



# California Pacific Charter Schools

## California Pacific Charter Schools

### Regular Meeting of the Board of Directors

Published on December 2, 2022 at 4:28 PM PST

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#### **Date and Time**

Tuesday December 6, 2022 at 5:00 PM PST

#### **Location**

**The meeting will be held virtually.**

#### **Join by telephone or via Zoom conferencing link below:**

Dial by your location

+1 213 338 8477 US (Los Angeles)

+1 669 900 6833 US (San Jose)

Meeting ID: 953 3493 4592

<https://cal-pacs-org.zoom.us/j/95334934592>

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#### **MISSION STATEMENT**

CalPac's mission is to support and encourage all students to relentlessly pursue their life goals by providing an accessible and inclusive personalized learning community.

#### **THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

#### **REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

#### **REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to

attend or participate in this meeting of the Governing Board may request assistance by contacting California Pacific Charter Schools at 949-752-0527.

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
A. Call the Meeting to Order		Board President	1 m
B. Record Attendance		Board President	1 m

Roll Call:

- Kelly Wylie, President
- Dr. Shirley Peterson, Vice President
- Tanya Rogers, Clerk
- Bill Howard, Member
- Jason McFaul, Member

<b>II. Pledge of Allegiance</b>			<b>5:02 PM</b>
A. Led by Board President or designee.		Board President	5 m

<b>III. Approve Adopt/Agenda</b>			<b>5:07 PM</b>
A. Agenda	Vote	Board President	1 m

It is recommended the Board of Directors adopt as presented, the agenda for the regular Board meeting of December 6, 2022.

Roll Call Vote:

- Kelly Wylie
- Dr. Shirley Peterson
- Tanya Rogers
- Bill Howard
- Jason McFaul

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

<b>IV. Approve Minutes</b>			<b>5:08 PM</b>
A. Minutes of the Regular Board meeting that was held on November 8, 2022	Approve Minutes	Board President	5 m

Roll Call Vote:

- Kelly Wylie

	Purpose	Presenter	Time
Dr. Shirley Peterson Tanya Rogers Bill Howard Jason McFaul			
Moved by _____	Seconded by _____	Ayes _____	Nays _____ Absent _____

**V. Board Governance 5:13 PM**

<b>A.</b> Approval of Resolution No. 2022-12-6 Recognizing a State of Emergency and Re- Authorizing Teleconferenced Meetings Pursuant to AB 361	Vote	Board President	3 m
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It is recommended the Board approve Resolution No. 2022-12-6 authorizing continued use of remote teleconferencing provisions pursuant to AB 361 and Government Code section 54953.

Option 1

BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that COVID-19 continues to pose an imminent threat to the health and safety of the community and directly impacts the ability of the members to meet safety in person.

Option 2

BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that state or local officials continue to impose or recommend measures to promote social distancing.

Roll Call Vote:

Kelly Wylie  
Dr. Shirley Peterson  
Tanya Rogers  
Bill Howard  
Jason McFaul

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

<b>B.</b> Annual Organizational Structure of the Board of Directors - Election of Officers	Vote	Board President	5 m
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The Board will take action to elect a new Board President, Vice President, and Clerk.

Elections:

a. Board President: \_\_\_\_\_

b. Board Vice President: \_\_\_\_\_



Purpose    Presenter    Time

than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written statement and an administrator will provide answers at a later date.

**X. Correspondence/Proposals/Reports 5:38 PM**

<b>A.</b> School Highlights, Presented by Christine Feher, CEO/Superintendent	Discuss	Christine Feher	5 m
<b>B.</b> Board Meeting Calendar and Schedule Revisions 2022-2023	Discuss	Christine Feher	3 m
<b>C.</b> Williams Settlement Findings - California Pacific Charter - San Diego (CalPac-SD)	Discuss	Christine Feher	3 m

**XI. Consent 5:49 PM**

Items listed under Consent are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Calendar upon the request of any member of the Board, discussed, and acted upon separately.

<b>A.</b> Consent - Business/Financial Services			1 m
1. Check Registers and J.P. Morgan Statement - November 2022			
<b>B.</b> Consent - Personnel Services			1 m
1. Approval of Certificated - Personnel Report			
2. Approval of Classified - Personnel Report			
3. Approval of Job Descriptions			
4. Receive the Annual Report of Mandatory Staff Training and Notices 2022-2023			
<b>C.</b> Consent - Policy Development	Vote	Board President	1 m

Approval of existing board policies revised, reviewed, and eliminated by staff for the 2022-2023 school year.

**Board Policy: Revised**

The following policy has been revised to provide clarity or alignment with changes in law or procedures.

**1000 Series - Community Relations**

	Purpose	Presenter	Time
1025-CPCS Uniform Complaint Policy			

**Consent items listed A through C are considered routine and will be approved/adopted by a single motion.**

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**XII. Personnel Services 5:52 PM**

A. Approval of Revised Entry Step Placement on the Certificated Salary Schedule	Vote	Corrie Amador	7 m
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It is recommended the Board approve an increase to the maximum entry step placement on the Certificated Salary Schedule from five (5) years to eight (8) years of experience beginning December 1, 2022, for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

Fiscal Impact: \$90,825.67

California Pacific Charter - Los Angeles (#1751) \$45,369.90

California Pacific Charter - San Diego (#1758) \$30,308.52

California Pacific Charter - Sonoma (#2037) \$14,877.24

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**XIII. Business/Financial Services 5:59 PM**

A. Approval of 2022-23 First Interim Financial Report	Vote	Shannon Green	15 m
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It is recommended the Board approve the First Interim Financial Reports for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

Roll Call Vote:

	Purpose	Presenter	Time
Kelly Wylie Dr. Shirley Peterson Tanya Rogers Bill Howard Jason McFaul Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
<b>B. Approval of CliftonLarsonAllen (CLA) Annual Audit Report - Year Ended June 30, 2022 - California Pacific Charter Schools (Draft)</b>	Vote	Christine Feher	5 m

It is recommended the Board approve the Annual Audit Report - Year Ended June 30, 2022, for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

Roll Call Vote:

Kelly Wylie  
 Dr. Shirley Peterson  
 Tanya Rogers  
 Bill Howard  
 Jason McFaul

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
<b>C. Approval of Office Furniture</b>	Vote	Christine Feher	5 m

It is recommended the Board approve the purchase of office furniture for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

Fiscal Impact: \$15,000

California Pacific Charter - Los Angeles (#1751) \$7,537.50  
 California Pacific Charter - San Diego (#1758) \$5,005.50  
 California Pacific Charter - Sonoma (#2037) \$2,457.00

Roll Call Vote:

Kelly Wylie  
 Dr. Shirley Peterson  
 Tanya Rogers  
 Bill Howard  
 Jason McFaul

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
<b>D. Approval of SeaStone Productions Video Projects</b>	Vote	Christine Feher	5 m

Purpose      Presenter      Time

It is recommended the Board approve the Aquarium Field Trip Video Project and similar future SeaStone productions for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

Fiscal Impact: Up to \$20,000

California Pacific Charter - Los Angeles (#1751) \$10,050.00

California Pacific Charter - San Diego (#1758) \$6,674.00

California Pacific Charter - Sonoma (#2037) \$3,276.00

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

E. Approval of Goalbook Toolkit Membership      Vote      Christine Feher      5 m

It is recommended the Board approve the Goalbook Toolkit Membership access for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751) through June 30, 2024.

Fiscal Impact: \$10,200

California Pacific Charter - Los Angeles (#1751) \$5,125.50

California Pacific Charter - San Diego (#1758) \$3,403.74

California Pacific Charter - Sonoma (#2037) \$1,670.76

**XIV. Education/Student Services**

**6:34 PM**

A. Approval of Arizona State University (ASU) Universal Learner Course Agreement      Vote      Christine Feher      5 m

It is recommended the Board approve the ASU Universal Learner Course Agreement for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751), effective 12/11/22 through 6/30/24.

Fiscal Impact\*: Up to \$30,000

California Pacific Charter - Los Angeles (#1751) \$15,075.00

California Pacific Charter - San Diego (#1758) \$10,011.00

California Pacific Charter - Sonoma (#2037) \$ 4,914.00

*\*Fiscal impact is approximate; classes will be billed at \$250 per course based on student enrollment by school.*



Purpose	Presenter	Time
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Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**XV. Policy Development**

**6:39 PM**

**A. Approval of New Board Policy**

Vote

Corrie

3 m

Amador

It is recommended the Board approve the proposed board policy for the 2022-2023 school year.

**6000 Series - Instruction**

6215-CPCS Field Trips and Excursion Policy

Fiscal Impact: None.

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**XVI. Calendar**

The next scheduled meeting will be held virtually on January 10, 2023.

**XVII. Comments**

**6:42 PM**

**A. Board Comments**

5 m

**B. CEO/Superintendent Comments**

5 m

**XVIII. Closing Items**

**6:52 PM**

**A. Adjourn Meeting**

Vote

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

Purpose \_\_\_\_\_ Presenter \_\_\_\_\_ Time \_\_\_\_\_

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**FOR MORE INFORMATION**  
For more information concerning this agenda, contact  
California Pacific Charter Schools. Telephone: 949-752-0527

# Coversheet

## Minutes of the Regular Board meeting that was held on November 8, 2022

**Section:** IV. Approve Minutes  
**Item:** A. Minutes of the Regular Board meeting that was held on  
November 8, 2022  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Regular Meeting of the Board of Directors on November 8, 2022

APPROVED



# California Pacific Charter Schools

## California Pacific Charter Schools

### Minutes

#### Regular Meeting of the Board of Directors

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**Date and Time**

Tuesday November 8, 2022 at 5:00 PM

**Location**

The meeting will be held virtually.

**Join by telephone or via Zoom conferencing link below:**

Dial by your location

+1 213 338 8477 US (Los Angeles)

+1 669 900 6833 US (San Jose)

Meeting ID: 964 4704 7976

<https://cal-pacs-org.zoom.us/j/96447047976>

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**Directors Present**

J. McFaul (remote), K. Wylie (remote), S. Peterson (remote), T. Rogers (remote), W. Howard (remote)

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**Directors Absent**

*None*

**Guests Present**

C. Amador (remote), Carly Berry (remote), Debi Huber (remote), E. Zemmer (remote), G. Chamberlain (remote), K. Madden (remote), L. Hath (remote), Tyler Phipps (remote)

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**I. Opening Items**

**A. Call the Meeting to Order**

K. Wylie called a meeting of the board of directors of California Pacific Charter Schools to order on Tuesday Nov 8, 2022 at 5:01 PM.

**B. Record Attendance**

**II. Approve Adopt/Agenda**

**A. Agenda**

T. Rogers made a motion to Kelly Wylie, Board President.

J. McFaul seconded the motion.

Board President requested to amend the agenda and remove Closed Session.

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

**III. Approve Minutes**

**A. Minutes of the Regular Board meeting that was held on October 11, 2022**

S. Peterson made a motion to approve the minutes from Regular Meeting of the Board of Directors on 10-11-22.

J. McFaul seconded the motion.

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

**IV. Board Governance**

**A. Approval of Resolution No. 2022-11-8 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361**

J. McFaul made a motion to Kelly Wylie, Board President.

S. Peterson seconded the motion.

The Board Members selected Option 2.

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

**V. Adjourn to Closed Session**

**A. Closed Session**

There was no Closed Session.

**VI. Pledge of Allegiance**

**A. Led by Board President or designee.**

Kelly Wylie, Board President led the pledge of allegiance.

## **VII. Correspondence/Proposals/Reports**

### **A. School Highlights, Presented by Christine Feher**

Presented by Christine Feher, Superintendent/CEO.

### **B. CTE Program Highlights**

Presented by Tyler Phipps, Assistant Director of High School and Student Engagement. Carly Berry, Debi Huber, and two students presented during the Career and Technical Education (CTE) Program Highlights.

### **C. Williams Settlement Findings for 2022-23 Site Visits from SDCOE and LACOE**

Presented by Christine Feher, Superintendent/CEO.

## **VIII. Consent**

### **A. Consent - Business/Financial Services**

1. Check Registers and J.P. Morgan Statement - October 2022
2. Approval of Surplus of Electronic Devices

### **B. Consent - Personnel Services**

T. Rogers made a motion to Kelly Wylie.  
J. McFaul seconded the motion.

1. Approval of Certificated - Personnel Report
2. Approval of Classified - Personnel Report

Consent items listed A through B are considered routine and will be approved/adopted by a single motion.

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

## **IX. Business/Financial Services**

### **A. Ratification and Approval of Kajeet for Student Connectivity (Renewal)**

J. McFaul made a motion to Kelly Wylie, Board President.  
S. Peterson seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **X. Education/Student Services**

### **A. Approval of 2022-23 School Plan for Student Achievement (SPSA)**

S. Peterson made a motion to Kelly Wylie, Board President.  
J. McFaul seconded the motion.  
Presented by Ericka Zemmer.  
The board **VOTED** unanimously to approve the motion.

## **XI. Comments**

**A.**

### **Board Comments**

The Board Members thanked all of the staff for their preparations and sharing the work they do on behalf of the students. This time of year is hard for faculty and students, but you wouldn't know it at CPCS because they have really good energy. Although this was a short agenda, the topics tonight were very meaty, and not light in content. They also expressed their gratitude and appreciation for the enrollment numbers increasing, and for all of the presentations. Thank you!

### **B. CEO/Superintendent Comments**

The CEO said she is grateful for the students, staff, Board's leadership, and how far CPCS has come in just a couple of years. She wanted everyone to know that a change to the February 14th meeting will be presented at next board meeting to reschedule to February 21st. Also, the State of Emergency to hold meetings virtually will come to an end February 28th. CPCS will continue to watch and monitor for guidance on the in person meetings, and will need to have a quorum in Los Angeles since this is the county that most students reside in. She said she will look forward to the seeing everyone in December for a robust meeting. Thank you!

## **XII. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:32 PM.

Respectfully Submitted,  
K. Wylie

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### **Documents used during the meeting**

- AMENDED-CPCS Resolution-re-authorizing-AB-361\_11.8.22.docx.pdf
- October 22-23 SO School Highlights.pdf
- October 22-23 LA School Highlights.pdf
- October 22-23 SD School Highlights.pdf
- CTE Board Presentation 2022-23.pdf
- Williams Principal Letter Findings-CA Pacific Charter.pdf
- 221011\_Acton-Agua\_Dulc\_California\_Pacific\_Charter-\_Los\_Angeles\_FIT\_Rating\_57661.pdf
- 2022.10.31 J.P. Morgan Statement October 2022.pdf
- 10.2022 44 CAL-PAC-SD Check Register.pdf
- 10.2022 55 CAL-PAC-LA Check Register.pdf
- 10.2022 95 CAL-PAC-SO Check Register.pdf
- Surplus\_Ewaste Chromebooks - Nov 2022.pdf
- Invoice INV22540.pdf
- Invoice INV24729.pdf
- Invoice INV24954.pdf

- Invoice INV24966.pdf
  - 2022 SPSA- LA.pdf
  - 2022 SPSA- SO.pdf
  - 2022 SPSA- SD.pdf
  - 2022-23 SPSA November Board Presentation.pdf
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**FOR MORE INFORMATION**

For more information concerning this agenda, contact  
California Pacific Charter Schools. Telephone: 949-752-0527



## Coversheet

### Approval of Resolution No. 2022-12-6 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361

**Section:** V. Board Governance  
**Item:** A. Approval of Resolution No. 2022-12-6 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
AMENDED-CPCS Resolution-re-authorizing-AB-361\_12.6.22.docx.pdf

#### BACKGROUND:

In response to the COVID-19 Pandemic, Governor Newsom signed AB 361 into law, permitting public agencies to continue conducting meetings remotely in the following circumstances:

1. There is a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; or
2. There is a proclaimed state of emergency, and the local agency's meeting is for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. There is a proclaimed state of emergency, and the local agency has determined, by majority vote, that as a result of the emergency meeting in person would present an imminent risk to the health or safety of attendees.

#### RECOMMENDATION:

It is recommended the Board adopt Resolution 2022-12-6, to make a finding that the current circumstances meet the requirements of AB 361 and Government Code section 54953 for the California Pacific Charter Schools Board of Directors to conduct meetings virtually/remotely.

Fiscal Impact: None.



**RESOLUTION RECOGNIZING A STATE OF EMERGENCY AND RE-AUTHORIZING  
TELECONFERENCED MEETINGS PURSUANT TO AB 361**

**CALIFORNIA PACIFIC CHARTER SCHOOLS GOVERNING BOARD**

**RESOLUTION NO. 2022-12-6**

WHEREAS, in response to the novel coronavirus ("COVID-19") pandemic, Governor Newsom adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Ralph M. Brown Act ("Brown Act") were followed; and

WHEREAS, on Sept. 16, 2021, Governor Newsom signed AB 361, which immediately amended the Brown Act allowing governing boards to continue holding virtual meetings outside the teleconferencing requirements of Government Code section 54953(b), if the board makes a finding that there is a proclaimed State of Emergency, and either (1) state or local officials have imposed or recommended social distancing measures, or (2) meeting in person would present imminent risks to the health or safety of attendees due to the emergency; and

WHEREAS, on March 4, 2020, Governor Newsom declared a statewide emergency arising from COVID-19 pursuant to Government Code section 8625; and

WHEREAS, on October 12, 2021, the governing board of the California Pacific Charter Schools Board of Directors passed Resolution 2021-10-12 pursuant to AB 361, and

WHEREAS, AB 361 requires governing boards to make findings every 30 days that the board has reconsidered the circumstances of the State of Emergency and that either the State of Emergency continues to directly impact the ability of the members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing; and

NOW THEREFORE, BE IT RESOLVED, that the recitals set forth above are true and correct and fully incorporated into this Resolution by reference.

BE IT FURTHER RESOLVED, that the governing board of the California Pacific Charter Schools Board of Directors recognizes that a State of Emergency in the State of California continues to exist due to the COVID-19 pandemic.

[OPTION 1] BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that COVID-19 continues to pose an imminent threat to the health and safety of the community and directly impacts the ability of the members to meet safely in person.

[OPTION 2] BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that state or local officials continue to impose or recommend measures to promote social distancing.

BE IT FURTHER RESOLVED, the governing board of the California Pacific Charter Schools Board of Directors authorizes the use of teleconferencing for all meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, for a period of thirty (30) days from the adoption of this resolution, or such a time that the Governing Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3).

Adopted this 6th day of the month of December in 2022.

AYES

NOES

ABSENT

ABSTAIN

Signed:

Signed:

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Kelly Wylie  
President, Governing Board

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Tanya Rogers  
Clerk, Governing Board

# Coversheet

## Annual Organizational Structure of the Board of Directors - Election of Officers

<b>Section:</b>	V. Board Governance
<b>Item:</b> Election of Officers	B. Annual Organizational Structure of the Board of Directors -
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	CPCS BB 9100 Organization.pdf

## **BOARD BY-LAWS**

**9100-CPCS**

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### **ORGANIZATION**

Each year in December, the Board of Directors (Board) shall hold an annual organizational meeting.

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent/CEO as secretary to the Board
3. Authorize signatures
4. Designate board representatives to serve on committees or commissions of the non-profit corporation, other public agencies, or organizations with which the non-profit corporation partners or collaborates
5. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, board rules and bylaws, and other board development materials

#### **Election of Officers**

The election of board officers shall be conducted during an open session of the annual organizational meeting. The Board shall each year elect its entire slate of officers with the consent of the member to accept the position.

#### **Appointment of Board Members**

In any year in which a vacancy will occur, the Board will solicit applications to fill the vacancy. The Board will establish a committee to review applications and submit candidates for the Board's consideration. Applicant(s) approved by the committee will be presented to the Board during an open session. Upon majority vote by the Board, the candidate(s) will be appointed to an initial five (5) year term.

## Coversheet

### School Highlights, Presented by Christine Feher, CEO/Superintendent

**Section:** X. Correspondence/Proposals/Reports  
**Item:** A. School Highlights, Presented by Christine Feher,  
CEO/Superintendent  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** November 2021 SO School Highlights.pdf  
November 2021 SD School Highlights.pdf  
November 2021 LA School Highlights.pdf

# CPCS Sonoma School Highlights

## November 2021



### Current Enrollment

163

### Program Highlights

November raced by and included a much needed Thanksgiving Break for staff to recharge. Staff goal setting meetings were completed, progress reports sent to students, and parent teacher conferences held. We honored Veterans Day with our second spirit day, incorporated Veterans Day lessons into live classes, and K-6 hosted a Veteran's Day event with Veteran guest speakers. Our monthly theme focused on career awareness including a guest speaker from Fashion Institute of Design and Merchandising. Students participated in virtual activities visiting National Parks and attended a CSF movie day.

CPCS was recognized for our participation in the Kindness Unites Paperchain challenge for the Guinness Book of World Records. We were one of two California charter schools and one of four total charter schools in the nation to participate. Our contributions, along with those of 702 other schools, helped create an 18 mile paper chain of kindness. While not long enough to be recognized by the Guinness World Records, it did set a new record for The

# CPCS Sonoma School Highlights November 2021



World's Longest Recycled Paperchain with Messages of Love and Hope! We're proud to encourage our students to practice kindness.



## Student Achievement

### NWEA Start of Year Testing Results

We shared in October's highlights how students exceeded the 95% participation rate on the start of year local assessments. Departments and PLCs took time in November to look at scores and identify areas of focus to increase student achievement. Below are the summary scores for student performance and how those scores correlate to readiness on the CAASPP.

Subject	Low <i>(Below Grade Level)</i>	Low Average	Average	High Average	High <i>(Above Grade Level)</i>
Math	9.48%	19.83%	21.55%	21.55%	25%
Reading	11.21%	7.76%	25.86%	18.10%	34.48%



# CPCS Sonoma School Highlights

## November 2021



### District Summary Report

Aggregate by School

Term: Fall 2021-2022  
 District: California Pacific Charter Schools  
 Grouping: None  
 Small Group Display: No

#### Math: Math K-12

California Pacific Charter - Sonoma

Growth: Math 2-5 CA 2010

CA Common Core Mathematics: 2010

#### Instructional Area Performance

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Operations and Algebraic Thinking		Number and Operations		Measurement and Data		Geometry	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
						Fall 2021-2022	1	1					
Fall 2021-2022	2	5											
Fall 2021-2022	3	10	192.9	19.3	192	192.6	21.1	191.0	22.8	192.6	18.0	196.3	16.9
Fall 2021-2022	4	10	199.5	22.1	200	198.6	26.9	199.9	25.3	201.3	18.0	197.0	23.2
Fall 2021-2022	5	12	213.7	16.3	215	213.8	19.0	214.5	17.6	211.9	17.0	214.8	14.3

Growth: Math 6+ CA 2010

CA Common Core Mathematics: 2010

#### Instructional Area Performance

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Operations and Algebraic Thinking		The Real and Complex Number Systems		Geometry		Statistics and Probability	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
						Fall 2021-2022	6	11	220.0	7.7	221	222.1	10.4
Fall 2021-2022	7	11	220.3	10.6	218	220.0	7.4	222.1	15.6	220.0	10.6	219.9	12.4
Fall 2021-2022	8	13	223.6	25.6	224	221.5	23.1	225.8	27.9	223.5	29.0	223.6	24.5
Fall 2021-2022	9	12	229.7	20.2	232	229.2	20.5	231.6	22.0	227.5	19.3	230.5	22.2
Fall 2021-2022	10	18	234.5	18.2	240	233.4	21.6	239.3	18.6	232.8	15.8	232.4	19.0
Fall 2021-2022	11	16	234.9	15.9	234	237.8	14.6	236.7	17.9	233.3	18.8	232.6	17.7
Fall 2021-2022	12	2											



### Projected Proficiency Summary Report

Aggregate by School by Grade

Term Tested: Fall 2021-2022  
 District: California Pacific Charter Schools  
 Grouping: None  
 Weeks of Instruction: 0 (Fall 2021)

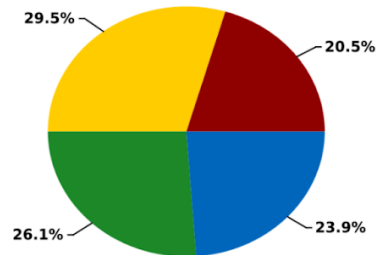
#### Math: Math K-12

California Pacific Charter - Sonoma

Projected to: CA-Smarter Balanced Assessment Consortia taken in spring.

View Linking Study: <https://www.nwea.org/resources/california-linking-study/>

Grade	Student Count	Not Met		Nearly Met		Met		Exceeded	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent
2	5	0	0.0%	1	20.0%	1	20.0%	3	60.0%
3	10	1	10.0%	2	20.0%	4	40.0%	3	30.0%
4	10	2	20.0%	3	30.0%	3	30.0%	2	20.0%
5	12	2	16.7%	4	33.3%	2	16.7%	4	33.3%
6	11	0	0.0%	3	27.3%	4	36.4%	4	36.4%
7	11	2	18.2%	4	36.4%	4	36.4%	1	9.1%
8	13	6	46.2%	2	15.4%	2	15.4%	3	23.1%
11	16	5	31.3%	7	43.8%	3	18.8%	1	6.3%
<b>Total</b>	<b>88</b>	<b>18</b>	<b>20.5%</b>	<b>26</b>	<b>29.5%</b>	<b>23</b>	<b>26.1%</b>	<b>21</b>	<b>23.9%</b>



# CPCS Sonoma School Highlights November 2021



## District Summary Report

Aggregate by School

Term: Fall 2021-2022  
 District: California Pacific Charter Schools  
 Grouping: None  
 Small Group Display: No

### Language Arts: Reading

California Pacific Charter - Sonoma

Growth: Reading 2-5 CA 2010 V3

CA Common Core English Language Arts: 2010

#### Instructional Area Performance

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Literary Text		Informational Text		Vocabulary	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
Fall 2021-2022	1	1									
Fall 2021-2022	2	5									
Fall 2021-2022	3	10	183.7	17.3	187	181.3	17.8	183.5	19.0	186.3	18.8
Fall 2021-2022	4	10	210.7	24.0	210	212.3	24.2	209.6	24.3	209.3	25.5
Fall 2021-2022	5	12	210.4	15.5	209	210.9	15.4	209.6	13.6	211.5	19.3

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CA Common Core English Language Arts: 2010

#### Instructional Area Performance

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Literary Text		Informational Text		Vocabulary	
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Fall 2021-2022	8	13	225.3	20.2	227	228.0	19.7	222.4	20.1	225.5	22.4
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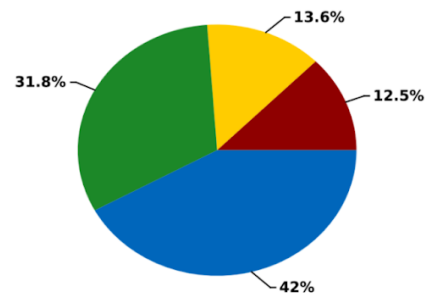
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3	10	4	40.0%	1	10.0%	4	40.0%	1	10.0%
4	10	1	10.0%	2	20.0%	0	0.0%	7	70.0%
5	12	1	8.3%	2	16.7%	4	33.3%	5	41.7%
6	11	0	0.0%	1	9.1%	6	54.5%	4	36.4%
7	11	0	0.0%	2	18.2%	4	36.4%	5	45.5%
8	13	1	7.7%	1	7.7%	5	38.5%	6	46.2%
11	16	4	25.0%	3	18.8%	3	18.8%	6	37.5%
<b>Total</b>	<b>88</b>	<b>11</b>	<b>12.5%</b>	<b>12</b>	<b>13.6%</b>	<b>28</b>	<b>31.8%</b>	<b>37</b>	<b>42.0%</b>



## Mid Semester Progress Reports

Students received mid semester progress reports and parents were invited to parent-teacher conferences. Conferences focused on ways to better support students through empathy interviews to identify barriers and set goals for improvement.

# CPCS Sonoma School Highlights

## November 2021

### Professional Development

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The School Plan for Student Achievement (SPSA) was reviewed for staff input at the School Site Council on November 3rd.

PLCs: PLC committees for the year have been established in the areas of Absenteeism, Academic performance, test readiness, EL Progress, Graduation Rates, and College and Career Readiness. The teams have had an opportunity to review school wide data through the PARSEC Education data dashboard and the SPSA and will be diving into discussions around CA Dashboard indicators to improve student achievement.

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# CPCS Sonoma School Highlights November 2021



input, with final decisions being made mid school year for implementation in the 22-23 school year.

Additional optional professional development opportunities are highlighted each week in the weekly staff Friday updates and administration continues to encourage staff to attend professional development sessions of interest to them.

## SMART Goals

We have seen the fruit of our 20-21 professional, program-operational, and personal goals through gains in graduation rates, course completion, intervention efforts, academic improvement, attendance, EL progress, and school plans. Combining end of year and end of summer reflections, we are looking at continuing to set goals for the 21-22 school year with a focus on the California Dashboard Indicators and making sure that students continue to make positive growth.

We are looking forward to implementing the SDCOE E3 Program to support staff professional practice and assist with our staff evaluation and observation process. This program will guide individual goal setting for the 21-22 school year. The Educator Effectiveness Block Grant, pending approval at the December board meeting, would also provide some much needed funding for professional development.

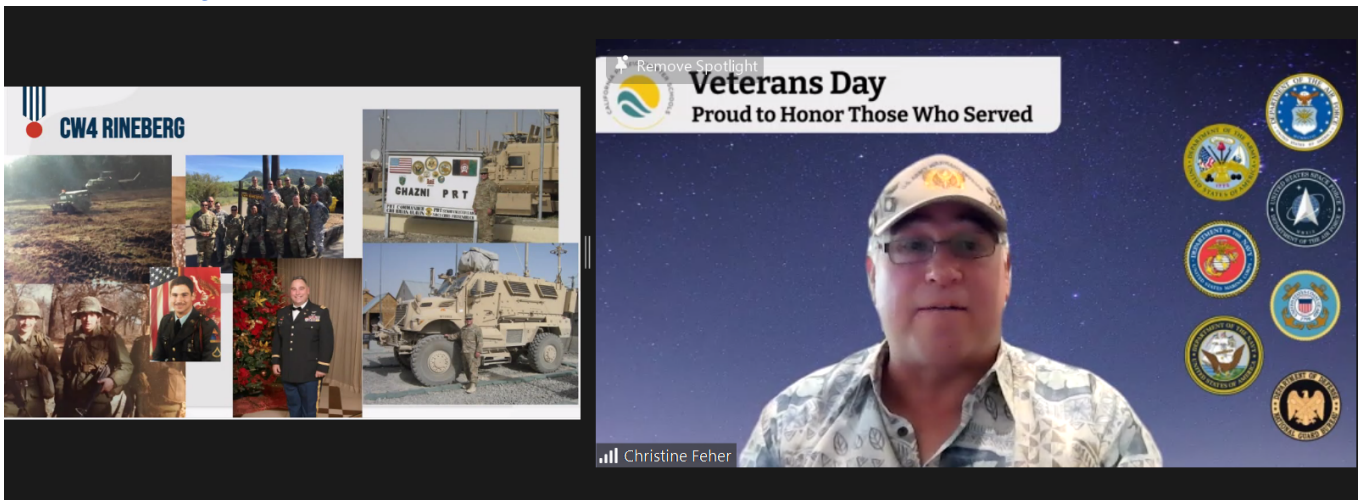
We continue to collaborate on identified areas of improvement to support school wide initiatives and student learning outcomes while adapting to changes from new independent study legislation.

[2021 Achievement and Intervention Data Presentation](#)  
[2021 School Plan for Student Achievement Presentation](#)  
[2021 Educator Effectiveness Block Grant Presentation](#)

# CPCS Sonoma School Highlights November 2021

## Pictures & Videos

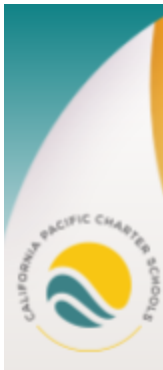
### Veterans Day Events on November 10th - Wear Red, White & Blue Spirit Day & [K-6 Veteran's Day Celebration](#)



**WAYS TO CELEBRATE VETERAN'S DAY**

- Observe two minutes of silence** - All Americans are encouraged to pause for two minutes of silence at 11 a.m. on Veterans Day. This is a time to reflect on the contributions and sacrifices of all U.S. veterans.
- Connect with a veteran** - Make the time to speak with a veteran about their experiences in the military. Alternatively, you can send a veteran a postcard or e-card to thank them for their service. If you don't know a veteran, you can send a card or letter through organizations such as Address Thanks.
- Make a donation or volunteer** - More than 40,000 charities in the United States support veterans and their families, including Fisher House Foundation, Homes for our Troops, and Disabled American Veterans. Many of these organizations have volunteer opportunities.
- Shop at a veteran-owned business** - Help veterans and their families support themselves by patronizing a veteran-owned business. If you don't know of any, you can search for one in your area at [veteranownedbusiness.com](http://veteranownedbusiness.com).
- Learn about military history** - To better appreciate the sacrifices American veterans made, learn more about the important battles in which they fought. You can do this by reading a book or watching a movie about military history.



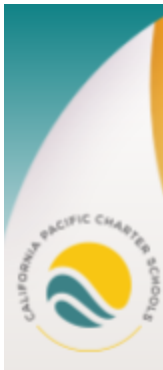


# CPCS Sonoma School Highlights November 2021



## Veterans Day Student Thank Yous

### Virtual Field Trip to Bryce Canyon - November 12th



# CPCS Sonoma School Highlights November 2021

## National Parks Virtual Trip Series: Destination: Bryce Canyon

Hosted by  
Mrs. Caprio

Friday  
November 5th  
12pm



View epic red rock formations in one of our country's most beautiful natural places.

Join a park ranger at Bryce Canyon on a journey that expands day and night.

## [360 View of Bryce](#)



## Future Projects

Future projects include continuing to focus on SMART Goals, looking at ways to enhance staff development and evaluation process with SDCOE E3 program, continuing marketing efforts, executing our schoolwide curriculum review, working on WASC goals that are identified as critical areas of need, and planning additional professional development for the 21-22 school year.

Administration and the counseling department continue to prepare and curate our Parent University series for the upcoming school year. We are also looking forward to supporting parents with greater control over student internet use through GoGuardian.

Elementary is excited to offer enrichment classes in coding, art, and Spanish. College and Career readiness indicators continue to remain a focus for this year and further efforts to develop our CTE programs are a top priority.

In an effort to increase student engagement and connectivity we are also looking forward to upcoming school spirit days. We are planning monthly themes for students to participate in during their Wednesday homeroom sessions.

# CPCS San Diego School Highlights

## November 2021



### Current Enrollment

271

### Program Highlights

November raced by and included a much needed Thanksgiving Break for staff to recharge. Staff goal setting meetings were completed, progress reports sent to students, and parent teacher conferences held. We honored Veterans Day with our second spirit day, incorporated Veterans Day lessons into live classes, and K-6 hosted a Veteran's Day event with Veteran guest speakers. Our monthly theme focused on career awareness including a guest speaker from Fashion Institute of Design and Merchandising. Students participated in virtual activities visiting National Parks and attended a CSF movie day.

