognize the right-of-use assets and lease liabilities for three building leases in accordance with ASC 842. The omission of these leases represents a significant deficiency in the Schools internal control over financial reporting.

Recommendation

We recommend the School take the following steps to remedy the significant deficiency in internal control”

- Establish procedures to ensure all lease agreements are identified, reviewed, and properly recorded in accordance with ASC 842 at the commencement date.
- Implement review procedures over the accounting process to ensure timely identification and correction of misstatements related to leases and other significant contractual obligations.
- Provide training to accounting staff on the requirements of ASC 842 and the importance of timely lease recognition.

Views of Responsible Officials

See Corrective action plan

B. Federal Award Findings

None

C. State Award Findings

None

[CHARTER SCHOOL LETTERHEAD]

January 27, 2026

To Whom it May Concern:

The accompanying Corrective Action Plan has been prepared as required by the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* published by the Education Audit Appeals Panel. The name of the contact person responsible for corrective action, the planned corrective action, and the anticipated completion date for each finding included in the current year's Schedule of Findings and Questioned Costs have been provided.

In addition, we have also prepared the accompanying Summary Schedule of Prior Audit Findings which includes the status of audit findings reported in the prior year's audit.

Sincerely,

NAME
POSITION

Pacific Coast Academy Charter School
Corrective Action Plan
Year Ended June 30, 2025

Financial Statement Finding

Finding Number: 2025-001
Description: Internal Controls and Year End Closing Process
Contact Person:
Anticipated Completion Date:

Planned Corrective Action:

Pacific Coast Academy Charter School
Schedule of Prior Year Audit Findings
Year Ended June 30, 2025

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

Coversheet

2024-2025 School Accountability Report Card (SARC)

Section: III. Other Business
Item: A. 2024-2025 School Accountability Report Card (SARC)
Purpose: Vote
Submitted by:
Related Material: PCA 2024-25 School Accountability Report Card.pdf

Pacific Coast Academy

2024–25 School Accountability Report Card

Reported Using Data from the 2024–25 School Year

California Department of Education

Address:	13915 Danielson St. #103 Poway, CA , 92064-8884	Principal:	Krystin Demofonte, Executive Director
Phone:	(619) 914-2115	Grade Span:	K-12

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or the LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard

The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

Admission Requirements for the University of California (UC)

Admission requirements for the UC follow guidelines set forth in the Master Plan, which requires that the top one-eighth of the state's high school graduates, as well as those transfer students who have successfully completed specified college course work, be eligible for admission to the UC. These requirements are designed to ensure that all eligible students are adequately prepared for University-level work. For general admissions requirements, please visit the UC Admissions Information website at <https://admission.universityofcalifornia.edu/>.

Admission Requirements for the California State University (CSU)

Eligibility for admission to the CSU is determined by three factors: (1) Specific high school courses, (2) Grades in specified courses and test scores, and (3) Graduation from high school. Some campuses have higher standards for particular majors or students who live outside the local campus area. Because of the number of students who apply, a few campuses have higher standards (supplementary admission criteria) for all applicants. Most CSU campuses have local admission guarantee policies for students who graduate or transfer from high schools and colleges that are historically served by a CSU campus in that region. For admission, application, and fee information, see the CSU website at <https://www2.calstate.edu/>.

About This School

Krystin Demofonte, Executive Director

📍 Principal, Pacific Coast Academy

About Our School



Dear Independent Study Families,

Welcome to Pacific Coast Academy! We're so happy your family has joined our vibrant learning community. At Pacific Coast Academy, we believe that *every student can achieve excellence* when given the right balance of flexibility, support, and opportunity. Our independent study program empowers students to learn in meaningful, personalized ways—while maintaining high academic standards and a strong focus on success.

Our caring team is deeply committed to helping each student reach their full potential. From our credentialed teachers to our support staff, we work together to ensure every learner receives individualized attention, encouragement, and the tools they need to thrive. Whether your child is mastering new skills, pursuing advanced academics, or exploring creative interests, we're here to celebrate their progress and guide their growth.

We also encourage you to explore our School Accountability Report Card (SARC), which highlights our academic performance, programs, and dedication to continuous improvement. It reflects our ongoing commitment to providing a rigorous, high-quality education that supports every learner's journey toward excellence.

Above all, we value partnership. Your insights and feedback help us create a learning environment that nurtures curiosity, builds confidence, and inspires achievement. Please don't hesitate to share your thoughts or ideas—we're always listening and growing together.

Thank you for choosing Pacific Coast Academy. We're excited to partner with your family in creating a year filled with learning, success, and proud accomplishments!

Contact

Pacific Coast Academy
13915 Danielson St. #103
Poway, CA 92064-8884

Phone: [\(619\) 914-2115](tel:6199142115)

Email: bradley.johnson@dehesasd.net

Contact Information (School Year 2025–26)

District Contact Information (School Year 2025–26)

District Name	Dehesa Elementary
Phone Number	(619) 444-2161
Superintendent	Johnson, Bradley
Email Address	bradley.johnson@dehesasd.net
Website	www.dehesasd.net/

School Contact Information (School Year 2025–26)

School Name	Pacific Coast Academy
Street	13915 Danielson St. #103
City, State, Zip	Poway, CA , 92064-8884
Phone Number	(619) 914-2115
Principal	Krystin Demofonte, Executive Director
Email Address	krystin.demofonte@pacificcoastacademy.org
Website	http://www.pacificcoastacademy.org
Grade Span	K-12
County-District-School (CDS) Code	37680490136416

School Description and Mission Statement (School Year 2025–26)

Pacific Coast Academy is an independent study charter school, supporting students in grades TK-12 and their families. Our academic program is designed to be highly flexible and customizable. Working together, credentialed teachers and parents create a learning plan that can incorporate:

- A variety of curriculum options and platforms.
- Academic support, including tiered interventions.
- A child's optimal learning modalities.
- Seemingly limitless enrichment resources, materials, and experiences.
- School-sponsored synchronous instruction, field trips, and student activities.
- A blend of virtual and in-person support.

Mission Statement:

The mission of Pacific Coast Academy is to develop the individual gifts of our students to become critical thinkers, responsible citizens, and innovative leaders prepared for academic and real-life success in the 21st century.

Schoolwide Learner Outcomes:

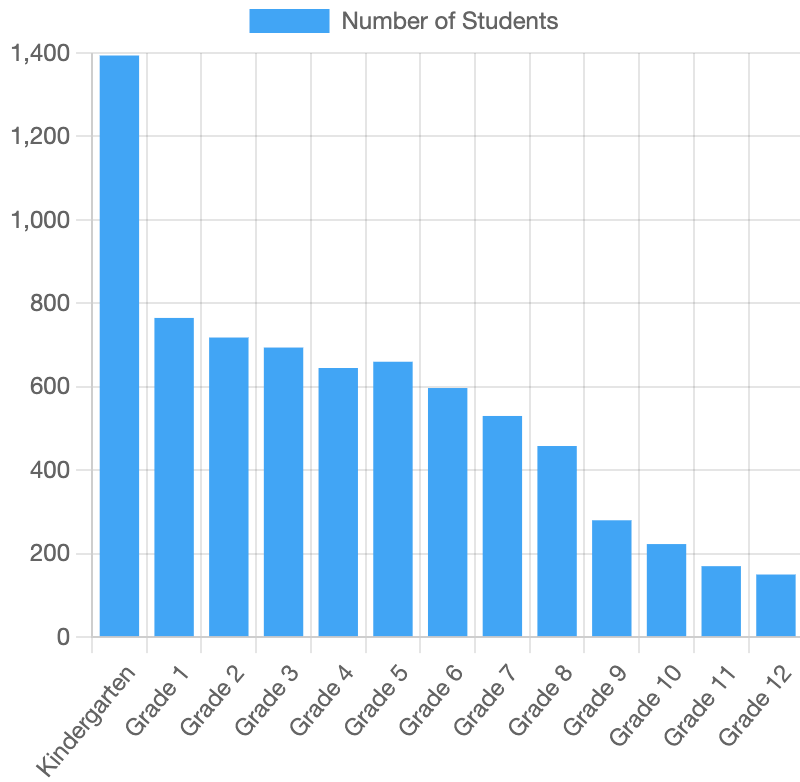
Our Schoolwide Learner Outcomes (SLOs) reflect our school mission, statewide college and career readiness metrics, and our desire to provide a holistic education for all students.

Pacific Coast Academy students are:

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

Student Enrollment by Grade Level (School Year 2024–25)

Grade Level	Number of Students
Kindergarten	1394
Grade 1	765
Grade 2	718
Grade 3	694
Grade 4	645
Grade 5	660
Grade 6	597
Grade 7	530
Grade 8	458
Grade 9	280
Grade 10	223
Grade 11	170
Grade 12	150
Total Enrollment	7284



Student Enrollment by Student Group (School Year 2024–25)

Student Group	Percent of Total Enrollment
Female	50.60%
Male	49.30%
Non-Binary	0.10%
American Indian or Alaska Native	1.10%
Asian	4.10%
Black or African American	4.00%
Filipino	2.40%
Hispanic or Latino	17.40%
Native Hawaiian or Pacific Islander	1.00%
Two or More Races	10.10%
White	67.90%

Student Group (Other)	Percent of Total Enrollment
English Learners	1.30%
Foster Youth	0.10%
Homeless	1.20%
Migrant	0.00%
Socioeconomically Disadvantaged	46.30%
Students with Disabilities	12.40%

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

Teacher Preparation and Placement (School Year 2021–22)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	119.90	62.64%	271.40	63.09%	234405.20	84.00%
Intern Credential Holders Properly Assigned	0.00	0.00%	0.00	0.00%	4853.00	1.74%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0.20	0.13%	1.40	0.34%	12001.50	4.30%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	71.00	37.11%	156.00	36.27%	11953.10	4.28%
Unknown/Incomplete/NA	0.20	0.11%	1.20	0.30%	15831.90	5.67%
Total Teaching Positions	191.40	100.00%	430.20	100.00%	279044.80	100.00%

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Teacher Preparation and Placement (School Year 2022–23)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	127.80	67.39%	275.50	66.08%	231142.40	83.24%
Intern Credential Holders Properly Assigned	0.00	0.00%	0.00	0.00%	5566.40	2.00%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0.00	0.00%	1.00	0.24%	14938.30	5.38%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	61.30	32.33%	137.10	32.89%	11746.90	4.23%
Unknown/Incomplete/NA	0.50	0.27%	3.20	0.79%	14303.80	5.15%
Total Teaching Positions	189.60	100.00%	417.00	100.00%	277698.00	100.00%

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Teacher Preparation and Placement (School Year 2023–24)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	156.40	77.15%	327.60	71.51%	230039.40	100.00%
Intern Credential Holders Properly Assigned	0.00	0.00%	0.00	0.00%	6213.80	2.23%
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	0.00	0.00%	0.50	0.12%	16855.00	6.04%
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	41.10	20.29%	112.20	24.50%	12112.80	4.34%
Unknown/Incomplete/NA	5.10	2.55%	17.70	3.87%	13705.80	4.91%
Total Teaching Positions	202.80	100.00%	458.20	100.00%	278927.10	100.00%

Note: The data in this table is based on full-time equivalent (FTE) status. One FTE equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Teachers Without Credentials and Misassignments (considered "ineffective" under ESSA)

Authorization/Assignment	2021-22 Number	2022-23 Number	2023-24 Number
Permits and Waivers	0.00	0	0.00
Misassignments	0.20	0	0.00
Vacant Positions	0.00	0	0.00
Total Teachers Without Credentials and Misassignments	0.20	0	0.00

Credentialed Teachers Assigned Out-of-Field (considered "out-of-field" under ESSA)

Indicator	2021-22 Number	2022-23 Number	2023-24 Number
Credentialed Teachers Authorized on a Permit or Waiver	0.00	0	0.00
Local Assignment Options	71.00	61.3	41.10
Total Out-of-Field Teachers	71.00	61.3	41.10

Class Assignments

Indicator	2021-22 Percent	2022-23 Percent	2023-24 Percent
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	0%	0%	0.00%
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	0.7%	0.7%	0.70%

Note: For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>.

Quality, Currency, Availability of Textbooks and Other Instructional Materials (School Year 2025–26)

Pacific Coast Academy is an independent study charter school. As such, our students and their families may select from various approved curricula for each subject to meet the student's individual learning needs. ?

Year and month in which the data were collected: October 2025

Subject	List of Textbooks and Other Instructional Materials/Indicate if from Most Recent Adoption/Year of Adoption	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Pacific Coast Academy is an independent study charter school. As such, our students and their families may select from various approved curricula to choose one that meets their individual learning needs. We provide all students with access to IXL and the Sora digital library through our Online Subscription Package. ?	0
Mathematics	Pacific Coast Academy is an independent study charter school. As such, our students and their families may select from various approved math curricula to choose one that meets their individual learning needs. All students receive access to IXL through our Online Subscription Package. Students in grades TK-8 also receive access to Generation Genius.?	0
Science	Pacific Coast Academy is an independent study charter school. As such, our students and their families may select from various approved curricula for each subject to meet the student's individual learning needs. Students in grades TK-8 receive access to Generation Genius. We provide all students access to the IXL platform. ?	0
History-Social Science	Pacific Coast Academy is an independent study charter school. As such, our students and their families may select from various approved curricula for each subject to meet the student's individual learning needs. All students receive access to IXL for social studies supplementation and standards alignment. ?	0
Foreign Language	Students and their families can select from various curriculum materials to meet each student's strengths and learning preferences.	0
Health	Students and their families can select from various curriculum materials to meet each student's strengths and learning	0

Subject	List of Textbooks and Other Instructional Materials/Indicate if from Most Recent Adoption/Year of Adoption	Percent Students Lacking Own Assigned Copy
	<p>preferences.</p> <p>We offer a comprehensive sexual health and HIV prevention education program to students in grades 8 and 9 using the grade-level Rights, Respect, and Responsibility curriculum from Advocates for Youth (in compliance with CHYA requirements).</p>	
Visual and Performing Arts	<p>?Students and their families can select from various curriculum materials to meet each student's strengths and learning preferences. Students also have the option to take visual art enrichment classes with our credentialed teachers. ?</p> <p>?</p>	0
Science Lab Eqpmt (Grades 9-12)	N/A	0

Note: Cells with N/A values do not require data.

School Facility Conditions and Planned Improvements

Pacific Coast Academy is a non-classroom-based charter school. As such, we do not operate instructional sites for student use but strive to ensure our administrative facility is clean, safe, and functional. Staff members use the Facility Inspection Tool developed by the State of California OPSC. Our administrative facilities are in good condition.

School Facility Good Repair Status

Using the **most recently collected** Facility Inspection Tool (FIT) data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

Year and month of the most recent FIT report: November 2025

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Good	
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	
External: Playground/School Grounds, Windows/Doors/Gates/Fences	Good	

Overall Facility Rate

Year and month of the most recent FIT report: November 2025

Overall Rating	Exemplary
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B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System includes assessments for English language arts/literacy [ELA], mathematics, and science for students in the general education population and the California Alternate Assessment [CAA]. Only eligible students may participate in the administration of the CAA. CAA items are aligned with alternate achievement standards, which are linked with the Common Core Standards [CCSS] or California Next Generation Science Standards [CA NGSS] for students with the most significant cognitive disabilities).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAA for ELA** in grades three through eight and grade eleven.
 2. **Smarter Balanced Summative Assessments and CAA for mathematics** in grades three through eight and grade eleven.
 3. **California Science Test (CAST) and CAA for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).
- **College and Career Ready:** The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in ELA and Mathematics for All Students taking and completing state-administered assessments Grades Three through Eight and Grade Eleven Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2023– 24	School 2024– 25	District 2023– 24	District 2024– 25	State 2023– 24	State 2024– 25
English Language Arts / Literacy (grades 3-8 and 11)	50%	52%	50%	52%	47%	48%
Mathematics (grades 3-8 and 11)	37%	37%	36%	38%	35%	37%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: ELA and Mathematics test results include the Smarter Balanced Summative Assessments and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAA divided by the total number of students who participated in both assessments.

CAASPP Test Results in ELA by Student Group for students taking and completing state-administered assessment Grades Three through Eight and Grade Eleven (School Year 2024–25)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	3536	3507	99.18%	0.82%	52.28%
Female	1782	1767	99.16%	0.84%	56.63%
Male	1752	1738	99.20%	0.80%	47.81%
American Indian or Alaska Native	20	20	100.00%	0.00%	45.00%
Asian	117	115	98.29%	1.71%	80.87%
Black or African American	57	57	100.00%	0.00%	33.33%
Filipino	39	39	100.00%	0.00%	66.67%
Hispanic or Latino	1072	1067	99.53%	0.47%	47.52%
Native Hawaiian or Pacific Islander	12	12	100.00%	0.00%	58.33%
Two or More Races	321	318	99.07%	0.93%	55.97%
White	1898	1879	99.00%	1.00%	52.93%
English Learners	48	48	100.00%	0.00%	14.58%
Foster Youth	--	--	--	--	--
Homeless	38	38	100.00%	0.00%	36.84%
Military	107	103	96.26%	3.74%	54.37%
Socioeconomically Disadvantaged	996	986	99.00%	1.00%	47.31%
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	456	449	98.46%	1.54%	26.28%

Note: ELA test results include the Smarter Balanced Summative Assessments and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected

student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Mathematics by Student Group for students taking and completing state-administered assessment Grades Three through Eight and Grade Eleven (School Year 2024–25)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	3536	3507	99.18%	0.82%	36.57%
Female	1782	1767	99.16%	0.84%	34.24%
Male	1752	1738	99.20%	0.80%	38.92%
American Indian or Alaska Native	20	20	100.00%	0.00%	20.00%
Asian	117	115	98.29%	1.71%	64.35%
Black or African American	57	57	100.00%	0.00%	24.56%
Filipino	39	39	100.00%	0.00%	46.15%
Hispanic or Latino	1072	1067	99.53%	0.47%	30.39%
Native Hawaiian or Pacific Islander	12	12	100.00%	0.00%	50.00%
Two or More Races	321	318	99.07%	0.93%	43.08%
White	1898	1879	99.00%	1.00%	37.52%
English Learners	48	48	100.00%	0.00%	18.75%
Foster Youth	--	--	--	--	--
Homeless	38	38	100.00%	0.00%	15.79%
Military	107	103	96.26%	3.74%	37.86%
Socioeconomically Disadvantaged	996	986	99.00%	1.00%	30.56%
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	456	449	98.46%	1.54%	15.81%

Note: Mathematics test results include the Smarter Balanced Summative Assessments and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA divided by the total number of students who participated in both assessments.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

**CAASPP Test Results in Science for All Students
Grades Five, Eight and High School
Percentage of Students Meeting or Exceeding the State Standard**

Subject	School 2023– 24	School 2024– 25	District 2023– 24	District 2024– 25	State 2023– 24	State 2024– 25
Science (grades 5, 8, and high school)	42.93%	46.21%	25.58%	26.56%	30.73%	32.33%

Note: Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated in a science assessment.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Science by Student Group
Grades Five, Eight and High School (School Year 2024–25)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	1342	1326	98.81%	1.19%	45.48%
Female	663	654	98.64%	1.36%	45.26%
Male	678	671	98.97%	1.03%	45.60%
American Indian or Alaska Native	--	--	--	--	--
Asian	36	36	100.00%	0.00%	69.44%
Black or African American	22	22	100.00%	0.00%	31.82%
Filipino	18	18	100.00%	0.00%	72.22%
Hispanic or Latino	426	422	99.06%	0.94%	39.10%
Native Hawaiian or Pacific Islander	--	--	--	--	--
Two or More Races	124	122	98.39%	1.61%	50.00%
White	705	695	98.58%	1.42%	47.05%
English Learners	14	14	100.00%	0.00%	7.14%
Foster Youth	--	--	--	--	--
Homeless	13	13	100.00%	0.00%	23.08%
Military	39	37	94.87%	5.13%	51.35%
Socioeconomically Disadvantaged	421	415	98.57%	1.43%	42.17%
Students Receiving Migrant Education Services	0	0	0%	0%	0%
Students with Disabilities	202	197	97.52%	2.48%	20.81%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Career Technical Education (CTE) Programs (School Year 2024–25)

During the 2024-2025 school year, Pacific Coast Academy offered CTE courses in the Education, Child Development, and Family Services (EDU); Fashion and Interior Design (FSN); Information and Communication Technologies (INF); and Marketing, Sales, and Service (MSS) sectors.

PCA students could choose from the following classes from the Education, Child Development, and Family Services (EDU) sector during the 2024-25 school year:

- Introduction to Child Development
- Intermediate Child Development
- Advanced Child Development A
- Advanced Child Development B

Courses offered in the Fashion and Interior Design (FSN) sector during the 2024-25 school year are as follows:

- Introduction to Fashion Design
- Intermediate Fashion Design and Merchandising
- Advanced Fashion Design and Merchandising A
- Advanced Fashion Design and Merchandising B

The following list shows the classes offered in the Information and Communication Technologies (INF) sector:

- Introduction to Games and Simulation
- Introduction to Web and Social Media Programming
- Intermediate Games and Simulation
- Intermediate Web and Social Media Programming
- Advanced Games and Simulation A
- Advanced Games and Simulation B
- Advanced Web and Social Media Programming A
- Advanced Web and Social Media Programming B

We offered the following courses from the Marketing, Sales, and Service (MSS) sector:

- Introduction to Entrepreneurship
- Intermediate Entrepreneurship
- Advanced Entrepreneurship/Self-Employment A
- Advanced Entrepreneurship/Self-Employment B

Career Technical Education (CTE) Participation (School Year 2024–25)

Measure	CTE Program Participation
Number of Pupils Participating in CTE	62
Percent of Pupils that Complete a CTE Program and Earn a High School Diploma	14.3%
Percent of CTE Courses that are Sequenced or Articulated Between the School and Institutions of Postsecondary Education	--

Course Enrollment/Completion of University of California (UC) and/or California State University (CSU) Admission Requirements

UC/CSU Course Course Measure	Percent
2024–25 Pupils Enrolled in Courses Required for UC/CSU Admission	95.66%
2023–24 Graduates Who Completed All Courses Required for UC/CSU Admission	41.22%

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject area of physical education

California Physical Fitness Test Results (School Year 2024–25)

Percentage of Students Participating in each of the five Fitness Components

Grade	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility
5	100%	100%	100%	100%	100%
7	98.76%	99.38%	99.38%	99.17%	99.38%
9	99.15%	100%	100%	99.57%	100%

Note: The administration of the PFT requires only participation results for these five fitness areas.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site

Opportunities for Parental Involvement (School Year 2025–26)

We provide all educational partners with opportunities to be involved in school activities, including school decision-making and strategic planning. Pacific Coast Academy offers parent professional development sessions, Advisory Committees, and various feedback and input surveys. We communicate these opportunities through email, our school website, and newsletters. We provide translation services during meetings to increase the transparency of information and the quality of feedback from families.

State Priority: Pupil Engagement

The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

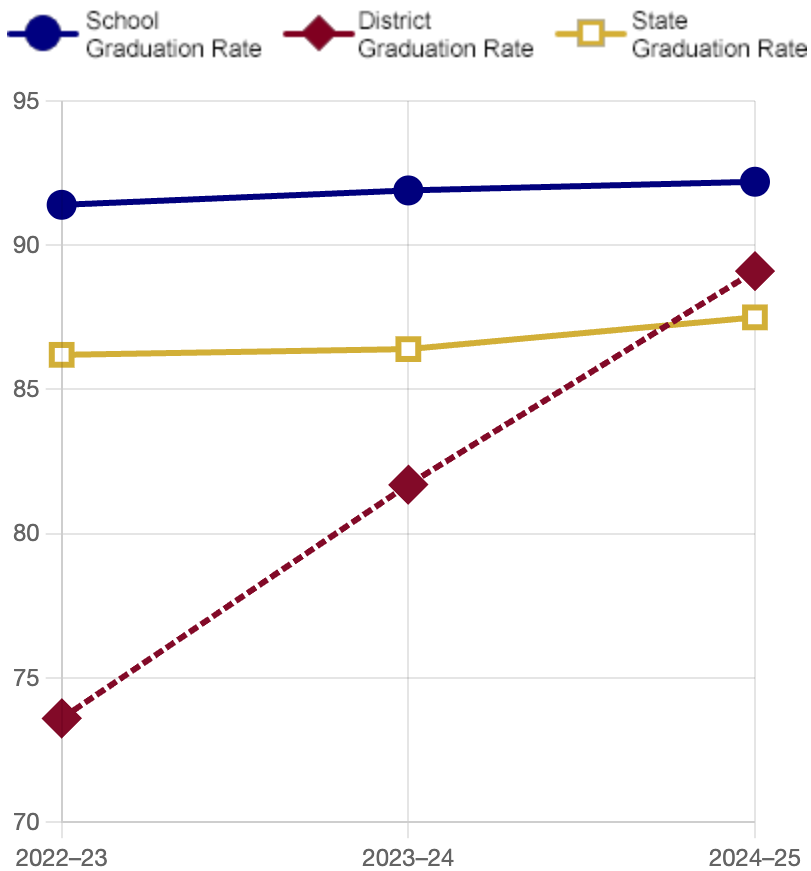
- High school graduation rates;
- High school dropout rates; and
- Chronic Absenteeism

Graduation Rate and Dropout Rate (Four-Year Cohort Rate)

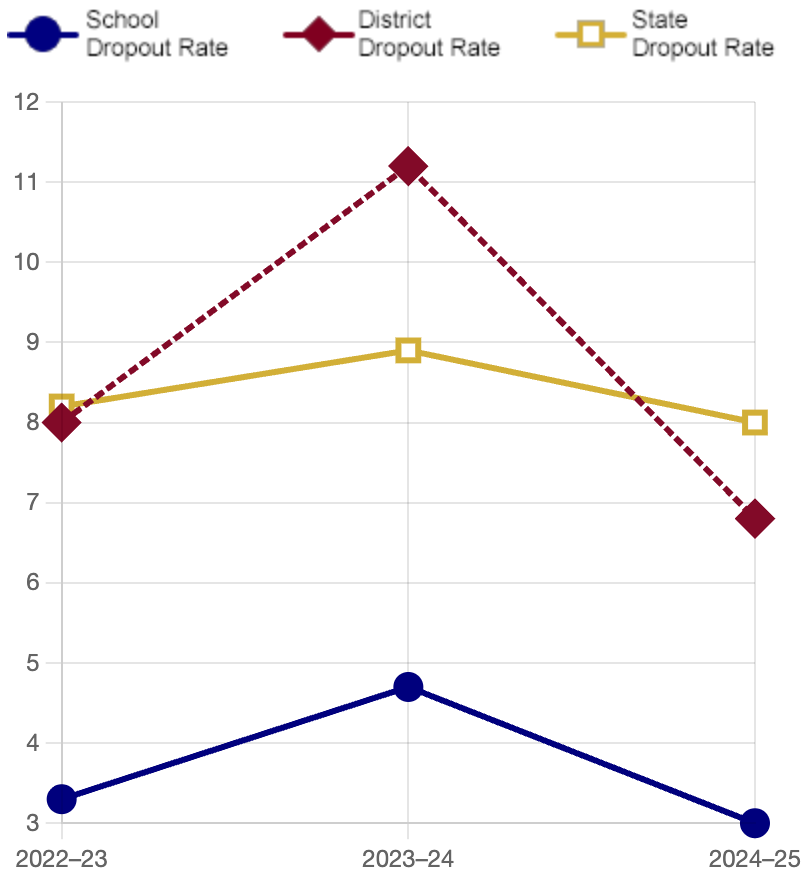
Indicator	School 2022– 23	School 2023– 24	School 2024– 25	District 2022– 23	District 2023– 24	District 2024– 25	State 2022– 23	State 2023– 24	State 2024– 25
Graduation Rate	91.4%	91.9%	92.2%	73.6%	81.7%	89.1%	86.2%	86.4%	87.5%
Dropout Rate	3.3%	4.7%	3.0%	8.0%	11.2%	6.8%	8.2%	8.9%	8.0%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.

Graduation Rates



Dropout Rates



Graduation Rate by Student Group (Four-Year Cohort Rate) (School Year 2024–25)

Student Group	Number of Students in Cohort	Number of Cohort Graduates	Cohort Graduation Rate
All Students	167	154	92.2%
Female	84	78	92.9%
Male	83	76	91.6%
Non-Binary	0.0	0.0	0.0%
American Indian or Alaska Native	--	--	--
Asian	--	--	--
Black or African American	--	--	--
Filipino	--	--	--
Hispanic or Latino	56	51	91.1%
Native Hawaiian or Pacific Islander	0	0	0.00%
Two or More Races	--	--	--
White	90	83	92.2%
English Learners	--	--	--
Foster Youth	0.0	0.0	0.0%
Homeless	--	--	--
Socioeconomically Disadvantaged	107	99	92.5%
Students Receiving Migrant Education Services	--	--	--
Students with Disabilities	33	25	75.8%

For information on the Four-Year Adjusted Cohort Graduation Rate (ACGR), visit the CDE Adjusted Cohort Graduation Rate web page at <https://www.cde.ca.gov/ds/ad/acgrinfo.asp>.

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a student population is ten or fewer.

Chronic Absenteeism by Student Group (School Year 2024–25)

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	7136	7055	109	1.5%
Female	3603	3563	68	1.9%
Male	3529	3488	41	1.2%
Non-Binary	--	--	--	--
American Indian or Alaska Native	33	33	1	3.0%
Asian	217	215	2	0.9%
Black or African American	111	108	3	2.8%
Filipino	80	80	1	1.3%
Hispanic or Latino	2233	2214	51	2.3%
Native Hawaiian or Pacific Islander	19	19	1	5.3%
Two or More Races	596	585	5	0.9%
White	3831	3787	43	1.1%
English Learners	134	133	3	2.3%
Foster Youth	--	--	--	--
Homeless	86	84	4	4.8%
Socioeconomically Disadvantaged	2827	2790	70	2.5%
Students Receiving Migrant Education Services	--	--	--	--
Students with Disabilities	875	861	33	3.8%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Suspensions and Expulsions

Rate	School 2022– 23	School 2023– 24	School 2024– 25	District 2022– 23	District 2023– 24	District 2024– 25	State 2022– 23	State 2023– 24	State 2024– 25
Suspensions	0.00%	0.00%	0.00%	0.04%	0.01%	0.05%	3.60%	3.28%	2.94%
Expulsions	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.08%	0.07%	0.06%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

Suspensions and Expulsions by Student Group (School Year 2024–25)

Student Group	Suspensions Rate	Expulsions Rate
All Students	0.00%	0.00%
Female	0.00%	0.00%
Male	0.00%	0.00%
Non-Binary	0.00%	0.00%
American Indian or Alaska Native	0.00%	0.00%
Asian	0.00%	0.00%
Black or African American	0.00%	0.00%
Filipino	0.00%	0.00%
Hispanic or Latino	0.00%	0.00%
Native Hawaiian or Pacific Islander	0.00%	0.00%
Two or More Races	0.00%	0.00%
White	0.00%	0.00%
English Learners	0.00%	0.00%
Foster Youth	0.00%	0.00%
Homeless	0.00%	0.00%
Socioeconomically Disadvantaged	0.00%	0.00%
Students Receiving Migrant Education Services	0.00%	0.00%
Students with Disabilities	0.00%	0.00%

Note: To protect student privacy, double dashes (--) are used in the table when the cell size within a selected student population is ten or fewer.

School Safety Plan (School Year 2025–26)

Pacific Coast Academy's comprehensive safety plan, including the Instructional Continuity Plan, was updated and adopted on June 25th, 2025. The comprehensive plan components include the following (not an exhaustive list):

- Child abuse reporting procedures
- Disaster procedures, including specific procedures for various events
- Discipline policy information
- Discrimination and harassment policy
- Opioid overdose protocol

D. Other SARC information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Average Class Size and Class Size Distribution (Elementary) (School Year 2022–23)

Grade Level	Average Class Size	Number of Classes*		
		1-20	21-32	33+
K	3.00	218	0	0
1	4.00	129	0	0
2	4.00	127	0	0
3	4.00	128	0	0
4	3.00	157	0	0
5	3.00	130	0	0
6	3.00	144	1	0
Other**	3.00	11	0	0

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Average Class Size and Class Size Distribution (Elementary) (School Year 2023–24)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K	5.00	131		
1	4.00	131		
2	3.00	183		
3	3.00	181		
4	5.00	126		
5	3.00	168		
6	2.00	198	1	
Other**	3.00	10		

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Average Class Size and Class Size Distribution (Elementary) (School Year 2024–25)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K	3.00	237		
1	4.00	165		
2	3.00	196		
3	4.00	151		
4	4.00	155		
5	3.00	186		
6	3.00	197	1	
Other**	3.00	10		

* Number of classes indicates how many classes fall into each size category (a range of total students per class).

** "Other" category is for multi-grade level classes.

Average Class Size and Class Size Distribution (Secondary) (School Year 2022–23)

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	3.00	252	1	3
Mathematics	3.00	214	1	3
Science	3.00	165	3	1
Social Science	3.00	191	0	4

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Average Class Size and Class Size Distribution (Secondary) (School Year 2023–24)

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	3.00	226	1	
Mathematics	3.00	210	1	2
Science	3.00	138	3	2
Social Science	3.00	146	3	2

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Average Class Size and Class Size Distribution (Secondary) (School Year 2024–25)

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	4.00	203	3	4
Mathematics	3.00	226	2	4
Science	4.00	147	4	3
Social Science	4.00	147	1	2

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Ratio of Pupils to Academic Counselor (School Year 2024–25)

Title	Ratio
Pupils to Academic Counselor*	2244.8

* One full-time equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time.

Student Support Services Staff (School Year 2024–25)

Title	Number of FTE* Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	2.50
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	9.70
Social Worker	0.70
Nurse	1.50
Speech/Language/Hearing Specialist	14.50
Resource Specialist (non-teaching)	
Other**	7.50

* One full-time equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time.

** "Other" category is for all other student support services staff positions not listed.

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2023–24)

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	\$13401.00	\$1813.00	\$11589.00	\$91930.00
District	N/A	N/A	--	\$88680.00
Percent Difference – School Site and District	N/A	N/A	--	--
State	N/A	N/A	\$11146.18	\$85291.00
Percent Difference – School Site and State	N/A	N/A	--	--

Note: Cells with N/A values do not require data.

Types of Services Funded (Fiscal Year 2024–25)

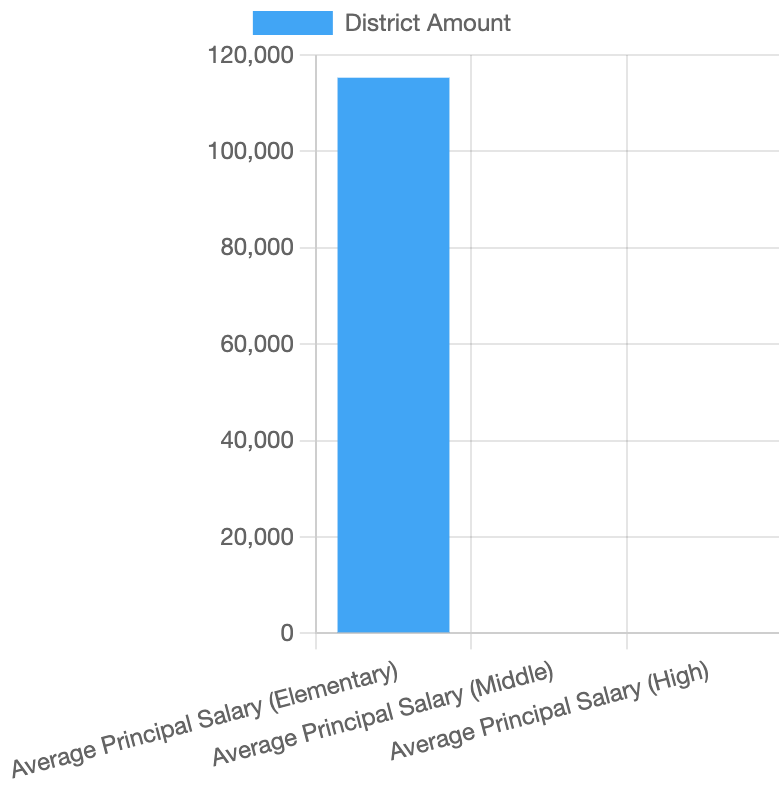
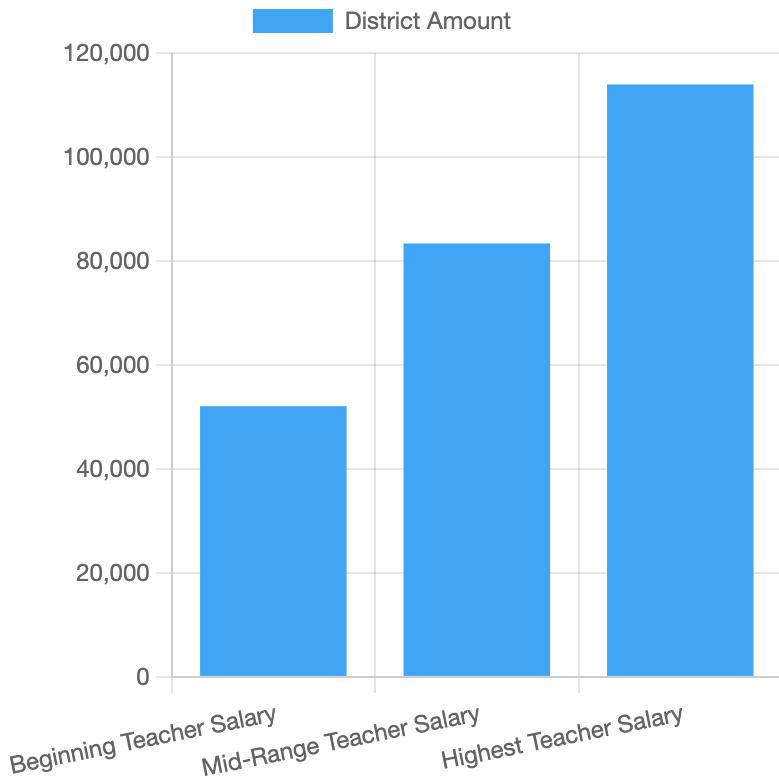
Pacific Coast Academy offered various programs and services to support students and homeschooling families during the 2024-2025 school year. We align all programs and services with our Local Control and Accountability Plan (LCAP). Our programs and services include the following:

- Comprehensive professional learning activities for staff members, including specialized programming for teachers working with English Language Learners and students with disabilities.
- Parent and student engagement activities and student enrichment programs.
- Standards-aligned benchmark and interim assessments to inform teaching practice and intervention/support.
- Tiered academic and social-emotional support.

Teacher and Administrative Salaries (Fiscal Year 2023–24)

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	\$52070.00	\$55247.70
Mid-Range Teacher Salary	\$83367.00	\$80745.76
Highest Teacher Salary	\$113960.00	\$109655.38
Average Principal Salary (Elementary)	\$115288.00	\$133828.44
Average Principal Salary (Middle)	\$0.00	\$142253.44
Average Principal Salary (High)	\$0.00	--
Superintendent Salary	\$185812.00	\$155953.89
Percent of Budget for Teacher Salaries	21.09%	25.26%
Percent of Budget for Administrative Salaries	9.11%	6.12%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits web page at <https://www.cde.ca.gov/ds/fd/cs/>.



Advanced Placement (AP) Courses (School Year 2024–25)**Percent of Students in AP Courses** 3.2 %

Subject	Number of AP Courses Offered*
Computer Science	1
English	2
Fine and Performing Arts	0
Foreign Language	1
Mathematics	2
Science	3
Social Science	5
Total AP Courses Offered*	24

* Where there are student course enrollments of at least one student.

