



California Pacific Charter Schools

California Pacific Charter Schools

Regular Meeting of the Board of Directors

Published on January 5, 2024 at 3:22 PM PST

Date and Time

Tuesday January 9, 2024 at 5:00 PM PST

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

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: 973 4445 5252

<https://cal-pacs-org.zoom.us/j/97344455252>

MISSION STATEMENT

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

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

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

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

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

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting California Pacific Charter Schools at 949-752-0527.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Call the Meeting to Order		Board President	1 m
B. Record Attendance		Board President	2 m
Roll Call:			
Kelly Wylie, President			
Dr. Shirley Peterson, Vice President			
Tanya Rogers, Clerk			
Bill Howard, Member			
Jason McFaul, Member			
II. Pledge of Allegiance			5:03 PM
A. Led by Board President or designee.		Board President	2 m
III. Approve Adopt/Agenda			5:05 PM
A. Agenda	Vote	Board President	2 m
It is recommended the Board of Directors adopt as presented, the agenda for the regular Board meeting of January 9, 2024.			
Roll Call Vote:			
Kelly Wylie			
Dr. Shirley Peterson			

	Purpose	Presenter	Time
Tanya Rogers Bill Howard Jason McFaul Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
IV. Approve Minutes			5:07 PM
A. Minutes of the Regular Board meeting that was held on December 5, 2023	Approve Minutes	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 _____			
V. Board Governance			5:09 PM
A. First Reading of Regular Meeting of the Board of Directors Calendar for 2024-2025	Discuss	Christine Feher	5 m
VI. 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) 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.			
VII. Correspondence/Proposals/Reports			5:14 PM
A. Special Education Department Mid-Year Update Presented by Dr. Vangie Akridge, Director of Special Education	Discuss	Dr. Vangie Akridge	20 m
B. CalPac School Highlights for December	Discuss	Christine Feher	5 m

	Purpose	Presenter	Time
Presented by Christine Feher, Superintendent			

VIII. Consent5:39 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 Services1 m

- 1. Check Registers - December 2023
- 2. J.P. Morgan Statement - December 2023
- 3. Approval of 2024 IRS Mileage Reimbursement Rate
- 4. Approval of Surplus Electronics

B. Consent - Personnel ServicesVoteBoard President1 m

- 1. Approval of Classified Personnel Report
- 2. Approval of Employee Handbook Revisions, Effective January 1, 2024
- 3. Approval of 2024-25 Certificated Employee Work Year Calendars
- 4. Approval of 2024-25 Classified Employee Work Year Calendars
- 5. Approval of Alliant University Student Teaching and Internship Agreement
1/1/2024 - 1/1/2027

Consent items listed under A and B 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 _____

IX. Business/Financial Services5:41 PM

	Purpose	Presenter	Time
A. Approval of CliftonLarsonAllen (CLA) Annual Audit Report - Year Ended June 30, 2023 - California Pacific Charter Schools (Draft)	Vote	Lili Huang, CLA Principal	12 m

It is recommended the Board approve the Annual Audit Report - Year Ended June 30, 2023, for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

X. Education/Student Services 5:53 PM

A. Approval of 2022-23 School Accountability Report Card (SARC)	Vote	Gretchen Chamberlain	12 m
------------------------------------------------------------------------	------	----------------------	------

It is recommended the Board approve the 2021-22 School Accountability Report Card (SARC) for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

Fiscal Impact: None.

Roll Call Vote:

Kelly Wylie

Dr. Shirley Peterson

Tanya Rogers

Bill Howard

Jason McFaul

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

B. Approval of 2024-25 Instructional Calendar	Vote	Christine Feher	5 m
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It is recommended the Board approve the 2024-25 Instructional Calendar for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

	Purpose	Presenter	Time
Fiscal Impact: None.			
Roll Call Vote:			
Kelly Wylie			
Dr. Shirley Peterson			
Tanya Rogers			
Bill Howard			
Jason McFaul			
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			

XI. Calendar

The next scheduled meeting will be held on February 13, 2024.

XII. Comments **6:10 PM**

- | | | |
|-----------|-----------------------------|-----|
| A. | Board Comments | 5 m |
| B. | CEO/Superintendent Comments | 5 m |

XIII. Closing Items **6:20 PM**

- | | | | | |
|---------------------------------------------------------------------|-----------------|------|-----------------|-----|
| A. | Adjourn Meeting | Vote | Board President | 1 m |
| Roll Call Vote: | | | | |
| Kelly Wylie | | | | |
| Dr. Shirley Peterson | | | | |
| Tanya Rogers | | | | |
| Bill Howard | | | | |
| Jason McFaul | | | | |
| Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____ | | | | |

FOR MORE INFORMATION

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

Coversheet

Minutes of the Regular Board meeting that was held on December 5, 2023

Section: IV. Approve Minutes
Item: A. Minutes of the Regular Board meeting that was held on December 5, 2023
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Meeting of the Board of Directors on December 5, 2023

APPROVED



California Pacific Charter Schools

California Pacific Charter Schools

Minutes

Regular Meeting of the Board of Directors

Date and Time

Tuesday December 5, 2023 at 5:00 PM

Location

Holiday Inn Diamond Bar
Room: Gateway 1&3
21725 E Gateway Center Dr.
Diamond Bar, CA 91765

Teleconference Locations

1850 Peary Way, Livermore, CA 94550
Hilton Garden Inn, Room: Pine AB, 2540 Venture Oaks Way, Sacramento, CA 95833
32706 Spun Cotton Drive, Winchester, CA 92596

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: 951-4109-4948

<https://cal-pacs-org.zoom.us/j/95141094948>

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Directors Present

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

Directors Absent

None

Guests Present

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

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 Dec 5, 2023 at 5:05 PM.

B. Record Attendance

II. Approve Adopt/Agenda

A. Agenda

S. Peterson made a motion to Approve the Agenda with Changes.

T. Rogers seconded the motion.

The agenda was approved with the change of moving Board Governance to follow Closed Session.

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

III. Approve Minutes

A. Minutes of the Regular Board meeting that was held on November 14, 2023

W. Howard made a motion to approve the minutes from Regular Meeting of the Board of Directors on 11-14-23.

J. McFaul seconded the motion.

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

IV. Adjourn to Closed Session

A. Closed Session

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

S. Peterson seconded the motion.

Adjourned to Closed Session at 5:09 P.M.

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

V. Reconvene Regular Meeting

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

The Regular Meeting was reconvened at 5:45 P.M.

T. Roger noted that there wasn't anything to report.

VI. Board Governance

A. Reappointment of Member to Board of Directors: Kelly Wylie

W. Howard made a motion to approve the Reappointment of Member to the Board of Directors and as Board President: Kelly Wylie.

J. McFaul seconded the motion.

Reappointment of K. Wylie will be for a 1-year term (Dec 5, 2023 to Dec 5, 2024).

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

B. Annual Organizational Structure of the Board of Directors - Election of Officers

T. Rogers made a motion to approve the Annual Organizational Structure of the Board of Directors - Election of Officers.

K. Wylie seconded the motion.

T. Rogers made a motion to nominate S. Peterson as Board Vice President, and K. Wylie seconded it. 5 Ayes

J. McFaul made a motion to nominate T. Rogers as Board Clerk, and S. Peterson seconded it. 5 Ayes

Election of Officers:

Vice President: Shirley Peterson

Clerk: Tanya Rogers

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

Roll Call

S. Peterson Aye

J. McFaul Aye

T. Rogers Aye

K. Wylie Aye

W. Howard Aye

VII. Correspondence/Proposals/Reports

A. CalPac School Highlights for November

Presented by C. Feher, Superintendent

VIII. Consent

A. Consent - Business/Financial Services

1. Check Registers - November 2023
2. J.P. Morgan Statement - November 2023

B. Consent - Education/Student Services

1. Renaissance

C. Consent - Personnel Services

1. Approval of Certificated - Personnel Report
2. Approval of Classified - Personnel Report
3. Receive the Annual Report of Mandatory Staff Training and Notices 2023-2024

T. Rogers made a motion to Approve All Consent Items.

J. McFaul seconded the motion.

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

IX. Personnel Services

A. Approval of One-Time Discretionary Bonus for Staff

J. McFaul made a motion to Approve a One-Time Discretionary Bonus for Staff with Amendment.

W. Howard seconded the motion.

Amended language to reflect recommendation change of "It is recommended the Board approve the one-time discretionary bonus for staff for California Pacific Charter Schools".

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

X. Business/Financial Services

A. Approval of 2023-24 First Interim Financial Report

T. Rogers made a motion to Approve the 2023-24 First Interim Financial Report.

J. McFaul seconded the motion.

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

XI. Comments

A. Board Comments

The Board thanked the staff for their vital roles in the school's success, wishing them a joyful holiday. They expressed their appreciation for learning from colleagues and admiring the staff's strategic thinking. Leaving on a note of shared appreciation and well-wishes, the board looked forward to another year of successful collaboration.

B. CEO/Superintendent Comments

C. Feher expressed immense gratitude for our exceptional board, composed of expert educators bringing diverse perspectives and pushing for growth. She celebrates the year's achievements and looks forward to another fruitful year with this remarkable board.

XII. Closing Items

A. Adjourn Meeting

W. Howard made a motion to Adjourn Meeting.

S. Peterson 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 6:44 PM.

Respectfully Submitted,

K. Wylie

Documents used during the meeting

- November 23-24 LA School Highlights.pdf
- November 23-24 SD School Highlights.pdf
- November 23-24 SO School Highlights.pdf
- CalPac-LA Check Register November 2023.pdf

- CalPac-SD Check Register November 2023.pdf
 - CalPac-SO Check Register November 2023.pdf
 - J.P. Morgan Statement November 30 2023.pdf
 - BUS CPCS Renaissance Learning 12.5.23.pdf
 - Invoice INV5294288.pdf
 - Invoice INV5291617.pdf
 - Invoice INV5313191.pdf
 - Invoice INV5282659.pdf
 - 2023-2024 Notice of Completion of Mandatory Staff Training.pdf
 - CPCS One-Time Discretionary Staff Bonuses December 2023.pdf
 - CPCS Resolution One-Time Discretionary Bonuses to Staff Dec 2023.docx.pdf
 - CPCS One Time Staff Bonus Report 12-2023.pdf
 - 2023-24 CPCS First Interim Budget Presentation.pdf
 - 2023-24 First Interim Budget - California Pacific Charter Schools.pdf
-

FOR MORE INFORMATION

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

Coversheet

First Reading of Regular Meeting of the Board of Directors Calendar for 2024-2025

Section:	V. Board Governance
Item: 2024-2025	A. First Reading of Regular Meeting of the Board of Directors Calendar for
Purpose:	Discuss
Submitted by:	Christine Feher
Related Material:	24-25 Board Meeting Calendar - First Reading.pdf



2024-2025 Board Meeting Calendar

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

TBD Board Retreat: Goals & Strategic Planning

Date	Items
August 13, 2024	45-Day Budget Revise (<i>if required</i>) Share School Kick-Off plans & PD Focus of the year Employee Handbook and Annual Notices EL Master Plan Policies: Community Relations (1000s) & Instruction (6000s) <i>Study Session: Board Evaluation & Board Training</i>
September 10, 2024	Unaudited Actuals (23-24)
October 8, 2024	Local Student Performance/STAR Data Intervention/MTSS Fiscal Update CTE Highlight
December 10, 2024	First Interim Financial Reports Board Organization Meeting Audit Report (Draft) SPSA/School Dashboard
January 14, 2025	SARC 2025-2026 Instructional & Work Year Calendars
February 11, 2025	Community/Student Council/Clubs Presentation Comprehensive School Safety Plan (Approval Deadline: March 1) Midyear LCAP with Student Data
March 4, 2025*	Second Interim Financial Reports Special Education Update
May 13, 2025	Human Resources & Business Services- Strategic Staffing Plan Teacher/Staff Appreciation Board Meeting Calendar- First Reading Policies: Business/Non-Instructional (3000s)
June 10, 2025	Year End Recap & Highlights LCAP/Budget Public Hearing Property and Casualty Insurance Policies Policies: Board Bylaws (9000s)
June 17, 2025*	LCAP/Budget Approval Board Study Session Board & CEO Evaluations

First Reading: January 9, 2024

Board Approved:

Coversheet

Special Education Department Mid-Year Update

Section:	VII. Correspondence/Proposals/Reports
Item:	A. Special Education Department Mid-Year Update
Purpose:	Discuss
Submitted by:	
Related Material:	January 2024 SPED Board Presentation.pdf



2024 Special Education Update

January 9, 2024



California Pacific
Charter Schools



Agenda

- **Staffing**
- **SPED Student Population**
- **Assessments**
- **Review of Previous Department Goals**
- **Areas of Focus for 23-24**
- **Parent Input**



SPED UPDATE

Staffing

Our Team





Special Education Team



Dr. Vangie Akridge
Director of Special Education



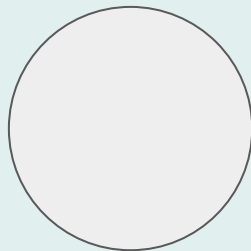
Erika Stevens
Program Specialist



Special Education Team



Heather Goldbach
Education Specialist



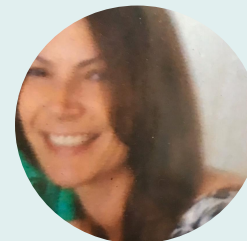
Jasee Rana
Mild/Moderate
Education Specialist



Lauren Curtis
Mild/Moderate
Education Specialist



Marla Malfavon
Mild/Moderate
Education Specialist



Caryn Masters
Mild/Moderate
Education Specialist



Donald McLeish
Mild/Moderate
Education Specialist



Michelle Ignacio
Mod/Severe
Education Specialist



Monica Phillips
Mod/Severe
Education Specialist



Victoria Law
School Psychologist



Melissa Bearup
Speech & Language
Pathologist



Jennifer Davis
Occupational Therapist



Special Education Team



Romy Mason
SPED Data &
Compliance Specialist



Sarah Simkin
Speech & Language
Pathologist



Esmeralda Brown
Instructional Aide



Melissa Magdenovski
Instructional Aide



Erin Twedell
Instructional Aide



Aimara Vazquez
Instructional Aide



Vicki Virene
Instructional Aide



Cherie Watson
Instructional Aide



Brittany Van Kirk
SLPA



Stella Vandergraft
SLPA



Staff Retention

Teachers Retained

89%

IAs Retained

100%

Overall Retention

96%

- **1 New Education Specialist – 1 Replacement**
- **0.75 Instructional Aid for Moderate to Severe Class**



Professional Development

Additional Authorization/Conferences

- Credential Bridge Authorization Program - SDCOE
- Offering Orton-Gillingham Training in June 2024





Conference Presentations



CSDC

- Dr. Vangie Akridge and Sarah Simkin copresented: *Navigating the Virtual Social Landscape Through the Lens of an SLP: Social Growth in Neurodiverse Populations*
- Dr. Vangie Akridge and Christine Feher copresented: *Balancing Compliance and Cost: Innovative Approaches to Special Education Support*



SPED UPDATE

SPED Student Population





Student Population

Los Angeles

86

3 Pending

San Diego

56

2 Pending

Sonoma

30

2 Pending

TOTAL: 172 (7 Pending)

Student Population Cont.

→ Eligibility by category and scope

• LA:	• SD:	• SO:
OHI=17	OHI=16	OHI=5
ED=2	ED=5	ED=2
SLD=27	SLD=19	SLD=11
AUT=23	AUT=13	AUT=9
SLI=10	SLI=2	TBI=1
ID=7	ID=1	ID=2





SPED UPDATE

Assessments

Number of assessments in 21-22 v. 22-23 v. 23 - present





Assessments: 23–Present



LA

- Initial - 4, EE - 15, ERMHS - 1, Other - 1
- **LA-21 (6 vendored)**



SD

- Initial - 2, EE - 13 ,Speech - 2, ERMHS - 1, Other - 1
- **SD-19 (8 vendored)**



SO

- Initial - 1, EE - 9, ERMHS - 1, Other - 1
- **SO-12 (3 vendored)**



Assessments: 22-23



92 Total Assessments for the year:

- 24 Initials, 50 EEs, 3 Speech Only, 9 ERMHS, 6 Other



LA

- Initial - 4, EE - 15, ERMHS - 1, Other - 1
- **LA-21 (6 vendored)**



SD

- Initial - 2, EE - 13, Speech - 2, ERMHS - 1, Other - 1
- **SD-19 (8 vendored)**



SO

- Initial - 1, EE - 9, ERMHS - 1, Other - 1
- **SO-12 (3 vendored)**



Assessments: 21-22



96 Total assessments:

- 24 - Initials, 51 - Tris, 4 - Speech only, 1 - ERMHS only, 16 - Other



LA

- Initials-10, Tris-28, Speech-3, ERMHS-1, Other-6
- **LA-48 (11 Vended)**



SD

- Initials-9, Tris-13, Speech-1, Other-6
- **SD-29 (7 Vended)**



SO

- Initials-5, Tris-10, Other-4
- **SO-19 (5 Vended)**

SPED UPDATE

Review of Previous Dept Goals





Review of Previous Dept Goals



Staff Retention

- All case managers and IAs returned this year, but we had a few shifts shortly after the start of the school year
- This is the 2nd year that we have started fully staffed



Progress on Program Development

- Established department support and structure for IAs
 - Professional development schedule
 - IA handbook
 - IA annual reviews
- Invited Experts
 - Relationship established with Get Psyched to provide time and space for staff to process challenging cases



Review of Previous Dept Goals Cont.



Progress on Test Scores

- Graduation rates are good
- With new absenteeism schoolwide data, we have been able to identify absenteeism that is occurring in SAI/DIS
- Aligned SPED missed SAI/DIS process with general education to ensure that SPED students are being withdrawn at the same rate as general education students



Progress Documenting Progressive Approach

- CSDC - CF and VA presentation
- CSDC - SC and VA Presentation



SPED UPDATE

Areas of Focus for 23/24





Areas of Focus for 23-24



SAI Service Delivery

- Focus on goal work and not tutoring
- Intentionally using general education supports more efficiently



SPED Curriculum

- Moderate/Severe -
- Modified Curriculum



Transition, Attendance, Test Scores

- [2024 Dept Goals Presentation](#)



SPED UPDATE

Parent Input





Parent Input



Live Parent Input

- Alicia De Lira & Rhonda Faust



Written Parent Input

- [Parent Testimonials](#)



Thank You

cal-pacs.org

Coversheet

CalPac School Highlights for December

Section:	VII. Correspondence/Proposals/Reports
Item:	B. CalPac School Highlights for December
Purpose:	Discuss
Submitted by:	
Related Material:	December 23-24 School Highlights - Los Angeles.pdf December 23-24 School Highlights - San Diego.pdf December 23-24 School Highlights - Sonoma.pdf



CPCS Los Angeles School Highlights

DECEMBER

ROOTED
Growing Together

2023 - 2024

Current Enrollment

414

23 pre-enroll

Program Highlights

December at CPCS was a whirlwind of activity and anticipation. Though short, the month buzzed with the excitement of wrapping up 2023 and launching into Winter Break. Our focus was on ensuring smooth P1 attendance reporting and supporting students through success plans by fostering a spirit of goal-setting and self-improvement.

On the administrative front, we held enrollment lotteries and proudly published the third edition of our beloved schoolwide cookbook, a testament to our community's collaborative spirit. Meanwhile, classrooms embraced the theme of goal setting and habit building as we neared the end of the first semester. Finally, a memorable hands-on field trip to the Disney Leadership Day





Los Angeles

NOVEMBER 2023

offered a captivating blend of goal planning and wonder, providing a fitting finale to a busy and rewarding month.

With December's tasks accomplished and festive cheer filling the air, CPCS staff and students alike eagerly awaited the joyous break, ready to recharge and return refreshed for the challenges and triumphs of the new year.



First Semester Countdown

The countdown to Winter Break has begun, but the pace hasn't slowed at CPCS. Staff and students are locked in a final push, fueled by the approaching end of the semester. Progress conferences are in full swing, with dedicated teachers following up with students and crafting individualized academic plans for a strong and successful first semester. Students were focused on tackling outstanding assignments, and determined to wrap up the semester upon return from Winter Break. It's a time of focused effort and shared determination to finish strong and enjoy the well-deserved break ahead.

CTE Academy Update

The CTE Academy had its fourth meeting of the year. Students had the opportunity to hear from Brandon Law (CEO and founder of Oasis eDiscovery) who recently sold his educational technology company for over \$50 million dollars. Students were allowed to ask questions about his business career journey, starting with getting fired from Dominos to becoming one of the biggest eDiscovery companies in his sector. His interview focused on the skills and habits that have helped make him successful through the highs and lows of his career.





Los Angeles

NOVEMBER 2023

Alludo Professional Development

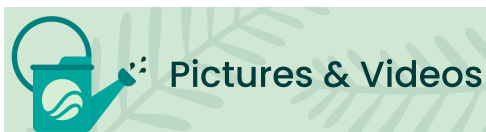
Throughout the year, the staff will continue their self-paced professional development via the Alludo platform to support the achievement of their annual SMART Goals. Utilizing this platform is mandatory for all staff members to enhance their technical and instructional competencies this year. In addition, all staff successfully completed the Safe Schools mandated training this month.

AI in Action 201


Due to presenter illness, the December professional development on AI in the classroom has been rescheduled to February.



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.



Disneyland Day for CTE & YALE Students

 Disney Leadership Workshop





Los Angeles

NOVEMBER 2023





Los Angeles

NOVEMBER 2023



[CalPac Student Cookbook](#)

[CalPac Winter Crafts](#)

CalPac Cares Bingo Challenge





Los Angeles

NOVEMBER 2023



Future Projects

Great Kindness Challenge
School Site Council Meeting
Second Semester Kick-Off





CPCS San Diego School Highlights

DECEMBER

ROOTED
Growing Together

2023 - 2024

Current Enrollment

251

10 pre-enroll

Program Highlights

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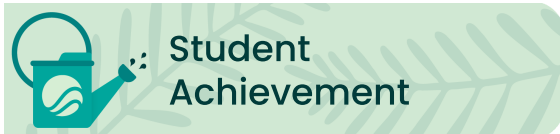


San Diego

NOVEMBER 2023

Disney Leadership Day, and San Diego State University offered a captivating blend of goal planning and wonder, providing a fitting finale to a busy and rewarding month.

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First Semester Countdown

The countdown to Winter Break has begun, but the pace hasn't slowed at CPCS. Staff and students are locked in a final push, fueled by the approaching end of the semester. Progress conferences are in full swing, with dedicated teachers following up with students and crafting individualized academic plans for a strong and successful first semester. Students were focused on tackling outstanding assignments, and determined to wrap up the semester upon return from Winter Break. It's a time of focused effort and shared determination to finish strong and enjoy the well-deserved break ahead.

CTE Academy Update

The CTE Academy had its fourth meeting of the year. Students had the opportunity to hear from Brandon Law (CEO and founder of Oasis eDiscovery) who recently sold his educational technology company for over \$50 million dollars. Students were allowed to ask questions about his business career journey, starting with getting fired from Dominos to becoming one of the biggest eDiscovery companies in his sector. His interview focused on the skills and habits that have helped make him successful through the highs and lows of his career.





San Diego

NOVEMBER 2023

Alludo Professional Development

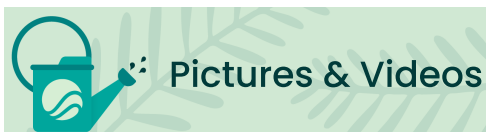
Throughout the year, the staff will continue their self-paced professional development via the Alludo platform to support the achievement of their annual SMART Goals. Utilizing this platform is mandatory for all staff members to enhance their technical and instructional competencies this year. In addition, all staff successfully completed the Safe Schools mandated training this month.

AI in Action 201

Due to presenter illness, the December professional development on AI in the classroom has been rescheduled to February.



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.



Disneyland Day for CTE & YALE Students

▶ Disney Leadership Workshop





San Diego

NOVEMBER 2023





San Diego

NOVEMBER 2023



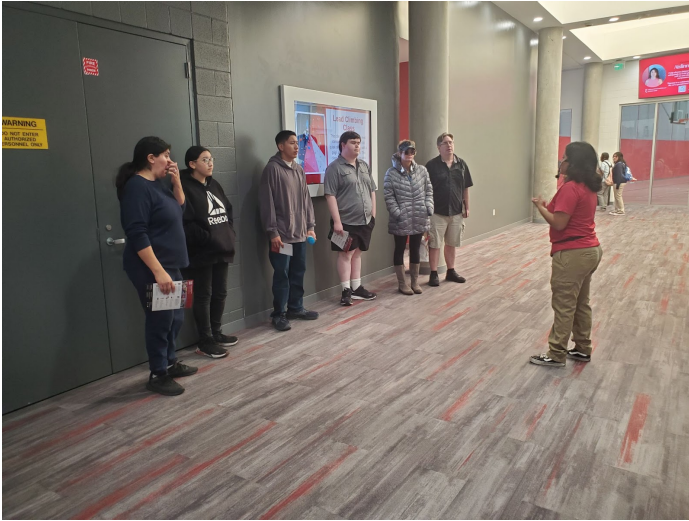
San Diego State University Tour Field Trip





San Diego

NOVEMBER 2023



San Diego Safari Park Field Trip





San Diego

NOVEMBER 2023



[CalPac Student Cookbook](#)

[CalPac Winter Crafts](#)





San Diego

NOVEMBER 2023

CalPac Cares Bingo Challenge



Great Kindness Challenge
School Site Council Meeting
Second Semester Kick-Off





CPCS Sonoma School Highlights

DECEMBER

ROOTED
Growing Together

2023 - 2024

Current Enrollment

150

11 pre-enroll

Program Highlights

December at CPCS was a whirlwind of activity and anticipation. Though short, the month buzzed with the excitement of wrapping up 2023 and launching into Winter Break. Our focus was on ensuring smooth P1 attendance reporting and supporting students through success plans by fostering a spirit of goal-setting and self-improvement.

On the administrative front, we held enrollment lotteries and proudly published the third edition of our beloved schoolwide cookbook, a testament to our community's collaborative spirit. Meanwhile, classrooms embraced the theme of goal setting and habit building as we neared the end of the first semester.





Sonoma

NOVEMBER 2023

With December's tasks accomplished and festive cheer filling the air, CPCS staff and students alike eagerly awaited the joyous break, ready to recharge and return refreshed for the challenges and triumphs of the new year.



Student Achievement

First Semester Countdown

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Professional Development





Sonoma

NOVEMBER 2023

Alludo Professional Development

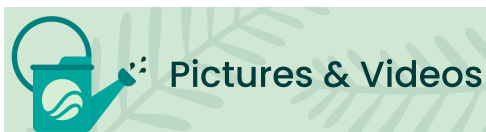
Throughout the year, the staff will continue their self-paced professional development via the Alludo platform to support the achievement of their annual SMART Goals. Utilizing this platform is mandatory for all staff members to enhance their technical and instructional competencies this year. In addition, all staff successfully completed the Safe Schools mandated training this month.

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[CalPac Student Cookbook](#)

[CalPac Winter Crafts](#)

CalPac Cares Bingo Challenge





Sonoma

NOVEMBER 2023



Future Projects

Great Kindness Challenge
School Site Council Meeting
Second Semester Kick-Off



Coversheet

Consent - Business/Financial Services

Section:	VIII. Consent
Item:	A. Consent - Business/Financial Services
Purpose:	
Submitted by:	
Related Material:	CalPac-LA Check Register December 2023.pdf CalPac-SD Check Register December 2023.pdf CalPac-SO Check Register December 2023.pdf J.P. Morgan Statement December 31 2023.pdf VIII.B.3. BUS Approval of 2024 IRS Mileage Reimbursement Rate.pdf Ewaste_Surplus E-waste list for Jan 2024.pdf

Company name: California Pacific Charter - Los Angeles
Report name: Check register
Created on: 1/2/2024
Location: 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Cha	Account no: 505911781					
	12/6/2023	ASSO000--Association of California School Administrators	101371144	3,610.51	23/24 Membership for Admin Team	55--California Pacific Charter - Los Angeles
	12/6/2023	CHAR001--Charter Impact	101371143	1,250.00	Payroll Services November 2023	55--California Pacific Charter - Los Angeles
	12/6/2023	VANG000--Vangie Akridge	20137002365	45.16	APLus+ Conference 10/23-25/23 Sacramento - Meal	55--California Pacific Charter - Los Angeles
		VANG000--Vangie Akridge	20137002365	10.25	APLus+ Conference 10/23-25/23 Sacramento - Mileage	55--California Pacific Charter - Los Angeles
	12/11/2023	CORN002--Cornerstone Educational Solutions	101371146	1,700.00	Psychological Evaluation Services Nov 2023	55--California Pacific Charter - Los Angeles
	12/11/2023	WORL000--Worldwide Express	101371149	197.13	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	12/11/2023	ALLS001--All Systems Go!	101371148	500.00	Marketing for November 2023	55--California Pacific Charter - Los Angeles
	12/11/2023	EMHS000--EMH Sports USA, Inc.	101371150	522.50	APE Services October 2023	55--California Pacific Charter - Los Angeles
	12/11/2023	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371147	185.94	Legal Services for for October 2023	55--California Pacific Charter - Los Angeles
	12/12/2023	WORL000--Worldwide Express	101371163	153.03	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	12/12/2023	WORL000--Worldwide Express	101371162	31.11	Shipping for CPC-LA	55--California Pacific Charter - Los Angeles
	12/12/2023	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371164	28.50	Legal Services for November 2023	55--California Pacific Charter - Los Angeles
	12/12/2023	ALPH000--Alpha Vision, Inc.	101371161	189.50	December 2023- CalPac Datto Monthly Backupify G - Suite Cloud to Cloud Email and Dr	55--California Pacific Charter - Los Angeles
	12/12/2023	ECCI000--ECC Imaging LLC.	101371160	20.31	10/11/23 to 11/10/23 coverage period	55--California Pacific Charter - Los Angeles
	12/12/2023	PITN001--Pitney Bowes Inc.	101371158	22.89	Pitney Bowles Cleaning Kit for Meter	55--California Pacific Charter - Los Angeles

Company name: California Pacific Charter - Los Angeles
Report name: Check register
Created on: 1/2/2024
Location: 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Cha	Account no: 505911781					
	12/12/2023	WPSP001--Western Psychological Services	101371157	13.50	SpEd Caregiver/Parent Interview 23/24 SY	55--California Pacific Charter - Los Angeles
	12/12/2023	DELA000--De Lage Landen Financial Services Inc.	101371153	254.30	Copier Lease for December 2023	55--California Pacific Charter - Los Angeles
	12/12/2023	PHIL000--Philadelphia Insurance Companies	20137002369	2,324.80	December Insurance Premiums	55--California Pacific Charter - Los Angeles
	12/12/2023	TSWT000--TSW Therapy, Inc.	20137002368	1,483.50	OT October 2023	55--California Pacific Charter - Los Angeles
	12/12/2023	JOCE001--Jocelin Jones	20137002371	53.12	California College Affordability Summit 11/7-8/23 - Mileage	55--California Pacific Charter - Los Angeles
		JOCE001--Jocelin Jones	20137002371	46.26	California College Affordability Summit 11/7-8/23 - Meals	55--California Pacific Charter - Los Angeles
	12/12/2023	PITN000--Pitney Bowes Global Financial Services LLC	20137002370	99.11	Postage machine lease- Dec 8 2023 to Mar 7 2024	55--California Pacific Charter - Los Angeles
	12/13/2023	TEXAS01--Texas Workforce Commission		16.10	Texas Unemployment Tax Services Late Filing Penalty Fee	55--California Pacific Charter - Los Angeles
	12/13/2023	CLIF000--Clifton Larson Allen LLP	20137002394	5,998.13	Audit Service Fees June 30, 2023	55--California Pacific Charter - Los Angeles
	12/13/2023	MISTY01--Get Psyched LLC (Misty Bonta)	101371165	2,087.50	Physchoeducational Assessments	55--California Pacific Charter - Los Angeles
	12/13/2023	RING000--RingCentral	20137002393	1,727.76	Monthly phone bill- November 2023	55--California Pacific Charter - Los Angeles
	12/13/2023	YENI001--Yeni Sandoval	20137002390	71.07	Meeting of the Minds Behavioral Health Conference In San Diego 10.11.23 - Y Sandoval	55--California Pacific Charter - Los Angeles
	12/13/2023	RBC001--R&B Communications, Inc.	20137002395	48.50	Service for enrollment lottery SY 23/24	55--California Pacific Charter - Los Angeles
	12/13/2023	AMAZ000--Amazon	20137002392	19.99	Art Enrichment Kit for student in CPC-LA	55--California Pacific Charter - Los Angeles
	12/13/2023	AMAZ000--Amazon	20137002391	16.92	Student supplies for student in CPC-LA	55--California Pacific Charter - Los Angeles

Company name: California Pacific Charter - Los Angeles
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Location: 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Cha	Account no: 505911781					
	12/13/2023	RENA001--Renaissance Learning, Inc.	20137002389	2,101.00	Curriculum for 23/24	55--California Pacific Charter - Los Angeles
	12/13/2023	ALIC001--Alice Pak	20137002388	26.67	CSDC 2023 Conference Anaheim 11/8-10/23 - Meals	55--California Pacific Charter - Los Angeles
		ALIC001--Alice Pak	20137002388	30.00	CSDC 2023 Conference Anaheim 11/8-10/23 - Parking	55--California Pacific Charter - Los Angeles
		ALIC001--Alice Pak	20137002388	16.80	CSDC 2023 Conference Anaheim 11/8-10/23 - Mileage	55--California Pacific Charter - Los Angeles
	12/13/2023	APPL001--Apple, Inc.	20137002387	816.35	2 Apple Ipads for SPED Students	55--California Pacific Charter - Los Angeles
	12/13/2023	RENA001--Renaissance Learning, Inc.	20137002378	17,894.20	Renewal for 24/25 SY	55--California Pacific Charter - Los Angeles
	12/13/2023	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002386	594.80	Legal Services for October 2023	55--California Pacific Charter - Los Angeles
	12/13/2023	HATC000--Hatch & Cesario, Attorneys-at-Law	20137002384	402.50	Legal Services for October 2023	55--California Pacific Charter - Los Angeles
	12/13/2023	TEAM001--TeamViewer Germany GmbH	20137002377	291.75	TeamViewer Business Subscription	55--California Pacific Charter - Los Angeles
	12/13/2023	GOGU000--GoGuardian	20137002382	250.00	Professional Development (PD) Sessions for 23/24 SY	55--California Pacific Charter - Los Angeles
	12/13/2023	UKG0001--UKG	20137002373	229.24	Sept 2023 and Oct 2023 : Incremental Subscriptions	55--California Pacific Charter - Los Angeles
	12/13/2023	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002385	188.65	Legal Services for October 2023	55--California Pacific Charter - Los Angeles
	12/13/2023	AMAZ000--Amazon	20137002380	143.91	Office supplies- bins for student supplies	55--California Pacific Charter - Los Angeles
	12/13/2023	TYLE001--Tyler Phipps	20137002372	68.30	CTE field trip - CPC-LA Students (7/15)	55--California Pacific Charter - Los Angeles

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Report name: Check register
Created on: 1/2/2024
Location: 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Cha	Account no: 505911781					
	12/13/2023	DEBI001--Debi Huber	20137002375	63.11	CTE field trip - CPC-LA Students (7/15)	55--California Pacific Charter - Los Angeles
	12/13/2023	GRET000--Gretchen Chamberlain	20137002374	44.80	CSDC 2023 Conference Anaheim 11/8-10/23 - Mileage	55--California Pacific Charter - Los Angeles
		GRET000--Gretchen Chamberlain	20137002374	20.00	CSDC 2023 Conference Anaheim 11/8-10/23 - Parking	55--California Pacific Charter - Los Angeles
	12/13/2023	ERIK001--Erika Stevens	20137002381	28.71	CSDC 2023 Conference Anaheim 11/8-10/23 - Meals	55--California Pacific Charter - Los Angeles
		ERIK001--Erika Stevens	20137002381	21.09	CSDC 2023 Conference Anaheim 11/8-10/23 - Mileage	55--California Pacific Charter - Los Angeles
	12/13/2023	KELL001--Kelly Rocha	20137002379	10.78	California College Affordability Summit 11/7-8/23 - Meal	55--California Pacific Charter - Los Angeles
		KELL001--Kelly Rocha	20137002379	25.09	California College Affordability Summit 11/7-8/23 - Mileage	55--California Pacific Charter - Los Angeles
	12/13/2023	AMAZ000--Amazon	20137002376	14.06	Headphones for student in CPC-LA	55--California Pacific Charter - Los Angeles
	12/14/2023	ALLS001--All Systems Go!	101371171	1,081.80	Marketing for December 2023	55--California Pacific Charter - Los Angeles
	12/14/2023	EMHS000--EMH Sports USA, Inc.	101371169	380.00	APE Services November 2023	55--California Pacific Charter - Los Angeles
	12/14/2023	CORN002--Cornerstone Educational Solutions	101371168	3,400.00	Pyschoeducational Evaluation	55--California Pacific Charter - Los Angeles
	12/14/2023	JENN001--Jennifer Byus	101371166	120.70	Lunch for students/chaperones CTE field trip	55--California Pacific Charter - Los Angeles
		JENN001--Jennifer Byus	101371166	17.65	Mileage/Parking for CTE field trip	55--California Pacific Charter - Los Angeles
	12/14/2023	VIVI001--Viviann Rodriquez	101371167	8.72	Mileage for InNOut field trip	55--California Pacific Charter - Los Angeles
	12/15/2023	TSWT000--TSW Therapy, Inc.	20137002410	2,208.00	OT Services November 2023	55--California Pacific Charter - Los Angeles
	12/15/2023	SHAN000--Shannon Green	20137002412	16.00	Audit Support Scanning	55--California Pacific Charter - Los Angeles

Company name: California Pacific Charter - Los Angeles
Report name: Check register
Created on: 1/2/2024
Location: 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Cha	Account no: 505911781					
	12/15/2023	AMAZ000--Amazon	20137002413	19.04	Headphones for a student in CPC-LA	55--California Pacific Charter - Los Angeles
	12/15/2023	AMAZ000--Amazon	20137002404	74.27	Office supplies- mailing for student supplies	55--California Pacific Charter - Los Angeles
	12/15/2023	AMAZ000--Amazon	20137002403	20.61	Technology Cables	55--California Pacific Charter - Los Angeles
	12/15/2023	AMAZ000--Amazon	20137002405	19.34	Student supplies for SPED/OT	55--California Pacific Charter - Los Angeles
	12/15/2023	AMAZ000--Amazon	20137002402	19.13	Headphones for student in CPC-LA	55--California Pacific Charter - Los Angeles
	12/15/2023	AMAZ000--Amazon	20137002406	19.04	Headphones for student in CPC-LA	55--California Pacific Charter - Los Angeles
	12/15/2023	WILL000--William J Howard Jr.	20137002400	56.69	Board Meeting Mileage November & December 2023	55--California Pacific Charter - Los Angeles
	12/15/2023	JILL001--Jill Stubbs	20137002397	31.52	Mileage for Safari Park field trip	55--California Pacific Charter - Los Angeles
		JILL001--Jill Stubbs	20137002397	13.66	Lunch for Safari Park field trip	55--California Pacific Charter - Los Angeles
		JILL001--Jill Stubbs	20137002397	32.45	Mileage for InNOut field trip	55--California Pacific Charter - Los Angeles
	12/15/2023	PATR001--Patrice Aguilar	20137002398	15.25	Lunch for Safari Park field trip	55--California Pacific Charter - Los Angeles
		PATR001--Patrice Aguilar	20137002398	23.01	Mileage for Safari Park field trip	55--California Pacific Charter - Los Angeles
		PATR001--Patrice Aguilar	20137002398	38.44	Mileage for InNOut Field Trip	55--California Pacific Charter - Los Angeles
	12/15/2023	PJNU001--PJ Nuzman	20137002399	74.72	Mileage for SD Safari Park field trip - LA students	55--California Pacific Charter - Los Angeles
	12/15/2023	REBE001--Rebecca Ockey	20137002396	76.36	Mileage for field trip	55--California Pacific Charter - Los Angeles
	12/18/2023	SANJ000--San Joaquin County Office of Education	101371176	2,000.00	CALPADS/SIS Data Integration	55--California Pacific Charter - Los Angeles
	12/18/2023	SARA001--Sarah Simkin	101371174	12.42	ASHA Convention Expenses 11/15/23-11/18/23 - Taxi	55--California Pacific Charter - Los Angeles

Company name: California Pacific Charter - Los Angeles
Report name: Check register
Created on: 1/2/2024
Location: 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Cha	Account no: 505911781					
		SARA001--Sarah Simkin	101371174	136.58	ASHA Convention Expenses 11/15/23-11/18/23 - Meals	55--California Pacific Charter - Los Angeles
	12/18/2023	JANE001--Jane Willson	101371175	41.45	Parent Square Conference Expenses 10/9/23-10/11/23 - Meals	55--California Pacific Charter - Los Angeles
		JANE001--Jane Willson	101371175	26.33	Parent Square Conference Expenses 10/9/23-10/11/23 - Mileage	55--California Pacific Charter - Los Angeles
	12/19/2023	SANC001--Josue Sanchez	20137002414	150.00	CalPac Student Video Session	55--California Pacific Charter - Los Angeles
	12/19/2023	JASO000--Jason D. McFaul	20137002415	5.98	Board Meeting Mileage 12/5/23	55--California Pacific Charter - Los Angeles
		JASO000--Jason D. McFaul	20137002415	5.98	Board Meeting Mileage 11/14/23	55--California Pacific Charter - Los Angeles
	12/20/2023	MELI001--Melissa Bearup	101371177	101.44	ASHA SpEd Conference Boston 11/15-18/23 - Meals	55--California Pacific Charter - Los Angeles
		MELI001--Melissa Bearup	101371177	1.60	ASHA SpEd Conference Boston 11/15-18/23 - Meals	55--California Pacific Charter - Los Angeles
		MELI001--Melissa Bearup	101371177	121.83	ASHA SpEd Conference Boston 11/15-18/23 - Mileage	55--California Pacific Charter - Los Angeles
		MELI001--Melissa Bearup	101371177	85.50	ASHA SpEd Conference Boston 11/15-18/23 - Parking	55--California Pacific Charter - Los Angeles
	12/21/2023	SHIR000--Shirley Peterson	1115077564	200.00	December 2023 Board Stipends - SP	55--California Pacific Charter - Los Angeles
	12/21/2023	KELL000--Kelly Wylie	1115077546	200.00	December 2023 Board Stipends - KW	55--California Pacific Charter - Los Angeles
	12/21/2023	TANY001--Tanya Rogers	1115078372	200.00	December 2023 Board Stipends - TR	55--California Pacific Charter - Los Angeles
	12/21/2023	WILL000--William J Howard Jr.	1115078384	200.00	December 2023 Board Stipends - WH	55--California Pacific Charter - Los Angeles
	12/21/2023	JASO000--Jason D. McFaul	1115077545	200.00	December 2023 Board Stipends - JM	55--California Pacific Charter - Los Angeles