CPCS was recognized for our participation in the Kindness Unites Paperchain challenge for the Guinness Book of World Records. We were one of two California charter schools and one of four total charter schools in the nation to participate. Our contributions, along with those of 702 other schools, helped create an 18 mile paper chain of kindness. While not long enough to be recognized by the Guinness World Records, it did set a new record for The



# CPCS San Diego School Highlights November 2021



World's Longest Recycled Paperchain with Messages of Love and Hope! We're proud to encourage our students to practice kindness.



## Student Achievement

### NWEA Start of Year Testing Results

We shared in October's highlights how students exceeded the 95% participation rate on the start of year local assessments. Departments and PLCs took time in November to look at scores and identify areas of focus to increase student achievement. Below are the summary scores for student performance and how those scores correlate to readiness on the CAASPP.

Subject	Low <i>(Below Grade Level)</i>	Low Average	Average	High Average	High <i>(Above Grade Level)</i>
Math	19.46%	14.05%	15.68%	24.86%	23.24%
Reading	14.05%	13.51%	17.84%	24.86%	27.03%

# CPCS San Diego School Highlights November 2021



## District Summary Report

Aggregate by School

Term: Fall 2021-2022  
 District: California Pacific Charter Schools  
 Grouping: None  
 Small Group Display: No

### Math: Math K-12

California Pacific Charter - San Diego

Growth: Math 2-5 CA 2010

CA Common Core Mathematics: 2010

#### Instructional Area Performance

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Operations and Algebraic Thinking		Number and Operations		Measurement and Data		Geometry	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
Fall 2021-2022	1	1											
Fall 2021-2022	2	7											
Fall 2021-2022	3	6											
Fall 2021-2022	4	12	201.3	25.9	201	201.2	27.1	201.6	26.7	201.5	25.8	200.5	26.3
Fall 2021-2022	5	14	199.9	22.0	202	202.9	23.3	200.0	25.2	196.1	22.6	200.3	19.9

Growth: Math 6+ CA 2010

CA Common Core Mathematics: 2010

#### Instructional Area Performance

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Operations and Algebraic Thinking		The Real and Complex Number Systems		Geometry		Statistics and Probability	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
Fall 2021-2022	6	15	215.9	17.0	216	215.1	15.9	219.7	20.4	214.0	17.6	216.1	18.1
Fall 2021-2022	7	13	213.1	18.1	214	214.7	20.9	211.7	18.8	213.5	19.3	212.5	18.8
Fall 2021-2022	8	16	224.8	25.2	221	223.2	23.8	226.4	26.7	225.6	26.2	223.8	26.0
Fall 2021-2022	9	22	217.4	23.4	220	218.4	24.0	221.3	22.9	217.3	27.5	212.5	26.3
Fall 2021-2022	10	30	230.5	19.7	234	231.6	18.5	235.1	22.2	227.2	20.3	227.9	20.4
Fall 2021-2022	11	46	240.5	19.7	241	242.8	21.3	243.6	20.9	238.6	20.3	236.8	19.5
Fall 2021-2022	12	6											



## Projected Proficiency Summary Report

Aggregate by School by Grade

Term Tested: Fall 2021-2022  
 District: California Pacific Charter Schools  
 Grouping: None  
 Weeks of Instruction: 0 (Fall 2021)

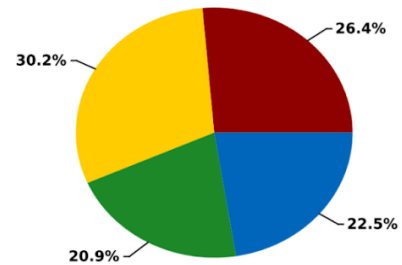
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Projected to: CA-Smarter Balanced Assessment Consortia taken in spring.

View Linking Study: <https://www.nwea.org/resources/california-linking-study/>

Grade	Student Count	Not Met		Nearly Met		Met		Exceeded	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent
2	7	1	14.3%	0	0.0%	2	28.6%	4	57.1%
3	6	0	0.0%	0	0.0%	1	16.7%	5	83.3%
4	12	2	16.7%	4	33.3%	4	33.3%	2	16.7%
5	14	6	42.9%	5	35.7%	0	0.0%	3	21.4%
6	15	1	6.7%	7	46.7%	5	33.3%	2	13.3%
7	13	5	38.5%	4	30.8%	3	23.1%	1	7.7%
8	16	8	50.0%	2	12.5%	3	18.8%	3	18.8%
11	46	11	23.9%	17	37.0%	9	19.6%	9	19.6%
<b>Total</b>	<b>129</b>	<b>34</b>	<b>26.4%</b>	<b>39</b>	<b>30.2%</b>	<b>27</b>	<b>20.9%</b>	<b>29</b>	<b>22.5%</b>



# CPCS San Diego School Highlights November 2021



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California Pacific Charter - San Diego

#### Growth: Reading 2-5 CA 2010 V3

CA Common Core English Language Arts: 2010

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Instructional Area Performance					
						Literary Text		Informational Text		Vocabulary	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
Fall 2021-2022	1	1									
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Fall 2021-2022	4	12	200.2	21.3	198	199.8	20.8	198.5	22.6	202.2	21.5
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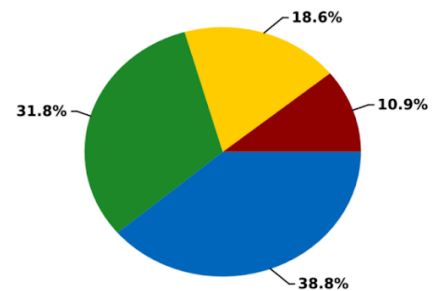
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## Mid Semester Progress Reports

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# CPCS San Diego School Highlights November 2021

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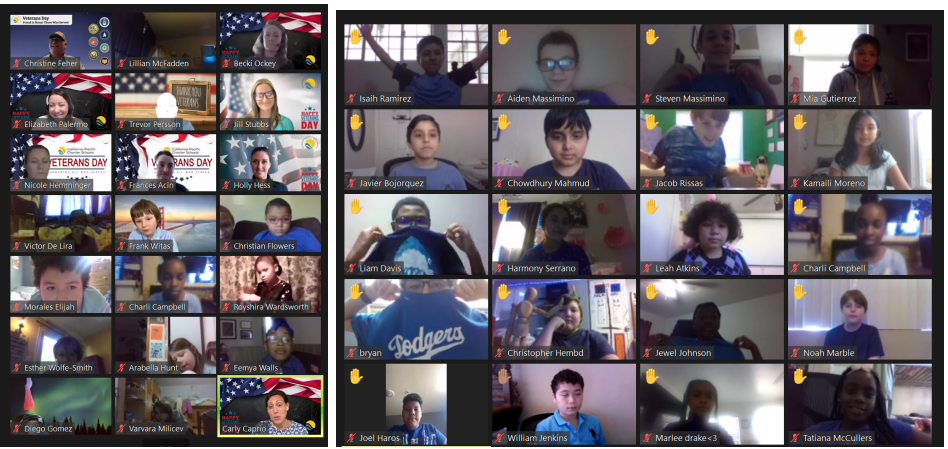
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**CW4 RINEBERG**

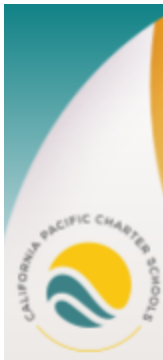
**Veterans Day**  
Proud to Honor Those Who Served

Christine Feher

- WAYS TO CELEBRATE VETERAN'S DAY**
- Observe two minutes of silence** - All Americans are encouraged to pause for two minutes of silence at 11 a.m. on Veterans Day. This is a time to reflect on the contributions and sacrifices of all U.S. veterans.
  - Connect with a veteran** - Make the time to speak with a veteran about their experiences in the military. Alternatively, you can search a veteran's profile or e-card to thank them for their service. If you don't know a veteran, you can send a card or letter through organizations such as A Million Thanks.
  - Make a donation or volunteer** - More than 40,000 charities in the United States support veterans and their families, including Fisher House Foundation, Homes for our Troops, and Disabled American Veterans. Many of these organizations have classroom opportunities.
  - Shop at a veteran-owned business** - Help veterans and their families support themselves by patronizing a veteran-owned business. If you don't know of one, you can search for one at [veteranownedbusiness.com](http://veteranownedbusiness.com).
  - Learn about military history** - To better appreciate the sacrifices American veterans made, learn more about the important battles in which they fought. You can do this by reading a book or watching a movie about military history.



# CPCS San Diego School Highlights November 2021



## Veterans Day Student Thank Yous

### Virtual Field Trip to Bryce Canyon - November 12th

# CPCS San Diego School Highlights November 2021

## National Parks Virtual Trip Series: Destination: Bryce Canyon

Hosted by  
Mrs. Caprio

Friday  
November 5th  
12pm



View epic red rock formations in one of our country's most beautiful natural places.

Join a park ranger at Bryce Canyon on a journey that expands day and night.

## [360 View of Bryce](#)



## Future Projects

Future projects include continuing to focus on SMART Goals, looking at ways to enhance staff development and evaluation process with SDCOE E3 program, continuing marketing efforts, executing our schoolwide curriculum review, working on WASC goals that are identified as critical areas of need, and planning additional professional development for the 21-22 school year.

Administration and the counseling department continue to prepare and curate our Parent University series for the upcoming school year. We are also looking forward to supporting parents with greater control over student internet use through GoGuardian.

Elementary is excited to offer enrichment classes in coding, art, and Spanish. College and Career readiness indicators continue to remain a focus for this year and further efforts to develop our CTE programs are a top priority.

In an effort to increase student engagement and connectivity we are also looking forward to upcoming school spirit days. We are planning monthly themes for students to participate in during their Wednesday homeroom sessions.



# CPCS Los Angeles School Highlights

## November 2021



### **Current Enrollment**

352

### **Program Highlights**

November raced by and included a much needed Thanksgiving Break for staff to recharge. Staff goal setting meetings were completed, progress reports sent to students, and parent teacher conferences held. We honored Veterans Day with our second spirit day, incorporated Veterans Day lessons into live classes, and K-6 hosted a Veteran's Day event with Veteran guest speakers. Our monthly theme focused on career awareness including a guest speaker from Fashion Institute of Design and Merchandising. Students participated in virtual activities visiting National Parks and attended a CSF movie day.

CPCS was recognized for our participation in the Kindness Unites Paperchain challenge for the Guinness Book of World Records. We were one of two California charter schools and one of four total charter schools in the nation to participate. Our contributions, along with those of 702 other schools, helped create an 18 mile paper chain of kindness. While not long enough to be recognized by the Guinness World Records, it did set a new record for The

# CPCS Los Angeles School Highlights November 2021



World's Longest Recycled Paperchain with Messages of Love and Hope! We're proud to encourage our students to practice kindness.



## Student Achievement

### NWEA Start of Year Testing Results

We shared in October's highlights how students exceeded the 95% participation rate on the start of year local assessments. Departments and PLCs took time in November to look at scores and identify areas of focus to increase student achievement. Below are the summary scores for student performance and how those scores correlate to readiness on the CAASPP.

Subject	Low <i>(Below Grade Level)</i>	Low Average	Average	High Average	High <i>(Above Grade Level)</i>
Math	25.93%	18.93%	17.28%	19.34%	17.28%
Reading	20.58%	16.05%	19.34%	22.22%	18.93%

# CPCS Los Angeles School Highlights November 2021



## District Summary Report

Aggregate by School

Term: Fall 2021-2022  
 District: California Pacific Charter Schools  
 Grouping: None  
 Small Group Display: No

### Math: Math K-12

California Pacific Charter - Los Angeles

Growth: Math 2-5 CA 2010

CA Common Core Mathematics: 2010

#### Instructional Area Performance

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Operations and Algebraic Thinking		Number and Operations		Measurement and Data		Geometry	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
Fall 2021-2022	2	16	191.8	19.2	192	189.1	23.0	191.6	22.5	191.9	19.7	194.1	16.6
Fall 2021-2022	3	11	192.5	17.1	192	191.7	19.8	195.8	18.5	189.6	18.2	192.9	14.2
Fall 2021-2022	4	18	197.7	14.3	196	199.6	15.0	195.9	15.6	198.3	15.2	196.7	16.0
Fall 2021-2022	5	12	211.3	14.1	213	211.7	14.7	211.5	14.2	210.9	17.0	210.8	14.7

Growth: Math 6+ CA 2010

CA Common Core Mathematics: 2010

#### Instructional Area Performance

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Operations and Algebraic Thinking		The Real and Complex Number Systems		Geometry		Statistics and Probability	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
Fall 2021-2022	6	29	207.5	18.7	210	204.6	19.1	210.7	19.3	208.6	19.3	206.2	21.2
Fall 2021-2022	7	23	217.0	16.7	219	217.8	14.5	220.2	18.7	214.3	17.9	215.7	19.4
Fall 2021-2022	8	27	216.5	22.1	219	217.0	23.3	219.4	21.3	214.1	22.2	214.9	24.9
Fall 2021-2022	9	26	216.5	19.7	220	218.9	21.4	219.8	19.6	213.9	21.8	214.3	19.3
Fall 2021-2022	10	38	224.1	20.2	222	225.9	21.7	228.3	21.2	221.8	18.5	221.0	23.0
Fall 2021-2022	11	53	227.0	18.2	229	228.4	19.5	230.4	18.7	224.7	19.2	224.6	19.7
Fall 2021-2022	12	8											



## Projected Proficiency Summary Report

Aggregate by School by Grade

Term Tested: Fall 2021-2022  
 District: California Pacific Charter Schools  
 Grouping: None  
 Weeks of Instruction: 0 (Fall 2021)

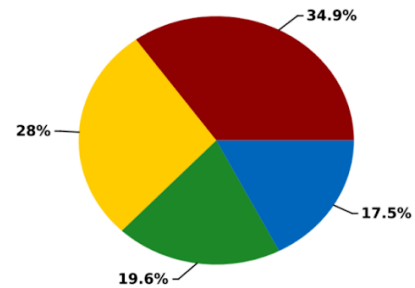
### Math: Math K-12

California Pacific Charter - Los Angeles

Projected to: CA-Smarter Balanced Assessment Consortia taken in spring.

View Linking Study: <https://www.nwea.org/resources/california-linking-study/>

Grade	Student Count	Not Met		Nearly Met		Met		Exceeded	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent
2	16	1	6.3%	1	6.3%	4	25.0%	10	62.5%
3	11	1	9.1%	3	27.3%	3	27.3%	4	36.4%
4	18	3	16.7%	8	44.4%	5	27.8%	2	11.1%
5	12	2	16.7%	3	25.0%	4	33.3%	3	25.0%
6	29	11	37.9%	10	34.5%	3	10.3%	5	17.2%
7	23	8	34.8%	5	21.7%	5	21.7%	5	21.7%
8	27	13	48.1%	6	22.2%	5	18.5%	3	11.1%
11	53	27	50.9%	17	32.1%	8	15.1%	1	1.9%
<b>Total</b>	<b>189</b>	<b>66</b>	<b>34.9%</b>	<b>53</b>	<b>28.0%</b>	<b>37</b>	<b>19.6%</b>	<b>33</b>	<b>17.5%</b>



# CPCS Los Angeles School Highlights November 2021



## District Summary Report

Aggregate by School

Term: Fall 2021-2022  
 District: California Pacific Charter Schools  
 Grouping: None  
 Small Group Display: No

### Language Arts: Reading

California Pacific Charter - Los Angeles

Growth: Reading 2-5 CA 2010 V3

CA Common Core English Language Arts: 2010

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Instructional Area Performance					
						Literary Text		Informational Text		Vocabulary	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
Fall 2021-2022	2	16	190.2	20.4	188	189.7	25.5	189.2	22.3	190.9	18.1
Fall 2021-2022	3	11	184.8	20.4	189	182.4	18.6	183.8	21.5	<b>188.6</b>	24.8
Fall 2021-2022	4	17	197.7	15.9	197	196.2	15.7	196.6	16.2	200.7	17.9
Fall 2021-2022	5	12	208.1	14.8	204	206.2	15.8	209.7	16.4	207.6	14.9

Growth: Reading 6+ CA 2010 V3

CA Common Core English Language Arts: 2010

Term	Grade	Student Count	Mean RIT	Std Dev	Median	Instructional Area Performance					
						Literary Text		Informational Text		Vocabulary	
						Mean	Std Dev	Mean	Std Dev	Mean	Std Dev
Fall 2021-2022	6	29	211.0	18.3	212	211.0	19.7	210.1	21.3	211.7	16.6
Fall 2021-2022	7	23	212.6	16.2	215	212.9	16.2	211.5	18.0	213.9	17.5
Fall 2021-2022	8	24	213.1	19.8	221	211.0	20.5	212.1	19.6	<b>216.5</b>	21.4
Fall 2021-2022	9	26	215.0	14.9	216	216.2	15.0	212.2	17.0	216.8	15.3
Fall 2021-2022	10	38	217.7	18.2	222	215.9	21.3	217.1	19.6	220.4	16.0
Fall 2021-2022	11	53	219.3	20.9	218	218.1	21.5	217.7	23.5	<b>222.5</b>	20.1
Fall 2021-2022	12	3									



## Projected Proficiency Summary Report

Aggregate by School by Grade

Term Tested: Fall 2021-2022  
 District: California Pacific Charter Schools  
 Grouping: None  
 Weeks of Instruction: 0 (Fall 2021)

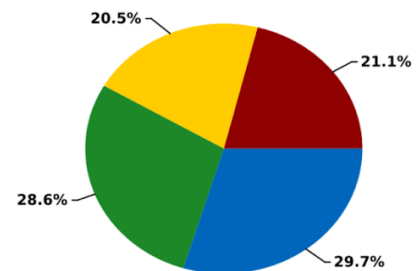
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California Pacific Charter - Los Angeles

Projected to: CA-Smarter Balanced Assessment Consortia taken in spring.

View Linking Study: <https://www.nwea.org/resources/california-linking-study/>

Grade	Student Count	Not Met		Nearly Met		Met		Exceeded	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent
2	16	1	6.3%	1	6.3%	3	18.8%	11	68.8%
3	11	4	36.4%	1	9.1%	1	9.1%	5	45.5%
4	17	3	17.6%	4	23.5%	2	11.8%	8	47.1%
5	12	1	8.3%	3	25.0%	5	41.7%	3	25.0%
6	29	3	10.3%	9	31.0%	12	41.4%	5	17.2%
7	23	4	17.4%	5	21.7%	9	39.1%	5	21.7%
8	24	6	25.0%	5	20.8%	10	41.7%	3	12.5%
11	53	17	32.1%	10	18.9%	11	20.8%	15	28.3%
<b>Total</b>	<b>185</b>	<b>39</b>	<b>21.1%</b>	<b>38</b>	<b>20.5%</b>	<b>53</b>	<b>28.6%</b>	<b>55</b>	<b>29.7%</b>



## Mid Semester Progress Reports

Students received mid semester progress reports and parents were invited to parent-teacher conferences. Conferences focused on ways to better support students through empathy interviews to identify barriers and set goals for improvement.

# CPCS Los Angeles School Highlights November 2021

## Professional Development

Administration continues to stay informed of legislative changes from AB 130 and AB 167. They continue to attend relevant trainings to make sure CPCS is in compliance. Legislation updates and impacts continue to be reviewed with staff.

Goal Setting Meetings concluded this month. Throughout October and November, each administrative team lead held 1:1 goal setting meetings with teachers and staff members. The purpose of the meetings is to connect and establish SMART goals that each staff member can work on throughout the year to grow as a professional. The teams will meet again in February and in May to get updates on progress and for the end of year staff evaluations.

The School Plan for Student Achievement (SPSA) was reviewed for staff input at the School Site Council on November 3rd.

PLCs: PLC committees for the year have been established in the areas of Absenteeism, Academic performance, test readiness, EL Progress, Graduation Rates, and College and Career Readiness. The teams have had an opportunity to review school wide data through the PARSEC Education data dashboard and the SPSA and will be diving into discussions around CA Dashboard indicators to improve student achievement.

SDCOE E3 Academy: CPCS is partnering with the San Diego County Office of Education to participate in a 2 year long project to take a deep dive into our current staff evaluation processes and forms. This month administrators participated in an equity training that correlates to the work of the E3 Academy.

Curriculum Review Committee: Participating staff are taking time to review potential curriculum options, and discuss the positives and limitations of our current curriculum. This committee continued to review demos and discuss product features most essential and appropriate to CalPac. Choices will then be presented to other stakeholder groups for

# CPCS Los Angeles School Highlights November 2021



input, with final decisions being made mid school year for implementation in the 22-23 school year.

Additional optional professional development opportunities are highlighted each week in the weekly staff Friday updates and administration continues to encourage staff to attend professional development sessions of interest to them.

## SMART Goals

We have seen the fruit of our 20-21 professional, program-operational, and personal goals through gains in graduation rates, course completion, intervention efforts, academic improvement, attendance, EL progress, and school plans. Combining end of year and end of summer reflections, we are looking at continuing to set goals for the 21-22 school year with a focus on the California Dashboard Indicators and making sure that students continue to make positive growth.

We are looking forward to implementing the SDCOE E3 Program to support staff professional practice and assist with our staff evaluation and observation process. This program will guide individual goal setting for the 21-22 school year.

We continue to collaborate on identified areas of improvement to support school wide initiatives and student learning outcomes while adapting to changes from new independent study legislation.

[2021 Achievement and Intervention Data Presentation](#)

[2021 School Plan for Student Achievement Presentation](#)

[2021 Educator Effectiveness Block Grant Presentation](#)

## Pictures & Videos

# CPCS Los Angeles School Highlights November 2021

## Veterans Day Events on November 10th - Wear Red, White & Blue Spirit Day & [K-6 Veteran's Day Celebration](#)

**CW4 RINEBERG**

**Veterans Day**  
Proud to Honor Those Who Served

Christine Feher

The slide features a collage of military-related images on the left, including a soldier in a desert environment, a group of soldiers, a military vehicle with a 'CHAZNI PRT' sign, and a soldier in uniform. On the right, a man in a military cap and glasses is speaking. The background is dark blue with several circular military branch emblems.

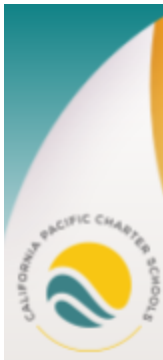
**WAYS TO CELEBRATE VETERAN'S DAY**

- Observe two minutes of silence** - All Americans are encouraged to pause for two minutes of silence at 11 a.m. on Veterans Day. This is a time to reflect on the contributions and sacrifices of all U.S. veterans.
- Connect with a veteran** - Make the time to speak with a veteran about their experiences in the military. Alternatively, you can search a veteran's profile or e-card to thank them for their service. If you don't know a veteran, you can send a card or letter through organizations such as A Million Thanks.
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A grid of 20 small photos of students, many wearing red, white, and blue clothing or military-themed items. Some photos include text overlays like 'VETERANS DAY' and 'I AM A VETERAN'.

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# CPCS Los Angeles School Highlights November 2021



## Veterans Day Student Thank Yous

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# CPCS Los Angeles School Highlights November 2021

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Hosted by  
Mrs. Caprio

Friday  
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## [360 View of Bryce](#)



## Future Projects

Future projects include continuing to focus on SMART Goals, looking at ways to enhance staff development and evaluation process with SDCOE E3 program, continuing marketing efforts, executing our schoolwide curriculum review, working on WASC goals that are identified as critical areas of need, and planning additional professional development for the 21-22 school year.

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In an effort to increase student engagement and connectivity we are also looking forward to upcoming school spirit days. We are planning monthly themes for students to participate in during their Wednesday homeroom sessions.

# Coversheet

## Board Meeting Calendar and Schedule Revisions 2022-2023

**Section:** X. Correspondence/Proposals/Reports  
**Item:** B. Board Meeting Calendar and Schedule Revisions 2022-2023  
**Purpose:** Discuss  
**Submitted by:** Christine Feher  
**Related Material:** 22\_23 Board Meeting Calendar- REVISED.pdf

### BACKGROUND:

The 2022-2023 Board meeting calendar has an update to the February 2023 scheduled meeting.



## 2022-2023 Board Meeting Calendar

(All dates are on the second Tuesday of the month- except where noted.)

Date	Items	Location
<b>August 9, 2022</b>	Share School Kick-Off plans & PD Focus of the year EL Master Plan Policies- Set 1 (1000- Community Relations and 6000- Instruction) <i>Study Session: Board Evaluation &amp; Superintendent Evaluation Planning</i>	
<b>September 13, 2022</b>	Unaudited Actuals (21-22)	
<b>October 11, 2022</b>	Student Performance Data Intervention/MTSS Fiscal Update	
<b>November 8, 2022</b>	CTE Highlight SPSA Policies- Set 2 (5000- Student Services and 9000- Board Bylaws) <i>Board Retreat: Goals &amp; Strategic Planning</i>	
<b>December 6, 2022*</b>	First Interim Financial Reports Board Organization Meeting Audit Report	
<b>January 10, 2023</b>	Special Education Update 2023-2024 Instructional Calendars	
<b>February 14, 2023</b> <b>February 21, 2023*</b>	Community/Student Council/Clubs Presentation Safety Plan	
<b>March 7, 2023*</b>	Second Interim Financial Reports Policies- Set 3 (4000- Personnel) <i>Study Session: Review Superintendent Contract and Board Protocols</i>	
<b>May 9, 2023</b>	Human Resources & Business Services- Strategic Plan Teacher/Staff Appreciation Board Meeting Calendar- First Reading Policies- Set 4 (3000- Fiscal)	
<b>June 13, 2023</b>	Year End Recap & Highlights LCAP/Budget Public Hearing Property and Casualty Insurance Policies Policies- Set 5 (9000- Board Bylaws)	
<b>June 20, 2023*</b>	LCAP/Budget Approval Board Study Session Board & CEO Evaluations	

April 19, 2022 - First Reading



## Coversheet

### Williams Settlement Findings - California Pacific Charter - San Diego (CalPac-SD)

**Section:** X. Correspondence/Proposals/Reports  
**Item:** C. Williams Settlement Findings - California Pacific Charter -  
San Diego (CalPac-SD)  
**Purpose:** Discuss  
**Submitted by:** Christine Feher  
**Related Material:**  
Williams Superintendent Charter Letter Findings2022-CA Pacific San Diego.pdf

#### BACKGROUND:

California Pacific Charter - San Diego (CalPac - SD) was identified to undergo a Williams Act Review based on the Comprehensive School Improvement designation in 2019. These are the findings from San Diego County Office of Education's review.



November 15, 2022

Christine Feher, Superintendent  
California Pacific Charter – San Diego  
4101 Birch Street  
Newport Beach, CA 92660

Dear Superintendent Feher,

Subject: *Williams* Settlement Findings for 2022-2023 Site Visits

The San Diego County Office of Education (SDCOE) has the responsibility to visit schools in our county and report to you the results of these visits. Please share this report at a public meeting as required by the *Williams* Settlement Legislation. California Education Code (EC) Section 1240 and Assembly Bill 599 specifically require the San Diego County Office of Education staff to visit county schools identified as Comprehensive Support and Improvement (CSI), Additional Targeted Support and Improvement (ATSI), or schools where 15% or more of the teachers are holders of a permit, certificate, or any other authorization that is a lesser certification than a preliminary or clear California teaching credential and report the results of the visit. California Education Code (EC) requires visits for the purpose of:

1. Ensuring that students have access to “sufficient” instructional materials in core subject areas (English/language arts, ELD, mathematics, history/social science, science) and, as appropriate, science laboratory equipment, world languages, and health education as defined in EC Section 60119;
2. Assessing compliance with facilities maintenance using the Facilities Inspection Tool (FIT), and determining if there are any conditions that “pose an emergency or urgent threat to the health or safety of pupils or staff” as defined in EC Section 17592.72; and assessing “the safety, cleanliness, and adequacy of school facilities, including good repair” as required by EC Sections 17014, 17032.5, 17070.75, and 17089;
3. Determining if the school has provided accurate data for the annual School Accountability Report Card (SARC) related to instructional materials and facilities maintenance.

This report for 2022-2023 provides aggregate findings in these areas for your charter school visits. Your *Williams* charter contact, and principal of each visited school will receive a letter and copy of their school report.

Page 2

Please be assured that SDCOE will continue to be available to support you in meeting the requirements of this legislation. For more information, please contact Patricia Karlin at [patricia.karlin@sdcoe.net](mailto:patricia.karlin@sdcoe.net) or 858-295-8822.

Thank you and have a rewarding school year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Gothold".

Paul Gothold, Ed.D.  
San Diego County Superintendent of Schools

PG:od

cc: Kelly Wylie, Board President

Attachment: *Williams* Settlement Annual Charter Visit Summary 2022-2023

# WILLIAMS SETTLEMENT ANNUAL CHARTER VISIT SUMMARY 2022-2023

## California Pacific Charter - San Diego

Christine Feher, Superintendent

Kelly Wylie, School Board President

**Charter Contact:** Christine Feher

**Phone No:** (714) 348-0418

**Email:** cfeher@cal-pacs.org

Charter School	Principal	Date of Visit	Sufficient Instructional Materials	School Facilities Overall % and Rating	Accurate 2021-2022 SARC
California Pacific Charter - San Diego	Christine Feher	10/11/2022	Yes	100% Exemplary	N/A



# Coversheet

## Consent - Business/Financial Services

**Section:** XI. Consent  
**Item:** A. Consent - Business/Financial Services  
**Purpose:**  
**Submitted by:**  
**Related Material:** 11.2022 44 CAL-PAC-SD Check Register.pdf  
11.2022 55 CAL-PAC-LA Check Register.pdf  
11.2022 95 CAL-PAC-SO Check Register.pdf  
2022.11.31 J.P. MORGAN STATEMENT NOV 2022.pdf

**Company Name:** California Pacific Charter - San Diego  
**Report Name:** Check Register  
**Created On:** 12/1/2022  
**Location:** 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document No	Amount Applied	Memo	Location
<b>CHASE 1781 - Chase Bank</b>	<b>Account No: 505911781</b>					
	11/1/2022	IRVI000--Irvine Four, LLC		1,479.19	November 2022 Rent	44--California Pacific Charter - San Diego
	11/7/2022	DELA000--De Lage Landen Financial Services In	101370738	113.12	Copier lease for November 2022	44--California Pacific Charter - San Diego
	11/7/2022	COXB000--Cox Business	101370737	79.75	October 2022 Internet Fees	44--California Pacific Charter - San Diego
	11/7/2022	CALI003--CaliforniaChoice	101370729	58,676.09	December 2022 Medical Premiums	44--California Pacific Charter - San Diego
	11/7/2022	CHAR000--Charter Schools Development Center	101370736	768.00	Membership for CPC-SD	44--California Pacific Charter - San Diego
	11/7/2022	ALLS001--All Systems Go!	101370732	639.04	October 2022 Ad Spend	44--California Pacific Charter - San Diego
	11/7/2022	WORL000--Worldwide Express	101370731	553.07	Postage for staff and students: CPC-SD	44--California Pacific Charter - San Diego
	11/7/2022	ALPH000--Alpha Vision, Inc.	101370735	126.47	Backupify G - Suite Cloud to Cloud Email and Dr	44--California Pacific Charter - San Diego
	11/7/2022	JENN004--Jennifer Cook York	101370733	166.21	MYA - JCY Education Stipend Billback	44--California Pacific Charter - San Diego
	11/7/2022	ECCI000--ECC Imaiqna LLC.	101370730	3.85	Overaqe fee for printer	44--California Pacific Charter - San Diego
	11/8/2022	PHIL000--Philadelphia Insurance Companies	20137001287	1,277.27	November 2022 Insurance	44--California Pacific Charter - San Diego
	11/8/2022	CHRI001--Christine Feher	20137001294	465.52	Lodging and flight	44--California Pacific Charter - San Diego
		CHRI001--Christine Feher	20137001294	147.93	Dinner for conference	44--California Pacific Charter - San Diego
		CHRI001--Christine Feher	20137001294	86.50	Mileage	44--California Pacific Charter - San Diego
	11/8/2022	BUCH001--Buchalter	20137001291	420.75	Legal fees for September 2022	44--California Pacific Charter - San Diego
	11/8/2022	ROMY001--Romy Fay-Mason	20137001295	19.17	Meals	44--California Pacific Charter - San Diego
		ROMY001--Romy Fay-Mason	20137001295	23.38	Mileage	44--California Pacific Charter - San Diego
		ROMY001--Romy Fay-Mason	20137001295	165.40	Hotel stay	44--California Pacific Charter - San Diego
	11/8/2022	TYLE001--Tyler Phipps	20137001292	31.32	Mileage	44--California Pacific Charter - San Diego
		TYLE001--Tyler Phipps	20137001292	174.59	Hotel Stay	44--California Pacific Charter - San Diego
	11/8/2022	VANG000--Vangie Akridge	20137001293	76.52	Parking and mileage for conferences	44--California Pacific Charter - San Diego
	11/8/2022	ROMY001--Romy Fay-Mason	20137001296	32.78	Mileaqe for trip to office	44--California Pacific Charter - San Diego
	11/8/2022	OXFO000--Oxford Consulting Services, Inc.	20137001289	62.50	BIS SVCS SEPT 2022 CPC-SD	44--California Pacific Charter - San Diego
	11/9/2022	AMAZ000--Amazon	20137001317	14.13	Computer mouse for SPED student in CPC-SD	44--California Pacific Charter - San Diego
	11/9/2022	AMAZ000--Amazon	20137001297	14.00	Computer mouse for SPED student in CPC-SD	44--California Pacific Charter - San Diego
	11/9/2022	STAP001--Staples Technology Solutions	20137001308	6,136.28	Count for CPC-SD	44--California Pacific Charter - San Diego
	11/9/2022	RING000--RingCentral	20137001299	1,170.84	Phone charges for October 2022	44--California Pacific Charter - San Diego
	11/9/2022	AMAZ000--Amazon	20137001298	76.22	Office supplies- packing materials for computers	44--California Pacific Charter - San Diego
	11/9/2022	ZOOM000--Zoom	20137001311	59.50	Prorated licenses for staff	44--California Pacific Charter - San Diego
	11/9/2022	IRON000--Iron Mountain	20137001300	40.90	October 2022 Storage/Service	44--California Pacific Charter - San Diego
	11/9/2022	AMAZ000--Amazon	20137001309	25.51	Office supplies	44--California Pacific Charter - San Diego