Professional Development

Measure	2023– 24	2024– 25	2025– 26
Number of school days dedicated to Staff Development and Continuous Improvement	14	20	18

Coversheet

2026-2027 School Calendars

Section: III. Other Business
Item: B. 2026-2027 School Calendars
Purpose: Vote

Submitted by:

Related Material:

PCA 2026-27 Admin & Classified 228 Calendar_Proposed 01.16.26.pdf

PCA 2026-27 Team Principal & Team Principal-SE Calendar_Proposed 01.16.26.pdf

PCA 2026-27 HST, HST-SE, Online Calendar_Proposed 01.16.26.pdf

PCA 2026-27 Cert Coord, Program Coord-HQT&StudSup, Prog Sp. Calendar_Proposed 01.16.26.pdf

PCA 2026-27 Certificated Support Calendar_Proposed 01.16.26.pdf

PCA 2026-27 Counselor Calendar_Proposed 01.16.26.pdf

PCA 2026-27 EdSp,HQT,Interven,Class 191 Calendar_Prop 01.21.26_tng.pdf

2026-2027 Admin & Classified 228 Calendar



July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

School Year Dates

Aug 13	First Day of School
Jan 8	Last Day of 1st Semester
Jan 11	First Day of 2nd Semester
May 28	Last Day of School
School Calendar: Aug 13 - May 28	

Instructional Days

Semester 1 - 88 Days
Semester 2 - 87 Days
Total Instructional Days - 175 Days

Staff Work Days

Total Staff Work Days - 228 Days

Holidays

July 4	Independence Day
Sep 7	Labor Day
Nov 11	Veterans Day
Nov 23 - 27	Thanksgiving Break
Dec 21 - Jan 1	Winter Break
Jan 18	Martin Luther King, Jr. Day
Feb 15 - 19	School Recess
Feb 15	Washington/Presidents Day
Feb 19	Lincoln Day (obs)
March 29 - April 2	Spring Break
May 31	Memorial Day
June 18	Juneteenth (obs)

Learning Periods

LP 1	08/13 - 09/11 (21)
LP 2	09/14 - 10/09 (20)
LP 3	10/12 - 11/13 (24)
LP 4	11/16 - 01/08 (23)
LP 5	01/11 - 02/11 (22)
LP 6	02/22 - 03/19 (20)
LP 7	03/22 - 04/23 (20)
LP 8	04/26 - 05/28 (25)

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
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21	22	23	24	25	26	27
28	29	30	31			

April 2027						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

School Accountability

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

	School Closed
	Staff In-Service, No School
	First & Last Day of School/Semester

Assessment Windows

Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

2026-2027 Team Principal & Team Principal-SE Calendar



July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
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30	31					

September 2026						
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October 2026						
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November 2026						
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15	16	17	18	19	20	21
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29	30					

December 2026						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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

School Year Dates

Aug 13	First Day of School
Jan 8	Last Day of 1st Semester
Jan 11	First Day of 2nd Semester
May 28	Last Day of School
School Calendar: Aug 13 - May 28	

Instructional Days

Semester 1 - 88 Days	
Semester 2 - 87 Days	
Total Instructional Days - 175 Days	

Staff Work Days

Total Staff Work Days - 212 Days	
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Holidays

July 4	Independence Day
Sep 7	Labor Day
Nov 11	Veterans Day
Nov 23 - 27	Thanksgiving Break
Dec 21 - Jan 1	Winter Break
Jan 18	Martin Luther King, Jr. Day
Feb 15 - 19	School Recess
Feb 15	Washington/Presidents Day
Feb 19	Lincoln Day (obs)
March 29 - April 2	Spring Break
May 31	Memorial Day
June 19	Juneteenth

Learning Periods

LP 1	08/13 - 09/11 (21)
LP 2	09/14 - 10/09 (20)
LP 3	10/12 - 11/13 (24)
LP 4	11/16 - 01/08 (23)
LP 5	01/11 - 02/11 (22)
LP 6	02/22 - 03/19 (20)
LP 7	03/22 - 04/23 (20)
LP 8	04/26 - 05/28 (25)

	School Closed
	Staff In-Service, No School
	First & Last Day of School/Semester

January 2027						
S	M	T	W	T	F	S
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February 2027						
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March 2027						
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April 2027						
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May 2027						
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30	31					

June 2027						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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

2026-2027 HST, HST-SE, Online Calendar



July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
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August 2026						
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30	31					

September 2026						
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27	28	29	30			

October 2026						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
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29	30					

December 2026						
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27	28	29	30	31		

January 2027						
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24	25	26	27	28	29	30
31						

February 2027						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

School Year Dates

Aug 13	First Day of School
Jan 8	Last Day of 1st Semester
Jan 11	First Day of 2nd Semester
May 28	Last Day of School
School Calendar: Aug 13 - May 28	

Instructional Days

Semester 1 - 88 Days
Semester 2 - 87 Days
Total Instructional Days - 175 Days

Staff Work Days

Total Staff Work Days - 196 Days

Holidays

July 4	Independence Day
Sep 7	Labor Day
Nov 11	Veterans Day
Nov 23 - 30	Thanksgiving Break
Dec 21 - Jan 1	Winter Break
Jan 18	Martin Luther King, Jr. Day
Feb 12 - 19	School Recess
Feb 15	Washington/Presidents Day
Feb 19	Lincoln Day (obs)
March 29 - April 2	Spring Break
May 31	Memorial Day
June 19	Juneteenth

Learning Periods

LP 1	08/13 - 09/11 (21)
LP 2	09/14 - 10/09 (20)
LP 3	10/12 - 11/13 (24)
LP 4	11/16 - 01/08 (23)
LP 5	01/11 - 02/11 (22)
LP 6	02/22 - 03/19 (20)
LP 7	03/22 - 04/23 (20)
LP 8	04/26 - 05/28 (25)

School Accountability

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

- School Closed
- Staff In-Service, No School
- Training for New Hires
- First & Last Day of School/Semester

Assessment Windows

Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

2026-2027 Certificated Coordinator, Program Coordinator-HQT Program Coordinator-Student Support, Program Specialist Calendar



July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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

School Year Dates	
Aug 13	First Day of School
Jan 8	Last Day of 1st Semester
Jan 11	First Day of 2nd Semester
May 28	Last Day of School
School Calendar: Aug 13 - May 28	

Instructional Days	
Semester 1 - 88 Days	
Semester 2 - 87 Days	
Total Instructional Days - 175 Days	

Staff Work Days	
Total Staff Work Days - 206 Days	

Holidays	
July 4	Independence Day
Sep 7	Labor Day
Nov 11	Veterans Day
Nov 23 - 27	Thanksgiving Break
Dec 21 - Jan 1	Winter Break
Jan 18	Martin Luther King, Jr. Day
Feb 15 - 19	School Recess
Feb 15	Washington/Presidents Day
Feb 19	Lincoln Day (obs)
March 29 - April 2	Spring Break
May 31	Memorial Day
June 19	Juneteenth

Learning Periods	
LP 1	08/13 - 09/11 (21)
LP 2	09/14 - 10/09 (20)
LP 3	10/12 - 11/13 (24)
LP 4	11/16 - 01/08 (23)
LP 5	01/11 - 02/11 (22)
LP 6	02/22 - 03/19 (20)
LP 7	03/22 - 04/23 (20)
LP 8	04/26 - 05/28 (25)

- School Closed
- Staff In-Service, No School
- First & Last Day of School/Semester

January 2027						
S	M	T	W	T	F	S
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February 2027						
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March 2027						
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April 2027						
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May 2027						
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June 2027						
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20	21	22	23	24	25	26
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Assessment Windows	
Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

2026-2027 Certificated Support Calendar



July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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August 2026						
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September 2026						
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October 2026						
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November 2026						
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December 2026						
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School Year Dates

Aug 13	First Day of School
Jan 8	Last Day of 1st Semester
Jan 11	First Day of 2nd Semester
May 28	Last Day of School
School Calendar: Aug 13 - May 28	

Instructional Days

Semester 1 - 88 Days
Semester 2 - 87 Days
Total Instructional Days - 175 Days

Staff Work Days

Total Staff Work Days - 201 Days

Holidays

July 4	Independence Day
Sep 7	Labor Day
Nov 11	Veterans Day
Nov 23 - 30	Thanksgiving Break
Dec 21 - Jan 1	Winter Break
Jan 18	Martin Luther King, Jr. Day
Feb 12 - 19	School Recess
Feb 15	Washington/Presidents Day
Feb 19	Lincoln Day (obs)
March 29 - April 2	Spring Break
May 31	Memorial Day
June 19	Juneteenth

Learning Periods

LP 1	08/13 - 09/11 (21)
LP 2	09/14 - 10/09 (20)
LP 3	10/12 - 11/13 (24)
LP 4	11/16 - 01/08 (23)
LP 5	01/11 - 02/11 (22)
LP 6	02/22 - 03/19 (20)
LP 7	03/22 - 04/23 (20)
LP 8	04/26 - 05/28 (25)

January 2027						
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February 2027						
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March 2027						
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April 2027						
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May 2027						
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June 2027						
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School Accountability

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

- School Closed
- Staff In-Service, No School
- First & Last Day of School/Semester

Assessment Windows

Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

2026-2027 Counselor Calendar



July 2026						
S	M	T	W	T	F	S
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August 2026						
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September 2026						
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October 2026						
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November 2026						
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December 2026						
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School Accountability	
Every LP	Attendance Logs
Every LP	Student Conference
Every LP	AWRs
Every LP	Collect & upload work samples

School Year Dates	
Aug 13	First Day of School
Jan 8	Last Day of 1st Semester
Jan 11	First Day of 2nd Semester
May 28	Last Day of School
School Calendar: Aug 13 - May 28	

Instructional Days	
Semester 1 - 88 Days	
Semester 2 - 87 Days	
Total Instructional Days - 175 Days	

Staff Work Days	
Total Staff Work Days - 199 Days	

Holidays	
July 4	Independence Day
Sep 7	Labor Day
Nov 11	Veterans Day
Nov 23 - 30	Thanksgiving Break
Dec 21 - Jan 1	Winter Break
Jan 18	Martin Luther King, Jr. Day
Feb 12 - 19	School Recess
Feb 15	Washington/Presidents Day
Feb 19	Lincoln Day (obs)
March 29 - April 2	Spring Break
May 31	Memorial Day
June 19	Juneteenth

Learning Periods	
LP 1	08/13 - 09/11 (21)
LP 2	09/14 - 10/09 (20)
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LP 7	03/22 - 04/23 (20)
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- School Closed
- Staff In-Service, No School
- First & Last Day of School/Semester

January 2027						
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February 2027						
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April 2027						
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May 2027						
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June 2027						
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27	28	29	30			

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

2026-2027 Ed Specialist, HQT, Intervention, Classified 191 Calendar



July 2026						
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August 2026						
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September 2026						
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October 2026						
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November 2026						
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December 2026						
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April 2027						
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May 2027						
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June 2027						
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20	21	22	23	24	25	26
27	28	29	30			

School Year Dates

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Instructional Days

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Semester 2 - 87 Days
Total Instructional Days - 175 Days

Staff Work Days

Total Staff Work Days - 191 Days

Holidays

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Sep 7	Labor Day
Nov 11	Veterans Day
Nov 23 - 30	Thanksgiving Break
Dec 21 - Jan 1	Winter Break
Jan 18	Martin Luther King, Jr. Day
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May 31	Memorial Day
June 19	Juneteenth

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LP 2	09/14 - 10/09 (20)
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LP 4	11/16 - 01/08 (23)
LP 5	01/11 - 02/11 (22)
LP 6	02/22 - 03/19 (20)
LP 7	03/22 - 04/23 (20)
LP 8	04/26 - 05/28 (25)

School Accountability

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

- School Closed
- Staff In-Service, No School
- Training for New Ed Specialists & HQTs
- First & Last Day of School/Semester

Assessment Windows

Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

Coversheet

Continuation of the Facilities Use Agreement for Dehesa Records Office

Section: III. Other Business
Item: C. Continuation of the Facilities Use Agreement for Dehesa Records Office
Purpose: Vote
Submitted by:
Related Material:
Facilities Use Agreement with CPA_PCA_MVA_Redlined 1.14.26.pdf
Facilities Use Agreement with CPA_PCA_MVA_CLEAN (1.14.26) FINAL - signed.pdf

**FACILITIES USE AGREEMENT BY AND AMONG
DEHESA SCHOOL DISTRICT, CABRILLO POINT ACADEMY, PACIFIC COAST
ACADEMY, AND MISSION VISTA ACADEMY**

THIS FACILITIES USE AGREEMENT (“Agreement”) is made by and among the Dehesa School District, a public school district organized and existing under the laws of the State of California (“District”) on the one hand, and Cabrillo Point Academy, a California nonprofit public benefit corporation operating a public charter school (“CPA”), Pacific Coast Academy, a California nonprofit public benefit corporation operating a public charter school (“PCA”), and Mission Vista Academy, a California nonprofit public benefit corporation operating a public charter school (“MVA”) on the other. The charter schools may be referred to herein individually as the “Charter School” and collectively as the “Charter Schools.” The District and the Charter Schools may also be individually referred to as a “Party” and collectively referred to as the “Parties.”

RECITALS

WHEREAS, CPA and PCA are public charter schools authorized by the District in accordance with California law;

WHEREAS, MVA is a public charter school authorized by the Beaumont Unified School District;

WHEREAS, consistent with Education Code section 47604(a), the Charter Schools are operated by or as nonprofit public benefit corporations;

WHEREAS, the District is the owner of certain real property located at 4612 Dehesa Road, El Cajon, California 92019 (“Site”);

WHEREAS, the Charter Schools are jointly seeking use of ~~a~~ District facilities~~y~~ for purposes of records management and storage, as well as to periodically conduct special education assessments of students enrolled in the Charter Schools;

WHEREAS, the District owns ~~a~~ modular classrooms, designated as Building H-10 and H-11, which are approximately 900 square feet, that is located on the westernmost portion of the Site adjacent to the field (“FacilityFacilities”), as depicted in Attachment 1, attached hereto and incorporated herein by reference;

WHEREAS, the Facilities~~y~~ are not currently needed or used by the District for classroom or other purposes;

WHEREAS, the Charter Schools requested, and the District desires, to grant use of the Facilities~~y~~ to the Charter Schools for the purposes set forth herein;

WHEREAS, the District, pursuant to Section 17527(a) of the Education Code, is authorized to enter into agreements to make vacant classrooms or other space in operating school buildings available to nonprofit organizations, including during normal school hours if the school is in session;

WHEREAS, the District's Governing Board, pursuant to Section 17529 of the Education Code, has determined that the Charter Schools' use of the ~~Facilities~~ will not (1) interfere with the educational programs or activities of the school or any classes conducted at the Site; (2) unduly disrupt the residents of the surrounding neighborhood; or (3) jeopardize the safety of the children at the Site; and

WHEREAS, the District, pursuant to Section 17531 of the Education Code, has determined that this Agreement is compatible with the educational purpose of the Site.

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein, the Parties agree as follows:

1. **TERM.** The term of this Agreement shall begin as of ~~the Effective Date July 1, 2024 of this Agreement, as defined below,~~ and shall expire on June 30, 2024 ("Term"). The Charter Schools shall have access to the ~~Facility~~Facilities as of ~~July 1, 2024~~.
- a. **Early Termination for Convenience.** The District may terminate this Agreement for convenience upon ninety (90) calendar days' written notice to the Charter Schools.
- b. **Default by Charter School(s).** This Agreement shall terminate, at the District's sole election, in the event of a default by one or more Charter Schools in accordance with Section 13 of this Agreement.
- c. **Option for Early Termination by the District.** In the event that one or more of the Charter Schools cease to operate for any reason during the Term, including but not limited to voluntary closure, insolvency, non-renewal, or revocation following the exhaustion of any statutory rights of appeal, as applicable, the closed Charter School(s)' rights under this Agreement shall terminate and the closed Charter School(s) shall surrender possession of the ~~Facility~~Facilities within thirty (30) calendar days. At that time, the District may also terminate this Agreement with respect to the remaining operational Charter Schools, except for those sections surviving termination or as otherwise set forth in this Agreement, and the Charter School(s) shall surrender possession of the ~~Facility~~Facilities to the District within thirty (30) calendar days' written notice from the District of its intent to terminate the Agreement pursuant to Section 1(c). Should the District not elect to terminate the Agreement, the remaining operational Charter Schools shall continue to jointly maintain all rights, responsibilities, and obligations under this Agreement, including the responsibility for the full payment of the Use Fee described in Section 3 below.
- d. **Option for Early Termination by the Charter School(s).** In the event that one or more of the Charter Schools cease to operate for any reason during the Term, including but not limited to voluntary closure, insolvency, non-renewal, or revocation following the exhaustion of any statutory rights of appeal, as applicable, the closed Charter School(s)' rights under this Agreement shall terminate and the closed Charter School(s) shall surrender possession of the

FacilityFacilities within thirty (30) calendar days. Under such circumstances, the remaining operational Charter School(s) may terminate this Agreement, except for those sections surviving termination or as otherwise set forth in this Agreement, which shall be effective upon thirty (30) calendar days' written notice to the District and the other remaining operational Charter Schools. Should the remaining operational Charter Schools not elect to terminate the Agreement, the remaining operational Charter Schools shall continue to jointly maintain all rights, responsibilities, and obligations under this Agreement, including the responsibility for the full payment of the Use Fee described in Section 3 below.

- e. **Possession of and Title to Property.** Upon the expiration or earlier termination of this Agreement, possession of the FacilityFacilities shall automatically revert to the District without the need for any further action on the Charter Schools' or the District's part. As titleholder to the Site and FacilityFacilities, with the exception of any of the Charter School's equipment, materials, or furnishings designated as their own respective personal property, the District reserves the right at the termination of this Agreement to recoup the full rights and benefits of such ownership, including, but not limited to, use of such FacilityFacilities for District programs and services.

2. **SITE AND FACILITYFACILITIES.**

- a. **FacilityFacilities.** The FacilityFacilities is a modular classroom located in Building H-10 and H-11 on the westernmost portion of the Site, as more particularly depicted in Attachment 1.
- b. **Furnishings and Equipment.** The District will retain ownership of all furnishings and equipment provided to the Charter Schools and will expect all furnishings and equipment to be returned to the District at the expiration or earlier termination of the Term in the same condition as received, reasonable wear and tear excepted. An inventory of the District's furnishings and equipment provided with the FacilityFacilities for the Charter Schools' use is listed in **Attachment 2**, attached hereto and incorporated herein by reference. Should the District provide the Charter Schools with additional furnishings and/or equipment during the Term of this Agreement, such furnishings and equipment shall be added to the inventory list included in Attachment 2.
- c. **Exclusive and Shared Use of Space.** During the Term and subject to the terms and conditions of this Agreement, the Charter Schools shall have exclusive use of the FacilityFacilities. The Charter Schools may agree to specifically share and/or allocate space in the FacilityFacilities amongst one another in any configuration they choose; provided, however, that the District shall have no duty to monitor or enforce any such agreement, allocation, or arrangement of space. The Charter Schools shall also have a non-exclusive right to use those portions of the Site reasonably required to access the FacilityFacilities, as well as the staff restrooms located on the exterior of Building B1 and the student restrooms located in Building C at the Site, as depicted in **Attachment 1**.

d. **District Access.** During the Term of this Agreement, the District shall have access to all areas of the Site and the ~~Facility~~Facilities as necessary to allow the District to maintain the Site and to conduct any other District-sponsored or District-supported events or programs on the Site pursuant to and consistent with the terms of this Agreement, provided that the District’s activities on the Site shall not unreasonably interfere with the Charter Schools’ use of the ~~Facility~~Facilities. As set forth in Section 8 below, to the extent practicable, the District will attempt to provide 24 hours’ advance notice to the Charter Schools before entering the ~~Facility~~Facilities, except in the case of an emergency, where no prior notice is required.

3. **FACILITIES USE FEE.**

a. **Facilities Use Fee.** For the first year of this Agreement, the District will charge the Charter Schools a facilities use fee of ~~\$2,051.95~~ per square foot for a total amount of ~~\$1,844,755.00~~ per month (“Use Fee”) per unit. The Use Fee shall increase annually ~~by a fixed two and a half percent (2.5%) of the prior year’s Use Fee~~ by the following amounts during the Term of this Agreement:-

<u>Start</u>	<u>End</u>	<u>Monthly Rent/Unit</u>
<u>7/1/2024</u>	<u>6/30/2025</u>	<u>\$1,844.00</u>
<u>7/1/2025</u>	<u>6/30/2026</u>	<u>\$1,890.10</u>
<u>7/1/2026</u>	<u>6/30/2027</u>	<u>\$1,937.35</u>
<u>7/1/2027</u>	<u>6/30/2028</u>	<u>\$1,985.79</u>
<u>7/1/2028</u>	<u>6/30/2029</u>	<u>\$2,035.43</u>

~~a-~~

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b. **Payments.** Each Charter School shall be responsible for one-third (1/3), or 33.33%, of the then-current Use Fee, which Use Fee shall be paid to the District in quarterly installments on July 1st, October 1st, January 1st, and April 1st (“Payment”) each year. Notwithstanding anything to the contrary herein, the Charter Schools may elect to split the Use Fee amongst the Charter Schools by another percentage in a manner that is commensurate with each Charter School’s use of the ~~Facility~~Facilities, provided that (i) the Charter Schools must inform the District of the percentage of the Use Fee for which each Charter School is responsible, and (ii) the District shall have no obligation to enforce or monitor any such agreement by the Charter Schools. Each Payment shall be sent to the District at the address set forth in the Notices section below. The Charter Schools shall pay the required Payments promptly to the District, without deduction, setoff, prior notice, or demand. The Charter Schools shall be jointly and severally liable for payment of the entirety of the Use Fee, and each Charter School

absolutely and unconditionally guarantees to the District the prompt payment of the full Use Fee as the same becomes due.

- c. **Late Payments.** Late payment by any of the Charter Schools to the District will cause the District to incur costs not contemplated by this Agreement, the exact amount of which will be difficult and impracticable to ascertain. Therefore, if any Payment due from any of the Charter Schools is not received by the District within five (5) calendar days of the date such Payment is due, the late-paying Charter School shall pay to the District an additional sum of five percent (5%) of the overdue Payment amount as a late charge. The Parties agree that this late charge represents a fair and reasonable estimate of the costs that the District will incur by reason of a late Payment by any of the Charter Schools. The Charter Schools shall be jointly and severally liable for such late payments.

4. **USE.**

- a. **Use Right.** Subject to the terms and conditions of this Agreement, the District hereby grants to the Charter Schools the exclusive use of the FacilityFacilities for the purposes described herein. The Charter Schools expressly acknowledge that a leasehold interest in the FacilityFacilities is not being provided to the Charter Schools by the District.
- b. **Operations and Maintenance.** The Charter Schools shall comply with District policies, regulations, and practices including, but not limited to, any policies related to COVID-19, regarding the operations and maintenance of the FacilityFacilities, including any furnishings and equipment therein.
- c. **Permitted Use.** The FacilityFacilities shall be used and occupied by the Charter Schools for the sole purpose of maintaining the Charter Schools' records and conducting periodic special education assessments for students enrolled in the Charter Schools, and for no other purpose without the prior written consent of the District. The Charter Schools shall not carry on or house any other programs or activities at the FacilityFacilities without the prior written approval of the District. The District is not aware of any defect in or condition of the Site or the FacilityFacilities that would prevent their use for the Charter Schools' purposes. Notwithstanding anything to the contrary herein, MVA will not conduct periodic special educational assessments or any other instruction to its students at the FacilityFacilities.
- d. **Prohibited Uses.**
 - i. **No Increase in Insurance.** The Charter Schools shall not do or permit to be done anything which will invalidate or increase the cost of any fire, extended coverage or any other insurance policy covering the Site and the FacilityFacilities, or which will make such insurance coverage unavailable on commercially reasonable terms and conditions, and the Charter Schools

shall comply with all rules, orders, regulations and requirements of the insurers of the Site and ~~Facility~~Facilities. Should the Charter Schools desire to initiate a use which would increase insurance premiums, the Charter Schools shall, prior to such use (which shall be subject to District approval), either pay for such increases or have the option to terminate the Agreement with thirty (30) calendar days' written notice.

- ii. Compliance with Law. The Charter Schools shall not use the ~~Facility~~Facilities or permit anything to be done in or about the ~~Facility~~Facilities that will in any way conflict with any applicable law, statute, ordinance or governmental rule, or regulation or requirement of duly constituted public authorities now in force or which may hereafter be enacted or promulgated, including, but not limited to, federal, state, county, and local rules and regulations related to COVID-19. Should any discharge, leakage, spillage, emission, or pollution of any type occur upon or from the ~~Facility~~Facilities resulting from the Charter Schools' use and occupancy thereof, the Charter Schools shall immediately notify the District and state/local agencies, as appropriate, and at their sole expense, shall be jointly obligated to clean all the property affected to the reasonable satisfaction of the District and any governmental agencies having jurisdiction over the Site. If the Charter Schools fail to take steps to clean the ~~Facility~~Facilities and Site or otherwise fail to comply with any requirements regarding the clean-up or amelioration of any discharge, leakage, spillage, emission, or pollution of any type, the District reserves the right to take over the clean-up and to take all necessary steps to recoup any and all costs associated therewith from the Charter Schools, which takeover shall not occur unreasonably.
- iii. No Nuisance or Waste. The Charter Schools shall not use or allow the ~~Facility~~Facilities to be used for any unlawful purpose, nor shall the Charter Schools cause, maintain, or permit any nuisance or waste in, on, or about the ~~Facility~~Facilities or the Site.
- iv. Restriction Against Use of ~~Facility~~Facilities Address/Designation as Resource Center. The District is granting the Charter Schools exclusive use of the ~~Facility~~Facilities for the limited purposes set forth herein. The Charter Schools expressly agree not to (1) list the District address, or (2) identify the ~~Facility~~Facilities or the Site as a school site, resource center, satellite ~~facility~~Facilities, or meeting space of the Charter Schools on their respective websites, school forms, or other informational/marketing materials available to the public. The Parties agree that the ~~Facility~~Facilities is an administrative location and is not intended to serve as a school site, resource center, satellite ~~facility~~Facilities, or meeting space of the Charter Schools for purposes of providing instruction to students enrolled in the Charter Schools

5. **TECHNOLOGY/TELECOMMUNICATIONS.** The FacilityFacilities is wired for telephone and computer data connectivity including servers, routers, and switches, consistent with the District's school and offices.
6. **UTILITIES.** The District shall be responsible for the cost of all utilities used or consumed by the Charter Schools during the Term, including electricity, water, gas, and waste disposal, telephone systems, data lines, and related equipment. The District assumes sole responsibility for upkeep and maintenance of all telephone systems, data lines, and related equipment, software, and hardware it utilizes.
7. **MAINTENANCE AND REPAIRS; ALTERATIONS, ADDITIONS, AND IMPROVEMENTS.**
 - a. **Condition of Property.** The District is not aware of any defect in or condition of the FacilityFacilities that would prevent its use for the Charter Schools' purposes. The District has not received any notice of violation of statute, ordinance, regulation, order or holding from any state or federal agency with jurisdiction over the Site that calls into question the appropriateness or sufficiency of the Site and/or FacilityFacilities for its intended purpose. The District, at its expense, shall remain responsible for compliance with all applicable laws regarding the Site and the FacilityFacilities during the Term.
 - b. **Maintenance, Repairs, and Operations.** All maintenance and repairs at the Site and the FacilityFacilities are the responsibility of the District; provided, however, that if such maintenance or repairs are necessitated by the actions of the Charter School(s) as a result of any alterations, additions, and/or improvements to the FacilityFacilities by the Charter School(s) as set forth in Section 7.c. below, then such maintenance and repairs shall be the responsibility of the Charter School(s). The District shall have access to the FacilityFacilities to perform repairs, maintenance, and inspections, and will coordinate such work with the Charter Schools' administration. The Charter Schools shall be responsible for notifying the District Superintendent immediately of any damage or defect in, at, or on the FacilityFacilities that may require repair and/or maintenance. The District shall not be responsible for any injury, harm, or loss to persons or property resulting from any defects, damage, or conditions in or at the FacilityFacilities for which the Charter Schools had knowledge and failed to provide timely notice to the District.
 - c. **Alterations, Additions, and Improvements.**
 - i. **Requirements.** The Charter Schools shall not make, construct, or install any alterations, additions, or improvements at the FacilityFacilities without obtaining the prior written approval of the District. The Charter Schools shall follow all competitive bidding requirements and Division of the State Architect requirements applicable to public school districts for any District-authorized alterations, additions, or improvements to the FacilityFacilities. Contractors retained by the Charter Schools for the

construction or installation of any authorized alterations, additions, or improvements shall be fully licensed and bonded as required by law and must maintain levels of casualty, liability, and workers' compensation insurance and performance and payment bonds consistent with District construction requirements. The construction or installation of any authorized alterations, additions, or improvements shall be performed at the Charter Schools' own expense, in a sound and workmanlike manner, and in compliance with all laws applicable to the Charter Schools, including prevailing wage laws. The District reserves the right to require that the Parties execute an addendum or a separate agreement regarding any approved alterations, additions, or improvements before the Charter Schools may commence construction or installation of the same.

- ii. Property of District. All such alterations, additions or improvements shall, at the expiration or earlier termination of the Agreement, become the property of the District and remain upon and be surrendered with the ~~Facility~~Facilities.
- iii. Personal Property. All articles of personal property and all business and trade fixtures, machinery and equipment, cabinetwork, furniture, and movable partitions owned by the Charter Schools or installed by the Charter Schools at the Charter Schools' expense at the ~~Facility~~Facilities shall be and will remain the property of the Charter Schools and may be removed by the Charter School at any time during the Term.

8. **ENTRY BY THE DISTRICT.** The District reserves the right to enter the ~~Facility~~Facilities for inspection; to supply any service to be provided by the District to the Charter Schools; and to alter, improve, or repair the Site. In furtherance of any alterations, improvements, or repair, the District may erect scaffolding and other necessary structures where reasonably required by the character of the work to be performed, always providing the entrance to the ~~Facility~~Facilities shall not be blocked, and further providing that the business of the Charter Schools shall not be unreasonably interfered with. The District may enter the ~~Facility~~Facilities at any time, but, to the extent practicable, will attempt to provide 24 hours' advance notice, except in the case of an emergency, where no prior notice is required. The Charter Schools hereby waive any claim for damages for any injury or inconvenience to or interference with the Charter Schools' business, any loss of occupancy or quiet enjoyment of the ~~Facility~~Facilities during such activities. For each of the aforesaid purposes, the District shall at all times have and retain a key with which to unlock all of the doors to the ~~Facility~~Facilities, excluding the Charter Schools' vaults, safes, and locked or secure storage (e.g., filing cabinets), and the District shall have the right to use any and all means which the District may deem proper to open said doors in an emergency to obtain entry to the ~~Facility~~Facilities. Entry to the ~~Facility~~Facilities obtained by the District under this section shall not be construed or deemed to be a forcible or unlawful entry into or a detainer of the ~~Facility~~Facilities, or an eviction of the Charter Schools from the ~~Facility~~Facilities or any portion thereof.

9. INDEMNITY.

- a. **Charter Schools' Indemnification.** The Charter Schools shall, to the fullest extent permitted by law, indemnify, hold harmless, and defend the District, its trustees, officers, employees, and agents from and against any and all claims, demands, actions, suits, losses, liability, penalties, expenses and costs for any injury, death, or damage to any person or property arising out of or related to obligations of the Charter Schools under this Agreement as they relate to the FacilityFacilities or Site, or arising from the Charter Schools' use of the FacilityFacilities or Site, or from any activity, work, or other things done, permitted or suffered by the Charter Schools in or about the FacilityFacilities or Site, excepting those claims, demands, actions, suits, losses, liability, penalties, expenses, and costs caused by the negligence or intentional acts of the District, its employees, agents, officers, invitees, and visitors as they relate to the FacilityFacilities and the Site.

The Charter Schools shall further indemnify, hold harmless, and defend the District from and against any and all third party claims arising from any breach or default in the performance of any obligation on the Charter Schools' part to be performed under the terms of this Agreement, or arising from any act, omission, or negligence of the Charter Schools, or any officer, agent, employee, invitee, or visitor of the Charter Schools, and from all costs, attorney's fees, and liabilities incurred in or about the defense of any such claim or any action or proceeding brought thereon, excepting those claims, demands, actions, suits, losses, liability, penalties, expenses, and costs caused by the negligence or intentional acts of the District, its employees, agents, officers, invitees, and visitors as they relate to the Site. If any action or proceeding is brought against the District by reason of such claim (regardless of whether a claim is filed), the Charter Schools, upon notice from the District, shall defend the same at the Charter Schools' expense. The Charter Schools shall give prompt written notice to the District Superintendent in case of casualty or accidents in or at the FacilityFacilities or Site.

- b. **District's Indemnification.** The District shall, to the fullest extent permitted by law, indemnify, hold harmless, and defend the Charter Schools, their directors, officers, employees, and agents from and against any and all claims, demands, actions, suits, losses, liability, penalties, expenses, and costs for any injury, death, or damage to any person or property arising out of or related to obligations of the District under this Agreement as they relate to the FacilityFacilities or the Site, or arising from the District's use of the FacilityFacilities or Site, or from any activity, work, or other things done, permitted or suffered by the District in or about the FacilityFacilities or the Site, excepting those claims, demands, actions, suits, losses, liability, penalties, expenses, and costs caused by the negligence or intentional acts of the Charter Schools, its employees, agents, officers, invitees, and visitors as they relate to the FacilityFacilities and the Site.

The District shall further indemnify, hold harmless, and defend the Charter Schools from and against any and all third party claims arising from any breach or

default in the performance of any obligation on the District's part to be performed under the terms of this Agreement, or arising from any act, omission, or negligence of the District, or any officer, agent, employee, invitee, or visitor of the District, and from all costs, attorney's fees, and liabilities incurred in or about the defense of any such claim or any action or proceeding brought thereon, excepting those claims, demands, actions, suits, losses, liability, penalties, expenses, and costs caused by the negligence or intentional acts of the Charter Schools, their employees, agents, officers, invitees, and visitors as they relate to the ~~Facility~~Facilities. If any action or proceeding is brought against the Charter Schools by reason of such claim (regardless of whether a claim is filed), the District upon notice from Charter Schools shall defend the same at the District's expense.

10. INSURANCE.

- a. **Property and Liability Insurance.** The Charter Schools' Governing Boards shall ensure that their respective Charter Schools retain appropriate property and liability insurance coverage. During the Term, each Charter School shall obtain and keep in effect property and liability coverage as follows:
- i. "Special form" or "all risks" property insurance coverage to insure against damage to real property. The costs of such insurance, including any deductible or self-insured retention, shall be borne by the Charter Schools, and the District shall not be responsible to pay these costs.
 - ii. Comprehensive or commercial general liability insurance with limits not less than Five Million Dollars (\$5,000,000) each occurrence combined single limit for bodily injury and property damage (whether coverage is through primary only or primary plus excess). Policy form language to include molestation and sexual harassment coverage.
 - iii. Comprehensive or Business Automobile Liability Insurance with limits not less than One Million Dollars (\$1,000,000) each occurrence combined single limit for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, as applicable.
 - iv. Workers' Compensation, with Employer's Liability limits (including employment practices coverage) not less than Five Million Dollars (\$5,000,000) each.
 - v. Professional Liability (Errors and Omissions) Insurance (including employment practices coverage) with limits not less than Five Million Dollars (\$5,000,000) each occurrence. Policy form language to include Educator's legal liability coverage.

The amount of such insurance may be reviewed and revised only by mutual agreement of the Parties.

b. District as Additional Insured.

- i. The District shall be named as additional insured on all of the Charter Schools' insurance policies. A copy of all required insurance policies evidencing the District named as an additional insured shall be provided to the District no later than seven (7) calendar days prior to occupancy and use of the ~~Facility~~Facilities. The Charter Schools shall be responsible, at their sole expense, for separately insuring their owned or leased personal property.
- ii. The District will continue to maintain its current levels of insurance on the structures on the Site, which shall be secondary to the property insurance held by the Charter Schools pursuant to Section 10.a.i. above, with the exception of any loss that is caused by the negligence of the District or District's breach of its obligation to maintain the ~~Facility~~Facilities and Site per Section 7.

c. Insurance Policies. The aforementioned minimum limits of policies shall in no event limit the liability of the Charter Schools hereunder. Said insurance shall be with companies having a rating of not less than "A-" in "AM Best's Insurance Guide," except that insurance through a California-authorized Joint Powers Authority shall satisfy this requirement. No such policy shall be cancelable or subject to reduction of coverage or other modification or cancellation except after thirty (30) calendar days prior written notice to the District by the insurer, or, if the insurer refuses to provide such notice to additional insureds, by the Charter Schools. Each Charter School shall, at least twenty (20) calendar days prior to the expiration of such policies, furnish the District with renewals or binders. The Charter Schools shall have the right to provide such insurance coverage pursuant to blanket policies obtained by the Charter Schools, provided such blanket policies expressly afford coverage to the ~~Facility~~Facilities and to the Charter Schools, as required by this Agreement. The failure of one or more Charter School(s) to comply with the requirements of this Section 10 shall constitute a breach of the Agreement.

d. Waiver of Subrogation. The District and Charter Schools each hereby waive any and all rights of recovery against the other or against the officers, employees, agents, and representatives of the other, on account of loss or damage occasioned to such waiving party or its property or the property of others under its control to the extent that such loss or damage is insured against under any fire and extended coverage insurance policy which either may have in force at the time of such loss or damage. Each Charter School shall, upon obtaining the policies of insurance required under this Agreement, give notice to its respective insurance carrier or carriers that the foregoing mutual waiver of subrogation is contained in this Agreement.

11. DAMAGE OR DESTRUCTION.

- a. **Damage to the Site Generally.** Other than maintenance performed by the District as set forth in Section 7, the Charter Schools shall be financially responsible for any damage to the Site directly or indirectly caused by one or more of the Charter Schools (including any of their students, directors, employees, agents, contractors, invitees, or visitors). Further, other than maintenance performed by the District as set forth in Section 7, the Charter Schools shall be financially responsible for any damage to the FacilityFacilities, except to the extent such damage is caused by the negligence or intentional acts of the District (including any of its students, directors, employees, agents, contractors, invitees, or visitors). The District shall have the sole discretion to determine whether to repair the damage at the Charter Schools' expense, or to authorize the Charter Schools to repair the damage at the Charter Schools' expense. Upon discovery of any damage to the FacilityFacilities and/or the Site, the Charter Schools shall immediately notify the District.
- b. **Damage Covered by Insurance.** If the FacilityFacilities is damaged by any casualty that is covered by the insurance required to be carried by the Charter Schools, the District shall assess such damage and make its decisions regarding restoration, replacement, or housing of the Charter Schools at one or more alternate locations. The District shall make reasonable attempts, but shall not be required, to provide the Charter Schools reasonably equivalent alternative space(s) after the date of the damage until the repair work is completed. If the Charter Schools agree to move to the alternative space(s) provided by the District during the period of repair, there shall be no diminution of the Use Fees during the period of restoration. Within thirty (30) calendar days of the occurrence of the damage, the District shall provide notice in writing of the estimated time required for repair or restoration. The Charter Schools may, within thirty (30) calendar days of receipt of the District's notice, elect to terminate this Agreement by giving written notice to the District of such election, in which case this Agreement shall terminate immediately.
- c. **District's Obligations for Charter School Installations.** The District shall not be required to repair any injury or damage by fire or other cause, or to make any restoration or replacement of, any panels, decorations, partitions, office fixtures, or any other improvements or property installed in the FacilityFacilities by the Charter Schools or at the direct or indirect expense of the Charter Schools. The Charter Schools may restore or replace same if damaged. The Charter Schools shall have no claim against the District for any damage suffered by reason of any such damage, destruction, repair, or restoration.
12. **ASSIGNMENT AND SUBLETTING.** The Charter Schools may not assign their rights or sublet any portion of the FacilityFacilities without the prior written consent of the District.
13. **DEFAULT AND REMEDIES.**

- a. Joint and Several Liability.** The Charter Schools are jointly and severally liable for each and every obligation set forth herein, and the District may treat a breach or default by one Charter School as a breach or default by all. However, in the event of a breach or default by only one Charter School, the District, in its sole discretion, may choose to treat the Charter Schools separately and continue the relationship with the non-defaulting Charter Schools by amending this Agreement or entering into a new agreement accordingly.
- b. Default by the Charter Schools.** The occurrence of any of the following shall constitute a material default and breach of this Agreement by the Charter Schools:
- i. Any failure by a Charter School to make the Payments of the Use Fee required to be paid hereunder, where such failure continues for forty-five (45) calendar days after written notice by the District to the respective Charter School.
 - ii. The abandonment or vacation of the ~~Facility~~Facilities by the Charter Schools.
 - iii. A failure by a Charter School to observe and perform any other provision of this Agreement to be observed or performed by the Charter Schools, where such failure continues for thirty (30) calendar days after written notice thereof by the District to the Charter School(s); unless, however, the nature of the default is such that the same cannot reasonably be cured within said 30-day period. The Charter Schools shall not be deemed to be in default if the Charter Schools shall within such period commence such cure and thereafter diligently prosecute the same to completion.
 - iv. The making by one or more Charter Schools of any general assignment or general arrangement for the benefit of creditors; the filing by or against one or more Charter Schools a petition to have the Charter School(s) adjudged bankrupt or of a petition for reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against one or more Charter Schools, the same is dismissed within sixty (60) calendar days); the appointment of a trustee or receiver to take possession of substantially all of one or more Charter Schools' assets located at the ~~Facility~~Facilities or of one or more Charter Schools' interests in this Agreement, where possession is not restored to the Charter School(s) within thirty (30) calendar days; or the attachment execution or other judicial seizure of substantially all of one or more Charter Schools' assets located at the Site or of one or more Charter Schools' interest in this Agreement, where such seizure is not discharged within thirty (30) calendar days.
 - v. The failure by one or more Charter Schools to utilize the ~~Facility~~Facilities for the sole purpose of storing/managing records and conducting periodic

special education assessments of students enrolled in the Charter Schools as set forth in this Agreement.

- c. **Remedies.** If the Charter Schools commit any such material default or breach, then the District may, at any time thereafter without limiting the District in the exercise of any right or remedy at law or in equity which the District may have by reason of such default or breach:
- i. Maintain this Agreement in full force and effect and recover the Use Fee payments and other monetary charges as they become due, without terminating the Charter Schools' right to possession irrespective of whether the Charter Schools shall have abandoned the ~~Facility~~Facilities.
 - ii. Terminate the Charter Schools' right to possession by any lawful means, in which case this Agreement shall terminate and the Charter Schools shall immediately surrender possession of the ~~Facility~~Facilities to the District. In such event, the District shall be entitled to recover from the Charter Schools all damages incurred by the District by reason of the Charter Schools' default.
 - iii. No remedy conferred or reserved to the District is intended to be exclusive and every remedy shall be cumulative and in addition to every other remedy given under this Agreement or existing at law or in equity. No delay or omission to exercise any right or power accruing upon any event of default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right or power may be exercised from time to time and as often as may be deemed expedient. The District is entitled to exercise any remedy reserved to it and without giving notice other than such notice as is required under the Agreement. All remedies reserved to the District shall survive the termination of the Agreement.
- d. **Default by the District.** The District shall not be in default unless the District fails to perform obligations required of the District within a reasonable time, but in no event later than thirty (30) calendar days after written notice by the Charter Schools to the District specifying wherein the District has failed to perform such obligations; provided, however, that if the nature of the District's obligation is such that more than thirty (30) calendar days are required for performance, then the District shall not be in default if the District commences performance within such 30-day period and thereafter diligently prosecutes the same to completion. In the event of default by the District, the Charter Schools may terminate this Agreement and pursue all remedies available by law.

14. MISCELLANEOUS.

- a. **Captions.** The captions of the paragraphs of this Agreement are for convenience only and shall not be deemed to be relevant in resolving any question of interpretation or construction of any section of this Agreement.

- b. **Attachments.** Attachments, exhibits, addenda and schedules initialed by the Parties are deemed by attachment to constitute part of this Agreement and are incorporated herein.
- c. **Amendments.** This Agreement may only be amended in writing that specifically indicates its intent to modify and/or amend this Agreement. All amendments shall only be effective if executed by the Parties and approved by the Parties' respective governing boards.
- d. **Entire Agreement.** This Agreement, along with any exhibits and other attachments, constitutes the entire agreement between the District and the Charter Schools relative to the ~~Facility~~Facilities. The Parties agree that all prior or contemporaneous oral agreements between and among themselves and their agents or representatives relative to the ~~Facility~~Facilities are merged in or revoked by this Agreement.
- e. **Severability.** If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, then the remainder of this Agreement shall not be affected and the remaining terms and provisions of this Agreement shall remain enforceable to the fullest extent permitted by law.
- f. **Time of the Essence.** Time is of the essence with respect to the performance of every provision of this Agreement in which time of performance is a factor, except as to the conditions relating to the delivery of possession of the ~~Facility~~Facilities to the Charter Schools.
- g. **Binding Effect, Choice of Law, Venue.** The Parties agree that all provisions of this Agreement are to be construed as both covenants and conditions. Subject to any provisions restricting assignment or subletting by the Charter Schools, all of the provisions of this Agreement shall bind and inure to the benefit of the Parties and their respective heirs, legal representatives, successors, and assigns. The laws of the State of California shall govern this Agreement. Venue shall lie only in the County of San Diego.
- h. **Waiver.** No covenant, term, or condition or the breach thereof shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver or the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term or condition. Acceptance by the District of any performance by the Charter Schools after the time the same shall have become due shall not constitute a waiver by the District of the breach or default of any covenant, term or conditions unless otherwise expressly agreed to by the District in writing.
- i. **Holding Over.** If the Charter School(s) remain in possession of all or any part of the ~~Facility~~Facilities after the expiration of the Term, with or without the express or implied consent of the District, then such tenancy shall be from month to

month only, and shall not constitute a renewal or an extension for any further term. In such case, payments of the Use Fee and any other monetary sums due hereunder shall be payable in the amount and at the time specified in this Agreement and such month-to-month tenancy shall be subject to every other term, covenant, and agreement contained herein.

j. Supervision of Students/Fingerprinting. The Charter Schools shall be solely responsible for ensuring the appropriate supervision and safety of any students enrolled in the Charter Schools that enter the Site. The Charter Schools shall also ensure compliance with all applicable fingerprinting and criminal background investigation requirements described in Education Code sections 45125.1 and 45125.2. The Charter Schools shall provide the District with verification in writing of compliance with the aforementioned fingerprinting and criminal background investigation requirements prior to each Charter School employee or other person’s commencement of use of the ~~Facility~~Facilities or Site, and prior to permitting contact with any students. The District shall be responsible for complying with all criminal background check laws for all employees or vendors that it directs to the Site and/or ~~Facility~~Facilities for any work to be performed at its direction.

k. Notices. All notices required by this Agreement may be sent by United States mail, postage pre-paid, to the Parties as follows:

DISTRICT:

Dehesa School District
4612 Dehesa Rd.
El Cajon, CA 92019
Attention: Bradley Johnson
Email: bradley.johnson@dehesaed.net

CHARTER SCHOOLS:

Cabrillo Point Academy
13915 Danielson St. #200
Poway, CA 92064
Attention: Jennifer Lorge
Email: jenna@cabrillopontacademy.org

Pacific Coast Academy
13915 Danielson St. #103
Poway, CA 92064
Attention: Krystin Demofonte
Email: krystin@pacificcoastacademy.org

Mission Vista Academy
1440 Beaumont Avenue, Suite A2 #412
Beaumont, CA 92223
Attention: Amy Davis
Email: Amy.Davis@missionvistaacademy.org

Any notices required by this Agreement sent by electronic mail to the electronic mail addresses above shall be considered received on the business day they are

sent, provided they are sent during the receiving Party's business hours and provided receipt is confirmed by telephone, facsimile, or electronic mail, and further provided the original is promptly placed into the United States mail, postage pre-paid, and addressed as indicated above.