Company name: California Pacific Charter - Los Angeles
Report name: Check register
Created on: 1/2/2024
Location: 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Cha	Account no: 505911781					
	12/21/2023	CHRI001--Christine Feher	20137002417	32.03	In-N-Out Field Trip 11/29/23 - Mileage	55--California Pacific Charter - Los Angeles
		CHRI001--Christine Feher	20137002417	13.98	Board Meeting 15/5/23 - Mileage	55--California Pacific Charter - Los Angeles
		CHRI001--Christine Feher	20137002417	13.98	Board Meeting 11/14/23 - Mileage	55--California Pacific Charter - Los Angeles
		CHRI001--Christine Feher	20137002417	13.98	Board Meeting 10/10/23 - Mileage	55--California Pacific Charter - Los Angeles
		CHRI001--Christine Feher	20137002417	19.72	CSDC Conference 11/8-10/23 - Mileage	55--California Pacific Charter - Los Angeles
		CHRI001--Christine Feher	20137002417	20.00	CSDC Conference 11/8-10/23 - Parking	55--California Pacific Charter - Los Angeles
		CHRI001--Christine Feher	20137002417	192.47	CSDC Conference 11/8-10/23 - Team Dinner	55--California Pacific Charter - Los Angeles
	12/21/2023	SANC001--Josue Sanchez	20137002416	225.00	CalPac Student Video Session and Edits	55--California Pacific Charter - Los Angeles
	12/22/2023	APPL001--Apple, Inc.	20137002418	816.34	2 Apple Ipads for Sped Students	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002425	105.60	SPED curriculum for student in CPC-LA	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002432	104.87	SPED TK curriculum for student in CPC-LA	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002427	51.95	SPED Curriculum	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002426	51.95	SPED curriculum	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002428	43.62	Office supplies	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002423	24.06	Office supplies	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002442	22.72	Office Supples for Office	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002441	16.70	Cleaning Supples for Office	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002438	31.53	Student materials for student in CPC-LA	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002437	31.53	Student materials for student in CPC-LA	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002436	31.31	Student materials for student in CPC-LA	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002435	28.66	SPED TK curriculum for student in CPC-LA	55--California Pacific Charter - Los Angeles

Company name: California Pacific Charter - Los Angeles
Report name: Check register
Created on: 1/2/2024
Location: 55--California Pacific Charter - Los Angeles

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Cha	Account no: 505911781					
	12/22/2023	AMAZ000--Amazon	20137002433	28.66	SPED TK curriculum for student in CPC-LA	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002439	28.66	SPED TK curriculum for student in CPC-LA	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002420	13.19	Supplies for field trips	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002431	11.50	Office supplies	55--California Pacific Charter - Los Angeles
	12/22/2023	APPL001--Apple, Inc.	20137002419	9.00	Expedited Shipping Charge for Apple Order	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002421	8.21	Office supplies	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002430	7.65	Office supplies	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002440	5.21	Cleaning Supples for Office	55--California Pacific Charter - Los Angeles
	12/22/2023	AMAZ000--Amazon	20137002422	3.92	Office supplies	55--California Pacific Charter - Los Angeles
Total for CHASE 1781				59,472.71		

Company name: California Pacific Charter - San Diego
Report name: Check register
Created on: 1/2/2024
Location: 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase	Account no: 505911781					
	12/6/2023	ASSO000--Association of California School Administrators	101371144	2,310.73	23/24 Membership for Admin Team	44--California Pacific Charter - San Diego
	12/6/2023	CHAR001--Charter Impact	101371143	800.00	Payroll Services November 2023	44--California Pacific Charter - San Diego
	12/6/2023	VANG000--Vangie Akridge	20137002365	28.90	APLus+ Conference 10/23-25/23 Sacramento - Meal	44--California Pacific Charter - San Diego
		VANG000--Vangie Akridge	20137002365	6.56	APLus+ Conference 10/23-25/23 Sacramento - Mileage	44--California Pacific Charter - San Diego
	12/11/2023	CORN002--Cornerstone Educational Solutions	101371146	5,100.00	Psychological Evaluation Services Nov 2023	44--California Pacific Charter - San Diego
	12/11/2023	ASTA001--ASTA-USA TRANSLATION SERVICES, INC	101371145	2,290.00	Translation Services	44--California Pacific Charter - San Diego
	12/11/2023	WORL000--Worldwide Express	101371149	76.80	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	12/11/2023	ALLS001--All Systems Go!	101371148	320.00	Marketing for November 2023	44--California Pacific Charter - San Diego
	12/11/2023	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371147	118.99	Legal Services for for October 2023	44--California Pacific Charter - San Diego
	12/12/2023	WORL000--Worldwide Express	101371163	68.73	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	12/12/2023	WORL000--Worldwide Express	101371162	31.11	Shipping for CPC-SD	44--California Pacific Charter - San Diego
	12/12/2023	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371164	18.24	Legal Services for November 2023	44--California Pacific Charter - San Diego
	12/12/2023	ALPH000--Alpha Vision, Inc.	101371161	121.28	December 2023- CalPac Datto Monthly Backupify G - Suite Cloud to Cloud Email and Dr	44--California Pacific Charter - San Diego
	12/12/2023	ECCI000--ECC Imaging LLC.	101371160	13.00	10/11/23 to 11/10/23 coverage period	44--California Pacific Charter - San Diego
	12/12/2023	PART000--Partners in Special Education	101371159	1,096.25	IEP Services October 2023	44--California Pacific Charter - San Diego
	12/12/2023	PITN001--Pitney Bowes Inc.	101371158	14.65	Pitney Bowles Cleaning Kit for Meter	44--California Pacific Charter - San Diego
	12/12/2023	WPSP001--Western Psychological Services	101371157	8.64	SpEd Caregiver/Parent Interview 23/24 SY	44--California Pacific Charter - San Diego
	12/12/2023	DELA000--De Lage Landen Financial Services Inc.	101371153	162.74	Copier Lease for December 2023	44--California Pacific Charter - San Diego
	12/12/2023	KATI001--Katherine Johnson	101371151	31.37	Mileage for field trip in CPC-SD	44--California Pacific Charter - San Diego
	12/12/2023	ELEN001--Elena Hoffman	101371156	2.10	Mileage for field trip in CPC-SD	44--California Pacific Charter - San Diego
	12/12/2023	PHIL000--Philadelphia Insurance Companies	20137002369	1,487.87	December Insurance Premiums	44--California Pacific Charter - San Diego
	12/12/2023	TSWT000--TSW Therapy, Inc.	20137002367	2,001.00	OT October 2023	44--California Pacific Charter - San Diego

Company name: California Pacific Charter - San Diego
Report name: Check register
Created on: 1/2/2024
Location: 44--California Pacific Charter - San Diego

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase	Account no: 505911781					
	12/12/2023	JOCE001--Jocelin Jones	20137002371	34.00	California College Affordability Summit 11/7-8/23 - Mileage	44--California Pacific Charter - San Diego
		JOCE001--Jocelin Jones	20137002371	29.61	California College Affordability Summit 11/7-8/23 - Meals	44--California Pacific Charter - San Diego
	12/12/2023	PITN000--Pitney Bowes Global Financial Services LLC	20137002370	63.42	Postage machine lease- Dec 8 2023 to Mar 7 2024	44--California Pacific Charter - San Diego
	12/13/2023	TEXAS01--Texas Workforce Commission		10.30	Texas Unemployment Tax Services Late Filing Penalty Fee	44--California Pacific Charter - San Diego
	12/13/2023	CLIF000--Clifton Larson Allen LLP	20137002394	3,838.79	Audit Service Fees June 30, 2023	44--California Pacific Charter - San Diego
	12/13/2023	RING000--RingCentral	20137002393	1,105.77	Monthly phone bill- November 2023	44--California Pacific Charter - San Diego
	12/13/2023	YENI001--Yeni Sandoval	20137002390	45.48	Meeting of the Minds Behavioral Health Conference In San Diego 10.11.23 - Y Sandoval	44--California Pacific Charter - San Diego
	12/13/2023	RBC001--R&B Communications, Inc.	20137002395	31.04	Service for enrollment lottery SY 23/24	44--California Pacific Charter - San Diego
	12/13/2023	RENA001--Renaissance Learning, Inc.	20137002389	1,344.64	Curriculum for 23/24	44--California Pacific Charter - San Diego
	12/13/2023	ALIC001--Alice Pak	20137002388	10.75	CSDC 2023 Conference Anaheim 11/8-10/23 - Mileage	44--California Pacific Charter - San Diego
		ALIC001--Alice Pak	20137002388	19.20	CSDC 2023 Conference Anaheim 11/8-10/23 - Parking	44--California Pacific Charter - San Diego
		ALIC001--Alice Pak	20137002388	17.06	CSDC 2023 Conference Anaheim 11/8-10/23 - Meals	44--California Pacific Charter - San Diego
	12/13/2023	APPL001--Apple, Inc.	20137002387	816.34	2 Apple Ipads for SPED Students	44--California Pacific Charter - San Diego
	12/13/2023	RENA001--Renaissance Learning, Inc.	20137002378	11,452.29	Renewal for 24/25 SY	44--California Pacific Charter - San Diego
	12/13/2023	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002386	380.67	Legal Services for October 2023	44--California Pacific Charter - San Diego
	12/13/2023	HATC000--Hatch & Cesario, Attorneys-at-Law	20137002384	257.60	Legal Services for October 2023	44--California Pacific Charter - San Diego
	12/13/2023	TEAM001--TeamViewer Germany GmbH	20137002377	186.72	TeamViewer Business Subscription	44--California Pacific Charter - San Diego
	12/13/2023	GOGU000--GoGuardian	20137002382	160.00	Professional Development (PD) Sessions for 23/24 SY	44--California Pacific Charter - San Diego
	12/13/2023	UKG0001--UKG	20137002373	146.71	Sept 2023 and Oct 2023 : Incremental Subscriptions	44--California Pacific Charter - San Diego
	12/13/2023	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002385	120.74	Legal Services for October 2023	44--California Pacific Charter - San Diego
	12/13/2023	AMAZ000--Amazon	20137002380	92.09	Office supplies- bins for student supplies	44--California Pacific Charter - San Diego

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Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase	Account no: 505911781					
	12/13/2023	TYLE001--Tyler Phipps	20137002372	68.31	CTE field trip - CPC-SD Students (7/15)	44--California Pacific Charter - San Diego
	12/13/2023	DEBI001--Debi Huber	20137002375	63.10	CTE field trip - CPC-SD Students (7/15)	44--California Pacific Charter - San Diego
	12/13/2023	GRET000--Gretchen Chamberlain	20137002374	28.67	CSDC 2023 Conference Anaheim 11/8-10/23 - Mileage	44--California Pacific Charter - San Diego
		GRET000--Gretchen Chamberlain	20137002374	12.80	CSDC 2023 Conference Anaheim 11/8-10/23 - Parking	44--California Pacific Charter - San Diego
	12/13/2023	ERIK001--Erika Stevens	20137002381	18.37	CSDC 2023 Conference Anaheim 11/8-10/23 - Meals	44--California Pacific Charter - San Diego
		ERIK001--Erika Stevens	20137002381	13.50	CSDC 2023 Conference Anaheim 11/8-10/23 - Mileage	44--California Pacific Charter - San Diego
	12/13/2023	KELL001--Kelly Rocha	20137002379	16.05	California College Affordability Summit 11/7-8/23 - Mileage	44--California Pacific Charter - San Diego
		KELL001--Kelly Rocha	20137002379	6.89	California College Affordability Summit 11/7-8/23 - Meal	44--California Pacific Charter - San Diego
	12/14/2023	ALLS001--All Systems Go!	101371171	692.35	Marketing for December 2023	44--California Pacific Charter - San Diego
	12/14/2023	CORN002--Cornerstone Educational Solutions	101371168	1,700.00	Pyschoeducational Evaluation	44--California Pacific Charter - San Diego
	12/14/2023	JENN001--Jennifer Byus	101371166	120.70	Lunch for students/chaperones CTE field trip	44--California Pacific Charter - San Diego
		JENN001--Jennifer Byus	101371166	17.65	Mileage/Parking for CTE field trip	44--California Pacific Charter - San Diego
	12/14/2023	VIVI001--Viviann Rodriguez	101371167	4.90	Mileage for InNOut field trip	44--California Pacific Charter - San Diego
	12/15/2023	BERK000--Berkshire Hathaway	3498083020TC	5,197.49	Worker's Comp November 2023	44--California Pacific Charter - San Diego
	12/15/2023	TSWT000--TSW Therapy, Inc.	20137002409	1,242.00	OT Services November 2023	44--California Pacific Charter - San Diego
	12/15/2023	SHAN000--Shannon Green	20137002412	10.24	Audit Support Scanning	44--California Pacific Charter - San Diego
	12/15/2023	APPL001--Apple, Inc.	20137002408	2,205.30	MacBook Pro 14 for IT Use with New Software	44--California Pacific Charter - San Diego
	12/15/2023	AMAZ000--Amazon	20137002404	47.53	Office supplies- mailing for student supplies	44--California Pacific Charter - San Diego
	12/15/2023	AMAZ000--Amazon	20137002403	13.19	Technology Cables	44--California Pacific Charter - San Diego
	12/15/2023	AMAZ000--Amazon	20137002405	12.38	Student supplies for SPED/OT	44--California Pacific Charter - San Diego
	12/15/2023	AMAZ000--Amazon	20137002401	20.17	Art Enrichment Kit for student in CPC-SD	44--California Pacific Charter - San Diego
	12/15/2023	WILL000--William J Howard Jr.	20137002400	56.68	Board Meeting Mileage November & December 2023	44--California Pacific Charter - San Diego
	12/15/2023	JILL001--Jill Stubbs	20137002397	8.73	Lunch for Safari Park field trip	44--California Pacific Charter - San Diego
		JILL001--Jill Stubbs	20137002397	20.16	Mileage for Safari Park field trip	44--California Pacific Charter - San Diego
		JILL001--Jill Stubbs	20137002397	18.25	Mileage for InNOut field trip	44--California Pacific Charter - San Diego

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CHASE 1781 - Chase	Account no: 505911781					
	12/15/2023	PATR001--Patrice Aquilar	20137002398	14.72	Mileage for Safari Park field trip	44--California Pacific Charter - San Diego
		PATR001--Patrice Aquilar	20137002398	21.62	Mileage for InNOut Field Trip	44--California Pacific Charter - San Diego
		PATR001--Patrice Aquilar	20137002398	9.75	Lunch for Safari Park field trip	44--California Pacific Charter - San Diego
	12/15/2023	PJNU001--PJ Nuzman	20137002399	47.77	Mileage for SD Safari Park field trip - SD students	44--California Pacific Charter - San Diego
	12/15/2023	REBE001--Rebecca Ockey	20137002396	37.61	Mileage for field trip	44--California Pacific Charter - San Diego
	12/18/2023	CALI003--CaliforniaChoice	101371173	73,955.15	January 2024 Medical Premiums	44--California Pacific Charter - San Diego
	12/18/2023	SANJ000--San Joaquin County Office of Education	101371176	1,280.00	CALPADS/SIS Data Integration	44--California Pacific Charter - San Diego
	12/18/2023	SARA001--Sarah Simkin	101371174	87.41	ASHA Convention Expenses 11/15/23-11/18/23 - Meals	44--California Pacific Charter - San Diego
		SARA001--Sarah Simkin	101371174	7.95	ASHA Convention Expenses 11/15/23-11/18/23 - Taxi	44--California Pacific Charter - San Diego
	12/18/2023	JANE001--Jane Willson	101371175	16.85	Parent Square Conference Expenses 10/9/23-10/11/23 - Mileage	44--California Pacific Charter - San Diego
		JANE001--Jane Willson	101371175	26.52	Parent Square Conference Expenses 10/9/23-10/11/23 - Meals	44--California Pacific Charter - San Diego
	12/19/2023	SANC001--Josue Sanchez	20137002414	96.00	CalPac Student Video Session	44--California Pacific Charter - San Diego
	12/19/2023	JASO000--Jason D. McFaul	20137002415	5.98	Board Meeting Mileage 12/5/23	44--California Pacific Charter - San Diego
		JASO000--Jason D. McFaul	20137002415	5.99	Board Meeting Mileage 11/14/23	44--California Pacific Charter - San Diego
	12/20/2023	MELI001--Melissa Bearup	101371177	54.72	ASHA SpEd Conference Boston 11/15-18/23 - Parking	44--California Pacific Charter - San Diego
		MELI001--Melissa Bearup	101371177	64.92	ASHA SpEd Conference Boston 11/15-18/23 - Meals	44--California Pacific Charter - San Diego
		MELI001--Melissa Bearup	101371177	1.02	ASHA SpEd Conference Boston 11/15-18/23 - Meals	44--California Pacific Charter - San Diego
		MELI001--Melissa Bearup	101371177	77.97	ASHA SpEd Conference Boston 11/15-18/23 - Mileage	44--California Pacific Charter - San Diego
	12/21/2023	SHIR000--Shirley Peterson	1115077564	200.00	December 2023 Board Stipends - SP	44--California Pacific Charter - San Diego
	12/21/2023	KELL000--Kelly Wylie	1115077546	200.00	December 2023 Board Stipends - KW	44--California Pacific Charter - San Diego
	12/21/2023	TANY001--Tanya Rogers	1115078372	200.00	December 2023 Board Stipends - TR	44--California Pacific Charter - San Diego
	12/21/2023	WILL000--William J Howard Jr.	1115078384	200.00	December 2023 Board Stipends - WH	44--California Pacific Charter - San Diego
	12/21/2023	JASO000--Jason D. McFaul	1115077545	200.00	December 2023 Board Stipends - JM	44--California Pacific Charter - San Diego

Company name: California Pacific Charter - San Diego
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Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Chase	Account no: 505911781					
	12/21/2023	CHRI001--Christine Feher	20137002417	18.01	In-N-Out Field Trip 11/29/23 - Mileage	44--California Pacific Charter - San Diego
		CHRI001--Christine Feher	20137002417	123.18	CSDC Conference 11/8-10/23 - Team Dinner	44--California Pacific Charter - San Diego
		CHRI001--Christine Feher	20137002417	13.97	Board Meeting 10/10/23 - Mileage	44--California Pacific Charter - San Diego
		CHRI001--Christine Feher	20137002417	12.80	CSDC Conference 11/8-10/23 - Parking	44--California Pacific Charter - San Diego
		CHRI001--Christine Feher	20137002417	13.97	Board Meeting 15/5/23 - Mileage	44--California Pacific Charter - San Diego
		CHRI001--Christine Feher	20137002417	13.97	Board Meeting 11/14/23 - Mileage	44--California Pacific Charter - San Diego
		CHRI001--Christine Feher	20137002417	12.62	CSDC Conference 11/8-10/23 - Mileage	44--California Pacific Charter - San Diego
	12/21/2023	SANC001--Josue Sanchez	20137002416	144.00	CalPac Student Video Session and Edits	44--California Pacific Charter - San Diego
	12/22/2023	APPL001--Apple, Inc.	20137002418	2,190.30	MacBook Pro 14 SL for Teacher	44--California Pacific Charter - San Diego
		APPL001--Apple, Inc.	20137002418	816.35	2 Apple Ipads for Sped Students	44--California Pacific Charter - San Diego
	12/22/2023	AMAZ000--Amazon	20137002424	103.90	SPED curriculum for student in CPC-SD	44--California Pacific Charter - San Diego
	12/22/2023	AMAZ000--Amazon	20137002427	33.25	SPED Curriculum	44--California Pacific Charter - San Diego
	12/22/2023	AMAZ000--Amazon	20137002426	33.25	SPED curriculum	44--California Pacific Charter - San Diego
	12/22/2023	AMAZ000--Amazon	20137002428	27.92	Office supplies	44--California Pacific Charter - San Diego
	12/22/2023	AMAZ000--Amazon	20137002423	15.40	Office supplies	44--California Pacific Charter - San Diego
	12/22/2023	AMAZ000--Amazon	20137002442	14.54	Office Supplies for Office	44--California Pacific Charter - San Diego
	12/22/2023	AMAZ000--Amazon	20137002441	10.68	Cleaning Supplies for Office	44--California Pacific Charter - San Diego
	12/22/2023	AMAZ000--Amazon	20137002420	8.43	Supplies for field trips	44--California Pacific Charter - San Diego
	12/22/2023	AMAZ000--Amazon	20137002431	7.36	Office supplies	44--California Pacific Charter - San Diego
	12/22/2023	APPL001--Apple, Inc.	20137002419	5.76	Expedited Shipping Charge for Apple Order	44--California Pacific Charter - San Diego
	12/22/2023	AMAZ000--Amazon	20137002421	5.25	Office supplies	44--California Pacific Charter - San Diego
	12/22/2023	AMAZ000--Amazon	20137002430	4.90	Office supplies	44--California Pacific Charter - San Diego
	12/22/2023	AMAZ000--Amazon	20137002440	3.33	Cleaning Supplies for Office	44--California Pacific Charter - San Diego
	12/22/2023	AMAZ000--Amazon	20137002422	2.51	Office supplies	44--California Pacific Charter - San Diego
	12/26/2023	FEDE001--FedEx	101371178	99.54	Mail Fee for Office - SD	44--California Pacific Charter - San Diego
Total for CHASE 1781				128,434.73		

Company name: California Pacific Charter - Sonoma
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Created on: 1/2/2024
Location: 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Cha	Account no: 505911781					
	12/6/2023	ASSO000--Association of California School Administrators	101371144	1,299.78	23/24 Membership for Admin Team	95--California Pacific Charter - Sonoma
	12/6/2023	CHAR001--Charter Impact	101371143	450.00	Payroll Services November 2023	95--California Pacific Charter - Sonoma
	12/6/2023	EECS000--Effectual Educational Consulting Services	20137002364	2,180.55	PT & APE Services October 2023	95--California Pacific Charter - Sonoma
	12/6/2023	VANG000--Vangie Akridge	20137002365	16.26	APLus+ Conference 10/23-25/23 Sacramento - Meal	95--California Pacific Charter - Sonoma
		VANG000--Vangie Akridge	20137002365	3.69	APLus+ Conference 10/23-25/23 Sacramento - Mileage	95--California Pacific Charter - Sonoma
	12/11/2023	WORL000--Worldwide Express	101371149	267.10	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	12/11/2023	ALLS001--All Systems Go!	101371148	180.00	Marketing for November 2023	95--California Pacific Charter - Sonoma
	12/11/2023	EMHS000--EMH Sports USA, Inc.	101371150	475.00	APE Services October 2023	95--California Pacific Charter - Sonoma
	12/11/2023	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371147	66.94	Legal Services for for October 2023	95--California Pacific Charter - Sonoma
	12/12/2023	WORL000--Worldwide Express	101371163	56.25	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	12/12/2023	WORL000--Worldwide Express	101371162	18.65	Shipping for CPC-SO	95--California Pacific Charter - Sonoma
	12/12/2023	YMCL000--Law Offices of Young, Minney & Corr. LLP	101371164	10.26	Legal Services for November 2023	95--California Pacific Charter - Sonoma
	12/12/2023	ALPH000--Alpha Vision, Inc.	101371161	68.22	December 2023- CalPac Datto Monthly Backupify G - Suite Cloud to Cloud Email and Dr	95--California Pacific Charter - Sonoma
	12/12/2023	ECCI000--ECC Imaging LLC.	101371160	7.31	10/11/23 to 11/10/23 coverage period	95--California Pacific Charter - Sonoma
	12/12/2023	PART000--Partners in Special Education	101371159	143.75	IEP Services October 2023	95--California Pacific Charter - Sonoma
	12/12/2023	PITN001--Pitney Bowes Inc.	101371158	8.24	Pitney Bowles Cleaning Kit for Meter	95--California Pacific Charter - Sonoma
	12/12/2023	WPSP001--Western Psychological Services	101371157	4.86	SpEd Caregiver/Parent Interview 23/24 SY	95--California Pacific Charter - Sonoma
	12/12/2023	DELA000--De Lage Landen Financial Services Inc.	101371153	91.55	Copier Lease for December 2023	95--California Pacific Charter - Sonoma
	12/12/2023	ASTA001--ASTA-USA TRANSLATION SERVICES, INC	101371152	77.25	Translation Services	95--California Pacific Charter - Sonoma
	12/12/2023	PHIL000--Philadelphia Insurance Companies	20137002369	836.93	December Insurance Premiums	95--California Pacific Charter - Sonoma
	12/12/2023	JOCE001--Jocelin Jones	20137002371	19.12	California College Affordability Summit 11/7-8/23 - Mileage	95--California Pacific Charter - Sonoma
		JOCE001--Jocelin Jones	20137002371	16.65	California College Affordability Summit 11/7-8/23 - Meals	95--California Pacific Charter - Sonoma

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CHASE 1781 - Cha	Account no: 505911781					
	12/12/2023	PITN000--Pitney Bowes Global Financial Services LLC	20137002370	35.68	Postage machine lease- Dec 8 2023 to Mar 7 2024	95--California Pacific Charter - Sonoma
	12/12/2023	TSWT000--TSW Therapy, Inc.	20137002366	414.00	OT Services October 2023	95--California Pacific Charter - Sonoma
	12/13/2023	TEXAS01--Texas Workforce Commission		5.80	Texas Unemployment Tax Services Late Filing Penalty Fee	95--California Pacific Charter - Sonoma
	12/13/2023	CLIF000--Clifton Larson Allen LLP	20137002394	2,159.33	Audit Service Fees June 30, 2023	95--California Pacific Charter - Sonoma
	12/13/2023	MISTY01--Get Psyched LLC (Misty Bonta)	101371165	2,087.50	Physchoeducational Assessments	95--California Pacific Charter - Sonoma
	12/13/2023	RING000--RingCentral	20137002393	621.99	Monthly phone bill- November 2023	95--California Pacific Charter - Sonoma
	12/13/2023	YENI001--Yeni Sandoval	20137002390	25.59	Meeting of the Minds Behavioral Health Conference In San Diego 10.11.23 - Y Sandoval	95--California Pacific Charter - Sonoma
	12/13/2023	RBC001--R&B Communications, Inc.	20137002395	17.46	Service for enrollment lottery SY 23/24	95--California Pacific Charter - Sonoma
	12/13/2023	RENA001--Renaissance Learning, Inc.	20137002389	756.36	Curriculum for 23/24	95--California Pacific Charter - Sonoma
	12/13/2023	ALIC001--Alice Pak	20137002388	6.05	CSDC 2023 Conference Anaheim 11/8-10/23 - Mileage	95--California Pacific Charter - Sonoma
		ALIC001--Alice Pak	20137002388	10.80	CSDC 2023 Conference Anaheim 11/8-10/23 - Parking	95--California Pacific Charter - Sonoma
		ALIC001--Alice Pak	20137002388	9.60	CSDC 2023 Conference Anaheim 11/8-10/23 - Meals	95--California Pacific Charter - Sonoma
	12/13/2023	APPL001--Apple, Inc.	20137002387	408.17	Apple Ipad for SPED Student	95--California Pacific Charter - Sonoma
	12/13/2023	RENA001--Renaissance Learning, Inc.	20137002378	6,441.91	Renewal for 24/25 SY	95--California Pacific Charter - Sonoma
	12/13/2023	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002386	214.13	Legal Services for October 2023	95--California Pacific Charter - Sonoma
	12/13/2023	HATC000--Hatch & Cesario, Attorneys-at-Law	20137002384	144.90	Legal Services for October 2023	95--California Pacific Charter - Sonoma
	12/13/2023	TEAM001--TeamViewer Germany GmbH	20137002377	105.03	TeamViewer Business Subscription	95--California Pacific Charter - Sonoma
	12/13/2023	GOGU000--GoGuardian	20137002382	90.00	Professional Development (PD) Sessions for 23/24 SY	95--California Pacific Charter - Sonoma
	12/13/2023	UKG0001--UKG	20137002373	82.53	Sept 2023 and Oct 2023 : Incremental Subscriptions	95--California Pacific Charter - Sonoma
	12/13/2023	PROC000--Procopio, Cory, Hargreaves & Savitch LLP	20137002385	67.91	Legal Services for October 2023	95--California Pacific Charter - Sonoma

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CHASE 1781 - Cha	Account no: 505911781					
	12/13/2023	AMAZ000--Amazon	20137002380	51.81	Office supplies- bins for student supplies	95--California Pacific Charter - Sonoma
	12/13/2023	TYLE001--Tyler Phipps	20137002372	9.76	CTE field trip - CPC-SO Student (1/15)	95--California Pacific Charter - Sonoma
	12/13/2023	DEBI001--Debi Huber	20137002375	9.01	CTE field trip - CPC-SO Student (1/15)	95--California Pacific Charter - Sonoma
	12/13/2023	GRET000--Gretchen Chamberlain	20137002374	16.13	CSDC 2023 Conference Anaheim 11/8-10/23 - Mileage	95--California Pacific Charter - Sonoma
		GRET000--Gretchen Chamberlain	20137002374	7.20	CSDC 2023 Conference Anaheim 11/8-10/23 - Parking	95--California Pacific Charter - Sonoma
	12/13/2023	ERIK001--Erika Stevens	20137002381	7.59	CSDC 2023 Conference Anaheim 11/8-10/23 - Mileage	95--California Pacific Charter - Sonoma
		ERIK001--Erika Stevens	20137002381	10.34	CSDC 2023 Conference Anaheim 11/8-10/23 - Meals	95--California Pacific Charter - Sonoma
	12/13/2023	KELL001--Kelly Rocha	20137002379	3.88	California College Affordability Summit 11/7-8/23 - Meal	95--California Pacific Charter - Sonoma
		KELL001--Kelly Rocha	20137002379	9.03	California College Affordability Summit 11/7-8/23 - Mileage	95--California Pacific Charter - Sonoma
	12/13/2023	HATC000--Hatch & Cesario, Attorneys-at-Law	20137002383	35.00	Legal Services for October 2023	95--California Pacific Charter - Sonoma
	12/14/2023	ALLS001--All Systems Go!	101371171	389.45	Marketing for December 2023	95--California Pacific Charter - Sonoma
	12/14/2023	EMHS000--EMH Sports USA, Inc.	101371169	285.00	APE Services November 2023	95--California Pacific Charter - Sonoma
	12/14/2023	ASTA001--ASTA-USA TRANSLATION SERVICES, INC	101371170	332.00	Translation services December 2023	95--California Pacific Charter - Sonoma
	12/14/2023	CORN002--Cornerstone Educational Solutions	101371168	1,700.00	Pyschoeducational Evaluation	95--California Pacific Charter - Sonoma
	12/14/2023	JENN001--Jennifer Byus	101371166	2.25	Mileage/Parking for CTE field trip	95--California Pacific Charter - Sonoma
		JENN001--Jennifer Byus	101371166	15.41	Lunch for students/chaperones CTE field trip	95--California Pacific Charter - Sonoma
	12/15/2023	ASTA001--ASTA-USA TRANSLATION SERVICES, INC	101371172	2,049.45	Translation Services December 2023	95--California Pacific Charter - Sonoma
	12/15/2023	TSWT000--TSW Therapy, Inc.	20137002411	1,449.00	OT Services November 2023	95--California Pacific Charter - Sonoma
	12/15/2023	SHAN000--Shannon Green	20137002412	5.76	Audit Support Scanning	95--California Pacific Charter - Sonoma
	12/15/2023	AMAZ000--Amazon	20137002404	26.74	Office supplies- mailing for student supplies	95--California Pacific Charter - Sonoma
	12/15/2023	AMAZ000--Amazon	20137002407	56.03	Ipad Case for SPED Student Use	95--California Pacific Charter - Sonoma
	12/15/2023	AMAZ000--Amazon	20137002403	7.42	Technology Cables	95--California Pacific Charter - Sonoma
	12/15/2023	AMAZ000--Amazon	20137002405	6.96	Student supplies for SPED/OT	95--California Pacific Charter - Sonoma

Company name: California Pacific Charter - Sonoma
Report name: Check register
Created on: 1/2/2024
Location: 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Cha	Account no: 505911781					
	12/15/2023	WILL000--William J Howard Jr.	20137002400	56.67	Board Meeting Mileage November & December 2023	95--California Pacific Charter - Sonoma
	12/18/2023	SANJ000--San Joaquin County Office of Education	101371176	720.00	CALPADS/SIS Data Integration	95--California Pacific Charter - Sonoma
	12/18/2023	SARA001--Sarah Simkin	101371174	4.47	ASHA Convention Expenses 11/15/23-11/18/23 - Taxi	95--California Pacific Charter - Sonoma
		SARA001--Sarah Simkin	101371174	49.17	ASHA Convention Expenses 11/15/23-11/18/23 - Meals	95--California Pacific Charter - Sonoma
	12/18/2023	JANE001--Jane Willson	101371175	9.48	Parent Square Conference Expenses 10/9/23-10/11/23 - Mileage	95--California Pacific Charter - Sonoma
		JANE001--Jane Willson	101371175	14.92	Parent Square Conference Expenses 10/9/23-10/11/23 - Meals	95--California Pacific Charter - Sonoma
	12/19/2023	SANC001--Josue Sanchez	20137002414	54.00	CalPac Student Video Session	95--California Pacific Charter - Sonoma
	12/19/2023	JASO000--Jason D. McFaul	20137002415	5.98	Board Meeting Mileage 12/5/23	95--California Pacific Charter - Sonoma
		JASO000--Jason D. McFaul	20137002415	5.98	Board Meeting Mileage 11/14/23	95--California Pacific Charter - Sonoma
	12/20/2023	MELI001--Melissa Bearup	101371177	36.52	ASHA SpEd Conference Boston 11/15-18/23 - Meals	95--California Pacific Charter - Sonoma
		MELI001--Melissa Bearup	101371177	30.78	ASHA SpEd Conference Boston 11/15-18/23 - Parking	95--California Pacific Charter - Sonoma
		MELI001--Melissa Bearup	101371177	43.86	ASHA SpEd Conference Boston 11/15-18/23 - Mileage	95--California Pacific Charter - Sonoma
		MELI001--Melissa Bearup	101371177	0.57	ASHA SpEd Conference Boston 11/15-18/23 - Meals	95--California Pacific Charter - Sonoma
	12/21/2023	SHIR000--Shirley Peterson	1115077564	200.00	December 2023 Board Stipends - SP	95--California Pacific Charter - Sonoma
	12/21/2023	KELL000--Kelly Wylie	1115077546	200.00	December 2023 Board Stipends - KW	95--California Pacific Charter - Sonoma
	12/21/2023	TANY001--Tanya Rogers	1115078372	200.00	December 2023 Board Stipends - TR	95--California Pacific Charter - Sonoma
	12/21/2023	WILL000--William J Howard Jr.	1115078384	200.00	December 2023 Board Stipends - WH	95--California Pacific Charter - Sonoma
	12/21/2023	JASO000--Jason D. McFaul	1115077545	200.00	December 2023 Board Stipends - JM	95--California Pacific Charter - Sonoma
	12/21/2023	CHRI001--Christine Feher	20137002417	69.29	CSDC Conference 11/8-10/23 - Team Dinner	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137002417	7.20	CSDC Conference 11/8-10/23 - Parking	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137002417	13.97	Board Meeting 10/10/23 - Mileage	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137002417	13.97	Board Meeting 11/14/23 - Mileage	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137002417	13.97	Board Meeting 15/5/23 - Mileage	95--California Pacific Charter - Sonoma
		CHRI001--Christine Feher	20137002417	7.10	CSDC Conference 11/8-10/23 - Mileage	95--California Pacific Charter - Sonoma
	12/21/2023	SANC001--Josue Sanchez	20137002416	81.00	CalPac Student Video Session and Edits	95--California Pacific Charter - Sonoma
	12/22/2023	APPL001--Apple, Inc.	20137002418	408.17	Apple Ipad for Sped Students	95--California Pacific Charter - Sonoma

Company name: California Pacific Charter - Sonoma
Report name: Check register
Created on: 1/2/2024
Location: 95--California Pacific Charter - Sonoma

Bank	Date	Vendor	Document no.	Amount applied	Memo	Location
CHASE 1781 - Cha	Account no: 505911781					
	12/22/2023	AMAZ000--Amazon	20137002429	105.11	SPED curriculum for student in CPC-SO	95--California Pacific Charter - Sonoma
	12/22/2023	AMAZ000--Amazon	20137002427	18.70	SPED Curriculum	95--California Pacific Charter - Sonoma
	12/22/2023	AMAZ000--Amazon	20137002426	18.70	SPED curriculum	95--California Pacific Charter - Sonoma
	12/22/2023	AMAZ000--Amazon	20137002428	15.70	Office supplies	95--California Pacific Charter - Sonoma
	12/22/2023	AMAZ000--Amazon	20137002423	8.66	Office supplies	95--California Pacific Charter - Sonoma
	12/22/2023	AMAZ000--Amazon	20137002442	8.18	Office Supplies for Office	95--California Pacific Charter - Sonoma
	12/22/2023	AMAZ000--Amazon	20137002441	6.01	Cleaningq Supples for Office	95--California Pacific Charter - Sonoma
	12/22/2023	AMAZ000--Amazon	20137002434	28.73	SPED TK curriculum for student in CPC-SO	95--California Pacific Charter - Sonoma
	12/22/2023	AMAZ000--Amazon	20137002420	4.75	Supplies for field trips	95--California Pacific Charter - Sonoma
	12/22/2023	AMAZ000--Amazon	20137002431	4.14	Office supplies	95--California Pacific Charter - Sonoma
	12/22/2023	APPL001--Apple, Inc.	20137002419	3.24	Expedited Shipping Charge for Apple Order	95--California Pacific Charter - Sonoma
	12/22/2023	AMAZ000--Amazon	20137002421	2.96	Office supplies	95--California Pacific Charter - Sonoma
	12/22/2023	AMAZ000--Amazon	20137002430	2.75	Office supplies	95--California Pacific Charter - Sonoma
	12/22/2023	AMAZ000--Amazon	20137002440	1.87	Cleaningq Supples for Office	95--California Pacific Charter - Sonoma
	12/22/2023	AMAZ000--Amazon	20137002422	1.41	Office supplies	95--California Pacific Charter - Sonoma
	12/26/2023	FEDE001--FedEx	101371178	62.79	Mail Fee for Office - SO	95--California Pacific Charter - Sonoma
Total for CHASE 1781				29,429.09		

J.P.Morgan

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

ACCOUNT NUMBER	5563 7579 0010 0937
PAYMENT DUE DATE	01/23/2024
AMOUNT DUE	\$47,508.37
CURRENT BALANCE	\$47,508.37

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

AMOUNT
ENCLOSED \$

CALIFORNIA PACIFIC
SHANNON GREEN
4101 BIRCH STREET
SUITE 150
NEWPORT BEACH CA 92660-2236

** 0000000

556375790010093704750837047508378

PLEASE TEAR PAYMENT COUPON AT PERFORATION

STATEMENT MESSAGES

COMMERCIAL ACCOUNT SUMMARY

ORGANIZATION NAME: CALIFORNIA PACIFIC

ACCOUNT NUMBER: 5563757900100937

CLOSING DATE 12-29-23
CREDIT LIMIT 100,000
AVAILABLE CREDIT 52,492

FOR CUSTOMER SERVICE CALL:
1-800-316-6056

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

SEND BILLING INQUIRIES TO:

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

PREVIOUS BALANCE	35,465.85
PURCHASES AND OTHER CHARGES	49,012.42
CASH ADVANCES	.00
CREDITS	1,504.05
PAYMENTS	35,465.85-
LATE PAYMENT CHARGES	.00
CASH ADVANCE FEE	.00
FINANCE CHARGES	.00
NEW BALANCE	47,508.37
TOTAL PAYMENT DUE	47,508.37
DISPUTED AMOUNT	.00

ACCT. NUMBER: 5563 7579 0010 0937	CALIFORNIA PACIFIC
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COMMERCIAL ACCOUNT ACTIVITY				
CALIFORNIA PACIFIC 5563-7579-0010-0937			TOTAL COMMERCIAL ACTIVITY \$35,465.85CR	
ACCOUNTING CODE:				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-26	12-26		AUTO PAYMENT DEDUCTION	35,465.85 CR

INDIVIDUAL CARDHOLDER ACTIVITY					
DAISY CARLOS 5563-7500-0267-7217		CREDITS \$1,350.30	PURCHASES \$8,898.84	CASH ADV \$0.00	TOTAL ACTIVITY \$7,548.54
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
12-07	12-07	55432863341205517500456	ULINE *SHIP SUPPLIES 800-295-5510 WI P.O.S.: VICTOR SALES TAX: 1.55	30.80	
12-14	12-13	82711163347000021208463	BANKAROO SUBSCRIPTION MENLO PARK CA	20.00	
12-18	12-14	55429503350852516346939	PAYPAL *AALRR 4029357733 CA P.O.S.: 51634693 SALES TAX: 26.92	318.00	
12-18	12-18	55432863352209327051417	AWL*PEARSON EDUCATION PRSONCS.COM NJ	280.69	
12-20	12-19	55432863353209794314677	MYFAX SERVICE 866-563-9212 CA	12.00	
12-20	12-19	55432863353209794426422	MYFAX SERVICE 866-563-9212 CA	25.00	
12-22	12-21	55131583355828312111707	APPLE.COM/BILL CUPERTINO CA	199.99	
12-26	12-22	05436843356300346966633	4TE*CULLIGAN OF SANTA SANTA ANA CA	9.95	
12-26	12-22	55432863356200971645808	LABORLAWCENTER, LLC 800-745-9970 CA P.O.S.: 000000000000000000 SALES TAX: 2.48	50.03	
Total Purchasing Activity				\$946.46	
Travel Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
12-01	11-29	55417343335873351442521	DELTA 00621924019286 DELTA.COM CA OCKEY/REBECCA A DEPART: 02-25-24 P.O.S.: SALES TAX: \$0.00 LAX DL T AUS DL V LAX	261.80	
12-01	11-29	55417343335873351442653	DELTA 00621921651492 DELTA.COM CA GARCIA/MYCHAL J DEPART: 02-25-24 P.O.S.: SALES TAX: \$0.00 SMF DL T LAX DL T AUS DL X LAX DL X SMF	389.40	
12-01	11-30	55417343335873351442885	DELTA 00621922061176 DELTA.COM CA COLCORD/CEAN DEPART: 02-25-24 P.O.S.: SALES TAX: \$0.00 LAX DL T AUS DL V LAX	261.80	
12-01	11-29	55417343335873351443073	DELTA 00621926905832 DELTA.COM CA HESS/HOLLY LYNN DEPART: 02-25-24 P.O.S.: SALES TAX: \$0.00 SMF DL T LAX DL T AUS DL X LAX DL X SMF	389.40	

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

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-01	11-29	55417343335873351459913	DELTA 00621928994632 DELTA.COM CA STUBBS/JILL MIC DEPART: 02-25-24 P.O.S.: SALES TAX: \$0.00 LAX DL T AUS DL V LAX	261.80
12-01	11-29	55417343335873351459921	DELTA 00621926496446 DELTA.COM CA PETROCELLY/LISA DEPART: 02-25-24 P.O.S.: SALES TAX: \$0.00 LAX DL T AUS DL V LAX	261.80
12-14	12-12	55436873347173477814649	SHERATON UNIVERSAL HOT UNIVERSAL CTY CA 2417982 ARRIVAL: 01-24-24	578.65
12-14	12-12	55436873347173477819879	HILTON GARDEN INN SACRAMENTO CA 766327 ARRIVAL: 12-12-23	606.83
12-21	12-20	55417343355873551524925	DELTA 00621962175726 DELTA.COM CA HEMMINGER/NICOL DEPART: 02-26-24 P.O.S.: SALES TAX: \$0.00 ORF DL X ATL DL X AUS DL V DTW DL V ORF	592.40
12-21	12-19	55432863354200216075748	SOUTHWES 5262235470077 800-435-9792 TX GREEN/SHANNON STEVEN DEPART: 01-18-24 P.O.S.: SALES TAX: \$0.00 SMF WN E SNA WN E SMF	267.81
12-21	12-20	59174203354634001141930	AMERICAN 0012101587382 FORT WORTH TX BAYER/LESLEE DEPART: 02-25-24 P.O.S.: SALES TAX: \$0.00 ATW MQ V ORD AA V AUS MQ V ORD	658.40
12-21	12-20	59174203354634001146129	AMERICAN 0012101589818 FORT WORTH TX PALMERO/ELIZABETH DEPART: 02-25-24 P.O.S.: SALES TAX: \$0.00 ALB AA G CLT AA G AUS MQ N ORD	691.90
12-21	12-21	59174203355634001194375	AMERICAN 0012101656313 FORT WORTH TX PALMERO/ELIZABETH DEPART: 02-25-24 P.O.S.: SALES TAX: \$0.00 ALB AA S CLT AA S AUS MQ N ORD	662.91
12-22	12-20	55432863355200577354111	SOUTHWES 5262235669624 800-435-9792 TX AGUILAR/PATRICE MARI DEPART: 02-25-24 P.O.S.: SALES TAX: \$0.00 SAN WN T AUS WN F SAN	364.80
12-22	12-21	59174203356634001131483	AMERICAN 0012101826941 FORT WORTH TX BAYER/LESLEE DEPART: 02-25-24 P.O.S.: SALES TAX: \$0.00 CWA MQ G ORD MQ G AUS AA S ORD	688.40
12-26	12-23	02305373357500371053973	TST* DOG HAUS BIERGART HUNTINGTON BE CA	238.93
12-26	12-22	55432863357201272622065	SOUTHWES 5262236182409 800-435-9792 TX STUBBS/JILL MICHELLE DEPART: 02-25-24 P.O.S.: SALES TAX: \$0.00 SAN WN T AUS WN F SAN	364.80
12-26	12-21	59174203356978000285133	AMERICAN 00121015873825 FORT WORTH TX BAYER LESLEE DEPART: 02-25-24 P.O.S.: SALES TAX: \$0.00 ATW AA V ORD AA V AUS AA V ORD AA V ATW	658.40 CR
12-26	12-21	59174203356978000285190	AMERICAN 00121015898186 FORT WORTH TX PALMERO ELIZABETH DEPART: 02-25-24 P.O.S.: SALES TAX: \$0.00 ALB AA G CLT AA G AUS AA N ORD AA N ALB	691.90 CR