**Company Name:** California Pacific Charter - San Diego  
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**Location:** 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document No	Amount Applied	Memo	Location
<b>CHASE 1781 - Chase Bank</b>	<b>Account No: 505911781</b>					
	11/9/2022	AMAZ000--Amazon	20137001301	42.40	Visual Arts kit for student in CPC-SD	44--California Pacific Charter - San Diego
	11/9/2022	STAP001--Staples Technology Solutions	20137001314	1,120.00	Count for CPC-SD	44--California Pacific Charter - San Diego
	11/9/2022	AMAZ000--Amazon	20137001306	42.40	Visual Arts kit for student in CPC-SD	44--California Pacific Charter - San Diego
	11/9/2022	AMAZ000--Amazon	20137001305	9.93	Supplies for staff	44--California Pacific Charter - San Diego
	11/9/2022	AMAZ000--Amazon	20137001310	18.52	Book/material for Admin	44--California Pacific Charter - San Diego
	11/14/2022	BERK000--Berkshire Hathaway		5,024.56	Workers Comp October 2022	44--California Pacific Charter - San Diego
	11/16/2022	SAND000--San Diego County Office of Education	101370746	1,333.20	Middle School Learning Series training	44--California Pacific Charter - San Diego
	11/16/2022	PARS000--Parsec Education, Inc.	101370747	758.25	Professional Development Workshop ( 13 Teachers )	44--California Pacific Charter - San Diego
	11/16/2022	WORL000--Worldwide Express	101370752	337.23	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	11/16/2022	WORL000--Worldwide Express	101370748	333.37	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	11/16/2022	BASS002--Anqela Lynn Bass	101370749	224.97	Equity Professional Development	44--California Pacific Charter - San Diego
	11/16/2022	BASS001--Wendell M. Bass Jr.	101370753	149.98	Equity Professional Development	44--California Pacific Charter - San Diego
	11/16/2022	DEPT000--Department of Justice	101370751	86.35	Fingerprint processing fees	44--California Pacific Charter - San Diego
	11/17/2022	MARY001--Maryel Kindem	20137001332	14.47	Mileage and parking	44--California Pacific Charter - San Diego
		MARY001--Maryel Kindem	20137001332	22.69	LiveScan	44--California Pacific Charter - San Diego
	11/17/2022	AMAZ000--Amazon	20137001329	7.18	Supplies for students	44--California Pacific Charter - San Diego
	11/17/2022	MYA001--Motivated Youth Academy	20137001328	992.38	Cape Rev Keynote Speaker - Liz Wiseman	44--California Pacific Charter - San Diego
	11/17/2022	KMED001--KM Educational Consulting and Executives	20137001339	751.72	Professional Services - October	44--California Pacific Charter - San Diego
	11/17/2022	PRES000--PresenceLearning, Inc.	20137001325	550.60	Kanga - Premier AA Membership	44--California Pacific Charter - San Diego
	11/17/2022	TSWT000--TSW Therapy, Inc.	20137001324	825.01	OT ASSESSMENTS OCT 2021 CPC-SD	44--California Pacific Charter - San Diego
	11/17/2022	BUCH001--Buchalter	20137001323	258.04	Legal fees from OCT 2022	44--California Pacific Charter - San Diego
	11/17/2022	ZOOM000--Zoom	20137001320	241.71	Cloud recording for October 2022	44--California Pacific Charter - San Diego
	11/17/2022	TURN000--Turnitin LLC	20137001331	158.50	Additional licenses for 22/23 SY	44--California Pacific Charter - San Diego
	11/17/2022	ZOOM000--Zoom	20137001327	101.70	New licenses added	44--California Pacific Charter - San Diego
	11/23/2022	TANY001--Tanya Rogers	1000629080	150.00	Nov Dir. Eval. Comm. 2022 Board Stipends - TR	44--California Pacific Charter - San Diego
		TANY001--Tanya Rogers	1000629080	200.00	November 2022 Board Stipends - TR	44--California Pacific Charter - San Diego
	11/23/2022	WILL000--William J Howard Jr.	1000629076	200.00	November 2022 Board Stipends - WH	44--California Pacific Charter - San Diego
		WILL000--William J Howard Jr.	1000629076	150.00	Nov Dir. Eval. Comm. 2022 Board Stipends - WH	44--California Pacific Charter - San Diego
	11/25/2022	SHIR000--Shirley Peterson	1000629078	200.00	November 2022 Board Stipends - SP	44--California Pacific Charter - San Diego

**Company Name:** California Pacific Charter - San Diego  
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Bank	Date	Vendor	Document No	Amount Applied	Memo	Location
<b>CHASE 1781 - Chase Bank</b>	<b>Account No: 505911781</b>					
	11/25/2022	KELL000--Kelly Wylie	1000629077	200.00	November 2022 Board Stipends - KW	44--California Pacific Charter - San Diego
	11/25/2022	JASO000--Jason D. McFaul	1100062907	200.00	November 2022 Board Stipends - JM	44--California Pacific Charter - San Diego
	11/29/2022	MARI002--Marie E. Perotti	101370754	202.38	Consulting services for Oct 2022 and Nov 2022	44--California Pacific Charter - San Diego
	11/30/2022	YMCL000--Law Offices of Young, Minney & Corr.	101370757	129.34	Legal services from OCT 2022	44--California Pacific Charter - San Diego
	11/30/2022	COXB000--Cox Business	101370756	75.53	November 2022 Internet Fees	44--California Pacific Charter - San Diego
	11/30/2022	RAYM000--Raymond Allyn Office Furniture	20137001340	1,636.87	Furniture for new office	44--California Pacific Charter - San Diego
	11/30/2022	DANI001--Danielle Carbonetta	20137001341	174.59	Hotel room	44--California Pacific Charter - San Diego
		DANI001--Danielle Carbonetta	20137001341	203.97	Meals	44--California Pacific Charter - San Diego
		DANI001--Danielle Carbonetta	20137001341	50.98	Mileage	44--California Pacific Charter - San Diego
<b>Total for CHASE 1781</b>				<b>90,304.62</b>		

**Company Name:** California Pacific Charter - Los Angeles  
**Report Name:** Check Register  
**Created On:** 12/1/2022  
**Location:** 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document No	Amount Applied	Memo	Location
<b>CHASE 1781 - Chase Bank</b>	<b>Account No: 505911781</b>					
	11/1/2022	IRVI000--Irvine Four, LLC		2,227.43	November 2022 Rent	55--California Pacific Charter - Los Angeles
	11/7/2022	DELA000--De Lage Landen Financial Services In	101370738	170.33	Copier lease for November 2022	55--California Pacific Charter - Los Angeles
	11/7/2022	COXB000--Cox Business	101370737	98.44	October 2022 Internet Fees	55--California Pacific Charter - Los Angeles
	11/7/2022	CHAR000--Charter Schools Development Center	101370736	1,107.00	Membership for CPC-LA	55--California Pacific Charter - Los Angeles
	11/7/2022	ALLS001--All Systems Go!	101370732	788.89	October 2022 Ad Spend	55--California Pacific Charter - Los Angeles
	11/7/2022	WORL000--Worldwide Express	101370731	371.90	Postage for staff and students: CPC-LA	55--California Pacific Charter - Los Angeles
	11/7/2022	ALPH000--Alpha Vision, Inc.	101370735	190.45	Backupify G - Suite Cloud to Cloud Email and Dr	55--California Pacific Charter - Los Angeles
	11/7/2022	ECCI000--ECC Imaging LLC.	101370730	4.76	Overage fee for printer	55--California Pacific Charter - Los Angeles
	11/8/2022	PHIL000--Philadelphia Insurance Companies	20137001287	1,923.37	November 2022 Insurance	55--California Pacific Charter - Los Angeles
	11/8/2022	OXFO000--Oxford Consulting Services, Inc.	20137001288	417.31	SPED SVC'S	55--California Pacific Charter - Los Angeles
		OXFO000--Oxford Consulting Services, Inc.	20137001288	1,906.25	BIS/ERMHS	55--California Pacific Charter - Los Angeles
	11/8/2022	CHRI001--Christine Feher	20137001294	574.68	Lodging and flight	55--California Pacific Charter - Los Angeles
		CHRI001--Christine Feher	20137001294	182.63	Dinner for conference	55--California Pacific Charter - Los Angeles
		CHRI001--Christine Feher	20137001294	106.78	Mileage	55--California Pacific Charter - Los Angeles
	11/8/2022	BUCH001--Buchalter	20137001291	519.43	Legal fees for September 2022	55--California Pacific Charter - Los Angeles
	11/8/2022	ROMY001--Romy Fay-Mason	20137001295	204.19	Hotel stay	55--California Pacific Charter - Los Angeles
		ROMY001--Romy Fay-Mason	20137001295	23.68	Meals	55--California Pacific Charter - Los Angeles
		ROMY001--Romy Fay-Mason	20137001295	28.85	Mileage	55--California Pacific Charter - Los Angeles
	11/8/2022	TYLE001--Tyler Phipps	20137001292	38.67	Mileage	55--California Pacific Charter - Los Angeles
		TYLE001--Tyler Phipps	20137001292	215.54	Hotel Stav	55--California Pacific Charter - Los Angeles
	11/8/2022	VANG000--Vanaie Akridqe	20137001293	94.47	Parking and mileaqe for conferences	55--California Pacific Charter - Los Angeles
	11/8/2022	ROMY001--Romy Fay-Mason	20137001296	49.37	Mileage for trip to office	55--California Pacific Charter - Los Angeles
	11/9/2022	STAP001--Staples Technology Solutions	20137001308	8,766.13	Count for CPC-LA	55--California Pacific Charter - Los Angeles
	11/9/2022	STAP001--Staples Technology Solutions	20137001318	6,435.53	Computers for staff	55--California Pacific Charter - Los Angeles
	11/9/2022	RING000--RingCentral	20137001299	1,445.39	Phone charges for October 2022	55--California Pacific Charter - Los Angeles
	11/9/2022	AMAZ000--Amazon	20137001298	114.78	Office supplies- packing materials for computers	55--California Pacific Charter - Los Angeles
	11/9/2022	ZOOM000--Zoom	20137001311	73.46	Prorated licenses for staff	55--California Pacific Charter - Los Angeles
	11/9/2022	IRON000--Iron Mountain	20137001300	50.49	October 2022 Storage/Service	55--California Pacific Charter - Los Angeles
	11/9/2022	AMAZ000--Amazon	20137001309	31.49	Office supplies	55--California Pacific Charter - Los Angeles
	11/9/2022	AMAZ000--Amazon	20137001316	44.81	CTE art supplies for student in CPC-LA	55--California Pacific Charter - Los Angeles
	11/9/2022	AMAZ000--Amazon	20137001312	42.69	Visual Arts kit for student in CPC-LA	55--California Pacific Charter - Los Angeles
	11/9/2022	AMAZ000--Amazon	20137001304	42.69	Visual arts kit for student in CPC-LA	55--California Pacific Charter - Los Angeles

**Company Name:** California Pacific Charter - Los Angeles  
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**Location:** 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document No	Amount Applied	Memo	Location
<b>CHASE 1781 - Chase Bank</b>	<b>Account No: 505911781</b>					
	11/9/2022	AMAZ000--Amazon	20137001313	14.06	Computer mouse for SPED student in CPC-LA	55--California Pacific Charter - Los Angeles
	11/9/2022	STAP001--Staples Technology Solutions	20137001314	1,600.00	Count for CPC-LA	55--California Pacific Charter - Los Angeles
	11/9/2022	HATC000--Hatch & Cesario, Attorneys-at-Law	20137001307	32.00	Legal fees for 092622	55--California Pacific Charter - Los Angeles
	11/9/2022	AMAZ000--Amazon	20137001305	12.25	Supplies for staff	55--California Pacific Charter - Los Angeles
	11/16/2022	SAND000--San Diego County Office of Education	101370746	1,333.60	Middle School Learning Series training	55--California Pacific Charter - Los Angeles
	11/16/2022	PARS000--Parsec Education, Inc.	101370747	758.49	Professional Development Workshop ( 13 Teachers )	55--California Pacific Charter - Los Angeles
	11/16/2022	WORL000--Worldwide Express	101370752	648.60	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	11/16/2022	WORL000--Worldwide Express	101370748	565.74	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	11/16/2022	BASS002--Angela Lynn Bass	101370749	225.05	Equity Professional Development	55--California Pacific Charter - Los Angeles
	11/16/2022	JANE000--Janet E. Kohtz	101370750	600.00	Vision Therapy October CPC-LA	55--California Pacific Charter - Los Angeles
	11/16/2022	BASS001--Wendell M. Bass Jr.	101370753	150.03	Equity Professional Development	55--California Pacific Charter - Los Angeles
	11/16/2022	DEPT000--Department of Justice	101370751	106.60	Fingerprint processing fees	55--California Pacific Charter - Los Angeles
	11/17/2022	MARY001--Maryel Kindem	20137001332	21.80	Mileage and parking	55--California Pacific Charter - Los Angeles
		MARY001--Maryel Kindem	20137001332	34.17	LiveScan	55--California Pacific Charter - Los Angeles
	11/17/2022	AMAZ000--Amazon	20137001322	109.15	Doc camera for student in CPC-LA	55--California Pacific Charter - Los Angeles
	11/17/2022	AMAZ000--Amazon	20137001330	108.90	Doc camera for student in CPC-LA	55--California Pacific Charter - Los Angeles
	11/17/2022	AMAZ000--Amazon	20137001329	10.80	Supplies for students	55--California Pacific Charter - Los Angeles
	11/17/2022	MYA001--Motivated Youth Academy	20137001328	1,225.09	Cape Rey Keynote Speaker - Liz Wiseman	55--California Pacific Charter - Los Angeles
	11/17/2022	KMED001--KM Educational Consulting and Exec	20137001339	928.01	Professional Services - October	55--California Pacific Charter - Los Angeles
	11/17/2022	PRES000--PresenceLearning, Inc.	20137001325	829.13	Kanga - Premier AA Membership	55--California Pacific Charter - Los Angeles
	11/17/2022	TSWT000--TSW Therapy, Inc.	20137001337	1,237.50	OT ASSESSMENTS OCT 2021 CPC-LA	55--California Pacific Charter - Los Angeles
	11/17/2022	EECS000--Effectual Educational Consulting Serv	20137001321	920.00	APE SERVICES SEPT 2022	55--California Pacific Charter - Los Angeles
	11/17/2022	BUCH001--Buchalter	20137001323	318.56	Legal fees from OCT 2022	55--California Pacific Charter - Los Angeles
	11/17/2022	ZOOM000--Zoom	20137001320	298.39	Cloud recording for October 2022	55--California Pacific Charter - Los Angeles
	11/17/2022	TURN000--Turnitin LLC	20137001331	238.69	Additional licenses for 22/23 SY	55--California Pacific Charter - Los Angeles
	11/17/2022	ZOOM000--Zoom	20137001327	153.15	New licenses added	55--California Pacific Charter - Los Angeles
	11/23/2022	TANY001--Tanya Rogers	1000629080	150.00	Nov Dir. Eval. Comm. 2022 Board Stipends - TR	55--California Pacific Charter - Los Angeles
		TANY001--Tanya Rogers	1000629080	200.00	November 2022 Board Stipends - TR	55--California Pacific Charter - Los Angeles
	11/23/2022	WILL000--William J Howard Jr.	1000629076	150.00	Nov Dir. Eval. Comm. 2022 Board Stipends - WH	55--California Pacific Charter - Los Angeles

**Company Name:** California Pacific Charter - Los Angeles  
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**Created On:** 12/1/2022  
**Location:** 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document No	Amount Applied	Memo	Location
<b>CHASE 1781 - Chase Bank</b>	<b>Account No: 505911781</b>					
		WILL000--William J Howard Jr.	1000629076	200.00	November 2022 Board Stipends - WH	55--California Pacific Charter - Los Angeles
	11/25/2022	SHIR000--Shirley Peterson	1000629078	200.00	November 2022 Board Stipends - SP	55--California Pacific Charter - Los Angeles
	11/25/2022	KELL000--Kelly Wylie	1000629077	200.00	November 2022 Board Stipends - KW	55--California Pacific Charter - Los Angeles
	11/25/2022	JASO000--Jason D. McFaul	1100062907	200.00	November 2022 Board Stipends - JM	55--California Pacific Charter - Los Angeles
	11/29/2022	MARI002--Marie E. Perotti	101370754	249.85	Consulting services for Oct 2022 and Nov 2022	55--California Pacific Charter - Los Angeles
	11/30/2022	EMHS000--EMH Sports USA, Inc.	101370755	617.50	APE services October	55--California Pacific Charter - Los Angeles
	11/30/2022	YMCL000--Law Offices of Young, Minney & Corr.	101370757	159.66	Legal services from OCT 2022	55--California Pacific Charter - Los Angeles
	11/30/2022	COXB000--Cox Business	101370756	113.75	November 2022 Internet Fees	55--California Pacific Charter - Los Angeles
	11/30/2022	RAYM000--Raymond Allyn Office Furniture	20137001340	2,464.86	Furniture for new office	55--California Pacific Charter - Los Angeles
	11/30/2022	DANI001--Danielle Carbonetta	20137001341	62.94	Mileage	55--California Pacific Charter - Los Angeles
		DANI001--Danielle Carbonetta	20137001341	215.54	Hotel room	55--California Pacific Charter - Los Angeles
		DANI001--Danielle Carbonetta	20137001341	251.80	Meals	55--California Pacific Charter - Los Angeles
<b>Total for CHASE 1781</b>				<b>46,207.54</b>		

**Company Name:** California Pacific Charter - Sonoma  
**Report Name:** Check Register  
**Created On:** 12/1/2022  
**Location:** 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document No	Amount Applied	Memo	Location
<b>CHASE 1781 - Chase Bank</b>	<b>Account No: 505911781</b>					
	11/1/2022	IRVI000--Irvine Four, LLC		726.07	November 2022 Rent	95--California Pacific Charter - Sonoma
	11/7/2022	SONO001--Sonoma Media Investments	101370739	1,689.68	Advertising for Sonoma	95--California Pacific Charter - Sonoma
	11/7/2022	DELA000--De Lage Landen Financial Services In	101370738	55.52	Copier lease for November 2022	95--California Pacific Charter - Sonoma
	11/7/2022	COXB000--Cox Business	101370737	28.67	October 2022 Internet Fees	95--California Pacific Charter - Sonoma
	11/7/2022	CHAR000--Charter Schools Development Center	101370736	393.00	Membership for CPC-SO	95--California Pacific Charter - Sonoma
	11/7/2022	ALLS001--All Systems Go!	101370732	229.75	October 2022 Ad Spend	95--California Pacific Charter - Sonoma
	11/7/2022	WORL000--Worldwide Express	101370731	360.69	Postage for staff and students: CPC-SO	95--California Pacific Charter - Sonoma
	11/7/2022	ALPH000--Alpha Vision, Inc.	101370735	62.08	Backupify G - Suite Cloud to Cloud Email and Dr	95--California Pacific Charter - Sonoma
	11/7/2022	ECCI000--ECC Imaging LLC.	101370730	1.39	Overage fee for printer	95--California Pacific Charter - Sonoma
	11/8/2022	PHIL000--Philadelphia Insurance Companies	20137001287	626.96	November 2022 Insurance	95--California Pacific Charter - Sonoma
	11/8/2022	CHRI001--Christine Feher	20137001294	53.19	Dinner for conference	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137001294	167.37	Lodging and flight	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137001294	31.10	Mileage	95--California Pacific Charter - Sonoma
	11/8/2022	BUCH001--Buchalter	20137001291	151.28	Legal fees for September 2022	95--California Pacific Charter - Sonoma
	11/8/2022	ROMY001--Romy Fay-Mason	20137001295	8.40	Mileage	95--California Pacific Charter - Sonoma
		ROMY001--Romy Fay-Mason	20137001295	6.90	Meals	95--California Pacific Charter - Sonoma
		ROMY001--Romy Fay-Mason	20137001295	59.47	Hotel stay	95--California Pacific Charter - Sonoma
	11/8/2022	TYLE001--Tyler Phipps	20137001292	62.77	Hotel Stay	95--California Pacific Charter - Sonoma
		TYLE001--Tyler Phipps	20137001292	11.26	Mileage	95--California Pacific Charter - Sonoma
	11/8/2022	VANG000--Vangie Akridge	20137001293	27.51	Parking and mileage for conferences	95--California Pacific Charter - Sonoma
	11/8/2022	ROMY001--Romy Fay-Mason	20137001296	16.09	Mileage for trip to office	95--California Pacific Charter - Sonoma
	11/8/2022	UNPL001--Unplug Studio LLC	20137001290	50.00	Hosting and Maintenance for CPC-SO	95--California Pacific Charter - Sonoma
	11/9/2022	STAP001--Staples Technology Solutions	20137001308	2,629.84	Count for CPC-SO	95--California Pacific Charter - Sonoma
	11/9/2022	RING000--RingCentral	20137001299	420.95	Phone charges for October 2022	95--California Pacific Charter - Sonoma
	11/9/2022	AMAZ000--Amazon	20137001298	37.41	Office supplies- packing materials for computers	95--California Pacific Charter - Sonoma
	11/9/2022	ZOOM000--Zoom	20137001311	21.39	Prorated licenses for staff	95--California Pacific Charter - Sonoma
	11/9/2022	IRON000--Iron Mountain	20137001300	14.70	October 2022 Storage/Service	95--California Pacific Charter - Sonoma
	11/9/2022	AMAZ000--Amazon	20137001309	9.17	Office supplies	95--California Pacific Charter - Sonoma
	11/9/2022	AMAZ000--Amazon	20137001315	44.00	SPED supplies for student in CPC-SO	95--California Pacific Charter - Sonoma
	11/9/2022	AMAZ000--Amazon	20137001302	42.40	Visual Arts kit for student in CPC-SO	95--California Pacific Charter - Sonoma
	11/9/2022	AMAZ000--Amazon	20137001303	14.26	Computer mouse for SPED student in CPC-SO	95--California Pacific Charter - Sonoma



**Company Name:** California Pacific Charter - Sonoma  
**Report Name:** Check Register  
**Created On:** 12/1/2022  
**Location:** 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document No	Amount Applied	Memo	Location
<b>CHASE 1781 - Chase Bank</b>	<b>Account No: 505911781</b>					
	11/9/2022	AMAZ000--Amazon	20137001319	14.13	Computer mouse for SPED student in CPC-SO	95--California Pacific Charter - Sonoma
	11/9/2022	STAP001--Staples Technology Solutions	20137001314	480.00	Count for CPC-SO	95--California Pacific Charter - Sonoma
	11/9/2022	AMAZ000--Amazon	20137001305	3.57	Supplies for staff	95--California Pacific Charter - Sonoma
	11/16/2022	SAND000--San Diego County Office of Education	101370746	1,333.20	Middle School Learning Series training	95--California Pacific Charter - Sonoma
	11/16/2022	PARS000--Parsec Education, Inc.	101370747	758.26	Professional Development Workshop ( 13 Teachers )	95--California Pacific Charter - Sonoma
	11/16/2022	WORL000--Worldwide Express	101370752	200.74	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	11/16/2022	WORL000--Worldwide Express	101370748	170.05	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	11/16/2022	BASS002--Angela Lynn Bass	101370749	224.98	Equity Professional Development	95--California Pacific Charter - Sonoma
	11/16/2022	BASS001--Wendell M. Bass Jr.	101370753	149.99	Equity Professional Development	95--California Pacific Charter - Sonoma
	11/16/2022	DEPT000--Department of Justice	101370751	31.05	Fingerprint processing fees	95--California Pacific Charter - Sonoma
	11/17/2022	MARY001--Marvel Kindem	20137001332	11.14	LiveScan	95--California Pacific Charter - Sonoma
		MARY001--Marvel Kindem	20137001332	7.11	Mileage and parking	95--California Pacific Charter - Sonoma
	11/17/2022	AMAZ000--Amazon	20137001333	108.65	Doc camera for student in CPC-SO	95--California Pacific Charter - Sonoma
	11/17/2022	AMAZ000--Amazon	20137001335	107.42	Doc camera for student in CPC-SO	95--California Pacific Charter - Sonoma
	11/17/2022	AMAZ000--Amazon	20137001334	42.60	Visual Arts kit for student in CPC-SO	95--California Pacific Charter - Sonoma
	11/17/2022	AMAZ000--Amazon	20137001329	3.52	Supplies for students	95--California Pacific Charter - Sonoma
	11/17/2022	MYA001--Motivated Youth Academy	20137001328	356.79	Cape Rev Keynote Speaker - Liz Wiseman	95--California Pacific Charter - Sonoma
	11/17/2022	KMED001--KM Educational Consulting and Execu	20137001339	270.27	Professional Services - October	95--California Pacific Charter - Sonoma
	11/17/2022	PRES000--PresenceLearning, Inc.	20137001325	270.27	Kanga - Premier AA Membership	95--California Pacific Charter - Sonoma
	11/17/2022	BUCH001--Buchalter	20137001323	92.78	Legal fees from OCT 2022	95--California Pacific Charter - Sonoma
	11/17/2022	TSWT000--TSW Therapy, Inc.	20137001336	653.13	OT ASSESSMENTS OCT 2021 CPC-SO	95--California Pacific Charter - Sonoma
	11/17/2022	ZOOM000--Zoom	20137001320	86.90	Cloud recording for October 2022	95--California Pacific Charter - Sonoma
	11/17/2022	EECS000--Effectual Educational Consulting Serv	20137001326	546.25	APE SERVICES SEPT 2022	95--California Pacific Charter - Sonoma
	11/17/2022	TURN000--Turnitin LLC	20137001331	77.81	Additional licenses for 22/23 SY	95--California Pacific Charter - Sonoma
	11/17/2022	ZOOM000--Zoom	20137001327	49.92	New licenses added	95--California Pacific Charter - Sonoma
	11/23/2022	TANY001--Tanya Rogers	1000629080	200.00	November 2022 Board Stipends - TR	95--California Pacific Charter - Sonoma
		TANY001--Tanya Rogers	1000629080	150.00	Nov Dir. Eval. Comm. 2022 Board Stipends - TR	95--California Pacific Charter - Sonoma
	11/23/2022	WILL000--William J Howard Jr.	1000629076	150.00	Nov Dir. Eval. Comm. 2022 Board Stipends - WH	95--California Pacific Charter - Sonoma
		WILL000--William J Howard Jr.	1000629076	200.00	November 2022 Board Stipends - WH	95--California Pacific Charter - Sonoma

**Company Name:** California Pacific Charter - Sonoma  
**Report Name:** Check Register  
**Created On:** 12/1/2022  
**Location:** 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document No	Amount Applied	Memo	Location
<b>CHASE 1781 - Chase Bank</b>	<b>Account No: 505911781</b>					
	11/25/2022	SHIR000--Shirley Peterson	1000629078	200.00	November 2022 Board Stipends - SP	95--California Pacific Charter - Sonoma
	11/25/2022	KELL000--Kelly Wylie	1000629077	200.00	November 2022 Board Stipends - KW	95--California Pacific Charter - Sonoma
	11/25/2022	JASO000--Jason D. McFaul	1100062907	200.00	November 2022 Board Stipends - JM	95--California Pacific Charter - Sonoma
	11/29/2022	MARI002--Marie E. Perotti	101370754	72.77	Consulting services for Oct 2022 and Nov 2022	95--California Pacific Charter - Sonoma
	11/30/2022	EMHS000--EMH Sports USA, Inc.	101370755	380.00	APE services October	95--California Pacific Charter - Sonoma
	11/30/2022	YMCL000--Law Offices of Young, Minney & Corr.	101370757	46.50	Legal services from OCT 2022	95--California Pacific Charter - Sonoma
	11/30/2022	COXB000--Cox Business	101370756	37.08	November 2022 Internet Fees	95--California Pacific Charter - Sonoma
	11/30/2022	RAYM000--Raymond Allyn Office Furniture	20137001340	803.47	Furniture for new office	95--California Pacific Charter - Sonoma
	11/30/2022	DANI001--Danielle Carbonetta	20137001341	18.33	Mileage	95--California Pacific Charter - Sonoma
		DANI001--Danielle Carbonetta	20137001341	73.33	Meals	95--California Pacific Charter - Sonoma
		DANI001--Danielle Carbonetta	20137001341	62.77	Hotel room	95--California Pacific Charter - Sonoma
<b>Total for CHASE 1781</b>				<b>16,898.05</b>		



JPMORGAN CHASE BANK NA  
 PO BOX 15918  
 MAIL SUITE DE1-1404  
 WILMINGTON DE 19850

<b>ACCOUNT NUMBER</b>	5563 7579 0010 0937
<b>PAYMENT DUE DATE</b>	12/25/2022
<b>AMOUNT DUE</b>	\$12,917.72
<b>CURRENT BALANCE</b>	\$12,917.72

Remit To: JPMORGAN CHASE BANK NA  
 P.O. BOX 4475  
 CAROL STREAM, IL 60197-4475

AMOUNT ENCLOSED \$
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CALIFORNIA PACIFIC  
 SHANNON GREEN  
 4101 BIRCH STREET  
 SUITE 150  
 NEWPORT BEACH CA 92660-2236

\*\* 0000000

556375790010093701291772012917720

PLEASE TEAR PAYMENT COUPON AT PERFORATION

**STATEMENT MESSAGES**

**COMMERCIAL ACCOUNT SUMMARY**

ORGANIZATION NAME: CALIFORNIA PACIFIC  
 ACCOUNT NUMBER: 5563757900100937

CLOSING DATE 11-30-22  
 CREDIT LIMIT 50,000  
 AVAILABLE CREDIT 37,082

FOR CUSTOMER SERVICE CALL:  
 1-800-316-6056  
 FOR TTY/TDD SERVICE CALL:  
 1-800-955-8060

SEND BILLING INQUIRIES TO:  
 JPMORGAN CHASE BANK NA  
 COMMERCIAL CARD SOLUTIONS  
 P.O. BOX 2015  
 MAIL SUITE IL1-6225  
 ELGIN, IL 60121

PREVIOUS BALANCE	20,639.11
PURCHASES AND OTHER CHARGES	13,116.72
CASH ADVANCES	.00
CREDITS	199.00
PAYMENTS	20,639.11-
LATE PAYMENT CHARGES	.00
CASH ADVANCE FEE	.00
FINANCE CHARGES	.00
<b>NEW BALANCE</b>	<b>12,917.72</b>
TOTAL PAYMENT DUE	12,917.72
DISPUTED AMOUNT	.00

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

**COMMERCIAL ACCOUNT ACTIVITY**

**CALIFORNIA PACIFIC**  
5563-7579-0010-0937

**TOTAL COMMERCIAL ACTIVITY**  
\$20,639.11 CR

**ACCOUNTING CODE:**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-25	11-25		AUTO PAYMENT DEDUCTION	20,639.11 CR

**INDIVIDUAL CARDHOLDER ACTIVITY**

**ALEXIS MORFIN**  
5563-7500-4480-5891

**CREDITS**  
\$0.00

**PURCHASES**  
\$6,967.59

**CASH ADV**  
\$0.00

**TOTAL ACTIVITY**  
\$6,967.59

**ACCOUNTING CODE:**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-01	10-31	55429502304852725149198	TOOLS TO GROW INC 7127257163 NY P.O.S.: 72514919 SALES TAX: 0.00	58.99
11-01	10-31	82305092305000003373403	STAMPLI FOR 10-2022 MOUNTAIN VIEW CA	1,157.40
11-04	11-03	55417342307283073005000	WATER - COFFEE DELIVER ATLANTA GA P.O.S.: 28307292027 SALES TAX: 0.00	62.90
11-04	11-02	85189932307980005409652	PENN CORPORATE RELOCAT ANAHEIM CA P.O.S.: DEPOSIT SALES TAX: 130.80	1,818.50
11-09	11-09	55432862313209714048794	CALIFORNIA CONSORTIUM 916-521-1136 CA P.O.S.: 000000000000000000 SALES TAX: 0.00	199.00
11-10	11-09	82711162313000012922629	SP BRANCH FURNITURE NEW YORK NY	1,880.24
11-16	11-15	55432862319201715797226	MYFAX SERVICE 866-563-9212 CA	10.00
11-16	11-15	82305092320000001665686	PAUL, PLEVIN, SULLIVAN SAN DIEGO CA	145.00
11-17	11-16	55429502320745179049759	TEACHERSPAYTEACHERS.CO 6465880910 NY	5.00
11-18	11-17	82711162322000000298593	SNAP&READ VOLO IL	3.99
11-18	11-17	82711162322000000434941	COWRITER VOLO IL	4.99
11-21	11-18	02305372322300339296853	USPS CHANGE OF ADDRESS 800-238-3150 TN P.O.S.: pmgcom363880116 SALES TAX: 0.00	1.10
11-21	11-19	55432862323202772404635	MYFAX SERVICE 866-563-9212 CA	12.00
11-21	11-19	55432862323202772531395	MYFAX SERVICE 866-563-9212 CA	25.00
11-29	11-28	85544022332980010163913	MEGA MAIDS HUNTINGTON BE CA P.O.S.: 7830876990 SALES TAX: 10.79	150.00
<b>Total Purchasing Activity</b>				<b>\$5,534.11</b>

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-17	11-15	52704872320722744361159	HYATT REGENCY SACRAMEN 8885884384 CA 36866898 ARRIVAL: 11-13-22	453.16
11-17	11-15	52704872320722745799142	HYATT REGENCY SACRAMEN 8885884384 CA 36867602 ARRIVAL: 11-13-22	453.16

ACCT. NUMBER: 5563 7579 0010 0937	CALIFORNIA PACIFIC
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**INDIVIDUAL CARDHOLDER ACTIVITY**

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-17	11-15	52704872320722749723692	HYATT REGENCY SACRAMEN 8885884384 CA 36867737 ARRIVAL: 11-13-22	527.16
<b>Total Travel Activity</b>				<b>\$1,433.48</b>

<b>CHRISTINE FEHER</b> 5563-7501-9072-1330	<b>CREDITS</b> \$199.00	<b>PURCHASES</b> \$6,149.13	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$5,950.13
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**ACCOUNTING CODE:**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-02	11-01	02682632306910001456666	GOOGLE*ADS3267517799 INTERNET CA P.O.S.: M91102939660 SALES TAX: 0.00	558.93
11-03	11-02	55432862306208054639187	GOOGLE *ADS3267517799 650-253-0000 CA P.O.S.: P0N3NJYJ SALES TAX: 0.00	500.00
11-07	11-04	15270212308001225125854	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
11-10	11-10	55432862314200081457758	IXL FAMILY SUBSCRIPT 650-372-4040 CA	199.00 CR
11-10	11-09	82711162313000012960587	SP BRANCH FURNITURE NEW YORK NY	752.10
11-11	11-10	55432862314200260942539	IN *BREK COMMUNICATION 714-9390450 CA P.O.S.: 7354 SALES TAX: 0.00	826.74
11-14	11-12	55480772316207555800975	ONTIMETEL DIALMYCALLS 8009282086 FL	44.99
11-16	11-16	15270212320000000173075	MSFT * E0800L2JEB MSBILL.INFO WA	700.70
11-16	11-14	52707152319010183367409	THE HOME DEPOT #6664 COSTA MESA CA P.O.S.: WP51635783 SALES TAX: 103.36	1,437.10
11-18	11-17	55432862321202277943170	MAILCHIMP *MISC MAILCHIMP.COM GA	19.55
<b>Total Purchasing Activity</b>				<b>\$5,141.11</b>

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-09	11-09	52704872313634001141837	AMERICAN 0012349476675 8004337300 TX BERRY/KATHERINE DEPART: 12-13-22 P.O.S.: SALES TAX: \$0.00 PIT AA B ORD AA B SNA AA B PHX	342.20
11-14	11-10	55432862315200540300770	SOUTHWES 5262186049006 800-435-9792 TX AGUILAR/PATRICE DEPART: 01-13-23 P.O.S.: SALES TAX: \$0.00 SAN WN D SJC WN D SAN	117.95
11-14	11-10	55432862315200540300788	SOUTHWES 5262186046406 800-435-9792 TX CHUNG/JENNY HAEJIN DEPART: 01-13-23 P.O.S.: SALES TAX: \$0.00 BUR WN A SJC WN A BUR	167.96
11-14	11-10	55432862315200540300796	SOUTHWES 5262186046405 800-435-9792 TX STUBBS/JILL MICHELLE DEPART: 01-13-23 P.O.S.: SALES TAX: \$0.00 BUR WN A SJC WN A BUR	167.96
<b>Total Travel Activity</b>				<b>\$796.07</b>

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

**INDIVIDUAL CARDHOLDER ACTIVITY**

**Miscellaneous Activity**

<b>Post Date</b>	<b>Tran Date</b>	<b>Reference Number</b>	<b>Transaction Description</b>	<b>Amount</b>
11-16	11-15	82711162319000016864235	ULTIMATE SLP FARMINGTON CT	12.95
<b>Total Miscellaneous Activity</b>				<b>\$12.95</b>

# Coversheet

## Consent - Personnel Services

**Section:** XI. Consent  
**Item:** B. Consent - Personnel Services  
**Purpose:**  
**Submitted by:**  
**Related Material:**  
DRAFT School Social Worker Board Approval December 2022.docx.pdf  
DRAFT Executive Assistant Board Approval December 2022.pdf  
Annual Report of Mandatory Staff Training and Notices 2022-2023.pdf



# California Pacific Charter Schools

## School Social Worker

### *Job Description*

<b>Reports To:</b>	Assistant Director of Special Education
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated
<b>Pay Range:</b>	Certificated Specialist - \$74,527.50 - \$97,760.40
<b>Work Schedule:</b>	205 work day calendar
<b>Location:</b>	Remote Office

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### Position Summary

*The School Social Worker provides direct and indirect counseling, referral, and support for students and families; provides counseling services to supplement the regular counseling and guidance programs that focus on student educational outcomes; plays a significant role in the lives of students with regard to social-emotional learning and mental health through group and one-on-one counseling sessions and wrap around services.*

### Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in counseling, psychology, social work or related field.
- A valid, current, and appropriate California state pupil personnel services credential. A copy of credential to be provided and kept current.
- Licensed Marriage and Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), and/or Licensed Clinical Psychologist or Licensed Professional Clinical Counselor.
- Three years of successful experience working with families of school aged children in an educational, individual, or family therapy services setting. Experience with "at promise" or special needs students.
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

### General Skills

- Team player

School Social Worker Job Description  
Board Approval: December 2022



- Love of learning – a lifelong learner
- Flexible and adaptable
- Open to differing views and objectives
- Conflict resolution skills
- Uphold the School's vision and mission by acting with integrity

### **Essential Duties and Responsibilities**

1. Provides counseling services in individual and group settings via video conferencing and in-person for students and parents/guardians as needed
2. Provides preventative services, intervention crisis counseling, conflict resolution, risk assessments and student assistance programs.
3. Provides parent/guardian consultation and training to assist them in the needs of their child; provides information about child development and assists parents/guardians in the acquisition of necessary skills to support their child(ren) at school.
4. Provides family consultation and referrals; assists parents in accessing and utilizing community resources.
5. Collaborates with school and guidance paraprofessional staff on social and emotional interventions and supports for students; develops and provides ongoing in service training and assistance to staff.
6. Develops measurable counseling goals and protocols for service delivery; identifies counseling needs through data collection and analysis.
7. Supports articulation among school and community programs; analyzes resources for effectiveness and makes adjustments.
8. Participates in inputting student data into the student information system; documents referrals, delivery, evaluation, and progress monitoring of services.
9. Participates in professional activities, conferences and research to keep abreast of trends, practices and continued growth and development in services for students with social and emotional needs.
10. Identifies school program needs and assists in developing school strategies, policies, and procedures to meet student needs.
11. Selects and monitors appropriate community resources to supplement programs.
12. As necessary, develops or supports development of 504 plans, participates in Individual Education Plan (IEP) meetings, and contributes to the development of the Student's Individual Transition Plan (ITP).
13. Facilitates and/or participates in Student Success Team (SST) meetings.

