



# California Pacific Charter Schools

## California Pacific Charter Schools

### Regular Meeting of the Board of Directors

Published on September 8, 2023 at 4:26 PM PDT

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#### **Date and Time**

Tuesday September 12, 2023 at 5:00 PM PDT

#### **Location**

Holiday Inn Diamond Bar  
Room: Northgate 101  
21725 E Gateway Center Dr.  
Diamond Bar, CA 91765

#### **Teleconference Locations**

1850 Peary Way, Livermore, CA 94550

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

Dial by your location

(213) 338 8477 (Los Angeles)

(669) 900 6833 (San Jose)

Meeting ID: 992-9875-3606

<https://cal-pacs-org.zoom.us/j/99298753606>

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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.

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**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>
<b>A.</b> Call the Meeting to Order		Board President	1 m
<b>B.</b> Record Attendance		Board President	1 m
Roll Call:			
Kelly Wylie, President			
Dr. Shirley Peterson, Vice President			
Tanya Rogers, Clerk			
William Howard, Member			
Jason McFaul, Member			
<b>II. Pledge of Allegiance</b>			<b>5:02 PM</b>
<b>A.</b> Led by Board President or designee.		Board President	2 m
<b>III. Approve Adopt/Agenda</b>			<b>5:04 PM</b>
<b>A.</b> Agenda	Vote	Board President	1 m
It is recommended the Board of Directors adopt, as presented, the agenda for the regular Board meeting of September 12, 2023.			
Roll Call Vote:			
Kelly Wylie			
Dr. Shirley Peterson			
Tanya Rogers			
William Howard			

	Purpose	Presenter	Time
Jason McFaul			
Moved by _____	Seconded by _____	Ayes _____	Nays _____ Absent _____

**IV. Approve Minutes**

**5:05 PM**

<b>A.</b>	Approval of the Minutes of the Board of Directors Study Session held on August 8, 2023	Approve Minutes	Board President	2 m
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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 \_\_\_\_\_

<b>B.</b>	Approval of the Minutes of the Regular Meeting of the Board of Directors held on August 8, 2023	Approve Minutes	Board President	2 m
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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 \_\_\_\_\_

<b>C.</b>	Approval of the Minutes of the Special Meeting of the Board of Directors held on August 17, 2023	Approve Minutes	Board President	2 m
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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 \_\_\_\_\_

	Purpose	Presenter	Time
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**V. Public Comment - Closed Session**

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board’s jurisdiction under Public Comments/Recognition/Reports.

**VI. Adjourn to Closed Session 5:11 PM**

The Board will consider and may act on any of the closed session matters.

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

William Howard

Jason McFaul

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

<b>A. Closed Session</b>	Discuss	Board President	15 m
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**1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

(Gov. Code Section 54956.9(d)(1))

a. YL v. The Collaborative Charter Services Organization, et al.

**2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Gov. Code Section 54957)

a. Superintendent, Performance Evaluation and Goals

**VII. Reconvene Regular Meeting 5:26 PM**

<b>A. Report out any action taken in closed session.</b>	Discuss	Board President	5 m
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**VIII. Public Comments/Recognition/Reports**

Please submit a Request to Speak to the Board of Directors using the chat feature on the right hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20)

Purpose                      Presenter                      Time

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.

**IX. Correspondence/Proposals/Reports 5:31 PM**

- A.** School Highlights, Presented by Christine Feher, CEO/Superintendent      Discuss                      Christine Feher                      5 m
- B.** Correspondence from Guerneville School District      Discuss                      Christine Feher                      3 m  
 California Pacific Charter Schools has received a satisfactory review of the Annual 2023-24 budget review from Guerneville School District.

**X. Consent 5:39 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.

- A.** Consent - Business/Financial Services                      Vote                      Board President                      1 m
  - 1. Check Registers - August 2023
  - 2. J.P. Morgan Statement - August 2023
  - 3. Approval of Boardworks Contract
  - 4. Approval of Y.A.L.E. Academy
  - 5. Approval of Surplus of Electronic Devices

- B.** Consent - Education/Student Services                      Vote                      Board President                      1 m
  - 1. Approval of 2023-24 Student/Parent Handbook for California Pacific Charter Schools, Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751)

- C.** Consent - Personnel Services                      Vote                      Board President                      1 m
  - 1. Approval of Certificated - Personnel Report
  - 2. Approval of Classified - Personnel Report
  - 3. Approval of Job Descriptions

	Purpose	Presenter	Time
<b>D.</b> Consent - Policy Development	Vote	Board President	1 m
Approval of existing board policies revised by staff for the 2023-2024 school year.			

**Board Policies: Revised**

The following are current policies that have been revised to provide clarity or alignment with changes in law or procedures.

**4000 Series - Personnel Services**

- CPCS 4145 - Professional Development Reimbursement Policy
- CPCS 4170/4170E - Injury and Illness Prevention Policy and Plan

**Consent items listed A through D 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 \_\_\_\_\_

**XI. Business/Financial Services 5:43 PM**

<b>A.</b> Approval of the Unaudited Actuals Financial Report 2022-2023	Vote	Shannon Green	20 m
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It is recommended the Board approve the Unaudited Actuals Financial Report dated July 1, 2022, to June 30, 2023, for California Pacific Charter Schools, Sonoma (#2037), Warner (#1758), and Los Angeles (#1751).

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

	Purpose	Presenter	Time
Moved by _____	Seconded by _____	Ayes _____	Nays _____
		Absent _____	

- B.** Approval of the Education Protection Account (EPA) Expenditure Summary Revisions Vote Shannon Green 2 m

It is recommended the Board approve Education Protection Account (EPA) Expenditure Summary Revisions for California Pacific Charter Schools, Sonoma (#2037), Warner (#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 \_\_\_\_\_

- C.** Approval of The National Center for Urban School Transformation (NCUST) Contract Vote Christine Feher 5 m

It is recommended the Board approve The National Center for Urban School Transformation (NCUST) contract for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

Fiscal Impact: \$14,700

*(Allocation split may vary dependent on actual enrollment)*  
 California Pacific Charter - Los Angeles (#1751) \$ 7,350.00  
 California Pacific Charter - San Diego (#1758) \$ 4,704.00  
 California Pacific Charter - Sonoma (#2037) \$ 2,646.00

Roll Call Vote:

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

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

**XII. Education/Student Services 6:10 PM**

- A.** Renaissance Subscription (Renewal) - Amendment Vote Christine Feher 5 m

	Purpose	Presenter	Time
<p>It is recommended the Board approve the amendment of Renaissance Renewal for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).</p>			

Fiscal Impact: Up to \$35,000.00  
*(Allocation split may vary dependent on actual enrollment)*  
 California Pacific Charter - Los Angeles (#1751) \$ 17,500.00  
 California Pacific Charter - San Diego (#1758) \$ 11,200.00  
 California Pacific Charter - Sonoma (#2037) \$ 6,300.00

Roll Call Vote:  
 Kelly Wylie  
 Dr. Shirley Peterson  
 Tanya Rogers  
 Bill Howard  
 Jason McFaul  
 Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

**XIII. Calendar**

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

**XIV. Comments 6:15 PM**

- |                                       |         |                    |     |
|---------------------------------------|---------|--------------------|-----|
| <b>A.</b> Board Comments              | Discuss | Board of Directors | 5 m |
| <b>B.</b> CEO/Superintendent Comments | Discuss | Christine Feher    | 5 m |

**XV. Closing Items 6:25 PM**

- |                           |      |                 |     |
|---------------------------|------|-----------------|-----|
| <b>A.</b> Adjourn Meeting | Vote | Board President | 2 m |
|---------------------------|------|-----------------|-----|
- 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: 949-688-7798

## Coversheet

### Approval of the Minutes of the Board of Directors Study Session held on August 8, 2023

**Section:** IV. Approve Minutes  
**Item:** A. Approval of the Minutes of the Board of Directors Study Session held  
on August 8, 2023  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Board of Directors Study Session on August 8, 2023  
COMPILED\_-\_CPCS\_Draft\_Board\_Evaluation\_2022-23\_Revised\_8.4.23.pdf  
COMPILED\_-\_CPCS\_Draft\_Board\_Evaluation\_2022-23\_Redline\_8.4.23.pdf

APPROVED



# California Pacific Charter Schools

## California Pacific Charter Schools

### Minutes

#### Board of Directors Study Session

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##### **Date and Time**

Tuesday August 8, 2023 at 1:00 PM

##### **Location**

Ayres Suites Diamond Bar

Room: Provence

21951 Golden Springs Dr

Diamond Bar, CA 91765

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

Dial by your location

+1 669 900 6833 US (San Jose)

+1 213 338 8477 US (Los Angeles)

Meeting ID: 975-1070-8162

<https://cal-pacs-org.zoom.us/j/97510708162>

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### **Directors Present**

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

### **Directors Absent**

*None*

### **Guests Present**

C. Amador (remote), C. Feher, D. Carlos, E. Zemmer (remote), S. Green (remote)

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

K. Wylie called a meeting of the board of directors of California Pacific Charter Schools to order on Tuesday Aug 8, 2023 at 1:01 PM.

## **II. Oral Presentations**

### **A. Annual Board Evaluation**

C. Feher, Superintendent, presented the Board Evaluation. Board discussed items where there was a discrepancy in votes.

### **B. Strategic Planning and Initiatives Discussion**

C. Feher presented "Strategic Planning & Initiatives" in detail. Board discussed the information presented and gave their input on important details.

A short break was taken at 2:10 p.m. and the session resumed at 2:20 p.m.

### **C. Succession Planning**

Succession Planning was skipped in the interest of continuing Strategic Planning and Initiatives. Succession Planning will be done at another meeting.

## **III. Closing Items**

**A. Closing Comments**

Board commended C. Feher for all her reflection and planning that went into the past year and into the plan presented.

**B. Adjourn Meeting**

T. Rogers made a motion to Adjourn the Board of Directors Study Session.

J. McFaul seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:11 PM.

Respectfully Submitted,  
K. Wylie

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**Documents used during the meeting**

- COMPILED - CPCS Draft Board Evaluation 2023-24 8.8.23.pdf
- CPCS Strategic Planning and Initiatives.pdf

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**FOR MORE INFORMATION**

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California Pacific Charter Schools. Telephone: 949-688-7798



# California Pacific Charter Schools

## California Pacific Charter Schools Annual Board Evaluation

**2022 - 2023**

Issue/Concept	Compliant	In Progress	Little/No Progress	Not Applicable
<b>A Solid Foundation</b>				
School has a well drafted charter contract with its sponsoring agencies.	BH JM SP TR KW			
School has well-drafted articles and bylaws.	BH JM TR	KW SP		
School's legal and financial status are clear and well understood.	JM SP TR KW	BH		
Appropriate liability insurance and risk management practices are maintained at all times.	JM TR KW	BH SP		
School has developed a long-term /strategic plan such as a WASC report that is reviewed and revised on an annual basis.	BH JM SP TR KW			
Long-term plans are translated into annual action plans/goals in a document such as the LCAP.	BH JM SP TR KW			
<b>Board Operations/Relations</b>				
Board members understand their legal and ethical responsibilities (duty of	BH JM SP TR KW			

care/loyalty, conflict of interest).				
New board members are oriented and fully (maybe effectively) briefed prior to being seated.				BH KW TR JM SP
Board is composed of individuals with a broad and appropriate range of expertise and experience. Board seeks outside counsel for matters beyond its expertise.	BH JM SP TR KW			
Board member selection process ensures a board and appropriate range of expertise and experience.	JM SP TR KW BH			
Board conducts annual self-evaluation.	BH JM SP TR KW			
Meetings are well planned with clear agendas focused on appropriate policy and action items.	BH JM SP TR KW			
Board president is a strong, capable meeting facilitator.	BH JM SP TR KW			
Board president has developed meeting norms or uses a standardized procedure such as Robert's Rules..	BH JM TR SP KW			
Meetings are conducted pursuant to common ground rules (eg. Robert's Rules) that are well understood by all members.	BH JM SP TR KW			
Individual board members prepare for meetings and participate constructively.	BH JM SP TR KW			
Meeting minutes record each board meeting and are distributed promptly on the school's website after each	BH JM SP TR KW			

meeting.				
<b>Relationship w/-Superintendent</b>				
Board develops performance goals and evaluates Superintendent performance each year.	BH JM SP TR KW			
Board has clear understanding with staff regarding where board responsibility should be to support and maximize the functioning of the schools.	BH JM SP TR KW			
Board has established a plan for succession in the event the Superintendent leaves or is unable to work.		BH JM SP TR KW		
<b>Personnel and Staffing</b>				
Board has adopted/approved a comprehensive set of personnel policies that are in line with all applicable state/federal laws & regulations. Policies are updated and will be reviewed regularly.	BH JM SP TR	KW		
Clear job descriptions and staffing plans are in place.	BH JM SP TR KW			
<b>Budget and Finance</b>				
Board adopts an annual budget that maximizes the school's resources in support of mission/vision.	BH JM SP TR KW			
Board monitors the budget throughout the year via monthly updates, first interim budget and second interim budget.	BH JM SP TR KW			
Board contracts with an independent auditor each year, reviews the audit report,	BH JM SP TR KW			



and takes any needed follow-up action.				
Board has adopted a three year financial plan in coordination with the school's overall three year plan (WASC, LCAP).	BH JM SP TR KW			
Board has adopted a comprehensive set of fiscal management and control policies.	BH JM SP TR KW			
<b>Instruction, Curriculum, and Assessment</b>				
Board has adopted/approved the school's curriculum and instructional programs.	BH JM SP TR KW			
Board has adopted/approved student achievement goals/standards.	BH JM SP TR KW			
A broad based assessment system is in place to measure progress toward instructional goals/standards.	BH JM TR KW	SP		
The Instructional program is in alignment with the state requirements and terms of charter.	BH JM SP TR KW			
Student assessment data is assembled in a comprehensive, coherent fashion, presented to the board, and reviewed and analyzed in-depth on a regular basis.	BH JM TR KW	SP		
School reports on student achievement to charter granting agencies on a regular basis as part of the ongoing oversight and renewal process.	BH JM SP TR KW			

August 8, 2023

### **Board Member Comments on Strengths:**

BH - Strong leadership, extremely knowledgeable superintendent, diverse backgrounds of members, productive and respectful dialogue during meetings.

JM - It's such a pleasure to be on a board with such intelligent, passionate, purpose-driven people. While the board members have diverse interests and diverse professional backgrounds, it is clear that we share at least one thing in common: we want the best for CalPac. This shared vision enables us to gel as a board, and it is likely among our greatest strengths.

SP - Members of the board interact with each other in a collegial manner that is focused on the issues at hand with a goal of ensuring the school stays focused on established goals.

The superintendent is an excellent communicator and supports Board members with clarity about all aspects of the school's progress and needs.

Board members support the school through their individual base of knowledge about schools - curriculum, instruction, assessment, policies, finance and other areas, helping to ensure best practices are in place for all students' success.

TR - This board is a strong board that understands and the role of a governing board as oversight. This can get sticky from time to time with areas that are passionate for an individual member, but the balance of the board adjusts the boundaries. This board regularly shows a high level of passion and concern for the students, staff and overall organization - this is not typical. I love serving on this board.

KW - CalPac has shown a lot of growth. Policies are being developed, board members are well informed, and student pathways are being implemented.

### **Board Member Comments on Areas of Growth and Future Needs:**

BH - Continue understanding the ever changing needs of today's students and make sure we attract knowledgeable staff to fulfill those needs. Continue with our productive and respectful dialogue during meetings.

JM - We simply need to remain focused on our shared vision, making sure to be the chess player (not the chess piece). As long as we take the long view, we should—as a team—be able to guide CalPac students and the CalPac organization toward continued success.

SP - Continue to develop ways to assess students' learning - mastery of learning goals and State Standards - through timely teacher developed assessments and standardized assessments.

- Students and parents being a part of goal setting and accountability.
- Support student learning with timely Interventions
- Continue to develop enrichment opportunities - addressing students academic, social and emotional needs

TR - While we have had stability in board membership for a couple of years, we will want to

continue developing a succession plan, not only for board members, but also as it relates to senior management of the organization.

KW - Not necessarily an area of need, but N/A was marked for the new member row simply because we didn't onboard any new members this year. The same for norms set by the president; we are operating under Robert's Law of Order instead of set norms.

I encourage the further development of a succession plan as well as policies/articles/bylaws.



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School has developed a long-term /strategic plan such as a WASC report that is reviewed and revised on an annual basis.	BH JM SP TR KW			
Long-term plans are translated into annual action plans/goals in a document such as the LCAP.	BH JM SP TR KW			
<b>Board Operations/Relations</b>				
Board members understand their legal and ethical responsibilities (duty of	BH JM SP TR KW			

care/loyalty, conflict of interest).				
New board members are oriented and fully (maybe effectively) briefed prior to being seated.	<del>JM SP TR</del>			BH KW TR JM SP
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- Continue to develop enrichment opportunities - addressing students academic, social and emotional needs



TR - While we have had stability in board membership for a couple of years, we will want to continue developing a succession plan, not only for board members, but also as it relates to senior management of the organization.

KW - Not necessarily an area of need, but N/A was marked for the new member row simply because we didn't onboard any new members this year. The same for norms set by the president; we are operating under Robert's Law of Order instead of set norms.

I encourage the further development of a succession plan as well as policies/articles/bylaws.

## Coversheet

### Approval of the Minutes of the Regular Meeting of the Board of Directors held on August 8, 2023

**Section:** IV. Approve Minutes  
**Item:** B. Approval of the Minutes of the Regular Meeting of the Board of Directors held on August 8, 2023  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Meeting of the Board of Directors on August 8, 2023

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 August 8, 2023 at 5:00 PM

### Location

Ayres Suites Diamond Bar

Room: Provence

21951 Golden Springs Dr

Diamond Bar, CA 91765

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

Dial by your location

+1 669 900 6833 US (San Jose)

+1 213 338 8477 US (Los Angeles)

Meeting ID: 975-1070-8162

<https://cal-pacs-org.zoom.us/j/97510708162>

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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.

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### **Directors Present**

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

### **Directors Absent**

*None*

### **Guests Present**

C. Amador (remote), C. Feher, Cherie Cahn (remote), D. Carlos

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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 Aug 8, 2023 at 5:00 PM.

### **B. Record Attendance**

## **II. Pledge of Allegiance**

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

K. Wylie, President, led the Pledge of Allegiance

## **III. Approve Adopt/Agenda**

### **A. Agenda**

S. Peterson made a motion to approve the agenda as presented.

J. McFaul seconded the motion.

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

## **IV. Approve Minutes**

### **A. Minutes of the Regular Board meeting that was held on June 20, 2023**

J. McFaul made a motion to approve the minutes from Regular Meeting of the Board of Directors on 06-20-23.

W. Howard seconded the motion.

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

## **V. Adjourn to Closed Session**

### **A. Closed Session**

T. Rogers made a motion to Adjourn to Closed Session.

J. McFaul seconded the motion.

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

The Board of Directors adjourned to a closed session at 5:02 p.m.

## **VI. Reconvene Regular Meeting**

### **A. Report out any action that was taken in closed session.**

The meeting was reconvened at 5:25 p.m.

T. Rogers, Clerk, reported, "No action was taken during the closed session."

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

### **A. School Highlights, Presented by Christine Feher, CEO/Superintendent**

C. Feher presented the School Highlights for CalPac - Los Angeles, San Diego, and Sonoma.

### **B. 2023-24 Preliminary Budget Review Letter - Acton-Agua Dulce USD**

C. Feher presented Acton Agua Dulce USD's 2023-24 Preliminary Budget Review Letter.

### **C. CalPac Charter Extension 2023-24 Letters**

C. Feher presented CalPac's Charter Extension 2023-24 Letters.

## **VIII. Consent**

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

1. Check Registers - June 2023 & July 2023
2. J.P. Morgan Statement - June 2023 & July 2023
3. Approval of Hatch & Cesario Agreement - Renewal
4. Approval of Surplus of Electronic Devices

### **B. Consent - Education/Student Services**

1. Approval of 2023-24 English Learner Master Plan for California Pacific Charter Schools, Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751)

2. Approval of 2023-24 Title 1 School- Parent/Guardian Compact for California Pacific Charter Schools, Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751)

**C. Consent - Personnel Services**

1. Approval of Certificated - Personnel Report
2. Approval of Classified - Personnel Report
3. Approval of Job Descriptions revisions
4. Approval of Employee Handbook 2023-2024 Revised
5. Approval of Revised Arbitration Agreement

**D. Consent - Policy Development**

Approval of existing board policies revised by staff for the 2023-24 school year.

**Board Policies: Revised**

The following are current policies that have been revised to provide clarity or alignment with changes in law or procedures.

**4000 Series - Personnel Services**

4150-CPCS Mileage Reimbursement Policy

**6000 Series - Instruction**

6040-CPCS Local Assessment Policy

T. Rogers made a motion to Approve Items A-D Listed in Consent.

J. McFaul seconded the motion.

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

**IX. Business/Financial Services**

**A. Approval of Funds for Purchase of Student and Faculty Technology**

S. Peterson made a motion to Approval of Funds for Purchase of Student and Faculty Technology.

J. McFaul seconded the motion.

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

**B. Approval of PresenceLearning, Inc Contract (Renewal)**

S. Peterson made a motion to Approval of PresenceLearning, Inc Contract (Renewal).

W. Howard seconded the motion.

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

**X. Comments**

**A.**

## Board Comments

The Board enjoyed the opportunity to met together in person today and look forward to the next meetings. They thanked C. Feher for all her hard work and thoughtfulness.

### B. CEO/Superintendent Comments

C. Feher felt that seeing everyone in person was a treat and thanked the Board for their leadership and input. She appreciates the great oversight and enough space to do the great work. Appreciates the relationship that she has with the Board.

## XI. Closing Items

### A. Adjourn Meeting

S. Peterson made a motion to Adjourn Meeting.

J. McFaul seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:49 PM.

Respectfully Submitted,

K. Wylie

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## Documents used during the meeting

- July 23-24 SD School Highlights.pdf
- July 23-24 LA School Highlights.pdf
- July 23-24 SO School Highlights.pdf
- 2023-24 CA Pacific Charter Prelim Budget review letter.pdf
- CALPAC Charter Extension 2023.24 - Acton Agua Dulce.pdf
- 2023-07-21\_Charter Term One-Year Extension - CSD Listservs.pdf
- J.P. Morgan Statement June 30 2023.pdf
- J.P. Morgan Statement July 31 2023.pdf
- CalPac-LA Check Register June 2023.pdf
- CalPac-SD Check Register June 2023.pdf
- CalPac-SO Check Register June 2023.pdf
- CalPac-LA Check Register July 2023.pdf
- CalPac-SD Check Register July 2023.pdf
- CalPac-SO Check Register July 2023.pdf

- Hatch & Cesarios Agreement 2023-2024.pdf
- chromebooks for Board ewaste August 2023.pdf
- 2023-24 English Learner Master Plan.pdf
- Title 1.pdf
- CalPac Office Clerk Board Revised August 2023.pdf
- Director Fiscal Services Board Revised August 2023.pdf
- BUS Employee Handbook Revisions August 2023.docx.pdf
- 2023 Employee Handbook Revisions 8.2023.docx (1).pdf
- DRAFT Employee Handbook AUGUST 2023.docx (1).pdf
- BUS Arbitration Agreement August 2023.docx.pdf
- Draft Arbitration Agreement Cal Pacs 4865-7905-2637 v.5.docx.pdf
- BUS Policy Revisions 8.8.23.pdf
- CPCS - 4150 Mileage Reimbursement Policy-Final.pdf
- CPCS - 4150 Mileage Reimbursement Policy - Redline.pdf
- CPCS - 6040 Local Assessment Policy .pdf
- CPCS - 6040 Local Assessment Policy\_redline\_8.8.2023.pdf
- Lenovo\_CB\_Quote.pdf
- Asset\_Tag\_Accesories\_Quote.pdf
- Staff\_Dell\_Quote.pdf
- Monitor\_Quote.pdf
- CalPac and Presence Kanga Renewal.pdf

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#### FOR MORE INFORMATION

For more information concerning this agenda, contact  
California Pacific Charter Schools. Telephone: 949-688-7798



## Coversheet

### Approval of the Minutes of the Special Meeting of the Board of Directors held on August 17, 2023

**Section:** IV. Approve Minutes  
**Item:** C. Approval of the Minutes of the Special Meeting of the Board of Directors held on August 17, 2023  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Meeting of the Board of Directors on August 17, 2023

APPROVED



# California Pacific Charter Schools

California Pacific Charter Schools

## Minutes

Special Meeting of the Board of Directors

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### Date and Time

Thursday August 17, 2023 at 4:30 PM

### Location

Staybridge Suites Long Beach Airport

Room: Redondo

2680 N Lakewood Blvd

Long Beach, CA 90815

### Teleconference Locations

Holiday Garden Inn, Room: Conservatory, 4200 Taylor St, San Diego, CA 92110

32706 Spun Cotton Drive, Winchester, CA 92596

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

Dial by your location

+1 669 900 6833 US (San Jose)

+1 213 338 8477 US (Los Angeles)

Meeting ID: 991-9781-6281

<https://cal-pacs-org.zoom.us/j/99197816281>

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**Directors Present**

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

**Directors Absent**

K. Wylie

**Directors who arrived after the meeting opened**

J. McFaul

**Guests Present**

C. Feher (remote), D. Carlos, S. Green (remote)

---

**I. Opening Items**

**A. Call the Meeting to Order**

S. Peterson called a meeting of the board of directors of California Pacific Charter Schools to order on Thursday Aug 17, 2023 at 4:30 PM.

**B. Record Attendance**

**II. Pledge of Allegiance**

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

S. Peterson led the Pledge of Allegiance

**III. Approve Adopt/Agenda**

**A. Agenda**

W. Howard made a motion to approve the Agenda.

T. Rogers seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

T. Rogers Aye  
K. Wylie Absent  
S. Peterson Aye  
J. McFaul Absent  
W. Howard Aye

**IV. Adjourn to Closed Session**

**A. Closed Session Agenda**

J. McFaul arrived.  
W. Howard made a motion to Move to Closed Session.  
T. Rogers seconded the motion.  
The motion was made at 4:32 pm.  
The board **VOTED** to approve the motion.

**Roll Call**

S. Peterson Aye  
W. Howard Aye  
J. McFaul Absent  
T. Rogers Aye  
K. Wylie Absent

**V. Reconvene Regular Meeting**

**A. Report out any action that was taken in closed session.**

The meeting was reconvened at 5:01 p.m.

T. Rogers, Clerk, reported out "No action was taken during the closed session."

**VI. Closing Items**

**A. Adjourn Meeting**

W. Howard made a motion to Adjourn Meeting.  
J. McFaul seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

T. Rogers Aye  
W. Howard Aye  
S. Peterson Aye  
K. Wylie Absent  
J. McFaul Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:02 PM.

Respectfully Submitted,  
S. Peterson

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# Coversheet

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

**Section:** IX. Correspondence/Proposals/Reports  
**Item:** A. School Highlights, Presented by Christine Feher, CEO/Superintendent  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** August 23-24 LA School Highlights.pdf  
August 23-24 SD School Highlights.pdf  
August 23-24 SO School Highlights.pdf

# CPCS Los Angeles School Highlights

AUGUST

**ROOTED**  
Growing Together

2023 - 2024

### Current Enrollment

**424**

### Program Highlights

This month, CPCS enthusiastically commenced the 2023-24 school year, extending a warm welcome to new and returning teachers and students and setting the stage for a successful start of the year. Staff engaged in relevant and meaningful professional development sessions that centered on growth and fostering connections. The PD sessions encompassed a range of topics, including 23-24 organization-wide SMART goals, honing AI for educational benefit, new local assessment Renaissance STAR with curriculum companion Freckle, having tough but caring conversations with education partners, college and career readiness, independent study compliance, writing fluency, Go Guardian teacher, Nearpod, and academic intervention through the M.A.R.S. program. We are excited to be launching beginning of the year goal setting meetings. Each family will meet with their child’s teacher the week of September 5-8 to review local





# Los Angeles

AUGUST 2023

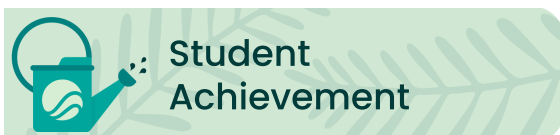
benchmark data and set growth goals for the school year. 2023-24 is all about being rooted and growing together.

Renaissance led training on using STAR score reports to set goals with students and families to continue to support the rollout of our school-wide initiative for students to know their scores. Everyone is energized and ready to jump in with students and parents.

During the first two weeks back, teachers prepared to start the school year with their homeroom students on August 30th. Students have been busy getting to know their new schedule of classes and engaging in orientation. Both teachers and students are excited to build positive relationships that represent CalPac C.A.R.E.S. throughout the year.

Special recognition is owed to the dedicated members of the office, admissions, and guidance teams. Their relentless efforts in enrolling students, coordinating schedules, and conducting master agreement meetings have made a difference getting families started on the right track. Additionally, a big acknowledgment is in order for Victor from tech support. His meticulous organization and oversight in preparing and dispatching Chromebooks to students has been commendable. This efficient and swift action has transformed the usual waiting period after signing master agreements into valuable moments of productive learning for new students.

This month brought not only new students into our fold but also fresh faces among our staff. We extended warm welcomes to several team additions: Sara Alewine, who joins the high school math department; Denya Cuiffo Rose, high school Spanish teacher; Alexis Palacios and Dana Resurreccion, who have come aboard as Special Education Instructional Assistants; Nicole King and Melissa Thompson, our School Psychologist Interns; Erika Stevens, as an Education Specialist; and Vivann Rodriguez, enriching our team as an Admissions Assistant. In addition, we are actively recruiting a Special Education Program Specialist dedicated to fortifying our Special Education department and three new tutors to support students in our Virtual Learning Hub.







# Los Angeles

AUGUST 2023

## Local Assessment: Fall Renaissance Testing

At the start of the school year, students participated in the Renaissance STAR local assessment in the areas of reading, and math. The benchmark data from these assessments will be instrumental in establishing growth goals with students, identifying students requiring intervention support, and monitoring student progress toward CAASPP readiness.



## Professional Development

### AI to Hone not Hinder

Artificial Intelligence in education is a hot topic issue in schools throughout the country. Given that this topic is so new and controversial, staff was provided training by Christian Jackson who is a thought leader in this space in terms of providing educators tools and knowledge regarding AI. The training overviewed ways in which educators can effectively use AI to help create lesson plans, save time, and increase student engagement. These trainings will continue throughout the school year to help support staff with this evolving technology.

### Go Guardian Teacher

Staff was provided with training on Go Guardian Teacher, which allows them to see students' screens during a Zoom session. With this new functionality, staff is able to push out websites to students, block websites for students, as well as individually chat with students. All students have been rostered with their homeroom teachers, and teachers have been using Go Guardian teacher to proctor local assessments.

### NearPod Training

Nearpod provides over 50 different ways for students to engage in a teacher-created lesson to improve academic performance as well as overall engagement. Staff was trained on the variety of features available in Nearpod as well as introduced to our "CalPac School Library" where teachers can create lessons and share them with other staff members. There is also a Google extension that allows staff to incorporate Nearpod features into previously created Google Slides with a simple click of a button. Further training on NearPod will be incorporated throughout the school





# Los Angeles

AUGUST 2023

year in staff trainings. Certification to become a NearPod Certified Teacher is also available to staff if they would like to choose their professional SMART goal for the 23-24 academic school year.

## **SPED Trainings**

The special education department began the year by engaging in a series of professional development trainings that were geared towards establishing and strengthening our completely virtual service delivery model. By updating and implementing standard operating procedures that guide our day to day work, we are striving to increase our efficiency and facilitate our efforts to continuously improve how we support our students. Our special education classroom instructional assistants were also provided professional development in the areas of behavior intervention and goal progress monitoring.

## **Boardworks Curriculum**

Staff was introduced to the amazing Boardworks Curriculum via a Zoom training. This platform will be incorporated into Nearpod and allows each teacher to have access to thousands of standards-based lessons that they can use to incorporate into their live sessions. Staff was trained on how to customize these lessons and incorporate them into their Google slides and Classrooms. A schoolwide initiative this year is to focus on power standards, and the Boardworks platform provides staff with an easy way to bolster their lessons with a vetted curriculum that is aligned with the standards.

## **Renaissance STAR Training**

Teaching staff attended three trainings during kick off week to learn how to administer Renaissance STAR tests, how to review reports of student data, and how to utilize Freckle to support student growth on a personalized learning plan that targets focus areas students need to practice in order to achieve growth. The comprehensive and easy to use reports will be instrumental in keeping staff dialed into student performance and progress monitoring throughout the year.





# Los Angeles

AUGUST 2023

For the 2023-24 school year CalPac is focused on increasing the percentage of students who graduate college and career prepared, reducing chronic absenteeism, increasing student achievement in the area of math on state assessments, and strengthening student retention as a means of improving the school's stability rate.

## Pictures & Videos

### SoCal Park Day - Fullerton





# Los Angeles

AUGUST 2023





# Los Angeles

AUGUST 2023





# Los Angeles

AUGUST 2023

## Future Projects

- Renaissance STAR Testing
- Family Goal Setting Meetings
- Back to School Night
- Start of Year Staff Goal Setting Meetings
- Marketing/Student Recruitment
- Club Rush



# CPCS San Diego School Highlights

AUGUST

**ROOTED**  
Growing Together

2023 - 2024

## Current Enrollment

**260**

## Program Highlights

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# San Diego

AUGUST 2023

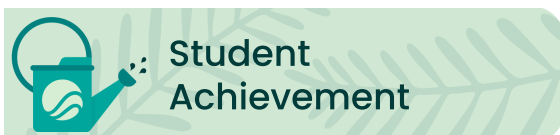
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AUGUST 2023

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# San Diego

AUGUST 2023

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AUGUST 2023

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# San Diego

AUGUST 2023





# San Diego

AUGUST 2023





# San Diego

AUGUST 2023

## Future Projects

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# CPCS Sonoma School Highlights

AUGUST

**ROOTED**  
Growing Together

2023 - 2024

### Current Enrollment

**158**

### Program Highlights

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# Sonoma

AUGUST 2023

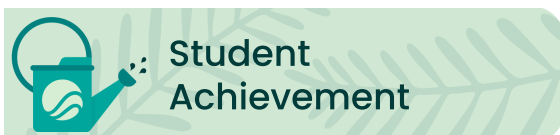
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**Student  
Achievement**







# Sonoma

AUGUST 2023

## Local Assessment: Fall Renaissance Testing

At the start of the school year, students participated in the Renaissance STAR local assessment in the areas of reading, and math. The benchmark data from these assessments will be instrumental in establishing growth goals with students, identifying students requiring intervention support, and monitoring student progress toward CAASPP readiness.



## Professional Development

### AI to Hone not Hinder

Artificial Intelligence in education is a hot topic issue in schools throughout the country. Given that this topic is so new and controversial, staff was provided training by Christian Jackson who is a thought leader in this space in terms of providing educators tools and knowledge regarding AI. The training overviewed ways in which educators can effectively use AI to help create lesson plans, save time, and increase student engagement. These trainings will continue throughout the school year to help support staff with this evolving technology.

### Go Guardian Teacher

Staff was provided with training on Go Guardian Teacher, which allows them to see students' screens during a Zoom session. With this new functionality, staff is able to push out websites to students, block websites for students, as well as individually chat with students. All students have been rostered with their homeroom teachers, and teachers have been using Go Guardian teacher to proctor local assessments.

### NearPod Training

Nearpod provides over 50 different ways for students to engage in a teacher-created lesson to improve academic performance as well as overall engagement. Staff was trained on the variety of features available in Nearpod as well as introduced to our "CalPac School Library" where teachers can create lessons and share them with other staff members. There is also a Google extension that allows staff to incorporate Nearpod features into previously created Google Slides with a simple click of a button. Further training on NearPod will be incorporated throughout the school





# Sonoma

AUGUST 2023

year in staff trainings. Certification to become a NearPod Certified Teacher is also available to staff if they would like to choose their professional SMART goal for the 23-24 academic school year.

## SPED Trainings

The special education department began the year by engaging in a series of professional development trainings that were geared towards establishing and strengthening our completely virtual service delivery model. By updating and implementing standard operating procedures that guide our day to day work, we are striving to increase our efficiency and facilitate our efforts to continuously improve how we support our students. Our special education classroom instructional assistants were also provided professional development in the areas of behavior intervention and goal progress monitoring.

## Boardworks Curriculum

Staff was introduced to the amazing Boardworks Curriculum via a Zoom training. This platform will be incorporated into Nearpod and allows each teacher to have access to thousands of standards-based lessons that they can use to incorporate into their live sessions. Staff was trained on how to customize these lessons and incorporate them into their Google slides and Classrooms. A schoolwide initiative this year is to focus on power standards, and the Boardworks platform provides staff with an easy way to bolster their lessons with a vetted curriculum that is aligned with the standards.

## Renaissance STAR Training

Teaching staff attended three trainings during kick off week to learn how to administer Renaissance STAR tests, how to review reports of student data, and how to utilize Freckle to support student growth on a personalized learning plan that targets focus areas students need to practice in order to achieve growth. The comprehensive and easy to use reports will be instrumental in keeping staff dialed into student performance and progress monitoring throughout the year.





# Sonoma

AUGUST 2023

For the 2023-24 school year CalPac is focused on increasing the percentage of students who graduate college and career prepared, reducing chronic absenteeism, increasing student achievement in the area of math on state assessments, and strengthening student retention as a means of improving the school's stability rate.

## Pictures & Videos



# Welcome to CalPac!

2023 - 2024



## Future Projects





# Sonoma

AUGUST 2023

- Renaissance STAR Testing
- Family Goal Setting Meetings
- Back to School Night
- Start of Year Staff Goal Setting Meetings
- Marketing/Student Recruitment
- Club Rush



# Coversheet

## Correspondence from Guerneville School District

**Section:** IX. Correspondence/Proposals/Reports  
**Item:** B. Correspondence from Guerneville School District  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Guerneville SD 23-24 Budget Review.pdf



14630 Armstrong Wood Road  
Guerneville, CA 95446  
707.869.2864  
Fax 707.869.3149  
guernevilleschool.org

8/29/2023

Christine Feher  
Superintendent, California Pacific Charter Sonoma  
940 South Coast Drive #185  
Costa Mesa, CA 92626

**Re: Budget Review**

Dear Christine:

In accordance with Education Code Section 47604.32, as the authorizing district, the Guerneville School District has the responsibility to monitor the fiscal condition of California Pacific Charter School Sonoma. We have received and examined California Pacific Charter Sonoma's 2023-24 Budget as well as the provided backup data.

Based on our review and analysis, we are satisfied that the Budget Report submitted and approved by the charter school's board, accurately reflects the financial status of the school and is consistent with the State's Criteria and Standards. We agree with the Budget submitted, with our comments outlined below.

The budget has been created reflecting the Governor's May Revise as presented in May. The budget reflects an increase in ADA from 129.49 to 151. The same projection of 151 is included in all 3 years. An advertising campaign that started in 2022-23 has seemed to provide good results in their enrollment campaign. The budget reflects changes in staffing to address enrollment changes as well as increases in salary schedules for 23-24. A detail position breakdown was provided and is greatly appreciated.

The Multi-year projection provided assumes 151 ADA in each year. The charter estimates a positive ending balance and reserve estimates from 48.99% in 2023-2024 to 52.22% in 2025-2026. Cash flow estimates a positive cash balance at the end of the fiscal year. The charter is being conservative in its projections, and since the budget was prepared based on the Governor's budget and it was approved accordingly, a 45-day revise report is not required to be submitted.

LCAP Review: The district has reviewed and approved the LCAP submitted and a letter reflecting the review and approval was sent under separate cover.

We want to acknowledge and express our appreciation to the charter's staff, and the governing board for their diligence and hard work. If you have any questions regarding our review process, please feel free to contact our office.

Sincerely,

*Cherie Cahn*

Cherie Cahn  
Chief Business Official  
Guerneville School District

cc: Board of Education, Guerneville School District  
Joelene Morasch, Superintendent, Guerneville School District  
Michelle Panizzera, SCOE Fiscal Advisor

# Coversheet

## Consent - Business/Financial Services

**Section:** X. Consent  
**Item:** A. Consent - Business/Financial Services  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** CalPac-LA Check Register August 2023.pdf  
CalPac-SD Check Register August 2023.pdf  
CalPac-SO Check Register August 2023.pdf  
J.P. Morgan Statement August 31 2023.pdf  
BUS CPCS Consent Items 3-4.docx - Google Docs.pdf  
Boardworks 23-24.pdf  
Y.A.L.E. Academy Contract 23-24.pdf  
Surplus of Electronic Devices 9.12.23.pdf

**Company name:** California Pacific Charter - Los Angeles  
**Report name:** Check register  
**Created on:** 9/1/2023  
**Location:** 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Ch:</b>		<b>Account no: 505911781</b>				
	8/3/2023	ALLS001--All Systems Go!	101371039	1,722.25	Marketing for August 2023	55--California Pacific Charter - Los Angeles
	8/3/2023	DELA000--De Lage Landen Financial Services Inc.	101371038	172.61	Copier Lease for Aug 2023	55--California Pacific Charter - Los Angeles
	8/3/2023	SAND000--San Diego County Office of Education	101371037	1,200.00	Bridge Auth Cohort Registration for C Colcord, L Curtis, and M Ignacio	55--California Pacific Charter - Los Angeles
	8/3/2023	CHAR001--Charter Impact	101371035	1,250.00	Payroll Services July 2023	55--California Pacific Charter - Los Angeles
	8/3/2023	WORL000--Worldwide Express	101371036	95.96	Shipping for CPC-LA 23/24	55--California Pacific Charter - Los Angeles
		WORL000--Worldwide Express	101371036	60.27	Shipping for CPC-LA 22/23	55--California Pacific Charter - Los Angeles
	8/3/2023	PART000--Partners in Special Education	101371033	390.00	OT Services May 2023	55--California Pacific Charter - Los Angeles
	8/4/2023	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371043	1,112.00	Legal Services for July 2023	55--California Pacific Charter - Los Angeles
	8/4/2023	LEAR001--Learning A-Z	101371041	768.00	Curriculum for K-8 23/24 SY	55--California Pacific Charter - Los Angeles
	8/4/2023	ALPH000--Alpha Vision, Inc.	101371042	189.50	August 2023- CalPac Datto Monthly Backupify G - Suite Cloud to Cloud Email and Dr	55--California Pacific Charter - Los Angeles
	8/4/2023	PARC000--Parchment LLC	20137002000	1,007.00	Annual subscription for 23/24 SY	55--California Pacific Charter - Los Angeles
	8/4/2023	AMAZ000--Amazon	20137001997	59.24	Tech purchases for Viviann Rodriquez	55--California Pacific Charter - Los Angeles
	8/4/2023	AMAZ000--Amazon	20137001999	22.16	Packing Tape for Student Mailing	55--California Pacific Charter - Los Angeles
	8/4/2023	AMAZ000--Amazon	20137001998	8.10	Office supplies- desk necessities for D. Carbonetta	55--California Pacific Charter - Los Angeles
	8/4/2023	HOLI002--Holiday Inn Diamond Bar	20137001996	208.68	September 2023 Board Meeting Room Rental	55--California Pacific Charter - Los Angeles
	8/4/2023	PHIL000--Philadelphia Insurance Companies	20137001994	6,195.30	Specialty School Umbrella 25% Down & Monthly Installment	55--California Pacific Charter - Los Angeles
	8/4/2023	JOYN001--Joy Nehr	20137001995	15.00	TB Test for J Nehr 7/26/23	55--California Pacific Charter - Los Angeles
	8/4/2023	NOTA001--Notable, Inc. (Kami)	20137001993	1,700.00	Contract for 2023/24 SY	55--California Pacific Charter - Los Angeles
	8/4/2023	PARS000--Parsec Education, Inc.	20137001990	6,000.00	ParsecGO Data Analytics Dashboard / Professional Development ( 23/24)	55--California Pacific Charter - Los Angeles
	8/4/2023	RENA001--Renaissance Learning, Inc.	20137001992	1,425.00	Professional Development (PD) Sessions for 23/24 SY	55--California Pacific Charter - Los Angeles
	8/4/2023	AMAZ000--Amazon	20137001991	147.60	Monitor for new Guidance Tech desk	55--California Pacific Charter - Los Angeles
	8/4/2023	AMAZ000--Amazon	20137001989	72.93	Office supplies- storage bins	55--California Pacific Charter - Los Angeles
	8/4/2023	CENG000--Cengage Learning Inc.	20137001984	2,480.70	Subscription for 23/24 SY	55--California Pacific Charter - Los Angeles



**Company name:** California Pacific Charter - Los Angeles  
**Report name:** Check register  
**Created on:** 9/1/2023  
**Location:** 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Ch:</b>		<b>Account no: 505911781</b>				
	8/4/2023	AMAZ000--Amazon	20137001987	528.65	Tech purchase for Viviann Rodriquez	55--California Pacific Charter - Los Angeles
	8/7/2023	GENE000--Generation Genius, Inc.	101371047	897.50	License for educational streaming 23/24 SY	55--California Pacific Charter - Los Angeles
	8/7/2023	EVER000--Evergreen Educational Group	101371046	3,294.00	DLAC Conference for 12 Participants FEB 2024	55--California Pacific Charter - Los Angeles
	8/7/2023	FUEL001--FuelEd	20137002011	2,000.00	ELL Supplemental Program for 23/24 SY	55--California Pacific Charter - Los Angeles
	8/7/2023	RING000--RingCentral	20137002012	1,801.19	Monthly phone bill - July 2023	55--California Pacific Charter - Los Angeles
	8/7/2023	IRON000--Iron Mountain	20137002013	440.79	Service for July 2023	55--California Pacific Charter - Los Angeles
	8/7/2023	STAP001--Staples Technology Solutions	20137002010	146.37	Dell Laptop Chargers for Staff	55--California Pacific Charter - Los Angeles
	8/7/2023	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002008	4,882.69	Legal Services for June 2023	55--California Pacific Charter - Los Angeles
	8/7/2023	UKG0001--UKG	20137002007	3,126.00	JUL-SEP 2023 Payroll Processing Fees	55--California Pacific Charter - Los Angeles
	8/7/2023	AVID001--AVID	20137002005	2,524.00	Membership for 23/24 SY	55--California Pacific Charter - Los Angeles
	8/7/2023	SEAS001--Carly Stone (Sea Stone Productions)	20137002006	586.18	Whale Watch Video Post - Production	55--California Pacific Charter - Los Angeles
	8/7/2023	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002009	154.42	Legal Services for June 2023	55--California Pacific Charter - Los Angeles
	8/7/2023	AMAZ000--Amazon	20137002002	137.72	Offices supplies- desk items for D. Carbonetta and K. Rocha	55--California Pacific Charter - Los Angeles
	8/7/2023	AMAZ000--Amazon	20137002004	69.50	Business Prime Essentials - Membership Fee 23/24	55--California Pacific Charter - Los Angeles
	8/7/2023	AMAZ000--Amazon	20137002003	21.53	Offices supplies- foot rest for K. Rocha	55--California Pacific Charter - Los Angeles
	8/8/2023	AMAZ000--Amazon	20137002014	29.61	Paper products for Office	55--California Pacific Charter - Los Angeles
	8/9/2023	WORL000--Worldwide Express	101371048	54.70	22/23 Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
		WORL000--Worldwide Express	101371048	28.40	23/24 Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	8/9/2023	AMAZ000--Amazon	20137002018	649.70	Tech Purchases for Staff	55--California Pacific Charter - Los Angeles
	8/9/2023	AMAZ000--Amazon	20137002020	191.28	Shipping Supplies for Office	55--California Pacific Charter - Los Angeles
	8/9/2023	AMAZ000--Amazon	20137002019	134.04	Computer Cables for stock	55--California Pacific Charter - Los Angeles
	8/9/2023	AMAZ000--Amazon	20137002016	98.82	Office Supplies and Tech Cables	55--California Pacific Charter - Los Angeles
	8/9/2023	AMAZ000--Amazon	20137002015	35.55	Rolling Handcart for Meetings	55--California Pacific Charter - Los Angeles
	8/9/2023	AMAZ000--Amazon	20137002021	21.53	Book for C Feher	55--California Pacific Charter - Los Angeles
	8/9/2023	AMAZ000--Amazon	20137002017	11.85	Wireless Mouse for Jane Willson	55--California Pacific Charter - Los Angeles

**Company name:** California Pacific Charter - Los Angeles  
**Report name:** Check register  
**Created on:** 9/1/2023  
**Location:** 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Ch:</b>		<b>Account no: 505911781</b>				
	8/10/2023	VICT000--Victoria Law	20137002022	49.19	Reimbursement for Victoria Law-SPED protocols	55--California Pacific Charter - Los Angeles
	8/10/2023	AMAZ000--Amazon	20137002024	8.76	Printable tents for various uses	55--California Pacific Charter - Los Angeles
	8/17/2023	FEDE001--FedEx	101371049	7.96	Shipped Package to C Masters	55--California Pacific Charter - Los Angeles
	8/18/2023	AMAZ000--Amazon	20137002039	70.62	Sports Equipment for Student Use	55--California Pacific Charter - Los Angeles
	8/18/2023	AMAZ000--Amazon	20137002038	32.32	Mouse and Keyboard for D Carbonetta	55--California Pacific Charter - Los Angeles
	8/18/2023	AMAZ000--Amazon	20137002042	28.86	Supplies for Office	55--California Pacific Charter - Los Angeles
	8/18/2023	AMAZ000--Amazon	20137002041	13.95	Mail Envelopes for Magnets	55--California Pacific Charter - Los Angeles
	8/18/2023	NCUST01--National Center for Urban School Transformation	101371054	4,000.80	NCUST When Black Students Excel Book Virtual Sessions	55--California Pacific Charter - Los Angeles
	8/18/2023	CALE001--Calendly	20137002036	2,825.10	Subscriptions for 23/24 SY	55--California Pacific Charter - Los Angeles
	8/18/2023	TURN000--Turnitin LLC	20137002035	250.00	Additional Services Contract for 23/24 SY	55--California Pacific Charter - Los Angeles
	8/18/2023	PITN000--Pitney Bowes Global Financial Services LLC	20137002037	99.11	Postage machine lease- Sep 8 2023 to Dec 7 2023	55--California Pacific Charter - Los Angeles
	8/18/2023	ECCI000--ECC Imaging LLC.	101371055	6.98	07/11/23 to 08/10/23 coverage period	55--California Pacific Charter - Los Angeles
	8/18/2023	GREEN01--GreenBox Services LLC	20137002033	28,775.25	Chromebooks for Students	55--California Pacific Charter - Los Angeles
	8/18/2023	NCUST01--National Center for Urban School Transformation	101371053	900.18	NCUST When Black Students Excel Book Study Materials	55--California Pacific Charter - Los Angeles
	8/18/2023	AMAZ000--Amazon	20137002026	819.11	Various Office Supplies for Shipping Chromebooks	55--California Pacific Charter - Los Angeles
	8/18/2023	ZOOM000--Zoom	20137002025	250.00	Zoom Cloud Storage Monthly Fee - July 2023	55--California Pacific Charter - Los Angeles
	8/18/2023	YMCL000--Law Offices of Young, Minney & Corr. LLP	20137002034	187.50	Webinar for Public Records and Board Secretaries	55--California Pacific Charter - Los Angeles
	8/18/2023	WILL000--William J Howard Jr.	20137002031	75.33	Mileage for Board Meeting 8.8.23	55--California Pacific Charter - Los Angeles
	8/18/2023	ULINE01--Uline	20137002032	65.49	Shipping Supplies for Chromebooks	55--California Pacific Charter - Los Angeles
	8/18/2023	AMAZ000--Amazon	20137002027	59.26	Mount for D Nishikawa's Monitors	55--California Pacific Charter - Los Angeles
	8/18/2023	TANY001--Tanya Rogers	20137002029	42.91	Mileage for Board Meeting 8.8.23	55--California Pacific Charter - Los Angeles
	8/18/2023	NANC001--Nancy McKenna	20137002028	25.09	Domain Renewal for 2023-24	55--California Pacific Charter - Los Angeles
	8/18/2023	JASO000--Jason D. McFaul	20137002030	8.78	Mileage for Board Meeting 8.8.23	55--California Pacific Charter - Los Angeles