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

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-27	12-26	55436873361163611978989	HILTON GARDEN INN SAN DIEGO CA 00013639 ARRIVAL: 12-25-23	397.60
Total Travel Activity				\$6,589.13

Miscellaneous Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-18	12-15	82305093349000024345634	ULTIMATE SLP FARMINGTON CT	12.95
Total Miscellaneous Activity				\$12.95

CHRISTINE FEHER 5563-7500-1511-9595	CREDITS \$0.00	PURCHASES \$15,682.68	CASH ADV \$0.00	TOTAL ACTIVITY \$15,682.68
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-04	12-01	15270213335001167721053	GOOGLE ADS3267517799 MOUNTAIN VIEW CA	3,682.68
12-18	12-17	02682633352910008118179	GOOGLE*ADS3267517799 CC GOOGLE.COM CA P.O.S.: M37632864861 SALES TAX: 0.00	12,000.00
Total Purchasing Activity				\$15,682.68

ALEXIS MORFIN 5563-7500-4480-5891	CREDITS \$144.59	PURCHASES \$0.00	CASH ADV \$0.00	TOTAL ACTIVITY \$144.59
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-01	11-30	55429503334713066196432	ADOBE *ACROPRO SUBS 4085366000 CA	144.59 CR
Total Purchasing Activity				\$144.59 CR

CHRISTINE FEHER 5563-7580-2042-1526	CREDITS \$9.16	PURCHASES \$24,430.90	CASH ADV \$0.00	TOTAL ACTIVITY \$24,421.74
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-01	11-30	55429503334713022550540	ADOBE *ACROPRO SUBS 4085366000 CA P.O.S.: HB0342840237 SALES TAX: 0.00	14.99
12-01	11-30	82305093335000003478253	STAMPLI FOR 11-2023 MOUNTAIN VIEW CA	1,238.95
12-04	12-01	55429503335715235360574	CUSTOMINK LLC 8002934232 VA P.O.S.: 3S58ZVP2 SALES TAX: 0.00	164.61
12-04	12-01	55429503335717205624922	CUSTOMINK LLC 8002934232 VA P.O.S.: 13384542 SALES TAX: 488.44	7,736.20
12-04	12-01	55429503335719243752178	CALIFORNIA CHARTER SCH 2132441446 CA	450.00
12-04	12-02	82117553337000000071076	NAME-CHEAP.COM* WJ7XYK PHOENIX AZ	9.16
12-04	12-02	82117553337000000417378	NAME-CHEAP.COM* WJ7XYK PHOENIX AZ	9.16 CR

ACCT. NUMBER: 5563 7579 0010 0937

CALIFORNIA PACIFIC

INDIVIDUAL CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-07	12-06	12302023340000305436074	KIWICO, INC. MOUNTAIN VIEW CA	30.81
12-07	12-06	12302023340000405400079	KIWICO, INC. MOUNTAIN VIEW CA	30.81
12-07	12-06	12302023340000405426074	KIWICO, INC. MOUNTAIN VIEW CA	30.22
12-07	12-06	12302023340000606103076	KIWICO, INC. MOUNTAIN VIEW CA	30.26
12-07	12-06	55432863340205453247097	ABB*BOUDIN CATERING 415-283-1230 CA	80.19
12-07	12-06	82117553340000000712534	NAME-CHEAP.COM* FURG8R PHOENIX AZ	9.16
12-08	12-06	85177483341980047619702	PRESCHOOL PREP LLC DANVILLE CA P.O.S.: 109579-1701904642 SALES TAX: 7.50	107.45
12-08	12-06	85177483341980047619728	PRESCHOOL PREP LLC DANVILLE CA P.O.S.: 109581-1701905139 SALES TAX: 7.50	107.45
12-08	12-06	85177483341980047619751	PRESCHOOL PREP LLC DANVILLE CA P.O.S.: 109580-1701904927 SALES TAX: 7.50	107.45
12-08	12-06	85177483341980047619793	PRESCHOOL PREP LLC DANVILLE CA P.O.S.: 109582-1701905337 SALES TAX: 7.50	107.45
12-13	12-12	55480773346207555300853	ONTIMETEL DIALMYCALLS JUPITER FL	44.99
12-13	12-12	82305093346000020925754	CANVA* I03997-74661210 CAMDEN DE	70.00
12-14	12-13	82711163347000014878850	GRAMMARLY* M6TR6LX SAN FRANCISCO CA	2,958.00
12-18	12-16	15270213350000100049044	MSFT * E0800Q8LHX MSBILL.INFO WA	822.08
12-20	12-19	55429503353717440196733	ADOBE *CREATIVE CLOUD 4085366000 CA P.O.S.: BL2633776299 SALES TAX: 0.00	9,212.52
Total Purchasing Activity				\$23,353.59

Telecommunication Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-18	12-17	55432863351209226568165	ATT*BILL PAYMENT 800-288-2020 TX P.O.S.: 323923130 SALES TAX: 0.00	203.30
Total Activity				\$203.30

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-04	12-01	05436843336500242956498	PY *EXTRA STORAGE NEWP COSTA MESA CA P.O.S.: 0a4ef237-cc48-4 SALES TAX: 36.96	462.00
Total Travel Activity				\$462.00

Miscellaneous Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-18	12-17	12302023351000104249070	MAILCHIMP ATLANTA GA	82.87
12-20	12-20	55432863354200022678628	APPLE.COM/BILL 866-712-7753 CA	319.98
Total Miscellaneous Activity				\$402.85

CALIFORNIA PACIFIC CHARTER SCHOOLS**Agenda Item:****Date:** January 9, 2024

	Correspondence/Proposals/Reports
X	Consent Agenda
	Business/Financial Services
	Education/Student Services
X	Personnel Services
	Curriculum
	Policy Development

Item Requires Board Action: X**Item is for Information Only:** _____**Item:** Approval of 2024 IRS Mileage Reimbursement Rate**Background:**

Staff who use their personal vehicle to drive for work related business are entitled to receive reimbursement for their wear and gasoline. Each year the IRS approves a standard per mile rate for reimbursement. It is recommended the school's reimbursement rate align with the IRS established rate in order to ensure that employees are reimbursed for out-of-pocket business expenses in alignment with federal recommendations. The IRS approved a rate increase of 1.5 cents to \$0.67/mile in 2024 effective January 1.

It is recommended that the Board of Directors adopt the new IRS rate for mileage reimbursement, effective January 1, 2024, through December 31, 2024.

Fiscal Impact:

California Pacific Charter School-San Diego (Warner #1758)

Original 2023-24 mileage budget: \$5,520

Revised 2023-24 mileage budget: \$5,583

Increase: \$63

California Pacific Charter School-LA (Acton-Agua Dulce #1751)

Original 2023-24 mileage budget: \$7,500

Revised 2023-24 mileage budget: \$7,586

Increase: \$86

California Pacific Charter School-Sonoma (Guerneville #2037)

Original 2023-24 mileage budget: \$3,980

Revised 2023-24 mileage budget: \$4,026

Increase: \$46

Date	Serial Number	Brand	Model	DEVICE TYPE	ASSET TAG	DEPROVISIONED	NOTES
	Chromebooks that we are E-wasting (January board Meeting 2023)						
11/13/23	4K9V9FANC01963N	Samsung		4 CHROMEBOOK	LA-20210025		
11/14/23	4K9V9FER216543D	Samsung		4 CHROMEBOOK	LA-20210507		
11/14/23	5CD111P98L	HP	X360	CHROMEBOOK	LA-20210553		
11/14/23	4K9V9FCNB04594E	Samsung		4 CHROMEBOOK	SO-20210023		
11/14/23	4K9V9FANC17980L	Samsung		4 CHROMEBOOK	LA-20210392		
11/28/23	4K9V9FFR120318F	Samsung		4 CHROMEBOOK	SD-20210066		
11/28/23	4K9V9FANC17826X	Samsung		4 CHROMEBOOK	SO-20210188		
11/28/23	5CD0140JDV	HP	G8	CHROMEBOOK	LA-20210263		
11/28/23	4K9V9FER216763T	Samsung		4 CHROMEBOOK	LA-20210479		
11/28/23	4K9V9FCR202303E	Samsung		4 CHROMEBOOK	LA-20210762		
12/4/23	WXQ9GP2WT9	Apple	iPad 9th Gen	iPad	NA		
12/11/23	4K9V9FFNB11050M	Samsung		4 CHROMEBOOK	LA-20210171		
12/11/23	4K9V9FER216437W	Samsung		4 CHROMEBOOK	LA-20210520		
12/11/23	MP1J2GCP	Lenovo	S340	Laptop	NA		
12/18/23	8SGV7S3	Dell	Inspiron 16	Laptop	0035		Mouse pad stop working
12/18/23	4K9V9FANC17734B	Samsung		4 CHROMEBOOK	SO-20210184		
12/19/23	4K9V9FDW600024V	Samsung		4 CHROMEBOOK	SD-20210632		
1/3/24	5CD119BQ9Q	HP	X360	CHROMEBOOK	SO-20210268	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P8VH	HP	X360	CHROMEBOOK	SD-20210441	YES	Sending to vendor for buyback January 2024
1/3/24	5CD119BQQ4	HP	X360	CHROMEBOOK	SO-20210269	YES	Sending to vendor for buyback January 2024
1/3/24	5CD119BQDW	HP	X360	CHROMEBOOK	SO-20210270	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P98P	HP	X360	CHROMEBOOK	SO-20210259	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P90P	HP	X360	CHROMEBOOK	SD-20210438	YES	Sending to vendor for buyback January 2024
1/3/24	5CD119BQ91	HP	X360	CHROMEBOOK	SO-20210274	YES	Sending to vendor for buyback January 2024
1/3/24	5CD119BQP6	HP	X360	CHROMEBOOK	SO-20210273	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P6V2	HP	X360	CHROMEBOOK	SD-20210437	YES	Sending to vendor for buyback January 2024
1/3/24	5CD119BQP2	HP	X360	CHROMEBOOK	SO-20210271	YES	Sending to vendor for buyback January 2024
1/3/24	5CD119BQBP	HP	X360	CHROMEBOOK	LA-20210590	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P953	HP	X360	CHROMEBOOK	SO-20210256	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P98J	HP	X360	CHROMEBOOK	SO-20210250	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P7L3	HP	X360	CHROMEBOOK	SD-20210427	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P6T1	HP	X360	CHROMEBOOK	SD-20210425	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P962	HP	X360	CHROMEBOOK	SD-20210446	YES	Sending to vendor for buyback January 2024
1/3/24	5CD119BQDV	HP	X360	CHROMEBOOK	SO-20210265	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111KBVY	HP	X360	CHROMEBOOK	SD-20210430	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P7KT	HP	X360	CHROMEBOOK	SD-20210432	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P6T5	HP	X360	CHROMEBOOK	SD-20210449	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P96N	HP	X360	CHROMEBOOK	SD-20210433	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P6TK	HP	X360	CHROMEBOOK	SD-20210420	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P6SD	HP	X360	CHROMEBOOK	SD-20210450	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P982	HP	X360	CHROMEBOOK	SO-20210261	YES	Sending to vendor for buyback January 2024

1/3/24	5CD111P95W	HP	X360	CHROMEBOOK	SO-20210258	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P9CW	HP	X360	CHROMEBOOK	SD-20210428	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P65R	HP	X360	CHROMEBOOK	SD-20210453	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P6V8	HP	X360	CHROMEBOOK	SD-20210421	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P96K	HP	X360	CHROMEBOOK	SD-20210435	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P9CR	HP	X360	CHROMEBOOK	LA-20210554	YES	Sending to vendor for buyback January 2024
1/3/24	5CD119BQ4B	HP	X360	CHROMEBOOK	LA-20210591	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P9CN	HP	X360	CHROMEBOOK	SD-20210448	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P6SX	HP	X360	CHROMEBOOK	SD-20210442	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P6V1	HP	X360	CHROMEBOOK	SD-20210426	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P7ZP	HP	X360	CHROMEBOOK	LA-20210574	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P6SY	HP	X360	CHROMEBOOK	LA-20210576	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P93K	HP	X360	CHROMEBOOK	LA-20210562	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P825	HP	X360	CHROMEBOOK	LA-20210568	YES	Sending to vendor for buyback January 2024
1/3/24	5CD119BQ92	HP	X360	CHROMEBOOK	LA-20210599	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P9CD	HP	X360	CHROMEBOOK	LA-20210563	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P812	HP	X360	CHROMEBOOK	LA-20210573	YES	Sending to vendor for buyback January 2024
1/3/24	5CD119BQP7	HP	X360	CHROMEBOOK	LA-20210594	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P8XD	HP	X360	CHROMEBOOK	SO-20210262	YES	Sending to vendor for buyback January 2024
1/3/24	5CD119BQNL	HP	X360	CHROMEBOOK	LA-20210598	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P6TD	HP	X360	CHROMEBOOK	SO-20210251	YES	Sending to vendor for buyback January 2024
1/3/24	5CD111P9B9	HP	X360	CHROMEBOOK	LA-20210582	YES	Sending to vendor for buyback January 2024

Coversheet

Consent - Personnel Services

Section: VIII. Consent
Item: B. Consent - Personnel Services
Purpose: Vote
Submitted by:
Related Material:

BUS Employee Handbook Revisions January 2024.docx.pdf
2024 Employee Handbook Revisions 1.2024.pdf
DRAFT Employee Handbook JANUARY 2024.pdf
2024-2025 Certificated Employee Work Year Calendars 185-220.xlsx - 175 Days CertSub Teacher .pdf
2024-2025 Certificated Employee Work Year Calendars 185-220.xlsx - 185 Days Certificated Teacher.pdf
2024-2025 Certificated Employee Work Year Calendars 185-220.xlsx - 190 Days Certificated Teacher.pdf
2024-2025 Certificated Employee Work Year Calendars 185-220.xlsx - 200 Days Certificated.pdf
2024-2025 Certificated Employee Work Year Calendars 185-220.xlsx - 205 Days Certificated.pdf
2024-2025 Certificated Employee Work Year Calendars 185-220.xlsx - 220 Days Certificated.pdf
2024-2024 CLASSIFIED Employee Work Year Calendars.xlsx - 170 Classified Tutor.pdf
2024-2024 CLASSIFIED Employee Work Year Calendars.xlsx - 175 Classified.pdf
2024-2024 CLASSIFIED Employee Work Year Calendars.xlsx - 185 Classified.pdf
2024-2024 CLASSIFIED Employee Work Year Calendars.xlsx - 12 Month Classified.pdf
BUS Alliant International University Student Teacher-Intern MOU 01-01-2024.pdf
Alliant_-_California_Pacific_Charter-Schools-MOU-2024_2023-12-14.pdf

CALIFORNIA PACIFIC CHARTER SCHOOLS**Agenda Item:****Date:** January 9, 2024

	Correspondence/Proposals/Reports
X	Consent Agenda
	Business/Financial Services
	Education/Student Services
X	Personnel Services
	Curriculum
	Policy Development

Item Requires Board Action: _____**Item is for Information Only:** _____**Item:** Approve revisions to the Employee Handbook**Background:**

Each year staff review changes in employment law and best practices in human resources in order to ensure the Employee Handbook and board policies are in compliance. Following review and approval from the Board of Directors, the revisions to the Handbook will be provided to each employee electronically through the internal human resources information system. The proposed changes to the Employee Handbook have been outlined in a revisions summary document for reference.

It is recommended the Board approve the revisions to the Employee Handbook and direct staff to provide the revisions to all employees for acknowledgement.

Fiscal Impact:

None

CALIFORNIA PACIFIC CHARTER SCHOOLS - EMPLOYEE HANDBOOK REVISIONS January 9, 2024

Bold/Italics to indicate new text

Strikethrough to reflect text being removed

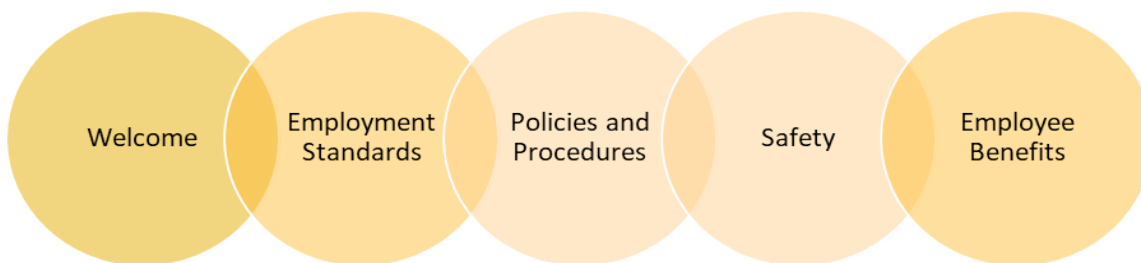
Location	Item
Section VIII, B. Paid Sick Leave	<p>Revise: Paid Sick Leave for Part-Time staff in compliance with California State Law effective 1/1/2024</p> <p>2. Paid Sick Leave – Part Time, Per Diem, Seasonal, and Temporary Employees</p> <p>The School provides all part-time (less than 60% FTE), per diem, seasonal and temporary employees who work at least 30 days in California within a year with at least 24 40 hours (3 5 days) of paid sick leave in a 12 month period. Employees will be paid at their regular hourly rate when they take paid sick leave.</p> <p>Employees start accruing hours on the first day of employment and must work for 30 days before they can take sick leave. Employees earn at least 1 hour of paid leave for every 30 hours worked. Employees may accrue more than 24 40 hours (3 5 days) of paid sick leave in a year. Sick leave accrual will be capped at 48 80 hours (6 10 days), in compliance with both state and city ordinances.</p>
Section VIII, F. Bereavement Leave	<p>Add: Reproductive Loss Leave to the Bereavement Policy in compliance with California State Law effective 1/1/2024. State law now requires up to five days of unpaid leave for reproductive loss. This recommendation would afford employees five days of paid leave within the bereavement policy.</p> <ul style="list-style-type: none"> Employees are allowed up to five (5) consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's parent, stepparent, parent-in-law, grandparent, brother, sister, stepsibling, or an adult who stood in loco parentis to the employee during childhood. <i>Additionally, an employee who experiences a reproductive loss through a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction may take up to five (5) consecutive days off with regular pay. This leave may be taken by any employee who would have been the parent. The leave must be completed within three months of the loss and days can be taken intermittently. This leave does not run concurrently with CFRA or PDL. For employees who experience multiple losses, this leave is capped at no more than 20 days in a 12 month-period.</i>



California Pacific Charter Schools

Employee Handbook

January 2024



The Employee Handbook may not be changed in any way without express written approval from the Board of Directors.

Confirmation of Receipt of Handbook

I have received the School's revised Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with its policies and procedures, including the Schools policy for preventing discrimination, harassment and retaliation. I have been given the opportunity to ask any questions I might have about the policies in the Handbook.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School. The School reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the CEO or Board of Directors, no manager, supervisor, or representative of the School has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the CEO has the authority to make any such agreement and then only in writing, signed by the CEO or the Director of Human Resources on behalf of the CEO.

I understand and agree that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment and that employment at the School is employment at-will; employment may be terminated at the will of either the School or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the School and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with the School.

Employee's Name

Employee's Signature

Date signed

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Welcome to CalPac!

We are glad to have you on our team! You have joined an organization that focuses on the execution of high quality personalized learning using innovative delivery methods and technology to foster empowered, life-long learners. As an organization we seek to hire and retain high caliber individuals to meet our vision of extraordinary education.

The School complies with all federal and state employment laws, and this handbook generally reflects those laws. The School also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all employees. Please take the time now to read this handbook carefully and sign the acknowledgement to show that you have read, understand, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The School reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

We truly value our employees and have developed this handbook to assist you with understanding our policies, procedures, and performance expectations. Keep in mind that the employee is responsible for reading and understanding the handbook as well as any posted revisions; however, if anything is unclear to you, please discuss the matter with your supervisor or Human Resources (HR). As a team member we want you to have a long and successful career with us - where you can make an impact on student education. We sincerely hope that you will find your employment here to be one of enrichment, collaboration, and an overall professionally rewarding experience. If you have questions about your employment or any provisions in this handbook contact Human Resources.

We wish you success in your employment here at California Pacific Charter Schools!

Sincerely,
Christine Feher, Superintendent

About CalPac

Our Mission: 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.

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

Nurture - Foster an enriching school environment to nurture individuals academically, socially, and emotionally, so they are equipped to tackle academic challenges and become productive, responsible, ethical, creative, and compassionate members of society.

Build - Forge strong, positive connections with students so they can build confidence, achieve independence, meet current and future challenges, and develop social awareness, civic responsibility, and personal growth.

Grow - Provide our graduates with a foundation that will enable them to be college and career prepared to succeed in their post-secondary endeavors.

Our Core Values: CalPac CARES

Community, Accessible, Rigorous, Engaging, and Supportive

Right to Revise

This handbook is the employee's guide to understanding the provisions of their employment with California Pacific Charter Schools ("School"). Please be advised that written employment agreements between the School and individuals may replace some policies/procedures in this handbook. This handbook supersedes any and all prior published handbooks and any policy, memoranda, or benefits statements that are contrary to the policies that are outlined here.

The School reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. Any such changes to employment agreements must be in writing and must be signed by the CEO/Superintendent or designee.

Any written changes to this handbook will be distributed to all employees, so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the policies and procedures applicable to employees of the School. Employees are expected to abide by all policies in this handbook. Nothing in this handbook or in any other personnel documents creates or is intended to create a promise or representation of continued employment for any employee. Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of their employment.

At-Will Employment Status

School personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the School. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the School has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the School has the authority to make any such agreement, which is binding only if it is in writing and approved by the Board of Directors.

Though many items surrounding employment may be changed or updated (such as the eligibility of benefits, promotion, or leaves) the status as an at-will employee does not change — the employment relationship may be terminated with or without cause and with or without advance notice, at any time by the employee or the School.

Section I: Nondiscrimination Policies

A. Equal Employment Opportunity

The School is an equal opportunity employer and makes employment decisions on the basis of merit. Selections for employment focus on the candidates whose training and experience most closely align with the position requirements, and fit with the School's mission, vision, and values.

California Pacific Charter Schools (CPCS) is committed to promoting a discrimination-free and harassment-free educational and work environment. CPCS prohibits discrimination and harassment regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. CPCS also ensures equal opportunities

for education and prohibits retaliation for reporting any violation of this policy. Additionally, reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. The School's management is responsible for adherence to this policy; however, in the final analysis, attainment of this goal of equal employment opportunity and enrichment through diversity depends on the commitment and good faith effort of everyone.

The School will comply with all applicable equal employment and discrimination laws, including Title IX, the California Fair Employment and Housing Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and all other applicable laws. Additionally, Title IX prohibits discrimination on the basis of sex in education programs or activities by recipients of federal financial assistance. The School does not discriminate in the educational program or any activities which it operates, including employment in such programs and activities.

The School will continually strive to recruit and retain highly qualified employees and remain a competitive public school employer, including examining employee evaluation and compensation, and discipline/dismissal practices regularly.

In accordance with the School's Equal Employment and Nondiscrimination Policies, the School designates the following position(s) as the Title IX Coordinator and Coordinator for Nondiscrimination in Employment:

Mrs. Corrie Amador
 Director of Human Resources
 California Pacific Charter Schools
 940 South Coast Drive, Suite 185
 Costa Mesa, CA 92626
camador@cal-pacs.org
 (949) 996-4556

Any employee or job applicant who believes they have been or are being discriminated against or harassed in violation of School policy should, as appropriate, immediately contact their supervisor, the Title IX Coordinator, or the CEO, or any person they feel comfortable going to who shall advise the employee or applicant about the School's procedures for filing, investigating, and resolving any such complaint.

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with School's policy and regulation. Individuals may use the School's Uniform Complaint Procedures to address complaints of discrimination and harassment, including sex discrimination under Title IX. Annual notice of such policies will be provided to all employees, and a copy of such policies and procedures are available by contacting the Title IX Coordinator or HR.

Discrimination is considered a form of employee misconduct. Disciplinary action, up to and including dismissal, will be taken against any employee engaging in this type of behavior. Any supervisor or manager who has knowledge of such behavior, yet takes no action to end it, is also subject to disciplinary action up to and including dismissal.

B. Disability Accommodation

To comply with the Americans with Disabilities Act and all applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job as outlined in the applicable job description should contact the HR department and discuss the need for an accommodation. The School will engage in an interactive process with the employee to identify possible accommodations, if any, which will help the applicant or employee perform the job. The School will implement reasonable accommodations that do not impose undue hardship.

C. Anti-Harassment

The School is committed to providing a work environment free of harassment, discrimination, retaliation and abusive conduct as that term may be defined by statute or regulation then in effect at the time of the conduct. School policy prohibits conduct that is disrespectful, unprofessional as well as harassment based on actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists), color, creed, actual or perceived gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), marital status, registered domestic partner status, status as a victim of domestic violence, assault or stalking, age (40 and over), ethnicity, national origin or ancestry (including language use restrictions), citizenship, physical, intellectual or mental disability (including HIV and AIDS), medical condition (including cancer or a record or history of cancer, and genetic characteristics), family or medical leave status, sex (including pregnancy, childbirth, breastfeeding or a related medical condition), genetic information, sexual

orientation, political affiliation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

All such conduct violates school policy. The School's anti-harassment policy applies to all persons involved in the operation of the School and prohibits harassment, disrespectful or unprofessional conduct by any employee of the School, including supervisors and managers, as well as vendors, community providers, customers, independent contractors, and any other persons. It also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
2. Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
3. Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
4. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
5. Retaliation for reporting or threatening to report harassment; and
6. Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by the School policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by any sexual desire.

Harassment is considered a form of employee misconduct. Disciplinary action, up to and including dismissal, will be taken against any employee engaging in this type of behavior. Any supervisor or manager who has knowledge of such behavior, yet takes no action to end it, is also subject to disciplinary action.

It is the policy of the School that no one will be retaliated against for making a good

faith complaint of harassment or for cooperating in the investigation of a complaint.

An employee who believes they have been harassed, discriminated against or retaliated against may initiate the reporting process by contacting their supervisor, or, if appropriate, the next level of management (see Reporting procedure, which follows), any team member they feel most comfortable reporting to, or the HR department. All discrimination, harassment and retaliation complaints will be promptly investigated and will be treated confidentially to the extent possible, and appropriate action taken where warranted. Complaints made in good faith are protected from retaliation of any kind.

1. Sexual Harassment

The School is committed to providing a work environment that is free from sexual harassment and retaliation. Under no circumstances will sexual harassment be tolerated.

"Sexual harassment" means any unwelcome sexual advance, unwelcome requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational or work setting, whether it occurs between individuals of the same sex or individuals of opposite sexes, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status, employment, or progress.
2. Submission to, or rejection of, the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, work, or progress or has the purpose or effect of creating an intimidating, hostile, or offensive educational or working environment. The conduct is sufficiently severe, persistent, pervasive or objectively offensive, so as to create a hostile or abusive educational or working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the local agency.

"Verbal sexual harassment" includes, but is not limited to, unwelcome epithets, comments, or slurs of a sexual nature.

"Physical sexual harassment" includes, but is not limited to, assault, impeding or blocking movement, or any physical interference with work or school activities or movement when directed at an individual on the basis of sex.

"Visual sexual harassment" includes, but is not limited to, derogatory posters, cartoons, drawings, obscene gestures, or computer-generated images of a sexual nature.

"Educational environment" includes, but is not limited to, the following:

1. The main administration offices of the local agency.
2. Properties controlled or owned by the local agency.
3. Off-campus, if such activity is sponsored by the local agency, or is conducted by organizations sponsored by or under the jurisdiction of the local agency.

Sexual harassment has no place in the work environment and is prohibited by the School. Specifically, it must in no way be exercised for purposes of an intimidating effect on employment decisions such as promotion, dismissal, hiring, training, wage and salary increases, transfer, or any other matter that affects the ability of an employee to perform job duties.

Any employee who engages or participates in sexual harassment, or who aids, abets, incites, compels or coerces another to commit sexual harassment or retaliates against another individual is in violation of this policy and subject to disciplinary action up to and including dismissal.

Managers and supervisors are to ensure that no such intimidation or harmful atmosphere of unwelcome sexual overtones exist in their workplaces. Every effort should be made to sensitize themselves and their employees to the differences between purely social overtones and those intended to affect working conditions. Also, employees are responsible for respecting the rights of their co-workers. Any employee who feels they have been harassed or retaliated against, or has knowledge of any incident of harassment or retaliation on any protected basis shall immediately report such incidents to their immediate supervisor, HR, the CEO or the Title IX Coordinator and Coordinator for Nondiscrimination in Employment. If the supervisor is the harasser or has not responded to the complaint, or if not an employee, then the complainant should complain to any administrator without fear of reprisal. Employees may also report instances of sexual harassment through the School's Uniform Complaint Procedure without fear of reprisal.

2. Reporting

The School has an affirmative duty to take reasonable steps to prevent and correct discrimination and harassment. Supervisors, co-workers, and third parties are prohibited from engaging in unlawful behavior under the Fair Employment and Housing Act or any other applicable law. Please see the list of protected categories as stated in the Equal Employment Opportunity and Anti-Harassment sections of the handbook.

The School encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, manager, HR, CEO, or person they feel most comfortable and may file a complaint. The Uniform Complaint Procedures may be used for this purpose. Employees are entitled to report harassment to someone other than their direct supervisor. Supervisors are required to report all complaints to HR. In addition, the School encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and request that it be discontinued. The School recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures. Every effort will be made to keep such reports as confidential to the extent possible, although it is understood that an investigation will normally require the involvement of third parties. The School is serious about enforcing its policy against harassment, discrimination and retaliation. However, the School cannot resolve a harassment, discrimination or retaliation problem that it does not know about. Therefore, employees are responsible for bringing any such problems to the School's attention so it can take the necessary steps to correct the problem.

3. Investigation/Complaint Procedure

All complaints of harassment, including sexual harassment, discrimination or retaliation may be addressed through the School's Uniform Complaint Procedures. A complaint will be followed by prompt and thorough investigation conducted by an impartial and qualified individual. If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension or dismissal, depending on the nature and severity of the offense.

Complaints will be documented and the School will designate a qualified individual to track the complaint process.

a. Informal Procedure

If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should notify their immediate supervisor and/or the HR department who may, if the individual so requests, talk to the alleged offender on the individual's behalf. In addition, there may be instances in which an individual seeks only to discuss matters with one of the HR designated representatives, and such discussion is encouraged. An individual reporting harassment, discrimination or retaliation should be aware, though, that the School may decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal

procedure is not a required first step for the reporting individual.

b. Formal Procedure

As noted above, individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their supervisor or the HR department. The School encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly and thoroughly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigation process to the extent consistent with adequate investigation and appropriate corrective action. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the School believes appropriate under the circumstances.

4. Retaliation

Employees will not be retaliated against for complaining or participating in an investigation. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

5. Conclusion

This policy was developed to ensure that all employees can work in an environment free from harassment, discrimination and retaliation. The School will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has any questions or concerns about these policies should talk with their supervisor or the HR department. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of the School

prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

None of the procedures listed are intended to preclude an employee from pursuing claims of discrimination and/or harassment in any other forum available to the employee, including making reports of discrimination, harassment, and/or retaliation to the Department of Fair Employment and Housing and the U.S. Equal Employment Opportunity Commission.

Section II: Employment Requirements

A. Child Abuse and Neglect Reporting

Any employee who knows or reasonably suspects a child has been the victim of child abuse shall report the instance to a child protective agency. School employees are mandated reporters and are required to report instances of child abuse when the employee has a “reasonable suspicion” that child abuse has occurred. Reasonable suspicion arises when the facts surrounding the incident or suspicion could cause another person in the same situation to suspect child abuse.

Child abuse should be reported immediately by phone to a child protective agency or local law enforcement such as the police or sheriff’s department. Employees are advised to call the local Department of Family and Children’s Services (DFCS) to report child abuse and neglect. If there is a life-threatening emergency to a child however, call 9-1-1. The phone call to the DFCS is to be followed by a written report within 36 hours of receiving the information concerning the incident. There is no duty for the reporter to contact the child’s parents. In fact, if a child is released to a peace officer or a child protective agency agent, the reporter shall not notify the parent as required in other instances of removal.

Child abuse is broadly defined as “a physical injury that is inflicted by other than accidental means on a child by another person.” Child abuse can take the following several forms:

1. Sexual abuse: Sexual abuse means, in general, sexual assault or sexual exploitation. Sexual abuse does not include children who voluntarily engage in sexual activity with children of a similar age. Pregnancy of a minor does not, in and of itself, constitute suspicion of child abuse.
2. Neglect: Neglect occurs when a child’s custodian has failed to provide adequate “food, clothing, shelter, medical care, or supervision” that may or

may not have resulted in any physical injury.

3. Unlawful corporal punishment: Unlawful corporal punishment occurs when any person willfully harms or injures a child to such a degree that results in a traumatic condition.
4. Willful cruelty or unjustifiable punishment: Child abuse also includes the situation where any "person willfully causes or permits any child to suffer unjustifiable pain or mental suffering" or when any person endangers a child's health.

Confidentiality

A mandated reporter is required to give their name to DFCS. The identity of all persons who report shall be kept confidential by the School. Violation of statutory confidentiality is a misdemeanor. DFCS may reveal the names of reporting parties only to other investigative agencies as specified by law. No person required to report abuse will bear criminal liability for reporting. No supervisor or administrator may impede or prohibit reporting.

All employees, prior to commencing employment, are required to acknowledge the provisions of Penal Code Section 11166 regarding mandated reporting and will comply with those provisions as outlined in the employment agreement. All employees will also be subject to annual training as required by law.

Failure to Report

Failure to report suspected abuse is a misdemeanor punishable by imprisonment/fine. Any person who fails to report an instance of child abuse or neglect as required by the Child Abuse and Neglect Reporting Act is guilty of a misdemeanor with a punishment not to exceed six months in jail or \$1,000 or both.

B. Employee Access to Confidential Information

Each employee is responsible for safeguarding confidential information obtained during employment. In the course of the employee's work, the employee may have access to confidential information regarding students, parents, suppliers, other customers, or perhaps even fellow employees without consent from that individual. The employee has the responsibility of preventing the revealing or divulging of any such information unless it is necessary for the employee to do so in the performance of their duties and in accordance with law. Access to confidential information should be on a "need-to-know" basis and must be authorized by the CEO or designee. Any breach of this policy will not be tolerated and will lead to disciplinary action and possible legal action.

Please note the release of unauthorized confidential information may result in

immediate dismissal and the filing of criminal charges. Confidentiality of student information is a requirement of the law and great care must be taken to ensure it is protected. No student information will be released without the specific authorization of the CEO or designee. Employee information may be released as part of a Public Records Act request, for the purpose of employment verification with prior written approval by the employee, or as required by law.

C. Student Data/FERPA

All information contained in a student's records, including information contained in an electronic database, is confidential and maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). These records are the property of the School, whose responsibility it is to secure the information against loss, defacement, tampering or use by unauthorized persons. Staff is prohibited from discussing students' academic or personal information outside the scope of performing the duties of one's position. No student's files are to be taken off premises unless granted permission by the CEO or designee. Only teachers, administrative, and office personnel are permitted to review student's files. When a file is requested from the School office, it must be signed out and returned the same day. No student files, records, forms, communication or reports may be copied without express authorization from the CEO or designee. Under no circumstances may student information be used for an employee's personal use.

Employees may not remove any materials from any student's file. Files may not leave the office building without specific written authorization from the CEO or designee. Employees who access student files are responsible to secure their contents and maintain confidentiality.

D. Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflict of interest. Such a conflict occurs when an employee is in a position to influence a decision that may result in a personal gain for the employee or for a relative as a result of the School's business dealings.

1. Personal Financial Interest

All such persons shall be neither personally nor financially interested in any contract made by them or by the school that employs them. For purposes of this policy,

(1) "Personally interested" shall mean any situation where private and/or personal interests conflict with official duties and shall include non-economic interests such as familial relationships.

(2) "Financially interested" shall mean any contract with an individual, entity, or

company in which any such person related by blood, marriage or civil partner; any other person with a close personal relationship to any such person who has an ownership interest, an investment interest, or a familial interest, and encompasses any situation where any such person's official judgment may be influenced by personal consideration or expectation of financial gain or any compensation or consideration of any kind other than that officially provided to any such person by the School.

2. Statement of Economic Interest (Form 700)

Board members and staff who make or influence governmental decisions or financial decisions of the organization are designated in the Conflict of Interest Code adopted by the Board of Directors. These individuals must complete and file a Statement of Economic Interest, Form 700. The Form 700 ensures transparency and accountability in alignment with the Political Reform Act.

It is the policy of this School that elected or appointed school governance body members, school administrative officers, and school employees shall not place themselves in any position where their private or personal interests may conflict with their official duties, or where they may directly or indirectly receive personal financial gain through direct or indirect personal influence.

3. Personal Relationship

Personal or romantic involvement with a competitor, supplier or employee of the School may create an actual or potential conflict of interest. Management-subordinate romantic or personal relationships can lead to issues such as claims of discrimination or favoritism, issues with performance evaluation, possible claims of sexual harassment, and morale issues. It is the responsibility of the employees involved in romantic or personal relationships with subordinates, or other personal or romantic relationships that give rise to a conflict of interest, to disclose and discuss all relevant circumstances with the supervisor or HR and possibly request a change in assignment to avoid potential problems as appropriate. Failure to disclose such circumstances may cause the School to impose disciplinary action. Moreover, any romantic or personal relationships between employees must not harm the work environment in any way. Regardless of an employee's relationship with another employee outside of work, employees are expected to remain professional at all times during work hours. The School will not discriminate on the basis of marital or relationship status, except that the School may reasonably regulate the working of spouses or relatives in the same department, division, or facility for reasons of supervision, safety, security, or morale in accordance with applicable law.

No "presumption of guilt" is created by the mere existence of a professional or personal relationship with outside firms; however, if such employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that such be disclosed so that safeguards can be established to protect all parties.

E. Anti-Nepotism Policy

The School recognizes there may be situations in which spouses or other relatives may be employed by the School at the same time. The School permits the employment of qualified family members, domestic partners, significant others and/or similar personal relationships of employees as long as such employment does not create a conflict of interest. Relationships by family, marriage, domestic partnership and/or similar personal relationship shall constitute neither an advantage nor a disadvantage to selection, promotion, salary, or other conditions of employment. The School may consider a member of an employee's immediate family for employment if the applicant possesses the qualifications for employment for the position.

The School does not prohibit the employment of relatives in the same department. However, the School does prohibit any preferential treatment toward spouses or relatives or an improper influence impacting a spouse's or relative's terms or conditions of employment. The School recognizes that at times, employees and their family members, domestic partners, significant others and/or personal relationships may be assigned to positions that create a coworker or supervisor-subordinate relationship. The School will, in its discretion, exercise sound judgment with respect to the placement of employees in these situations in order to avoid the creation or appearance of a conflict of interest, avoid favoritism or the appearance of favoritism, and decrease the likelihood of harassment in the workplace.

Employees should neither initiate nor participate, directly or indirectly, in employment actions (initial employment or appointment, retention, evaluation, promotions, salary, work assignments, leave of absence, etc.) involving family members, domestic partners, significant others and/or similar personal relationships.

The School will make reasonable efforts to assign job duties to minimize the potential for creating conflicts of interest. Notwithstanding the above, the School retains the right where such placement has the potential for creating conflicts of interest, to refuse to place immediate family members in the same department. The School retains the right to reassign or transfer any person to eliminate the potential for creating conflicts of interest.

Any potential preferential treatment or improper influence should be reported immediately to HR.

F. Employment Eligibility Verification Document

The School will only employ individuals who are authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

All newly hired employees must complete, as a condition of employment, the Employment Eligibility Verification Form I-9 and provide documentation establishing identity and proof of work eligibility and identification at time of hire, but no later than three (3) days of hire. If the employee is unable to produce the required documentation or a receipt/letter requesting appropriate documentation within three days, the employee will be dismissed from employment. If, after 90 days of hire, the employee has not submitted the original documents to replace the receipt/letter or, in the meantime, some other acceptable document(s), the employee will be dismissed from employment.

Former employees who are rehired must also complete the form if they have not completed an I-9 for the School within the past three years or if their previous I-9 is no longer retained or valid.

G. Fingerprinting

Each employee will be fingerprinted in conformance with legal requirements and as a condition of employment. Fingerprints are submitted to the appropriate State and Federal agencies for screening to assure that no employee has been convicted of a crime that would preclude employment by the School.

H. Criminal Background Checks

As a condition of employment, all employees are required to submit to a criminal history review through the Department of Justice. The review shall include a fingerprint submission to the DOJ. The School follows the guidelines of the California Fair Chance Act, and will conduct an individualized assessment on all background check results. The School will make hiring determinations based on California law. Certain types of criminal background findings may prevent the employer from hiring the candidate or continuing employment with a current employee. The School will factor in the nature and gravity of the crime, when the crime occurred, rehabilitation and the nature of the position all in accordance with applicable law. All results will be discussed with the applicant and/or employee before making a hiring or dismissal decision. No person employed or otherwise associated with the School, including members of the Board of Directors, who have been convicted of or have pleaded nolo contendere to a crime related to misappropriation of funds or theft shall be engaged in direct processing of charter school funds.

I. Employment Application/Data

The School relies upon the accuracy of the information presented during the application process, as well as the accuracy of other data presented throughout the hiring process and employment relationship. As such, any omission or misstatement

of material fact in any of this information may result in the School excluding the individual from further consideration for employment or, if already hired, termination of employment.

J. Employment Verifications

The School will only respond to employment verification inquiries that are received in writing. All such inquiries, whether for current or former employees, must be directed to HR. Generally, responses will be limited to information concerning wages, employment dates, positions held, and eligibility for rehire. Release of any additional information will require that the employee execute a release. Letters of recommendation must be approved by HR to ensure the accuracy and appropriateness of the information being released.

K. Certification and Licensing

Teachers are required to hold a current California Commission on Teacher Credentialing certificate, permit, or other commission approved document for the assignment held ("Certificated Employee"). In addition, teachers serving students identified as English Language (EL) Learners must possess the proper EL authorization.

It is the responsibility of each certificated employee to ensure that credentials and permits are renewed in a timely manner and remain current. The School highly encourages all certificated staff to keep their contact information current with the Commission on Teacher Credentialing in order to receive pertinent notifications. Upon renewal of credentials or certificates, proof is to be submitted to the HR department to be copied and filed in the employee's personnel file.