### **General Expectations**

1. Attends weekly meetings.
2. Participates in PLCs.
3. Obtains reports as needed from the SIS; analyzes data and makes recommendations.

4. Meets established deadlines.
5. Follows all school policies and procedures.
6. Follows legal mandates relative to reporting.

### **Staff Support**

- Meets with teachers, school counselors, school psychologists and others relevant to student success.
- Provides relevant professional development for staff and faculty.

### **Other Duties**

- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Perform other duties as assigned.

### **Knowledge and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Knowledge of**

- Effective counseling strategies and child growth and development issues for families
- Current trends and research concerning the growth and development of school-age children
- Procedures and best practices that promote appropriate student conduct
- Community resources
- Educational research concerning extrinsic and intrinsic student motivation
- General and special education practices and procedures
- Applicable sections of the Education Code and other applicable laws
- Federal and state laws concerning family rights and behavioral health services
- Therapeutic methodologies and family systems theories
- Conflict resolution and group dynamics
- Record keeping techniques, research methods, and report writing techniques
- Oral and written communication skills using correct English usage, grammar, spelling, punctuation, and vocabulary.

#### **Ability to**

- Provide applicable and effective counseling services to individual or groups of students and families

- Plan, prepare, and schedule meetings, facilitate individual and group counseling sessions, receive and disseminate information to ensure student support
- Make referrals to other community resources, support groups, and social service agencies.
- Provide oral and written communication using correct grammar, spelling, and punctuation
- Analyze and assess student learning and behavior; analyze situations accurately and adopt an effective course of action
- Use technology in an effective manner for communicating, analyzing, and reporting
- Motivate students to develop the skills, attitudes, and understanding needed to set a good foundation for TK-12 education, in accordance with each student's ability
- Maintain professional, cordial relationships with students, parents, and staff
- Observe students in classrooms and other learning environments
- Use good judgment in making reasonable decisions or recommendations in conjunction with other staff members and/or administrative leadership
- Solve problems and take responsibility for a variety of situations in a reasonable manner where only limited standardization exists
- Read, interpret and explain a variety of instructions furnished in written, oral, diagram, or schedule form
- Work independently with little direction and with discretion
- Maintain records and prepare various reports; enter data into computer and online platforms
- Operate a variety of office equipment, a computer, and assigned software

### **Use of Computer Technology**

To perform this job successfully, an individual must have general knowledge of: database software, how to use the Internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software. The employee is expected to maintain a working computer with an internet connection and a printer.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person, via telephone or video conferencing
- Dexterity of hands and fingers to demonstrate activities and operate equipment
- Operates a computer and other office productivity machinery
- Seeing to read a variety of materials and monitor students
- Close vision and ability to adjust focus
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 25 pounds with or without assistance

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperature
- Employee must have available transportation and be able to drive up to 100 miles in a day

**Hazards**

- Contact with dissatisfied individuals

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**Employee Acknowledgement:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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Employee Signature	Printed Name	Date
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# California Pacific Charter Schools

## Executive Assistant

### *Job Description*

<b>Reports To:</b>	Superintendent
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Classified
<b>Pay Range:</b>	Grade 26
<b>Location:</b>	Onsite/Remote Office

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### **Position Summary**

*The Executive Assistant provides high level, independent, administrative support to the Superintendent, Cabinet members, and the Board of Directors (Board) in the relief of complex administrative duties.*

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Five (5) years of increasingly responsible secretarial, office management, and administrative assistant experience performing a wide variety of complex duties; experience in supervision and office management duties.
- Graduation from high school supplemented by college coursework in English composition and grammar, business or related field.
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

### **General skills**

- Team player
- Love of learning – a lifelong learner
- Flexible and adaptable
- Open to differing views and objectives
- Conflict resolution skills
- Uphold the School's vision and mission by acting with integrity

### **Essential Duties and Responsibilities**

1. Provide administrative support to the Superintendent, Cabinet, and Board; manage the

Executive Assistant Job Description  
Board Approval: December 2022

overall operation of the office of the Superintendent; direct workflow and delegate duties as appropriate.

2. On behalf of the Superintendent, provide assistance to the Board as directed, including composition, editing, maintenance and research of board policies; coordinate board member requests and activities such as conference travel and program visitations; apprise board members concerning individual program and organization events.
3. Assure the accurate preparation and distribution of board agendas and back-up materials; prepare special and periodic reports involving the compiling of materials and data.
4. Process and respond to routine administrative matters, requests, complaints and questions from board members, staff and/or the public; represent the Superintendent in person, by phone, or written communication when duly authorized.
5. Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various documents or other materials as directed; prepare, format, edit, proofread and revise written materials.
6. Screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members.
7. Maintain and coordinate the calendars for the leadership team; coordinate and arrange special events, public relations, and related activities; reserve facilities and schedule various appointments and meetings.
8. Perform budget related duties such as monitoring assigned budget and preparing requests for budget transfer, processing reimbursement claims, registering for conferences, and making travel and hotel arrangements; prepare and assure proper completion of forms and maintenance of documentation.
9. Oversee and transact debit card purchases and process invoices for payment; ensure approvals and maintain backup documentation in accordance with established procedures.
10. Sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare materials for distribution.
11. Attend a variety of meetings and compile related notices, reports and agendas; record and transcribe minutes; update records and related documents in response to board resolutions concerning organizational policies, procedures and administrative regulations; distribute minutes, updated records, documents and reports to administrative staff.
12. Research and compile a variety of information; compute statistical information for various federal, state, and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.
13. Input a wide variety of data into assigned computer systems; maintain and back up electronic files and records; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.
14. Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activities and assigned duties, including those of a confidential nature; establish and maintain filing and document retention systems.
15. Operate and maintain a variety of office equipment, computer and assigned software; arrange

Executive Assistant Job Description  
Board Approval: December 2022

for equipment installation and repairs as needed.

16. Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information, and resolve issues or concerns.
17. Maintain professional competence through professional development via numerous educational activities; attend and participate in a variety of assigned meetings, conferences, trainings and/or special events.
18. Perform special projects and prepare various forms and reports on behalf of the leadership team.

### **Other Duties**

- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours.
- Perform other related duties as assigned.

### **Knowledge and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Knowledge of**

- School policies, laws, rules, and regulations related to functions of the Superintendent's office.
- Function of the School's departments and programs.
- Principles and practices of training and providing work direction to others.
- Modern office practices, procedures, and equipment.
- Letter and report preparation procedures.
- Word processing, publishing, spreadsheet, and presentation software programs.
- Organization and data collection processes.
- Record-keeping techniques.

#### **Ability to**

- Perform mathematical computation with accuracy and attention to detail.
- Conduct needs assessment and develop project plans.
- Communicate effectively in a timely manner, both orally and in writing.
- Foster teamwork in a collaborative work environment.
- Use technology in an effective manner for communicating, analyzing, and reporting.
- Maintain professional, cordial relationships with students, parents, and staff.

Executive Assistant Job Description  
Board Approval: December 2022

- Use professional judgment in making reasonable decisions or recommendations in conjunction with other staff members and/or administrative leadership.
- Solve problems and take responsibility for a variety of situations in a reasonable manner where only limited standardization exists.
- Read, interpret, apply, and explain a variety of instructions furnished in written, oral, diagram, or schedule form.
- Meet schedules and timelines; plan and organize work.
- Work independently with little direction and provide work direction to other clerical staff.
- Communicate in a respectful, professional, and courteous manner.
- Organize people and processes.
- Maintain confidentiality.
- Adhere to directives and uphold policies and best practices.

### **Use of Computer Technology**

To perform this job successfully, an individual must be proficient utilizing assigned software, Google drive, Microsoft Office applications, and a variety of web-based applications; have the ability to utilize the Internet to conduct research and participate in virtual meetings; and respond to a high volume of emails in a timely manner.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to type, file, and demonstrate activities
- Operate a computer and other office productivity machinery
- Seeing to read a variety of materials and view computer monitor for extended periods of time
- Close vision and ability to adjust focus
- Bending at the waist, kneeling, or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 25 pounds with or without assistance
- Driving a vehicle to participate in meetings

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate



- Meetings conducted in an office setting
- Indoor varying in temperature
- Employee must have available transportation and when required, be able to drive up to 100 miles in a day

**Hazards**

- Contact with dissatisfied individuals.

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**Employee Acknowledgement**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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Employee Signature

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Printed Name

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Date

## Annual Report of Mandatory Staff Training and Annual Notices 2022-2023

Each school year staff are required to complete training related to their position as dictated by federal and State requirements and school policies within the first 60 days of the school year. As of October 31, 2022, 100% of staff have completed the mandatory training assigned and reviewed all employment law notices.

The annual training includes:

### CERTIFICATED

Sexual Harassment Prevention for Non-managers  
Mandated Reporter  
Diversity, Equity, and Inclusion Practices  
Youth Suicide Awareness

### CLASSIFIED

Sexual Harassment Prevention for Non-managers  
Mandated Reporter  
Diversity, Equity, and Inclusion Practices  
Youth Suicide Awareness

### ADMINISTRATORS

Sexual Harassment: Policy and Prevention Full AB1825 (for managers)  
Mandated Reporter  
Diversity, Equity, and Inclusion Practices  
Youth Suicide Awareness

The Annual Checklist includes:

Employee Handbook

Board Policies

Conflict of Interest

MPN-Time of Hire Pamphlet

- Workers Compensation and Pre-designation form
- Complete Written Notice Re: Medical Provider Network (MPN 2502)
- Workers Compensation Documents Receipt-Proof of Service at Time of Hire (MPN 2502)
- Notice to Employees – Injuries Caused by Work (DWC-7)

Payroll Notices

- Wages, Hours, Working Conditions (IWC Form 1104)
- CA Minimum Wage
- San Diego Minimum Wage
- LA Minimum Wage
- Federal Minimum Wage
- Payday Notice

Workers Compensation Notices

- Disability Insurance Pamphlet (DE 2515)
- EDD Notice to Employees -Unemployment Insurance, Disability Insurance, Paid Family Leave (DE 1875A)
- CalOSHA Safety and Health Protection on the Job
- Locating the nearest I&A office

- Emergency Numbers

#### Employee Leave Notices

- Healthy Workplace-Healthy Family Act
- CFRA Family Care Medical Leave and Pregnancy (DFEH 100-21)
- Paid Family Leave (DE 2511)
- Employee Rights under FMLA
- Rights and Obligations Pregnant Employee (DFEH E09P)
- Victims of Domestic Violence Leave Notice

#### Employee Benefits Notices

- Notice- New Health Insurance Marketplace Coverage Options and Your Health Care Coverage
- Child Health Insurance Program Act (CHIP)
- HIPAA Privacy Notice
- Women's Health and Cancer Rights Act
- Newborns' and Mothers' Health Protection Act
- CHIP Child Health Insurance Program Notice
- Creditable Coverage Disclosure Notice

#### Employee Rights Notices

- Equal Employment Opportunity is the Law
- Workplace Discrimination Harassment (DFEH E07P)
- Transgender in the Workplace (DFEH E04P)
- Polygraph Protection Act
- USERRA -Uniformed Service Employment and Reemployment Rights Act
- Time off to vote
- Whistleblowers Notice

It is recommended the Board accept the annual report of mandatory staff training and annual notices for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751), for the 2022-2023 school year.

Fiscal Impact: None

# Coversheet

## Consent - Policy Development

**Section:** XI. Consent  
**Item:** C. Consent - Policy Development  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
CPCS - 1025 UCP Policy and Complaint Form-Final 12-6-2022.docx.pdf

**COMMUNITY RELATIONS****1025-CPCS****UNIFORM COMPLAINT POLICY**

It is the policy of California Pacific Charter Schools (“CPCS” or “School”) to comply with applicable federal and state laws and regulations. The School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing (“UCP”) for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity (including traits historically associated with race, including, but not limited to, hair texture and protected hairstyles such as braids, locks, and twists), religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any School program or activity.
2. Complaints alleging a violation of state or federal law or regulations governing the following programs:
  - a. Accommodations for Pregnant, Parenting or Lactating Students;
  - b. Adult Education;
  - c. Career Technical and Technical Education;
  - d. Career Technical and Technical Training;
  - e. Child Care and Development Programs;
  - f. Consolidated Categorical Aid;
  - g. Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families;
  - h. Every Student Succeeds Act;
  - i. Migrant Education Programs;
  - j. Regional Occupational Centers and Programs; and/or
  - k. School Safety Plans.
3. Complaints alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
  - a. “Educational activity” means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - b. “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Education Code section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees

**COMMUNITY RELATIONS****1025-CPCS****UNIFORM COMPLAINT POLICY**

or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

- i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
  - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
  - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
- c. A pupil fees complaint and complaints regarding local control and accountability plans (“LCAP”) only, may be filed anonymously (without an identifying signature), if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with Education Code sections 52060 - 52077, including an allegation of a violation of Education Code sections 47606.5 or 47607.3, as referenced in Education Code section 52075, regarding local control and accountability plans.
- d. If the School finds merit in a pupil fees complaint, or the California Department of Education (“CDE”) finds merit in an appeal, the School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the School to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
- e. Nothing in this policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or the School and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

4. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula (“LCFF”), LCAP under Education Code sections 47606.5 and 47607.3, as applicable. If the School adopts a School Plan for Student Achievement in addition to its LCAP, complaints of noncompliance with the requirements of the School Plan for Student Achievement under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under this Policy.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations (“C.F.R.”) sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations (“C.C.R.”) sections 15580 - 15584.

**COMMUNITY RELATIONS****1025-CPCS****UNIFORM COMPLAINT POLICY**

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Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

The School acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and as permitted by law) the confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. The School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the School will attempt to do so as appropriate. The School may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the Director of Human Resources or designee on a case-by-case basis. The School shall ensure that complainants are protected from retaliation.

**Compliance Officer(s)**

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the School's compliance with law:

Corrie Amador  
Assistant Director of Human Resources  
940 South Coast Drive, Suite 185  
Costa Mesa, CA 92626

The Superintendent, or designee shall ensure that the compliance officer(s) designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. The compliance officer may have access to legal counsel as determined by the Superintendent, or designee.

Should a complaint be filed against the Superintendent, the compliance officer for that case shall be the President of the Board of Directors.

**Notifications**

The Superintendent or designee shall make available copies of this Policy free of charge. The annual notice of this Policy may be made available on the School's website.

The School shall annually provide written notification of the School's UCP to employees, students, parents and/or guardians, advisory committees, private school officials or representatives, and other interested parties as applicable.

The annual notice shall be in English. When necessary under Education Code section 48985, if fifteen (15) percent or more of the pupils enrolled in the School speak a single primary language other than

**COMMUNITY RELATIONS****1025-CPCS****UNIFORM COMPLAINT POLICY**

English, this annual notice will also be provided to the parent/guardian of any such students in their primary language.

The annual notice shall include the following:

- (a) A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.
- (b) A statement clearly identifying any California State preschool programs that the School is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations, and any California State preschool programs that the School is operating pursuant to Title 22 licensing requirements.
- (c) A statement that the School is primarily responsible for compliance with federal and state laws and regulations.
- (d) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (e) A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.
- (f) A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
- (g) A statement that the complainant has a right to appeal the School's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of the School's decision, except if the School has used its UCP to address a complaint that is not subject to the UCP requirements.
- (h) A statement that a complainant who appeals the School's decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.
- (i) A statement that if the School finds merit in a UCP complaint, or the CDE finds merit in an appeal, the School shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.
- (j) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.
- (k) A statement that copies of the School's UCP shall be available free of charge.

**Procedures**

The following procedures shall be used to address all complaints which allege that the School has violated federal or state laws or regulations enumerated in the section "Scope," above. The compliance officer shall maintain a record of each complaint and subsequent related actions for at least three (3) calendar years.



**COMMUNITY RELATIONS****1025-CPCS****UNIFORM COMPLAINT POLICY**

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All parties named shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

**Step 1: Filing of Complaint**

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation or bullying pursuant to this Policy.

A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing a complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the Director of Human Resources or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Director of Human Resources or designee shall be made in writing. The period for filing may be extended by the Director of Human Resources or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The Human Resources Manager shall respond immediately upon a receipt of a request for extension.

All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the School Board of Directors approved the LCAP or the annual update was adopted by the School.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

Complaints filed pursuant to this Policy must be in writing and signed. A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees or LCAP compliance may be filed anonymously as set forth in this Policy. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the School staff shall assist the complainant in the filing of the complaint.

**Step 2: Mediation**

Within three (3) business days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

**COMMUNITY RELATIONS****1025-CPCS****UNIFORM COMPLAINT POLICY**

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Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the complaint to the satisfaction of the complainant, the compliance officer shall proceed with the investigation of the complaint.

The use of mediation shall not extend the School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

**Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five (5) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally.

The complainant and/or the complainant's representative shall have an opportunity to present evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the compliance officer with documents or other evidence related to the allegations in the complaint, or a complainant's failure or refusal to cooperate in the investigation or the complainant's engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The School's refusal to provide the compliance officer with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

**Step 4: Final Written Decision**

The School shall issue an investigation report (the "Decision") based on the evidence. The School's Decision shall be in writing and sent to the complainant within sixty (60) calendar days of the School's receipt unless the timeframe is extended with the written agreement of the complainant. The School's Decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The Decision shall include:

1. The findings of fact based on evidence gathered.

**COMMUNITY RELATIONS****1025-CPCS****UNIFORM COMPLAINT POLICY**

2. The conclusion providing a clear determination for each allegation as to whether the School is in compliance with the relevant law.
3. Corrective actions, if the School finds merit in the complaint and any are warranted or required by law.
4. Notice of the complainant's right to appeal the School's Decision within thirty (30) calendar days to the CDE, except when the School has used its UCP to address complaints that are not subject to the UCP requirements..
5. Procedures to be followed for initiating such an appeal.

If an employee is disciplined as a result of the complaint, the Decision shall simply state that effective action was taken and that the employee was informed of the School's expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

**Appeals to the CDE**

If dissatisfied with the Decision, the complainant may appeal in writing to the CDE within thirty (30) calendar days of receiving the School's Decision. The appeal shall be accompanied by a copy of the complaint filed with the School and a copy of the Decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal, including at least one of the following:

1. The School failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the School's Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the School's Decision are not supported by substantial evidence.
4. The legal conclusion in the School's Decision is inconsistent with the law.
5. In a case in which the School's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by the CDE that the complainant has appealed the School's Decision, the Director of Human Resources or designee shall forward the following documents to the CDE within ten (10) calendar days of the date of notification:

1. A copy of the original complaint.
2. A copy of the Decision.

**COMMUNITY RELATIONS****1025-CPCS****UNIFORM COMPLAINT POLICY**

3. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties or gathered by the investigator.
4. A report of any action taken to resolve the complaint.
5. A copy of the School's complaint procedures.
6. Other relevant information requested by the CDE.

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to the School for resolution as a new complaint. If the CDE notifies the School that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, the School will investigate and address such allegation(s) in accordance with the UCP requirements and provide the CDE and the appellant with an amended Decision addressing such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original Decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by the School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including but not limited to cases in which through no fault of the complainant, the School has not taken action within sixty (60) calendar days of the date the complaint was filed with the School.

**Civil Law Remedies**

A complainant may pursue available civil law remedies outside of the School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the School has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint..

**COMMUNITY RELATIONS**

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**UNIFORM COMPLAINT POLICY**

**UNIFORM COMPLAINT PROCEDURE FORM**

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_  
 Student Name (if applicable): \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Street Address/Apt. #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 School/Office of alleged violation: \_\_\_\_\_

**For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Adult Education  | <input type="checkbox"/> Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a Public School, Migratory Children and Children of Military Families | <input type="checkbox"/> Regional Occupational Centers and Programs |
| <input type="checkbox"/> Career Technical and Technical Education/Career Technical and Technical Training | <input type="checkbox"/> Every Student Succeeds Act  | <input type="checkbox"/> School Plans for School Achievement        |
| <input type="checkbox"/> Child Care and Development   | <input type="checkbox"/> Local Control Funding Formula/ Local Control and Accountability Plan  | <input type="checkbox"/> School Safety Plan                         |
| <input type="checkbox"/> Consolidated Categorical Aid Programs  | <input type="checkbox"/> Migrant Education Programs  | <input type="checkbox"/> Pupil Fees                                 |
|   |  | <input type="checkbox"/> Pregnant, Parenting or Lactating Students  |

**For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Age                             | <input type="checkbox"/> Gender / Gender Expression / Gender Identity | <input type="checkbox"/> Sex (Actual or Perceived)   |
| <input type="checkbox"/> Ancestry                        | <input type="checkbox"/> Genetic Information                          | <input type="checkbox"/> Sexual Orientation (Actual or Perceived)  |
| <input type="checkbox"/> Color                           | <input type="checkbox"/> Nationality/ National Origin                 | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |
| <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Race or Ethnicity                            | <input type="checkbox"/> Marital Status  |
| <input type="checkbox"/> Ethnic Group Identification     | <input type="checkbox"/> Religion                                     |  |
| <input type="checkbox"/> Medical Condition               |   |  |
| <input type="checkbox"/> Immigration Status/Citizenship  |   |  |



## COMMUNITY RELATIONS

1025-CPCS

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### UNIFORM COMPLAINT POLICY

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.

Yes

No

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

Mail complaint and any relevant documents to:

Corrie Amador  
Assistant Director of Human Resources  
940 South Coast Drive, Suite 185  
Costa Mesa, CA 92626

# Coversheet

## Approval of Revised Entry Step Placement on the Certificated Salary Schedule

**Section:** XII. Personnel Services  
**Item:** A. Approval of Revised Entry Step Placement on the  
Certificated Salary Schedule  
**Purpose:** Vote  
**Submitted by:** Corrie Amador  
**Related Material:**  
Certificated Staff Step Placement Review 11-2022.xlsx - Salary Step Adj.pdf

### BACKGROUND:

Based on the financial health and future enrollment forecast of the school, it is recommended the Board approve an increase to the maximum entry step placement on the certificated salary schedule to provide credit for up to eight (8) years of prior related teaching experience. This increase will help ensure that CalPac remains competitive in recruitment and retention of high caliber staff.

In addition, HR has conducted an employment history review of all certificated staff and determined that with the increase in maximum entry step placement, several employees would be eligible for an adjustment to their step placement. It is recommended those employees who completed between five (5) and eight (8) years of teaching prior to their employment with CalPac have their step placement adjusted as of December 1, 2022, to reflect the increased step. The step adjustment will not have retro active effect.

### RECOMMENDATION:

It is recommended the Board approve the increase in the maximum entry step placement from five (5) years of experience to eight (8) years of experience on the Certificated Salary Schedule and approve the adjustment in salary step placement for current staff effective December 1, 2022, as presented.



Employee	Current step	Current Salary	NEW step	NEW Salary	Annual Increase	Prorated Increase (
Lutz	5	\$63,676.61	7	\$66,900.24	\$3,223.63	\$2,051.40
Ockey	6	\$65,268.53	8	\$68,572.75	\$3,304.22	\$2,102.69
Frank	6	\$65,268.53	8	\$68,572.75	\$3,304.22	\$2,102.69
Carrington	6	\$65,268.53	8	\$68,572.75	\$3,304.22	\$2,102.69
Hoeft	6	\$65,268.53	8	\$68,572.75	\$3,304.22	\$2,102.69
Law	6	\$111,872.00	SP-7	\$114,672.00	\$2,800.00	\$1,781.82
Stubbs	7	\$66,900.24	9	\$70,287.07	\$3,386.83	\$2,155.26
Acin	7	\$66,900.24	9	\$70,287.07	\$3,386.83	\$2,155.26
Cozzi	7	\$86,411.60	SC-10	\$93,053.60	\$6,642.00	\$4,226.73
Jones	7	\$86,411.60	SC-10	\$93,053.60	\$6,642.00	\$4,226.73
Diatta	7	\$86,411.60	SC-10	\$93,053.60	\$6,642.00	\$4,226.73
Winn	8	\$68,572.75	10	\$72,044.24	\$3,471.49	\$2,209.13
Nehr	8	\$68,572.75	10	\$72,044.24	\$3,471.49	\$2,209.13
Machado	8	\$68,572.75	10	\$72,044.24	\$3,471.49	\$2,209.13
Hess	8	\$70,426.07	DC-10	\$73,991.39	\$3,565.32	\$2,268.84
Caprio	8	\$68,572.75	10	\$72,044.24	\$3,471.49	\$2,209.13
Berry	8	\$68,572.75	10	\$72,044.24	\$3,471.49	\$2,209.13
Bayer	8	\$68,572.75	10	\$72,044.24	\$3,471.49	\$2,209.13
Palermo	8	\$70,426.07	DC-10	\$73,991.39	\$3,565.32	\$2,268.84
Jamil	8	\$68,572.75	10	\$72,044.24	\$3,471.49	\$2,209.13
Ginn	8	\$68,572.75	10	\$72,044.24	\$3,471.49	\$2,209.13
Sullivan	13	\$79,680.63	DC-16	\$85,807.32	\$6,126.69	\$3,898.80
Dodson	13	\$79,680.63	DC-16	\$85,807.32	\$6,126.69	\$3,898.80
Martinez	14	\$79,523.36	17	\$87,952.51	\$8,429.15	\$5,364.00
Adjan	15	\$81,511.45	17	\$87,952.51	\$6,441.06	\$4,098.86
Huber	18	\$90,151.32	DC-20	\$94,715.23	\$4,563.91	\$2,904.31
Evans	18	\$90,151.32	DC-20	\$94,715.23	\$4,563.91	\$2,904.31
					Subtotal	\$74,514.45
					Estimated Total Cost with benefits	\$90,825.67
	Medicare	1.45%	\$1,080.46			
	STRS	19.10%	\$14,232.26			
	SUI	0.34%	\$253.35			
	Work Comp	1%	\$745.14			



# Coversheet

## Approval of 2022-23 First Interim Financial Report

<b>Section:</b>	XIII. Business/Financial Services
<b>Item:</b>	A. Approval of 2022-23 First Interim Financial Report
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	California Pacific Charter Schools 2022-23 (BOARD FINAL).pdf



# **California Pacific Charter Schools**

## **2022-23 First Interim Budget**

1758 California Pacific Charter School-San Diego

1751 California Pacific Charter School-Los Angeles

2037 California Pacific Charter School-Sonoma



# California Pacific Charter Schools

## 2022-23 FIRST INTERIM BUDGET NARRATIVE

- 1758 California Pacific Charter School – San Diego (CPC-SD)  
 1751 California Pacific Charter School – Los Angeles (CPC-LA)  
 2037 California Pacific Charter School – Sonoma (CPC-SO)

### **Financial Highlights for the 2022-23 First Interim Budget:**

Overall, all three schools are doing well with sufficient reserves, healthy cash flows, and forecasting fiscal solvency in the current year plus the next two years.

CPC-SD 2022-23 Preliminary Budget projects a budget deficit of (\$144,856). This is an increase from 2021-22 Estimated Actuals of \$1,046 from prior budget deficit of (\$145,902). This will allow CPC-SD to end this fiscal year with an ending fund balance of \$2,123,954, which is 54.08% of annual expenditures (increased from 22-23 Preliminary Budget 44.12% of annual expenditures). The increase in fund balance is largely due to a decrease in enrollment and decrease in annual operating budget, which results in a larger budget surplus, despite deficit spending. Any deficit spending is done thoughtfully and planned carefully. Maintaining reserves during uncertain times is extremely important for long-term fiscal health.

CPC-LA 2022-23 Preliminary Budget projects a budget surplus of \$190,355. This is a decrease from 2021-22 Estimated Actuals of (\$6,244) from prior budget surplus of \$196,598. This will allow CPC-LA to end this fiscal year with an ending fund balance of \$2,655,038, which is 49.62% of annual expenditures (increased from 22-23 Preliminary Budget 48.51% of annual expenditures). CalPac believes this is a sufficient ending fund balance.

CPC-SO 2022-23 Preliminary Budget projects a budget surplus of \$74,267. This is an increase from 2021-22 Estimated Actuals of \$46,140 from prior budget surplus of \$28,127. This will allow CPC-SO to end this fiscal year with an ending fund balance of \$675,400, which is 37.79% of annual expenditures (decreased from 22-23 Preliminary Budget 45.50% of annual expenditures). CalPac believes this is a sufficient ending fund balance.

### **Enrollment and ADA Assumptions**

By-grade enrollment and Average Daily Attendance (ADA) projections are shown on the Enrollment & ADA sheet. Attendance ratio percentage is estimated to be 93.00% for all three schools. This is considered to be a reasonable estimate based on historical trends.

For CPC-SD, enrollment is coming in lower than expected. 2022-23 First Interim for CPC-SD enrollment is expected to be 262, with ADA at 243.66 (decreased from 2022-23 Preliminary Budget of 320, with ADA at 297.60).

For CPC-LA, enrollment is coming in lower than expected. 2022-23 First Interim for CPC-LA enrollment is expected to be 385, with ADA at 358.05 (decreased from 2022-23 Preliminary Budget of 395, with ADA at 367.35).



# California Pacific Charter Schools

## 2022-23 FIRST INTERIM BUDGET NARRATIVE

(Enrollment and ADA Assumptions continued)

For CPC-SO, enrollment is coming in higher than expected. 2022-23 First Interim for CPD-SO enrollment is expected to be 134, with ADA at 124.62 (increased from 2022-23 Preliminary Budget of 115, with ADA at 106.69).

In the multi-year projections for enrollment, CPC-SD expects 3% growth and CPC-LA expects 5% growth. No growth in enrollment is projected for CPC-SO. CalPac is investing in increased marketing and advertising expenditures in 2022-23 to overcome declining enrollment and achieve reasonable enrollment stability.

### **General Purpose Entitlement - LCFF Revenue**

“Local Control Funding Formula” (LCFF) is the primary funding source for all three schools. LCFF revenues have been calculated based on the most recent FCMAT LCFF calculator. Cost-of-living adjustment (COLA) remains at 6.56% for LCFF Revenue; however, LCFF base grant increased to 6.28% since the last approved 2022-23 Preliminary Budget.