~~**i. Governing Board Approval/Effective Date.** This Agreement shall become effective when this Agreement is fully executed by the Parties and upon approval or ratification by the District's Governing Board and governing boards of the respective Charter Schools ("Effective Date").~~

m.l. Authority to Execute. Each person below warrants and guarantees that she/he is legally authorized to execute this Agreement on behalf of the designated entity and that such execution shall bind the designated entity to the terms of this Agreement.

n.m. Execution in Counterparts. This Agreement may be signed in counterpart such that the signatures may appear on separate signature pages. Facsimile or photocopy signatures shall have the same force and effect as original signatures.

[Signatures on next page.]

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

DISTRICT:

Superintendent

Print Name

Date

CABRILLO POINT ACADEMY:

Principal

Print Name

Date

PACIFIC COAST ACADEMY:

Principal

Print Name

Date

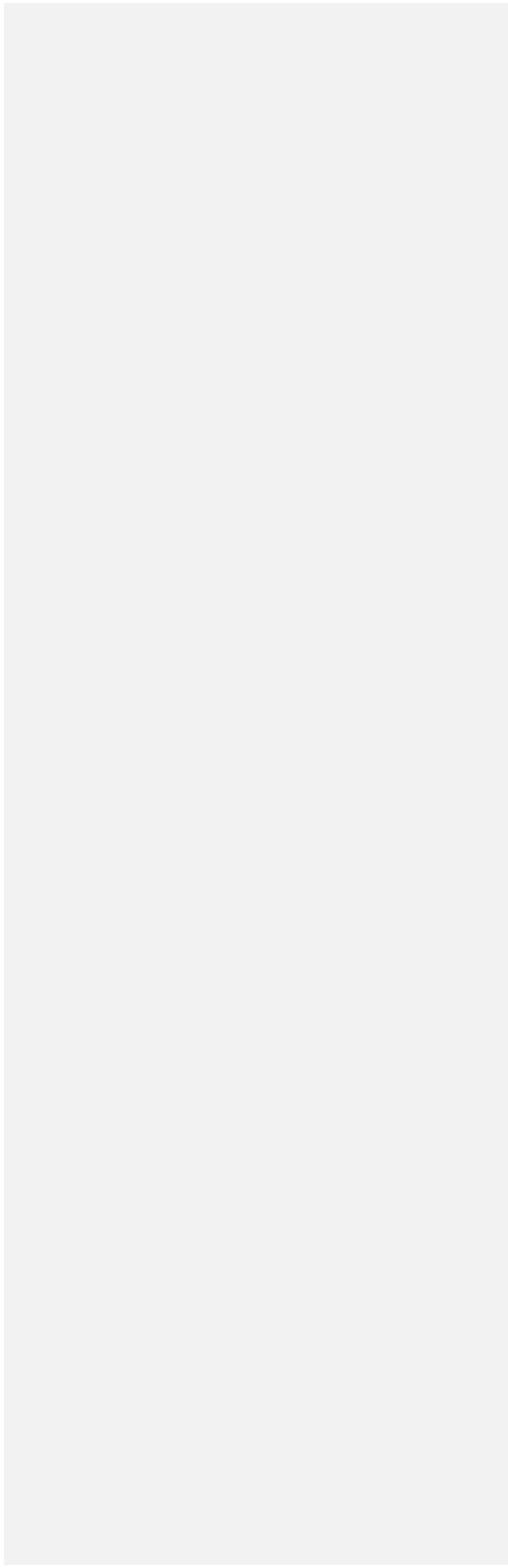
MISSION VISTA ACADEMY:

Principal

Print Name

Date

Date approved by Cabrillo Point Academy Board: _____



Date approved by Pacific Coast Academy Board: _____

Date approved by Mission Vista Academy Board: _____

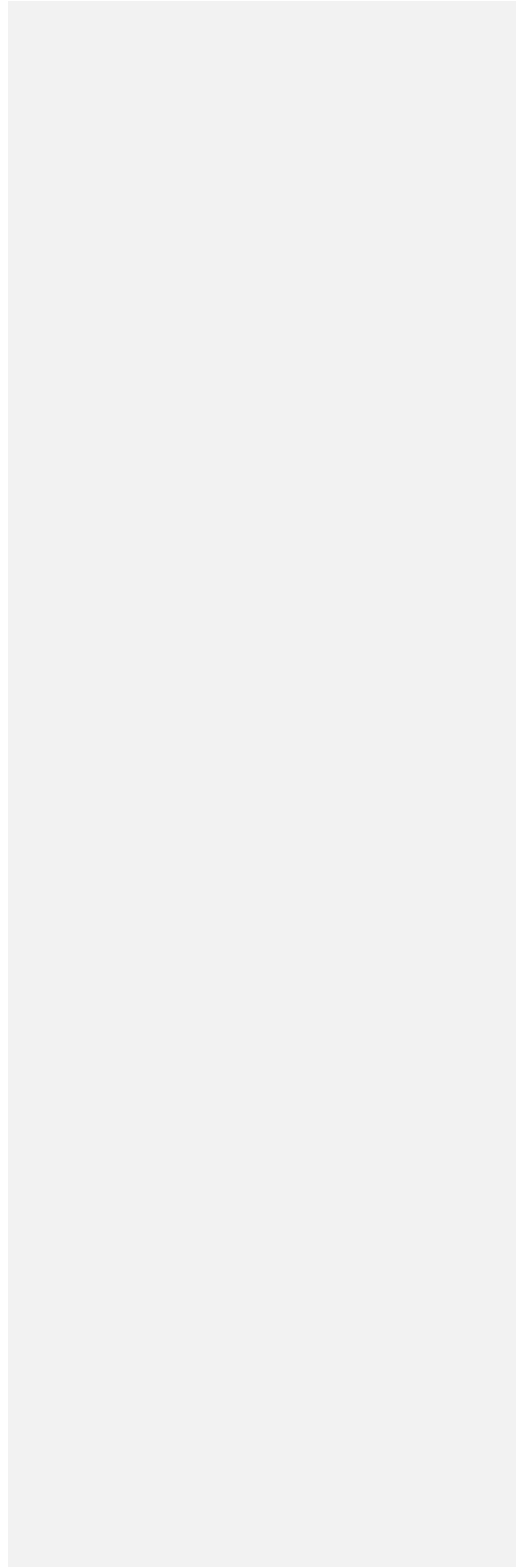
Approved and ratified this 11th day of February, 2026, by the Governing Board of the Dehesa School District by the following vote:

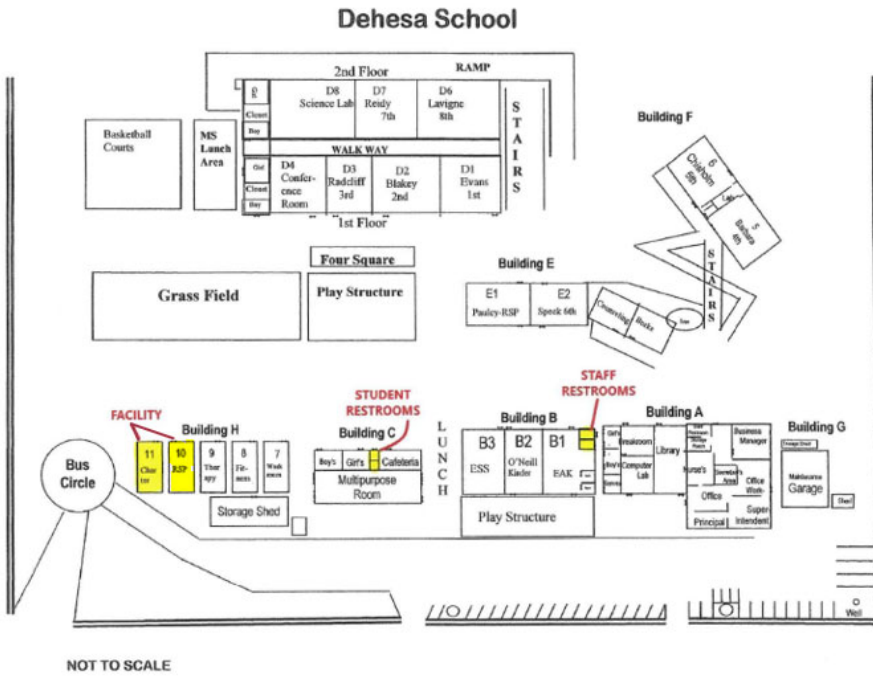
- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Cindy White, President of the Governing Board

ATTACHMENT 1

Depiction of Site and ~~Facility~~Facilities





District Initials _____
Cabrillo Point Academy Initials _____
Pacific Coast Academy Initials _____
Mission Vista Academy Initials _____

ATTACHMENT 2

District Inventory List of Furnishings and Equipment at ~~Facility~~Facilities

District Initials _____
Cabrillo Point Academy Initials _____
Pacific Coast Academy Initials _____
Mission Vista Academy Initials _____

**FACILITIES USE AGREEMENT BY AND AMONG
DEHESA SCHOOL DISTRICT, CABRILLO POINT ACADEMY, PACIFIC COAST
ACADEMY, AND MISSION VISTA ACADEMY**

THIS FACILITIES USE AGREEMENT (“Agreement”) is made by and among the Dehesa School District, a public school district organized and existing under the laws of the State of California (“District”) on the one hand, and Cabrillo Point Academy, a California nonprofit public benefit corporation operating a public charter school (“CPA”), Pacific Coast Academy, a California nonprofit public benefit corporation operating a public charter school (“PCA”), and Mission Vista Academy, a California nonprofit public benefit corporation operating a public charter school (“MVA”) on the other. The charter schools may be referred to herein individually as the “Charter School” and collectively as the “Charter Schools.” The District and the Charter Schools may also be individually referred to as a “Party” and collectively referred to as the “Parties.”

RECITALS

WHEREAS, CPA and PCA are public charter schools authorized by the District in accordance with California law;

WHEREAS, MVA is a public charter school authorized by the Beaumont Unified School District;

WHEREAS, consistent with Education Code section 47604(a), the Charter Schools are operated by or as nonprofit public benefit corporations;

WHEREAS, the District is the owner of certain real property located at 4612 Dehesa Road, El Cajon, California 92019 (“Site”);

WHEREAS, the Charter Schools are jointly seeking use of District facilities for purposes of records management and storage, as well as to periodically conduct special education assessments of students enrolled in the Charter Schools;

WHEREAS, the District owns modular classrooms, designated as Building H-10 and H-11, which are approximately 900 square feet, that is located on the westernmost portion of the Site adjacent to the field (“Facilities”), as depicted in **Attachment 1**, attached hereto and incorporated herein by reference;

WHEREAS, the Facilities are not currently needed or used by the District for classroom or other purposes;

WHEREAS, the Charter Schools requested, and the District desires, to grant use of the Facilities to the Charter Schools for the purposes set forth herein;

WHEREAS, the District, pursuant to Section 17527(a) of the Education Code, is authorized to enter into agreements to make vacant classrooms or other space in operating school buildings available to nonprofit organizations, including during normal school hours if the school is in session;

WHEREAS, the District’s Governing Board, pursuant to Section 17529 of the Education Code, has determined that the Charter Schools’ use of the Facilities will not (1) interfere with the educational programs or activities of the school or any classes conducted at the Site; (2) unduly disrupt the residents of the surrounding neighborhood; or (3) jeopardize the safety of the children at the Site; and

WHEREAS, the District, pursuant to Section 17531 of the Education Code, has determined that this Agreement is compatible with the educational purpose of the Site.

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein, the Parties agree as follows:

1. **TERM.** The term of this Agreement shall begin as of July 1, 2024 and shall expire on June 30, 2029 (“Term”). The Charter Schools shall have access to the Facilities as of July 1, 2024.
 - a. **Early Termination for Convenience.** The District may terminate this Agreement for convenience upon ninety (90) calendar days’ written notice to the Charter Schools.
 - b. **Default by Charter School(s).** This Agreement shall terminate, at the District’s sole election, in the event of a default by one or more Charter Schools in accordance with Section 13 of this Agreement.
 - c. **Option for Early Termination by the District.** In the event that one or more of the Charter Schools cease to operate for any reason during the Term, including but not limited to voluntary closure, insolvency, non-renewal, or revocation following the exhaustion of any statutory rights of appeal, as applicable, the closed Charter School(s)’ rights under this Agreement shall terminate and the closed Charter School(s) shall surrender possession of the Facilities within thirty (30) calendar days. At that time, the District may also terminate this Agreement with respect to the remaining operational Charter Schools, except for those sections surviving termination or as otherwise set forth in this Agreement, and the Charter School(s) shall surrender possession of the Facilities to the District within thirty (30) calendar days’ written notice from the District of its intent to terminate the Agreement pursuant to Section 1(c). Should the District not elect to terminate the Agreement, the remaining operational Charter Schools shall continue to jointly maintain all rights, responsibilities, and obligations under this Agreement, including the responsibility for the full payment of the Use Fee described in Section 3 below.
 - d. **Option for Early Termination by the Charter School(s).** In the event that one or more of the Charter Schools cease to operate for any reason during the Term, including but not limited to voluntary closure, insolvency, non-renewal, or revocation following the exhaustion of any statutory rights of appeal, as applicable, the closed Charter School(s)’ rights under this Agreement shall terminate and the closed Charter School(s) shall surrender possession of the

Facilities within thirty (30) calendar days. Under such circumstances, the remaining operational Charter School(s) may terminate this Agreement, except for those sections surviving termination or as otherwise set forth in this Agreement, which shall be effective upon thirty (30) calendar days' written notice to the District and the other remaining operational Charter Schools. Should the remaining operational Charter Schools not elect to terminate the Agreement, the remaining operational Charter Schools shall continue to jointly maintain all rights, responsibilities, and obligations under this Agreement, including the responsibility for the full payment of the Use Fee described in Section 3 below.

- e. **Possession of and Title to Property.** Upon the expiration or earlier termination of this Agreement, possession of the Facilities shall automatically revert to the District without the need for any further action on the Charter Schools' or the District's part. As titleholder to the Site and Facilities, with the exception of any of the Charter School's equipment, materials, or furnishings designated as their own respective personal property, the District reserves the right at the termination of this Agreement to recoup the full rights and benefits of such ownership, including, but not limited to, use of such Facilities for District programs and services.

2. SITE AND FACILITIES.

- a. **Facilities.** The Facilities is a modular classroom located in Building H-10 and H-11 on the westernmost portion of the Site, as more particularly depicted in Attachment 1.
- b. **Furnishings and Equipment.** The District will retain ownership of all furnishings and equipment provided to the Charter Schools and will expect all furnishings and equipment to be returned to the District at the expiration or earlier termination of the Term in the same condition as received, reasonable wear and tear excepted. An inventory of the District's furnishings and equipment provided with the Facilities for the Charter Schools' use is listed in **Attachment 2**, attached hereto and incorporated herein by reference. Should the District provide the Charter Schools with additional furnishings and/or equipment during the Term of this Agreement, such furnishings and equipment shall be added to the inventory list included in Attachment 2.
- c. **Exclusive and Shared Use of Space.** During the Term and subject to the terms and conditions of this Agreement, the Charter Schools shall have exclusive use of the Facilities. The Charter Schools may agree to specifically share and/or allocate space in the Facilities amongst one another in any configuration they choose; provided, however, that the District shall have no duty to monitor or enforce any such agreement, allocation, or arrangement of space. The Charter Schools shall also have a non-exclusive right to use those portions of the Site reasonably required to access the Facilities, as well as the staff restrooms located on the exterior of Building B1 and the student restrooms located in Building C at the Site, as depicted in **Attachment 1**.

- d. **District Access.** During the Term of this Agreement, the District shall have access to all areas of the Site and the Facilities as necessary to allow the District to maintain the Site and to conduct any other District-sponsored or District-supported events or programs on the Site pursuant to and consistent with the terms of this Agreement, provided that the District’s activities on the Site shall not unreasonably interfere with the Charter Schools’ use of the Facilities. As set forth in Section 8 below, to the extent practicable, the District will attempt to provide 24 hours’ advance notice to the Charter Schools before entering the Facilities, except in the case of an emergency, where no prior notice is required.

3. FACILITIES USE FEE.

- a. **Facilities Use Fee.** For the first year of this Agreement, the District will charge the Charter Schools a facilities use fee of \$2.05 per square foot for a total amount of \$1,844.00 per month (“Use Fee”) per unit. The Use Fee shall increase annually by the following amounts during the Term of this Agreement:

Start	End	Monthly Rent/Unit
7/1/2024	6/30/2025	\$1,844.00
7/1/2025	6/30/2026	\$1,890.10
7/1/2026	6/30/2027	\$1,937.35
7/1/2027	6/30/2028	\$1,985.79
7/1/2028	6/30/2029	\$2,035.43

- b. **Payments.** Each Charter School shall be responsible for one-third (1/3), or 33.33%, of the then-current Use Fee, which Use Fee shall be paid to the District in quarterly installments on July 1st, October 1st, January 1st, and April 1st (“Payment”) each year. Notwithstanding anything to the contrary herein, the Charter Schools may elect to split the Use Fee amongst the Charter Schools by another percentage in a manner that is commensurate with each Charter School’s use of the Facilities, provided that (i) the Charter Schools must inform the District of the percentage of the Use Fee for which each Charter School is responsible, and (ii) the District shall have no obligation to enforce or monitor any such agreement by the Charter Schools. Each Payment shall be sent to the District at the address set forth in the Notices section below. The Charter Schools shall pay the required Payments promptly to the District, without deduction, setoff, prior notice, or demand. The Charter Schools shall be jointly and severally liable for payment of the entirety of the Use Fee, and each Charter School absolutely and unconditionally guarantees to the District the prompt payment of the full Use Fee as the same becomes due.

- c. **Late Payments.** Late payment by any of the Charter Schools to the District will cause the District to incur costs not contemplated by this Agreement, the exact amount of which will be difficult and impracticable to ascertain. Therefore, if any Payment due from any of the Charter Schools is not received by the District within five (5) calendar days of the date such Payment is due, the late-paying Charter School shall pay to the District an additional sum of five percent (5%) of the overdue Payment amount as a late charge. The Parties agree that this late charge represents a fair and reasonable estimate of the costs that the District will incur by reason of a late Payment by any of the Charter Schools. The Charter Schools shall be jointly and severally liable for such late payments.

4. USE.

- a. **Use Right.** Subject to the terms and conditions of this Agreement, the District hereby grants to the Charter Schools the exclusive use of the Facilities for the purposes described herein. The Charter Schools expressly acknowledge that a leasehold interest in the Facilities is not being provided to the Charter Schools by the District.
- b. **Operations and Maintenance.** The Charter Schools shall comply with District policies, regulations, and practices including, but not limited to, any policies related to COVID-19, regarding the operations and maintenance of the Facilities, including any furnishings and equipment therein.
- c. **Permitted Use.** The Facilities shall be used and occupied by the Charter Schools for the sole purpose of maintaining the Charter Schools' records and conducting periodic special education assessments for students enrolled in the Charter Schools, and for no other purpose without the prior written consent of the District. The Charter Schools shall not carry on or house any other programs or activities at the Facilities without the prior written approval of the District. The District is not aware of any defect in or condition of the Site or the Facilities that would prevent their use for the Charter Schools' purposes. Notwithstanding anything to the contrary herein, MVA will not conduct periodic special educational assessments or any other instruction to its students at the Facilities.
- d. **Prohibited Uses.**
 - i. No Increase in Insurance. The Charter Schools shall not do or permit to be done anything which will invalidate or increase the cost of any fire, extended coverage or any other insurance policy covering the Site and the Facilities, or which will make such insurance coverage unavailable on commercially reasonable terms and conditions, and the Charter Schools shall comply with all rules, orders, regulations and requirements of the insurers of the Site and Facilities. Should the Charter Schools desire to initiate a use which would increase insurance premiums, the Charter Schools shall, prior to such use (which shall be subject to District

approval), either pay for such increases or have the option to terminate the Agreement with thirty (30) calendar days' written notice.

- ii. Compliance with Law. The Charter Schools shall not use the Facilities or permit anything to be done in or about the Facilities that will in any way conflict with any applicable law, statute, ordinance or governmental rule, or regulation or requirement of duly constituted public authorities now in force or which may hereafter be enacted or promulgated, including, but not limited to, federal, state, county, and local rules and regulations related to COVID-19. Should any discharge, leakage, spillage, emission, or pollution of any type occur upon or from the Facilities resulting from the Charter Schools' use and occupancy thereof, the Charter Schools shall immediately notify the District and state/local agencies, as appropriate, and at their sole expense, shall be jointly obligated to clean all the property affected to the reasonable satisfaction of the District and any governmental agencies having jurisdiction over the Site. If the Charter Schools fail to take steps to clean the Facilities and Site or otherwise fail to comply with any requirements regarding the clean-up or amelioration of any discharge, leakage, spillage, emission, or pollution of any type, the District reserves the right to take over the clean-up and to take all necessary steps to recoup any and all costs associated therewith from the Charter Schools, which takeover shall not occur unreasonably.
- iii. No Nuisance or Waste. The Charter Schools shall not use or allow the Facilities to be used for any unlawful purpose, nor shall the Charter Schools cause, maintain, or permit any nuisance or waste in, on, or about the Facilities or the Site.
- iv. Restriction Against Use of Facilities Address/Designation as Resource Center. The District is granting the Charter Schools exclusive use of the Facilities for the limited purposes set forth herein. The Charter Schools expressly agree not to (1) list the District address, or (2) identify the Facilities or the Site as a school site, resource center, satellite Facilities, or meeting space of the Charter Schools on their respective websites, school forms, or other informational/marketing materials available to the public. The Parties agree that the Facilities is an administrative location and is not intended to serve as a school site, resource center, satellite Facilities, or meeting space of the Charter Schools for purposes of providing instruction to students enrolled in the Charter Schools

- 5. **TECHNOLOGY/TELECOMMUNICATIONS.** The Facilities is wired for telephone and computer data connectivity including servers, routers, and switches, consistent with the District's school and offices.
- 6. **UTILITIES.** The District shall be responsible for the cost of all utilities used or consumed by the Charter Schools during the Term, including electricity, water, gas, and waste disposal, telephone systems, data lines, and related equipment. The District

assumes sole responsibility for upkeep and maintenance of all telephone systems, data lines, and related equipment, software, and hardware it utilizes.

7. MAINTENANCE AND REPAIRS; ALTERATIONS, ADDITIONS, AND IMPROVEMENTS.

- a. **Condition of Property.** The District is not aware of any defect in or condition of the Facilities that would prevent its use for the Charter Schools' purposes. The District has not received any notice of violation of statute, ordinance, regulation, order or holding from any state or federal agency with jurisdiction over the Site that calls into question the appropriateness or sufficiency of the Site and/or Facilities for its intended purpose. The District, at its expense, shall remain responsible for compliance with all applicable laws regarding the Site and the Facilities during the Term.
- b. **Maintenance, Repairs, and Operations.** All maintenance and repairs at the Site and the Facilities are the responsibility of the District; provided, however, that if such maintenance or repairs are necessitated by the actions of the Charter School(s) as a result of any alterations, additions, and/or improvements to the Facilities by the Charter School(s) as set forth in Section 7.c. below, then such maintenance and repairs shall be the responsibility of the Charter School(s). The District shall have access to the Facilities to perform repairs, maintenance, and inspections, and will coordinate such work with the Charter Schools' administration. The Charter Schools shall be responsible for notifying the District Superintendent immediately of any damage or defect in, at, or on the Facilities that may require repair and/or maintenance. The District shall not be responsible for any injury, harm, or loss to persons or property resulting from any defects, damage, or conditions in or at the Facilities for which the Charter Schools had knowledge and failed to provide timely notice to the District.
- c. **Alterations, Additions, and Improvements.**
 - i. **Requirements.** The Charter Schools shall not make, construct, or install any alterations, additions, or improvements at the Facilities without obtaining the prior written approval of the District. The Charter Schools shall follow all competitive bidding requirements and Division of the State Architect requirements applicable to public school districts for any District-authorized alterations, additions, or improvements to the Facilities. Contractors retained by the Charter Schools for the construction or installation of any authorized alterations, additions, or improvements shall be fully licensed and bonded as required by law and must maintain levels of casualty, liability, and workers' compensation insurance and performance and payment bonds consistent with District construction requirements. The construction or installation of any authorized alterations, additions, or improvements shall be performed at the Charter Schools' own expense, in a sound and workmanlike manner, and in compliance with all laws applicable to the Charter Schools,

including prevailing wage laws. The District reserves the right to require that the Parties execute an addendum or a separate agreement regarding any approved alterations, additions, or improvements before the Charter Schools may commence construction or installation of the same.

- ii. Property of District. All such alterations, additions or improvements shall, at the expiration or earlier termination of the Agreement, become the property of the District and remain upon and be surrendered with the Facilities.
- iii. Personal Property. All articles of personal property and all business and trade fixtures, machinery and equipment, cabinetwork, furniture, and movable partitions owned by the Charter Schools or installed by the Charter Schools at the Charter Schools' expense at the Facilities shall be and will remain the property of the Charter Schools and may be removed by the Charter School at any time during the Term.

- 8. ENTRY BY THE DISTRICT.** The District reserves the right to enter the Facilities for inspection; to supply any service to be provided by the District to the Charter Schools; and to alter, improve, or repair the Site. In furtherance of any alterations, improvements, or repair, the District may erect scaffolding and other necessary structures where reasonably required by the character of the work to be performed, always providing the entrance to the Facilities shall not be blocked, and further providing that the business of the Charter Schools shall not be unreasonably interfered with. The District may enter the Facilities at any time, but, to the extent practicable, will attempt to provide 24 hours' advance notice, except in the case of an emergency, where no prior notice is required. The Charter Schools hereby waive any claim for damages for any injury or inconvenience to or interference with the Charter Schools' business, any loss of occupancy or quiet enjoyment of the Facilities during such activities. For each of the aforesaid purposes, the District shall at all times have and retain a key with which to unlock all of the doors to the Facilities, excluding the Charter Schools' vaults, safes, and locked or secure storage (e.g., filing cabinets), and the District shall have the right to use any and all means which the District may deem proper to open said doors in an emergency to obtain entry to the Facilities. Entry to the Facilities obtained by the District under this section shall not be construed or deemed to be a forcible or unlawful entry into or a detainer of the Facilities, or an eviction of the Charter Schools from the Facilities or any portion thereof.

9. INDEMNITY.

- a. **Charter Schools' Indemnification.** The Charter Schools shall, to the fullest extent permitted by law, indemnify, hold harmless, and defend the District, its trustees, officers, employees, and agents from and against any and all claims, demands, actions, suits, losses, liability, penalties, expenses and costs for any injury, death, or damage to any person or property arising out of or related to obligations of the Charter Schools under this Agreement as they relate to the Facilities or Site, or arising from the Charter Schools' use of the Facilities or Site,

or from any activity, work, or other things done, permitted or suffered by the Charter Schools in or about the Facilities or Site, excepting those claims, demands, actions, suits, losses, liability, penalties, expenses, and costs caused by the negligence or intentional acts of the District, its employees, agents, officers, invitees, and visitors as they relate to the Facilities and the Site.

The Charter Schools shall further indemnify, hold harmless, and defend the District from and against any and all third party claims arising from any breach or default in the performance of any obligation on the Charter Schools' part to be performed under the terms of this Agreement, or arising from any act, omission, or negligence of the Charter Schools, or any officer, agent, employee, invitee, or visitor of the Charter Schools, and from all costs, attorney's fees, and liabilities incurred in or about the defense of any such claim or any action or proceeding brought thereon, excepting those claims, demands, actions, suits, losses, liability, penalties, expenses, and costs caused by the negligence or intentional acts of the District, its employees, agents, officers, invitees, and visitors as they relate to the Site. If any action or proceeding is brought against the District by reason of such claim (regardless of whether a claim is filed), the Charter Schools, upon notice from the District, shall defend the same at the Charter Schools' expense. The Charter Schools shall give prompt written notice to the District Superintendent in case of casualty or accidents in or at the Facilities or Site.

- b. District's Indemnification.** The District shall, to the fullest extent permitted by law, indemnify, hold harmless, and defend the Charter Schools, their directors, officers, employees, and agents from and against any and all claims, demands, actions, suits, losses, liability, penalties, expenses, and costs for any injury, death, or damage to any person or property arising out of or related to obligations of the District under this Agreement as they relate to the Facilities or the Site, or arising from the District's use of the Facilities or Site, or from any activity, work, or other things done, permitted or suffered by the District in or about the Facilities or the Site, excepting those claims, demands, actions, suits, losses, liability, penalties, expenses, and costs caused by the negligence or intentional acts of the Charter Schools, its employees, agents, officers, invitees, and visitors as they relate to the Facilities and the Site.

The District shall further indemnify, hold harmless, and defend the Charter Schools from and against any and all third party claims arising from any breach or default in the performance of any obligation on the District's part to be performed under the terms of this Agreement, or arising from any act, omission, or negligence of the District, or any officer, agent, employee, invitee, or visitor of the District, and from all costs, attorney's fees, and liabilities incurred in or about the defense of any such claim or any action or proceeding brought thereon, excepting those claims, demands, actions, suits, losses, liability, penalties, expenses, and costs caused by the negligence or intentional acts of the Charter Schools, their employees, agents, officers, invitees, and visitors as they relate to the Facilities. If any action or proceeding is brought against the Charter Schools

by reason of such claim (regardless of whether a claim is filed), the District upon notice from Charter Schools shall defend the same at the District's expense.

10. INSURANCE.

a. Property and Liability Insurance. The Charter Schools' Governing Boards shall ensure that their respective Charter Schools retain appropriate property and liability insurance coverage. During the Term, each Charter School shall obtain and keep in effect property and liability coverage as follows:

- i. "Special form" or "all risks" property insurance coverage to insure against damage to real property. The costs of such insurance, including any deductible or self-insured retention, shall be borne by the Charter Schools, and the District shall not be responsible to pay these costs.
- ii. Comprehensive or commercial general liability insurance with limits not less than Five Million Dollars (\$5,000,000) each occurrence combined single limit for bodily injury and property damage (whether coverage is through primary only or primary plus excess). Policy form language to include molestation and sexual harassment coverage.
- iii. Comprehensive or Business Automobile Liability Insurance with limits not less than One Million Dollars (\$1,000,000) each occurrence combined single limit for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, as applicable.
- iv. Workers' Compensation, with Employer's Liability limits (including employment practices coverage) not less than Five Million Dollars (\$5,000,000) each.
- v. Professional Liability (Errors and Omissions) Insurance (including employment practices coverage) with limits not less than Five Million Dollars (\$5,000,000) each occurrence. Policy form language to include Educator's legal liability coverage.

The amount of such insurance may be reviewed and revised only by mutual agreement of the Parties.

b. District as Additional Insured.

- i. The District shall be named as additional insured on all of the Charter Schools' insurance policies. A copy of all required insurance policies evidencing the District named as an additional insured shall be provided to the District no later than seven (7) calendar days prior to occupancy and use of the Facilities. The Charter Schools shall be responsible, at their sole expense, for separately insuring their owned or leased personal property.

- ii. The District will continue to maintain its current levels of insurance on the structures on the Site, which shall be secondary to the property insurance held by the Charter Schools pursuant to Section 10.a.i. above, with the exception of any loss that is caused by the negligence of the District or District's breach of its obligation to maintain the Facilities and Site per Section 7.
- c. **Insurance Policies.** The aforementioned minimum limits of policies shall in no event limit the liability of the Charter Schools hereunder. Said insurance shall be with companies having a rating of not less than "A-" in "AM Best's Insurance Guide," except that insurance through a California-authorized Joint Powers Authority shall satisfy this requirement. No such policy shall be cancelable or subject to reduction of coverage or other modification or cancellation except after thirty (30) calendar days prior written notice to the District by the insurer, or, if the insurer refuses to provide such notice to additional insureds, by the Charter Schools. Each Charter School shall, at least twenty (20) calendar days prior to the expiration of such policies, furnish the District with renewals or binders. The Charter Schools shall have the right to provide such insurance coverage pursuant to blanket policies obtained by the Charter Schools, provided such blanket policies expressly afford coverage to the Facilities and to the Charter Schools, as required by this Agreement. The failure of one or more Charter School(s) to comply with the requirements of this Section 10 shall constitute a breach of the Agreement.
- d. **Waiver of Subrogation.** The District and Charter Schools each hereby waive any and all rights of recovery against the other or against the officers, employees, agents, and representatives of the other, on account of loss or damage occasioned to such waiving party or its property or the property of others under its control to the extent that such loss or damage is insured against under any fire and extended coverage insurance policy which either may have in force at the time of such loss or damage. Each Charter School shall, upon obtaining the policies of insurance required under this Agreement, give notice to its respective insurance carrier or carriers that the foregoing mutual waiver of subrogation is contained in this Agreement.

11. DAMAGE OR DESTRUCTION.

- a. **Damage to the Site Generally.** Other than maintenance performed by the District as set forth in Section 7, the Charter Schools shall be financially responsible for any damage to the Site directly or indirectly caused by one or more of the Charter Schools (including any of their students, directors, employees, agents, contractors, invitees, or visitors). Further, other than maintenance performed by the District as set forth in Section 7, the Charter Schools shall be financially responsible for any damage to the Facilities, except to the extent such damage is caused by the negligence or intentional acts of the District (including any of its students, directors, employees, agents, contractors, invitees, or visitors). The District shall have the sole discretion to determine

whether to repair the damage at the Charter Schools' expense, or to authorize the Charter Schools to repair the damage at the Charter Schools' expense. Upon discovery of any damage to the Facilities and/or the Site, the Charter Schools shall immediately notify the District.

- b. **Damage Covered by Insurance.** If the Facilities is damaged by any casualty that is covered by the insurance required to be carried by the Charter Schools, the District shall assess such damage and make its decisions regarding restoration, replacement, or housing of the Charter Schools at one or more alternate locations. The District shall make reasonable attempts, but shall not be required, to provide the Charter Schools reasonably equivalent alternative space(s) after the date of the damage until the repair work is completed. If the Charter Schools agree to move to the alternative space(s) provided by the District during the period of repair, there shall be no diminution of the Use Fees during the period of restoration. Within thirty (30) calendar days of the occurrence of the damage, the District shall provide notice in writing of the estimated time required for repair or restoration. The Charter Schools may, within thirty (30) calendar days of receipt of the District's notice, elect to terminate this Agreement by giving written notice to the District of such election, in which case this Agreement shall terminate immediately.
- c. **District's Obligations for Charter School Installations.** The District shall not be required to repair any injury or damage by fire or other cause, or to make any restoration or replacement of, any panels, decorations, partitions, office fixtures, or any other improvements or property installed in the Facilities by the Charter Schools or at the direct or indirect expense of the Charter Schools. The Charter Schools may restore or replace same if damaged. The Charter Schools shall have no claim against the District for any damage suffered by reason of any such damage, destruction, repair, or restoration.

12. ASSIGNMENT AND SUBLETTING. The Charter Schools may not assign their rights or sublet any portion of the Facilities without the prior written consent of the District.

13. DEFAULT AND REMEDIES.

- a. **Joint and Several Liability.** The Charter Schools are jointly and severally liable for each and every obligation set forth herein, and the District may treat a breach or default by one Charter School as a breach or default by all. However, in the event of a breach or default by only one Charter School, the District, in its sole discretion, may choose to treat the Charter Schools separately and continue the relationship with the non-defaulting Charter Schools by amending this Agreement or entering into a new agreement accordingly.
- b. **Default by the Charter Schools.** The occurrence of any of the following shall constitute a material default and breach of this Agreement by the Charter Schools:

- i. Any failure by a Charter School to make the Payments of the Use Fee required to be paid hereunder, where such failure continues for forty-five (45) calendar days after written notice by the District to the respective Charter School.
 - ii. The abandonment or vacation of the Facilities by the Charter Schools.
 - iii. A failure by a Charter School to observe and perform any other provision of this Agreement to be observed or performed by the Charter Schools, where such failure continues for thirty (30) calendar days after written notice thereof by the District to the Charter School(s); unless, however, the nature of the default is such that the same cannot reasonably be cured within said 30-day period. The Charter Schools shall not be deemed to be in default if the Charter Schools shall within such period commence such cure and thereafter diligently prosecute the same to completion.
 - iv. The making by one or more Charter Schools of any general assignment or general arrangement for the benefit of creditors; the filing by or against one or more Charter Schools a petition to have the Charter School(s) adjudged bankrupt or of a petition for reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against one or more Charter Schools, the same is dismissed within sixty (60) calendar days); the appointment of a trustee or receiver to take possession of substantially all of one or more Charter Schools' assets located at the Facilities or of one or more Charter Schools' interests in this Agreement, where possession is not restored to the Charter School(s) within thirty (30) calendar days; or the attachment execution or other judicial seizure of substantially all of one or more Charter Schools' assets located at the Site or of one or more Charter Schools' interest in this Agreement, where such seizure is not discharged within thirty (30) calendar days.
 - v. The failure by one or more Charter Schools to utilize the Facilities for the sole purpose of storing/managing records and conducting periodic special education assessments of students enrolled in the Charter Schools as set forth in this Agreement.
- c. Remedies.** If the Charter Schools commit any such material default or breach, then the District may, at any time thereafter without limiting the District in the exercise of any right or remedy at law or in equity which the District may have by reason of such default or breach:
- i. Maintain this Agreement in full force and effect and recover the Use Fee payments and other monetary charges as they become due, without terminating the Charter Schools' right to possession irrespective of whether the Charter Schools shall have abandoned the Facilities.

- ii. Terminate the Charter Schools' right to possession by any lawful means, in which case this Agreement shall terminate and the Charter Schools shall immediately surrender possession of the Facilities to the District. In such event, the District shall be entitled to recover from the Charter Schools all damages incurred by the District by reason of the Charter Schools' default.
- iii. No remedy conferred or reserved to the District is intended to be exclusive and every remedy shall be cumulative and in addition to every other remedy given under this Agreement or existing at law or in equity. No delay or omission to exercise any right or power accruing upon any event of default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right or power may be exercised from time to time and as often as may be deemed expedient. The District is entitled to exercise any remedy reserved to it and without giving notice other than such notice as is required under the Agreement. All remedies reserved to the District shall survive the termination of the Agreement.
- d. **Default by the District.** The District shall not be in default unless the District fails to perform obligations required of the District within a reasonable time, but in no event later than thirty (30) calendar days after written notice by the Charter Schools to the District specifying wherein the District has failed to perform such obligations; provided, however, that if the nature of the District's obligation is such that more than thirty (30) calendar days are required for performance, then the District shall not be in default if the District commences performance within such 30-day period and thereafter diligently prosecutes the same to completion. In the event of default by the District, the Charter Schools may terminate this Agreement and pursue all remedies available by law.

14. MISCELLANEOUS.

- a. **Captions.** The captions of the paragraphs of this Agreement are for convenience only and shall not be deemed to be relevant in resolving any question of interpretation or construction of any section of this Agreement.
- b. **Attachments.** Attachments, exhibits, addenda and schedules initialed by the Parties are deemed by attachment to constitute part of this Agreement and are incorporated herein.
- c. **Amendments.** This Agreement may only be amended in writing that specifically indicates its intent to modify and/or amend this Agreement. All amendments shall only be effective if executed by the Parties and approved by the Parties' respective governing boards.
- d. **Entire Agreement.** This Agreement, along with any exhibits and other attachments, constitutes the entire agreement between the District and the Charter Schools relative to the Facilities. The Parties agree that all prior or contemporaneous oral agreements between and among themselves and their

agents or representatives relative to the Facilities are merged in or revoked by this Agreement.

- e. **Severability.** If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, then the remainder of this Agreement shall not be affected and the remaining terms and provisions of this Agreement shall remain enforceable to the fullest extent permitted by law.
- f. **Time of the Essence.** Time is of the essence with respect to the performance of every provision of this Agreement in which time of performance is a factor, except as to the conditions relating to the delivery of possession of the Facilities to the Charter Schools.
- g. **Binding Effect, Choice of Law, Venue.** The Parties agree that all provisions of this Agreement are to be construed as both covenants and conditions. Subject to any provisions restricting assignment or subletting by the Charter Schools, all of the provisions of this Agreement shall bind and inure to the benefit of the Parties and their respective heirs, legal representatives, successors, and assigns. The laws of the State of California shall govern this Agreement. Venue shall lie only in the County of San Diego.
- h. **Waiver.** No covenant, term, or condition or the breach thereof shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver or the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term or condition. Acceptance by the District of any performance by the Charter Schools after the time the same shall have become due shall not constitute a waiver by the District of the breach or default of any covenant, term or conditions unless otherwise expressly agreed to by the District in writing.
- i. **Holding Over.** If the Charter School(s) remain in possession of all or any part of the Facilities after the expiration of the Term, with or without the express or implied consent of the District, then such tenancy shall be from month to month only, and shall not constitute a renewal or an extension for any further term. In such case, payments of the Use Fee and any other monetary sums due hereunder shall be payable in the amount and at the time specified in this Agreement and such month-to-month tenancy shall be subject to every other term, covenant, and agreement contained herein.
- j. **Supervision of Students/Fingerprinting.** The Charter Schools shall be solely responsible for ensuring the appropriate supervision and safety of any students enrolled in the Charter Schools that enter the Site. The Charter Schools shall also ensure compliance with all applicable fingerprinting and criminal background investigation requirements described in Education Code sections 45125.1 and 45125.2. The Charter Schools shall provide the District with verification in writing of compliance with the aforementioned fingerprinting and criminal

background investigation requirements prior to each Charter School employee or other person's commencement of use of the Facilities or Site, and prior to permitting contact with any students. The District shall be responsible for complying with all criminal background check laws for all employees or vendors that it directs to the Site and/or Facilities for any work to be performed at its direction.

- k. Notices.** All notices required by this Agreement may be sent by United States mail, postage pre-paid, to the Parties as follows:

DISTRICT:

Dehesa School District
4612 Dehesa Rd.
El Cajon, CA 92019
Attention: Bradley Johnson
Email: bradley.johnson@dehesaed.net

CHARTER SCHOOLS:

Cabrillo Point Academy
13915 Danielson St. #200
Poway, CA 92064
Attention: Jennifer Lorge
Email: jenna@cabrillopointacademy.org

Pacific Coast Academy
13915 Danielson St. #103
Poway, CA 92064
Attention: Krystin Demofonte
Email: krystin@pacificcoastacademy.org

Mission Vista Academy
1440 Beaumont Avenue, Suite A2 #412
Beaumont, CA 92223
Attention: Amy Davis
Email:
Amy.Davis@missionvistaacademy.org

Any notices required by this Agreement sent by electronic mail to the electronic mail addresses above shall be considered received on the business day they are sent, provided they are sent during the receiving Party's business hours and provided receipt is confirmed by telephone, facsimile, or electronic mail, and further provided the original is promptly placed into the United States mail, postage pre-paid, and addressed as indicated above.