L. Mandatory Tuberculosis Testing

In order to ensure the health and safety of all students and staff of the School, all newly hired employees must submit proof of a negative TB Risk Assessment or TB test by a licensed healthcare provider that has been administered within sixty (60) days prior to hire. A TB test may include an intradermal skin test or an X-ray of the lungs. An individual hired from another California School may request their prior school provide proof of the individual's TB Risk Assessment or TB test. TB Risk Assessments and TB tests are considered expired after four (4) years from the date they are administered and a proof of a new assessment or test must be submitted to HR in order to continue in employment. Pregnant employees are exempt from providing proof of a TB test for at least sixty (60) days from the end of their pregnancy.

The School will reimburse the cost of the tuberculosis risk assessment and/or the test for all current employees with proof of receipt.

[See also Board Policy 4013]

Section III: Standards of Conduct

The School expects all employees to comply with School rules, policies, and regulations as set forth in this handbook. Any employee who fails to do so will be subject to disciplinary action at the School's sole discretion, which management deems appropriate under the circumstances. Such disciplinary action may include, but is not limited to, oral and written warnings, mandatory training, or termination of employment. Any employee's receipt of, participation in or completion of School-required disciplinary action shall not, under any circumstances, limit or alter the School's at-will employment policy, which allows either the School or the employee to terminate the employment relationship at any time, with or without notice, and with or without cause.

A. Freedom from Violence

The School expressly prohibits any acts or threats of violence by any School employee or former employee against any other individual. The School will also not condone any acts or threats of violence against school employees, students or affiliates while engaged in business with or on behalf of the School.

To ensure that the School's objective in this regard is attained, it is the commitment of the School:

1. To provide a safe and healthful work environment, in accordance with the School's safety and health policy.
2. To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
3. To take appropriate action when dealing with customers, former employees, or visitors to school functions who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
4. To prohibit employees, former employees, students, and visitors from bringing unauthorized firearms or other weapons to school, work and non-work related gatherings, meetings and functions.
5. To establish viable security measures to ensure that school meetings and gatherings are safe and secure to the extent possible and to properly handle access to school facilities by the public, off-duty employees, and former employees.

The School will not tolerate any type of workplace violence committed by or against its employees. Employees who violate this policy will be subject to disciplinary action, up to and including discharge. Prohibited conduct includes, but is not limited to:

1. Causing physical injury to another person.
2. Making threatening remarks.
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another person to emotional distress.
4. Possession or threat of using a weapon on the premises and/or at work related events, meetings and gatherings.

Employees who display a tendency to engage in violent, abusive, or threatening behavior, as determined by the School, in its sole discretion, may be referred for counseling or other appropriate treatment.

In furtherance of this policy, employees have a “duty to warn” their supervisors or a HR representative of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, or visitors and that appear problematic. The welfare of all employees depends upon the alertness and sensitivity of every individual to potential security risks. Employee reports made pursuant to this policy will be held in confidence to the extent possible. The School will not condone any form of retaliation against any employee for making a report under this policy.

The School has developed guidelines to help maintain a secure workplace.

1. Every employee is directed to report any suspicious persons or activities to the CEO or designee:
 - a. Such as persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas.
 - b. Persons who make threats or acts of violence, aggressive behavior, offensive acts, discussion of bringing weapons into the workplace, threatening or offensive comments or remarks, and the like.
2. Employees should immediately notify the CEO or designee when other employees or outsiders express anger and make threats against the School or behave in a manner suggesting the possibility of violent activity.
3. Finally, those working in the School’s office must also ensure that doors are locked and alarms are activated when applicable.

B. Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the School's objectives.

The following conduct is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and School operations may also be prohibited and will result in disciplinary action up to and including termination.

1. Falsifying employment records, employment information, or other School records;
2. Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
3. Falsifying any timesheet - recording the work time of another employee or allowing any other employee to record another employee's work time, either one's own or another employee's;
4. Theft and deliberate or careless damage or destruction of any School property, or the property of any employee or customer;
5. Removing or borrowing School property without prior authorization;
6. Unauthorized use or misuse of School equipment, time, materials, or facilities;
7. Provoking a fight or fighting during working hours or on School property;
8. Participating in horseplay or practical jokes on School time or on School premises;
9. Carrying firearms or any other dangerous weapons on School premises at any time;
10. Engaging in criminal conduct whether or not related to job performance;
11. Causing, creating, or participating in a disruption of any kind during working hours on School property;
12. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a colleague;
13. Using abusive, threatening or intimidating language at any time on School premises;
14. Initiating or participating in gossip or slander of other employees, parents, or students;
15. Failing to notify a supervisor when unable to report to work;
16. Unreported absence of three (3) days;
17. Failing to obtain permission to leave work for any reason during normal working hours;
18. Failing to observe working schedules, including rest breaks and meal periods;
19. Failing to provide a physician's certificate when requested or required to do so;
20. Sleeping or malingering on the job;
21. Making or accepting personal phone calls, text or email messages during working hours to the extent that it interferes with the performance expectations of the assignment, except in cases of emergency or extreme circumstances;

22. Working overtime without authorization or refusing to work assigned overtime;
23. Violation of dress standards;
24. Violating any safety, health, security or School policy, rule, procedure or violation of the School's drug and alcohol policy;
25. Committing a fraudulent act or a breach of trust under any circumstances;
26. Committing or involvement in any act of unlawful harassment of another individual;
27. Failing to promptly report work-related injury or illness;
28. Any other action or behavior, which could harm the School's, parents', or students' interest.

This statement of prohibited conduct does not alter the School's policy of at-will employment. Either the employee or the School remains free to terminate the employment relationship at any time, with or without reason or advance notice.

C. Physical Contact with Students and Other Staff Members

It is the policy of the School that no staff member will use corporal punishment against a student. This prohibition includes: spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that the individual not be touched, then that request must be honored without question.

The following forms of touching are never appropriate:

1. Sexually motivated physical conduct or touching
2. Angry or violently motivated touching
3. Inappropriate or lengthy embraces
4. Kissing of any kind
5. Corporal punishment
6. Sitting student on one's lap
7. Touching buttocks, chests or genital areas
8. Pushing a person or another person's body part
9. Showing affection in isolated areas
10. Wrestling with students or other staff members
11. Bench-pressing another person
12. Tickling
13. Piggyback rides

14. Massages
15. Any form of unwanted affection
16. Any form of sexual contact
17. Poking fingers at another person that results in an offensive contact
18. Having a student in an employee's vehicle or transporting a student
19. Intentionally being alone with a student
20. Any touching that would lead a responsible person to suspect inappropriate behavior.

For additional examples of unacceptable and acceptable Staff/Student Behaviors, see the School's Professional Boundaries Policy.

Restraining a child who is trying to engage in violent or inappropriate behavior may be permitted. Only such force as necessary to defend one's self or another or to protect property is legally allowed. Excessive force is prohibited. Violation of this policy could subject the teacher or staff member to discipline to include termination for cause. Additionally, the victim may choose to bring civil or criminal charges against the violator.

When interacting with younger children or children with a disability, an appropriate physical touch may sometimes be necessary. A touch for the purpose of redirecting or refocusing, assisting with physical care (i.e. cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances.

It is impossible to define each and every instance when touching is inappropriate. Employees must use professional judgment and discretion related to physical touch.

This policy does not prevent appropriate forms of touching a student, including for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardiopulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another.

D. Off-duty Conduct

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School's or their own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform their job may result in disciplinary action and/or

dismissal as allowed by law.

E. Drug and Alcohol Free Workplace and Awareness Program

The School will comply with all federal and state regulations regarding drug and alcohol use while employees are on the job. This policy covers all School employees and violation of the School's policy related to drug use is grounds for immediate termination. The School is concerned about the use of alcohol, illegal drugs and controlled substances as it affects the workplace, the School community, and students. Though marijuana is legal in many California cities, it is still considered an illegal substance under Federal law and therefore considered an illegal substance for this policy. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety, and health and therefore seriously impair the employee's value to the School and its students. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and students and exposes the School to the risks of property loss or damage or injury to other persons. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

Conduct against this policy includes, but is not limited to, the following:

1. Driving a School vehicle, or a vehicle designated for school business, while under the influence of alcohol or an illegal or controlled substance;
2. Selling or purchasing an illegal or controlled substance, including while on the job, on school property, or in the presence of students;
3. Possessing or using alcohol or an illegal or controlled substance while on the job, on school property, or in the presence of students,
4. Under the influence of alcohol or an illegal or controlled substance while on the job, on school property, or in the presence of students.

The School will provide information to employees about:

1. The dangers of drug abuse in the workplace;
2. The policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation, and assistance programs; and
4. The penalties that the School may impose upon them for drug abuse violations occurring in the workplace.

Violation of these rules and standards of conduct will not be tolerated and may result in disciplinary action, up to and including termination of employment. The School may also bring the matter to the attention of appropriate law enforcement authorities. The School may terminate an employee who is convicted of a controlled substance offense to the extent allowed by law. Alternatively, the School may, as

required or allowed in accordance with applicable law, require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

As a condition of employment, employees are required to notify the School in writing of any conviction for a violation of a criminal drug statute. Such notification must be made no more than five (5) calendar days after the conviction. The School may, as required by applicable law, notify federal or state agencies of any applicable employee convictions if such a report is required by law.

The School will provide reasonable accommodation to an employee who voluntarily requests an accommodation or leave of absence to voluntarily participate in a drug or alcohol rehabilitation program. Please note that the request must be made before the employer learns of a violation of the Drug and Alcohol Free Workplace policy. Any employee who participates in a rehabilitation program would still be responsible for following all other School policies. Employees returning from a voluntary rehabilitation program will be required to comply with a return-to-work agreement addressing the terms and conditions of continued employment.

In order to enforce this policy, the School reserves the right to conduct legal searches of school property and to implement other measures, which are in accordance with law and necessary to deter and detect violation of this policy. As a condition of employment, the employee agrees to abide by the terms of this policy.

The School will abide by all relevant laws, including laws regarding employee disability and reasonable accommodations in implementing this policy.

F. Tobacco Free Workplace

The School is a tobacco free workplace. No tobacco products are to be used in the workplace or at work functions. This includes all vape and e-cigarette products. Additionally, employees are required to adhere to any building and site policies regarding designated areas for smoking.

G. Punctuality and Attendance

Employee punctuality and consistent attendance contributes to the positive operations of the School. As such, attendance and punctuality are performance expectations and are measured on the overall job performance. Employee tardiness or chronic absenteeism causes unnecessary problems for students and fellow employees. While an employee is absent, other employees may be burdened with performing additional duties in order to maintain operations. Further, employees are expected to report to the workplace and be prepared to begin work at their

scheduled reporting times. To avoid conflict with the daily operations of the School, employees should schedule personal affairs outside of regular working hours. Employees who work remotely are required to ensure a stable internet connection and participation in school duties free from personal or environmental distractions.

If an employee is unable to report for work on any particular day, they must call their supervisor or HR at least one hour before the time they were scheduled to begin working on that day in order to obtain pre-approval for the absence. An employee may be excused from this one hour notice requirement if extenuating circumstances prevented them from contacting the supervisor. In all cases of absence or tardiness, employees must provide the School with an honest reason or explanation.

Employees must inform HR or designee of the expected duration of any absence. Excessive absences, lateness or failure to give the supervisor advance notice for absence or lateness can result in disciplinary action or dismissal from employment. Excessive absenteeism or tardiness, whether excused or not, will not be tolerated.

If the employee fails to report for work without any notification to their supervisor or to HR, and the absence continues for a period of three days, the School will consider it a voluntary resignation unless a written medical excuse is provided by a physician to confirm that the employee has not abandoned their employment.

Employees with emergencies or situations that do not allow them to do their job, must inform their supervisor or HR within 24 hours. Failure to return phone calls or emails within 24 hours during workdays requires an explanation to the employee's supervisor. Failure to inform a supervisor of an expected absence, failure to return phone calls or emails for three (3) work days without notice, and missing required deadlines or meetings constitutes abandonment of employment and voluntary resignation from CalPac.

Please refer to the policies related to leaves of absence and paid sick days in the handbook for more information.

H. Professionalism

The success of the School depends upon the quality of the relationships between the School, its employees, students, parents and the general public. The public impression of the School and its interest will be formed, in part, by their interactions with employees. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, the School, and the Schools' services.

Employees are encouraged to help make a good impression of the School by:

1. Communicating regularly.
2. Acting competently and dealing with others in a courteous and respectful manner.
3. Communicating pleasantly and respectfully with others at all times.
4. Following up on requests and questions promptly, providing professional replies to inquiries and requests.
5. Responding to email and voicemail within 24 business hours, or within a reasonable period of time depending on the assignment (employees should discuss this with their supervisor).
6. Taking pride in performing duties in an exceptional manner.

Employees may not bring their own children to school events (learning period meetings, assessments, school meetings, etc.) unless they are a student participant in the events or it is a general school event open to all students or employee families. The CEO or designee may grant an exception.

I. Dress Code

Each employee is a representative of the School in the eyes of the public. Therefore, each employee must report to work properly groomed and dressed in professional attire in a manner consistent with the nature of the work performed. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

Violation of the dress code is determined by the CEO or designee. The CEO or designee may issue more specific dress code guidelines at any time, which shall be in accordance with law. The standards of grooming and hygiene outlined below set the minimum requirements to which all employees, contract workers, and temporary staff are required to adhere.

Employee dress is described as business casual, which includes:

- Slacks, dockers and other office style pants,
- Skirts and dresses to or below the knee,
- Button down shirts, blouses, and sweaters.
- All clothes are to appear clean, pressed and without stains or holes.

Inappropriate attire:

- Spaghetti straps or strapless tops,
- Overly baggy or tight so as to be revealing,
- Plunging necklines, midriff revealing tops, or any clothing that is exposes the employee inappropriately,
- Clothing with offensive words or pictures,
- Any clothing that is overly casual (shorts, tank tops, athletic wear),

appears dirty, wrinkled, or has stains or holes.

Overall grooming – Grooming standards for everyone includes the appearance of care and proper hygiene. Hair, makeup, and jewelry may not interfere with an employee's ability to perform the job duties or pose a safety issue. Facial piercings should be removed and tattoos should be covered during work hours. Excessive piercings or offensive tattoos may prohibit an individual from being considered for a customer facing assignment. The School reserves the right to ask any employee to cover inappropriate tattoos or remove any piercings that are not reflective of the school culture.

Exceptions – The School recognizes some events as acceptable for casual dress. The majority of the same dress and grooming standards apply, however employees may wear jeans, seasonally appropriate clothing, and more casual shoes.

Requests for an exception to the dress code policy for religious beliefs or practices must be addressed to the CEO or designee or an HR representative. Each request will be evaluated on a case-by-case basis.

Supervisors are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes. Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.

J. Gifts to Employees

It is the policy of the School that no employee may accept any gift from an outside party, client, contractor, vendor, community provider, business associate, parent or student that is of such nature that it could affect their impartiality with regard to decisions or actions affecting school operations. Gifts with a value of less than \$50 are excluded from this policy.

K. Fee and Cash Collection

No staff member, other than specifically authorized individuals, is permitted to accept cash and/or checks. All school events, for which money is collected, must be approved by the CEO or designee who will supervise the collection of all fees and will be responsible for managing the receipts. Cash and/or checks should not be stored or locked in staff offices or desks. All financial transactions should be coordinated with the CEO or designee. Employees must obtain approval from the CEO prior to soliciting staff for donations or financial support for any outside event/activity.

L. Building Security

Building security is the responsibility of all staff. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that the office is secure; for example, all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all the appliances and lights are turned off with the exception of the lights normally left on for security purposes. Employees are not allowed on properties or leased facilities after hours without prior authorization from the CEO or designee. All employees who are issued keys to the office are responsible for their safekeeping and will sign for receipt of such key.

Section IV: Personnel Policies and Procedures

The School will continually strive to recruit and retain highly qualified employees and remain a competitive public school employer, including examining employee evaluation, compensation, and discipline/dismissal practices periodically.

A. New Employee Orientation

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the School, and prepared for their position. New employee orientation, includes an explanation of the core values, vision, mission, goals, and objectives of the School. In addition, the new employee will be given an overview of benefits and complete any necessary paperwork through the HR department.

B. Employee Status

The School designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- Exempt: Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.
- Nonexempt: Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week. Nonexempt employees are also subject to meal period and rest break regulations.

The School also assigns each employee to one of the following categories:

- Regular Full-time: Employees who are regularly scheduled to work 30 or more hours per week. Generally, full time employees are eligible for the School benefit package, subject to the terms, conditions, and limitations of

each benefit program. Full-time status will be evaluated on a monthly basis.

- **Regular Part-Time Employees (Tier 1).** Regular part-time employees are normally scheduled to work 24 -31.9 hours per workweek. Part-time employees are eligible for benefits as outlined in the handbook.
- **Non-Regular Employees. (Hourly/Temporary/Seasonal)** Hourly employees work less than 24 hours per week. Temporary employees are generally hired on a temporary or project-specific basis, with either full- or part-time hours. Seasonal employees are hired on a temporary basis during a time of year when extra work is available. Hourly/temporary/seasonal employees are not eligible for most School benefits.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact your supervisor or Human Resources. These classifications do not alter your employment at-will status.

Employee Status	Exempt	NonExempt (hours per week)	Benefit Tier
Regular Full Time	.80+ FTE	32+ hours	Tier 2
Regular Part Time	.60-.79 FTE	24-31 hours	Tier 1
Non-Regular (Hourly/Temporary/Seasonal)	.59 FTE or less	Less than 24 hours/week	Not eligible

Student Counts

The teacher may indicate their desired student count with the School as a request. The leadership team will review the request to determine if an accommodation can be made. Final determination of student roster count will be made based on the needs of the School.

C. Job Duties

The assigned supervisor will clarify the job duties and the expectations for behavior and job performance. The employee's job responsibilities and tasks are subject to change and update during employment as stated in the at-will employment agreement and job description. On occasion, the employee may be asked to work on projects, or to help with other work necessary or important to the operation of their department or the School. The employee's cooperation and assistance in performing such additional work is expected. The School reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer any employee's job positions, or assign additional job responsibilities.

If you have any questions regarding your job description or the scope of your duties,

please speak with the Director of Human Resources.

D. Nonexempt Employees

1. Work Schedules

The School's business hours and employee work schedule shall be established by the CEO or designee. The CEO or designee will assign the staff's individual work schedule to ensure appropriate staffing throughout the workday to serve the business functions of the School. Employees are expected to be at their workstations at the start of their scheduled shifts, ready to work, free from personal or environmental distractions.

Employees may not work outside of their work schedule without the preapproval of their supervisor. Failure to obtain preapproval before working outside of the work schedule may subject the employee to disciplinary action up to and including termination. Work schedule exchanges will be reviewed on a case by case basis as long as the exchange does not interfere with normal operations or result in excessive overtime. Exchanging work schedules with other employees may be authorized by the supervisor or their designee when necessary.

The workweek begins at 12:01 a.m. Monday and ends at midnight on Sunday.

2. Rest Breaks and Meal Periods

a. Rest Breaks

Rest breaks are on the clock and duty-free. Employees are expected to return to work promptly at the end of any rest breaks.

b. Number of Rest Breaks

Nonexempt employees are provided one (1) paid ten-minute rest break for every four (4) hours worked (or major fraction thereof, which is defined as any amount of time over two (2) hours). A rest break is not authorized for employees whose total daily work time is less than three and one half (3.5) hours.

If the employee works a shift from three and one-half (3.5) to six (6) hours in length, they will be entitled to one (1) paid ten-minute rest break. If they work more than six (6) hours and up to 10 hours, they will be entitled to two (2) paid ten-minute rest breaks. If the employee works more than 10 hours and up to 14 hours, they will be entitled to three (3) paid ten-minute rest breaks.

c. Timing of Rest Breaks

The employee is authorized and permitted to take a rest break in the middle of each four-hour work period. There may be practical considerations that make this general timing infeasible and that require the School to deviate from this general rule. The

employee will be informed if there are practical considerations that make this timing infeasible. In the event of these considerations, the immediate supervisor may need to schedule the rest breaks.

d. Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if working more than five (5) hours in a workday. The employee must clock out for the meal period and will be permitted a reasonable opportunity to take this meal period. During the meal period, the employee is relieved of all duty and is free to leave the premises. The employee is expected to return to work promptly at the end of the meal period.

If the total work period for the day is more than five (5) hours per day, but no more than six (6) hours, the meal period may be waived. This cannot be done without the mutual consent of the employee and HR. Any such waiver must be requested and approved with HR and supervisor in advance.

e. Timing of Meal Period

As with rest breaks, the employee is authorized and permitted to take a meal period.

The meal period will be provided no later than the end of the fifth hour of work. For example, if work begins at 8:00 a.m., the meal period must begin by 12:59 p.m. (which is four hours and 59 minutes into the shift).

There may be practical considerations that make this general timing infeasible and that require the School to deviate from this general rule. The immediate supervisor may need to schedule the timing of an employee's meal period to ensure efficient business operations.

f. Second Meal Period

If the employee works more than 10 hours in a day, they will be provided a second, unpaid meal period of at least 30 minutes. Again, the employee must clock out for the meal period and will be permitted a reasonable opportunity to take this meal period; the employee will be relieved of all duty. During the meal period, the employee is relieved of all duty and is free to leave the premises. The employee is expected to return to work promptly at the end of the meal period.

Depending on the circumstances, the employee may be able to waive the second meal period if the first meal period was taken and if the total hours worked for the day is no more than twelve hours. This cannot be done without the mutual consent of the employee and HR. Any such waiver must be requested and approved with HR and supervisor in advance.

g. Timing of Second Meal Period

As with rest breaks, the employee is authorized and permitted to take a meal period. A second meal period is required if the employee's hours exceed 10 hours in one workday.

This second meal period will be provided no later than the end of the 10th hour of work. For example, if work begins at 8:00 a.m., the employee must start the second meal period by 5:59 p.m. (which is 9 hours and 59 minutes into the shift).

There may be practical considerations that make this general timing infeasible and that require the School to deviate from this general rule. The immediate supervisor may need to schedule the timing of an employee's meal period to ensure business operations.

h. Recording Time

California Pacific Charter Schools is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the School has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using the School's timekeeping application. The Payroll department will provide staff with specific instructions for using the online system.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established School procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Employees are required to clock in no more than five minutes before their start time and clock out no later than five minutes after the end of their shift.

Notify your supervisor or payroll of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or rest break periods.

i. Missed Rest Breaks and Meal Periods

If for any reason the employee is not provided a rest break or meal period in

accordance with the policy, or if they are in any way discouraged or impeded from taking their rest break or meal period, or from taking the full amount of time allotted to them, the employee may be eligible for a missed rest break or meal period remedy and should immediately notify HR.

Anytime the employee misses a rest break or meal period that was provided to them (or they work any portion of a provided meal period), they will be required to report the time to their supervisor and payroll and document the reason for the missed rest break and meal period.

3. Timekeeping

All nonexempt employees are required to record time worked for payroll purposes. Employees must record their own time at the start and at the end of each work period, including before and after the meal period. Altering with this procedure in any way is not permissible and is subject to disciplinary action. Final timesheets in the payroll system are to be approved by the employee and the supervisor at the end of each pay period. Any errors on the timesheet should be reported immediately to HR. Employees with consistent patterns of not following time recording responsibilities are subject to disciplinary actions.

All communication between the nonexempt employee and management concerning work related issues is not permitted after hours. Once the nonexempt employee has recorded the end of a work period at the end of the day, that employee is no longer clocked in. All work related correspondence will resume the next workday except in the case of an emergency or at the direction of the supervisor. Nonexempt employees will be compensated at the appropriate rate of pay for any additional time worked outside of their workday.

4. Pay for Mandatory Meetings/Training

The School will pay nonexempt employees for attendance at meetings, lectures, and training programs when attendance is mandatory, and the meeting, course, or lecture is directly related to the job and is outside of the regular schedule. Unless otherwise noted, trainings and meetings are included as part of an exempt employee's regular pay.

5. Overtime

All overtime work must be requested in advance by the employee and authorized by the supervisor prior to the time to be worked. Nonexempt employees may be directed to work overtime as necessary. Only actual hours worked each workday or workweek can apply in calculating overtime. The School provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law. All hours worked in excess of eight (8) hours in one workday or 40

hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. The work week begins at 12:01 a.m. Monday and ends at midnight on Sunday.

Compensation for hours in excess of 40 hours for the workweek, or in excess of eight (8) hours and not more than 12 hours for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate of one-and-one-half times the employee's regular rate of pay. Compensation for hours in excess of 12 hours in one workday and in excess of eight (8) hours on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay.

E. Exempt Employees

The School will pay exempt employees a salary rather than by the hour. Once an employee's sick days and vacation have been exhausted or are otherwise unavailable, the School will deduct pay from an exempt employee's salary under the following circumstances: (i) one or more full days absences for personal reasons; (ii) one or more full day absences for illness, injury, or sickness, (iii) one or more full work weeks disciplinary suspensions; and (iv) partial (for intermittent leave) or full day absences during an approved family or medical leave in accordance with law.

Exempt employees who believe that the School made an incorrect or improper salary deduction should promptly report the deduction to their supervisor or the HR department. If the School incorrectly or improperly made a deduction from an exempt employee's salary, it will reimburse the employee for the deducted pay as soon as possible.

F. Salary Overpayments

Because the School receives public funds, the School is obligated by law to seek reimbursement for any salary overpayment and cannot waive the recovery of the overpayment. Employees who receive excess pay as a result of a payroll error are required to return the funds to the School. The School will provide the employee with the correct salary calculation and the amount that is owed to the School. The employee may return the overpayment in full through a cashier's check or money order or allow the School to deduct the overpayment from the next paycheck.

The School may arrange for a repayment plan that is mutually agreeable to both the School and the employee and does not exceed one calendar year from the date of the overpayment. Should an employee resign prior to completing the repayment, the full amount shall become due upon termination. A repayment plan may be offered to a terminated employee not to exceed three (3) months in duration.

G. Employee Evaluation

Supervisors will conduct performance reviews with all regular full-time and regular part-time employees annually. Supervisors may conduct informal performance

reviews and goal setting sessions more often if they choose.

Performance reviews are designed for the supervisor and the employee to discuss their current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, the employee and supervisor will discuss ways in which the employee can accomplish goals and/or learn new skills.

Successful job performance is a factor in consideration for salary step advancement. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully.

Additional details on employee evaluations will be provided by HR upon hire and annually as appropriate.

H. Corrective Action

All employees are expected to meet School standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with School policies and procedures. If an employee does not meet these standards, the School may or may not, at its sole discretion, take corrective action, other than immediate dismissal. Employees have no entitlement to corrective action or progressive discipline prior to dismissal.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The School holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, the employee may be terminated, or, at the School's discretion, be subject to corrective action by a supervisor.

Corrective actions may include, but are not required to include, an oral warning, a written warning, probation, suspension, and termination of employment. In deciding which initial corrective action would be appropriate, a supervisor may consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record. As an at-will employer, the School may use all, some, or none of the corrective actions described and will handle corrective action based on its own discretion.

Though the School will try to find paths for improvement whenever possible, the School considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: any misconduct concerning a child/student, theft in any form, insubordinate behavior,

vandalism or destruction of School property, trespassing, the use of School equipment without prior authorization, untruthfulness about personal work history, skills, or training, divulging proprietary information, and misrepresentations of the School to another employee, a prospective employee, or the general public.

Nothing in this section or any other section alters an employee's status as an at-will employee who may be terminated, with or without cause and with or without advance notice at any time by the School. Nothing in this section is intended to interfere with an employee's rights to communicate or voice concerns that are protected by Federal and State law.

I. Terminations

There are two types of terminations that may affect employees. Voluntary termination results when an employee voluntarily resigns their employment. Involuntary terminations result when the School makes the decision to end the at-will employment agreement.

Regardless of the reason for termination, all school-owned property, including vehicles, keys, credit cards, student files, or school property in the possession of the employee must be returned to the School immediately upon termination from employment, within 72 hours from the final date of employment with the School. Additionally, employees are not to recruit students from the School to a new place of employment.

All wages owed will be paid out upon the date of termination or within 72 hours after an employee's resignation if the employee gave 72 hours or less notice.

J. Personnel Records

Employees have a right to inspect certain documents in the personnel file as provided by law. The contents of personnel records will be available for inspection to the current or former employee, or their representative, at reasonable intervals and at reasonable times, but not later than thirty (30) calendar days from the date the School receives a written request. However, the employee, or their representative, and the School agree in writing to a date beyond thirty (30) calendar days to inspect the records, and the agreed-upon date does not exceed thirty-five (35) calendar days from receipt of the written request. Additionally, the School shall provide a copy of the personnel records, at a charge not to exceed the actual cost of reproduction, to a current or former employee, or their representative, no later than thirty (30) calendar days from receipt of the request, unless the current or former employee, or their representative, and the School agree in writing to a date beyond thirty (30) calendar days to produce a copy of the records, as long as the

agreed-upon date does not exceed thirty-five (35) calendar days from the employer's receipt of the written request.

The employee may add comments to any disputed item in the file. Only HR, the CEO or designee is authorized to release information about current or former employees. Disclosure of personnel related information to agencies or individuals outside the School will be limited and in accordance with law; however, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.

The School is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the School in the event of a name or address change.

K. Destruction of Personal Information Records

In the course of the employee's duties at the School, they may encounter records which contain personal information (i.e., a person's name and Social Security Number, driver's license number, state identification number or any account number, credit or debit card number, access code or passwords that may permit access to an individual's financial account, payroll, or personal health information). The School expects all employees to take appropriate measures to maintain the confidentiality and integrity of such information and prevent unauthorized access. Employees must ensure hard copies of documents are stored securely, such as in a locked file cabinet, with access provided only to authorized individuals with a need to know. Electronic media must be encrypted or password protected. Passwords should never be included in any transmission that also contains the data. Employees should dispose of data no longer needed by shredding paper documents and properly erasing electronic media to ensure that the personal information cannot be read or reconstructed. Failure to follow proper storage and disposal procedures may result in disciplinary action up to and including termination.

L. Employment Posters

The School maintains bulletin boards in School offices and on the HR information system that contain important information about employment. In addition to Federal and state required notices, school-related information will also be available in these locations. All employees are encouraged to read all of the information provided in detail. Any questions about the information should be directed to the supervisor or HR. These bulletin boards are reserved for School use only; employees may not post or remove any information from them.

M. Outside Employment

This policy is not intended to prohibit an employee from working an appropriate second job. Employees are permitted to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.

(1) Activities and conduct away from the job must not compete, conflict with or compromise the school interests or adversely affect an employee's job performance and the ability to fulfill all responsibilities to the School. Employees are prohibited from performing any services for customers on non-working time that are normally performed by the School. This prohibition also extends to the unauthorized use of any school tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

(2) Employees are cautioned to consider carefully the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued, and, if necessary, normal disciplinary procedures will be followed to deal with the specific problem.

(3) In evaluating outside work, the following guidelines will be considered to determine whether the proposed employment is allowed. Employees may not engage in outside employment that:

- 1) involves working for a competing or similar model School;
- 2) occurs during work hours without the use of appropriate leave;
- 3) actually or potentially results in a conflict of interest with or interfere with the employee's responsibilities to the School;
- 4) involves working for an organization that does business with the School, such as contractors, community providers, suppliers and customers;
- 5) may adversely affect the School's image.

(4) Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

If it is determined that the outside employment constitutes a conflict of interest or disruption of the School's operation, the employee will be asked to limit or restrict the outside employment. Disciplinary action up to and including termination of employment may be taken for outside employment that is inconsistent with this policy unless otherwise approved.

N. Out of State Work Policy

California Pacific Charter Schools (“CalPac” or the “School”) is a nonprofit corporation that operates charter schools serving students in the state of California. Due to the online nature of the work at CalPac, several employees have either moved out of the state or have been hired into positions at the School while residing out of the state of California. CalPac has attempted to support employees in this decision without termination; however, with employees working in several different states, it has become increasingly costly and burdensome for the School to navigate the various rules, laws, and compliance requirements of each state.

For the purpose of this Policy, the term “out of state” refers to any work location outside the state of California. Employees who remain domiciled in California (i.e. military orders or transfers where residency is maintained in California) may not be considered to be out-of-state employees, subject to the laws of the state in which the employee resides.

Effective June 13, 2023, the following rules and procedures will apply regarding employees working out of state.

Employees who currently work out of state will not have their out-of-state status be a bar to their continued at-will employment provided they continue to reside in the same state as of the effective date of this policy or move back to California, the funding for the employee’s position is secure, and the employee meets performance expectations for their position.

Candidates for future employment will be selected first from those residing within the state of California and will be required to remain within the state of California as a condition of employment. Additionally, current employees seeking promotion, advancement, or reassignment will be subject to the same residency rules. The Superintendent may authorize out of state employment on an emergency case by case basis where physical presence is not required and/or for specialized positions that are difficult to fill (i.e. shortage areas such as special education, math, and science instruction).

Employees must provide sixty (60) days’ written notice to CalPac if they plan to move out of state. Employees who move out of state may be subject to termination from their at-will employment at the School. Additionally, other than attending conferences or training, employees may not perform any work out of state without

prior written approval from the School, as this may require the School to treat the employee as an out of state worker and subject the School to the employment laws of the out of state location.

This policy applies to all employees of CalPac regardless of classification. Nothing in this policy is intended to alter the at-will employment status or to provide a guarantee of continued employment as outlined in board policy 4010-CPCS or the employment agreement. Violation of this policy may result in discipline, up to and including termination of the at-will employment.

O. Whistleblower Policy

It is the policy of the School to encourage its employees and applicants for School employment to disclose improper governmental activities, based in part on California Education Code Section 44110 et. seq. and to address written complaints that allege acts or attempted acts of interference, reprisal, retaliation, threats, coercion or intimidation against employees or applicants who disclose improper governmental activities. School management has the responsibility to seek out and correct any and all abuses resulting from improper governmental activities, and to protect those who come forward to report improper governmental activities.

Concerns that may be raised include, but are not limited to, the following:

- 1) Reporting suspected violations of local, state, and federal law, including but not limited to federal laws and regulations;
- 2) Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and
- 3) Identifying potential violations of School policy, specifically the policies contained in the handbook with reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment.

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or non-compliance with a local, state or federal rule or regulation.

The School may not:

- 1) Make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower;
- 2) Retaliate against an employee who is a whistleblower;
- 3) Retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or

- noncompliance with a state or federal rule or regulation; or
- 4) Retaliate against an employee for having exercised their rights as a whistleblower in any former employment.

P. Complaint Procedure

The School encourages employees to resolve issues or concerns at the lowest level possible to ensure a positive and professional work environment. When issues cannot be successfully resolved or the issue is serious in nature against the supervisor, the employee should bring the matter to the attention of HR for assistance. The complaint procedure approved by the Board of Directors is as follows:

1. The complainant will bring the matter to the attention of the Human Resources manager as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or were not appropriate; and
2. The complainant will reduce their complaint to writing, indicating all known and relevant facts, in the School's Internal Complaint Form. The Human Resources manager or designee will then investigate the facts and provide a solution or explanation.
3. If the complaint is about the Human Resources manager or CEO, the complainant may file their Internal Complaint Form with the President of the School's Board of Directors, who may then confer with the Board and may conduct a fact-finding investigation or authorize a third party investigator on behalf of the Board. The Board President or investigator will report their findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee's satisfaction. However, the School values each employee's ability to express concerns, and the need for resolution without fear of adverse consequence to employment.

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaint or participation in any complaint process.
3. Resolution: The School will investigate complaints appropriately under the

circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

Q. Uniform Complaint Procedures

The School will provide annual notice to all employees of the Uniform Complaint Procedures that may be used to allege a violation of federal or state laws governing certain educational programs. Copies of the Uniform Complaint Procedures and additional information may be found in the board policy section on the School's website or by contacting HR.

Section V: Operational Considerations

A. Employer Property

Anything purchased with school funds such as computers and educational materials are considered School property and must be maintained according to School rules and regulations. School property is to be used only for work-related purposes. The School reserves the right to search and inspect all School property and any property used by employees in work related duties to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

Employees may make or accept personal telephone calls, text messages, or emails within reason during working hours to perform important personal business. It is also acceptable to use a computer to perform the same minimal personal tasks. Employees may not use the School's phone to make personal calls that would incur long distance fees.

The School may periodically need to assign and/or change passwords and personal codes for voicemail, email and computer. Except as provided herein, these communication technologies and related storage media and databases are to be used only for School business and they remain the property of the School. The School reserves the right to override any such password system at any time at its sole discretion, with or without cause.

Prior authorization must be obtained from the CEO or designee before any School property may be removed from the School premises, except in the course of normal movement of educational materials/computers by the employee. In this case, regular check-out/tracking procedures must be followed.

Terminated employees who work at a school site should remove any personal items

at the time they leave the School. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Employees must safeguard and not damage/destroy School property, including computer hardware or software, e-mails, internal files, notes and correspondence, student records, papers, recordings, pictures, screenshots, and any other items of any nature that belong to or concern the School. Upon separation of employment, employees must return all of the School's property and proprietary information as soon as possible, no later than 72 hours from the final date of employment, and not share, destroy, or retain any copies of such property and information.

Any employee who is found to have neglected or misused the School's property will be subject to disciplinary action up to and including termination. If an employee's misuse of the School's property damages the property, the School reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of the School's property is grounds for immediate termination and possible criminal action.

B. Use of Electronic Media

The School uses various forms of electronic communication including, but not limited to computers, email, telephones and web sites. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the School and are to be used only for School business and not for any personal use, except as allowed above.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose that is illegal, against School policy or not in the best interest of the School.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, discrimination, harassment, or related actions will be subject to discipline up to dismissal. The School reserves the right to require authorization prior to installation of software on a School computer and/or mobile devices.

All electronic information created by any employee using any means of electronic communication is the property of the School and remains the property of the School. With School approval, employees may use personal passwords for purposes of security, but any employee's use of a personal password does not affect the School's ownership of the electronic information.

The School may at any time override all personal passwords for any reason.

The School reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of School policy or any law occurs.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by school administration.

Access to the Internet, websites, and other types of School-paid computer access are to be used for School related business. Any information about the School, its products or services, or other types of information that will appear in the electronic media about the School must be approved by the CEO or designee before the information is placed on an electronic information resource that is accessible to others.

Questions about access to electronic communications or issues relating to security should be addressed to the CEO or designee.

C. Social Media

Social media can serve as a powerful tool to enhance communication. This technology can provide many benefits for communication. This section addresses employees' use of publicly available social media networks including: personal Websites, Web logs (blogs), WIKIs, social networks, online forums, virtual worlds, and any other social media. The School takes no position on employees' decision to participate in the use of social media networks for personal use on personal time. However, use of social media for personal use during School time or on School equipment is prohibited. In addition, employees must avoid posting any information or engaging in communications that violate state or federal laws or School policies.

General Statement

The line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with students, families or fellow employees in a social media context that exists outside those approved by the School, they are advised to maintain their professionalism as School employees and have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting. Employees must avoid posting any information or engaging in communications that violate state or federal laws or School policies.

Employees are expected to serve as positive ambassadors and to remember they are role models to students in the community. Because readers of social media networks may view the employee as a representative of the School, the School requires

employees to observe the following rules when referring to the School, students, programs, activities, employees, volunteers and communities on any social media networks.

Employees must be respectful and professional in all communications (by word, image or other means). Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying. Be sensitive about linking to content. Redirecting to another site may imply an endorsement of its content.

Employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the School. Employees may not act as a spokesperson for the School or post comments as a representative of the School, except as authorized by the CEO or designee. When authorized as a spokesperson for the School, employees must disclose their employment relationship with the School.

Protect confidential information. Employees may not disclose information on any social media network that is confidential or proprietary to the School, its students, or employees or that is protected by data privacy laws. Employees should be thoughtful about what they publish and must make sure they do not disclose or use confidential information. Students, parents, and colleagues should not be cited or obviously referenced without their approval. For example, ask permission before posting a student's/co-worker's picture on a social network (student photos require parental consent) or publishing a conversation that was meant to be private.

It is acceptable to discuss general details about student projects, lessons, or school events and to use non-identifying pseudonyms for an individual (e.g., teacher, students, parents) so long as the information provided does not make it easy for someone to identify the individual or violate any privacy laws. Public social networking sites are not the place to conduct School business with students or parents; please conduct these interactions using the School's network.

Employees may not post any private images of the School premises and property, such as workrooms, offices, including floor plans. Nothing in this policy is meant to prevent employees from posting information that is allowable by the National Labor Relations Act.

Be transparent. Honesty or dishonesty will be widely available on social media. If the employee is posting about their role at the School, the employee must use their real name and identify their employment relationship. The employee must be clear about

their role; if they have a vested interest in something being discussed, to be the first to point it out.

Perception can be reality. In online networks, the lines between public and private, personal and professional are blurred. Employee's identification as a School employee, may create perceptions about expertise and about the School by community members, parents, students, and the general public. When posting online be sure that all content is consistent with employee work values and with the School's beliefs, core values and professional standards.

Work/Personal Distinction. Staff members are encouraged to maintain a clear distinction between their personal social media use and any School-related social media sites. The employee may consider setting up separate social media accounts for personal and professional use.

Personal Social Networking & Media Accounts. Before employees create or join an online social network, they should ask themselves whether they would be comfortable if a 'friend' decided to send the information to their students, the students' parents, or their supervisor. School employees must be mindful that any Internet information is ultimately accessible to the world.

Social Interaction With Students. Employees should not have online interactions with students on social networking sites outside of those forums dedicated to academic use. School employees' personal social networking profiles and blogs should not be linked to students' online profiles.

Contacting Students Off-Hours. Employees should only contact students for educational purposes and must never disclose confidential information possessed by the employee by virtue of their employment. Contacting students after hours must be kept to a minimum and be strictly for the purpose of academic support or to relay general information to all students.

Be a positive role model. Educational employees have a responsibility to maintain appropriate employee-student relationships, whether on or off duty. Both case law and public expectations hold educational employees to a higher standard of conduct than the general public.

School Logo. The use of the School logo(s) on a social media site or elsewhere must be approved by the CEO or designee.

The School expects all who participate in social media to understand and follow these guidelines.

D. Public Relations

Serving students and families requires a variety of professional skills. School employees are expected to demonstrate the following communication skills and abilities:

1. Ability to transmit passion for learning to students and families.
2. Flexibility and adaptability.
3. Well developed, clear communication and interpersonal skills that maintain a respectful, professional and courteous manner.
4. Conflict resolution skills.
5. Openness to differing views and objectives.
6. Ability to deliver information concerning curriculum, teaching, assessment, and learning to families.
7. Serve the student and parent's needs to the best of their ability without allowing their own convenience to interfere.

The success of the School depends upon the quality of the relationships between the School, its employees, students, parents and the general public. The public impression of the School and its interest will be formed, in part, by the employees; employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, the School, and the Schools' services.

Below are several things employees can do to help leave people with a good impression of the School. These are the building blocks for continued success.

1. Communicate regularly.
2. Act competently and deal with others in a courteous and respectful manner.
3. Communicate pleasantly and respectfully with other employees at all times.
4. Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
5. Respond to email and voicemail within 24 hours during the workweek.
6. Take great pride in their work and enjoy doing their very best.
7. Be proactive and work to anticipate the needs of those being supported.

When an employee encounters an uncomfortable situation that the employee does not feel capable of handling, their supervisor should be contacted immediately.

If a problem develops or if a parent remains dissatisfied, the employee should contact their supervisor for assistance.

Employees should not speak to the media on the School's behalf without contacting

the School's CEO or designee. All media inquiries should be directed to the CEO or designee.