### **Federal Revenue**

Federal Revenue includes:

- Title I, II, and IV Funds
- Comprehensive Support and Improvement (CSI) (CPC-LA only)
- Elementary and Secondary School Relief (ESSER) II Funds
- ESSER III
- ESSER III - Learning Loss
- Expanded Learning Opportunities Grants (ELO-G) (ESSER II)
- ELO-G Governor's Emergency Education Relief II (GEER II)
- ELO-G Elementary and Secondary School Relief III (ESSER III)
- ELO-G Elementary and Secondary School Relief III (ESSER III)
- Federal Special Education
- Federal Educationally Related Mental Health Services (ERMHS)

### **Other State Revenue**

Other State Revenue includes:

- Educator Effectiveness Grant
- Lottery – Prop 20 Instructional Materials
- Career Technical Education Incentive Grant (CTEIG)
- State Special Education
- Special Education Learning Recovery Support
- State ERMHS
- A-G Access Grant



(Other State Revenue continued)

- A-G Learning Loss Mitigation Grant
- Universal Prekindergarten Planning & Implementation Grant (UPK)
- Learning Recovery Emergency Block Grant
- Arts, Music, and Instructional Materials Discretionary Block Grant
- Ethnic Studies Block Grant

**Key revisions to expenses:**

- **Staffing and Benefits expenses** have been revised to include:
  - 2 additional online teachers
  - 2 additional part-time Instructional Assistants
  - 1 Licensed Clinical Social Worker
  - 1 Payroll and Benefits Technician
  
- **Books and Supplies Expenditures** have been revised based on actual year-to-date.
  
- **Other Services and Operating Expenditures** have been revised based on actual year-to-date.

**Multi-Year Projection Assumptions**

A Multi-Year Projection has been prepared to show that CalPac has a sound financial plan in place that will assure fiscal solvency in the current year plus the next two years. This report shows the projected revenues and expenditures for the current year and each of the next two years.

**2023-2024 Assumptions**

- CPC-LA is expected to exit the CSI program, thus 2023-24 does not include any CSI funds.
- 50% of ESSER III – Learning Loss funds are expected to be spent in the 2023-24 fiscal year (this will exhaust these funds).
- 50% of Universal Prekindergarten Planning & Implementation Grant (UPK) funds are expected to be spent in the 2023-24 fiscal year (this will exhaust these funds).
- One-third of Educator Effectiveness Grant funds are expected to be spent in the 2022-23, 2023-24, and 2024-25 fiscal years.
- CalPac was approved for CTEIG funds for the 2022-23, 2023-24, and 2025-26 fiscal years. CalPac intends to continue to apply for these funds.
- Step and Column increases have been incorporated into the 2023-24 staffing expenses.
- A discretionary 3.00% COLA salary schedule increase has been included in 2023-24. This is subject to future Board approval and will be reviewed by management as part of the on-going budget process, ensuring adequate reserves and cash flow.



# California Pacific Charter Schools

## 2022-23 FIRST INTERIM BUDGET NARRATIVE

(2023-2024 Assumptions continued)

- Vendors with a “Per Student” pricing model have been increased proportional to the expected change in enrollment.

### 2024-2025 Assumptions

- One-third of Educator Effectiveness Grant funds are expected to be spent in the 2022-23, 2023-24, and 2024-25 fiscal years.
- CalPac was approved for CTEIG funds for the 2022-23, 2023-24, and 2025-26 fiscal years. CalPac intends to continue to apply for these funds.
- Step and Column increases have been incorporated into the 2024-25 staffing expenses.
- A discretionary 3.00% COLA salary schedule increase has been included in 2024-25 (this is an increase from 2.00% in the 2022-23 Preliminary Budget). This is subject to future Board approval and will be reviewed by management as part of the on-going budget process, ensuring adequate reserves and cash flow.
- Vendors with a “Per Student” pricing model have been increased proportional to the expected change in enrollment.

### Debt – Revolving Loan Fund Program

California Pacific Charter School – Sonoma received a low-cost loan through the California School Financing Authority Charter School Revolving Loan Fund Program (RLF). The loan carries an interest rate of approximately 2%. Annual payments of principal and interest are deducted from CPC-SO’s LCFF payments received. This loan is expected to be paid in full at the end of the 2024-25 fiscal year.

<u>Fiscal Year</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
Principal Balance	<u>\$ 138,586</u>	<u>\$ 92,392</u>	<u>\$ 46,198</u>
Principal Payment	\$ 46,194	\$ 46,194	\$ 46,198
Interest Payment	<u>2,612</u>	<u>1,681</u>	<u>737</u>
Total Repayment	\$ 48,806	\$ 47,875	\$ 46,935
Ending Principal Balance	<u>\$ 92,392</u>	<u>\$ 46,198</u>	<u>\$ 0.00</u>

### Cash Flow

Cash flow continues to be stable for all three schools, with positive monthly cash balances expected for the 2022-23 fiscal year (as shown on the Monthly Cash Forecast). Cash is always closely monitored to ensure each school is liquid to satisfy obligations. No external borrowing is anticipated to be needed.

For CPC-SD the ending cash balance as of June 30, 2023 is forecasted to be \$1,926,382, which represents approximately 179 days of cash on hand.

For CPC-LA the ending cash balance as of June 30, 2023 is forecasted to be \$1,974,090, which represents approximately 135 days of cash on hand.

For CPC-SO the ending cash balance as of June 30, 2023 is forecasted to be \$793,463, which represents approximately 162 days of cash on hand.





# **California Pacific Charter-SD**

## **2022-23 First Interim Budget**

**California Pacific Charter - San Diego**  
**2022-23 First Interim Budget**  
**Enrollment & ADA**

<b>CHARTER 1758</b>	<b>CPC-SD</b>		<b>CPC-SD</b>		<b>CPC-SD</b>	
	<b>2022-23</b>		<b>2023-24</b>		<b>2024-25</b>	
<b>Attendance Ratio:</b>	<b>93.00%</b>		<b>93.00%</b>		<b>93.00%</b>	
	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>
TK	2	1.86	2	1.86	2	1.86
Kinder	9	8.37	9	8.37	9	8.37
Grade 1	9	8.37	9	8.37	9	8.37
Grade 2	6	5.58	6	5.58	6	5.58
Grade 3	10	9.30	10	9.30	10	9.30
Grade 4	6	5.58	6	5.58	6	5.58
Grade 5	8	7.44	8	7.44	8	7.44
Grade 6	22	20.46	23	21.39	24	22.32
Grade 7	19	17.67	20	18.60	21	19.53
Grade 8	16	14.88	16	14.88	16	14.88
Grade 9	16	14.88	16	14.88	16	14.88
Grade 10	42	39.06	43	39.99	44	40.92
Grade 11	48	44.64	49	45.57	50	46.50
Grade 12	49	45.57	50	46.50	52	48.36
<b>TOTAL</b>	<b>262</b>	<b>243.66</b>	<b>267</b>	<b>248.31</b>	<b>273</b>	<b>253.89</b>
	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>
Total TK-3 Enrollment	36	33.48	36	33.48	36	33.48
Total 4-6 Enrollment	36	33.48	37	34.41	38	35.34
Total 7-8 Enrollment	35	32.55	36	33.48	37	34.41
Total 9-12 Enrollment	155	144.15	158	146.94	162	150.66
Total Enrollment/ADA	262	243.66	267	248.31	273	253.89
Unduplicated Pupil Percentage	55.73%	146	55.73%	149	55.73%	152
Percentage of ELL/LEP students	4.20%	11	4.20%	11	4.20%	11
Percentage of SPED Student	16.40%	41	16.40%	44	16.40%	45

**California Pacific Charter - San Diego**  
**2022-23 First Interim Budget**  
**Budget Summary**

<b>CHARTER 1758</b>	<b>2022-23</b>		<b>2022-23</b>	<b>\$ Change from</b>	<b>% Change from</b>
	<b>Preliminary</b>	<b>Year To Date</b>			
	<b>Budget</b>	<b>10/31/2022</b>			
<b>Enrollment</b>	<b>320</b>	<b>-</b>	<b>262</b>	<b>(58)</b>	<b>-18.13%</b>
<b>Average Daily Attendance</b>	<b>297.60</b>	<b>-</b>	<b>243.66</b>	<b>(53.94)</b>	<b>-18.13%</b>
<b>REVENUES</b>					
General Purpose Revenue	3,408,394	844,114	2,888,026	(520,368)	-15.27%
Federal Revenue	348,670	34,836	322,428	(26,242)	-7.53%
Other State Revenue	414,383	75,931	440,588	26,204	6.32%
Other Local Revenue	172,604	61,921	131,364	(41,240)	-23.89%
<b>TOTAL REVENUES</b>	<b>4,344,051</b>	<b>1,016,802</b>	<b>3,782,405</b>	<b>(561,646)</b>	<b>-12.93%</b>
<b>EXPENDITURES</b>					
Certificated Salaries	1,886,698	560,717	1,734,731	(151,967)	-8.05%
Classified Salaries	640,375	142,738	583,781	(56,594)	-8.84%
Employee Benefits	1,033,693	282,005	750,986	(282,707)	-27.35%
Books and Supplies Expenditures	287,202	229,857	286,916	(286)	-0.10%
Other Services and Operating Expenditures	641,985	239,068	570,848	(71,137)	-11.08%
Other Outgo	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>4,489,953</b>	<b>1,454,385</b>	<b>3,927,262</b>	<b>(562,692)</b>	<b>-12.53%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>(145,902)</b>	<b>(437,583)</b>	<b>(144,856)</b>	<b>1,046</b>	<b>-0.72%</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>2,126,812</b>	<b>2,268,810</b>	<b>2,268,810</b>	<b>141,998</b>	<b>6.68%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>(145,902)</b>	<b>(437,583)</b>	<b>(144,856)</b>	<b>1,046</b>	<b>-0.72%</b>
<b>ENDING BALANCE</b>	<b>1,980,910</b>	<b>1,831,227</b>	<b>2,123,954</b>	<b>143,044</b>	<b>7.22%</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>44.12%</b>	<b>125.91%</b>	<b>54.08%</b>	<b>9.96%</b>	

## California Pacific Charter - San Diego

### 2022-23 First Interim Budget

### Multi-Year Projection

CHARTER 1758	2022-23	2023-24	2024-25
<b>Enrollment</b>	<b>262</b>	<b>267</b>	<b>273</b>
<b>Average Daily Attendance</b>	<b>243.66</b>	<b>248.31</b>	<b>253.89</b>
<b>REVENUES</b>			
General Purpose Revenue	2,888,026	3,107,975	3,319,789
Federal Revenue	322,428	130,261	108,426
Other State Revenue	440,588	570,541	562,202
Other Local Revenue	131,364	80,496	84,191
<b>TOTAL REVENUES</b>	<b>3,782,405</b>	<b>3,889,273</b>	<b>4,074,608</b>
<b>EXPENDITURES</b>			
Certificated Salaries	1,734,731	1,815,268	1,921,192
Classified Salaries	583,781	587,961	622,339
Employee Benefits	750,986	759,786	741,714
Books and Supplies Expenditures	286,916	251,071	294,128
Other Services and Operating Expenditures	570,848	430,501	445,642
Other Outgo	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>3,927,262</b>	<b>3,844,587</b>	<b>4,025,014</b>
<b>NET INCREASE / (DECREASE)</b>	<b>(144,856)</b>	<b>44,687</b>	<b>49,594</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>2,268,810</b>	<b>2,123,954</b>	<b>2,168,640</b>
<b>NET INCREASE / (DECREASE)</b>	<b>(144,856)</b>	<b>44,687</b>	<b>49,594</b>
<b>ENDING BALANCE</b>	<b>2,123,954</b>	<b>2,168,640</b>	<b>2,218,234</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>54.08%</b>	<b>56.41%</b>	<b>55.11%</b>

### MULTI-YEAR REVENUE DETAIL

	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
<b>General Purpose Revenue Assumptions</b>			
8011 LCFF General Entitlement	2,675,366	2,891,257	3,098,201
8012 EPA Entitlement	48,732	49,662	50,778
8096 In-Lieu-Of Property Taxes	163,928	167,056	170,810
<b>Total General Purpose Revenue</b>	<b>2,888,026</b>	<b>3,107,975</b>	<b>3,319,789</b>
<b>Federal Revenue Assumptions</b>			
8181 Federal IDEA SpEd Revenue	36,081	36,770	37,596
8290 Other Federal Revenue	286,347	93,491	70,830
<b>Total Federal Revenue</b>	<b>322,428</b>	<b>130,261</b>	<b>108,426</b>
<b>Other State Revenue Assumptions</b>			
8311 AB602 State SpEd Revenue	191,345	194,997	199,378
8550 Mandated Cost Reimbursements	10,022	10,213	10,443
8560 State Lottery Revenue	64,521	65,752	67,230
8590 Other State Revenue	174,699	299,579	285,151
<b>Total Other State Revenue</b>	<b>440,588</b>	<b>570,541</b>	<b>562,202</b>
<b>Other Local Revenue Assumptions</b>			
8660 Interest Income	12,000	5,000	5,000
8699 Other Revenue	119,364	75,496	79,191
<b>Total Other Local Revenue</b>	<b>131,364</b>	<b>80,496</b>	<b>84,191</b>

## California Pacific Charter - San Diego

### 2022-23 First Interim Budget

### Monthly Cash Forecast

BUDGET	July	August	September	October	November	December	January	February	March	April	May	June	ACCRUALS	TOTAL	
	Actuals	Actuals	Actuals	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast			
<b>BEGINNING CASH</b>	<b>2,495,009</b>	<b>2,442,029</b>	<b>2,031,538</b>	<b>2,036,224</b>	<b>2,016,869</b>	<b>2,044,733</b>	<b>2,187,995</b>	<b>2,126,589</b>	<b>2,067,841</b>	<b>2,225,068</b>	<b>2,185,802</b>	<b>2,166,980</b>			
<b>Revenues</b>															
General Purpose Revenue	\$ 2,888,026	\$ 144,353	\$ 144,353	\$ 295,572	\$ 259,836	\$ 272,950	\$ 266,080	\$ 253,897	\$ 238,231	\$ 266,936	\$ 234,996	\$ 234,996	\$ 9,879	\$ 265,946	\$ 2,888,026
Federal Revenue	322,428	-	1	4,342	30,493	-	80,607	-	-	80,607	-	-	67,704	58,674	322,428
Other State Revenue	440,588	4,116	-	53,935	17,880	-	108,056	-	-	98,034	-	-	115,483	43,084	440,588
Other Local Revenue	131,364	2,767	2,386	75	56,693	8,722	8,722	8,722	8,723	8,638	8,638	8,638	8,638	-	131,364
<b>Total Revenues</b>	<b>\$ 3,782,405</b>	<b>\$ 151,236</b>	<b>\$ 146,740</b>	<b>\$ 353,924</b>	<b>\$ 364,902</b>	<b>\$ 281,672</b>	<b>\$ 463,465</b>	<b>\$ 262,619</b>	<b>\$ 246,954</b>	<b>\$ 454,215</b>	<b>\$ 243,635</b>	<b>\$ 243,635</b>	<b>\$ 201,704</b>	<b>\$ 367,705</b>	<b>\$ 3,782,405</b>
<b>Expenditures</b>															
Certificated Salaries	\$ 1,734,731	\$ 40,063	\$ 178,642	\$ 173,155	\$ 168,856	\$ 168,856	\$ 168,856	\$ 173,921	\$ 156,529	\$ 140,876	\$ 126,789	\$ 114,110	\$ 79,877	\$ 44,201	\$ 1,734,731
Classified Salaries	583,781	24,388	33,073	38,995	46,282	46,282	46,282	46,282	46,282	46,282	46,282	46,282	46,282	70,788	583,781
Employee Benefits	750,986	30,958	121,625	52,688	76,735	58,623	58,623	58,623	58,623	58,623	58,623	58,623	29,311	29,311	750,986
Books and Supplies	286,916	191,771	25,453	3,798	8,835	6,626	4,970	3,727	2,795	9,735	9,735	1,970	17,500	17,500	286,916
Other Services and Operating	570,848	104,701	62,603	42,362	29,403	41,473	41,473	41,473	41,473	41,473	41,473	41,473	41,473	-	570,848
<b>Total Expenditures</b>	<b>\$ 3,927,262</b>	<b>\$ 391,880</b>	<b>\$ 421,396</b>	<b>\$ 310,998</b>	<b>\$ 330,110</b>	<b>\$ 321,859</b>	<b>\$ 320,202</b>	<b>\$ 324,026</b>	<b>\$ 305,702</b>	<b>\$ 296,988</b>	<b>\$ 282,901</b>	<b>\$ 262,457</b>	<b>\$ 196,943</b>	<b>\$ 161,800</b>	<b>\$ 3,927,262</b>
<b>BALANCE SHEET ITEMS</b>															
	Beginning													Ending	
<b>Assets</b>	<b>Balance</b>													<b>Balance</b>	
Accounts Receivable	297,017	80,952	93,019	13,843	(50,340)	159,542								\$ 367,705	
Prepaid Expenditures	14,619	(166,828)	-	(4,575)	-									186,022	
<b>Liabilities</b>															
Accounts Payable	98,120	273,540	(228,854)	(47,508)	(3,806)	(91,492)								161,800	
Due To Grantor Governments	171,241	-	-	-	-								(171,241)	-	
Unearned Revenues	268,474	-	-	-	-								(74,118)	194,356	
<b>Net Increases/Decreases</b>		<b>\$ 187,665</b>	<b>\$ (135,835)</b>	<b>\$ (38,241)</b>	<b>\$ (54,146)</b>	<b>\$ 68,050</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (245,359)</b>	
		<b>\$ 2,442,029</b>	<b>\$ 2,031,538</b>	<b>\$ 2,036,224</b>	<b>\$ 2,016,869</b>	<b>\$ 2,044,733</b>	<b>\$ 2,187,995</b>	<b>\$ 2,126,589</b>	<b>\$ 2,067,841</b>	<b>\$ 2,225,068</b>	<b>\$ 2,185,802</b>	<b>\$ 2,166,980</b>	<b>\$ 1,926,382</b>	<b>ENDING CASH</b>	
<b>Days Cash on Hand</b>		<b>227</b>	<b>189</b>	<b>189</b>	<b>187</b>	<b>190</b>	<b>203</b>	<b>198</b>	<b>192</b>	<b>207</b>	<b>203</b>	<b>201</b>	<b>179</b>		



# **California Pacific Charter-LA**

## **2022-23 First Interim Budget**

**California Pacific Charter - Los Angeles**  
**2022-23 First Interim Budget**  
**Enrollment & ADA**

<b>CHARTER 1751</b>	<b>CPC-LA</b>		<b>CPC-LA</b>		<b>CPC-LA</b>	
	<b>2022-23</b>		<b>2023-24</b>		<b>2024-25</b>	
<b>Attendance Ratio:</b>	<b>93.00%</b>		<b>93.00%</b>		<b>93.00%</b>	
	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>
TK	3	2.79	3	2.79	3	2.79
Kinder	8	7.44	14	13.02	15	13.95
Grade 1	22	20.46	23	21.39	16	14.88
Grade 2	12	11.16	13	12.09	14	13.02
Grade 3	18	16.74	19	17.67	20	18.60
Grade 4	18	16.74	19	17.67	20	18.60
Grade 5	15	13.95	16	14.88	17	15.81
Grade 6	18	16.74	19	17.67	20	18.60
Grade 7	30	27.90	32	29.76	34	31.62
Grade 8	39	36.27	41	38.13	43	39.99
Grade 9	34	31.62	36	33.48	38	35.34
Grade 10	35	32.55	37	34.41	39	36.27
Grade 11	63	58.59	66	61.38	69	64.17
Grade 12	70	65.10	74	68.82	78	72.54
<b>TOTAL</b>	<b>385</b>	<b>358.05</b>	<b>412</b>	<b>383.16</b>	<b>426</b>	<b>396.18</b>
	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>
Total TK-3 Enrollment	63	58.59	72	66.96	68	63.24
Total 4-6 Enrollment	51	47.43	54	50.22	57	53.01
Total 7-8 Enrollment	69	64.17	73	67.89	77	71.61
Total 9-12 Enrollment	202	187.86	213	198.09	224	208.32
<b>Total Enrollment/ADA</b>	<b>385</b>	<b>358.05</b>	<b>412</b>	<b>383.16</b>	<b>426</b>	<b>396.18</b>
Unduplicated Pupil Percentage	60.26%	232	60.26%	248	60.26%	257
Percentage of ELL/LEP students	3.64%	14	3.64%	15	3.64%	16
Percentage of SPED Student	20.30%	62	20.30%	84	20.30%	86

**California Pacific Charter - Los Angeles**  
**2022-23 First Interim Budget**  
**Budget Summary**

<b>CHARTER 1751</b>	<b>2022-23</b>		<b>2022-23</b>	<b>\$ Change from</b>	<b>% Change from</b>
	<b>Preliminary</b>	<b>Year To Date</b>			
	<b>Budget</b>	<b>10/31/2022</b>			
<b>Enrollment</b>	<b>395</b>	<b>-</b>	<b>385</b>	<b>(10)</b>	<b>-2.53%</b>
<b>Average Daily Attendance</b>	<b>367.35</b>	<b>-</b>	<b>358.05</b>	<b>(9.30)</b>	<b>-2.53%</b>
<b>REVENUES</b>					
General Purpose Revenue	4,332,964	781,872	4,349,777	16,813	0.39%
Federal Revenue	649,502	43,115	669,484	19,982	3.08%
Other State Revenue	442,328	89,701	521,221	78,893	17.84%
Other Local Revenue	-	175	175	175	-
<b>TOTAL REVENUES</b>	<b>5,424,794</b>	<b>914,862</b>	<b>5,540,657</b>	<b>115,863</b>	<b>2.14%</b>
<b>EXPENDITURES</b>					
Certificated Salaries	2,299,344	669,769	2,529,496	230,152	10.01%
Classified Salaries	643,008	150,829	747,976	104,968	16.32%
Employee Benefits	1,199,878	250,171	1,052,277	(147,602)	-12.30%
Books and Supplies Expenditures	354,551	292,098	333,706	(20,844)	-5.88%
Other Services and Operating Expenditures	731,414	310,149	686,847	(44,567)	-6.09%
Other Outgo	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>5,228,195</b>	<b>1,673,015</b>	<b>5,350,302</b>	<b>122,107</b>	<b>2.34%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>196,598</b>	<b>(758,153)</b>	<b>190,355</b>	<b>(6,244)</b>	<b>-3.18%</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>2,339,832</b>	<b>2,464,684</b>	<b>2,464,684</b>	<b>124,852</b>	<b>5.34%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>196,598</b>	<b>(758,153)</b>	<b>190,355</b>	<b>(6,244)</b>	<b>-3.18%</b>
<b>ENDING BALANCE</b>	<b>2,536,430</b>	<b>1,706,531</b>	<b>2,655,038</b>	<b>118,608</b>	<b>4.68%</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>48.51%</b>	<b>102.00%</b>	<b>49.62%</b>	<b>1.11%</b>	



## California Pacific Charter - Los Angeles

### 2022-23 First Interim Budget

### Multi-Year Projection

<b>CHARTER 1751</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>Enrollment</b>	<b>385</b>	<b>412</b>	<b>426</b>
<b>Average Daily Attendance</b>	<b>358.05</b>	<b>383.16</b>	<b>396.18</b>
<b>REVENUES</b>			
General Purpose Revenue	4,349,777	4,932,928	5,305,845
Federal Revenue	669,484	178,078	146,424
Other State Revenue	521,221	685,732	683,153
Other Local Revenue	175	-	-
<b>TOTAL REVENUES</b>	<b>5,540,657</b>	<b>5,796,739</b>	<b>6,135,422</b>
<b>EXPENDITURES</b>			
Certificated Salaries	2,529,496	2,798,911	2,970,602
Classified Salaries	747,976	830,133	881,347
Employee Benefits	1,052,277	1,132,712	1,126,649
Books and Supplies Expenditures	333,706	367,400	382,456
Other Services and Operating Expenditures	686,847	649,262	674,776
Other Outgo	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>5,350,302</b>	<b>5,778,418</b>	<b>6,035,829</b>
<b>NET INCREASE / (DECREASE)</b>	<b>190,355</b>	<b>18,321</b>	<b>99,593</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>2,464,684</b>	<b>2,655,038</b>	<b>2,673,359</b>
<b>NET INCREASE / (DECREASE)</b>	<b>190,355</b>	<b>18,321</b>	<b>99,593</b>
<b>ENDING BALANCE</b>	<b>2,655,038</b>	<b>2,673,359</b>	<b>2,772,951</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>49.62%</b>	<b>46.26%</b>	<b>45.94%</b>

### **MULTI-YEAR REVENUE DETAIL**

	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>
<b>General Purpose Revenue Assumptions</b>			
8011 LCFF General Entitlement	4,086,370	4,649,914	5,013,214
8012 EPA Entitlement	71,610	76,632	79,236
8096 In-Lieu-Of Property Taxes	192,857	206,382	213,395
<b>Total General Purpose Revenue</b>	<b>4,349,777</b>	<b>4,932,928</b>	<b>5,305,845</b>
<b>Federal Revenue Assumptions</b>			
8181 Federal IDEA SpEd Revenue	44,538	47,661	49,280
8290 Other Federal Revenue	624,946	130,417	97,144
<b>Total Federal Revenue</b>	<b>669,484</b>	<b>178,078</b>	<b>146,424</b>
<b>Other State Revenue Assumptions</b>			
8311 AB602 State SpEd Revenue	167,794	179,562	185,663
8550 Mandated Cost Reimbursements	11,635	12,451	12,874
8560 State Lottery Revenue	94,812	101,461	104,908
8590 Other State Revenue	246,980	392,258	379,708
<b>Total Other State Revenue</b>	<b>521,221</b>	<b>685,732</b>	<b>683,153</b>
<b>Other Local Revenue Assumptions</b>			
8660 Interest Income	-	-	-
8699 Other Revenue	175	-	-
<b>Total Other Local Revenue</b>	<b>175</b>	<b>-</b>	<b>-</b>

## California Pacific Charter - Los Angeles

### 2022-23 First Interim Budget

### Monthly Cash Forecast

BUDGET	July	August	September	October	November	December	January	February	March	April	May	June	ACCRUALS	TOTAL	
	Actuals	Actuals	Actuals	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast			
<b>BEGINNING CASH</b>	<b>2,189,631</b>	<b>2,461,159</b>	<b>1,874,096</b>	<b>1,773,422</b>	<b>1,808,954</b>	<b>1,812,246</b>	<b>2,054,752</b>	<b>1,985,807</b>	<b>2,008,345</b>	<b>2,356,118</b>	<b>2,377,092</b>	<b>2,400,092</b>			
<b>Revenues</b>															
General Purpose Revenue	\$ 4,349,777	\$ 13,125	\$ 189,462	\$ 200,192	\$ 379,093	\$ 356,461	\$ 401,105	\$ 383,202	\$ 473,396	\$ 504,125	\$ 472,095	\$ 472,095	\$ 14,128	\$ 491,300	\$ 4,349,777
Federal Revenue	669,484	43,115	-	-	-	-	156,237	-	-	167,371	-	-	78,565	224,197	669,484
Other State Revenue	521,221	5,011	7	39,190	45,493	23,703	139,031	-	-	127,396	-	-	88,417	52,972	521,221
Other Local Revenue	175	-	175	-	-	-	-	-	-	-	-	-	-	-	175
<b>Total Revenues</b>	<b>\$ 5,540,657</b>	<b>\$ 61,251</b>	<b>\$ 189,644</b>	<b>\$ 239,382</b>	<b>\$ 424,586</b>	<b>\$ 380,164</b>	<b>\$ 696,373</b>	<b>\$ 383,202</b>	<b>\$ 473,396</b>	<b>\$ 798,892</b>	<b>\$ 472,095</b>	<b>\$ 472,095</b>	<b>\$ 181,110</b>	<b>\$ 768,468</b>	<b>\$ 5,540,657</b>
<b>Expenditures</b>															
Certificated Salaries	\$ 2,529,496	\$ 46,693	\$ 213,500	\$ 207,548	\$ 202,028	\$ 222,230	\$ 228,897	\$ 228,897	\$ 228,897	\$ 228,897	\$ 228,897	\$ 228,897	\$ 206,008	\$ 58,106	\$ 2,529,496
Classified Salaries	747,976	22,974	33,991	43,335	50,529	70,740	70,740	70,740	70,740	70,740	70,740	70,740	70,740	31,226	747,976
Employee Benefits	1,052,277	42,736	68,374	73,484	65,577	100,263	100,263	100,263	100,263	100,263	100,263	100,263	90,237	10,026	1,052,277
Books and Supplies	333,706	234,622	39,141	6,106	12,229	9,172	6,879	5,159	3,869	4,132	4,132	2,108	6,157	333,706	
Other Services and Operating	686,847	131,514	73,773	59,339	45,523	47,087	47,087	47,087	47,087	47,087	47,087	47,087	23,544	23,544	686,847
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 5,350,302</b>	<b>\$ 478,540</b>	<b>\$ 428,779</b>	<b>\$ 389,811</b>	<b>\$ 375,886</b>	<b>\$ 449,493</b>	<b>\$ 453,867</b>	<b>\$ 452,147</b>	<b>\$ 450,857</b>	<b>\$ 451,120</b>	<b>\$ 451,120</b>	<b>\$ 449,096</b>	<b>\$ 390,528</b>	<b>\$ 129,059</b>	<b>\$ 5,350,302</b>

**BALANCE SHEET ITEMS**

	Beginning											Ending		
	Balance											Balance		
<b>Assets</b>														
Cash Not In Treasury	-	-	-	-	-									\$ -
Accounts Receivable	736,259	539,024	(132)	73,027	15	124,324								\$ 768,468
Due From Other Funds	-	-	-	-	-									-
Stores	-	-	-	-	-									-
Prepaid Expenditures	18,856	(205,141)	-	(5,648)	-									229,645
Other Current Assets	-	-	-	-	-									-
Deferred Outflows of Resources	-	-	-	-	-									-
<b>Liabilities</b>														
Accounts Payable	65,303	365,003	(347,797)	(17,623)	(13,183)	(51,702)								129,059
Due To Grantor Governments	125,755	(10,070)	-	-	-								(115,685)	-
Due To Other Funds	-	-	-	-	-									-
Current Loans	-	-	-	-	-									-
Unearned Revenues	289,004	-	-	-	-								(100,898)	188,106
Deferred Inflows of Resources	-	-	-	-	-									-
<b>Other Cash Flows</b>	-	-	-	-	-									-
<b>Net Increases/Decreases</b>		<b>\$ 688,817</b>	<b>\$ (347,929)</b>	<b>\$ 49,756</b>	<b>\$ (13,168)</b>	<b>\$ 72,622</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (216,583)</b>
		<b>\$ 2,461,159</b>	<b>\$ 1,874,096</b>	<b>\$ 1,773,422</b>	<b>\$ 1,808,954</b>	<b>\$ 1,812,246</b>	<b>\$ 2,054,752</b>	<b>\$ 1,985,807</b>	<b>\$ 2,008,345</b>	<b>\$ 2,356,118</b>	<b>\$ 2,377,092</b>	<b>\$ 2,400,092</b>	<b>\$ 1,974,090</b>	<b>ENDING CASH</b>

<b>Days Cash on Hand</b>	<b>168</b>	<b>128</b>	<b>121</b>	<b>123</b>	<b>124</b>	<b>140</b>	<b>135</b>	<b>137</b>	<b>161</b>	<b>162</b>	<b>164</b>	<b>135</b>
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# **California Pacific Charter-Sonoma**

## **2022-23 First Interim Budget**

**California Pacific Charter - Sonoma**  
**2022-23 First Interim Budget**  
**Enrollment & ADA**

<b>CHARTER 2037</b>	<b>CPC-SO</b>		<b>CPC-SO</b>		<b>CPC-SO</b>	
	<b>2022-23</b>		<b>2023-24</b>		<b>2024-25</b>	
<b>Attendance Ratio:</b>	<b>93.00%</b>		<b>93.00%</b>		<b>93.00%</b>	
	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>	<b>Enrollment</b>	<b>ADA</b>
<b>TK</b>						
<b>Kinder</b>	4	3.72	4	3.72	4	3.72
<b>Grade 1</b>	5	4.65	5	4.65	5	4.65
<b>Grade 2</b>	6	5.58	6	5.58	6	5.58
<b>Grade 3</b>	3	2.79	3	2.79	3	2.79
<b>Grade 4</b>	7	6.51	7	6.51	7	6.51
<b>Grade 5</b>	8	7.44	8	7.44	8	7.44
<b>Grade 6</b>	12	11.16	12	11.16	12	11.16
<b>Grade 7</b>	10	9.30	10	9.30	10	9.30
<b>Grade 8</b>	11	10.23	11	10.23	11	10.23
<b>Grade 9</b>	14	13.02	14	13.02	14	13.02
<b>Grade 10</b>	13	12.09	13	12.09	13	12.09
<b>Grade 11</b>	24	22.32	24	22.32	24	22.32
<b>Grade 12</b>	17	15.81	17	15.81	17	15.81
<b>TOTAL</b>	<b>134</b>	<b>124.62</b>	<b>134</b>	<b>124.62</b>	<b>134</b>	<b>124.62</b>
	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>	<b>ENROLL</b>	<b>ADA</b>
<b>Total TK-3 Enrollment</b>	<b>18</b>	<b>16.74</b>	<b>18</b>	<b>16.74</b>	<b>18</b>	<b>16.74</b>
<b>Total 4-6 Enrollment</b>	<b>27</b>	<b>25.11</b>	<b>27</b>	<b>25.11</b>	<b>27</b>	<b>25.11</b>
<b>Total 7-8 Enrollment</b>	<b>21</b>	<b>19.53</b>	<b>21</b>	<b>19.53</b>	<b>21</b>	<b>19.53</b>
<b>Total 9-12 Enrollment</b>	<b>68</b>	<b>63.24</b>	<b>68</b>	<b>63.24</b>	<b>68</b>	<b>63.24</b>
<b>Total Enrollment/ADA</b>	<b>134</b>	<b>124.62</b>	<b>134</b>	<b>124.62</b>	<b>134</b>	<b>124.62</b>
<b>Unduplicated Pupil Percentage</b>	<b>55.97%</b>	<b>75</b>	<b>55.97%</b>	<b>75</b>	<b>55.97%</b>	<b>75</b>
<b>Percentage of ELL/LEP students</b>	<b>5.22%</b>	<b>7</b>	<b>5.22%</b>	<b>7</b>	<b>5.22%</b>	<b>7</b>
<b>Percentage of SPED Student</b>	<b>20.20%</b>	<b>19</b>	<b>20.20%</b>	<b>27</b>	<b>20.20%</b>	<b>27</b>