**Company name:** California Pacific Charter - Los Angeles  
**Report name:** Check register  
**Created on:** 9/1/2023  
**Location:** 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Ch:</b>		<b>Account no: 505911781</b>				
	8/21/2023	AMAZ000--Amazon	20137002046	27.06	Park Day Supplies 8.15.23	55--California Pacific Charter - Los Angeles
	8/21/2023	AMAZ000--Amazon	20137002047	19.38	SoCal Park Day Supplies 8.15.23	55--California Pacific Charter - Los Angeles
	8/21/2023	AMAZ000--Amazon	20137002048	12.39	MegaPhone for CalPac events	55--California Pacific Charter - Los Angeles
	8/21/2023	AMAZ000--Amazon	20137002045	17.54	Supplies for Kinder Packets	55--California Pacific Charter - Los Angeles
	8/23/2023	ACCE001--Accelerate Education Incorporated	20137002053	35,175.00	Contract for 23/24 SY Workbooks and Online Courses	55--California Pacific Charter - Los Angeles
		ACCE001--Accelerate Education Incorporated	20137002053	450.59	Use tax WorkBooks	55--California Pacific Charter - Los Angeles
	8/23/2023	STAP001--Staples Technology Solutions	20137002051	2,347.12	Computer for Office Staff	55--California Pacific Charter - Los Angeles
	8/23/2023	WORL000--Worldwide Express	101371057	173.25	23/24 Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
		WORL000--Worldwide Express	101371057	43.06	22/23 Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	8/23/2023	GOGU000--GoGuardian	20137002052	166.70	GoGuardian Training for Teachers 23/24 SY	55--California Pacific Charter - Los Angeles
	8/23/2023	WORL000--Worldwide Express	101371056	29.37	22/23 Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	8/23/2023	AMAZ000--Amazon	20137002049	25.27	Office Supplies for Patrice Aguilar	55--California Pacific Charter - Los Angeles
	8/23/2023	AMAZ000--Amazon	20137002050	15.04	Microphones for Marketing Videos	55--California Pacific Charter - Los Angeles
	8/24/2023	SHIR000--Shirley Peterson	1025363050	200.00	August 2023 Board Stipends - SP	55--California Pacific Charter - Los Angeles
	8/24/2023	KELL000--Kelly Wylie	1025363047	200.00	August 2023 Board Stipends - KW	55--California Pacific Charter - Los Angeles
	8/24/2023	TANY001--Tanya Rogers	1025363048	200.00	August 2023 Board Stipends - TR	55--California Pacific Charter - Los Angeles
	8/24/2023	WILL000--William J Howard Jr.	1025363049	200.00	August 2023 Board Stipends - WH	55--California Pacific Charter - Los Angeles
	8/24/2023	JASO000--Jason D. McFaul	1025363051	200.00	August 2023 Board Stipends - JM	55--California Pacific Charter - Los Angeles
	8/24/2023	PITN000--Pitney Bowes Global Financial Services LLC	Voided - 20137002065	-99.11	Postage machine lease- Sep 8 2023 to Dec 7 2023	55--California Pacific Charter - Los Angeles
	8/25/2023	BOARD01--Boardworks	20137002068	9,875.00	Boardworks K - 12 Suite 23/24 SY Subscription	55--California Pacific Charter - Los Angeles
	8/25/2023	BOLT001--Bolton Insurance Services LLC	20137002066	4,189.31	Cyber Liability Insurance 23/24	55--California Pacific Charter - Los Angeles
	8/25/2023	SHIR000--Shirley Peterson	20137002067	71.07	Mileage for Board Meeting 8.8.23	55--California Pacific Charter - Los Angeles
	8/25/2023	HANO000--The Hanover Insurance Group	101371059	7.50	Fidelity and Crime Policy for 23/24	55--California Pacific Charter - Los Angeles
	8/25/2023	PITN000--Pitney Bowes Global Financial Services LLC	20137002065	99.11	Postage machine lease- Sep 8 2023 to Dec 7 2023	55--California Pacific Charter - Los Angeles

**Company name:** California Pacific Charter - Los Angeles  
**Report name:** Check register  
**Created on:** 9/1/2023  
**Location:** 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Ch:</b>		<b>Account no: 505911781</b>				
	8/25/2023	STAP001--Staples Technology Solutions	20137002058	2,446.94	New laptops for teachers	55--California Pacific Charter - Los Angeles
	8/25/2023	STAP001--Staples Technology Solutions	20137002064	2,533.67	Computer for Office Staff	55--California Pacific Charter - Los Angeles
	8/25/2023	CTL000--CTL Corporation	20137002059	900.00	Google Workspace Upgrade for EDU Std for LA Students	55--California Pacific Charter - Los Angeles
	8/25/2023	MAVE001--Maverick Label	20137002057	249.74	Asset tags for equipment	55--California Pacific Charter - Los Angeles
	8/25/2023	AMAZ000--Amazon	20137002063	51.97	Office Supplies for Board	55--California Pacific Charter - Los Angeles
	8/25/2023	HATC000--Hatch & Cesario, Attorneys-at-Law	20137002062	35.00	Legal Services for July 2023	55--California Pacific Charter - Los Angeles
	8/25/2023	ZOOM000--Zoom	20137002054	250.00	Zoom Cloud Storage Monthly Fee - August 2023	55--California Pacific Charter - Los Angeles
	8/28/2023	LEXIA01--Lexia Learning Systems LLC	20137002072	1,950.00	English Program Subscription 23/24 SY	55--California Pacific Charter - Los Angeles
	8/28/2023	NATIO01--National Student Clearinghouse	20137002073	595.00	2023/24 Yearly Subscription for StudentTracker Program	55--California Pacific Charter - Los Angeles
	8/28/2023	CALE001--Calendly	20137002069	183.47	5 Additional Subscriptions for 23/24 SY	55--California Pacific Charter - Los Angeles
	8/28/2023	NEAR001--Nearpod Inc.	20137002071	121.52	Nearpod Training for Teachers	55--California Pacific Charter - Los Angeles
	8/28/2023	SSCA001--School Services of California	101371061	97.50	HR Conference for Corrie Amador	55--California Pacific Charter - Los Angeles
	8/28/2023	NCSP000--NCS Pearson, Inc.	20137002070	75.00	SpEd Testing Protocols 23/24 SY	55--California Pacific Charter - Los Angeles
	8/30/2023	WORL000--Worldwide Express	101371064	5,442.13	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	8/30/2023	CHAR001--Charter Impact	101371063	1,250.00	Payroll Services August 2023	55--California Pacific Charter - Los Angeles
	8/30/2023	ETS0001--ETS	101371062	184.00	ELPAC & CAASPP VIDEO SSRS - CPC-LA	55--California Pacific Charter - Los Angeles
	8/31/2023	KELL001--Kelly Rocha	20137002074	8.25	SoCal Park Day Mileage	55--California Pacific Charter - Los Angeles
<b>Total for CHASE 1781</b>				<b>156,789.71</b>		

**Company name:** California Pacific Charter - San Diego  
**Report name:** Check register  
**Created on:** 9/1/2023  
**Location:** 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Ch</b>		<b>Account no: 505911781</b>				
	8/3/2023	CALI003--CaliforniaChoice	101371040	73,393.50	September 2023 Medical Premiums	44--California Pacific Charter - San Diego
	8/3/2023	ALLS001--All Systems Go!	101371039	1,102.24	Marketing for August 2023	44--California Pacific Charter - San Diego
	8/3/2023	DELA000--De Lage Landen Financial Services Inc.	101371038	110.47	Copier Lease for Aug 2023	44--California Pacific Charter - San Diego
	8/3/2023	SAND000--San Diego County Office of Education	101371037	768.00	Bridge Auth Cohort Registration for C Colcord, L Curtis. and M Ignacio	44--California Pacific Charter - San Diego
	8/3/2023	CHAR001--Charter Impact	101371035	800.00	Payroll Services July 2023	44--California Pacific Charter - San Diego
	8/3/2023	WORL000--Worldwide Express	101371036	80.55	Shipping for CPC-SD 23/24	44--California Pacific Charter - San Diego
		WORL000--Worldwide Express	101371036	32.88	Shipping for CPC-SD 22/23	44--California Pacific Charter - San Diego
	8/3/2023	PART000--Partners in Special Education	101371034	406.90	OT Services May 2023	44--California Pacific Charter - San Diego
	8/4/2023	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371043	711.68	Legal Services for July 2023	44--California Pacific Charter - San Diego
	8/4/2023	LEAR001--Learning A-Z	101371041	491.52	Curriculum for K-8 23/24 SY	44--California Pacific Charter - San Diego
	8/4/2023	ALPH000--Alpha Vision, Inc.	101371042	121.28	August 2023- CalPac Datto Monthly Backupify G - Suite Cloud to Cloud Email and Dr	44--California Pacific Charter - San Diego
	8/4/2023	PARC000--Parchment LLC	20137002000	644.48	Annual subscription for 23/24 SY	44--California Pacific Charter - San Diego
	8/4/2023	AMAZ000--Amazon	20137001999	14.18	Packing Tape for Student Mailing	44--California Pacific Charter - San Diego
	8/4/2023	AMAZ000--Amazon	20137001998	5.37	Office supplies- desk necessities for D. Carbonetta	44--California Pacific Charter - San Diego
	8/4/2023	HOLI002--Holiday Inn Diamond Bar	20137001996	133.56	September 2023 Board Meeting Room Rental	44--California Pacific Charter - San Diego
	8/4/2023	PHIL000--Philadelphia Insurance Companies	20137001994	3,964.99	Specialty School Umbrella 25% Down & Monthly Installment	44--California Pacific Charter - San Diego
	8/4/2023	JOYN001--Joy Nehr	20137001995	9.60	TB Test for J Nehr 7/26/23	44--California Pacific Charter - San Diego
	8/4/2023	NOTA001--Notable, Inc. (Kami)	20137001993	1,088.00	Contract for 2023/24 SY	44--California Pacific Charter - San Diego
	8/4/2023	PARS000--Parsec Education, Inc.	20137001990	3,840.00	ParsecGO Data Analytics Dashboard / Professional Development ( 23/24)	44--California Pacific Charter - San Diego
	8/4/2023	RENA001--Renaissance Learning, Inc.	20137001992	912.00	Professional Development (PD) Sessions for 23/24 SY	44--California Pacific Charter - San Diego
	8/4/2023	AMAZ000--Amazon	20137001989	48.43	Office supplies- storage bins	44--California Pacific Charter - San Diego
	8/4/2023	CENG000--Cengage Learning Inc.	20137001984	1,587.64	Subscription for 23/24 SY	44--California Pacific Charter - San Diego
	8/7/2023	GENE000--Generation Genius, Inc.	101371047	574.40	License for educational streaming 23/24 SY	44--California Pacific Charter - San Diego
	8/7/2023	EVER000--Evergreen Educational Group	101371046	2,108.16	DLAC Conference for 12 Participants FEB 2024	44--California Pacific Charter - San Diego
	8/7/2023	FUEL001--FuelEd	20137002011	1,280.00	ELL Supplemental Program for 23/24 SY	44--California Pacific Charter - San Diego
	8/7/2023	RING000--RingCentral	20137002012	1,152.75	Monthly phone bill - July 2023	44--California Pacific Charter - San Diego

**Company name:** California Pacific Charter - San Diego  
**Report name:** Check register  
**Created on:** 9/1/2023  
**Location:** 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Ch</b>		<b>Account no: 505911781</b>				
	8/7/2023	IRON000--Iron Mountain	20137002013	282.11	Service for July 2023	44--California Pacific Charter - San Diego
	8/7/2023	STAP001--Staples Technoloav Solutions	20137002010	93.68	Dell Laptop Chargers for Staff	44--California Pacific Charter - San Diego
	8/7/2023	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002008	3,242.50	Legal Services for June 2023	44--California Pacific Charter - San Diego
	8/7/2023	UKG0001--UKG	20137002007	2,000.64	JUL-SEP 2023 Payroll Processing Fees	44--California Pacific Charter - San Diego
	8/7/2023	AVID001--AVID	20137002005	1,615.36	Membership for 23/24 SY	44--California Pacific Charter - San Diego
	8/7/2023	SEAS001--Carly Stone (Sea Stone Productions)	20137002006	375.15	Whale Watch Video Post - Production	44--California Pacific Charter - San Diego
	8/7/2023	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002009	102.54	Legal Services for June 2023	44--California Pacific Charter - San Diego
	8/7/2023	AMAZ000--Amazon	20137002002	88.13	Offices supplies- desk items for D. Carbonetta and K. Rocha	44--California Pacific Charter - San Diego
	8/7/2023	AMAZ000--Amazon	20137002004	44.48	Business Prime Essentials - Membership Fee 23/24	44--California Pacific Charter - San Diego
	8/7/2023	AMAZ000--Amazon	20137002003	13.77	Offices supplies- foot rest for K. Rocha	44--California Pacific Charter - San Diego
	8/8/2023	AMAZ000--Amazon	20137002014	18.95	Paper products for Office	44--California Pacific Charter - San Diego
	8/9/2023	WORL000--Worldwide Express	101371048	48.43	22/23 Shipping for CPC-SD	44--California Pacific Charter - San Diego
		WORL000--Worldwide Express	101371048	55.72	23/24 Shipping for CPC-SD	44--California Pacific Charter - San Diego
	8/9/2023	AMAZ000--Amazon	20137002018	415.80	Tech Purchases for Staff	44--California Pacific Charter - San Diego
	8/9/2023	AMAZ000--Amazon	20137002020	122.42	Shipping Supplies for Office	44--California Pacific Charter - San Diego
	8/9/2023	AMAZ000--Amazon	20137002019	85.79	Computer Cables for stock	44--California Pacific Charter - San Diego
	8/9/2023	AMAZ000--Amazon	20137002016	63.24	Office Supplies and Tech Cables	44--California Pacific Charter - San Diego
	8/9/2023	AMAZ000--Amazon	20137002015	22.75	Rolling Handcart for Meetings	44--California Pacific Charter - San Diego
	8/9/2023	AMAZ000--Amazon	20137002021	13.77	Book for C Feher	44--California Pacific Charter - San Diego
	8/9/2023	AMAZ000--Amazon	20137002017	7.58	Wireless Mouse for Jane Willson	44--California Pacific Charter - San Diego
	8/10/2023	METL001--MetLife Small Business Center	20137002023	5,850.00	August 2023 Insurance Payment	44--California Pacific Charter - San Diego
	8/10/2023	VICT000--Victoria Law	20137002022	31.48	Reimbursement for Victoria Law- SPED protocols	44--California Pacific Charter - San Diego
	8/10/2023	AMAZ000--Amazon	20137002024	5.61	Printable tents for various uses	44--California Pacific Charter - San Diego
	8/17/2023	FEDE001--FedEx	101371049	5.09	Shipped Package to C Masters	44--California Pacific Charter - San Diego
	8/18/2023	AMAZ000--Amazon	20137002039	70.62	Sports Equipment for Student Use	44--California Pacific Charter - San Diego
	8/18/2023	AMAZ000--Amazon	20137002038	20.68	Mouse and Keyboard for D Carbonetta	44--California Pacific Charter - San Diego
	8/18/2023	AMAZ000--Amazon	20137002042	18.47	Supplies for Office	44--California Pacific Charter - San Diego
	8/18/2023	AMAZ000--Amazon	20137002041	8.93	Mail Envelopes for Magnets	44--California Pacific Charter - San Diego
	8/18/2023	NCUST01--National Center for Urban School Transformation	101371054	3,999.60	NCUST When Black Students Excel Book Virtual Sessions	44--California Pacific Charter - San Diego

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<b>CHASE 1781 - Ch</b>		<b>Account no: 505911781</b>				
	8/18/2023	CALE001--Calendly	20137002036	1,808.06	Subscriptions for 23/24 SY	44--California Pacific Charter - San Diego
	8/18/2023	TURN000--Turnitin LLC	20137002035	160.00	Additional Services Contract for 23/24 SY	44--California Pacific Charter - San Diego
	8/18/2023	PITN000--Pitney Bowes Global Financial Services LLC	20137002037	63.42	Postage machine lease- Sep 8 2023 to Dec 7 2023	44--California Pacific Charter - San Diego
	8/18/2023	ECCI000--ECC Imaiqnq LLC.	101371055	4.46	07/11/23 to 08/10/23 coverage period	44--California Pacific Charter - San Diego
	8/18/2023	GREEN01--GreenBox Services LLC	20137002033	16,443.00	Chromebooks for Students	44--California Pacific Charter - San Diego
	8/18/2023	NCUST01--National Center for Urban School Transformation	101371053	899.91	NCUST When Black Students Excel Book Study Materials	44--California Pacific Charter - San Diego
	8/18/2023	AMAZ000--Amazon	20137002026	524.22	Various Office Supplies for Shipping Chromebooks	44--California Pacific Charter - San Diego
	8/18/2023	ZOOM000--Zoom	20137002025	160.00	Zoom Cloud Storage Monthly Fee - July 2023	44--California Pacific Charter - San Diego
	8/18/2023	YMCL000--Law Offices of Young, Minney & Corr. LLP	20137002034	120.00	Webinar for Public Records and Board Secretaries	44--California Pacific Charter - San Diego
	8/18/2023	WILL000--William J Howard Jr.	20137002031	48.20	Mileage for Board Meeting 8.8.23	44--California Pacific Charter - San Diego
	8/18/2023	ULINE01--Uline	20137002032	41.91	Shipping Supplies for Chromebooks	44--California Pacific Charter - San Diego
	8/18/2023	AMAZ000--Amazon	20137002027	37.92	Mount for D Nishikawa's Monitors	44--California Pacific Charter - San Diego
	8/18/2023	TANY001--Tanya Roqers	20137002029	27.45	Mileage for Board Meeting 8.8.23	44--California Pacific Charter - San Diego
	8/18/2023	NANC001--Nancy McKenna	20137002028	16.05	Domain Renewal for 2023-24	44--California Pacific Charter - San Diego
	8/18/2023	JASO000--Jason D. McFaul	20137002030	5.61	Mileage for Board Meeting 8.8.23	44--California Pacific Charter - San Diego
	8/21/2023	AMAZ000--Amazon	20137002046	27.06	Park Day Supplies 8.15.23	44--California Pacific Charter - San Diego
	8/21/2023	AMAZ000--Amazon	20137002047	19.38	SoCal Park Day Supplies 8.15.23	44--California Pacific Charter - San Diego
	8/21/2023	AMAZ000--Amazon	20137002048	7.92	MegaPhone for CalPac events	44--California Pacific Charter - San Diego
	8/21/2023	AMAZ000--Amazon	20137002045	11.23	Supplies for Kinder Packets	44--California Pacific Charter - San Diego
	8/23/2023	ACCE001--Accelerate Education Incorporated	20137002053	21,610.83	Contract for 23/24 SY Workbooks and Online Courses	44--California Pacific Charter - San Diego
		ACCE001--Accelerate Education Incorporated	20137002053	288.37	Use tax WorkBooks	44--California Pacific Charter - San Diego
	8/23/2023	WORL000--Worldwide Express	101371057	195.57	23/24 Shipping for CPC-SD	44--California Pacific Charter - San Diego
		WORL000--Worldwide Express	101371057	15.67	22/23 Shipping for CPC-SD	44--California Pacific Charter - San Diego
	8/23/2023	GOGU000--GoGuardian	20137002052	166.65	GoGuardian Training for Teachers 23/24 SY	44--California Pacific Charter - San Diego
	8/23/2023	WORL000--Worldwide Express	101371056	46.68	23/24 Shipping for CPC-SD	44--California Pacific Charter - San Diego
		WORL000--Worldwide Express	101371056	15.67	22/23 Shipping for CPC-SD	44--California Pacific Charter - San Diego
	8/23/2023	AMAZ000--Amazon	20137002049	16.17	Office Supplies for Patrice Aquilar	44--California Pacific Charter - San Diego
	8/23/2023	AMAZ000--Amazon	20137002050	9.62	Microphones for Marketing Videos	44--California Pacific Charter - San Diego
	8/24/2023	SHIR000--Shirley Peterson	1025363050	200.00	August 2023 Board Stipends - SP	44--California Pacific Charter - San Diego

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<b>CHASE 1781 - Ch</b>		<b>Account no: 505911781</b>				
	8/24/2023	KELL000--Kelly Wylie	1025363047	200.00	August 2023 Board Stipends - KW	44--California Pacific Charter - San Diego
	8/24/2023	TANY001--Tanva Rogers	1025363048	200.00	August 2023 Board Stipends - TR	44--California Pacific Charter - San Diego
	8/24/2023	WILL000--William J Howard Jr.	1025363049	200.00	August 2023 Board Stipends - WH	44--California Pacific Charter - San Diego
	8/24/2023	JASO000--Jason D. McFaul	1025363051	200.00	August 2023 Board Stipends - JM	44--California Pacific Charter - San Diego
	8/24/2023	PITN000--Pitney Bowes Global Financial Services LLC	Voided - 20137	-63.42	Postage machine lease- Sep 8 2023 to Dec 7 2023	44--California Pacific Charter - San Diego
	8/25/2023	BOARD01--Boardworks	20137002068	6,320.00	Boardworks K - 12 Suite 23/24 SY Subscription	44--California Pacific Charter - San Diego
	8/25/2023	BOLT001--Bolton Insurance Services LLC	20137002066	2,681.15	Cyber Liability Insurance 23/24	44--California Pacific Charter - San Diego
	8/25/2023	SHIR000--Shirley Peterson	20137002067	45.48	Mileage for Board Meeting 8.8.23	44--California Pacific Charter - San Diego
	8/25/2023	HANO000--The Hanover Insurance Group	101371059	4.80	Fidelity and Crime Policy for 23/24	44--California Pacific Charter - San Diego
	8/25/2023	PITN000--Pitney Bowes Global Financial Services LLC	20137002065	63.42	Postage machine lease- Sep 8 2023 to Dec 7 2023	44--California Pacific Charter - San Diego
	8/25/2023	STAP001--Staples Technology Solutions	20137002058	2,446.94	New laptops for teachers	44--California Pacific Charter - San Diego
	8/25/2023	STAP001--Staples Technology Solutions	20137002056	1,369.68	Computer for SpEd Students	44--California Pacific Charter - San Diego
	8/25/2023	CTL000--CTL Corporation	20137002060	600.00	Google Workspace Upgrade for EDU Std for SD Students	44--California Pacific Charter - San Diego
	8/25/2023	MAVE001--Maverick Label	20137002057	159.83	Asset tags for equipment	44--California Pacific Charter - San Diego
	8/25/2023	AMAZ000--Amazon	20137002063	33.26	Office Supplies for Board	44--California Pacific Charter - San Diego
	8/25/2023	HATC000--Hatch & Cesario, Attorneys-at-Law	20137002062	22.40	Legal Services for July 2023	44--California Pacific Charter - San Diego
	8/25/2023	ZOOM000--Zoom	20137002054	160.00	Zoom Cloud Storage Monthly Fee - August 2023	44--California Pacific Charter - San Diego
	8/28/2023	WARN001--Warner Unified School District	101371060	24,842.00	Oversight Fee 22-23	44--California Pacific Charter - San Diego
	8/28/2023	LEXIA01--Lexia Learning Systems LLC	20137002072	1,248.00	English Program Subscription 23/24 SY	44--California Pacific Charter - San Diego
	8/28/2023	NATI001--National Student Clearinghouse	20137002073	595.00	2023/24 Yearly Subscription for StudentTracker Program	44--California Pacific Charter - San Diego
	8/28/2023	CALE001--Calendly	20137002069	117.42	5 Additional Subscriptions for 23/24 SY	44--California Pacific Charter - San Diego
	8/28/2023	NEAR001--Nearpod Inc.	20137002071	121.49	Nearpod Training for Teachers	44--California Pacific Charter - San Diego
	8/28/2023	SSCA001--School Services of California	101371061	62.40	HR Conference for Corrie Amador	44--California Pacific Charter - San Diego
	8/28/2023	NCSP000--NCS Pearson, Inc.	20137002070	48.00	SpEd Testing Protocols 23/24 SY	44--California Pacific Charter - San Diego
	8/30/2023	CHAR001--Charter Impact	101371063	800.00	Payroll Services August 2023	44--California Pacific Charter - San Diego
	8/31/2023	KELL001--Kelly Rocha	20137002074	8.26	SoCal Park Day Mileage	44--California Pacific Charter - San Diego
<b>Total for CHASE 1781</b>				<b>199,583.01</b>		



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<b>CHASE 1781 - Ch</b>		<b>Account no: 505911781</b>				
	8/3/2023	ALLS001--All Systems Go!	101371039	620.01	Marketing for August 2023	95--California Pacific Charter - Sonoma
	8/3/2023	DELA000--De Lage Landen Financial Services Inc.	101371038	62.14	Copier Lease for Aug 2023	95--California Pacific Charter - Sonoma
	8/3/2023	SAND000--San Diego County Office of Education	101371037	432.00	Bridge Auth Cohort Registration for C Colcord, L Curtis, and M Ignacio	95--California Pacific Charter - Sonoma
	8/3/2023	CHAR001--Charter Impact	101371035	450.00	Pavroll Services July 2023	95--California Pacific Charter - Sonoma
	8/3/2023	WORL000--Worldwide Express	101371036	126.26	Shipping for CPC-SO 23/24	95--California Pacific Charter - Sonoma
		WORL000--Worldwide Express	101371036	32.88	Shipping for CPC-SO 22/23	95--California Pacific Charter - Sonoma
	8/4/2023	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371043	400.32	Legal Services for July 2023	95--California Pacific Charter - Sonoma
	8/4/2023	LEAR001--Learning A-Z	101371041	276.48	Curriculum for K-8 23/24 SY	95--California Pacific Charter - Sonoma
	8/4/2023	ALPH000--Alpha Vision, Inc.	101371042	68.22	August 2023- CalPac Datto Monthly Backupify G - Suite Cloud to Cloud Email and Dr	95--California Pacific Charter - Sonoma
	8/4/2023	PARC000--Parchment LLC	20137002000	362.52	Annual subscription for 23/24 SY	95--California Pacific Charter - Sonoma
	8/4/2023	AMAZ000--Amazon	20137001999	7.98	Packing Tape for Student Mailing	95--California Pacific Charter - Sonoma
	8/4/2023	AMAZ000--Amazon	20137001998	2.64	Office supplies- desk necessities for D. Carbonetta	95--California Pacific Charter - Sonoma
	8/4/2023	HOLI002--Holiday Inn Diamond Bar	20137001996	75.12	September 2023 Board Meeting Room Rental	95--California Pacific Charter - Sonoma
	8/4/2023	PHIL000--Philadelphia Insurance Companies	20137001994	2,230.31	Specialty School Umbrella 25% Down & Monthly Installment	95--California Pacific Charter - Sonoma
	8/4/2023	JOYN001--Joy Nehr	20137001995	5.40	TB Test for J Nehr 7/26/23	95--California Pacific Charter - Sonoma
	8/4/2023	NOTA001--Notable, Inc. (Kami)	20137001993	612.00	Contract for 2023/24 SY	95--California Pacific Charter - Sonoma
	8/4/2023	PARS000--Parsec Education, Inc.	20137001990	2,160.00	ParsecGO Data Analytics Dashboard / Professional Development ( 23/24)	95--California Pacific Charter - Sonoma
	8/4/2023	RENA001--Renaissance Learning, Inc.	20137001992	513.00	Professional Development (PD) Sessions for 23/24 SY	95--California Pacific Charter - Sonoma
	8/4/2023	AMAZ000--Amazon	20137001989	23.77	Office supplies- storage bins	95--California Pacific Charter - Sonoma
	8/4/2023	CENG000--Cenqaq Learning Inc.	20137001984	893.05	Subscription for 23/24 SY	95--California Pacific Charter - Sonoma
	8/4/2023	EECS000--Effectual Educational Consulting Services	20137001985	345.00	Adaptive PE Services June 2023	95--California Pacific Charter - Sonoma
	8/7/2023	GENE000--Generation Genius, Inc.	101371047	323.10	License for educational streaming 23/24 SY	95--California Pacific Charter - Sonoma
	8/7/2023	EVER000--Evergreen Educational Group	101371046	1,185.84	DLAC Conference for 12 Participants FEB 2024	95--California Pacific Charter - Sonoma
	8/7/2023	FUEL001--FuelEd	20137002011	720.00	ELL Supplemental Program for 23/24 SY	95--California Pacific Charter - Sonoma
	8/7/2023	RING000--RinaCentral	20137002012	648.43	Monthly phone bill - July 2023	95--California Pacific Charter - Sonoma
	8/7/2023	IRON000--Iron Mountain	20137002013	158.68	Service for July 2023	95--California Pacific Charter - Sonoma

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<b>CHASE 1781 - Ch</b>		<b>Account no: 505911781</b>				
	8/7/2023	STAP001--Staples Technology Solutions	20137002010	52.69	Dell Laptop Chargers for Staff	95--California Pacific Charter - Sonoma
	8/7/2023	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002008	1,591.61	Legal Services for June 2023	95--California Pacific Charter - Sonoma
	8/7/2023	UKG001--UKG	20137002007	1,125.36	JUL-SEP 2023 Payroll Processing Fees	95--California Pacific Charter - Sonoma
	8/7/2023	AVID001--AVID	20137002005	908.64	Membership for 23/24 SY	95--California Pacific Charter - Sonoma
	8/7/2023	SEAS001--Carly Stone (Sea Stone Productions)	20137002006	211.02	Whale Watch Video Post - Production	95--California Pacific Charter - Sonoma
	8/7/2023	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002009	50.34	Legal Services for June 2023	95--California Pacific Charter - Sonoma
	8/7/2023	AMAZ000--Amazon	20137002002	49.58	Offices supplies- desk items for D. Carbonetta and K. Rocha	95--California Pacific Charter - Sonoma
	8/7/2023	AMAZ000--Amazon	20137002004	25.02	Business Prime Essentials - Membership Fee 23/24	95--California Pacific Charter - Sonoma
	8/7/2023	UNPL001--Unplug Studio LLC	20137002001	50.00	Hosting and Maintenance Website - August 2023	95--California Pacific Charter - Sonoma
	8/7/2023	AMAZ000--Amazon	20137002003	7.75	Offices supplies- foot rest for K. Rocha	95--California Pacific Charter - Sonoma
	8/8/2023	AMAZ000--Amazon	20137002014	10.66	Paper products for Office	95--California Pacific Charter - Sonoma
	8/9/2023	WORL000--Worldwide Express	101371048	28.39	23/24 Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	8/9/2023	AMAZ000--Amazon	20137002018	233.89	Tech Purchases for Staff	95--California Pacific Charter - Sonoma
	8/9/2023	AMAZ000--Amazon	20137002020	68.86	Shipping Supplies for Office	95--California Pacific Charter - Sonoma
	8/9/2023	AMAZ000--Amazon	20137002019	48.25	Computer Cables for stock	95--California Pacific Charter - Sonoma
	8/9/2023	AMAZ000--Amazon	20137002016	35.57	Office Supplies and Tech Cables	95--California Pacific Charter - Sonoma
	8/9/2023	AMAZ000--Amazon	20137002015	12.80	Rolling Handcart for Meetings	95--California Pacific Charter - Sonoma
	8/9/2023	AMAZ000--Amazon	20137002021	7.75	Book for C Feher	95--California Pacific Charter - Sonoma
	8/9/2023	AMAZ000--Amazon	20137002017	4.26	Wireless Mouse for Jane Willson	95--California Pacific Charter - Sonoma
	8/10/2023	VICT000--Victoria Law	20137002022	17.71	Reimbursement for Victoria Law- SPED protocols	95--California Pacific Charter - Sonoma
	8/10/2023	AMAZ000--Amazon	20137002024	3.15	Printable tents for various uses	95--California Pacific Charter - Sonoma
	8/17/2023	FEDE001--FedEx	101371049	2.86	Shipped Package to C Masters	95--California Pacific Charter - Sonoma
	8/18/2023	AMAZ000--Amazon	20137002038	11.64	Mouse and Keyboard for D Carbonetta	95--California Pacific Charter - Sonoma
	8/18/2023	AMAZ000--Amazon	20137002042	10.39	Supplies for Office	95--California Pacific Charter - Sonoma
	8/18/2023	AMAZ000--Amazon	20137002041	5.02	Mail Envelopes for Magnets	95--California Pacific Charter - Sonoma
	8/18/2023	NCUST01--National Center for Urban School Transformation	101371054	3,999.60	NCUST When Black Students Excel Book Virtual Sessions	95--California Pacific Charter - Sonoma
	8/18/2023	CALE001--Calendly	20137002036	1,017.04	Subscriptions for 23/24 SY	95--California Pacific Charter - Sonoma

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<b>CHASE 1781 - Ch</b>		<b>Account no: 505911781</b>				
	8/18/2023	TURN000--Turnitin LLC	20137002035	90.00	Additional Services Contract for 23/24 SY	95--California Pacific Charter - Sonoma
	8/18/2023	PITN000--Pitney Bowes Global Financial Services LLC	20137002037	35.68	Postage machine lease- Sep 8 2023 to Dec 7 2023	95--California Pacific Charter - Sonoma
	8/18/2023	ECCI000--ECC Imaging LLC.	101371055	2.51	07/11/23 to 08/10/23 coverage period	95--California Pacific Charter - Sonoma
	8/18/2023	GREEN01--GreenBox Services LLC	20137002033	6,166.13	Chromebooks for Students	95--California Pacific Charter - Sonoma
	8/18/2023	NCUST01--National Center for Urban School Transformation	101371053	899.91	NCUST When Black Students Excel Book Study Materials	95--California Pacific Charter - Sonoma
	8/18/2023	AMAZ000--Amazon	20137002026	294.88	Various Office Supplies for Shipping Chromebooks	95--California Pacific Charter - Sonoma
	8/18/2023	ZOOM000--Zoom	20137002025	90.00	Zoom Cloud Storage Monthly Fee - July 2023	95--California Pacific Charter - Sonoma
	8/18/2023	YMCL000--Law Offices of Young, Minney & Corr. LLP	20137002034	67.50	Webinar for Public Records and Board Secretaries	95--California Pacific Charter - Sonoma
	8/18/2023	WILL000--William J Howard Jr.	20137002031	27.12	Mileage for Board Meeting 8.8.23	95--California Pacific Charter - Sonoma
	8/18/2023	ULINE01--Uline	20137002032	23.57	Shipping Supplies for Chromebooks	95--California Pacific Charter - Sonoma
	8/18/2023	AMAZ000--Amazon	20137002027	21.33	Mount for D Nishikawa's Monitors	95--California Pacific Charter - Sonoma
	8/18/2023	TANY001--Tanya Rogers	20137002029	15.45	Mileage for Board Meeting 8.8.23	95--California Pacific Charter - Sonoma
	8/18/2023	NANC001--Nancy McKenna	20137002028	9.03	Domain Renewal for 2023-24	95--California Pacific Charter - Sonoma
	8/18/2023	JASO000--Jason D. McFaul	20137002030	3.16	Mileage for Board Meeting 8.8.23	95--California Pacific Charter - Sonoma
	8/21/2023	AMAZ000--Amazon	20137002048	4.46	MegaPhone for CalPac events	95--California Pacific Charter - Sonoma
	8/21/2023	AMAZ000--Amazon	20137002045	6.31	Supplies for Kinder Packets	95--California Pacific Charter - Sonoma
	8/23/2023	ACCE001--Accelerate Education Incorporated	20137002053	12,663.00	Contract for 23/24 SY Workbooks and Online Courses	95--California Pacific Charter - Sonoma
		ACCE001--Accelerate Education Incorporated	20137002053	162.21	Use tax WorkBooks	95--California Pacific Charter - Sonoma
	8/23/2023	WORL000--Worldwide Express	101371057	147.56	23/24 Shipping for CPC-SO	95--California Pacific Charter - Sonoma
		WORL000--Worldwide Express	101371057	29.36	22/23 Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	8/23/2023	GOGU000--GoGuardian	20137002052	166.65	GoGuardian Training for Teachers 23/24 SY	95--California Pacific Charter - Sonoma
	8/23/2023	WORL000--Worldwide Express	101371056	15.67	22/23 Shipping for CPC-SO	95--California Pacific Charter - Sonoma
		WORL000--Worldwide Express	101371056	19.20	23/24 Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	8/23/2023	AMAZ000--Amazon	20137002049	9.10	Office Supplies for Patrice Aquilar	95--California Pacific Charter - Sonoma
	8/23/2023	AMAZ000--Amazon	20137002050	5.41	Microphones for Marketing Videos	95--California Pacific Charter - Sonoma
	8/24/2023	SHIR000--Shirley Peterson	1025363050	200.00	August 2023 Board Stipends - SP	95--California Pacific Charter - Sonoma
	8/24/2023	KELL000--Kelly Wylie	1025363047	200.00	August 2023 Board Stipends - KW	95--California Pacific Charter - Sonoma
	8/24/2023	TANY001--Tanya Rogers	1025363048	200.00	August 2023 Board Stipends - TR	95--California Pacific Charter - Sonoma
	8/24/2023	WILL000--William J Howard Jr.	1025363049	200.00	August 2023 Board Stipends - WH	95--California Pacific Charter - Sonoma
	8/24/2023	JASO000--Jason D. McFaul	1025363051	200.00	August 2023 Board Stipends - JM	95--California Pacific Charter - Sonoma

**Company name:** California Pacific Charter - Sonoma  
**Report name:** Check register  
**Created on:** 9/1/2023  
**Location:** 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
<b>CHASE 1781 - Ch</b>		<b>Account no: 505911781</b>				
	8/24/2023	PITN000--Pitney Bowes Global Financial Services LLC	Voided - 201371	-35.68	Postage machine lease- Sep 8 2023 to Dec 7 2023	95--California Pacific Charter - Sonoma
	8/25/2023	BOARD01--Boardworks	20137002068	3,555.00	Boardworks K - 12 Suite 23/24 SY Subscription	95--California Pacific Charter - Sonoma
	8/25/2023	BOLT001--Bolton Insurance Services LLC	20137002066	1,508.15	Cyber Liability Insurance 23/24	95--California Pacific Charter - Sonoma
	8/25/2023	SHIR000--Shirley Peterson	20137002067	25.59	Mileage for Board Meeting 8.8.23	95--California Pacific Charter - Sonoma
	8/25/2023	HANO000--The Hanover Insurance Group	101371059	2.70	Fidelity and Crime Policy for 23/24	95--California Pacific Charter - Sonoma
	8/25/2023	PITN000--Pitney Bowes Global Financial Services LLC	20137002065	35.68	Postage machine lease- Sep 8 2023 to Dec 7 2023	95--California Pacific Charter - Sonoma
	8/25/2023	STAP001--Staples Technology Solutions	20137002058	1,223.46	New laptops for teachers	95--California Pacific Charter - Sonoma
	8/25/2023	STAP001--Staples Technology Solutions	20137002055	1,265.49	Computer for SpEd Students	95--California Pacific Charter - Sonoma
	8/25/2023	MAVE001--Maverick Label	20137002057	89.91	Asset tags for equipment	95--California Pacific Charter - Sonoma
	8/25/2023	CTL000--CTL Corporation	20137002061	350.00	Google Workspace Upgrade for EDU Std for SO Students	95--California Pacific Charter - Sonoma
	8/25/2023	AMAZ000--Amazon	20137002063	18.71	Office Supplies for Board	95--California Pacific Charter - Sonoma
	8/25/2023	HATC000--Hatch & Cesario, Attorneys-at-Law	20137002062	12.60	Legal Services for July 2023	95--California Pacific Charter - Sonoma
	8/25/2023	ZOOM000--Zoom	20137002054	90.00	Zoom Cloud Storage Monthly Fee - August 2023	95--California Pacific Charter - Sonoma
	8/28/2023	LEXIA01--Lexia Learning Systems LLC	20137002072	702.00	English Program Subscription 23/24 SY	95--California Pacific Charter - Sonoma
	8/28/2023	CALE001--Calendly	20137002069	66.05	5 Additional Subscriptions for 23/24 SY	95--California Pacific Charter - Sonoma
	8/28/2023	NEAR001--Nearpod Inc.	20137002071	121.49	Nearpod Training for Teachers	95--California Pacific Charter - Sonoma
	8/28/2023	SSCA001--School Services of California	101371061	35.10	HR Conference for Corrie Amador	95--California Pacific Charter - Sonoma
	8/28/2023	NCSP000--NCS Pearson, Inc.	20137002070	27.00	SpEd Testing Protocols 23/24 SY	95--California Pacific Charter - Sonoma
	8/30/2023	WORL000--Worldwide Express	101371064	2,980.66	Shipping for CPC-SD	95--California Pacific Charter - Sonoma
		WORL000--Worldwide Express	101371064	1,714.66	Shipping to CPC-SO	95--California Pacific Charter - Sonoma
	8/30/2023	CHAR001--Charter Impact	101371063	450.00	Payroll Services August 2023	95--California Pacific Charter - Sonoma
<b>Total for CHASE 1781</b>				<b>58,538.77</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>	09/25/2023
<b>AMOUNT DUE</b>	\$47,996.21
<b>CURRENT BALANCE</b>	\$47,996.21

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

556375790010093704799621047996210

PLEASE TEAR PAYMENT COUPON AT PERFORATION

**STATEMENT MESSAGES**

**COMMERCIAL ACCOUNT SUMMARY**

ORGANIZATION NAME: CALIFORNIA PACIFIC

ACCOUNT NUMBER: 5563757900100937

<p>CLOSING DATE 08-31-23</p> <p>CREDIT LIMIT 100,000</p> <p>AVAILABLE CREDIT 52,004</p> <p>FOR CUSTOMER SERVICE CALL: 1-800-316-6056</p> <p>FOR TTY/TDD SERVICE CALL: 1-800-955-8060</p> <p>SEND BILLING INQUIRIES TO:                   JPMORGAN CHASE BANK NA                  COMMERCIAL CARD SOLUTIONS                  P.O. BOX 2015                  MAIL SUITE IL1-6225                  ELGIN, IL 60121</p>	<table border="1"> <tr> <td>PREVIOUS BALANCE</td> <td style="text-align: right;">47,815.94</td> </tr> <tr> <td>PURCHASES AND OTHER CHARGES</td> <td style="text-align: right;">100,256.78</td> </tr> <tr> <td>CASH ADVANCES</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>CREDITS</td> <td style="text-align: right;">76.51</td> </tr> <tr> <td>PAYMENTS</td> <td style="text-align: right;">100,000.00-</td> </tr> <tr> <td>LATE PAYMENT CHARGES</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>CASH ADVANCE FEE</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>FINANCE CHARGES</td> <td style="text-align: right;">.00</td> </tr> <tr> <td><b>NEW BALANCE</b></td> <td style="text-align: right;"><b>47,996.21</b></td> </tr> <tr> <td>TOTAL PAYMENT DUE</td> <td style="text-align: right;">47,996.21</td> </tr> <tr> <td>DISPUTED AMOUNT</td> <td style="text-align: right;">.00</td> </tr> </table>	PREVIOUS BALANCE	47,815.94	PURCHASES AND OTHER CHARGES	100,256.78	CASH ADVANCES	.00	CREDITS	76.51	PAYMENTS	100,000.00-	LATE PAYMENT CHARGES	.00	CASH ADVANCE FEE	.00	FINANCE CHARGES	.00	<b>NEW BALANCE</b>	<b>47,996.21</b>	TOTAL PAYMENT DUE	47,996.21	DISPUTED AMOUNT	.00
PREVIOUS BALANCE	47,815.94																						
PURCHASES AND OTHER CHARGES	100,256.78																						
CASH ADVANCES	.00																						
CREDITS	76.51																						
PAYMENTS	100,000.00-																						
LATE PAYMENT CHARGES	.00																						
CASH ADVANCE FEE	.00																						
FINANCE CHARGES	.00																						
<b>NEW BALANCE</b>	<b>47,996.21</b>																						
TOTAL PAYMENT DUE	47,996.21																						
DISPUTED AMOUNT	.00																						

ACCT. NUMBER: 5563 7579 0010 0937	CALIFORNIA PACIFIC
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**COMMERCIAL ACCOUNT ACTIVITY**

<b>CALIFORNIA PACIFIC</b> 5563-7579-0010-0937	<b>TOTAL COMMERCIAL ACTIVITY</b> \$100,000.00CR			
<b>ACCOUNTING CODE:</b>				
<b>Post Date</b>	<b>Tran Date</b>	<b>Reference Number</b>	<b>Transaction Description</b>	<b>Amount</b>
08-10	08-10	7540501322200000000032	PAYMENT RECEIVED -- THANK YOU	50,000.00 PY
08-29	08-29	75405013241000000000260	PAYMENT RECEIVED -- THANK YOU	50,000.00 PY

**INDIVIDUAL CARDHOLDER ACTIVITY**

<b>DAISY CARLOS</b> 5563-7500-0267-7217	<b>CREDITS</b> \$6.51	<b>PURCHASES</b> \$5,055.34	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$5,048.83
<b>ACCOUNTING CODE:</b>				

Purchasing Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-02	08-01	55429503213852059955671	PAYPAL *SANDCASP 4029357733 CA P.O.S.: 5995567 SALES TAX: 8.89	105.00
08-04	08-04	55432863216200122911422	PARTYCITY.COM 800-727-8924 IL	60.19
08-08	08-07	05410193220105032290642	STAPLES 00100784 SANTA ANA CA P.O.S.: 002629064 SALES TAX: 9.06	107.04
08-08	08-07	05410193220105032290691	STAPLES 00100784 SANTA ANA CA P.O.S.: 002629069 SALES TAX: 4.73	55.85
08-09	08-08	05410193220091017348938	TARGET 00021790 DIAMOND BAR CA	15.77
08-10	08-09	82711163222000003188451	SP OWL LABS SOMERVILLE MA	40.95
08-14	08-11	55429503223745382612837	GRAMMARLY COJMWAFHV 8883186146 CA P.O.S.: CPMZAV01 SALES TAX: 0.00	46.00
08-14	08-12	75418233224180381292825	DNH*GODADDY.COM TEMPE AZ	50.17
08-15	08-14	55429503226852586426514	CGI SPANISH 3036845557 CO P.O.S.: 58642651 SALES TAX: 50.29	594.00
08-18	08-16	05410193229069611953387	FEDEX OFFICE 800000836 PLANO TX P.O.S.: 178716922173549 SALES TAX: 83.17	1,156.29
08-18	08-17	82711163230000000377008	COWRITER VOLO IL	4.99
08-21	08-18	55432863230204579963474	SQ *COSTA MESA LOCK & COSTA MESA CA P.O.S.: 00011529215130880 SALES TAX: 0.00	22.90
08-21	08-18	55432863230204619114203	WPY*YOUNG MINNEY & COR 855-999-3729 CA	525.00
08-21	08-19	55432863231204868468507	MYFAX SERVICE 866-563-9212 CA	12.00
08-21	08-19	55432863231204868949720	MYFAX SERVICE 866-563-9212 CA	25.00
08-21	08-18	75418233230180807779902	ALLPAID*LOS ANGELES CO DOWNEY CA	26.50
08-21	08-18	75418233230180808933698	ALLPAID*LOS ANGELES CO DOWNEY CA	26.50
08-24	08-23	55432863235206139215944	MYFAX SERVICE 866-563-9212 CA	10.00
08-24	08-23	82644313236000000253693	REBRANDLY.COM DUBLIN D	14.00

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

**INDIVIDUAL CARDHOLDER ACTIVITY**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-25	08-24	55310203236083062711966	TARGET.COM * 800-591-3869 MN	21.60
08-25	08-24	55432863236206440620096	MYFAX SERVICE 866-563-9212 CA	10.00
08-28	08-26	02305373238100195224317	TST* NOTHING BUNDT CAK TUSTIN CA	30.00
08-28	08-25	55432863237206751284663	MYFAX SERVICE 866-563-9212 CA	10.00
08-31	08-30	55310203242083013702710	TARGET.COM * 800-591-3869 MN	14.24
<b>Total Purchasing Activity</b>				<b>\$2,983.99</b>

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-07	08-04	02305373217300322978117	AYRES INN DIAMOND BAR DIAMOND BAR CA 1000193735 ARRIVAL: 08-03-23	472.35
08-09	08-08	55310203221400614000374	CHIPOTLE 3148 DIAMOND BAR CA	75.56
08-14	08-10	02305373223300843125349	AYRES INN DIAMOND BAR DIAMOND BAR CA 1000193735 ARRIVAL: 08-09-23	6.51 CR
08-14	08-11	55432863223202467224180	SQ *SGT. PEPPERONI'S P GOSQ.COM CA P.O.S.: 00023058430181811 SALES TAX: 6.98	113.18
08-18	08-17	55429503229713269151646	GRUBHUBSABROSOMEXICAN 8775851085 NY	196.61
08-18	08-17	55429503229745275356413	GRUBHUBSABROSOMEXICAN 8775851085 NY	138.41
08-18	08-17	55432863229204291743074	HOTELSCOM7263455049946 HOTELS.COM WA P.O.S.: 0 SALES TAX: 0.00	173.18
08-18	08-16	55436873229262297079278	HILTON GARDEN INN SAN DIEGO CA 330352 ARRIVAL: 08-16-23	124.78
08-21	08-19	52704873231708751264341	HOLIDAY INN LONG BEACH LONG BEACH CA 12553546 ARRIVAL: 08-17-23	165.38
08-21	08-19	55432863231204693916670	HOTELSCOM7263548193680 HOTELS.COM WA P.O.S.: 0 SALES TAX: 0.00	208.28
08-24	08-23	55429503235713241050298	UBER EATS 8005928996 CA	25.40
08-24	08-23	55429503235745246942350	UBER EATS 8005928996 CA	3.70
08-24	08-24	82305093236000005405460	DOORDASH*CINDERS WOOD SAN FRANCISCO CA	26.41
08-25	08-24	55429503236719408169556	UBER EATS 8005928996 CA	20.10
08-25	08-24	55429503236719414385766	UBER LUNAGRILLCE 8005928996 CA	2.91
08-28	08-25	55263523238400022405123	MAGGIANOS S 0081 ECOMM COSTA MESA CA	209.66
08-28	08-25	55429503237719577217631	UBER SAKURASUSHI 8005928996 CA	4.99
08-28	08-25	55429503237743570416057	UBER EATS 8005928996 CA	26.13
08-31	08-30	55429503242717365690814	UBER EATS 8005928996 CA	33.61
08-31	08-30	55429503242717370915446	UBER EATS 8005928996 CA	27.69
08-31	08-30	55429503242717371739555	UBER EATS 8005928996 CA	4.32
08-31	08-30	55429503242743377158756	UBER EATS 8005928996 CA	5.75

ACCT. NUMBER: 5563 7579 0010 0937
CALIFORNIA PACIFIC

INDIVIDUAL CARDHOLDER ACTIVITY

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
				<b>Total Travel Activity</b>
				\$2,051.89