E. Solicitation & Distribution

In order to ensure smooth operations, the School has established the following guidelines to be respected while at work. As long as it is done during non-working hours for all employees involved (such as meal periods or rest breaks), employees are permitted to engage in solicitation (i.e., asking for contributions, selling merchandise) anywhere on School premises, as long as it is done in a non-disruptive and inoffensive manner. Employees may only engage in distribution (i.e., handing out pamphlets, literature, petitions) during non-working hours for all employees involved and in non-working areas (such as the lunch room). Solicitation or distribution is not allowed in areas open to the public. Employees are prohibited from posting notices on the School bulletin board or in any other office location and from removing any items without management approval. The School may, at its discretion, authorize certain fund-raisers and collections for employee gifts. Employees who want to organize such an event, must obtain prior approval from the supervisor. Solicitation and distribution by non-employees is prohibited at all times on School property.

F. Inclement Weather/Emergency Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt School operations. The decision to close the office will be made by the CEO or designee. When the decision is made to close the office, employees will receive official notification from their supervisors. Employees will be paid for any remaining portion of their work day for the first day of the declared emergency closing. If the office continues to be closed, office employees will be expected to transition to remote work. An employee who is unable to transition to remote work may utilize their available applicable leave to remain in paid status. Employees may not be retaliated against for leaving the office during emergency circumstances when their safety is in jeopardy.

Employees are encouraged to listen to local news and radio reports for status updates. In general, the School will follow the decisions of the local community. Days that the School is closed due to inclement weather or other emergency may create a need to extend the work year or shorten holiday breaks.

Section VI: Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help maintain a safe workplace, everyone must be safety-conscious at all times. In compliance with California law, and to promote the concept of a safe workplace, the School maintains an Injury and Illness Prevention Program.

In compliance with Proposition 65, the School will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity. See the School's Safety Plan for more information.

A. Telecommuting - Remote Work Policy

The School may allow employees to telecommute if it benefits the interests of the School. A written proposal for such arrangements must be presented to HR and the supervisor for review and approval. Employees who telecommute may be required to attend in-person meetings at the office or other designated locations.

Telecommuting does not change the employee's work location and employees are still responsible for all costs associated with travel to and from the office as part of their reasonable commute, when they are required to report to their work location.

Employees are encouraged to speak with a tax professional as to any tax benefits or deductions for utilizing a home office. Employees are responsible for any tax liability should they claim such an expense and it is later disallowed by the Internal Revenue Service.

Employees who telecommute must maintain the security of all confidential and/or sensitive information and other proprietary information, as if they were working in the office. All security procedures apply, regardless of whether the employee is in the workplace or telecommuting. Certain confidential documents or information will not be taken home without authorization from the CEO or designee.

Employees who telecommute are responsible for following all safety rules. Telecommuters will develop a written agreement with the CEO or designee concerning the type and amount of work the telecommuter will be expected to perform. The ability to telecommute does not change the level of performance expected from an employee. Nonexempt employees will track their time in the School timekeeping system and report work accomplished at a frequency agreed upon with the supervisor. Exempt employees must complete the duties as outlined in their job description and assigned by their supervisor.

Employees who are subject to overtime laws are required to adhere to their beginning and ending work times, rest break, and meal periods. Telecommuting employees must continue to maintain required time records. Work time must be recorded on the employee's timesheet.

The School retains the right to require a reapproval process and/or rescind any telecommuting agreement at any time and to require any telecommuter to report to

the office or work location to work.

Violation of any telecommuting policies may result in the immediate termination of any telecommuting agreement.

B. Student Safety

The effective employee is concerned for the welfare of students and takes measures to ensure their welfare. Nevertheless, it is important to be aware of the possible consequences of negligence. The employee is responsible to act in a reasonable and prudent manner at all times. Specifically, the employee must do the following:

1. Always ensure that online students are supervised and have another responsible adult present when they are in online classrooms.
2. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
3. Report any unsafe conditions to the supervisor so that it may be corrected.
4. Ensure Zoom settings are correct for student safety.
5. Strictly adhere to all stated policies of the School.

Failure by employees to meet their responsibilities may have severe consequences (e.g., revocation of their license, criminal charges, etc.). Additionally, teachers may be held legally liable for negligence in the performance of their duties.

C. Employee Safety

The School is committed to providing the resources necessary to develop, implement, and administer a safety program for the protection of its employees. All administrative personnel and employees are expected to meet their responsibilities to make the safety program effective and productive. Periodic reviews of the safety program will be conducted by administration to maintain its effectiveness.

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to the supervisor, CEO, or HR. When reporting the injury, the employee should advise staff if emergency services should be involved, or if the injury requires medical attention. HR will help determine the best course of action. If an injury does not require medical attention, an Employer Report of Injury/Illness Form must still be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred. The employer will immediately notify OSHA in the event the employee sustains a serious illness, injury, or exposure that results in hospitalization as per CalOSHA

guidelines.

D. Transporting Students

Employees are not permitted to transport students. In the event a student needs transportation for a school-related purpose, the School will arrange for transportation in coordination with the parent or guardian.

E. Employee Driving Policy

CPCS must ensure that risks to the School are minimized and ensure that only safe drivers are allowed to drive on School business. The Board requires that all employees who regularly drive as part of their job duties ("Driving Employees") meet minimum standards of safety and insurance, which must be verified by the School. Driving employees must obey all traffic laws and drive safely while on School business.

Positions requiring driving shall state such in the job description and staff will be required to maintain a valid driver's license and vehicle insurance in order to meet the minimum qualifications of the position and perform the essential duties of the role. This policy covers all school employees and violation of the School's policy is grounds for discipline up to and including termination.

Driver's License and Insurance Coverage

1. In order to operate a personal vehicle when used to perform CPCS business, Driving Employees must have a valid driver's license and automobile insurance meeting the minimum standards established in this policy at all times. Evidence of the Driving Employee's driver's license and automobile insurance certificate will be kept on file. The Driving Employee is responsible for providing an updated driver's license and automobile insurance certificate whenever it expires or upon request. The CEO or designee must be notified immediately if the Driving Employee no longer has a valid driver's license or insurance certificate. Any Driving Employee whose driver's license or insurance certificate lapses or is canceled or revoked for any reason, and who cannot otherwise arrange for travel as required by their position, may be terminated or placed on inactive/unpaid status until the issue is remedied.
2. CPCS requires that a Driving Employee carry the following insurance amounts and coverage:

Automobile Liability - \$100,000 per person; \$300,000 per occurrence

Property Damage - \$50,000 per occurrence

Medical Payments - \$5,000 per person

Notification of Traffic Violations Resulting in Criminal Convictions

CPCS receives notifications from the Department of Justice (DOJ) when an employee has been arrested and when there has been a conviction for a crime. Notification of a traffic violation resulting in a misdemeanor or felony charge will be discussed with the employee. Certain driving violations may be grounds for termination from a position that requires regular driving such as:

1. Attempting to evade a police officer
2. Driving with a revoked or suspended license
3. Hit and run
4. Speeding over one hundred (100) miles per hour
5. Reckless driving
6. Driving under the influence of drugs and alcohol

Responsibilities of Human Resources

When recruiting for positions that require the employees to operate a vehicle, the posting notice shall advise applicants that a current driver's license record and verification of automobile insurance will be required prior to a final job offer.

Employee Responsibility

Employees are responsible for maintaining driver's licenses and special certificates required for the performance of job duties. Employees are also responsible for promptly notifying their supervisor of expiration, conviction, or other DMV actions against their driver's license or certificate by no more than five (5) business days from the occurrence.

Use of Electronic Devices While Operating a Vehicle

CPCS recognizes staff members may spend a considerable amount of time driving for business purposes. It is the intention of the School to ensure all staff members are safe while driving a vehicle. Although hands-free options are available, it is the policy of the School to discourage employees from utilizing a cell phone or other electronic devices while operating a vehicle.

Distracted driving can be described as any visual, cognitive or manual distraction which takes attention away from the task of safe driving.

Employees are expected to follow all federal and state distracted driving laws. Employees who are charged with traffic violations resulting from the use of an electronic device while driving will be solely responsible for all liabilities that result from such actions.

The School highly encourages employees to use their best judgment and reserve all conversations conducted on an electronic device for when they are not in operation

of a vehicle. It is recommended that employees find a safe location and park their vehicle prior to placing or accepting a telephone call. Texting while driving is prohibited. Voice texting while driving is strongly discouraged. Safety must come before all other concerns.

Revocation of Driving Privilege

1. Human Resources will monitor the subsequent arrest notifications from the DOJ. Any Driving Employee who is convicted of a DUI, loses their driver's license or driving privilege, or is deemed to be a "negligent operator" by the DMV, and fails to make suitable arrangements for alternative transportation to maintain meetings as an essential function of their position will immediately be placed on unpaid administrative leave.
2. Seatbelts are an essential element of the School's safety procedures. To emphasize seat belt awareness, one (1) seatbelt violation while on CPCS business will equate to a moving violation and may lead to disciplinary action. Repeat seatbelt violations could lead to termination of the at-will employment agreement.

Alternative Transportation

All employees must make suitable arrangements to ensure timely attendance at all appointments that are essential job functions. With the advance approval of the CEO or designee, the employee may be reimbursed the actual miles traveled using the Schools' current mileage reimbursement rate, for their travel using public transportation or rideshare service where a personal vehicle is not available or alternative transportation is not feasible. Driving Employees will not be reimbursed additional charges and expenses outside of the actual miles traveled for utilizing a rental car, taxi, or rideshare service in the event that the employee's personal vehicle is unavailable.

Nothing in this policy is intended to replace the employer's responsibility to engage in the interactive process with an employee who has requested accommodation due to an illness, injury, or disability. HR will ensure compliance in all matters pertaining to this policy.

F. Contagious Illnesses in the Workplace

The School realizes that employees with contagious temporary illnesses such as influenza (including COVID-19, H1N1 or Swine Flu), colds, and other viruses, or other communicable diseases may wish to continue with normal life activities, including working. In deciding whether an employee with an apparently short-term contagious illness or communicable disease may continue to work, the School considers several factors. The employee must be able to perform normal job duties;

meet regular performance standards; and, in the School's judgment, pose no potential risk to the health or safety of the employee or others. If the School determines that an employee is unable to perform normal job duties; meet regular performance standards; or represents a potential risk to the health or safety of the employee or others, the School reserves the right to send the employee home and require the use of any available sick or vacation time, and if none is available the time would be unpaid. If an employee disagrees with the School's determination that such a risk exists, the employee must submit a statement from their attending healthcare provider that the employee's continued presence at work poses no significant risk to the employee, other employees, or students before they are allowed to return to work.

The following are general health and hygiene practices recommended by the Centers for Disease Control:

1. Stay home when sick. An employee should not return to work until they have been free of a fever for at least 24 hours.
2. Use proper etiquette: cover the cough or sneeze with a tissue or cough or sneeze into the elbow.
3. Wash hands often, especially after sneezing, coughing, or having contact with others. Alternatively, use a hand gel disinfectant and rub hands until the gel is dry.
4. Avoid touching eyes, nose, or mouth.
5. Ensure that general use office machines, such as shared computers, faxes, and copiers, are wiped down with disinfectant.
6. Healthy lifestyles are encouraged, including good nutrition, exercise, and adequate rest.

Supervisors will encourage employees to utilize paid sick and vacation if available to cover absences due to contagious temporary illnesses.

The School will comply with all applicable statutes and regulations that protect the privacy of persons who have a contagious or communicable disease.

In the case of a pandemic (such as COVID-19, H1N1 or Swine Flu) or illness, the School may implement specific procedures through its emergency communication action plan including utilizing employees in essential operation positions; implementing controls and scheduling in the work environment; encouraging ill employees to stay home; modifying work schedules; implementing telecommuting; minimizing non-essential travel; social distancing (reducing frequency, proximity, and duration of contact between people); utilizing phone, email, and video-conferencing; personal protective equipment (PPE); and education and training on safe work practices, risk factors, and protective behaviors. Employees will be notified if the emergency communication action plan is implemented.

G. Gun Violence Restraining Order

If an employee, parent, or student demonstrates a substantial likelihood of significant danger or harm to self or others, a gun violence restraining order petition may be filed. The petitioner may be an immediate family member, law enforcement officer, employer, co-workers with employer approval who regularly interact with the person, or an employee or teacher of a secondary or postsecondary school. A copy of the restraining order is to be submitted to HR.

Section VII: Employee Wages and Benefits

A. Wages

Several factors may influence the compensation for a position. Each position is defined by a broadly written job description that indicates the duties to be performed and the necessary knowledge, skills, and abilities for the assignment. These factors are reviewed when determining the appropriate compensation. Some of the items the School considers are the nature and scope of the job duties, what other employers pay their employees for comparable jobs (external equity), what the School pays their employees in comparable positions (internal equity), and individual work as well as performance. Wages are also affected by legislative changes and the State's economy, and may be adjusted upward or downward as changes occur.

Initial step placement will be based on related prior experience, with a maximum entry placement of step six on the board approved salary schedule. The CEO is given authority to offer a higher entry step placement in areas of shortage such as math, science, or special education in order to secure highly qualified candidates for positions. Step advances will be considered for employees who remain in paid status for at least 75% of the work year calendar. Consideration for step advancement will also be based upon the School's budget solvency, successful employee performance, and any other relevant factors determined by management.

The employee's performance review will usually be conducted on or about the end of the fiscal year. A positive performance review will not necessarily result in a change in compensation.

B. Stipends

Stipends may include supplies, cell phone/internet, and/or mileage. Stipends may also be issued for performing specific additional job duties. Stipends may be evenly distributed across the employee's pay periods or issued at the time the services are rendered. All stipends will be reviewed annually.

C. Paydays

All salaried exempt employees are paid on the 26th of the month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the prior day of operation.

Hourly and salaried nonexempt employees are paid on or about the 10th and 26th of each month. Hours worked from the 16th through the last day of each month will be paid on or before the 10th of the following month. Hours worked from the 1st through the 15th of the month will be paid on or before the 26th of each month. For more information on pay periods, please contact payroll.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Employees will be paid through manual checks or through direct deposit of funds to savings or checking accounts at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization form may be obtained in the online HR system. Due to banking requirements it may take several weeks for activation of the direct deposit.

Every effort is made to avoid errors in calculating and distributing paychecks. Employees should inform HR if they believe an error has been made or pay has not been received. HR will take steps to research the problem and endeavor to make any necessary corrections as soon as possible or at least by the next regular pay day.

D. Payroll Withholdings

As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security (FICA) for non-credentialed employees, CalSTRS for eligible Teachers/Administration and State Disability Insurance from each employee's pay as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.
3. For non-credentialed employees: Social Security (FICA) - The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School. The current tax rate is used in the calculation. Each party is responsible for contributing. Eligible credentialed employees participating in CalSTRS do not contribute to Social Security.
4. State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.
5. For credentialed employees contributions will be deducted and remitted to

California State Retirement System (CalSTRS). The CalSTRS is a special trust fund established by California law. Per the guidelines of CalSTRS, the school will abide by membership eligibility. A contribution withdrawal begins with the first pay period. This contribution is in lieu of Social Security withholding tax from the paycheck. Additionally, the School contributes into the CalSTRS fund. All employee and employer contributions are determined by CalSTRS. Further information regarding CalSTRS accounts can be found at www.CalSTRS.com.

6. For all employees participating in employee benefits offerings such as health insurance, the employee contribution for benefits (the amount that exceeds the employer's contribution towards benefits) will be deducted from the employee's paycheck. The amount will be discussed and approved prior to the deduction being made. Please reference "Employee Cost Sharing" under "Employee Benefits" section of the Handbook for more information.

Every deduction from the paycheck is explained on the paystub, which will be available in the HR/Payroll Information System. Please contact payroll if any deduction is unclear.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal and State Withholding Tax deduction is determined by the employee's W-4 (Federal) and DE-4 (State) forms. The W-4 and DE-4 forms are to be completed upon hire. The employee may change the number of withholding allowances they wish to claim for Federal Income Tax purposes at any time in the HR information system by updating their W-4 and DE-4 withholdings.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and provided to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld, and total wages.

While the School strives to process payroll correctly, an error may occur from time to time. If this happens, every effort will be made to correct the problem as quickly as possible and to avoid future errors of a similar nature. Employees will not be subjected to discrimination, harassment, or retaliation for coming forward with a complaint or question about their paycheck.

E. Wage Attachments and Garnishments

When an employee's wages are garnished by court order, the School is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. The School will, however, honor the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from an employee's paycheck.

F. Employee Benefits

The School is committed to providing quality and cost effective benefit options (e.g. health, dental, vision, and life insurance) for eligible employees as part of the total employee compensation. Benefit eligibility may be dependent upon employee classification (full-time versus part-time, for example). Benefit eligibility requirements may also be imposed by the School and/or plans themselves. Policies, provisions and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or nonexempt status, unless otherwise noted in the employment agreement.

1. Employee Cost Sharing

Voluntary employment benefits, those benefits that are not mandated by state or federal law, are selected and controlled by the School. Decisions to provide and continue providing these benefits are based on such considerations as cost, composition of the workforce, operational efficiency, and desirability of benefit provisions. Where costs of discretionary insurance benefit plans exceed the School's interest, ability, or willingness to pay the full premium rate to maintain the current benefit level, employees may be required to share in the cost in order to continue the insurance plan coverage.

Exempt (FTE)	Non-Exempt (Hours per Week)	<i>Eligible employees will have the option to choose one of the following offerings:</i>	
		<i>*Tiered Benefit Stipends (for Health, Dental, and/or Vision)</i>	<i>*Cash In Lieu of Benefits</i>
.80+ FTE	32+ hours	\$1,300/month \$15,600/year	\$200/month
.60 - .79 FTE	24-31 hours	\$780/month \$9,360/year	\$100/month
.59 FTE or less	23 hours or less	not eligible	not eligible
<i>Benefits go into effect the first of the month following benefit eligibility.</i>			

2. Benefit Design and Modification

The School reserves the right to design plan provisions and to add, eliminate, or in other ways modify any School provided benefits described in this handbook or elsewhere in plan documents, where and when it is deemed in the School's best interest to do so. These benefits are subject to change depending on management

decisions and resources.

3. Benefit Plan Documents

Employees will be provided with summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents will govern. All of these official documents are readily available from HR for review. Questions about this information should be directed to HR.

4. Cash in Lieu of Health Benefits

Eligible employees may opt out of health benefits provided by the School and elect to receive a "Cash in Lieu" (CIL) option. CIL is dependent upon employment status and full time equivalent. Please refer to the employment agreement for more information.

In order to be eligible for cash in lieu of health benefits, an employee must provide proof of enrollment in a qualifying group health plan, including their name and the effective date of coverage, on their spouse or parent's employer sponsored plan, State Medicaid, Medicare, or VA Benefits. Proof of enrollment must be provided at the time of benefit enrollment for new hires or during the open enrollment period in order for the cash in lieu of benefits to be paid. Individual Family Plans (IFP) and Covered California coverage plans are not eligible for cash in lieu of benefits. All eligible employees will automatically be enrolled in the employer provided life insurance plan. Payment of the appropriate CIL amount will occur on each pay period of the current school year.

If the employee should enroll part way through the plan year due to a Qualifying Life Event (QLE), or if hired after the start date for the position, the annual CIL will be adjusted at the next pay period.

5. Right to Modify

The School reserves the right to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents to the extent allowed by law. Notice of any such changes will be provided, as required by law. Further, the School reserves the exclusive right, power and authority to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans, to the extent allowed by law. This section is subject to change in accordance with changes in the law.

6. Changes in Health Benefits

Employees may make changes to their plans outside of open enrollment if they experience a Qualifying Life Event (QLE). Examples of such events include marriage, divorce, birth, adoption, loss of coverage, etc. An employee has 30 days from the date

of the QLE to notify human resources and enroll in or make changes to their health plan.

For more complete information regarding any of the benefit programs, please contact HR.

7. COBRA Benefits

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee’s hours, leave of absence, divorce or legal separation, and a dependent child no longer meet eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of the coverage at the group rates plus an administration fee. The School or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the health insurance plan. The notice contains important information about the employee’s rights and obligations.

8. Look-back Measurement Method – Seasonal and Variable Hour Employees

For seasonal employees as well as part time employees hired to work less than 20 hours per week the School will use a look-back measurement method to determine benefit eligibility status.

This method is used to determine the benefits eligibility status of an employee by looking back over a defined period of time (12 months) to determine if the employee averaged at least 20 hours per week during that period. The initial measurement period begins on the first day of the calendar month following the employee’s start date. An administrative period of 60 days in addition to the initial measurement period will be used to determine if an employee has satisfied the requirement of an average of 20 hours per week to be eligible for coverage.

A stability period (designated period where coverage must be offered) of 12 months will be offered to all individuals identified as employees working at least 20 hours per week on average during the measurement period.

After a new variable-hour or seasonal employee has been employed for a standard measurement period, the employee is considered to be an ongoing employee and will have their hours measured from open enrollment or plan year.

G. Retirement Plan Offerings

The School is committed to providing retirement benefits to its employees. Plan

details may be obtained through HR.

403(b)/457(b) Deferred Compensation Plan

All employees can open a 403(b) and/or 457(b) account and make employee contributions through payroll deductions.

Employer Contributions:

The School will contribute to a 457(b) for eligible classified employees. In order to receive employer contributions, the eligible employee must first open a 457(b) account. The employer will then provide a guaranteed contribution of an amount equivalent to 3% of the employee's base salary to the eligible employee's account starting with the first payroll in the month following the establishment of the account.

Additionally, the employer will provide a matching contribution to the classified employee's 457(b) account in an amount not to exceed up to 5% of the employee's base annual salary. Eligible employees are immediately vested in employer contributions, however, seasonal employees are not eligible for employer contributions.

Eligible Employees:

To be eligible for an employer contribution, a classified employee must work at least 24 hours/week as part of the regular work schedule for the assignment.

Certificated staff participating in CalSTRS are not eligible for an employer contribution to a 403(b) or 457(b) plan.

California State Teachers Retirement System (CalSTRS)

The School offers a defined benefit plan through CalSTRS. Eligible credentialed employees employed at a CalSTRS school will be mandatorily enrolled in CalSTRS, and have employer and employee contributions submitted to CalSTRS on a monthly basis. Benefit information on this program is available at the CalSTRS website at www.calstrs.com.

Sick leave hours may be applied as service credit through CalSTRS for retirement. Upon hire, HR will provide a certificated employee a verification of employment and transfer of sick leave form. Certificated new hires may submit this request to their former school if applicable to transfer their basic sick leave accrual balance as defined by CalSTRS. As excess sick accrual creates a financial burden for the school, only basic sick leave hours will be transferred and added to the employee's sick accrual with CalPac.

H. Expense Reimbursement Process

The School receives public funds for its operations and must adhere to all laws, policies, and procedures in their use. As a steward of public funds, all staff will ensure that purchases and expense reimbursements follow the board approved

policies and procedures. The School will only reimburse actual and necessary business expenditures for staff. Staff shall be held accountable for good judgment regarding expenditure of tax dollars.

1. Supplies

Due to the virtual nature of this business, it may sometimes be most practical for employees to initiate purchases locally and be reimbursed for those expenses. Pre-approval by a supervisor is required in the event the employee wishes to purchase an item. Reasonable, actual business expenses incurred by employees for the purpose of conducting business on behalf of the School shall be reimbursed upon approval. Expense reimbursement requests must be submitted within thirty (30) days of the date of the expense.

2. Travel

The School supports staff development and participation in meetings and training in person as necessary. Employees are pre-approved to expense those costs associated with traveling for school-related purposes including testing and professional development. Scanned copies of original itemized receipts are required for reimbursement, regardless of the amount. The School shall not reimburse personal expenses including, but not limited to, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on school-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on school business. Factors such as variances in regional costs, travel duration and extenuating circumstances will be considered when approving travel reimbursement. Associated travel fees such as parking fees, taxis/shuttles, and luggage handling are reimbursable expenses.

3. Mileage

The mileage reimbursement rate is based on the rate established by the Internal Revenue Service. Employees must include verification of miles driven either using a platform adopted by the School, or by attaching a Mapquest/Google map or the like, with the request for reimbursement.

4. Hotel Rooms

Lodging shall be for those days associated with attending the activity, including, if necessary, the night before. Good judgment shall be used to seek the most reasonable accommodations. In most cases, the School will assist employees with hotel and travel arrangements. For employees making their own reservations, hotel rooms are reimbursed for employees traveling over 80 miles one way. Typically, a hotel stay for a distance less than 80 miles from the employee's home, will require prior approval.

5. Meals

Employees who are required to work or participate in training away from the regular work location may be reimbursed the cost of meal(s). Meals provided in conjunction with conferences, workshops, seminars, meetings that exceed these amounts are excluded from these limitations. No meals will be reimbursed for meals provided at/during the conference/training.

The reimbursement rates are:

\$20 for breakfast, \$25 for lunch, \$35 for dinner plus service gratuity maximum of 18%. The total amount reimbursed for meals per day will not exceed \$80. Alcohol is not reimbursable and must be deducted from any reimbursement requests. If an employee exceeds the allotment for meal expenses, the balance above the daily allocation will be deducted from the total expense on the expense report.

6. Postage

Employees will be reimbursed for any postage related expense requested by the School. Employees must get preapproval from a supervisor for shipping expenses and must discuss the best shipping method with the supervisor.

7. Procedure for Expensing

Employees must have pre-approval prior to making any purchases that will warrant reimbursement. Approval may be obtained by sending an email to the CEO or designee with a short description of what will be purchased.

Expense reimbursements must be submitted within thirty (30) days of the charge. Expense reports submitted after this time may not be reimbursed within the current cycle and/or may be delayed and processed in the next cycle.

Section VIII: Leaves, Vacation, and Holidays

A. Healthy Workplaces/Healthy Family Act of 2014

The School, in compliance with the Healthy Workplaces/Healthy Family Act of 2014 (AB 1522), allows all full time and part time employees who work at least 30 days within a year in California to accrue paid sick leave hours. Accrual begins on the first day of employment. The employee must work at least 30 days before taking any available accrued sick leave.

B. Paid Sick Leave

Paid sick leave may be used for an employee's own illness, for preventative care or diagnosis, care or treatment of an existing health condition, or time off to care for an ill or injured family member or dependents, which include children, parents, parent-in law, spouse, registered domestic partner, grandparents, grandchildren,

siblings and those related to the employee by blood or affinity equivalent. Sick leave may also be used when an employee needs to manage matters surrounding domestic violence, sexual assault, stalking or when their worksite or their child's school or daycare closes due to public health emergencies. Except in the case of an illness or emergency, sick leave must be requested at least five (5) days in advance by submitting the request through the payroll system. Employees using extended sick leave (in excess of 5 days) must submit a request at least two weeks before the extended leave.

Employees requesting sick leave may be required to submit a health care provider's statement or, in cases of individuals with sincerely held religious beliefs in faith healing or comparable religious practices, a statement authorized under EEOC guidelines, stating the reason for absence and dates of illness. Employees absent more than five (5) days may be required to submit a health care provider's statement or note that the employee is fit for return to service.

Employees will be paid their regular compensation when using paid sick days. Employees may use sick leave in thirty minute minimum increments, which will be deducted from the employee's accrual balance. Employees are not required to find a replacement for their work while taking protected sick time. Paid sick day balances are available for employee review through the payroll system and on pay stubs. For all hours submitted as sick leave, the time will be uninterrupted and the work day schedule will not need to be adjusted to accommodate the absence.

Any unused sick hours will roll over from year to year. Sick leave hours will not be advanced to an employee ahead of the earned accrual rate. Accrued, but unused sick days are not paid out by the School at the time of separation. However, employees who terminate employment and are rehired within one (1) year of termination (or 6 months for employees working in the city of San Diego) regain their previously unused accrued sick leave. Certificated employees who separate from CalPac and whose sick leave was transferred to another school, will have their transfer sick leave applied once the sick leave transfer form has been returned by the former school.

Any employee who continues to be absent after their sick leave accrual has been exhausted may have a payroll deduction equivalent to the number of hours absent. Salaried employees will only have full day absences deducted from their paycheck once their sick leave accrual is exhausted.

Certificated teaching staff are required to prepare and submit substitute lesson plans and other materials necessary in advance of any absence to ensure continuity of instruction during their absence. Teachers and certificated administrators may serve as substitute support to other teachers during absences by providing instruction for homeroom or content sessions.

1. Paid Sick Leave

The School provides sick pay for employees who regularly work a minimum of 24 hours per week. All full time employees (80% FTE or greater) accrue one (1) sick day per month in paid status. Employees paid semi-monthly will accrue the equivalent of one half day per pay period. All employees who fall under this accrual method are guaranteed to accrue a minimum of 24 hours by the 120th day of employment and subsequent accrual years in accordance with State law. Employees start accruing hours on the first day of employment and must work for 30 days before they can take sick leave. Employees will be paid at their regular hourly rate when they take paid sick leave.

Sick Leave Accrual					
Sick Leave	FTE	Hours Worked Per Week	Non-Exempt: Per Pay Period	Exempt: Per Pay Period	Total Sick Hours Accrued Monthly
Tier 2	.80 to 1.0 FTE	32+ hours	4/4	8	8
Tier 1	.60 to .79 FTE	24-31.9 hours	3/3	6	6

2. Paid Sick Leave – Part Time, Per Diem, Seasonal, and Temporary Employees

The School provides all part-time (less than 60% FTE), per diem, seasonal and temporary employees who work at least 30 days in California within a year with at least 40 hours (5 days) of paid sick leave in a 12 month period. Employees will be paid at their regular hourly rate when they take paid sick leave.

Employees start accruing hours on the first day of employment and must work for 30 days before they can take sick leave. Employees earn at least 1 hour of paid leave for every 30 hours worked. Employees may accrue more than 40 hours (5 days) of paid sick leave in a year. Sick leave accrual will be capped at 80 hours (10 days), in compliance with both state and city ordinances.

Sick Accrual <i>Part Time, Per Diem, Seasonal, and Temporary Employees</i>					
Sick Leave	Full Time Equivalent (FTE)	Hours Worked Per Week	Non-Exempt: Per Pay Period	Exempt: Per Pay Period	Total Sick Hours Accrued Monthly
California Sick Leave Policy	.59 or less	23.6 or less	2/2	-	4

C. California State Benefits (PFL)

California State Disability Insurance (SDI) is funded through employee contributions and is designed to provide eligible workers with partial wage replacement when taking time off work for their non-work-related illness or injury, pregnancy, or childbirth.

California Paid Family Leave (PFL) provides employees residing in the State of California with the ability to access their State Disability Insurance for partial wage replacement benefits to care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner, or to bond with a new child by birth, adoption, or foster care placement.

PFL Military Assist benefits are available to eligible employees who request time off work to participate in a qualifying event due to the military deployment of their spouse, registered domestic partner, parent, or child to a foreign country.

Employees must notify HR of their plan to take leave and the reason for taking leave according to the School's policy. HR is available to assist employees with applying for State Disability benefits through the Employment Development Department. Employees may be eligible to receive PFL benefits while on a leave of absence to care for a seriously ill family member or for baby bonding. Employees are not eligible for PFL benefits when on PDL, FMLA, or CFRA leave for their own serious health condition.

PFL is not a guaranteed right to a leave of absence, and employees taking PFL or PFL Military Assist are not provided job protection rights or a right to return to the same position following their absence.

D. Pregnancy Disability Leave (PDL)

An employee may take pregnancy disability leave (PDL) if the employee is disabled because of pregnancy, childbirth, or a related medical condition, including prenatal care and severe morning sickness. The length of leave is dependent on a medical certification and the duration may be up to 17 1/3 weeks or the equivalent number of days the employee would normally work within the same period. Intermittent leave or a reduced work schedule may be taken.

Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or related medical condition and must provide appropriate medical certification concerning the disability.

Events That May Entitle an Employee to Pregnancy Disability Leave

The 17 1/3 week pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

- The employee is unable to work at all or is unable to perform any one or more of the essential functions of their job without undue risk to self, the successful completion of pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
- The employee needs to take time off for prenatal care.

Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "17 1/3 weeks" means the number of days the employee would normally work within that period. For example, a full-time employee who works five eight hour days per week, four months means 88 working and/or paid eight hour days of leave entitlement based on an average of 22 working days per month for four months.

PDL will run concurrently with other applicable leaves, such as FMLA leave. The 12-month look-back period will apply to all leaves granted concurrently.

1. Pay During Pregnancy Disability Leave

An employee on pregnancy disability leave may use all accrued paid sick leave at the beginning of any otherwise unpaid leave period. The receipt of sick leave pay, or state disability insurance benefits will not extend the length of pregnancy disability leave.

Sick pay will accrue during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began. For example, an employee who delivers their baby on March 5 and goes out on leave on that date, would earn one day of sick leave for the month of March. Accrual for leave would be suspended until the employee returns from leave. All sick leave will be applied starting with the first day of absence until the leave is exhausted.

2. Health Benefits

The provisions of various employee benefit plans govern continued eligibility during pregnancy disability leave and these provisions may change from time to time. When a request for pregnancy disability leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance

premiums during the leave period.

If the employee takes pregnancy disability leave and is eligible under the Family Medical Leave Act (FMLA), the School will maintain group health insurance coverage for up to a maximum of 12 workweeks (if such insurance was provided before the leave was taken) on the same terms as if the employee had continued to work after PDL ended. Leave taken under the pregnancy disability policy runs concurrently with FMLA under federal law, but not California Family Rights Act (CFRA). If the employee is ineligible under the federal and state family and medical leave laws, while on pregnancy disability they will receive continued paid coverage on the same basis as other medical leave that the School may provide and for which the employee is eligible, such as continued PDL. In some instances, the School may recover premiums it paid to maintain health coverage for the employee if they fail to return to work following pregnancy disability leave.

3. Medical Certifications

An employee requesting a pregnancy disability leave must provide a medical certification from their healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.

Re-certifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required re-certifications can result in termination of the leave.

4. Requesting and Scheduling Pregnancy Disability Leave

An employee should request pregnancy disability leave by contacting HR.

The employee should provide at least thirty (30) days notice or as long of notice as is practicable, if the need for the leave is foreseeable.

Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.

Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.

If an employee needs intermittent leave or leave on a reduced schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which the employee is qualified,

which has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.

In most cases, the School will respond to a pregnancy disability leave request within two (2) days of acquiring knowledge that the leave qualifies as pregnancy disability and, in any event, within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

5. Return to Work

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, the employee will return to their original job or an equivalent job with equivalent pay, benefits, and other employment terms and conditions as when the leave commenced.

If the employee is not reinstated to the original position, the employee will be reinstated to a comparable position unless there is no comparable position available or a comparable position is available, but filling that position with the returning employee would substantially undermine the School's ability to operate the business safely and efficiently. A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

6. Employment During Leave

An employee on pregnancy disability leave may not accept employment with any other employer without the School's written permission. An employee who accepts such employment will be deemed to have resigned from employment with the School.

7. State Benefits

California State Disability Insurance (SDI) and California Paid Family Leave (PFL) are designed to provide eligible workers with partial wage replacement when taking time off work for their own serious medical condition, to care for a child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, registered domestic partner or to bond with a new child. Although it provides monetary benefits, it does not provide job protection rights. For more information or to file a SDI or PFL claim, please contact HR.

9. Pregnancy Related Accommodation

California Pacific Charter Schools will provide reasonable accommodation to pregnant employees for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).

If you require an accommodation, notify the Director of Human Resources. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as:

- The reason you need accommodation.
- A description of the proposed accommodation.
- How the accommodation will address limitations caused by pregnancy, childbirth, or related medical conditions.

The School will not require you to accept any accommodation without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. The School is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the School.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law. The School will comply with state or local laws that provide additional protections beyond the PWFA. The School will not retaliate against employees who request or receive an accommodation under this policy.

10. Lactation Accommodation

The School will provide a lactation break for a reasonable amount of time to accommodate an employee's need to express breast milk. Employees in need of lactation breaks should contact their supervisor and human resources to allow for the School to determine a private space and ensure the reasonable time for breaks is provided. Human Resources and the supervisor will assist the employee in identifying a proper location that is close to the employee's work area, shielded from view, and free from intrusion. Additionally, where applicable, the School will provide access to a sink with running water and a refrigerator for storing breast milk.

The lactation break shall, if possible, run concurrently with any rest break or meal period already provided to the employee. For non-exempt staff, any additional time needed to express milk outside of the normal rest break and meal period is to be off the clock. If the employee needs additional time past the breaks typically provided in a day, the employee should contact their supervisor and human resources. If a space and break is not provided when requested, please contact Human Resources.

E. Family and Medical Leave Act and California Family Rights Act Policy

The School complies with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"). The following information provides employees with a general description of their FMLA and CFRA rights.

Calculating 12-Month Period for FMLA and CFRA

For purposes of calculating the 12-month period during which 12 weeks CFRA or qualifying exigency leaves may be taken, the School uses the "rolling" method also known as the look back method. For example, if an employee begins their leave on March 5, the look back period is 12 months from that date.

Under some circumstances, leave under FMLA and CFRA may run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period. Accrued sick leave will be paid to the employee starting with the first day of absence until exhausted and will run concurrently with FMLA and/or CFRA leave.

For leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

Leave granted under any of the reasons provided by state and federal law will be counted as FMLA and/or CFRA leave and will be considered as part of the 12-workweek entitlement (26-work week entitlement if leave is to care for a service member) in a 12-month period. The 12-month period is measured forward from the date any employee's first FMLA/CFRA leave begins. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Pregnancy, Childbirth or Related Conditions Under FMLA, CFRA and PDL

Time off due to pregnancy disability, childbirth or related medical condition falls under pregnancy disability leave (PDL) and FMLA leave and is not concurrent with CFRA leave. Employees who may not be eligible for FMLA leave may still be eligible for leave under PDL. Once the employee is no longer disabled, or once the employee

has exhausted PDL and has given birth, they may apply for leave under CFRA, for purposes of baby bonding.

1) Family Medical Leave Act (FMLA)

Employee Eligibility Criteria

FMLA leave provides up to 12 workweeks of unpaid, job protected leave within a 12-month period, under the following conditions:

- The employee must have been employed by the School for at least twelve (12) months,
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- The employee is employed at a location where the School has at least fifty (50) employees within a seventy-five (75) mile radius, except for purposes of baby-bonding where the threshold is twenty (20) employees.

FMLA leave may be taken for one or more of the following reasons:

1. The birth of the employee's child, or placement of a child with the employee for adoption or foster care. When both parents are employed by the School, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the School will not grant more than a total of 12 workweeks of FMLA leave for this reason.
2. Due to the employee's own serious health condition causing the employee to be unable to perform one or more of the essential functions of their job. This excludes a disability caused by pregnancy, childbirth, or related medical conditions, as they are covered by the School's pregnancy disability policy.
3. To care for the employee's family member including a spouse, registered domestic partner, child, or parent who has a serious health condition or military service-related injury. When an employee is providing care for an injured spouse, child, parent, or next of kin who is a covered Armed Forces service member, the employee may take a maximum of twenty-six (26) weeks of FMLA leave in a single twelve (12) month period.

Intermittent Leave under FMLA

Full-time employees may take leave of up to 12 workweeks in a rolling 12-month period. Part-time employees may take leave on a proportional basis. The leave does not need to be taken in one continuous period of time. Under FMLA, the employee must have the School's agreement to take intermittent leave.

2) California Family Rights Act (CFRA)

The Fair Employment and Housing Act (FEHA), enforced by the Department of Fair Employment and Housing (DFEH), contains family care and medical leave provisions

for California employees. CFRA applies to all employees of the state of California and any other political or civil subdivision of the state and cities, regardless of the number of employees.

Employee Eligibility Criteria

CFRA leave provides up to 12 workweeks of unpaid, job protected leave within a 12-month period, under the following conditions:

- The employee has more than 12 months of service.
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- The employee is employed at a worksite where there are 5 or more employees within a 75 mile radius.

CFRA leave may be taken for one or more of the following reasons:

1. The birth of the employee's child, or placement of a child with the employee for adoption or foster care. If the School employs both parents of a child, it will grant up to 12 weeks of leave to each employee.
2. To care for the employee's parent, parent-in-law, spouse, registered domestic partner, child, grandparent, grandchild, and sibling who has a serious health condition.
3. For a serious health condition that renders the employee unable to perform their job.
4. To care for the employee's family member including a spouse, registered domestic partner, child, or parent who has a military service-related injury, or a designated person (person who is related to the employee by blood or whose association with the employee is equivalent to a family relationship). Employees are limited to the use of CFRA leave for one designated person per 12 month period. When an employee is providing care for an injured spouse, child, parent, or next of kin who is a covered Armed Forces service member, the employee may take a maximum of twenty-six (26) weeks of CFRA leave in a single twelve (12) month period.

Intermittent Leave under CFRA

Full-time employees may take leave of up to 12 workweeks in a rolling 12-month period. Part-time employees may take leave on a proportional basis. The leave does not need to be taken in one continuous period of time. Employees do not need the School's agreement to take intermittent bonding leave. In the case of intermittent leave, the employee may be required to use such leave in two-week minimum increments, with an exception for shorter increments on at least two occasions.

3) Process for Requesting FMLA/CFRA Leave Leave Procedures

The following procedures shall apply when an employee requests leave:

The employee must contact HR as soon as the need for the leave is realized.

If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or an eligible family member per FMLA or CFRA, the employee must notify the School at least 30 days before the leave is to begin. The employee must consult with their supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the School. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the applicable family members.

If the employee cannot provide 30 days' notice, the School must be informed as soon as is practical. Notice can be written or verbal and should include the timing and the anticipated duration of the leave, but the School does not require disclosure of an underlying diagnosis. The School will respond to a leave request within 5 business days. The School requires written communication from the health-care provider stating the reason for the leave and the probable duration of the condition. However, the health care provider may not disclose the underlying diagnosis without the consent of the patient.

If the FMLA/CFRA leave request is made because of the employee's own serious health condition, the School may require, at its expense, a second opinion from a health care provider that the School chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the School.

If the second opinion differs from the first opinion, the School may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the School and the employee. While waiting for a second or third opinion, the employee is provisionally entitled to FMLA/CFRA leave.

The School requires the employee to provide certification within 15 days of any request for FMLA/CFRA, unless it is not practicable to do so. The School may require recertification from the health care provider if additional leave is required. For example, if an employee needs two weeks of family and medical leave, but following the two weeks needs intermittent leave, a new medical certification will be requested and required. If the employee does not provide medical certification in a timely manner to substantiate the need for leave, the School may delay approval of the leave, or continuation thereof, until certification is received. If certification is

never received, the leave may not be considered family and medical leave.

If the leave is needed to care for approved family members per FMLA/CFRA, the employee must provide a certification from the health care provider stating:

1. Date of commencement of the serious health condition;
2. Probable duration of the condition;
3. Estimated amount of time for care by the health care provider; and
4. Confirmation that the serious health condition warrants the participation of the employee.

Certification

If an employee cites their own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- 1) Date of commencement of the serious health condition;
- 2) Probable duration of the condition; and
- 3) Inability of the employee to work at all or perform any one or more of the essential functions of their position because of the serious health condition.

The School will require certification by the employee's health care provider that the employee is fit to return to their job. Failure to provide certification by the health care provider of the employee's fitness to return to work may result in denial of reinstatement for the employee until the certificate is obtained.

4) Pay and Benefits Under FMLA/CFRA

Health and Benefit Plans

The School provides health benefits under a group plan, and will therefore continue to make these benefits available during the leave if the employee is enrolled in the group plan. An employee taking FMLA/CFRA leave will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered service member) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The School will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the School may recover from employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave. An employee is deemed to have "failed to return from leave" if they do not return following the leave

of absence, or work less than thirty (30) days after returning from leave. Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months (or for the approved time) of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if the employee had continued to work. The employee will also continue to make premium payments, if applicable, based on the payment schedule outlined in the premium payment letter. They will then be able to remain on benefits for any time taken under approved FMLA/CFRA leave if they are eligible for those leaves. Payment is due when it would be made by payroll deduction.