- l. Authority to Execute.** Each person below warrants and guarantees that she/he is legally authorized to execute this Agreement on behalf of the designated entity and that such execution shall bind the designated entity to the terms of this Agreement.
- m. Execution in Counterparts.** This Agreement may be signed in counterpart such that the signatures may appear on separate signature pages. Facsimile or photocopy signatures shall have the same force and effect as original signatures.

[Signatures on next page.]

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

DISTRICT:



Superintendent


Bradley Johnson

Print Name

January 14, 2026

Date

CABRILLO POINT ACADEMY:


Jenna Lorge (Jan 14, 2026 15:17:20 PST)

Executive Director


Jenna Lorge

Print Name

Jan 14, 2026

Date

PACIFIC COAST ACADEMY:


Krystin Demofonte (Jan 14, 2026 15:23:41 PST)

Executive Director

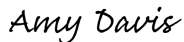
Krystin Demofonte

Print Name

Jan 14, 2026

Date

MISSION VISTA ACADEMY:



Executive Director

Amy Davis

Print Name

Jan 14, 2026

Date

Date approved by Cabrillo Point Academy Board: January 23, 2026

Date approved by Pacific Coast Academy Board: January 22, 2026

Date approved by Mission Vista Academy Board: January 22, 2026

Approved and ratified this 11th day of February, 2026, by the Governing Board of the Dehesa School District by the following vote:

AYES:

NOES:

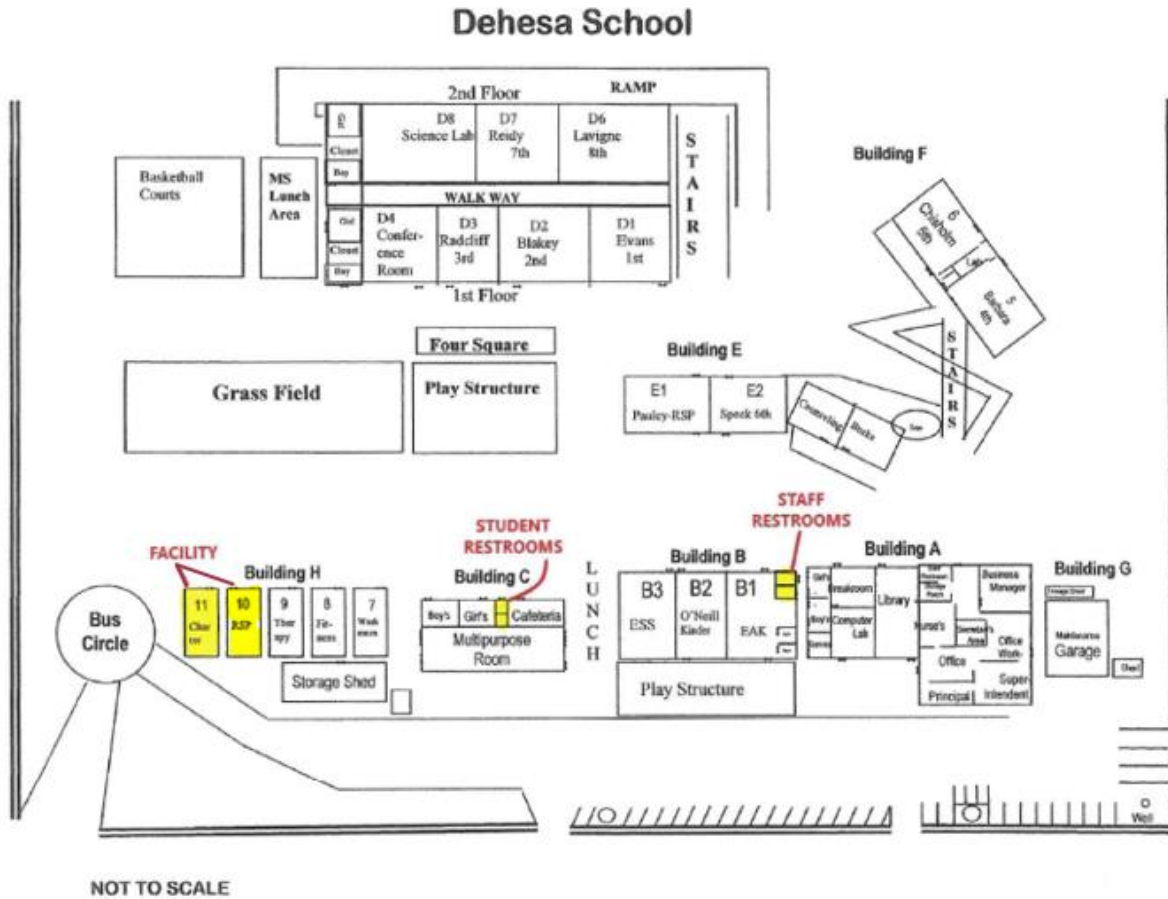
ABSENT:

ABSTAIN:

Cindy White, President of the Governing Board

ATTACHMENT 1




Depiction of Site and Facilities



District Initials PC
 Cabrillo Point Academy Initials CPA
 Pacific Coast Academy Initials PCA
 Mission Vista Academy Initials MVA

ATTACHMENT 2

District Inventory List of Furnishings and Equipment at Facilities

District Initials 
Cabrillo Point Academy Initials 
Pacific Coast Academy Initials 
Mission Vista Academy Initials Amy Davis


Facilities Use Agreement with CPA_PCA_MVA_CLEAN (1.14.26) FINAL

Final Audit Report


2026-01-14

Created:	2026-01-14
By:	Erika Vanderspek (erika.vanderspek@cabrillopointacademy.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAHA66C9xNOZndEtR9dY3O-medQXvfdeDm

"Facilities Use Agreement with CPA_PCA_MVA_CLEAN (1.14.26) FINAL" History

 Document created by Erika Vanderspek (erika.vanderspek@cabrillopointacademy.org)


2026-01-14 - 10:59:54 PM GMT- IP address: 71.95.183.46

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2026-01-14 - 11:04:05 PM GMT

 Email viewed by Bradley Johnson (bradley.johnson@dehesasd.net)

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 Document e-signed by Bradley Johnson (bradley.johnson@dehesasd.net)


Signature Date: 2026-01-14 - 11:16:41 PM GMT - Time Source: server- IP address: 209.66.200.10

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2026-01-14 - 11:16:43 PM GMT

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2026-01-14 - 11:21:39 PM GMT- IP address: 66.249.84.226

 Document e-signed by Amy Davis (amy.davis@missionvistaacademy.org)


Signature Date: 2026-01-14 - 11:22:30 PM GMT - Time Source: server- IP address: 71.95.183.46

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2026-01-14 - 11:22:32 PM GMT

 Email viewed by Krystin Demofonte (krystin.demofonte@pacificcoastacademy.org)

2026-01-14 - 11:23:10 PM GMT- IP address: 66.249.84.229

 Document e-signed by Krystin Demofonte (krystin.demofonte@pacificcoastacademy.org)

Signature Date: 2026-01-14 - 11:23:41 PM GMT - Time Source: server- IP address: 174.235.184.104

 Agreement completed.

2026-01-14 - 11:23:41 PM GMT

Coversheet

Referral Protocols for Addressing Pupil Behavioral Health Concerns Policy

Section: III. Other Business
Item: D. Referral Protocols for Addressing Pupil Behavioral Health Concerns
Policy
Purpose: Vote
Submitted by:
Related Material: PCA Referral Prot.Pupil Behavior.Concerns_Prop 01.12.26.pdf



Pacific Coast Academy

Referral Protocol for Addressing Pupil Behavior Health Concerns

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REFERRAL PROTOCOLS FOR ADDRESSING PUPIL BEHAVIOR HEALTH CONCERN

The Governing Board of Pacific Coast Academy is committed to supporting the behavioral health and social-emotional wellness of all students. In alignment with Education Code section 49428.2 and the California Department of Education (CDE) Model Behavioral Health Referral Protocols, the Board establishes the following policy framework to ensure early identification of student needs, coordinated support systems, and effective referral procedures across TK–12 and Adult Transition programs. This policy has been developed in consultation with School and community stakeholders and School-linked behavioral health professionals.

This Board Policy is organized into the five components required by Education Code section 49428.2:

- Needs Assessment
- Building Capacity
- Planning
- Implementation
- Evaluation

This policy applies to students in grades 7–12 as required by Education Code section 49428.2, and is implemented Schoolwide across all grade spans for consistency and equity.

NEEDS ASSESSMENT

The Executive Director or designee will endeavor to regularly collect and review student needs data and conduct ongoing assessments of Schoolwide and student-level trends related to behavioral health. The needs assessment may include, but is not limited to, the following:

Behavioral Health Trends

- Review of referral patterns, School climate data (ex. LCAP Input Surveys), and indicators of behavioral health needs.
- Analysis of academic performance, attendance, discipline, and crisis event data.

High-Risk Student Populations

In alignment with CDE guidance, the assessment shall include ongoing monitoring and support for high-risk student groups, which include, but are not limited to the following:

- Pupils bereaved by death or loss of a close family member or friend.
- Pupils for whom there is concern due to behavioral health disorders, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse.
- Pupils with disabilities, mental illness, or substance use disorders.

- Pupils experiencing homelessness or placed in out-of-home settings, such as foster care.
- Lesbian, gay, bisexual, transgender, or questioning pupils.

Mapping Supports & Gaps

- Identification of available internal supports (MTSS, SEL, mental health, Student Affairs).
- Assessment of barriers such as language, technology access, transportation, or cultural factors.

BUILDING CAPACITY

The Board directs the Executive Director or designee to strengthen internal and external systems that support behavioral health referral implementation.

Staff Training

The School shall comply with the required training deadlines:

- 100% of certificated staff and 40% of classified staff with student contact (grades 7–12) will complete state-approved youth behavioral health training at least one time by July 1, 2029.

Training must include, in addition to other legally required components:

- Trauma-informed care
- MTSS
- Evidence-based practices
- Staff roles and reducing stigma around behavioral health

Staff Roles and Scope

- Staff will refer students with emotional or behavioral concerns to Student Support Team
- Licensed mental health professionals provide assessment, intervention, and crisis response.
- MTSS and SEL staff deliver universal and targeted supports.

Internal System Development

- Coordination between MTSS, mental health, special education, and Student Affairs teams.
- Development of sustainable, tiered behavioral health systems, including ERMHS and special education supports.
- Implementation of crisis response, reentry planning, and case management protocols.

Community Partnerships

- The School may maintain partnerships with county behavioral health departments, non-profit agencies, and community counseling providers.

- MOUs/Releases of Information may be established for service access, referral coordination, and data sharing in compliance with FERPA.

PLANNING

The Executive Director or designee shall ensure all systems, protocols, and training align with SB 153 requirements and CDE Model Behavioral Health Referral Protocols.

Policy Certification

The Board shall certify adoption of this policy by January 31, 2026, as required by SB 153.

Coordinated Behavioral Health System

Referral processes shall be fully integrated with:

- MTSS
- SEL curriculum
- Crisis response and suicide prevention plans
- IEP and Section 504 procedures
- Student Affairs systems for case management and educational continuity

Differentiated Referral Pathways

The School shall maintain tailored referral procedures for the following groups to ensure synchronicity with other supports the student may be receiving:

- Students with IEPs (including ERMHS consideration)
- Students with Section 504 Plans
- Students in acute crisis
- Students returning from treatment programs
- Students experiencing homelessness or students in foster care

Communication Plans

Families, students, and staff will be informed of referral options, supports, and crisis resources through:

- Handbooks
- Website content
- Newsletters and orientations
- Webinars and family workshops
 - Information shall be accessible, culturally relevant, and translated where necessary.
- Staff Professional Development and Training

IMPLEMENTATION

Multi-Tiered System of Support (MTSS) & SEL Supports

Pacific Coast Academy shall support students identified with behavioral health concerns by offering positive behavioral interventions and supports as appropriate, including the use of MTSS and SEL supports, as detailed further below. Pacific Coast Academy endeavors to use positive supports and interventions in lieu of disciplinary action as appropriate. Students who receive disciplinary action may also be offered positive behavioral interventions/supports.

Tier 1 – Universal Supports

- SEL curriculum (live and asynchronous)
- Universal SEL programs
- SEL Office Hours
- Trauma-informed universal practices

Tier 2 – Targeted Supports

- Small-group SEL and skills-based interventions
- Parent/caregiver engagement and/or conferences
- Regular MTSS progress monitoring

Tier 3 – Intensive Supports

- Individualized services by mental health staff
- Case management with Student Affairs and community agencies
- Reentry and transition planning following hospitalization or treatment
- Parent behavior coaching and family support

Behavioral Health Referral Protocols

Referral Initiation

Pacific Coast Academy shall identify students with behavioral health concerns using various methods, including, but not necessarily limited to the following:

- School staff
- Students
- Families
- Any screening tools, surveys, and/or questionnaires as may be distributed to students or families
- Data tracking (e.g., discipline or attendance patterns)

Students identified as having behavioral health concerns shall be promptly referred to the Executive Director or designee. Referred students will receive positive behavioral interventions and supports as appropriate in line with the supports discussed above. As appropriate, Pacific Coast Academy may conduct

disability-related screenings/evaluations to determine whether the student's behavior reflects an underlying disability. Pacific Coast Academy may also refer students to outside agencies (e.g., therapists, social workers, clinics).

Documentation shall reflect:

- Specific observed concerns
- Prior MTSS interventions attempted
- Student strengths and protective factors
- Data required under the CDE model workflow

Referral Review & Triage

An appropriately licensed or credentialed staff will:

- Assess referrals
- Determine risk level and urgency
- Assign supports aligned with MTSS tiers and/or special education
- Activate crisis protocols for immediate safety concerns

Parent/Guardian Engagement

- Parents/guardians shall be notified and included in the referral process unless safety concerns prohibit notification.
- Communications must meet accessibility, cultural, and linguistic needs.

Student Affairs: Crisis & Educational Continuity

The Student Affairs Department shall provide:

- Case management
- Crisis support and service coordination
- Educational continuity for students needing support in situations such as hospitalization
- Reentry planning following crisis stabilization

Crisis Response & Suicide Prevention

The School shall maintain:

- An evidence-based suicide prevention policy
- Threat assessment and crisis response procedures
- Emergency referral guidance
- Post-crisis monitoring, follow-up, and reentry supports

Authorization and Scope of Practice

Employees of the School must act only within the authorization and scope of their credentials or license. Nothing in this Policy shall be construed as authorizing or encouraging School employees to diagnose or treat youth behavioral health disorders unless they are specifically licensed and employed to do so.

EVALUATION

Data Monitoring

The Executive Director or designee shall periodically review:

- Behavioral health referral numbers and trends
- Number of students accessing Tier 1–3 services
- Staff training completion rates

Continuous Improvement

- Feedback may be gathered from students, families, and School staff.
- Findings shall be used to refine referral procedures, training, and resource allocation.

LEGAL REFERENCES

- California Education Code § 49428.2
- CDE Model Behavioral Health Referral Protocols
- FERPA (20 U.S.C. §1232g)
- IDEA (20 U.S.C. §1400)
- Section 504 of the Rehabilitation Act (29 U.S.C. §794)

Coversheet

Approve Minutes

Section: IV. Consent Agenda
Item: A. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on December 10, 2025

APPROVED



Pacific Coast Academy

Minutes

Special Board Meeting

Date and Time

Wednesday December 10, 2025 at 6:00 PM

Location

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

Directors Present

Benjamin Fung, Jessica Ackermann, Kim Gill, Patty Adams

Directors Absent

Eric Banatao

Guests Present

Jennifer Faber, Krystin Demofonte, Shari Erlendson

I. Opening Items

A. Call the Meeting to Order

Benjamin Fung called a meeting of the board of directors of Pacific Coast Academy to order on Wednesday Dec 10, 2025 at 6:05 PM.

B. Roll Call of Board Members

C. Public Comments

There were no public comments

D. Approval of the Agenda

Jessica Ackermann made a motion to Approve the Agenda.

Kim Gill seconded the motion.

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

II. Closed Session

A. Conference with Legal Counsel - Pending Litigation § 54956.9

The closed session session began at 6:08 pm. and ended at 6:55pm.

III. Finance

A. 2025-2026 First Interim Report

Kim Gill made a motion to Approve the 2025-2026 First Interim Report.

Patty Adams seconded the motion.

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

B. 2024-2025 Audit Report

This item was informational only and not for vote. The board was notified that the audit was postponed as an extension was provided due to the government shutdown.

IV. Other Business

A. Local Control Accountability Plan (LCAP) Mid-Year Update

B. LCAP Federal Addendum

Kim Gill made a motion to Approve the LCAP Federal Addendum.

Patty Adams seconded the motion.

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

C. Teaching Assignment Monitoring Outcomes (TAMO) Data Report

D. Comprehensive Sexual Health and HIV/AIDS Prevention Education Policy

Jessica Ackermann made a motion to Approve the Comprehensive Sexual Health and HIV/AIDS Prevention Education Policy.

Kim Gill seconded the motion.

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

E. Math Placement Data

F.

2026-27 School Calendar

Patty Adams made a motion to Approve the 2026-27 School Calendar.

Kim Gill seconded the motion.

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

G. SPED Building Lease 1- Camino Del Rio Office

Jessica Ackermann made a motion to Approve SPED Building Lease 1- Camino Del Rio Office.

Kim Gill seconded the motion.

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

H. SPED Building Lease 2- Adam's Ave. Office

Patty Adams made a motion to Approve SPED Building Lease 2- Adam's Ave. Office.

Kim Gill seconded the motion.

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

I. SPED Building Lease 3- San Marcos Office

Patty Adams made a motion to Approve SPED Building Lease 3- San Marcos Office.

Jessica Ackermann seconded the motion.

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

J. First Amendment for SCSA Partnership Agreement

Kim Gill made a motion to Approve First Amendment for SCSA Partnership Agreement.

Patty Adams seconded the motion.

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

K. Executive Director Report

V. Consent Agenda

A. Approve Minutes

Jessica Ackermann made a motion to approve the minutes from Regular Board Meeting on 09-11-25.

Kim Gill seconded the motion.

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

B. 2025-2026 Parent Student Handbook

C. 2025-2026 Compensation Policy: Admin & Director Salary Schedule

D. Identification of Individuals for 504 Policy

E.

Administration of Medications, Emergencies and Head Lice Policy

- F. Employee Expense Policy
- G. Fiscal Policy
- H. Homeless Education Policy
- I. Exact Path Resolution
- J. Transportation for Students With Disabilities Policy
- K. Invoices over 100K
- L. Reduced Schedule Policy
- M. Approve Consent Agenda

Jessica Ackermann made a motion to Approve the Consent Agenda.

Kim Gill seconded the motion.

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

VI. Closing Items

- A. Announcement of Next Scheduled Meeting- January 22, 2026 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 7:50 PM.

Respectfully Submitted,
Benjamin Fung

Prepared By:
Jennifer Faber

Noted By:

Board Secretary

Public comment rules: Members of the public may address the Board on agenda or non-agenda items. 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. When a member of the public utilizes a translator to address the board, those individuals are granted twice the allotted time. When 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

Artificial Intelligence (AI) Policy

Section: IV. Consent Agenda
Item: B. Artificial Intelligence (AI) Policy
Purpose:
Submitted by:
Related Material: PCA Artificial Intelligence (AI) Policy_Rev 05.23.25_RED 12.8.2025.pdf



Pacific Coast Academy

Artificial Intelligence (AI) Policy

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ARTIFICIAL INTELLIGENCE (AI) POLICY

PURPOSE AND SCOPE

Pacific Coast Academy (“School”) is committed to facilitating the responsible and effective use of artificial intelligence (“AI”) technology. The School recognizes that AI-powered technology has the potential to enhance student learning experiences and support staff, but AI-powered technology also presents significant risks and challenges.

This policy serves to provide guidelines for School staff on the appropriate use of AI in School activities and operations. Given the rapidly changing nature of this landscape, the School’s Executive Director will review this policy regularly and may update it at any time and for any reason in School’s sole discretion.

Feedback and input from School staff or other stakeholders about School use of AI-powered technology is welcomed and may be submitted to the Tech Department via <https://pca.incidentiq.com/> at any time. School may also provide and require AI-related training opportunities for School staff from time to time and as needed.

DEFINITIONS

AI

Computer systems or software that perform tasks typically requiring human intelligence, including but not limited to learning, decision-making, and language processing. Examples include chatbots, automated assistants, image recognition tools, generative tools for text and images, automated grading systems, or content creation tools that can generate lesson materials or feedback.

AI Notetaker

A software tool that uses AI technology to automatically transcribe, summarize, or organize notes from meetings or conversations. It may record audio, generate transcripts, create to-do lists, summarize key points, create bullet points, and/or otherwise create, maintain, and/or circulate notes from meetings and conversations.

AI Assistant

An AI-powered tool that helps perform tasks including calendaring, scheduling, attending meetings, responding to emails, preparing emails or reports, answering questions, and/or other administrative tasks.

PROHIBITION ON USE OF AI NOTETAKERS AND AI ASSISTANTS

School prohibits the use of any AI Notetakers and/or AI Assistants including, not limited to, Otter AI, Zoom Notetaker, Fathom, Fireflies, and any other similar tools, including both paid and free versions that are

available online, as follows:

- No use of AI Notetakers or AI Assistants **during work hours**;
- No use of AI Notetakers or AI Assistants **for any work-related purposes**;
- No use of AI Notetakers or AI Assistants **on work equipment or work digital platforms**; and
- No use of AI Notetakers or AI Assistants **on personal devices for any School-related purposes**.

This prohibition is necessary to safeguard sensitive information, uphold student and staff privacy, encourage open dialogue during meetings and conversations, ensure a common understanding of meeting protocols, comply with applicable laws, and prevent unintended consequences.

- AI Notetakers and/or AI Assistants often store, generate, and process data externally, increasing the risk of data breaches and regulatory non-compliance.
- AI Notetakers and/or AI Assistants sometimes transcribe or record meetings, which is not permissible except in limited types of meetings as set forth by law. For questions about whether it is permissible to record or transcribe a meeting, reach out to the Tech Department via <https://pca.incidentiq.com/>.

For notetaking and administrative assistance, all staff are required to use locally managed, secure alternatives as needed, such as handwritten or typed notes.

If any member of School staff sees an AI Notetaker and/or AI Assistant being used in a School meeting, such as by a parent, an outside vendor, or another agency, School staff is required to reach out to the Deputy Executive Director.

- Unless specifically authorized, School employees may not consent on the School's behalf to the use of an AI tool in school meetings.

REQUESTS, DILIGENCE, AND POTENTIAL APPROVAL PROCESS FOR AI NOTETAKERS AND/OR AI ASSISTANTS

To the extent any member of School staff seeks to use a specific AI Notetaker and/or AI Assistant during work hours, for any work-related purposes, on work equipment or work digital platforms, or on personal devices for any School-related purposes, School staff must:

- Request pre-approval prior to any use (including demos) from the Tech Department by submitting a written request via <https://pca.incidentiq.com/>.
- The Executive Director evaluates all prospective AI tool usage to ensure compliance with School policies and grants approval for AI tool usage only for educational and administrative purposes. The evaluation process ensures that approved AI tools and their approved usage(s) comply with relevant privacy laws, including but not limited to the Family Educational Rights and Privacy Act and the Children's Online Privacy Protection Act.
- The Technology Department will inform School staff if the use of any specific AI Notetaker and/or AI Assistant is permitted. Until and unless the use of any AI Notetaker and/or AI Assistant is

expressly permitted, School staff shall comply with the prohibition herein.

School will conduct regular assessments of approved AI Notetaker and/or AI Assistant tools to, e.g., safeguard against security vulnerabilities and evaluate for continued compliance with School policies and goals. School may withdraw its approval of AI Notetaker and/or AI Assistant tools in its discretion at any time and will notify staff who may be using previously approved AI tools of the change.

DATA PRIVACY AND SECURITY

School staff are required to protect and safeguard all confidential, privileged, and sensitive information of School and its students and staff (“Confidential Information”), which includes not sharing any Confidential Information with any third-party AI system unless approved in advance by the Executive Director.

- School staff may not, for example, include any Confidential Information in prompts on Google searches or any other online search engine, tool, or application, which utilize generative AI.
- Confidential Information includes, but is not limited to, the following: information in student education records or employee personnel records, including but not limited to names, physical addresses, email addresses, telephone numbers, medical records, information from IEPs, and/or any other identifying information about a student, family, or staff member, photographs and/or videos of students, families, employees, and/or facilities/workspaces, and/or any other information that School staff reasonably should know may be treated as confidential or proprietary by School.

Staff must safeguard login credentials to any and all School systems and avoid providing any login information to AI tools or systems. This includes keeping passwords secure generally (e.g., not writing down/inputting login information where it might be discovered).

ETHICAL AND RESPONSIBLE USE OF AI

In addition to the data privacy and security requirements herein, when using any AI-powered tools of any kind, School staff are also required to adhere to all of the following:

- AI may not be used for any prohibited use, such as illegal recording, political lobbying, use that would constitute a violation of copyright laws, or any other use for an illegal, inappropriate, offensive, or harmful purpose.
- Staff are required to use AI responsibly, and all School staff must approach the use of any AI with a critical and thoughtful mindset.
- Staff must independently validate any and all AI-generated information and content, including from tools such as Google searches, which can often be inaccurate, incomplete, and/or outdated.
- Staff should be aware of the potential for bias in AI tools and are required to be vigilant against the use or distribution of discriminatory or biased information or content.
- Staff may not use AI tools to automate any portion of their duties or decision making, e.g. for

assistance in grading, without express School pre-approval.

- Any AI-generated information or content must be considered only as a suggestion or recommendation. All final decisions, **employment determinations** written communications, lesson plans, etc. must be made by human beings, with appropriate review and consideration. **If any materials are AI generated, the employee is solely responsible for the accuracy of its content.**
- Teachers and staff must guide and monitor the use of AI by students. Teachers must instruct students that AI shall not be used to conduct or support cheating, plagiarism, or academic dishonesty; and that direct submission of AI-generated work as one's own without proper attribution or reliance on AI for completing assignments without understanding the content is strictly prohibited. Teachers and students must acknowledge that AI may not be used on an assignment unless explicitly approved by the course instructor. Teachers and students must acknowledge that AI may not be used on an assignment unless explicitly approved by the course instructor.

Any and all materials created by employees using AI tools during work hours for School use generally remain the property of the School (work-for-hire).

MONITORING AND ENFORCEMENT

School reserves the right to monitor the use of AI tools by staff to ensure compliance with School policies. This may include, but is not limited to, the real-time monitoring of network activity and/or maintaining log(s) of Internet activity. In this regard, staff have no expectation of privacy on School network(s) and device(s).

Staff should report any concerns or incidents related to the use of AI tools to their supervisor.

Violation of this Policy by School staff may result in disciplinary action, including but not limited to suspension of access to technology resources and disciplinary measures in accordance with the Employee Handbook.

STAFF ACKNOWLEDGMENT

By signing below, you, as a School staff member, acknowledge that you have read and understood this policy, and that you agree to comply with its contents, including as this policy is later updated or revised by School and upon notice to you.

Staff Member Name

Signature

Date

Coversheet

Admissions/ Public Random Drawing/Lottery Policy

Section: IV. Consent Agenda
Item: C. Admissions/ Public Random Drawing/Lottery Policy
Purpose:
Submitted by:
Related Material:
PCA Admiss-Public Random Draw-Lottery Policy_Rev 12.13.24_RED 1.20.26.pdf



Pacific Coast Academy

Admissions Public Random Drawing/Lottery Policy

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ADMISSIONS/PUBLIC RANDOM DRAWING/LOTTERY POLICY

Pacific Coast Academy is committed to providing quality education to all students who wish to attend, within the school boundaries. Based on available resources, it may be necessary to limit admissions, and in that event a Public Random Drawing/Lottery will be held to determine admission. Pacific Coast Academy ensures admission will not be based on any protected characteristics, including, but not limited to, disability, race, gender, national origin, and religion.

The purpose of the Pacific Coast Academy Governing Board approving the Admissions/Public Random Drawing/Lottery Policy is to accomplish the following:

- Establish the procedures under which Pacific Coast Academy (“School”) will enroll and admit its students.
- Establish the procedures under which the School will conduct the School’s public random drawing/lottery in the event that applications for enrollment exceed the School’s capacity.

ENROLLMENT/ADMISSIONS

The School is a non-classroom based charter school that operates solely as an independent study program. Admission to the School is open to any student who resides within the boundaries of San Diego County or an adjacent county. The School will accept all students who wish to attend, so long as it has the capacity to serve them. The School’s Governing Board will annually determine the maximum enrollment for each school year based on, among other factors, the annual budget, staffing, and available resources prior to the start of the Open Enrollment Period. Limits may be established by county and or grade level served and/or for the school as a whole.

The Board will set an Open Enrollment Period each year. Applications will be accepted during the publicly advertised Open Enrollment Period each year for enrollment during the following school year. Following the close of the Open Enrollment Period, applications shall be counted to determine whether the School has received more applications than maximum enrollment capacity. If the number of pupils who wish to attend the School exceeds the School’s capacity overall or per county, enrollment will be determined by a Lottery conducted in accordance with the procedures set forth in this Policy and applicable law. Admission preferences will only be extended consistent with this Policy, the School’s charter, and applicable law.

During the open enrollment period each year, the School endeavors to adhere to the following admissions procedures, although the Executive Director shall have the authority to modify the procedures in his/her/their discretion based upon given circumstances in any year.

When the open enrollment window opens, families submit the Open Enrollment Interest form found on the school website.

- Families will receive an offer of intent to enroll by email to the email they used to submit the Enrollment Interest form.

- Families have five calendar days to confirm (C1) by email or telephone. If the family fails to complete the process within the timeframe allotted, the spot may be offered to the next recipient on the waiting list.
- After confirming, families are emailed a registration link to the RegOnline platform. Families have seven calendar days to complete the online application, upload the required admissions documents, and digitally sign the required enrollment forms.
- The application for admissions shall include, but is not limited to, the following:
- The following documents will be required to complete the admissions registration.
 - Age verification document. This can be a birth certificate, passport, **statements by the local registrar or county recorder certifying the date of birth, baptism certificate duly attested, an affidavit from the parent/guardian/custodian of the student**, or government-issued identification.
 - Immunization Record, for record-keeping purposes. Vaccinations are NOT a requirement for enrollment in a non-classroom-based charter that has no classroom based instruction. All students must provide a copy of immunization records or fill out the [immunization card](#).
 - Proof of Residence. This can be a utility service statement (Examples: Gas, Water, Electric, Sewage, Home Internet, Trash, Cable), **rental property contract, lease or payment receipts, voter registration**, renter insurance bill, **property tax payment receipts, pay stubs**, or correspondence from a government agency (Examples: CalWORKS, Social Security benefits, and Medi-Cal), **declaration of residency executed by the parent or legal guardian of the student**. Proof of Residence must be dated within 90 days of the submission date.
 - The School does not accept driver's licenses, DMV/registration notices, **voter registration**, health care documents, cell phone bills, disconnection notices, credit card statements, bank statements, Homeownership documents (mortgage, property tax **bill**, escrow papers), **paystubs** as proof of residence.
 - [Oral Health Assessment](#) or [Waiver](#) for grades TK-1st
 - Report of [Health Examination](#) or [Waiver](#) for grades KN-1st
 - Transcript for grades 10th-12th
- After verifying the application and documents, an HST is assigned, and the student is imported into the Student Information System. The Enrollment department will email the family and CC the assigned HST to inform them that their application was successfully processed.
- The HST emails the family to introduce themselves and generates the Master Agreement for signatures.
- Families have five business days to sign the Master Agreement. The official enrollment date is the last signature date on the Master Agreement.

Admission preferences will not be based on any protected characteristics, including, but not limited to, disability, race, gender, national origin, and religion. In addition, enrollment preferences will not limit enrollment access for pupils with disabilities, academically low-achieving pupils, English learners,

neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation.

During the admissions process, the School shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall the School seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport or citizenship papers. Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, the School shall solicit that documentation or information separately from the School enrollment process.

Pursuant to this policy and where permitted by law, the School shall enumerate alternative means to establish residency, age or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status or national origin, and that do not reveal information related to citizenship status or immigration status.

The School shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents/guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport or citizenship papers.

The Executive Director, or designee, shall maintain in writing the School's policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures. The School shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status.

Where the law contemplates submission of national origin-related information to satisfy the requirements of a special program, School personnel shall solicit that documentation or information separately from the school enrollment process.

The School shall not solicit or collect entire Social Security numbers or cards. The School shall solicit and collect the last four digits of an adult household member's Social Security number only if required to establish eligibility for federal benefit programs. When collecting the last four digits of an adult household for these purposes, the School shall explain the limited purpose for which the information is collected and clarify that a failure to provide this information will not bar the student from enrolling in or attending the School. The School shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the free and reduced lunch program, transportation, and educational instruction.

The School may need to close enrollment at some point during the school year based on staffing levels or other appropriate circumstances as determined by the School. Once enrollment is closed, no more

students will be admitted off the waitlist or otherwise enrolled for the remainder of the school year. The enrollment closure date will be posted on the website each year.

The Director of Compliance has the responsibility to oversee the enrollment and admissions processes.

LOTTERY PROCEDURES

In the event that there are more students who wish to attend the School than there are spots available upon closure of the Open Enrollment Period, the School will conduct a Lottery during the Spring semester prior to the academic year for which enrollment is sought.

All pupils, except those who are guaranteed admission as provided in this Policy and the School's charter, who wish to enroll in the School must participate in the Lottery subject to the following:

- Students who reside within the boundaries of the Dehesa Elementary School District ("District") will have their unique identifiers placed in the Lottery pool twice.
- Students who reside outside the boundaries of the District will have their unique identifiers placed in the Lottery once.

The following students are exempt from the Lottery and are guaranteed enrollment in the School: (1) students currently enrolled in the School at the close of the Open Enrollment period; and (2) siblings of currently enrolled students. "Sibling" is defined as a pupil who has at least one biological or adoptive parent in common with the admitted pupil, or who has been legally adopted by or placed under the legal guardianship of at least one biological or adoptive parent of the admitted pupil. Step-siblings are only considered siblings if they reside at the same address as the sibling who is admitted into the School. In the event that the overall or county-specific capacity has been met and there are more siblings interested in attending than there are spaces available, the siblings will be placed in a "Sibling Lottery." The Sibling Lottery wait list will be exhausted before the School draws from the general Lottery. The School shall provide all legally required notices to siblings before holding the Sibling Lottery.

Public notice of the Open Enrollment Period and date of the general Lottery will be posted on the School's website and the notice will provide the date, time, and location of the Lottery at least 10 days prior to the commencement of the Open Enrollment Period, including providing a copy of the CDE's notice regarding the School's disenrollment and transfer practices pursuant to Education Code section 47605(e)(4)(D). Public notice and the date of the general lottery will also be included in application forms. The Lottery will be conducted by the county served by the Executive Director or his/her designee using a random method of selection. Unique identifiers will be assigned to each applicant. The conduct of the Lottery will be open to the public and families are encouraged, but not required, to attend. After the public lottery is finalized, the unique identifiers along with the newly assigned lottery number will be posted on the School's website. Students will be listed according to the newly assigned lottery number and informed of enrollment availability via email.

If a student is extended an offer of admission due to one of the preferences noted in this Policy or the School's charter, the School may request supporting documentation as part of the admission process. The

School will conduct a verification of such documentation prior to finalizing the student's unconditional admission and may disenroll an applicant submitting materially false information.

After the Lottery process, families will receive an offer of intent to enroll by email. Families will be given five (5) calendar days to confirm via email or telephone response. If a family fails to complete the process within the timeframe allotted, the spot may be offered to the next recipient on the waiting list. Once an offer has been accepted by the family, additional information may be requested as part of the registration process. Following acceptance through the Lottery, students who are offered admission at the School at the time of the Lottery will have seven (7) calendar days to complete the registration process. If a student fails to timely complete the process, the spot may be filled from the waiting list.

Enrollment offers are valid only for the academic year for which the Lottery is conducted. There is no option to defer an offer of enrollment. Students accepting enrollment must generally complete required independent study agreements within five (5) days of the beginning of the school year, unless otherwise advised by the School.

WAITLIST

If a slot becomes available for student enrollment in the School, the School may notify families on the applicable waitlist in the order they appear on the waitlist. In the School's sole discretion, and in light of capacity, budgetary considerations, and other factors, for the general lottery the School may also extend an enrollment invitation to a student's sibling(s) who is/are also on the waitlist, irrespective of their placement on the waitlist, to provide these siblings with the sibling preference.

Any student(s) drawn from the waitlist shall have five (5) calendar days to accept the enrollment slot (via telephone or email to the School) and proceed with the registration process. Applicants must complete a registration packet with all required documentation within (7) calendar days and by the deadline given by the School to confirm unconditional admission. If a family fails to complete the registration within the timeframe provided, the spot may be filled by a family on the waitlist.

- Families who do not respond will be withdrawn from the waitlist. Families who respond and are not ready to commit, will be placed at the bottom of the waitlist.

Students who are not offered a spot for the academic school year for which the Lottery was held may remain on the waitlist for that academic year unless the parent or guardian requests that the student be removed from the waitlist earlier. The waitlist shall not carry over from one year to the next.

Students who have not been admitted will be required to submit a new enrollment application for the next school year and are required to participate in the Lottery if space is limited.

CURRENT FAMILIES REQUIRED TO CONFIRM INTENT TO RETURN

Families with currently enrolled students must submit a form/application to confirm their intent to return to the school next year by the date set by the Executive Director or designee to remain enrolled in the School for the following school year. If an enrolled student fails to provide this form/application, they will

not have guaranteed admission for the following school year as a currently enrolled student. This means the student loses their spot and will have to submit another application if they are interested in enrolling in the School for the following school year. Failure to re-enroll and sign Master Agreement by the date set forth by the Executive Director will result in a voluntary disenrollment.

Coversheet

2025-2026 Employee Handbook

Section: IV. Consent Agenda
Item: D. 2025-2026 Employee Handbook
Purpose:
Submitted by:
Related Material: PCA 2025-26 Employee Handbook_Rev 09.15.25_RED 12.8.25.pdf



Pacific Coast Academy

Employee Handbook

2025-26

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SECTION 1 – WELCOME

Welcome to Pacific Coast Academy!

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

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

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

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

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

SECTION 2 – GENERAL

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

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

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

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

SECTION 3 – PHILOSOPHY

CORE PURPOSE

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

CORE VALUES

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

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

PERMISSION-TO-PLAY VALUES

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

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

STRATEGIC ANCHORS

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

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

SCHOOLWIDE LEARNER OUTCOMES

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

Pacific Coast Academy's Students are:

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

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. Certificated applicants are required to provide prospective employers with a complete list of every local educational agency by which the applicant had been employed. Failure to provide a complete and accurate list, or receipt by the School of information from a prior employer, may result in exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

AT WILL EMPLOYMENT

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

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

EQUAL EMPLOYMENT OPPORTUNITY

PCA is an equal opportunity employer. In accordance with applicable law, PCA prohibits discrimination against any employee or applicant for employment on the basis of an individual’s protected status, including race (which includes associated traits, such as hair styles and protective hair styles, e.g., braids, locks, twists, and hair texture), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, transgender identity whether or not the employee is transitioning or has transitioned, 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), ethnicity (including ethnic group identification and ethnic background), ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer and genetic characteristics), genetic information, age (forty (40) and over), sexual orientation, marital status, registered domestic partner status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making (including but not limited to a decision to use

or access a particular drug, device or product or medical services for reproductive health), 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 and other protected leaves, domestic violence victim status, political affiliation, refusal to participate in an employer-sponsored meeting(s) or employer communications, the purpose of which is to communicate the employer's opinion about religious or political matters, or any other consideration protected by applicable law, or a combination of any of those characteristics. These categories include a perception that the individual has any of these characteristics or a combination thereof is associated with a person who has (or is perceived to have) any of these characteristics or a combination thereof. PCA will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training.

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

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

HARASSMENT

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

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

What is Harassment?

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

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

What Is Abusive Conduct/Workplace Bullying?

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

What is Retaliation?

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

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

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

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

Responsibility

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

Reporting

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

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

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

Investigation/Complaint Procedure

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

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

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

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

termination.

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

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

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

Conclusion

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

If you believe you have experienced discrimination, harassment, or abusive conduct you may file a Civil Rights Department (“CRD”) or Equal Employment Opportunity Commission complaint. For information contact the CRD or EEOC. You may find their phone numbers online at www.eeoc.gov and, <http://www.calcivilrights.ca.gov> respectively.

TITLE IX

Title IX provides for separate processes and procedures for sexual harassment and sexual assault when the type of conduct falls within the definitions of sexual harassment and sexual assault as provided in 34 C.F.R. § 106.30. In addition, the conduct must have taken place at school locations, events or

circumstances over which the School exercised substantial control over both the individual who has been accused of sexual harassment and/or assault and the context in which the sexual harassment occurs. For these types of complaints, the School will follow the Title IX policy processes and procedures, which may be found in the School's Title IX grievance policy. If the conduct does not fall within Title IX, this policy will be followed. There may be instances where the conduct falls within both policies and the School will follow both policies. The School's Title IX Coordinator is the Director of Special Programs, Phone: (619) 215-0704, email: schoolsupport@pacificcoastacademy.org.

TRAINING REQUIREMENTS

PCA requires all employees to abide by California's training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

WHISTLEBLOWER POLICY

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

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

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

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

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

OPEN COMMUNICATION POLICY

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

Employees who have work-related concerns or complaints are encouraged to discuss them with their supervisor or the Executive Director. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. PCA will attempt to keep the employee's concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

LACTATION ACCOMMODATION POLICY

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

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom; be free from intrusion; be shielded from view; be safe, clean, and free of hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, the School shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, the School may provide another cooling device suitable for storing milk, such as a School-provided cooler.

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

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

The School will engage the employee in an interactive process with the employee to determine when and where lactation breaks will occur, and will respond accordingly, generally within two business days. The School reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

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

If any employee believes they have experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may also file a complaint with their supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone or visit a local office by finding the nearest one on the website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

PUBLIC RELATIONS

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

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

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

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE STATUS AND CLASSIFICATIONS

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

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

Exempt

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

Non-Exempt

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

Certificated Employee

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

Classified Employee

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

WORK SCHEDULES

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

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

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

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

SPECIAL VIRTUAL CLASSROOM EMPLOYMENT CONDITIONS

Position Responsibilities

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

Training

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

Worksites

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

REMOTE WORK POLICY

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

Employee Expectations

Availability

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

Timekeeping Requirements

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

Compliance With School Policies

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

Leave of Absence

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

Security Measures

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

cabinets and any other protective measures in light of your particular position.

Travel

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

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

Workspace Safety

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

Equipment, Tools, and Materials

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

equipment, tools and materials to School within 48 hours of receiving a shipping label or ability to drop off at a School site.