**California Pacific Charter - Sonoma**  
**2022-23 First Interim Budget**  
**Budget Summary**

<b>CHARTER 2037</b>	<b>2022-23</b>		<b>2022-23</b>	<b>\$ Change from</b>	<b>% Change from</b>
	<b>Preliminary</b>	<b>Year To Date</b>			
	<b>Budget</b>	<b>10/31/2022</b>			
<b>Enrollment</b>	<b>115</b>	<b>-</b>	<b>134</b>	<b>19</b>	<b>16.52%</b>
<b>Average Daily Attendance</b>	<b>106.69</b>	<b>-</b>	<b>124.62</b>	<b>17.93</b>	<b>16.81%</b>
<b>REVENUES</b>					
General Purpose Revenue	1,189,940	477,674	1,451,303	261,363	21.96%
Federal Revenue	189,282	24,870	167,854	(21,428)	-11.32%
Other State Revenue	212,119	89,808	241,232	29,113	13.72%
Other Local Revenue	800	436	1,000	200	25.00%
<b>TOTAL REVENUES</b>	<b>1,592,141</b>	<b>592,788</b>	<b>1,861,389</b>	<b>269,248</b>	<b>16.91%</b>
<b>EXPENDITURES</b>					
Certificated Salaries	627,386	190,091	776,269	148,883	23.73%
Classified Salaries	187,268	43,993	243,558	56,290	30.06%
Employee Benefits	328,530	70,304	325,023	(3,507)	-1.07%
Books and Supplies Expenditures	103,259	90,658	101,908	(1,350)	-1.31%
Other Services and Operating Expenditures	314,960	134,733	337,752	22,792	7.24%
Other Outgo	2,612	1,863	2,612	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,564,014</b>	<b>531,641</b>	<b>1,787,122</b>	<b>223,108</b>	<b>14.27%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>28,127</b>	<b>61,147</b>	<b>74,267</b>	<b>46,140</b>	<b>164.04%</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>683,563</b>	<b>601,133</b>	<b>601,133</b>	<b>(82,430)</b>	<b>-12.06%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>28,127</b>	<b>61,147</b>	<b>74,267</b>	<b>46,140</b>	<b>164.04%</b>
<b>ENDING BALANCE</b>	<b>711,690</b>	<b>662,280</b>	<b>675,400</b>	<b>(36,290)</b>	<b>-5.10%</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>45.50%</b>	<b>124.57%</b>	<b>37.79%</b>	<b>-7.71%</b>	

## California Pacific Charter - Sonoma

### 2022-23 First Interim Budget

### Multi-Year Projection

CHARTER 2037	2022-23	2023-24	2024-25
<b>Enrollment</b>	<b>134</b>	<b>134</b>	<b>134</b>
<b>Average Daily Attendance</b>	<b>124.62</b>	<b>124.62</b>	<b>124.62</b>
<b>REVENUES</b>			
General Purpose Revenue	1,451,303	1,546,857	1,606,261
Federal Revenue	167,854	73,233	61,453
Other State Revenue	241,232	342,398	321,169
Other Local Revenue	1,000	1,030	1,061
<b>TOTAL REVENUES</b>	<b>1,861,389</b>	<b>1,963,518</b>	<b>1,989,944</b>
<b>EXPENDITURES</b>			
Certificated Salaries	776,269	913,230	933,376
Classified Salaries	243,558	269,941	276,157
Employee Benefits	325,023	369,008	341,356
Books and Supplies Expenditures	101,908	119,470	119,742
Other Services and Operating Expenditures	337,752	263,508	286,563
Other Outgo	2,612	1,681	1,681
<b>TOTAL EXPENDITURES</b>	<b>1,787,122</b>	<b>1,936,837</b>	<b>1,958,875</b>
<b>NET INCREASE / (DECREASE)</b>	<b>74,267</b>	<b>26,681</b>	<b>31,069</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>601,133</b>	<b>675,400</b>	<b>702,080</b>
<b>NET INCREASE / (DECREASE)</b>	<b>74,267</b>	<b>26,681</b>	<b>31,069</b>
<b>ENDING BALANCE</b>	<b>675,400</b>	<b>702,080</b>	<b>733,149</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>37.79%</b>	<b>36.25%</b>	<b>37.43%</b>

### MULTI-YEAR REVENUE DETAIL

	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
<b>General Purpose Revenue Assumptions</b>			
8011 LCFF General Entitlement	918,546	1,014,100	1,073,504
8012 EPA Entitlement	24,924	24,924	24,924
8096 In-Lieu-Of Property Taxes	507,833	507,833	507,833
<b>Total General Purpose Revenue</b>	<b>1,451,303</b>	<b>1,546,857</b>	<b>1,606,261</b>
<b>Federal Revenue Assumptions</b>			
8181 Federal IDEA SpEd Revenue	12,967	12,967	12,967
8290 Other Federal Revenue	154,888	60,266	48,486
<b>Total Federal Revenue</b>	<b>167,854</b>	<b>73,233</b>	<b>61,453</b>
<b>Other State Revenue Assumptions</b>			
8311 AB602 State SpEd Revenue	104,213	104,213	104,213
8550 Mandated Cost Reimbursements	4,778	4,778	4,778
8560 State Lottery Revenue	32,999	33,000	33,000
8590 Other State Revenue	99,241	200,407	179,178
<b>Total Other State Revenue</b>	<b>241,232</b>	<b>342,398</b>	<b>321,169</b>
<b>Other Local Revenue Assumptions</b>			
8660 Interest Income	1,000	1,030	1,061
8699 Other Revenue	-	-	-
<b>Total Other Local Revenue</b>	<b>1,000</b>	<b>1,030</b>	<b>1,061</b>

## California Pacific Charter - Sonoma

### 2022-23 First Interim Budget

### Monthly Cash Forecast

BUDGET	July	August	September	October	November	December	January	February	March	April	May	June	ACCRUALS	TOTAL	
	Actuals	Actuals	Actuals	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast			
<b>BEGINNING CASH</b>	<b>843,895</b>	<b>740,174</b>	<b>507,887</b>	<b>720,917</b>	<b>914,270</b>	<b>898,955</b>	<b>973,662</b>	<b>945,083</b>	<b>924,535</b>	<b>991,250</b>	<b>943,382</b>	<b>895,514</b>			
<b>Revenues</b>															
General Purpose Revenue	\$ 1,451,303	\$ -	\$ -	\$ 231,782	\$ 245,892	\$ 141,078	\$ 129,527	\$ 123,296	\$ 130,922	\$ 142,028	\$ 95,462	\$ 95,462	\$ 5,167	\$ 110,686	\$ 1,451,303
Federal Revenue	167,854	-	-	21,900	2,970	-	41,964	-	-	41,964	-	-	44,845	14,212	167,854
Other State Revenue	241,232	-	-	39,000	50,808	-	32,185	-	-	26,053	-	-	32,833	60,352	241,232
Other Local Revenue	1,000	-	-	436	-	71	71	71	71	71	71	71	-	-	1,000
<b>Total Revenues</b>	<b>\$ 1,861,389</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 293,117</b>	<b>\$ 299,671</b>	<b>\$ 141,149</b>	<b>\$ 203,746</b>	<b>\$ 123,367</b>	<b>\$ 130,993</b>	<b>\$ 210,116</b>	<b>\$ 95,533</b>	<b>\$ 95,533</b>	<b>\$ 82,916</b>	<b>\$ 185,251</b>	<b>\$ 1,861,389</b>
<b>Expenditures</b>															
Certificated Salaries	\$ 776,269	\$ 14,623	\$ 59,732	\$ 58,782	\$ 56,953	\$ 62,649	\$ 64,528	\$ 64,528	\$ 64,528	\$ 64,528	\$ 64,528	\$ 64,528	\$ 58,075	\$ 78,285	\$ 776,269
Classified Salaries	243,558	6,652	9,833	12,686	14,822	20,751	20,751	20,751	20,751	20,751	20,751	20,751	20,751	33,554	243,558
Employee Benefits	325,023	12,490	18,989	20,520	18,305	31,840	31,840	31,840	31,840	31,840	31,840	31,840	28,656	3,184	325,023
Books and Supplies	101,908	70,081	11,642	5,212	3,723	2,792	2,094	1,571	1,178	904	904	904	904	-	101,908
Other Services and Operating	337,752	52,042	39,267	26,680	16,745	25,377	25,377	25,377	25,377	25,377	25,377	25,377	25,377	-	337,752
Other Outgo	2,612	-	-	1,645	218	198	205	179	167	-	-	-	-	-	2,612
<b>Total Expenditures</b>	<b>\$ 1,787,122</b>	<b>\$ 155,887</b>	<b>\$ 139,464</b>	<b>\$ 125,524</b>	<b>\$ 110,767</b>	<b>\$ 143,608</b>	<b>\$ 144,796</b>	<b>\$ 144,246</b>	<b>\$ 143,842</b>	<b>\$ 143,401</b>	<b>\$ 143,401</b>	<b>\$ 143,401</b>	<b>\$ 133,764</b>	<b>\$ 115,023</b>	<b>\$ 1,787,122</b>
<b>BALANCE SHEET ITEMS</b>															
	<b>Beginning</b>													<b>Ending</b>	
<b>Assets</b>	<b>Balance</b>													<b>Balance</b>	
Accounts Receivable	171,629	36,738	(38)	63,353	11,884	59,691								\$ 185,251	
Prepaid Expenditures	10,317	(54,919)	-	(1,645)	-									66,881	
<b>Liabilities</b>															
Accounts Payable	70,294	70,346	(92,785)	(8,571)	263	(39,547)								115,023	
Due To Grantor Governments	25,302	-	-	-	-	(25,302)								-	
Current Loans	138,586	-	-	(7,699)	(7,699)	(7,699)	(7,699)	(7,699)	(7,699)					92,392	
Unearned Revenues	190,526	-	-	-	-	23,457							(51,203)	162,780	
<b>Net Increases/Decreases</b>		<b>\$ 52,166</b>	<b>\$ (92,823)</b>	<b>\$ 45,438</b>	<b>\$ 4,448</b>	<b>\$ (12,856)</b>	<b>\$ 15,758</b>	<b>\$ (7,699)</b>	<b>\$ (7,699)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (51,203)</b>		
		<b>\$ 740,174</b>	<b>\$ 507,887</b>	<b>\$ 720,917</b>	<b>\$ 914,270</b>	<b>\$ 898,955</b>	<b>\$ 973,662</b>	<b>\$ 945,083</b>	<b>\$ 924,535</b>	<b>\$ 991,250</b>	<b>\$ 943,382</b>	<b>\$ 895,514</b>	<b>\$ 793,463</b>	<b>ENDING CASH</b>	
<b>Days Cash on Hand</b>		<b>151</b>	<b>104</b>	<b>147</b>	<b>187</b>	<b>184</b>	<b>199</b>	<b>193</b>	<b>189</b>	<b>202</b>	<b>193</b>	<b>183</b>	<b>162</b>		

## Coversheet

### Approval of CliftonLarsonAllen (CLA) Annual Audit Report - Year Ended June 30, 2022 - California Pacific Charter Schools (Draft)

**Section:** XIII. Business/Financial Services  
**Item:** B. Approval of CliftonLarsonAllen (CLA) Annual Audit Report -  
Year Ended June 30, 2022 - California Pacific Charter Schools (Draft)  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2021-22 Audit Certification.pdf  
2021-22 Audit Report California Pacific Charter DRAFT.pdf  
2021-22 CalPac Governance Communication Draft.pdf  
2021-22 CalPac Mgmt representation letter - Draft.pdf





**AUDIT CERTIFICATION**

**2021-22 FINANCIAL REPORT/AUDIT**

District/Charter Name California Pacific Charter Schools Sonoma County, California

**In accordance with Education Code section 41020.3, the Governing Board must review and accept the prior year's Financial Report/Audit, at a public meeting, on or before January 31<sup>st</sup> (or for charter schools pursuant to Education Code section 47605) and**

THEREBY, as written verification of said review, the Governing Board reviewed and accepted

on 12/06/2022 the **Annual Financial Report as of June 30, 2022.**

\_\_\_\_\_  
(Signature) District Superintendent/Charter School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

Submit the original signature copy of the Audit Certification by **February 15, 2023** to your **SCOE Advisor** at:  
Business Services  
Sonoma County Office of Education  
5340 Skylane Boulevard  
Santa Rosa, CA 95403

SCOE Use only: reviewed by: \_\_\_\_\_ date reviewed: \_\_\_\_\_

**CALIFORNIA PACIFIC CHARTER SCHOOLS**

**FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION**

**YEAR ENDED JUNE 30, 2022**

**Operated By:**

**California Pacific Charter - San Diego – Charter #1758  
California Pacific Charter – Los Angeles – Charter #1751  
California Pacific Charter – Sonoma – Charter #2037**

DRAFT

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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
California Pacific Charter Schools  
Newport Beach, California

### Report on the Audit of the Financial Statements

#### **Opinion**

We have audited the accompanying financial statements of California Pacific Charter Schools (the School), a California nonprofit public benefit corporation, which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, cash flows, and functional expenses 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 the School as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of California Pacific Charter Schools and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. 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 these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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 one year after the date the financial statements are available to be issued.

Board of Directors  
California Pacific Charter Schools

***Auditors' Responsibility 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 auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with 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.

Board of Directors  
California Pacific Charter Schools

### **Other Matters**

#### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the School's financial statements as a whole. The supplementary information (as identified in the table of contents) accompanying supplementary schedules, and 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*, which is the responsibility of management, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information, except for the portion marked "unaudited", was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole. The Local Education Agency Organization Structure, which is marked "unaudited", has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued a report dated REPORT DATE 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.

### **CliftonLarsonAllen LLP**

Glendora, California  
REPORT DATE

**CALIFORNIA PACIFIC CHARTER SCHOOLS**  
**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2022**

<b>ASSETS</b>	<u>San Diego</u>	<u>Los Angeles</u>	<u>Sonoma</u>	<u>Total</u>
<b>CURRENT ASSETS</b>				
Cash and Cash Equivalents	\$ 2,495,010	\$ 2,189,631	\$ 843,895	\$ 5,528,536
Accounts Receivable	297,017	736,259	171,629	1,204,905
Prepaid Expenses and Other Assets	14,619	18,856	10,317	43,792
<b>Total Current Assets</b>	<u><u>\$ 2,806,646</u></u>	<u><u>\$ 2,944,746</u></u>	<u><u>\$ 1,025,841</u></u>	<u><u>\$ 6,777,233</u></u>
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT LIABILITIES</b>				
Accounts Payable and Accrued Liabilities	\$ 269,360	\$ 191,059	\$ 95,596	\$ 556,015
Deferred Revenue	268,474	289,004	190,526	748,004
Loans Payable	-	-	46,194	46,194
<b>Total Current Liabilities</b>	<u>537,834</u>	<u>480,063</u>	<u>332,316</u>	<u>1,350,213</u>
<b>LONG-TERM LIABILITIES</b>				
Loans Payable	-	-	92,392	92,392
<b>Total Long-Term Liabilities</b>	<u>-</u>	<u>-</u>	<u>92,392</u>	<u>92,392</u>
<b>NET ASSETS</b>				
Net Assets Without Donor Restrictions	<u>2,268,812</u>	<u>2,464,683</u>	<u>601,133</u>	<u>5,334,628</u>
<b>Total Net Assets</b>	<u><u>2,268,812</u></u>	<u><u>2,464,683</u></u>	<u><u>601,133</u></u>	<u><u>5,334,628</u></u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$ 2,806,646</u></u>	<u><u>\$ 2,944,746</u></u>	<u><u>\$ 1,025,841</u></u>	<u><u>\$ 6,777,233</u></u>

See accompanying Notes to Financial Statements.

**CALIFORNIA PACIFIC CHARTER SCHOOLS  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2022**

	<u>San Diego</u>	<u>Los Angeles</u>	<u>Sonoma</u>	<u>Total</u>
<b>REVENUES, WITHOUT DONOR RESTRICTIONS</b>				
State Revenue:				
State Aid	\$ 2,565,057	\$ 3,374,392	\$ 787,702	\$ 6,727,151
Other State Revenue	344,135	411,749	189,817	945,701
Federal Revenue:				
Grants and Entitlements	542,707	562,773	179,772	1,285,252
Local Revenue:				
In-Lieu Property Tax Revenue	177,883	164,646	574,447	916,976
Investment Income	5,185	-	1,010	6,195
Forgiveness of Loan Payable	430,324	200,636	-	630,960
Other Revenue	204,750	20,614	20,172	245,536
Total Revenues	<u>4,270,041</u>	<u>4,734,810</u>	<u>1,752,920</u>	<u>10,757,771</u>
<b>EXPENSES</b>				
Program Services	3,072,448	3,818,153	1,550,654	8,441,255
Management and General	290,988	337,719	197,733	826,440
Total Expenses	<u>3,363,436</u>	<u>4,155,872</u>	<u>1,748,387</u>	<u>9,267,695</u>
<b>CHANGE IN NET ASSETS</b>	906,605	578,938	4,533	1,490,076
Net Assets Without Donor Restrictions - Beginning of Year	<u>1,362,207</u>	<u>1,885,745</u>	<u>596,600</u>	<u>3,844,552</u>
<b>NET ASSETS WITHOUT DONOR RESTRICTIONS - END OF YEAR</b>	<u><u>\$ 2,268,812</u></u>	<u><u>\$ 2,464,683</u></u>	<u><u>\$ 601,133</u></u>	<u><u>\$ 5,334,628</u></u>

See accompanying Notes to Financial Statements.



**CALIFORNIA PACIFIC CHARTER SCHOOLS  
STATEMENT OF CASH FLOWS  
YEAR ENDED JUNE 30, 2022**

	San Diego	Los Angeles	Sonoma	Total
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Change in Net Assets	\$ 906,605	\$ 578,938	\$ 4,533	\$ 1,490,076
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:				
Forgiveness of Loan Payable	(430,324)	(200,636)	-	(630,960)
(Increase) Decrease in Assets:				
Accounts Receivable	50,680	(306,158)	434,576	179,098
Prepaid Expenses and Other Assets	59,016	58,257	17,972	135,245
Increase (Decrease) in Liabilities:				
Accounts Payable and Accrued Liabilities	(2,009,437)	(84,424)	62,586	(2,031,275)
Deferred Revenue	38,379	119,419	123,161	280,959
Net Cash (Used) Provided by Operating Activities	(1,385,081)	165,396	642,828	(576,857)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayments of Debt	-	-	(48,912)	(48,912)
Net Cash Used by Financing Activities	-	-	(48,912)	(48,912)
<b>NET CHANGE IN CASH AND AND CASH EQUIVALENTS</b>	(1,385,081)	165,396	593,916	(625,769)
Cash and Cash Equivalents - Beginning of Year	3,880,091	2,024,235	249,979	6,154,305
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 2,495,010</u>	<u>\$ 2,189,631</u>	<u>\$ 843,895</u>	<u>\$ 5,528,536</u>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>				
Cash Paid for Interest	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,832</u>	<u>\$ 3,832</u>
<b>SUPPLEMENTAL DISCLOSURE OF NONCASH FINANCING ACTIVITIES</b>				
Forgiveness of Loan Payable	<u>\$ 430,324</u>	<u>\$ 200,636</u>	<u>\$ -</u>	<u>\$ 630,960</u>

See accompanying Notes to Financial Statements.

**CALIFORNIA PACIFIC CHARTER SCHOOLS  
STATEMENT OF FUNCTIONAL EXPENSES  
YEAR ENDED JUNE 30, 2022**

	San Diego		
	Program Services	Management and General	Total
Salaries and Wages	\$ 2,025,228	\$ 15,310	\$ 2,040,538
Pension Expense	272,879	-	272,879
Other Employee Benefits	223,592	3,911	227,503
Payroll Taxes	45,043	1,285	46,328
Legal Expenses	-	58,573	58,573
Accounting Expenses	-	4,671	4,671
Instructional Materials	202,979	8,734	211,713
Other Fees for Services	142,593	140,171	282,764
Advertising and Promotion Expenses	74,732	342	75,074
Office Expenses	28,722	1,772	30,494
Information Technology Expenses	8,300	137	8,437
Occupancy Expenses	1,565	18,657	20,222
Travel Expenses	10,707	5,071	15,778
Insurance Expense	-	12,652	12,652
Other Expenses	36,108	19,702	55,810
Total Expenses by Function	<u>\$ 3,072,448</u>	<u>\$ 290,988</u>	<u>\$ 3,363,436</u>

	Los Angeles		
	Program Services	Management and General	Total
Salaries and Wages	\$ 2,422,969	\$ 20,799	\$ 2,443,768
Pension Expense	447,314	-	447,314
Other Employee Benefits	285,981	5,252	291,233
Payroll Taxes	55,120	1,837	56,957
Legal Expenses	-	28,160	28,160
Accounting Expenses	-	25,267	25,267
Instructional Materials	239,581	11,718	251,299
Other Fees for Services	217,391	174,454	391,845
Advertising and Promotion Expenses	88,653	462	89,115
Office Expenses	36,678	1,492	38,170
Information Technology Expenses	10,527	196	10,723
Occupancy Expenses	2,017	24,507	26,524
Travel Expenses	11,922	5,961	17,883
Insurance Expense	-	14,824	14,824
Other Expenses	-	22,790	22,790
Total Expenses by Function	<u>\$ 3,818,153</u>	<u>\$ 337,719</u>	<u>\$ 4,155,872</u>

See accompanying Notes to Financial Statements.

**CALIFORNIA PACIFIC CHARTER SCHOOLS  
STATEMENT OF FUNCTIONAL EXPENSES  
YEAR ENDED JUNE 30, 2022**

	Sonoma		
	Program Services	Management and General	Total
Salaries and Wages	\$ 963,548	\$ 9,177	\$ 972,725
Pension Expense	119,119	-	119,119
Other Employee Benefits	96,473	2,334	98,807
Payroll Taxes	22,849	760	23,609
Legal Expenses	-	3,318	3,318
Accounting Expenses	-	9,545	9,545
Instructional Materials	124,961	5,569	130,530
Other Fees for Services	116,402	91,979	208,381
Advertising and Promotion Expenses	36,534	321	36,855
Office Expenses	20,760	655	21,415
Information Technology Expenses	5,106	81	5,187
Occupancy Expenses	941	11,309	12,250
Travel Expenses	5,467	3,742	9,209
Interest Expense	-	3,832	3,832
Insurance Expense	-	7,649	7,649
Other Expenses	38,494	47,462	85,956
Total Expenses by Function	<u>\$ 1,550,654</u>	<u>\$ 197,733</u>	<u>\$ 1,748,387</u>

	Total		
	Program Services	Management and General	Total
Salaries and Wages	\$ 5,411,745	\$ 45,286	\$ 5,457,031
Pension Expense	839,312	-	839,312
Other Employee Benefits	606,046	11,497	617,543
Payroll Taxes	123,012	3,882	126,894
Management Fees	-	-	-
Legal Expenses	-	90,051	90,051
Accounting Expenses	-	39,483	39,483
Instructional Materials	567,521	26,021	593,542
Other Fees for Services	476,386	406,604	882,990
Advertising and Promotion Expenses	199,919	1,125	201,044
Office Expenses	86,160	3,919	90,079
Information Technology Expenses	23,933	414	24,347
Occupancy Expenses	4,523	54,473	58,996
Travel Expenses	28,096	14,774	42,870
Interest Expense	-	3,832	3,832
Insurance Expense	-	35,125	35,125
Other Expenses	74,602	89,954	164,556
Total Expenses by Function	<u>\$ 8,441,255</u>	<u>\$ 826,440</u>	<u>\$ 9,267,695</u>

See accompanying Notes to Financial Statements.

**CALIFORNIA PACIFIC CHARTER SCHOOLS  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Activities**

California Pacific Charter Schools (the School) consists of three charter schools and is part of a nonprofit benefit corporation under the laws of the State of California.

- California Pacific Charter – San Diego
- California Pacific Charter – Los Angeles
- California Pacific Charter - Sonoma

**Basis of Accounting**

The financial statements have been prepared on the accrual method of accounting and accordingly reflect all significant receivables and liabilities.

**Basis of Presentation**

The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as prescribed by the Financial Accounting Standards Board.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosures. Accordingly, actual results could differ from those estimates.

**Functional Allocation of Expenses**

Costs of providing the School's programs and other activities have been presented in the statement of functional expenses. During the year, such costs are accumulated into separate groupings as either direct or indirect. Indirect or shared costs are allocated among program and support services by a method that best measures the relative degree of benefit. The expenses that are allocated include salaries and wages, other employee benefits, payroll taxes, other fees for services, office expenses, information technology, and other expenses, which are allocated on the basis of estimates of time and effort.

**Cash and Cash Equivalents**

The School defines its cash and cash equivalents to include only cash on hand, demand deposits, and liquid investments with original maturities of three months or less.

**CALIFORNIA PACIFIC CHARTER SCHOOLS**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2022**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Net Asset Classes**

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

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

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

**Accounts Receivables**

Accounts receivable primarily represent amounts due from federal and state governments as of June 30, 2022. Management believes that all receivables are fully collectible, therefore no provisions for uncollectible accounts were recorded.

**Revenue Recognition**

Amounts received from the California Department of Education are conditional and recognized as revenue by the School based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in net assets without donor restriction, if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in net assets with donor restriction.

**Contributions**

All contributions are considered to be available for use unless specifically restricted by the donor. Amounts received that are restricted to specific use or future periods are reported as contributions with donor restrictions. Restricted contributions that are received and released in the same period are reported as promises to give without donor restrictions. Unconditional promises to give expected to be received in one year or less are recorded at net realizable value. Unconditional promises to give expected to be received in more than one year are recorded at fair value at the date of the promise. Conditional promises to give (those with a measurable performance or other barrier and a right of return) are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met.

**CALIFORNIA PACIFIC CHARTER SCHOOLS  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Conditional Grants**

Grants and contracts that are conditioned upon the performance of certain requirements or the incurrence of allowable qualifying expenses (barriers) are recognized as revenues in the period in which the conditions are met. Amounts received are recognized as revenue when the School has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as deferred revenues in the statement of financial position. As of June 30, 2022, the School has conditional grants of \$2,713,226 of which \$748,004 is recognized as deferred revenue in the statement of financial position.

**Property Taxes**

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on September 1 and are payable in two installments on or before November 1 and February 1. Unsecured property taxes are not a lien against real property and are payable in one installment on or before August 31. The County bills and collects property taxes for all taxing agencies within the County and distributes these collections to the various agencies. The sponsor agency of the School is required by law to provide in-lieu property tax payments on a monthly basis, from August through July. The amount paid per month is based upon an allocation per student, with a specific percentage to be paid each month.

**Income Taxes**

The School is part of a nonprofit corporation exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required. The School is subject to income tax on net income that is derived from business activities that are unrelated to the exempt purposes. The School files an exempt school return and applicable unrelated business income tax return in the U.S. federal jurisdiction and with the California Franchise Tax Board.

**Evaluation of Subsequent Events**

The School has evaluated subsequent events through REPORT DATE, the date these financial statements were available to be issued.

**NOTE 2 LIQUIDITY AND AVAILABILITY**

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. Financial assets available for general expenditures comprise cash and cash equivalents and accounts receivable for the total amount of \$6,733,441.

As part of its liquidity management plan, the School monitors liquidity required and cash flows to meet operating needs on a monthly basis. The School structures its financial assets to be available as general expenditures, liabilities, and other obligations come due.

**CALIFORNIA PACIFIC CHARTER SCHOOLS  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

**NOTE 3 CONCENTRATION OF CREDIT RISK**

The School maintains cash balances held in banks and revolving funds which are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC). At times, cash in these accounts exceeds the insured amounts. The School has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on its cash and cash equivalents.

The School also maintains cash in the County Treasury (the County). The County pools these funds with those of other educational Schools in the County and invests the cash. These pooled funds are carried at costs which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool. The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. seq. The funds maintained by the County are either secured by federal depository insurance or collateralized. The fair value of the School's deposits in this pool as of June 30, 2022, as provided by the pool sponsor was \$2,838,534.

**NOTE 4 LOANS PAYABLE**

**California Department of Education Loan**

The School received a revolving loan from the California Department of Education (CDE) of \$250,000. The loan requires annual principal payments of \$62,500 and has a term of four years. The loan carries an interest rate of approximately 2%. Annual payments of principal and interest are deducted from the School's apportionment. Future maturities of loans payable are as follows: The outstanding amount for the CDE loan at June 30, 2022 was \$138,586.

<u>Year Ending June 30,</u>	<u>Amount</u>
2023	\$ 46,194
2024	46,194
2025	46,198
Total	<u>\$ 138,586</u>

**Paycheck Protection Program Loan**

In April 2020 the School received various loans from Chase in the total amount of \$727,960 to fund payroll, rent, utilities, and interest on mortgages and existing debt through the Paycheck Protection Program (the PPP Loan). The original loan agreement was written prior to the PPP Flexibility Act of 2020 (June 5) and was due over 24 months deferred for six months. Subsequent to this, the law changed the loan deferral terms retroactively. The PPP Flexibility Act and subsequent regulations supersede the loan agreement. The PPP Loan bears interest at a fixed rate of 1.0% per annum, with the first six months of interest deferred, has a term of two years, and is unsecured and guaranteed by the U.S. Small Business Administration. Payment of principal and interest is deferred until the date on which the amount of forgiveness is remitted to the lender or, if the School fails to apply for forgiveness within ten months after the covered period, then payment of principal and interest shall begin on that date.

**CALIFORNIA PACIFIC CHARTER SCHOOLS  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

**NOTE 4 NOTES PAYABLE (CONTINUED)**

**Paycheck Protection Program Loan (Continued)**

In August 2021, the principal amount of \$630,960 was forgiven by the financial institution and U.S. Small Business Administration.

The SBA may review funding eligibility and usage of funds for compliance with program requirements based on dollar thresholds and other factors. The amount of liability, if any, from potential noncompliance cannot be determined with certainty; however, management is of the opinion that any review will not have a material adverse impact on the School's financial position.

**NOTE 5 EMPLOYEE RETIREMENT**

**Multiemployer Defined Benefit Pension Plans**

Qualified employees are covered under multiemployer defined benefit pension plans maintained by agencies of the state of California. The risks of participating in this multiemployer defined benefit pension plan are different from single-employer plans because: (a) assets contributed to the multiemployer plan by one employer may be used to provide benefits to employees of other participating employers, (b) the required member, employer, and state contribution rates are set by the California Legislature, and (c) if the School chooses to stop participating in the multiemployer plan, it may be required to pay a withdrawal liability to the plan. The School has no plans to withdraw from this multiemployer plan.

**State Teachers' Retirement System (STRS)**

**Plan Description**

The School contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiemployer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. According to the most recently available Comprehensive Annual Financial Report and Actuarial Valuation Report for the year ended June 30, 2021 total STRS plan net assets are \$310 billion, the total actuarial present value of accumulated plan benefits is \$414 billion, contributions from all employers totaled \$5.744 billion, and the plan is 73% funded. The School did not contribute more than 5% of the total contributions to the plan.

Copies of the STRS annual financial reports may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, CA 95826, and [www.calstrs.com](http://www.calstrs.com).



**CALIFORNIA PACIFIC CHARTER SCHOOLS  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

**NOTE 5 EMPLOYEE RETIREMENT (CONTINUED)**

**State Teachers' Retirement System (STRS) (Continued):**

Funding Policy

Active plan members hired before January 1, 2013 are required to contribute 10.25% of their salary and those hired after are required to contribute 10.21% of their salary. The School is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for year ended June 30, 2022 was 16.92% of annual payroll. The contribution requirements of the plan members are established and may be amended by state statute.

The School's contributions to STRS for the past three years are as follows:

<u>Year Ended June 30,</u>	<u>Required Contribution</u>	<u>Percent Contributed</u>
2020	\$ 403,803	100%
2021	\$ 471,684	100%
2022	\$ 839,312	100%

**NOTE 6 CONTINGENCIES, RISKS AND UNCERTAINTIES**

The School has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any required reimbursement would not be material.

**NOTE 7 SUBSEQUENT EVENT**

In September 2022, the School entered into a lease agreement for five years for a facility through November 2027. The lease monthly lease payments start in December 2022 and requires escalating monthly payments annually in December. The monthly payment for the December 2022 is \$5,244. The future minimum payment for the lease is as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2023	\$ 36,708
2024	64,286
2025	66,614
2026	68,942
2027	71,277
Thereafter	30,105
Total	<u>\$ 337,932</u>

**SUPPLEMENTARY INFORMATION**

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**CALIFORNIA PACIFIC CHARTER SCHOOLS  
 LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE  
 YEAR ENDED JUNE 30, 2022  
 (SEE INDEPENDENT AUDITORS' REPORT)  
 UNAUDITED**

California Pacific Charter Schools (the School) consists of three charter schools and is part of a nonprofit benefit corporation under the laws of the State of California.

- California Pacific Charter – San Diego
- California Pacific Charter – Los Angeles
- California Pacific Charter – Sonoma

California Pacific Charter – San Diego was established in 2015, when it was granted its charter through Warner Unified School District (WUSD) and its charter school status from the California Department of Education. The charter may be revoked by the District for material violations of the charter, failure to meet or make progress toward student outcomes, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law. The charter school number is: 1758.

California Pacific Charter – Los Angeles was established in 2015, when it was granted its charter through Acton-Agua Dulce Unified School District (AADUSD) and its charter school status from the California Department of Education. The charter may be revoked by the District for material violations of the charter, failure to meet or make progress toward student outcomes, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law. The charter school number is: 1751.

California Pacific Charter – Sonoma was established in 2019, when it was granted its charter through Guerneville Elementary School District (GESD) and its charter school status from the California Department of Education. The charter may be revoked by the District for material violations of the charter, failure to meet or make progress toward student outcomes, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law. The charter school number is: 2037.

The Board of Directors and the Administrators as of the year ended June 30, 2022 were as follows:

**BOARD OF DIRECTORS**

Member	Office	Term End (5 Years)
Rickey Trombetta	President	Resigned November 2021
Kelly Wylie	President	February 2024
Dr. Shirley Peterson	Vice President	October 2025
Tanya Rogers	Clerk	October 2025
Susan Calandra	Member	Resigned August 2021
Tom Baumgarten	Member	Resigned October 2021
Bill Howard	Member	December 2026
Jason McFaul	Member	December 2026

**ADMINISTRATORS**

Christine Feher                      Superintendent

**CALIFORNIA PACIFIC CHARTER SCHOOLS  
SCHEDULE OF INSTRUCTIONAL TIME  
YEAR ENDED JUNE 30, 2022**

The School operates a 100% Independent Study program and does not operate a full-time Classroom-Based program; therefore, a Schedule of Instructional Time is not applicable.