Substitution of Paid Leave

Generally, FMLA/CFRA leave is unpaid. The School is not required to pay employees during FMLA/CFRA leave and may require an employee to use accrued vacation time or other accumulated paid leave other than sick time. If the FMLA/CFRA leave is for the employee's own serious health condition the use of sick time is required and will run concurrent with FMLA/CFRA leave.

Time Accrual

Sick pay will accrue during any period of unpaid disability leave only until the end of the month in which the unpaid leave began. For example, an employee who delivers their baby on March 5 and goes out on leave on that date, would earn one day of sick leave for the month of March. Accrual for leave would be suspended until the employee returns from leave. All sick leave will be applied starting with the first day of absence until the leave is exhausted.

COBRA Benefits

If an employee requires additional leave after all protected leaves have been exhausted (PDL, FMLA, CFRA), they will be eligible for continued benefits through COBRA.

5) Reinstatement Upon Return from FMLA/CFRA

Under most circumstances, upon return from FMLA/CFRA leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions as when the leave commenced. However, an employee has no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee on FMLA/CFRA leave would have been laid off had they not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of FMLA/CFRA leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after FMLA leave may be denied to certain salaried “key” employees under the following conditions:

- 1) An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the work site at which the employee worked at the time of the leave request;
- 2) The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the School’s operations;
- 3) The employee is notified of the School’s intent to refuse reinstatement at the time the School determines the refusal is necessary; and
- 4) If leave has already begun, the School gives the employee a reasonable opportunity to return to work following the notice described previously.

Under CFRA, the School will reinstate “key” employees.

Employees should contact HR for additional information about eligibility for FMLA, CFRA or PFL.

F. Bereavement Leave

Employees are eligible for bereavement leave after 30 days of continuous employment. An employee requesting bereavement leave should notify their supervisor as soon as possible for support in ensuring release time and coverage of their duties. If an employee receives notice of the death of a family member while at work, the employee may be excused from their regularly scheduled duties for the remainder of the workday and that day will not count as bereavement leave. The employee will be paid for that day as if they had completed the full workday.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to ten (10) consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee’s spouse, domestic partner, child, or stepchild.
- Employees are allowed up to five (5) consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee’s parent, stepparent, parent-in-law, grandparent, brother, sister, stepsibling, or an adult who stood in loco parentis to the employee during childhood. Additionally, an employee who experiences a reproductive loss through a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction may take up to five (5) consecutive days off with regular pay. This leave may be taken by any employee who would have been the parent. The leave must be completed within three months of the loss and days can be taken intermittently. This leave does not run concurrently with CFRA or PDL. For employees who experience multiple losses, this leave is

capped at no more than 20 days in a 12 month-period.

- Employees are allowed one (1) day off from regularly scheduled duty with regular pay in the event of the death of the employee's extended family member (i.e. sister/brother-in-law, aunt, uncle, or cousin).
- Employees are allowed up to four (4) hours of bereavement leave to attend the funeral of a fellow CalPac employee or the employee's close personal friend.

Bereavement leave may be taken intermittently with prior approval of the supervisor in no less than four hour increments. If an employee requires more than the allocated time off for bereavement leave, the employee may use accumulated sick days and/or vacation time (if applicable). Nonwork days or holidays will not count as bereavement leave. Employees may take the equivalent of one additional day of bereavement leave for the purpose of travel if the services are located out of state. The CEO or designee may approve additional unpaid time off with preapproval.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

G. Military Leave

Regular full time employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Reemployment Rights Act and applicable state regulations. The policy covers those employees who enter active military duty voluntarily and extends to Reservists and National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training.

Eligibility

All employees, except those hired on a temporary or seasonal basis, are eligible for the leave.

Length of Leave

The length of the military leave is determined by the uniformed service organization calling the employee to active duty or military encampment.

Request Procedure

The employee must provide written notice of their obligation or intention to

perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. A copy of the military orders must also be provided. Failure to do so may result in loss of reemployment rights.

Pay While on Leave

Military leaves are without pay.

Status of Benefits

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, length of service, pay increases, as may be from time to time provided by applicable statutes of the United States and the state of California. The employee may maintain health care insurance benefits for up to 24 months while on leave by paying the insurance premiums through COBRA for any leave extending beyond 30 days.

Reinstatement

Upon return from a Uniformed Service Leave, the employee must report to work or request reemployment within prescribed time limits, which are based on the length of the leave:

1. Between one (1) to thirty (30) days: The service member is expected to report to work on the first regularly scheduled work period on the first full day after release from service and will be reinstated to the same position held at the time the service leave began.
2. Between 31-180 days: The service member must submit an application for reemployment within 14 days of release from service.
3. For 181 days or longer: An application for reemployment must be submitted within 90 days of release from service.

Failure to file an application within the required time period may forfeit the right to reemployment.

H. Organ and Bone Marrow Donation Leave

The Organ and Bone Marrow Donation Leave grants up to 30 days leave of absence with pay to employees who have exhausted all available sick leave within a one-year period for the purpose of donating an organ and a five (5) day leave of absence with pay to employees who are bone marrow donors. If needed, employees may take an additional unpaid leave of absence, up to 30 days per year, for donating an organ.

This leave may require use of two weeks accrued paid time off for organ donation,

and five (5) days for bone marrow donation.

A medical note will be required to be submitted to HR. Medical benefits will be maintained while the staff member is on leave and the staff member is guaranteed reinstatement to work. There will be no discrimination or retaliation for any leave taken.

I. Judicial Leave

The School encourages employees as part of their civic responsibilities to serve on jury duty when called. The School provides judicial leave to eligible employees who are called to serve as jurors or who are summoned to appear as witnesses in a judicial proceeding, pursuant to a subpoena, or a court order. Postponement to non-instructional or off-peak department times such as the start or end of the school year, during state testing windows, at the end of grading periods, or for departments during significant high volume periods is encouraged in order to minimize the impact to the School's operations.

- Seasonal and part-time employees working less than 24 hours per week will be provided unpaid time off to participate in jury duty.
- Regular classified and certificated employees will receive their full pay while serving up to seven (7) days of judicial leave. The seven days will be calculated as the equivalent to the employee's regular work schedule. For example, an employee who works six (6) hours per day would be eligible for a total of 42 hours of judicial leave.
- With pre approval from the supervisor, nonexempt employees may work an alternate schedule in coordination with their leave in order to maintain full or partial paid status for the duration of the leave in excess of seven (7) paid days if applicable.
- Exempt employees called for jury duty will receive full salary for the time spent on leave beyond the initial seven (7) days, unless they are on leave for an entire workday during which no work is performed. Exempt employees are expected to monitor and respond to any urgent communications within 24 business hours, perform any critical job duties, and must consult with their supervisor to ensure coverage of duties during their absence.

The employee must notify HR and their supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. Any employee summoned for jury duty must provide HR with an authentic summons, subpoena, or notice for such duty and upon returning to work must present proof of jury duty service, including the dates of the employee's service. Employees are expected to return to work if they are excused for jury duty during their regular working hours.

Fees Paid by the Court - All jury fees (excluding mileage) received by the employee while on school paid status shall be remitted to HR. Jury fees received while on school unpaid status are retained by the employee.

J. Volunteer Firefighters, Reserve Police Officer or Emergency Rescue Personnel

If the employee is an official volunteer firefighter, a reserve police officer, or an emergency rescue personnel they must alert HR that it may be necessary to take time off due to emergency duty. No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter.

K. Victims of Domestic Violence Leave

Employees who are victims of domestic violence are eligible for unpaid leave regardless of whether any person is arrested, prosecuted, or convicted of committing a crime. This leave provides time off for employees who are victims of domestic violence, sexual assault, and stalking, as well as leave for employees who are the victims or related to victims of certain serious or violent felonies. Employees may use available and accrued sick leave. The employee may also take paid vacation. The employee may request leave if they are involved in a judicial action, such as obtaining restraining orders, appearing in court to obtain relief to ensure the health, safety or welfare, or that of their child.

The employee should provide notice and certification if they need to take leave under this policy. Certification may be sufficiently provided by any of the following:

1. A police report indicating that the employee was a victim of domestic violence.
2. A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a medical professional, domestic violence advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

The School will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

L. Suspension of an Employee's Enrolled Child

If an employee who is the parent or guardian of a child facing suspension from

school and is summoned to the school to discuss the matter, the employee should alert the CEO or designee as soon as possible before leaving work. In keeping with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

M. Recreational Activities and Programs

The School or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

N. Workers' Compensation

The School, in accordance with state law, provides insurance coverage for employees in case of a work-related illness or injury. The workers' compensation benefits provided to injured employees include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure that the employee receives any workers' compensation benefits to which they may be entitled, they will need to:

- Immediately report any work-related injury or illness to HR. If the employee believes the injury or illness is caused by their job and developed gradually, the report should be filed as soon as possible. Reporting promptly helps avoid problems and delays in receiving benefits, including medical care. If the employee does not report the injury within 30 days, they risk losing their right to receive workers' compensation benefits;
- Seek medical treatment and follow-up care if required;
- Complete a written claim form and return it to HR as soon as possible.
- Provide the School with a certification from the healthcare provider regarding the need for workers' compensation disability leave, as well as the status of the employee's eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to the same position held at the time the leave began, or to an equivalent position, if available. Upon return, a teacher is not guaranteed the same students, but will receive new/transfer students according to the same seniority status they had prior to the leave. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had

been continuously employed rather than on leave. For example, if an employee on workers' compensation leave would have been laid off had they not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the School's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of the job because of a physical or mental disability, the School's obligations to the employee may include reasonable accommodation, as governed by the ADA (Americans with Disabilities Act).

O. Other Types of Leaves

There are other types of leaves that employees may be eligible for which include:

- Time off to visit children's schools: This leave provides employees up to 8 hours per month (to a maximum of 40 hours per year) of unpaid time off for the purpose of child-related activities which include: to find, enroll, or re-enroll the child in a school or with a licensed childcare provider; to participate in activities of the school or licensed child care provider; to address a child care provider or school emergency. Employees may use available and accrued sick leave;
- Literacy accommodation leave: This leave provides reasonable accommodation for employees who experience difficulties with literacy to enroll in an adult literacy program, work with a tutor or otherwise take steps to improve upon their literacy needs. Employees may use available and accrued sick leave;
- Military spousal leave: This leave provides employees up to ten (10) days of unpaid, protected leave, to spend time with a spouse or registered domestic partner who is home during a period of military deployment. Employees may use available sick leave for the purpose of military spousal leave. Additionally, employees may be eligible for Paid Family Leave through the state of California or FMLA for this type of leave. Please contact HR for more information.
- Unpaid Personal Leave: An employee may need to take time off from work that is not covered by the available paid leave policies. In this case, the employee may submit a request to their supervisor for unpaid time off. Unpaid personal leave is limited to no more than four (4) days per fiscal year and must be preapproved by the supervisor. A day is calculated to mean the equivalent of the employee's workday. Except in emergency situations, unpaid leave will not be granted during the first two weeks of school, the last two weeks of school, during testing windows, or at other times deemed essential by the supervisor to ensure student instruction and/or school

operations.

P. Professional Development

The School expects all employees to maintain necessary certifications and encourages all employees to attend meetings, conferences, and other educational sessions that provide training and ideas helpful to the development or operation of the School. Employee requests to attend short-term professional development opportunities (two days or less) not sponsored by the School are subject to the approval of the CEO or designee.

Employees will be allowed with the approval of their supervisor and the CEO or designee to attend extended professional development programs. Extended professional development programs are considered more than two (2) days. An employee will be expected to complete missed work or assignments upon return.

Employees may submit written requests for professional development days to their supervisors for approval. The request shall include a printed or written agenda and/or printed material pertaining to the professional development. The School requests that employees submit requests to take professional development days at least 10 days for in town events and at least 30 days for out of town events. The granting of request will be solely at the discretion of the CEO.

Q. Holidays

The School recognizes the following holidays:

- New Year's Day (January 1st)
- Martin Luther King Jr's Birthday
- Presidents' Day
- Memorial Day
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Labor Day
- Veterans Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve (December 24th)
- Christmas Day (December 25th)
- New Year's Eve (December 31st)

Each year the winter break will be reviewed and the holidays determined by the beginning of the school year.

Unless otherwise provided in this policy, all employees will receive time off for each observed holiday. To qualify for holiday pay, an employee must be a regular full time or part time (twenty four or more hours per week) classified employee in paid

status on the working day immediately preceding and following the holiday. A holiday that falls during a classified employee's vacation time or sick time is paid as a holiday and is not deducted from vacation or sick-leave balances. Employees required by their supervisor to work on a scheduled school holiday who are eligible for holiday pay, will in addition to holiday pay, receive compensation for the actual hours worked. Classified employees working at least 80% FTE will be compensated 8 hours for each observed school holiday falling within the employee's work year calendar. Classified employees working between 60% - 79% FTE will be compensated 4.8 hours for each observed school holiday falling within the employee's work year calendar.

R. Vacation

The School's vacation policy is intended to provide eligible staff with time off from work for rest, recreation, or to attend to personal matters. This policy is subject to change at the discretion of the School.

Vacation days must be requested and approved in advance of the time off from work. Employees must submit their request to their supervisor or manager through the leave system at least two (2) weeks prior to the requested time off, except in cases of unforeseeable circumstances. Vacation may be used in increments of no less than one (1) hour. Any changes to a vacation request must be pre-approved by the supervisor at least three (3) business days prior to the start of the requested date of vacation, except in an emergency situation. Approval of vacation days are subject to the needs of the school. A requested vacation will be approved if the absence does not cause a disruption of service or result in issues of coverage. Failure to obtain pre-approval for vacation may result in disciplinary action.

Employees will become eligible for vacation accrual after completing three (3) months of continuous service. Vacation time may not be utilized before it is earned. Accrued and unused vacation hours will roll over from year to year, but are capped at one and a half times (1.5) the employee's annual rate of accrual. Employees will not accrue any additional vacation until their balance has dropped below the annual cap. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.

Earned vacation accruals are displayed in the payroll system and on the employee's pay stub. Upon separation from the School, employees will be paid for any accrued, but unused vacation days in accordance with applicable laws and School policy.

(Certificated Employees)

Certificated employees are entitled to vacation terms based upon date of hire, length of service, and status with the School. Certificated employees shall accrue three (3) days of

paid vacation each year prorated based on FTE, length of employment, and percentage of time the employee was vacation eligible.

For certificated employees, requests for vacation will not be granted during the first two (2) weeks and last two (2) weeks of the school semester or during testing windows. The supervisor may determine additional peak times in which vacations may not be approved.

Vacation Accrual <i>Certificated Staff</i>			
Eligibility Status	Full Time Equivalent (FTE)	Hours Worked Per Week	Total Annual Accrual
Full Time Tier 2	.80+	32+	24 hours
Part Time Tier 1	.60 - .79	24-31	18 hours

(Classified Employees)

Classified employees are entitled to vacation terms based upon assignment FTE, date of hire, length of service, and status with the School. Vacation will accrue beginning on the first day in paid status, but may not be used until after completing three (3) months of continuous service. Employees may be required to apply their earned vacation hours during school recess.

As a general practice, the supervisor will make an effort to approve a vacation request that is mutually convenient for the employee and the School. The supervisor may determine peak times in which vacations may not be approved.

Vacation Accrual <i>Classified Staff</i>						
Eligibility Status	Full Time Equivalent (FTE)	Hours Worked Per Week	Non-Exempt: Per Semi Monthly Pay Period	Exempt: Per Monthly Pay Period	Total Hours Accrued Per Month	Total Max Annual Accrual
Full Time Tier 2	.80+	32+	4 hours/4 hours	8 hours	8 hours	96 hours
Part Time Tier 1	.60-.79	24-31 hours	1 hour/1 hour	2 hours	2 hours	24 hours

(Classified Managers)

Classified managers are entitled to vacation terms based upon assignment FTE, date of

hire, length of service, and status with the School. Vacation will accrue beginning on the first day in paid status, but may not be used until after completing three (3) months of continuous service. Employees may be required to apply their earned vacation hours during school recess.

As a general practice, the supervisor will make an effort to approve a vacation request that is mutually convenient for the employee and the School. The supervisor may determine peak times in which vacations may not be approved.

Vacation Accrual <i>Classified Manager</i>						
Eligibility Status	Full Time Equivalent (FTE)	Hours Worked Per Week	Non-Exempt: Per Semi Monthly Pay Period	Exempt: Per Monthly Pay Period	Total Hours Accrued Per Month	Total Max Annual Accrual
Full Time Tier 2	.80+	32+	6 hours/6 hours	12 hours	12 hours	144 hours
Part Time Tier 1	.60-.79	24-31 hours	3 hour/3 hour	6 hours	6 hours	72 hours

S. Work Year Calendars

Each year the Board of Directors will approve the instructional and work year calendars for the new school year. Specific work days for certificated staff are determined by the School based on a return date for prep days, professional development, and final date for grade submission. The work days will be designated within the date range listed on the employment agreement.

In coordination with HR, supervisors will prepare a work year calendar displaying the first and last day of the assignment, all recess periods, and designated non-work days. For employees working less than 12 months, non-work days will be determined at the discretion of the employer, indicated on a work calendar provided to the employee, and determined so that work schedules will provide the greatest support to the School or department.

Non-work days are unpaid days based upon the employee's position and employment agreement as stated on the work year calendar. Unlike accrued leave, non-work days will not carry over from year to year.

T. Make-up Time

Nonexempt employees may choose to use make up time in order to accommodate employee scheduling needs. Employees may choose to work over 8 hours on one or more days per week, so they make up work less than 8 hours another day for personal reasons. The extra hours worked for make-up time would not be counted as overtime. Employees are not to work more than 11 hours in a single work day (without prior approval), and the make up time must all be taken and used within the pay work week. If an employee requests make-up time and has worked over 8 hours in a day earlier in the week, and their need for time off changes, the employer may still require the employee to take the planned time off to avoid unnecessary overtime. Unless otherwise approved, employees are not to work more than 40 hours per week, in which case, they will be eligible for overtime. Requests for make up time must be submitted to the supervisor in advance.

U. Suggestions

The School is always striving to improve operating procedures and encourages all employees to make suggestions to this end. We welcome suggestions on subjects such as safety; ways to improve customer service; and, how to save labor, money, energy, time, and materials. All suggestions should be submitted in writing to the appropriate supervisor who will in turn discuss them with School management. We appreciate staff suggestions that help make the School more successful.

Section IX: Arbitration Agreement

Agreement to Arbitrate Disputes and Claims

As a condition of employment, the School and employee shall enter into an agreement to submit to binding arbitration any and all disputes or employment claims they could otherwise pursue in court, with the exception of those areas not covered in the agreement by law. For additional information, refer to the Employment Agreement and the Arbitration Agreement documents.

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California Pacific Charter Schools

200-Day Certified Work Year Calendar (2024-2025)																																			
JULY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days	Legend		
																																0.0	Non Work Days		
AUGUST	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0.0	Work Days		
																																0.0	Non Work Days		
																																20.0	Work Days		
SEPTEMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		1.0	Non Work Days		
		M	T	W	R	F				M	T	W	R	F			M	T	W	R	F			M	T	W	R	F		M		20.0	Work Days		
		N		1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		1					
OCTOBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		0.0	Non Work Days	
	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R		23.0	Work Days	
	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		1	1	1	1	1				
NOVEMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			6.0	Non Work Days	
	F				M	T	W	R	F				M	T	W	R	F			M	T	W	R	F			M	T	W	R	F		15.0	Work Days	
	1				1	1	1	1	1			N	1	1	1	1	1	1	1	1	1	1			N	N	N	N	N						
DECEMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		7.0	Non Work Days	
		M	T	W	R	F				M	T	W	R	F			M	T	W	R	F			M	T	W	R	F		M	T		14.0	Work Days	
	1	1	1	1	1	1			1	1	1	1	1	1			1	1	1	1	N			N	N	N	N	N		N	N				
JANUARY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		4.0	Non Work Days	
	W	R	F				M	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F		19.0	Work Days
	N	N	N				1	1	1	1	1			1	1	1	1	1			N	1	1	1	1			1	1	1	1	1			
FEBRUARY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			2.0	Non Work Days		
		M	T	W	R	F				M	T	W	R	F			M	T	W	R	F			M	T	W	R	F		M	T		18.0	Work Days	
	1	1	1	1	1	1			1	1	1	1	1	N			N	1	1	1	1	1		1	1	1	1	1							
MARCH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		0.0	Non Work Days	
			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F		M	T		20.0	Work Days	
			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		N					
APRIL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		4.0	Non Work Days		
	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W		18.0	Work Days		
	N	N	N	N			1	1	1	1	1			1	1	1	1	1			1	1	1	1			1	1	1	1	1				
MAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		1.0	Non Work Days	
	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F		21.0	Work Days		
	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1			N	1	1	1	1	1					
JUNE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		0.0	Non Work Days		
		M	T	W	R	Z				M	T	W	R	F			M	T														12.0	Work Days		
	1	1	1	1	1	1			1	1	1	1	1			1	1																		
N	Planted non-work day																																		
A	First day of school																																		
Z	Last day of school																																		
L	Late start up to and including this date eligible for step advancement																																		
NON-WORK DAYS:																																			
9/2/2024																																			
11/11/2024																																			
11/25 - 11/29/2024																																			
12/20 - 12/31/2024																																			
1/1 - 1/3/2025																																			
1/20/2025																																			
2/14 - 2/17/2025																																			
3/31 - 4/4/2025																																			
5/26/2025																																			
SCHOOL DATES:																																			
8/28/2024 - 6/6/2025 First and Last Days of School																																			
LATE START:																																			
10/14/2024- 50 days 75% Late Start																																			
50																																			
Board Approval 01/09/2024																																			
Calendar Days (M-F) 225.0																																			
Total Compensated Days 200.0 200.0																																			
Total Holidays/Nonwork Days (non-compensated) 25.0 25.0																																			
Scheduled Non-work Days 25.0																																			
Remaining Non-work Days to be Scheduled 0.0																																			

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Employee must be in paid status before and after the date of the holiday in order to be eligible for holiday pay.												
Board Approval:	01/09/2024											



California Pacific Charter Schools

CLASSIFIED 175 DAYS Work Year Calendar (2024-2025)																																			
JULY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days	Legend		
																																0.0	Holidays		
																																0.0	Work Days		
AUGUST	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
																																0.0	Holidays		
																																3.0	Work Days		
SEPTEMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
		M	T	W	R	F				M	T	W	R	F			M	T	W	R	F			M	T	W	R	F		M		1.0	Holidays		
		H	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		1			20.0	Work Days		
OCTOBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	0.0	Holidays		
	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		1	1	1	1	1	23.0	Work Days		
NOVEMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F			6.0	Holidays		
	1			1	1	1	1	1			H	1	1	1	1		1	1	1	1	1			H	H	H	H	H				15.0	Work Days		
DECEMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
		M	T	W	R	F				M	T	W	R	F			M	T	W	R	F			M	T	W	R	F		M	T	5.0	Holidays		
		1	1	1	1	1			1	1	1	1	1			1	1	1	1	N			N	H	H	H	H		H	H	14.0	Work Days			
JANUARY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
	W	R	F				M	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F	2.0	Holidays	
	H	N	N				1	1	1	1	1			1	1	1	1	1			H	1	1	1	1		N	1	1	1	1		18.0	Work Days	
FEBRUARY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29						
			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F				1.0	Holidays		
			1	1	1	1	1			1	1	1	1	N			H	1	1	1	1			1	1	1	1	1				18.0	Work Days		
MARCH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F		M		0.0	Holidays		
			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		N			20.0	Work Days	
APRIL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W		0.0	Holidays		
	N	N	N	N			1	1	1	1	1			1	1	1	1	1			1	1	1	1				1	1	1			18.0	Work Days	
MAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F			M	T	W	R	F		1.0	Holidays		
	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			H	1	1	1	1		21.0	Work Days		
JUNE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
		M	T	W	R	Z																										0.0	Holidays		
		1	1	1	1	1	1																									5.0	Work Days		
H	Holidays																																		
A	First day of school																																		
Z	Last day of school																																		
N	Nonwork days																																		
L	Late start up to and including this date eligible for																																		

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[illegible]

CALIFORNIA PACIFIC CHARTER SCHOOLS**Agenda Item:****Date:** January 9, 2024

	Correspondence/Proposals/Reports
X	Consent Agenda
	Business/Financial Services
	Education/Student Services
X	Personnel Services
	Curriculum
	Policy Development

Item Requires Board Action: X**Item is for Information Only:**

Item: Approve Memorandum of Understanding (MOU) between Alliant International University, Inc. and California Pacific Charter Schools 01/01/2024 through 01/01/2027

Background:

In order to provide student teaching and internship opportunities, staff recommend CalPac engage in an MOU with Alliant International University, Inc. for the purpose of providing learning experiences for their student teacher/intern candidates. The agreement is mutually beneficial to the school and the university in that university students are afforded the opportunity to gain experience hours to meet their program requirements, and the school gains access to candidates who are certified to provide instructional services under the supervision of the mentor teacher and school leadership team. Additionally, the arrangement creates a path for potential job candidates to meet future staffing needs.

This MOU will replace the existing agreement, removing school psychologist interns from the eligible classifications. Moving forward, the university will require school psychologist students to complete their practicum through in-person educational environments only.

In order to ensure appropriate support and in recognition of the additional duties performed by assigned staff, it is recommended the Board approve a mentor teacher stipend in the amount of \$500/semester per student teacher.

It is recommended the Board approve the MOU with Alliant International University, Inc. and a mentor teacher stipend.

Fiscal Impact:

Mentor teacher stipend \$500/semester per student teacher.

Estimated \$1,000/year



MEMORANDUM OF UNDERSTANDING
Between
ALLIANT INTERNATIONAL UNIVERSITY, INC. A CALIFORNIA PUBLIC BENEFIT CORPORATION
And
CALIFORNIA PACIFIC CHARTER SCHOOLS

Alliant International University, Inc., a California Public Benefit Corporation (the "University"), and California Pacific Charter Schools (CPCS) agree to the following conditions that apply to Student Teachers, and Teacher Interns (collectively, "Interns") who are or will be enrolled in the Teacher Credential Program through the California School of Education at Alliant International University. Interns nominated by either the University or CPCS shall be mutually acceptable by both the University and CPCS, and shall be subject to a mutually acceptable placement within CPCS. This Memorandum of Understanding shall become effective January 01, 2024 for a period of three (3) calendar years. This Memorandum of Understanding may be terminated by either party with sixty (60) days' written notice, unless both parties agree to an earlier termination date. Any termination of the Memorandum of Understanding by either party shall not affect the status of any Intern who has been placed with CPCS prior to the effective date of termination.

The University agrees and certifies that:

1. Each Candidate shall have met the Basic Skills Requirement by way of California Basic Educational Skill Test (CBEST) or other exam option, coursework option, or combination option and, for Student Teachers and Teacher Interns, required subject matter competency is required prior to Clinical Practice clearance for Student Teachers (Clinical Practice III) or Intern (Clinical Practice I).
2. Each Candidate shall possess a minimum of a Bachelor's Degree, documented by official transcripts with a minimum overall GPA of 2.5. Candidates must have a minimum of 3.0 GPA to be recommended for a credential (Intern, Preliminary, or Clear).
3. Each Teacher Intern shall have a minimum of 120 hours of verified pre-service experience with students in educational settings.
4. Each Teacher Intern and/ or Student Teacher candidate shall have passed U.S. Constitution coursework or examination.
5. Each Candidate shall be provided adequate supervision, advice, encouragement and support, as appropriate, by University personnel, including but not limited to the University faculty and the University field supervisor as directed by the California Commission on Teacher Credentialing Standards.
6. University Supervisors will observe and evaluate Teacher Interns via the AMS at least three (3) times during an 8-week term and provide annotated feedback via the AMS for the video observation(s).

7. Alliant Personnel will correspond with CPCS Employed Supervisors, CPCS Support Providers (Interns) and Cooperating Teachers (Student Teachers) at the beginning of the Candidate's field experience in order to support the Candidate.
8. For Teacher Education programs, CPCS Support Providers will be required to provide support and guidance an average 5 hours per week documented using Alliant's matrix/tool as aligned with the Teacher Performance Expectations (TPE) established by the Commission on Teacher Credentialing (CTC).
9. The University agrees to pay a stipend to Cooperating Teachers for Student Teachers in the amount of \$175 per 8-week term.
10. The University understands that all Student Teacher Candidates and Interns are required to adhere to all state and local health orders.
11. If the University finds that an Intern performs below standards acceptable to the University, after appropriate support and advice have been exhausted and the Intern has been withdrawn from the program, the University is to provide immediate written notification to CPCS.

FINGERPRINT

The University shall comply with the requirements of California Education Code Section 45125.1, and perform the following acts:

- A. Require all students and employees of University who may enter a school site during the time that pupils are present to submit their fingerprints in a manner authorized by the California Department of Justice (the "CDOJ");
- B. Prohibit students and employees of University from coming into contact with pupils until the CDOJ has ascertained that the student or employee has not been convicted of a felony as defined in California Education Code Section 45122.1;
- C. Certify in writing to CPCS that neither University nor any of University's employees or students who may enter a school site during the time that pupils are present have been convicted of a felony as defined in California Education Code Section 45122.1 and provide such certification to CPCS administrator for this contract; and
- D. Provide a list of the names of University's students and employees who may have contact with pupils to CPCS administrator for this contract. This list shall be updated for student and employee changes and shall list students and employees by appropriate school site.
- E. CPCS may require the University and its students who may have contact with pupils to submit to additional background checks at CPCS's sole and absolute discretion

TB CLEARANCE

University certifies that all personnel providing services to students of CPCS are adequately screened so as to prevent the assignment of personnel who may pose a threat to the safety and welfare of students and that such personnel shall provide evidence of freedom from tuberculosis within the past sixty (60) days before starting service at the school site. TB Clearance is required at the point of Clinical Practice I clearance for California Student Teachers and Arizona Alternative Educators.

The District agrees and certifies that:

1. The purpose of the Internship Program is to add to the pool of qualified teachers that CPCS has continually sought to maintain.

2. The Intern's services shall meet the instructional or service needs of CPCS.
3. CPCS and Student Teacher or Intern agree to provide quality educational experience to their students through in-person learning environments. Online schools, independent study programs, and home schools are not prohibited as placements for Interns. When candidates are teaching at online schools, independent study programs, or home schools, the required experience may be challenging and, in some cases, impossible to achieve. Program must consider if the employment setting is appropriate for learning to teach and if the program will ensure that the Interns, Student Teachers can get the significant experiences required to complete their course work in their programs. This includes the ability to teach whole groups of students. Decisions regarding fieldwork placements, including placements as a teacher of record, are the responsibility of the program, not the candidate nor the employer.
4. CPCS and Student Teacher or Intern understand they will be requested to use Video Progress Assessments. Teacher Candidates are required to show their ability to conduct a lesson to, at minimum, a small group of at least 4 students.
5. Each Intern shall be assigned as an Intern/Teacher of Record under a contract with an appointment of at least .60 FTE of their workday, and placed in a job that shall allow for substantial experience in instructional or service duties.
6. No appointment shall be made unless the prospective Intern provides proof of fingerprint clearance of a criminal background check or a photocopy of a California teaching permit, and verification that they are free from tuberculosis.
7. No Intern shall displace any fully credentialed employee at CPCS.
8. Each Intern shall be provided adequate supervision, advice, encouragement and support, as appropriate, by CPCS personnel, including but not limited to both an immediate field supervisor and an CPCS mentor as directed by the California Commission on Teacher Credentialing Standards.
9. CPCS and the University, in partnership, must provide support for each Intern.
10. CPCS and University, in partnership, must provide a total of 189 hours annually of support for each teacher intern (45 hours of which will be dedicated to ELL support).
11. The Intern's salary shall not be reduced to pay for the supervision of the Intern.
12. CPCS agrees that Student Teacher Candidates shall not receive compensation for hours accrued during their Clinical Practice course work.
13. CPCS Support Providers will correspond with Alliant Personnel at the beginning of the candidate's field experience in order to support the candidate.
14. CPCS Support Provider will support and provide guidance for an average of 5 hours per week as documented using Alliant's matrix/tool as aligned with the Teacher Performance Expectations (TPE) established by the Commission on Teacher Credentialing (CTC).

15. CPCS Support Providers must hold credentials in the same exact areas as the Interns they support and/or hold a valid, clear California Administrative Services Credential.
16. All Intern Teachers and Student Teachers must have experience working with diverse student populations including English Language Learners (ELLs), students with disabilities, and students from varying socioeconomic statuses. For Clinical Practice placements, 10% of each area of the student population must be comprised of each of the following: ELLs, students with disabilities, and students from a low socioeconomic background. If a candidate is in a Clinical Practice placement that falls short of the 10% threshold in any of the aforementioned areas, CPCS understands that for each percentage point below that threshold, the candidate will be required to observe for two (2) full days in either an ELL classroom, a Special Education classroom, or a classroom at a Title 1 school, depending on the area or areas, of deficient diverse student population group(s), to gain sufficient experience in those student population groups.
17. The program provides CPCS-employed supervisors a minimum of 10 hours of initial orientation to the program curriculum, adult learning theory, and current content specific pedagogical and instructional practices, as well as to effective supervision approaches such as cognitive coaching. To facilitate district-employed supervisors meeting program expectations, the program ensures that district-employed supervisors remain current in the knowledge and skills necessary for effective candidate supervision.
18. Should an Intern or Student Teacher subject to this MOU fail to adhere to any of the above expectations, CPCS will work with the University to reach a mutually acceptable outcome. If a mutually acceptable outcome cannot be reached between CPCS and the University, CPCS reserves the right to release any Intern or Student Teacher.
19. If CPCS finds that an Intern performs below standards acceptable to CPCS, after appropriate support and advice have been exhausted and is removed from the paid Intern position by CPCS, CPCS is to provide immediate written notification to the University.

INSURANCE

Alliant International University, Inc. shall maintain commercial general liability insurance from an insurance carrier with an AM Best rating of A- VII or better in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate, and shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Memorandum of Understanding. Further, University agrees to maintain sexual misconduct liability insurance, at \$2,000,000 for each victim, and \$4,000,000 for each policy year.

CPCS shall provide and maintain commercial general liability insurance acceptable to Alliant International University, Inc., or utilize a program of self-insurance in the minimum amounts of \$1,000,000 combined single limit, \$3,000,000 general aggregate, and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Memorandum of Understanding.

The parties understand and agree that Interns are not employees, contractors or agents of the parties. Interns are students of the University. It is understood and agreed that the University's students are not to be considered employees of CPCS and therefore students are not eligible for worker's compensation insurance under CPCS but that the University does maintain worker's compensation insurance for student coverage.

NON-DISCRIMINATION, HARASSMENT, RETALIATION CLAUSE

The University and CPCS agree to abide by the requirements of all federal and state laws regarding prohibited discrimination, harassment, and retaliation, as well as equal opportunity, including, but not limited to: Titles VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal

Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990, the Equal Pay Act, the Fair Employment & Housing Act of 1968, as amended, the California Unruh Civil Rights Act, the California Fair Pay Act, and the California Fair Employment & Housing Act of 1959, as amended.

The University and CPCS agree not to discriminate in their enrollment and employment practices, and will render services under this Memorandum of Understanding without regard to an individual's age, race, color, religion, creed, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), sexual orientation, gender, gender expression, gender identification, national origin, ancestry, genetic information, military or veteran status, political affiliation, disabilities, or any other legally protected status. The University and CPCS will not permit harassment against individuals based on any of the aforementioned characteristics, nor will they permit retaliation against any individual who makes a good faith complaint regarding discrimination or harassment. Any act of discrimination, harassment, or retaliation committed by the University or CPCS or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Memorandum of Understanding.

MUTUAL HOLD HARMLESS AND INDEMNIFICATION; LIMITATION OF LIABILITY; STUDENT STATUS

The University shall hold harmless, defend and indemnify CPCS and its officers, employees, and agents from and against any and all losses, demands, claims, damages (including costs and attorneys' fees), or causes of action arising from any negligent act or omission or willful misconduct of the University, its officers, employees, or student teachers, incurred in the performance of this Memorandum of Understanding, but only in proportion in and to the extent that such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the University, its officers, employees and agents.

CPCS shall hold harmless, defend and indemnify the University and its officers, employees, and agents from and against any and all losses, demands, claims, damages (including costs and attorneys' fees), or causes of action arising from any negligent act or omission or willful misconduct of CPCS, its officers, employees, or agents, incurred in the performance of this Memorandum of Understanding, but only in proportion in and to the extent that such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of CPCS, its officers, employees and agents.

Except for the indemnifying party's obligations pursuant to the immediately preceding two paragraphs or the other party's gross negligence or willful misconduct: (i) neither party shall be liable to the other party for any special, incidental, consequential, indirect or punitive damages (including loss of (anticipated) profits), and/or reasonable attorneys' fees and costs, arising in any way out of this Memorandum of Understanding, however caused and on any theory of liability.

Subject to the first two paragraphs of this section, a party shall have no liability to the other party for any loss suffered which arises out of any action or inaction if, in good faith, it is determined that such course of conduct was in the best interests of the parties involved and such course of conduct did not constitute gross negligence or intentional misconduct.

The parties to this Memorandum of Understanding hereby assert that no liability is assumed by either party for damages or injuries which arise from participants independently traveling to or from service sites.

The parties understand and agree that Interns are not employees, contractors or agents of the parties. Interns are students of the University. It is understood and agreed that the University's students are not to be considered employees of CPCS and therefore students are not eligible for worker's compensation insurance under CPCS but that the University does maintain worker's compensation insurance for student coverage.

The parties to this Memorandum of Understanding also agree that each is responsible only for the actions of their respective officers, agents, and employees. Neither party hereto is to be considered the agent of the other party for

any purpose whatsoever, and neither party has any authority to enter into any contract or assume any obligation for the other party or to make any warranty or representation on behalf of the other party.

CONFIDENTIALITY

The parties acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended (“FERPA”), and that the permission of students must be obtained before student data can be released to anyone.

The parties’ mutual understanding on the treatment of Confidential Information (as defined below) is as follows:

1. CPCS and the University shall not, and shall not permit any of their respective employees, agents or contractors, to use, reproduce, distribute, publish, disclose, transmit or otherwise transfer, directly or indirectly, to any other person, organization or entity, any Confidential Information of the other party (or any portion thereof), except (i) to the extent necessary to perform its obligations to the other party in connection with this Memorandum of Understanding; or (ii) with the prior written permission of the other party. Each party agrees to disclose the Confidential Information of the other party solely to those of its employees, agents and contractors having a good faith need to know such information. Each party shall protect the Confidential Information of the other party by exercising at least the same measures that such party uses to protect its own confidential information of like character, which shall be no less than a reasonable standard of care. Each party shall be held responsible for any and all breaches of this paragraph by or through any employee, agent or contractor of such party. Each party shall (x) inform all employees, agents and contractors having access to any or all of the Confidential Information of the other party of the existence of this Memorandum of Understanding and the confidentiality obligations set forth herein; and (y) take sufficient steps to cause such employees, agents and contractors to observe the confidentiality obligations set forth herein. If either party or one of their employees, agents or contractors is compelled (by deposition, interrogatory, request for documents, subpoena, civil investigation demand or similar process) to disclose any of the Confidential Information of the other party, that party shall provide the other party with prompt prior written notice of such compulsion so that the other party may seek, at its own expense, a protective order or other appropriate remedy or, if appropriate, waive compliance with the terms of this Memorandum of Understanding.
2. As used herein, “Confidential Information” means all confidential information in documents or other tangible materials clearly marked as proprietary or confidential about, or disclosed by, either party to this Memorandum of Understanding, including knowledge, technical and business information relating to such party’s products, research and development, production, costs, engineering processes, artwork, designs, computer software, formulas, methods, ideas, concepts, contemplated new services, improvements, associations with other organizations, profit or margin information, finances, customers, suppliers, marketing, and past, present or future business plans and business arrangements, and information concerning employees (including, in the case of the University and CPCS, faculty), Interns, and students or prospective students (provided any disclosure relating to any student or prospective student is permitted by and carried out in accordance with FERPA). Notwithstanding the foregoing, no information shall be deemed Confidential Information if such information: (i) is generally known to the public on the date of disclosure of same or becomes generally known to the public after such date through no breach of this Memorandum of Understanding or any other obligation of confidentiality; (ii) was known by the party receiving such information under this Memorandum of Understanding (the “Receiving Party”) without any obligation to hold it in confidence at the time of disclosure; (iii) is received by the Receiving Party after the date of disclosure by the other party (the “Disclosing Party”) hereunder from a third party without imposition, knowledge or breach of any obligation of confidentiality; (iv) is independently developed by the Receiving Party after the date of disclosure by the Receiving Party without access to Confidential Information of the Disclosing Party; or (v) is approved for release by written authorization of the Disclosing Party.

3. CPCS and the University acknowledge that the University's use of the internship programs may be subject to the privacy regulations outlined in FERPA, for the handling of such information. CPCS shall not knowingly disclose Confidential Information to any third party in violation of FERPA. CPCS represents and warrants that it will comply with FERPA to the extent applicable and will instruct its employees handling Intern student information provided by the University of its obligations under FERPA. CPCS further agrees that it will prohibit its employees from accessing any records of any student or prospective students at the University, including Interns, without a valid business reason to access such records.

GENERAL TERMS

This Memorandum of Understanding contains all of the terms and conditions between the parties. This Memorandum of Understanding may be revised or modified only by mutual agreement and written amendment signed by both parties.

Each party represents and warrants to the other party that: (i) it has all requisite power and authority to execute this Memorandum of Understanding and to perform its obligations hereunder; (ii) the execution, delivery and performance of this Memorandum of Understanding have been duly authorized and approved by each party, and will not conflict with any agreement of, or law applicable to, such party; (iii) this Memorandum of Understanding is a valid and binding agreement of each party enforceable in accordance with its terms.

In addition to its representations in the immediately preceding paragraph, CPCS represents and warrants to the University that:

1. it is and will continue to be in compliance all applicable federal, state, and local laws, including without limitation all privacy, data protection, advertising and marketing laws, and contracts;
2. neither it nor any of its affiliates has been debarred or suspended, or engaged in any activity that is cause for debarment or suspension, pursuant to applicable state law; and
3. it shall take any and all actions, or refrain from or cease such actions, as is necessary to maintain the University's reputation, accreditation, state approvals, Title IV eligibility, and academic integrity, including, but not limited to, adherence with the U.S. Department of Education's misrepresentation regulations provided at 34 C.F.R. Part 668 Subpart F.

Neither party may, without written approval of the other, assign this Memorandum of Understanding or transfer its interest or any part thereof under this Memorandum of Understanding to any third party, except that a party may assign its rights or obligations to a third party in connection with the merger, reorganization or acquisition of stock or assets affecting all or substantially all of the properties or assets of the assigning party.

This Memorandum of Understanding constitutes the entire understanding and agreement among the parties hereto with respect to the subject matter hereof, and there are no agreements, understandings, restrictions or warranties among the parties other than those set forth herein provided for.

If any of the sections of this Memorandum of Understanding shall be deemed invalid, void, or for any reason unenforceable, that section shall be deemed severable and shall not affect the validity and enforceability of any remaining section.