Miscellaneous

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

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each of our employees is critical to our success. Therefore, regular attendance and punctuality is considered an essential function of all positions. Employees are expected to report to work as scheduled, on time, and prepared to work. Employees also are expected to remain at work for their entire work schedule, except meal periods, rest periods or when required to leave on authorized School business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided. If you are unable to report for work on any particular day, you must call your supervisor at least one hour before the time you are scheduled to begin working for that day. If you call in less than one hour before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. The School understands that in some cases, advance notice is not possible. In these cases, notify your supervisor personally at the earliest possible moment. In some circumstances, you may be required to provide verification of the reason or documentation for your absence.

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

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

Absences protected by local, state and federal law do not count as violations of this policy. Paid sick time protected under California law does not count as a violation of this policy.

PROFESSIONAL DEVELOPMENT

Employees are expected to attend and participate in all professional development sessions and other School sponsored training that may be scheduled. While we understand that scheduling conflicts may arise, consistent tardiness, absenteeism and early departures may result in disciplinary action. Mandatory professional development or other mandatory staff meetings that are missed are required to be made up

by the employee at the School's sole discretion and at a time scheduled solely in the School's discretion. Failure to participate in mandatory professional development or other mandatory staff meetings may result in disciplinary action.

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

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

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

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

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time each work period began and ended, and the meal periods taken. Absences and overtime must be accurately identified on your time record. Any work performed before or after any regularly scheduled work shift must be approved in advance by the employee's supervisor or School leadership. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. This includes the use of laptops, computers, PDAs or cell phones to check work email, voicemail or to send text messages after hours. You cannot record time and/or submit a time record for another employee. Any errors on an employee's time record should be reported immediately to the employee's supervisor or Human Resources. Submission of your electronic timecard indicates you have certified the hours entered are accurate and you have adhered to all policies and procedures.

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

WORKWEEK AND WORKDAY

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

OVERTIME

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

OFF THE CLOCK WORK

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

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

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

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

Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin their meal period no later than 11:59 a.m. The supervisor may schedule the employee's meal periods. The employee may waive this meal period if their workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from their supervisor and complete a "Meal Period Waiver" form. This needs to be completed in advance or immediately as the situation occurs, but in no event after the meal period has been missed. If you are a part-time employee who consistently works 5-6 hours a day and would like to waive your meal break on a regular basis, please note that you will have to fill out a new form every 90 days to continue to waive your meal break. Reach out to HR to receive a copy of the "Meal Period Waiver" form.

If an employee's day exceeds ten hours of work time, the employee is entitled to an additional 30-minute duty-free meal break. The employee may only waive this second meal period if they have taken the required first meal break of at least 30 minutes and their workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from their supervisor and

complete a “Second Meal Period Waiver” form.

<u>Hours Worked</u>	<u>Number of Meal Periods</u>
0 hours to 5 hours	No meal period
Over 5 hours to 10 hours	1, 30-minute meal period
Over 10 hours to 14 hours	2, 30-minute meal periods

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

Rest Periods

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

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

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period immediately as set forth below. The meal period must be accurately recorded on the employee’s time sheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday. Non-exempt employees are expected to return to work promptly at the end of any meal period. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

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

In addition to reporting it on their time record, any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue to their supervisor and complete a Non-Exempt Employee Meal Waiver Agreement. The employee must fill out all fields on the form, including providing a thorough explanation for the non-compliant meal or rest period. The employee must complete and turn in this form to their supervisor on the same workday

they experienced the non-compliant meal or rest period. If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an “authorized” meal period at the time provided by), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor 32 asked me to handle a client call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the noncompliant meal or rest on the Non-Exempt Employee Meal Period Waiver Agreement, or to Human Resources. Non-Exempt Employee Meal Period Waiver Agreement.

PAYDAYS

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

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

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

OVERPAYMENT OF WAGES

If the School determines a wage overpayment has been made to a School employee, the School will notify the employee of the overpayment in writing, afford the employee an opportunity to respond before commencing recoupment actions and provide the employee with notice of the employee’s rights if the employee disputes the existence or amount of the overpayment. Reimbursement shall be made to the School through one of the following methods mutually agreed to by the employee and the School:

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

Installment payment amounts deducted from an employee's salary or wages shall not exceed the amounts specified in California Code of Civil Procedure section 706.050. The deductions shall not result in an employee making less than the minimum wage for that payroll period.

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

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

PAYROLL WITHHOLDINGS

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

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

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

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

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

CREDENTIAL REQUIREMENTS

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

You are also responsible for keeping required valid certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your Executive Director and the School with verification of renewals. Failure to provide these updated documents to the School may result in suspension without pay until such time as the necessary documentation has been provided. Continued employment is contingent upon verification and maintenance of any applicable licensure and/or credentials as well as any other requirements mandated by law. Credentialing requirements are subject to change at any time at the discretion of the CTC or other governing agencies, and the School is not responsible for providing pathways or support for employees to meet new or updated requirements. Failure to maintain valid credentials and qualifications or satisfy other requirements for the position may result in termination.

If a teacher fails to obtain the appropriate credential, or allows a credential, certificate, registration, or required course deadline to expire, or fails recertification, training, or testing, or otherwise fail to maintain the necessary credential for your assignment, the School reserves the right to suspend the teacher without pay until the teacher's credential is valid, and reserves the right to release the teacher from at-will employment as necessary. Employees' credentials must show as valid on the California Commission on Teacher Credentialing (CTC) website by the Friday before the credential is set to expire. Employees whose credential has expired will not be permitted to report to work, and will be placed on unpaid leave in increments of five (5) work days. For example, if an employee's credential expires on Tuesday, March 7, the credential renewal would need to appear as valid on the CTC website by Friday, March 3. If the employee does not have their credential showing on the CTC website as valid by Friday, March 3, the employee will be placed on unpaid leave for March 6-10. The credential appearing as valid/renewed during the 5-day unpaid leave period does not cancel the 5-day unpaid leave period.

TUBERCULOSIS RISK ASSESSMENT OR TEST

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

TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the School has a valid certificate on file. As a condition of continued employment, all employees will be required to present evidence once every four (4) calendar years that they are free from active tuberculosis. Employees shall be required to provide TB clearance to Human Resources no later than the last Friday business day prior to the expiration date of their current TB clearance. Employees whose TB clearance has expired will not be permitted to report to work, and will be placed on unpaid leave in increments of five (5) work days. For example, if an employee's TB clearance expires on Tuesday, March 7, the TB clearance would be due to HR by Friday, March 3. If the employee does not submit the TB clearance to HR by Friday, March 3, the employee will be placed on unpaid leave for March 6-10. Turning in the TB clearance during the 5-day unpaid leave period does not cancel the 5-day unpaid leave period.

CRIMINAL BACKGROUND CHECK

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

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

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

EMPLOYMENT BACKGROUND CHECK

All ~~certificated~~ applicants (~~certificated and non-certificated~~) are required to provide the School with a complete list of every local educational agency (LEA) for which the applicant has previously been an employee for an employment background check. If an ~~certificated-employee~~ applicant has been offered a position with the School before all LEAs have responded, any position offered is conditional until the applicant has successfully passed the employment background check. ~~An~~ For any applicant that was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct as defined in Education Code section 44932(a)(1) that was required to be reported, ~~to the Commission on Teacher Credentialing may not be hired for a certificated position with~~ the School reserves the right to rescind any offers of employment. ~~and any conditional position offered will be revoked.~~ After

reviewing the employment background check results, the School will notify the applicant that the conditional job offer has become final or notify the applicant that the job offer has been revoked because of the results of the employment background check.

CHILD ABUSE AND NEGLECT REPORTING ACT

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Failure to meet these obligations can result in a monetary fine and/or jail.

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

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

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

All employees that are mandated reporters are required to participate in approved mandated reporter training provided by the School within six weeks of the employee's hire date and annually thereafter within the first six weeks of each school year. If the employee attends an approved mandated reporter training that is not offered by the School using a sign-in sheet confirming participation, the employee is required to provide a copy of any certificate of completion to the human resources department of the School after completion. If the employee attends a training not offered by the School, and the training does not also provide training on the prevention of abuse, including sexual abuse, of children on school grounds, by school personnel, or in school-sponsored programs, the employee is required to provide proof that the employee has received this additional training within the timelines identified above.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of their personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to Human Resources. All requests should be put in writing preferably on the form maintained by PCA. If the request

includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

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

CHANGES IN EMPLOYEE INFORMATION

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

SECTION 7 – PERFORMANCE

PERFORMANCE EVALUATIONS

Staff will be evaluated annually or every other year per the Evaluation Policy.

Staff will meet with their direct supervisor annually to establish and review goals for the school year.

Any transfers between job titles are always at the discretion of the School and may require an interview and application. Changing positions in the School is not a guarantee. Any transfers while on a Performance Improvement Plan (PIP) will not be recommended. A PIP will follow the employee to the new position and the next school year, if applicable.

SECTION 8 – LEAVES

FAMILY MEDICAL LEAVE ACT

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

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

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

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

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

Family and medical leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a

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

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

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

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

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

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

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

CALIFORNIA FAMILY RIGHTS ACT (“CFRA”)

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

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

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

A CFRA leave may be taken for the following reasons:

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

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

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

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

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

CFRA will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law. Intermittent leave for baby bonding should be limited to 2-week increments but the School will permit up to 2 requests for intermittent leave in less than 2-week increments.

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

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

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

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

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

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

PREGNANCY DISABILITY LEAVE

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

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

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any unused allotted sick time during any unpaid portion of pregnancy disability leave (e.g., any period in which you are not receiving a wage supplement through the EDD). Employees may also elect to use any available PTO during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or sick leave.

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

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

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

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

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

MILITARY SPOUSE LEAVE

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

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

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

WORKERS' COMPENSATION LEAVE

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

BEREAVEMENT AND REPRODUCTIVE LOSS LEAVE

PCA provides employees who have been employed by PCA for at least 30 days prior to the commencement of leave up to three (3) days of paid bereavement leave, beyond sick or personal time, due to the death of a family member. PCA provides 2 additional unpaid days of leave due to the death of a family member. If an employee has paid sick leave or personal time, the employee may use that time during the unpaid leave. If the eligible employee travels more than 500 miles for bereavement leave, PCA will provide the 2 additional days of leave with pay. This includes a parent (including an in-law and stepparent), spouse, domestic partner, dependent, sibling, stepsibling, grandparent or grandchild. Bereavement leave may be taken intermittently, but the leave shall be completed within three months of the date of death of the family member. PCA reserves the right, in its sole discretion, to request documentation of the death of the family member, so long as the request is made within 30 days of the first day of leave.

Bereavement leave may also be used for covered reproductive loss events as defined in statute. If an employee experiences more than one reproductive loss event within a 12-month period, the employee may not take more than 20 days within a 12-month period. Leave taken for reproductive losses must be completed within three months of the event entitling the employee to that leave, unless the employee is on other leave provided under state or federal law. In that case, the employee shall complete the reproductive loss leave within three months of the end of the other leave. Reproductive loss leave may be nonconsecutive.

JURY DUTY

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

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

TIME OFF TO VOTE

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

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

SCHOOL ACTIVITIES LEAVE

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

The leave is subject to all of the following conditions:

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

by the school or the licensed childcare/day care facility.

SCHOOL APPEARANCE/SUSPENSION LEAVE

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

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

TIME OFF FOR JUDICIAL PROCEEDINGS AND VICTIMS OF CRIME

The law provides the right for employees to take a leave of absence if the employee is a victim of a qualifying act of violence or if a family member is a victim of a qualifying act of violence under the rules described below.

For purposes of this policy, a "qualifying act of violence" means any of the following, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime: domestic violence, sexual assault; stalking, an act, conduct, or pattern that includes any of the following: 1) in which an individual causes bodily injury or death to another individual, 2) in which an individual exhibits, draws, brandishes, or uses a firearm or other dangerous weapon, with respect to another individual, 3) in which an individual uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death.

For purposes of this policy, a "family member" means a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, as those terms are defined in Government Code section 12945.2, or designated person. Designated person means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employee is limited to one designated person per 12-month period for leave.

Leave may be taken for the following reasons:

- Any employee may take leave to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.
- An employee victim may take time off to obtain or attempting to obtain any relief, which includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the employee victim or the employee's child(ren).
- An employee who has a family member who is a victim may take leave to obtain or attempt to

obtain any relief for the family member, which includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the family member of the victim.

- An employee victim or an employee with a family member who is a victim (as that term is defined in Government Code section 12945.8(j)(8)(C)) may take leave in order to attend judicial proceedings related to that crime, including, but not limited to, any delinquency proceeding, a postarrest release decision, plea, sentencing, postconviction release decision, or any proceeding where a right of that person is an issue.
- An employee who is a victim or who has a family member who is a victim may take leave to seek, obtain or assist a family member to seek or obtain, medical attention for or to recover from injuries caused by a qualifying act of violence (up to 12 weeks).
- An employee victim, or employee who has a family member who is a victim, may take leave to seek, obtain or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence.
- An employee victim, or employee who has a family member who is a victim, may take leave to seek, obtain, or assist a family member to seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.
- An employee victim, or employee who has a family member who is a victim, may take leave to participate in safety planning or take other actions to increase safety from future qualifying acts of violence.
- An employee victim, or employee who has a family member who is a victim, may take leave to relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare.
- An employee victim, or employee who has a family member who is a victim, may take leave to provide care to a family member who is recovering from injuries caused by a qualifying act of violence.
- An employee victim, or employee who has a family member who is a victim, may take leave to seek, obtain, or assist a family member to seek or obtain civil or criminal legal services in relation to the qualifying act of violence.
- An employee victim, or employee who has a family member who is a victim, may take leave to prepare for, participate in, or attend any civil, administrative, or criminal legal proceedings related to the qualifying act of violence.
- An employee victim, or employee who has a family member who is a victim, may take leave to seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.

As a condition of taking time off for the purposes set forth above, the employee shall give the School reasonable advance notice of the employee's intention to take time off, unless the notice is not feasible.

When an unscheduled absence occurs, the School shall not take any action against the employee if the

employee, within a reasonable time after the absence, provides a certification to the School upon request of the School. Documentation may be from any of the following:

- A police report indicating that the employee or family member of the employee was a victim.
- A court order protecting or separating the employee or a family member of the employee from the perpetrator of the qualifying act of violence, or other evidence from the court or prosecuting attorney that the employee or a family member of the employee has appeared in court.
- Documentation from a licensed medical professional, domestic violence counselor, a sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee or a family member of the employee was undergoing treatment or seeking or receiving services directly related to the qualifying act of violence; or
- Any other form of documentation that reasonably verifies that the qualifying act of violence occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized by this Crime Victim Leave.

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

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

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

The School will provide a reasonable accommodation for an employee who is a victim or whose family member is a victim of a qualifying act of violence who requests an accommodation for the safety of the employee while at work. A reasonable accommodation may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, permission to carry a telephone at work, changed work station, installed lock, assistance in documenting domestic violence, sexual assault, stalking, or another qualifying act of violence that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other qualifying act of violence, or referral to a victim assistance organization.

The School is not required to provide a reasonable accommodation to an employee who has not disclosed the employee's status, or the employee's family member's status, as a victim. The School will engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations. In looking at reasonable accommodations, the School will consider an exigent circumstance or danger facing the employee or their family member. The School is not required to undertake an action that constitutes an undue hardship on the School's business operations.

If circumstances change and an employee needs a new accommodation, the employee shall request a new accommodation from the School. Upon receiving the request, the School will engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations.

If an employee no longer needs an accommodation, the employee shall notify the School that the accommodation is no longer needed.

Certifications

The School may request an employee requesting a reasonable accommodation to provide the School with a written statement signed by the employee (or the employee's representative) certifying that the accommodation is for a purpose authorized by this policy. The School may also request certification from an employee requesting an accommodation pursuant to this policy demonstrating the employee's status, or the employee's family member's status, as a victim. If a certification is requested, the School may request recertification of an employee's status, or an employee's family member's status, as a victim, or ongoing circumstances related to the qualifying act of violence, every six months after the date of the previous certification. Any certifications provided shall be maintained as confidential by the School and not disclosed except as required by federal or state law.

An employee may use vacation, personal leave, or paid sick leave (as applicable) that is otherwise available to the employee under the applicable terms of employment.

If the employee is a victim of a qualifying act of violence, the maximum total leave time may be 12 weeks. If the employee's family member is the victim of a qualifying act of violence, the employee may take 5 days off for purposes related to relocation, and may take 10 days off, unless the family member victim is deceased, in which case the employee may take up to 12 weeks of leave. Leave taken under this policy runs concurrently with any leave taken under FMLA and CFRA and does not provide the employee with a right to leave that exceeds that provided under FMLA.

MILITARY LEAVE

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

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

ADULT LITERACY LEAVE

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

ORGAN DONOR / BONE MARROW DONOR LEAVE

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

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

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

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

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

DRUG & ALCOHOL REHABILITATION LEAVE

PCA will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the School. Reasonable accommodation includes time off without pay and adjusting work hours. You may use allotted and unused sick leave. All reasonable measures to safeguard your privacy will be maintained.

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

VOLUNTEER CIVIL SERVICE LEAVE/TRAINING

In California, no employee shall receive discipline for taking time off to perform emergency duty/training as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If you are participating in this kind of emergency duty/training, please alert your supervisor so they may be aware of the fact that you may have to take unpaid time off for emergency duty/training. In the event that you need to take

time off for emergency duty/training, please alert your supervisor before doing so whenever possible. Time off for emergency training may not exceed 14 days per calendar year.

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

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

CIVIL AIR PATROL LEAVE

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

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

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

STAFF OUT OF COUNTRY, STATE, OR SERVICE AREA

Pacific Coast Academy is authorized to serve students in the counties of San Diego, Orange, Riverside, and Imperial. Pacific Coast Academy's primary service area is San Diego County.

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

Homeschool Teachers must live in Pacific Coast Academy's primary service area unless granted prior written permission from the Executive Director. Counselors, itinerant teachers, special education assessors, job coaches, and paraprofessionals must live in one of the School's authorized counties of service unless granted prior written permission from the Executive Director. Staff without HST rosters or counseling rosters or serving as an itinerant teacher, special education assessor, job coach, or paraprofessional may be allowed to live outside of the School's primary service area. If an employee lives and/or moves outside of the School's serviced counties travel to School events within the School's primary service area that are part of the employee's job description will be considered commute time and not reimbursed by the School unless otherwise approved in advance in writing by the Executive Director.

In order for Pacific Coast Academy to grant permission, the employee will be required to continue to attend all in person meetings. This includes but is not limited to student meetings, staff meetings, School events, required field trips, testing etc.

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

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

Employees are not allowed to perform any work for Pacific Coast Academy while the employee is located outside of the United States of America unless given prior written permission by the Executive Director, or in the case of the Executive Director, the Board of Directors. Any unapproved time taken outside of the United States of America will be taken as vacation leave or unpaid time off, but sick leave may not be used for time taken outside of the United States of America unless otherwise protected by law, such as, but not limited to FMLA.

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

SECTION 9 – BENEFITS

SCHOOL HOLIDAYS

The School observes the following holidays during the year:

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

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

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

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

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

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

- Paid time off at the Supervisor’s request/approval
- Due to closure of Schools because of inclement weather

- Qualified use of Paid Sick Leave with a doctor's note verifying need for absence
- Prior to or following Jury Duty or Bereavement Leave
- Due to a previously scheduled and approved paid time off
- Or as required by law

PAID TIME OFF (PTO)

Full-time 12 month classified employees and certificated directors, and administrators are entitled to paid time off (PTO) according to this policy. PTO days may be used for vacation, personal time, illness, or time off to care for family or dependents.

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

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

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

The following terms also apply to PTO:

- For both non-exempt and exempt employees, vacation time may be taken in minimum increments of .25 hours. If an exempt employee absents themselves from work for part or all of a workday, they will be required to use available PTO to make up for the absence.
- In the event a non-exempt employee has exhausted their PTO, any additional time off must be approved by their supervisor and will be taken without pay.

In the event an exempt employee requests to take an entire day off but does not have enough PTO to cover the entire time off, the time off must be approved by their supervisor and the entire day will be taken without pay. However, if the exempt employee works part of the day and has enough PTO to cover the remaining portion of the day, they will receive pay for the entire day.

- Any employee who misses three (3) consecutive days of work without notice to their supervisor

may be deemed to have abandoned their job and voluntarily resigned from employment.

- Any employee who converts from full-time to part-time status (less than 35 hours/week) will no longer be eligible for PTO. All accrued PTO will be paid out on the paycheck following the conversion.
- Upon separation of employment, eligible employees will be paid their accrued, but unused PTO based on their date of separation and their regular rate of pay. Employees are not entitled to pay in lieu of taking vacation except upon termination of employment.
- To the extent permitted by law, PTO accumulated prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

Full-time 10 and 11 month certificated employees are entitled to personal time off (PTO) according to this policy. PTO days may be used for vacation, personal time, illness, or time off to care for family or dependents.

PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible or otherwise as soon as practicable. Your supervisor uses their discretion to approve PTO without advance notice.

Unless used for illness related purposes, PTO may not be taken the last week of the school year, or on scheduled in-service and/or training days, **scheduled in-person responsibilities or teaching times**, testing administration day, or immediately before or after holidays without supervisor’s permission. **If there is a conflict with scheduled in-person responsibilities or teaching times at the time of the PTO request, it will be denied.**

PTO hours are accrued based on the chart below:

Workdays per Position	Start Date									
	7/1-8/31	9/1-9/30	10/1-10/31	11/1-11/30	12/1-12/31	1/1-2/28 or 29	3/1-3/31	4/1-4/30	5/1-5/31	6/1-6/30
191, 196, & 199	4	3	2	1	0	4	3	2	1	0
201, 206 & 212	8	6	4	2	0	8	6	4	2	0

PTO hours will not accumulate during any unpaid leave of absence.

The following terms also apply to PTO:

- PTO time may be taken in minimum increments of .25 hours.
- In the event an exempt employee requests to take an entire day off but does not have enough PTO to cover the entire time off, the time off must be approved by their supervisor and the entire day will be taken without pay. However, if the exempt employee works part of the day and has enough PTO to cover the remaining portion of the day, they will receive pay for the entire day.
- Any employee who misses three (3) consecutive days of work without notice to their supervisor may be deemed to have abandoned their job and voluntarily resigned from employment.
- Any employee who converts from full-time to part-time status (less than 35 hours/week) will no longer be eligible for PTO. All accrued PTO will be paid out on the paycheck following the conversion.
- PTO will be rolled over from one year to the next if there is a remaining balance at the end of the school year. Once a 191, 196, or 199 calendar day employee's PTO balance reaches one (1) day (i.e., 8 hours), the employee stops receiving any additional PTO until PTO is used and the employee's balance falls below the 1-day cap. Once a 201, 206, or 212 calendar day employee's PTO balance reaches two (2) days (i.e., 16 hours), the employee stops receiving any additional PTO until PTO is used and the employee's balance falls below the 2-day cap.
- To the extent permitted by law, PTO accumulated prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.
- Upon separation of employment, eligible employees will be paid their accrued, but unused PTO based on their date of separation and their regular rate of pay. Employees are not entitled to pay in lieu of taking vacation except upon termination of employment.

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

SICK LEAVE

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

Eligible Employees

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

Limits on Use

For certificated staff, PSL may be taken in minimum increments of 2 hours. For classified staff, PSL may be taken in minimum increments of 30 minutes. If an exempt employee absents themselves from work for part or all of a workday for a reason covered by this policy, they will be required to use PSL to make up for the absence.

Permitted Use

Eligible employees may use their allotted PSL as follows:

- To take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee, the employee's family member or a designated person.
- For an employee who is a victim, or whose family member is a victim, as defined by law, the purposes described in Government Code section 12945.8(a)(4) (j) ~~and for the purposes described in Government Code sections 12945.8 (a)(3) or (b); or for purposes articulated in Labor Code section 230.2.~~
- For an employee who receives a notice of jury duty (for an inquest jury or trial jury) or a subpoena or other court order for appearance in court or other judicial proceeding
- To aid or care for a guide dog, signal dog, or service dog, as those terms are defined by Civil Code section 54.1, of the employee, employee's family member, or the person designated by the employee as identified below.
- If the employee's place of business is closed by order of a public official due to a public health emergency, or the employee is providing care or assistance to a child, whose school or childcare provider is closed by order of a public official due to a public health emergency.
- For purposes related to donating the employee's bone marrow or an organ of the employee to another person or to care for or assist a person for purposes related to that person's donating bone marrow or an organ to another person.
- For family emergencies, employees may use up to 2 sick leave days (up to 16 hours) per school year.
- For covered reproductive loss events as defined in statute. If an employee experiences more than one reproductive loss event within a 12-month period, the employee may not take more than 20 days within a 12-month period. Leave taken for reproductive losses must be completed within three months of the event entitling the employee to that leave, unless the employee is on other leave provided under state or federal law. In that case, the employee shall complete the reproductive loss leave within three months of the end of the other leave. Reproductive loss leave may be nonconsecutive.

For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, a designated person, the child or parent of a spouse of the employee or those related to the employee by blood or affinity equivalent to a family relationship. "Child" means a biological child, a foster child, an adopted child, a stepchild, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a stepparent, or a legal guardian of the employee or the employee's spouse or registered domestic partner or a person who stood in loco parentis when the employee was a minor child. "Spouse" means a legal spouse as defined by California law. "Designated person" means a person identified by the employee at the time the employee requests paid sick days. The employee may only designate one person per 12-month period for sick days.

Employees may also use their PSL to receive medical care or other assistance to address qualifying acts of violence, including but not limited to domestic violence, stalking, or sexual assault, that are committed against themselves or a family member.

Accrual

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

All employees that have worked within California for 30 days are eligible employees that will be awarded PSL beginning on their first day of employment in accordance with the details below:

Workdays per Position	Start Date									
	7/1-8/31	9/1-9/30	10/1-10/31	11/1-11/30	12/1-12/31	1/1-2/28 or 29	3/1-3/31	4/1-4/30	5/1-5/31	6/1-6/30
191, 196, & PT Staff	24	18	12	6	3	24	18	12	6	3
199, 201, 206, & 212	32	24	16	8	4	32	24	16	8	4
228	40	30	20	10	5	40	30	20	10	5

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

All employees shall accrue 24 hours by the employee’s 120th day of employment and 40 hours by the employee’s 200th day of employment.

Carry Over and Caps on Accrual

The maximum amount of PSL that an employee may accrue is 80 hours for the school year. Carry over into the next year is subject to a cap of 18 days or 144 hours for full-time employees. An employee will be awarded the number of hours from the above chart at the start of each semester based on their time of service unless they have already met the cap of 144 hours. Once the maximum accrual is reached, employees stop accruing until the next semester frontload and the amount of accrued sick leave is below 144 hours. Accrued and unused sick leave carries over from year to year, subject to the 144 hour accrual cap. At no time may an employee accrue more than 144 hours. Part-time employees will be capped at 80 hours.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable. Subject to applicable law, in the event that five (5) or more consecutive work days of sick leave are used, the employee must provide a health care provider’s certificate for any absence due to illness or injury. The School also may require a health care provider’s certification that an employee has been released to return to work before the employee is permitted to return after an illness or injury.

Termination

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

No Discrimination or Retaliation

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

COBRA BENEFITS

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

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

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

SOCIAL SECURITY/MEDICARE

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

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

PENSION2 403(B) AND 457(B)

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

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

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

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

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

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

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

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

WORKER'S COMPENSATION INSURANCE

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

In the event of an occupational injury or illness (as defined under Workers' Compensation Law) an employee may be covered by workers' compensation insurance instead of group insurance.

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

RETURN-TO-WORK POLICY

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

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

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

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

Procedures

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

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

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

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

It is the responsibility of the employee and the employee's supervisor to notify HR immediately of any work-related injuries, if the employee misses time from transitional work or of any changes to transitional work assignments.

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

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

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

UNPAID LEAVE

When an exempt salaried employee does not have any available PTO or PSL and there is a need for time

off, they must take the whole day unpaid. Exempt salaried staff members cannot take partial days off as unpaid leave.

At the discretion of the Executive Director, an employee may request up to thirty (30) days of unpaid personal leave. Leaves of this type are typically granted for those who would not qualify for the Family Medical Leave Act or California Family Rights Act. Typically, unpaid personal leave may be granted for a serious health condition that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider of your spouse, child, parent, or registered domestic partner and requires your care or assistance as certified in writing by the family member's health care provider.

Personal leaves, if granted, are without pay and will be considered on the basis of the employee's length of service, performance, responsibility level, and the impact of the leave on our School. Employees will be required to use sick and/or PTO hours, if available. An extension beyond thirty (30) days may be considered on a case-by-case basis but shall not exceed ninety (90) days (90 total days in a twelve-month period).

Ordinarily, you must request a planned unpaid personal leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as possible. You should use the School's request form, which is available upon request from Human Resources.

Benefit accrual, such as PSL, PTO, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. Human Resources will contact employees taking personal leave regarding health and supplemental benefit continuation.

SECTION 10 – EMPLOYEE COMMUNICATIONS POLICY

COMMUNICATIONS POLICY

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

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

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

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

School staff:

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

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

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

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

The Communication Systems are the property of PCA and have been provided for use in conducting PCA business. All communications and information transmitted by, received from, created, or stored in PCA’s Communication Systems are records and property of PCA. The Communication Systems are to be used for School purposes only. Employees may, however, use PCA technology resources for the following

incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with PCA business, and does not violate any PCA policies:

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

No Expectation of Privacy

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

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

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

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

Professional Use of Communication Systems Required

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

Offensive and Inappropriate Material

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

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

Licenses and Fees

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

Games and Entertainment Software

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

Confidential Information

Employees may not transmit information over the internet or through email that is confidential or proprietary. Employees are referred to PCA's "Confidential Information" policy, contained herein, for a general description of what PCA deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

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

Any PCA approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of PCA, employees posting information must include a disclaimer in that information

stating, “Views expressed by the author do not necessarily represent those of PCA.”

Maintenance and Security of the System

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

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

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

Violations of this Policy

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

Amendment and Modification of this Policy

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

SOCIAL MEDIA AND VIDEO CONFERENCING POLICIES

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

of, such sites.

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

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

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the School.
- Do not post confidential information (as defined in this Handbook) about the School, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the School's background check procedures.
- Be knowledgeable about and comply with the School's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the School.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the School, fellow employees, students, parents, vendors, customers,

suppliers, people working on behalf of the School, or competitors.

- Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that you are not speaking on behalf of the School and that your views do not represent those of the School, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the School.”
- Never be false or misleading with respect to your professional credentials.
- Do not take any photos, videos, or other media in the workplace or on the School’s premises or at School functions without permission of the School. It is your responsibility to ensure that your posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.
- Supervisors who “friend” subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to. Failure to do so may result in disciplinary action, up to and including termination.

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

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

Personal or Professional Blogs

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

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

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

In the event you have any questions about whether a particular social media activity may involve or implicate the School, or may violate this policy, please contact Human Resources. Social media is in a state of constant evolution, and the School recognizes that there will likely be events or issues that are not

addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

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

EQUIPMENT POLICY

PCA attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the School. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, laptops, and any other equipment that may be assigned to them if the loss is due to willful misconduct or gross negligence.

Staff Equipment

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

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

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

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

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

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

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

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

CELL PHONE POLICY

Generally personal cell phone use is not permitted while you are working. Cell phones should be turned off and stored with your other personal belongings while you are working.

Notwithstanding the foregoing, employees may, in the event of an “emergency condition,” access their mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety. For purposes of this policy, an “emergency condition” is defined as:

- Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or
- An order to evacuate a workplace, a worksite a worker’s home, or the school of a worker’s child due to natural disaster or a criminal act.

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

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

Telephone Calls and Texting

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

NO SOLICITATION/DISTRIBUTION POLICY

PCA’s Communication Systems may not be used to solicit for political causes, commercial enterprises,

outside organizations, or other non-job-related solicitations. Approval from the Executive Director is required before anyone can post any information on commercial on-line systems or the internet.

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

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

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

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

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

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

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

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

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

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

Definitions

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

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

Work areas: all areas controlled by the School where employees are performing work, except, employee

break areas, and parking lots (non-work areas).

Employee Responsibility

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

ANTI-NEPOTISM POLICY

Policy Statement

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

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

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

Definitions

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

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

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

Procedures

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

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

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

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

Responsibilities

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

The Executive Director or designee shall investigate reports of Nepotism and take appropriate action. Employees are required to disclose changes in their personal situations to the Executive Director or designee which may be covered by this policy. Supervisors may inquire about the family relationship

between employees to determine the appropriateness of the working relationship under this policy. The Board shall make the final determination concerning potential conflicts with this policy involving the Executive Director.

BUILDING SECURITY/SCHOOL KEYS

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

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

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

INTERNAL INVESTIGATIONS & SEARCHES

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

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

VIOLENCE IN THE WORKPLACE

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

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

capacity of a representative of PCA

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

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

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

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the incident to their direct supervisor, school leadership, and Human Resources.

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

In certain circumstances, the School may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence. To obtain a copy of the School's Workplace Violence Prevention Plan, please contact Human Resources – HRHelp@pacificcoastacademy.org.

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

To maintain a professional, welcoming, and distraction-free environment for students, families, and colleagues, all staff are expected to adhere to the following dress code guidelines. These standards are in place to reflect the School's commitment to service excellence, inclusivity, and professionalism.

SCHOOL DRESS CODE

General Appearance

Staff should present a clean, neat, and professional appearance at all times. Clothing should be appropriate for a public service setting and must not interfere with the performance of duties or the comfort of others.

Acceptable Attire

- School issued shirts and hats
- Business casual or professional attire (e.g., polo shirts, blouses, slacks, khakis, dresses, skirts).
 - Library Staff must wear school-issued shirts when interfacing with families. School-issued hats are acceptable for outdoor events but optional.
 - If you are in a position where you are moving items outdoors, knee-length shorts are acceptable.
- Comfortable footwear suitable for extended standing or walking. *If you are in a position where you are moving items or furniture, please wear closed-toe shoes.
- Name badges must be worn when interfacing with families

Unacceptable Attire or Accessories

- Clothing with offensive or inappropriate graphics or language
- Excessively casual items such as pajama pants, shorts, yoga pants, crop tops, tank tops, or ripped jeans
- Jeans or slacks with embellishments, such as patterned fabric, sequins, or embroidered designs
- Short skirts more than 3 inches above the knee
- Visible undergarments or clothing that is excessively revealing

Tattoos

Visible tattoos are permitted provided they are not offensive, obscene, or discriminatory in nature. Tattoos that may be perceived as inappropriate in a professional or customer-facing environment must be covered during work hours.

Teeth and Oral Accessories

To maintain a professional appearance and minimize distractions:

- Visible dental jewelry (e.g., tooth gems, grills, or other ornamental tooth accessories) is not permitted while on duty.
- Staff may wear clear or medically necessary dental devices, provided they do not detract from a professional appearance.

Hair

Hair should be clean and neatly groomed. Hairstyles should not be distracting in the workplace and should reflect a professional appearance.

STAFF-STUDENT INTERACTIONS

Boundaries Defined

For the purposes of this policy the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust. Boundary violations may lead to discipline up to and including termination.

Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member’s perspective, but some of these activities can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, inappropriate sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Staff members must understand their own responsibilities for ensuring they do not cross the boundaries as written in this policy. If a student specifically requests that they not be touched, then that request must be honored. Violations could subject the teacher or staff member to discipline up to and including termination. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

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

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the Executive Director. It is recommended that any such gifts be filtered through your Senior Director along with the rationale therefore.
- Staff are not permitted to contact students through any of the following methods unless the

communication is school-related, uses approved platforms, and includes a parent/guardian or another staff member:

- Personal emails or text messages
- Comments on students' social media accounts
- Phone calls
- Notes or letters
 - Any communication through private or unapproved platforms
- Private social media accounts may not be used to communicate with students under any circumstances.
- Any communication with students that could be perceived as “flirting”
- Kissing of ANY kind
- Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one’s lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- “Dating” or “going out with” a student
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from School
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
- Becoming involved with a student so that a reasonable person may suspect inappropriate

behavior

- Giving students a ride to/from School or School activities without parental permission
- Being alone in a room with a student at School with the door closed
- Going into PCA students' homes during work hours unless there is a special work-related circumstance and express permission has been granted by executive leadership
- Bringing your own children into PCA students' homes
- Bringing your own children to LP Meetings
- Bringing your own children to Professional Development Meetings
- Having your children visible or audible when conducting any work-related duty
- Allowing students in your home during work hours
- Remarks about the physical attributes or physiological development of anyone
- Excessive attention toward a particular student

Acceptable and Recommended Behaviors

- Obtaining parent's written consent for any School activity (exclusive of tutorials)
- Obtaining formal approval (site and parental) to take students off School property for activities such as field trips or competitions
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to School activities or classes (communication should be initiated via School-based technology and equipment)
- Keeping the door open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries
- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior-staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgment could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular School hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path;

2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardiopulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend oneself, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Reporting

When any staff member becomes aware of another staff member, volunteer, guest or vendor having crossed the boundaries specified in this policy, or has a reasonable suspicion of misconduct, they must report the suspicion to their immediate supervisor or the Executive Director promptly. Reasonable suspicion means it is based on facts which would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the School as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

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

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e., our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the Executive Director. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Executive Director.

STANDARDS OF CONDUCT AND CIVILITY

At PCA, we are committed to upholding the highest standards of personal integrity and conduct. These standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines

us and how we are perceived by others. As School employees, we also serve as role models to our students.

PCA employees are accountable for integrity in conduct and for the consequences of their actions or inactions. The highest of ethical standards are expected in all matters internal, as well as with students, parents, and the community at large. All employees and any individuals acting on behalf of PCA are required to conduct themselves in compliance with the essence of this Standards of Conduct and Civility policy. Any concerns must be promptly reported to a supervisor or the Human Resources. Failure to comply with this policy may result in disciplinary action, up to and including termination.

Children must have adult supervision at all times. Separate, specific supervision of staff members' children must be secured (at employee's expense) while staff members are performing work duties.

CIVILITY

- Everyone treats each other with civility, dignity, respect and professionalism at all times
- Employees exercise emotional self-control and sensitivity to feelings of others not with blame or recrimination
- Employee behavior supports an environment where everyone feels safe, secure and respected.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School.

- Falsification of employment records, employment information, or other School records
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's
- Damage, defacing, unauthorized removal, destruction, theft, deliberate or careless damage or loss of any School property or the property of any employee or third-party
- Provoking a fight or fighting during working hours or on School property
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School
- Any conduct that has gained sufficient notoriety so as to impair the employee's School-related relationships
- Any willful conduct that endangers the safety, health or wellbeing of another individual
- Any act of sufficient magnitude to cause disruption of work or gross discredit to the School
- Unprofessional conduct
- Immoral or indecent conduct
- Intimidating or interfering with other employees

- Unfitness for service
- Violation of the Substance and Alcohol policy
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
- Inefficiency including deliberate restriction of output, carelessness or unnecessary waste of time and materials, neglect of job, duties or responsibilities
- Unreported absence on scheduled workdays unless otherwise excused
- Excessive tardiness or absenteeism unless otherwise excused
- Unauthorized use of School equipment, time, materials, facilities, or the School name
- Sleeping or malingering on the job
- Gambling on School premises
- Conducting personal business during business hours and/or unauthorized use of School equipment for personal reasons
- Failure to observe working schedules, including the required rest and meal periods
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas (“Working time” does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances
- Failure of an employee to obtain permission to leave work for any reason during normal working hours
- Abuse of sick leave
- Violation of the Communications Policy
- Violation of the Standards of Conduct and Civility Policy
- Violation of the Conference and Off-Site Event Conduct Policy
- Failure to provide a physician’s certificate when requested or required to do so
- Violating the School’s Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours
- Violation of any safety, health, security, or School rule
- Negligence or other conduct leading to the endangerment or harm of a child or children
- Working overtime without authorization or refusing to work assigned overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a

complaint known to be false.

- Failure to possess or maintain the credential or certificate or license required of the position.
- Failure to disclose a pending action against the employee's credential by the California Commission on Teacher Credentialing

CONFERENCE AND OFF-SITE EVENT CONDUCT

While conferences and off-site events may include social components outside of standard working hours, employees are expected to conduct themselves in a manner consistent with the School's professional standards at all times during such events.

Code of Conduct Applies at All Times

Employees are reminded that the School's Code of Conduct, Harassment Policy, and Alcohol & Substance Use Policy apply during all work-related travel, conferences, off-site events, and after-hours gatherings associated with such events, regardless of whether the event is "on the clock."

Alcohol Consumption

Moderate alcohol consumption may be permitted at certain School-sponsored events; however, it is only allowed after business hours and once all work sessions have concluded. Employees who choose to consume alcohol do so of their own accord. The School does not encourage alcohol consumption, nor will any School funds be used to purchase alcohol. Employees are expected to drink responsibly and maintain appropriate behavior at all times. Excessive drinking, public intoxication, or any conduct that reflects poorly on the School or causes discomfort to others is strictly prohibited.

Personal Relationships

While the School respects employees' personal lives, romantic or sexual relationships between coworkers during School events—including after hours—can lead to complications, perceptions of favoritism, or harassment claims. All employees are expected to avoid inappropriate behavior, maintain professionalism, and comply with the School's policies on sexual harassment, conflict of interest, and disclosing workplace romantic relationships.

Harassment-Free Environment

All employees must maintain a harassment-free and inclusive environment. Unwelcome advances, suggestive behavior, or any conduct of a sexual nature that could make others uncomfortable may result in disciplinary action, up to and including termination.

Accountability

Employees who fail to meet these expectations may be subject to disciplinary action, including but not limited to warnings, removal from future travel privileges, or termination. Managers are expected to model appropriate behavior and take steps to address any issues that arise.

Reporting Concerns

Employees are encouraged to report any inappropriate conduct that occurs during conferences or off-site events, even if it happens outside of typical working hours. Reports will be taken seriously and handled promptly and confidentially.

CONFIDENTIAL INFORMATION

It is important to the School to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, student information, all student lists, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law.

The School prohibits audio or video recordings in the workplace, during working hours, without authorization of the School due to privacy and confidentiality concerns and protections.

The School devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of the School you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by the School. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the School, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to the School during extended leaves of absence or upon termination.

During your employment with the School, you will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during your former employment. You must not disclose to the School any confidential or proprietary information or material belonging to former employers or others.

Upon an extended leave of absence, request from the School or termination of employment, employees are required to immediately return to the School all property of the School in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the School. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act.

Violations of this policy may result in disciplinary action, up to and including termination.

If you receive a request by a parent/guardian to provide a narrative about a student's participation in the School's program for purposes of a child custody dispute, inform the parent/guardian that it is not the policy of the School to provide such information without a subpoena. If the parent/guardian requests copies of a student's educational records, please refer them to the records department, which may be

reached at (619) 215-0704 x430 or records@pacificcoastacademy.org. If you receive a subpoena to provide testimony or records about a particular student, please contact your administrator.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social, and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest. For example, romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment, and morale problems.

Any employee involved in such situations or relationships must immediately and fully disclose the nature of the situation or relationship to the Executive Director so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

Employees shall not be financially interested in any contract made by them in their official capacity.

PCA expects employees to devote their best efforts to the interests of our School. PCA recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at PCA or create a conflict of interest with your statutory duty of loyalty to the School. The School prohibits employees from working with another School or external organization that competes with PCA whether as a regular employee or as a consultant.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Executive Director to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including, immediate termination.

This policy is in addition to PCA's Revised Nonprofit Conflict of Interest Policy and Conflict of Interest Code.