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*See the Auditors' Report and accompanying Notes to Supplementary Information*

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**CALIFORNIA PACIFIC CHARTER SCHOOLS  
SCHEDULE OF AVERAGE DAILY ATTENDANCE (ADA)  
YEAR ENDED JUNE 30, 2022**

CalPac LA	Second Period Report		Annual Report	
	Classroom		Classroom	
	Based	Total	Based	Total
Grades TK-3	-	56.40	-	55.82
Grades 4-6	-	55.21	-	54.34
Grades 7-8	-	46.46	-	46.99
Grades 9-12	-	173.94	-	168.95
ADA Totals	-	332.01	-	326.10

CalPac SD	Second Period Report		Annual Report	
	Classroom		Classroom	
	Based	Total	Based	Total
Grades TK-3	-	34.63	-	33.02
Grades 4-6	-	40.07	-	38.95
Grades 7-8	-	29.16	-	28.67
	-	159.58	-	158.85
ADA Totals	-	263.44	-	259.49

CalPac Sonoma	Second Period Report		Annual Report	
	Classroom		Classroom	
	Based	Total	Based	Total
Grades TK-3	-	32.52	-	31.33
Grades 4-6	-	32.89	-	32.48
Grades 7-8	-	24.73	-	24.14
Grades 9-12	-	61.31	-	58.41
ADA Totals	-	151.45	-	146.36

See the Auditors' Report and accompanying Notes to Supplementary Information

**CALIFORNIA PACIFIC CHARTER SCHOOLS  
RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2022**

There were no differences between the Annual Financial Report and the Audited Financial Statements.

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*See the Auditors' Report and accompanying Notes to Supplementary Information*  
(18)

**CALIFORNIA PACIFIC CHARTER SCHOOLS  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
JUNE 30, 2022**

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Assistance Listing Number	Pass-Through Entity Identifying Number	Federal Expenditures Total
<b>U.S. Department of Education</b>			
Pass-Through Programs From California			
Department of Education:			
Every Child Succeeds Act:			
Title I, Part A, Basic Grants Low-Income and Neglected	84.010	14329	\$ 525,855
Title II, Part A, Improving Teacher Quality	84.367	14341	23,711
Title IV, Part A, Student Support & Academic Enrichment	84.424	n/a	30,000
Special Education Cluster: IDEA Basic Local Assistance Entitlement, Part B, Section 611	84.027	13379	172,950
Coronavirus Aid, Relief, and Economic Security Act (CARES Act):			
Elementary and Secondary School Emergency Relief II (ESSER II) Fund	84.425D	15547	532,736
Subtotal: Pass-Through Programs			<u>1,285,252</u>
Total U.S. Department of Education			1,285,252
 Total Expenditures of Federal Awards			<u><u>\$ 1,285,252</u></u>

N/A - Not Applicable and/or Not Available.

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**CALIFORNIA PACIFIC CHARTER SCHOOLS  
NOTES TO SUPPLEMENTARY INFORMATION  
JUNE 30, 2022**

**PURPOSE OF SCHEDULES**

**NOTE 1 SCHEDULE OF INSTRUCTIONAL TIME**

This schedule presents information on the amount of instructional time offered by the School and whether the School complied with the provisions of California Education Code.

**NOTE 2 SCHEDULE OF AVERAGE DAILY ATTENDANCE**

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

**NOTE 3 RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS**

This schedule provides the information necessary to reconcile the net assets of the charter schools as reported on the Annual Financial Report form to the audited financial statements.

**NOTE 4 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the School under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of operations of the School, it is not intended to, and does not, present the financial position, changes in net assets, or cash flows of the School.

**NOTE 5 INDIRECT COST RATE**

The School has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.



**INDEPENDENT AUDITORS' 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**

Board of Directors  
California Pacific Charter Schools  
Newport Beach, California

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 California Pacific Charter Schools (the School), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, cash flows, and functional expenses for the year then ended, the related notes to the financial statements, and have issued our report thereon dated REPORT DATE.

**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 School's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

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

Board of Directors  
California Pacific Charter Schools

### **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*.

### **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 School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

### **CliftonLarsonAllen LLP**

Glendora, California  
REPORT DATE

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Board of Directors  
California Pacific Charter Schools

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors  
California Pacific Charter Schools  
Newport Beach, CA

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited California Pacific Charter Schools' 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 California Pacific Charter Schools' major federal programs for the year ended June 30, 2022. California Pacific Charter Schools' major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, California Pacific Charter Schools 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, 2022.

***Basis for Opinion on Each Major Federal Program***

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

We are required to be independent of California Pacific Charter Schools 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 California Pacific Charter 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 California Pacific Charter Schools' federal programs.

Board of Directors  
California Pacific Charter Schools

### ***Auditors' 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 California Pacific Charter 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 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 California Pacific Charter Schools' 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 California Pacific Charter 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 California Pacific Charter Schools' 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 California Pacific Charter Schools' 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.

Board of Directors  
California Pacific Charter Schools

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

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

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

**CliftonLarsonAllen LLP**

Newport Beach, CA  
REPORT DATE

DRAFT

## INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE

Board of Directors  
California Pacific Charter Schools  
Newport Beach, California

### Opinion on State Compliance

We have audited California Pacific Charter Schools (the School) compliance with the types of compliance requirements described in the *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel for the year ended June 30, 2022. The School's state compliance requirements are identified in the table below.

In our opinion, the School complied with the laws and regulations of the state programs referred to above in all material respects for the year ended June 30, 2022.

### Basis for Opinion

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; and *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Our responsibilities under those standards and *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel 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. 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 the compliance with the state laws and regulations as identified below.

### Auditors' Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to below 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 *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit

Board of Directors  
California Pacific Charter Schools

Appeals Panel 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 the government program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, 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 below 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 *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, 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.

### Compliance Requirements Tested

In connection with the audit referred to above, we selected and tested transactions and records to determine the School's compliance with the laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures Performed</u>
Local Education Agencies:	
California Clean Energy Jobs Act	Not Applicable
After/Before School Education and Safety Program	Not Applicable
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Independent Study-Course Based	Not Applicable
Immunizations	Not Applicable
Educator Effectiveness	Yes
Expanded Learning Opportunities Grant (ELO-G)	Yes
Career Technical Education Incentive Grant	Yes
In Person Instruction Grant	Not Applicable

Board of Directors  
California Pacific Charter Schools

<u>Description</u>	<u>Procedures Performed</u>
Charter Schools:	
Attendance	Yes
Mode of Instruction	Not applicable
Nonclassroom-Based Instruction/Independent Study	Yes
Determination of Funding for Nonclassroom-Based Instruction	Yes
Annual Instructional Minutes – Classroom Based	Not applicable
Charter School Facility Grant Program	Not applicable

**Purpose of this Report**

The purpose of this report on state compliance is solely to describe the results of testing based on the requirements of the *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Accordingly, this report is not suitable for any other purpose.

**CliftonLarsonAllen LLP**

Glendora, California  
REPORT DATE

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**CALIFORNIA PACIFIC CHARTER SCHOOLS  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2022**

**Section I – Summary of Auditors’ Results**

**Financial Statements**

- 1. Type of auditors’ report issued: Unmodified
- 2. Internal control over financial reporting:
  - Material weakness(es) identified? \_\_\_\_\_ yes        x   no
  - Significant deficiency(ies) identified? \_\_\_\_\_ yes        x   none reported
- 3. Noncompliance material to financial statements noted? \_\_\_\_\_ yes        x   no

**Federal Awards**

- 1. Internal control over major federal programs:
  - Material weakness(es) identified? \_\_\_\_\_ yes        x   no
  - Significant deficiency(ies) identified? \_\_\_\_\_ yes        x   none reported
- 2. Type of auditors’ report issued on compliance for major federal programs: Unmodified
- 3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? \_\_\_\_\_ yes        x   no

**Identification of Major Federal Programs**

**Assistance Listing Number(s)**

84.425D

**Name of Federal Program or Cluster**

Elementary and Secondary School Emergency Relief (ESSER II) Fund

Dollar threshold used to distinguish between Type A and Type B programs:

\$ 750,000

Auditee qualified as low-risk auditee?

\_\_\_\_\_ yes        x   no

**CALIFORNIA PACIFIC CHARTER SCHOOLS  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
YEAR ENDED JUNE 30, 2022**

All audit findings must be identified as one or more of the following categories:

<u>Five Digit Code</u>	<u>Finding Types</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
43000	Apprenticeship
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

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***Section II – Financial Statement Findings***

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Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

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***Section III – Findings and Questioned Costs – Major Federal Programs***

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Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a).

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***Findings and Questioned Costs – State Compliance***

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There were no findings or questioned costs related to state awards for June 30, 2022.

**CALIFORNIA PACIFIC CHARTER SCHOOLS  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
YEAR ENDED JUNE 30, 2022**

There were no findings and questioned costs related to the basic financial statements or state awards for the prior year.

June 30, 2022 is the first year the School is subject under the federal award audit.

DRAFT

Board of Directors  
California Pacific Charter Schools  
Newport Beach, California

We have audited the financial statements of California Pacific Charter Schools as of and for the year ended June 30, 2022, and have issued our report thereon dated REPORT DATE. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Appeals Panel*, as well as certain information related to the planned scope and timing of our audit in our planning communication dated June 29, 2022. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant audit findings or issues**

#### ***Qualitative aspects of accounting practices***

##### *Accounting policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by California Pacific Charter Schools are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2022.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

##### *Accounting estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no accounting estimates affecting the financial statements which were particularly sensitive or required substantial judgments by management

##### *Financial statement disclosures*

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

#### ***Significant unusual transactions***

We identified no significant unusual transactions.

Board of Directors  
California Pacific Charter Schools  
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***Difficulties encountered in performing the audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit

***Uncorrected misstatements***

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

***Corrected misstatements***

Management did not identify and we did not notify them of any financial statement misstatements detected as a result of audit procedures.

***Disagreements with management***

For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

***Management representations***

We have requested certain representations from management that are included in the management representation letter dated REPORT DATE.

***Management consultations with other independent accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Significant issues discussed with management prior to engagement***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

***Supplementary information in relation to the financial statements as a whole***

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled

the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated REPORT DATE.

With respect to the Schedule of Instructional Time, Schedule of Average Daily Attendance (ADA), and Reconciliation of Annual Financial Report with Audited Financial Statements (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated REPORT DATE.

The Local Education Agency Organization Structure accompanying the financial statements, which is the responsibility of management, was prepared for purposes of additional analysis and is not a required part of the financial statements. Such information was not subjected to the auditing procedures applied in the audit of the financial statements, and, accordingly, we did not express an opinion or provide any assurance on it.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document. You are responsible to provide us the opportunity to review such documents before issuance.

\* \* \*

### ***Upcoming accounting standards***

Our promise is to get to know you and help you. For your consideration, we provided recent accounting standards applicable to your entity.

#### Leases –

- Effective for fiscal years beginning after December 15, 2018 for public entities and December 15, 2021 for nonpublic entities. For your entity – June 30, 2023's financial statements.
- Requires lessees to recognize the assets and liabilities arising from all leases on the statement of financial position.
- A lessee should recognize the liability to make lease payments (the lease liability) and a right-of-use asset representing its right to use the underlying asset for the lease term.
- Continued differentiation between finance and operating leases.

This communication is intended solely for the information and use of the Board of Directors and management of California Pacific Charter Schools and is not intended to be, and should not be, used by anyone other than these specified parties.

Board of Directors  
California Pacific Charter Schools  
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**CliftonLarsonAllen LLP**

Glendora, California  
REPORT DATE

DRAFT

## REPORT DATE

CliftonLarsonAllen LLP  
2210 East Route 66  
Glendora, CA 91740

This representation letter is provided in connection with your audit of the financial statements of California Pacific Charter Schools, which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to misstatements that are material. Misstatements, including omissions, 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.

We confirm, to the best of our knowledge and belief, as of REPORT DATE, the following representations made to you during your audit.

### Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement agreement dated February 21, 2022, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
2. We acknowledge and have fulfilled our responsibility 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.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control over the receipt and recording of contributions.
5. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions, including, but not limited to, accounts receivable or payable, sales, purchases, loans, transfers, leasing arrangements, and guarantees, have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.



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7. All events occurring subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
8. We have not identified or been notified of any uncorrected financial statement misstatements.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Material concentrations have been properly disclosed in accordance with U.S. GAAP. Concentrations refer to individual or group concentrations of contributors, grantors, clients, customers, suppliers, lenders, products, services, fund-raising events, sources of labor or materials, licenses or other rights, or operating areas or markets for which events could occur that would significantly disrupt normal finances within the next year.
11. Guarantees, whether written or oral, under which the entity is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
12. Receivables recorded in the financial statements represent valid claims against debtors for sales or other charges arising on or before the financial statement date and have been reduced to their estimated net realizable value.
13. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, lines of credit, or similar arrangements have been properly disclosed.
14. We have analyzed all lease contracts and have considered and recorded material embedded leases contained within other contracts in accordance with U.S. GAAP.
15. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or net asset balances.
16. Designations of net assets, or reclassifications of net assets, have been properly authorized, approved, and reflected in the financial statements.
17. The cost allocation methods used to allocate the entity's expenses to the appropriate functional classification as program services, management and general, and fundraising are properly supported by the entity's books and records. The cost allocation methods used are rational, systematic, and consistently applied. The bases used for allocation of functional expenses are reasonable.

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## Information Provided

1. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records (including information obtained from within and outside of the general and subsidiary ledgers), documentation, and other matters.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - d. Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - e. Access to all audit or relevant monitoring reports, if any, received from funding sources.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - a. Management;
  - b. Employees who have significant roles in internal control; or
  - c. Others when the fraud could have a material effect on the financial statements.
5. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, grantors, regulators, or others.
6. We have no knowledge of any instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements, or waste or abuse whose effects should be considered when preparing financial statements.
7. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
8. There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.
9. There are no known related-party relationships or transactions which need to be accounted for or disclosed in accordance with U.S. GAAP.

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10. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to California Pacific Charter Schools; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
11. We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor requirements to maintain a specific asset composition necessary to satisfy their restrictions.
12. We are responsible for complying, and have complied with, the requirements of the *2021-2022 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, and has established and maintained effective internal control over compliance that provides reasonable assurance that the organization is in compliance with regulations.
13. California Pacific Charter Schools is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the entity's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
14. We acknowledge our responsibility for presenting the Scheduled of Expenditures of Federal Awards and related footnotes, Local Education Agency Organization Structure, Schedule of Instructional Time, Schedule of Average Daily Attendance, and Reconciliation of Annual Financial Report with Audited Financial Statements (the supplementary information) in accordance with U.S. GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditors' report thereon.
15. As part of your audit, you prepared the draft financial statements, related notes, schedule of expenditures of federal awards, and supplementary information. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your services; have made all management judgments and decisions; and have assumed all management responsibilities. We have evaluated the adequacy and results of the service. We have reviewed, approved, and accepted responsibility for those financial statements, related notes, schedule of expenditures of federal awards, and supplementary information. We have also ensured that the entity's data and records are complete and received sufficient information to oversee the service.
16. In regards to the preparation of the informational tax return services performed by you, we have:
  - a. Made all management judgments and decisions and assumed all management responsibilities.

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- b. Designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee the services.
- c. Evaluated the adequacy and results of the services performed.
- d. Accepted responsibility for the results of the services.
- e. Ensured that the entity's data and records are complete and received sufficient information to oversee the services.

17. With respect to federal award programs:

- a. We are responsible for understanding and complying with, and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) including requirements relating to preparation of the schedule of expenditures of federal awards.
- b. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement and presentation of the SEFA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA.
- c. If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issued the SEFA and the auditors' report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and included in the SEFA expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. Expenditures of federal awards were below \$750,000 threshold and we were not required to have an audit in accordance the Uniform Guidance in the years ended June 30, 2021 and 2020.
- f. We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.

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- g. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- h. We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- i. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- j. We have complied with the direct and material compliance requirements, including when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- k. We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
- l. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.
- m. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- n. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- o. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- p. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- q. There are no known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.

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- r. We have disclosed to you whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies and/or material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditors' report.
  - s. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.
  - t. The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
  - u. We have charged costs to federal awards in accordance with applicable cost principles.
  - v. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
  - w. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
  - x. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
  - y. We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.
18. We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.
19. We have a process to track the status of audit findings and recommendations.
20. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

# Coversheet

## Approval of Office Furniture

**Section:** XIII. Business/Financial Services  
**Item:** C. Approval of Office Furniture  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Office Furniture 1.pdf  
Office Furniture 2.pdf  
Office Furniture 3.pdf

### BACKGROUND:

With the move to the new offices at 940 South Coast Drive, there is a need for more office furniture to accommodate new employees. These are examples and price ranges of furniture that may be considered and does not necessarily reflect the exact furniture that will be purchased.

# RAYMOND ALLYN BUSINESS SUPPLIES INC.

850-A W. Los Vallecitos Blvd., San Marcos, CA 92069 - Phone: 760-744-4251 - Travis@RaymondAllyn.com

Quote # TK110322-A

Contact: Danielle Carbonetta

Contact Phone: (855) 225-7227 ext.105

**Billing Address**

Name Cal Pac  
Address 1200 Quail St. #250  
City Newport Beach, CA 92660  
Phone (714) 907-0397  
Email dcarbonetta@cal-pacs.org

**Delivery Address**

Name California Pacific Charter School,  
Address 4101 Birch Street, Suite 150  
City Newport Beach, CA 92660  
Phone  
Email

Order Date	Quote Only 11/03/2022	Salesperson	Travis Krogh
Invoice Date		Terms	50% Deposit Check Required To Order
Lead Time	1-2 Week ETA	PO#	Balance Due Upon Completion

B.O.	UNIT	QTY	SHIP	DESCRIPTION	UNIT PRICE	TOTAL
	1	1		Right Corner Desk Shell - 72"w x 36/24"d x 29"h w/ Right Return - 30"w x 24"d x 29"h (1) Locking Box/Box/File Pedestal Laminate: Espresso w/ Silver Handles <b>Office 1 - Desk A</b>	\$ 892.87	\$ 892.87
	2	3		Corner Desk Shell - 72"w x 36/24"d x 29"h w/ Return - 36"w x 24"d x 29"h (1) Locking Box/Box/File Pedestal Laminate: Espresso w/ Silver Handles <b>Office 2 - Desk A , Left Return</b> <b>Office 2 - Desk B &amp; C , Right Return</b>	\$ 898.95	\$ 2,696.85
	3	2		2 Door Storage Cabinet - 36"w x 22"d x 29"h 1 Adjustable Shelf Laminate: Espresso w/ Silver Handles <b>1 Per Office 1 &amp; Office 2</b>	\$ 389.32	\$ 778.64
	4	4		Ergo Dual Monitor Arm - Black Finish Dual Mount Base w/ Dual USB 3.0 Charging Ports <b>1 Per New Desk</b>	\$ 219.95	\$ 879.80
	5	1		Delivery & Installation - Ground Floor During normal business hours M-F <i>*Includes internally moving 2 existing L-Desks to next office over to make room for new.</i> <i>End user to clear/empty existing before moving*</i>	\$ 300.00	\$ 300.00

\*Special order is non-cancelable, non-returnable and non-refundable\*

7.75%

Subtotal	\$ 5,548.16
Tax	\$ 429.98
Total	\$ 5,978.14
Deposit	\$ -
Balance	\$ 5,978.14

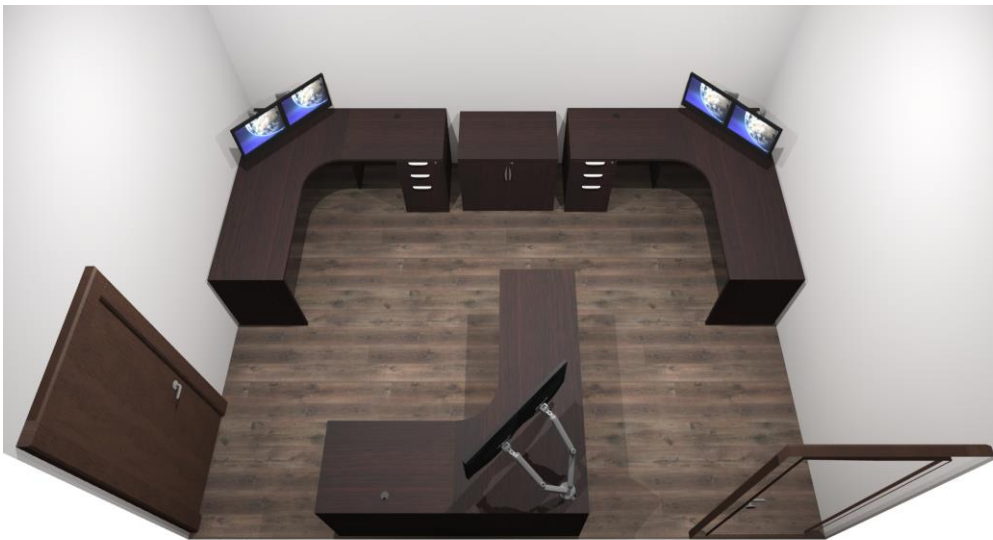
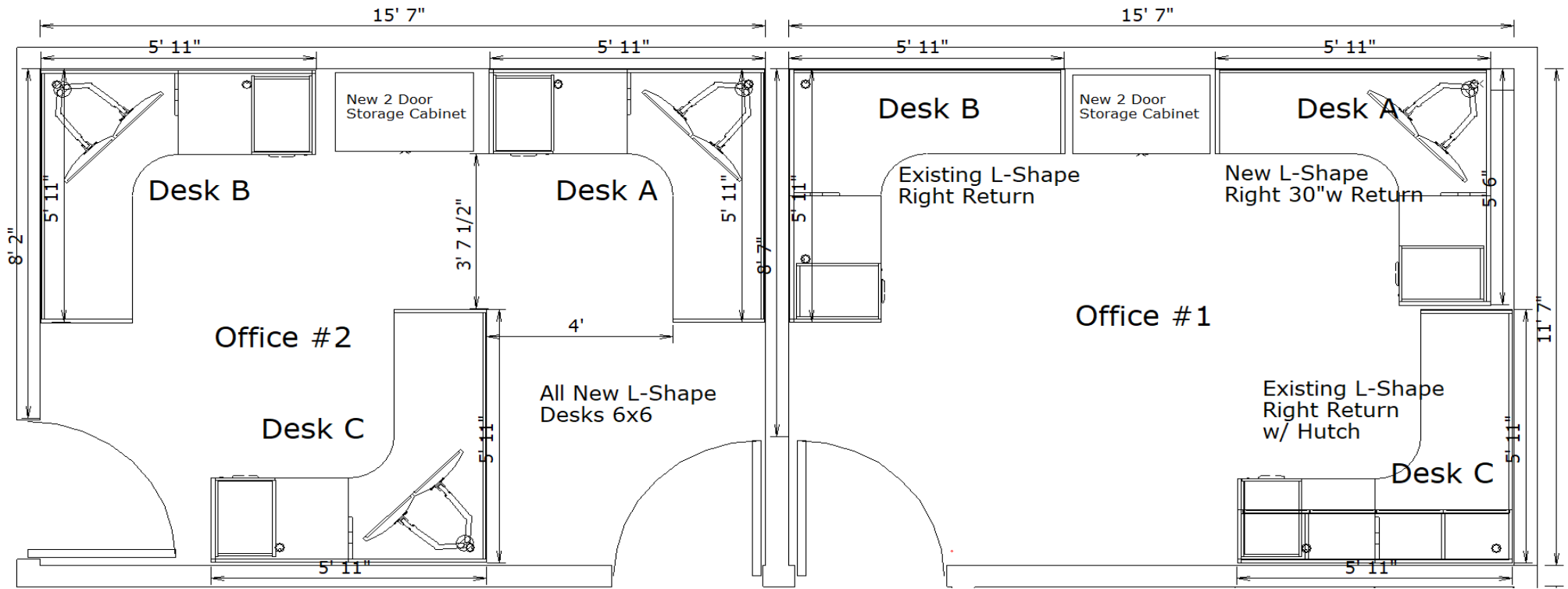
Approved by \_\_\_\_\_ Date: \_\_\_\_\_

**Special Instructions:**

RA is not responsible for measurements unless official sales-rep has taken the measurements him/herself.  
RA is not responsible for delays from the manufacturer or delays caused by weather or other natural events.  
RA is not responsible for storing furniture due construction delays. Any storage fees will be paid for by end user.  
All changes of delivery must be made 48 hours in advance. Changes made after this may be subject to handling fees.  
Quote is valid for 7 days & subject to manufacture price changes. Any above quote information is not to be shared with 3rd party.



**Sample layout of both offices**



**RAYMOND ALLYN  
BUSINESS SUPPLIES INC.**



## **Double Monitor Arm with Dual USB 3.0 Ports**

---

### **FEATURES**

- Gas-assist design for smooth operation and infinite height adjustment
- Ergonomic adjustments include:
  - 3-point rotation for location flexibility; rotates 135° at base, 180° at center and 90° at monitor
  - Tilt angle adjusts 85° up / 15° down for proper viewing
  - Up to 15" max height from worksurface to center of monitor
  - Up to 21" max extension from base to mounting bracket
- Large-capacity wire management conceals cords and cables
- Dual USB 3.0 ports in base for desktop plug-in convenience
- Includes Vesa mounting bracket to support 17"-30" monitors
- Includes Clamp & Grommet mount to fit any worksurface
- 3-year warranty

# RAYMOND ALLYN BUSINESS SUPPLIES INC.

Quote # TK111022-B

Contact: Danielle Carbonetta

Contact Phone: (855) 225-7227 ext.105

850-A W. Los Vallecitos Blvd., San Marcos, CA 92069 - Phone: 760-744-4251 - Travis@RaymondAllyn.com

**Billing Address**

Name Cal Pac  
Address 1200 Quail St. #250  
City Newport Beach, CA 92660  
Phone (714) 907-0397  
Email dcarbonetta@cal-pacs.org

**Delivery Address**

Name California Pacific Charter School  
Address 4101 Birch Street, Suite 150  
City Newport Beach, CA 92660  
Phone  
Email

Order Date	Quote Only 11/10/2022	Salesperson	Travis Krogh
Invoice Date		Terms	50% Deposit Check Required To Order
Lead Time	1-2 Week ETA	PO#	Balance Due Upon Completion

B.O.	UNIT	QTY	SHIP	DESCRIPTION	UNIT PRICE	TOTAL
	1	1		Executive Fan Top L-Shape Desk	\$ 2,224.80	\$ 2,224.80
				Fan Top Desk - 72"w x 36/42"d x 30"h		
				w/ Left Locking Box/Box/File Pedestal		
				Frosted Glass Inset Full Modesty Panel		
				2 Top Grommets		
				Left Return - 48"w x 24"d x 30"h		
				w/ Locking File /File Pedestal		
				1 Top & 1 Modesty Grommet		
				Laminate: Grey or Dark Roast w/ Silver Handles		
	2	1		Executive 2 Drawer Locking Lateral File	\$ 879.56	\$ 879.56
				36"w x 24"d x 30"h		
				Laminate: Grey or Dark Roast w/ Silver Handles		
	3	1		Executive Bookcase Hutch	\$ 399.98	\$ 399.98
				36"w x 16"d x 42"h		
				Laminate: Grey or Dark Roast		
	4	1		Executive 5-Shelf Bookcase	\$ 638.10	\$ 638.10
				36"w x 16"d x 72"h		
				Laminate: Grey or Dark Roast		
	5	1		Delivery & Installation - Ground Floor	\$ 190.00	\$ 190.00
				During normal business hours M-F		

\*Special order is non-cancelable, non-returnable and non-refundable\*

7.75%

Subtotal	\$ 4,332.44
Tax	\$ 335.76
Total	\$ 4,668.20
Deposit	\$ -
Balance	\$ 4,668.20

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

**Special Instructions:**

RA is not responsible for measurements unless official sales-rep has taken the measurements him/herself.  
 RA is not responsible for delays from the manufacturer or delays caused by weather or other natural events.  
 RA is not responsible for storing furniture due construction delays. Any storage fees will be paid for by end user.  
 All changes of delivery must be made 48 hours in advance. Changes made after this may be subject to handling fees.  
 Quote is valid for 7 days & subject to manufacture price changes. Any above quote information is not to be shared with 3rd party.

# Coversheet

## Approval of SeaStone Productions Video Projects

**Section:** XIII. Business/Financial Services  
**Item:** D. Approval of SeaStone Productions Video Projects  
**Purpose:** Vote  
**Submitted by:** Christine Feher  
**Related Material:** Carly Stone CalPac Letter .pdf  
CalPac Aquarium Field Trip Video Project Estimate 1.pdf

### BACKGROUND:

SeaStone Productions provides quality video and production services. Last year, Carly and her team filmed the CalPac graduation and produced all of the video testimonials that are on the website. For the 2022-23 school year, CalPac would like to film more student and parent testimonials for use on the website, social media, and for google advertisements. The first project is at the Long Beach aquarium, and CPCS plans to do 2-3 more projects throughout the year for a total not to exceed \$20,000.

### RECOMMENDATION:

It is recommended the Board approve the Aquarium Field Trip Video Project and similar future SeaStone productions as presented.



Carly Stone  
Videographer

562-355-2600

@seastoneproductions

[www.seastoneproductions.com](http://www.seastoneproductions.com)

November 16th, 2022

To Whom It May Concern,

I am a videographer based in Southern California and I have had the pleasure of working with Christine Feher in the past year—creating testimonial videos of the California Pacific Charter Schools' graduation ceremony.

From a young age I've always been behind the camera, from creating award-winning short films, learning from the best in the industry and gaining firsthand experience in the business; I have been honing my craft for over a decade. I am passionate about telling stories and I love capturing people doing what they do best. I've had many mentors over the years as well as the unique opportunity to be a videography apprentice at Rip Curl in 2018. From there my career skyrocketed and I started working as a videographer for USA Surfing, a variety of fitness studios, musicians and others. Aside from my own projects I also work with the talented team at Alani Media and I have been there for the past two years working as a video editor and cinematographer.

I am so excited to be working with CalPac and I look forward to assisting in telling the stories they want to share with the world!

Sincerely,

Carly Stone



Carly Stone - 1925 Stearnlee Ave. Long Beach, CA 90815 - 562.355.2600 - seastoneproductions.com

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**Date:** November 11, 2022

**To:** Christine Feher

California Pacific Charter Schools  
 Executive Director  
 P: (949) 335-4669

**Project Title:** Estimate for CalPac Aquarium Field Trip Video Project

**Project Description:**

One 1-2 minute long exciting recap video of the CalPac aquarium field trip on December 16th, 2022. Highlighting students having fun on the field trip, interacting, parents with their kids, Amy Evans guiding. Sound bites from students, parents and teacher peppered into the video giving short testimonial quotes about CalPac. Video delivered in wide 16X9 and vertical 9X16 aspect ratios.

Six 30 second videos each featuring a different student, parent and teacher (Amy Evans) giving their testimonial, all videos delivered in wide 16X9 and vertical 9X16 aspect ratios. Videos include short interview and b-roll of the person enjoying the field trip.

All videos to be used on website and on social media.

Gear includes: two 4K Sony cameras and lenses, gimbal, batteries, SD cards, lav mic and shotgun mic.

Post production for videos include: basic graphics, editing for presentation, audio mixing, color correction, revisions, archiving on CalPac hard drive, and posting on secure website for development and review.

**Estimate Number:** 1

**Terms:** All costs aside from post-production rate due before project start date.  
 Remaining amount to be paid upon delivery of all videos.

Description	Quantity	Unit Price	Cost
One day of production	1.00	\$ 2,000.00	\$ 2,000.00
Post-production (editing, color correction, revisions) for 1 minute video	1.00	\$ 700.00	\$ 700.00
Post-production (editing, color correction, revisions) for 30 second videos	6.00	\$ 350.00	\$ 2,100.00

Royalty-free music licensing	1.00	\$ 200.00	\$ 200.00
		Subtotal	\$ 5,000.00
		Total	\$ 5,000.00

Thank you for the opportunity to work on this project!

~ Carly Stone

# Coversheet

## Approval of Goalbook Toolkit Membership

**Section:** XIII. Business/Financial Services  
**Item:** E. Approval of Goalbook Toolkit Membership  
**Purpose:** Vote  
**Submitted by:** Christine Feher  
**Related Material:** Goalbook Invoice 2022.pdf  
Goalbook Letter 2022.pdf  
Goalbook Toolkit Flyer 2022.pdf

### BACKGROUND:

Goalbook Toolkit is an online instructional design tool that empowers special educators to apply research-based best practices throughout the entire IEP process. The toolkit will assist teachers in developing and assessing student present levels of performance, create measurable goals with multiple levels of support, and monitor progress of special education students. Goalbook also provides job-embedded professional development, empowering teachers to continually learn and develop as educators. This tool is recommended to support the special education team in offering FAPE and writing IEPs that support the learning and needs of the students.

The contract includes webinars, consultation, implementation, and ongoing support. The contract is effective for the remainder of the 22-23 school year and all of 23-24 school year.

### RECOMMENDATION:

It is recommended the Board approve the Goalbook Toolkit Membership through June 30, 2024, as presented.





**Enome, Inc. (Goalbook)**

P.O. Box 1289

San Mateo, CA 94401

**Phone:** 1-855-207-5443

**Fax:** (650) 284-0432

**FEIN:** 45-2540420

## Invoice 1001-49154

### California Pacific Charter Schools

940 South Coast Drive

#185

Costa Mesa, CA 92626

**01 Dec 2022**

Due 31 Dec 2022 (NET 30)

Qty	Unit	Description	Price	Total
1.0	Product	Special Education Membership - Goalbook Toolkit access for up to 8 users in the 22/23 SY & 23/24 SY	\$13,600.00	\$13,600.00
1.0	Product	Mid-Year Start, 22/23 SY	-\$2,040.00	-\$2,040.00
1.0	Product	Multi-Year Partner	-\$1,360.00	-\$1,360.00
<b>Subtotal:</b>				\$10,200.00
<b>Total Due:</b>				<b>\$10,200.00</b>

#### Invoice Notes

Goalbook Toolkit Membership - Goalbook Toolkit access for up to 8 users in California Pacific Charter Schools, active until June 30, 2024.

Goalbook services include:

- 1 initial webinar training
- 1 mid-year consultation/webinar
- Dedicated Goalbook Success team member to work in partnership with school leadership throughout the year
- Access to ongoing webinars available to all users and partners that feature a variety of content areas to build teacher capacity for improving instructional practice
- Analytics services for leadership upon request
- Dedicated Goalbook help desk and technical support

-----  
 If a Purchase Order is generated, you can email it to support@goalbookapp.com or fax to (650) 284-0432, and we will add the PO # to this invoice.  
 -----

This order form is entered into and effective as of the form date set forth above by and between Enome, Inc. and the Client identified above. This order form incorporates the Goalbook Client Terms and Conditions (goalbookapp.com/c-terms) (collectively the "Agreement"). By paying the fees above, you signify that you have read, understood, and agree to be bound by the Agreement, and that you have the authority to bind your organization to the Agreement.



## GOALBOOK

P.O. Box 1289  
San Mateo, CA 94401  
Tel: 1-855-207-5443  
Fax: (650) 284-0432

July 5, 2022

### Goalbook Partner:

This letter is to confirm that Toolkit is a sole source product, developed, sold, and distributed exclusively by Enome, Inc. (Goalbook). Enome, Inc. (Goalbook) is the Sole Source of the items, content and services listed below. Competition in providing the below items, content, and services is precluded by the existence of a copyright held by Enome, Inc. (Goalbook). There are no other solution for purchase that would serve the same purpose or function. This product must be purchased directly by institutions from Enome, Inc. (Goalbook). There are no agents or dealers authorized to represent this product.