Miscellaneous Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-16	08-15	82305093227000017678162	ULTIMATE SLP FARMINGTON CT	12.95
				<b>Total Miscellaneous Activity</b>
				\$12.95

<b>CHRISTINE FEHER</b> 5563-7500-1511-9595	<b>CREDITS</b> \$0.00	<b>PURCHASES</b> \$89,276.36	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$89,276.36
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**ACCOUNTING CODE:**

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-01	07-31	02682633213910017008964	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M13462947081 SALES TAX: 0.00	500.00
08-01	07-31	02682633213910032007850	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M17251082786 SALES TAX: 0.00	500.00
08-01	07-31	12302023212282490690732	MICROSOFT*ADS-F1083MWA LAS VEGAS NV	1,018.56
08-01	07-31	15270213212276624535852	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-01	07-31	15270213212277018265858	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-01	08-01	15270213213000487315858	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-02	08-01	02682633214910037025195	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M45649959330 SALES TAX: 0.00	500.00
08-02	08-01	15270213213002279465859	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	250.89
08-02	08-01	15270213213003321735851	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-03	08-02	02682633215910003052396	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M02114552128 SALES TAX: 0.00	500.00
08-03	08-02	02682633215910003129996	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M38911001076 SALES TAX: 0.00	500.00
08-03	08-02	02682633215910032010951	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M73916546333 SALES TAX: 0.00	500.00
08-03	08-02	15270213214001825955859	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-03	08-02	15270213214002318055850	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-04	08-03	02682633216910009058842	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M92894742402 SALES TAX: 0.00	500.00
08-04	08-03	02682633216910009059220	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M90154081911 SALES TAX: 0.00	500.00
08-04	08-03	02682633216910009091579	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M37122877578 SALES TAX: 0.00	500.00
08-04	08-03	02682633216910016011743	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M99925956241 SALES TAX: 0.00	500.00
08-04	08-03	02682633216910038010798	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M35506320720 SALES TAX: 0.00	500.00



ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

**INDIVIDUAL CARDHOLDER ACTIVITY**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-04	08-03	12302023215000130977740	MICROSOFT*ADS-F1083MWA LAS VEGAS NV	1,002.82
08-04	08-03	15270213215001874725855	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-04	08-03	15270213215002328525859	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-04	08-04	15270213216000482575859	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-07	08-04	02682633217910007058520	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M51582270528 SALES TAX: 0.00	500.00
08-07	08-04	02682633217910007113341	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M92342158907 SALES TAX: 0.00	500.00
08-07	08-04	02682633217910014013484	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M68022329139 SALES TAX: 0.00	500.00
08-07	08-06	02682633219910007051259	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M29826246003 SALES TAX: 0.00	500.00
08-07	08-06	02682633219910007126457	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M99930857907 SALES TAX: 0.00	500.00
08-07	08-06	02682633219910035010327	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M01515969643 SALES TAX: 0.00	500.00
08-07	08-04	15270213216002206365856	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-07	08-05	15270213216003023535853	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-07	08-05	15270213217000409905857	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-07	08-05	15270213217001161035859	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-07	08-05	15270213217002129915851	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-07	08-06	15270213217002718405850	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-07	08-06	15270213218000344295850	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-07	08-06	15270213218000601735853	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-07	08-06	15270213218001777715851	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-08	08-07	02682633220910000049406	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M80969587367 SALES TAX: 0.00	500.00
08-08	08-07	02682633220910000049653	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M50619742722 SALES TAX: 0.00	500.00
08-08	08-07	02682633220910000051352	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M71100023068 SALES TAX: 0.00	500.00
08-08	08-07	02682633220910000077662	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M02031211069 SALES TAX: 0.00	500.00
08-08	08-07	02682633220910000128887	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M37123934541 SALES TAX: 0.00	500.00
08-08	08-07	02682633220910018011430	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M05504486343 SALES TAX: 0.00	500.00
08-08	08-08	02682633220910030009925	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M53262064121 SALES TAX: 0.00	500.00
08-08	08-07	02682633220910030010485	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M06505732944 SALES TAX: 0.00	500.00

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

**INDIVIDUAL CARDHOLDER ACTIVITY**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-08	08-07	15270213219288164285858	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-08	08-07	15270213219288510395856	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-08	08-07	15270213219288910065851	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-08	08-08	15270213220000695565857	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-09	08-08	02682633221910004051472	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M22682018223 SALES TAX: 0.00	500.00
08-09	08-08	15270213220001481655852	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-09	08-08	15270213220001805655851	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-09	08-08	1527021322000211845855	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-09	08-08	15270213220002435255856	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-09	08-08	15270213220002664135852	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-09	08-09	15270213220002894215854	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-09	08-09	15270213221000097035854	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-09	08-09	15270213221000876685853	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-10	08-09	02682633222910001049817	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M30130707435 SALES TAX: 0.00	500.00
08-10	08-09	02682633222910019011007	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M96126396440 SALES TAX: 0.00	500.00
08-10	08-09	15270213221001726025852	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-10	08-09	15270213221002244665856	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-10	08-09	15270213221002539885854	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-10	08-10	15270213221003142655858	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-10	08-10	15270213222000435845856	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-11	08-10	02682633223910005052519	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M75410690324 SALES TAX: 0.00	500.00
08-11	08-10	02682633223910034009167	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M72501016159 SALES TAX: 0.00	500.00
08-11	08-10	15270213222001495155855	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-11	08-10	15270213222001936465855	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-11	08-10	15270213222002282835857	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-11	08-10	15270213222002437585852	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-11	02682633224910006049802	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M08295060435 SALES TAX: 0.00	500.00
08-14	08-11	02682633224910006050073	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M05343880081 SALES TAX: 0.00	500.00
08-14	08-11	02682633224910006129943	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M75265829930 SALES TAX: 0.00	500.00

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

**INDIVIDUAL CARDHOLDER ACTIVITY**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-14	08-13	02682633226910001047882	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M66092013364 SALES TAX: 0.00	500.00
08-14	08-13	02682633226910018010139	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M94419062739 SALES TAX: 0.00	500.00
08-14	08-11	15270213223001743495854	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-11	15270213223002185745855	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-11	15270213223002736945855	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-12	15270213223003062715854	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-12	15270213224000422595850	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-12	15270213224000991055856	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-12	15270213224001666155856	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-12	15270213224002181105855	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-13	15270213224002498405857	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-13	15270213225000308145852	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-13	15270213225000710855858	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-13	15270213225001403095851	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-13	15270213225001813305858	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-14	15270213225002392595851	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-14	15270213225002617535856	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-14	15270213226000258875853	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-14	15270213226000422015857	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-14	08-14	15270213226000625225857	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-15	08-14	02682633227910005097353	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M81754011022 SALES TAX: 0.00	500.00
08-15	08-14	15270213226303106195858	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-15	08-14	15270213226303370105856	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-16	08-15	02682633228910005117085	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M77379055539 SALES TAX: 0.00	500.00
08-16	08-16	12302023227006204092072	MICROSOFT*ADS-F1083MWA LAS VEGAS NV	2,503.03
08-16	08-15	15270213227001481805856	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-16	08-15	15270213227002344745859	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-17	08-16	02682633229910006045847	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M49522507779 SALES TAX: 0.00	500.00
08-17	08-16	15270213228001808465854	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-17	08-17	15270213228002537275853	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-18	08-17	02682633230910003045409	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M21580539988 SALES TAX: 0.00	500.00

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

**INDIVIDUAL CARDHOLDER ACTIVITY**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-18	08-17	02682633230910003098234	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M47737402669 SALES TAX: 0.00	500.00
08-18	08-17	15270213229002351945853	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-18	08-18	15270213230000302585858	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-21	08-18	02682633231910006044820	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M39276478712 SALES TAX: 0.00	500.00
08-21	08-18	02682633231910037009362	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M48193948133 SALES TAX: 0.00	500.00
08-21	08-19	02682633232910007046302	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M55312583866 SALES TAX: 0.00	500.00
08-21	08-19	02682633232910014010416	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M43020281421 SALES TAX: 0.00	500.00
08-21	08-20	02682633233910004043517	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M13598255676 SALES TAX: 0.00	500.00
08-21	08-20	02682633233910004044135	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M27559394078 SALES TAX: 0.00	500.00
08-21	08-20	02682633233910004113161	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M55808871851 SALES TAX: 0.00	500.00
08-21	08-20	12302023232000200591453	MICROSOFT*ADS-F1083MWA LAS VEGAS NV	2,501.06
08-21	08-18	15270213230002064795857	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-21	08-20	15270213232001299945855	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-21	08-21	15270213232002445105857	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-21	08-21	15270213233000199105858	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-22	08-21	02682633234910004041957	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M12958220471 SALES TAX: 0.00	500.00
08-22	08-21	02682633234910004089915	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M39234870044 SALES TAX: 0.00	500.00
08-22	08-21	02682633234910004108483	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M28963728408 SALES TAX: 0.00	500.00
08-22	08-21	15270213233411214405852	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-22	08-21	15270213233412490275852	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-22	08-22	15270213234000526025851	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-23	08-22	02682633235910003042492	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M90905452019 SALES TAX: 0.00	500.00
08-23	08-22	02682633235910003111545	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M80529071529 SALES TAX: 0.00	500.00
08-23	08-22	02682633235910010009492	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M14534816832 SALES TAX: 0.00	500.00
08-23	08-22	15270213234001385055856	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-24	08-23	02682633236910006041730	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M95288682965 SALES TAX: 0.00	500.00

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

**INDIVIDUAL CARDHOLDER ACTIVITY**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-24	08-23	02682633236910006043132	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M49841503193 SALES TAX: 0.00	500.00
08-24	08-23	02682633236910006094309	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M31820561057 SALES TAX: 0.00	500.00
08-24	08-23	02682633236910036010093	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M33336635414 SALES TAX: 0.00	500.00
08-24	08-23	15270213235001999715852	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-24	08-24	15270213236000276385859	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-25	08-24	02682633237910006092336	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M44460256180 SALES TAX: 0.00	500.00
08-25	08-24	02682633237910027008584	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M91315751047 SALES TAX: 0.00	500.00
08-25	08-24	15270213236002185645852	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-25	08-25	15270213237000733555853	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-28	08-25	02682633238910008045166	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M28222764128 SALES TAX: 0.00	500.00
08-28	08-25	02682633238910008046131	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M41746918500 SALES TAX: 0.00	500.00
08-28	08-26	02682633239910007045570	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M54929243322 SALES TAX: 0.00	500.00
08-28	08-27	02682633240910007045189	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M20637728180 SALES TAX: 0.00	500.00
08-28	08-27	02682633240910007047003	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M25810446225 SALES TAX: 0.00	500.00
08-28	08-27	02682633240910007095580	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M55667244387 SALES TAX: 0.00	500.00
08-28	08-27	02682633240910015009722	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M03854615115 SALES TAX: 0.00	500.00
08-28	08-27	02682633240910015010142	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M43048753385 SALES TAX: 0.00	500.00
08-28	08-25	15270213237001841725859	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-28	08-26	15270213237002647455857	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-28	08-26	15270213238000621745854	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-28	08-26	15270213238001680135854	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-28	08-26	15270213238002281365858	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-28	08-27	15270213238002691115851	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-28	08-27	15270213239000103395854	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-28	08-27	15270213239001744345852	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-28	08-28	15270213240000532145851	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-29	08-28	02682633241910009050160	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M91708599146 SALES TAX: 0.00	500.00

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

**INDIVIDUAL CARDHOLDER ACTIVITY**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-29	08-28	02682633241910009051002	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M98010936659 SALES TAX: 0.00	500.00
08-30	08-29	02682633242910009093433	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M28988006090 SALES TAX: 0.00	500.00
08-30	08-29	02682633242910033008241	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M92104781629 SALES TAX: 0.00	500.00
08-30	08-29	15270213241001671685854	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-30	08-29	15270213241002040775855	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-31	08-30	02682633243910006041848	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M17068734638 SALES TAX: 0.00	500.00
08-31	08-30	02682633243910006112276	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M48467212568 SALES TAX: 0.00	500.00
08-31	08-30	15270213242001424965859	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-31	08-31	15270213242002434505859	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
08-31	08-31	15270213243000564835855	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	500.00
<b>Total Purchasing Activity</b>				<b>\$89,276.36</b>

<b>CHRISTINE FEHER</b> 5563-7580-2042-1526	<b>CREDITS</b> \$70.00	<b>PURCHASES</b> \$5,925.08	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$5,855.08
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**ACCOUNTING CODE:**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-01	07-31	82305093213000003310511	STAMPLI FOR 7-2023 MOUNTAIN VIEW CA	1,279.70
08-03	08-02	55429503214717960049576	CUSTOMINK LLC 8002934232 VA P.O.S.: JMBHJAGD SALES TAX: 58.08	807.48
08-09	08-08	75418233220180107852864	MOO PRINT WILMINGTON DE	121.81
08-10	08-09	55432863221201907383947	4IMPRINT, INC 4IMPRINT.COM WI P.O.S.: 25554947 SALES TAX: 21.31	312.30
08-10	08-09	55432863221201910731702	ABB*BOUDIN CATERING 415-283-1230 CA	139.93
08-11	08-10	55432863222202215888360	4IMPRINT, INC 4IMPRINT.COM WI P.O.S.: 25546490 SALES TAX: 66.99	1,098.28
08-11	08-10	55436873222282222570479	PRIMO WATER TAMPA FL P.O.S.: 104658652 SALES TAX: 9.95	99.51
08-11	08-10	82711163223000005440230	SP BRANCH FURNITURE NEW YORK NY	70.00 CR
08-14	08-12	55480773224207555100763	ONTIMETEL DIALMYCALLS JUPITER FL	44.99
08-16	08-16	15270213228000200120075	MSFT * E0800ONTQR MSBILL.INFO WA	783.75
08-21	08-18	75418233230180800329614	DNH*GODADDY.COM TEMPE AZ	99.48
08-23	08-22	55429503234743086281667	ADOBE *ACROPRO SUBS 4085366000 CA P.O.S.: CTJ0EK95 SALES TAX: 0.00	86.82
<b>Total Purchasing Activity</b>				<b>\$4,804.05</b>

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

**Telecommunication Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-17	08-16	55432863228204029114995	ATT*BILL PAYMENT 800-288-2020 TX P.O.S.: 323923130 SALES TAX: 0.00	203.30
<b>Total Activity</b>				<b>\$203.30</b>

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-03	08-01	55429503214831014797658	EXTRA STORAGE NEWPO 714-437-9200 CA P.O.S.: 64C9407F0CC492A34 SALES TAX: 36.96	462.00
08-07	08-05	55432863217200695866218	HOTELSCOM7262519345122 HOTELS.COM WA P.O.S.: 0 SALES TAX: 0.00	153.13
08-25	08-24	55429503236717412990934	UBER EATS 8005928996 CA	27.60
08-31	08-30	55429503242743362523642	UBER EATS 8005928996 CA	132.75
<b>Total Travel Activity</b>				<b>\$775.48</b>

**Miscellaneous Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-17	08-17	12302023229000027493722	MAILCHIMP ATLANTA GA	72.25
<b>Total Miscellaneous Activity</b>				<b>\$72.25</b>

**CALIFORNIA PACIFIC CHARTER SCHOOLS**

**Agenda Item:** 10 - A

**Date:** September 12, 2023

X	Business/Financial Services
	Consent Agenda
	Correspondence/Proposals/Reports
	Curriculum
	Education/Student Services
	Organizational Structure of the Board
	Personnel Services
	Policy Development
	Public Hearing

**Item Requires Board Action:**   X  

**Item is for Information Only:** \_\_\_\_\_

**2. Item:** Approval of Boardworks Contract

**Background:** Boardworks Education is a company that provides teachers with a turn-key library of interactive lessons that enrich K-12 instruction. Founded in 2000, Boardworks has over 25,000 standards-aligned activities that can be customized to meet the needs of any classroom. Teachers can use Boardworks to create presentations, assign activities to students, and track student progress. Boardworks also supports remote and hybrid learning.

**Recommendation:** It is recommended the Board approve the Boardworks contract for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

**Fiscal Impact:** \$19,750.00

(Allocation split may vary dependent on actual enrollment)

California Pacific Charter - Los Angeles (#1751) \$9,875.00

California Pacific Charter - San Diego (#1758) \$6,320.00

California Pacific Charter - Sonoma (#2037) \$3,555.00

**3. Item:** Approval of Y.A.L.E. Academy



**Background:** Y.A.L.E. Academy, L.L.C., has committed to providing leadership and services on both national and global levels while promoting inclusivity. Within the scope of Y.A.L.E. Academy, the Induction Into Manhood Workshop condenses an impactful 36-hour educational experience, introducing participants to essential values like mental health, authenticity, relationship-building, communication, transparency, awareness, wisdom, social-emotional learning, active listening, and character development. This workshop caters to situations where a comprehensive effort is not feasible, encouraging further exploration and practical application of new concepts.

**Recommendation:** It is recommended the Board approve The National Center for Urban School Transformation (NCUST) contract for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

**Fiscal Impact:** \$13,000.00

(Allocation split may vary dependent on actual enrollment)

California Pacific Charter - Los Angeles (#1751) \$6,500.00

California Pacific Charter - San Diego (#1758) \$4,160.00

California Pacific Charter - Sonoma (#2037) \$2,340.00



# QUOTE

California Pacific Charter Schools

8/15/2023

BK Interactive LLC  
240 Kent Ave, Suite B12  
Brooklyn, NY 11249

Prepared by: **Brianna Davis**

Cell: **619-797-7865**

[brianna.davis@boardworksed.com](mailto:brianna.davis@boardworksed.com)

RESOURCES	PRODUCT DESCRIPTION	LIST PRICE
<b>Boardworks K-12 Suite</b> ES Science ES English ES Math MS ELA MS Science MS Math MS History English Grammar & Skills HS ELA Boardworks Shakespeare Boardworks Modern Literature HS Biology HS Chemistry HS Physics HS Earth Science HS Algebra I HS Algebra II HS Geometry HS US History HS Early World History HS World History	Boardworks K-12 Education Suite provides a wealth of innovative and inspiring ready-made resources, mapped to State and Common Core standards. Designed to maximize the use of all existing technology and help you teach exciting and engaging lessons across the curriculum. Boardworks Suite provides a district-wide license and offers a cost-effective, cross-departmental solution.	\$40,390
	A required 10% technology fee will be billed annually for continued platform access. This covers hosting, updates, and analytics.	\$2,625

<b>TOTAL VALUE OF RESOURCES</b>	<b>\$40,390</b>
K-12 Suite Discount	-\$10,320
SSDA Dinner Timeline Discount With PO Received by August 31, 2023	-\$10,320
<b>District Price Quoted (One-Time Cost)</b>	<b>\$19,750</b>

A required 10% technology fee **will be billed annually starting August 31, 2024**, for continued platform access. This covers continued hosting, product updates, and analytics.

**\$1,975**

**This quote provides a site-wide license of all Boardworks teaching resources.** This quote is only valid for an order if confirmed by **AUGUST 31, 2023**.

This quotation covers the services described herein and is governed by the Terms of Service available online at:

<https://app.boardworkseducation.com/legal/terms/>, and the Privacy Policy available online at

<https://app.boardworkseducation.com/legal/privacy>. By accepting this quote, you are agreeing to these Terms of Service.

This quotation is not inclusive of any applicable sales, use, withholding, or gross receipt taxes owed to a Governmental Authority.

An estimate of any applicable tax can be provided upon request.

**ALL PURCHASE ORDERS CAN BE SUBMITTED VIA EMAIL TO [brianna.davis@boardworksed.com](mailto:brianna.davis@boardworksed.com)**



**California Pacific Charter Schools Proposal**

**About the Organization**

Youth Acquiring Leadership & Excellence (Y.A.L.E.) Academy is a 501-C3 mentorship and youth development organization. We utilize theoretical models that emphasize the impacts of change at a communal level.

Y.A.L.E. Academy provides the solution for the growing number of young people exhibiting behavior issues at home, within the community, in school, and for those currently involved with the juvenile justice system. The goal is to redirect youth who experience a turbulent transition during adolescence and offer a positive support system to help avoid irrational decision-making that can alter their lives. The level of intervention, complexity, and intentionality needed will be contingent on the prescriptive care that the youth needs. However, the goal remains to influence young people to make positive life changes.

**About the Program**

Induction Into Manhood will provide a way to quickly create an intensive educational experience when the time for a more comprehensive effort may not be available. Y.A.L.E Academy will implement a tiered program grounded in the Induction to Manhood Curriculum at Y.A.L.E Academy. Participants will receive new concepts, spurring participants to investigate them further on their own, or can demonstrate and encourage the practice of actual methods.

**About the Partnership**

Y.A.L.E. Academy is seeking to partner with California Pacific Charter Schools to implement the Induction to Manhood program with high school students. Y.A.L.E Academy and California Pacific Charter Schools will work closely to solidify logistics, calendar, participants, and supplemental supplies. Y.A.L.E Academy will provide a facilitator to work with 10-20 students for 1.5 hours per week. The Induction to Manhood program will take place between Monday - Wednesday, for 1.5 hours during the school day.

**Responsibilities**

California Pacific Charter Schools	Y.A.L.E Academy, Inc.
<ul style="list-style-type: none"> <li>● Confirm participants for the Y.A.L.E Academy programming</li> <li>● Provide "A.B.C" data related to student participants pre &amp; post Y.A.L.E programming</li> <li>● Support with programming materials (laptops for student utilization)</li> <li>● Support securing media releases from parents</li> <li>● Provide meeting space for programming</li> </ul>	<ul style="list-style-type: none"> <li>● Provide Man of Induction curriculum</li> <li>● Provide facilitator for weekly programming</li> <li>● Provide programming materials</li> <li>● Provide student updates to school based on program performance</li> <li>● Provide school with pre &amp; post Y.A.L.E programming outcomes</li> <li>● Marketing efforts highlighting work with Tapestry Charter School</li> </ul>

**Compensation**

The partnership between Y.A.L.E Academy and California Pacific Charter Schools will be forged under a 10-week contract. Induction Into Manhood will be discounted at **\$6,500.00** for the ten-week program. The standard programming cost for Y.A.L.E. Academy programming is \$10,500. We are providing programming at a discounted price for first-time clients for the Fall and Spring semesters. **\$13,000** should be **paid in full 21 days** before programming.

	<b>Chromebooks that we are E-wasting (Sept board Meeting 2023)</b>			
8/22/2023	4K9V9FCR202402J	Samsung	4	CHROMEBOOK
8/15/2023	4K9V9FANC01903M	Samsung	4	CHROMEBOOK
8/9/2023	4K9V9FANC01926J	Samsung	4	CHROMEBOOK
8/15/2023	4K9V9FFR120763X	Samsung	4	CHROMEBOOK
8/9/2023	4K9V9FFR121218F	Samsung	4	CHROMEBOOK
8/15/2023	4K9V9FFR121263K	Samsung	4	CHROMEBOOK
8/31/2023	NXG4XAA002852039977611	Acer	R11	CHROMEBOOK
8/15/2023	5CD0378R8X	HP	11 G6	CHROMEBOOK
8/15/2023	4K9V9FFNB10904J	Samsung	4	CHROMEBOOK
8/15/2023	4K9V9FANC17908W	Samsung	4	CHROMEBOOK
8/9/2023	4K9V9FANC18048B	Samsung	4	CHROMEBOOK
8/22/2023	4K9V9FDR304219M	Samsung	4	CHROMEBOOK
8/9/2023	4K9V9FDR304432M	Samsung	4	CHROMEBOOK
8/9/2023	4K9V9FDR304155P	Samsung	4	CHROMEBOOK
8/22/2023	4K9V9FANB16164L	Samsung	4	CHROMEBOOK
8/29/2023	4K9V9FCR300162M	Samsung	4	CHROMEBOOK
8/29/2023	4K9V9FCR102089Y	Samsung	4	CHROMEBOOK
8/24/2023	4K9V9FANC17907Z	Samsung	4	CHROMEBOOK
8/22/2023	4WQR9FAR305459D	Samsung	4	CHROMEBOOK
8/22/2023	4WQR9FAR305738H	Samsung	4	CHROMEBOOK
8/9/2023	4K9V9FCR101937T	Samsung	4	CHROMEBOOK
8/9/2023	4K9V9FCR102080L	Samsung	4	CHROMEBOOK
8/29/2023	4K9V9FANC17755R	Samsung	4	CHROMEBOOK
8/22/2023	4K9V9FER216310J	Samsung	4	CHROMEBOOK
8/14/2023	5CD102CFYK	HP	Pavilion	Laptop
9/5/2023	PC-1HC5XC	Lenovo	X390	Laptop

Device ID
LA-20210739
LA-20210011
LA-20210016
LA-20210083
LA-20210110
LA-20210119
LA-20210145
LA-20210147
LA-20210216
LA-20210302
LA-20210333
LA-20210674
LA-20210677
LA-20210692
SD-20210232
SD-20210297
SD-20210298
SD-20210306
SD-20210480
SD-20210491
SO-20210159
SO-20210164
SO-20210196
SO-20210242
NA
NA

# Coversheet

## Consent - Education/Student Services

**Section:** X. Consent  
**Item:** B. Consent - Education/Student Services  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** CalPac Parent Student Handbook August 2023 - Revised.pdf  
CalPac Parent Student Handbook August 2023\_redline\_9.12.23.pdf



# California Pacific Charter Schools

## Student/Parent Handbook

Revised September 2023

California Pacific Charter Schools  
940 South Coast Drive #185, Costa Mesa, CA 92646  
[www.cal-pacs.org](http://www.cal-pacs.org)

Dear CalPac Families,

Welcome to California Pacific Charter Schools (CalPac)! We are pleased you have chosen us as your partners in education. Our goal is to provide your family with a personalized and supportive educational experience. CalPac seeks to serve students who benefit from learning that is flexible in pacing and delivery, is individually targeted, and is parent-friendly. As outlined in our mission and vision, we strive to create a culture that promotes individual needs, parent collaboration, and high achievement.

We are looking forward to supporting you and your child in your educational journey and hope this will be a rewarding and memorable year for your family.

Sincerely,

A handwritten signature in black ink, appearing to read "C Feher". The signature is fluid and cursive, with a large initial "C" and a stylized "Feher".

Christine Feher

Superintendent

California Pacific Charter Schools



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## General Information

California Pacific Charter Schools (CalPac) serves three charter schools. They are:

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

## CalPac Mission Statement

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

## CalPac Vision Statement

California Pacific Charter Schools, in partnership with our community, will:

- Foster an enriching school environment to nurture individuals academically, socially, and emotionally so that they are equipped to tackle academic challenges and become productive, responsible, ethical, creative, and compassionate members of society.
- Forge strong, positive connections with students so they can build confidence, achieve independence, meet current and future challenges, develop social awareness, civic responsibility, and personal growth.
- Provide our graduates with a foundation that will enable them to be college and career prepared and to succeed in their post secondary endeavors.

## CalPac Core Values

### CALPAC CARES

**COMMUNITY:** We believe in a community of stakeholders who provide a supportive and inclusive environment to build student confidence and success.

**ACCESSIBLE:** We believe each student is unique and deserves a flexible and personalized learning program to meet their individual needs.

**RIGOROUS:** We believe in hiring highly qualified teachers and staff and providing rigorous and relevant curriculum designed for a community of diverse learners.

**ENGAGING:** We believe in empowering well-rounded and innovative students to develop 21st century skills and to engage fully in a global society.

**SUPPORTIVE:** We believe in supporting the whole student through allocation of resources, frequent guidance, empathy, compassion, and encouragement to help them reach their full potential.

## **Student Learning Outcomes (SLOs)**

To meet the demands of the 21st century, CalPac graduates will be:

### **Creative and Complex Thinkers**

- Students will propose, evaluate, and use a variety of strategies, tools, and skills to produce solutions.
- Students demonstrate the ability to recognize and analyze problems from multiple perspectives, including real-world situations.
- Students exhibit intellectual courage by advocating for their learning, seeking help when needed, and persevering when challenged.

### **Effective Communicators**

- Students are able to actively engage in a variety of topics through polite and respectful conversation.
- Students exhibit articulate, effective, and persuasive communication orally, visually, and in writing to a diverse range of audiences using a variety of methods.
- Students will engage in cooperative relationships with teachers and peers.
- Students use technology in various forms to communicate and demonstrate knowledge effectively.

### **Community/Global Participant**

- Students are prepared to meet the demands of college or career, demonstrating various skills in seeking employment and/or college admission.
- Students show respect for self and others and celebrate cultural diversity.
- Students will make positive contributions to their community (e.g., register to vote, care for the environment, volunteer).

### **Empowered and Independent Learners**

- Students are self-directed, self-disciplined, self-monitored, and demonstrate self-corrective thinking.
- Students are curious, inquisitive thinkers, dedicated to lifelong learning.
- Students plan and study effectively and efficiently using time management skills.
- Students actively participate in the creation and pursuit of personal, academic, and professional goals.

## **Charter Authorizers**

California Pacific Charter - Los Angeles, authorized by Acton-Agua Dulce Unified School District.

California Pacific Charter- San Diego, authorized by Warner Unified School District

California Pacific Charter - Sonoma, authorized by Guerneville School District

## Terminology

The following is a list of commonly used terms:

**Master Agreement (MA)** - This is an agreement between the school, the teacher, the student, and the parent. It outlines the available coursework, methods of study, available resources, methods of evaluation, learning period meetings, and board policies.

**Acknowledgment of Responsibilities (AoR)** - This is the acknowledgment of each party's responsibilities including, the school, the teachers, the student, and the parent. It outlines the educational responsibilities of the school, the teachers, the student, and the parent.

**Homeroom Teacher (HR)** - is a credentialed teacher of record who works with students in grades TK-12 and their families to support them in reaching their educational goals.

**Content Teacher**- teacher who teaches in a specific subject area, course, or class.

**Learning Period (LP)** - The instructional days between learning period meeting/the assignment.

## WASC Accreditation

CalPac students are enrolled in schools that are fully accredited by the Western Association of Schools and Colleges (WASC).

School accreditation:

- certifies to the public that the school is a trustworthy institution of learning.
- validates the integrity of a school's program and student transcripts.
- fosters improvement of the school's program and operations to support student learning.
- assures a school community that the school's purposes are appropriate and being accomplished through a viable educational program.

Additionally, WASC accreditation is important because other schools, colleges and universities, and the military often require applicants to have transcripts from accredited schools.

## School Site Council

CalPac believes that active parent and student participation in school operations and governance helps foster a public school's long-term sustainability as a successful program. We welcome parent and student involvement and value open and positive communication.

CalPac has established a School Site Council (SSC) that plays an important role in molding CalPac to be responsive to student and parent needs, and provide the opportunity for continual improvement. The SSC meets regularly and functions to make recommendations and provide feedback to school administration regarding specific areas of school operations. Those areas include:

1. Curriculum/Instruction/Assessment
2. School Program Development
3. Fundraising and Grants
4. School budget, including the LCAP

## McKinney Vento Information

If you are in a situation that qualifies you as homeless based on the McKinney Vento definition included in the linked [Education for Homeless Children and Youth Policy](#) and you are interested in receiving information about resources available in your area, please contact the School Liason:

Jennifer Byus  
Counselor  
855-225-7227 x102  
jbyus@cal-pacs.org

CalPac will adhere to the provisions of the McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths per applicable law.

## Student Freedom of Speech/Expression

CalPac believes that free inquiry and exchange of ideas are essential parts of a democratic education. We respect students' rights to express views and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular.

Students shall have the right to exercise freedom of speech and the press including, but not limited to:

1. the use of bulletin boards

2. the distribution of printed materials or petitions
3. wearing of buttons, badges, and other insignia
4. the right of expression in official school publications. "Official school publications" refers to content produced by pupils in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee. The program lead/director or designee will supervise the material produced by pupils to ensure it meets professional standards of English and journalism.

Students' freedom of expression shall be limited as allowed by California Education Code Section 48907, and other applicable state and federal laws. Students are prohibited from making any expressions or distributing or posting any materials that are obscene, libelous, or slanderous. Students also are prohibited from making any expressions that so incite students as to create a clear and present danger of the commission of unlawful acts at school-sponsored activities or events, the violation of school rules, or substantial disruption of the school's orderly operation. The use of "fighting words" or epithets is prohibited in those instances where the speech is abusive and insulting, rather than a communication of ideas, and the speech is used in an aggressive or abusive manner in a situation that presents an actual danger that it will cause a breach of the peace. A student shall be subject to discipline for out-of-school expression, including expression on Internet websites, when such expression poses a threat to the safety of other students, staff, or school property, or substantially disrupts the educational program.

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the program lead/director a written request that identifies the records they wish to inspect. The program lead/director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the program lead/director, clearly identify the part of the record they want to be



changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. For this purpose, a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that processes FERPA complaints are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without

obtaining the prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the CDE. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as “directory information” under §99.37.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s

prior written consent. The primary purpose of directory information is to allow the school to include information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production
- An annual yearbook
- Honor roll or other recognition lists; and
- Graduation programs

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want the school to disclose any or all of the types of information designated below to outside organizations as directory information from your child's education records without your prior written consent, you must notify the school and "opt-out" of the directory.

Any and all of the following items of directory information relating to a student may be released to a designated recipient unless a written request is on file to withhold its release:

- Name
- Address
- Date of birth
- Dates of attendance (*e.g.*, by academic year or semester)
- Current and most previous school(s) attended
- Degrees and awards received

In addition, two federal laws require a school receiving assistance under the Elementary and Secondary Education Act of 1965, as amended, to provide military recruiters, upon request, with the following information: names, addresses and telephone listings, unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

## **Title IX Notice of Nondiscrimination**

CalPac does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the school's non-discrimination policies:

Corrie Amador, Director of Human Resources  
940 S Coast Dr, Suite 185  
Costa Mesa, CA 92626

camador@cal-pacs.org  
(855) 225-7227

## **Annual Notice of Uniform Complaint Procedures**

CalPac has the primary responsibility for compliance with federal and state laws and regulations for students who attend our schools. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in California Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the school, which is funded directly by, or that receives or benefits from any state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with various other state and/or federal laws.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. 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.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil fee complaint must be filed with the Charter School's Human Resources no later than one year from the date the alleged violation occurred. A complaint of noncompliance should be

filed first with the Superintendent or designee under the Uniform Complaint Procedures. A complainant unsatisfied with the decision of the program lead/director may appeal the decision and shall receive a written appeal decision within 60 days of receipt of the complaint.

Complaints other than issues relating to pupil fees must be filed in writing with the following person designated to receive complaints:

Corrie Amador, Director of Human Resources  
940 S Coast Dr, Suite 185 Costa Mesa, CA 92626  
camador@cal-pacs.org  
(855) 225-7227

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the school administrator or his or her designee.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under 5 C.C.R. § 4621.

The complainant has a right to appeal our decision of complaints regarding specific programs, pupil fees and the LCAP to the CDE by filing a written appeal within 15 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.

### **Parent Liability for Student Conduct**

The law states that a parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal,

belonging to a school, or personal property of any school employee, shall be liable for all damages so caused by the minor.

Further, the parent or guardian of a minor shall be liable to a school for all property belonging to the school loaned to the minor and not returned upon demand of an employee of the school authorized to make the demand.

Any school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, unless otherwise directed by the Superintendent as outlined in board approved policy number 5130 - Damaged or Lost Instructional Materials located on the CalPac website. The school will notify the parent or guardian of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts.

### **Alcohol, Tobacco, and Drugs**

CalPac does not tolerate the illegal use, possession, or sale of drugs, alcohol, tobacco, or related paraphernalia by students while engaged in school-sponsored educational activities or events. School administrators are required to take immediate action to prevent, discourage, and eliminate the illegal use, possession, or sale of drugs, alcohol, tobacco, or related paraphernalia while engaged in school-sponsored educational activities or events. Students found in violation are subject to discipline, up to and including suspension and/or expulsion.

Smoking and the use of all tobacco products, including the use of electronic nicotine delivery systems such as e-cigarettes, is prohibited on all CalPac property, including any owned or leased buildings and in school vehicles, at all times by all persons, including employees, students, and visitors.

### **Proper Storage of Firearms**

The purpose of this section is to inform and to remind parents and legal guardians of all students in California Pacific Charter Schools of their responsibilities for keeping firearms out of the hands of children as required by California law.

There have been many news reports of children bringing firearms to school or school sponsored events. In many instances, the child obtained the firearm(s) from their home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

Please take some time to review the information below and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- California makes a person criminally liable for keeping a loaded firearm, under their custody and control, where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian and the child obtains access to the firearm and thereby: (1) causes death or great bodily injury to the child or any other person; (2) carries the firearm to a public place, including to any preschool or school grades kindergarten through twelfth grade, including to any school-sponsored event, activity, or performance; or (3) brandishes a firearm to others. The criminal penalty may be greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- As of 2014, California makes a person criminally liable if they negligently store or leave any loaded firearm on their premises where a child is likely to gain access to it—regardless of whether or not the child brings the gun to a public place.
- A parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. These damages may be up to \$30,000 per victim.

Note: Gun owners may avoid criminal liability under California Penal Code Section 25100 by keeping their firearm in a locked container or secured with a locking device that renders the firearm inoperable.

**Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable. For more information on the proper storage of firearms, you may visit this [website](#).**

**Bullying Policy**

CalPac recognizes the harmful effects of bullying, hazing, or other behavior that infringes on the safety and well-being of students or interferes with learning or teaching. We desire to provide a safe school culture that protects all students from physical and emotional harm. Student safety is a top priority, and the school will not tolerate discrimination, harassment, intimidation, or bullying of any kind.

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (c) Causing a reasonable pupil to experience substantial interference with his or her

academic performance.

- (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic act” means the creation or transmission of a message (*e.g.*, a text message, sound recording, video, image, social media post, etc.) by means of an electronic device, including, but not limited to, a telephone, computer, tablet, pager, or other communication devices.

Bullying that occurs outside of school but negatively impacts the school environment or ability of a student to perform in school is considered bullying. Violations of our zero-tolerance policy on bullying may lead to discipline up to and including suspension and/or expulsion.

### **Child Abuse Reporting**

Teachers, instructional aides, classified staff, and other school employees are required by law to report all known or suspected cases of child abuse or neglect to the appropriate law enforcement or child welfare agency. (Pen. Code, § 11166.)

### **Suicide Prevention Policy**

Beginning with the 2017-2018 school year, charter schools serving students in grades 7-12 are required to adopt a student suicide prevention policy in consultation with school and community stakeholders and others.

Protecting the health and well-being of all students is of the utmost importance to our school. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. At the beginning of each school year, an informational pamphlet will be provided to each student’s parent or guardian. It is the responsibility of each student’s parent or guardian to review this information with him or her. If parents or guardians have any questions about the material, they can contact the school’s appointed suicide prevention liaison.



2. The school has designated a suicide prevention coordinator to serve as a point of contact for school staff to communicate with when students are in crisis and require referrals to the appropriate resources for support.

3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.

4. Students will have access to national resources which they can contact for additional support, such as:

- The National Suicide Prevention Lifeline –1.800.273.8255 (TALK),
- The Trevor Lifeline – 1.866.488.7386, The Trevor Project

5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.

6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

7. For a more detailed review of the school policy, please see our full comprehensive suicide prevention policy.

***This policy has been developed and adapted from the” Model School District Policy on Suicide Prevention,” which is a resource that outlines comprehensive model policies and best practices for schools to follow to protect the health and safety of all students. This resource was developed by examining strong local policies, ensuring that they are in line with the latest research in the field of suicide prevention, and identifying best practices for a national framework.***

## **Student Admissions and Enrollment**

Recruitment and admissions policies, procedures and activities comply with state and federal law and are outlined in the individual charter petitions for each school.

Students will be considered for admission without regard to ethnicity, national origin, gender, disability, or achievement level. Admission will not be determined according to the place of residence of the student or parents, except as required by law. Prior to admission, all parents must agree to and sign the Master Agreement. All students’ continued enrollment shall depend upon them fulfilling the terms of the Master Agreement. Enrollment space will be based on

need in the community and availability of qualified, trained qualified credentialed teachers to serve as the teacher of record.

CalPac will be non-sectarian in its programs, admissions policies, employment practices, and all other operations shall not charge tuition, and shall not discriminate on the basis of race, ethnicity, national origin, gender, disability, or any other characteristic listed in California Education Code Section 220 (or association with an individual who has any of those characteristics).

## **Student Enrollment**

An enrollment application must be completed and signed by the parent/guardian prior to a student being considered for enrollment and placed on our assigning list.

Applications are considered complete when the student and parent/guardian who wishes to enroll has submitted the required application and the required documents for enrollment. To the extent required by applicable law, a complete application includes, but may not be limited to, the following properly submitted documents/information:

- Birth certificate or proof of birthdate – All students
- Immunization record or Non-Classroom Based Waiver – All students
- Proof of Residency - All students
- Proof of Tdap (whooping cough vaccination) – Students entering 7th-12th grades or waiving vaccinations
- Health Exam – TK, Kindergarten and 1st grade students and any student entering the public school system for the first time - or the signed form waiving this requirement
- Oral Health Exam – TK, kindergarten and 1st grade students and any student entering the public school system for the first time- or the signed form waiving this requirement
- Caregiver Authorization Affidavit - Only if person enrolling student is not the parent or legal guardian

All foreign documents, including immunization records, transcripts, and birth certificates must be officially translated prior to submission.

A student and parent/guardian who submits incomplete enrollment applications will be sent notice of what is needed to complete their application. The student and parent/guardian will be expected to update the enrollment information with the requested documents in order for their application to be processed.

Acceptance of a student's enrollment application does not constitute enrollment with CalPac. A student is not considered enrolled until the student, student's parent, legal guardian or caregiver (if the student is less than 18 years of age) have signed the Master Agreement.

## Enrollment Requirements

To be considered for enrollment in CalPac, students must live in one of the following counties: Sonoma, Mendocino, Marin, Lake, and Napa, Solano, San Diego, Imperial, Riverside, Orange, San Bernardino, Los Angeles, Kern and Ventura. In accordance with charter law, students may not be concurrently enrolled in this school and any other private or public school. It is not necessary to obtain an inter/intra-district transfer from your local school district to attend CalPac.

Before the student can be enrolled in CalPac, specific documentation needs to be signed. These documents include the Master Agreement, the Acknowledgment of Responsibilities, and other school policy forms.

## Grade Level Placement

In accordance with California state law, a student's grade level placement will be based on their date of birth. Students will be placed in the appropriate grade by the guidance department using a Grade Level Placement Chart. A student will be eligible for kindergarten enrollment if their birth date is on or before September 1st of the school year they wish to apply.

CalPac follows the standard practice of reciprocity between other districts and states if grade placement is within the appropriate age-range and in correspondence with the current school calendar year. When a child has been legally enrolled in a public school of another district within or out of the state, he or she may be admitted to school and placed in the grade of enrollment in the district of former attendance, at the discretion of the school administration of the district entered. (California Education Code Section 48011)

[CalPac Grade Level Placement Chart](#)

## Transitional Kindergarten (TK)/Kinder Placement

**Transitional Kindergarten (TK):** To be TK eligible, students must turn five between September 2 and February 2 (see grade level chart above for year). Kindergarten age-eligible students are allowed to choose TK if their 5th birthday is between June 1st-September 1st. Students with a 5th birthday after February 2, may enter TK on or after their 5th birthday.

**Kindergarten:** Students must turn five on or before September 1 to enroll in kindergarten (see grade level chart above for year)

[Kindergarten Continuance Form \(English\)](#)

[Available Translations of the Kindergarten Continuance Form](#)

## **Adult Student Enrollment**

Effective July 1, 2004, California State Law prohibits the enrollment of any student aged 19 years or older who has not been continuously enrolled since their 18th birthday and is making regular progress towards a high school diploma.

## **Previous Expulsion**

Students who wish to apply that are under a current expulsion order from another school or are seeking enrollment immediately after their expulsion term at their previous school, must submit a copy of any expulsion reports from that school and any related documentation with the student enrollment application for review.

For students who seek admission at California Pacific Charter - San Diego within the Warner Unified School District, the decision to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the governing board following a meeting with the Superintendent or designee and the pupil and guardian or representative, to determine whether the pupil has successfully completed a rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Superintendent or designee shall make a recommendation to the governing board following the meeting regarding his or her determination.

For students who seek admission at California Pacific Charter - Los Angeles within the Acton-Agua Dulce Unified School District, the decision to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the governing board following a meeting with the Superintendent or designee and the pupil and guardian or representative, to determine whether the pupil has successfully completed a rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Superintendent or designee shall make a recommendation to the governing board following the meeting regarding his or her determination.

For students who seek admission at California Pacific Charter - Sonoma within the Guerneville School District, the decision to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the governing board following a meeting with the Superintendent or designee and the pupil and guardian or representative, to determine whether the pupil has successfully completed a rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Superintendent or designee shall make a recommendation to the governing board following the meeting regarding his or her determination.

## **Enrollment/Application Timeline**

Students may apply for admission at any time during the academic year. However, if a student applies for admission at CalPac when the charter school is at capacity, the application will be held until space becomes available following CalPac's [Lottery Policy](#). Please refer specifically to board approved policy 5066 - Lottery Policy on the CalPac website.

## **Concurrent K-12 Enrollment**

In accordance with California Education Code Section 47602(b) and Title 5, California Code of Regulations Section 11965(a), no student may be enrolled in CalPac at the same time they are enrolled at another public or private school. CalPac reserves the right to evaluate whether a program is considered dual enrollment, as outlined in the California Education Code. The only possible exception is enrollment in either a community college or a Regional Occupation Program (ROP). Students who wish to participate in such programs need to have prior approval from CalPac.

## **Private Schools and Concurrent K-12 Enrollment**

California Education Code clearly states that students may not be enrolled at a California Public Charter School and a private school concurrently. Private schools are defined as vendors who are registered by the California Department of Education (CDE) as private schools that charge tuition and teach core classes.

## **Transitional Kindergarten (TK) and Kindergarten Pre-School Concurrent Enrollment**

Transitional Kindergarten (TK) and kindergarten students may be enrolled in CalPac and a two-three day a week preschool concurrently, so long as the criteria (below) are met.

Students enrolled in TK and Kindergarten at CalPac may not use educational funds provided by CalPac to enroll their students in private, after school programs or private preschool programs. However, parents and guardians may opt to pay for private, after school programs or private preschool programs while their student is enrolled in either TK or Kindergarten at CalPac so long as the parents/guardians:

1. Pay for the private, after school program or preschool program solely using their own funds; and,
2. Complete the coursework required of all students enrolled in TK or Kindergarten at CalPac while their student is actively enrolled in either TK or Kindergarten.

## Attendance

### Master Agreement

The Master Agreement is a legal contract between CalPac and the student, parent/guardian, supervising teacher, and other responsible persons. The agreement documents the course of study, curriculum, and the time, manner, and frequency of the student's meetings with the faculty. It is updated and signed annually. Each agreement shall be signed and in effect prior to the student's attendance reporting start dates.

### Policies

Attending a virtual school can be an exciting educational adventure. However, transferring from a traditional school to an online school can be a big transition for any student. Without the constraints of classroom walls, students must decide when and where to work on course assignments within the guidelines of the program. Most students need extra guidance with these decisions when first starting an online program. Parents and teachers must work in partnership to provide the necessary guidance and direction for students to attend school and complete assigned work each week.

CalPac provides students with the opportunity to experience engaging, rigorous coursework while attending a school with greater flexibility than in a traditional school. However, as a provider of public school education, CalPac must comply with state attendance regulations\*. Students of CalPac schools are required to attend and participate in their online courses as they would in any other school setting.

- Students are required to log in and to work in their online courses each school day. \*\*
- Students are required to post in the learning log a brief summary of any work completed on or offline for the day.
- It is the expectation that students complete at least one assignment per day and to complete assignments by their posted due dates.
- If a student has difficulty with an assignment or has questions on an assignment, it is his/her responsibility to reach out to his/her instructor.
- Despite any technical difficulty, students are responsible for completing their academic assignments and adhering to the attendance policy.
- Students are required to attend Live Sessions for each of their courses per the course/school policy or identified by the academic year.
- Students must check-in with their teachers every week via phone, text message, online classroom, or email.
- Students are required to attend all state testing in person at a designated location.

Please refer specifically to board approved policy 6115 - Attendance, Support, and Involuntary Removal Policy on the CalPac website for the complete policy and expectations.

*\*Note: Specific state attendance requirements may vary and are delineated in the Student/Parent Handbook. Even if all assignments are completed prior to the due dates, students must log in to the system and check the following daily: Discussion Board, Emails, Grades, Announcements, class Live Sessions, and class meetings. Students are required to journal their educational activities, both online and offline, including Live Session attendance.*

*\*\*Note: There are certain times and situations that are exempt from the above requirement (e.g., certain holidays, religious holidays, pre-arranged family vacations, and family emergencies).*

### **Special Education Students**

If the at-risk student is an identified Special Education student, including a student with an Individualized Education Plan (IEP), the teacher will contact the Special Education Department and comply with all provisions of applicable law in addressing any concerns, including a failure to meet the minimum qualifications of independent study or governing board policies.

### **Adequate Progress Policy**

CalPac is committed to student success. Our program strives to support students in the completion of course work for the purpose of making adequate academic progress toward earning a high school diploma within the established 4-year graduation cohort. Please refer specifically to board approved policy 6055 - Adequate Progress Policy on the CalPac website for the complete policy and expectations.

### **Notice of Comprehensive Health Education**

In order to meet the state requirements of the California Healthy Youth Act, all 8th and 10th grade students will complete comprehensive grade appropriate health lessons in their PE 8 and PE 10 courses. Lessons provide foundational scientific knowledge about the reproductive systems, adolescent development, abstinence, safe sex and birth control methods, pregnancy, sexual transmitted infections, communicable diseases, and healthy relationships.

The California Healthy Youth Act requires that comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education be taught to students at least once in middle school and once in high school. Instruction and materials must be medically accurate, objective, age-appropriate and inclusive of all students, as defined by law. The law requires that instruction and materials must encourage students to communicate with parents, guardians or other trusted adults about human sexuality.

A list of lesson topics is available by request. For information on the California Healthy Youth Act, Notice and Parental Excuse, and Education Code section 51938, please visit the [California Legislative Information Web page](#).

If you do not want your student to participate in comprehensive sexual health or HIV prevention education, please provide a signed, written note to Mrs. Bayer at [lbayer@cal-pacs.org](mailto:lbayer@cal-pacs.org).

## **Academics**

### **Curriculum**

CalPac uses Edgenuity curriculum, Accelerate curriculum, and Edmentum curriculum. The curriculum for CalPac is copyright protected, but students may print pages for their educational use. CalPac reserves the right to revise, add, or delete courses. Full notification of changes will be communicated via email, and all changes will be noted on the CalPac website.

### **Course Catalog (High School Only)**

A complete list of course offerings for high school students can be found on our website at <https://www.cal-pacs.org/academics/courses/>. Courses are subject to change and may not be offered every semester.

### **Prerequisites (High School Only)**

Mastery of a specific body of knowledge is necessary if students are to be successful in their courses. Most commonly, such knowledge is measured by the successful completion of the prerequisite course listed in the course description. "Successful completion" is defined by a grade of "A," "B," "C," "D," or "P" in the prerequisite course. Grades that are not acceptable are "F," "I," or "NG."