Outside Employment

If you are a full-time employee we expect that you devote your full professional effort to your position at PCA. If you wish to participate in outside work activities you are required to obtain written approval from the Executive Director prior to starting those activities. Approval will be granted unless the activity conflicts with PCA's interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at PCA.
- Involve organizations that are doing or seek to do business with PCA including actual or potential vendors.
- Violate provisions of law or PCA policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to PCA must be given priority. Full-time employees are hired and continue employment

with the understanding that PCA is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the School is strictly prohibited.

POLICY REGARDING INCONSISTENT, INCOMPATIBLE OR CONFLICTING EMPLOYMENT, ACTIVITY OR ENTERPRISE BY SCHOOL PERSONNEL

Policy Statement

It is the policy of PCA that its officers and employees may not engage in any outside activity, employment, or enterprise for compensation which is inconsistent, incompatible with, or in conflict with, their duties as an officer or employee of PCA. During working hours or on School premises, officers or employees shall not engage in political or religious activities, or recruit or solicit students or members of the public for political or religious activities.

An officer's or employee's outside activity, employment, or enterprise for compensation shall be determined to be inconsistent, incompatible with, or in conflict with, their duties as an officer or employee of PCA if any of the following apply:

- It involves the use of PCA time, facilities, equipment, supplies, or the officer's or employee's position or influence with PCA, for private gain or advantage.
- It involves receipt or acceptance by the officer or employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with PCA.
- It involves the performance of an act as part of the outside activity that involves services performed for PCA.
- It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raise any ethical or conflict of interest concerns, or create any conditions that impact the officer's or employee's job performance.

Officers and employees may not use PCA's name, logo, supplies, equipment or other property in connection with any outside activities.

Procedure

In the event that an officer or employee believes that an outside activity for compensation may be inconsistent, incompatible with, or in conflict with, their duties as an officer or employee of PCA, the officer or employee shall obtain a written determination of the Executive Director or designee that the outside activity is not in violation of this policy before engaging in such activity.

EXPENSE REIMBURSEMENT POLICY

PCA will reimburse employees for certain reasonably necessary business expenses incurred in the furtherance of PCA business. In order to be eligible for reimbursement, employees must follow the protocol set forth in the School's relevant fiscal and accounting policies and procedures. In general, the

immediate supervisor must have previously approved all expenses, prior to the employee spending money. All receipts pertaining to the reimbursement must be original and detailed, and should be submitted to the appropriate supervisor for review and approval, prior to submission for final approval and payment.

POLICY CONFIRMING RESTRICTION ON THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO STUDENTS, PARENTS OR GUARDIANS

Policy Statement

It is the policy of PCA that PCA shall not provide any funds or thing of value to any student or their parent or guardian that a school district could not legally provide to a similarly situated student, or their parent or guardian. PCA does not and shall not provide, for example, “sign up bonuses” to parents or guardians or other incentives unrelated to education.

Additionally, a student, parent or guardian shall not use their status as a student, parent or guardian with PCA in order to obtain funds or things of value from PCA. For example, this policy prohibits an individual from utilizing their status as a parent or guardian to obtain a vendor contract with PCA for compensation. It also prohibits an individual from utilizing their status as a parent or guardian to refer or encourage any students enrolled in PCA, or their parents or guardians, to select that individual or their company or their another provider of services, in connection with the student’s education at PCA, resulting in the individual’s receipt of funds or thing of value from PCA.

Procedures

The prior approval of the Executive Director or designee must be obtained for any of the following in order to ensure that it does not conflict with this policy:

- Any funds or thing of value provided to a student, parent or guardian which has not previously been approved. This applies in any situation in which a student, parent or guardian would any funds or thing of value, whether in their capacity as a student, parent, guardian, vendor, service provider or other circumstance.
- Any proposed incentive to be offered to students or parents.

In requesting approval, the educational purpose of any such funds, thing of value or incentive must be provided to the Executive Director or designee.

SECTION 12 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of PCA to promote a safe, healthy and productive work environment for all employees. The School recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations, or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana, and marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The School complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol during working hours, including meal and break periods, or in the presence of pupils
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the School's premises
- Refusing to submit to an inspection or testing when requested by administration
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School's premises and/or attending a School function or event
- Conviction under any criminal drug statute for a violation occurring in the workplace, including failure to notify the School in writing of employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction; or
- Failure to keep all prescribed medicine in its original container

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed or recreational marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Human Resources. Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students. Employees taking physician-prescribed medication which will not impair their job performance may be required to present a

statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform their specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in their possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

This policy will not be construed to prohibit the use of alcohol at social or business functions. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Substance and Alcohol Policy may result in disciplinary action, up to and including termination, at the School's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Substance and Alcohol Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the School may report such illegal drug activities to an appropriate law enforcement agency.

The School may require a test by Intoxilyzer, blood test, urinalysis, medical examination of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The School shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

TOBACCO-FREE SCHOOL

The School prohibits the smoking and use of tobacco and nicotine products anytime, anywhere in school owned or lease building(s), on school property and in school owned or leased vehicles. These prohibitions apply to all employees, students, and visitors at any school-sponsored program, activity, or athletic event held on or off school property.

- The definition of tobacco and nicotine products include smokeless tobacco, snuff, chew, clove cigarette, and electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions.
- Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic device that creates aerosol or vapor or of an oral smoking device for the purpose of circumventing the prohibition of smoking.
- Tobacco products include:
 - Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco or snuff;
 - An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah; and,
 - Any component, part, or accessory of a tobacco product, whether sold or not sold separately.

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground at School sponsored events, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person attempting to enforce this policy is prohibited.

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. All staff is expected to question any unknown person seen in the workplace who does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of your Executive Director, other employees or call 911. Report any suspicious persons or activities to your Executive Director. Never attempt to force an individual to leave the workplace if they are uncooperative. Immediately contact your supervisor or School administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work

area. Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on School property without the prior written approval of the Executive Director and the written consent of the individual being recorded. Please report any problems with our security systems to your Executive Director.

VIDEO SURVEILLANCE FOR DANIELSON STREET OFFICE

Pacific Coast Academy (“Charter School”) is committed to maintaining a safe and healthy learning environment for all members of the School community. In furtherance of this goal, Charter School has installed security cameras in the hallways, entry ways, inventory rooms, and other locations throughout the administrative office at 13915 Danielson Street, Suites 100, 101, 102 and 200, Poway, California 92064 (“Office”) for the safety of visitors and to secure Charter School property.

These systems have visual recording capabilities and the recordings may be retained in Charter School’s sole discretion. There are no cameras in restrooms and other similar sensitive locations (“Sensitive Locations”).

While in or around the Office, Charter School employees are subject to video surveillance and recording and do not have an expectation of privacy other than while in Sensitive Locations.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on PCA property. Be cautious: keep School property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized School business will be reimbursed for mileage at the rate established by the Internal Revenue Services and in accordance with the School’s Reimbursement policies. Employee must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

PCA cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on PCA’s premises, including the parking area, or away from School property while on School business PCA employees are prohibited from using personal property for work-related purposes unless approved in advance by the Executive Director.

SAFETY POLICY

PCA is firmly committed to maintaining a safe and healthy working environment. All employees of the

School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or Executive Director immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process, or business practice for which the School is responsible, bring it to the attention of your supervisor or Executive Director immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Executive Director regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and Human Resources.

PCA has in place a written Injury and Illness Prevention Program as required by law. Please contact Human Resources for further information.

ERGONOMICS

PCA has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the School will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to your Executive Director.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact your Executive Director.

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

PCA will consider an employee to have voluntarily terminated their employment if the employee does any of the following: (1) elects to resign from PCA; (2) fails to return from an approved leave of absence on the date specified without notifying the School for the need for continued leave including failure to communicate with the School; or (3) fails to report for work without notice to PCA for three consecutive work days. PCA requests that employees provide at least two weeks written notice of a voluntary termination. All PCA property must be returned immediately upon terminating employment. PCA retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of PCA's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, PCA reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

RETURN OF SCHOOL MATERIALS & RESTITUTION POLICY

Staff employed at Pacific Coast Academy may receive access to certain School property during the course of their employment, including staff devices, educational materials, and textbooks, and they are responsible for ensuring that all materials are returned (with reasonable wear and tear).

Pacific Coast Academy may seek restitution when a staff, among other things, willfully cuts, defaces, or otherwise damages or loses any company property caused by a dishonest or willful act, or by the employee's gross negligence. This includes but is not limited to installing unauthorized software applications, modifying, adding, or deleting software, or any alteration to the configuration of any and all IT computing devices - such as laptops and other devices.

EXIT INTERVIEWS

All employees who leave employment at PCA may be asked to take part in an exit interview with their supervisor or Human Resources to communicate their challenges and growth while employed at PCA. Information shared during an exit interview will be treated as confidential to the extent possible. Employees are expected to fully cooperate during the transition of their duties. This includes responding to reasonable questions related to work product, ongoing projects, or work-related tasks, and providing any necessary information to ensure continuity of operations and minimize disruption to workflow. This obligation applies through the employee's final working day.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to Human Resources. Only Human Resources is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, PCA will disclose only the dates of employment and the title of the last position held. PCA will verify or disclose an employee's salary history only if the employee provides written authorization for PCA to provide the information. However, PCA will provide information about current or former employees as required by law or court order. PCA will not provide any letters of reference for current or former employees. Please refer all questions about this policy to Human Resources.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of Pacific Coast Academy's ("PCA") Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I also acknowledge that I have received a copy of PCA's Harassment, Discrimination and Retaliation Prevention Policy which is in the Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with this policy and all the provisions of the Employee Handbook. I understand that PCA is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature below certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

I understand that the Employee Handbook contains important information regarding PCA's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of PCA's policies.

In particular, I have read and understand PCA's Anti-Nepotism Policy, Policy Regarding Inconsistent, Incompatible or Conflicting Employment, Activity or Enterprise by School Personnel, Policy Confirming Restrictions on the Provision of Funds or Other Things of Value to Students, Parents or Guardians, and restrictions and procedures to avoid Conflicts of Interest.

Just as I am free to terminate the employment relationship with PCA at any time, PCA, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and PCA for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Executive Director of PCA, with the approval of the Board of Directors, has the authority to alter my employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. This is the entire agreement between PCA and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with PCA, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

PCA reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice. Other than PCA Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print): _____

Employee Signature: _____

Date: _____

Coversheet

2025-2026 Compensation Policy and Stipend Chart

Section: IV. Consent Agenda
Item: E. 2025-2026 Compensation Policy and Stipend Chart
Purpose:
Submitted by:
Related Material: PCA 2025-26 Stipend Chart_Rev 9.27.25_RED 01.12.26.pdf

**Pacific Coast Academy – 2025-26
Stipend Chart**

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Advanced Placement (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
Advanced Placement (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
Art in Motion Instructor	\$7,000	Paid to a designated HST who applied and received the position to facilitate monthly in-person Art in Motion lessons in a designated area.	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.	35
Art in Motion Lead	\$16,200	Paid to a credentialed HST who applied and received the position.	Eligibility starts at the beginning of the school year or once the position begins.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	35
Art in Motion Teacher	\$750/lesson	Paid to teachers who facilitate an in-person art lesson as part of the Art in Motion program.	Eligibility starts at the beginning of the school year.	Paid as a lump sum at the end of each semester.	N/A

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
BizTown Teacher	\$6,300	Paid to a designated HST who applied and received the position to facilitate online instruction and in-person field trip for the BizTown Class.	Eligibility starts at the beginning of the school year or once the teaching begins.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	35
California Healthy Youth Act (CHYA)	\$2,500	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.	35
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
Community Day Lead	\$8,100	Paid to a credentialed teacher who applied and received the position to be the lead for their 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.	Designated Amount: HST: 35 HST-SE: 30 Coordinator: 16 SPED: N/A
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 - Summer School	\$6,000	Paid to Counselor who supports concurrent enrollment process during the summer as well as summer school	Eligibility starts at the beginning of the June.	Paid bimonthly over 2 months; June - July. Will be prorated based on period of service during the school year.	N/A

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
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 the school year.	Paid in 2 installments in December and May. The total stipend amount includes any necessary revision work assigned by supervisor and/or the UC Course Management Portal and will only be paid to current employees.	N/A
DevOps Team Lead	\$650 per month (\$7,800 for 12 months)	Paid to current DevOps staff who applied and received the DevOps Team Lead position.	Eligibility begins upon receiving the position.	Paid bimonthly over 12 months; July – June. Will be prorated based on period of service during the school year.	N/A
Elevate Teacher Lead	\$10,800	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.	Designated Amount: HST: 35 HST-SE: 30 Coordinator: 16 SPED: N/A
Enrichment Team Lead	\$650 per month (\$7,800 for 12 months)	This position is open to current PCA Enrichment Specialists.	Eligibility begins immediately.	Paid \$325 bimonthly over 12 months; July - June.	N/A
Esports Coach	\$5,400	Paid to a certificated teacher who facilitates online practice sessions and in-person tournaments.	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.	Full time roster (can be HST or SPED)

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
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 35 HST-SE: 30 Team Principal & Team Principal-SE: 5 Coordinator: 16 Online Teacher: 30
Extra Student - Secondary Education	\$50/month/ high school student over required roster limit	If the Executive Director assigns additional high school students to the employee's roster over the designated amount, the employee will be compensated for those students.	Eligibility starts once the employee is full-time, and students are assigned at the Executive Director's discretion. 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-SE: 19/30 Program Coordinator-SE: 9/16 Team Principal- SE: 5/5
Extra Students - Highly Qualified Teacher	\$200/month	Provided to single subject credentialed teachers who teach additional students beyond a full load in ChoicePlus Academy or Edgenuity programs.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months of the student calendar	220-239 students: \$200/month 240-259 students: \$400/month 260-279 students: \$600/month 280-299 students: \$800/month
Induction Coach/Intern Mentor Teacher	\$2,500 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
Leadership Lab & Student Council Teacher	\$7,200	Paid to a designated employee who applied and received the position to facilitate online instruction and in-person components to Student Council.	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.	Normal

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
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	\$3,000 per year	Certificated employees who carry a roster and must travel to student monthly meetings.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	N/A
Mileage Senior Directors and Team Principals	\$5,000 per year	Senior Directors and Team Principals who must travel to monthly meetings, conferences, and events.	Eligibility aligns with the employees' pay schedule.	Senior Director: paid 12 months; July - June. Team Principal: paid bimonthly over 10 months; August - May. Both will be prorated based on period of service during the school year.	N/A
New Position Planning	\$600 per week	Paid to certificated teachers in coordinator positions who will help develop and plan their respective program(s) for the start of the school year.	Eligibility starts at the beginning of May.	Paid in a lump sum at the end of June	N/A
Online Teacher-English Language Development Half-Time	\$7,000	Paid to a credentialed teacher who applied and received the position to teach ELD classes, 3 hours weekly.	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	Designated Amount: 35, including 7 EL students
Online Teacher - Sub	\$35/hour with a total of 2 hours expected	Paid to a designated certificated staff member.	Eligibility starts upon covering an online class as a substitute.	Paid the following paycheck after work and hours are submitted.	N/A

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Online Teacher-Spark Co-Teacher	\$5,400	Paid to a designated HST who applied and received the position to help 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.	35
Overnight Chaperone	\$500 per night	Paid to a PCA staff member who applied and received the position.	Eligibility starts on the first night of acting as an overnight chaperone.	Paid as a lump sum after completion of the work.	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	\$50 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.

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Phone/ Internet/ Utilities	\$1,500	Provided to all employees for work expenses, including phone, internet, and utilities costs.	For all current employees. Eligibility starts at the beginning of the school year paid bimonthly July - June.	\$62.50 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
Robotics Competition Teacher (Tournament)	\$1,000/tournament	Paid to a designated HST who applied and received the position to attend tournaments with the Robotics Team.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid as a lump sum after completion of the work.	N/A
Robotics Teacher (Competition Team)	\$14,000	Paid to a designated HST who applied and received the position to provide Robotics instruction for 2 robotics classes.	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.	35
Robotics Teacher at Worlds (Competition Team)	\$500/night	Paid to a designated HST who applied and received the position to attend Worlds with the Robotics Team.	Paid to a designated HST who applied and received the position to attend Worlds with the Robotics team.	Paid as a lump sum after completion of the work.	N/A
Special Programs Lead	\$12,600	Paid to a credentialed teacher who applied and received a Special Programs Lead 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.	Designated Amount: HST: 35 HST-SE: 30 Coordinator: 16 SPED: N/A
SPED Assessment Team Overage	\$200 per additional assessment	Paid to Education specialists completing more than 15 assessments per month	Stipend is earned the pay period after the additional assessment is assigned.	Paid as lump sum after completion of the work.	15

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
SPED Extended School Year (ESY)	\$5,000	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
SPED Extended School Year (ESY) Teacher Lead	\$6,000	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 Extra Hours Work	\$300 for each period of assigned make-up work.	School staff will work with students in Special Education when necessary (e.g. 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 In-Person Services Teacher	Up to .25 in-person (10 hours per week) = \$1,500 Up to .5 in-person (20 hours per week) = \$3,000 Up to .75 in-person (30 hours per week) = \$4,500 Up to 1.0 - in-person (40 hours per week) = \$6,000	Assigned position for Education Specialists. Must provide services to identified student(s) in-person.	Stipend to begin first full pay period following board approval.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	N/A
SPED Occupational Therapist Extended School Year (ESY)	\$5,000	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
SPED Occupational Therapist Lead	\$4,000	Paid to a credentialed Occupational Therapist who supports the other Occupational Therapists in the field of special education assessment and/or service delivery.	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

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
SPED School Psychologist Lead	\$4,000	Paid to a credentialed School Psychologist who supports the other School Psychologists in the field of special education assessment and/or service delivery.	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
SPED SCSA Extra Duties	Staff's hourly rate as currently placed on the salary schedule.	Provided to SPED Teacher and Program Specialist who serve SCSA students.	Eligibility starts at the beginning of the school year or once the student enrolls and SPED services are needed.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	N/A
SPED Teacher Extra Student	Mild/Moderate \$250/month per extra student. Extensive Support Needs (ESN) \$600/month per extra student	If the Associate Executive Director-Student Support assigns additional students to their full-time caseload, the employee will be compensated for those students.	Eligibility starts the first pay period after the caseload surpasses the caseload limit.	Paid bimonthly over 10 months; August - May.	Designated Amount: Mild/Mod: 23 ESN: 10 MM Decoding: 20 M/M Lead: 13 ESN Lead: 7
SPED Teacher Lead	\$4,000	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.	Designated Amount: Mild/Mod: 13 ESN: 7
Speech Pathologist Extended School Year (ESY)	\$5,000	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	\$4,000	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 school year.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on the period of service during the school year.	N/A

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Success Squad Teacher	\$9,000	Paid to a designated HST who applied and received the position to facilitate online instruction for the Success Squads 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.	N/A
Summer School Content - Highly Qualified Teacher	\$2,500 - \$4,000 for 50-100 students	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.	0-49: \$2,500 50-100: \$4,000
Summer School - HST	\$2,500 - \$5,500	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.	0-29: \$2,500 30-59: \$4,000 60-89: \$5,500
Summer Teacher Work	\$360 per day	Paid to certificated teachers in leadership positions who will help develop and plan their respective program(s) for the start of the school year.	Eligibility during the months of June, July, and August.	Paid bimonthly once work is completed.	N/A
Testing & Data Team Lead	\$9,000	Paid to a credentialed teacher who applied and received the position to be the lead for their 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.	Designated Amount: HST: 35 HST-SE: 30 Coordinator: 16 SPED: N/A
Training/ Planning	\$325 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

Coversheet

Comprehensive School Safety Plan

Section: IV. Consent Agenda
Item: F. Comprehensive School Safety Plan
Purpose:
Submitted by:
Related Material: PCA Comp Safety Plan_No Apx_Rev 9.15.25_RED 1.16.26.pdf



Pacific Coast Academy

Comprehensive School Safety Plan

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COMPREHENSIVE SCHOOL SAFETY PLAN

INTRODUCTION

Pacific Coast Academy is committed to ensuring that all enrolled students and all employees are safe and secure. Pacific Coast Academy believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school. Pacific Coast Academy intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans as a collaborative process. The plan will be reviewed and updated on an annual basis and proposed changes will be submitted to the Board for approval no later than March 1 of each year.

The California Education Code section 47605(c)(5)(F)(ii) requires California charter schools to develop a school safety plan, which shall include the topics listed in Education Code section 32282(a)(2)(A) to (J).

Plans for Charter Schools must “identify appropriate strategies and programs that provide and maintain a high level of school safety and address the school’s procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

- Child Abuse Reporting Procedures - Penal Code 11164. *et seq.*
- Disaster Procedures, routine and emergency plans, and crisis response plan, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act:
 - Earthquake emergency procedure system that includes: A school building disaster plan (Fire; relocation/evacuation; bomb threat; bioterrorism/hazardous materials; earthquake; flood; power failure/blackout; intruders/solicitors; weapons/assault/hostage; explosion; gas/fumes)
 - A drop procedure, drop procedure practice
 - Protective measures to be taken before, during and after an earthquake
 - A program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures
 - Procedures to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency
- Appendix B Suspension & Expulsion Policy for Pupils who commit certain acts and other school-designated serious acts that would lead to suspension or expulsion– Ed Code 48915
- Procedures to notify teachers of dangerous pupils – Ed Code 49079
- Appendix C Harassment, Discrimination, Intimidation & Bullying Prevention Policy (include hate crime reporting procedures and policies)
- Schoolwide Dress Code (if it exists - including prohibition of gang-related apparel)
- Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site (pick-up, drop-off, maps, etc.)
- A safe and orderly environment conducive to learning at the school
- Rules and procedures on school discipline adopted pursuant to Education Code section 47605

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- Procedures for conducting tactical responses to criminal incidents
- Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school
- A protocol in the event a pupil is suffering or is reasonably believed to be suffering from an opioid overdose.

CHILD ABUSE AND/OR NEGLECT REPORTING PROCEDURES

Child abuse **and neglect** reporting law (Penal Code Section 11164, *et seq.*) requires that a Pacific Coast Academy employee who has reason to believe that a child has been subjected to abuse **or neglect**, report the incident to the proper authorities.

At Pacific Coast Academy, protecting children from child abuse **and neglect** is a major priority. Each year the administration sets aside time to meet with staff to discuss child abuse **and neglect** indicators and to remind teachers of the procedures to follow when abuse **or neglect** is suspected and provide annual training regarding the required procedures for mandated reporters, **including employees, volunteers and charter school board members**, within the first six weeks of each school year. Any employee hired, **or volunteer or board member seated**, during the school year shall receive such training within the first six weeks of employment.

Employees of Pacific Coast Academy are familiar with Penal Code Section 11166 and understand the requirement that **mandated reporters certificated and classified personnel** report suspected child abuse immediately or as soon as practically possible by telephone to Children's Protective Services in the county in which the student resides. They are aware that a call must be followed within at least 36 hours by a written report to the child protective agency. Mandated reporters may also self-register and submit non-urgent reports through the online mandated reporter application.

All **mandated reporters are staff** is aware of the location of a Child Abuse Information Folder that is kept on file and updated regularly. It includes informational literature, guidelines for recognizing abuse **or neglect** and specific directions for reporting it.

The determination as to who should be contacted will depend greatly upon the situation at hand. The local law enforcement agency will dispatch a unit to the school as soon as possible. Children's services may take much longer to respond. **School personnel mandated reporters** should always take into consideration the severity of the abuse and the extent to which the student's safety is at risk.

DUTY TO REPORT

Certificated employees and classified employees Mandated reporters trained in child abuse **or neglect** identification and reporting shall report known or suspected child abuse to a child protective agency by telephone or online form, if appropriate, immediately or as soon as practically possible and in writing within thirty-six hours. The reporting duties are individual and cannot be delegated to another individual.

REPORTING PROCEDURES

To report known or suspected child abuse, any **employee (as defined above) mandated reporter** shall

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report by telephone or online form, if appropriate, to the local child protective agency.

The report must be made immediately, or as soon as practically possible, upon suspicion. The verbal report will include:

- The name of the person making the report.
- The name of the child.
- The present location of the child.
- The nature and extent of any injury.
- Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

At the time the verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

Within thirty-six (36) hours of making the telephone report, the mandated reporter will complete and mail, fax, or electronically transmit a written report to the local child protective agency.

The written report shall include completion of the required standard Department of Justice form (DOJ SS 8572). The mandated reporter may request and receive copies of the appropriate form from the local child protective agency, or may retrieve the form from the internet.

Detailed instructions for completion of the form are on the back sheet of the form. Reporters may request assistance from the site administrator in completing and mailing the form; however, the mandated reporter is still responsible for ensuring that the written report is correctly filed.

Employees Mandated reporters reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone or online form. The site administration, when notified, shall inform the Executive Director.

Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that the verbal or written reporting procedures are carried out according to state law and district regulations. If requested by the mandated reporter, the Executive Director may assist in the completion and filing of these forms.

When two (2) or more persons who are required to report jointly, have knowledge of suspected instance of child abuse **or neglect**, and when there is agreement, and a single report may be made and signed by the person selected. However, if any person who knows or should know that the person designated to report failed to do so, that person then has a duty to make the report.

The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

RELEASE OF CHILD TO PEACE OFFICER

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse,

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the Executive Director shall not notify the parent or guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent or guardian.

It is the responsibility of the peace officer to notify the parent or guardian of the situation. Peace officers will be asked to sign an appropriate release or acceptance of responsibility form.

WHEN SCHOOL EMPLOYEES ARE ACCUSED OF CHILD ABUSE

Regardless of who child abusers may be, the major responsibilities of mandated reporters are to:

- Identify incidents of suspected child abuse **or neglect**, and
- Comply with laws requiring reporting of suspected abuse **or neglect** to the proper authorities.

Determining whether or not the suspected abuse actually occurred is not the responsibility of the **school employee mandated reporter**. Such determination and follow-up investigation will be made by a child protective agency.

Parent/guardians or members of the public accusing school employees of child abuse **or neglect** should be made aware of the ramifications of making false reports and should be provided with information regarding child abuse **or neglect** and child abuse reporting.

Disciplinary action resulting from the filing of formal charges or upon conviction shall be in accordance with School policies. The Executive Director or designee should consult with legal counsel in handling the employee discipline.

PROCEDURES SPECIFICALLY DESIGNED TO ADDRESS SUPERVISION AND PROTECTION OF CHILDREN FROM CHILD ABUSE/NEGLECT/SEX OFFENSES

The Charter School has adopted extensive procedures that are specifically designed to address the supervision and protection of children from child abuse, neglect and/or sex offenses. The procedures include:

TRAINING

Each school year, the Charter School will provide annual training, using the online training module provided by the State Department of Social Services and or by the School's Human Resources Department, to its employees, volunteers, board members and other persons working on its behalf who are mandated reporters ("Mandated Reporters"), as defined by Penal Code section 11165.7. The training will be provided to Mandated Reporters hired/appointed/volunteering/contracted with during the course of the school year within the first six weeks of the school year or the first six weeks of the person's hire/appointment/volunteer/contract date. The training will contain all statutorily required content.

School personnel are also annually trained on the board adopted policy on professional boundaries between adults and pupils and the safety of learning environments.

CHILD PROTECTION POLICIES

The Charter School has adopted comprehensive policies. These include: procedures for reporting

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suspected child abuse and neglect (as reflected above); policies on professional boundaries between adults and pupils and the safety of learning environments, policies on appropriate use of the internet, policies on the prevention of harassment, discrimination, retaliation, and bullying; suspension and expulsion policies.

SCREENING AND BACKGROUND CHECKS

The Charter School has extensive screening and background checks for its employees and volunteers who have contact with children. Each employee and those volunteers that have contact with children undergo criminal background checks in compliance with Education Code sections 47605 and 44237. All prospective employees are required to provide the Charter School with a list of every school district, county office of education, charter school, state special school and diagnostic center operated by the California Department of Education and private school. The Charter School inquires with each listed entity as to whether the applicant, while previously employed by that entity was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct as defined in Education Code section 44932(a).

SAFE ENVIRONMENT INITIATIVES

The Charter School has created a safe and supportive school environment through bullying prevention programs, secure access controls, and supervision of children during school hours and activities. The School has adopted the following policies to support a safe school environment: Staff and Student Interaction Policy; Harassment, Discrimination, Intimidation, and Bullying Prevention Policy; Field Trip Policy; and Educational Vendor Policy.

REPORTING AND RESPONSE PROCEDURES

The Charter School has adopted clear processes for reporting abuse or neglect to the appropriate authorities and guidelines on how to handle disclosures from children with sensitivity and confidentiality.

STUDENT EDUCATION

The Charter School provides its students with training to teach them about personal safety, appropriate boundaries with other students and adults and how to seek help if they feel unsafe. Additionally, students are taught about technology acceptable use.

PARENT INVOLVEMENT

The Charter School encourages communication between the school and parents/guardians. Parents/guardians are provided information on recognizing signs of abuse of their children, as well as how to support their children.

DISASTER PROCEDURES

Pacific Coast Academy will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following sections of this plan outline basic responsibilities for all staff for specific incidents.

The Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) and the National Incident Management System (NIMS) will be utilized during all emergencies. When

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the school activates the ICS, communication and coordination will be established between the Incident Commander (in the field) and the Emergency Operation Center (EOC) Director. The Incident Commander will be the senior school staff member at the location of the incident. The EOC Director is the Executive Director, or if unavailable, the Deputy Executive Director.

RESPONSIBILITIES

The individual(s) responsible for implementation of this plan or to contact for any clarification is:

- Krystin Demofonte, Executive Director, (p) 858-442-0557, krystin.demofonte@pacificcoastacademy.org
- Shari Erlendson, Deputy Executive Director, (p) 619-339-1516, shari.erlendson@pacificcoastacademy.org

In the absence of the Executive Director or Deputy Executive Director, Senior Directors are responsible for ensuring that employees are in compliance with this Plan.

The EOC Director is responsible for operating and coordinating all emergency operations, requesting mutual aid assistance from law enforcement and emergency agencies, and has complete authority and responsibility for conducting the overall operations.

Supervisors will notify their employees of any known safety hazards or emergencies. Employees will notify their supervisor of any new safety hazards or emergencies. Employees will follow all reporting instructions as outlined in this Plan.

EMERGENCY TELEPHONE NUMBERS

POWAY

- Local Police - San Diego County Sheriff's Department, 858-513-2800
- Local Fire – Poway Fire Department Station 1, 858-668-4460
- Local Hospital – Palomar Medical Center Poway, 858-613-4000

EL CAJON

- Local Police - San Diego County Sheriff's Department, 858-565-5200
- Local Fire - CAL Fire, 619-590-3100
- Local Hospital - Grossmont Hospital, 619-740-6000

MISSION VALLEY

- Local Police - San Diego Police Department, Eastern Division, 858-495-7900
- Local Fire - San Diego Fire-Rescue Department, 858-573-1300
- Local Hospital - Sharp Memorial Hospital, 858-939-3400

In the event of a major emergency or disaster, the 9-1-1 emergency system may not function because of traffic overload. If you have a situation requiring immediate aid from police, fire or medical personnel you should try to use the 9-1-1 number first for immediate aid. In the event that the 9-1-1 emergency system

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is not functioning, you should call the local police department or fire department.

SPECIFIC PROCEDURES

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.

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.

During an evacuation, the following procedures must be followed:

- Move staff to the designated Evacuation Area.
- Take roll by completing Staff Accountability Form (found in Appendix A)
- Runners collect Staff Accountability Form (found in Appendix A) from classroom or work areas.
- If employee has an assignment on Emergency Management Team Organizational Chart, report to the Command Post (CP) and sign in.
- Report to Incident Commander (IC) for briefing and assignment.

Because Pacific Coast Academy does not offer any in-person instruction and students and staff primarily work from home, refuge shelter identification will not be determined by the School, but be based on student and staff residence. Students are accompanied by their parents/guardians when coming into the School library, School office, or for School events. In the event of an early notice evacuation warning, the School will close sites and advise staff and families to return home, if home is outside the evacuation area, or to the identified municipal evacuation center. Closures of School sites will be communicated to students' families and to staff via Parent Square email and text notification. In the event of an evacuation order by local authorities, the School staff on site will:

- announce that the School location is under evacuation orders and the location is closing
- review any sign-in sheets and conduct a visual sweep of the premises to ensure all students and families have been notified
- escort any students and their families out of the School location to travel back home or to a

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municipal evacuation center for the evacuation area

- if time permits, gather any staff-issued technology devices and personal items to take with them when evacuating
- ensure all staff members have left the premises
- if time permits, lock the premises
- notify off-site supervisor and/or executive team
- once safely out of the evacuation zone and in a secure location, provide details and documentation to supervisor and/or executive team

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 work day, during break or lunch periods, or after the work day. 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. Steps for addressing an intruder are referenced in Appendix D Workplace Violence Prevention Plan.

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

- 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 (found in Appendix A).
- 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 Incident Commander 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 Emergency Management Team 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

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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.

PROCEDURES FOR CONDUCTING A “SIZE-UP”

A “**SIZE-UP**” is a nine-step continual data gathering process that determines if it is safe to perform a certain emergency task, whether fire suppression, search and rescue, facilities assessment, etc. A size-up enables first responders to make decisions and respond appropriately in the areas of greatest need. The nine steps in a “**size- up**” are:

GATHER FACTS

- What has happened?
- How many people are involved?
- What is the current situation?
- Does the time of day or week affect this situation?
- Do weather conditions affect the situation (e.g. forecast, temperature, wind, rain)?
- What type(s) of structures are involved?
- Are buildings occupied? If yes, how many?
- Are there special considerations involved (e.g. children, elderly, disabled)?
- Are hazardous materials involved at or near the situation?
- Are other types of hazards likely to be involved?

ASSESS AND COMMUNICATE THE DAMAGE

- Take a lap around each building and try to determine what has happened, what is happening now, and what may happen next.
- Are normal communications channels functioning (e.g. ICS, radios, e-mail, phones)?

CONSIDER PROBABILITIES

- What is likely to happen?
- What is the worst-case scenario?

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ASSESS YOUR OWN SITUATION

- Are you in immediate danger?
- Have you been trained to handle this situation?
- What resources are available which can assist with your current situation?

ESTABLISH PRIORITIES

- Are lives at risk? Remember, life safety is the first priority!
- Can you and available resources handle this situation SAFELY without putting others at risk?
- Are there more pressing needs at the moment? If yes, what are they?

MAKE DECISIONS

- Base decisions on the answers to Steps 1 through 3 and the priorities that your team has established.
- Where will deployment of resources do the most good while maintaining an adequate margin of safety?

DEVELOP AN INCIDENT ACTION PLAN

- Develop a plan that will help you accomplish your priorities.
- Simple plans may be verbal, but more complex plans should always be written.
- Determine how personnel and other resources should be deployed.

TAKE ACTION

- Execute your plan, documenting deviations and status changes so that you can accurately report the situation to first responders, the Incident Command Post, the EOC, or other agencies that respond to the scene (e.g. fire, law enforcement, medical, media, coroner, parents).

EVALUATE PROGRESS

- At reasonable intervals, evaluate progress in accomplishing the objectives in the plan of action
- (Incident Action Plan) to determine what is working and what changes you may have to make to stabilize the situation

BOMB THREAT

TELEPHONE BOMB THREAT

- During or after the call, if possible, complete the bomb threat checklist found on page 13.
- Stay on the line with the caller as long as possible, continuing to try and obtain more information about the threat. Try if possible, to determine the gender and age of caller. Try if possible, to get the caller to tell you the exact location of the bomb and the time of threatened detonation.
- Have someone else call 911 (first 9 is to obtain outside line) and notify the Executive Director. If the Executive Director is not available, notify the Deputy Executive Director.
- Without using portable radios or cell phones, organize a meeting with the school's Emergency

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Management Team (EMT). Radio and cell phone usage can resume once you are 300 feet away from school premises as a bomb could be hidden outside.

- If necessary, implement the ICS with only those positions deemed necessary.
- Assign a recorder to document events as they take place.
- If the location of the bomb is not specifically designated, students and staff will be kept in a secure location.
- Any search of the site should be done under the direction of law enforcement.
- The decision to evacuate the location is the responsibility of the Executive Director or his/her designee, in conjunction (when possible) with law enforcement.
- If an evacuation is ordered, do not touch anything while leaving the building. Report any suspicious items to the Incident Commander.
- Follow off-site evacuation procedures.
- If the caller identifies a location where the device has been placed, avoid evacuating through the identified area.
- EMT members responsible for off-site evacuation and student accounting should begin making preparations for an orderly transition of the students/staff to the evacuation site.
- When the off-site evacuation location is reached, account for all students and staff. Report missing students/staff to the Incident Commander. The Incident Commander will report missing students/staff to the law enforcement agency assisting with the evacuation.
- Re-entry onto the school campus can only take place at the direction of Incident Commander.

E-MAIL BOMB THREAT

- Save the e-mail message.
- Print a copy of the message and give to the Executive Director, law enforcement, and the Technology Department.
- Follow applicable procedures from above.

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BOMB THREAT CHECKLIST – PACIFIC COAST ACADEMY

This form will help you obtain the necessary information from the caller. Keep this information near the phone. Date: _____ Time: _____ AM _____ PM _____

Exact words of the person placing call: _____

QUESTIONS TO ASK:

- When is the bomb going to explode? _____
- Where is the bomb right now? _____
- What kind of bomb is it? _____
- What does it look like? _____
- Why did you place the bomb? _____
- What will prevent you from doing this? _____
- What is your name? (He/she may inadvertently give it) _____

TRY TO DETERMINE THE FOLLOWING: (Circle all that apply)

Caller Description: Male Female Adult Juvenile Middle-Aged Old

Voice: Loud Soft High-pitch Deep Raspy Pleasant Intoxicated

Accent: Local Non-Local Foreign Region Other: _____

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

Language: Excellent Good Fair Poor Foul Other: _____

Manner: Calm Angry Rational Irrational Coherent Incoherent Deliberate
Emotional Righteous Laughing Intoxicated

Background Noises: Office Machines Factory Machines Trains Animals Music Quiet
Voices Airplanes Street Traffic Party Atmosphere Other: _____

NOTIFY THE FOLLOWING PERSON(S): _____

Do not panic and do not discuss the information you have received except with the above-named persons.

Person receiving the Bomb Threat: _____ at telephone number: _____

Caller ID returned the following number: _____

Police contacted by: _____ Time: _____ Date: _____

Search was made for the bomb: Y N Evacuation was conducted: Y N

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FIRE/EXPLOSION/AIRCRAFT CRASH OR SIMILAR INCIDENT

Apart from arson, major causes of fires include improper handling and storage of flammable liquids, overloaded electrical outlets, and excessive accumulation of rubbish.

FIRE/EXPLOSION/AIRCRAFT CRASH PROCEDURES

- Call **911** to report a fire, explosion, aircraft crash, or similar incident, stay on-line and give specific information (name, address of school or facility). Utilize manual pull station to activate building alarm system and evacuate building when you hear an alarm.
- In the event of a small fire, notify **911** and then use the nearest fire extinguisher to control the fire if you have been trained in their use.
- Do not attempt to fight large fires, call **911** and evacuate building.
- Assist students in evacuating the building and proceed to outdoor school evacuation area or areas. When evacuating buildings walk, do not run.
- If heavy smoke is present, crawl or stay near floor for breathable air.
- Assist any individuals who would have physical problems evacuating the building. Stay in the designated assembly area and account for all personnel and students by using the Staff and Student Accountability Report.
- Do not block fire lanes or areas used by the fire department.
- Do not re-enter building until authorized by fire department or the Executive Director.
- If the fire is off site, wait for instructions from the EOC (Executive Director) or the EOC's designee.
- If safe to do so, site administration should assign a recorder to begin documentation of the event.
- Before leaving a work area, and if safe to do so, the work area supervisor or their designee should make sure all windows are closed.
- Procedures for anyone with special-needs should be planned in advance and practiced.
- Administration should initiate the Incident Command System (ICS) and the designee assumes the role of the Incident Commander (IC); the IC shall contact the EOC; the EOC and IC shall coordinate with emergency services.
- Supervisors are to complete the Staff Accountability Form (found in Appendix A) when safe to do so.
- Data collected from the Staff Accountability Form (found in Appendix A) will determine if the Incident Commander needs to activate additional portions of the ICS, such as First Aid, Medical, Search and Locate/Rescue, etc.
- The fire department will give clearance to site administration when it is OK for staff to re-enter the building or an alternative plan if the building will not be able to be occupied.

FIRE DRILL PROCEDURES

- NO advance notice of fire drills should be given to building occupants.
- All drills shall be conducted using the same procedures that would be followed in case of an actual fire.
- Fire drills should be conducted at different hours of the day.
- An appropriate number of staff members should know how to reset the fire alarm.

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- Immediately after the alarm has sounded for the drill, call the Fire Department non-emergency number to advise that this is only a drill.
- Keep documentation for each drill and record notable events for future consideration/improvement.
- Fire drills shall be conducted as frequently as is required by law.

POSTING OF EVACUATION ROUTES

- A map, showing the primary and secondary evacuation routes shall be posted inside each room. The evacuation map shall have the office location highlighted and be placed on the wall so that an arrow indicating the exit route is pointing in the direction of the exit from the room.
- The map shall be labeled “**EVACUATION PLAN**” in bold letters and prominently posted in hallways, offices, bathrooms, cafeterias, lounges.

EARTHQUAKE

An earthquake’s effect on facilities will vary from building to building. Fire alarm or sprinkler systems may be activated by the shaking. Elevators and stairways will need to be inspected for damage before they can be used. Another major threat during an earthquake is from falling objects and debris. Injuries may be sustained during the earthquake while evacuating the building(s) or upon re-entry. Use the following guidelines/procedures to manage the incident:

IF INDOORS

- **DROP, COVER AND HOLD ON** by getting under a desk or table. Protect eyes, head and neck.
- Move away from windows and objects that could fall.
- Stay under desk or table until shaking stops.
- Listen for emergency instructions.
- Evacuate building if necessary and stay away from buildings, utility poles and large objects while transferring to the assembly area.
- Account for all staff using Staff Accountability Form (found in Appendix A).

IF OUTDOORS

- Move away from buildings, utility poles and large objects.
- Avoid all downed electrical lines.
- Do not touch any wire or any metal objects.
- Sit down in a safe area.
- Move to assembly area and begin accounting for all staff.

IN VEHICLE

- Stop vehicle in a safe location away from power lines, overpasses or buildings.
- Stay in vehicle and establish radio contact with School office.

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GENERAL GUIDELINES (AFTER THE QUAKE):

- Be prepared for aftershocks and ground motion.
- Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, downed electrical lines, wires, etc.).
- Account for all staff.
- Activate necessary portions of the ICS in collaboration with the site emergency team.
- Determine injuries and provide basic first aid.
- Call **911** if there is a major emergency that is life threatening. You may not get a response from **911** if a major disaster has occurred affecting a large local area. As we have been warned, we may be on our own for several hours or days.
- Establish communication with your Supervisor and Incident Commander
- Assist any law enforcement or fire units that may respond to your site.
- Control internal and external communications, including contact with school sites and city agencies by use of telephones, cell phones, radios, runners, e-mail, text messages, or other means.
- Refer all media inquiries to the EOC (Executive Director).
- In communication with the school sites, assess the overall situation, how long students and staff might be at school, how supplies might be distributed and sheltering of students and staff.

SHOOTING/STABBINGS

No single warning sign can predict that a dangerous act will occur; however, certain warning signs may indicate that someone is close to behaving in a way that is potentially dangerous to self and/or others. Imminent warning signs usually are present as a sequence of overt, serious, or hostile behaviors or threats directed at peers, staff (usually more than one staff member), as well as the person's immediate family.