Toolkit guides teachers to confidently identify student present levels that are data driven by providing unique content and features including:

- Research-based framework that guides and supports teachers to consistently use best-practices in developing IEP present level statements including: editable starter narratives for each functional grade level, grade-level expectation for assessments, and prompting questions to tell the story of the student and to clearly articulate the impact of their disability.
- Downloadable assessments and screeners and data collection sheets for use in developing present levels data for IEPs.
- Exemplar IEP present levels content for grades Pre-K through 12<sup>th</sup> and student strengths and needs areas: academics (pre, core, and alt), social and emotional, behavior, communications, physical, functional/management, and vocational.
- Validated by ESSA aligned research.

Toolkit saves time in developing and monitoring standards-aligned IEP goals that address student's individual needs by providing unique content and features including:

- Research-based framework that guides and supports teachers to consistently use best-practices in developing IEP goals and objectives including thousands of exemplar IEP goals which contain the elements of representation, expression, and criteria with alignment to state specific standards and differentiated with scaffolding at up to 3 levels of supports.
- Learning goals in academic and non-academic areas including: core academics, behavior, SEL, pre-k, EL, autism, speech & language, alt & life skills, OT, success & management, deaf/hard of hearing, adapted PE, blind & visually impaired, birth to 3, and dyslexia.
- Search and filter content by: subject, grade (Birth-3 and Pre-K to 12), category / subdomain, standard, and key word.
- State specific standard unpacked to its core purpose (unpacked standard).
- Horizontally aligned standards and goals for foundational and precursory skills.
- Progress monitoring assessments and exemplars aligned specially to the goal.
- Validated by ESSA aligned research.

Toolkit helps teachers successfully implement IEPs with instant access to research-based instructional strategies and classroom-ready resources by providing unique content and features including:

- Curated list of targeted research-based strategies and ready-to-use resources to implement IEPs in reading, writing, speaking, math, behavior & SEL for use in-person and remote settings.
- Mini root causes analysis approach to identifying strategies.

Goalbook | P.O. Box 1289, San Mateo, CA 94401 | [goalbookapp.com](http://goalbookapp.com)  
1-855-207-5443 | [support@goalbookapp.com](mailto:support@goalbookapp.com)



GOALBOOK  
P.O. Box 1289  
San Mateo, CA 94401  
Tel: 1-855-207-5443  
Fax: (650) 284-0432

- Coaching and implementation tips including how to use the strategies cross circularly and in multiple settings.
- Aligned to the Universal Designed for Learning (UDL) framework of engagement, representation, and action & expression.

If you desire additional information, please do not hesitate to contact us at 1-855-207-5443.

Sincerely,

A handwritten signature in blue ink, appearing to read "Justin Su".

Justin Su  
Founder, Goalbook



# Goalbook Toolkit

*Design, deliver, and monitor data-driven IEPs that are standards-aligned.*

**Goalbook Toolkit** is an online instructional design tool that empowers special educators to apply research-based best practices throughout the entire IEP process.



[Watch the 30-Second Overview](#)

## Features

- Develop and assess student present levels
- Deconstruct standards
- Create measurable goals with multiple levels of support
- Monitor progress
- Deliver specially designed instruction with UDL-based strategies

The screenshot shows the Goalbook Toolkit interface for the resource 'Read Fluently with Expressive Interpretation'. The page includes sections for 'Annual Target', 'Data Tracking Sheets', 'Key Standard' (Standard RIF.4), 'Standard Staircase' (Grades K-5), and 'Quarterly Objectives'. A blue arrow points to the 'Attend to Text Features in a Book' section under the 3rd Quarter objective.

## Design goals and instruction that make an impact.

Design personalized learning goals and instructional plans that respond to the different ways students learn, and quickly find resources to meet their individual needs.

## Implement research-based best practices.

Toolkit helps teachers apply the Universal Design for Learning framework to identify learning barriers and strengths and apply effective teaching strategies, ensuring all students can have genuine access to the general curriculum.

## Facilitate teacher growth.

Goalbook's tools provide job-embedded professional development, empowering teachers to continually learn and develop as educators. We also provide resources and training throughout the year that support teachers in making deep connections between industry-leading research and their practice.

[Click here to explore this page!](#)

**600+ district partners in 47 states**

Learn about Goalbook's impact on teaching and learning on our [Efficacy Portfolio website](#).

*“There has been a noticeable improvement in the growth of our special education and ELL students. The successful implementation of Goalbook has certainly been a factor for these schools’ progress.”*

*Susan Pansmith, Executive Director of Special Education, Sheldon ISD, TX*

**To learn more about working with Goalbook, contact our team!**



**Oscar Avilés**  
District Partnerships  
(512) 939-6754  
[oscar@goalbookapp.com](mailto:oscar@goalbookapp.com)

Book time on my calendar:  
[calendly.com/oscaraviles](https://calendly.com/oscaraviles)

### About Goalbook

Goalbook is a community of educators who empower teachers to transform instruction so that ALL students succeed. We blend pedagogical research and intuitive technology in our easy-to-use tools and professional development.

**goalbookapp.com**



## Coversheet

### Approval of Arizona State University (ASU) Universal Learner Course Agreement

**Section:** XIV. Education/Student Services  
**Item:** A. Approval of Arizona State University (ASU) Universal Learner Course Agreement  
**Purpose:** Vote  
**Submitted by:** Christine Feher  
**Related Material:**  
CalPac\_ASU UNIVERSAL LEARNER COURSE AGREEMENT.pdf  
Universal Learner Courses.pdf

#### BACKGROUND:

To address the Statewide indicator of College & Career Readiness, an agreement with Arizona State University (ASU) will allow CalPac to offer concurrent enrollment coursework for students who need 1 or 2 classes to satisfy college preparedness metrics. Courses will be offered with CalPac teacher tutoring and support, but will be taught by ASU faculty. Courses will be paid for by CalPac at \$250 per course, per student. Students will earn high school credits and college credit from ASU.

#### RECOMMENDATION:

It is recommended the Board approve the Arizona State University (ASU) Universal Learner Course Agreement between California Pacific Charter Schools and Arizona Board of Regents for and on behalf of Arizona State University "ASU" for Universal Learner Courses as presented.

## ASU UNIVERSAL LEARNER COURSE AGREEMENT

This ASU UNIVERSAL LEARNER COURSE AGREEMENT (“Agreement”) dated as of December 11, 2022 (“Effective Date”) is by and between California Pacific Charter Schools (“ENTITY”) and the Arizona Board of Regents for and on behalf of Arizona State University (“ASU”) (individually referred to as a “Party” and collectively as the “Parties”).

### A. PURPOSE:

1. The purpose of this Agreement is to facilitate learner (“Eligible Student”) enrollment in the ASU Universal Learner® courses at ASU (the “Program”).
2. A list of available Program courses of study (individually, a “Course” and collectively, the “Courses”) can be found at <https://ea.asu.edu/courses> (the “Online List”). ASU may update the Online List to add or remove Courses. Each updated Online List will supersede any previous Course offerings within the Program.

### B. THE PROGRAM:

1. The Program will officially begin December 11, 2022 and will continue through the end of June 30, 2024, unless this Agreement is modified or terminated earlier as set forth below.
2. Eligible Students who would like to take advantage of the Program must utilize the designated portal specific to ENTITY to enroll in the Program.
3. Eligible Students who complete courses will only have the ability to convert grades of “C” or higher for academic credit.
4. ENTITY and ASU will work together to facilitate Eligible Student enrollment and utilization of the Courses.
5. ENTITY and ASU agree to the following requirements:
  - a. Eligible Students who would like to take a Course must utilize the designated portal provided by ASU to enroll.
  - b. All Eligible Students who are learners in the Program Courses are subject to ASU's policies related to Courses.

### C. PAYMENT PROVISIONS: The Program will be operated under the following payment parameters (**Choose One**):

1.  Standard ULC Structure:
  - i. Payment for Credit-Eligibility. **Please choose one:**
    1.  ENTITY will pay for the \$25 verification fee for each course(s) a learner takes.
    2.  Eligible Students will pay the \$25 verification fee for each course(s) a learner takes.
  - ii. Students wishing to get ASU college credit must be enrolled in the Course. Credit Conversion Fee includes (choose one):
    1.  ENTITY will pay the \$400 credit conversion fees for the Program Courses.

2.  Eligible Students will pay the credit conversion fees for the Program Courses.
2.  Consolidated pricing for Verification and Credit Conversion
  - i. ENTITY will be billed at a rate of \$250 per enrollment after the 21st day from course start date for instructor-paced courses and after the 21st day from course enrollment for self-paced courses
3. **Cost-Reimbursement.** ENTITY will follow all local laws and regulations regarding collecting fee reimbursements from learners. ENTITY is responsible for collecting reimbursements from its learners.
  - i. If ENTITY is collecting reimbursement, ENTITY may not collect a reimbursement amount higher than that owed to ASU, for example:
    - i. If ENTITY is collecting reimbursement from the learner for the consolidated model, reimbursement amount cannot exceed \$250.
    - ii. If ENTITY is collecting reimbursement from the learner for the standard price model, reimbursement amount cannot exceed \$25 for registration and \$400 for credit conversion.
4. **No Assignment of Tuition or Fee Revenue.** For the avoidance of doubt, nothing herein shall be interpreted as an assignment by ASU to Company of any tuition paid to or received by ASU, and all tuition and fee revenues are and remain subject to the liens and encumbrances on tuition in connection with ASU’s system revenue bonds; provided that (i) the foregoing shall not affect any requirement for ASU to pay the Company pursuant to this Agreement or any related SOW, and (ii) the amounts due from ASU to Company shall not be reduced due to (or at the time paid, subject to) any liens or encumbrances on tuition in connection with ASU’s system revenue bonds.

**D. PROGRAM DETAILS**

1. Which of the following supports will ENTITY provide to students (Check all that apply)?
  - Students complete ULCs in classroom lab setting with staff support;
  - Students complete ULCs in a cohorted classroom with teacher support;
  - Students have access to tutoring support;
  - Students complete ULCs independently and are provided no extra academic support by partner;
  - Other (describe):
2. How is ENTITY planning to provide credit to students upon completion of the ULC course (Check all that apply)?
  - Intent to provide high school credit/grade;
  - Intent to provide certificate of completion;
  - Intent to provide no credit or certificate, students are taking the course solely for ASU credit



Other (describe):

**E. ENTITY RESPONSIBILITIES:**

1. ENTITY will announce the availability of the Program and communicate and promote the benefits of the Program to all of its Eligible Students. ENTITY will provide opportunities for ASU to access the Eligible Students for communication regarding and promotion of the Program, as appropriate.
2. ENTITY will provide ASU with the estimated projections for Eligible Student enrollment to allow ASU to provide an improved experience for all Eligible Students.
3. ENTITY will verify the eligibility of Students to ASU and provide reasonable notice to ASU before the applicable academic session when such persons are no longer Eligible Students.
  - i. If a custom url link is being utilized as a learner registration method, Entity is responsible for verifying learners. The custom url is not secure and will allow anyone with the custom url link to register. The Entity is responsible for verifying learners at least once per term, before invoices are sent out on the agreed upon schedule.
4. ENTITY will designate a liaison to work with ASU on the administrative aspects of the Program.
5. ENTITY will provide Eligible Student support during the Program and will act as the primary point of contact for all Eligible Students and any school enrollment, academic support, or other related matters to the Program. ENTITY will be responsible for engaging ASU, as may be appropriate in the circumstances, to resolve the particular matter.
6. ENTITY will not participate in “upselling” of courses unless outlined elsewhere in this Agreement.
7. ENTITY will respond to all communications in a timely manner, including but not limited to invoices, and notify ASU immediately regarding changes in contact information.

**F. ASU RESPONSIBILITIES:**

1. ASU will provide institutional guidance, academic instruction and oversight for the Program.
2. ASU will designate a liaison to work with ENTITY on the administrative aspects of the Program.
3. ASU will provide designated administrators for ENTITY a report that contains individual assignment grades, current grade, and final grade.

**G. TERM.** This Agreement shall begin on the Effective Date and expire on June 30, 2024, (the “Term”), unless extended in writing by the Parties. The Program and Program payments due will continue for the Eligible Students enrolled in the Program prior to the termination of this Agreement.

**H. ANNOUNCEMENTS; PROMOTION.** The Parties will announce and promote the

Program as part of their outreach and public relations efforts. Neither Party will issue a press release, public statement, advertisement or announcement regarding this Agreement or the Program, or use the logos or trademarks of the other Party, without the prior input and written consent, signed by an authorized signatory of the other Party. Use of either Party's marks must comply with the owning Party's trademark standards and guidelines, including using the "®" indication of a registered trademark where applicable.

- I. PRIVACY; EDUCATIONAL RECORDS. FERPA.** The U.S. Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and its implementing regulations (“FERPA”) requires that ASU not disclose personally identifiable information (“PII”) from a student’s education records without written consent from the student, except as otherwise provided by law. For those circumstances under which Entity appropriately fills the role of a School Official as that term is defined under FERPA, ASU may designate Entity as a School Official and may disclose PII from education records in accordance with 34 C.F.R. § 99.31(a)(1)(i)(B). Entity agrees to comply with all FERPA criteria applicable to School Officials, including by remaining under ASU’s direct control with regard to the use and maintenance of the education records. In the event that Entity does not meet the definition of a School Official, ASU will disclose to Entity the appropriate PII from a student’s education records only upon proof, to be furnished by Entity or its representative that the student has consented to the disclosure. Such consent must satisfy the requirements of 34 C.F.R. § 99.30. If Entity violates the terms of this section, Entity shall immediately provide notice of the violation to ASU. Entity agrees to act in accordance with the requirements of FERPA, including 34 C.F.R. 99.33(a), which governs the use and re-disclosure of PII from education records, and ASU’s FERPA Policy, SSM 107-01: Release of Student Information, available at <https://www.asu.edu/aad/manuals/ssm/ssm107-01.html>.
- J. MODIFICATION.** Modifications to this Agreement may be made by written modification, signed and dated by authorized officials, prior to any changes taking effect.
- J. TERMINATION.** Either Party, upon ninety (90) days written notice, may terminate this Agreement for convenience before the date of expiration, or upon thirty (30) days' written notice for breach or default of the other Party. Upon termination of this Agreement, the Program will terminate for Eligible Students. ASU may cancel the Program at any time for insufficient enrollment or any other reason.
- K. NOTICES.** All notices, requests, demands and other communications hereunder will be given in writing and will be either: (a) personally delivered or (b) sent to the Party at its addresses indicated herein by registered or certified U.S. mail, return receipt requested and postage prepaid, or by commercial overnight courier service. Additionally, a corresponding electronic copy should be sent via email. Notices, if delivered, and if provided in the manner set forth above, will be deemed to have been given and received on the date of actual receipt or on the date receipt was refused. The respective addresses to be used for all such notices, demands or requests and electronic copies are as follows:

If to ENTITY:

Entity Name: California Pacific Charter Schools  
Mailing Address: 940 South Coast Drive #185. Costa Mesa, 92626  
Attn: Christine Feher  
Title: Superintendent  
Phone: 949-335-4669  
Email: [cfeher@cal-pacs.org](mailto:cfeher@cal-pacs.org)  
ASURITE ID:  
Anticipated ULC enrollment count: 30

ENTITY ACCOUNT PAYABLE:

Entity Name: California Pacific Charter Schools  
Mailing Address: 940 South Coast Drive #185. Costa Mesa, 92626  
Attn: Alexis Morfin  
Title: Accounts Payable  
Phone: 855-225-7227  
Email: [amorfin@cal-pacs.org](mailto:amorfin@cal-pacs.org)

If to ASU:

Arizona State University  
ASU Learning Enterprise  
Enterprise Strategy and Planning  
P.O. Box 879508  
Tempe, Arizona 85287-9508  
Attn: Kimberly Merritt  
Email: [Kimberly.merritt@asu.edu](mailto:Kimberly.merritt@asu.edu)

**L. NAMED REPRESENTATIVE.** Each Party is naming a liaison who is authorized to act on its behalf in making or obtaining decisions regarding this Agreement. Such named liaison may be changed from time-to- time by giving the other Party written notice.

1. **ASU.** ASU's point of contact is Kimberly Merritt, [kimberly.merritt@asu.edu](mailto:kimberly.merritt@asu.edu)
2. **ENTITY.** ENTITY's point of contact is Christine Feher, [cfeher@cal-pacs.org](mailto:cfeher@cal-pacs.org).

**M. NO THIRD-PARTY BENEFICIARIES.** This Agreement is not intended to benefit any third Party, nor shall any person who is not now or in the future a Party hereto be entitled to enforce any of the rights or obligations of a Party under this Agreement.

**N. FORCE MAJEURE.** Neither Party shall be liable for failure to perform any obligation under this Agreement if such failure is caused directly by a Force Majeure Event. A "Force Majeure Event" shall mean an event or circumstance that is beyond the reasonable control and without the fault or negligence of the Party impacted, and that could not have been prevented by the reasonable diligence of the party. Without in any way limiting the foregoing, a Force Majeure Event may include, but are not restricted to (a) acts of God or of a public enemy, (b) acts of the Government in either its sovereign or contractual capacity, (c) fires, (d) floods, (e) epidemics or pandemics, (f) quarantine restrictions, (g)

strikes, (h) freight embargoes, (i) natural disasters, (j) unusually severe weather; and (k) failure or disruption of utilities or critical electronic systems and (k) acts of terrorism, mass shootings or other emergencies that may disrupt the operations of the campus or facility .

- O. NONDISCRIMINATION.** The Parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration, nondiscrimination, including the Americans with Disabilities Act, and affirmative action.
- P. CONFLICT OF INTEREST.** ASU and ENTITY's participation in this Agreement is subject to Section 38- 511 of the Arizona Revised Statutes, which provides that this Agreement may be cancelled if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of ASU or ENTITY is, at any time while this Agreement or any extension thereof is in effect, an employee or agent of the other Party to this Agreement in any capacity or a consultant to any other Party with respect to the subject matter of this Agreement.
- Q. NOTICE OF ARBITRATION STATUTES.** Pursuant to Arizona Revised Statutes Section 12-1518, the Parties acknowledge and agree, subject to the Arizona Board of Regents' Policy 3-809, that they will be required to make use of mandatory arbitration of any legal action that is filed in the Arizona superior court concerning a controversy arising out of this Agreement if required by Section 12-133 of the Arizona Revised Statutes.
- R. FAILURE OF LEGISLATURE TO APPROPRIATE.** If ASU's performance under this Agreement depends upon the appropriation of funds by the Arizona Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then ASU may provide written notice of this to ENTITY and cancel this Agreement without further obligation of ASU. Appropriation is a legislative act and is beyond the control of ASU.
- S. RESPONSIBILITY.** Each Party will be responsible for the negligence, acts and omissions of its employees and agents when acting under such Party's direction and supervision.
- T. TITLE IX:** Title IX protects individuals from discrimination based on sex, including sexual harassment. ASU fosters a learning and working environment built on respect and free of sexual harassment. [ASU's Title IX Guidance](#) is available online. Partner will (i) comply with ASU's Title IX Guidance; (ii) provide ASU's Title IX Guidance to any Partner Parties reasonably expected to interact with ASU students or employees, in person or online; and (iii) ensure that all Partner Parties comply with ASU's Title IX Guidance.
- U. APPLICABLE POLICIES.** This Agreement is subject at all times to the policies of the Arizona Board of Regents and ASU.
- V. NO WAIVER.** No term or provision hereof shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. The failure of either Party to exercise any right or remedy

hereunder shall not be deemed to be a waiver of such right or remedy or other right or remedy hereunder.

**W. SEVERABILITY.** If any provision of this Agreement, or the application thereof to any person, entity or circumstances, is deemed to be invalid or unenforceable to any extent by an arbitrator or by a court of competent jurisdiction, then the remainder of this Agreement, and the application of such provision to other persons, entities or circumstances, will not be affected thereby and will be enforced to the greatest extent permitted by law, unless a material failure of consideration would result thereby. In addition, such provision will be reformed such that it will be applied to the greatest extent legally enforceable and the Parties hereto agree to be bound thereby.

**X. CHOICE OF LAW.** This Agreement will be governed by the laws of the State of Arizona without regard to any conflicts of laws principles. ASU's obligations are subject to the regulations/policies of the Arizona Board of Regents. Any proceeding arising out of or relating to this Agreement will be conducted in Maricopa County, Arizona. Each party consents to such jurisdiction, and waives any objection it may have to venue or convenience of forum.

**Y. ENTIRE AGREEMENT.** This Agreement embodies the entire understanding of the Parties and supersedes any other agreement or understanding between the Parties relating to the subject matter.

IN WITNESS WHEREOF, the Parties have signed this agreement as of the respective dates below.

FOR: California Pacific Charter Schools

Name: Christine Feher

Title: Superintendent

Signature: \_\_\_\_\_

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

FOR: Arizona Board of Regents for and on behalf of ASU:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**ASU Learning Enterprise**

# **Universal Learner™ Courses**

**2022**

# Universal Learner Courses

**Start Anytime.** Choose from 50+ for-credit courses, all available online, many offered as self-paced. Pay only \$25 to start.

**Universal Eligibility.** No Transcripts needed. No application required. No GPA thresholds.

**No penalty for failure.** Pay \$400 for your course only if you successfully pass with a “C” or higher. Total course cost is \$425.

**Earn college credit.** Receive a transcript with your completed courses.

**Earn admission into ASU** if you complete your courses with a 2.75 GPA or higher.





# Advantages of ULCs for Learners



No Application



No Risk to GPA



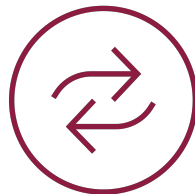
Partner Portal



Support Team



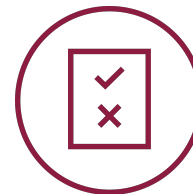
Low Cost



Highly Transferable



Stackable



Reduction of High Stakes Testing

# Impact Population for ULCs

## Who are our learners and where are we seeing the most growth in ULCs

### Young, Exceptionally Gifted Learners

Students as young as eight years old have utilized the ubiquitous access point of ULCs to get ahead, far before the existing collegiate systems would allow them to advance.



### High School Learners (Including Homeschool)

Nearly 20% of ULC learners are now high school students using our courses as alternatives to AP and Dual Enrollment. These include dual enrollment, concurrent enrollment, and homeschool learners.



### Earned Admissions Learners

Nearly 50% of our learners were previously inadmissible to ASU but use ULCs to gain admission. Over 3600 students have successfully earned admission to ASU with thousands more in the pipeline.



Powered by BoardOnTrack

### Non-ASU College Students

University students across the country are using ULCs as low-risk alternatives to some of their collegiate courses. With no risk to their GPA, they can try out their classes with us and transfer them to their home institutions.

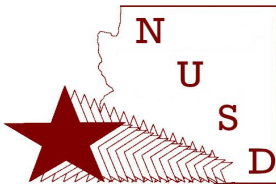


### Working Learners Interested in Pathways into Degree Programs

Learners that are focused on both industry relevant credentials and academic credentialing. We're now constructing stacks of ULCs that will provide workforce aligned certificates that stack into higher level degree programs.



# Today, more than 390 partners leverage ULCs



# ULC Curriculum Packages / Pathways

**(IN DEVELOPMENT)**

## Stackable Certificates (Short term stackable)

## Earned Admissions & General Education Pathways (Long term value, stackable)

ABDA Certificate

Google IT  
Certificate

Arts & Design

Computer Sci &  
Information Tech

Exploratory

Nursing,  
Nutrition, and  
Health

Project  
Management  
Certificate

TBD Certificate  
*(Healthcare)*

Business &  
Entrepreneurship

Education &  
Teaching

Humanities &  
Liberal Arts

Social &  
Behavioral  
Sciences

TBD Certificate  
*(Programming)*

TBD Certificate  
*(Digital Audiences)*

Communication  
& Digital Media

Engineering

Law, Justice, and  
Public Service

STEM

# ULCs have revised all courses and more than doubled our catalog since January 2020

ASM 246	HEP 100	SES 106	CIS 313 (ABDA)	OGI 320 (Proj Mgmt)
AST 111	HST 102	ENG 194 (PIA)	CIS 405 (ABDA)	OGI 322 (Proj Mgmt)
CEE 181	MAT 117	CIS 308 (ABDA)	ASU 101	OGI 323 (Proj Mgmt)
CIS 105 (ABDA)	MAT 170	CIS 194 (Google 1)	REL 101	OGI 324 (Proj Mgmt)
CHM 114	MAT 210	CIS 194 (Google 2)	BIO 130	ARC 111
COM 100	MAT 265	CIS 194 (Google 3)	COM 225	ARC 112
CSE 110	PAF 112	SST 220	CGF 194	UNI 194
ECN 211	SOC 101	CIS 309 (ABDA)	ENG 105	
ECN 212	ACC 231	CIS 310 (ABDA)	HST 100	
ENG 101	BIO 100	MAT 142	HST 109 (spring 2023)	Running Prior to LE
ENG 102	CIS 194 (AWS)	CIS 294 (Google 4)	OGI 200	LE development
FSE 100	PSY 101	CIS 394 (Google 5)	OGI 220	Fall 2022 launch
FSE 150	ENG 131 (PIA)	CIS 402 (Google 6)	CHM 101	

# Next Steps

Getting started is easy! Learners can be enrolled and starting classes in under a week. Learn more at [ea.asu.edu](https://ea.asu.edu)

Schedule an informational session today at [ulcoursesbd@asu.edu](mailto:ulcoursesbd@asu.edu)!

**Contact Information:** **Lukas Wenrick, Director, ULC Pathways**  
[lukas.wenrick@asu.edu](mailto:lukas.wenrick@asu.edu)



# Appendix

# ULC Course Structures

## On-Demand (Self-Paced)

Courses with no start or end date. All course materials encompassed within course shells.

**Google IT Courses**  
(6 total courses)

**Applied Business Data Analytics**  
(6 total courses)

**Science Courses (summer launch)**  
Intro Biology, Habitable Worlds, Intro Chemistry

**Mathematics Courses**  
(5 courses including: College Mathematics, College Algebra, Precalculus, Business Calculus, and Calc for Engineers)

## Classroom Cohort Model\*

Assignments are graded by ASU, but some activities and learning materials are offloaded for facilitation in schools within a self-paced structure.

**SOC 101: Introduction to Sociology**

**ENG 105: Advanced First Year Composition**

**Several others being considered**

## Session-Based

6 Start dates per year with courses ranging from 8 to 16 weeks. Fully asynchronous.

**30+ Additional Courses**



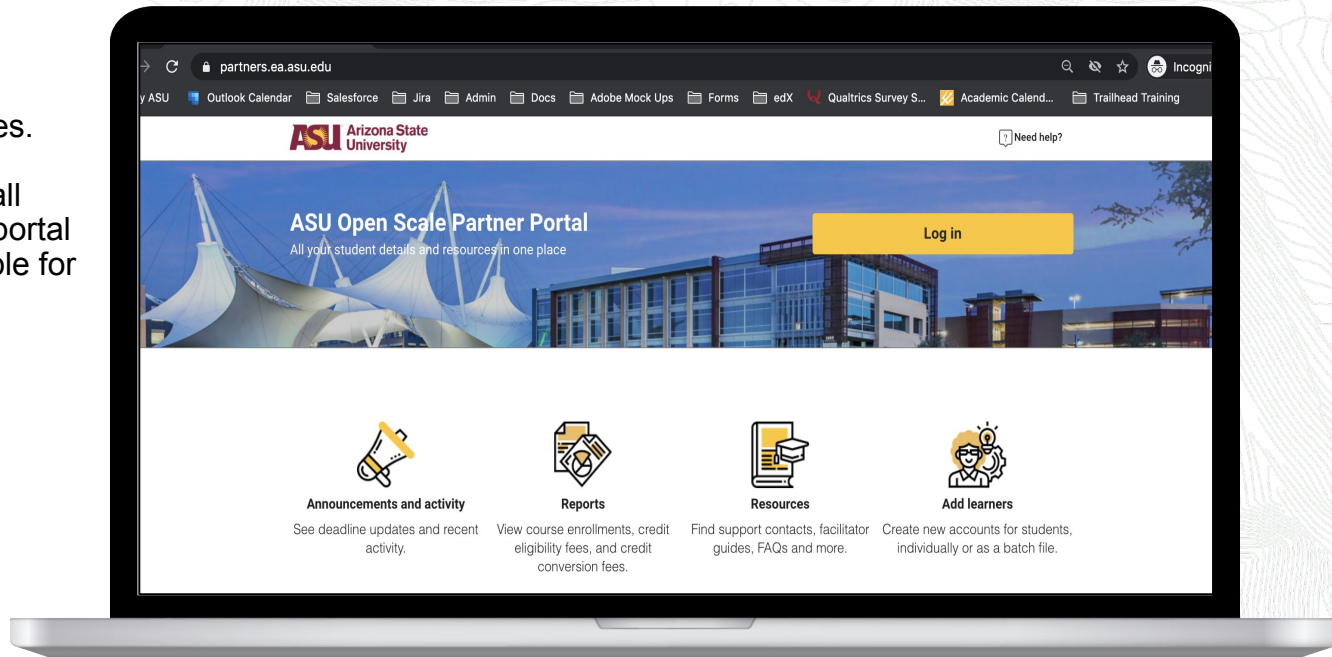
# Partner Portal: Tracking Learning Outcomes

Your Partner Portal allows for **seamless tracking of student performance** throughout courses.

Aggregate data is available for all learners that sign up through a portal and student-level data is available for FERPA approved individuals.

## Reports Available

- Enrollments
- Credentials
- Invoices
- Learner Profile
- Grade Report



# You Create the Support Model

Flexibility for your High School Learners based on your schools design



## Facilitated Model

High school teacher facilitates course through scheduled class time and **guides students through the learning material**. Many schools use this model in place of AP courses and can also be used concurrently with aligned high school courses.



## Supervised Model

Schools might provide a space for learners to complete whichever courses they choose to take, with a person available to answer questions as they arise. **Students complete the coursework largely on their own time and schedule.**



## Individual Model

High School does not provide space or teacher. Student signs up and takes the course outside of school, **on his or her own time and schedule.**



**Courses have 7.5, 15 Week Completion Options. Many courses also offer self-paced options.**

# Coversheet

## Approval of New Board Policy

**Section:** XV. Policy Development  
**Item:** A. Approval of New Board Policy  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** CPCS - 6215 Field Trips and Excursions.pdf

### RECOMMENDATION:

In order to provide direction to staff and ensure compliance with State and federal laws, it is recommended the Board approve the following policy as presented.

6000 Series - Instruction

CPCS-6215 Field Trips and Excursion Policy

Fiscal Impact: None.

**INSTRUCTION****6215-CPCS****FIELD TRIPS AND EXCURSIONS POLICY**

The Board of Directors of California Pacific Charter Schools (“Charter School”) recognizes that field trips and excursions are important components of a student’s overall education and growth. Such activities supplement and enrich learning, encourage new interests among students, increase awareness of community resources, and help students relate their educational experience to the outside world. Properly planned and executed, field trips and excursions enrich the charter school’s educational program and the social development of its students. The Board encourages staff to plan and implement field trips to reinforce and increase learning opportunities for all students.

Field Trips and Excursion Planning and Approval

Field trips shall be conducted in connection with the school’s course of student or school-related social, educational, cultural, athletic, or other extracurricular or co-curricular activities. The Superintendent shall develop and oversee the approval process to ensure their effectiveness and alignment with the charter school’s educational goals and objectives. All field trips and excursions that take place during school hours must receive prior written approval by the Superintendent or designee. Field trips and excursions lasting longer than the school day require pre approval by the Board of Directors.

The Superintendent may exclude from the field trip or excursion any student whose presence on the field trip or excursion would pose a safety or disciplinary risk. Additionally, the Superintendent shall not approve activities that are considered to be inherently dangerous for students. Field trips and excursions are to be planned and carried out with safety as a priority and in a manner that minimizes the charter school’s legal liability and financial cost.

Permission Slips

No minor student will be permitted to go on a field trip or excursion without a permission slip signed by the student’s parent or guardian. The permission slip shall include a waiver of all claims against the charter school, its employees and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. In addition, the permission slip shall include an emergency telephone number for the student; any medical information necessary to ensure the student’s safety; and a request for media release.

Accident and Medical Insurance

The charter school does not provide student accident or medical insurance. The student’s own medical insurance, if available, will be billed in the event of any necessary medical treatment. The parent or guardian assumes the full cost of any medical treatment provided to their child for any injury or illness sustained while participating on a field trip.

Supervision of Field Trips and Excursions

The sponsoring teacher must be present to supervise the field trip or excursion. The Superintendent or designee shall be designated as the emergency contact for the group on the field trip or excursion.

**INSTRUCTION****6215-CPCS****FIELD TRIPS AND EXCURSIONS POLICY**

The sponsoring teacher or school employee accompanying the group shall have completed a first aid course which is certified by the American Red Cross. A first aid kit shall be accessible to the sponsoring teacher or accompanying school employee at all times during the field trip or excursion.

Employees and adult chaperones shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and supervising students on a field trip or excursion.

Expectations of Participants

Adult/student supervision ratio must be observed at all times during the field trip or excursion. For grades K-6, the ratio is 15 students to 1 adult and for grades 7-12, the ratio is 20 students to 1 adult. Students are under the jurisdiction of the Board at all times during the field trip or excursion and school rules are to be adhered to at all times. Horseplay, practical jokes, harassment, taunting, rough play, aggressive or violent behavior, profanity, viewing of pornographic material and use of alcohol or controlled substances during the field trip or excursion are strictly prohibited.

Parent/Guardian Participation in Field Trips and Excursions

Parents/guardians are encouraged to participate in field trips and excursions to assist with supervision of students. Parents/guardians accompanying the group shall receive clear information regarding their responsibilities from the sponsoring teacher.

Parents/guardians shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and supervising students on a field trip or excursion. Parents/guardians and volunteers participating in field trips and excursions are required to pass a criminal background check, such as Megan's Law, and a tuberculosis screening in advance of the field trip/excursion. Certificated staff must remain reasonably proximate to volunteer chaperones at all times.

Transportation

Consideration will be given to the safest mode of transportation and the safest routes of travel. If travel is by van, the legal occupancy limit must not be exceeded. Seat belts are to be used at all times while traveling.

If transportation for the field trip or excursion is provided by parents/guardians, parents/guardians may only transport their own child to and from the field trip. Under no circumstances shall students transport other students except siblings with parental permission.

Defraying Expenses of Field Trips and Excursions

## **INSTRUCTION**

**6215-CPCS**

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### **FIELD TRIPS AND EXCURSIONS POLICY**

Students may help defray field trip and excursion costs through donations. A student may not be denied the privilege of participating in a field trip or excursion due to lack of funds. Other approved funding may also offset expenses of field trips and excursions.