### **How to Clear a Prerequisite**

Students enrolling in a course with a prerequisite will be required to do one of the following:

1. Complete the required prerequisite course(s) at CalPac with a satisfactory grade that is a grade of "A," "B," "C," "D," or "P."
2. Submit transcripts – provide grade transcripts from another high school, if appropriate. Such transcripts must demonstrate satisfactory completion of the prerequisite course, that is, completion of the course with a grade of "A," "B," "C," "D," or "P." Students must present transcripts to their School Counselor for a transcript review as soon as possible.

It is at the school's discretion to accept or deny the request to waive the prerequisite course requirement.

Students who submit transcripts for transcript review of a course not taken at CalPac to clear a prerequisite course, may or may not be enrolled in the class depending upon the outcome of the review. If the review is approved, students will be allowed to enroll in the class. If the



review is denied, students will be notified that they will need to choose another course for enrollment.

## **CalPac Course Policies**

### **Adding a Course**

All course enrollment requests must be submitted by a parent/guardian or adult student. Students who want to add a course to their schedules must receive approval for the new enrollment from the assigned School Counselor.

### **Transfer Between Two Courses**

Students requesting a transfer from one course to another must submit a written request (email is acceptable) from a parent/guardian or the adult student to the assigned School Counselor. This applies even if the transfer is suggested by an instructor or School Counselor. Students may only request a transfer from one course to another during the first ten (10) business days of the course.

### **Dropping a Course**

Students requesting a drop must submit a written request (email is acceptable) from a parent/guardian or adult student to the School Counselor. The School Counselor must approve all drops before processing.

Students have ten (10) school days from when a course is added to change/drop the course without penalty. Once the 10-day grace period has passed, any course dropped will receive the earned letter grade on the student's transcript. Courses added with less than ten (10) school days left in the semester cannot be dropped.

After the drop is processed, the parent/guardian and the student will receive a Master Agreement Addendum to sign, which reflects the course changes. Students who drop all of their courses will be considered withdrawals from the CalPac program.

### **Credit Recovery Program (High School Only)**

Students enrolled in CalPac's Credit Recovery Program will complete the coursework for the 16-20 week courses at their own pace. Students are held to the same rigor and standards as those in traditional courses but have the opportunity to complete the work at a faster pace to recover credits and get on track for graduation. Students must be deficient in credits to enroll in the credit recovery program or receive administrative approval.

### **Foundations Program (High School Only)**

Students enrolled in CalPac's Foundation Program will complete the coursework for the 16-20 week courses at their own pace. Foundation classes are accelerated through prescriptive testing allowing students to complete courses at a much faster pace than in the traditional program. The courses in the Foundations Program are not a-g approved. Students must be

deficient in credits to participate. All students and their parent/guardian must meet with a counselor or administrator prior to enrollment and have parent/guardian written approval.

## Graduation Requirements

CalPac awards five credits per course per semester. 220 credits are required to graduate. Students are eligible for a diploma when all requirements have been met. Diploma requirements are as follows:

Subject Area	Credits
English	40
Mathematics (to include Algebra I)	20
Life Science	10
Physical Science	10
Visual & Performing Arts/Foreign Language/CTE	10
World History	10
American History	10
American Government	5
Economics	5
Physical Education	20
Elective Units	80
<b>Total Credits</b>	<b>220</b>

## A-G Requirements

To be considered for admission to the University of California (UC) or California State University (CSU) systems, students must complete 15 yearlong A-G high school courses with a grade of C or better—at least 11 of them before senior year.

**Minimum A-G requirements for UC/CSU admissions** can be found here:

<https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements/subject-requirement-a-g.html>

Courses must be submitted for approval by the UC Office of the President. CalPac uses Edgenuity curriculum, which has been A-G approved as a curriculum provider. CalPac’s A-G course lists can be found here:

California Pacific Charter School - Sonoma

<https://hs-articulation.ucop.edu/agcourselist/institution/5422>

California Pacific Charter School - San Diego

<https://hs-articulation.ucop.edu/agcourselist/institution/1893>

California Pacific Charter School - Los Angeles

<https://hs-articulation.ucop.edu/agcourselist/institution/4998>

Requirements can also be satisfied by completing college courses or earning specific scores on SAT, Advanced Placement, or International Baccalaureate exams. Details about examination and coursework that satisfy the A-G requirements can be found here -

<https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements/subject-requirement-a-g.html>

## Grades and Credit

### Report Cards

All students in grades TK-12 will receive an official report card with grades and comments on their academic performance for that semester.

Students with questions about grades, averages, or course progress should contact the instructor immediately.

CalPac uses a traditional 4.0 scale in determining Grade Point Average (GPA).

Letter Grade	Percent Grade	4.0 Scale
A+	97-100%	4.0
A	93-96%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7

C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D-	63-66%	1.0
D	60-62%	0.7
F	Below 60%	0.0

CalPac’s policy is not to round grades. Students must earn the minimum required percentage at any bandwidth to be awarded the grade.

Credit is granted only for courses that earn a minimum of 60% out of a possible 100%. Honors and AP courses are weighted per UC/CSU policy.

### **Grade Revision Policy**

Grades represent a student’s mastery of concepts and skills at a given point in time. There are very few situations in which it is appropriate to change a student’s grade retroactively. A change to an existing grade can be made for the following reasons -

- Grade calculation/entry error
- Grade updated based on completion of outstanding coursework (marks of incomplete [“I”] only; this may not be used for credit recovery)

Any correction of a grade must take place within one year of the start date of the course in which the grade was assigned. *Ex. The student receives an “I” for English 1 S1 on Jan 27, 2020, so the grade change must be requested by Jan 27, 2021 – exactly one year from the first day of class.*

### **Incomplete Grades Policy**

An Incomplete (“I”) is a temporary grade which may be given at the course teacher’s discretion with administrative approval.

The following provisions for Incomplete grades apply:

- Specific understanding/contract with a specified completion date between student and the course teacher of what is expected to pass the class successfully.
- Before the end of the outlined term, the teacher must notify the registrar of the updated grade.

- The student has one term to demonstrate mastery and earn the credit before the grade turns into an “F.”
- “I”s must be updated within one year of the start date of the course in which the grade was assigned.

### **Grade Appeal Policy**

Once issued, transcripts cannot be revised unless evidence is provided to indicate that the transcript is materially inaccurate. A student with proof of a calculation or entry error can petition the teacher of record or an administrator for a transcript revision. The teacher of the course and administrator will then review the transcript to determine its accuracy. An administrator must make final approval of all grade changes. The registrar will be responsible for issuing a revised transcript where it is deemed appropriate.

### **Transfer Credits**

Transfer credits are awarded on a case-by-case basis by the registrar’s office. Official transcripts are required in order to award credit. Transcript analysis may require research and contact with previous institutions to determine eligibility of transfer credits.

CalPac will award transfer credit for religious coursework. However, for courses that are devotional in nature, a maximum of ten (10) elective credits will be awarded.

If a student is provided a percentage grade upon exiting their previous school, CalPac will award the transfer grade by applying a percentage to the amount of work equivalent to what was completed at the previous school. Students who are provided exiting grades without percentages will be awarded a transfer grade equivalent to the amount of work completed at the previous school in accordance with the following scale:

Any A: 95%	Any D: 65%
Any B: 85%	Any F: 59%
Any C: 75%	
Any D: 65%	

Students who enroll with CalPac after the semester has started are responsible for providing exit grades for their courses from their previous school. Students in grades 6-8 who cannot provide exit grades or have not been in school, will have their courses adjusted based on enrollment date.

### **Homeschool Credit Transfer**

Documentation provided by families for homeschool work completed through grade 8 will be accepted for a student to enroll in grade 9.

To earn high school credit toward graduation, students must supply complete records (depending on state requirements), which may include evidence of attendance, state/national test results, curricula followed, and/or portfolio of work. A core group of school personnel (e.g., administrator, language arts instructor, mathematics instructor, and a Special Education Specialist where appropriate) will review the documentation within five (5) business days of submission and determine the number of credits to be awarded for transfer. The school will accept the grades awarded by the home school for any credit transferred.

Regardless of the number of transfer credits awarded, the student must successfully complete the required number of courses at the school (including all awarded transfer credits) in order to earn a diploma.

### **Transcripts**

Official transcripts should be requested from the registrar's office at least two weeks prior to deadlines. Transcripts and student records will be withheld until all financial obligations (including the return of CalPac computers and/or non-consumable materials) are cleared from a student's account.

### **Repeated Courses**

Students may retake courses to attempt to earn a higher grade for courses where a D or F was earned. If a student retakes a course to attempt to earn a higher grade, only the highest grade received will be counted towards the student's grade point average. However, a record of all classes taken, including the grades received, will remain on the student's transcript, and **the student will receive credit towards graduation for only one of the course attempts.**

Students who fail the "A" section of the courses listed below cannot move on to the "B" section until the "A" section is passed. When students fail the "A" section, they will be switched to a different course or will retake the "A" section of the course the following semester.

- All High School Mathematics Courses
- All CTE courses
- All Foreign Language Courses
- Chemistry and Physics

### **High School Credit for Middle School Coursework**

CalPac provides students in grades 7 and 8 the opportunity to take high school courses in the areas of math and foreign language to satisfy UC A-G requirements; however, **credits earned are NOT counted towards the 220 units required to obtain a high school diploma.**

While CalPac does not award units toward a high school diploma for middle school coursework, math and foreign language units awarded at a previous school towards graduation will be honored. It is important to note that:

- Another school may not accept the units
- **Only A-G mathematics and A-G foreign language courses will be considered for high school credit**

### **Community College Concurrent Enrollment**

Concurrent enrollment is a program that allows qualified high school students to earn college and high school credit while meeting graduation requirements. Concurrent enrollment is also an additional option for high school students to achieve college credit in both the academic and vocational pathways.

Qualified California Pacific Charter School students may obtain high school and college credit for specific courses taken at the community college level provided certain guidelines are followed. Concurrent enrollment is recommended only for students grades 11 and 12 who demonstrate academic readiness (3.0 GPA or higher. 2.5 GPA for college vocational courses). The full concurrent enrollment policy can be found on our website at- <https://www.cal-pacs.org/resources/counseling/>

Students interested in concurrent enrollment should confer with their high school counselor.

### **Promotion, Retention, and Acceleration**

Students grades TK-8 at CalPac will be promoted to the next grade level each year unless determined by the faculty that the student has not met minimum proficiency levels. Minimum proficiency will be determined by a variety of measures, including the student's score on the California Assessment of Student Performance and Progress (CAASPP) Test, the student's grades, or performance on school performance-based assessments. The Parent/Guardian will be informed early in the school year if their student is considered at risk of retention. The Parent/Guardian will need to work with their student's Homeroom Teacher and the school's Student Study Team to ensure that all necessary steps are taken prior to a student's retention. The determination to retain must be agreed upon in writing by both the parent/guardian and school administration. Students will only repeat a grade in the case that there is substantial evidence that the student lacks academic readiness in the areas of math, reading, and language arts. Students may not be held back more than once.

Regardless of credit deficiency, high school students will be promoted to the next grade level each year and allowed to remediate credits in hopes that the student will graduate with his or her cohort. In the event that a student does not graduate with their cohort, CalPac will provide the student with an opportunity to continue their education, as long as they are making

adequate progress towards a diploma, per California Ed Code. Please refer specifically to board approved policy 5095 - Grade Retention Policy on the CalPac website.

Students who wish to accelerate may do so with the recommendation of their School Counselors and the approval of a school administrator. Typically, this is reserved for high school students who would like to graduate early. Students may graduate early only if they have met all of the criteria for graduation. Please refer specifically to board approved policy 5060 - Grade Promotion Policy on the CalPac website.

## **English Learners (EL)**

English learners (EL) are targeted for English Language Proficiency Assessments for California (ELPAC) testing when the initial Home Language Survey indicates that their primary home language is a language other than English.

- All potential English Learners are tested within the first 30 days of their first day of school
- CalPac students are in an English Language Mainstream academic program with an EL Support Course, or support from their Education Specialist. The mainstream curriculum is taught and/or supported by Cross-Cultural, Language, and Academic Development (CLAD) certified teachers and includes vocabulary, visual, and thematic based support. English Learners are accommodated within this curriculum by providing multiple opportunities to demonstrate mastery on all assessments, including writing assignments.
- All English Learners are tested annually at the end of each year
- Students who meet the minimum qualifications will be reclassified upon receipt of Summative ELPAC results

### ***Criteria for Redesignating English Learners- Reclassified Fluent English Proficient(RFEP)***

The following criteria are used in tandem to determine reclassification:

- Minimum ELPAC Overall Score of 4
- Teacher Evaluation
- Parent Opinion and Consultation
- Smarter Balanced and/or Local Assessments

## **Academic Integrity**

CalPac considers academic honesty to be one of its highest values and expects a full commitment to academic integrity from each student. Students are expected to be the sole



authors of their work and to exhibit honest behavior and academic integrity across all assignments and assessments.

Academic dishonesty occurs when a student either intentionally or unintentionally cheats, misuses work, produces work or responses that are not the student's own, plagiarizes, or fabricates information.

### **Plagiarism/Cheating**

Students are expected to be the sole authors of their work. The use of another person's work or ideas must be accompanied by specific citations and references.

Citation formats vary among the departments; however, all courses require that students submit original work that is properly cited when applicable. The teacher will dictate which citation format should be used and what the guidelines are for the department.

Though not a comprehensive or exhaustive list, the following are some examples of dishonesty or unethical behavior:

- Plagiarism is using another person's words or ideas without giving proper credit to that person or giving the impression that another person's work is the student's own work.
- Any form of cheating on examinations.
- Falsifying information for any assignments.
- Submitting an assignment that was partially or wholly completed by another person.
- Copying work or written text from another student, the internet, or any document without giving due credit to the source of the information.
- Submitting an assignment for more than one class without enhancing and refining the assignment and without first receiving instructor permission. In cases where previous assignments are allowed to be submitted for another class, it is the responsibility of the student to enhance the assignment with additional material and also to submit the original assignment for comparison purposes.
- Assisting another student with reasonable knowledge that the other student intends to commit any act of academic dishonesty. This offense would include but is not limited to, providing an assignment to another student to submit as his/her own work or allowing another student to copy answers to any test, examination, or assignment.

### **CalPac Disciplinary Action for Plagiarism/Cheating**

In the unfortunate event that the honor code is broken or plagiarism is uncovered in any or multiple courses during the student's time at CalPac, steps will be taken to address the infraction(s).

- Please refer specifically to board approved policy number 5050 - Academic Integrity Policy on the CalPac website for a full breakdown of what constitutes academic dishonesty and the corresponding consequences.

## **School Policies/Procedures/Regulations**

### **School Honor Code**

The honor code dictates that students exhibit four key values:

- **Honesty** – I will be honest and forthright in my school work, words, and actions.
- **Fairness** – I will be fair and respectful in my interactions with fellow students, parents, faculty, and school staff.
- **Responsibility** – I will be accountable for my actions and language and accepting of the consequences for both.
- **Integrity** – I will adhere to the honor code.

### **Harassment and Cyberbullying**

CalPac expects all students to use electronic communications in a responsible, ethical, and legal manner in order to ensure that offensive, harassing, or other communication jeopardizing the integrity of CalPac has not been made available to other students.

By accepting the invitation to instant message (IM), you agree that you will use the IM properly for school, will communicate with faculty and students appropriately, and will not partake in cyberbullying or any form of harassment.

In communicating via email or in Live Sessions, you are agreeing that you will use the email or chatting properly for school, will communicate with faculty and students appropriately, and will not partake in cyberbullying or any form of harassment.

Harassment and cyberbullying of or by students or teachers will not be tolerated in the online environment. Harassment is defined as unwanted conduct based on a protected class (e.g., race, color, national origin, religion, gender, age, disability, or sexual orientation).

Cyberbullying, sometimes called electronic bullying, is defined as the use of electronic communications (i.e., email, chat rooms, instant messaging, cell phones, threaded discussions, websites, or other electronic communication) to bully others. Specifically, this can include threats, insults, verbal abuse, racial slurs, or any other hostile communications designed to cause harm to others.

Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of age, race, sex, color, religion, national origin, handicap, disability, or veteran status.

Harassment and cyberbullying are actions that present situations that interfere with school success and/or create a hostile environment.

### **Steps for Students to Follow**

Students who believe that they are victims of cyberbullying or harassment should follow the steps below:

- Do not respond to the person accused of harassment or cyberbullying.
- Document specific instances of cyberbullying or harassment (i.e., keep a record of abusive correspondences and save the documents or communications).
- If the abusive communication is from another student and occurs as part of coursework (i.e., as part of any class activity such as a threaded discussion, Live Session, or group assignment), report the situation to the teacher and send the teacher the documentation. (See Appendix for form.)
- If the abusive communication is from another student and occurs in any other school setting (i.e., not as part of a specific class), report the situation to the School Counselor and send the School Counselor the documentation. (See Appendix for form.)
- If the abusive communication is from a staff member, report the situation to the School Administrator.
- If the abusive communication is from the School Administrator, report the situation to the School Counselor who will report it to the Superintendent or designee.

### **Administrative Action Plan**

When a student reports an incident of cyberbullying or harassment to a teacher:

- The teacher will collect and review documentation if abusive communication occurs as part of the coursework.
- The teacher will discuss the incident with the accused student and decide if the incident warrants a loss of points in the course and/or referral to the School Administrator. This will depend on the severity of the incident and if this is a first time or repeat offense. Records of the actions taken will be appended to the student's electronic file.
- The teacher will warn the student about possible expulsion for repeated offenses.
- The teacher will arrange a parent conference to discuss the matter.
- If the student is referred to the School Administrator, the student may be a candidate for expulsion.

When a student reports an incident of cyberbullying or harassment to a School Counselor:

- The School Counselor will collect and receive documentation if the abusive communication occurs in any other school setting (i.e., not as part of a specific class).
- The School Counselor will discuss the incident with the accused student and decide if the incident warrants referral to the School Administrator. This will depend on the severity of the incident and if this is a first time or repeat offense. Records of the actions taken will be appended to the student's electronic file.

- The teacher will warn the student about possible expulsion for repeated offenses.
- The teacher will arrange a parent conference to discuss the matter.
- If the student is referred to the School Administrator, the student may be a candidate for expulsion.

When a student reports an incident of cyberbullying or harassment by a staff member to the School Administrator or Superintendent or designee, that person will discuss the incident with the accused and will take necessary actions in accordance with the law to address the complaint.

### **Disciplinary Action for Students Engaging in Harassment or Cyberbullying**

Students who are found engaging in harassing or bullying behavior

- may lose points for coursework.
- will have a parent conference scheduled to discuss the matter.
- will receive a warning about possible expulsion for a repeated offense.
- will be candidates for discipline, including suspension or expulsion dependent on the severity or frequency of the offense.

Staff Member Responsibilities for the Harassment or Cyberbullying Policy:

- Teachers or School Counselors collect and review documentation and discuss the incident(s) with the student.
- Teachers or School Counselors record the documentation in the student's electronic file.
- Teachers or School Counselors arrange a parent conference to discuss the matter.
- Teachers or School Counselors warn the student about possible expulsion.

The School Administrator initiates administrative expulsions as described above.

### **Civility Policy**

School personnel, parents/guardians, and students are required to be civil in all of their interpersonal school-related interactions. Civility does not require an unqualified agreement or conformity of opinion. An expression of disagreement or a discussion of a controversial viewpoint is not uncivil if such expression or discussion is appropriately and respectfully presented and does not disrupt a school-related activity.

For purposes of this policy, to be civil means to act with self-discipline in a courteous, respectful and orderly way in every interpersonal communication and behavior with the goal of providing a safe and harassment-free environment for our students and staff while maintaining individual rights to freedom of expression.

Examples of uncivil conduct include, but is not limited to:

- using an inappropriately loud voice;
- using profane, vulgar, or obscene words or gestures;
- belittling, jeering, or taunting;
- using personal epithets;
- using violent or aggressive gestures or body-language;
- repeatedly and inappropriately interrupting another speaker;
- repeatedly demanding personal attention at inappropriate times;
- purposefully and inappropriately invading personal space;
- purposefully ignoring appropriate communications;
- wrongfully interfering with another person's freedom of movement;
- wrongfully invading another person's private possessions; or;
- any other behavior that inappropriately disrupts school-related activities.

In the event that any party is uncivil during a school-related activity, the following steps will occur:

1. **Communicate** - The party experiencing the uncivil behavior will communicate that the behavior is not civil and that the uncivil behavior must cease immediately.
2. **End Activity/Meeting** - If the uncivil party fails to correct the uncivil behavior as directed, the affected party shall end the activity/meeting.
3. **Referral** - The reporting party shall refer the situation to the school administration with a written summary of the uncivil behavior and how he/she responded.
4. **Determination** - If it is determined that uncivil behavior occurred, proper disciplinary action will be taken, which may include suspension or expulsion.

CalPac's official board approved policy can be found [here](#).

### **Code of Conduct Policy**

The Board of Directors of California Pacific Charter School mandates that all Education Partners and their staff maintain high standards of behavior and professionalism, upholding defined boundaries when interacting with students. An "Education Partner" refers to companies providing products or educational services, and their staff does not hold an employment relationship with the School. The policy outlines specific acceptable and unacceptable behaviors, such as maintaining professional communication and avoiding personal or intimate gifts. Additionally, all involved must undergo a comprehensive fingerprint and background check. If any staff suspects boundary violations or inappropriate behavior, they are required to immediately report it to the School.

CalPac's official board approved policy can be found [here](#).

## **Suicide Prevention Policy**

Charter schools serving students in grades 7-12 are required to adopt a student suicide prevention policy in consultation with school and community stakeholders and others. Protecting the health and well-being of all students is of the utmost importance to our school. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. At the beginning of each school year, an informational pamphlet will be provided to each student's parent or guardian. It is the responsibility of each student's parent or guardian to review this information with him or her. If parents or guardians have any questions about the material, they can contact the school's appointed suicide prevention liaison.
2. The school has designated a suicide prevention coordinator to serve as a point of contact for school staff to communicate with when students are in crisis and are in need of referrals to the appropriate resources for support.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
  - The National Suicide Prevention Lifeline –1.800.273.8255 (TALK),
  - The Trevor Lifeline – 1.866.488.7386, The Trevor Project
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. Please refer specifically to board approved policy 5020 - Comprehensive Self-Harm and Suicide Prevention policy on the CalPac website for the complete policy.

***This policy has been developed and adapted from the " Model School District Policy on Suicide Prevention," which is a resource that outlines comprehensive model policies and best practices for schools to follow to protect the health and safety of all students. This resource***

***was developed by examining strong local policies, ensuring that they are in line with the latest research in the field of suicide prevention, and identifying best practices for a national framework.***

### **Acceptable Use Policy**

CalPac provides technology resources to its students solely for educational purposes. Through technology, CalPac provides access for students and staff to unlimited resources. Expanding technologies provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal of providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of the parent and credentialed teacher. This access brings potential exposure to material that may not hold educational value or might be harmful or disruptive to the student's learning experience.

The purpose of this policy is to ensure that student internet access and use on school-owned devices and school-issued accounts computers will be appropriate and used only for educational purposes, consistent with the acceptable standards of the school.

Please refer specifically to board approved policy 5045 - Acceptable Use Policy on the CalPac website for the complete policy and expectations.

### **Substance Abuse**

The abuse of controlled substances (e.g., alcohol, illicit drugs) has no place in the school learning environment. Students are expected to refrain from behaviors that may negatively impact their academic performance. Teachers who believe students have engaged in such behaviors will contact the School Administrator. The School Administrator will investigate the situation and if warranted, will report this to the student's parent/guardian. The School Administrator may refer students to counseling, and if warranted, to law enforcement.

### **Suspension/Expulsion Procedures**

The school reserves the right to suspend or expel students pursuant to the policy and procedures established by the governing board and pursuant to federal and state law. Frequent interaction among students, and between students and faculty, will occur mostly online via one-to-one and collaborative communication tools, or monthly Learning Period (LP) meetings. These participants may also interact from time to time during field trips and proctored testing events. The school has disciplinary procedures for student academic, interpersonal, and internet conduct. Discipline follows a process of escalating responses to each subsequent violation, with proper notifications and appropriate interventions at each step.

Interpersonal communication and conduct, in whatever form or arena it occurs, will be subject to CalPac policies that establish:

- expectations for civil and courteous student behavior.
- a process for investigating violations or alleged violations.
- any lawful penalties or interventions to be imposed as a result.

Academic Integrity, Harassment and cyberbullying, Acceptable Use, and Substance Abuse are discussed in sections above. These are clearly defined, and expectations and penalties are clearly set forth. Penalties are stepped up for each subsequent offense until the student becomes a candidate for expulsion.

### **Grounds for Suspension or Expulsion**

CalPac's policy for expulsion is guided by California Education Code and is explicitly defined in the charter petition of each school. Grounds for possible suspension and recommendation for expulsion are outlined in [California Ed Code 48900](#).

### **Suspension/Expulsion Procedures**

For CalPac students within the Acton-Agua Dulce Unified School District, the applicable suspension and expulsion policy and procedure are set forth in the terms of the charter between California Pacific Charter - Los Angeles and Acton-Agua Dulce Unified School District. Copies of the charter petition can be found on the website or supplied upon request.

For CalPac students within the Warner Unified School District, the applicable suspension and expulsion policy and procedure are set forth in the terms of the charter between California Pacific Charter School and Warner Unified School District. Copies of the charter petition can be found on the website or supplied upon request.

For CalPac students within the Guerneville School District, the applicable suspension and expulsion policy and procedure are set forth in the terms of the charter between California Pacific Charter School and Guerneville Unified School District. Copies of the charter petition can be found on the website or supplied upon request.

As to students with special education needs, discipline will be taken, where appropriate, in conformance with applicable law.

For students who seek admission at CalPac within the Acton-Agua Dulce Unified School District, the decision to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Administrative Panel (which shall consist of at least three members who are certificated and neither a teacher of the pupil or a Board member of California Pacific Charter - Los Angeles' governing board). This decision will follow a meeting with the Principal or designee and the pupil and parent/guardian or representative to determine whether the pupil has successfully completed a rehabilitation plan and to determine



whether the pupil poses a threat to others or will be disruptive to the school environment. The Principal or designee shall make a recommendation to the Administrative Panel following the meeting regarding his or her determination.

For students who seek admission at CalPac within the Warner Unified School District, the decision to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the governing board following a meeting with the Superintendent or designee and the pupil and parent/guardian or representative, to determine whether the pupil has successfully completed a rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Superintendent or designee shall make a recommendation to the governing board following the meeting regarding his or her determination.

For students who seek admission at CalPac within the Guerneville School District, the decision to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the governing board following a meeting with the Superintendent or designee and the pupil and parent/guardian or representative, to determine whether the pupil has successfully completed a rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Superintendent or designee shall make a recommendation to the governing board following the meeting regarding his or her determination.

### **Student Privacy (FERPA)**

CalPac abides by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). As a result, the names of students, their images, and their coursework will not be published on the CalPac website or in videos without student and parent/guardian consent.

Students also should be aware that teachers and other school staff are required by law to report any suspected child abuse or neglect to the [California Child Protective Service](#). While confidentiality of conversations may be limited due to this requirement, students should understand that their safety is of paramount importance to all school staff members, and students may rely on assistance where warranted.

### **Anti-Discrimination**

CalPac is non-sectarian in its programs, admissions policies, employment practices, and all other operations. CalPac does not charge tuition and does not discriminate on the basis of race, ethnicity, national origin, gender, or disability as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990.

## Testing

### Local Assessments

Students in grades 2 to 11 will take a start of year and end of year local assessment to determine grade level mastery in math and reading skills. The results are used to see where students are performing in relation to their actual grade level and where additional intervention is needed to support all students in accessing grade level material. Please refer specifically to board approved policy 6040 - Local Assessment Policy on the CalPac website for all local assessment information and requirements.

### Final Exams

All high school students are required to take final examinations in all courses. K-8 courses may or may not have a final exam. Students may not “test out” of courses by only taking a final exam. At no time will a student be given credit for a course for which only a final examination was submitted.

In order to validate the integrity of the assessment process, some high school final semester exams at CalPac must be proctored by a qualified professional (e.g., a school teacher, administrator, counselor, or paraprofessional who fulfills an instructional role, such as a librarian, university personnel, or test center administrator). Under no circumstances can a parent/guardian proctor a final exam or other assessment. Please refer specifically to board approved policy 6050 - Virtual Proctoring Policy on the CalPac website for further information on proctoring requirements.

### Standardized Testing

**\* \*Please refer to the school calendar for exact dates each year. Please also remember that results and attendance from all state testings are directly tied to school funding per recent Local Control Funding Formula (LCFF) legislation and are an integral part of maintaining partnerships with our chartering school districts\*\***

### English Language Proficiency Assessments for California (ELPAC):

The ELPAC is the California assessment used to determine the English language proficiency (ELP) of students whose primary language is other than English. The ELPAC assesses four domains: Listening, Speaking, Reading, and Writing.

ELPAC Initial Assessment - The ELPAC Initial Assessment is given to students in grades K–12, whose primary language is not English to determine their ELP status. The Initial Assessment is administered only once during a student’s time in the California public school system, based on the results of the home language survey.

ELPAC Summative Assessment - The Summative Assessment is given only to students in grades K–12 who have been identified as an English Learner (EL). ELs will take the assessment every year until they are reclassified as fluent English proficient.

**Alternate ELPAC:**

Students whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as an English learner or as initially fluent in English. Students who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English. Both the Alternate Initial and Alternate Summative ELPAC are computer-based.

**California Science Test (CAST):**

The CASTs are developed by California educators and test developers specifically for California. They measure students' progress toward achieving California's state-adopted academic content standards science, which describes what students should know and be able to do in each grade and subject tested. This assessment is administered annually to students in grades 5, 8 and once in High School.

**California Alternate Assessment (CAA) for Science**

Students whose IEP identifies the use of an alternate assessment take the CAA for Science in grades 5 and 8 and once in high school, either in grade 10, 11, or 12. The CAA for Science is a series of four performance tasks that can be administered throughout the year as the content is taught.

**California Assessment of Student Performance and Progress (CAASPP testing) for English Language Arts/Literacy (ELA) and Math (SBAC):**

The SBAC utilizes computer-adaptive tests and performance tasks that allow students to show what they know and are able to do in English and math. The Summative Assessments are comprehensive end of year assessments aligned with the Common Core State Standards that measure progress toward college and career readiness. This assessment is administered annually to students in grades 3-8 and 11. Parents have the right to opt to exempt their student from participation in the California Assessment of Student Performance and Progress (CAASPP).

**California Alternate Assessments (CAAs) for ELA and Math:**

Students in grades 3–8 and grade 11 whose individualized education program (IEP) identifies the use of alternate assessments. The CAAs for ELA and math are computer-based tests that are administered one-on-one by a test examiner who is familiar with the student.

### **Physical Fitness Testing (PFT):**

The PFT for students in California schools is the FITNESSGRAM®. The main goal of the test is to help students in starting life-long habits of regular physical activity. The test consists of five performance components: aerobic capacity, abdominal strength, trunk strength, upper body strength, and flexibility. This assessment is administered annually to students in grades 5, 7 and 9.

### **Assessment Schedule**

**Local Assessments:** Students in grades 2-11 are required to complete the STAR Renaissance assessments at the beginning and end of each school year. Additional assessment administrations may be given to support academic intervention initiatives as a measure of student growth and progress.

**California Science Test (CAST) and Smarter Balanced Assessment Consortium (SBAC):** Students in grades 3-8, 11 and some 12th grade students will take the Smarter Balanced Math and ELA and/or CA Science Test during a four week window in the Spring of each school year.

**English Language Proficiency Assessments for California (ELPAC):** The Summative ELPAC is administered annually between February 1-May 31st. The initial ELPAC is administered within the first thirty days of enrollment once identified through a students Home Language Survey.

**Physical Fitness Testing (PFT):** The designated testing window for administration of the PFT is March through May.

## **Contact Information and Communication Policy**

### **Email Accounts**

A valid, working email account and phone number are required for all students and parents/guardians. If a student's or parents/guardian's email address, mailing address, or phone number changes, it must be updated with the School Counselor, office, or teacher within five (5) business days. iCloud email addresses do not work with our systems and emails may not be received.

To support access to the school provided Chromebook, CalPac supplies a monitored student email account upon enrollment to all students. This email account is required to sign in to the school provided computer and other required school apps and programs. CalPac staff will communicate with students at this school provided email address, and students are expected to

check this email and use it for all communications with their teacher. Personal email accounts will not be accessible through the school provided Chromebook.

All students are expected to:

- meet with their teachers on a weekly basis through synchronous virtual meetings and homeroom sessions.
- use their school provided email address for all school related communication.

### **Tone of Contact**

Students and parents/guardians must use school-appropriate language in communication with CalPac employees and peers. Students will not partake in cyberbullying or any form of harassment. Students should strive to use appropriate grammar and capitalization in their communications.

### **Authorized Contacts**

At the time of enrollment, a student's parent/guardian is asked to approve any contacts that have the authorization to receive performance information about the student. Individuals with authorization are responsible for maintaining current contact information with the school. Per Family Educational Rights and Privacy Act (FERPA) law, school officials are only authorized to speak to parents/guardians listed at the time of enrollment.

### **School Communication Responsibilities**

Email or voicemail sent to administrative personnel Monday through Thursday between 9:00 am and 6:00 pm Pacific Time (PT) will be addressed within twenty-four (24) hours of the time it was sent. Email or voicemail sent between 9:00 am and 6:00 pm PT the day before a weekend or holiday will be addressed on the next business day. Email or voicemail sent during non-office hours will be addressed within twenty-four (24) hours of the beginning of the following business day. Teachers will post their individual office hours on their course announcement pages and in their email signatures.

All submitted coursework will be graded within seventy-two (72) hours on business days, provided it is submitted on the appropriate due date. Longer written assignments such as essays and research papers may take up to a week from the submission date to be returned. Work submitted on Saturday or Sunday will be returned no later than the end of posted office hours on Tuesday, and work submitted Friday during school hours will be returned by the end of the posted office hours on Monday (or the next business day during school holidays). Students should keep this schedule in mind when submitting work to ensure sufficient time is provided for feedback.

Students who submit large quantities of assignments to a single instructor in a given day should not expect feedback within seventy-two (72) hours for more than one week's worth of work.

Assignments will be returned in the order that they are scheduled for completion, not necessarily in the order that they were submitted.

Teachers who are scheduled to be away during regularly scheduled office hours (for professional meetings or vacation) will post the dates and times of those interruptions at least forty-eight (48) hours in advance and will offer alternative contact information for academic assistance. Unanticipated absences due to illness or other emergencies will be reported to the School Administrator, who will find suitable alternatives for assistance. In cases of unanticipated absences, coursework may take longer to be graded.

## **School Issued Technology**

### **Student Computers**

Coursework at CalPac is completely online. All students must have a computer and internet service. To best ensure students have the required technology CalPac provides every enrolled student a school issued and monitored Chromebook. This device is only accessible via the student's CalPac email, remains the property of CalPac, and all use on this device must meet board approved policy - 4080 Acceptable Use Policy located on CalPac's website. The school provided Chromebook meets all required operating specs, and contains all the apps and access a student would need to complete their school work successfully. A student simply needs to connect this Chromebook to their home internet network or school provided hotspot and sign in with their school email to use it.

This Chromebook provides the secure browser for state and local testing, and other school needed applications. Since the secure browser features are a required component, a student/guardian can not refuse the Chromebook and is responsible for the Chromebook's care, including retaining all cords, power supply, and packaging box/materials, until returned to the school at the end of enrollment. If a student chooses to use a personal device to complete general school work, they are still responsible for safely storing the school provided Chromebook so that it is ready for use for any required state or local testing, or other uses requiring a secure browser. Any loss or damage to the Chromebook is subject to replacement fees. Please refer to board approved policies 5045 - Acceptable Use Policy and 5130 - Damaged or Lost Instructional Materials, and the complete [Technology Use Agreement](#) for all expectations on appropriate use of school provided devices, including the care and handling of the Chromebook.

In accordance with the Acceptable Use Policy, CalPac utilizes GoGuardian to securely monitor and protect students while logged into their school provided Chromebook or while they are logged into their school email accounts on a personal device. This monitoring limits access to non school related sites, social media, entertainment, and personal accounts. Parents have the

option to implement additional safeguards using the GoGuardian Parent App, but can not undo school safeguard policies. Students will receive a warning if they visit a blocked site. Continued misuse will enact disciplinary consequences as outlined in the Acceptable Use Policy and under Cyber Bullying expectations in this handbook.

### **Technical Assistance**

CalPac offers both online and phone support for technical difficulties experienced in the functioning of the online courses. For assistance, contact [Tech Support](#).

Despite the presence of any technological problems, students are expected to maintain their pace in all of their courses. Students are responsible for seeking alternative methods of accessing their courses because time extensions will not be granted.

## **Extra-Curricular Activities and Organizations**

### **Clubs**

Students may participate in school extracurricular activities. Please contact your School Counselor for the full list of clubs at your school, as well as the procedure for nominating new clubs. Clubs are held online and are open to any CalPac student.

### **Field Trips**

CalPac offers field trip opportunities to currently enrolled students and their families. They are not required, and CalPac does not provide transportation to and from these events. California Education Code Section 35330(d) provides that all persons participating in an excursion shall be deemed to have waived all claims against CalPac for injury, illness or death occurring during or by reason of an excursion.

### **School Site Council**

CalPac sponsors a School Site Council (SSC). The SSC will serve to share information from the school to the parent community, invite feedback and ideas from the parents/guardians to the school, and involve students in the school conversation. Parents/guardians are encouraged to participate.



# California Pacific Charter Schools

## Student Handbook Acknowledgement Form

The Student Handbook describes important information about CalPac. Because the information, policies, and benefits described herein are subject to change, I acknowledge that revisions to the Handbook may occur.

My parent/guardian and I acknowledge that we have received a copy of the CalPac Parent/Student Handbook. I acknowledge that, as the student, I will abide by the guidelines and policies contained therein. In addition, I -

- understand the policies and procedures related to plagiarism
- agree to uphold the standards set forth in the academic integrity policy
- have read and understand the importance of attending state testing in person**

I also understand that submission of this form indicates that my parents/guardian(s) and I have reviewed the contents of this document.

\_\_\_\_\_  
PARENT/GUARDIAN NAME (Please Print)

\_\_\_\_\_  
STUDENT NAME (Please Print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE





# California Pacific Charter Schools

## Student/Parent Handbook

Revised September 2023

California Pacific Charter Schools  
940 South Coast Drive #185, Costa Mesa, CA 92646  
[www.cal-pacs.org](http://www.cal-pacs.org)

Dear CalPac Families,

Welcome to California Pacific Charter Schools (CalPac)! We are pleased you have chosen us as your partners in education. Our goal is to provide your family with a personalized and supportive educational experience. CalPac seeks to serve students who benefit from learning that is flexible in pacing and delivery, is individually targeted, and is parent-friendly. As outlined in our mission and vision, we strive to create a culture that promotes individual needs, parent collaboration, and high achievement.

We are looking forward to supporting you and your child in your educational journey and hope this will be a rewarding and memorable year for your family.

Sincerely,

A handwritten signature in black ink, appearing to read 'C Feher', written in a cursive style.

Christine Feher

Superintendent

California Pacific Charter Schools

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## General Information

California Pacific Charter Schools (CalPac) serves three charter schools. They are:

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

## CalPac Mission Statement

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

## CalPac Vision Statement

California Pacific Charter Schools, in partnership with our community, will:

- Foster an enriching school environment to nurture individuals academically, socially, and emotionally so that they are equipped to tackle academic challenges and become productive, responsible, ethical, creative, and compassionate members of society.
- Forge strong, positive connections with students so they can build confidence, achieve independence, meet current and future challenges, develop social awareness, civic responsibility, and personal growth.
- Provide our graduates with a foundation that will enable them to be college and career prepared and to succeed in their post secondary endeavors.

## CalPac Core Values

### CALPAC CARES

**COMMUNITY:** We believe in a community of stakeholders who provide a supportive and inclusive environment to build student confidence and success.

**ACCESSIBLE:** We believe each student is unique and deserves a flexible and personalized learning program to meet their individual needs.

**RIGOROUS:** We believe in hiring highly qualified teachers and staff and providing rigorous and relevant curriculum designed for a community of diverse learners.

**ENGAGING:** We believe in empowering well-rounded and innovative students to develop 21st century skills and to engage fully in a global society.

**SUPPORTIVE:** We believe in supporting the whole student through allocation of resources, frequent guidance, empathy, compassion, and encouragement to help them reach their full potential.

## **Student Learning Outcomes (SLOs)**

To meet the demands of the 21st century, CalPac graduates will be:

### **Creative and Complex Thinkers**

- Students will propose, evaluate, and use a variety of strategies, tools, and skills to produce solutions.
- Students demonstrate the ability to recognize and analyze problems from multiple perspectives, including real-world situations.
- Students exhibit intellectual courage by advocating for their learning, seeking help when needed, and persevering when challenged.

### **Effective Communicators**

- Students are able to actively engage in a variety of topics through polite and respectful conversation.
- Students exhibit articulate, effective, and persuasive communication orally, visually, and in writing to a diverse range of audiences using a variety of methods.
- Students will engage in cooperative relationships with teachers and peers.
- Students use technology in various forms to communicate and demonstrate knowledge effectively.

### **Community/Global Participant**

- Students are prepared to meet the demands of college or career, demonstrating various skills in seeking employment and/or college admission.
- Students show respect for self and others and celebrate cultural diversity.
- Students will make positive contributions to their community (e.g., register to vote, care for the environment, volunteer).

### **Empowered and Independent Learners**

- Students are self-directed, self-disciplined, self-monitored, and demonstrate self-corrective thinking.
- Students are curious, inquisitive thinkers, dedicated to lifelong learning.
- Students plan and study effectively and efficiently using time management skills.
- Students actively participate in the creation and pursuit of personal, academic, and professional goals.

## **Charter Authorizers**

California Pacific Charter - Los Angeles, authorized by Acton-Agua Dulce Unified School District.

California Pacific Charter- San Diego, authorized by Warner Unified School District

California Pacific Charter - Sonoma, authorized by Guerneville School District

## Terminology

The following is a list of commonly used terms:

**Master Agreement (MA)** - This is an agreement between the school, the teacher, the student, and the parent. It outlines the available coursework, methods of study, available resources, methods of evaluation, learning period meetings, and board policies.

**Acknowledgment of Responsibilities (AoR)** - This is the acknowledgment of each party's responsibilities including, the school, the teachers, the student, and the parent. It outlines the educational responsibilities of the school, the teachers, the student, and the parent.

**Homeroom Teacher (HR)** - is a credentialed teacher of record who works with students in grades TK-12 and their families to support them in reaching their educational goals.

**Content Teacher-** teacher who teaches in a specific subject area, course, or class.

**Learning Period (LP)** - The instructional days between learning period meeting/the assignment.

## WASC Accreditation

CalPac students are enrolled in schools that are fully accredited by the Western Association of Schools and Colleges (WASC).

School accreditation:

- certifies to the public that the school is a trustworthy institution of learning.
- validates the integrity of a school's program and student transcripts.
- fosters improvement of the school's program and operations to support student learning.
- assures a school community that the school's purposes are appropriate and being accomplished through a viable educational program.

Additionally, WASC accreditation is important because other schools, colleges and universities, and the military often require applicants to have transcripts from accredited schools.



## School Site Council

CalPac believes that active parent and student participation in school operations and governance helps foster a public school's long-term sustainability as a successful program. We welcome parent and student involvement and value open and positive communication.

CalPac has established a School Site Council (SSC) that plays an important role in molding CalPac to be responsive to student and parent needs, and provide the opportunity for continual improvement. The SSC meets regularly and functions to make recommendations and provide feedback to school administration regarding specific areas of school operations. Those areas include:

1. Curriculum/Instruction/Assessment
2. School Program Development
3. Fundraising and Grants
4. School budget, including the LCAP

## McKinney Vento Information

If you are in a situation that qualifies you as homeless based on the McKinney Vento definition included in the linked [Education for Homeless Children and Youth Policy](#) below and you are interested in receiving information about resources available in your area, please contact the ~~School Liason: school director.~~

Jennifer Byus  
Counselor  
855-225-7227 x102  
[jbyus@cal-pacs.org](mailto:jbyus@cal-pacs.org)

CalPac will adhere to the provisions of the McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths per applicable law.

## Student Freedom of Speech/Expression

CalPac believes that free inquiry and exchange of ideas are essential parts of a democratic education. We respect students' rights to express views and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular.

Students shall have the right to exercise freedom of speech and the press including, but not limited to:

1. the use of bulletin boards

2. the distribution of printed materials or petitions
3. wearing of buttons, badges, and other insignia
4. the right of expression in official school publications. "Official school publications" refers to content produced by pupils in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee. The program lead/director or designee will supervise the material produced by pupils to ensure it meets professional standards of English and journalism.

Students' freedom of expression shall be limited as allowed by California Education Code Section 48907, and other applicable state and federal laws. Students are prohibited from making any expressions or distributing or posting any materials that are obscene, libelous, or slanderous. Students also are prohibited from making any expressions that so incite students as to create a clear and present danger of the commission of unlawful acts at school-sponsored activities or events, the violation of school rules, or substantial disruption of the school's orderly operation. The use of "fighting words" or epithets is prohibited in those instances where the speech is abusive and insulting, rather than a communication of ideas, and the speech is used in an aggressive or abusive manner in a situation that presents an actual danger that it will cause a breach of the peace. A student shall be subject to discipline for out-of-school expression, including expression on Internet websites, when such expression poses a threat to the safety of other students, staff, or school property, or substantially disrupts the educational program. 🚫

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the program lead/director a written request that identifies the records they wish to inspect. The program lead/director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the program lead/director, clearly identify the part of the record they want to be changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. For this purpose, a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that processes FERPA complaints are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the

disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining the prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the CDE. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as "directory information" under §99.37.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The primary purpose of directory information is to allow the school to include information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production
- An annual yearbook
- Honor roll or other recognition lists; and
- Graduation programs

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want the school to disclose any or all of the types of information designated below to outside organizations as directory information from your child's education records without your prior written consent, you must notify the school and "opt-out" of the directory.

Any and all of the following items of directory information relating to a student may be released to a designated recipient unless a written request is on file to withhold its release:

- Name
- Address
- Date of birth
- Dates of attendance (*e.g.*, by academic year or semester)
- Current and most previous school(s) attended
- Degrees and awards received

In addition, two federal laws require a school receiving assistance under the Elementary and Secondary Education Act of 1965, as amended, to provide military recruiters, upon request, with the following information: names, addresses and telephone listings, unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

## **Title IX Notice of Nondiscrimination**

CalPac does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the school's non-discrimination policies:

Corrie Amador, Director of Human Resources

940 S Coast Dr, Suite 185 ~~100 E San Marcos Blvd, Suite 350~~  
Costa Mesa, CA 92626 ~~San Marcos, CA 92069~~  
camador@cal-pacs~~collaborative~~csso.org  
(855) 225-7227~~(760) 494-9696~~

## Annual Notice of Uniform Complaint Procedures

CalPac has the primary responsibility for compliance with federal and state laws and regulations for students who attend our schools. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in California Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the school, which is funded directly by, or that receives or benefits from any state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with various other state and/or federal laws.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. 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.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil fee complaint must be filed with the Charter School's Human Resources no later than one year from the date the alleged violation occurred. A complaint of noncompliance should be filed first with the ~~Superintendent or designee~~~~Executive Director~~ under the Uniform Complaint Procedures. A complainant unsatisfied with the decision of the program lead/director may appeal the decision and shall receive a written appeal decision within 60 days of receipt of the complaint.

Complaints other than issues relating to pupil fees must be filed in writing with the following person designated to receive complaints:

Corrie Amador, Director of Human Resources  
940 S Coast Dr, Suite 185 ~~100 E San Marcos Blvd, Suite 350~~  
Costa Mesa, CA 92626 ~~San Marcos, CA 92069~~  
camador@cal-pacscollaborativecs.org  
(855) 225-7227 ~~(760) 494-9696~~

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the school administrator or his or her designee.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under 5 C.C.R. § 4621.

The complainant has a right to appeal our decision of complaints regarding specific programs, pupil fees and the LCAP to the CDE by filing a written appeal within 15 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.

## **Parent Liability for Student Conduct**

The law states that a parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school, or personal property of any school employee, shall be liable for all damages so caused by the minor.

Further, the parent or guardian of a minor shall be liable to a school for all property belonging to the school loaned to the minor and not returned upon demand of an employee of the school authorized to make the demand.

Any school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, unless otherwise directed by the Superintendent as outlined in board approved policy number 5130 - Damaged or Lost Instructional Materials located on the CalPac website. The school will notify the parent or guardian of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts.

## **Alcohol, Tobacco, and Drugs**

CalPac does not tolerate the illegal use, possession, or sale of drugs, alcohol, tobacco, or related paraphernalia by students while engaged in school-sponsored educational activities or events. School administrators are required to take immediate action to prevent, discourage, and eliminate the illegal use, possession, or sale of drugs, alcohol, tobacco, or related paraphernalia while engaged in school-sponsored educational activities or events. Students found in violation are subject to discipline, up to and including suspension and/or expulsion.

Smoking and the use of all tobacco products, including the use of electronic nicotine delivery systems such as e-cigarettes, is prohibited on all CalPac property, including any owned or leased buildings and in school vehicles, at all times by all persons, including employees, students, and visitors.

## **Proper Storage of Firearms**

The purpose of this section is to inform and to remind parents and legal guardians of all students in California Pacific Charter Schools of their responsibilities for keeping firearms out of the hands of children as required by California law.



There have been many news reports of children bringing firearms to school or school sponsored events. In many instances, the child obtained the firearm(s) from their home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

Please take some time to review the information below and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- California makes a person criminally liable for keeping a loaded firearm, under their custody and control, where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian and the child obtains access to the firearm and thereby: (1) causes death or great bodily injury to the child or any other person; (2) carries the firearm to a public place, including to any preschool or school grades kindergarten through twelfth grade, including to any school-sponsored event, activity, or performance; or (3) brandishes a firearm to others. The criminal penalty may be greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- As of 2014, California makes a person criminally liable if they negligently store or leave any loaded firearm on their premises where a child is likely to gain access to it—regardless of whether or not the child brings the gun to a public place.
- A parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. These damages may be up to \$30,000 per victim.

Note: Gun owners may avoid criminal liability under California Penal Code Section 25100 by keeping their firearm in a locked container or secured with a locking device that renders the firearm inoperable.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable. For more information on the proper storage of firearms, you may visit [this website](#).<sup>¶</sup>

## **Bullying Policy**

CalPac recognizes the harmful effects of bullying, hazing, or other behavior that infringes on the safety and well-being of students or interferes with learning or teaching. We desire to provide a safe school culture that protects all students from physical and emotional harm. Student safety is a top priority, and the school will not tolerate discrimination, harassment, intimidation, or bullying of any kind.

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person

or property.

- (b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (c) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic act” means the creation or transmission of a message (*e.g.*, a text message, sound recording, video, image, social media post, etc.) by means of an electronic device, including, but not limited to, a telephone, computer, tablet, pager, or other communication devices.

Bullying that occurs outside of school but negatively impacts the school environment or ability of a student to perform in school is considered bullying. Violations of our zero-tolerance policy on bullying may lead to discipline up to and including suspension and/or expulsion.

## **Child Abuse Reporting**

Teachers, instructional aides, classified staff, and other school employees are required by law to report all known or suspected cases of child abuse or neglect to the appropriate law enforcement or child welfare agency. (Pen. Code, § 11166.)