Imminent warning signs require an immediate response and may include the following:

- Physically fighting with peers or family members.
- Hostile interactions with law enforcement that involve a number of recorded incidents.
- Hostile interactions with staff and administration.
- Destruction of property (school, home, community).
- Severe rage for seemingly minor reasons.
- Detailed (time, place and method) threats (written and/or oral) to harm or kill others.
- Possession and/or use of firearms and other weapons.
- Self-injurious behaviors or threats of suicide.
- Is carrying a weapon, particularly a firearm, and has threatened to use it.

WHAT TO DO IF A SHOOTING/STABBING OCCURS AT THE SCHOOL OFFICE

- The first indications of a shooting may include: sound of gunfire, loud cracking sounds, banging noises, windows shattering, glass exploding, bullets ricocheting or a report of a stabbing incident on campus.

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- Call **911**. Identify your address, and succinctly explain the emergency incident and exact location. Stay on the line until the **911** dispatcher has all the information needed to respond to the situation.
- Activate Incident Command System (ICS).
- Appoint Incident Commander and communicate location to law enforcement and fire/rescue units.
- If possible, initiate a work site lockdown to stabilize areas around the incident and make for an easier evacuation.
- Notify appropriate individuals, i.e., EOC (Executive Director, Deputy Executive Director).
- Provide information, when practicable, about the incident to staff via e-mail or by phone.
- Account for all staff members and students by using phone or e-mail or other communication means.
- Assign a liaison (preferably an administrator) to interface with law enforcement and fire department.
- Liaison can supply law enforcement with radio or phone communication, phone numbers, maps, keys, and other information deemed pertinent to the safe operation of the incident.
- Gather witnesses in secure room for law enforcement questioning. **DO NOT** allow witnesses to talk to one another (to protect the investigation). Assign staff to stay with witnesses until law enforcement arrives.
- Develop plan to evacuate staff and students to an off-site or alternate evacuation area should it be necessary to evacuate the building.
- Gather information of staff members and students involved in the incident.
- Prepare written statements for telephone callers and media in cooperation with law enforcement and the Executive Director. After consultation with law enforcement, determine whether to place a message on the School's website.
- Provide a liaison representative for family members for any injured staff members.
- Provide Crisis Response Team to provide counseling and to help deal with any psychological factors.

If staff are outside, they should be trained and/or instructed to:

- Move or crawl away from gunfire, trying to put barriers between you and the shooter.
- Understand that many barriers may visually conceal a person from gunfire but may not be bulletproof.
- Try to get behind or inside a building. Stay down and away from windows.
- When reaching a relatively safe area, stay down and do not move. Do not peek or raise head.
- Listen for directions from law enforcement.
- Provide your name to work area supervisor who is accounting for all staff.
- Help others by being calm and quiet.
- Provide law enforcement with as much information as possible, such as:
 - Is suspect still on site and do you know current location?
 - Where was the specific location of occurrence?

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- Are there wounded staff members or students? How many?
- Description of all weapons (handgun, shotgun, automatic, dangerous objects, explosive devices, other).
- Describe sound and number of shots fired.

SCENE OF INCIDENT

- The scene of an incident/crime shall be preserved.
- With the exception of rescue and law enforcement personnel, no one is allowed to enter the immediate area or touch anything.
- Any witnesses, including staff members, should be held near the area of the incident and be made available to law enforcement for questioning.
- Law enforcement responding to the incident will coordinate activities at the scene of the incident and release the area to school officials when finished.

DEATH AND/OR SUICIDE

Death at a workplace or school site is rare; however, you should be prepared in the event of a death whether it be caused by earthquake, explosion, building collapse, fire, choking, heart attack, seizure, or an incident such as a shooting/stabbing, fight, suicide, etc.

Organizations should also be prepared for the sudden, unexpected death of a staff member, student, or student's family member that does not occur on the school campus (automobile accident, sudden death, drive by shooting, gang violence, etc.).

Guidelines to utilize in the event of a death at a school-related activity are outlined below. Staff should follow the Students in Crisis Flow Chart for any students facing immediate or non-immediate threats in any setting.

DEATH OCCURS AT SCHOOL

- Call **911**. Identify your address and briefly outline the emergency and location on site.
- Notify the school administration.
- Activate the Incident Command System if necessary. Assign staff as needed.
- Notify the EOC.
- Isolate other staff from scene.
- If there is a death, do not move body. Law enforcement will contact the coroner's office so that the body can be removed, and any personal items of the victim can be returned to family or secured as evidence.
- DO NOT disturb or touch anything if the event is declared a crime scene.
- Secure area with yellow caution tape and assign staff to guard area.
- Gather all witnesses and place them in a secure location. Tell witnesses not to discuss any part of their observations until law enforcement arrives to interview or release them. Assign staff to monitor witnesses.
- If the deceased is an employee, the EOC must notify Cal-OSHA within the 8-hour time

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requirement. Law enforcement or fire department may inform you they will contact Cal-OSHA; however, the School still must make certain it calls Cal- OSHA.

- Monitor staff emotional responses. Following a death there may be:
 - Self-referrals
 - Parent referrals
 - Reports and concerns expressed by relatives or good friends
 - Students who have experienced a recent loss.
- Develop a list of students and staff members that are having emotional symptoms.

HOSTAGE SITUATIONS

In any hostage situation, the primary concern must be the safety of staff.

Individuals who take hostages are frequently disturbed and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication and demeanor with a hostage taker must be handled in a non- threatening, non-joking manner, always remembering that it may take very little to cause an individual to become violent.

IF THE OFFICE IS TAKEN HOSTAGE

- Do not use words such as “hostage,” “captives,” or “negotiate.”
- Stay calm.
- No heroics, challenges or confrontation.
- Obey all commands.
- When safe, call **911**. Identify your work site and give the exact location in the building of the incident. Stay on the phone until law enforcement arrives to assume control of the situation.
- If possible, assign another staff member to notify the Site administrator.
- If possible, initiate a work site lockdown to stabilize areas around the incident and make for an easier evacuation.
- Activate the Incident Command System and appoint an Incident Commander (IC).
- If possible, the IC can provide law enforcement with key information relating to the work site and contact information for school employees.
- Keep all radios, television sets, and computers turned off to minimize any possibility that suspect can hear or see “NEWS REPORTS.”
- Make an effort to establish rapport with suspect. Provide your first name. Find out his/her first name and use first names, including those of other staff members involved in the situation. If you do not know first names, refer to the hostages(s) as men, and women.
- Be calm and patient and wait for help. Keep in mind that the average hostage incident lasts approximately six (6) to eight (8) hours, and the average barricade incident lasts approximately three (3) hours. **TIME IS ON YOUR SIDE.**
- Anticipate a point of law enforcement entry, rescue and how suspects will be apprehended.
- If the hostage situation is on one side of the building, law enforcement will likely want to enter from the other side. Inform law enforcement exactly where the “Hostage Situation” is located and

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advise law enforcement what you consider to be the best “other side” entrance for law enforcement response.

WHEN THE HOSTAGE LOCATION IS OTHER THAN AN OFFICE

- Immediately call **911**. Identify your address and the situation, providing the exact location of the incident. **STAY ON THE LINE UNTIL LAW ENFORCEMENT ARRIVES.**
- While on the phone with the **911** dispatcher report the following if known:
 - Number of suspect(s)
 - Names(s) of suspect(s) (if known)
 - Description of suspect(s):
 - Male or Female
 - Race
 - Weight (Light; Lean; Heavy; Obese) stay away from using lbs.
 - Height (short; medium; tall) avoid using feet/inches
 - Hair
 - Eyes
 - Approximate age
 - Description of clothing
 - Anything special or unusual, like:
 - Scars
 - Tattoos
 - Burn marks
 - Birthmarks
 - Pierced body parts
 - Jewelry
 - Exact location of suspect (building, room) and include North, South, East or West in your directions.
 - Approximate number of staff and/or students in hostage area.
 - Are weapons or explosive devices involved?
 - Have any shots been fired? If yes, describe sound and number of shots fired.
 - Are there reports of any injuries or emergency medical needs (medication)? Describe exact location and condition of victim(s).
 - Are there any demands the suspect has made?
 - Is there any other background information, past problems with suspect, demeanor, possible motive, or vendettas against staff or particular staff member?
- If possible, assign another staff member to notify the EOC.

WHILE WAITING FOR LAW ENFORCEMENT

- If you can safely communicate to other offices by phone, implement lockdown procedures. For this situation, **DO NOT** set off any alarms as the bell may cause staff to panic and rush into a dangerous area.

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- **DO NOT EVACUATE** until instructed or escorted by law enforcement.
- Complete Staff Accountability Form (found in Appendix A).

ONCE LAW ENFORCEMENT ARRIVES

- Law enforcement will need assistance in identifying witnesses. Gather witnesses in a secure location but do not let them talk with one another (to protect the investigation).

THE IC SHOULD MAKE PLANS TO

- Assign necessary personnel to assist.
- Record all events.
- Account for all staff.
- Prepare for a possible off-site evacuation route and location.
- Establish a media staging area.

HOSTILE VISITOR

A hostile visitor could be an irate parent, a staff member, a neighbor, or an acquaintance of a staff member. The situation may begin in the front office; however, the individual may bypass the office and go directly to the target of his/her hostility. It is the responsibility of staff to protect staff, attempt to defuse the situation, and, if necessary, notify law enforcement.

UNDERSTANDING NONVERBAL MESSAGES

Body language plays a role in communication. Nonverbal cues are especially crucial when dealing with a person who is upset and potentially violent. Pay attention to signs that a person is angry or frightened. These include:

- Trembling
- Sweating
- A red face
- Crossed arms
- Clenched jaw or fists
- Shallow breathing
- Glaring or avoiding eye contact
- Pacing the floor
- Sneering
- Crying
- Ranting

SEND THE RIGHT NONVERBAL MESSAGES

Don't get too close. An angry or upset person feels threatened by someone who stands too close. Give the person two to four feet distance from you.

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Avoid doing any of the following:

- Glaring or staring at the visitor
- Threatening mannerisms such as clenched fists and a raised voice.
- Getting angry

Consider doing the following:

- Be courteous and confident
- Do not touch the individual
- Protect yourself at all times
- Find another staff member to join you or keep the meeting in an open area
- Listen to the visitor, giving him/her the opportunity to vent
- Do not disregard the person's opinion or blame the person

Attempt to use phrases such as:

- What can we do to make this better?
- I understand the problem and I am concerned.
- We need to work together on this problem.

WHAT TO DO

- As soon as possible, call **911** and stay on the line. State your address, and exact location of hostile visitor. Identify building by letter (A, B, C, D, etc.) or number and use directions (North, South, East or West) for law enforcement as they enter the grounds. Give a description of the hostile visitor.
- If possible, assign a staff member to meet law enforcement and direct them to the location.
- The staff member should unlock any gate that makes access to the building easier and faster.
- If possible, notify the Site Administrator.
- If necessary, activate the Incident Command System, using only those parts of ICS as determined by the information at hand. Expand ICS as needed.
- Use staff members to keep staff away from the location of the hostile visitor.

Further details can be found in Appendix D Workplace Violence Prevention Plan.

CHEMICAL RELEASE/ HAZARDOUS MATERIAL SPILL

A chemical release or hazardous material spill could affect one classroom, an entire worksite or larger area.

HOW SHOULD THE SCHOOL OFFICE PREPARE

- The site administrator and EOC should discuss and review plans to “Lockdown” or to “Evacuate the Area” using an alternative evacuation staging area.
- Staff should be trained to know what type of Personal Protective Equipment (PPE) and clothing to wear when handling hazardous material.

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- Staff utilizing or handling any hazardous material, should know the symptoms of exposure, emergency first aid and treatment for exposure.
- All hazardous materials should be stored in a safe manner.

HOW SHOULD THE SCHOOL RESPOND

- If a hazardous spill or chemical release occurs within any area of the School office, immediately notify **911**. Inform the dispatcher of your school/address and a brief summary of the problem including the name of the hazardous material/chemical, location of the spill and a report of any injuries, illnesses, fire, explosion, etc.
- Approach the incident from upwind.
- Stay clear of all spills (vapors, fumes, smoke, fire, possibility of explosion, other).
- Notify Site Administrator.
- Activate necessary portions of the ICS and appoint an IC. Expand ICS as needed and make necessary assignments appropriate to the incident.
- Begin documentation of events.
- The situation or advice from law enforcement, fire department or a hazardous materials unit deployed to the scene of the spill will determine whether to “Lockdown” or to “Evacuate” the building. If evacuation is ordered, instruct staff to always move crosswind and upwind. Never move downwind into a chemical. To check wind direction, look at movement of trees or flag.
- If in “Lockdown” and, if possible, shut off all air-conditioning and heating units. Close all windows and door openings and try to seal gaps under doorways and windows with wet cloth or towels.
- Close all shades or drapes. Instruct staff to stay away from windows.
- If gas or vapors have entered the building, take shallow breaths through a cloth or towel.
- Keep telephones lines clear for emergency calls.
- If an evacuation is ordered, follow all instructions.
- Upon reaching alternative evacuation area, take a head count and report missing or ill staff or students to Incident Commander and/or law enforcement.

MEDICAL EMERGENCY

Occasionally a medical emergency will occur, and personnel must be prepared to respond quickly, effectively, and efficiently.

SOME EMERGENCY PREVENTION/PREPAREDNESS GUIDELINES

- Insist that all accidents be reported, even if no visible harm or injury occurred.
- Follow established procedures for issuing medication.

WHAT TO DO IF A MEDICAL EMERGENCY OCCURS

- Assess seriousness of injury and/or illness by doing START (Simple Triage and Rapid Treatment, commonly called Thirty-Two-Can Do). If a staff member fails any of the three simple tests (Respirations, Perfusion, and Mental), their medical status is IMMEDIATE (RED). Administer first aid or CPR as needed.

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- Call **911** and be prepared to provide:
 - Your address, and room or floor number
 - Describe illness or type of injury
 - How the illness or type of injury occurred
 - Age of ill or injured staff member or student
 - Quickest way for ambulance to enter location on site
- Notify the Executive Director.
- Assign a staff member to meet and direct rescue services to location of injured party.
- Notify staff member's family of situation, including location where staff or student has been transported.
- When appropriate, advise other staff of situation.
- Follow-up with staff member's or student's family.

GAS ODOR/LEAK

Natural gas has an additive that gives off a distinct odor allowing you to detect (smell) a leak. In most cases, handling a gas leak involves:

- Isolating the area and moving staff to safety.
- Eliminating potential ignition sources.
- Securing the leak.

The primary responsibility of the worksite staff is to determine how to safely house or evacuate staff, students and to protect property. The following agencies should be contacted:

- Fire Department (Call **911**)
- Site Administrator. Have a phone number for a point of contact if a leak is detected after business hours. (see emergency contact list)
- Local Gas Company

GAS ODOR OR LEAK INSIDE A BUILDING

- Evacuate the building(s) and move to a safe assembly area as far away as possible from the targeted building.
- Assign Emergency Management Team members to direct individuals evacuating other buildings to stay away from the building with odor/leak.
- If necessary, activate the Incident Command System.
- Begin completing Staff Accountability Form (found in Appendix A).
- Report any missing students and staff to IC or EOC.
- Assign a liaison to interact with Fire Department, Gas Company or law enforcement.

IF GAS ODOR OR LEAK IS DETECTED OUTSIDE THE BUILDING

- It may not be necessary to evacuate the building. Evacuation is called for only if odor seeps into a

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building or is recommended by the Fire Department or other law enforcement.

EXTENDED POWER LOSS

In the event of extended power loss to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss:
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

UPON RESTORATION OF HEAT AND POWER

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

BIOLOGICAL/CHEMICAL WEAPONS ASSAULT

Biological and chemical weapons are unconventional warfare tactics that can be deployed upon the public with little or no notice, or their release can be accidental or terrorism related. Such weapons typically involve microscopic materials that may be organic or synthetically manufactured in laboratories. Biological or chemical weapons can be in powder form, liquid, or vaporous.

Agents used in biological/chemical attacks include, but are not limited to: anthrax, smallpox, other harmful viruses, various forms of nerve gas, tear gas, and other vaporous irritants. Pranks using stink bombs should also be considered a chemical weapons attack.

There are several possible dispersion techniques to deliver biological and chemical agents. The following procedures should be utilized in the event of an assault involving biological or chemical weapons.

Any possible biological/chemical weapons assault should be reported immediately to the Executive Director. The Executive Director should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation.

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If the agent is delivered via aircraft:

- All staff and students should be moved indoors.
- Keep students inside and take roll.
- Close and secure all doors and windows.
- Ensure that the HVAC is shut down.
- Cover vents with plastic or thick paper using tape to create a seal.
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal.
- Remain in this area until notified to leave by the Executive Director, Executive Director's designee or officers of emergency response agencies.
 - Immediately report any injuries or illnesses to the Executive Director, Executive Director's designee or officers of emergency response agencies.

If the agent is delivered via dispersion device that is outdoors:

- All staff and students should be moved indoors.
- Keep students inside and take roll.
- Close and secure all doors and windows.
- Ensure that the HVAC is shut down.
- Cover vents with plastic or thick paper using tape to create a seal.
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape, if available, to create a seal.
- Remain in this area until notified to leave by the Executive Director, Executive Director's designee or officers of emergency response agencies.
 - Immediately report any injuries or illnesses to the Executive Director, Executive Director's designee or officers of emergency response agencies.

If the agent is delivered via dispersion device that is indoors:

- All staff and students should be evacuated to the school's normal outdoor evacuation assembly area unless that area may be affected by the assault. Role should be taken.
- Remain in this area until notified to leave by the Executive Director, Executive Director's designee or officers of emergency response agencies.
- The HVAC system should be shut down.

If the agent is delivered via the school's HVAC system:

- All staff and students should be evacuated to the school's normal outdoor evacuation assembly area unless that area may be affected by the assault. Role should be taken.
- Remain in this area until notified to leave by the Executive Director, Executive Director's designee or officers of emergency response agencies.
- The HVAC system should be shut down.

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In any situation involving biological or chemical weapons the Executive Director and staff must follow all instructions given by officers of emergency response agencies. Pacific Coast Academy EOC will develop an action plan to handle telephone inquiries, rumor control, media relations, public information, employee/student crisis counseling, and facility damage assessment/control.

FLOOD PROCEDURES

If a flood warning is received by the school, notify Pacific Coast Academy Executive Director immediately.

If a major flood warning is received at the Pacific Coast Academy Office(s), Pacific Coast Academy EOC should be activated.

Based upon the specific threat, Pacific Coast Academy EOC in conjunction with the law enforcement or emergency crews will develop an action plan to protect personnel, students and facilities.

Evacuation of specific facilities or areas will be directed by the IC or Pacific Coast Academy EOC.

LOCKDOWN/CIVIL UNREST PROCEDURES

Any threatening disturbance should be reported immediately to the Executive Director and/or Site Administrator.

If the disturbance is affecting normal school or facility operations, the Executive Director or Administrator should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation, Site staff must follow the instructions below:

IF YOU ARE INSIDE

- Close and lock all doors and windows immediately upon notification of situation
- Keep all students inside and take roll
- If feasible, move all students to a center point and keep low to the ground. Stay away from all doors and windows.
- Never open the door or window to anyone unknown
- Keep students inside classroom, regardless of lunch or recess until you are told by the EOC, or EOC's designee that the situation has been resolved.

IF YOU ARE OUTSIDE

- Immediately have students and staff seek shelter if it is safe to do so. Drill with students and staff to go to the nearest room to them.
- If shelter is not available, ensure students lie flat on the ground immediately.
- Children in restrooms should be instructed to stay there until directed to exit by the Executive Director or Executive Director's designee.

If situation is violent and may include the use of firearms, the IC should instruct all staff and students to lie face down on the floor and remain immobile.

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All school staff must follow all instructions given by responding law enforcement.

If the event is major, the EOC, in conjunction with the IC, will develop an Action Plan to deal with the situation as well as the following:

- Telephone inquiries
- Media relations and public information
- Employee/Student crisis counseling
- Facility damage assessment/control

SEVERE WINDSTORM PROCEDURES

If a severe wind warning is received at a School location, notify Pacific Coast Academy Executive Director or Site Administrator immediately.

If a severe wind warning is received at Pacific Coast Academy Office, Pacific Coast Academy ICS should be activated.

Based upon the specific threat, Pacific Coast Academy EOC in conjunction with the City EOC will develop an action plan to protect personnel, students and facilities.

In general, if severe winds are affecting a school or facility, employees and students should be moved to the interior core area of the building (inside wall on the ground floor) away from outside windows and doors.

Close all windows and blinds and avoid auditoriums and other building locations that have large roof areas or spans.

Avoid all areas that have large concentrations of electrical equipment or power cables.

Evacuation of specific facilities or areas will be directed by Pacific Coast Academy in coordination with law enforcement or emergency services.

SUSPICIOUS MAIL/PACKAGES

All incoming mail and packages should be handled with caution. Below are Indicators of suspicious mail and steps to take in the event that suspicious mail is received.

MAIL THAT

- is unexpected or from an unfamiliar source
- has excessive postage
- is addressed to someone who no longer works in Pacific Coast Academy
- is addressed to a current employee but with the wrong title
- contains several misspelled words on the envelope
- marked with restrictive endorsements such as "Personal" or "Confidential"

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- has no return address or an address that cannot be verified
- mail that is from a foreign country
- shows a city or state in the postmark that doesn't match the return address
- is lopsided, oddly shaped, or has an unusual weight, given its size
- has protruding wires, strange odors or stains
- has powdery substance on the outside
- has an unusual amount of tape on it
- is ticking or making unusual sounds

Not all mail comes perfectly packaged or with accurate information on it, so it is important that employees handling mail remain sensible in the screening of mail. However, prudent scrutiny conducted in a reasonable manner can greatly reduce the school's chances of becoming the victim of attack by mail.

WHAT TO DO WITH SUSPICIOUS MAIL (GENERAL RESPONSE)

- Do not try to open the package or envelope.
- Do not sniff, taste or shake the package.
- Isolate the package.
- Evacuate the immediate area; close the door.
- Contact your supervisor and call **911**.

RESPONSE TO MAIL SUSPECTED OF DELIVERING BIOLOGICAL/CHEMICAL AGENTS IN POWDER FORM

- Do not open an envelope or package with powder on the outside.
- If powder is spilled from an envelope or package, do not try to clean up the powder.
- Cover the spilled contents immediately with anything (clothing, paper, trash can).
- Do not remove this cover.
- Leave the room and close the door or otherwise prevent access to the room.
- Wash your hands with soap and hot water.
- Ensure that everyone who had contact with the piece of mail washes his/her hands with soap and hot water.
- Notify the EOC or your supervisor.
- Supervisor should immediately contact the local police (**911**) or the U.S. Postal Inspection Service (626-405-1200).
- Supervisor should notify Pacific Coast Academy's Office.
- Remove heavily contaminated clothing as soon as possible and place inside a plastic bag or some other container that can be sealed. This clothing should be given to the responding emergency response units.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- Make a list of all the people who were in the room or area, especially those who had contact with the envelope or package. Provide this list to the emergency response teams investigating the

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incident.

- Investigators will remove the envelope or package and conduct a thorough check of the area for contamination.
- If you are prescribed medicine as a result of this exposure, take it until instructed or until it runs out.

GUIDELINES FOR SPEAKING TO THE MEDIA

Only the Chairperson of the Board of Directors or Executive Director are permitted to speak to the media. When speaking to the media about emergencies, it is extremely important to adhere to the following guidelines:

- **READ** all press statements
- **Re-state** the nature of the incident; its cause and time of origin
- **Describe** the size and scope of the incident
- **Report on** the *current* situation
- **Speak about the resources** being utilized in response activities
- **Reassure** the public that everything possible is being done
- **DO NOT release any names**
- **When answering questions** be truthful; but consider the emotional impact the information could have upon listeners
- **Avoid speculation**; do not talk “off the record”
- **Do not use** the phrase “no comment”
- **Set up** press times for updates
- **Control** media location

USE OF SCHOOL BUILDINGS BY PUBLIC AGENCIES

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The Executive Director or designee shall establish communication with the American Red Cross and local public agencies to use the School’s facility during a disaster or other emergency affecting the public health and welfare. The School shall cooperate with the public agency in furnishing and maintaining the services as the School may deem necessary to meet the needs of the community.

DISCIPLINE POLICIES PURSUANT TO EDUCATION CODE SECTION 48915(D)

Please see the School’s Appendix B Suspension & Expulsion Policy.

PROCEDURES TO NOTIFY TEACHERS OF DANGEROUS PUPILS

The Executive Director or designee shall also inform the teacher of every student who has engaged in, or is reasonably suspected to have engaged in, any act that could constitute grounds for suspension or expulsion, with the exception of the possession or use of tobacco products. This information shall be based upon written School records or records received from a law enforcement agency.

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When informed pursuant to Welfare and Institutions Code 828.1 that a student has committed crimes unrelated to school attendance which do not therefore constitute grounds for suspension or expulsion, the Executive Director or designee may so inform any teacher, counselor or administrator whom he/she believes needs this information in order to work with the student appropriately, to avoid being needlessly vulnerable, or protect others from needless vulnerability.

The Executive Director or designee shall also notify all certificated personnel who are likely to come into contact with the student, including the student's teachers, special education teachers, coaches and counselors.

HARASSMENT, DISCRIMINATION, INTIMIDATION & BULLYING PREVENTION POLICY

Please see the School's Appendix C - Harassment, Discrimination, Intimidation & Bullying Prevention Policy.

SCHOOL DRESS CODE

Being a non-classroom based school, Pacific Coast Academy does not have a school dress code.

PROCEDURES FOR SAFE INGRESS AND EGRESS OF PUPILS, PARENTS, AND SCHOOL EMPLOYEES TO AND FROM SCHOOL

Pacific Coast Academy takes pride in providing a safe environment for all students, parents, and school employees. Our School will take measures to ensure safe ingress and egress to and from school activities and functions for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from our buildings, corridors within buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian and vehicular traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To achieve this goal, the school works closely with local law enforcement agencies and the local city government to ensure that the school's immediate community is safe.

Any problems associated with safe ingress and egress will be addressed immediately.

There is 1 entrance and 2 exits at 13915 Danielson Street, Poway, CA.
Front of the location is open from 7:00 am to 7:00 pm.

All adults are to enter from the front of the location. All visitors must check in at the reception desk to identify themselves as visitors.

Whenever a safety issue is pending, all doors are locked immediately. For emergency situations, staff have door keys to lock or unlock doors closest to them.

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RULES AND PROCEDURES ON SCHOOL DISCIPLINE PURSUANT TO EDUCATION CODE SECTION 47605

Please see the School's Appendix B Suspension & Expulsion Policy.

PROCEDURES FOR CONDUCTING TACTICAL RESPONSES TO CRIMINAL INCIDENTS (INCLUDING PROCEDURES RELATED TO INDIVIDUALS WITH GUNS ON SCHOOL CAMPUSES AND SCHOOL-RELATED FUNCTIONS).

~~This section should be based on the specific needs and context of each school and community and developed with the help of local law enforcement.~~

GENERAL PROCEDURE FOR ANY CRIMINAL INCIDENT

- Assess and Protect
 - If there is immediate danger, move to safety if possible.
 - Do not attempt to confront a suspect unless there is no safe alternative.
- Notify Emergency Services
 - Call emergency services (e.g., 911) immediately.
 - Provide location, nature of the incident, and any known details.
- Notify School Administration
 - Contact the Executive Director, Deputy Executive Director, or administrative designee as soon as it is safe to do so.
- Secure the Area
 - Follow instructions to lock down, shelter in place, or evacuate as directed.
 - Keep students with you and account for everyone in your care.
- Preserve Information
 - Do not disturb the scene unless necessary for safety.
 - Document observations when safe (time, location, descriptions).
- Follow-Up
 - Cooperate with law enforcement investigations.
 - Participate in post-incident reviews and support services.

PROCEDURES FOR INCIDENTS INVOLVING INDIVIDUALS WITH GUNS

IF A GUN IS SUSPECTED OR OBSERVED

- Do Not Approach
 - Do not attempt to disarm or confront the individual.
- Immediate Notification
 - Call emergency services immediately.
 - Alert School administration using established emergency channels.
- Initiate Protective Actions (as directed or if imminent danger exists)

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- **Lockdown:** Secure doors, turn off lights, move out of sight, remain quiet.
- **Evacuation:** Only if a safe route is clearly available and directed.
- **Shelter:** Use solid barriers and stay away from doors and windows.
- **Accountability**
 - Take attendance when safe and report missing or injured individuals to administration or responders.
- **Communication**
 - Follow official announcements; do not spread unverified information.
 - Do not use personal devices to contact parents or media unless instructed.

WHEN LAW ENFORCEMENT ARRIVES

- **Follow Commands Immediately**
 - Keep hands visible and comply with all instructions.
- **Provide Information**
 - Share factual details only when asked.
- **Remain in Place**
 - Do not leave secured areas until cleared by authorities.

AFTER THE INCIDENT

- Provide access to counseling and support services for students and staff.
- Conduct an incident debrief and update procedures as needed.
- Communicate with families through official School channels.

PROCEDURES TO ASSESS AND RESPOND TO REPORTS OF ANY DANGEROUS, VIOLENT, OR UNLAWFUL ACTIVITY THAT IS BEING CONDUCTED OR THREATENED TO BE CONDUCTED AT THE SCHOOL, AT AN ACTIVITY SPONSORED BY THE SCHOOL, OR ON A SCHOOL BUS SERVING THE SCHOOL

~~This section is developed with the help of local law enforcement and county office of education expertise. Tactical responses are considered internal confidential information and are excluded from this copy of the plan.~~

STEP 1: DETERMINE THE LEVEL OF RISK

Use the following general guidelines:

- **High Risk / Imminent Threat**
 - Violence occurring or about to occur
 - Weapons involved or threatened
 - Serious injury or credible threats
- **Moderate Risk**
 - Fights, threats, harassment, or illegal activity without weapons

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- Suspicious behavior that could escalate
- Low Risk
 - Concerning behavior, rumors, or policy violations with no immediate threat

When in doubt, treat the situation as a higher level of risk.

STEP 2: IMMEDIATE RESPONSE ACTIONS

- For High-Risk or Imminent Threats
 - Call emergency services (e.g., 911) immediately.
 - Notify the principal or designee without delay.
 - Initiate protective actions as directed (lockdown, evacuation, shelter, or securing the bus).
 - Do not attempt to confront or restrain individuals unless required to protect life.
- For Moderate-Risk Situations
 - Notify school administration as soon as possible.
 - Separate involved individuals if it can be done safely.
 - Increase supervision and monitor the situation closely.
 - Request assistance from school security or law enforcement if needed.
- For Low-Risk Concerns
 - Report the concern to administration.
 - Document the information received or observed.
 - Monitor for changes or escalation.

STEP 3: COMMUNICATION AND DOCUMENTATION

- Share information only with appropriate school officials and responders.
- Do not spread rumors or unverified information.
- Document the report, actions taken, and outcomes according to school procedures.

STEP 4: COORDINATION WITH LAW ENFORCEMENT AND EMERGENCY RESPONDERS

- Cooperate fully with responding authorities.
- Follow all instructions given by emergency personnel.
- Provide factual information when requested.

STEP 5: FOLLOW-UP AND SUPPORT

- Ensure medical attention is provided if needed.
- Provide access to counseling or support services for affected individuals.
- Conduct a post-incident review to identify needed improvements.
- Communicate with families and the school community through official channels.

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CARDIAC ARREST OR SIMILAR LIFE-THREATENING MEDICAL EMERGENCY

RECOGNITION OF A MEDICAL EMERGENCY

Initiate emergency response if an individual:

- Is unresponsive and not breathing normally.
- Collapses suddenly.
- Has no detectable pulse.
- Experiences chest pain, severe shortness of breath, seizure activity, or signs of stroke.

IMMEDIATE RESPONSE PROCEDURES

- Ensure Scene Safety
 - Check for hazards before approaching the individual.
- Assess the Individual
 - Check responsiveness.
 - Check breathing and pulse (if trained).
- Activate Emergency Services
 - Call 911 (or local emergency number) immediately.
 - Provide exact location, nature of emergency, and condition of the individual.
 - Do not hang up until instructed.
- Initiate Life-Saving Care
 - Begin CPR immediately if the individual is unresponsive and not breathing normally.
 - Use an AED as soon as it is available.
 - Follow AED voice prompts and continue CPR until EMS arrives or the individual shows signs of life.
- Assign Support Actions
 - Send a staff member to retrieve the AED.
 - Assign someone to meet EMS at the entrance and escort them to the scene.
 - Clear the area to allow responders adequate space.

USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

- AEDs shall be clearly marked and accessible.
- Only use the AED according to device instructions.
- Do not delay CPR while retrieving an AED.
- Remove clothing from the chest as required to apply pads.

CARE UNTIL EMS ARRIVAL

- Continue CPR and AED use as directed.
- Monitor the individual for changes.
- Do not provide food, drink, or medication unless directed by EMS.

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TRANSFER OF CARE

- Provide EMS with all known information:
 - Time of collapse and response actions taken.
 - Number of AED shocks delivered.
 - Medical information if known.
- Follow EMS instructions once they assume care.

POST-INCIDENT PROCEDURES

- Secure the area as needed.
- Notify supervisor, Human Resources, and designated safety personnel.
- Complete an incident report within required timeframes.
- Arrange emotional support or debriefing for staff involved.
- Inspect, restock, and service the AED and first aid supplies.

PROCEDURES REGARDING THE PRESENCE OF IMMIGRATION ENFORCEMENT ON THE SCHOOLSITE OR SCHOOL-SPONSORED ACTIVITIES

When the Charter School confirms the presence of immigration enforcement at the schoolsite or school-sponsored activity, it shall notify parents and guardians of students, teachers, administrators, and school personnel. Immigration enforcement includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law, and also includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person's presence in, entry, or reentry to, or employment in, the United States. "Schoolsite" can include school buses or other vehicles used to transport students, or an otherwise public area where a school-sponsored activity occurs.

NOTIFYING PARENTS/GUARDIANS WHEN STUDENTS ARE CONTACTED

Except in cases of suspected child abuse, neglect, or dependency matters, the Charter School must immediately notify parents or guardians if they release a student to a law-enforcement officer, including an ICE officer, for the purpose of removing the student from the school premises. The Charter School shall also notify a student's parent/guardian before law enforcement officers question a student at school. Unless an officer or immigration enforcement agency employee has a valid judicial warrant or court order that restricts the disclosure of information to a parent/guardian of student, when the Charter School is presented with a request to question a student, or otherwise access a student, by immigration enforcement officials, the Charter School will immediately contact that student's parent/guardian. Through the contact, the Charter School shall inform the parent/guardian of the immigration enforcement official's specific request and let them know of any documentation presented by the officer for access to the student.

NOTIFYING STAKEHOLDERS WHEN IMMIGRATION ENFORCEMENT OCCURS ON THE SCHOOLSITE

In addition to the notification to parents/guardians of students identified above, the Charter School will notify the students/parents/guardians/school employees/volunteers of the confirmed instance(s) where law enforcement officers have engaged in immigration enforcement on the schoolsite within 24 hours of

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the School's confirmation. The communication will be provided to the community at large through the following means: email notification through the school's unified two-way communication platform (e.g., Parent Square). The notice will include the date, time and nature of the immigration enforcement on the schoolsite. The notice will not divulge any personally identifiable information about any individuals involved with, or who are the subject of, the immigration enforcement. The notice will include hyperlinks for families with information about their educational rights, state laws that protect parents' and students' privacy and confidentiality, and if available, counseling or support services, which may include services that support families impacted by immigration enforcement and model policies adopted by the school.

Staff will respond to immigration enforcement officials following the steps as outlined in the Immigration Enforcement Policy.

PROTOCOL IN THE EVENT A PUPIL IS SUFFERING OR IS REASONABLY BELIEVED TO BE SUFFERING FROM AN OPIOID OVERDOSE.

This section is developed with the help of local law enforcement and county office of education expertise. Tactical responses are considered internal confidential information and are excluded from this copy of the plan.

PROCEDURES FOR PREVENTING OPIOID AND FENTANYL USE AND OVERDOSE

Pacific Coast Academy's primary goal in the fight against opioids and fentanyl use is prevention.

Pacific Coast Academy will use the following prevention strategies:

- Distribute materials to and/or discuss with students content conducive to preventing drug use/abuse such as, but not limited to:
 - How opioids and fentanyl affect the body's systems.
 - Refusal strategies
 - The signs and symptoms of use/abuse
 - The science of addiction
- Distribute safety advice to families regarding opioid overdose prevention.
- Creating a supportive, safe and orderly environment conducive to learning by regularly assessing school climate and using data to develop goals and objectives to address gaps.
- Providing training to staff on building protective factors in students, as well as recognizing the signs and symptoms of use/abuse.

ESSENTIAL STEPS FOR INDIVIDUALS RESPONDING TO POSSIBLE OVERDOSE

The following was developed and taken from The Department of Health and Human Services, Substance Abuse and Mental Health Services Administration document [SAMHSA Opioid Overdose Prevention Toolkit](#).

Overdose is common among persons who use illicit opioids such as heroin and among those who misuse medications prescribed for pain such as oxycodone, hydrocodone, methadone, buprenorphine, and

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morphine. The incidence of opioid overdose is rising nationwide. In 2016, more than 42,000 of the drug overdose deaths in the United States involved some type of opioid, including heroin.

To address the problem, emergency medical personnel, health care professionals, school personnel, people who use drugs, and other community members who may witness and respond to an overdose are being trained in the use of the opioid antagonist medication naloxone, which can reverse the potentially fatal respiratory depression caused by opioid overdose. (Note that naloxone has no effect on non-opioid overdoses, such as those involving cocaine, benzodiazepines, or alcohol.

The steps outlined in this section are recommended to reduce the number of deaths resulting from opioid overdoses.

STEP 1: EVALUATE FOR SIGNS OF OPIOID OVERDOSE

SIGNS OF OVERDOSE, WHICH OFTEN RESULTS IN DEATH IF NOT TREATED, INCLUDE

- Unconsciousness or inability to awaken.
- Slow or shallow breathing or breathing difficulty such as choking sounds or a gurgling/snoring noise from a person who cannot be awakened.
- Fingernails or lips turning blue/purple.

IF AN OPIOID OVERDOSE IS SUSPECTED, STIMULATE THE PERSON

- Call the person's name.
- If this doesn't work, vigorously grind knuckles into the sternum (the breastbone in middle of chest) or rub knuckles on the person's upper lip.
- If the person responds, assess whether he or she can maintain responsiveness and breathing.
- Continue to monitor the person, including breathing and alertness, and try to keep the person awake and alert.

If the person does not respond, call 911, and provide rescue breathing if the person is not breathing on their own.

STEP 2: CALL 911 FOR HELP

AN OPIOID OVERDOSE NEEDS IMMEDIATE MEDICAL ATTENTION

An essential step is to get someone with medical expertise to see the person as soon as possible. If no emergency medical services (EMS) or other trained personnel are on the scene, activate the 911 emergency system immediately. All you have to say is "Someone is unresponsive and not breathing." Be sure to give a specific address and/or description of your location. After calling 911, follow the dispatcher's instructions. If appropriate, the 911 operator will instruct you to begin CPR (technique based on rescuer's level of training).

INSTRUCTIONAL CONTINUITY PLAN

- See Appendix E for the Instructional Continuity Plan

Tactical information is excluded from the public inspection document. This document is not available for inspection on the internet.

APPENDIX A - STAFF ACCOUNTABILITY FORM

APPENDIX B - SUSPENSION & EXPULSION POLICY

APPENDIX C - HARASSMENT, DISCRIMINATION, INTIMIDATION &
BULLYING PREVENTION POLICY

APPENDIX D - WORKPLACE VIOLENCE PREVENTION PLAN

APPENDIX E - INSTRUCTIONAL CONTINUITY PLAN

Tactical information is excluded from the public inspection document. This document is not available for inspection on the internet.

Coversheet

Educational Records Policy

Section: IV. Consent Agenda
Item: G. Educational Records Policy
Purpose:
Submitted by:
Related Material:
PCA Education Records & Student Info Policy_Rev 9.12.25_RED 1.21.26.pdf



Pacific Coast Academy

Education Records and Student Information Policy

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EDUCATION RECORDS AND STUDENT INFORMATION POLICY

Pacific Coast Academy is committed to protecting student privacy in accord with the Family Educational Rights and Privacy Act or “FERPA” and the California Constitution.

EDUCATION RECORD

An education record is any written or computerized document, file, entry, or record containing information directly relating to a student that is compiled and maintained by the Charter School. Such information includes but is not limited to:

- Date and place of birth, parent and/or guardian’s address, and where the parties may be contacted for emergency purposes;
- Grades, test scores, courses taken, academic specializations and school activities;
- Special education records;
- Disciplinary records;
- Medical and health records;
- Attendance records and records of past schools attended;
- Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student. Please note that, as of January 1, 2017, the Charter School shall not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians, unless otherwise required to do so by state or federal law.

The Charter School shall not use any school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity or national origin.

An education record does not include any of the following:

- Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another person except a temporary substitute for the maker of the record;
- Records maintained by a law enforcement unit of the Charter School that were created by that law enforcement unit for the purpose of law enforcement;
- Records relating to a Charter School employee that are made and maintained in the normal course of business, relate exclusively to the individual in that individual’s capacity as an employee; and are not available for use for any other purpose;
- Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with treatment of the student; and c) disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial educational

activities or activates that are part of the program of instruction at the Charter School.

- Records that only contain information about an individual after he or she is no longer a student at the Charter School.
- Grades on peer-graded papers before they are collected and recorded by a teacher.

Parents and eligible students that they have the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Code of Federal Regulations authorize disclosure without consent;
- File with the Department of Education a complaint concerning alleged failures by the Charter School to comply with the requirements of FERPA and its promulgated regulations.
- Request that the Charter School not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

REQUESTING TO REVIEW EDUCATION RECORDS

Parents and eligible students have the right to review the student's education records. In order to do so, parents and eligible students shall submit a request to review education records in writing to the Director of Records. Within forty-five (45) days, the Charter School shall comply with the request. Special Education records will be provided within five (5) business days.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the Charter School will provide the parent or eligible student with a copy of the requested records or make other arrangements for inspection and review of the requested records.

REQUESTING COPIES OF EDUCATION RECORDS

The Charter School will provide copies of requested documents within 45 days (five (5) business days for Special Education) of a request for copies. The Charter School will charge reasonable fees for copies it provides to parents or eligible students, unless it effectively prevents a parent or eligible student from exercising the right to inspect and review the education records. The charge will not include a fee to search for or to retrieve the education records.

REQUESTING FOR AMENDMENT TO EDUCATION RECORDS

If upon review, a parent or eligible student discovers any information or notation that is factually inaccurate, misleading or in violation of the student's right of privacy, he or she may request, in writing, that the Charter School amend the record. The request must be submitted within thirty (30) days of the discovery of the inaccurate or misleading information or a violation of the student's right of privacy. The Charter School will respond within ten (10) business days of the receipt of the request to amend. The

Charter School's response will be in writing and if the request for amendment is denied, the Charter School will set forth the reason for the denial and inform the parent or eligible student of his or her right to a hearing challenging the content of the education record. Please note that records are generally able to be amended only by the institution that generated the record.