Except for ancillary measures in aid of arbitration and for proceedings to obtain provisional or equitable remedies and interim relief, including, without limitation, injunctive relief, any controversy, dispute or claim arising out of or in connection with or relating to this Memorandum of Understanding, or the breach, termination or validity thereof or any transaction contemplated hereby (any such controversy, dispute or claim being referred to as a "Dispute"), shall be finally settled by arbitration administered by Judicial Arbitration & Mediation Services, Inc. ("JAMS"), pursuant to its Comprehensive Arbitration Rules & Procedures (the "JAMS Rules"). The parties understand and agree that, by signing this Agreement, they are expressly waiving, to the fullest extent permitted by law, any and all

rights to a trial before a judge or jury or hearing before an adjudicative agency, regarding any disputes and claims which they now have or which they may in the future have that are subject to arbitration under this Agreement. There shall be one neutral arbitrator that shall be mutually agreed to by the parties or, if the parties do not agree, then one shall be appointed pursuant to JAMS's procedures, in each case, within 30 business days of receipt of the demand for arbitration by the respondent(s) in any such proceeding. An arbitration pursuant to this paragraph shall take place in San Diego, California. A final award shall be rendered as soon as reasonably possible. The Arbitrator shall permit both parties to engage in reasonable pre-hearing discovery to obtain information to prosecute or defend the asserted claims. The arbitration decision or award shall be in writing. The arbitrator shall have the authority to award any relief authorized by law in connection with the asserted claims or disputes. Judgment on the decision or award rendered by the arbitrator may be entered and specifically enforced in any court having jurisdiction thereof. All arbitrations commenced pursuant to this Memorandum of Understanding, or any other related agreement or document, shall be consolidated and heard by the initially appointed arbitrator. The arbitration award or ruling shall provide for payment by the losing party of the fees and costs of the arbitration, including without limitation, the reasonable attorneys' fees and attorneys' costs incurred by the prevailing parties.

This Memorandum of Understanding, and any controversy arising out of or relating to this Memorandum of Understanding, shall be governed by and construed in accordance with the internal laws of the State of California, without regard to conflict of law principles that would result in the application of any law other than the law of the State of California.

This Memorandum of Understanding may be executed and delivered by email signature and in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument and each of which may be executed by less than all parties, each of which shall be enforceable against the parties actually executing such counterparts, and all of which together shall constitute one instrument.

The titles and subtitles used in this Memorandum of Understanding are used for convenience only and are not to be considered in construing or interpreting this Memorandum of Understanding.

All notices and other communications given or made pursuant to this Memorandum of Understanding shall be in writing and shall be deemed effectively given: (a) upon personal delivery to the party to be notified, (b) when sent by confirmed facsimile if sent during normal business hours of the recipient, and if not so confirmed, then on the next business day, (c) five (5) days after having been sent by registered or certified mail, return receipt requested, postage prepaid, or (d) one (1) business day after deposit with a nationally recognized overnight courier, specifying next business day delivery, with written verification of receipt. All communications shall be sent to the respective parties at their address as set forth on the signature page hereto, or to such facsimile number or address as subsequently modified by written notice given in accordance with this paragraph.

The Sections titled "Non-Discrimination, Harassment, and Retaliation Clause," "Mutual Hold Harmless and Indemnification; Limitation of Liability; Student Status," "Confidentiality," and "General Terms" shall survive the termination of this Memorandum of Understanding.

The obligations of the parties to this MOU are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care, including, but not limited to, natural disasters, riots, wars, epidemics, pandemics, or any other similar cause.

(Signatures on following page)

IN WITNESS WHEREOF, and intending to be legally bound, the parties have duly executed this Memorandum of Understanding by their authorized representatives as of the date first written above.

Alliant International University, Inc.:

Dr. Kristy Pruitt, Dean
California School of Education
Alliant International University, Inc.

Date

Address:

10455 Pomerado Rd.
San Diego, CA 92131

California Pacific Charter Schools:

California Pacific Charter Schools

Date

Address:

940 South Coast Drive
Suite #185
Costa Mesa, CA 92626

Coversheet

Approval of CliftonLarsonAllen (CLA) Annual Audit Report - Year Ended June 30, 2023 - California Pacific Charter Schools (Draft)

Section: IX. Business/Financial Services
Item: A. Approval of CliftonLarsonAllen (CLA) Annual Audit Report - Year Ended June 30, 2023 - California Pacific Charter Schools (Draft)
Purpose: Vote
Submitted by:
Related Material:
California Pacific Charter Schools 2023 Signed Final Governance Communication.pdf
California Pacific Charter Schools 2023 Signed Final Report and Financial Statements.pdf



CliftonLarsonAllen LLP
CLAconnect.com

Board of Directors
California Pacific Charter Schools
Costa Mesa, California

We have audited the financial statements of California Pacific Charter Schools as of and for the year ended June 30, 2023, and have issued our report thereon dated December 11, 2023. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Appeals Panel, as well as certain information related to the planned scope and timing of our audit in our planning communication dated November 21, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings or issues

Qualitative aspects of accounting practices

Accounting policies

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

The School changed accounting policies related to the change in accounting principle by adopting Financial Accounting Standards Board (FASB) Accounting Standards Update No. 2016-02, Leases (ASC 842), for the year ended June 30, 2023.

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

Accounting estimates

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

Financial statement disclosures

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

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

Significant unusual transactions

We identified no significant unusual transactions.

Difficulties encountered in performing the audit

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

Uncorrected misstatements

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

Corrected misstatements

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

Disagreements with management

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

Management representations

We have requested certain representations from management that are included in the management representation letter dated December 11, 2023.

Management consultations with other independent accountants

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

Significant issues discussed with management prior to engagement

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

Supplementary information in relation to the financial statements as a whole

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated December 11, 2023.

Board of Directors
California Pacific Charter Schools
Page 3

With respect to the San Diego, Los Angeles, Sonoma and Eliminations columns, Schedule of Instructional Time, Schedule of Average Daily Attendance (ADA), and Reconciliation of Annual Financial Report with Audited Financial Statements (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated December 11, 2023.

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

* * *

Upcoming auditing standards

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

Accounting Estimates and Risk Assessment –

- Effective for audits of financial statements for periods ending on or after December 15, 2023. For your entity – June 30, 2024's financial statements.
- Enhanced financial reporting framework surrounding management estimates, including a method, assumptions, and further audit process on the data (Statement on Auditing Standards (SAS) No. 143).
- Enhances the requirements and guidance on identifying and assessing the risks of material misstatement, particularly the areas of understanding the entity's system of internal control and assessing control risk (SAS 145).
- Additional consideration on the entity and its control environment, requiring separate assessment of inherent risk and control risk.
- Expanded testing and disclosures for the use of specialists and pricing information from external information sources.

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



CliftonLarsonAllen LLP

Glendora, California
December 11, 2023

CALIFORNIA PACIFIC CHARTER SCHOOLS

**FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION**

YEAR ENDED JUNE 30, 2023

Operated by:

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



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INDEPENDENT AUDITORS' REPORT

Board of Directors
California Pacific Charter Schools
Costa Mesa, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of California Pacific Charter Schools (the School), a California nonprofit public benefit corporation, which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Change in Accounting Principle

As discussed in Note 1 to the financial statements, in 2023 the School adopted new accounting guidance for leases. The guidance requires lessees to recognize a right-of-use asset and corresponding liability for all operating and finance leases with lease terms greater than one year. Our opinion is not modified with response to this matter.

Responsibilities of Management for the Financial Statements

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

Board of Directors
California Pacific Charter Schools

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

Auditors' Responsibility for the Audit of the Financial Statements

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

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

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

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

Board of Directors
California Pacific Charter Schools

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the School's financial statements as a whole. The San Diego, Los Angeles, Sonoma and Eliminations columns in the statements of financial position, activities, and cash flows as well as the supplementary information (as identified in the table of contents) accompanying supplementary schedules, and the accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and, except for the portion marked "unaudited", was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole. The Local Education Agency Organization Structure, which is marked "unaudited", has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated December 11, 2023 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

**CliftonLarsonAllen LLP**

Glendora, California
December 11, 2023

CALIFORNIA PACIFIC CHARTER SCHOOLS
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2023

	<u>San Diego</u>	<u>Los Angeles</u>	<u>Sonoma</u>	<u>Total</u>
ASSETS				
CURRENT ASSETS				
Cash and Cash Equivalents	\$ 2,549,047	\$ 2,443,568	\$ 920,405	\$ 5,913,020
Accounts Receivable	266,393	1,139,488	461,210	1,867,091
Prepaid Expenses and Other Assets	199,305	308,013	116,468	623,786
Total Current Assets	3,014,745	3,891,069	1,498,083	8,403,897
OPERATING RIGHT-OF-USE ASSET	82,742	124,596	40,615	247,953
Total Assets	<u>\$ 3,097,487</u>	<u>\$ 4,015,665</u>	<u>\$ 1,538,698</u>	<u>\$ 8,651,850</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts Payable and Accrued Liabilities	\$ 521,273	\$ 413,938	\$ 196,640	\$ 1,131,851
Deferred Revenue	614,882	758,989	377,898	1,751,769
Loans Payable, Current	-	-	46,194	46,194
Operating Lease Liability, Current	4,537	6,875	2,337	13,749
Total Current Liabilities	1,140,692	1,179,802	623,069	2,943,563
LONG-TERM LIABILITIES				
Loans Payable, Net	-	-	46,198	46,198
Operating Lease Liability, Net	80,226	120,765	39,270	240,261
Total Long-Term Liabilities	80,226	120,765	85,468	286,459
NET ASSETS				
Net Assets Without Donor Restrictions	1,876,569	2,715,098	830,161	5,421,828
Total Net Assets	1,876,569	2,715,098	830,161	5,421,828
Total Liabilities and Net Assets	<u>\$ 3,097,487</u>	<u>\$ 4,015,665</u>	<u>\$ 1,538,698</u>	<u>\$ 8,651,850</u>

See accompanying Notes to Financial Statements.

**CALIFORNIA PACIFIC CHARTER SCHOOLS
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2023**

	<u>San Diego</u>	<u>Los Angeles</u>	<u>Sonoma</u>	<u>Total</u>
REVENUES WITHOUT DONOR RESTRICTIONS				
State Revenue:				
State Aid	\$ 2,727,419	\$ 4,367,325	\$ 1,000,592	\$ 8,095,336
Other State Revenue	425,592	579,311	259,697	1,264,600
Federal Revenue:				
Grants and Entitlements	277,758	590,938	162,858	1,031,554
Local Revenue:				
In-Lieu Property Tax Revenue	151,646	211,363	532,633	895,642
Investment Income	39,501	-	2,882	42,383
Other Revenue	154,806	3,809	1,658	160,273
Total Revenues	<u>3,776,722</u>	<u>5,752,746</u>	<u>1,960,320</u>	<u>11,489,788</u>
EXPENSES				
Program Services	3,429,418	4,620,261	1,444,153	9,493,832
Management and General	739,547	882,070	287,139	1,908,756
Total Expenses	<u>4,168,965</u>	<u>5,502,331</u>	<u>1,731,292</u>	<u>11,402,588</u>
CHANGE IN NET ASSETS	(392,243)	250,415	229,028	87,200
Net Assets Without Donor Restrictions - Beginning of Year	<u>2,268,812</u>	<u>2,464,683</u>	<u>601,133</u>	<u>5,334,628</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS - END OF YEAR	<u><u>\$ 1,876,569</u></u>	<u><u>\$ 2,715,098</u></u>	<u><u>\$ 830,161</u></u>	<u><u>\$ 5,421,828</u></u>

See accompanying Notes to Financial Statements.

CALIFORNIA PACIFIC CHARTER SCHOOLS
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2023

	San Diego	Los Angeles	Sonoma	Total
CASH FLOWS FROM OPERATING ACTIVITIES				
Change in Net Assets	\$ (392,243)	\$ 250,415	\$ 229,028	\$ 87,200
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:				
Noncash Lease Expense	2,021	3,044	992	6,057
Changes in Assets and Liabilities:				
Accounts Receivable	30,624	(403,229)	(289,581)	(662,186)
Intercompany Receivables	-	-	-	-
Prepaid Expenses and Other Assets	(184,686)	(289,157)	(106,151)	(579,994)
Accounts Payable and Accrued Liabilities	251,913	222,879	101,044	575,836
Deferred Revenue	346,408	469,985	187,372	1,003,765
Net Cash Provided by Operating Activities	54,037	253,937	122,704	430,678
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of Debt	-	-	(46,194)	(46,194)
Net Cash Used by Financing Activities	-	-	(46,194)	(46,194)
NET CHANGE IN CASH AND CASH EQUIVALENTS	54,037	253,937	76,510	384,484
Cash and Cash Equivalents - Beginning of Year	2,495,010	2,189,631	843,895	5,528,536
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 2,549,047</u>	<u>\$ 2,443,568</u>	<u>\$ 920,405</u>	<u>\$ 5,913,020</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION				
Cash Paid for Interest	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,612</u>	<u>\$ 2,612</u>

See accompanying Notes to Financial Statements.

**CALIFORNIA PACIFIC CHARTER SCHOOLS
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2023**

	San Diego		
	Program Services	Management and General	Total
Salaries and Wages	\$ 2,285,785	\$ 219,728	\$ 2,505,513
Pension Expense	342,913	-	342,913
Other Employee Benefits	247,330	37,050	284,380
Payroll Taxes	53,185	16,704	69,889
Legal Expenses	-	172,608	172,608
Accounting Expenses	-	27,354	27,354
Instructional Materials	291,822	16,051	307,873
Other Fees for Services	81,322	55,080	136,402
Advertising and Promotion Expenses	2,908	109,056	111,964
Office Expenses	35,458	2,425	37,883
Information Technology Expenses	9,815	-	9,815
Occupancy Expenses	1,772	22,826	24,598
Travel Expenses	44,733	7,815	52,548
Insurance Expense	-	14,737	14,737
Other Expenses	32,375	38,113	70,488
Total Expenses by Function	<u>\$ 3,429,418</u>	<u>\$ 739,547</u>	<u>\$ 4,168,965</u>

	Los Angeles		
	Program Services	Management and General	Total
Salaries and Wages	\$ 3,083,795	\$ 217,090	\$ 3,300,885
Pension Expense	465,010	-	465,010
Other Employee Benefits	336,169	29,441	365,610
Payroll Taxes	72,627	16,526	89,153
Legal Expenses	-	203,659	203,659
Accounting Expenses	-	38,500	38,500
Instructional Materials	367,262	21,711	388,973
Other Fees for Services	125,751	71,491	197,242
Advertising and Promotion Expenses	4,383	148,427	152,810
Office Expenses	49,296	3,467	52,763
Information Technology Expenses	13,119	-	13,119
Occupancy Expenses	2,485	32,479	34,964
Travel Expenses	55,844	10,722	66,566
Insurance Expense	-	18,979	18,979
Other Expenses	44,520	69,578	114,098
Total Expenses by Function	<u>\$ 4,620,261</u>	<u>\$ 882,070</u>	<u>\$ 5,502,331</u>

See accompanying Notes to Financial Statements.

CALIFORNIA PACIFIC CHARTER SCHOOLS
STATEMENT OF FUNCTIONAL EXPENSES (CONTINUED)
YEAR ENDED JUNE 30, 2023

	Sonoma		
	Program Services	Management and General	Total
Salaries and Wages	\$ 930,744	\$ 67,957	\$ 998,701
Pension Expense	138,613	-	138,613
Other Employee Benefits	100,937	9,238	110,175
Payroll Taxes	22,184	5,173	27,357
Legal Expenses	-	21,481	21,481
Accounting Expenses	-	12,125	12,125
Instructional Materials	119,435	3,359	122,794
Other Fees for Services	42,231	33,084	75,315
Advertising and Promotion Expenses	5,530	74,283	79,813
Office Expenses	20,395	1,048	21,443
Information Technology Expenses	4,175	-	4,175
Occupancy Expenses	781	10,288	11,069
Travel Expenses	30,623	3,712	34,335
Interest Expense	-	2,612	2,612
Insurance Expense	3,000	2,679	5,679
Other Expenses	25,505	40,100	65,605
Total Expenses by Function	<u>\$ 1,444,153</u>	<u>\$ 287,139</u>	<u>\$ 1,731,292</u>

	Total		
	Program Services	Management and General	Total
Salaries and Wages	\$ 6,300,324	\$ 504,775	\$ 6,805,099
Pension Expense	946,536	-	946,536
Other Employee Benefits	684,436	75,729	760,165
Payroll Taxes	147,996	38,403	186,399
Legal Expenses	-	397,748	397,748
Accounting Expenses	-	77,979	77,979
Instructional Materials	778,519	41,121	819,640
Other Fees for Services	249,304	159,655	408,959
Advertising and Promotion Expenses	12,821	331,766	344,587
Office Expenses	105,149	6,940	112,089
Information Technology Expenses	27,109	-	27,109
Occupancy Expenses	5,038	65,593	70,631
Travel Expenses	131,200	22,249	153,449
Interest Expense	-	2,612	2,612
Insurance Expense	3,000	36,395	39,395
Other Expenses	102,400	147,791	250,191
Total Expenses by Function	<u>\$ 9,493,832</u>	<u>\$ 1,908,756</u>	<u>\$ 11,402,588</u>

See accompanying Notes to Financial Statements.

**CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

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

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

Basis of Accounting

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

Basis of Presentation

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

Use of Estimates

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

Functional Allocation of Expenses

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

Cash and Cash Equivalents

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

**CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Asset Classes

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

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

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

Accounts Receivables

Accounts receivable primarily represent amounts due from federal and state governments as of June 30, 2023. Management believes that all receivables are fully collectible, therefore no provisions for uncollectible accounts were recorded.

Revenue Recognition

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

Contributions

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

**CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Conditional Grants

Grants and contracts that are conditioned upon the performance of certain requirements or the incurrence of allowable qualifying expenses (barriers) are recognized as revenues in the period in which the conditions are met. Amounts received are recognized as revenue when the School has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as deferred revenues in the statement of financial position. As of June 30, 2023, the School has conditional grants of \$2,272,451 of which \$1,751,769 is recognized as deferred revenue in the statement of financial position.

Property Taxes

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

Income Taxes

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

Leases

The School leases office space. The School determines if an arrangement is a lease at inception. Operating leases are included in operating lease right-of-use (ROU) assets, and operating lease liabilities on the statement of financial position. Finance leases are included in financing ROU assets, and lease liabilities – financing on the statement of financial position.

ROU assets represent the School's right to use an underlying asset for the lease term and lease liabilities represent the School's obligation to make lease payments arising from the lease. ROU assets and liabilities are recognized at the lease commencement date based on the present value of lease payments over the lease term. As most of leases do not provide an implicit rate, the School uses an incremental borrowing rate based on the information available at commencement date in determining the present value of lease payments.

**CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Leases (Continued)

The operating lease ROU asset also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the School will exercise that option. The School has elected to recognize payments for short-term leases with a lease term of 12 months or less as expense as incurred and these leases are not included as lease liabilities or ROU assets on the statement of financial position.

The School has elected not to separate nonlease components from lease components and instead accounts for each separate lease component and the nonlease component as a single lease component.

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

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

The individual lease contracts do not provide information about the discount rate implicit in the lease. Therefore, the School has elected to use an incremental borrowing rate determined using a period comparable with that of the lease term for computing the present value of lease liabilities.

Adoption of New Accounting Standards

In February 2016, the FASB issued Accounting Standards Update 2016-02, *Leases* (ASC 842). The new standard increases transparency and comparability among organizations by requiring the recognition of ROU assets and lease liabilities on the statement of financial position. Most prominent of the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases. Under the standard, disclosures are required to meet the objective of enabling users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases.

The School adopted the requirements of the guidance effective July 1, 2022 and has elected to apply the provisions of this standard to the beginning of the period of adoption with certain practical expedients available.

The School has elected to adopt the package of practical expedients available in the year of adoption. The School has elected to adopt the available practical expedient to use hindsight in determining the lease term and in assessing impairment of the School's ROU assets.

**CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Adoption of New Accounting Standards (Continued)

The School elected the available practical expedients to account for existing capital leases and operating leases as finance leases and operating leases, respectively, under the new guidance, without reassessing (a) whether the contracts contain leases under the new standard, (b) whether classification of capital leases or operating leases would be different in accordance with the new guidance, or (c) whether the unamortized initial direct costs before transition adjustments would have met the definition of initial direct costs in the new guidance at lease commencement.

In addition, the School elected the hindsight practical expedient to determine the lease term for existing leases.

The standard had a material impact on the statement of financial position but did not have an impact on the statement of activities, nor the statement of cash flows. The most significant impact was the recognition of ROU assets and lease liabilities for operating leases.

Evaluation of Subsequent Events

The School has evaluated subsequent events through December 11, 2023, the date these financial statements were available to be issued.

NOTE 2 LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date. Financial assets available for general expenditures comprise cash and cash equivalents and accounts receivable for the total amount of \$7,780,111.

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

NOTE 3 CONCENTRATION OF CREDIT RISK

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

CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 3 CONCENTRATION OF CREDIT RISK (CONTINUED)

The School also maintains cash in the County Treasury (the County). The County pools these funds with those of other educational Schools in the County and invests the cash. These pooled funds are carried at costs which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool. The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. seq. The funds maintained by the County are either secured by federal depository insurance or collateralized. The fair value of the School's deposits in this pool as of June 30, 2023, as provided by the pool sponsor was \$1,677,280.

NOTE 4 LOANS PAYABLE

California Department of Education Loan

The School received a revolving loan from the California Department of Education (CDE) of \$250,000. The loan requires annual principal payments of \$62,500 and has a term of four years. The loan carries an interest rate of approximately 2%. Annual payments of principal and interest are deducted from the School's apportionment. Future maturities of loans payable are as follows: The outstanding amount for the CDE loan at June 30, 2023 was \$92,392.

<u>Year Ending June 30,</u>	<u>Amount</u>
2024	\$ 46,194
2025	46,198
Total	<u>\$ 92,392</u>

NOTE 5 EMPLOYEE RETIREMENT

Multiemployer Defined Benefit Pension Plans

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

**CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 5 EMPLOYEE RETIREMENT (CONTINUED)

State Teachers' Retirement System (STRS)

Plan Description

The School contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiemployer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. According to the most recently available Annual Comprehensive Financial Report and Actuarial Valuation Report for the year ended June 30, 2022, total STRS plan net assets are \$300 billion, the total actuarial present value of accumulated plan benefits is \$434 billion, contributions from all employers totaled \$6.513 billion, and the plan is 74.4% funded. The School did not contribute more than 5% of the total contributions to the plan.

Copies of the STRS annual financial reports may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, CA 95826, and www.calstrs.com.

Funding Policy

Active plan members hired before January 1, 2013 are required to contribute 10.25% of their salary and those hired after are required to contribute 10.21% of their salary. The School is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for year ended June 30, 2023, was 19.10% of annual payroll. The contribution requirements of the plan members are established and may be amended by state statute.

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

<u>Year Ended June 30,</u>	<u>Required Contribution</u>	<u>Percent Contributed</u>
2021	\$ 471,684	100%
2022	\$ 839,312	100%
2023	\$ 946,536	100%

CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 6 LEASES – ASC 842

The School leases an office facility for various terms under long-term, non-cancelable lease agreements. The lease expires in November 2027.

The following table provides quantitative information concerning the School's lease for the year ended June 30, 2023:

Operating lease cost	\$ 31,464
Other Information:	
Cash paid for amounts included in the measurement of lease liabilities:	
Operating cash flows from operating leases	\$ 31,464
Right-of-use assets obtained in exchange for new operating lease liabilities:	247,953
Weighted-average remaining lease term - operating leases	5 years
Weighted-average discount rate - operating leases	6.00%

The School classifies the total undiscounted lease payments that are due in the next 12 months as current. A maturity analysis of annual undiscounted cash flows for lease liabilities as of June 30, 2023, is as follows:

Year Ending June 30,	Totals
2024	\$ 64,324
2025	60,982
2026	68,942
2027	71,277
2028	30,105
Undiscounted Cash Flows	<u>295,630</u>
(Less) Imputed Interest	<u>(41,620)</u>
Total Present Value	<u><u>\$ 254,010</u></u>

NOTE 7 CONTINGENCIES, RISKS AND UNCERTAINTIES

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

SUPPLEMENTARY INFORMATION

**CALIFORNIA PACIFIC CHARTER SCHOOLS
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE
YEAR ENDED JUNE 30, 2023
(SEE INDEPENDENT AUDITORS' REPORT)
UNAUDITED**

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

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

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

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

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

The Board of Directors and the Administrators as of the year ended June 30, 2023 were as follows:

BOARD OF DIRECTORS

<u>Member</u>	<u>Office</u>	<u>Term End (5 Years)</u>
Kelly Wylie	President	February 2024
Dr. Shirley Peterson	Vice President	October 2025
Tanya Rogers	Clerk	September 2026
Bill Howard	Member	December 2026
Jason McFaul	Member	December 2026

ADMINISTRATORS

Christine Feher	Superintendent
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**CALIFORNIA PACIFIC CHARTER SCHOOLS
SCHEDULE OF INSTRUCTIONAL TIME
YEAR ENDED JUNE 30, 2023**

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

See Independent Auditors' Report and accompanying Notes to Supplementary Information

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**CALIFORNIA PACIFIC CHARTER SCHOOLS
SCHEDULE OF AVERAGE DAILY ATTENDANCE (ADA)
YEAR ENDED JUNE 30, 2023**

	Second Period Report		Annual Report	
	Classroom Based	Total	Classroom Based	Total
CalPac Los Angeles				
Grades TK-3	-	62.29	-	62.87
Grades 4-6	-	48.90	-	48.52
Grades 7-8	-	64.49	-	64.88
Grades 9-12	-	194.30	-	197.48
ADA Totals	-	369.98	-	373.75

	Second Period Report		Annual Report	
	Classroom Based	Total	Classroom Based	Total
CalPac San Diego:				
Grades TK-3	-	33.42	-	32.86
Grades 4-6	-	34.29	-	34.35
Grades 7-8	-	33.64	-	34.43
Grades 9-12	-	144.38	-	145.19
ADA Totals	-	245.73	-	246.83

	Second Period Report		Annual Report	
	Classroom Based	Total	Classroom Based	Total
CalPac Sonoma:				
Grades TK-3	-	14.90	-	14.46
Grades 4-6	-	23.55	-	23.52
Grades 7-8	-	21.14	-	22.14
Grades 9-12	-	69.90	-	71.33
ADA Totals	-	129.49	-	131.45

See Independent Auditors' Report and accompanying Notes to Supplementary Information

CALIFORNIA PACIFIC CHARTER SCHOOLS
RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2023

	<u>San Diego</u>	<u>Los Angeles</u>	<u>Sonoma</u>
June 30, 2023 Annual Financial Report Fund Balances (Net Assets)	\$ 1,876,240	\$ 2,715,001	\$ 829,915
Adjustments and Reclassifications:			
Increase (Decrease) of Fund Balance (Net Assets):			
Cash and Cash Equivalents	145	(281)	123
Accounts Receivable	251	378	123
Accounts Payable and Accrued Liabilities	(67)	-	-
Net Adjustments and Reclassifications	<u>329</u>	<u>97</u>	<u>246</u>
June 30, 2023 Audited Financial Statement Fund Balances (Net Assets)	<u>\$ 1,876,569</u>	<u>\$ 2,715,098</u>	<u>\$ 830,161</u>

See Independent Auditors' Report and accompanying Notes to Supplementary Information

**CALIFORNIA PACIFIC CHARTER SCHOOLS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2023**

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Assistance Listing Number	Pass-Through Entity Identifying Number	Additional Award Identification	Federal Expenditures Total
U.S. Department of Education				
Pass-Through Programs From California				
Department of Education:				
Every Child Succeeds Act:				
Title I, Part A, Basic Grants Low-Income and Neglected	84.010	14329		\$ 364,142
Title II, Part A, Improving Teacher Quality	84.367	14341		26,324
Title IV, Part A, Student Support & Academic Enrichment	84.424	n/a		30,000
Special Education Cluster: IDEA Basic Local				
Assistance Entitlement, Part B, Section 611	84.027	13379		139,399
Total Special Education Cluster				<u>139,399</u>
Coronavirus Aid, Relief, and Economic Security Act (CARES Act):				
Expanded Learning Opportunities (ELO) Grant GEER II	84.425C	15619	COVID-19	2,628
Elementary and Secondary School Emergency Relief II (ESSER II) Fund	84.425D	15547	COVID-19	191,510
Expanded Learning Opportunities (ELO) Grant ESSER II State Reserve	84.425D	15618	COVID-19	11,446
Elementary and Secondary School Emergency Relief III (ESSER III) Fund	84.425U	15559	COVID-19	169,861
(ESSER III) Fund: Learning Loss	84.425U	10155	COVID-19	75,921
Expanded Learning Opportunities (ELO) Grant: ESSER III				
State Reserve, Emergency Needs	84.425U	15620	COVID-19	7,460
Expanded Learning Opportunities (ELO) Grant: ESSER III				
State Reserve, Learning Loss	84.425U	15621	COVID-19	12,863
Total Coronavirus Aid, Relief, and Economic Security Act (CARES Act)				<u>471,689</u>
Total U.S. Department of Education				<u>1,031,554</u>
Total Expenditures of Federal Awards				<u><u>\$ 1,031,554</u></u>

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

**CALIFORNIA PACIFIC CHARTER SCHOOLS
NOTES TO SUPPLEMENTARY INFORMATION
JUNE 30, 2023**

PURPOSE OF SCHEDULES

NOTE 1 SCHEDULE OF INSTRUCTIONAL TIME

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

NOTE 2 SCHEDULE OF AVERAGE DAILY ATTENDANCE

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

NOTE 3 RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED FINANCIAL STATEMENTS

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

NOTE 4 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the School under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of operations of the School, it is not intended to, and does not, present the financial position, changes in net assets, or cash flows of the School.

NOTE 5 INDIRECT COST RATE

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



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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
California Pacific Charter Schools
Costa Mesa, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of California Pacific Charter Schools (the School), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, cash flows, and functional expenses for the year then ended, the related notes to the financial statements, and have issued our report thereon dated December 11, 2023.

Report on Internal Control Over Financial Reporting

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

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

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

Board of Directors
California Pacific Charter Schools

Report on Compliance and Other Matters

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

Purpose of this Report

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



CliftonLarsonAllen LLP

Glendora, California
December 11, 2023



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

Board of Directors
California Pacific Charter Schools
Costa Mesa, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited California Pacific Charter Schools' compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on California Pacific Charter Schools' major federal program for the year ended June 30, 2023. California Pacific Charter Schools' major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, California Pacific Charter Schools complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Board of Directors
California Pacific Charter Schools

Auditors' Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control Over Compliance

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

Board of Directors
California Pacific Charter Schools

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

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

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

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen LLP

Glendora, California
December 11, 2023



CliftonLarsonAllen LLP
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INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE AND REPORT ON INTERNAL CONTROL OVER STATE COMPLIANCE

Board of Directors
California Pacific Charter Schools
Costa Mesa, California

Report on Compliance

Opinion on State Compliance

We have audited California Pacific Charter Schools's (the School) compliance with the types of compliance requirements applicable to the School described in the *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel for the year ended June 30, 2023. The School's applicable State compliance requirements are identified in the table below.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that are applicable to the School for the year ended June 30, 2023.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Our responsibilities under those standards and *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

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

Responsibilities of Management for Compliance

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

Board of Directors
California Pacific Charter Schools

Auditors' Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of the government program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

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

Board of Directors
California Pacific Charter Schools

Compliance Requirements Tested

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

<u>Description</u>	<u>Procedures Performed</u>
School Districts, County Offices of Education, and Charter Schools:	
California Clean Energy Jobs Act	Not Applicable ¹
After/Before School Education and Safety Program	Not Applicable ²
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not Applicable ³
Immunizations	Not Applicable ⁴
Educator Effectiveness	Yes
Expanded Learning Opportunities Grant (ELO-G)	Yes
Career Technical Education Incentive Grant (CTEIG)	Yes
Transitional Kindergarten	Not Applicable ⁵
Charter Schools:	
Attendance	Yes
Mode of Instruction	Not Applicable ⁶
Nonclassroom-Based Instruction/Independent Study	Yes
Determination of Funding for Nonclassroom-Based Instruction	Yes
Annual Instructional Minutes – Classroom Based	Not Applicable ⁶
Charter School Facility Grant Program	Not Applicable ⁷

Not Applicable¹: The School did not have any expenditures for California Clean Energy Jobs Act in the year under audit or a completed project between 12 and 15 months prior to any month in the audit year.

Not Applicable²: The School did not operate an after or before school program component of this grant.

Not Applicable³: The School did not report ADA pursuant to Education Code section 51749.5.

Not Applicable⁴: The School did not have any charter school subject to audit of immunizations as listed in the California Department of Public Health (CDPH) website as listed in the *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

Not Applicable⁵: The School did not report ADA for the audit year for transitional kindergarten.

Not Applicable⁶: The School did not report any ADA as generated through classroom-based instruction.

Not Applicable⁷: The School did not receive Charter School Facility Grant Program funding for the year audited.

Board of Directors
California Pacific Charter Schools

Report on Internal Control over Compliance

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

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *2022-2023 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.



CliftonLarsonAllen LLP

Glendora, California
December 11, 2023

**CALIFORNIA PACIFIC CHARTER SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2023**

Section I – Summary of Auditors' Results

Financial Statements

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

Federal Awards

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

Identification of Major Federal Programs

Assistance Listing Number(s)	Name of Federal Program or Cluster
84.425C	Expanded Learning Opportunities (ELO) Grant GEER II
84.425D	Elementary and Secondary School Emergency Relief (ESSER) II & ELO ESSER II State Reserve
84.425U	ESSER III, ESSER III: Learning Loss, ESSER III: Emergency Needs & ELO ESSER III State Reserve: Learning Loss

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

\$ 750,000

Auditee qualified as low-risk auditee? _____ yes x no

**CALIFORNIA PACIFIC CHARTER SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2023**

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

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

Section II – Financial Statement Findings

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

Section III – Findings and Questioned Costs – Major Federal Programs

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

Findings and Questioned Costs – State Compliance

There were no findings or questioned costs related to state awards for June 30, 2023.

**CALIFORNIA PACIFIC CHARTER SCHOOLS
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2023**

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



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Coversheet

Approval of 2022-23 School Accountability Report Card (SARC)

Section: X. Education/Student Services
Item: A. Approval of 2022-23 School Accountability Report Card (SARC)
Purpose: Vote
Submitted by:
Related Material:
2023 School Accountability Report Card California Pacific Charter - Sonoma 20240105.pdf
2023 School Accountability Report Card California Pacific Charter - Los Angeles 20240105.pdf
2023 School Accountability Report Card California Pacific Charter - San Diego 20240105.pdf

California Pacific Charter- Sonoma

2022-2023 School Accountability Report Card

(Published During the 2023-2024 School Year)



General Information about the School Accountability Report Card (SARC)

SARC Overview



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

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

DataQuest



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

California School Dashboard



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

Internet Access

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

2023-24 School Contact Information

School Name	California Pacific Charter- Sonoma
Street	940 South Coast Dr. #185
City, State, Zip	Costa Mesa, CA 92626
Phone Number	(855) 225-7227
Principal	Ericka Zemmer
Email Address	ezemmer@cal-pacs.org
School Website	www.cal-pacs.org
County-District-School (CDS) Code	49-70722-039048

2023-24 District Contact Information

District Name	California Pacific Charter - Sonoma
Phone Number	(855) 225-7227
Superintendent	Christine Feher
Email Address	cfeher@cal-pacs.org
District Website	www.cal-pacs.org

2023-24 School Description and Mission Statement

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.

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.

Our Core Values:

CALPAC C.A.R.E.S.

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.

2023-24 School Description and Mission Statement

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.

About this School

2022-23 Student Enrollment by Grade Level

Grade Level	Number of Students
Kindergarten	4
Grade 1	5
Grade 2	6
Grade 3	3
Grade 4	7
Grade 5	8
Grade 6	10
Grade 7	9
Grade 8	10
Grade 9	14
Grade 10	13
Grade 11	23
Grade 12	16
Total Enrollment	128

2022-23 Student Enrollment by Student Group

Student Group	Percent of Total Enrollment
Female	47.7%
Male	52.3%
American Indian or Alaska Native	1.6%
Asian	3.9%
Black or African American	8.6%
Filipino	3.1%
Hispanic or Latino	31.3%
Native Hawaiian or Pacific Islander	0.8%
Two or More Races	16.4%
White	34.4%
English Learners	5.5%
Foster Youth	0.8%
Homeless	1.6%
Socioeconomically Disadvantaged	60.2%
Students with Disabilities	20.3%

A. Conditions of Learning **State Priority: Basic**

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

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

2020-21 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	17.80	59.51	30.60	71.62	228366.10	83.12
Intern Credential Holders Properly Assigned	0.00	0.00	0.00	0.00	4205.90	1.53
Teachers Without Credentials and Misassignments (“ineffective” under ESSA)	0.90	3.04	0.90	2.13	11216.70	4.08
Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)	11.20	37.42	11.20	26.23	12115.80	4.41
Unknown	0.00	0.00	0.00	0.00	18854.30	6.86
Total Teaching Positions	29.90	100.00	42.70	100.00	274759.10	100.00

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

2021-22 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	20.40	59.85	32.20	68.59	234405.20	84.00
Intern Credential Holders Properly Assigned	0.00	0.00	0.00	0.00	4853.00	1.74
Teachers Without Credentials and Misassignments (“ineffective” under ESSA)	0.20	0.64	0.70	1.68	12001.50	4.30
Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)	13.40	39.48	13.40	28.65	11953.10	4.28
Unknown	0.00	0.00	0.50	1.06	15831.90	5.67
Total Teaching Positions	34.10	100.00	47.00	100.00	279044.80	100.00

The CDE published the first year of available teacher data for the 2020-21 SARC in June 2022, and the CDE published the second year of data for the 2021-22 SARC in June 2023. The EC Section 33126(b)(5) requires the most recent three years of teacher data to be requested in the SARC, as data is available. The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

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

Teachers Without Credentials and Misassignments (considered “ineffective” under ESSA)

Authorization/Assignment	2020-21	2021-22
Permits and Waivers	0.00	0.00
Misassignments	0.90	0.20
Vacant Positions	0.00	0.00
Total Teachers Without Credentials and Misassignments	0.90	0.20

The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

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

Indicator	2020-21	2021-22
Credentialed Teachers Authorized on a Permit or Waiver	0.70	1.20
Local Assignment Options	10.40	12.20
Total Out-of-Field Teachers	11.20	13.40

The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

Class Assignments

Indicator	2020-21	2021-22
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	25.7	0
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	0	0

The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

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

2023-24 Quality, Currency, Availability of Textbooks and Other Instructional Materials

California Pacific Charter Schools purchases online curriculum from industry leading companies (Edgenuity and Accelerate), which are Common Core state standard aligned and A-G approved. In 2021, California Pacific Charter—Sonoma did an extensive curriculum review of the major online vendors and determined that Edgenuity was the best fit for grades 6-12 and Accelerate was the best fit for grades TK-5. A robust rubric was developed by the selection committee, which included all education partners. For more information, current course lists and video demonstration, please visit the links below.

www.edgenuity.com

www.edgenuity.com/course-lists/Edgenuity-California-Course-List.pdf

www.edgenuity.com/solutions/high-school

100% of students have access to the online content by a school provided device. The school provides a Chromebook to each student enrolled and a hotspot to students who need access to the internet.

K-8 students have access to supplementary curriculum including Renaissance STAR, Freckle, Reading Eggs, Mystery Science, SORA reading library, Lexia, BrainPOP, and more.

Year and month in which the data were collected

December 2022

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption ?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Edgenuity,Accelerate [adopted in 2021]	Yes	0%
Mathematics	Edgenuity,Accelerate [adopted in 2021]	Yes	0%
Science	Edgenuity,Accelerate [adopted in 2021]	Yes	0%
History-Social Science	Edgenuity,Accelerate [adopted in 2021]	Yes	0%
Foreign Language	Edgenuity,Accelerate [adopted in 2021]	Yes	0%
Health	Edgenuity,Accelerate [adopted in 2021]	Yes	0%
Visual and Performing Arts	Edgenuity,Accelerate [adopted in 2021]	Yes	0%
Science Laboratory Equipment (grades 9-12)	N/A	N/A	0%

School Facility Conditions and Planned Improvements

California Pacific Charter School programs are virtual; therefore, the administrative office is the only facility.

Year and month of the most recent FIT report

N/A

System Inspected	Rate Good	Rate Fair	Rate Poor	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer				N/A
Interior: Interior Surfaces				N/A
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation				N/A

School Facility Conditions and Planned Improvements

Electrical				N/A
Restrooms/Fountains: Restrooms, Sinks/ Fountains				N/A
Safety: Fire Safety, Hazardous Materials				N/A
Structural: Structural Damage, Roofs				N/A
External: Playground/School Grounds, Windows/ Doors/Gates/Fences				N/A

Overall Facility Rate

Exemplary	Good	Fair	Poor
X			

B. Pupil Outcomes

State Priority: Pupil Achievement

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

Statewide Assessments

(i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

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

1. **Smarter Balanced Summative Assessments and CAAs for ELA** in grades three through eight and grade eleven.
2. **Smarter Balanced Summative Assessments and CAAs for mathematics** in grades three through eight and grade eleven.
3. **California Science Test (CAST) and CAAs for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).

College and Career Ready

The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

Percentage of Students Meeting or Exceeding the State Standard on CAASPP

This table displays CAASPP test results in ELA and mathematics for all students grades three through eight and grade eleven taking and completing a state-administered assessment.

Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

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

Subject	School 2021-22	School 2022-23	District 2021-22	District 2022-23	State 2021-22	State 2022-23
English Language Arts/Literacy (grades 3-8 and 11)	51		46		47	
Mathematics (grades 3-8 and 11)	33		28		33	

2022-23 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

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

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

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

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

2022-23 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

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

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

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

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

CAASPP Test Results in Science for All Students

This table displays the percentage of all students grades five, eight, and High School meeting or exceeding the State Standard.

Science test results include the CAST and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

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

Subject	School 2021-22	School 2022-23	District 2021-22	District 2022-23	State 2021-22	State 2022-23
Science (grades 5, 8 and high school)	32.14				29.47	

2022-23 CAASPP Test Results in Science by Student Group

This table displays CAASPP test results in Science by student group for students grades five, eight, and High School. Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

2022-23 Career Technical Education Programs

California Pacific Charter is focused on aligning the CTE program with the 11 Elements of a High-Quality CTE Program, academic state standards and meeting the individual needs of our diverse student population. The school offers pathways in Business, Digital Media Arts, and Education. The following courses are offered:

Introduction to CTE

CTE Business Management 1 (A-G approved)

CTE Business Management 2

CTE Design, Visual & Media Arts 1

CTE Design, Visual & Media Arts 2

CTE Careers in Education (A-G approved)

Courses include job shadowing and internship opportunities with monthly presentations from industry representatives. CPC-SO is committed to the CTE program and plans to continue to develop and launch new classes and CTE Pathways in future school years.

2022-23 Career Technical Education (CTE) Participation

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

Course Enrollment/Completion

This table displays the course enrollment/completion of University of California (UC) and/or California State University (CSU) admission requirements.

UC/CSU Course Measure	Percent
2022-23 Pupils Enrolled in Courses Required for UC/CSU Admission	
2021-22 Graduates Who Completed All Courses Required for UC/CSU Admission	

B. Pupil Outcomes**State Priority: Other Pupil Outcomes**

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8): Pupil outcomes in the subject area of physical education.

2022-23 California Physical Fitness Test Results

This table displays the percentage of students participating in each of the five fitness components of the California Physical Fitness Test Results. The administration of the PFT during 2021-22 and 2022-23 school years, only participation results are required for these five fitness areas. Percentages are not calculated and double dashes (--) appear in the table when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Grade Level	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility
Grade 5	--	--	--	--	--
Grade 7	69.23%	69.23%	69.23%	69.23%	69.23%
Grade 9	73.91%	73.91%	73.91%	73.91%	73.91%

C. Engagement**State Priority: Parental Involvement**

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3): Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site.

2023-24 Opportunities for Parental Involvement

California Pacific Charter—Sonoma strongly encourages and desires parents to actively engage with the school to give input and collaboratively partner with teachers and administration to positively impact student achievement and their educational experience at the school. The School Site Council that meets quarterly to provide input on the operations of the school. Additionally, surveys are disseminated throughout the year to gather feedback on various programs and school climate. Parents/guardians are encouraged to call or email the school with their ideas and suggestions on ways to improve the school and programs. For more information on how to become involved at the school, please contact Christine Feher, Superintendent, at cfeher@cal-pacs.org.