## **Suicide Prevention Policy**

Beginning with the 2017-2018 school year, charter schools serving students in grades 7-12 are required to adopt a student suicide prevention policy in consultation with school and community stakeholders and others.

Protecting the health and well-being of all students is of the utmost importance to our school. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. At the beginning of each school year, an informational pamphlet will be provided to each student’s parent or guardian. It is the responsibility of each student’s parent or guardian to review this

information with him or her. If parents or guardians have any questions about the material, they can contact the school's appointed suicide prevention liaison.

2. The school has designated a suicide prevention coordinator to serve as a point of contact for school staff to communicate with when students are in crisis and require referrals to the appropriate resources for support.

3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.

4. Students will have access to national resources which they can contact for additional support, such as:

- The National Suicide Prevention Lifeline –1.800.273.8255 (TALK),
- The Trevor Lifeline – 1.866.488.7386, The Trevor Project

5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.

6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

7. For a more detailed review of the school policy, please see our full comprehensive suicide prevention policy.

***This policy has been developed and adapted from the "Model School District Policy on Suicide Prevention," which is a resource that outlines comprehensive model policies and best practices for schools to follow to protect the health and safety of all students. This resource was developed by examining strong local policies, ensuring that they are in line with the latest research in the field of suicide prevention, and identifying best practices for a national framework.***

## **Student Admissions and Enrollment**

Recruitment and admissions policies, procedures and activities comply with state and federal law and are outlined in the individual charter petitions for each school.

Students will be considered for admission without regard to ethnicity, national origin, gender, disability, or achievement level. Admission will not be determined according to the place of

residence of the student or parents, except as required by law. Prior to admission, all parents must agree to and sign the Master Agreement. All students' continued enrollment shall depend upon them fulfilling the terms of the Master Agreement. Enrollment space will be based on need in the community and availability of qualified, trained qualified credentialed teachers to serve as the teacher of record.

CalPac will be non-sectarian in its programs, admissions policies, employment practices, and all other operations shall not charge tuition, and shall not discriminate on the basis of race, ethnicity, national origin, gender, disability, or any other characteristic listed in California Education Code Section 220 (or association with an individual who has any of those characteristics).

### **Student Enrollment**

An enrollment application must be completed and signed by the parent/guardian prior to a student being considered for enrollment and placed on our assigning list.

Applications are considered complete when the student and parent/guardian who wishes to enroll has submitted the required application and the required documents for enrollment. To the extent required by applicable law, a complete application includes, but may not be limited to, the following properly submitted documents/information:

- Birth certificate or proof of birthdate – All students
- Immunization record or Non-Classroom Based Waiver – All students
- Proof of Residency - All students
- Proof of Tdap (whooping cough vaccination) – Students entering 7th-12th grades or waiving vaccinations
- Health Exam – TK, Kindergarten and 1st grade students and any student entering the public school system for the first time - or the signed form waiving this requirement
- Oral Health Exam – TK, kindergarten and 1st grade students and any student entering the public school system for the first time- or the signed form waiving this requirement
- Caregiver Authorization Affidavit - Only if person enrolling student is not the parent or legal guardian

All foreign documents, including immunization records, transcripts, and birth certificates must be officially translated prior to submission.

A student and parent/guardian who submits incomplete enrollment applications will be sent notice of what is needed to complete their application. The student and parent/guardian will be expected to update the enrollment information with the requested documents in order for their application to be processed.

Acceptance of a student's enrollment application does not constitute enrollment with CalPac. A student is not considered enrolled until the student, student's parent, legal guardian or caregiver (if the student is less than 18 years of age) have signed the Master Agreement.

### **Enrollment Requirements**

To be considered for enrollment in CalPac, students must live in one of the following counties: Sonoma, Mendocino, Marin, Lake, and Napa, Solano, San Diego, Imperial, Riverside, Orange, San Bernardino, Los Angeles, Kern and Ventura. In accordance with charter law, students may not be concurrently enrolled in this school and any other private or public school. It is not necessary to obtain an inter/intra-district transfer from your local school district to attend CalPac.

Before the student can be enrolled in CalPac, specific documentation needs to be signed. These documents include the Master Agreement, the Acknowledgment of Responsibilities, and other school policy forms.

### **Grade Level Placement**

In accordance with California state law, a student's grade level placement will be based on their date of birth. Students will be placed in the appropriate grade by the guidance department using a Grade Level Placement Chart. A student will be eligible for kindergarten enrollment if their birth date is on or before September 1st of the school year they wish to apply.

CalPac follows the standard practice of reciprocity between other districts and states if grade placement is within the appropriate age-range and in correspondence with the current school calendar year. When a child has been legally enrolled in a public school of another district within or out of the state, he or she may be admitted to school and placed in the grade of enrollment in the district of former attendance, at the discretion of the school administration of the district entered. (California Education Code Section 48011)

### [CalPac Grade Level Placement Chart](#)

### **Transitional Kindergarten (TK)/Kinder Placement**

**Transitional Kindergarten (TK):** To be TK eligible, students must turn five between September 2 and February 2 (see grade level chart above for year). Kindergarten age-eligible students are allowed to choose TK if their 5th birthday is between June 1st-September 1st. Students with a 5th birthday after February 2, may enter TK on or after their 5th birthday.

**Kindergarten:** Students must turn five on or before September 1 to enroll in kindergarten (see grade level chart above for year)

[Kindergarten Continuance Form \(English\)](#)

## Available Translations of the Kindergarten Continuance Form

### **Adult Student Enrollment**

Effective July 1, 2004, California State Law prohibits the enrollment of any student ~~aged~~ 19 years or older who has not been continuously enrolled since their 18th birthday and is making regular progress towards a high school diploma.

### **Previous Expulsion**

Students who wish to apply that are under a current expulsion order from another school or are seeking enrollment immediately after their expulsion term at their previous school, must submit a copy of any expulsion reports from that school and any related documentation with the student enrollment application for review.

~~For students who seek admission at CalPac within the Acton-Agua Dulce Unified School District, the decision to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Administrative Panel (which shall consist of at least three members who are certificated and neither a teacher of the pupil or a board member of California Pacific Charter - Los Angeles's governing board). This decision will follow a meeting with the Executive Director or designee and the pupil and guardian or representative to determine whether the pupil has successfully completed a rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Director or designee shall make a recommendation to the Administrative Panel following the meeting regarding the determination.~~

For students who seek admission at California Pacific Charter - San Diego within the Warner Unified School District, the decision to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the governing board following a meeting with the ~~Superintendent or designee~~ ~~Executive Director~~ and the pupil and guardian or representative, to determine whether the pupil has successfully completed a rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The ~~Superintendent or designee~~ ~~Executive Director~~ shall make a recommendation to the governing board following the meeting regarding his or her determination.

For students who seek admission at California Pacific Charter - Los Angeles within the Acton-Agua Dulce Unified School District, the decision to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the governing board following a meeting with the ~~Superintendent or designee~~ ~~Executive Director~~ and the pupil and guardian or representative, to determine whether the pupil has successfully completed a rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The ~~Superintendent or designee~~ ~~Executive Director~~ shall make a recommendation to the governing board following the meeting regarding his or her determination.

For students who seek admission at California Pacific Charter - Sonoma within the Guerneville School District, the decision to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the governing board following a meeting with the ~~Superintendent or designee~~~~Executive Director~~ and the pupil and guardian or representative, to determine whether the pupil has successfully completed a rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The ~~Superintendent or designee~~~~Executive Director~~ shall make a recommendation to the governing board following the meeting regarding his or her determination.

### **Enrollment/Application Timeline**

Students may apply for admission at any time during the academic year. However, if a student applies for admission at CalPac when the charter school is at capacity, the application will be held until space becomes available following CalPac's [Lottery Policy](#). Please refer specifically to board approved policy 5066 - Lottery Policy on the CalPac website.

### **Concurrent K-12 Enrollment**

In accordance with California Education Code Section 47602(b) and Title 5, California Code of Regulations Section 11965(a), no student may be enrolled in CalPac at the same time they are enrolled at another public or private school. CalPac reserves the right to evaluate whether a program is considered dual enrollment, as outlined in the California Education Code. The only possible exception is enrollment in either a community college or a Regional Occupation Program (ROP). Students who wish to participate in such programs need to have prior approval from CalPac.

### **Private Schools and Concurrent K-12 Enrollment**

California Education Code clearly states that students may not be enrolled at a California Public Charter School and a private school concurrently. Private schools are defined as vendors who are registered by the California Department of Education (CDE) as private schools that charge tuition and teach core classes.

### **Transitional Kindergarten (TK) and Kindergarten Pre-School Concurrent Enrollment**

Transitional Kindergarten (TK) and kindergarten students may be enrolled in CalPac and a two-three day a week preschool concurrently, so long as the criteria (below) are met.

Students enrolled in TK and Kindergarten at CalPac may not use educational funds provided by CalPac to enroll their students in private, after school programs or private preschool programs. However, parents and guardians may opt to pay for private, after school programs or private

preschool programs while their student is enrolled in either TK or Kindergarten at CalPac so long as the parents/guardians:

1. Pay for the private, after school program or preschool program solely using their own funds; and,
2. Complete the coursework required of all students enrolled in TK or Kindergarten at CalPac while their student is actively enrolled in either TK or Kindergarten.

## Attendance

### Master Agreement

The Master Agreement is a legal contract between CalPac and the student, parent/guardian, supervising teacher, and other responsible persons. The agreement documents the course of study, curriculum, and the time, manner, and frequency of the student's meetings with the faculty. It is updated and signed annually. Each agreement shall be signed and in effect prior to the student's attendance reporting start dates.

### Policies

Attending a virtual school can be an exciting educational adventure. However, transferring from a traditional school to an online school can be a big transition for any student. Without the constraints of classroom walls, students must decide when and where to work on course assignments within the guidelines of the program. Most students need extra guidance with these decisions when first starting an online program. Parents and teachers must work in partnership to provide the necessary guidance and direction for students to attend school and complete assigned work each week.

CalPac provides students with the opportunity to experience engaging, rigorous coursework while attending a school with greater flexibility than in a traditional school. However, as a provider of public school education, CalPac must comply with state attendance regulations\*. Students of CalPac schools are required to attend and participate in their online courses as they would in any other school setting.

- Students are required to log in and to work in their online courses each school day. \*\*
- Students are required to post in the learning log a brief summary of any work completed on or offline for the day.
- It is the expectation that students complete at least one assignment per day and to complete assignments by their posted due dates.
- If a student has difficulty with an assignment or has questions on an assignment, it is his/her responsibility to reach out to his/her instructor.



- Despite any technical difficulty, students are responsible for completing their academic assignments and adhering to the attendance policy.
- Students are required to attend Live Sessions for each of their courses per the course/school policy or identified by the academic year.
- Students must check-in with their teachers every week via phone, text message, online classroom, or email.
- Students are required to attend all state testing in person at a designated location.

Please refer specifically to board approved policy 6115 - Attendance, Support, and Involuntary Removal Policy on the CalPac website for the complete policy and expectations.

*\*Note: Specific state attendance requirements may vary and are delineated in the Student/Parent Handbook. Even if all assignments are completed prior to the due dates, students must log in to the system and check the following daily: Discussion Board, Emails, Grades, Announcements, class Live Sessions, and class meetings. Students are required to journal their educational activities, both online and offline, including Live Session attendance.*

*\*\*Note: There are certain times and situations that are exempt from the above requirement (e.g., certain holidays, religious holidays, pre-arranged family vacations, and family emergencies).*

### **Special Education Students**

If the at-risk student is an identified Special Education student, including a student with an Individualized Education Plan (IEP), the teacher will contact the Special Education Department and comply with all provisions of applicable law in addressing any concerns, including a failure to meet the minimum qualifications of independent study or governing board policies.

### **Adequate Progress Policy**

CalPac is committed to student success. Our program strives to support students in the completion of course work for the purpose of making adequate academic progress toward earning a high school diploma within the established 4-year graduation cohort. Please refer specifically to board approved policy 6055 - Adequate Progress Policy on the CalPac website for the complete policy and expectations.

### **Notice of Comprehensive Health Education**

In order to meet the state requirements of the California Healthy Youth Act, all 8th and 10th grade students will complete comprehensive grade appropriate health lessons in their PE 8 and PE 10 courses. Lessons provide foundational scientific knowledge about the reproductive systems, adolescent development, abstinence, safe sex and birth control methods, pregnancy, sexual transmitted infections, communicable diseases, and healthy relationships.

The California Healthy Youth Act requires that comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education be taught to students at least once in middle school and once in high school. Instruction and materials must be medically accurate, objective, age-appropriate and inclusive of all students, as defined by law. The law requires that instruction and materials must encourage students to communicate with parents, guardians or other trusted adults about human sexuality.

A list of lesson topics is available by request. For information on the California Healthy Youth Act, Notice and Parental Excuse, and Education Code section 51938, please visit the [California Legislative Information Web page](#).

If you do not want your student to participate in comprehensive sexual health or HIV prevention education, please provide a signed, written note to Mrs. Bayer at [lbayer@cal-pacs.org](mailto:lbayer@cal-pacs.org).

## **Academics**

### **Curriculum**

CalPac uses Edgenuity curriculum, Accelerate curriculum, and Edmentum curriculum. The curriculum for CalPac is copyright protected, but students may print pages for their educational use. CalPac reserves the right to revise, add, or delete courses. Full notification of changes will be communicated via email, and all changes will be noted on the CalPac website.

### **Course Catalog (High School Only)**

A complete list of course offerings for high school students can be found on our website at <https://www.cal-pacs.org/academics/courses/>. Courses are subject to change and may not be offered every semester.

### **Prerequisites (High School Only)**

Mastery of a specific body of knowledge is necessary if students are to be successful in their courses. Most commonly, such knowledge is measured by the successful completion of the prerequisite course listed in the course description. "Successful completion" is defined by a grade of "A," "B," "C," "D," or "P" in the prerequisite course. Grades that are not acceptable are "F," "I," or "NG."

### **How to Clear a Prerequisite**

Students enrolling in a course with a prerequisite will be required to do one of the following:

1. Complete the required prerequisite course(s) at CalPac with a satisfactory grade that is a grade of "A," "B," "C," "D," or "P."
2. Submit transcripts – provide grade transcripts from another high school, if appropriate. Such transcripts must demonstrate satisfactory completion of the prerequisite course, that is, completion of the course with a grade of "A," "B," "C," "D," or "P." Students must present transcripts to their School Counselor for a transcript review as soon as possible.

It is at the school's discretion to accept or deny the request to waive the prerequisite course requirement.

Students who submit transcripts for transcript review of a course not taken at CalPac to clear a prerequisite course, may or may not be enrolled in the class ~~depending~~**dependent** upon the outcome of the review. If the review is approved, students will be allowed to enroll in the class. If the review is denied, students will be notified that they will need to choose another course for enrollment.

## **CalPac Course Policies**

### **Adding a Course**

All course enrollment requests must be submitted by a parent/guardian or adult student. Students who want to add a course to their schedules must receive approval for the new enrollment from the assigned School Counselor.

### **Transfer Between Two Courses**

Students requesting a transfer from one course to another must submit a written request (email is acceptable) from a parent/guardian or the adult student to the assigned School Counselor. This applies even if the transfer is suggested by an instructor or School Counselor. Students may only request a transfer from one course to another during the first ten (10) business days of the course.

### **Dropping a Course**

Students requesting a drop must submit a written request (email is acceptable) from a parent/guardian or adult student to the School Counselor. The School Counselor must approve all drops before processing.

Students have ten (10) school days from when a course is added to change/drop the course without penalty. Once the 10-day grace period has passed, any course dropped will receive the earned letter grade on the student's transcript. Courses added with less than ten (10) school days left in the semester cannot be dropped.

After the drop is processed, the parent/guardian and the student will receive a Master Agreement Addendum to sign, which reflects the course changes. Students who drop all of their courses will be considered withdrawals from the CalPac program.

### **Credit Recovery Program (High School Only)**

Students enrolled in CalPac's Credit Recovery Program will complete the coursework for the 16-20 week courses at their own pace. Students are held to the same rigor and standards as those in traditional courses but have the opportunity to complete the work at a faster pace to

recover credits and get on track for graduation. Students must be deficient in credits to enroll in the credit recovery program or receive administrative approval.

**Foundations Program (High School Only)**

Students enrolled in CalPac’s Foundation Program will complete the coursework for the 16-20 week courses at their own pace. Foundation classes are accelerated through prescriptive testing allowing students to complete courses at a much faster pace than in the traditional program. The courses in the Foundations Program are not a-g approved. Students must be deficient in credits to participate. All students and their parent/guardian must meet with a counselor or administrator prior to enrollment and have parent/guardian written approval.

**Graduation Requirements**

CalPac awards five credits per course per semester. 220 credits are required to graduate. Students are eligible for a diploma when all requirements have been met. Diploma requirements are as follows:



Subject Area	Credits
English	40
Mathematics (to include Algebra I)	20
Life Science	10
Physical Science	10
Visual & Performing Arts/Foreign Language/CTE	10
World History	10
American History	10
American Government	5
Economics	5
Physical Education	20
Elective Units	80
<b>Total Credits</b>	<b>220</b>

## A-G Requirements

To be considered for admission to the University of California (UC) or California State University (CSU) systems, students must complete 15 yearlong A-G high school courses with a grade of C or better—at least 11 of them before senior year.

**Minimum A-G requirements for UC/CSU admissions** can be found here:

<https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements/subject-requirement-a-g.html>

Courses must be submitted for approval by the UC Office of the President. CalPac uses Edgenuity curriculum, which has been A-G approved as a curriculum provider. CalPac’s A-G course lists can be found here:

California Pacific Charter School - Sonoma

<https://hs-articulation.ucop.edu/agcourselist/institution/5422>

California Pacific Charter School - San Diego

<https://hs-articulation.ucop.edu/agcourselist/institution/1893>

California Pacific Charter School - Los Angeles

<https://hs-articulation.ucop.edu/agcourselist/institution/4998>

Requirements can also be satisfied by completing college courses or earning specific scores on SAT, Advanced Placement, or International Baccalaureate exams. Details about examination and coursework that satisfy the A-G requirements can be found here -

<https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements/subject-requirement-a-g.html>

## Grades and Credit

### Report Cards

All students in grades TK-12 will receive an official report card with grades and comments on their academic performance for that semester.

Students with questions about grades, averages, or course progress should contact the instructor immediately.

CalPac uses a traditional 4.0 scale in determining Grade Point Average (GPA).

Letter Grade	Percent Grade	4.0 Scale
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A+	97-100%	4.0
A	93-96%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D-	63-66%	1.0
D	60-62%	0.7
F	Below 60%	0.0

CalPac's policy is not to round grades. Students must earn the minimum required percentage at any bandwidth to be awarded the grade.

Credit is granted only for courses that earn a minimum of 60% out of a possible 100%. Honors and AP courses are weighted per UC/CSU policy.

### **Grade Revision Policy**

Grades represent a student's mastery of concepts and skills at a given point in time. There are very few situations in which it is appropriate to change a student's grade retroactively. A change to an existing grade can be made for the following reasons -

- Grade calculation/entry error
- Grade updated based on completion of outstanding coursework (marks of incomplete ["I"] only; this may not be used for credit recovery)

Any correction of a grade must take place within one year of the start date of the course in which the grade was assigned. *Ex. The student receives an "I" for English 1 S1 on Jan 27, 2020, so the grade change must be requested by Jan 27, 2021 – exactly one year from the first day of class.*

### **Incomplete Grades Policy**

An Incomplete (“I”) is a temporary grade which may be given at the course teacher’s discretion with administrative approval.

The following provisions for Incomplete grades apply:

- Specific understanding/contract with a specified completion date between student and the course teacher of what is expected to pass the class successfully.
- Before the end of the outlined term, the teacher must notify the registrar of the updated grade.
- The student has one term to demonstrate mastery and earn the credit before the grade turns into an “F.”
- “I”s must be updated within one year of the start date of the course in which the grade was assigned.

### **Grade Appeal Policy**

Once issued, transcripts cannot be revised unless evidence is provided to indicate that the transcript is materially inaccurate. A student with proof of a calculation or entry error can petition the teacher of record or an administrator for a transcript revision. The teacher of the course and administrator will then review the transcript to determine its accuracy. An administrator must make final approval of all grade changes. The registrar will be responsible for issuing a revised transcript where it is deemed appropriate.

### **Transfer Credits**

Transfer credits are awarded on a case-by-case basis by the registrar’s office. Official transcripts are required in order to award credit. Transcript analysis may require research and contact with previous institutions to determine eligibility of transfer credits.

CalPac will award transfer credit for religious coursework. However, for courses that are devotional in nature, a maximum of ten (10) elective credits will be awarded.

If a student is provided a percentage grade upon exiting their previous school, CalPac will award the transfer grade by applying a percentage to the amount of work equivalent to what was completed at the previous school. Students who are provided exiting grades without percentages will be awarded a transfer grade equivalent to the amount of work completed at the previous school in accordance with the following scale:

Any A: 95%	Any D: 65%
Any B: 85%	Any F: 59%
Any C: 75%	
Any D: 65%	

Students who enroll with CalPac after the semester has started are responsible for providing exit grades for their courses from their previous school. Students in grades 6-8 who cannot provide exit grades or have not been in school, will have their courses adjusted based on enrollment date.

### **Homeschool Credit Transfer**

Documentation provided by families for homeschool work completed through grade 8 will be accepted for a student to enroll in grade 9.

To earn high school credit toward graduation, students must supply complete records (depending on state requirements), which may include evidence of attendance, state/national test results, curricula followed, and/or portfolio of work. A core group of school personnel (e.g., administrator, language arts instructor, mathematics instructor, and a Special Education Specialist where appropriate) will review the documentation within five (5) business days of submission and determine the number of credits to be awarded for transfer. The school will accept the grades awarded by the home school for any credit transferred.

Regardless of the number of transfer credits awarded, the student must successfully complete the required number of courses at the school (including all awarded transfer credits) in order to earn a diploma.

### **Transcripts**

Official transcripts should be requested from the registrar's office at least two weeks prior to deadlines. Transcripts and student records will be withheld until all financial obligations (including the return of CalPac computers and/or non-consumable materials) are cleared from a student's account.

### **Repeated Courses**

Students may retake courses to attempt to earn a higher grade for courses where a D or F was earned. If a student retakes a course to attempt to earn a higher grade, only the highest grade received will be counted towards the student's grade point average. However, a record of all classes taken, including the grades received, will remain on the student's transcript, and **the student will receive credit towards graduation for only one of the course attempts.**

Students who fail the "A" section of the courses listed below cannot move on to the "B" section until the "A" section is passed. When students fail the "A" section, they will be switched to a different course or will retake the "A" section of the course the following semester.

- All High School Mathematics Courses
- All CTE courses
- All Foreign Language Courses
- Chemistry and Physics



## High School Credit for Middle School Coursework

CalPac provides students in grades 7 and 8 the opportunity to take high school courses in the areas of math and foreign language to satisfy UC A-G requirements; however, **credits earned are NOT counted towards the 220 units required to obtain a high school diploma.**

While CalPac does not award units toward a high school diploma for middle school coursework, math and foreign language units awarded at a previous school towards graduation will be honored. It is important to note that:

- Another school may not accept the units
- **Only A-G mathematics and A-G foreign language courses will be considered for high school credit**

## Community College Concurrent Enrollment

Concurrent enrollment is a program that allows qualified high school students to earn college and high school credit while meeting graduation requirements. Concurrent enrollment is also an additional option for high school students to achieve college credit in both the academic and vocational pathways.

Qualified California Pacific Charter School students may obtain high school and college credit for specific courses taken at the community college level provided certain guidelines are followed. Concurrent enrollment is recommended only for students grades 11 and 12 who demonstrate academic readiness (3.0 GPA or higher. 2.5 GPA for college vocational courses). The full concurrent enrollment policy can be found on our website at- <https://www.cal-pacs.org/resources/counseling/>

Students interested in concurrent enrollment should confer with their high school counselor.

## Promotion, Retention, and Acceleration

Students grades TK-8 at CalPac will be promoted to the next grade level each year unless determined by the faculty that the student has not met minimum proficiency levels. Minimum proficiency will be determined by a variety of measures, including the student's score on the California Assessment of Student Performance and Progress (CAASPP) Test, the student's grades, or performance on school performance-based assessments. The Parent/Guardian will be informed early in the school year if their student is considered at risk of retention. The Parent/Guardian will need to work with their student's Homeroom Teacher and the school's Student Study Team to ensure that all necessary steps are taken prior to a student's retention. The determination to retain must be agreed upon in writing by both the parent/guardian and

school administration. Students will only repeat a grade in the case that there is substantial evidence that the student lacks academic readiness in the areas of math, reading, and language arts. Students may not be held back more than once.

Regardless of credit deficiency, high school students will be promoted to the next grade level each year and allowed to remediate credits in hopes that the student will graduate with his or her cohort. In the event that a student does not graduate with their cohort, CalPac will provide the student with an opportunity to continue their education, as long as they are making adequate progress towards a diploma, per California Ed Code. Please refer specifically to board approved policy 5095 - Grade Retention Policy on the CalPac website.

Students who wish to accelerate may do so with the recommendation of their School Counselors and the approval of a school administrator. Typically, this is reserved for high school students who would like to graduate early. Students may graduate early only if they have met all of the criteria for graduation. Please refer specifically to board approved policy 5060 - Grade Promotion Policy on the CalPac website.

## **English Learners (EL)**

English learners (EL) are targeted for English Language Proficiency Assessments for California (ELPAC) testing when the initial Home Language Survey indicates that their primary home language is a language other than English.

- All potential English Learners are tested within the first 30 days of their first day of school
- CalPac students are in an English Language Mainstream academic program with an EL Support Course, or support from their Education Specialist. The mainstream curriculum is taught and/or supported by Cross-Cultural, Language, and Academic Development (CLAD) certified teachers and includes vocabulary, visual, and thematic based support. English Learners are accommodated within this curriculum by providing multiple opportunities to demonstrate mastery on all assessments, including writing assignments.
- All English Learners are tested annually at the end of each year
- Students who meet the minimum qualifications will be reclassified upon receipt of Summative ELPAC results

### ***Criteria for Redesignating English Learners- Reclassified Fluent English Proficient(RFEP)***

The following criteria are used in tandem to determine reclassification:

- Minimum ELPAC Overall Score of 4
- Teacher Evaluation

- Parent Opinion and Consultation
- Smarter Balanced and/or Local Assessments

## **Academic Integrity**

CalPac considers academic honesty to be one of its highest values and expects a full commitment to academic integrity from each student. Students are expected to be the sole authors of their work and to exhibit honest behavior and academic integrity across all assignments and assessments.

Academic dishonesty occurs when a student either intentionally or unintentionally cheats, misuses work, produces work or responses that are not the student's own, plagiarizes, or fabricates information.

## **Plagiarism/Cheating**

Students are expected to be the sole authors of their work. The use of another person's work or ideas must be accompanied by specific citations and references.

Citation formats vary among the departments; however, all courses require that students submit original work that is properly cited when applicable. The teacher will dictate which citation format should be used and what the guidelines are for the department.

Though not a comprehensive or exhaustive list, the following are some examples of dishonesty or unethical behavior:

- Plagiarism is using another person's words or ideas without giving proper credit to that person or giving the impression that another person's work is the student's own work.
- Any form of cheating on examinations.
- Falsifying information for any assignments.
- Submitting an assignment that was partially or wholly completed by another person.
- Copying work or written text from another student, the internet, or any document without giving due credit to the source of the information.
- Submitting an assignment for more than one class without enhancing and refining the assignment and without first receiving instructor permission. In cases where previous assignments are allowed to be submitted for another class, it is the responsibility of the student to enhance the assignment with additional material and also to submit the original assignment for comparison purposes.
- Assisting another student with reasonable knowledge that the other student intends to commit any act of academic dishonesty. This offense would include but is not limited to, providing an assignment to another student to submit as his/her own work or allowing another student to copy answers to any test, examination, or assignment.

## **CalPac Disciplinary Action for Plagiarism/Cheating**

In the unfortunate event that the honor code is broken or plagiarism is uncovered in any or multiple courses during the student's time at CalPac, steps will be taken to address the infraction(s).

- Please refer specifically to board approved policy number 5050 - Academic Integrity Policy on the CalPac website for a full breakdown of what constitutes academic dishonesty and the corresponding consequences.

## **School Policies/Procedures/Regulations**

### **School Honor Code**

The honor code dictates that students exhibit four key values:

- **Honesty** – I will be honest and forthright in my school work, words, and actions.
- **Fairness** – I will be fair and respectful in my interactions with fellow students, parents, faculty, and school staff.
- **Responsibility** – I will be accountable for my actions and language and accepting of the consequences for both.
- **Integrity** – I will adhere to the honor code.

### **Harassment and Cyberbullying**

CalPac expects all students to use electronic communications in a responsible, ethical, and legal manner in order to ensure that offensive, harassing, or other communication jeopardizing the integrity of CalPac has not been made available to other students.

By accepting the invitation to instant message (IM), you agree that you will use the IM properly for school, will communicate with faculty and students appropriately, and will not partake in cyberbullying or any form of harassment.

In communicating via email or in Live Sessions, you are agreeing that you will use the email or chatting properly for school, will communicate with faculty and students appropriately, and will not partake in cyberbullying or any form of harassment.

Harassment and cyberbullying of or by students or teachers will not be tolerated in the online environment. Harassment is defined as unwanted conduct based on a protected class (e.g., race, color, national origin, religion, gender, age, disability, or sexual orientation).

Cyberbullying, sometimes called electronic bullying, is defined as the use of electronic communications (i.e., email, chat rooms, instant messaging, cell phones, threaded discussions, websites, or other electronic communication) to bully others. Specifically, this can include

threats, insults, verbal abuse, racial slurs, or any other hostile communications designed to cause harm to others.

Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of age, race, sex, color, religion, national origin, handicap, disability, or veteran status.

Harassment and cyberbullying are actions that present situations that interfere with school success and/or create a hostile environment.

### **Steps for Students to Follow**

Students who believe that they are victims of cyberbullying or harassment should follow the steps below:

- Do not respond to the person accused of harassment or cyberbullying.
- Document specific instances of cyberbullying or harassment (i.e., keep a record of abusive correspondences and save the documents or communications).
- If the abusive communication is from another student and occurs as part of coursework (i.e., as part of any class activity such as a threaded discussion, Live Session, or group assignment), report the situation to the teacher and send the teacher the documentation. (See Appendix for form.)
- If the abusive communication is from another student and occurs in any other school setting (i.e., not as part of a specific class), report the situation to the School Counselor and send the School Counselor the documentation. (See Appendix for form.)
- If the abusive communication is from a staff member, report the situation to the School Administrator.
- If the abusive communication is from the School Administrator, report the situation to the School Counselor who will report it to the **Superintendent or designee**~~Executive Director~~.

### **Administrative Action Plan**

When a student reports an incident of cyberbullying or harassment to a teacher:

- The teacher will collect and review documentation if abusive communication occurs as part of the coursework.
- The teacher will discuss the incident with the accused student and decide if the incident warrants a loss of points in the course and/or referral to the School Administrator. This will depend on the severity of the incident and if this is a first time or repeat offense. Records of the actions taken will be appended to the student's electronic file.
- The teacher will warn the student about possible expulsion for repeated offenses.
- The teacher will arrange a parent conference to discuss the matter.
- If the student is referred to the School Administrator, the student may be a candidate for expulsion.

When a student reports an incident of cyberbullying or harassment to a School Counselor:

- The School Counselor will collect and receive documentation if the abusive communication occurs in any other school setting (i.e., not as part of a specific class).
- The School Counselor will discuss the incident with the accused student and decide if the incident warrants referral to the School Administrator. This will depend on the severity of the incident and if this is a first time or repeat offense. Records of the actions taken will be appended to the student's electronic file.
- The teacher will warn the student about possible expulsion for repeated offenses.
- The teacher will arrange a parent conference to discuss the matter.
- If the student is referred to the School Administrator, the student may be a candidate for expulsion.

When a student reports an incident of cyberbullying or harassment by a staff member to the School Administrator or ~~Superintendent or designee~~ **Executive Director**, that person will discuss the incident with the accused and will take necessary actions in accordance with the law to address the complaint.

### **Disciplinary Action for Students Engaging in Harassment or Cyberbullying**

Students who are found engaging in harassing or bullying behavior

- may lose points for coursework.
- will have a parent conference scheduled to discuss the matter.
- will receive a warning about possible expulsion for a repeated offense.
- will be candidates for discipline, including suspension or expulsion dependent on the severity or frequency of the offense.

Staff Member Responsibilities for the Harassment or Cyberbullying Policy:

- Teachers or School Counselors collect and review documentation and discuss the incident(s) with the student.
- Teachers or School Counselors record the documentation in the student's electronic file.
- Teachers or School Counselors arrange a parent conference to discuss the matter.
- Teachers or School Counselors warn the student about possible expulsion.

The School Administrator initiates administrative expulsions as described above.

### **Civility Policy**

School personnel, parents/guardians, and students are required to be civil in all of their interpersonal school-related interactions. Civility does not require an unqualified agreement or conformity of opinion. An expression of disagreement or a discussion of a controversial viewpoint is not uncivil if such expression or discussion is appropriately and respectfully presented and does not disrupt a school-related activity.

For purposes of this policy, to be civil means to act with self-discipline in a courteous, respectful and orderly way in every interpersonal communication and behavior with the goal of providing a safe and harassment-free environment for our students and staff while maintaining individual rights to freedom of expression.

Examples of uncivil conduct include, but is not limited to:

- using an inappropriately loud voice;
- using profane, vulgar, or obscene words or gestures;
- belittling, jeering, or taunting;
- using personal epithets;
- using violent or aggressive gestures or body-language;
- repeatedly and inappropriately interrupting another speaker;
- repeatedly demanding personal attention at inappropriate times;
- purposefully and inappropriately invading personal space;
- purposefully ignoring appropriate communications;
- wrongfully interfering with another person's freedom of movement;
- wrongfully invading another person's private possessions; or;
- any other behavior that inappropriately disrupts school-related activities.

In the event that any party is uncivil during a school-related activity, the following steps will occur:

1. **Communicate** - The party experiencing the uncivil behavior will communicate that the behavior is not civil and that the uncivil behavior must cease immediately.
2. **End Activity/Meeting** - If the uncivil party fails to correct the uncivil behavior as directed, the affected party shall end the activity/meeting.
3. **Referral** - The reporting party shall refer the situation to the school administration with a written summary of the uncivil behavior and how he/she responded.
4. **Determination** - If it is determined that uncivil behavior occurred, proper disciplinary action will be taken, which may include suspension or expulsion.

CalPac's official board approved policy can be found [here](#).

### **Code of Conduct Policy**

The Board of Directors of California Pacific Charter School mandates that all Education Partners and their staff maintain high standards of behavior and professionalism, upholding defined boundaries when interacting with students. An "Education Partner" refers to companies providing products or educational services, and their staff does not hold an employment

relationship with the School. The policy outlines specific acceptable and unacceptable behaviors, such as maintaining professional communication and avoiding personal or intimate gifts. Additionally, all involved must undergo a comprehensive fingerprint and background check. If any staff suspects boundary violations or inappropriate behavior, they are required to immediately report it to the School.

CalPac's official board approved policy can be found [here](#).

### **Suicide Prevention Policy**

Charter schools serving students in grades 7-12 are required to adopt a student suicide prevention policy in consultation with school and community stakeholders and others. Protecting the health and well-being of all students is of the utmost importance to our school. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. At the beginning of each school year, an informational pamphlet will be provided to each student's parent or guardian. It is the responsibility of each student's parent or guardian to review this information with him or her. If parents or guardians have any questions about the material, they can contact the school's appointed suicide prevention liaison.
2. The school has designated a suicide prevention coordinator to serve as a point of contact for school staff to communicate with when students are in crisis and are in need of referrals to the appropriate resources for support.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
  - The National Suicide Prevention Lifeline –1.800.273.8255 (TALK),
  - The Trevor Lifeline – 1.866.488.7386, The Trevor Project
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.



7. Please refer specifically to board approved policy 5020 - Comprehensive Self-Harm and Suicide Prevention policy on the CalPac website for the complete policy.

***This policy has been developed and adapted from the "Model School District Policy on Suicide Prevention," which is a resource that outlines comprehensive model policies and best practices for schools to follow to protect the health and safety of all students. This resource was developed by examining strong local policies, ensuring that they are in line with the latest research in the field of suicide prevention, and identifying best practices for a national framework.***

### **Acceptable Use Policy**

CalPac provides technology resources to its students solely for educational purposes. Through technology, CalPac provides access for students and staff to unlimited resources. Expanding technologies provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal of providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of the parent and credentialed teacher. This access brings potential exposure to material that may not hold educational value or might be harmful or disruptive to the student's learning experience.

The purpose of this policy is to ensure that student internet access and use on school-owned devices and school-issued accounts computers will be appropriate and used only for educational purposes, consistent with the acceptable standards of the school.

Please refer specifically to board approved policy 5045 - Acceptable Use Policy on the CalPac website for the complete policy and expectations.

### **Substance Abuse**

The abuse of controlled substances (e.g., alcohol, illicit drugs) has no place in the school learning environment. Students are expected to refrain from behaviors that may negatively impact their academic performance. Teachers who believe students have engaged in such behaviors will contact the School Administrator. The School Administrator will investigate the situation and if warranted, will report this to the student's parent/guardian. The School Administrator may refer students to counseling, and if warranted, to law enforcement.

### **Suspension/Expulsion Procedures**

The school reserves the right to suspend or expel students pursuant to the policy and procedures established by the governing board and pursuant to federal and state law. Frequent interaction among students, and between students and faculty, will occur mostly online via one-to-one and collaborative communication tools, or monthly Learning Period (LP) meetings.

These participants may also interact from time to time during field trips and proctored testing events. The school has disciplinary procedures for student academic, interpersonal, and internet conduct. Discipline follows a process of escalating responses to each subsequent violation, with proper notifications and appropriate interventions at each step.

Interpersonal communication and conduct, in whatever form or arena it occurs, will be subject to CalPac policies that establish:

- expectations for civil and courteous student behavior.
- a process for investigating violations or alleged violations.
- any lawful penalties or interventions to be imposed as a result.

Academic Integrity, Harassment and cyberbullying, Acceptable Use, and Substance Abuse are discussed in sections above. These are clearly defined, and expectations and penalties are clearly set forth. Penalties are stepped up for each subsequent offense until the student becomes a candidate for expulsion.

### **Grounds for Suspension or Expulsion**

CalPac's policy for expulsion is guided by California Education Code and is explicitly defined in the charter petition of each school. Grounds for possible suspension and recommendation for expulsion are outlined in [California Ed Code 48900](#).

### **Suspension/Expulsion Procedures**

For CalPac students within the Acton-Agua Dulce Unified School District, the applicable suspension and expulsion policy and procedure are set forth in the terms of the charter between California Pacific Charter - Los Angeles and Acton-Agua Dulce Unified School District. Copies of the charter petition can be found on the website or supplied upon request.

For CalPac students within the Warner Unified School District, the applicable suspension and expulsion policy and procedure are set forth in the terms of the charter between California Pacific Charter School and Warner Unified School District. Copies of the charter petition can be found on the website or supplied upon request.

For CalPac students within the Guerneville School District, the applicable suspension and expulsion policy and procedure are set forth in the terms of the charter between California Pacific Charter School and Guerneville Unified School District. Copies of the charter petition can be found on the website or supplied upon request.

As to students with special education needs, discipline will be taken, where appropriate, in conformance with applicable law.

For students who seek admission at CalPac within the Acton-Agua Dulce Unified School District, the decision to admit a previously expelled pupil from another school district or charter school

shall be in the sole discretion of the Administrative Panel (which shall consist of at least three members who are certificated and neither a teacher of the pupil or a Board member of California Pacific Charter - Los Angeles' governing board). This decision will follow a meeting with the Principal or designee and the pupil and parent/guardian or representative to determine whether the pupil has successfully completed a rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Principal or designee shall make a recommendation to the Administrative Panel following the meeting regarding his or her determination.

For students who seek admission at CalPac within the Warner Unified School District, the decision to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the governing board following a meeting with the ~~Superintendent or designee~~~~Executive Director~~ and the pupil and parent/guardian or representative, to determine whether the pupil has successfully completed a rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The ~~Superintendent or designee~~~~Executive Director~~ shall make a recommendation to the governing board following the meeting regarding his or her determination.

For students who seek admission at CalPac within the Guerneville School District, the decision to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the governing board following a meeting with the ~~Superintendent or designee~~~~Executive Director~~ and the pupil and parent/guardian or representative, to determine whether the pupil has successfully completed a rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The ~~Superintendent or designee~~~~Executive Director~~ shall make a recommendation to the governing board following the meeting regarding his or her determination.

### **Student Privacy (FERPA)**

CalPac abides by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). As a result, the names of students, their images, and their coursework will not be published on the CalPac website or in videos without student and parent/guardian consent.

Students also should be aware that teachers and other school staff are required by law to report any suspected child abuse or neglect to the [California Child Protective Service](#). While confidentiality of conversations may be limited due to this requirement, students should understand that their safety is of paramount importance to all school staff members, and students may rely on assistance where warranted.

### **Anti-Discrimination**

CalPac is non-sectarian in its programs, admissions policies, employment practices, and all other operations. CalPac does not charge tuition and does not discriminate on the basis of race,

ethnicity, national origin, gender, or disability as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990.

## Testing

### Local Assessments

Students in grades 2 to 11 will take a start of year and end of year local assessment to determine grade level mastery in math and reading skills. The results are used to see where students are performing in relation to their actual grade level and where additional intervention is needed to support all students in accessing grade level material. Please refer specifically to board approved policy 6040 - Local Assessment Policy on the CalPac website for all local assessment information and requirements.

### Final Exams

All high school students are required to take final examinations in all courses. K-8 courses may or may not have a final exam. Students may not “test out” of courses by only taking a final exam. At no time will a student be given credit for a course for which only a final examination was submitted.

In order to validate the integrity of the assessment process, some high school final semester exams at CalPac must be proctored by a qualified professional (e.g., a school teacher, administrator, counselor, or paraprofessional who fulfills an instructional role, such as a librarian, university personnel, or test center administrator). Under no circumstances can a parent/guardian proctor a final exam or other assessment. Please refer specifically to board approved policy 6050 - Virtual Proctoring Policy on the CalPac website for further information on proctoring requirements.

### Standardized Testing

**\* \*Please refer to the school calendar for exact dates each year. Please also remember that results and attendance from all state testings are directly tied to school funding per recent Local Control Funding Formula (LCFF) legislation and are an integral part of maintaining partnerships with our chartering school districts\*\***

### English Language Proficiency Assessments for California (ELPAC):

The ELPAC is the California assessment used to determine the English language proficiency (ELP) of students whose primary language is other than English. The ELPAC assesses four domains: Listening, Speaking, Reading, and Writing.

ELPAC Initial Assessment - The ELPAC Initial Assessment is given to students in grades K–12, whose primary language is not English to determine their ELP status. The Initial Assessment is administered only once during a student’s time in the California public school system, based on the results of the home language survey.

ELPAC Summative Assessment - The Summative Assessment is given only to students in grades K–12 who have been identified as an English Learner (EL). ELs will take the assessment every year until they are reclassified as fluent English proficient.

#### **Alternate ELPAC:**

Students whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as an English learner or as initially fluent in English. Students who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English. Both the Alternate Initial and Alternate Summative ELPAC are computer-based.

#### **California Science Test (CAST):**

The CASTs are developed by California educators and test developers specifically for California. They measure students' progress toward achieving California's state-adopted academic content standards science, which describes what students should know and be able to do in each grade and subject tested. This assessment is administered annually to students in grades 5, 8 and once in High School.

#### **California Alternate Assessment (CAA) for Science**

Students whose IEP identifies the use of an alternate assessment take the CAA for Science in grades 5 and 8 and once in high school, either in grade 10, 11, or 12. The CAA for Science is a series of four performance tasks that can be administered throughout the year as the content is taught.

#### **California Assessment of Student Performance and Progress ~~Smarter-Balanced Assessment~~ (CAASPP testing) for English Language Arts/Literacy (ELA) and Math (SBAC):**

The SBAC utilizes computer-adaptive tests and performance tasks that allow students to show what they know and are able to do in English and math. The Summative Assessments are comprehensive end of year assessments aligned with the Common Core State Standards that measure progress toward college and career readiness. This assessment is administered annually to students in grades 3-8 and 11. **Parents have the right to opt to exempt their student from participation in the California Assessment of Student Performance and Progress (CAASPP).**

## **California Alternate Assessments (CAAs) for ELA and Math:**

Students in grades 3–8 and grade 11 whose individualized education program (IEP) identifies the use of alternate assessments. The CAAs for ELA and math are computer-based tests that are administered one-on-one by a test examiner who is familiar with the student.

## **Physical Fitness Testing (PFT):**

The PFT for students in California schools is the FITNESSGRAM®. The main goal of the test is to help students in starting life-long habits of regular physical activity. The test consists of five performance components: aerobic capacity, abdominal strength, trunk strength, upper body strength, and flexibility. This assessment is administered annually to students in grades 5, 7 and 9.

## **Assessment Schedule**

**Local Assessments:** Students in grades 2-11 are required to complete the **STAR Renaissance** ~~NWEA-MAP~~ assessments at the beginning and end of each school year. Additional assessment administrations may be given to support academic intervention initiatives as a measure of student growth and progress.

**California Science Test (CAST) and Smarter Balanced Assessment Consortium (SBAC):** Students in grades 3-8, 11 and some 12th grade students will take the Smarter Balanced Math and ELA and/or CA Science Test during a four week window in the Spring of each school year.

**English Language Proficiency Assessments for California (ELPAC):** The Summative ELPAC is administered annually between February 1-May 31st. The initial ELPAC is administered within the first thirty days of enrollment once identified through a students Home Language Survey.

**Physical Fitness Testing (PFT):** The designated testing window for administration of the PFT is March through May.

## **Contact Information and Communication Policy**

### **Email Accounts**

A valid, working email account and phone number are required for all students and parents/guardians. If a student's or parents/guardian's email address, mailing address, or phone number changes, it must be updated with the School Counselor, office, or teacher within five (5) business days. iCloud email addresses do not work with our systems and emails may not be received.

To support access to the school provided Chromebook, CalPac supplies a monitored student email account upon enrollment to all students. This email account is required to sign in to the

school provided computer and other required school apps and programs. CalPac staff will communicate with students at this school provided email address, and students are expected to check this email and use it for all communications with their teacher. Personal email accounts will not be accessible through the school provided Chromebook.

All students are expected to:

- meet with their teachers on a weekly basis through synchronous virtual meetings and homeroom sessions.
- use their school provided email address for all school related communication.

### **Tone of Contact**

Students and parents/guardians must use school-appropriate language in communication with CalPac employees and peers. Students will not partake in cyberbullying or any form of harassment. Students should strive to use appropriate grammar and capitalization in their communications.

### **Authorized Contacts**

At the time of enrollment, a student's parent/guardian is asked to approve any contacts that have the authorization to receive performance information about the student. Individuals with authorization are responsible for maintaining current contact information with the school. Per Family Educational Rights and Privacy Act (FERPA) law, school officials are only authorized to speak to parents/guardians listed at the time of enrollment.

### **School Communication Responsibilities**

Email or voicemail sent to administrative personnel Monday through Thursday between 9:00 am and 6:00 pm Pacific Time (PT) will be addressed within twenty-four (24) hours of the time it was sent. Email or voicemail sent between 9:00 am and 6:00 pm PT the day before a weekend or holiday will be addressed on the next business day. Email or voicemail sent during non-office hours will be addressed within twenty-four (24) hours of the beginning of the following business day. Teachers will post their individual office hours on their course announcement pages and in their email signatures.

All submitted coursework will be graded within seventy-two (72) hours on business days, provided it is submitted on the appropriate due date. Longer written assignments such as essays and research papers may take up to a week from the submission date to be returned. Work submitted on Saturday or Sunday will be returned no later than the end of posted office hours on Tuesday, and work submitted Friday during school hours will be returned by the end of the posted office hours on Monday (or the next business day during school holidays). Students should keep this schedule in mind when submitting work to ensure sufficient time is provided for feedback.

Students who submit large quantities of assignments to a single instructor in a given day should not expect feedback within seventy-two (72) hours for more than one week's worth of work. Assignments will be returned in the order that they are scheduled for completion, not necessarily in the order that they were submitted.

Teachers who are scheduled to be away during regularly scheduled office hours (for professional meetings or vacation) will post the dates and times of those interruptions at least forty-eight (48) hours in advance and will offer alternative contact information for academic assistance. Unanticipated absences due to illness or other emergencies will be reported to the School Administrator, who will find suitable alternatives for assistance. In cases of unanticipated absences, coursework may take longer to be graded.

## **School Issued Technology**

### **Student Computers**

Coursework at CalPac is completely online. All students must have a computer and internet service. To best ensure students have the required technology CalPac provides every enrolled student a school issued and monitored Chromebook. This device is only accessible via the student's CalPac email, remains the property of CalPac, and all use on this device must meet board approved policy - 4080 Acceptable Use Policy located on CalPac's website. The school provided Chromebook meets all required operating specs, and contains all the apps and access a student would need to complete their school work successfully. A student simply needs to connect this Chromebook to their home internet network or school provided hotspot and sign in with their school email to use it.

This Chromebook provides the secure browser for state and local testing, and other school needed applications. Since the secure browser features are a required component, a student/guardian can not refuse the Chromebook and is responsible for the Chromebook's care, including retaining all cords, power supply, and packaging box/materials, until returned to the school at the end of enrollment. If a student chooses to use a personal device to complete general school work, they are still responsible for safely storing the school provided Chromebook so that it is ready for use for any required state or local testing, or other uses requiring a secure browser. Any loss or damage to the Chromebook is subject to replacement fees. Please refer to board approved policies 5045 - Acceptable Use Policy and 5130 - Damaged or Lost Instructional Materials, and the complete [Technology Use Agreement](#) for all expectations on appropriate use of school provided devices, including the care and handling of the Chromebook.

In accordance with the Acceptable Use Policy, CalPac utilizes GoGuardian to securely monitor and protect students while logged into their school provided Chromebook or while they are



logged into their school email accounts on a personal device. This monitoring limits access to non school related sites, social media, entertainment, and personal accounts. Parents have the option to implement additional safeguards using the GoGuardian Parent App, but can not undo school safeguard policies. Students will receive a warning if they visit a blocked site. Continued misuse will enact disciplinary consequences as outlined in the Acceptable Use Policy and under Cyber Bullying expectations in this handbook.

### **Technical Assistance**

CalPac offers both online and phone support for technical difficulties experienced in the functioning of the online courses. For assistance, contact [Tech Support](#).

Despite the presence of any technological problems, students are expected to maintain their pace in all of their courses. Students are responsible for seeking alternative methods of accessing their courses because time extensions will not be granted.

## **Extra-Curricular Activities and Organizations**

### **Clubs**

Students may participate in school extracurricular activities. Please contact your School Counselor for the full list of clubs at your school, as well as the procedure for nominating new clubs. Clubs are held online and are open to any CalPac student.

### **Field Trips**

CalPac offers field trip opportunities to currently enrolled students and their families. They are not required, and CalPac does not provide transportation to and from these events. California Education Code Section 35330(d) provides that all persons participating in an excursion shall be deemed to have waived all claims against CalPac for injury, illness or death occurring during or by reason of an excursion.