CHALLENGING THE EDUCATION RECORD

If the Charter School denies a parent or eligible student's request to amend an education record, the parent or eligible student may request in writing that he/she be given the opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student.

The hearing to challenge the education record shall be held within twenty (20) business days of the date of the request for a hearing, notice of the date, time and place of the hearing will be sent by the Charter School to the parent or eligible student no later than ten (10) business days before the hearing.

The hearing will be conducted by the Executive Director or their designee. The parent or eligible student will be given a full and fair opportunity to present evidence relevant to the issues relating to the challenge to the education record. The parent or eligible student may also, at his/her own expense, be assisted or represented by one or more individuals of his/her choice, including an attorney. The Executive Director's decision will be based solely on the evidence presented at the hearing. Within ten (10) school days of the conclusion of the hearing, the Charter School's decision regarding the challenge will be made in writing and will include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the Charter School decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will amend the record accordingly and inform the parent or eligible student of the amendment in writing.

If, as a result of the hearing, the Charter School decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of the Charter School, or both. If the Charter School places a statement by the parent or eligible student in the education records of a student, it will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

DISCLOSURE OF EDUCATION RECORDS AND DIRECTORY INFORMATION

With the exceptions listed below, the Charter School will not release educational records to any person or entity outside the Charter School without the written consent of a parent or eligible student. When a parent/guardian/educational rights holder places an order for services/items through the Homeschool Hub, this action is deemed to be written permission for the Charter School to share student and parent demographic information with the vendor fulfilling that order. The written permission must specify the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the

disclosure may be made. When disclosure is made pursuant to written permission, the parent or eligible student may request a copy of the disclosed records. Signed and dated written consent may include a record and signature in electronic form if it identifies and authenticates a particular person as the source of the electronic consent and indicates such person's approval of the information contained in the electronic consent. The Charter School shall permanently keep the consent notice with the record file. A parent, guardian or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that is not otherwise subject to release, the Charter School shall not release the information.

The Charter School shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by FERPA. No student information shall be disclosed to immigration authorities for immigration-enforcement purposes without a court order or judicial subpoena. Immigration-enforcement agencies do not have a legitimate educational interest in a student's or family's citizenship or immigration status. A student's or family's citizenship or immigration status is not considered to be directory information.

Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on the Charter School prohibits disclosure, the Charter School shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

The Charter School will only disclose personally identifiable information on the condition that the receiving party not disclose the information to any party without the prior consent of the parent or eligible student and that the receiving party use it for the purposes for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure exceptions listed below and the Charter School maintains the appropriate records, as described below. Except for disclosures pursuant to a judicial order or lawfully issued subpoena, of directory information or to parents or eligible students, the Charter School will inform a receiving party of the requirement that the party not disclose the information to any other party without the prior written consent of the parent or eligible student and that the receiving party use it for the purpose for which the disclosure was made.

If the Charter School receives an information request related to a student's or family's immigration or citizenship status, the Charter School personnel shall take the following action steps:

- Notify the Executive Director or Deputy Executive Director about the information request;
- Provide students and families with appropriate notice and a description for the immigration officer's request;
- Document any verbal or written request for information by immigration authorities;
- Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

The Charter School will train its personnel regarding gathering and handling sensitive student information as identified in this policy.

The Charter School will disclose education records, without consent, to the following parties:

- Charter School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99, which include person(s) employed by the Charter School in an administrative, counseling, supervisory, academic, student support services, or research position, or a support person to these positions, a person employed by or under contract to the Charter School to perform a specific task, educational partnerships, or a member of the board of directors;
- Contractors, consultants, volunteers or other parties to whom the Charter School has outsourced institutional services or functions may be considered a Charter School official provided that the outside party performs an institutional service or function for which the Charter School would otherwise use employees, is under the direct control of the Charter School with respect to the use and maintenance of records, and is subject to the requirements of 34 C.F.R. § 99.33(a) governing the use and redisclosure of personally identifiable information;
- Other schools to which a student seeks or intends to enroll;
- Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
- Appropriate parties in connection a student's application for, or receipt of, financial aid to a student if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
- Organizations conducting certain studies for the Charter School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
- Accrediting organizations in order to carry out their accrediting functions;
- Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
- Individuals who have obtained lawful court orders or subpoenas, with prior notice to parents or eligible students with some exceptions;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law;
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by the Charter School with respect to that alleged crime or offense. The Charter School may disclose the final results of the disciplinary proceeding, regardless of whether the Charter School concluded a violation was committed.
- An agency caseworker or other representative of a State or local child welfare agency or tribal organization who has the right to access a student's case plan, when such agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, provided those records will not be disclosed by such agency or organization, except as required by law;
- Other disclosures as provided by applicable law.

Release of Directory Information

“Directory information,” which is defined as set forth below, may be released to requestors in limited circumstances by the Charter School without additional notice to parents/guardians unless the parent/guardian “opts out” of such disclosures, in writing.

State and federal law allow directory information to be disclosed to any requestors, except those who intend to use the information for commercial purposes.

Definition of Directory Information

Pacific Coast Academy has designated the following information as directory information:

- Parents'/guardians' names
- Address
- Electronic mail address
- Dates of attendance
- Degrees, honors, and awards received; and
- The most recent educational agency or institution attended

"Opt-Out" Notice

If a parent/guardian does not want the Charter School to disclose the parent/guardian's contact and other directory information from his/her child's records to such persons or entities without the parent/guardian's prior written consent, the parent/guardian must notify the Charter School in writing.

Notice of Disclosure of Directory Information

At the beginning of each year, the School shall provide parents and eligible students with a notice containing the following information if the School decides to release Directory Information: 1) The categories of information that the School has classified as public directory information that may be disclosed without parental consent and which should only include information specifically identified in Education Code section 49061(c)); 2) A statement that directory information does not include citizenship status, immigration status, place of birth or any other information indicating national origin (except where the School receives consent as required under state law); 3) The recipients of the directory information; 4) The parent's or eligible student's abilities to refuse release of the student's directory information, and how to refuse the release; and 5) The deadline in which the parent, guardian or eligible student must notify the School in writing that they do not want the information designated as directory information. The notice shall be in the form of the Parent Student Handbook. Within 14 days of sending notice, any parent(s) who does not want his/her child's directory information made public without prior written consent must inform the School in writing. This parental notice must identify what student directory information (any or all) is subject to the prior written consent requirement. The notice must also indicate that opting out by the noted deadline is the parents'/guardians'/students' only way to prevent the release of directory information.

The rights to require prior written consent does not apply to disclosure or requiring a student to disclose his/her name, identifier or institutional email address in a class in which the student is enrolled or to require the student to wear, display publicly or disclose a student ID card or badge that exhibits directory information.

Annual Notice

At the beginning of each school year, in addition to the notice required for directory information, the School shall provide parents and eligible students with a notice of their rights under FERPA. The notice shall inform the parents and eligible students that they have the right to:

- Inspect and review the student’s education records;
- Seek amendment of the student’s education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student’s privacy rights;
- Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and the Code of Federal Regulations authorize disclosure without consent; and
- File with the Department of Education a complaint concerning alleged failures by the School to comply with the requirements of FERPA and its promulgated regulations.
- Request that the School not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

The notice must also include the following:

- The procedure for exercising the right to inspect and review educational records;
- The procedure for requesting amendment of records;
- A statement that the School forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.
- The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.
- Assurances that the School will not release information to third parties for immigration enforcement purposes, except as required by law or court order;
- A description of the types of student records maintained by the School;
- A list of the circumstances or conditions under which the School might release student information to outside people or entities;
- A statement that, unless the School is providing directory information or information permitted to be disclosed without parental consent under FERPA and the California Education Code, the School shall notify parents or guardians and eligible students – and receive their written consent – before it releases a student’s personally identifiable information;
- A statement that even for those exceptions that permit the release of education records without parental consent, the agency is required to notify the student and their family unless an exception exists. In those excepted circumstances, prior notification to parents/guardians is not required.
- Policies regarding the retention and destruction of personally identifiable information.

Third-Party Web Application Disclaimer and Consent Policy

By placing orders for web applications through the Homeschool Hub, parents acknowledge and understand that third-party applications may present security risks and engage in data collection practices

beyond the School's control. Parents are responsible for reviewing all application terms, privacy policies, and security practices prior to placing any order. By completing an order, parents provide explicit consent to the web application's data collection and privacy policies and acknowledge that the School bears no responsibility for any security breaches, data collection, or privacy practices of third-party applications. Parents assume full responsibility for evaluating the suitability and safety of all web applications before authorizing their use.

RECORD KEEPING

The Charter School will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student for as long as the records are maintained. For each request, the record will include the following information: the parties who have requested or received the information and the legitimate interests the parties had in requesting or obtaining the information.

For disclosures of personally identifiable information to institutions that make disclosures of the information on behalf of the Charter School in accordance with 34 C.F.R. 99.33(b), the record will include the names of the additional parties to which the receiving party may disclose the information on behalf of the Charter School and the legitimate interests that each of the additional parties has in requesting or obtaining the information.

These record keeping requirements do not apply to requests from or disclosure to parents and eligible students, the Charter School officials with a legitimate purpose of inspecting the records, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking or receiving the records as directed by a court order or subpoena.

The records relating to disclosures of personally identifiable student information may be inspected by parents and eligible students, the Charter School officials (or their assistants) responsible for the custody of the records, and parties authorized by regulations for the purpose of auditing the recordkeeping procedures of the Charter School.

COMPLAINTS

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. S.W.
Washington, D.C. 20202

Coversheet

Harassment, Discrimination, Intimidation & Bullying Prevention Policy

Section: IV. Consent Agenda
Item: H. Harassment, Discrimination, Intimidation & Bullying Prevention Policy
Purpose:
Submitted by:
Related Material:
PCA Harass Discrim Intim Bully Prevention Policy_Rev 5.27.25_RED 1.20.26.pdf



Pacific Coast Academy

Harassment, Discrimination, Intimidation & Bullying Prevention Policy

Compliant with the Safe Place to Learn Act

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HARASSMENT, DISCRIMINATION, INTIMIDATION AND BULLYING PREVENTION POLICY – COMPLIANT WITH THE SAFE PLACE TO LEARN ACT

It is the policy of Pacific Coast Academy (“School”) to create and maintain a learning environment where students and employees are treated with dignity, decency and respect. It is also the policy of Pacific Coast Academy to maintain an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. Accordingly, the School is committed to enforcing this Harassment, Discrimination, Intimidation and Bullying Prevention Policy at all levels in order to create an environment free from all forms of discrimination, harassment, intimidation and bullying.

Discrimination, harassment, intimidation or bullying based on the following characteristics, whether actual or perceived: race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, neurodiversity, or association with a person or group with one or more of the aforementioned characteristics or any other legally protected category is unlawful and undermines the character and purpose of the School. Such discrimination, harassment, intimidation or bullying violates School policy and will not be tolerated. This policy applies to anyone on campus at the School or those attending School sponsored activities. This policy also applies to all acts related to school activity or school attendance and all acts of the governing board in enacting policies and procedures of the governing board.

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

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

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

- Discuss the varying immigration experiences among members of the student body and school community;
- Discuss bullying-prevention strategies with students, and teach students to recognize the behavior

and characteristics of bullying perpetrators and victims;

- Identify the signs of bullying or harassing behavior;
- Take immediate corrective action when bullying is observed; and
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

DEFINITIONS

Discrimination

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

Harassment

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

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

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

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

Sexual Harassment

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

- Unwanted sexual advances

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

Intimidation

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

Bullying

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

Other Types of Bullying:

- Sexual bullying includes many of the actions typical of bullying behavior with the added actions of exhibitionism, voyeurism, sexual propositioning, sexual harassment and sexual abuse (touching, physical contact, sexual assault).
- Bias or hate-motivated bullying is a basic bias against or hate for a person or group. Examples include taunting one's race, religion, national origin, sexual orientation, or physical or mental disabilities. The bullying behavior may also be aggressive, antagonistic, and assaultive.
- Hazing is a form of aggressive behavior that usually involves intimidation and humiliation during an initiation for a student organization or body, club, group or sports team. It may involve conduct that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current or prospective pupil. Hazing does not include athletic events or school-sanctioned events.
- Cyberbullying involves bullying conduct that is created or transmitted by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager communicating any of the following: 1) a message,

text, sound or image; 2) a post on a social network Internet Web site, including a “Burn Page,” an impersonation of another student, and a false profile.

- Cyber sexual bullying involves dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more effects described in (1) – (4) above. A photograph or other visual recording shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording or other electronic act.
- Social media bullying involves bullying through forums for social media, such as internet websites with free registration and ease of registration, internet websites offering peer-to-peer instant messaging (such as Snapchat, Tox, FireChat, Orbit, Bleep), internet websites offering comment forums (such as Facebook, Twitter, Reddit) and internet websites offering image or video posting platforms (such as YouTube, Instagram, Twitch, Imgur).

Retaliation

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

REPORTING DISCRIMINATION, HARASSMENT, INTIMIDATION, BULLYING OR RETALIATION

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

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

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

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

- By phone at (619) 215-0704
- By email at krystin.demofonte@pacificcoastacademy.org
- By mail at 13915 Danielson Street Suite #103 Poway, CA 92064

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

immediate steps to intervene when it is safe to do so.

INVESTIGATION AND DISPOSITION OF COMPLAINTS

General Grievance Procedures

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

The School will conduct a prompt, thorough and impartial investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. The investigation, conducted by a qualified investigator(s) (who may be a School employee), will include an interview with the alleged student-victim and his/her parent(s)/guardian(s). It may also include interviews with the person who made the initial report, the complainant (if not the alleged victim), the alleged wrongdoer and/or any other person who may have information regarding the incident, each of whom are encouraged to cooperate with any investigation. The investigator may also review any relevant documents.

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

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

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

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

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

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

Parental Notification

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

Sexual Harassment Poster

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

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

Posting

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

The policies that prohibit discrimination, harassment, intimidation, and bullying on the basis of a student's actual or perceived nationality, ethnicity, or immigration status must be translated into the student's primary language if at least 15 percent of the students enrolled in the school speak a single primary language other than English.

Coversheet

Immigration Enforcement Policy

Section: IV. Consent Agenda
Item: I. Immigration Enforcement Policy
Purpose:
Submitted by:
Related Material: PCA Immigration Enforcement Policy_RED 1.13.26.pdf



Pacific Coast Academy

Immigration Enforcement Policy

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IMMIGRATION ENFORCEMENT POLICY

Pacific Coast Academy is committed to ensuring that public schools remain safe and accessible to all California residents regardless of immigration status.

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

- ~~1. Outline the Procedures for Responding to an Immigration or Law Enforcement Officer~~
- ~~2. Outline the Procedures for Notifying Parents Before a Student is Interviewed or Searched by any Officer Seeking to Enforce Civil Immigration~~

RESPONDING TO AN IMMIGRATION OR LAW-ENFORCEMENT OFFICER

~~As early as possible, the The~~ Charter School personnel shall notify the Executive Director or Deputy Executive Director of any request by an immigration or law-enforcement officer ~~seeking access to the schoolsite or any student to conduct immigration enforcement, or any requests for review of school documents (including for the for school or student access, requests for review of the Charter school documents, or requests of the~~ services of lawful subpoenas, petitions, complaints etc.); ~~as soon as possible.~~

In addition, if an officer appears at a school function specifically for immigration-enforcement purposes, the Charter School personnel must take the following actions:

- Advise the officer that ~~before proceeding with the request, an absent exigent circumstances,~~ the Charter School personnel must ~~first receive notification and direction from have~~ the Executive Director or Deputy Executive Director ~~review written notification prior to beginning with request;~~
- Ask to see (and make a copy of or note) the officer's ~~credentials (name and badge number) and ask for, and copy or note, the phone number of the officer's supervisor;~~
- Ask the officer for her/his reason for being at the Charter School event and document it;
- Ask the officer to produce any documentation that authorizes school access;
- Make copies and retain a copy of all documents provided by the officer. Retain one copy for the Charter School records;
- If the officer ~~declares asserts~~ that ~~special~~ exigent circumstances exist and demands immediate access to the Charter school location, the Charter school personnel should comply ~~with the officer's orders and immediately and~~ contact the Executive Director or Deputy Executive Director.

If the officer does not declare that exigent circumstances exist, the Charter School personnel shall ~~respond to the requirements of the officer's documentation as follows.~~ If the officer has:

- **An ICE (Immigration and Customs Enforcement) administrative warrant:** Charter School personnel shall inform the officer that they cannot consent to any request without first consulting

with the Charter School's legal counsel or other designated agency official;

- **A federal judicial warrant (search-and-seizure warrant or arrest warrant):** Prompt compliance with such a warrant is usually legally required. If feasible, consult with the Charter School's legal counsel or designated administrator before providing the agent access to the person or materials specified in the warrant;
- **A subpoena for production of documents or other evidence:** Immediate compliance is not required. Therefore, the Charter School personnel shall inform the Charter School's legal counsel or other designated official of the subpoena, and await further instructions on how to proceed.

~~inform the officer that the Charter School must consult its own legal counsel before proceeding. In the event the officer presents a federal judicial warrant (search and seizure warrant or arrest warrant), consultation with the Charter School's legal counsel shall be made before providing the agent access to the person or materials specified in the warrant if feasible.~~

The Charter School personnel should not consent to access by an immigration-enforcement officer, except as described above. At the same time, personnel shall never physically impede an officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If the officer enters **the premises** without consent, personnel shall document his or her actions while on campus **and if feasible, accompany them at all times.**

~~After the encounter with the immigration officer, The Charter School personnel shall promptly take written notes of all interactions with the officer. The Charter School personnel shall provide notes, and associated documents collected, of the interaction to the Charter School's legal counsel or designated administrator. The Charter School's legal counsel or designated administrator shall submit a timely report to and provide the governing board regarding the officer's requests and actions and the Charter School's response(s). a report of the interaction as timely as possible. These notes taken by personnel must include, but are not limited to:~~List or copy of the officer's credentials and contact information;

- List of all the Charter School personnel who communicated with the officer;
- Details of the officer's request;
- ~~Information on whether~~ **Whether** the officer presented a warrant or subpoena to accompany his/her request, **what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge the information/access requested and proof that the warrant was/wasn't signed;**
- The Charter school personnel's response to the officer's request;
- Any further action taken by the officer/**agent**;
- Photo or copy of all/any information presented by the agent.

Any attempt by a law-enforcement officer to access a school location or a student for immigration-enforcement purposes ~~should~~ **will** be reported to the Bureau of Children's Justice in the California Department of Justice at BCJ@doj.ca.gov

PARENTAL NOTIFICATION

Before a student can be interviewed or searched by any officer seeking to enforce civil immigration laws at the Charter School, the Charter School personnel must receive consent from the student's parent or guardian, unless the officer presents a valid, effective warrant signed by a judge or presents a valid, effective court order, ~~stating otherwise~~.

The Charter school personnel must immediately notify the student's parents or guardians if a law-enforcement officer or employee of an agency requests or gains access to a student for immigration-enforcement purposes unless that access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

TRAINING

The Charter School will establish training regarding immigration issues for teachers, school administrators, and school staff, including information on responding to a request from an officer enforcing immigration law to visit a school site or to have access to a student. The Charter School will designate an employee to facilitate training programs for staff, help provide non-legal advice to families and assist in communications with the Charter School and other stakeholders in local and state government.

Coversheet

Immigration Enforcement Policy Related to the Detention or Deportation of a Student's Family Member

Section: IV. Consent Agenda

Item: J. Immigration Enforcement Policy Related to the Detention or
Deportation of a Student's Family Member

Purpose:

Submitted by:

Related Material:

PCA Immigration Enfor Policy Detention-Deportation Stud Fam_RED 1.13.26.pdf



Pacific Coast Academy

Immigration Enforcement Policy Related to the Detention or Deportation of a Student's Family Member

IMMIGRATION ENFORCEMENT POLICY RELATED TO THE DETENTION OR DEPORTATION OF A STUDENT'S FAMILY MEMBER

Pacific Coast Academy is committed to ensuring that public schools remain safe and accessible to all California residents regardless of immigration status.

~~The purpose of the Pacific Coast Academy Governing Board approving this Immigration Enforcement Policy Related to the Detention or Deportation of a Student's Family Member is to accomplish the following:~~

~~Outline the Procedures for Responding to the Detention or Deportation of a Student's Family Member~~

Responding to the Detention or Deportation of a Student's Family Member: The Charter School shall encourage families and students to be prepared in the event that a family member is detained or deported. The Charter School shall encourage families and students to:

- Know their emergency phone numbers;
- Know where to find important documentation such as birth certificates, passports, Social Security Cards, doctors' contact information, medication lists, ~~and~~ lists of allergies, *etc.*

The Charter School shall permit students and families to update a student's emergency contact information as needed throughout the school year and to provide alternative contacts if not parent or guardian is available.

The Charter School shall ensure that families may include the contact information of an **identified** trusted adult guardian as a secondary emergency contact in the event a student's parent or guardian is ever detained.

The Charter School shall communicate to families that the information provided on the emergency cards will only be used to respond to emergency situations – and will never be used for any other purpose.

The student's emergency card contact information is the information that shall be used in the event a student's parent or guardian is detained or deported **by federal immigration authorities** and the student must be released to an adult(s) designated on that card. Alternately, the Charter School shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. The Charter School shall only contact Child Protective Services if school staff are **unsuccessful in arranging unable to arrange** for timely care through the **emergency contact information that the School has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian methods outlined above or other instructions given by the parent or guardian.**

Any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes should be reported to the Bureau of Children's Justice in the California Department of Justice at BCJ@doj.ca.gov.

Coversheet

Invoices over 100K

Section: IV. Consent Agenda
Item: K. Invoices over 100K

Purpose:

Submitted by:

Related Material:

School Pathways 1.7.26 - Invoice INV-140-09753 - \$101,123.18 (1).pdf

REDACTED - PCA - 11.02.25 - Marriott Mission Valley - Krystin's Divvy Card - \$857.56 (1).pdf

REDACTED - PCA - 11.18.25 - Inn at the Mission SJC - \$875.75 - Krystin Demofonte (2).pdf

REDACTED - PCA - 12.10.25 - Courtyard by Marriott - Krystin's Divvy Card - \$853.39 (1).jpeg

REDACTED - SPECIALIZED THERAPY SERVICES 10.31.25 - INVOICE PCAC01-1025 - \$110678.55 (1).pdf

REDACTED - PCA - 11.11.25 - Zoom - Invoice # INV329367582 - \$111,566.44 (1).pdf

REDACTED - SPECIALIZED THERAPY SERVICES 09.30.25 - INVOICE PCAC01-0925 - \$108026.80 (1).pdf



Invoice

School Pathways, LLC
 PO Box 432
 Portola CA 96122
 United States

Date	01/07/2026
Invoice #	INV-140-09753
Terms	Net 30
Customer ID	140-C0402 So Cal Schools : 140-C0358 Pacific Coast Academy (pacificcoast)
PO#	
Date Due	02/06/2026

Bill To

Pacific Coast Academy
 1740 Huntington Dr #205
 Attn: Accounts Payable
 Duarte CA 91010
 United States

Ship To

Pacific Coast Academy
 1740 Huntington Dr #205
 Attn: Accounts Payable
 Duarte CA 91010
 United States

Qty	Description	Rate	Amount
1	National Student Clearinghouse Export Bridge Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$116.46	\$116.46
6,778	SIS Oversight Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$0.17750074	\$1,203.10
6,778	SIS Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$1.39750074	\$9,472.26
1	Beehively Export Bridge Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$151.91	\$151.91
6,778	PLS Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$11.18250074	\$75,794.99
1	Renaissance Learning Export Bridge Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$116.46	\$116.46
6,778	RegOnline Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$0.41	\$2,778.98
6,778	SPArchiving Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$1.54	\$10,438.12
1	REST API Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$465.82	\$465.82
1	Clever Export Bridge Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$125.46	\$125.46
1	Educlimber Export Bridge Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$184.28	\$184.28
1	Ellevation Export Bridge Annual Subscription (District Oversight Level) 7/1/2025-6/30/2026, Quarterly Invoices	\$74.53	\$74.53
1	ParentSquare Export Bridge Annual Subscription 7/1/2025-6/30/2026, Quarterly Invoices	\$200.81	\$200.81
Subtotal			\$101,123.18
Sales Tax			\$0.00

Qty	Description	Rate	Amount
		Total	\$101,123.18
		Payment	\$0.00
		Total Due	\$101,123.18

Payment Terms:

Please make sure you reference invoice number **INV-140-09753** on your payment option to ensure timely turnaround.

Remit checks to:

School Pathways, LLC
PO Box 432
Portola, CA 96122

We have a new bank account! Please update your ACH payments to the following:

ACH Instructions:

Account name: School Pathways LLC
Account number: 563797821
Routing number: 322271627

Wire Instructions:

Account name: School Pathways LLC
Account number: 563797821
Routing number: 021000021

Beneficiary Bank: School Pathways LLC c/o JPMorgan Chase Bank, P.O. Box 182051, Columbus, OH 43218-2051

For any inquiries, please contact Accounts Receivable:

E: accounts@schoolpathways.com
P: 866-200-6936 x. 1002

0000-1110-0000-5201



SAN DIEGO - MISSION VALLEY

GUEST FOLIO

922	DEMOFONTE/KRYSTIN	189.00	01/11/26	DUPLICATE	9:22	18853
ROOM	NAME	RATE	DEPART	TIME		ACCT#
GK			01/07/26			
TYPE			ARRIVE	TIME		
ROOM CLERK	ADDRESS	VSXXXXXXXXXXXX9987				MB#: 463691966

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
11/02	CCARD-VS VSXXXXXXXXXXXX9987		857.56	
01/07	TELECOM	FREEHSIA	.00	
01/07	ROOM	922, 1	169.00	
01/07	TAX	922, 1	21.55	
01/07	CA FEE	922, 1	.34	
01/07	TMD TAX	922, 1	3.38	
01/08	TELECOM	FREEHSIA	.00	
01/08	ROOM	922, 1	189.00	
01/08	TAX	922, 1	24.10	
01/08	CA FEE	922, 1	.38	
01/08	TMD TAX	922, 1	3.78	
01/09	TELECOM	FREEHSIA	.00	
01/09	ROOM	922, 1	199.00	
01/09	TAX	922, 1	25.37	
01/09	CA FEE	922, 1	.40	
01/09	TMD TAX	922, 1	3.98	
01/10	TELECOM	FREEHSIA	.00	
01/10	ROOM	922, 1	189.00	
01/10	TAX	922, 1	24.10	
01/10	CA FEE	922, 1	.38	
01/10	TMD TAX	922, 1	3.78	
01/11	CCARD-VS VSXXXXXXXXXXXX9987		.02	
				.00



SAN DIEGO - MISSION VALLEY
8757 RIO SAN DIEGO D
SAN DIEGO CA 92108

Treat yourself to the comfort of Marriott Hotels in your home. Visit ShopMarriott.com.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

0000-1110-0000-4311 = \$18.80
0000-1110-0000-5201 = \$856.95

Inn At The Mission San Juan Capistrano
 31692 El Camino Real
 San Juan Capistrano, CA 92675

Tel: 949-503-5700



KRYSTIN DEMOFONTE
 PA3350 - PACIFIC COAST ACADEMY EXECUTIV

Page Number : 1 Invoice Nbr : 1000098273
 Guest Number : 164060
 Folio ID : A
 Arrive Date : 17-NOV-25 17:15
 Depart Date : 20-NOV-25
 No. Of Guest : 1
 Room Number : 267
 Marriott Bonvoy Number : 1966

Tax ID : 52-2055918

Inn At The Mission 20-NOV-25 02:40 9999

Date	Reference	Description	Charges (USD)	Credits (USD)
17-NOV-25	RT267	Room Chrg - GRP OTH	259.00	
17-NOV-25	RT267	Occupancy Tax 10%	25.90	
17-NOV-25	RT267	Tourism Fee	0.75	
18-NOV-25	30323	El Cafe Real Dinner	14.95	
18-NOV-25	30323	Sales Tax	1.16	
18-NOV-25	30323	Gratuity/Tips	2.69	
18-NOV-25	RT267	Room Chrg - GRP OTH	259.00	
18-NOV-25	RT267	Occupancy Tax 10%	25.90	
18-NOV-25	RT267	Tourism Fee	0.75	
19-NOV-25	RT267	Room Chrg - GRP OTH	259.00	
19-NOV-25	RT267	Occupancy Tax 10%	25.90	
19-NOV-25	RT267	Tourism Fee	0.75	
20-NOV-25	VI	Visa		-875.75

Approve EMV Receipt for VI - 9987: Signature Captured
 Application Label: VISA CREDIT AID: A0000000031010
 ARC: 00 IAD: 06011203602000 TSI: 6800 TVR: 8000008000

Continued on the next page

Inn At The Mission San Juan Capistrano
31692 El Camino Real
San Juan Capistrano, CA 92675

Tel: 949-503-5700



KRYSTIN DEMOFONTE
PA3350 - PACIFIC COAST ACADEMY EXECUTIV

Page Number	:	2	Invoice Nbr	:	1000098273
Guest Number	:	164060			
Folio ID	:	A			
Arrive Date	:	17-NOV-25	17:15		
Depart Date	:	20-NOV-25			
No. Of Guest	:	1			
Room Number	:	267			
Marriott Bonvoy Number	:	1966			

** Total	875.75	-875.75
*** Balance	0.00	

I agreed to pay all room & incidental charges.

Continued on the next page

Inn At The Mission San Juan Capistrano
 31692 El Camino Real
 San Juan Capistrano, CA 92675

Tel: 949-503-5700



KRYSTIN DEMOFONTE
 PA3350 - PACIFIC COAST ACADEMY EXECUTIV

Page Number : 3 Invoice Nbr : 1000098273
 Guest Number : 164060
 Folio ID : A
 Arrive Date : 17-NOV-25 17:15
 Depart Date : 20-NOV-25
 No. Of Guest : 1
 Room Number : 267
 Marriott Bonvoy Number : 1966

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

EXPENSE SUMMARY REPORT

Currency: USD

Date	Room Rev	Food & Bev	Parking	Other	Total	Payment
11-17-2025	259.00	0.00	0.00	26.65	285.65	0.00
11-18-2025	259.00	0.00	0.00	45.45	304.45	0.00
11-19-2025	259.00	0.00	0.00	26.65	285.65	0.00
	-----	-----	-----	-----	-----	-----
Total	777.00	0.00	0.00	98.75	875.75	0.00

Signature_____



0000-1110-0000-5201

Courtyard by Marriott®

453 6th Avenue, San Diego, CA 92101 P 619.544.1004

Marriott.com/SANCG

Krystin Demofonte		Room: 402		
		Room Type: QNQN		
		Number of Guests: 1		
		Rate: \$177.00		Clerk: CMA
Arrive: 10Dec25	Time: 08:24PM	Depart: 14Dec25	Time: 02:36PM	Folio Number: 84814

DATE	DESCRIPTION	CHARGES	CREDITS
10Dec25	Advance Deposit		853.39
10Dec25	Room Charge	174.00	
10Dec25	Occupancy Tax	23.93	
10Dec25	Convention and Tourism Tax	3.48	
10Dec25	Assessment/License Tax	0.34	
11Dec25	Room Charge	208.00	
11Dec25	Occupancy Tax	28.60	
11Dec25	Convention and Tourism Tax	4.16	
11Dec25	Assessment/License Tax	0.41	
12Dec25	Room Charge	177.00	
12Dec25	Occupancy Tax	24.34	
12Dec25	Convention and Tourism Tax	3.54	
12Dec25	Assessment/License Tax	0.35	
13Dec25	Room Charge	177.00	
13Dec25	Occupancy Tax	24.34	
13Dec25	Convention and Tourism Tax	3.54	
13Dec25	Assessment/License Tax	0.35	
14Dec25	Visa	0.01	

Card #: VXXXXXXXXXXXXXXXX9987/XXXX
 Card Type: VISA Card Entry: MANUAL Approval Code: 014759

BALANCE:	0.00
-----------------	-------------

Marriott Bonvoy Account # XXXXX1966. Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

Thank you for your stay, we hope you were able to enjoy the many attractions within walking distance of our downtown urban hotel. Please let us know if we can improve your next stay. See you soon!

See our "Privacy & Cookie Statement" on Marriott.com.

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Bring the Courtyard sleep experience home with you. Visit ShopCourtyard.com.

12/16/25
Kristine Franklin

Specialized Therapy Services, Inc.
4204A Adams Avenue
San Diego, CA 92116 US
+16198841792
jackis@theoascenter.com
https://theoascenter.com/

Invoice PCAC01-1025



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

DATE 10/31/2025	PLEASE PAY \$110,678.55	DUE DATE 12/19/2025
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SERVICE PERIOD
October

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/31/2025	AT 445	Assistive Technology: Hourly Services	11.08	150.00	1,662.00
10/31/2025	AT 445 Virtual	Assistive Technology: Virtual Hourly Services	9.75	150.00	1,462.50
10/31/2025	Audiology 720	Audiology: Hourly Services	5.50	200.00	1,100.00
10/31/2025	Audiology 720 Virtual	Audiology: Virtual Hourly Services	15.75	200.00	3,150.00
10/31/2025	BI 535	Behavior Intervention: Hourly Services	4	145.00	580.00
10/31/2025	BT 535 Virtual	Behavior Technician: Virtual Hourly Services	2	70.00	140.00
10/31/2025	ERMHS 510,515,520,525,530	ERMHS 510,515,520,525,530: Hourly Services	2	130.00	260.00
10/31/2025	MT 900 Virtual	Music Therapy: Virtual Hourly Services	1	128.00	128.00
10/31/2025	Nursing 435,436	Nursing: Hourly Services	0	135.00	0.00
10/31/2025	OI 740 Virtual	Orthopedic Impairment: Virtual Hourly Services	15.42	220.00	3,392.40
10/31/2025	OT 450	Occupational Therapy: Hourly Services	8	130.00	1,040.00
10/31/2025	OT 450 Daily Rate	Occupational Therapy: Daily Rate Services	142	124.00	17,608.00
10/31/2025	Psych 530	Psychological: Hourly Services	9.17	131.00	1,201.27
10/31/2025	Psych 530 Assessment	Psychological Assessment: Flat Rate	1	1,850.00	1,850.00
10/31/2025	Psych 530 Assessment with Academics	Psychological Assessment with Academics: Flat Rate	17	2,150.00	36,550.00
10/31/2025	Psych 530 Assessment with Academics Bilingual	Psychological Assessment with Academics: Bilingual Flat Rate	4	2,400.00	9,600.00

12.16.25
Kristina Franklin

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/31/2025	Psych 530 Bilingual	Psychological: Bilingual Hourly Services	8	145.00	1,160.00
10/31/2025	PT 460	Physical Therapy: Hourly Services	49.75	170.00	8,457.50
10/31/2025	PT 460	Physical Therapy: Drive Time	14.91	103.00	1,535.73
10/31/2025	PT 460 Virtual	Physical Therapy: Virtual Hourly Services	9.75	170.00	1,657.50
10/31/2025	Speech 415	Speech Therapy: Hourly Services	7.25	130.00	942.50
10/31/2025	Speech Assistant 415	Speech Therapy Assistant: Hourly Services	7.50	100.00	750.00
10/31/2025	Speech 415 Daily Rate	Speech Therapy: Daily Rate Services	173.17	95.00	16,451.15

TOTAL DUE

\$110,678.55

THANK YOU.

Account code	SUM of Line cost
6546-3907-3120-5102	\$720.00
6546-3901-3110-5102	\$260.00
6500-3909-3151-5102	\$2,000.00
6500-3909-3150-5102	\$4,528.65
6500-3909-3122-5102	\$11,222.00
6500-3909-2495-5102	\$1,374.77
6500-3907-3172-5102	\$1,462.50
6500-3907-3151-5102	\$650.00
6500-3907-3123-5102	\$42.50
6500-3903-9412-5102	\$4,600.50
6500-3903-3151-5102	\$250.00
6500-3903-3123-5102	\$255.00
6500-3901-9412-5102	\$52,453.50
6500-3901-3151-5102	\$350.00
6500-3901-3150-5102	\$12,672.50
6500-3901-3123-5102	\$5,397.50
6500-3901-3122-5102	\$7,426.00
6500-3900-3123-5102	\$850.00
6500-3200-3122-5102	\$1,467.40
6500-1110-0000-5102	\$2,695.73
	\$0.00
Grand Total	\$110,678.55



Invoice

Zoom Communications, Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: Nov 11, 2025
Invoice #: INV329367582
Payment Terms: Net 30
Due Date: Dec 11, 2025
Account Number: 7003596074
Currency: USD
Payment Method:
Account Information: Pacific Coast Academy

Account Legal Name: PACIFIC COAST ACADEMY

Sold To Address: 13915 Danielson St. #103,
Poway, California 92064
United States
(619) 215-0704
accounting@pacificcoastacademy.org

Bill To Address: 13915 Danielson St. #103,
Poway, California 92064
United States
(619) 215-0704
accounting@pacificcoastacademy.org

OR send check payment to:
Zoom Communications, Inc.
PO Box 888843
Los Angeles, CA
90088-8843

Remittance Details should be sent to:
Finance@zoom.us

Purchase Order Number: TECH082125PCA

Charge Details

Charge Description	Billing Period	Subtotal	Taxes, Fees & Surcharges	Total
Charge Name: Zoom Phone Pay As You Go Quantity: 1 Unit Price: \$0.00	Nov 11, 2025 - Dec 10, 2025	\$0.00	\$0.00	\$0.00
Charge Name: Zoom Phone US/Canada Unlimited Calling Named User Annual License Type: Z1 ENT/ENT+ Quantity: 554 Unit Price: \$52.16	Nov 11, 2025 - Nov 10, 2026	\$28,896.64	\$4,899.28	\$33,795.92

Zoom Phone US/Canada Phone Numbers Annual Quantity: 10 Unit Price: \$18.00	Nov 11, 2025 - Nov 10, 2026	\$180.00	\$30.52	\$210.52
Zoom Workplace Enterprise Plus Annual Quantity: 554 Unit Price: \$140.00	Nov 11, 2025 - Nov 10, 2026	\$77,560.00	\$0.00	\$77,560.00
			Subtotal	\$106,636.64
			Total (Including Taxes, Fees & Surcharges)	\$111,566.44
			Invoice Balance	\$111,566.44

Taxes, Fees & Surcharge Details

Charge Name	Tax, Fee or Surcharge Name	Jurisdiction	Charge Amount	Tax, Fee or Surcharge Amount
Zoom Phone US/Canada Unlimited Calling Named User Annual	FUSF (VoIP)	Federal	\$28,896.64	\$4,899.28
Zoom Phone US/Canada Phone Numbers Annual	FUSF (VoIP)	Federal	\$180.00	\$30.52
Zoom Phone Pay As You Go	FUSF (VoIP)	Federal	\$0.00	\$0.00
Total of Taxes, Fees & Surcharges				\$4,929.80

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Zoom One is rebranding to Zoom Workplace! This new name does not impact your services. Please note ZoomIQ for Sales is now called Zoom Revenue Accelerator. Your Services will remain the same and this name change does not change your current subscription pricing.

Want to streamline your ability to pay outstanding invoices? Switch over to ACH today where you can enter your bank credentials online and use this for future payments. Simply navigate to zoom.us/billing/payment click 'Edit' on the Payment Method section and change your payment method to ACH. Have questions? Go to zoom.us/billing/contactus to learn more.

11/21/25
Kristine Franklin

Specialized Therapy Services, Inc.
4204A Adams Avenue
San Diego, CA 92116 US
+16198841792
jackis@theoascenter.com
https://theoascenter.com/

Invoice PCAC01-0925



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

DATE 09/30/2025	PLEASE PAY \$108,026.80	DUE DATE 11/21/2025
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SERVICE PERIOD
September

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
09/30/2025	AT 445	Assistive Technology: Hourly Services	8	150.00	1,200.00
09/30/2025	AT 445 Virtual	Assistive Technology: Virtual Hourly Services	6	150.00	900.00
09/30/2025	Audiology 720	Audiology: Hourly Services	1.75	200.00	350.00
09/30/2025	Audiology 720 Virtual	Audiology: Virtual Hourly Services	5.75	200.00	1,150.00
09/30/2025	BI 535	Behavior Intervention: Hourly Services	2	145.00	290.00
09/30/2025	BT 535 Virtual	Behavior Technician: Virtual Hourly Services	2.50	70.00	175.00
09/30/2025	ERMHS 510,515,520,525,530	ERMHS 510,515,520,525,530: Hourly Services	1.25	130.00	162.50
09/30/2025	OI 740 Virtual	Orthopedic Impairment: Virtual Hourly Services	9.67	220.00	2,127.40
09/30/2025	OT 450	Occupational Therapy: Hourly Services	10	130.00	1,300.00
09/30/2025	OT 450 Daily Rate	Occupational Therapy: Daily Rate Services	135.50	124.00	16,802.00
09/30/2025	Psych 530	Psychological: Hourly Services	12	131.00	1,572.00
09/30/2025	Psych 530 Assessment	Psychological Assessment: Flat Rate	3	1,850.00	5,550.00
09/30/2025	Psych 530 Assessment with Academics	Psychological Assessment with Academics: Flat Rate	20	2,150.00	43,000.00
09/30/2025	Psych 530 Assessment with Academics Bilingual	Psychological Assessment with Academics: Bilingual Flat Rate	2	2,400.00	4,800.00
09/30/2025	Psych 530 Assessment with ERMHS & Academics	Psychological Assessment with ERMHS & Academics: Flat Rate	1	2,500.00	2,500.00
09/30/2025	Psych 530 Bilingual	Psychological: Bilingual Hourly	3.40	145.00	493.00

Kristina Franklin

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		Services			
09/30/2025	PT 460	Physical Therapy: Hourly Services	37.50	170.00	6,375.00
09/30/2025	PT 460	Physical Therapy: Drive Time	17.50	103.00	1,802.50
09/30/2025	PT 460 Virtual	Physical Therapy: Virtual Hourly Services	3.75	170.00	637.50
09/30/2025	Speech 415	Speech Therapy: Hourly Services	8	130.00	1,040.00
09/30/2025	Speech Assistant 415	Speech Therapy Assistant: Hourly Services	7.50	100.00	750.00
09/30/2025	Speech 415 Daily Rate	Speech Therapy: Daily Rate Services	158.42	95.00	15,049.90
09/30/2025	Speech 415 Virtual	Speech Therapy: Virtual Hourly Services	0	130.00	0.00

TOTAL DUE

\$108,026.80

THANK YOU.

Account code	SUM of Line cost
6546-3907-3120-5102	\$290.00
6546-3907-3110-5102	\$32.50
6546-3901-3120-5102	\$175.00
6546-3901-3110-5102	\$130.00
6500-3909-3151-5102	\$1,050.00
6500-3909-3150-5102	\$3,839.90
6500-3909-3122-5102	\$13,144.00
6500-3909-2495-5102	\$152.50
6500-3908-3123-5102	\$85.00
6500-3907-3172-5102	\$1,200.00
6500-3907-3123-5102	\$127.50
6500-3903-9412-5102	\$3,007.50
6500-3901-9412-5102	\$58,014.50
6500-3901-3151-5102	\$200.00
6500-3901-3150-5102	\$11,960.00
6500-3901-3123-5102	\$5,142.50
6500-3901-3122-5102	\$4,958.00
6500-3900-3123-5102	\$425.00
6500-3200-3122-5102	\$1,797.40
6500-1110-0000-5102	\$2,295.50
	\$0.00
Grand Total	\$108,026.80