C. Engagement**State Priority: Pupil Engagement**

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

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

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

Indicator	School 2020-21	School 2021-22	School 2022-23	District 2020-21	District 2021-22	District 2022-23	State 2020-21	State 2021-22	State 2022-23
Dropout Rate	8.7	13.6		58.8	38.7		9.4	7.8	
Graduation Rate	87.0	86.4		39.2	61.3		83.6	87.0	

2022-23 Graduation Rate by Student Group (Four-Year Cohort Rate)

This table displays the 2022-23 graduation rate by student group. For information on the Four-Year Adjusted Cohort Graduation Rate (ACGR), visit the CDE Adjusted Cohort Graduation Rate web page at www.cde.ca.gov/ds/ad/acgrinfo.asp.

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

2022-23 Chronic Absenteeism by Student Group

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students				
Female				
Male				
American Indian or Alaska Native				
Asian				
Black or African American				
Filipino				
Hispanic or Latino				
Native Hawaiian or Pacific Islander				
Two or More Races				
White				
English Learners				
Foster Youth				
Homeless				
Socioeconomically Disadvantaged				
Students Receiving Migrant Education Services				
Students with Disabilities				

C. Engagement

State Priority: School Climate

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

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

Suspensions and Expulsions

This table displays suspensions and expulsions data.

Rate	School 2020-21	School 2021-22	School 2022-23	District 2020-21	District 2021-22	District 2022-23	State 2020-21	State 2021-22	State 2022-23
Suspensions									
Expulsions									

2022-23 Suspensions and Expulsions by Student Group

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

2023-24 School Safety Plan

The Comprehensive School Safety Plan is developed in collaboration with the School Site Council to ensure the health and safety of pupils and staff. The plan is annually evaluated and amended, as needed, by the Board of Directors to ensure proper implementation. The disaster plan has been prepared in compliance with California Administrative Code, Title V, Ed Code Section 560 and CA Govt Code 8607. The school safety plan was last reviewed and discussed with the school faculty in January 2024. Each year as part of training, teachers and staff review the safety plan at the beginning of the year. The safety plan may be viewed or provided upon request.

D. Other SARC Information Information Required in the SARC

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

2020-21 Elementary Average Class Size and Class Size Distribution

This table displays the 2020-21 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	2	26		
1	2	19		
2	3	11		
3	3	18		
4	2	26		
5	3	21		
6	2	28		
Other	7	10		

2021-22 Elementary Average Class Size and Class Size Distribution

This table displays the 2021-22 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	3	9		
1	3	18		
2	2	14		
3	4	14		
4	3	19		
5	4	14		
6	4	18		
Other	5	9		

2022-23 Elementary Average Class Size and Class Size Distribution

This table displays the 2022-23 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
-------------	--------------------	--------------------------------------	---------------------------------------	-------------------------------------

2020-21 Secondary Average Class Size and Class Size Distribution

This table displays the 2020-21 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	2	99		
Mathematics	2	63		
Science	2	54		
Social Science	2	93		

2021-22 Secondary Average Class Size and Class Size Distribution

This table displays the 2021-22 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	2	75		
Mathematics	2	53		
Science	2	50		
Social Science	1	79		

2022-23 Secondary Average Class Size and Class Size Distribution

This table displays the 2022-23 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts				
Mathematics				
Science				
Social Science				

2022-23 Ratio of Pupils to Academic Counselor

This table displays the ratio of pupils to Academic Counselor. One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Title	Ratio
Pupils to Academic Counselor	

2022-23 Student Support Services Staff

This table displays the number of FTE support staff assigned to this school. One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

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

Fiscal Year 2021-22 Expenditures Per Pupil and School Site Teacher Salaries

This table displays the 2021-22 expenditures per pupil and average teacher salary for this school. Cells with N/A values do not require data.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	\$11,519.00	\$3,116.00	\$8,403.00	\$59,796.00
District	N/A	N/A	\$8,403.00	\$69,653
Percent Difference - School Site and District	N/A	N/A		
State	N/A	N/A	\$7,607	\$75,753
Percent Difference - School Site and State	N/A	N/A		

Fiscal Year 2022-23 Types of Services Funded

California Pacific Charter School is a non-classroom based independent study charter school program that serves students in grades TK-12 and offers a comprehensive program including college preparatory curriculum and counseling in academics and social-emotional support.

Fiscal Year 2021-22 Teacher and Administrative Salaries

This table displays the 2021-22 Teacher and Administrative salaries. For detailed information on salaries, see the CDE Certification Salaries & Benefits web page at <http://www.cde.ca.gov/ds/fd/csl/>.

Category	District Amount	State Average for Districts in Same Category
Beginning Teacher Salary	\$52,321	\$48,481
Mid-Range Teacher Salary	\$71,448	\$73,129
Highest Teacher Salary	\$94,509	\$99,406
Average Principal Salary (Elementary)	\$115,455	\$117,381
Average Principal Salary (Middle)	\$0	\$128,158
Average Principal Salary (High)	\$0	
Superintendent Salary	\$184,203	\$138,991
Percent of Budget for Teacher Salaries	18.61%	29.34%
Percent of Budget for Administrative Salaries	6.33%	5.99%

2022-23 Advanced Placement (AP) Courses

This table displays the percent of student in AP courses at this school.

Percent of Students in AP Courses

This table displays the number of AP courses offered at this school where there are student course enrollments of at least one student.

Subject	Number of AP Courses Offered
Computer Science	
English	
Fine and Performing Arts	
Foreign Language	
Mathematics	
Science	
Social Science	
Total AP Courses Offered Where there are student course enrollments of at least one student.	

Professional Development

Each year, our programs host professional development for all staff before the start of the school year. Topics include best practices in a personalized learning and/or virtual setting, student information system navigation, learning management system usage, human resources policies, instructional strategies, learning styles, personalized learning methodologies, etc. Topics are presented by peers, vendors or education professionals.

In addition to yearly professional development for all staff, opportunities are provided throughout the year for certificated staff to attend conferences and seminars that build the knowledge and skills necessary to pursue our mission and Student Learning

Professional Development

Outcomes (SLOs). Some examples of other professional development are:

Charter Schools Development Center (CSDC) Conference

California Charter Schools Association (CCSA) Conference

Aplus+ Personalized Learning

Advancement Via Individual Determination (AVID) Summer Institute

Common Core Speaker Series

College Board AP training

Counselor UC and California State University conferences

American School Counselor Association (ASCA) workshops and courses for administrators

Association for Supervision and Curriculum Development (ASCD) online workshops in Common Core

Additional professional development is held throughout the year during staff meetings, and through our Professional Learning Communities (PLCs) to review data; drive initiatives; and stay current with our curriculum, initiatives and best practices as well as the following:

Department leads field questions from teachers pertaining to job duties and conduct periodic professional development webinars and/or online training for staff members.

Staff members are encouraged to browse our professional development resources, including training videos and instructional documents put together by the department leads.

Finally, staff members are assigned training via SafeSchools, an online platform supplying prerecorded safety training and quizzes. Topics include:

Sexual harassment

Blood-borne pathogens

Mandated reporting

All staff are expected to complete these assignments within the first 90 days of employment, or the initial date of a continuing employee's contract, and periodically over the course of their employment in accordance with state law.

This table displays the number of school days dedicated to staff development and continuous improvement.

Subject	2021-22	2022-23	2023-24
Number of school days dedicated to Staff Development and Continuous Improvement	5	6	12

California Pacific Charter - Los Angeles

2022-2023 School Accountability Report Card

(Published During the 2023-2024 School Year)



General Information about the School Accountability Report Card (SARC)

SARC Overview



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

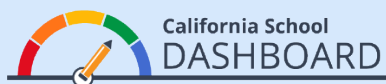
- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or the LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
-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

DataQuest



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

California School Dashboard



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

Internet Access

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

2023-24 School Contact Information

School Name	California Pacific Charter - Los Angeles
Street	940 South Coast Dr. #185
City, State, Zip	Costa Mesa, CA 92626
Phone Number	855-225-7227
Principal	Ericka Zemmer
Email Address	ezemmer@cal-pacs.org
School Website	www.cal-pacs.org
County-District-School (CDS) Code	19-75309-0132654

2023-24 District Contact Information

District Name	California Pacific Charter - Los Angeles
Phone Number	855-225-7227
Superintendent	Christine Feher
Email Address	cfeher@cal-pacs.org
District Website	www.cal-pacs.org

2023-24 School Description and Mission Statement

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.

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.

Our Core Values:

CALPAC C.A.R.E.S.

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.

2023-24 School Description and Mission Statement

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.

About this School

2022-23 Student Enrollment by Grade Level

Grade Level	Number of Students
Kindergarten	10
Grade 1	20
Grade 2	11
Grade 3	16
Grade 4	17
Grade 5	14
Grade 6	17
Grade 7	28
Grade 8	35
Grade 9	31
Grade 10	31
Grade 11	57
Grade 12	64
Total Enrollment	351

2022-23 Student Enrollment by Student Group

Student Group	Percent of Total Enrollment
Female	50.7%
Male	49.3%
American Indian or Alaska Native	0.3%
Asian	2.8%
Black or African American	9.1%
Filipino	1.1%
Hispanic or Latino	53.8%
Two or More Races	6%
White	23.6%
English Learners	3.7%
Homeless	2.8%
Socioeconomically Disadvantaged	66.7%
Students with Disabilities	20.2%

A. Conditions of Learning **State Priority: Basic**

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

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

2020-21 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	17.50	68.03	237.10	43.70	228366.10	83.12
Intern Credential Holders Properly Assigned	0.00	0.00	9.20	1.70	4205.90	1.53
Teachers Without Credentials and Misassignments (“ineffective” under ESSA)	0.70	2.90	18.60	3.44	11216.70	4.08
Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)	7.50	29.06	268.90	49.57	12115.80	4.41
Unknown	0.00	0.00	8.50	1.58	18854.30	6.86
Total Teaching Positions	25.80	100.00	542.60	100.00	274759.10	100.00

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

2021-22 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	20.40	58.46	271.40	43.37	234405.20	84.00
Intern Credential Holders Properly Assigned	0.00	0.00	5.00	0.80	4853.00	1.74
Teachers Without Credentials and Misassignments (“ineffective” under ESSA)	0.10	0.31	19.70	3.16	12001.50	4.30
Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)	14.30	41.08	318.60	50.92	11953.10	4.28
Unknown	0.00	0.06	10.90	1.74	15831.90	5.67
Total Teaching Positions	34.90	100.00	625.80	100.00	279044.80	100.00

The CDE published the first year of available teacher data for the 2020-21 SARC in June 2022, and the CDE published the second year of data for the 2021-22 SARC in June 2023. The EC Section 33126(b)(5) requires the most recent three years of teacher data to be requested in the SARC, as data is available. The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

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

Teachers Without Credentials and Misassignments (considered “ineffective” under ESSA)

Authorization/Assignment	2020-21	2021-22
Permits and Waivers	0.00	0.00
Misassignments	0.70	0.10
Vacant Positions	0.00	0.00
Total Teachers Without Credentials and Misassignments	0.70	0.10

The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

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

Indicator	2020-21	2021-22
Credentialed Teachers Authorized on a Permit or Waiver	0.70	2.00
Local Assignment Options	6.70	12.20
Total Out-of-Field Teachers	7.50	14.30

The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

Class Assignments

Indicator	2020-21	2021-22
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	10.9	0
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	0	0

The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

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

2023-24 Quality, Currency, Availability of Textbooks and Other Instructional Materials

California Pacific Charter Schools purchases online curriculum from industry leading companies (Edgenuity and Accelerate), which are Common Core state standard aligned and A-G approved. In 2021, California Pacific Charter—Los Angeles did an extensive curriculum review of the major online vendors and determined that Edgenuity was the best fit for grades 6-12 and Accelerate was the best fit for grades TK-5. A robust rubric was developed by the selection committee, which included all education partners. For more information, current course lists and video demonstration, please visit the links below.

www.edgenuity.com

www.edgenuity.com/course-lists/Edgenuity-California-Course-List.pdf

www.edgenuity.com/solutions/high-school

100% of students have access to the online content by a school provided device. The school provides a Chromebook to each student enrolled and a hotspot to students who need access to the internet.

K-8 students have access to supplementary curriculum including Renaissance STAR, Freckle, Reading Eggs, Mystery Science, SORA reading library, Lexia, BrainPOP, and more.

Year and month in which the data were collected

December 2022

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption ?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Edgenuity,Accelerate [adopted in 2021]	Yes	0
Mathematics	Edgenuity,Accelerate [adopted in 2021]	Yes	0
Science	Edgenuity,Accelerate [adopted in 2021]	Yes	0
History-Social Science	Edgenuity,Accelerate [adopted in 2021]	Yes	0
Foreign Language	Edgenuity,Accelerate [adopted in 2021]	Yes	0
Health	Edgenuity,Accelerate [adopted in 2021]	Yes	0
Visual and Performing Arts	Edgenuity,Accelerate [adopted in 2021]	Yes	0

School Facility Conditions and Planned Improvements

California Pacific Charter School programs are virtual. Therefore, the administrative office is the only facility.

Year and month of the most recent FIT report

N/A

System Inspected	Rate Good	Rate Fair	Rate Poor	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer				N/A
Interior: Interior Surfaces				N/A
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation				N/A
Electrical				N/A

School Facility Conditions and Planned Improvements

Restrooms/Fountains: Restrooms, Sinks/ Fountains				N/A
Safety: Fire Safety, Hazardous Materials				N/A
Structural: Structural Damage, Roofs				N/A
External: Playground/School Grounds, Windows/ Doors/Gates/Fences				N/A

Overall Facility Rate

Exemplary	Good	Fair	Poor
X			

B. Pupil Outcomes

State Priority: Pupil Achievement

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

Statewide Assessments

(i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

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

1. **Smarter Balanced Summative Assessments and CAAs for ELA** in grades three through eight and grade eleven.
2. **Smarter Balanced Summative Assessments and CAAs for mathematics** in grades three through eight and grade eleven.
3. **California Science Test (CAST) and CAAs for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).

College and Career Ready

The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

Percentage of Students Meeting or Exceeding the State Standard on CAASPP

This table displays CAASPP test results in ELA and mathematics for all students grades three through eight and grade eleven taking and completing a state-administered assessment.

Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

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

Subject	School 2021-22	School 2022-23	District 2021-22	District 2022-23	State 2021-22	State 2022-23
English Language Arts/Literacy (grades 3-8 and 11)	35		40		47	
Mathematics (grades 3-8 and 11)	20		21		33	

2022-23 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

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

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

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

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

2022-23 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

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

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

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

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

CAASPP Test Results in Science for All Students

This table displays the percentage of all students grades five, eight, and High School meeting or exceeding the State Standard.

Science test results include the CAST and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

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

Subject	School 2021-22	School 2022-23	District 2021-22	District 2022-23	State 2021-22	State 2022-23
Science (grades 5, 8 and high school)	25.52		17.23		29.47	

2022-23 CAASPP Test Results in Science by Student Group

This table displays CAASPP test results in Science by student group for students grades five, eight, and High School. Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

2022-23 Career Technical Education Programs

California Pacific Charter is focused on aligning the CTE program with the 11 Elements of a High-Quality CTE Program, academic state standards and meeting the individual needs of our diverse student population. The school offers pathways in Business, Digital Media Arts, and Education. The following courses are offered:

Introduction to CTE

CTE Business Management 1 (A-G approved)

CTE Business Management 2

CTE Design, Visual & Media Arts 1

CTE Design, Visual & Media Arts 2

CTE Careers in Education (A-G approved)

Courses include job shadowing and internship opportunities with monthly presentations from industry representatives. CPC-LA is committed to the CTE program and plans to continue to develop and launch new classes and CTE Pathways in future school years.

2022-23 Career Technical Education (CTE) Participation

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

Course Enrollment/Completion

This table displays the course enrollment/completion of University of California (UC) and/or California State University (CSU) admission requirements.

UC/CSU Course Measure	Percent
2022-23 Pupils Enrolled in Courses Required for UC/CSU Admission	
2021-22 Graduates Who Completed All Courses Required for UC/CSU Admission	

B. Pupil Outcomes**State Priority: Other Pupil Outcomes**

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8): Pupil outcomes in the subject area of physical education.

2022-23 California Physical Fitness Test Results

This table displays the percentage of students participating in each of the five fitness components of the California Physical Fitness Test Results. The administration of the PFT during 2021-22 and 2022-23 school years, only participation results are required for these five fitness areas. Percentages are not calculated and double dashes (--) appear in the table when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Grade Level	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility
Grade 5	90%	90%	90%	90%	90%
Grade 7	68.75%	68.75%	68.75%	68.75%	68.75%
Grade 9	75.55%	75.55%	75.55%	75.55%	75.55%

C. Engagement**State Priority: Parental Involvement**

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3): Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site.

2023-24 Opportunities for Parental Involvement

California Pacific Charter—Los Angeles strongly encourages and desires parents to actively engage with the school to give input and collaboratively partner with teachers and administration to positively impact student achievement and educational experiences at the school. The School Site Council that meets quarterly to provide input on the operations of the school. Additionally, surveys are disseminated throughout the year to gather feedback on various programs and school climate. Parents/guardians are encouraged to call or email the school with their ideas and suggestions on ways to improve the school and programs. For more information on how to become involved at the school, please contact Christine Feher, Superintendent, at cfeher@cal-pacs.org.

C. Engagement**State Priority: Pupil Engagement**

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

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

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

Indicator	School 2020-21	School 2021-22	School 2022-23	District 2020-21	District 2021-22	District 2022-23	State 2020-21	State 2021-22	State 2022-23
Dropout Rate	21.9	9.5		27.6	26.9		9.4	7.8	
Graduation Rate	68.5	82.4		26.0	37.9		83.6	87.0	

2022-23 Graduation Rate by Student Group (Four-Year Cohort Rate)

This table displays the 2022-23 graduation rate by student group. For information on the Four-Year Adjusted Cohort Graduation Rate (ACGR), visit the CDE Adjusted Cohort Graduation Rate web page at www.cde.ca.gov/ds/ad/acgrinfo.asp.

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

2022-23 Chronic Absenteeism by Student Group

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students				
Female				
Male				
American Indian or Alaska Native				
Asian				
Black or African American				
Filipino				
Hispanic or Latino				
Native Hawaiian or Pacific Islander				
Two or More Races				
White				
English Learners				
Foster Youth				
Homeless				
Socioeconomically Disadvantaged				
Students Receiving Migrant Education Services				
Students with Disabilities				

C. Engagement

State Priority: School Climate

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

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

Suspensions and Expulsions

This table displays suspensions and expulsions data.

Rate	School 2020-21	School 2021-22	School 2022-23	District 2020-21	District 2021-22	District 2022-23	State 2020-21	State 2021-22	State 2022-23
Suspensions									
Expulsions									

2022-23 Suspensions and Expulsions by Student Group

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

2023-24 School Safety Plan

The Comprehensive School Safety Plan is developed in collaboration with the School Site Council to ensure the health and safety of pupils and staff. The plan is annually evaluated and amended, as needed, by the Board of Directors to ensure proper implementation. The disaster plan has been prepared in compliance with California Administrative Code, Title V, Ed Code Section 560 and CA Govt Code 8607. The school safety plan was last reviewed and discussed with the school faculty in January 2024. Each year as part of training, teachers and staff review the safety plan at the beginning of the year. The safety plan may be viewed or provided upon request.

D. Other SARC Information Information Required in the SARC

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

2020-21 Elementary Average Class Size and Class Size Distribution

This table displays the 2020-21 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	3	5		
1	6	5		
2	5	6		
3	4	13		
4	4	8		
5	3	19		
6	5	11		
Other	8	2		

2021-22 Elementary Average Class Size and Class Size Distribution

This table displays the 2021-22 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	7	16		
1	6	10		
2	8	10		
3	10	5		
4	6	15		
5	3	20		
6	7	22		
Other	8	1		

2022-23 Elementary Average Class Size and Class Size Distribution

This table displays the 2022-23 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
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2020-21 Secondary Average Class Size and Class Size Distribution

This table displays the 2020-21 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	2	163	1	
Mathematics	2	96		
Science	2	90	1	
Social Science	2	142		

2021-22 Secondary Average Class Size and Class Size Distribution

This table displays the 2021-22 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	2	141		
Mathematics	2	100		
Science	2	98		
Social Science	2	142		

2022-23 Secondary Average Class Size and Class Size Distribution

This table displays the 2022-23 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts				
Mathematics				
Science				
Social Science				

2022-23 Ratio of Pupils to Academic Counselor

This table displays the ratio of pupils to Academic Counselor. One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Title	Ratio
Pupils to Academic Counselor	

2022-23 Student Support Services Staff

This table displays the number of FTE support staff assigned to this school. One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

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

Fiscal Year 2021-22 Expenditures Per Pupil and School Site Teacher Salaries

This table displays the 2021-22 expenditures per pupil and average teacher salary for this school. Cells with N/A values do not require data.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	\$12,517.00	\$4,045.00	\$8,472.00	\$59,796.00
District	N/A	N/A	\$8,472.00	
Percent Difference - School Site and District	N/A	N/A		
State	N/A	N/A	\$7,607	\$77,993
Percent Difference - School Site and State	N/A	N/A		

Fiscal Year 2022-23 Types of Services Funded

California Pacific Charter School is a non-classroom based independent study charter school program that serves students in grades TK-12 and offers a comprehensive program, including college preparatory curriculum and counseling in academics and social-emotional learning.

Fiscal Year 2021-22 Teacher and Administrative Salaries

This table displays the 2021-22 Teacher and Administrative salaries. For detailed information on salaries, see the CDE Certification Salaries & Benefits web page at <http://www.cde.ca.gov/ds/fd/csl/>.

Category	District Amount	State Average for Districts in Same Category
Beginning Teacher Salary		\$47,616
Mid-Range Teacher Salary		\$75,580
Highest Teacher Salary		\$100,485
Average Principal Salary (Elementary)		\$114,067
Average Principal Salary (Middle)		\$123,622
Average Principal Salary (High)		\$125,386
Superintendent Salary		\$157,977
Percent of Budget for Teacher Salaries	24.14%	27.82%
Percent of Budget for Administrative Salaries	6.35%	5.78%

2022-23 Advanced Placement (AP) Courses

This table displays the percent of student in AP courses at this school.

Percent of Students in AP Courses

This table displays the number of AP courses offered at this school where there are student course enrollments of at least one student.

Subject	Number of AP Courses Offered
Computer Science	
English	
Fine and Performing Arts	
Foreign Language	
Mathematics	
Science	
Social Science	
Total AP Courses Offered Where there are student course enrollments of at least one student.	

Professional Development

Each year, our programs host professional development for all staff before the start of the school year. Topics include best practices in a personalized learning and/or virtual setting, student information system navigation, learning management system usage, human resources policies, instructional strategies, learning styles, personalized learning methodologies, goal setting aligned with the professional standards of practice, etc. Topics are presented by peers, vendors, or education professionals. CalPac launched a professional development platform in Alludo where staff can seek out training asynchronously in a variety of areas from systems management, education technology, soft skills, and much more.

Professional Development

In addition to yearly professional development for all staff, opportunities are provided throughout the year for certificated staff to attend conferences and seminars that build the knowledge and skills necessary to pursue our mission and Student Learning Outcomes (SLOs). Some examples of other professional development are:

- Charter Schools Development Center (CSDC) Conference
- California Charter Schools Association (CCSA) Conference
- Aplus+ Personalized Learning
- Advancement Via Individual Determination (AVID) Summer Institute
- Common Core Speaker Series
- College Board AP training
- Counselor UC and California State University conferences
- American School Counselor Association (ASCA) workshops and courses for administrators

Additional professional development is held throughout the year during staff meetings, and through our Professional Learning Communities (PLCs) to review data; drive initiatives; and stay current with our curriculum, initiatives and best practices as well as the following:

Department leads field questions from teachers pertaining to job duties and conduct periodic professional development webinars and/or online training for staff members.

Staff members are encouraged to browse our professional development resources, including training videos and instructional documents put together by the department leads.

Finally, staff members are assigned training via SafeSchools, an online platform supplying prerecorded safety training and quizzes. Topics include:

- Sexual harassment
- Blood-borne pathogens
- Mandated reporting

All staff are expected to complete these assignments within the first 90 days of employment, or the initial date of a continuing employee's contract, and periodically over the course of their employment in accordance with state law.

This table displays the number of school days dedicated to staff development and continuous improvement.

Subject	2021-22	2022-23	2023-24
Number of school days dedicated to Staff Development and Continuous Improvement	5	6	12

California Pacific Charter - San Diego

2022-2023 School Accountability Report Card

(Published During the 2023-2024 School Year)



General Information about the School Accountability Report Card (SARC)

SARC Overview



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

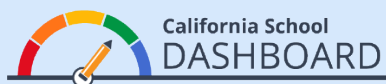
- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or the LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
-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

DataQuest



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

California School Dashboard



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

Internet Access

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

2023-24 School Contact Information

School Name	California Pacific Charter - San Diego
Street	940 South Coast Dr. #185
City, State, Zip	Costa Mesa, CA 92626
Phone Number	855-225-7227
Principal	Ericka Zemmer
Email Address	ezemmer@cal-pacs.org
School Website	www.cal-pacs.org
County-District-School (CDS) Code	37-75416-0132472

2023-24 District Contact Information

District Name	California Pacific Charter - San Diego
Phone Number	855-225-7227
Superintendent	Christine Feher
Email Address	cfeher@cal-pacs.org
District Website	www.cal-pacs.org

2023-24 School Description and Mission Statement

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.

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.

Our Core Values:

CALPAC C.A.R.E.S.

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.

2023-24 School Description and Mission Statement

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.

About this School

2022-23 Student Enrollment by Grade Level

Grade Level	Number of Students
Kindergarten	11
Grade 1	9
Grade 2	5
Grade 3	9
Grade 4	6
Grade 5	8
Grade 6	19
Grade 7	18
Grade 8	16
Grade 9	13
Grade 10	39
Grade 11	44
Grade 12	48
Total Enrollment	245

2022-23 Student Enrollment by Student Group

Student Group	Percent of Total Enrollment
Female	48.6%
Male	51.4%
American Indian or Alaska Native	1.6%
Asian	3.7%
Black or African American	6.5%
Filipino	2%
Hispanic or Latino	38%
Native Hawaiian or Pacific Islander	1.6%
Two or More Races	9.8%
White	35.9%
English Learners	4.5%
Foster Youth	0.8%
Homeless	4.1%
Socioeconomically Disadvantaged	59.6%
Students with Disabilities	16.3%

A. Conditions of Learning **State Priority: Basic**

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

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

2020-21 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	18.20	67.87	86.00	57.63	228366.10	83.12
Intern Credential Holders Properly Assigned	0.00	0.00	0.50	0.33	4205.90	1.53
Teachers Without Credentials and Misassignments (“ineffective” under ESSA)	0.20	0.86	1.60	1.08	11216.70	4.08
Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)	8.10	30.19	58.00	38.89	12115.80	4.41
Unknown	0.20	1.04	3.00	2.05	18854.30	6.86
Total Teaching Positions	26.80	100.00	149.30	100.00	274759.10	100.00

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

2021-22 Teacher Preparation and Placement

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	19.90	59.93	108.20	60.76	234405.20	84.00
Intern Credential Holders Properly Assigned	0.00	0.00	0.00	0.00	4853.00	1.74
Teachers Without Credentials and Misassignments (“ineffective” under ESSA)	0.00	0.03	0.60	0.37	12001.50	4.30
Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)	13.30	40.01	64.50	36.23	11953.10	4.28
Unknown	0.00	0.00	4.60	2.63	15831.90	5.67
Total Teaching Positions	33.20	100.00	178.20	100.00	279044.80	100.00

The CDE published the first year of available teacher data for the 2020-21 SARC in June 2022, and the CDE published the second year of data for the 2021-22 SARC in June 2023. The EC Section 33126(b)(5) requires the most recent three years of teacher data to be requested in the SARC, as data is available. The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

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

Teachers Without Credentials and Misassignments (considered “ineffective” under ESSA)

Authorization/Assignment	2020-21	2021-22
Permits and Waivers	0.00	0.00
Misassignments	0.20	0.00
Vacant Positions	0.00	0.00
Total Teachers Without Credentials and Misassignments	0.20	0.00

The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

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

Indicator	2020-21	2021-22
Credentialed Teachers Authorized on a Permit or Waiver	0.70	1.00
Local Assignment Options	7.30	12.20
Total Out-of-Field Teachers	8.10	13.30

The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

Class Assignments

Indicator	2020-21	2021-22
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	15.4	1.2
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	0	0

The teacher data for the 2022-23 SARC will not be available prior to February 1, 2024, and therefore is not included in the template.

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

2023-24 Quality, Currency, Availability of Textbooks and Other Instructional Materials

California Pacific Charter Schools purchases online curriculum from industry leading companies (Edgenuity and Accelerate), which are Common Core state standard aligned and A-G approved. In 2021, California Pacific Charter—San Diego did an extensive curriculum review of the major online vendors and determined that Edgenuity was the best fit for grades 6-12 and Accelerate was the best fit for grades TK-5. A robust rubric was developed by the selection committee, which included all education partners. For more information, current course lists and video demonstration, please visit the links below.

www.edgenuity.com

www.edgenuity.com/course-lists/Edgenuity-California-Course-List.pdf

www.edgenuity.com/solutions/high-school

100% of students have access to the online content by a school provided device. The school provides a Chromebook to each student enrolled and a hotspot to students who need access to the internet.

K-8 students have access to supplementary curriculum including Renaissance STAR, Freckle, Reading Eggs, Mystery Science, SORA reading library, Lexia, BrainPOP, and more.

Year and month in which the data were collected

December 2022

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption ?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Edgenuity,Accelerate [adopted in 2021]	Yes	0
Mathematics	Edgenuity,Accelerate [adopted in 2021]	Yes	0
Science	Edgenuity,Accelerate [adopted in 2021]	Yes	0
History-Social Science	Edgenuity,Accelerate [adopted in 2021]	Yes	0
Foreign Language	Edgenuity,Accelerate [adopted in 2021]	Yes	0
Health	Edgenuity,Accelerate [adopted in 2021]	Yes	0
Visual and Performing Arts	Edgenuity,Accelerate [adopted in 2021]	Yes	0

School Facility Conditions and Planned Improvements

California Pacific Charter School programs are virtual; therefore, the administrative office is the only facility.

Year and month of the most recent FIT report

N/A

System Inspected	Rate Good	Rate Fair	Rate Poor	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer				N/A
Interior: Interior Surfaces				N/A
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation				N/A
Electrical				N/A

School Facility Conditions and Planned Improvements

Restrooms/Fountains: Restrooms, Sinks/ Fountains				N/A
Safety: Fire Safety, Hazardous Materials				N/A
Structural: Structural Damage, Roofs				N/A
External: Playground/School Grounds, Windows/ Doors/Gates/Fences				N/A

Overall Facility Rate

Exemplary	Good	Fair	Poor
X			

B. Pupil Outcomes

State Priority: Pupil Achievement

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

Statewide Assessments

(i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

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

1. **Smarter Balanced Summative Assessments and CAAs for ELA** in grades three through eight and grade eleven.
2. **Smarter Balanced Summative Assessments and CAAs for mathematics** in grades three through eight and grade eleven.
3. **California Science Test (CAST) and CAAs for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).

College and Career Ready

The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

Percentage of Students Meeting or Exceeding the State Standard on CAASPP

This table displays CAASPP test results in ELA and mathematics for all students grades three through eight and grade eleven taking and completing a state-administered assessment.

Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

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

Subject	School 2021-22	School 2022-23	District 2021-22	District 2022-23	State 2021-22	State 2022-23
English Language Arts/Literacy (grades 3-8 and 11)	53		55		47	
Mathematics (grades 3-8 and 11)	26		41		33	

2022-23 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

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

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

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

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

2022-23 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment.

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

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

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

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

CAASPP Test Results in Science for All Students

This table displays the percentage of all students grades five, eight, and High School meeting or exceeding the State Standard.

Science test results include the CAST and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

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

Subject	School 2021-22	School 2022-23	District 2021-22	District 2022-23	State 2021-22	State 2022-23
Science (grades 5, 8 and high school)	23.02		26.32		29.47	

2022-23 CAASPP Test Results in Science by Student Group

This table displays CAASPP test results in Science by student group for students grades five, eight, and High School. Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

2022-23 Career Technical Education Programs

California Pacific Charter is focused on aligning the CTE program with the 11 Elements of a High-Quality CTE Program, academic state standards and meeting the individual needs of our diverse student population. The school offers pathways in Business, Digital Media Arts, and Education. The following courses are offered:

Introduction to CTE

CTE Business Management 1 (A-G approved)

CTE Business Management 2

CTE Design, Visual & Media Arts 1

CTE Design, Visual & Media Arts 2

CTE Careers in Education (A-G approved)

Courses include job shadowing and internship opportunities with monthly presentations from industry representatives. CPC-SD is committed to the CTE program and plans to continue to develop and launch new classes and CTE Pathways in future school years.

2022-23 Career Technical Education (CTE) Participation

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

Course Enrollment/Completion

This table displays the course enrollment/completion of University of California (UC) and/or California State University (CSU) admission requirements.

UC/CSU Course Measure	Percent
2022-23 Pupils Enrolled in Courses Required for UC/CSU Admission	
2021-22 Graduates Who Completed All Courses Required for UC/CSU Admission	

B. Pupil Outcomes**State Priority: Other Pupil Outcomes**

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8): Pupil outcomes in the subject area of physical education.

2022-23 California Physical Fitness Test Results

This table displays the percentage of students participating in each of the five fitness components of the California Physical Fitness Test Results. The administration of the PFT during 2021-22 and 2022-23 school years, only participation results are required for these five fitness areas. Percentages are not calculated and double dashes (--) appear in the table when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Grade Level	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility
Grade 5	--	--	--	--	--
Grade 7	73.68%	73.68%	73.68%	73.68%	73.68%
Grade 9	83.33%	83.33%	83.33%	83.33%	83.33%

C. Engagement**State Priority: Parental Involvement**

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3): Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site.

2023-24 Opportunities for Parental Involvement

California Pacific Charter—San Diego strongly encourages and desires parents to actively engage with the school to give input and collaboratively partner with teachers and administration to positively impact student achievement and their educational experience at the school. The School Site Council that meets quarterly to provide input on the operations of the school. Additionally, surveys are disseminated throughout the year to gather feedback on various programs and school climate. Parents/guardians are encouraged to call or email the school with their ideas and suggestions on ways to improve the school and programs. For more information on how to become involved at the school, please contact Christine Feher, Superintendent, at cfeher@cal-pacs.org.

C. Engagement**State Priority: Pupil Engagement**

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

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

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

Indicator	School 2020-21	School 2021-22	School 2022-23	District 2020-21	District 2021-22	District 2022-23	State 2020-21	State 2021-22	State 2022-23
Dropout Rate	5.4	6.8		14.7	14.3		9.4	7.8	
Graduation Rate	92.9	93.2		58.8	63.5		83.6	87.0	

2022-23 Graduation Rate by Student Group (Four-Year Cohort Rate)

This table displays the 2022-23 graduation rate by student group. For information on the Four-Year Adjusted Cohort Graduation Rate (ACGR), visit the CDE Adjusted Cohort Graduation Rate web page at www.cde.ca.gov/ds/ad/acgrinfo.asp.

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

2022-23 Chronic Absenteeism by Student Group

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students				
Female				
Male				
American Indian or Alaska Native				
Asian				
Black or African American				
Filipino				
Hispanic or Latino				
Native Hawaiian or Pacific Islander				
Two or More Races				
White				
English Learners				
Foster Youth				
Homeless				
Socioeconomically Disadvantaged				
Students Receiving Migrant Education Services				
Students with Disabilities				

C. Engagement

State Priority: School Climate

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

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

Suspensions and Expulsions

This table displays suspensions and expulsions data.

Rate	School 2020-21	School 2021-22	School 2022-23	District 2020-21	District 2021-22	District 2022-23	State 2020-21	State 2021-22	State 2022-23
Suspensions									
Expulsions									

2022-23 Suspensions and Expulsions by Student Group

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

2023-24 School Safety Plan

The Comprehensive School Safety Plan is developed in collaboration with the School Site Council to ensure the health and safety of pupils and staff. The plan is annually evaluated and amended, as needed, by the Board of Directors to ensure proper implementation. The disaster plan has been prepared in compliance with California Administrative Code, Title V, Ed Code Section 560 and CA Govt Code 8607. The school safety plan was last reviewed and discussed with the school faculty in January 2024. Each year as part of training, teachers and staff review the safety plan at the beginning of the year. The safety plan may be viewed or provided upon request.

D. Other SARC Information Information Required in the SARC

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

2020-21 Elementary Average Class Size and Class Size Distribution

This table displays the 2020-21 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	4	10		
1	3	5		
2	4	6		
3	4	9		
4	2	9		
5	4	16		
6	6	6		
Other	5	1		

2021-22 Elementary Average Class Size and Class Size Distribution

This table displays the 2021-22 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K	6	15		
1	3	11		
2	5	10		
3	6	6		
4	6	10		
5	7	10		
6	8	10		
Other	10	1		

2022-23 Elementary Average Class Size and Class Size Distribution

This table displays the 2022-23 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
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2020-21 Secondary Average Class Size and Class Size Distribution

This table displays the 2020-21 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	2	172		
Mathematics	2	103		
Science	2	93		
Social Science	2	182		

2021-22 Secondary Average Class Size and Class Size Distribution

This table displays the 2021-22 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts	2	126		
Mathematics	2	87		
Science	2	80		
Social Science	2	139		

2022-23 Secondary Average Class Size and Class Size Distribution

This table displays the 2022-23 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Subject	Average Class Size	Number of Classes with 1-22 Students	Number of Classes with 23-32 Students	Number of Classes with 33+ Students
English Language Arts				
Mathematics				
Science				
Social Science				

2022-23 Ratio of Pupils to Academic Counselor

This table displays the ratio of pupils to Academic Counselor. One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Title	Ratio
Pupils to Academic Counselor	

2022-23 Student Support Services Staff

This table displays the number of FTE support staff assigned to this school. One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

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

Fiscal Year 2021-22 Expenditures Per Pupil and School Site Teacher Salaries

This table displays the 2021-22 expenditures per pupil and average teacher salary for this school. Cells with N/A values do not require data.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	\$12,767.00	\$3,893.00	\$8,875.00	\$59,796.00
District	N/A	N/A	\$8,875.00	\$61,073
Percent Difference - School Site and District	N/A	N/A		
State	N/A	N/A	\$7,607	\$77,993
Percent Difference - School Site and State	N/A	N/A		

Fiscal Year 2022-23 Types of Services Funded

California Pacific Charter School is a non-classroom based independent study charter school program that serves students in grades TK-12 and offers a comprehensive program including college preparatory curriculum and counseling in academics and social-emotional learning.

Fiscal Year 2021-22 Teacher and Administrative Salaries

This table displays the 2021-22 Teacher and Administrative salaries. For detailed information on salaries, see the CDE Certification Salaries & Benefits web page at <http://www.cde.ca.gov/ds/fd/csl/>.

Category	District Amount	State Average for Districts in Same Category
Beginning Teacher Salary	\$44,681	\$47,616
Mid-Range Teacher Salary	\$68,330	\$75,580
Highest Teacher Salary	\$95,002	\$100,485
Average Principal Salary (Elementary)	\$0	\$114,067
Average Principal Salary (Middle)	\$0	\$123,622
Average Principal Salary (High)	\$0	\$125,386
Superintendent Salary	\$142,140	\$157,977
Percent of Budget for Teacher Salaries	24.65%	27.82%
Percent of Budget for Administrative Salaries	4.16%	5.78%

2022-23 Advanced Placement (AP) Courses

This table displays the percent of student in AP courses at this school.

Percent of Students in AP Courses

This table displays the number of AP courses offered at this school where there are student course enrollments of at least one student.

Subject	Number of AP Courses Offered
Computer Science	
English	
Fine and Performing Arts	
Foreign Language	
Mathematics	
Science	
Social Science	
Total AP Courses Offered Where there are student course enrollments of at least one student.	

Professional Development

Each year, our programs host professional development for all staff before the start of the school year. Topics include best practices in a personalized learning and/or virtual setting, student information system navigation, learning management system usage, human resources policies, instructional strategies, learning styles, personalized learning methodologies, goal setting aligned with the professional standards of practice, etc. Topics are presented by peers, vendors or education professionals. CalPac launched a professional development platform in Alludo where staff can seek out training asynchronously in a variety of areas from systems management, education technology, soft skills, and much more.

Professional Development

In addition to yearly professional development for all staff, opportunities are provided throughout the year for certificated staff to attend conferences and seminars that build the knowledge and skills necessary to pursue our mission and Student Learning Outcomes (SLOs). Some examples of other professional development are:

- Charter Schools Development Center (CSDC) Conference
- California Charter Schools Association (CCSA) Conference
- Aplus+ Personalized Learning
- Advancement Via Individual Determination (AVID) Summer Institute
- Common Core Speaker Series
- College Board AP training
- Counselor UC and California State University conferences
- American School Counselor Association (ASCA) workshops and courses for administrators

Additional professional development is held throughout the year during staff meetings, and through our Professional Learning Communities (PLCs) to review data; drive initiatives; and stay current with our curriculum, initiatives and best practices as well as the following:

Department leads field questions from teachers pertaining to job duties and conduct periodic professional development webinars and/or online training for staff members.

Staff members are encouraged to browse our professional development resources, including training videos and instructional documents put together by the department leads.

Finally, staff members are assigned training via SafeSchools, an online platform supplying prerecorded safety training and quizzes. Topics include:

- Sexual harassment
- Blood-borne pathogens
- Mandated reporting

All staff are expected to complete these assignments within the first 90 days of employment, or the initial date of a continuing employee's contract, and periodically over the course of their employment in accordance with state law.

This table displays the number of school days dedicated to staff development and continuous improvement.

Subject	2021-22	2022-23	2023-24
Number of school days dedicated to Staff Development and Continuous Improvement	5	6	12

Coversheet

Approval of 2024-25 Instructional Calendar

Section: X. Education/Student Services
Item: B. Approval of 2024-25 Instructional Calendar
Purpose: Vote
Submitted by: Christine Feher
Related Material: CALPAC 2024-25 Instructional Calendar.pdf

BACKGROUND:

The School Instructional Calendar for 2024-25 was jointly developed in collaboration with school education partners.

RECOMMENDATION:

It is recommended the Board approve the 2024-25 Instructional Calendar for California Pacific Charter Schools - Sonoma (#2037), San Diego (#1758), and Los Angeles (#1751).

CALIFORNIA PACIFIC CHARTER SCHOOLS | 2024-2025

JULY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 First Day of Summer School
4 No School, Independence Day

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12/20-1/3 No School, Winter Break
20 No School, MLK Day
24 End of LP 5 (18)
24 Last Day of Semester 1
27 No School, Non-Student Day
28 First day of Semester 2

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Last Day of Summer School
28 First day of Semester 1

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

14-17 No School, Presidents' Day
21 End of LP 6 (17)

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 No School, Labor Day
20 End of LP 1 (17)

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 End of LP 7 (20)
3/31-4/4 No School, Spring Break

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 End of LP 2 (20)

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3/31-4/4 No School, Spring Break
18 End of LP 8 (15)

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11 No School, Veterans Day
15 End of LP 3 (19)
25-29 No School, Fall Break

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 End of LP 9 (20)
26 No School, Memorial Day

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

13 End of LP 4 (15)
12/20-1/3 No School, Winter Break

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6 Last Day of Semester 2
6 End of LP 10 (14)