### **School Site Council**

CalPac sponsors a School Site Council (SSC). The SSC will serve to share information from the school to the parent community, invite feedback and ideas from the parents/guardians to the school, and involve students in the school conversation. Parents/guardians are encouraged to participate.



# California Pacific Charter Schools

## Student Handbook Acknowledgement Form

The Student Handbook describes important information about CalPac. Because the information, policies, and benefits described herein are subject to change, I acknowledge that revisions to the Handbook may occur.

My parent/guardian and I acknowledge that we have received a copy of the CalPac Parent/Student Handbook. I acknowledge that, as the student, I will abide by the guidelines and policies contained therein. In addition, I -

- understand the policies and procedures related to plagiarism
- agree to uphold the standards set forth in the academic integrity policy
- have read and understand the importance of attending state testing in person**

I also understand that submission of this form indicates that my parents/guardian(s) and I have reviewed the contents of this document.

\_\_\_\_\_  
PARENT/GUARDIAN NAME (Please Print)

\_\_\_\_\_  
STUDENT NAME (Please Print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

# Coversheet

## Consent - Personnel Services

**Section:** X. Consent  
**Item:** C. Consent - Personnel Services  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Online Teacher Board Approval Sept 2023.pdf  
Special Education Program Specialist Board Approval September 2023.pdf



# California Pacific Charter Schools

## Online Teacher *Job Description*

<b>Reports To:</b>	School grade level administrator
<b>FLSA Status:</b>	Exempt dependent on salary
<b>School Classification:</b>	Certificated
<b>Pay Range:</b>	Per Salary Schedule
<b>Work Schedule:</b>	185 days
<b>Location:</b>	Remote and Onsite Office

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### Position Summary

*The Online Teacher supports students in meeting their educational goals and ensuring they are successful in an online independent study environment. Required duties include preparation and delivery of live instruction, homeroom and administrative responsibilities, and completion of all required documentation. Teachers are expected to uphold the school's mission and shared values, philosophy, policies and procedures.*

### Minimum Qualifications

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

- A valid, current, and appropriate California state teaching credential. A copy of the credential must be provided at the time of application and kept current for the duration of the assignment.
- Authorization to teach English learners desired.
- 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

Online Teacher Job Description  
Board Approval: September 2023

## Essential Duties and Responsibilities

### COMMUNITY

#### ***CSTP 2: Creating and Maintaining Effective Environments for Student Learning***

1. Attends all meetings and professional development.
2. Contacts all homeroom students weekly, per school policy.
  - a. Includes asynchronous (*leave a message/email*) and synchronous (*live contact with student*) communications.
  - b. Makes multiple attempts to reach each student until a live contact has been made.
  - c. Logs all communication with students in the Student Information System (SIS) communications log according to school policy.
3. Completes special education forms in a timely manner and attends IEP meetings.
4. Distributes general announcements and collects items from students as assigned during the course of the year.
5. Follows all school policies and procedures.

### ACCESSIBLE

#### ***CSTP 4: Planning Instruction and Designing Learning Experiences for All Students***

1. Participates in student and parent/guardian conferences.
2. Meets office hours expectations to ensure availability for students.
3. Responds via phone, text or email to school stakeholders within stated policies and procedures.
  - a. Parents and students within 24 hours
  - b. Colleagues within business day

### RIGOROUS

#### ***CSTP 5: Assessing Students for Learning***

1. Accepts and grades assignments in accordance with school policy.
2. Assesses students for mastery of learning objectives.
3. Ensures student learning is standards based; posts objective and related CA standards in student friendly language and reviews them with students.
4. Ensures weekly session schedule is maintained; conducts sessions consistently and on time.
5. Maintains accurate and up to date gradebook; all grades are entered within designated time periods.
6. Maintain accurate student records.
7. Meets established deadlines.
8. Proctors exams per school policy.
9. Uses department standards to schedule and set up courses.
10. Works diligently towards ensuring 85% course completion rate is achieved per school-wide SMART Goal (or a 2% increase in average over last semester).

Online Teacher Job Description  
Board Approval: September 2023

## ENGAGING

### ***CSTP 1: Engaging and Supporting All students in Learning***

1. Monitors each assigned student's Activity Log weekly.
2. Prepares presentations with a clear focus that connects to the current week's course lesson or related topic/skill to reflect the department standards in order to stimulate engagement and learning.
3. Provides students with an opportunity to actively participate with teacher and/or other students as part of each class session.
4. Uses Learning Management System (LMS) effectively to manage courses, monitor student participation, and engage students in learning.

## SUPPORTIVE

### ***CSTP 3: Understanding and Organizing Subject Matter for Student Learning***

1. Alerts course instructors of students who are not earning passing grades in the course or who are struggling with keeping up with the course pace.
2. Checks for understanding of all students using targeted questions and online classroom tools.
3. Ensures vocabulary enhancement is connected to related curriculum key words.
4. Follows legal mandates relative to reporting.
5. Monitors students with low scores or who are behind pace and targets those students for assistance.
6. Provides customized catch up and completion plans per school policy, during designated time periods.
7. Provides effective feedback to students on assignments.
8. Provides students with Think time for the purpose of reflection and comprehension.

### **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).
- Proctoring duties as needed during the testing season.
- 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

- Principles and methods for curriculum development and delivery
- Behavior, learning and motivation for students in grades K-12

Online Teacher Job Description  
Board Approval: September 2023

- Teaching strategies and techniques for individuals and groups in an online setting
- Techniques for measurement and assessment of learning
- Educational research concerning extrinsic and intrinsic student motivation
- Guidance and Special Education practices and procedures
- Applicable sections of the Education Code, California State standards, and other laws
- Electronic equipment, computer hardware, software and online systems necessary to the position
- Video conferencing software, web browsers, internet connectivity
- Basic troubleshooting techniques to assist students with accessing curriculum and classes
- Structure and content of assigned subject area
- Correct English grammar, spelling, and punctuation

#### Ability to

- Develop and deliver content based instruction in an online classroom
- Establish clear educational goals and objectives, pacing, policies, and procedures for students
- Teach and reteach concepts utilizing a variety of instructional methods to provide customized student learning opportunities
- Observe and evaluate student performance, behavior, social development and physical health
- Maintain records and prepare reports
- Schedule appointments and meet deadlines
- Conduct assessment of student learning and comprehension
- Listen, understand, and communicate information and ideas effectively

#### Use of Computer Technology

To perform this job successfully, an individual must have 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.

#### 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 demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing to read a variety of materials and monitor students
- 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
- Close vision and ability to adjust focus

Online Teacher Job Description  
Board Approval: September 2023

### 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 public and private settings
- Indoor and outdoor in varying temperatures
- 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

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Printed Name

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Date

Online Teacher Job Description  
Board Approval: September 2023





## Special Education Program Specialist

### *Job Description*

<b>Reports To:</b>	Director of Special Education
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated
<b>Pay Range:</b>	Certificated Specialist
<b>Work Schedule:</b>	200 days
<b>Location:</b>	Onsite/Remote Office

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### **Position Summary**

*The Special Education Program Specialist provides overall program and technical assistance to staff in the area of special education; oversees and trains instructional support staff; provides and coordinates staff development in one or more areas of expertise; provides assistance in appropriate placement of individuals with special needs; monitors the implementation of special education services; assists with program development; and relieves the Director of administrative support responsibilities to ensure compliance.*

### **Minimum Qualifications**

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

- A valid, current, and appropriate California state education specialist, clinician, adaptive physical education, or pupil personnel services credential. A copy of the credential must be provided and kept current as a condition of employment.
- An Administrative Services credential is highly desirable.
- A Master's degree in an appropriate credential field.
- A minimum of three (3) years of experience in the education of individuals with exceptional needs. Experience in school administration and/or supervision is desirable.
- 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

Special Education Program Specialist Job Description  
Board Approved: May 2023  
Revised: September 2023

- 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. Plans programs, coordinates curricular resources, and assists in evaluating the effectiveness of programs for individuals with exceptional needs.
2. Observes, consults with, and assists Education Specialists, instructional support personnel and service providers.
3. Assists in planning and implementation of staff development, program development, and innovation of special methods and approaches for working with students with IEPs
4. Participates as a member of the IEP team as appropriate; support staff to prepare for IEP meetings that deal with eligibility, change of placement, dismissals, interim placements, additional assessments, and re-evaluations as necessary.
5. Assists special education personnel in implementing and coordinating the services in the IEP.
6. Responsible for monitoring curriculum, materials, and methodology used by Education Specialists in the support of identified students.; serves as a resource in the identification, selection, and use of instructional materials, curriculum strategies, and methodologies.
7. Utilizes data to drive decision making for continual improvement of services for students.
8. Provides case management for students served in non-public schools (NPS).
9. Assists in the articulation of special education programs between TK-12 grades.
10. Act as a liaison for parents regarding special education services and programs; consult with parents to increase the probability of their meaningful participation in their student's IEP.
11. Assist with the selection, retention, and separation of staff for special education positions; provide feedback regarding staff performance and support in the training and evaluation of assigned personnel.
12. Maintains knowledge of current laws and regulations pertaining to fair hearing materials.
13. Attend and conduct a variety of meetings as assigned; represent the school at a variety of events; attend Board of Directors meetings as needed; participate on assigned committees; serve on expulsion panels; make oral presentations; attend SELPA meetings representing the schools' interests.
14. Maintain professional competence through professional development via numerous educational activities; attend and participate in a variety of assigned meetings, conferences, training and/or special events.

### **Other Duties**

- Proctoring duties as needed during the testing season
- 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, text messages, 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.

- Federal and State laws and regulations surrounding the provision of special education services and district policies and procedures
- Strong content and subject-matter knowledge
- California Common Core State Standards
- Principles, theories, techniques, and strategies pertaining to the teaching and instruction of students with special needs
- Educational trends and research findings pertaining to students with disabilities
- Behavior management and behavior shaping strategies
- Ability to effectively support students' with meeting or exceeding current IEP goals
- Strong written and verbal communication skills
- Organization and time-management skills
- Excellent writing and grammar skills
- Use technology in an effective manner for communicating, analyzing, and reporting
- Establish and maintain collaborative working relationships with all stakeholders

**Business Ethics:** Inspires the trust of others; keeps commitments; treats people with respect; upholds organizational values; works with integrity and ethically.

**Communications:** Exhibits good listening and comprehension; expresses ideas and thoughts in written form; expresses ideas and thoughts verbally; keeps others adequately informed; selects and uses appropriate communication methods.

**Leadership:** Exhibits confidence in self and others; inspires respect and trust; motivates others to perform well; reacts well under pressure; shows courage to take action.

**Planning & Organization:** Integrates changes smoothly; plans for additional resources; prioritizes and plans work activities; sets goals and objectives; uses time efficiently; works in an organized manner.

### **Use of Computer Technology**

To perform this job successfully, an individual must be proficient utilizing SEIS software preferred, Microsoft Office applications specifically Microsoft Excel, 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 demonstrate activities
- 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
- With assistance and devices provided may lift students weighing more than 100 lbs. at waist height up to a distance of 5 feet
- Driving a vehicle to meet with students

### **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. A flexible schedule is required. This position is a virtual position working from a home office. Must have ability to travel throughout the school year within and between assigned geographic areas to support students, attend regularly scheduled meetings, proctor state exams and participate in school activities and orientations.

- Noise level is generally moderate
- Meetings conducted in public and remote office 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.

Employee Signature

Printed Name

Date

Special Education Program Specialist Job Description  
Board Approval: September 2023

# Coversheet

## Consent - Policy Development

**Section:** X. Consent  
**Item:** D. Consent - Policy Development  
**Purpose:** Vote

**Submitted by:**

**Related Material:**

BUS Policy Revisions 9.12.23 - Google Docs.pdf

CPCS - 4145 Professional Development Reimbursement Policy\_redline\_9.12.23.pdf

CPCS - 4145 Professional Development Reimbursement Policy\_revised\_9.12.23.pdf

CPCS - 4170-4170E Injury and Illness Prevention Policy and Plan\_redline\_08.31.23.pdf

CPCS - 4170-4170E Injury and Illness Prevention Policy and Plan\_revised\_09.12.23.pdf

**CALIFORNIA PACIFIC CHARTER SCHOOLS**

**Agenda Item: 10.D**

**Date:** September 12, 2023

	Correspondence/Proposals/Reports
X	Consent Agenda
	Business/Financial Services
	Education/Student Services
	Personnel Services
	Curriculum
X	Policy Development

**Item Requires Board Action:** X

**Item is for Information Only:** \_\_\_\_\_

**Item:** Approval of existing board policies revised by staff for the 2023-2024 School Year.

**Background:**

In order to ensure adherence with State and Federal laws related to business and non-instructional services, it is recommended the Board approve the following policy as presented.

**REVISED**

The following are current policies that have been revised to provide clarity or alignment with changes in law or procedures.

***4000 Series - Personnel Services***

**4145 - CPCS Professional Development Reimbursement Policy**

- This policy was revised to provide an option for classified staff to receive financial support from the school to obtain a credential when it is in the interest of the school to meet a staffing need.

**4170/4170E - CPCS Injury and Illness Prevention Policy and Plan**

- This policy has been revised to align with CalPac procedures and local government guidelines.

It is recommended the Board approve the revised board policies for the 2023-2024 school

year.

**Fiscal Impact:** None.



**PERSONNEL SERVICES****CPCS - 4145**

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**PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

The Board of Directors of California Pacific Charter Schools (CPCS) recognizes the benefit of the ongoing professional development of its staff and leadership team. Staff will be eligible to receive reimbursement for professional development as outlined in this policy.

The individual must be a current employee of CPCS to be eligible for a professional development reimbursement from the school. Individuals who are no longer in paid status are ineligible and will not receive reimbursement. Additionally, reimbursement will be issued only upon program completion. No partial reimbursement will be issued to an individual who has not completed the program as outlined in the initial proposal. All policies regarding reimbursements must be followed and proper documentation submitted in order to be eligible to receive the professional development reimbursement.

This professional development reimbursement policy shall not provide any individual assurance of continued employment with CPCS. CPCS confirms the at-will status of employees in alignment with the at-will employment agreement.

The Board of Directors reserves the right to suspend this policy at any time if it is determined that the policy would have a negative fiscal impact on the school. Participation in the reimbursement program is at the discretion of the ~~Superintendent~~Executive Director, and requires prior approval.

**ADMINISTRATIVE CREDENTIAL REIMBURSEMENT - MAXIMUM OF \$20,000**

With pre-approval by the ~~Superintendent~~Executive Director and Board of Directors, a certificated employee in an ongoing leadership assignment who completes a preliminary administrative services credential will be eligible for reimbursement not to exceed a total of \$10,000. The employee must submit a proposal and include the name of the institution, the cost of the program, and the expected program duration. The proposal will be reviewed by the ~~Superintendent~~Executive Director prior to submission to the Board of Directors for final approval.

The initial reimbursement will be provided to the employee once the preliminary administrative credential is posted by the California Commission on Teacher Credentialing (CTC). Once the preliminary administrative credential is completed and posted by the CTC, the employee may submit for reimbursement of expenses limited to actual program expenses such as courses,

**PERSONNEL SERVICES****CPCS - 4145****PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

textbooks, test fees, and applicable program fees. The amount of the reimbursement shall not exceed \$10,000.

An employee may be eligible for a second reimbursement for any remaining outstanding costs not to exceed \$10,000 upon successful completion of two additional years of full-time academic service in the same leadership assignment for CPCS and proof of clearing the administrative services credential.

**TEACHING CERTIFICATION REIMBURSEMENT - MAXIMUM OF \$10,000**

For additional credentials or certifications, a certificated employee may submit a proposal to the Superintendent ~~Executive Director~~ for consideration. The proposal must include the name of the credential or certification, the institution, the total program cost, and the expected program duration. The proposal will be reviewed by the Superintendent ~~Executive Director~~ for relatedness to the position, the department, and overall alignment with the school's mission and vision statements prior to submission to the Board of Directors for final approval.

Upon providing verification of completion of the approved credential or certification, the employee may be eligible for reimbursement of program costs not to exceed half the expense of the program as verified by Human Resources or \$5,000, whichever is less. An employee may be eligible for a second issuance of reimbursement not to exceed \$5,000 upon completion of two consecutive additional years of full-time academic service to CPCS and verification of completion of any ongoing requirements to maintain the certification.

**CLASSIFIED TO CERTIFICATED REIMBURSEMENT - MAXIMUM OF \$10,000**

CPCS encourages individuals to continue their education including supporting classified staff who have interest in pursuing a California teaching credential through an accredited university. CPCS engages in agreements with institutes of higher education to provide student teaching and internship opportunities.

Classified staff interested in pursuing a teaching credential may submit a proposal to the Superintendent for consideration. The proposal must include the name of the credential, the institution, the total program cost, and the expected program duration. The proposal will be reviewed by the Superintendent for relatedness to the school's staffing needs, the department, and overall alignment with the school's mission and vision statements prior to submission to the Board of Directors for final approval.

**PERSONNEL SERVICES**

**CPCS - 4145**

**PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

Upon providing verification of completion of the approved credential or certification, the employee may be eligible for reimbursement of program costs not to exceed half the expense of the program as verified by Human Resources or \$5,000, whichever is less. An employee may be eligible for a second issuance of reimbursement for any remaining outstanding costs not to exceed \$5,000 upon completion of two consecutive additional years of full-time academic service to CPCS and verification of completion of any ongoing requirements to maintain the certification.

**ADMINISTRATIVE CREDENTIAL OR TEACHING CERTIFICATION REIMBURSEMENT PROCESS**

<p><b>Step 1</b></p>	<p>The employee must submit a written proposal to the <del>Executive Director</del> Superintendent prior to beginning the professional development program. The proposal must be approved by the <del>Executive Director</del> Superintendent and ratified by the Board of Directors.</p>
<p><b>Step 2</b></p>	<p>If the proposed professional development is approved, the employee will be required to provide evidence of successfully completing the pre-approved program/training to the <del>director</del> Superintendent and HR in order to receive the first reimbursement installment.</p>
<p><b>Step 3</b></p>	<p>In order to receive the second reimbursement installment, the employee must have been consistently employed in full-time status with CPCS in the same or similar position as originally held at the time of the initial approval for a total of two full-time academic years.</p> <ul style="list-style-type: none"> <li>● Full-time work is considered 100% within one (1) fiscal year (July 1 through June 30) to qualify as one year of employment.</li> <li>● Full-time work of less than 100% of a fiscal year may be combined with another partial year of full-time experience to equal one year of employment.</li> </ul> <p>The two-year timeframe will be based upon the anniversary date that the service member originally passed or obtained the additional certification.</p>

## PERSONNEL SERVICES

CPCS - 4145

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### PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY

#### GENERAL PROFESSIONAL DEVELOPMENT REIMBURSEMENT - MAXIMUM \$200 PER YEAR

All staff are encouraged to participate in general professional development to improve their knowledge and skills to the betterment of CPCS. With pre approval from the Executive Director, staff may submit for reimbursement not to exceed \$200 per year for participation in training and development activities. Such professional development activities may include a webinar, in person training, books, or professional certification that is directly related to the employee's position or department. Employees will not be required to pay for training required by or requested by the employer.

**PERSONNEL SERVICES****CPCS - 4145**

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**PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

The Board of Directors of California Pacific Charter Schools (CPCS) recognizes the benefit of the ongoing professional development of its staff and leadership team. Staff will be eligible to receive reimbursement for professional development as outlined in this policy.

The individual must be a current employee of CPCS to be eligible for a professional development reimbursement from the school. Individuals who are no longer in paid status are ineligible and will not receive reimbursement. Additionally, reimbursement will be issued only upon program completion. No partial reimbursement will be issued to an individual who has not completed the program as outlined in the initial proposal. All policies regarding reimbursements must be followed and proper documentation submitted in order to be eligible to receive the professional development reimbursement.

This professional development reimbursement policy shall not provide any individual assurance of continued employment with CPCS. CPCS confirms the at-will status of employees in alignment with the at-will employment agreement.

The Board of Directors reserves the right to suspend this policy at any time if it is determined that the policy would have a negative fiscal impact on the school. Participation in the reimbursement program is at the discretion of the Superintendent and requires prior approval.

**ADMINISTRATIVE CREDENTIAL REIMBURSEMENT - MAXIMUM OF \$20,000**

With pre-approval by the Superintendent and Board of Directors, a certificated employee in an ongoing leadership assignment who completes a preliminary administrative services credential will be eligible for reimbursement not to exceed a total of \$10,000. The employee must submit a proposal and include the name of the institution, the cost of the program, and the expected program duration. The proposal will be reviewed by the Superintendent prior to submission to the Board of Directors for final approval.

The initial reimbursement will be provided to the employee once the preliminary administrative credential is posted by the California Commission on Teacher Credentialing (CTC). Once the preliminary administrative credential is completed and posted by the CTC, the employee may submit for reimbursement of expenses limited to actual program expenses such as courses, textbooks, test fees, and applicable program fees. The amount of the reimbursement shall not exceed \$10,000.

**PERSONNEL SERVICES****CPCS - 4145****PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

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An employee may be eligible for a second reimbursement for any remaining outstanding costs not to exceed \$10,000 upon successful completion of two additional years of full-time academic service in the same leadership assignment for CPCS and proof of clearing the administrative services credential.

**TEACHING CERTIFICATION REIMBURSEMENT - MAXIMUM OF \$10,000**

For additional credentials or certifications, a certificated employee may submit a proposal to the Superintendent for consideration. The proposal must include the name of the credential or certification, the institution, the total program cost, and the expected program duration. The proposal will be reviewed by the Superintendent for relatedness to the position, the department, and overall alignment with the school's mission and vision statements prior to submission to the Board of Directors for final approval.

Upon providing verification of completion of the approved credential or certification, the employee may be eligible for reimbursement of program costs not to exceed half the expense of the program as verified by Human Resources or \$5,000, whichever is less. An employee may be eligible for a second issuance of reimbursement not to exceed \$5,000 upon completion of two consecutive additional years of full-time academic service to CPCS and verification of completion of any ongoing requirements to maintain the certification.

**CLASSIFIED TO CERTIFICATED REIMBURSEMENT - MAXIMUM OF \$10,000**

CPCS encourages individuals to continue their education including supporting classified staff who have interest in pursuing a California teaching credential through an accredited university. CPCS engages in agreements with institutes of higher education to provide student teaching and internship opportunities.

Classified staff interested in pursuing a teaching credential may submit a proposal to the Superintendent for consideration. The proposal must include the name of the credential, the institution, the total program cost, and the expected program duration. The proposal will be reviewed by the Superintendent for relatedness to the school's staffing needs, the department, and overall alignment with the school's mission and vision statements prior to submission to the Board of Directors for final approval.

Upon providing verification of completion of the approved credential or certification, the employee may be eligible for reimbursement of program costs not to exceed half the expense of the program as verified by Human Resources or \$5,000, whichever is less. An employee may be

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**PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

eligible for a second issuance of reimbursement for any remaining outstanding costs not to exceed \$5,000 upon completion of two consecutive additional years of full-time academic service to CPCS and verification of completion of any ongoing requirements to maintain the certification.

**ADMINISTRATIVE CREDENTIAL OR TEACHING CERTIFICATION REIMBURSEMENT PROCESS**

<b>Step 1</b>	The employee must submit a written proposal to the Superintendent prior to beginning the professional development program. The proposal must be approved by the Superintendent and ratified by the Board of Directors.
<b>Step 2</b>	If the proposed professional development is approved, the employee will be required to provide evidence of successfully completing the pre-approved program/training to the Superintendent and HR in order to receive the first reimbursement installment.
<b>Step 3</b>	<p>In order to receive the second reimbursement installment, the employee must have been consistently employed in full-time status with CPCS in the same or similar position as originally held at the time of the initial approval for a total of two full-time academic years.</p> <ul style="list-style-type: none"> <li>● Full-time work is considered 100% within one (1) fiscal year (July 1 through June 30) to qualify as one year of employment.</li> <li>● Full-time work of less than 100% of a fiscal year may be combined with another partial year of full-time experience to equal one year of employment.</li> </ul> <p>The two-year timeframe will be based upon the anniversary date that the service member originally passed or obtained the additional certification.</p>

**GENERAL PROFESSIONAL DEVELOPMENT REIMBURSEMENT - MAXIMUM \$200 PER YEAR**

All staff are encouraged to participate in general professional development to improve their knowledge and skills to the betterment of CPCS. With pre approval from the Executive Director,

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### PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY

staff may submit for reimbursement not to exceed \$200 per year for participation in training and development activities. Such professional development activities may include a webinar, in person training, books, or professional certification that is directly related to the employee's position or department. Employees will not be required to pay for training required by or requested by the employer.



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**INJURY AND ILLNESS PREVENTION POLICY**

California Pacific Charter Schools (“School”) adopts this Illness and Injury Prevention Program (“IIPP”) as the School is committed to maintaining a safe and healthy working environment. The IIPP is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program will be maintained at the School’s administration office. Employees will be provided a copy of the plan upon hire and upon any changes to the plan.

It is the intent of the School to comply with all laws relating to occupational safety and health. Management will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries. To further increase workplace safety, the School requires the active participation and assistance of all employees. The policies and procedures contained in this IIPP are mandatory. Employees must be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job that they know is not safe and are encouraged to inform their supervisor of any potentially hazardous situation or condition that is beyond the employee’s ability or authority to correct. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the School’s safety program and to perform in a manner that assures personal safety and the safety of others, including students and families, visitors and other trades. To be successful in this endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention. Every employee must also cooperate in all safety and health matters, not only between management and employees, but also between coworkers. Only through such an effort can any safety program be successful. The School’s objective is to implement a safety program that will reduce the total number of injuries and illnesses to an absolute minimum. Employees should contact Human Resources for assistance regarding this policy.

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**INJURY AND ILLNESS PREVENTION PLAN**



**Injury and Illness Prevention Program**

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**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****Code of Safe Practices****General Safety Rules**

1. All persons shall follow this Code of Safe Practices and render every possible aid to ensure safe school operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. Employees are to immediately report any unsafe conditions, accidents, injuries or illness to their supervisor.
4. If an employee is unsure of the safest method to ~~do~~ perform the ~~your~~ job, they must STOP and ask ~~you~~ their supervisor for direction. Ignorance is no excuse for a safety violation.
5. No one shall be knowingly permitted to work while their ability or alertness is impaired by fatigue, illness, ~~or and~~ prescription or over the counter ~~drugs~~ medications. Employees who are suspected of being under the influence of illegal or intoxicating substances, or impaired by fatigue or an illness, shall be prohibited from working.
6. Anyone known to be under the influence of any drugs or intoxicating substances, which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
7. Horseplay, scuffling, fighting and other acts that tend to have an adverse influence on workplace safety or employee well-being are prohibited.
8. Work shall be well-planned and supervised to prevent injuries in the handling of materials and operating equipment.
9. The work area must be kept clean and free of debris, electrical cords, and other hazards.
10. Employees must immediately clean up spilled liquids.
11. **Employees must** ~~Do~~ not attempt to operate equipment until ~~they you~~ are fully trained and authorized.
12. Employees may never bring firearms, weapons, illegal drugs or alcoholic beverages on school facilities **or to school events**.
13. The School will ensure that all equipment and chemicals are appropriately labeled. All such notices and procedures must be observed and obeyed.

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14. Employees may not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
15. Employees may not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
16. Employees may not distract others while working. If conversation is necessary while performing duties involving risk to safety, **employees must** make sure eye contact is made prior to communicating.
17. Employees shall ensure that all guards and other protective devices (i.e. shredder guard) are in proper places and adjusted, and shall report deficiencies promptly to the supervisor.
18. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.

**Building Safety**

1. **Employees must be** aware **and on alert for** ~~of~~ unknown persons loitering in parking areas, walkways, entrances, ~~and~~ exits, and service areas.
2. **Employees must** ~~re~~port any suspicious persons or activities to school administration.
3. All employees' desks or offices should be secured at the end of the day **to ensure the security of student and/or staff records**.
4. When an employee is called away from their work area for an extended length of time, valuable or personal articles should be stowed out of sight and computers ~~screens~~ must be locked.
5. Employees must immediately notify school administration when keys are missing or if security access codes or passes have been breached.

**Fire Prevention and Housekeeping**

1. Employees must always take precautions to prevent fires.
2. All discharged, damaged or missing equipment is to be immediately reported to a supervisor. Tampering with fire equipment is prohibited.
3. Access to fire extinguishers must be kept clear at all times in School offices. Supervisors and staff must make note of the location of the nearest fire extinguisher in the work area.

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### INJURY AND ILLNESS PREVENTION PLAN

4. Smoking is prohibited within twenty (20) feet from School offices or events.
5. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
6. Work areas must be kept free of debris. Useless or unnecessary material must be removed from the work area to help reduce tripping hazards that could impede evacuation.
7. Employees must maintain awareness of potential hazards when walking about the work site.
8. Employees must keep materials and equipment out of walkways and stairways at all times.
9. Sharp wires or protruding nails must be reported to the supervisor.

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****General Duties and Responsibilities for Safety**

A safe working environment can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, the School delegates the following safety duties by job title. Please keep in mind that this is not an all-inclusive list. In some cases employees will need to perform safety duties outside their regular responsibilities to prevent accidents.

Executive management must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. Management will support and maintain an ongoing IIPP through the following:

1. Providing clear understanding and direction to all staff regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Ensuring that adequate funds are budgeted for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining an organizational commitment to accident prevention by expecting safe conduct on the part of all supervisors and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in the IIPP and ensure safe work procedures.
2. Verify corrective action has been taken regarding safety hazards and accident investigations.
3. Conduct periodic documented inspections of the administrative office and employee work spaces to identify and correct unsafe actions and conditions that could cause accidents.
4. Act as a leader in school safety policy and set a good example by following all safety rules.



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### INJURY AND ILLNESS PREVENTION PLAN

5. Become familiar with local, state, and federal safety regulations.
6. Correct unsafe acts and conditions that could cause accidents.
7. Communicate with all employees about safety and accident prevention activities.
8. Correct the cause of any accident as soon as possible.
9. Ascertain that first aid materials and fire extinguishers are maintained and used when conditions warrant its use.
10. Maintain good housekeeping conditions at all times.
11. Investigate all injuries and accidents to determine their cause and potential corrective action.
12. Ascertain that all injuries involving employees requiring medical attention are properly treated and promptly reported to the office.

Human Resources acts as a safety resource for the School, monitors staff training, is responsible for maintaining program records, and works with outside agencies regarding the safety program and its contents. Additional duties include:

1. Coordinate all loss prevention activities as a representative of management.
2. Act as a consultant to management in the implementation and administration of the policies set forth in this IIPP.
3. Develop and implement loss prevention policies and procedures designed to ensure compliance with the applicable rules and regulations of all federal, state, and local agencies.
4. Review all accident reports to determine cause and preventability.
5. Conduct periodic reviews of the program and job spaces to evaluate performance, discuss problems and help solve them.
6. Consult with representatives from insurance companies in order that the IIPP aligns with loss control services.
7. Review workers' compensation claims and help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support the School's safety efforts. Specific employee safety responsibilities include:

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1. Asking a supervisor for assistance when unsure how to do any task safely.
2. Reading and abiding by all requirements of the IIPP.
3. Reporting all accidents and injuries, no matter how minor, to the supervisor immediately.
4. Reporting any safety hazards or defective equipment immediately to their supervisor.
5. Remaining clear of the possession or the influence of alcohol or controlled substances while on the premises.
6. Never engaging in horseplay or fighting.
7. Participating in, and actively supporting, the safety program.

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**Office Safety**

Office accidents can and do happen. To prevent them, the School has developed the following rules for the office staff. The School will also endeavor to include office employees in periodic safety meetings. If at any time an employee believes there is a safety hazard, they must notify their supervisor immediately.

1. Report all accidents and injuries, no matter how minor, to your supervisor immediately.
2. Correct or report any safety hazards that you observe.
3. Clean up any spilled material that may present a slipping hazard.
4. Do not stretch any cords across aisles that may present a tripping hazard.
5. Do not climb on shelves or stand on chairs; you must use a step stool or ladder.
6. Keep all legs of the chair on the floor. Do not lean or tilt chairs back while sitting in them.
7. No one shall be in the possession of, or under the influence of, alcohol or other intoxicating substances while on the premises.
8. No horseplay will be tolerated.
9. Close file drawers when not in use. Do not open more than one file drawer at a time. This could cause the cabinet to tip.
10. Do not store heavy objects above your head that could fall on you in an earthquake.
11. Do not store flammable or combustible materials near heaters or other heat sources.
12. If you are unsure how to do any task safely, ask your supervisor.
13. Do not operate any equipment you are not trained and authorized to use.
14. Always follow safe lifting procedures when lifting any object and get help for heavy loads by doing the following:
  - Bend your knees, not your back.
  - Keep the load close to your body.
  - Keep your back straight.
  - Lift with your legs.
  - Do not lift and twist.

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**INJURY AND ILLNESS PREVENTION PLAN**

- Get a second person to help, or use equipment when lifting heavy objects.

### Office Ergonomics

Studies have shown over the years that poorly designed and arranged work areas and repetitive motions can lead to a variety of injuries including carpal tunnel syndrome and tendonitis, which are often referred to as repetitive motion injuries (“RMI”). In order to minimize the possibility of developing an RMI, employees should consider the following risk factors:

1. The force used to perform a task;
2. Posture while performing tasks;
3. The number of repetitions performed in a given time period; and
4. Mechanical stresses such as hard surfaces.

#### Proper Adjustments to Office Equipment

The most significant RMI risk factor in office environments is poor body posture caused by improper workstation design or layout. Employees are encouraged to sit in a neutral position to minimize joint stress and the potential for an RMI. When sitting in a chair in neutral position, the employee’s knees should be kept at a ninety-degree angle position, hands, arms and wrists are in line and parallel to the floor, feet rest completely on the floor (unless a footrest is used), the head faces forward, elbows are kept close to the body and bent at an angle of ninety to one hundred and twenty degrees, the employee’s back is against the seat back of the chair, and thighs and hips rest comfortably on a seat parallel to the floor.

Employees are encouraged to contact Human Resources for support.

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****Hazardous Materials and Chemicals Communication Plan**Hazardous Material Inventory

Upon request, Human Resources will provide a list of any hazardous materials used in the School's operations or present in the School's offices. This list will contain the name of the product, the type of product (cleaner, disinfectant, solvent, adhesive etc.) and the name and address of the manufacturer. Any toxic chemicals that are prohibited from use at a public school shall be removed from the inventory.

Safety Data Sheets ("SDS")

Copies of SDS for all hazardous substances to which our employees may be exposed will be kept in a binder in a central location at the School's office. These SDS ~~will be~~ available to all employees, at any reasonable time, upon request. ~~Copies of the most commonly used products will also be kept by the supervisor at the work site.~~

Human Resources will be responsible for reviewing incoming SDS for new and significant health/safety information. They will ensure that any new information is passed on to the affected employees.

Human Resources will also review all incoming SDS for completeness. If an SDS is missing or obviously incomplete, a new SDS will be requested from the manufacturer. The California Occupational Safety and Health Administration ("Cal/OSHA") will be notified if a complete SDS is not received ~~or~~ and the manufacturer will not supply one.

New materials will not be introduced into the School office until a SDS has been received. The staff will obtain SDS for all new materials when they are first ordered.

Container Labeling

All containers of hazardous substances must be correctly labeled and the label must be legible.

The label must contain:

1. The chemical name of the contents;
2. The appropriate hazard warnings; and
3. The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

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### INJURY AND ILLNESS PREVENTION PLAN

#### Employee Information and Training

All employees will be provided information and training relative to their use of any hazardous materials.

The information and training will include:

1. The specific hazards;
2. Protective/safety measures which must be utilized; and
3. The measures the organization has taken to lessen the hazards

#### Employee Rights Under the Hazardous Materials and Chemicals Communication Plan:

At any reasonable time, an employee has the right, upon request, to:

1. Access the SDS folder and the Hazardous Materials and Chemicals Communication Plan;
2. Receive a copy of any environmental sampling data collected in the workplace; and
3. See their employment medical records.

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN**

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**Hazard Identification and Evaluation**

The following procedures are to assist in the identification and correction of hazards. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified and improved work procedures developed, they will be promptly incorporated into our IIPP.

**Loss Analysis**

Periodic loss analyses will be conducted by Human Resources. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management and employees through safety meetings and other appropriate means.

**Accident Investigations**

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

**Employee Suggestions**

Employees are encouraged to report any hazard they observe to their supervisor. No employee of the School will ever be disciplined or discharged for reporting any workplace hazard or unsafe condition in good faith. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

**Outside Agencies**

Several organizations may assist us in identifying hazards in our workplace. These include: safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, or Cal/OSHA Consultation.

**Periodic Safety Inspections**

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by Human Resources or other designated individuals.

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### INJURY AND ILLNESS PREVENTION PLAN

Periodic safety inspections will be conducted:

- When new substances, process, procedures or equipment are used;
- When new or previously unrecognized hazards are identified; and
- Periodically by Human Resources.

#### Documentation of Inspections

Safety inspections will be documented to include the following:

1. Date on which the inspection was performed;
2. The name and title of person who performed the inspection;
3. Any hazardous conditions noted or discovered and the steps or procedures taken to correct them; and
4. Signature of the person who performed the inspection.

All reports shall be kept on file for a minimum of two (2) years.



**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****Hazard Correction**

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority, with the most serious hazards being corrected first.

**Hazard Evaluation**

Factors that will be considered when evaluating hazards include:

- Potential severity (the potential for serious injury, illness or fatality);
- Likelihood of exposure (the probability of the employee coming into contact with the hazard);
- Frequency of exposure (how often employees come into contact with the hazard);
- Number of employees exposed;
- Possible corrective actions (what can be done to minimize or eliminate the hazard); and
- Time necessary to correct (the time necessary to minimize or eliminate the hazard).

**Techniques for Correcting Hazards**

- 1. Engineering Controls:** Could include machine and equipment handling. These are the first and preferred methods of control.
- 2. Administrative Controls:** The next most desirable method would include rotation of employees or limiting exposure time.
- 3. Personal Protective Equipment:** These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

**Documentation of Corrective Action**

Designated staff will prepare and submit a Monthly Site Safety Checklist to document any hazards. All corrective action taken to mitigate hazards will be documented. All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****Bloodborne Pathogen Exposure Control Plan**

Human Resources, or designee, shall establish and maintain the following Exposure Control Plan designed to protect employees from possible infection due to contact with bloodborne pathogens, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV). This plan will be reviewed annually and made available to staff. The School will use work practice controls to eliminate or minimize employee exposure, and will regularly examine and update those controls.

A bloodborne pathogen means pathogenic microorganisms that are present in human blood and can cause disease in humans (OSHA Regulations Standard 29 CFR).

Occupational exposure is defined as any “reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or potentially infectious materials that may result from the performance of an employee’s duties.” (8 CCR 5193) ¶

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~~Examples of school job classifications in which employees may experience occupational exposure include teachers and paraeducators. These employees are potentially occupationally exposed when because they may provide first aid or may clean up spills or equipment that is contaminated.~~

All personnel will have completed the SafeSchools Bloodborne Pathogens course in order to prevent exposure. School staff who are potentially occupationally exposed to bloodborne pathogens will be provided with training so they learn how to avoid becoming exposed, be given personal protective equipment such as gloves or masks, and offered a Hepatitis B vaccine at no cost to them. Employees having contact with blood or other bodily fluids are required to wear disposable gloves, wash their hands with soap and water, and disinfect any equipment or work areas that are affected.

**Procedure**

Clean up of bodily fluids may be performed by staff, the student, or the parent/guardian as appropriate based on the circumstances. Staff should follow the protocol of the site where the cleanup is needed (test site, field trip, etc.) and must report any incident involving bodily fluids to their supervisor. Each staff member will be ~~provided access to equipped with~~ a first aid kit ~~that and~~ will be replenished ~~as~~ as necessary.

1. In the event of a serious injury resulting in the release of blood or other bodily fluids which could contain pathogens (e.g., HIV or HBV), the first step is to treat the injured party.
2. Spilled bodily fluids should not be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids. In the case where spilled bodily fluids need clean-up, this procedure must be followed:

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- If there is a need for a clean up in a public location, school personnel should first inquire if the site has designated an individual responsible.
  - If there is not a responsible individual at a public location, the employee must notify the most senior school employee on duty. The employee should assess the situation to determine if clean up is needed, and the steps to complete the cleaning.
  - Procedure to clean up the spilled fluids:
    - Prevent others from becoming exposed by securing the area.
    - Put on disposable gloves.
    - Wipe up the fluids with paper towels and place the soiled towels into a leak-proof plastic bag.
    - Spray surface(s) with an appropriate disinfectant cleaner and wipe the area with paper towels ~~or use the solution provided in the Emergency First Responder pack~~. Follow the disinfectant product instructions for time on the surface and removal.
    - Place all potentially contaminated materials in a leak-proof plastic bag.
    - Sweep/mop-up any additional neutralized/absorbed fluids and place in the leak-proof plastic bag.
    - Disinfect all surfaces and equipment used in the clean-up.
    - Remove gloves from inside-out and place in the plastic bag. Do not reuse disposable gloves.
    - Secure the bag, place it in a second leak-proof plastic bag, and discard it in the trash.
    - Wash hands thoroughly in hot, soapy water for at least twenty (20) seconds.
    - Flush mucous membranes with water immediately or as soon as feasible following contact with potentially infectious materials.
3. After all activity is completed, an Incident Report is to be completed as necessary and submitted to Human Resources.

**Hepatitis B Vaccination**

The hepatitis B vaccination series shall be made available at no cost to all employees who have a risk of occupational exposure. The hepatitis B vaccination shall be made available unless the employee has previously received the complete vaccination series. Employees are to use their paid medical benefit through the School to access the vaccination. If the employee does not qualify or does not utilize the paid medical benefits through the School, they should contact human resources for support.

Employees who decline to accept the vaccination shall sign the Hepatitis B declination statement (Appendix B).

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****Post-Exposure**

Any employee exposed to a bodily fluid while performing job responsibilities who has not received the Hepatitis B vaccine will be encouraged to receive the series within 24 hours of exposure.

**Safety Communication**

This section establishes procedures designed to develop and maintain employee involvement and interest in serving on safety committees to review and provide feedback on the School's Injury and Illness Prevention Program and School Safety Plans and procedures. These activities will also ensure effective communication between management and employees on safety related issues that are of prime importance to the School.

The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and provision of the Code of Safe Practices.
3. Written communications from management or human resources, ~~including memos, postings, payroll stuffers, and newsletters.~~

Employees will be kept advised of highlights and changes relating to the safety plan. Management shall relay changes and improvements regarding the safety plan to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the administrative assistant for distribution to the appropriate manager.

All employees are encouraged to bring any safety concerns they may have to the attention of management. The School will not discriminate against any employee for raising safety issues or concerns.

The School also has a system of anonymous notification whereby employees who wish to inform the School's of workplace hazards without identifying themselves may do so by phoning or sending written notification to the following address:

ATTN: Human Resources  
California Pacific Charter Schools

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN**

~~940 South Coast Drive, Suite 185, Costa Mesa, CA 92626~~ ~~100 East San Marcos Blvd., Suite 350, San Marcos, CA 92069~~

Phone: ~~((855) 225-7227~~ ~~(760) 494-9646~~

Fax: ~~(888) 769-1750~~ ~~(760) 290-7022~~

**Employee Safety Training**

The School is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, the School will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

¶

~~Such training provides the following benefits:~~¶

¶

- ~~Makes employees aware of job hazards;~~¶
- ~~Teaches employees to perform jobs safely;~~¶
- ~~Promotes two (2) way communication;~~¶
- ~~Encourages safety suggestions;~~¶
- ~~Creates interest in the safety program; and~~¶
- ~~Fulfills Cal/OSHA requirements.~~

Every new employee will be given instruction by their supervisor in the general safety requirements of their job. A copy of the Code of Safe Practices shall also be provided to each employee.

Managers, supervisors, and employees will be trained on various accident prevention topics.

**All employees will receive safety training per board policy.** Employee training will be provided at the following times:

1. ~~All employees will receive safety training per board policy.~~
2. All new employees will be given a copy of this IIPP (which includes **the our** Code of Safe Practices) and the School's Safety plan, and will be required to read and sign for them.
3. If applicable, all employees given a new job assignment for which training has not been previously provided will be trained.
4. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
5. Whenever the School is made aware of a new or previously unrecognized hazard.

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6. Whenever management believes that additional training is necessary.
7. After a serious accident.
8. When employees are not following safe work rules or procedures.

Training topics may include, but not be limited to:

- Employee's safety responsibility;
- General safety rules;
- Code of Safe Practices;
- Safe job procedures;
- Ergonomics;
- Safe lifting;
- Emergency procedures; and
- Contents of safety program

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****Emergency Medical Services and First Aid**

The School will ensure the availability of emergency medical services for its employees at all times.

First-Aid Kits

~~Every work site shall have access to at least one first-aid kit. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages. ¶~~

¶

~~At a minimum, the following ¶~~First-aid supplies will be kept in the administration office and made available to staff as needed.

**Recommended Supplies**

Adhesive dressings  
 Adhesive tape rolls, 1-inch wide  
 Eye dressing packet  
 1-inch gauze bandage roll or compress  
 2-inch gauze bandage roll or compress  
 4-inch gauze bandage roll or compress  
 Sterile gauze pads, 2-inch square  
 Sterile gauze pads, 4-inch square  
 Sterile surgical pads suitable for pressure dressings  
 Triangular bandages  
 Cotton-tipped applicators\*  
 Appropriate record forms\*  
 First-aid textbook, IIPP or equivalent\*

*\*To be available but not necessarily within the first-aid kit.*

First Aid

~~Proper equipment for the p~~Prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall ~~also~~ be furnished. The telephone numbers of the following emergency services in the area shall be posted in the staff lounge:

1. Hospitals;

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2. Ambulance services; and
3. Fire-protection services.

Prior to the commencement of work at any site, Human Resources shall locate the nearest preferred medical facility and establish transportation or communication methods in the event of an employee injury. Each employee shall be informed of the procedures to follow in case of injury or illness through the new employee orientation program and Code of Safe Practices (see page 2).

Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

- 1. For severe accidents call 911 and request the paramedics.**
2. Employees must report all work-related injuries to their supervisor immediately, even if they do not feel that it requires medical attention. Failure to do so may delay Workers' Compensation benefits, and the employee may face disciplinary action.
3. The supervisor should consult with the employee to determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, the employee must still fill out a Workers' Compensation Claim Form and Notice of Potential Eligibility DWC-1 form in case complications arise later.
5. In all cases of injury or illness, if the employee cannot transport themselves for any reason, the School will contact the employee's emergency contact for transportation or contact 9-1-1 if appropriate.
6. In the event of a serious accident involving hospitalization for more than twenty-four (24) hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the office at (888) 435-4445. Contact must also be made with the nearest Cal/OSHA office within eight (8) hours of the incident.



**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN**Accident Investigation

The supervisor or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and “near accidents,” as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the supervisor with support from Human Resources shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future recurrence, not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

The Purpose of Accident Investigations

1. To prevent or decrease the likelihood of similar accidents.
2. To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
3. To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

What Types of Incidents Do We Investigate?

- Fatalities
- Serious injuries
- Minor injuries
- Property damage

Procedures for Investigation of Accidents

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or students/families could be exposed are corrected or have been removed.
2. Provide for needed first aid or medical services for the injured employee(s).
3. If possible, interview the injured worker at the scene of the accident and verbally “walk” them through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who may have additional information regarding the incident.

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4. Report the accident to the insurance carrier within twenty-four (24) hours. All serious accidents will be reported to the carrier as soon as possible.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
7. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than twenty-four (24) hours must be reported to Cal/OSHA immediately.
8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
9. Every investigation will also include an action plan that includes an assessment of how such accidents can be prevented in the future.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Accurate and prompt investigations ensure information is available, help to correct causes quickly, help identify all contributing factors, reflect management concern, and reduce the chance of recurrence.

Investigation Tips

The investigator should:

- Avoid placing blame or implying blame on any person involved in the incident.
- Prepare documentation such as photos and diagrams as appropriate.
- Be objective, interview witnesses and get the facts.
- Reconstruct the event without any bias.
- Use open-ended questions when interviewing witnesses.

Questions to Ask

When investigating accidents, asking open-ended questions beginning with “who,” “what,” “when,” “where,” “why,” and “how” will provide more information than closed-ended questions.

Examples include:

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- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?

The single, most important question that must be answered as the result of any investigation is: “What do you recommend be done (or have you done) to prevent this type of incident from recurring?”

#### Once the Accident Investigation is Complete

1. The investigator will document the investigation and recommend corrective action.
2. Leadership and Human Resources will review the results of all investigations, prepare communication to staff, take corrective actions, and consider safety program modifications.
3. Information obtained through accident investigations may be used to update and improve the safety plan.

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****COVID-19 Prevention Plan**

California Pacific Charter Schools (“CPCS” or “School”) adopts this COVID-19 Prevention Plan (“CPP”) in accordance with Cal-OSHA regulations. The following CPP outlines the School’s plan to maximize workplace safety and health, and the steps the School takes to protect workers from being exposed to infectious diseases like the Novel Coronavirus (COVID-19).

**COMMUNICATION**

The School will do all of the following in a form readily understandable by employees:

- Ask employees to report to human resources, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures and possible COVID-19 hazards at the workplace
- Describe procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Provide information about access to COVID-19 testing. If testing is required, the School will inform affected employees of the reason for the COVID-19 testing and the subsequent procedures in the event of a positive test.
- Communicate information about COVID-19 hazards and the employer’s COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the School’s workplace.

**IDENTIFICATION AND EVALUATION OF HAZARDS**

Employees shall participate in the identification and evaluation of COVID-19 hazards.

**Identification**

- **When required by State or local officials, e** Employees must evaluate their own symptoms and complete the School’s wellness check before reporting to in-person assignments.
- Employees with COVID-19 symptoms must contact human resources immediately and are not permitted to report to work until completing the appropriate quarantine or isolation period and receiving clearance from human resources.
- **When required by State or local officials, f** For staff with job responsibilities that must be completed in-person and cannot be performed remotely, the School will screen employees for COVID-19 symptoms prior to the start of their work day.
- In the event that there is an outbreak of three or more cases in an exposed workplace the following will apply:
  - The School will provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of the outbreak identified by a local health department or the relevant 14-day period(s) under subsection (a) as applicable. COVID-19 testing will be provided at no cost to the employees during employees’ working hours.
  - After the first two COVID-19 tests, the School will provide continuous COVID-19 testing for employees who remain at the workplace at least once per

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- week, or more frequently, if recommended by the local health department.
- The School will provide additional testing when deemed necessary by OSHA.

**Evaluation**

To prevent or reduce the risk of transmission of COVID-19 in the workplace, the following procedures will be implemented:

- The School will conduct periodic inspections as needed (every 30 days if during an active outbreak) to identify any unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with its COVID-19 policies and procedures.
- The School will conduct a workplace-specific evaluation of all interactions, areas, activities, processes, equipment, and materials that could potentially expose individuals to COVID-19 hazards. Where required by State and local health departments, specific workplace plans will be posted alerting employees and visitors of the measures that are needed to prevent the spread of COVID-19 within the establishment.
- When practicable, increased air circulation will be implemented by opening doors/windows.
- Signage will be posted at the workplace entrance restricting those who have COVID-19 symptoms from entering.
- Signage will be placed in the restroom(s) and in the kitchen/lunchroom if applicable reminding employees to wash their hands with soap and water.
- Sanitizer will be readily available to employees throughout the workplace and provided to clean high touch areas like the copier touch screen, between uses.
- Soap and water or hand sanitizer will be available to employees to clean their hands.
- Breaks and lunch times may be staggered to accommodate fewer employees in designated areas at one time.
- Human Resources will monitor employee exposure and symptoms through a self-assessment system:
  - Upon learning an employee may have been exposed to COVID-19 or is experiencing symptoms, human resources will determine a course of action based upon the guidance of the CDC and local health officials.
  - If it is determined by human resources that the employee should be tested for COVID-19, the employee will be directed to a specific testing location. Employees will be encouraged to access testing through their regular health care provider if insured. CPCS will reimburse the employee for the cost of the examination should the employee have been exposed in the course of work.

**INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE**

The School has established a procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

- Where there has been a COVID-19 case at the place of employment, the following steps will be taken:

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- a. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- b. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
- c. Provide notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
  - All employees who may have had COVID-19 exposure
  - Community partners, vendors and other individuals present at the workplace during the high-risk exposure period.
- d. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with information on available resources and benefits.
- e. Investigate whether any workplace condition could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
  - Personal identifying information or medical services provided to COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.
  - The School shall ensure that all employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace, except when legally required.

**CORRECTION OF COVID-19 HAZARDS**

The School has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

These include, but are not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted, and implementing the controls outlined in the Evaluation section of this policy.

The School will implement procedures to reduce the transmission of COVID-19 based on the investigation and in compliance with local and state guidelines.

**TRAINING AND INSTRUCTION**

Notification shall be provided to parents advising them of health and safety requirements for students to return to in-person activities. Staff shall receive training and information on COVID-19 and preventative practices.

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The School will provide effective training and instruction to employees that includes the following:

- A digital or printed copy of the policies and procedures designed to protect employees from COVID-19 hazards outlined in this document.
- A digital or printed copy of COVID-19 related benefits to which the employee may be entitled under applicable federal, state and local laws.
  - Labor Code sections 3212.86 through 3212.88
  - Local governmental requirements
  - The School's leave policies
- Online COVID-19 training that includes the following information:
  - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although less common.
  - An infectious person may have no symptoms.
  - The importance of frequent hand washing with soap and water for at least 20 seconds.
  - The importance of using hand sanitizer as a disinfectant when employees do not have immediate access to a sink or hand washing facility.
  - A list of COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has such symptoms.

### PHYSICAL DISTANCING

For schools to safely reopen and allow students, teachers, and staff to reconvene in-person services, protective measures must be taken and all staff and offices shall be required to follow recommended sanitation protocols in accordance with published guidelines. Schools shall take measures to limit in-person access and detect sources of COVID-19 or other infectious diseases as needed.

- The school may implement methods to reduce exposure such as:
  - Telework or other remote work assignments;
  - Reducing the number of persons in an area at one time, including visitors;
  - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
  - Staggered arrival, departure, work, and break times;
  - Adjusted work processes or procedures to allow greater distance between employees.

### FACE COVERINGS

As per the guidance for schools and school-based programs per California Department of Public Health (CDPH), the use of face coverings is strongly encouraged for all staff and students when indoors. Use of face coverings shall be consistent with the CDPH, and other local and state school guidelines. If face masks are required, students who do not have personal face covering

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shall be provided with face coverings by the school at no cost. Guidelines shall be developed for the use of face coverings by all students including those with special needs and have identified medical concerns. Measures shall be taken to avoid and mitigate any unintended consequences of implementing any safety precautions.

Personal protective equipment (PPE) shall be required for specific job functions and distributed to staff in accordance with board policies, and laws.

Students and staff who exhibit signs or symptoms of COVID-19 shall self-quarantine for five days and are further prevented from participating in any in-person activity or meeting until it is medically safe for them to return. Students who are unable to meet with staff as a result of COVID-19 shall continue to receive instruction and support remotely.

The School shall provide face coverings where required by orders from the State Department of Public Health or local health department.

- The School will ensure face coverings are clean and undamaged. Face shields are not a replacement for face masks, although they may be worn together for additional protection.
- The School will not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment, if applicable.
- The School will enforce measures to communicate to non-employees the face covering expectations on their premises or when engaging with its employees as outlined in the Evaluation section of this policy.
- The School shall enforce COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards.

**SITE-SPECIFIC ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT****Site-Specific Engineering Controls**

- At fixed work locations, the School may install or utilize cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.
- For the School offices with mechanical or natural ventilation, or both, the School will maximize the air quality to the extent feasible.

**Administrative Controls**

The School has implemented cleaning and disinfecting procedures, which would require:

- Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, and bathroom surfaces. The School will inform and regularly remind employees of cleaning and disinfecting protocols, including the planned frequency and scope of regular cleaning and disinfection. Sharing of personal protective equipment is prohibited, and to the extent feasible, items that employees come in regular contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools.



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When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people.

- Areas, materials and equipment used by a COVID-19 case during the high-risk exposure period will be cleaned and disinfected in a manner that does not create a hazard to employees.
- To protect employees from COVID-19 hazards, the School will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. The School shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

**Personal Protective Equipment**

- The School will continuously evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide personal protective equipment that relate to the job the employee performs as needed.

**REPORTING, RECORDKEEPING, AND ACCESS**

- The School will report information about COVID-19 cases at the workplace to the local health department immediately, but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- The School will provide to the local health department the total number of COVID-19 cases, and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The School shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
- The School will report immediately to their State's OSHA Division any COVID-19 related serious illness or death, as defined under section 330(h), or an employee occurring in a place of employment or in connection with any employment.
- The School will maintain records of the steps taken to implement the written COVID-19 Safe Reopening and Operation of Schools policy.
- The written COVID-19 Safe Reopening and Operation of Schools policy will be made available at the workplace to employees and to representatives of OSHA immediately upon request.
- The School will keep a record of and track all COVID-19 cases with:
  - Employee's name
  - Contact information
  - Occupation
  - Location where the employee worked
  - Date of the last day at the workplace
  - Date of a positive COVID-19 test

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- Medical information will be kept confidential.
- The information will be made available to employees or otherwise required by law, with personal identifying information removed.

### EXCLUSION OF COVID-19 CASES

The following describes how the School is to limit transmission of COVID-19 in the workplace.

- The School will ensure that COVID-19 cases are excluded from the workplace until the employee is safe to return, according to federal, state and local guidelines
- The School will exclude employees with COVID-19 exposure from the workplace for the necessary number of days based on current guidelines after the last known COVID-19 exposure to a positive COVID-19 case.
- For employees excluded from in-person work and otherwise able and available to work, the School will continue an employee's earnings and all other employee rights and benefits, including the employee's right to their job status. The School may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. These procedures will not apply:
  - To any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.
  - Where the employer demonstrated that the COVID-19 exposure is not work related.
- This section does not limit any other applicable law or school policy that provides greater protections.
- At the time of exclusion from in-person work, the School will provide the employee the information on available benefits.

### RETURN TO WORK CRITERIA

Note that the following criteria is subject to change based on the current federal, state and local guidance.

- An employee with positive COVID-19 or with COVID-19 symptoms shall not return to work until all of the following have been met:
  - At least 24 hours have passed since fever of 100.4 or higher has resolved without the use of fever-reducing medications,
  - COVID-19 symptoms have improved, and
  - At least 5 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who test positive but never developed COVID-19 symptoms shall not return to work until a minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test shall not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health

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official, the employee shall not return to in-person work until the period of isolation or quarantine is complete and the order is lifted. If no period was specified, then the period shall be 5 days from the time the order to quarantine/isolate was effective.

- If there are no violations of local or state health officer orders for isolation or quarantine, OSHA may, upon request, allow employees to return to in-person work on the basis that the removal of an employee would create undue risk to the community's health and safety. In such cases the School shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace.

Decisions concerning school closure, whether full or partial, shall be made in consultation with local health officials and in accordance with state guidelines.

It is the policy of the Board of Directors of the School that all teachers and staff shall be responsible for ensuring adherence to the policies of the School for the safe ~~reopening and~~ operation consistent with all laws, regulations, and policies.

**Enforcement of Safety Policies**

Employee compliance with the School's IIPP is mandatory and shall be considered a condition of employment.

**Training Programs**

Both new and continuing school staff will be trained on safe work practices per board policy. This will help ensure that all employees understand and abide by the school's safety policies.

**Retraining**

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained. The supervisor may formally document safety concerns and the corrective action taken with the employee and include in the employee's personnel file.

**Disciplinary Action**

Failure to adhere to safety policies and procedures established by the School can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and wellbeing of the employee committing the unsafe act, but can also affect the safety of their coworkers and customers. Accordingly, any employee who violates any of the School's safety policies will be subject to disciplinary action.

Failure to promptly report any on-the-job accident or injury, on the same day as it occurs, is considered a serious violation of the School's safety policies. Any employee who fails to

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immediately report a work-related accident or injury, no matter how minor, shall be subject to disciplinary action.

Employees may be disciplined for infractions of safety rules and unsafe work practices, not just those that result in an injury, if it is determined after an investigation that the employee did not act in compliance with the School's safety procedures. Disciplinary action will only be taken for safety violations. An employee will not be disciplined or retaliated against for filing a claim for Workers' Compensation.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other School policies. Discipline will be administered in a manner that is consistent with the School's Employee Handbook.

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**APPENDIX A**

**ACKNOWLEDGMENT OF RECEIPT OF INJURY AND ILLNESS PREVENTION PLAN**

The IIPP is included in the annual notice to employees and is provided to all new hires as part of the onboarding process.

PLEASE READ THE EMPLOYEE INJURY AND ILLNESS PREVENTION PLAN THEN SIGN THE ACKNOWLEDGMENT DOCUMENT.

This is to certify that I have received a copy of the California Pacific Charter Schools (“School”) Illness and Injury Prevention Plan. I have read this document, understand it, and will comply with it while working for the School.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with the School.

I also understand that I am to report any injury to my supervisor immediately and report all safety hazards.

I further understand that I have the following rights:

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material/chemical I am exposed to while working.
- I am entitled to see a copy of the Injury and Illness Prevention Plan.
- I will not be discriminated against for reporting safety concerns.

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

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**APPENDIX B**

**Hepatitis B Vaccination Declination Form**

EMPLOYEE NAME: \_\_\_\_\_

**By signing below, I acknowledge the following:**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (“HBV”) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****APPENDIX C****CODE OF SAFE PRACTICES GENERAL**

It is the School's policy that everything possible will be done to protect employees, students and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for discipline. Supervisors shall insist that employees observe all applicable School, State, and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy, employees SHALL:

1. Report unsafe conditions/equipment to supervisor or human resources.
2. Report accidents, injuries and illnesses to your supervisor or human resources.
3. Not be on the job under the influence of intoxicating liquor or drugs.
4. Refrain from horseplay and other acts that have an adverse influence on the safety or well being of other employees.
5. Not block means of egress in or out of the School or lock doors during working hours that would prevent individuals from being able to safely enter or exit the School in an emergency.
6. In the event of fire, sound the nearest alarm and evacuate the building.
7. Upon hearing the alarm bell, immediately evacuate the building and gather at the designated location. Remain there until the " ALL CLEAR " signal is given.
8. Cooperate with emergency personnel who respond to a fire or other emergency.
9. Not store any items in exit aisles, corridors, stairs, doorways and shall not block emergency equipment of any type.
10. Maintain all work areas in a safe, clean, neat and orderly manner.
11. Clean up all spills promptly.
12. Always utilize proper lifting techniques. Never attempt to lift or push an object that is too heavy and contact their supervisor when help is necessary.

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- 13. Never stack material on top of high places or store any material in an unstable manner.
- 14. Report frayed electrical cords or exposed wiring to their supervisor immediately.
- 15. Never use a metal ladder when working on or near electrical components and systems.
- 16. Plug in electrical equipment into appropriate wall receptacles or approved extension cord sized for capacity. Three pronged plugs shall be used to ensure continuity of ground.
- 17. Install all electrical cords so as not to block or hinder traffic areas and ~~shall~~ install appropriate rubber protectors to prevent electrical shock, trip hazards and ~~restrictions for allow~~ wheelchair access.
- 18. Always keep flammable or toxic chemicals in closed containers when not in use. Store in approved flammable storage cabinets.
- 19. Appropriately label and store poisonous solutions not intended for consumption.

**General – Code of Safe Practices Acknowledgement**

I have read and fully understand my responsibility to strongly adhere to all safety practices outlined in the “Code of Safe Practices.” I understand that at any time I violate any of these safe practices, disciplinary action may follow. I have received a copy and have fully discussed this outline with my immediate Supervisor.

Employee _____	_____
Signature / Printed Name	Date

Supervisor _____	_____
Signature / Printed Name	Date



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**INJURY AND ILLNESS PREVENTION POLICY**

California Pacific Charter Schools (“School”) adopts this Illness and Injury Prevention Program (“IIPP”) as the School is committed to maintaining a safe and healthy working environment. The IIPP is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program will be maintained at the School’s administration office. Employees will be provided a copy of the plan upon hire and upon any changes to the plan.

It is the intent of the School to comply with all laws relating to occupational safety and health. Management will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries. To further increase workplace safety, the School requires the active participation and assistance of all employees. The policies and procedures contained in this IIPP are mandatory. Employees must be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job that they know is not safe and are encouraged to inform their supervisor of any potentially hazardous situation or condition that is beyond the employee’s ability or authority to correct. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the School’s safety program and to perform in a manner that assures personal safety and the safety of others, including students and families, visitors, and other trades. To be successful in this endeavor, all employees on every level must adopt proper attitudes toward injury and illness prevention. Every employee must also cooperate in all safety and health matters, not only between management and employees but also between coworkers. Only through such an effort can any safety program be successful. The School’s objective is to implement a safety program that will reduce the total number of injuries and illnesses to an absolute minimum. Employees should contact Human Resources for assistance regarding this policy.

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**INJURY AND ILLNESS PREVENTION PLAN**



**CalPac**

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**CALIFORNIA PACIFIC  
CHARTER SCHOOLS**

**Injury and Illness Prevention Program**

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### INJURY AND ILLNESS PREVENTION PLAN

#### Code of Safe Practices

##### General Safety Rules

1. All persons shall follow this Code of Safe Practices and render every possible aid to ensure safe school operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. Employees are to immediately report any unsafe conditions, accidents, injuries or illness to their supervisor.
4. If an employee is unsure of the safest method to perform the job, they must STOP and ask their supervisor for direction. Ignorance is no excuse for a safety violation.
5. No one shall be knowingly permitted to work while their ability or alertness is impaired by fatigue, illness, or prescription or over-the-counter medications. Employees who are suspected of being under the influence of illegal or intoxicating substances, or impaired by fatigue or an illness, shall be prohibited from working.
6. Anyone known to be under the influence of any drugs or intoxicating substances, which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
7. Horseplay, scuffling, fighting and other acts that tend to have an adverse influence on workplace safety or employee well-being are prohibited.
8. Work shall be well-planned and supervised to prevent injuries in the handling of materials and operating equipment.
9. The work area must be kept clean and free of debris, electrical cords, and other hazards.
10. Employees must immediately clean up spilled liquids.
11. Employees must not attempt to operate equipment until they are fully trained and authorized.
12. Employees may never bring firearms, weapons, illegal drugs or alcoholic beverages on school facilities or to school events.
13. The School will ensure that all equipment and chemicals are appropriately labeled. All such notices and procedures must be observed and obeyed.

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14. Employees may not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
15. Employees may not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
16. Employees may not distract others while working. If conversation is necessary while performing duties involving risk to safety, employees must make sure eye contact is made prior to communicating.
17. Employees shall ensure that all guards and other protective devices (i.e. shredder guard) are in proper places and adjusted, and shall report deficiencies promptly to the supervisor.
18. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.

#### Building Safety

1. Employees must be aware and on alert for unknown persons loitering in parking areas, walkways, entrances, exits, and service areas.
2. Employees must report any suspicious persons or activities to school administration.
3. All employees' desks or offices should be secured at the end of the day to ensure the security of student and/or staff records.
4. When an employee is called away from their work area for an extended length of time, valuable or personal articles should be stowed out of sight and computers must be locked.
5. Employees must immediately notify school administration when keys are missing or if security access codes or passes have been breached.

#### Fire Prevention and Housekeeping

1. Employees must always take precautions to prevent fires.
2. All discharged, damaged or missing equipment is to be immediately reported to a supervisor. Tampering with fire equipment is prohibited.
3. Access to fire extinguishers must be kept clear at all times in School offices. Supervisors and staff must make note of the location of the nearest fire extinguisher in the work area.
4. Smoking is prohibited within twenty (20) feet from School offices or events.

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5. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
6. Work areas must be kept free of debris. Useless or unnecessary material must be removed from the work area to help reduce tripping hazards that could impede evacuation.
7. Employees must maintain awareness of potential hazards when walking about the work site.
8. Employees must keep materials and equipment out of walkways and stairways at all times.
9. Sharp wires or protruding nails must be reported to the supervisor.

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****General Duties and Responsibilities for Safety**

A safe working environment can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, the School delegates the following safety duties by job title. Please keep in mind that this is not an all-inclusive list. In some cases employees will need to perform safety duties outside their regular responsibilities to prevent accidents.

Executive management must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. Management will support and maintain an ongoing IIPP through the following:

1. Providing clear understanding and direction to all staff regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Ensuring that adequate funds are budgeted for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining an organizational commitment to accident prevention by expecting safe conduct on the part of all supervisors and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in the IIPP and ensure safe work procedures.
2. Verify corrective action has been taken regarding safety hazards and accident investigations.
3. Conduct periodic documented inspections of the administrative office and employee work spaces to identify and correct unsafe actions and conditions that could cause accidents.
4. Act as a leader in school safety policy and set a good example by following all safety rules.



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### INJURY AND ILLNESS PREVENTION PLAN

5. Become familiar with local, state, and federal safety regulations.
6. Correct unsafe acts and conditions that could cause accidents.
7. Communicate with all employees about safety and accident prevention activities.
8. Correct the cause of any accident as soon as possible.
9. Ascertain that first aid materials and fire extinguishers are maintained and used when conditions warrant its use.
10. Maintain good housekeeping conditions at all times.
11. Investigate all injuries and accidents to determine their cause and potential corrective action.
12. Ascertain that all injuries involving employees requiring medical attention are properly treated and promptly reported to the office.

Human Resources acts as a safety resource for the School, monitors staff training, is responsible for maintaining program records, and works with outside agencies regarding the safety program and its contents. Additional duties include:

1. Coordinate all loss prevention activities as a representative of management.
2. Act as a consultant to management in the implementation and administration of the policies set forth in this IIPP.
3. Develop and implement loss prevention policies and procedures designed to ensure compliance with the applicable rules and regulations of all federal, state, and local agencies.
4. Review all accident reports to determine cause and preventability.
5. Conduct periodic reviews of the program and job spaces to evaluate performance, discuss problems and help solve them.
6. Consult with representatives from insurance companies in order that the IIPP aligns with loss control services.
7. Review workers' compensation claims and help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support the School's safety efforts. Specific employee safety responsibilities include:

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1. Asking a supervisor for assistance when unsure how to do any task safely.
2. Reading and abiding by all requirements of the IIPP.
3. Reporting all accidents and injuries, no matter how minor, to the supervisor immediately.
4. Reporting any safety hazards or defective equipment immediately to their supervisor.
5. Remaining clear of the possession or the influence of alcohol or controlled substances while on the premises.
6. Never engaging in horseplay or fighting.
7. Participating in, and actively supporting, the safety program.

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**Office Safety**

Office accidents can and do happen. To prevent them, the School has developed the following rules for the office staff. The School will also endeavor to include office employees in periodic safety meetings. If at any time an employee believes there is a safety hazard, they must notify their supervisor immediately.

1. Report all accidents and injuries, no matter how minor, to your supervisor immediately.
2. Correct or report any safety hazards that you observe.
3. Clean up any spilled material that may present a slipping hazard.
4. Do not stretch any cords across aisles that may present a tripping hazard.
5. Do not climb on shelves or stand on chairs; you must use a step stool or ladder.
6. Keep all legs of the chair on the floor. Do not lean or tilt chairs back while sitting in them.
7. No one shall be in the possession of, or under the influence of, alcohol or other intoxicating substances while on the premises.
8. No horseplay will be tolerated.
9. Close file drawers when not in use. Do not open more than one file drawer at a time. This could cause the cabinet to tip.
10. Do not store heavy objects above your head that could fall on you in an earthquake.
11. Do not store flammable or combustible materials near heaters or other heat sources.
12. If you are unsure how to do any task safely, ask your supervisor.
13. Do not operate any equipment you are not trained and authorized to use.
14. Always follow safe lifting procedures when lifting any object and get help for heavy loads by doing the following:
  - Bend your knees, not your back.
  - Keep the load close to your body.
  - Keep your back straight.
  - Lift with your legs.
  - Do not lift and twist.

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- Get a second person to help, or use equipment when lifting heavy objects.

### Office Ergonomics

Studies have shown over the years that poorly designed and arranged work areas and repetitive motions can lead to a variety of injuries including carpal tunnel syndrome and tendonitis, which are often referred to as repetitive motion injuries (“RMI”). In order to minimize the possibility of developing an RMI, employees should consider the following risk factors:

1. The force used to perform a task;
2. Posture while performing tasks;
3. The number of repetitions performed in a given time period; and
4. Mechanical stresses such as hard surfaces.

#### Proper Adjustments to Office Equipment

The most significant RMI risk factor in office environments is poor body posture caused by improper workstation design or layout. Employees are encouraged to sit in a neutral position to minimize joint stress and the potential for an RMI. When sitting in a chair in neutral position, the employee’s knees should be kept at a ninety-degree angle position, hands, arms and wrists are in line and parallel to the floor, feet rest completely on the floor (unless a footrest is used), the head faces forward, elbows are kept close to the body and bent at an angle of ninety to one hundred and twenty degrees, the employee’s back is against the seat back of the chair, and thighs and hips rest comfortably on a seat parallel to the floor.

Employees are encouraged to contact Human Resources for support.

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****Hazardous Materials and Chemicals Communication Plan****Hazardous Material Inventory**

Upon request, Human Resources will provide a list of any hazardous materials used in the School's operations or present in the School's offices. This list will contain the name of the product, the type of product (cleaner, disinfectant, solvent, adhesive etc.) and the name and address of the manufacturer. Any toxic chemicals that are prohibited from use at a public school shall be removed from the inventory.

**Safety Data Sheets ("SDS")**

Copies of SDS for all hazardous substances to which our employees may be exposed will be kept in a binder in a central location at the School's office. These SDS will be available to all employees, at any reasonable time, upon request.

Human Resources will be responsible for reviewing incoming SDS for new and significant health/safety information. They will ensure that any new information is passed on to the affected employees.

Human Resources will also review all incoming SDS for completeness. If an SDS is missing or obviously incomplete, a new SDS will be requested from the manufacturer. The California Occupational Safety and Health Administration ("Cal/OSHA") will be notified if a complete SDS is not received or the manufacturer will not supply one.

New materials will not be introduced into the School office until a SDS has been received. The staff will obtain SDS for all new materials when they are first ordered.

**Container Labeling**

All containers of hazardous substances must be correctly labeled and the label must be legible.

The label must contain:

1. The chemical name of the contents;
2. The appropriate hazard warnings; and
3. The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

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### INJURY AND ILLNESS PREVENTION PLAN

#### Employee Information and Training

All employees will be provided information and training relative to their use of any hazardous materials.

The information and training will include:

1. The specific hazards;
2. Protective/safety measures which must be utilized; and
3. The measures the organization has taken to lessen the hazards

#### Employee Rights Under the Hazardous Materials and Chemicals Communication Plan:

At any reasonable time, an employee has the right, upon request, to:

1. Access the SDS folder and the Hazardous Materials and Chemicals Communication Plan;
2. Receive a copy of any environmental sampling data collected in the workplace; and
3. See their employment medical records.

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**Hazard Identification and Evaluation**

The following procedures are to assist in the identification and correction of hazards. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified and improved work procedures developed, they will be promptly incorporated into our IIPP.

**Loss Analysis**

Periodic loss analyses will be conducted by Human Resources. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management and employees through safety meetings and other appropriate means.

**Accident Investigations**

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

**Employee Suggestions**

Employees are encouraged to report any hazard they observe to their supervisor. No employee of the School will ever be disciplined or discharged for reporting any workplace hazard or unsafe condition in good faith. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

**Outside Agencies**

Several organizations may assist us in identifying hazards in our workplace. These include: safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, or Cal/OSHA Consultation.

**Periodic Safety Inspections**

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by Human Resources or other designated individuals.

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### INJURY AND ILLNESS PREVENTION PLAN

Periodic safety inspections will be conducted:

- When new substances, process, procedures or equipment are used;
- When new or previously unrecognized hazards are identified; and
- Periodically by Human Resources.

#### Documentation of Inspections

Safety inspections will be documented to include the following:

1. Date on which the inspection was performed;
2. The name and title of person who performed the inspection;
3. Any hazardous conditions noted or discovered and the steps or procedures taken to correct them; and
4. Signature of the person who performed the inspection.

All reports shall be kept on file for a minimum of two (2) years.



**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****Hazard Correction**

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority, with the most serious hazards being corrected first.

**Hazard Evaluation**

Factors that will be considered when evaluating hazards include:

- Potential severity (the potential for serious injury, illness or fatality);
- Likelihood of exposure (the probability of the employee coming into contact with the hazard);
- Frequency of exposure (how often employees come into contact with the hazard);
- Number of employees exposed;
- Possible corrective actions (what can be done to minimize or eliminate the hazard); and
- Time necessary to correct (the time necessary to minimize or eliminate the hazard).

**Techniques for Correcting Hazards**

- 1. Engineering Controls:** Could include machine and equipment handling. These are the first and preferred methods of control.
- 2. Administrative Controls:** The next most desirable method would include rotation of employees or limiting exposure time.
- 3. Personal Protective Equipment:** These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

**Documentation of Corrective Action**

Designated staff will prepare and submit a Monthly Site Safety Checklist to document any hazards. All corrective action taken to mitigate hazards will be documented. All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****Bloodborne Pathogen Exposure Control Plan**

Human Resources, or designee, shall establish and maintain the following Exposure Control Plan designed to protect employees from possible infection due to contact with bloodborne pathogens, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV). This plan will be reviewed annually and made available to staff. The School will use work practice controls to eliminate or minimize employee exposure, and will regularly examine and update those controls.

A bloodborne pathogen means pathogenic microorganisms that are present in human blood and can cause disease in humans (OSHA Regulations Standard 29 CFR).

Occupational exposure is defined as any “reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or potentially infectious materials that may result from the performance of an employee’s duties.” (8 CCR 5193) Employees are potentially occupationally exposed when they may provide first aid or clean up spills or equipment that is contaminated.

All personnel will have completed the SafeSchools Bloodborne Pathogens course in order to prevent exposure. School staff who are potentially occupationally exposed to bloodborne pathogens will be provided with training so they learn how to avoid becoming exposed, be given personal protective equipment such as gloves or masks, and offered a Hepatitis B vaccine at no cost to them. Employees having contact with blood or other bodily fluids are required to wear disposable gloves, wash their hands with soap and water, and disinfect any equipment or work areas that are affected.

**Procedure**

Clean up of bodily fluids may be performed by staff, the student, or the parent/guardian as appropriate based on the circumstances. Staff should follow the protocol of the site where the cleanup is needed (test site, field trip, etc.) and must report any incident involving bodily fluids to their supervisor. Each staff member will be provided access to a first aid kit that will be replenished as necessary.

1. In the event of a serious injury resulting in the release of blood or other bodily fluids which could contain pathogens (e.g., HIV or HBV), the first step is to treat the injured party.
2. Spilled bodily fluids should not be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids. In the case where spilled bodily fluids need clean-up, this procedure must be followed:
  - If there is a need for a clean up in a public location, school personnel should first inquire if the site has designated an individual responsible.
  - If there is not a responsible individual at a public location, the employee must notify the most senior school employee on duty. The employee should assess the

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situation to determine if clean up is needed, and the steps to complete the cleaning.

- Procedure to clean up the spilled fluids:
    - Prevent others from becoming exposed by securing the area.
    - Put on disposable gloves.
    - Wipe up the fluids with paper towels and place the soiled towels into a leak-proof plastic bag.
    - Spray surface(s) with an appropriate disinfectant cleaner and wipe the area with paper towels. Follow the disinfectant product instructions for time on the surface and removal.
    - Place all potentially contaminated materials in a leak-proof plastic bag.
    - Sweep/mop-up any additional neutralized/absorbed fluids and place in the leak-proof plastic bag.
    - Disinfect all surfaces and equipment used in the clean-up.
    - Remove gloves from inside-out and place in the plastic bag. Do not reuse disposable gloves.
    - Secure the bag, place it in a second leak-proof plastic bag, and discard it in the trash.
    - Wash hands thoroughly in hot, soapy water for at least twenty (20) seconds.
    - Flush mucous membranes with water immediately or as soon as feasible following contact with potentially infectious materials.
3. After all activity is completed, an Incident Report is to be completed as necessary and submitted to Human Resources.

**Hepatitis B Vaccination**

The hepatitis B vaccination series shall be made available at no cost to all employees who have a risk of occupational exposure. The hepatitis B vaccination shall be made available unless the employee has previously received the complete vaccination series. Employees are to use their paid medical benefit through the School to access the vaccination. If the employee does not qualify or does not utilize the paid medical benefits through the School, they should contact human resources for support.

Employees who decline to accept the vaccination shall sign the Hepatitis B declination statement (Appendix B).

**Post-Exposure**

Any employee exposed to a bodily fluid while performing job responsibilities who has not received the Hepatitis B vaccine will be encouraged to receive the series within 24 hours of exposure.

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****Safety Communication**

This section establishes procedures designed to develop and maintain employee involvement and interest in serving on safety committees to review and provide feedback on the School's Injury and Illness Prevention Program and School Safety Plans and procedures. These activities will also ensure effective communication between management and employees on safety-related issues that are of prime importance to the School.

The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and provision of the Code of Safe Practices.
3. Written communications from management or human resources.

Employees will be kept advised of highlights and changes relating to the safety plan. Management shall relay changes and improvements regarding the safety plan to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the administrative assistant for distribution to the appropriate manager.

All employees are encouraged to bring any safety concerns they may have to the attention of management. The School will not discriminate against any employee for raising safety issues or concerns.

The School also has a system of anonymous notification whereby employees who wish to inform the School's of workplace hazards without identifying themselves may do so by phoning or sending written notification to the following address:

ATTN: Human Resources  
California Pacific Charter Schools  
940 South Coast Drive, Suite 185, Costa Mesa, CA 92626  
Phone: (855) 225-7227  
Fax: (888) 769-1750

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****Employee Safety Training**

The School is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, the School will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

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Every new employee will be given instruction by their supervisor in the general safety requirements of their job. A copy of the Code of Safe Practices shall also be provided to each employee.

Managers, supervisors, and employees will be trained on various accident prevention topics.

All employees will receive safety training per board policy. Employee training will be provided at the following times:

1. All new employees will be given a copy of this IIPP (which includes the Code of Safe Practices) and the School's Safety plan, and will be required to read and sign for them.
2. If applicable, all employees given a new job assignment for which training has not been previously provided will be trained.
3. Whenever new substances, processes, procedures, or equipment that represent a new hazard are introduced into the workplace.
4. Whenever the School is made aware of a new or previously unrecognized hazard.
5. Whenever management believes that additional training is necessary.
6. After a serious accident.
7. When employees are not following safe work rules or procedures.

Training topics may include, but not be limited to:

- Employee's safety responsibility;
- General safety rules;
- Code of Safe Practices;
- Safe job procedures;
- Ergonomics;
- Safe lifting;
- Emergency procedures; and

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- Contents of safety program

**Emergency Medical Services and First Aid**

The School will ensure the availability of emergency medical services for its employees at all times.

**First-Aid Kits**

First-aid supplies will be kept in the administration office and made available to staff as needed.

**Recommended Supplies**

Adhesive dressings  
 Adhesive tape rolls, 1-inch wide  
 Eye dressing packet  
 1-inch gauze bandage roll or compress  
 2-inch gauze bandage roll or compress  
 4-inch gauze bandage roll or compress  
 Sterile gauze pads, 2-inch square  
 Sterile gauze pads, 4-inch square  
 Sterile surgical pads suitable for pressure dressings  
 Triangular bandages  
 Cotton-tipped applicators\*  
 Appropriate record forms\*  
 First-aid textbook, IIPP or equivalent\*

*\*To be available but not necessarily within the first-aid kit.*

**First Aid**

Prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall be furnished. The telephone numbers of the following emergency services in the area shall be posted in the staff lounge:

1. Hospitals;
2. Ambulance services; and
3. Fire-protection services.

Prior to the commencement of work at any site, Human Resources shall locate the nearest preferred medical facility and establish transportation or communication methods in the event of an employee injury. Each employee shall be informed of the procedures to follow in case of

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**INJURY AND ILLNESS PREVENTION PLAN**

injury or illness through the new employee orientation program and Code of Safe Practices (see page 2).

Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

- 1. For severe accidents call 911 and request the paramedics.**
2. Employees must report all work-related injuries to their supervisor immediately, even if they do not feel that it requires medical attention. Failure to do so may delay Workers' Compensation benefits, and the employee may face disciplinary action.
3. The supervisor should consult with the employee to determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, the employee must still fill out a Workers' Compensation Claim Form and Notice of Potential Eligibility DWC-1 form in case complications arise later.
5. In all cases of injury or illness, if the employee cannot transport themselves for any reason, the School will contact the employee's emergency contact for transportation or contact 9-1-1 if appropriate.
6. In the event of a serious accident involving hospitalization for more than twenty-four (24) hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the office at (888) 435-4445. Contact must also be made with the nearest Cal/OSHA office within eight (8) hours of the incident.

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****Accident Investigation**

The supervisor or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and “near accidents,” as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

**Responsibility for Accident Investigation**

Immediately upon being notified of an accident, the supervisor with support from Human Resources shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future recurrence, not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

**The Purpose of Accident Investigations**

1. To prevent or decrease the likelihood of similar accidents.
2. To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
3. To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

**What Types of Incidents Do We Investigate?**

- Fatalities
- Serious injuries
- Minor injuries
- Property damage

**Procedures for Investigation of Accidents**

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or students/families could be exposed are corrected or have been removed.
2. Provide for needed first aid or medical services for the injured employee(s).
3. If possible, interview the injured worker at the scene of the accident and verbally “walk” them through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who may have additional information regarding the incident.



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4. Report the accident to the insurance carrier within twenty-four (24) hours. All serious accidents will be reported to the carrier as soon as possible.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
7. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than twenty-four (24) hours must be reported to Cal/OSHA immediately.
8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
9. Every investigation will also include an action plan that includes an assessment of how such accidents can be prevented in the future.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Accurate and prompt investigations ensure information is available, help to correct causes quickly, help identify all contributing factors, reflect management concern, and reduce the chance of recurrence.

Investigation Tips

The investigator should:

- Avoid placing blame or implying blame on any person involved in the incident.
- Prepare documentation such as photos and diagrams as appropriate.
- Be objective, interview witnesses and get the facts.
- Reconstruct the event without any bias.
- Use open-ended questions when interviewing witnesses.

Questions to Ask

When investigating accidents, asking open-ended questions beginning with “who,” “what,” “when,” “where,” “why,” and “how” will provide more information than closed-ended questions.

Examples include:

- How did it happen?

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- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?

The single, most important question that must be answered as the result of any investigation is: “What do you recommend be done (or have you done) to prevent this type of incident from recurring?”

#### Once the Accident Investigation is Complete

1. The investigator will document the investigation and recommend corrective action.
2. Leadership and Human Resources will review the results of all investigations, prepare communication to staff, take corrective actions, and consider safety program modifications.
3. Information obtained through accident investigations may be used to update and improve the safety plan.

**PERSONNEL SERVICES****4170E-CPCS****INJURY AND ILLNESS PREVENTION PLAN****COVID-19 Prevention Plan**

California Pacific Charter Schools (“CPCS” or “School”) adopts this COVID-19 Prevention Plan (“CPP”) in accordance with Cal-OSHA regulations. The following CPP outlines the School’s plan to maximize workplace safety and health, and the steps the School takes to protect workers from being exposed to infectious diseases like the Novel Coronavirus (COVID-19).

**COMMUNICATION**

The School will do all of the following in a form readily understandable by employees:

- Ask employees to report to human resources, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures and possible COVID-19 hazards at the workplace
- Describe procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Provide information about access to COVID-19 testing. If testing is required, the School will inform affected employees of the reason for the COVID-19 testing and the subsequent procedures in the event of a positive test.
- Communicate information about COVID-19 hazards and the employer’s COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the School’s workplace.

**IDENTIFICATION AND EVALUATION OF HAZARDS**

Employees shall participate in the identification and evaluation of COVID-19 hazards.

**Identification**

- When required by State or local officials, employees must evaluate their own symptoms and complete the School’s wellness check before reporting to in-person assignments.
- Employees with COVID-19 symptoms must contact human resources immediately and are not permitted to report to work until completing the appropriate quarantine or isolation period and receiving clearance from human resources.
- When required by State or local officials, for staff with job responsibilities that must be completed in-person and cannot be performed remotely, the School will screen employees for COVID-19 symptoms prior to the start of their work day.
- In the event that there is an outbreak of three or more cases in an exposed workplace the following will apply:
  - The School will provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of the outbreak identified by a local health department or the relevant 14-day period(s) under subsection (a) as applicable. COVID-19 testing will be provided at no cost to the employees during employees’ working hours.
  - After the first two COVID-19 tests, the School will provide continuous COVID-19 testing for employees who remain at the workplace at least once per

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- week, or more frequently, if recommended by the local health department.
- The School will provide additional testing when deemed necessary by OSHA.

**Evaluation**

To prevent or reduce the risk of transmission of COVID-19 in the workplace, the following procedures will be implemented:

- The School will conduct periodic inspections as needed (every 30 days if during an active outbreak) to identify any unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with its COVID-19 policies and procedures.
- The School will conduct a workplace-specific evaluation of all interactions, areas, activities, processes, equipment, and materials that could potentially expose individuals to COVID-19 hazards. Where required by State and local health departments, specific workplace plans will be posted alerting employees and visitors of the measures that are needed to prevent the spread of COVID-19 within the establishment.
- When practicable, increased air circulation will be implemented by opening doors/windows.
- Signage will be posted at the workplace entrance restricting those who have COVID-19 symptoms from entering.
- Signage will be placed in the restroom(s) and in the kitchen/lunchroom if applicable reminding employees to wash their hands with soap and water.
- Sanitizer will be readily available to employees throughout the workplace and provided to clean high touch areas like the copier touch screen, between uses.
- Soap and water or hand sanitizer will be available to employees to clean their hands.
- Breaks and lunch times may be staggered to accommodate fewer employees in designated areas at one time.
- Human Resources will monitor employee exposure and symptoms through a self-assessment system:
  - Upon learning an employee may have been exposed to COVID-19 or is experiencing symptoms, human resources will determine a course of action based upon the guidance of the CDC and local health officials.
  - If it is determined by human resources that the employee should be tested for COVID-19, the employee will be directed to a specific testing location. Employees will be encouraged to access testing through their regular health care provider if insured. CPCS will reimburse the employee for the cost of the examination should the employee have been exposed in the course of work.

**INVESTIGATING AND RESPONDING TO COVID-19 CASES IN THE WORKPLACE**

The School has established a procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

- Where there has been a COVID-19 case at the place of employment, the following steps will be taken:

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- a. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- b. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
- c. Provide notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
  - All employees who may have had COVID-19 exposure
  - Community partners, vendors and other individuals present at the workplace during the high-risk exposure period.
- d. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with information on available resources and benefits.
- e. Investigate whether any workplace condition could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
  - Personal identifying information or medical services provided to COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.
  - The School shall ensure that all employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace, except when legally required.

**CORRECTION OF COVID-19 HAZARDS**

The School has implemented policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

These include, but are not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted, and implementing the controls outlined in the Evaluation section of this policy.

The School will implement procedures to reduce the transmission of COVID-19 based on the investigation and in compliance with local and state guidelines.

**TRAINING AND INSTRUCTION**

Notification shall be provided to parents advising them of health and safety requirements for students to return to in-person activities. Staff shall receive training and information on COVID-19 and preventative practices.

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### INJURY AND ILLNESS PREVENTION PLAN

The School will provide effective training and instruction to employees that includes the following:

- A digital or printed copy of the policies and procedures designed to protect employees from COVID-19 hazards outlined in this document.
- A digital or printed copy of COVID-19 related benefits to which the employee may be entitled under applicable federal, state and local laws.
  - Labor Code sections 3212.86 through 3212.88
  - Local governmental requirements
  - The School's leave policies
- Online COVID-19 training that includes the following information:
  - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although less common.
  - An infectious person may have no symptoms.
  - The importance of frequent hand washing with soap and water for at least 20 seconds.
  - The importance of using hand sanitizer as a disinfectant when employees do not have immediate access to a sink or hand washing facility.
  - A list of COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has such symptoms.

### PHYSICAL DISTANCING

For schools to safely reopen and allow students, teachers, and staff to reconvene in-person services, protective measures must be taken and all staff and offices shall be required to follow recommended sanitation protocols in accordance with published guidelines. Schools shall take measures to limit in-person access and detect sources of COVID-19 or other infectious diseases as needed.

- The school may implement methods to reduce exposure such as:
  - Telework or other remote work assignments;
  - Reducing the number of persons in an area at one time, including visitors;
  - Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;
  - Staggered arrival, departure, work, and break times;
  - Adjusted work processes or procedures to allow greater distance between employees.

### FACE COVERINGS

As per the guidance for schools and school-based programs per California Department of Public Health (CDPH), the use of face coverings is strongly encouraged for all staff and students when indoors. Use of face coverings shall be consistent with the CDPH, and other local and state school guidelines. If face masks are required, students who do not have personal face covering

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shall be provided with face coverings by the school at no cost. Guidelines shall be developed for the use of face coverings by all students including those with special needs and have identified medical concerns. Measures shall be taken to avoid and mitigate any unintended consequences of implementing any safety precautions.

Personal protective equipment (PPE) shall be required for specific job functions and distributed to staff in accordance with board policies, and laws.

Students and staff who exhibit signs or symptoms of COVID-19 shall self-quarantine for five days and are further prevented from participating in any in-person activity or meeting until it is medically safe for them to return. Students who are unable to meet with staff as a result of COVID-19 shall continue to receive instruction and support remotely.

The School shall provide face coverings where required by orders from the State Department of Public Health or local health department.

- The School will ensure face coverings are clean and undamaged. Face shields are not a replacement for face masks, although they may be worn together for additional protection.
- The School will not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment, if applicable.
- The School will enforce measures to communicate to non-employees the face covering expectations on their premises or when engaging with its employees as outlined in the Evaluation section of this policy.
- The School shall enforce COVID-19 policies and procedures to minimize employee exposure to COVID-19 hazards.

**SITE-SPECIFIC ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT****Site-Specific Engineering Controls**

- At fixed work locations, the School may install or utilize cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.
- For the School offices with mechanical or natural ventilation, or both, the School will maximize the air quality to the extent feasible.

**Administrative Controls**

The School has implemented cleaning and disinfecting procedures, which would require:

- Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, and bathroom surfaces. The School will inform and regularly remind employees of cleaning and disinfecting protocols, including the planned frequency and scope of regular cleaning and disinfection. Sharing of personal protective equipment is prohibited, and to the extent feasible, items that employees come in regular contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools.

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When it is not feasible to prevent sharing, sharing will be minimized and such items and equipment shall be disinfected between uses by different people.

- Areas, materials and equipment used by a COVID-19 case during the high-risk exposure period will be cleaned and disinfected in a manner that does not create a hazard to employees.
- To protect employees from COVID-19 hazards, the School will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. The School shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.

**Personal Protective Equipment**

- The School will continuously evaluate the need for personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide personal protective equipment that relate to the job the employee performs as needed.

**REPORTING, RECORDKEEPING, AND ACCESS**

- The School will report information about COVID-19 cases at the workplace to the local health department immediately, but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- The School will provide to the local health department the total number of COVID-19 cases, and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The School shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
- The School will report immediately to their State's OSHA Division any COVID-19 related serious illness or death, as defined under section 330(h), or an employee occurring in a place of employment or in connection with any employment.
- The School will maintain records of the steps taken to implement the written COVID-19 Safe Reopening and Operation of Schools policy.
- The written COVID-19 Safe Reopening and Operation of Schools policy will be made available at the workplace to employees and to representatives of OSHA immediately upon request.
- The School will keep a record of and track all COVID-19 cases with:
  - Employee's name
  - Contact information
  - Occupation
  - Location where the employee worked
  - Date of the last day at the workplace
  - Date of a positive COVID-19 test



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- Medical information will be kept confidential.
- The information will be made available to employees or otherwise required by law, with personal identifying information removed.

### EXCLUSION OF COVID-19 CASES

The following describes how the School is to limit transmission of COVID-19 in the workplace.

- The School will ensure that COVID-19 cases are excluded from the workplace until the employee is safe to return, according to federal, state and local guidelines
- The School will exclude employees with COVID-19 exposure from the workplace for the necessary number of days based on current guidelines after the last known COVID-19 exposure to a positive COVID-19 case.
- For employees excluded from in-person work and otherwise able and available to work, the School will continue an employee's earnings and all other employee rights and benefits, including the employee's right to their job status. The School may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. These procedures will not apply:
  - To any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.
  - Where the employer demonstrated that the COVID-19 exposure is not work related.
- This section does not limit any other applicable law or school policy that provides greater protections.
- At the time of exclusion from in-person work, the School will provide the employee the information on available benefits.

### RETURN TO WORK CRITERIA

Note that the following criteria is subject to change based on the current federal, state and local guidance.

- An employee with positive COVID-19 or with COVID-19 symptoms shall not return to work until all of the following have been met:
  - At least 24 hours have passed since fever of 100.4 or higher has resolved without the use of fever-reducing medications,
  - COVID-19 symptoms have improved, and
  - At least 5 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who test positive but never developed COVID-19 symptoms shall not return to work until a minimum of 5 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test shall not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health

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official, the employee shall not return to in-person work until the period of isolation or quarantine is complete and the order is lifted. If no period was specified, then the period shall be 5 days from the time the order to quarantine/isolate was effective.

- If there are no violations of local or state health officer orders for isolation or quarantine, OSHA may, upon request, allow employees to return to in-person work on the basis that the removal of an employee would create undue risk to the community's health and safety. In such cases the School shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace.

Decisions concerning school closure, whether full or partial, shall be made in consultation with local health officials and in accordance with state guidelines.

It is the policy of the Board of Directors of the School that all teachers and staff shall be responsible for ensuring adherence to the policies of the School for the safe operation consistent with all laws, regulations, and policies.

**Enforcement of Safety Policies**

Employee compliance with the School's IIPP is mandatory and shall be considered a condition of employment.

**Training Programs**

Both new and continuing school staff will be trained on safe work practices per board policy. This will help ensure that all employees understand and abide by the school's safety policies.

**Retraining**

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained. The supervisor may formally document safety concerns and the corrective action taken with the employee and include in the employee's personnel file.

**Disciplinary Action**

Failure to adhere to safety policies and procedures established by the School can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and wellbeing of the employee committing the unsafe act, but can also affect the safety of their coworkers and customers. Accordingly, any employee who violates any of the School's safety policies will be subject to disciplinary action.

Failure to promptly report any on-the-job accident or injury, on the same day as it occurs, is considered a serious violation of the School's safety policies. Any employee who fails to

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immediately report a work-related accident or injury, no matter how minor, shall be subject to disciplinary action.

Employees may be disciplined for infractions of safety rules and unsafe work practices, not just those that result in an injury, if it is determined after an investigation that the employee did not act in compliance with the School's safety procedures. Disciplinary action will only be taken for safety violations. An employee will not be disciplined or retaliated against for filing a claim for Workers' Compensation.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other School policies. Discipline will be administered in a manner that is consistent with the School's Employee Handbook.

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**INJURY AND ILLNESS PREVENTION PLAN**

**APPENDIX A**

**ACKNOWLEDGMENT OF RECEIPT OF INJURY AND ILLNESS  
PREVENTION PLAN**

The IIPP is included in the annual notice to employees and is provided to all new hires as part of the onboarding process.

PLEASE READ THE EMPLOYEE INJURY AND ILLNESS PREVENTION PLAN THEN SIGN THE ACKNOWLEDGMENT DOCUMENT.

This is to certify that I have received a copy of the California Pacific Charter Schools (“School”) Illness and Injury Prevention Plan. I have read this document, understand it, and will comply with it while working for the School.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with the School.

I also understand that I am to report any injury to my supervisor immediately and report all safety hazards.

I further understand that I have the following rights:

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material/chemical I am exposed to while working.
- I am entitled to see a copy of the Injury and Illness Prevention Plan.
- I will not be discriminated against for reporting safety concerns.

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

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**INJURY AND ILLNESS PREVENTION PLAN**

**APPENDIX B**

**Hepatitis B Vaccination Declination Form**

EMPLOYEE NAME: \_\_\_\_\_

**By signing below, I acknowledge the following:**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (“HBV”) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**APPENDIX C****CODE OF SAFE PRACTICES GENERAL**

It is the School's policy that everything possible will be done to protect employees, students and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for discipline. Supervisors shall insist that employees observe all applicable School, State, and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy, employees SHALL:

1. Report unsafe conditions/equipment to supervisor or human resources.
2. Report accidents, injuries and illnesses to your supervisor or human resources.
3. Not be on the job under the influence of intoxicating liquor or drugs.
4. Refrain from horseplay and other acts that have an adverse influence on the safety or well being of other employees.
5. Not block means of egress in or out of the School or lock doors during working hours that would prevent individuals from being able to safely enter or exit the School in an emergency.
6. In the event of fire, sound the nearest alarm and evacuate the building.
7. Upon hearing the alarm bell, immediately evacuate the building and gather at the designated location. Remain there until the " ALL CLEAR " signal is given.
8. Cooperate with emergency personnel who respond to a fire or other emergency.
9. Not store any items in exit aisles, corridors, stairs, doorways and shall not block emergency equipment of any type.
10. Maintain all work areas in a safe, clean, neat and orderly manner.
11. Clean up all spills promptly.
12. Always utilize proper lifting techniques. Never attempt to lift or push an object that is too heavy and contact their supervisor when help is necessary.



# Coversheet

## Approval of the Unaudited Actuals Financial Report 2022-2023

**Section:** XI. Business/Financial Services  
**Item:** A. Approval of the Unaudited Actuals Financial Report 2022-2023  
**Purpose:** Vote  
**Submitted by:** Shannon Green  
**Related Material:** 2022-23 California Pacific Charter Unaudited Actuals.pdf  
CPCS 22-23 Unaudited Actuals Presentation.pdf

### BACKGROUND:

The unaudited actuals for the fiscal year ended June 30, 2023, reflect the most accurate information available today. These reports provide a detailed overview of California Pacific Charter School's financial activities for the 2022-2023 fiscal year and its financial position as of June 30, 2023.

### RECOMMENDATION:

It is recommended the Board approve the Unaudited Actuals Financial Report dated July 1, 2022, to June 30, 2023, for California Pacific Charter Schools, Sonoma (#2037), Warner (#1758), and Los Angeles (#1751).





# **California Pacific Charter Schools**

## **2022-23 Unaudited Actuals**

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 UNAUDITED ACTUALS 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)

The Unaudited Actuals for the fiscal year ended June 30, 2023 reflect the ending balances according to the most accurate information received to date. These reports reflect California Pacific Charter School's respective financial activities for the 2022-23 fiscal year as well as the School's financial position as of June 30, 2023. These financials provide a comparison between the Estimated Actuals and the Unaudited Actuals. Explanation of these differences increases understanding and transparency. As a direct-funded charter school, a copy of this financial report will be sent to the authorizing district.

California Pacific Charter School's independent auditors, CliftonLarsonAllen LLP, will be auditing these financial statements. Audit fieldwork is scheduled for October 2023, and the audited financial statements are expected to be released on or before December 15, 2023.

### **Financial Highlights for 2022-23:**

All three schools are doing well, have sufficient reserves, and healthy cash flows.

In line with the budget expectations for the year ended June 30, 2023, CPC-SD will end the year with a deficit of \$392,574. This will leave CPC-SD with an ending balance of \$1,876,236 which is approximately 45.00% of annual expenditures. This deficit spending was part of a planned strategy, designed to bring down large reserves. CalPac remains committed to fiscal responsibility, ensuring that all spending aligns with the mission and future financial health of the School. CPC-SD's deficit consists predominantly of a one-time discretionary Learning Recovery Bonus in response to COVID-19 and the exemplary work by staff in learning recovery, investments in special education exemplifying CalPac's dedication to the educational well-being of the students, and a legal settlement. CPC-SD maintains a sufficient reserve balance and does not expect any deficit spending for the 2023-24 fiscal year.

CPC-LA will end the 2022-23 fiscal year with a surplus of \$250,311. This will leave CPC-LA with an ending balance of \$2,714,994 which is approximately 49.34% of annual expenditures.

CPC-SO will end the 2022-23 fiscal year with a surplus of \$228,780. This will leave CPC-SO with an ending balance of \$829,913 which is approximately 47.93% of annual expenditures.



# California Pacific Charter Schools

## 2022-23 UNAUDITED ACTUALS NARRATIVE

**Enrollment and ADA Assumptions**

Average Daily Attendance (ADA) is the base factor used in determining the single largest source of income (Local Control Funding Formula “LCFF” apportionment).

	CPC-SD	CPC-LA	CPC-SO
<b>Funded Enrollment</b>	<b>268</b>	<b>411</b>	<b>146</b>
<b>Grades TK-3</b>	33.42	62.29	14.90
<b>Grades 4-6</b>	34.29	48.90	23.55
<b>Grades 7-8</b>	33.64	64.49	21.14
<b>Grades 9-12</b>	144.38	194.30	69.90
<b>Total Funded ADA</b>	<b>245.73</b>	<b>369.98</b>	<b>129.49</b>
<b>RATIO: ADA to Enrollment</b>	95.02%	96.29%	94.78%

**Revenue**

*General Purpose Revenue* – LCFF revenues included in the 2022-23 Unaudited Actuals are based on the P-2 Funded ADA as certified by the California Department of Education (CDE).

*Education Protection Account (EPA)* revenues have been adjusted per fourth quarter June apportionment. Due to the tax submittal extension provided to residents in the state, tax collections that would have typically been received by the state in April (2022-23 fiscal year) will now not be realized until October (2023-24 fiscal year). Therefore, actual EPA revenues for the 2022-23 fiscal year are significantly lower than what was estimated and utilized to calculate the first through third quarter apportionments.

***Federal Revenue*** –

*Title Funds (Title I, Title II, and Title IV)* revenue has been updated based on the most recent allocation schedules. For CPC-SO, \$5,158 (approximately 14 percent of the total allocation) will be carried forward into the 2023-24 fiscal year. LEAs (Local Education Agencies) are authorized to carry over up to 15 percent of Title I, Part A funds to the succeeding fiscal year without applying for a waiver. CPC-SO expects to fully expend Title I funds in the 2023-24 fiscal year. This will be monitored during the budget process.

*Comprehensive Support and Improvement (CSI)* (resource 3182) revenue has been captured to fully exhaust funds for CPC-LA.



*Elementary and Secondary School Emergency Relief (ESSER)* revenues (3212 ESSER II, 3213 ESSER III, and 3214 ESSER III – Learning Loss) reflect reported expenditures. ESSER II funding has been fully exhausted for all three schools. The remaining ESSER III and ESSER III – Learning Loss funds will be deferred to subsequent fiscal years. These funds are available until September 30, 2024.

*Expanded Learning Opportunities (ELO) Grant* revenues (Federal resources 3216, 3217, 3218, and 3219 as well as State resources 7425 and 7426) have been updated to reflect reported revenues. These funds have a requirement that 85 percent must be spent on in-person. CalPac is an online school and as such intentionally spent 15 percent, and any funds received in excess of revenue to be earned have been classified as a liability due to grantor governments.

*Federal Special Education Revenue* – All Federal Special Education Revenues have been updated per the most recent funding schedules. Included in the 2022-23 Unaudited Actuals is one-time resource 3305 Local Assistance revenue.

#### **Other State Revenue –**

*State Lottery* revenues funding rates of \$204/ADA for Non-Proposition 20 and \$100/ADA for Proposition 20 were used.

*The Universal Prekindergarten Planning & Implementation (UPK P&I) Grant* (resource 6053) revenues have been recorded per spending. Some amounts have been deferred to subsequent fiscal years. These funds are available until June 30, 2024.

*Educator Effectiveness Funds (EEF)* (resource 6266) revenues have been recorded per spending. Some amounts have been deferred to subsequent fiscal years. CPC-SO elected to defer revenue to a subsequent year. These funds are available until June 30, 2026.

*Career Technical Education Incentive Grant (CTEIG)* (resource 6387) revenues are in line with expectations. The FY22/23 Granting Year Allocation will include \$2,000-4000 to be deferred to fiscal year 2023-24. This was due to CTEIG expenditures coming in slightly less than budgeted. These funds are available for use until December 31, 2024.

*Arts, Music & Instructional Materials Block Grant (AMIM)* (resource 6762) revenue are in line with expectations. However, CPC-SO did not elect to recognize any AMIM funds for 2022-23 Unaudited Actuals, and is deferring these funds to a subsequent year. These funds are available for use until 2025-26.

*A-G Access Grants* (resources 7412 and 7413) revenues are in line with expectations. Some amounts have been deferred to a subsequent year. These funds are available for use until 2025-26.



# California Pacific Charter Schools

## 2022-23 UNAUDITED ACTUALS NARRATIVE

*Learning Recovery Emergency Block Grant (LREBG)* (resource 7435) cash was fully received in the 2022-23 fiscal year, however, the 2023-24 Enacted State Budget reduced this allocation by approximately 14.4 percent reduction. This did not have any impact on revenue projections since CalPac only expected to capture approximately 5 percent for the 2022-23 fiscal year. The 14.4 percent reduction has been classified as due to grantor governments.

*State Special Education Revenue* – State Special Education Revenues have been updated per the most recent funding schedules. This includes one-time SELPA dollars for Dispute Prevention and Dispute Resolution and Learning Recovery, which have been fully exhausted in the 2022-23 Unaudited Actuals.

**Expenses:**

In general, 2022-23 Unaudited Actuals Staffing and Benefits Expenditures as well as Books and Supplies Expenditures are in line with expectations from 2022-23 Estimated Actuals

Other Services and Operating Expenditures for CPC-SD and CPC-LA, increases in this category are substantially due to a legal settlement. This legal settlement, while necessary for various reasons, has imposed unexpected financial obligations to the two schools.

*Per pupil expenditures* –

CPC-SD’s per pupil spending rate for the year ended June 30, 2023 is \$15,557.

CPC-LA’s per pupil spending rate for the year ended June 30, 2023 is \$13,388.

CPC-SO’s per pupil spending rate for the year ended June 30, 2023 is \$11,860.

**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	\$ 138,586	\$ 92,392	\$ 46,198
Principal Payment	\$ 46,194	\$ 46,194	\$ 46,198
Interest Payment	2,612	1,681	737
Total Repayment	\$ 48,806	\$ 47,875	\$ 46,935
Ending Principal Balance	\$ 92,392	\$ 46,198	\$ 0.00



**Lease Commitments – Operating Lease**

California Pacific Charter Schools adopted ASU 842 – Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) No. 2016-02, Leases (Topic 842) in the year ended June 30, 2023. This guidance is intended to improve financial reporting of lease transactions by requiring organizations that lease assets to recognize assets and liabilities for the rights and obligations created by leases that extend more than 12 months. California Pacific Charter Schools leases an office building in Costa Mesa with a lease term of 60 months.

	<u>CPC-SD</u>	<u>CPC-LA</u>	<u>CPC-SO</u>
Lease Asset as of June 30, 2023	\$82,742	\$124,596	\$40,615
Lease Liability as of June 30, 2023	\$(84,763)	\$(127,640)	\$(41,607)

**Reserves**

Reserves (or “Fund Balance”) is the difference between a fund’s assets and liabilities. Reserves provide cash flow liquidity to fund general operating activities. Reserves are essential in mitigating current and future risks that may occur from unforeseen revenue fluctuations and/or unanticipated expenditures, and to fund all existing programs.

Components of ending fund balance are categorized as follows:

*Assignment for Special Education* – While LEAs receive specific funding allocated to meet the needs of special education students, occasionally the needs of such students may arise to the extent that alternative placement is necessary to meet the child’s offer of Free and Appropriate Public Education. If a school enrolls a student with exceptional needs which requires services that are not covered by the school’s adopted budget or by emergency SELPA funding, this assignment establishes a planned reserve for these associated costs. The recommended level for this assignment is one to four percent (1-4%) of annual expenditures.

*Assignment for Legal* – While much can be done to prevent litigation, even the best planning does not eliminate the risk of litigation. This assignment establishes a planned reserve to cover potential legal costs. The recommended level for this assignment is one to four percent (1-4%) of annual expenditures.

*Assignment for Economic Uncertainty* – This amount represents an overall “safety net” for the school to cover a variety of unforeseen mid-term to long-term economic circumstances, including higher than expected outflows in any of the above three assignments.

*Cashflow Reserve* – This is an amount set-aside to cover short-term delays in cash receipts from governmental sources. This budget includes an amount equal to twenty-five to thirty-five percent (25-35%) of annual expenditures.



# California Pacific Charter Schools

2022-23 UNAUDITED ACTUALS NARRATIVE

## Summary of Ending Fund Balance

	CPC-SD	CPC-LA	CPC-SO
<b>Ending Fund Balance (EFB)</b>	\$1,876,236	\$2,714,994	\$829,913
<b>Components of EFB</b>			
<i>Assigned for Special Education</i>	\$75,049	\$108,600	\$33,197
<i>Assigned for Legal</i>	\$75,049	\$108,600	\$33,197
<i>Assigned for Economic Uncertainty</i>	\$266,884	\$571,942	\$157,480
<i>Cashflow Reserve</i>	\$1,459,254	\$1,925,852	\$606,039

## Cash Flow

Despite the challenges the COVID-19 pandemic has brought about during the past two years, cash flow continues to be strong for all three schools, with positive monthly cash balances throughout the 2022-23 fiscal year. No state deferrals for the current year or future years are noted at this time. Cash is always closely monitored to ensure each school is liquid to satisfy obligations. No external borrowing is anticipated to be needed.



# **California Pacific Charter-San Diego**

## **2022-23 Unaudited Actuals**



**California Pacific Charter - San Diego**  
**2022-23 Unaudited Actuals**  
**Budget Summary**

<b>CHARTER 1758</b>	<b>2022-23 Estimated Actuals</b>	<b>2022-23 Unaudited Actuals</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Enrollment</b>	<b>268</b>	<b>268</b>	<b>-</b>	<b>-</b>
<b>Average Daily Attendance</b>	<b>245.72</b>	<b>245.73</b>	<b>0.01</b>	<b>0.00%</b>
<b>REVENUES</b>				
General Purpose Revenue	2,908,202	2,879,065	(29,137)	-1.00%
Federal Revenue	270,649	277,758	7,109	2.63%
Other State Revenue	412,237	425,592	13,355	3.24%
Other Local Revenue	159,165	194,308	35,143	22.08%
<b>TOTAL REVENUES</b>	<b>3,750,253</b>	<b>3,776,722</b>	<b>26,469</b>	<b>0.71%</b>
<b>EXPENDITURES</b>				
Certificated Salaries	1,973,639	1,951,767	(21,872)	-1.11%
Classified Salaries	558,971	553,744	(5,227)	-0.94%
Employee Benefits	684,376	697,185	12,809	1.87%
Books and Supplies Expenditures	333,396	312,575	(20,821)	-6.25%
Other Services and Operating Expenditures	506,013	654,026	148,014	29.25%
Other Outgo	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>4,056,394</b>	<b>4,169,297</b>	<b>112,903</b>	<b>2.78%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>(306,141)</b>	<b>(392,574)</b>	<b>(86,433)</b>	<b>28.23%</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>2,268,810</b>	<b>2,268,810</b>	<b>-</b>	<b>-</b>
<b>NET INCREASE / (DECREASE)</b>	<b>(306,141)</b>	<b>(392,574)</b>	<b>(86,433)</b>	<b>28.23%</b>
<b>ENDING BALANCE</b>	<b>1,962,669</b>	<b>1,876,236</b>	<b>(86,433)</b>	<b>-4.40%</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>48.38%</b>	<b>45.00%</b>	<b>-3.38%</b>	

**California Pacific Charter - San Diego**  
**2022-23 Unaudited Actuals**  
**Balance Sheet**

Account	Opening balance 7/1/2022	Closing balance 6/30/2023
<b>Assets</b>		
Cash	2,495,009	2,546,344
Accounts Receivable	297,017	266,142
Prepaid Expenditures	14,619	201,859
Lease Asset	-	82,742
<b>Liabilities</b>		
Accounts Payable	(98,120)	(237,707)
Due To Grantor Governments	(171,241)	(283,499)
Unearned Revenues	(268,474)	(614,882)
Lease Liability	-	(84,763)
<b>Fund Balance</b>	<b>(2,268,810)</b>	<b>(1,876,236)</b>



# **California Pacific Charter-Los Angeles**

## **2022-23 Unaudited Actuals**

**California Pacific Charter - Los Angeles**  
**2022-23 Unaudited Actuals**  
**Budget Summary**

<b>CHARTER 1751</b>	<b>2022-23 Estimated Actuals</b>	<b>2022-23 Unaudited Actuals</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Enrollment</b>	<b>411</b>	<b>411</b>	-	-
<b>Average Daily Attendance</b>	<b>369.97</b>	<b>369.98</b>	<b>0.01</b>	<b>0.00%</b>
<b>REVENUES</b>				
General Purpose Revenue	4,449,523	4,578,688	129,165	2.90%
Federal Revenue	631,299	590,938	(40,361)	-6.39%
Other State Revenue	540,515	579,311	38,795	7.18%
Other Local Revenue	3,714	3,809	95	2.56%
<b>TOTAL REVENUES</b>	<b>5,625,051</b>	<b>5,752,745</b>	<b>127,694</b>	<b>2.27%</b>
<b>EXPENDITURES</b>				
Certificated Salaries	2,650,880	2,618,295	(32,585)	-1.23%
Classified Salaries	688,364	682,591	(5,773)	-0.84%
Employee Benefits	910,017	919,774	9,756	1.07%
Books and Supplies Expenditures	383,890	395,292	11,402	2.97%
Other Services and Operating Expenditures	737,529	886,484	148,954	20.20%
Other Outgo	-	(0)	(0)	-
<b>TOTAL EXPENDITURES</b>	<b>5,370,680</b>	<b>5,502,435</b>	<b>131,755</b>	<b>2.45%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>254,371</b>	<b>250,311</b>	<b>(4,061)</b>	<b>-1.60%</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>2,464,684</b>	<b>2,464,684</b>	-	-
<b>NET INCREASE / (DECREASE)</b>	<b>254,371</b>	<b>250,311</b>	<b>(4,061)</b>	<b>-1.60%</b>
<b>ENDING BALANCE</b>	<b>2,719,055</b>	<b>2,714,994</b>	<b>(4,061)</b>	<b>-0.15%</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>50.63%</b>	<b>49.34%</b>	<b>-1.29%</b>	

**California Pacific Charter - Los Angeles**  
**2022-23 Unaudited Actuals**  
**Balance Sheet**

Account	Opening balance 7/1/2022	Closing balance 6/30/2023
<b>Assets</b>		
Cash	2,189,631	2,440,688
Accounts Receivable	736,259	1,139,110
Prepaid Expenditures	18,856	311,165
Lease Asset	-	124,596
<b>Liabilities</b>		
Accounts Payable	(65,303)	(218,825)
Due To Grantor Governments	(125,755)	(195,111)
Unearned Revenues	(289,004)	(758,989)
Lease Liability	-	(127,640)
<b>Fund Balance</b>	<b>(2,464,684)</b>	<b>(2,714,994)</b>



# **California Pacific Charter-Sonoma**

## **2022-23 Unaudited Actuals**

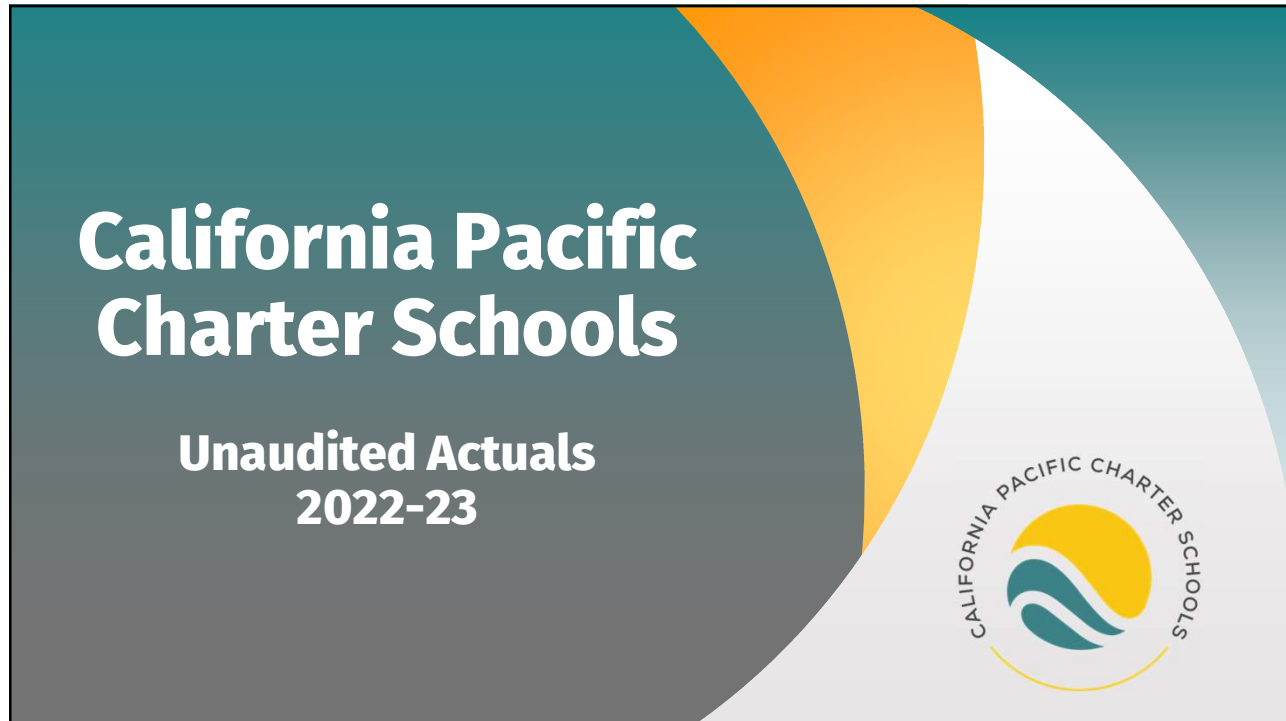
**California Pacific Charter - Sonoma**  
**2022-23 Unaudited Actuals**  
**Budget Summary**

<b>CHARTER 2037</b>	<b>2022-23 Estimated Actuals</b>	<b>2022-23 Unaudited Actuals</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Enrollment</b>	<b>146</b>	<b>146</b>	-	-
<b>Average Daily Attendance</b>	<b>129.49</b>	<b>129.49</b>	-	-
<b>REVENUES</b>				
General Purpose Revenue	1,558,444	1,533,225	(25,219)	-1.62%
Federal Revenue	171,661	162,858	(8,803)	-5.13%
Other State Revenue	277,210	259,697	(17,512)	-6.32%
Other Local Revenue	3,381	4,540	1,159	34.29%
<b>TOTAL REVENUES</b>	<b>2,010,696</b>	<b>1,960,321</b>	<b>(50,375)</b>	<b>-2.51%</b>
<b>EXPENDITURES</b>				
Certificated Salaries	796,376	785,673	(10,703)	-1.34%
Classified Salaries	214,428	213,029	(1,399)	-0.65%
Employee Benefits	273,661	276,146	2,486	0.91%
Books and Supplies Expenditures	123,888	124,848	961	0.78%
Other Services and Operating Expenditures	316,918	329,232	12,313	3.89%
Other Outgo	2,612	2,612	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,727,882</b>	<b>1,731,540</b>	<b>3,658</b>	<b>0.21%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>282,813</b>	<b>228,780</b>	<b>(54,033)</b>	<b>-19.11%</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>601,133</b>	<b>601,133</b>	-	-
<b>NET INCREASE / (DECREASE)</b>	<b>282,813</b>	<b>228,780</b>	<b>(54,033)</b>	<b>-19.11%</b>
<b>ENDING BALANCE</b>	<b>883,946</b>	<b>829,913</b>	<b>(54,033)</b>	<b>-6.11%</b>
<b>ENDING BALANCE AS % OF EXPENDITURES</b>	<b>51.16%</b>	<b>47.93%</b>	<b>-3.23%</b>	

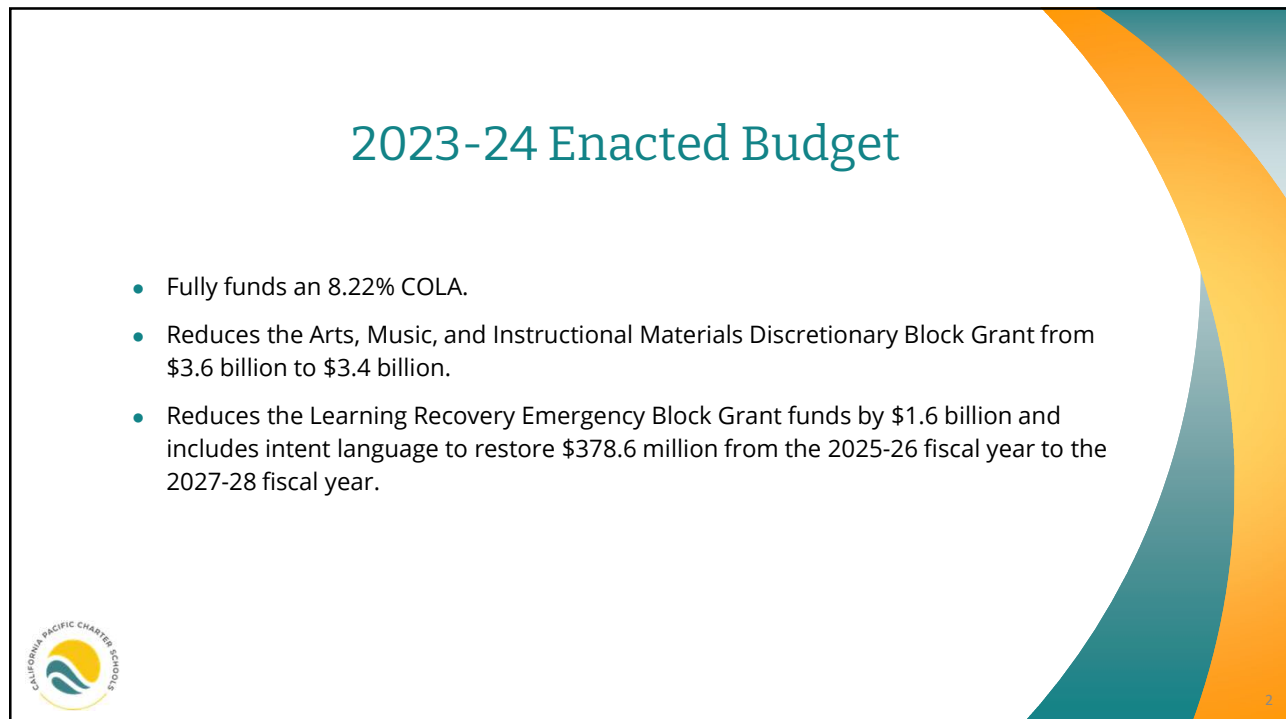
**California Pacific Charter - Sonoma**  
**2022-23 Unaudited Actuals**  
**Balance Sheet**

Account	Opening balance 7/1/2022	Closing balance 6/30/2023
<b>Assets</b>		
Cash	843,895	919,363
Accounts Receivable	171,629	461,087
Prepaid Expenditures	10,317	117,386
Lease Asset	-	40,615
<b>Liabilities</b>		
Accounts Payable	(70,294)	(64,785)
Due To Grantor Governments	(25,302)	(131,855)
Current Loans	(138,586)	(92,392)
Unearned Revenues	(190,526)	(357,753)
<b>Lease Liability</b>	-	(41,607)
Fund Balance	(601,133)	(850,058)

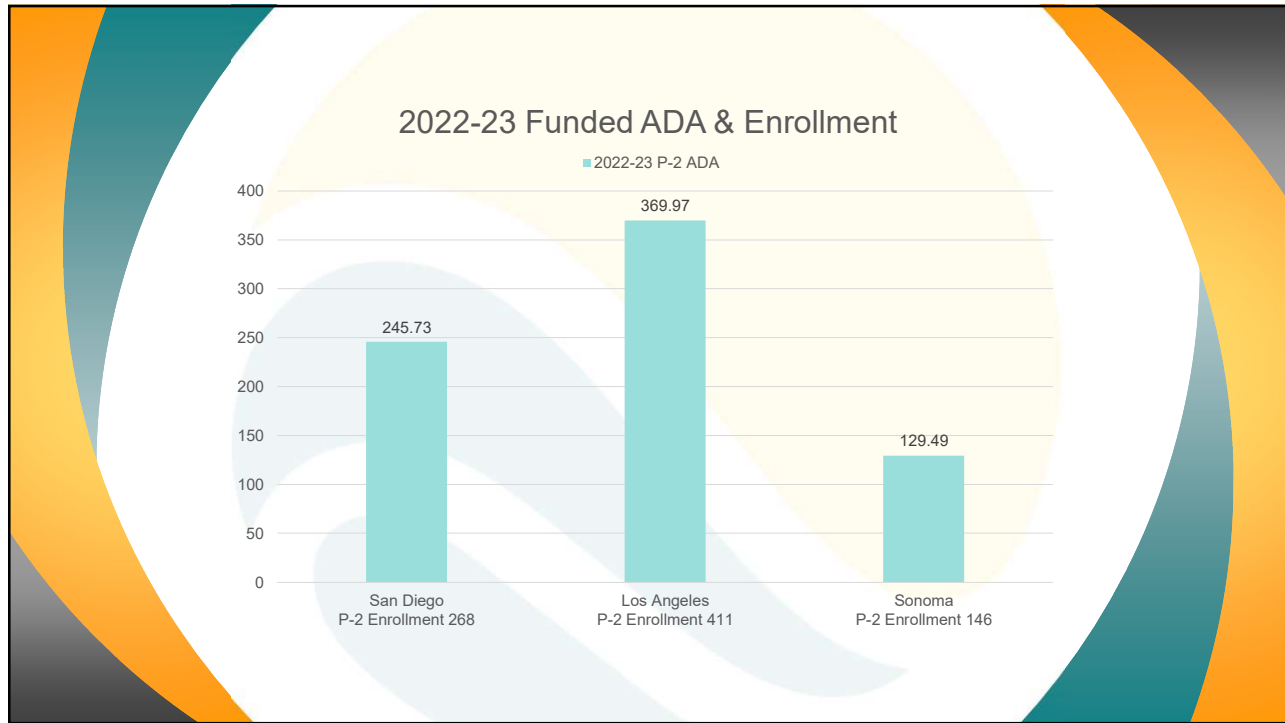




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### 2022-23 Unaudited Actuals

	California Pacific Charter San Diego				California Pacific Charter Los Angeles				California Pacific Charter Sonoma			
	2022-23 Estimated Actuals	2022-23 Unaudited Actuals	\$ Change	% Change	2022-23 Estimated Actuals	2022-23 Unaudited Actuals	\$ Change	% Change	2022-23 Estimated Actuals	2022-23 Unaudited Actuals	\$ Change	% Change
<b>Enrollment</b>	<b>268</b>	<b>268</b>	-	-	<b>411</b>	<b>411</b>	-	-	<b>146</b>	<b>146</b>	-	-
<b>Average Daily Attendance</b>	<b>245.72</b>	<b>245.73</b>	<b>0.01</b>	<b>0.00%</b>	<b>369.97</b>	<b>369.98</b>	<b>0.01</b>	<b>0.00%</b>	<b>129.49</b>	<b>129.49</b>	-	-
<b>REVENUES</b>												
General Purpose Revenue	2,908,202	2,879,065	(29,137)	-1.00%	4,449,523	4,578,688	129,165	2.90%	1,558,444	1,533,225	(25,219)	-1.62%
Federal Revenue	270,649	277,758	7,109	2.63%	631,299	590,938	(40,361)	-6.39%	171,661	162,858	(8,803)	-5.13%
Other State Revenue	412,237	425,592	13,355	3.24%	540,515	579,311	38,795	7.18%	277,210	259,697	(17,512)	-6.32%
Other Local Revenue	159,165	194,308	35,143	22.08%	3,714	3,809	95	2.56%	3,381	4,540	1,159	34.29%
<b>TOTAL REVENUES</b>	<b>3,750,253</b>	<b>3,776,722</b>	<b>26,469</b>	<b>0.71%</b>	<b>5,625,051</b>	<b>5,752,745</b>	<b>127,694</b>	<b>2.27%</b>	<b>2,010,696</b>	<b>1,960,321</b>	<b>(50,375)</b>	<b>-2.51%</b>
<b>EXPENDITURES</b>												
Salaries & Benefits	1,973,639	1,951,767	(21,872)	-1.11%	2,650,880	2,618,295	(32,585)	-1.23%	796,376	785,673	(10,703)	-1.34%
Books and Supplies	333,396	312,575	(20,821)	-6.25%	383,890	395,292	11,402	2.97%	123,888	124,848	961	0.78%
Other Services and Operating	506,013	654,022	148,009	29.25%	737,529	886,477	148,947	20.20%	316,918	329,229	12,311	3.88%
Other Outgo	-	-	-	-	-	(0)	(0)	-	2,612	2,612	-	-
<b>TOTAL EXPENDITURES</b>	<b>4,056,394</b>	<b>4,169,292</b>	<b>112,898</b>	<b>2.78%</b>	<b>5,370,680</b>	<b>5,502,428</b>	<b>131,748</b>	<b>2.45%</b>	<b>1,727,882</b>	<b>1,731,538</b>	<b>3,656</b>	<b>0.21%</b>
<b>NET INCREASE / (DECREASE)</b>	<b>(306,141)</b>	<b>(392,570)</b>	<b>(86,429)</b>	<b>28.23%</b>	<b>254,371</b>	<b>250,318</b>	<b>(4,054)</b>	<b>-1.59%</b>	<b>282,813</b>	<b>228,783</b>	<b>(54,031)</b>	<b>-19.10%</b>
<b>BEGINNING BALANCE, RESERVES</b>	<b>2,268,810</b>	<b>2,268,810</b>	-	-	<b>2,464,684</b>	<b>2,464,684</b>	-	-	<b>601,133</b>	<b>601,133</b>	-	-
<b>NET INCREASE / (DECREASE)</b>	<b>(306,141)</b>	<b>(392,570)</b>	<b>(86,429)</b>	<b>28.23%</b>	<b>254,371</b>	<b>250,318</b>	<b>(4,054)</b>	<b>-1.59%</b>	<b>282,813</b>	<b>228,783</b>	<b>(54,031)</b>	<b>-19.10%</b>
<b>ENDING BALANCE</b>	<b>1,962,669</b>	<b>1,876,240</b>	<b>(86,429)</b>	<b>-4.40%</b>	<b>2,719,055</b>	<b>2,715,001</b>	<b>(4,054)</b>	<b>-0.15%</b>	<b>883,946</b>	<b>829,915</b>	<b>(54,031)</b>	<b>-6.11%</b>
<b>ENDING BALANCE AS % OF EXPENDITURE</b>	<b>48.38%</b>	<b>45.00%</b>	<b>-3.38%</b>		<b>50.63%</b>	<b>49.34%</b>	<b>-1.29%</b>		<b>51.16%</b>	<b>47.93%</b>	<b>-3.23%</b>	

4

## 2022-23 Reserves

### Summary of Ending Fund Balance

	CPC-SD	CPC-LA	CPC-SO
<b>Ending Fund Balance (EFB)</b>	\$1,876,236	\$2,714,994	\$829,913
<b>Components of EFB</b>			
<i>Assigned for Special Education</i>	\$75,049	\$108,600	\$33,197
<i>Assigned for Legal</i>	\$75,049	\$108,600	\$33,197
<i>Assigned for Economic Uncertainty</i>	\$266,884	\$571,942	\$157,480
<i>Cashflow Reserve</i>	\$1,459,254	\$1,925,852	\$606,039

5

# Thanks!

**Any  
questions?**

6

# Coversheet

## Approval of the Education Protection Account (EPA) Expenditure Summary Revisions

**Section:** XI. Business/Financial Services  
**Item:** B. Approval of the Education Protection Account (EPA) Expenditure Summary Revisions  
**Purpose:** Vote  
**Submitted by:** Shannon Green

**Related Material:**

EPA\_Expenditure\_Summary\_\_1751\_California\_Pacific\_Charter\_School-LA\_-\_REVISED.pdf  
EPA\_Expenditure\_Summary\_\_2037\_California\_Pacific\_Charter\_School-Sonoma\_-\_REVISED.pdf  
EPA\_Expenditure\_Summary\_\_1758\_California\_Pacific\_Charter\_School-SD\_-\_REVISED.pdf

**BACKGROUND:**

EPA revenues were adjusted for the fourth quarter of the fiscal year due to a tax deadline extension for residents. This delay means that tax revenues expected in April for the 2022-23 fiscal year won't arrive until October of the following fiscal year. As a result, the actual EPA revenues for 2022-23 are much lower than estimated, affecting calculations for the first three quarters.

**RECOMMENDATION:**

It is recommended the Board approve Education Protection Account (EPA) Expenditure Summary Revisions for California Pacific Charter Schools, Sonoma (#2037), Warner (#1758), and Los Angeles (#1751).

**REVISED**

California Pacific Charter - Los Angeles

**Unaudited Actuals  
Program by Resource Report**

19 75309 0132654  
Form PGM

Expenditures through:

June 30, 2023

For Fund(s), Resource(s), and Project Year(s):

01 1400 0 Education Protection Account

Description	Object Codes	Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	0.00
LCFF Sources	8010-8099	73,996.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Unearned Revenue	9650	0.00
<b>TOTAL AVAILABLE</b>		<b>73,996.00</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
Certificated Salaries	1000-1999	73,996.00
Classified Salaries	2000-2999	0.00
Employee Benefits	3000-3999	0.00
Books and Supplies	4000-4999	0.00
	except 4700	
Food Costs	4700	0.00
Services and Other Operating Expenditures	5000-5999, except 5100-5199	0.00
Subagreements for Services	5100-5199	0.00
Capital Outlay	6000-6999	0.00
Other Outgo (Excluding	7000-7299,	
Indirect Costs)	7400-7499	0.00
Indirect Costs	7310,7350	0.00
Other Financing Uses	7600-7999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>73,996.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>0.00</b>
<b>INDIRECT COSTS AS A PERCENTAGE OF ELIGIBLE EXPENDITURES</b>		
Eligible Expenditures (Objects 1000-5999 except objects 4700 & 5100-5199)		0.00
Indirect Costs (Objects 7310 and 7350)		0.00
Indirect Costs divided by Eligible Expenditures		0.00%

**REVISED**

California Pacific Charter - Sonoma

**Unaudited Actuals  
Program by Resource Report****49 70722 0139048  
Form PGM**

Expenditures through:

June 30, 2023

For Fund(s), Resource(s), and Project Year(s):

01 1400 0 Education Protection Account

Description	Object Codes	Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	0.00
LCFF Sources	8010-8099	25,898.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Unearned Revenue	9650	0.00
<b>TOTAL AVAILABLE</b>		<b>25,898.00</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
Certificated Salaries	1000-1999	25,898.00
Classified Salaries	2000-2999	0.00
Employee Benefits	3000-3999	0.00
Books and Supplies	4000-4999 except 4700	0.00
Food Costs	4700	0.00
Services and Other Operating Expenditures	5000-5999, except 5100-5199	0.00
Subagreements for Services	5100-5199	0.00
Capital Outlay	6000-6999	0.00
Other Outgo (Excluding Indirect Costs)	7000-7299, 7400-7499	0.00
Indirect Costs	7310,7350	0.00
Other Financing Uses	7600-7999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>25,898.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>0.00</b>
<b>INDIRECT COSTS AS A PERCENTAGE OF ELIGIBLE EXPENDITURES</b>		
Eligible Expenditures (Objects 1000-5999 except objects 4700 & 5100-5199)		0.00
Indirect Costs (Objects 7310 and 7350)		0.00
Indirect Costs divided by Eligible Expenditures		0.00%

**REVISED**

California Pacific Charter - San Diego

**Unaudited Actuals  
Program by Resource Report****37 75416 0132472  
Form PGM****Expenditures through:**

June 30, 2023

**For Fund(s), Resource(s), and Project Year(s):**

01 1400 0 Education Protection Account

<b>Description</b>	<b>Object Codes</b>	<b>Amount</b>
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	0.00
LCFF Sources	8010-8099	49,146.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Unearned Revenue	9650	0.00
<b>TOTAL AVAILABLE</b>		<b>49,146.00</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
Certificated Salaries	1000-1999	49,146.00
Classified Salaries	2000-2999	0.00
Employee Benefits	3000-3999	0.00
Books and Supplies	4000-4999	0.00
	except 4700	
Food Costs	4700	0.00
Services and Other Operating Expenditures	5000-5999, except 5100-5199	0.00
Subagreements for Services	5100-5199	0.00
Capital Outlay	6000-6999	0.00
Other Outgo (Excluding Indirect Costs)	7000-7299, 7400-7499	0.00
Indirect Costs	7310,7350	0.00
Other Financing Uses	7600-7999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>49,146.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>0.00</b>
<b>INDIRECT COSTS AS A PERCENTAGE OF ELIGIBLE EXPENDITURES</b>		
Eligible Expenditures (Objects 1000-5999 except objects 4700 & 5100-5199)		0.00
Indirect Costs (Objects 7310 and 7350)		0.00
Indirect Costs divided by Eligible Expenditures		0.00%

# Coversheet

## Approval of The National Center for Urban School Transformation (NCUST) Contract

**Section:** XI. Business/Financial Services  
**Item:** C. Approval of The National Center for Urban School Transformation (NCUST) Contract  
**Purpose:** Vote  
**Submitted by:** Christine Feher  
**Related Material:** NCUST Contract 23-24.pdf

### BACKGROUND:

The National Center for Urban School Transformation (NCUST), established in 2005 at San Diego State University (SDSU), aims to help urban schools excel academically, foster a love for learning, and prepare students for future success. NCUST has identified key traits in over 100 outstanding urban schools, including high standards, equity, effective teaching, and continuous improvement.

NCUST provides services like the America's Best Urban Schools Award, research on urban student success, coaching, and professional development. Their mission is to empower all urban schools by sharing best practices, working towards a more equitable and excellent education system for all students.

### RECOMMENDATION:

It is recommended the Board approve the contract with The National Center for Urban School Transformation (NCUST) for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751) as presented.



# ADVANCING EQUITY AND EXCELLENCE IN THE CALIFORNIA PACIFIC CHARTER SCHOOLS

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**Prepared By:**

National Center for Urban School Transformation  
San Diego State University Research Foundation

[ncust@sdsu.edu](mailto:ncust@sdsu.edu)

**SDSU**

San Diego State  
University



## PROFILE OF THE NATIONAL CENTER FOR URBAN SCHOOL TRANSFORMATION

Founded in 2005 at San Diego State University, the National Center for Urban School Transformation's mission is to help urban school districts and their partners transform urban schools into places where all students achieve academic proficiency, evidence a love of learning, and graduate well prepared to succeed in post-secondary education, the workplace, and their communities. To this end, we identify, celebrate, and study schools that achieve outstanding learning results (based on multiple indicators) for every demographic group served. Utilizing all we learn from studying these outstanding schools and districts, we provide services designed to help districts magnify the impact of their efforts to improve educational equity and excellence.

### Our Reason for Being

**NCUST exists because we want to help schools and districts create models of equity and excellence.** We have visited, awarded, and celebrated amazing schools where children from all demographic groups achieve remarkable learning outcomes. We admire how school and district leaders have played pivotal roles in transforming schools into places where all students feel valued, respected, and appreciated. We acknowledge how leaders have inspired educators to work together to support each other in creating environments where students from all racial, ethnic, and linguistic backgrounds know they belong and know their teachers are committed to ensuring their success. We recognize how leaders have improved school cultures, curricula, and instruction in ways that have led students, regardless of family income, immigration status, gender, or disability to feel empowered to continue their education, pursue their dreams, and influence change in their communities. At NCUST, the only reason we exist is to help more districts and schools generate similar outcomes for all demographic groups. We believe that equity without excellence is just mediocrity. As well, we believe that excellence without equity is an oxymoron. Truly excellent schools achieve outstanding results for all demographic groups of students.

This proposal is designed to build upon the research from our latest publication *Where Black Students Excel*. During the 2022-23 school year we conducted book studies of this selection for districts from Los Angeles to San Diego. In the 2023-25 school year, we propose to implement a synchronous and asynchronous book study that will comprise delivering critical tools and ideas to advance the achievement of all demographic groups, especially Black students.

### NCUST's Book Study

NCUST proposes to implement a series of book study sessions focused on our latest publication *When Black Students Excel: How Schools Can Engage and Empower Black Students*. The book is based on case studies of six public schools in which Black students (as well as every other demographic group served) outperformed statewide averages for all students on multiple indicators.

NCUST will send 80 copies of this book to your headquarter for distribution. Additionally, we will schedule three (3) 90 minute virtual sessions with the staff. We will organize these special sessions designed to offer you opportunities to engage directly with principal and teacher leaders from these amazing schools. Previous participants came away feeling affirmed about their potential to build upon the strengths of their schools to improve outcomes for every demographic group they served.

During the summer of 2024 we will implement an asynchronous book study web-based platform that would highlight each of the 10 chapters of the book. Each chapter will include key recommendations and tools that will assist school leaders create the culture, curricula, and instruction needed to generate both equitable and excellent learning results for students.



**SUMMARY**

**What is the Cost for the Book Study Program?**

Year One – 2023-2024

Book order (includes taxes and shipping of 80 copies):	\$2,700
Three virtual 90 minute sessions:	\$12,000

Summer – 2024

Asynchronous 10 chapter book study for 80 participants:	\$4,000
Total:	\$18,700

**What are the Benefits of the Proposed Book Study Program?**

Through this proposal, the California Pacific Charter School will benefit from experiences that pinpoint specific classroom, school, and district practices that are influencing differences in learning outcomes for the charter’s students. The school will learn how their programs and services are similar to and different from the programs and services in schools that achieve outstanding learning results for every demographic group.

Additionally, the book study is designed to build the capacity of the California Pacific Charter School’s leaders to improve programs and services (especially classroom teaching and learning), in ways that advance equity and support the attainment of district goals. Our aim is to help the California Pacific Charter School become a beacon of equity and excellence for charters throughout California.

# Coversheet

## Renaissance Subscription (Renewal) - Amendment

**Section:** XII. Education/Student Services  
**Item:** A. Renaissance Subscription (Renewal) - Amendment  
**Purpose:** Vote  
**Submitted by:** Christine Feher  
**Related Material:** Renaissance 2023-24.pdf  
Renaissance Q3015198 8.18.23.pdf

### BACKGROUND:

Approving additional funds for the Renaissance program is a strategic investment in CalPac's educational success. With a strong history of innovation since 1986, Renaissance's expertise and recommended shift to STAR testing assure more accurate data for measuring student growth. This funding expansion reflects our commitment to data-driven improvement, advanced learning tools, and global educational empowerment. It's a step towards enhancing our mission and achieving academic excellence.

### RECOMMENDATION:

It is recommended the Board approve the amendment of the purchase contract with Renaissance for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751) as presented.

# Renaissance

**Quote**  
# 2978687

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

**California Pacific Charter - 8286404**

Reference ID: 667620

940 South Coast Drive #185  
Costa Mesa, CA 92626  
Contact: Christine Feher -  
Email: [cfeher@cal-pacs.org](mailto:cfeher@cal-pacs.org)

### Quote Summary

School Count: 1

Renaissance Products & Services Total	\$19,542.50
Shipping and Processing	\$0.00
Sales Tax	\$0.00
<b>Grand Total</b>	<b>USD \$19,542.50</b>

**This quote includes: Lalilo and Renaissance Star 360.**

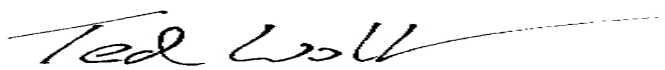
By signing below, Customer:

- acknowledges that the Person signing this Quote is authorized to do so;
- agrees that this Quote, any other quotes issued to Customer during the Subscription Period and Customer and its Authorized Users access to and use of the Products and Services are subject to the Renaissance Terms of Service and License located at <https://doc.renlearn.com/KMNet/R62416.pdf> which are incorporated herein by reference;
- acknowledges receipt of the Notice of Renaissance's Practices Relating to Children's Online Privacy <https://docs.renaissance.com/R63870> directed to you as the school official responsible for authorizing the use of the Renaissance Products and Services in the educational context; and,
- consents on behalf of parents/legal guardians to the collection, use, and disclosure of the personal information of children under the age of 13 with respect to use of the Renaissance Products and Services, as described in Renaissance's Children's Online Privacy Notice <https://docs.renaissance.com/R63871>

To accept this offer and place an order, [please sign and return this Quote.](#)

Renaissance will issue an invoice for this Quote on the earlier of (a) the date You specify below or (b) the day before Your Subscription Period starts (Invoice Date). If You require a purchase order, You agree to provide one to Renaissance at least 15 days before the Invoice Date. You also agree to pay the invoice within 30 days of the Invoice Date.

Please check here if your organization requires a purchase order prior to invoicing: [  ]

Renaissance Learning, Inc.	California Pacific Charter - 8286404
	By:
Name: Ted Wolf	Name:
Title: VP - Corporate Controller	Title:
Date: 6/7/2023	Date:
	Invoice Date:

Email: [electronicorders@renaissance.com](mailto:electronicorders@renaissance.com)

If your billing address is different from the address at the top of this Quote, please add that billing address below.

Bill To:

**If changes are necessary, or additional information is required, please contact your account executive Lisa Bickler at (760)268-9591, Thank You.**

Use your Prop 98 funding to lock in multi-year discounts on the solutions you need.

# Renaissance

Quote  
# 2978687

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Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ("TPT"). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves – only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom – transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

# Renaissance

# Quote

  
# 2978687

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

## Quote Details

### California Pacific Charter - 8286404

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
<b>Applications</b>					
Lalilo Subscription	07/01/2023 - 06/30/2024	125	\$15.00	\$0.00	\$1,875.00
Star 360 Subscription	07/01/2023 - 06/30/2024	750	\$14.89	\$0.00	\$11,167.50
<b>Data Integration Services</b>					
Data Integration Fee Level 5	07/01/2023 - 06/30/2024	1	\$5,000.00	\$0.00	\$5,000.00
<b>Professional Services</b>					
6 Hours of Remote Sessions		1	\$1,500.00	\$0.00	\$1,500.00
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
<b>California Pacific Charter Total</b>				<b>\$0.00</b>	<b>\$19,542.50</b>

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# Renaissance

**Quote**  
# 3015198

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

**California Pacific Charter Schools - 8286404**

Reference ID: 689523

940 South Coast Drive #185  
Costa Mesa, CA 92626  
Contact: Christine Feher -  
Email: [cfeher@cal-pacs.org](mailto:cfeher@cal-pacs.org)

### Quote Summary

School Count: 2

Renaissance Products & Services Total	\$5,922.00
Shipping and Processing	\$0.00
Sales Tax	\$0.00
<b>Grand Total</b>	<b>USD \$5,922.00</b>

**This quote includes: Renaissance Freckle.**

By signing below, Customer:

- acknowledges that the Person signing this Quote is authorized to do so;
- agrees that this Quote, any other quotes issued to Customer during the Subscription Period and Customer and its Authorized Users access to and use of the Products and Services are subject to the Renaissance Terms of Service and License located at <https://doc.renlearn.com/KMNet/R62416.pdf> which are incorporated herein by reference;
- acknowledges receipt of the Notice of Renaissance's Practices Relating to Children's Online Privacy <https://docs.renaissance.com/R63870> directed to you as the school official responsible for authorizing the use of the Renaissance Products and Services in the educational context; and,
- consents on behalf of parents/legal guardians to the collection, use, and disclosure of the personal information of children under the age of 13 with respect to use of the Renaissance Products and Services, as described in Renaissance's Children's Online Privacy Notice <https://docs.renaissance.com/R63871>

**If changes are necessary, or additional information is required, please contact your account executive Lisa Bickler at (760)268-9591, Thank You.**

Use your Prop 98 funding to lock in multi-year discounts on the solutions you need.



# Renaissance

Quote  
# 3015198

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Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ("TPT"). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

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Students can become their most amazing selves – only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom – transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

# Renaissance

# Quote # 3015198

PO Box 8036, Wisconsin Rapids, WI 54495-8036  
 Phone: (800) 338-4204 | Fax: (877) 280-7642  
 Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

## Quote Details

### California Pacific Charter - San Diego - 8690294

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
<b>Applications</b>					
Freckle ELA add-on Subject Student Subscription	07/01/2023 - 06/30/2024	60	\$9.45	\$0.00	\$567.00
Freckle Math Student Subscription	07/01/2023 - 06/30/2024	60	\$15.75	\$0.00	\$945.00
<b>Professional Services</b>					
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
<b>California Pacific Charter - San Diego Total</b>				<b>\$0.00</b>	<b>\$1,512.00</b>

### California Pacific Charter- Los Angeles - 8690296

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
<b>Applications</b>					
Freckle ELA add-on Subject Student Subscription	07/01/2023 - 06/30/2024	175	\$9.45	\$0.00	\$1,653.75
Freckle Math Student Subscription	07/01/2023 - 06/30/2024	175	\$15.75	\$0.00	\$2,756.25
<b>Professional Services</b>					
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00	\$0.00
<b>California Pacific Charter- Los Angeles Total</b>				<b>\$0.00</b>	<b>\$4,410.00</b>

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

<b>Subscription Summary</b>	
<b>Freckle ELA Premium</b>	<b>Student Capacity / Quantity</b>
California Pacific Charter - San Diego - 8690294	60
California Pacific Charter- Los Angeles - 8690296	175
<b>Freckle ELA Premium Total 235</b>	
<b>Freckle Math Premium</b>	<b>Student Capacity / Quantity</b>
California Pacific Charter - San Diego - 8690294	60
California Pacific Charter- Los Angeles - 8690296	175
<b>Freckle Math Premium Total 235</b>	